

## Medicine at School

Medicines that are to be given in the Latchkey Program must be accompanied by an Island City Academy Medicines at School form (available in the office), completed and signed by the child's physician and parent. Medicine must be in original container. This rule applies to prescription and over-the-counter medications. All medications will be given by a fully trained member of the Latchkey staff or Island City Academy employee.

## Parent Notification of the Licensing Notebook Requirement

Child Care Organization 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](http://www.michigan.gov/michildcare).

I have read the above statement issued by Island City Academy.

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