

L'Anse Creuse Public Schools – Early Childhood Programs

The Full Day Preschool Registration Packet

We are honored you chose to enroll your child in The Full Day Preschool program. We are proud to serve you and strive to provide an enriching and stimulating school experience. Please provide the items listed below so we may register your child. Please turn in your completed registration packet in accordance with the dates listed on the registration information sheet.

- _____ Child's original birth certificate
- _____ Early Childhood Registration Form
- _____ New Student Enrollment Form
- _____ Student Residency
- _____ Technology Use Policy
- _____ Letter of Understanding
- _____ Concussion Awareness
- _____ Volunteer Regulations

After your registration is complete, you will be given a link to complete your registration on-line and pay your \$60 non-refundable registration fee.

You will also complete the Child Information Record on-line. This form must be completed in full (no blanks are permitted by licensing).

.....

THE FOLLOWING DOCUMENTS ARE REQUIRED BY THE FIRST DAY OF SCHOOL (You may bring these documents to Parent Orientation in August)

- _____ Green Health Appraisal Form. Proof of a physical evaluation signed by a licensed physician or designee must be provided on all new and updated health appraisal forms. Please make sure the month, day, and year is indicated for all exams and your health care provider **stamps** their name and address on all records.
- _____ Immunization records. All new and updated immunization records must be provided. Please make sure the month, day, and year is indicated for all shots and your health care provider signs all records.

Parents/guardians seeking a nonmedical (parental) immunization waiver for their child are now required to receive education from the county health department. Waiver education is available by **APPOINTMENT ONLY** at the Macomb County Health Department. Call the School Immunization Program at 586-466-6840. Nonmedical immunization waivers can no longer be issued through our office.
- _____ Custody/Guardianship Orders (if applicable)

.....

CHILD MUST BE INDEPENDENTLY TOILET TRAINED TO ATTEND THE FULL DAY PRESCHOOL PROGRAM
This is a self-supporting program of L'Anse Creuse Public Schools



ENROLLMENT FORM

Student's Full Legal Name (as shown on the Birth Certificate)

file in student's CA60

Last		First		Middle		Gender <input type="checkbox"/> M <input type="checkbox"/> F		Grade Entering Preschool			
Home Street Address (with apt/suite)			Home City & Zip			Primary Phone <input type="checkbox"/> Unlisted?					
Birthdate			Birth City/State (if born in US)			Student Order of Birth (if multiple) Please check: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04					
Ethnicity Is the student Hispanic/Latino? (Choose 1) <input type="checkbox"/> No, not Hispanic or Latino <input type="checkbox"/> Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)			Race The question to the left is about ethnicity, not race. No matter what you selected, please continue to answer the following by marking one or more boxes to indicate what you consider your student's race to be. <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Multi-Racial (if multi please check all appropriate boxes above)							<input type="checkbox"/> Asian American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Hispanic or Latino	
Fill in Section Below for Students Born OUTSIDE the US											
		Date Entered US (month & year)		First Attended School in US (month & year)			Country of Birth				
Fill in Sections Below for ALL Students – If any boxes are marked "Yes" fax to 586.783.6309											
Is your child's native tongue a language other than English? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name of Language?					Is the primary language used in your child's home or environment a language other than English? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name of Language?						
If you have answered YES to either of the above questions, your child will be assessed to determine his/her eligibility to receive English as a Second Language (ESL) services.											
Previous School											
Attended School in this District Before? (Include Pre-K) <input type="checkbox"/> Yes <input type="checkbox"/> No					If Yes, School Attended (Include Year or Grade)						
Previous District					Previous School						
Previous School Address			Previous School City, State & Zip			<input type="checkbox"/> Public School <input type="checkbox"/> Church/Private <input type="checkbox"/> Homeschool					
Has your child ever been retained? <input type="checkbox"/> Yes <input type="checkbox"/> No							If yes, grade retained				
Did Your Child Receive Special Services at Former School?						<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, check all that apply below and provide copy of current IEP.			
<input type="checkbox"/> Special Education		<input type="checkbox"/> 504		<input type="checkbox"/> Speech/Language		<input type="checkbox"/> Title I		<input type="checkbox"/> Social Work			
<input type="checkbox"/> Other Services		Please Describe Other Services									
Parent/Guardian IN THE HOME Information will be released according to FERPA guidelines.											
Primary Parent/Guardian Name			Employer			Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
Home Phone (area code first)			Cell Phone (area code first)			Work Phone (area code first)					
Relationship: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Foster <input type="checkbox"/> Other _____					Email Address <input type="checkbox"/> Add to auto email						
Secondary Parent/Guardian Name			Employer			Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
Home Phone (area code first)			Cell Phone (area code first)			Work Phone (area code first)					
Relationship: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Foster <input type="checkbox"/> Other _____					Email Address <input type="checkbox"/> Add to auto email						
Name of Parent Living Elsewhere			Relationship to Child			Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
Home Phone (area code first)			Cell Phone (area code first)			Work Phone (area code first)					
Address					Have custody papers been provided to the office? <input type="checkbox"/> Yes <input type="checkbox"/> No Should this person receive mailings? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Custody Restrictions					Email Address <input type="checkbox"/> Add to auto email						
SCHOOLMESSENGER NOTIFICATION SERVICE – SchoolMessenger is a communications service that enables our district to stay in touch with families. This service allows us to send announcements, school newsletters and district news through e-mail, phone and/or text.											
Landline/Home Phone (receives voice message):			Cell Phone 1 (receives text message):			Cell Phone 2 (receives text message):					
Email address 1 (receives email message):					Email address 2 (receives email message):						

ENROLLMENT FORM (page 2 of 2)

Student Name: _____

Emergency Contacts ~ OTHER THAN PARENTS: Please list below LOCAL contact to be called in case of illness/emergency so student can be released.
NOTE: Unless otherwise specified, parent/guardian will be contacted first.

Name	Relationship	Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Home Phone (area code first)	Cell Phone (area code first)	Work Phone (area code first)
Name	Relationship	Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Home Phone (area code first)	Cell Phone (area code first)	Work Phone (area code first)
Name	Relationship	Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Home Phone (area code first)	Cell Phone (area code first)	Work Phone (area code first)

Other Children Who Reside in the Home

Name	Birth Date	Grade/School	Relationship to Student
Name	Birth Date	Grade/School	Relationship to Student
Name	Birth Date	Grade/School	Relationship to Student

Health Information. If your child does not have any problems, please write none for each area. Copy: Food Service Transportation

Medical Alerts/Health Conditions

Asthma Diabetes Vision Problem Hearing Problem Heart Condition

Medications Taken

List All Non-Food Allergies and Directions/Procedures for Allergic Reaction Epi Pen

Physical Limitations

Food Allergies. If your child does not have any problems, please write none for each area. Copy: Food Service Transportation

Food Allergies

Foods to Omit:	Foods to Substitute
----------------	---------------------

Foods to Omit:	Foods to Substitute
----------------	---------------------

Directions/Procedures for Allergic Reaction Epi Pen

Physician Name	Physician Phone	Preferred Hospital
----------------	-----------------	--------------------

The undersigned hereby acknowledges that the information provided on this form is true and accurate. The undersigned understands that it is his/her responsibility to inform the appropriate school office if and when any of the information on this form changes. Failure to inform the district will subject the student to termination of enrollment in L'Anse Creuse Public Schools.

In an emergency, the information on this form could be imperative to the welfare of your child; thus we ask that you carefully fill it out and promptly return it to your child's school. This information is also important in the event that the school must be dismissed early due to weather conditions or mechanical failure in an individual building. Your child should know what to do in these situations. Please inform your child of the procedure he/she is to follow **WHEN NO ONE IS AT HOME** in the event of early school dismissal.

I authorize the physician and/or hospital listed on this document to treat my child in the event of serious illness or accident, when I or the other persons listed on this form cannot be reached. Any obligation for medical expenses resulting from treatment in such a case is my responsibility. Permission to transport my child in case of emergency is also given.

Parent/Guardian Signature:	Date:
----------------------------	-------



L'Anse Creuse PUBLIC SCHOOLS STUDENT RESIDENCY

This questionnaire is in compliance with the McKinney-Vento Homeless Education Act. Your answers will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act. The McKinney-Vento Homeless Education Act defines "homeless" as "individuals who lack a fixed, regular, and adequate nighttime residence." This includes students who "are TEMPORARILY sharing the housing of other persons due to loss of housing or economic hardship."

Student Name	Birthdate	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Grade Entering	School
Current Address (with apt/suite)	City		Zip	

1. Is your **current** address above a temporary living arrangement? Yes No
(If you answer no to this question and this is a permanent living arrangement, skip to bottom of form and sign)

2. Is this temporary living arrangement due to loss of housing or economic hardship? Yes No

**If you answered NO, you may stop here and sign the bottom of the form.
 If you answered YES to the above questions, please complete the remainder of this form.**

Where is the student currently living (check one box.)

- Living in hotel/motel due to lack of other suitable housing Name and address of hotel/motel:
- Living in shelter or other temporary housing Name of agency:
- Car, campsite, or on the street
- Temporary living arrangement by choice that is a fixed, regular, and adequate nighttime residence.
- Doubled up: temporarily with friends/family due to loss of housing or economic hardship which does not meet the fixed, adequate or regular nighttime residence.
 Date the student moved to this address: _____
 Are you seeking permanent housing? Yes No

Please Answer the Following Questions:

Any preschool-aged children living in home
 Yes No

Name:	Birthdate:	
Name:	Birthdate:	
Previous Street Address (with apt/suite)	City & Zip	School District Attended

Reason for Leaving Previous Address

Residency and Educational Rights

Students without fixed, regular, and adequate living situations have the following rights:

1. Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations.
2. Transportation to the school of origin for the regular school day.
3. Access to free meals, Title 1 and other educational programs.

Any questions about these rights can be directed to the local McKinney-Vento Liaison at 586-783-6300 x1010 or the State Coordinator at 517-373-6066.

By signing below, I acknowledge that I have received and understand the above rights and that the information I have provided is true and accurate. False statements may be punishable by law.

Parent/Guardian Name (please print)	Date
Parent/Guardian Signature	Cell Phone



**STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE
AND SAFETY AGREEMENT**

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ **Grade:** _____

Parent/Guardian's Name: _____

Parent/Guardian

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

Parent/Guardian's Signature: _____ **Date:** _____

Student

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ **Date:** _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's **Student Education Technology Acceptable Use and Safety Policy** and related **Guidelines**, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Letter of Understanding – Full Day Preschool

Child's Full Name _____

Parents: Please initial next to each statement and sign at the bottom.

_____ I understand throughout the school year, L'Anse Creuse Public Schools use photography as well as other audio/visual equipment to record various school and classroom activities which may appear in district publications, newspapers, Internet or air on community access cable. If I do not want my child recorded, I will fill out a Media Release Denial form available from the Center Director.

_____ I understand tuition is due weekly. Payments are due by Friday of the week before my child attends, before 5:00 p.m. Failure to make payments in a timely manner may result in my child being withdrawn from the program. I will consult with the Director if special financial arrangements become necessary. Families are given one sick/vacation day based on the scheduled number of days attending each week. Sick/vacation days may be taken with appropriate notice to the teacher or Center Director. I understand a late payment penalty fee of 5% will be assessed to the current payment due if my weekly payment is received after 5:00 p.m. each Friday. You will not be charged on days or holidays the district has scheduled off and will be credited for weather-related days declared by the district.

_____ I understand that I will be billed for the set schedule I provide to the center director. If I need to change my child's schedule, **written notice of this change will be provided** to the center director with at least two weeks' notice. I realize schedule changes may not always be possible. I will also provide the Center Director with at least two weeks' notice if I have to drop my child from the program.

_____ I agree to pick my child up on time at the end of each class and understand a late pick-up penalty of \$20 per ¼ hour may be imposed. Chronic or habitual late pick-ups may result in my child being dropped from the class.

_____ I understand the 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 all 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 understand whenever L'Anse Creuse Public Schools close for inclement weather, the Full Day Preschool is also closed.

_____ In order to keep the overall tuition cost affordable to everyone, parents are asked, throughout the year, to donate miscellaneous classroom supplies. This is strictly voluntary although greatly appreciated. Examples may include: soft tissues (i.e. Puffs, Kleenex), absorbent paper toweling (i.e. Bounty), paper plates, napkins, 5 oz. cups, wet wipes, etc. Teachers will communicate wish list items throughout the year, as needed.

_____ I understand if student enrollment in the Full Day Preschool does not meet minimum obligations, it may be subject to cancellation. Every effort will be made to meet the needs of families.

_____ The child I have registered for the Full Day Preschool will turn three years old by September 1st.

_____ I understand any volunteer in the Full Day Preschool will be asked to sign a Volunteer Regulations Form, provided by L'Anse Creuse Public Schools, distributed by the classroom teacher.

_____ Parent Handbooks are available to download at www.lc-ps.org, Schools, Burdi & Early Childhood Center under Quick Links.

_____ I understand the staff will make families aware of food allergies within a classroom space. Treats donated for celebrations must be commercially prepared, with a nutrition label, not homemade.

_____ I understand the Full Day Preschool does not provide lunch. I realize it is my responsibility to provide lunch for my child and will do so by sending one with him/her to the center. I give permission to the staff at the Full Day Preschool to serve this to my child.

_____ I understand my child will be exposed to sunlight while playing outside. It is my responsibility to provide sunscreen/insect repellent. Additionally, it is my responsibility to give written permission to the Full Day Preschool to apply sunscreen/insect repellent. This permission form may be obtained from the classroom teacher and/or the Center Director.

Parent's Signature: _____ Date: _____

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

Concussion Awareness

Educational Material Acknowledgement Form

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by: L'Anse Creuse Public Schools (sponsoring organization).

Participant Name Printed	Parent of Guardian Name Printed
<i>Participant Name Signature</i>	<i>Parent of Guardian Name Signature</i>
LCPS School	Grade
Date	Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.



Health
Department

Statement of Varicella Disease CHICKENPOX

The Michigan Public Health Code Act 368 of 1978 Part 92 Immunization and Macomb County Immunization Regulations require all children admitted to any public, private, parochial, special education, alternative education, adult education, career/technical education, homeschool cooperative, virtual school or charter academy, childcare center, nursery school, preschool, camp, or any other organized care or educational facility operating in Macomb County to present a certificate indicating dates of all required immunizations.

Complete the portion below **only** if your child has had varicella (chickenpox) disease. **This form must be signed and witnessed at your child's school/childcare program.**

I certify my child: _____
Last Name First Name M.I.

Birth Date Grade Date of School Enrollment

Has had varicella disease _____
(When did varicella occur: Age or Date?)

Signature: _____ Date: _____
(Parent or Legal Guardian)

Witnessed by: _____ Date: _____
(School/Program Staff)

School District: _____

School/Childcare Program: _____

PLACE THIS FORM IN THE CHILD'S PERMANENT RECORD



MILITARY CONNECTED SURVEY

Attention, all families: Did you know it is estimated that 14,000 Michigan children have parents who are currently actively serving in the military? To this date, only 2,500 children are identified as military connected. In order to better serve our children and families we would like to identify our military connected children. There are resources we can provide to the children of our military service men and women.

DEFINITION OF MILITARY CONNECTED CHILDREN

All children residing in Michigan whose parent(s) currently serve in any component of the Army, Navy, Air Force, Marines, or Coast Guard are considered to be military connected children. This includes the children of any uniformed personnel serving with the Michigan National Guard, in any of the Reserve United States forces, or on Active Duty.

If you or your spouse are currently serving in the military or reserves as defined above, please complete the following:

Parents Name Serving In Military:
Branch of Service:
Assigned Station:

List all students in your household

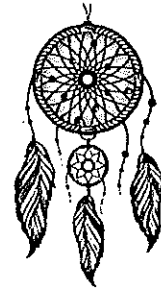
Name of Student(s)	Grade	School

Parent Signature	Date
------------------	------

11.22.2013

**Indian Education Grant Consortium
Chippewa Valley Schools
L'Anse Creuse Public Schools
New Haven Community Schools
Richmond Community School District**

19120 Cass Avenue, Clinton Township, MI 48038
Phone: (586)723-2042 Fax: (586)723-2021



Dear Parent or Guardian,

Thank you for your interest in participating in the Indian Education Grant Consortium, hosted by Chippewa Valley Schools. **Our consortium includes students from Chippewa Valley, L'Anse Creuse, New Haven, and Richmond Schools.** If your child has a parent or grandparent that has American Indian ancestry, he/she can enroll in our consortium. The tribe of your American Indian heritage must be state or federally recognized in the USA to be eligible.

Services Provided:

- Reading/Math Tutoring for students (based on academic need)
- Cultural Workshops (Crafts, Historical information, local event field trips)
- Quarterly Newsletter Emails
- Parent Committee & Input (voluntary meetings)

To Enroll (Survey and Certification):

- **Please complete the Indian Education Survey at Home** by visiting <http://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-tribes.aspx>, where you will find federally and state recognized tribes, organized by state.
- All responses on the Indian Education Survey must be completed as **part one** of the registration process.
- Send the completed Indian Education Survey to your school's main office.
- Upon approval, **part two** of the registration process will be mailed to your home. This is the **US Department of Education Certification**, the formal documentation required by the grant for families to complete.
- Mail your completed US Department of Education Certification to the address below.
- Once the certification is received your child will be enrolled in the program. You will be added to our email distribution list to receive newsletters on events offered through the Indian Education grant. Tutoring services are determined by academic need and will be coordinated with the district tutors pending availability.

Please contact me if you have any questions.

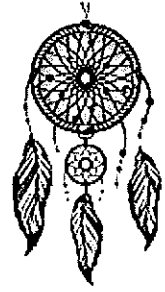
Thank you,

Nicole Faehner
Director of State & Federal Programs & Outreach
Chippewa Valley Schools
(586) 723-2042
nfaehner@cvs.k12.mi.us

Mail Survey & Certification to:

Chippewa Valley Schools
ATTN: Nicole Faehner
19120 Cass Ave.
Clinton Township, MI 48038

Indian Education Grant Consortium
Chippewa Valley Schools L'Anse Creuse Public Schools
New Haven Community Schools Richmond Community School District
19120 Cass Avenue, Clinton Township, MI 48038
Phone: (586)723-2042 Fax: (586)723-2021



INDIAN EDUCATION SURVEY

**All survey answers (#1 - 8) must be completed as Part 1 of the Registration Process
Part 2 is mailed to your home upon receipt and approval of this survey**

1. District (circle one): Chippewa Valley Schools L'Anse Creuse Public Schools
 New Haven Community Schools Richmond Community Schools

2. Student(s) Information (preschool through 12th grade):

Student First & Last Name	School Attending	Grade	Birthdate

3. Parent/ Guardian Information

Parent/Guardian Name:	
Address:	
City & Zip Code:	
Phone Number:	
Email (please specify numbers or letters such as "1" "0" or "l" "O"):	

4. Which individual has tribal membership? Mother Father Grandmother Grandfather

5. Please provide the full name of the person who holds American Indian ancestry (include maiden name if applicable): _____

6. Name of the Tribe of American Indian ancestry: _____

7. Visit <http://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-tribes.aspx>

to determine is the Tribe (circle one): State Recognized Federally Recognized

8. Please indicate the state or area of the country your ancestor was from: _____

I CHAT completed _____

Approved _____

Denied _____

VOLUNTEER REGULATIONS

for L'Anse Creuse Early Childhood Centers

Name of Center:

Name of Student:

Teacher

Program

1. A volunteer is a person from the community who is approved by the Director at that building, where his/her services are utilized.
2. Volunteers can be assigned to assist the school district staff in providing instructional training to students.
3. Volunteers cannot be assigned to relieve staff of their responsibilities.
4. Volunteers shall work only under direct supervision of the designated staff or building Director.
5. Volunteers must abide by and enforce all school regulations and decisions regardless of whether or not they personally support them.
6. Volunteers are not authorized to make personnel decisions.
7. Volunteers are not to deal directly with parent concerns, and should refer all contacts by parents to the Director.
8. Volunteers shall not receive remuneration in any form for their services.
9. Only authorized volunteers are covered by school district liability insurance.
10. Volunteers shall not treat injuries, *except emergency first aid*.
11. A volunteer is personally responsible for his/her actions. Inappropriate conduct may result in an individual's relationship with the program being discontinued.
12. A volunteer shall not drive a personal vehicle to transport students. If an exception is necessary, prior approval of the district is required.
13. A volunteer shall not discipline children.
14. A volunteer shall not have access to student records.
15. A volunteer shall wear identification at all times during volunteer activity.

This information is required for the Michigan State Police Internet Criminal History Access Tool, as well as the Public Sex Offender Registry (PSOR) and will not be used for any other purpose. Any individual registered on the PSOR is prohibited from having contact with any child in care.

VOLUNTEER NAME (please print clearly): _____
Last, First Middle Name

Race: _____ M ___ / F ___ Birth date: ___ / ___ / ___

Have you ever been convicted of a misdemeanor or felony offense: _____ If yes, explain: _____

I certify that the answers given here are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application to volunteer, including conducting a criminal history check. I further understand and agree that I have an obligation to immediately notify the building administrator and/or a school official of any changes in the information provided herein. I hereby release and forever discharge L'Anse Creuse Public Schools, its agents, officers and employees from any and all actions, causes, claims and demands, for, upon or by reason of any damage, loss or injury, which may be sustained by me, of any nature or kind as a result of this application, the criminal history check, or my activities as a volunteer.

I also certify that I am aware that abuse and neglect of children is against the law, I have been informed of the center's policies on child abuse and neglect and that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Signature _____ **Date** _____