

Handbook available at [www.baragaacademy.org](http://www.baragaacademy.org) or by request.

### WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Licensing and Regulatory Affairs  
Child Care Licensing Bureau

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| Child(ren)'s Name(s) (Last, First) | Facility's Name and License Number<br>DC 620416648 |
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A written information packet has been provided at the time of enrollment. The packet included all the following information (R 400.8146 (1-2)):

- Criteria for admission and withdrawal. Handbook page 13
- Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided. Handbook pg 15, 24, and calendar @ [www.baragaacademy.org](http://www.baragaacademy.org)
- Fee policy. tuition policy AY 24-25 and handbook page 29-30
- Discipline policy. Handbook pg 10-12
- Food service program. Handbook pg 20-21
- Program philosophy. Handbook pg 5
- Typical daily routine. Handbook pg 17-19
- Parent notification plan for accidents, injuries, incidents, and illnesses. Handbook pgs. 12, 31 & 43
- Transportation policy, if applicable: N/A
- Medication policy. Handbook pg 37-40 and BBA Policy
- Exclusion policy for child illnesses. Handbook pg 32-36
- Notice of the availability of the center's licensing notebook. (CENTER MUST CHECK ONE)

The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigation reports, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

- Other Policies on child abuse, neglect & prevention; General Medication and Pest Management policy. Also received the emergency response plan and signed approval for their child to go to Mass in an area not licensed (sanctuary); annual permission for sunscreen, insect repellants, and diaper ointment.

Parent/Guardian Signature

Date

Note: A single CCL-4340 form may be used for all children in the same family.

LARA is an equal opportunity employer/program.