

ELEMENTARY LATCHKEY PROCEDURE FULL TIME

Fulltime Daycare is available for children enrolled at Mt. Clemens Montessori Academy from the hours of 6:30 a.m. until 6:00 p.m., Monday through Friday when the school is in operation. If you will be using daycare extensively, we recommend that you enroll your child at the flat rate fee that allows for unlimited daycare. The daycare fees including the activity fee for Kindergarten through Fifth Grade for the school year are as follows:

Activity Fee:	\$ 100.00	Due upon enrollment
Payment 1	\$ 400.00	Due September 3, 2024
Payment 2	\$ 400.00	Due November 5, 2024
Payment 3	\$ 400.00	Due February 5, 2025
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Total Paid	\$1300.00	

Your child must be signed in and out of the Daycare Room. This is a must both for security and billing purposes.

The Daycare Room closes promptly at 6:00 p.m. As a courtesy to our staff, we ask that you arrive **NO LATER** than 6:00 p.m. If you do arrive after 6:00 p.m. please be assured that your child will be cared for, however we ask that you phone the school as soon as possible so your child may be informed. The fees charged at this time will be six dollars (\$6.00) for the first five (5) minutes or portion thereof, and six dollars (\$6.00) for each additional five (5) minutes thereafter. Please make check payable to the staff member on duty at this time.

ELEMENTARY LATCHKEY

Child's Name _____ Grade _____

Classroom _____

Approximate Arrival Time _____

Approximate Departure Time _____

I have signed and returned the *Parent Notification of the Licensing Notebook* and received a copy of the *Health Care Plan*

Parent Signature _____ Date _____

Activity fee: _____ Payment 1: _____ Payment 2: _____ Payment 3: _____

Parent Notification of the Licensing Notebook Requirement
Child Care Organizations Act, 1973 Public Act 116

All child care 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.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare

I have read the above statement issued by Mt. Clemens Montessori Academy.

Parent Name _____

Parent Signature _____

Please return signed form to the office

Mt. Clemens Montessori Academy HEALTH CARE PLAN

Hand Washing

Hand Washing Procedures

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between finger, around nail beds, under fingernails, and jewelry, and back of hand.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel.

Hands shall be washed with soap under running water. The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes.

Handling Bodily Fluids

The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include:

- Staff will put on gloves.
- Clean up bodily fluid/diaper.
- Wash area with soap and water, rinse, and sanitize area.
- Wash hands of child.
- Take off gloves and wash hands.

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent.
- Rinse area/surface with clean water.
- Submerge, wipe, or spray the article or surface with a sanitizing solution.
- Let area/surface air dry.