

University of Michigan-Dearborn Early Childhood Education Center Policies and Agreements

Child(ren)'s Name(s): _____

Permission for Developmental Assessment

Parent or Guardian Initials

As a University facility, the University of Michigan-Dearborn Early Childhood Education wishes to provide the best educational program possible. In order to do this, it is essential to systematically evaluate its program and its impact on the children's development. For this purpose, teachers, with the assistance of several members of the staff under their direction, periodically assess the developmental progress of the children at intervals throughout the term. These evaluations are done by means of observation, standard checklists, and certain other measures (game-like tasks, interview-type methods, etc.) widely used for this purpose in the educational community. Such regular assessments assist us in planning our program to best meet the developmental needs of the children in our school.

We will gladly share with you any information about your child which we gain through our assessments.

Sunscreen

Parent or Guardian Initials

The ECEC provides Bull Frog Mosquito Coast Sunscreen and Insect Repellent SPF 50/ Avon Skin So Soft Bug Guard SPF 30. This is DEET-free, Oxybenzone free, and is made with Vitamin E and Aloe. By initialing, you the parent/guardian, give the ECEC permission to apply sunscreen to your child. By checking the "YES" box below you authorize the ECEC to use the provided sunscreen for your child. If you wish for the ECEC to use a different sunscreen, please check the box marked "NO". Please note, families who choose to use a different sunscreen than listed above MUST provide the ECEC with the sunscreen in original packaging, labeled with the child's name and also complete the Medication Permission Form which is available at the ECEC Front Desk. Families are then responsible to maintain their child's supply in the classroom.

YES NO

Audio-Visual Permission

Parent or Guardian Initials

The University of Michigan-Dearborn Early Childhood Education Center serves as a child-observation and teacher-training setting for the College of Education, Health, and Human Services (see the Parent Handbook under section titled "General Description"). As such, the ECEC is committed to seeking the best possible care for the development of children as well as providing an educational setting for students of Early Childhood.

In our desire to serve the children and our students, the faculty and staff may occasionally wish to film, photograph, audiotape or videotape teacher/child interactions. This material may appear in mediums such as blogs, classroom newsletters, Classroom Dojo, documentation panels or teaching portfolios. Our purpose is twofold: to observe children's responses to different teaching methods and to demonstrate valuable methods for future teachers and others within the profession. Additional specified consent will be sought in order for the UM-Dearborn ECEC to utilize such films, photographs, audiotapes or videotapes of the children's activities for marketing purposes.

YES, we give consent NO, we do not give consent

Research

Parent or Guardian Initials

As a research and training facility of the University of Michigan-Dearborn, the Early Childhood Education Center provides approved researchers access to class lists and children's ages for the purpose of soliciting parent consent for their child's participation in approved research projects. If your child falls within the research study age range, you will be sent a project description with a consent for so that **you may approve or refuse your child's participation in each individual study.**

Parent Handbook Policies

Parent or Guardian Initials

I acknowledge that I have received the link to the ECEC Parent Handbook [Parent Handbook](#) and I am aware of all policies in the handbook including but not limited to the following:

- Criteria for enrollment and withdrawal
- Fee Policy
- Discipline Policy
- Nutrition and Allergy Policy
- Program Philosophy
- Daily Routines
- Parent notification plan for accidents, injuries, illnesses, emergency evacuations
- Inclement Weather Days
- Exclusion Policy for child illness
- Building Access
- FERPA
- Mutual Respect Policy
- Schedule of Operation (see current calendar on ECEC website)

Enrollment and Attendance Requirements

The ECEC will not confirm placement in a classroom until all of the following items are submitted to the front office:

Parent or Guardian Initials

- Signed Contract Agreement
- Signed Policies and Agreements
- Non-refundable enrollment fees (\$250)
- Child Information Record (Emergency Card)
- Birth Certificate/Proof of Birth (new children)
- Completed Child Intake Form

Additionally, students will not be able to attend class until the following documents are received:

Parent or Guardian Initials

- Health Appraisal (physical) form from doctor
- Immunization Records or Waiver
- First month's tuition
- Completed Denver Assessment
- Record of Attendance at Parent Orientation (new families)
- Acknowledgement of Receipt of Parent Handbook (new families, last page of handbook must be signed)
- Any necessary custody information (if applicable)
- Allergy Action Plan/Request for dietary accommodations (if applicable)
- IFSP, IEP or Developmental Assessment (if applicable)
- Kindergarten Waiver (if applicable)

Parent Notification of Licensing Notebook

Parent or Guardian Initials

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010, until the license is closed. • The ECEC is mandated to provide families with free internet to view our online licensing notebook. You can use our Wifi "MGuest" or one of our computers to visit <https://childcaresearch.apps.lara.state.mi.us/>. Licensing inspections and special investigation reports from the past two years are available on the State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Children and Adult Licensing website at www.michigan.gov/lara.

Child and Adult Care Food Program (CACFP)

The ECEC participates in the CACFP through the state of Michigan. For program reporting the state requests information on ethnicity/race. While this information is voluntary, it does assist the ECEC in reporting accurate and confidential information.

Choose one (ethnicity) _____ Hispanic or Latino _____ Not Hispanic or Latino

Choose one or more (race) _____ American Indian or Alaskan Native _____ Asian _____ Black or African American

_____ Native Hawaiian or Pacific Islander _____ Middle Eastern _____ White

Consent and Waiver of Liability

Parent or Guardian Initials

I, the undersigned, do hereby give official authority to the University of Michigan-Dearborn Early Childhood Education Center staff to act on my behalf in transporting to a safe location and/or providing or securing any medical care or treatment necessary for the above-named child in case of emergency.

Agreement to Financial Obligation

Parent or Guardian Initials

I, the undersigned, do hereby accept financial responsibilities for all tuition and fees associated with the enrollment of my child for the 2026-2027 period in which I have chosen. I have read through the fee schedule and enrollment terms and understand that my child's tuition payment is required for my child to attend. I will abide by the ECEC tuition schedule and fee schedule as applicable. I understand that there is no return of tuition due to absences. I understand that the registration fee and assessment fees are required in order to enroll my child and that these fees are non-refundable. ***I understand to withdrawal from the program I am required to complete a Withdrawal Petition form, accompanied by the Withdrawal Fee in the form of a cashier's check or money order a minimum of 30 days prior of the last day of attendance. The withdrawal fee will be one half of each month's tuition that remains in the contract.*** Tuition will continue to be assessed throughout this period. Withdrawal petitions are reviewed by the administrative committee, this committee meets bi-weekly. A response will be communicated to the family within five business days of the committee meeting. ***I understand that any prior year enrollment account that I have with the ECEC must be in good standing in order to complete the current year enrollment.*** We will also request that a family complete an exit survey prior to leaving.

I have read all agreements above and have approved it by my signature below.

Signature of Parent/Guardian 1

Printed Name

Date

Signature of Parent/Guardian 2

Printed Name

Date