



ST. ANTHONY OF PADUA  
CATHOLIC COMMUNITY  
ALL ARE WELCOME

## CHILDCARE REGISTRATION 2021-2022 School Year

**St. Anthony Preschool / Childcare**  
**Ann Kozak ([akozak@saparish.com](mailto:akozak@saparish.com))**  
**616-453-8229, ext. 313**  
**Cell Phone: 616-460-4599**

Please complete the required forms and drop them off at the school office, mail to the address above, or email them to [akozak@saparish.com](mailto:akozak@saparish.com).

Name\_\_\_\_\_ Grade\_\_\_\_\_ Name\_\_\_\_\_ Grade\_\_\_\_\_

Name\_\_\_\_\_ Grade\_\_\_\_\_ Name\_\_\_\_\_ Grade\_\_\_\_\_

Email\_\_\_\_\_

Childcare is available Monday through Friday from 7:00 am to 6:00 pm. Childcare rates are \$4.50 per hour with a one hour minimum charge per day per child.

School begins on Wednesday, August 25, 2021. Childcare is open.

No Childcare on Friday, September 3, or Monday, September 6.

Preschool starts Monday, August 30<sup>th</sup> (PS-4 year) and Tuesday, August 31<sup>st</sup> (PS-3 year). Childcare is available to incoming Preschool families starting Wednesday, August 25<sup>th</sup>.

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Date your child(ren) will begin Childcare \_\_\_\_\_

**Parents are responsible to send a bi-weekly calendar or email dates needed for Childcare.**



## St. Anthony Childcare

### School Year Food Agreement

Because our programs are not licensed to provide snacks, it is necessary for the parents to provide drinks and nutritional snacks for their children. This agreement, when signed, assures the school that the parents will be sending a nutritional snack/drink with their child every day that he/she is in Childcare/Preschool.

Parent's Initials\_\_\_\_\_

### Verification of Receiving or Reviewing Parent Handbook

I have read and fully understand the rules and requirements established by St. Anthony Preschool/Childcare. The handbook is available to review on the St. Anthony website [www.saparish.com](http://www.saparish.com) or a copy can be requested.

Parent's Initials\_\_\_\_\_

### Verification of Licensing Notebook

I am aware that St. Anthony Childcare/Preschool has a Parent Licensing Notebook that contains all licensing inspections, renewal inspections, special investigations, and corrective action plans from May 2010 to the current date. I am also aware that the licensing inspection and special reports from at least the last two years are available on the DHS Childcare Licensing website at: [www.michigan.gov/michchildcare.com](http://www.michigan.gov/michchildcare.com)

Parent's Initials\_\_\_\_\_

### Child Wellness Form

This wellness statement ensures that all school-age children participating in the Childcare/Preschool program are in good health, have up-to-date immunizations, and are able to participate in daily activities provided by the program.

If there are any restrictions, special needs, or allergies, please state the child's name below along with any health concerns. If there are none please write none.

Each child will need to have his own wellness form.

Child's Name\_\_\_\_\_Health Restriction\_\_\_\_\_

Child's Name\_\_\_\_\_Health Restriction\_\_\_\_\_

Child's Name\_\_\_\_\_Health Restriction\_\_\_\_\_

Parent's Signature\_\_\_\_\_Date\_\_\_\_\_



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## Childcare Information

### 2021-2022

St. Anthony of Padua Childcare serves St. Anthony School students, PS-8, who need a fun, safe, structured environment for their children before school, during the school day, and/or after school.

We provide an atmosphere where children are encouraged to grow socially, creatively, emotionally, intellectually, spiritually, and physically. Activities include strategic card and board games, literature exposure, team challenges, outdoor games, arts and crafts, and free play.

St. Anthony Preschool/Childcare program is fully licensed by the Michigan Department of Human Services. Our staff is trained in CPR and First aid. A State of Michigan screening process is required by all staff members.

Children who currently participate will be given first priority to participate in the upcoming school year. Being enrolled currently does not mean a family is automatically registered for Childcare. Please note the following requirements that are needed prior to a child attending Childcare (more information can be found in the Childcare Handbook):

1. Parents are required to schedule their child's attendance two weeks in advance. St. Anthony of Padua Childcare is not licensed to be a drop off center. If a two-week schedule is not turned in on time, the Childcare Center may refuse the child's attendance or parents will be billed for full time. If parents need additional days beyond the scheduled time, they are asked to speak with the Childcare director. If there is space available, St. Anthony of Padua Childcare would be glad to accommodate the need.
2. Parents are expected to pay two weeks in advance. Because each child's space is being reserved, regardless of an absence, refunds or credits cannot be given.
3. All children must be enrolled for a minimum of an hour per week to reserve.
4. Parents will be charged a \$10 late fee for payments not made by the due date.
5. In addition to the regular hourly fee, parents will be charged an additional \$10 per child for every 15 minutes (or fraction of) that their child remains at Childcare after 6:00 pm.
6. Parents are expected to give a two week written notice when withdrawing their child from the program.
7. Children are supervised in the licensed childcare room at St. Anthony of Padua School. The preschool room, gym, computer lab, library, art room, and playground may also be utilized for childcare.
8. Child care is open on days when school is in session, including half days of school. Childcare is not open on snow days or days when the school is unexpectedly closed. Where there is a two-hour delay for school, Childcare will open at 9:00 am.

**Fee Schedule:** \$4.50 per hour; \$1.00 per hour for each quarter hour after the first hour. One hour minimum charge per each day reserved.

**Childcare Hours:** Monday through Friday: 7:00 am - 6:00 pm. School begins on Wednesday, August 25, 2021, and Childcare will be open. NO Childcare on Friday, September 3, or Monday, September 6.

**Contact Information:** Ann Kozak, Childcare Director, 616-453-8229 ext. 313 / [akozak@saparish.com](mailto:akozak@saparish.com)



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## Childcare Information Form

2021-2022

Family Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Home

\_\_\_\_\_ Cell #1 (relationship \_\_\_\_\_)

\_\_\_\_\_ Cell #2 (relationship \_\_\_\_\_)

\_\_\_\_\_ Work #1 (relationship \_\_\_\_\_)

\_\_\_\_\_ Work #2 (relationship \_\_\_\_\_)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child Name	Grade (2020-2021)	Before School (7:00 am - 8:00 am)	Evening (3:00 pm - 6:00 pm)	Morning (8:00 am - 12:00 pm)	Afternoon (12:00 pm - 3:00 pm)

For Office Use:

\_\_\_\_\_ Childcare Registration      \_\_\_\_\_ Food Agreement      \_\_\_\_\_ Verification of Licensing Notebook

\_\_\_\_\_ Wellness Form (Each child)      \_\_\_\_\_ Child Information Record (Each child)      \_\_\_\_\_ Sibling Release Form

## CHILD INFORMATION RECORD

### State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

<b>For Provider Use Only:</b>	Date of Admission	Date of Discharge	
Name of Child (Last, First, Middle Initial)			Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City	State Zip Code
Parent/Legal Guardian's Name	Home Phone ( )	Parent/Legal Guardian's Name (Optional)	Home Phone ( )
Home Address (if not child's address)	Cell Phone ( )	Home Address (if not child's address)	Cell Phone ( )
City	State	Zip Code	City State Zip Code
Email Address (optional)		Email Address	
Employer Name	Work Phone ( )	Employer Name	Work Phone ( )
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ( )	
Hospital Preferred for Emergency Treatment (optional)			
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)			

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018.

See Reverse Side

**Emergency Contact & Release of Child:** List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	( )	( )
2.	( )	( )
3.	( )	( )

**Release of Child Only:** List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	( )	2.	( )
3.	( )	4.	( )

**Parent/Legal Guardian Initials:**

\_\_\_\_\_ I give permission to \_\_\_\_\_, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.

**I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.**

Signature of Parent or Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation	