
PARENT HANDBOOK



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PARENT HANDBOOK

Purpose of Program Handbook

This Program Handbook (“Handbook”) contains the policies and procedures of Montessori Children’s Center of Allen Park, Inc. herein referred to as “Provider” in outline form. It is meant to serve as a reference guide. It is not meant to cover every aspect of the childcare program or every situation, which may arise.

For the purpose of this Handbook, “Parent” means the parent(s) or guardian(s) of the child in care.

Parent should feel free to contact the Director, Mrs. Jane Martin-Adams, Mrs. Penny Williams, or Mrs. Debbie Mackie with questions concerning the contents of this Handbook.

Changes to Handbook

The Provider reserves the unilateral rights to add, delete, or amend the policies and procedures in this Handbook upon thirty (30) days written notice to Parent.

Changes to policies and/or procedures contained in the Handbook are effective only if set forth in writing signed by the Provider.

Handbook is Property of Program

This Handbook is the exclusive property of the Provider and is intended for the exclusive use of the parents/guardians of enrolled children. This Handbook may not be copied or distributed to any third party without the express written permission of Provider. The Handbook must be returned to Provider upon termination of the childcare services.

Mission Statement

We at Montessori Children’s Center strive to adhere to the philosophy of Dr. Maria Montessori. We believe that every child should have the opportunity to reach their full potential and be treated with kindness and respect in his or her environment. We are dedicated to the preparation of the child for a life of academic achievement by providing a quality, personalized learning experience in a nurturing atmosphere. By valuing the spirituality and uniqueness of each individual and with gentle direction and guidance, we believe each child will progress with confidence.

Program Philosophy

Our program emphasizes learning through the use of concrete educational materials developed by Dr. Maria Montessori. The primary goal of our Center is the development of the whole child, by assisting them in becoming independent, competent, and confident, with respect for the developing person in each child.

Daily Schedule

Infant - Toddler

A typical daily schedule for the infant and toddler children consist of morning group time, small group lessons, play time to aid in large and small motor development, as well as, lunch, snacks and naptime. Weekly, the children have art, music, and Spanish classes. The children enjoy outdoor play in their own play area, and daily walks, weather permitting.

Preschool – Kindergarten

A full day in the preschool and kindergarten Montessori classroom includes individual lessons, group time in art, music or gym and weekly Spanish classes. Every child works in a prepared environment at a pace and level they are comfortable with. Children also have the opportunity for outdoor play, weather permitting each day. Preschool and kindergarten children also have snacks, lunch and the opportunity to nap each day.

Elementary

The elementary program is a self-paced, individualized learning environment with emphasis on developing the whole person. The program is lead by state certified elementary teachers with a minimum of one additional support staff in each classroom. Children also participate in art, music, Spanish and gym.

Eligibility

Montessori Children’s Center accepts children between the ages of 8 weeks and 12 years of age.

Nondiscrimination Policy

The provider will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion, national or ethnic origin, marital status, sex or handicap. This facility is non-sectarian and non-discriminatory in the administration of its policies.

Enrollment Requirements

We require parents of potential students to observe our center before applying for admission. Appointments to do so are recommended. A completed application form and a non-refundable application fee enroll the child in the program. The application fee is used to offset the administrative expenses incurred in processing enrollment applications and may not be used to offset childcare fees.

Waiting List

If there is a waiting list, receipt of a completed application and non-refundable application fee places a child on the list. You will be notified when there is an opening. Children are accepted into the school in the order in

which they apply, with two exceptions: following the American and Michigan Montessori Societies, siblings and children with previous Montessori experience are considered first.

Required Forms

The forms listed below must be fully completed before the child can begin attendance in the program. Parent is solely responsible for ensuring the accuracy of the information contained within those forms and for keeping all such information current. Provider assumes no responsibility for keeping forms updated. Parent will be required to review the forms to ensure accuracy in January and May of each year.

- Application for admission
- Child information card (2)
- Signed statement acknowledging receipt of Parent Handbook
- Parent's written permission for Provider to seek emergency medical care
- Health form *
- A copy (made at the center) of child's original birth certificate
- Gym form
- Medication form
- Sick Child policy
- One of the following

At time of initial attendance

*A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the Department of Community Health. Restrictions, if any, on activities shall be stated by a licensed physician; **or**

* A copy of a waiver addressed to the Department of Community Health signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons. **or**

* A signed statement (provided annually) that the child is in good health and that the Parent assumes responsibility for the child's state of health while at the center, if the Parent objects to physical examination or medical treatment on religious grounds.

- * Health forms and physicals shall be updated as follows:
 - a. Annually for children eight (8) weeks through twenty-nine (29) months.
 - b. Every two years for children thirty (30) months through preschool age.
 - c. When entering kindergarten and grade 6

Withdrawal Requirements

All children are accepted on a trial basis. The first 30 days of attendance are considered probationary. During the probationary period, Provider will determine if a child will fit within its program. Alternately, the parent can determine if his/her child is adapting to the school environment. If difficulties arise, the parent and/or Provider may initiate the development of a program of constructive action. If significant improvement is not achieved within a reasonable time (two weeks), the Provider or the parents may make a request for withdrawal. Withdrawal during the probationary period does not require a 30-day written notice.

Should it become necessary to withdraw your child from the program after the initial probationary period, a 30-day written notice is required in order to be eligible for any unused payments made. You will not be entitled to a refund of any unused tuition, should you fail to give a 30-day written notice. Any unused payments you are entitled to will be prorated and refunded using the following schedule:

- * If a child is withdrawn **within** the first 2 weeks of the month, parents will be responsible for paying for that 2-week period.
- * A child withdrawn **after** the first 2 weeks will be responsible for the entire month.
- * Parent is responsible for the full year's tuition for a child withdrawn after April 15th.

Termination of Agreement

Either Parent or Provider may terminate the childcare agreement upon 30-day written notice to the other party.

Provider reserves the right to terminate this agreement immediately, without notice to Parent:

- A) If the child's continued participation in the program creates a threat to the child, other children, the Provider or the Provider's staff.
- B) Tuition and/or fees are not paid when due
- C) Parent engages in inappropriate parent conduct as defined in section 45 of this parent handbook.

Payment Terms and Conditions

Payments are divided into 9 monthly payments for pre-kindergarten through grade 6 students and 12 monthly payments for infants and toddlers, each due on the first school day of each month. WE DO NOT SEND OUT BILLS. Preschool, kindergarten and elementary tuition is calculated based on the school year, early September through mid June. The infant and toddler tuition is calculated on a twelve (12) month basis, September through August. All Holidays and scheduled school breaks have been taken into account.

Semester or annual payments are also accepted. Preschool, kindergarten, or elementary school parents choosing to pay by the semester will receive a 2% discount and annual payments a 5% discount. **Discounts do not apply if a child does not attend 5 days per week for a minimum of ½ day. Discounts will not apply should we honor a parents request for their child to attend less than five days per week. Due to student/staff ratios, discounts do not apply in the infant or toddler classes.**

We accept cash, checks, and money orders. Payments should be placed in an envelope with the students name on the outside. Envelopes are then put into the mailbox at the side of the secretary's desk. **It is the responsibility of the person making cash payments to have the secretary verify the amount of the payment and obtain a written receipt. Should there be a discrepancy in a cash payment, without a receipt confirming payment, there will be no adjustments in tuition.**

Late Payments

All payments must be made within **5 days** of the due date. A \$30.00 per week late fee will be assessed on all payments. If payment is not received within two weeks immediately following the due date, admission will be denied until full payment, including late payment fee, is made. The child's space in the program will not be held and may be given to another family during this time.

Non-Sufficient Funds

When a check is returned to the Provider for insufficient funds or for the reason that there is no account, the provider will issue a written demand to the parent for immediate payment of the check, plus the applicable processing fee, civil damages and costs, allowed by Michigan law, as outlined below.

1. The Parent, in addition to possible criminal prosecution, will be responsible for the following, as provided by Michigan law:

- * If the full amount of the check is paid within 7 days, excluding weekends and holidays, after the date the demand for payment was mailed, the Parent will pay the full amount of the check plus a processing fee of \$25.00 will be added.

- * If the full amount of the check is paid more than 7 days after the date the demand was made, excluding weekends and holidays, but less than 30 days, the Parent will pay the full amount of the check plus a processing fee of \$25.00 and a \$30.00 per week late fee.

2. If the amount is not paid in either manner described above, the Parent will be liable for **all** of the following:

- * The full amount of the check

- * Civil damages of two times the amount of the check, or \$100.00, whichever is greater, and

- * Costs of \$250.00

3. Following a dishonored check, all payments must be made by certified check, money order, or cash.

Extra Daycare Charges

Children who must stay beyond their regular scheduled hours may do so occasionally, space permitting. Please let the secretary and your child's Directress or caregiver know in advance. The best way to do this is by note, although a phone call is acceptable. If the child will be following a consistent pattern, a single note is needed until the pattern changes. The charge for extra daycare hours is \$5.00 per hour or any portion thereof. Daycare charges are billed at the end of each month and are due the first day the child returns to the center.

- * After May 31, extra charges must be paid on a daily basis.

- * Half-day children who occasionally stay for lunch will be charged a **\$15.00** fee.

- * Half-day children who occasionally stay for the full school day will be charged a **\$25.00** fee.

- * With before or after school care the rate is **\$30.00 per day**.

- * Due to the necessity of having fixed hours for our staff, there is a **\$5.00** per minute late fee beginning after **6pm (using our clock)**. These charges are billed the following day and due immediately.

Absences and Vacations

Preschool/Kindergarten/Elementary:

There will be **no** reduction, discount or credit for snow days, teacher conference days, holiday breaks, acts of nature or absences and/or vacations.

Infant and/or Toddler's Vacation:

Parent/Child are allowed one week of "free" vacation time per year, meaning that no childcare fees will be assessed during that week, provided that the rules set forth in this section have been complied with. There will be **no** reduction, discount or credit for snow days, absences or acts of nature.

* "Vacation time" is meant for the purpose of pre-planned family vacations and should not be used for other reasons. For the purpose of this provision, "week" means the number of days per week, which the child attends, the program. The one-week vacation time must be taken all at once and may not be broken into individual days.

* "Vacation time" may be taken at any time during the year, provided Parent gives to Provider two weeks written notice of such vacation. The allotted vacation time does not carry over from year to year. Thus, any vacation time not used by December 31, of any particular year is lost.

* Parent receives no fee adjustment if the vacation is not taken.

Hours of Operation

Our facilities operate Monday through Friday, 7:00 a.m. to 5:45 p.m., subject to the holiday schedule listed in Section 17 of this Handbook. **Parents and children must vacate the building by 6:00 p.m.**

Arrival and Dismissal

Arrival

Preschool/Kindergarten:

All children must be brought into the building, signed in by an adult and released directly to the Directress or caregiver. Full Day and A.M. (morning) half-day children should be brought to school at 9:00 a.m. P.M. (afternoon) half-day children should be at their classroom by 1:00 p.m. Please wait outside the classroom for the Directress to greet your child. **It is important that you be on time.** Children arriving late disturb the classroom, frequently miss group lessons, and make taking attendance more difficult. Children who arrive before these times should be taken to the daycare room and may be subject to daycare charges. Please telephone the school if your child will be absent or tardy. All children are encouraged to shake hands when arriving.

Elementary:

All children must be brought into the building, signed in by an adult and released directly to the Directress or caregiver. Elementary classes begin promptly at 8:45 a.m. Please wait outside the classroom for the Directress to greet your child. It is important that you be on time. Children arriving late disturb the classroom and frequently miss group lessons. Children who arrive before 8:05 a.m. should be taken to the daycare room at the main building. Please telephone the school if your child will be tardy or absent.

Dismissal

Preschool/Kindergarten:

Dismissal time for full day and P.M. half-day children is **3:30 p.m.** A.M. half-day children are released at **11:30 a.m.** A **15-minute grace period** is allowed at the end of each class period and will be strictly adhered to. Children not picked up at the end of their scheduled release time will be taken to the daycare room. Daycare charges will begin with child's usual dismissal time (11:30am or 3:30pm). A parent/guardian upon dismissal must sign the child out of the building. This is our control of a child's whereabouts, and our basis for billing. Daycare charges are billed at the end of each month and are due within 5 days of billing.

Elementary:

Dismissal time for full day children is **3:15 p.m.** A **15-minute grace period** is allowed at the end of each class period and will be strictly adhered to. Children not picked up at the end of their scheduled release time will be taken to the daycare room. Daycare charges will begin with child's usual dismissal time. A parent/guardian, upon dismissal, must sign the child out of the building. This is our control of a child's whereabouts, and our basis for billing. Daycare charges are billed at the end of each month and are due within 5 days of billing.

All children are required to shake hands before leaving for the day.

Arrival & Dismissal – Infants & Toddlers:

Children are to be picked up by the Parent or the person designated to pick up the child, from their respective room. A staff member, **as well as, the adult bringing an infant or toddler child into the facility must sign the child in and/or out** upon arrival and dismissal. This is our control of a child's whereabouts. Please telephone the school if your child will be tardy or absent.

Toddlers begin learning the custom of shaking hands when leaving for the day.

Child Release Policy

As a condition of providing childcare services, Parent must supply the names of at least three individuals to whom Provider may release the child in the event of an emergency.

* Provider will not release the child to any individual whose name is not on the list.

* Before Provider releases the child, if the individual is unknown to Provider or any one of the Provider's staff, the Provider/staff will require that the individual show positive identification in the form of a valid Michigan Driver's License or other state issued identification. Other forms of identification, such as work identification, are not acceptable. Individual must be 18 years of age or older.

* Parents must be aware that Provider and staff are not properly trained to make assessments relating to intoxication or other impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.

* Should Parent wish to have a one-time special exception to allow an individual not listed on the card to pick the child up, Parent must leave a signed, dated, written note with Provider the morning of the release. Parents are not allowed to change any release instructions orally.

* Provider assumes no responsibility for any injury or harm to the child who has been released to persons on the child release card or identified in the written exception request process.

* Provider and Provider's staff respect the family's privacy. However, where other questionable child release situations occur, the provider has a duty to maintain its role as the child's advocate.

* With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child, and the provider will release the child to a known identifiable parent.

* An alternative care program should be sought if Provider's child release protocol places a child at risk.

* Your child will be released **ONLY** to names listed on the Child Information card. It is very important that this information be kept current. Please notify us immediately of any changes.

School Closing

The school and the childcare program will be closed when the local public school district closes for snow emergencies. Montessori Children's Center at 4141 Laurence is located in the Melvindale/Northern Allen Park (Mel Nap) schools district. The school and childcare program may also be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc.

A calendar noting days off and other events will be distributed in the fall. If we need to close school due to **inclement weather**, an announcement will be carried on TV - Channel 4 and on the radio station WWJ. A telephone call from one of the classroom assistants will also be made to your home.

* Parent agrees to arrange alternate emergency childcare for these situations.

In the event the childcare program is closed for more than two consecutive business days, the parent of an **infant and/or toddler** is relieved of any financial obligation to pay for those days in excess of two business days. Parent further agrees to resume use of the childcare program as soon as it resumes operation. Nothing in this provision alters the contractual provision relating to the required length of notice for termination of the childcare contract.

Holidays

Below is a rough guideline for holiday closings; however a school calendar with specific dates is available at the beginning of each new school year.

- * Monday observing Labor Day
- * Thanksgiving Day and the following Friday
- * A minimum of one (1) full week for the Christmas/New Year holidays
- * A minimum of two days in February for winter break
- * Good Friday and the following week
- * Monday observing Memorial Day
- * A minimum of one day in observance of Independence Day

- * A minimum of one full week, approximately the last week of August
- * No additional payment adjustments will be made in tuition. Tuition payment has already been adjusted for children in the infant/toddler program for pre-planned holiday breaks.

Snacks

All snacks, mid-morning and afternoon are to be provided by Parent. School will provide water.

Snacks are not a meal. Please send a small nutritious, ready to eat and serve snack, such as a handful of grapes, a breakfast bar, half of an apple, several crackers and a small piece of cheese, etc.

Lunches

A daily lunch must be provided by parent/guardian. School will provide milk or water. We have a refrigerator and microwave oven available for lunches. If your child attends the full or extended day session, an afternoon snack should also be provided. We ask for your cooperation in the following areas.

- * Child's name clearly printed on lunchbox, thermos, and anything that needs to be refrigerated.
- * Foods that need heating are ready to heat and serve and in a covered, labeled, microwave-safe container, which can be put back inside the lunch-box.
- * All foods, that need to be warmed, must be in unbreakable microwave safe containers.
- * We are not equipped to handle can-opening, food preparation, measuring out amounts or cooking from scratch. We will not accept cans or packages of soup or individual cans of food, or frozen or prepackaged meals that require preparation.
- * **Please keep it simple.** (Examples: pizza, spaghetti-O, chicken bites, soups, etc.)
- * Don't forget to pack any spoons, knives, forks, etc. that your child will need to eat his/her lunch. Disposable plastic is ideal.
- * No glass containers please. This is a safety hazard.

After the morning class, children who will be staying for lunch go to the lavatories to wash their hands before returning to the lunch areas to eat. Two or more staff members supervise the lunch period, assisting the children in opening containers and encouraging them to eat main course foods first and treats last.

When finished, the children tidy eating area, put away their lunchboxes, and talk or play until everyone is ready for recess.

Most leftover foods are placed back into the lunch box. Parents are then able to judge if the quantity of food is appropriate (there is a tendency to overestimate a small child's capacity when filling a lunch box.) Very messy leftovers (juice boxes, yogurt, etc.) are thrown away.

Due to food allergies, we do not allow sharing of food.

Breakfast

We recognize that there may be days when there is not time for breakfast at home. Children arriving between 7:00 - 8:15 may bring a simple, ready to eat breakfast from home.

Supplies

All items are to be clearly marked with child's name.

Parent is responsible for providing the following items for each child:

Elementary

- * Class supplies - list provided at the beginning of each school year
- * Lunch as described in Section 19
- * Snacks – mid-morning
- * Toothbrush w/cover, toothpaste, if desired
- * Box with extra clothing
- * Soft-soled sneakers for gym class
- * Sunscreen

Preschool/Kindergarten

- * Class supplies - list provided at the beginning of each school year
- * Lunch as described in Section 19
- * Snacks – mid-morning and afternoon
- * Toothbrush w/cover, toothpaste, if desired
- * Box with extra clothing
- * Soft-soled sneakers for gym class
- * Sunscreen
- * Bedding for children that nap; must be in a **sealed** plastic bag

Toddler

- * Snacks – mid-morning and afternoon
- * Lunch as described in Section 19
- * Toothbrush w/cover, toothpaste, if desired
- * Diapers
- * One unopened box of diaper wipes on or before the first day of each month
 - * Bibs – May be brought in daily or weekly
 - * Box with extra Clothing
- * Soft-soled sneakers for gym class
- * Sunscreen
- * Bedding for children that nap; must be in a **sealed** plastic bag

Infants

- * Formula filled bottles
- * Diapers
- * One unopened box of diaper wipes on or before the first day of each month
 - * Bibs or “burp” cloths – May be brought in daily or weekly
 - * Extra Clothing
 - * Sunscreen

Child's Health

Please make sure that your child's medical records are current and up to date before beginning school. State law* prohibits a director from admitting a child to the program without record of having received at least one dose each of each vaccine: Measles, mumps, rubella (after 12 months of age), polio, diphtheria, tetanus, pertussis, Haemophilus influenza type b, hepatitis B, varicella (chicken pox) (after 12 months of age) and Pneumococcal Conjugate (between two and three months). **To stay in the program, you must provide the director with a record showing that your child has received all of the following immunizations:** Polio -3 doses, DPT - 4 doses, Measles, Mumps, and Rubella -1 dose between the ages of 15 months and 4 years, (2 doses at age 5), Hib (Haemophilus influenza type b) Complete series of any Hib vaccine or -1 dose given at or after 15 months of age. Hib is required through age 4 years, Hepatitis B - 3 doses and Varicella (chicken pox) – 1 dose and Pneumococcal – 4 doses or age appropriate complete series.

Children who have not received the required immunizations WILL BE EXCLUDED from the program until parents provide proof that all required immunizations have been received, or have a waiver on file.

*Part 92, Act 368 of the Public Acts of 1978, as amended.

The school must also know about any food or other allergies.

When to Keep the Child Home

Infections, colds, and viruses can spread quickly in a school/daycare environment.

Provider requires that Parent keep the child home when he or she is ill for a number of reasons. If your child exhibits any of the following symptoms, please keep the child home:

- * A temperature of 100 degrees or higher taken orally
- * Diarrhea
- * Vomiting
- * A Rash
- * Discharge from the nose, eyes or ears
- * Presence of head lice or nits

Child must be free of all illness and/or symptoms for a minimum of 24 hours without the use of fever reducing medication, before returning. **This policy will be strictly adhered to.**

When a Child Becomes Sick at the Program

Provider will report to Parent any accidents, suspected illnesses, or other changes observed in the health of a child. Provider will notify Parent when the child is exposed to a communicable disease while in care so that Parent may monitor the child for symptoms. When a child becomes ill while at the program, Provider and/or staff will comfortably isolate the child in an area where the child can be supervised and will immediately contact Parent, who will be required to pick the child up within one hour of notification.

We will not administer Tylenol or other products, including aspirin to treat a fever. This can mask symptoms of illness and contagion. Child must be free of all illness and/or symptoms for a minimum of 24 hours without the use of fever reducing medication, before returning. **This policy will be strictly adhered to.**

* Bedding, toys, utensils, toilet, and lavatory used by an ill individual shall be appropriately cleaned and sanitized before being used by another child.

Disclaimer

Provider will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However, the Provider cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children. Parent must recognize that, while in care it is possible that the child may be exposed to a contagious illness or disease.

Health-related Resources

The Provider uses the Wayne County Department of Health, the internet, and the Center for Disease Control to gather facts for any health-related issue that might arise. The provider also uses the Wayne County School Health Manual for information.

Medication Policy

When a Parent requests that the center administer medication, the following provisions shall apply:

The Provider will not administer any non-prescriptive or over the counter medication unless it is prescribed by a physician and labeled as such.

Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only.

Medication, including prescription drugs, or individual special medical procedures, will be given or applied only with **prior written permission from Parent.**

Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions. Provider will not honor any instructions from Parent, which, contradict the instructions of the physician.

Provider/caregiver will maintain a record as to the time and the amount of any medication given or applied.

The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The Provider/caregiver will keep the medication out of the reach of children, and will return the medication to Parent or destroy it when no longer needed.

Parent is required to sign the Medical Release form daily, for each medication to be taken. Form requires name of medication, dosage to be administered, and time medication should be administered, as well as, name and telephone number of prescribing physician.

Children are not permitted to self-administer any medication. A staff member must do so and sign the medicine ledger, which is kept at facility for parent reference.

All medications are to be taken home each night.

Health Care Policy

Hand washing: When Hands Should Be Washed

Children:

- * Upon arrival at the child care setting
- * Immediately before and after eating
- * After using the toilet or having their diapers changed
- * Before using water tables
- * After playing outdoors
- * After handling pets, pet cages, or other pet items
- * Whenever hands are visibly dirty

- * Before going home

Providers:

- * Upon arrival at work
- * Immediately before handling food, preparing bottles, or feeding children
- * After using the toilet, assisting a child in using the toilet, or changing diapers
- * After contacting a child's body fluids, including wet or soiled diapers, runny noses, spit, vomit, etc.
- * After handling pets, pet cages, or other pet items
- * Whenever hands are visibly dirty or after cleaning up a child, the room, bathroom items, or toys
- * After removing gloves used for any purpose
- * Before giving or applying medication or ointment to a child or self
- * Before going home
- * If gloves are being used, hands should be washed immediately after gloves are removed even if hands are not visibly contaminated.

Hand Washing Procedure

- * Always use warm, running water and a mild, preferably liquid, soap.
- * Wet hands and apply a small amount (dime size) of liquid soap to hands.
- * Rub hands together vigorously until soapy lather appears and continue for at least 15 seconds. Be sure to scrub between fingers, under fingernails, and around the tops and palms of the hands.
- * Rinse under warm running water. Leave the water running while drying hands.
- * Dry hands under automatic hand dryer or with a clean, disposal towel, being careful to avoid touching the faucet handles, hand dryer or towel holder with clean hands.
- * Turn the faucet off using the towel as a barrier between your hands and the faucet handle.
- * Discard the used towel in a trash can lined with a fluid-resistant (plastic) bag.
- * When assisting a child in hand washing, either hold the child, (if an infant) or have the child stand on a safety step at a height at which the child's hands can hang free under the running water. Assist the child in performing all the above steps and then wash your own hands.

Handling Bodily Fluids

Spills of body fluids, including food, feces, nasal and eye discharges, saliva, and vomit.

- * Wear gloves
- * Use disposal towels, tissues or if on the floor, use a chemical absorbent, such as "Upset" to soak up fluids
- * Be careful not to get any of the fluid you are cleaning in your eyes, nose, mouth or any open sores you may have
- * Clean and disinfect any surfaces that have been contaminated with body fluid using a bleach disinfecting solution; 1/4 cup bleach added to one gallon of cool water
- * Discard fluid-contaminated material in a plastic bag that has been securely sealed
- * Mops used to clean up body fluids should be;
 - cleaned
 - rinsed with disinfecting solution
 - wrung as dry as possible
 - hung to dry completely
- * Be sure to wash your hands after cleaning up after any spill.

Cleaning and Sanitizing

Keeping the child care environment clean and orderly is very important for health, safety, and the emotional well-being of both children and providers. Routine cleaning and sanitizing includes:

- * Cleaning of eating surfaces using disinfecting solution, after each use
- * Cleaning of hard surfaces, such as shelves, shelf materials, etc using disinfecting solution, as needed, but no less than weekly
- * Floors, scrubbed daily, using disinfecting solution
- * Bathrooms, toilets, sinks and floors are cleaned and disinfected, using disinfecting solution, as needed, but no less than daily
- * Infant and toddler small toys are placed in a disinfecting solution when the child is finished playing with the toy, rinsed and allowed to air dry between uses by individual children

Pesticides

If for any reason the building or any portion of the building requires a pesticide application, the following shall occur:

We will notify by posted and personal letter delivered via the child's mailbox, notice stating information about the pesticide. This will include the target pest or purpose, approximate location, date of application(s), contact information and a number for pesticide information. We will not use liquid spray or aerosol insecticide in a room of the facility unless it will be unoccupied for at least four (4) hours or longer if required by the label use directions.

Accident/Incident Reports

If a child is injured in any way, a written report will be made and shown to the parent. This report must be signed by parent or guardian, and is kept at the center. Parent will be contacted immediately if one or more of the following incidents occur while child is in care:

- * Child has a head injury, regardless of seriousness of the apparent injury.
- * Child has a private area injury, regardless of seriousness of the apparent injury.
- * Child has a neck or back injury resulting from a push, shove, or fall.
- * Child has a toilet accident requiring assistance from a staff member.
- * Child has been bitten.
- * Other injury which staff believes merits parents attention.

Emergency Medical Care

Parent gives permission to Provider to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of Parent

Field Trips

Permission forms will be sent home when a field trip is planned. Parents will be notified in advance of children leaving the building, with the exception of walks to nearby parks or around the neighborhood. Parent volunteers or a licensed bus company will provide transportation for field trips. Trips are chosen carefully with

educational value, fun, and cost as the major factors. Parents may be asked to pay for an occasional field trip. An alternative to field trips is to bring presentations to the children. All the children enjoy such things as puppet shows, musicians, and various other presenters. The younger children also enjoy being the audience for performance given by the older children. There is a No Smoking policy when transporting children on field trips, or anywhere in the center where children are or will be present.

CENTRAL REGISTRY CLEARANCE

Before a volunteer is permitted to attend and/or provide transportation for field trips, they are required by the State of Michigan Department of Human Services to provide documentation that they have not been placed on the Central Registry for substantiated abuse or neglect. These clearances are obtained from the Department of Human Services and must be requested by the person requiring the clearance. Telephone numbers for local the Department of Human Services offices can be obtained from the school secretary.

Driver's License

In order to provide transportation, volunteer will also provide copies of current valid driver's license, proof of current vehicle insurance and a copy of current declaration page showing a minimum of \$100,000.00 in liability coverage.

Attendance

Field trips are for currently enrolled students and parent volunteer drivers only. Siblings or other relatives are not permitted to attend school related field trips

Special Days/ Party Days

Approximately 10 days out of the school year we will ask **afternoon** children to attend the morning session for field trips or class parties. There will be **no p.m. classes** on these days. Most classrooms recognize major holidays with a celebration or activity presented in a fun and cultural manner rather than a religious event. Directresses usually post a sign indicating plans and/or needs. Parent assistance is welcome; however a central registry clearance is required.

Birthdays

You are welcome to send a treat for your child's class on his/her birthday. Please let the Directress know at least one (1) day in advance. Cookies, Donut Munchkins, mini cupcakes or other small, easy to eat finger foods are acceptable.

Please save the large cakes, large, overly frosted cupcakes, ice cream and balloons for home celebrations.

Outdoors Policy

Active outdoor play is a basic component of a quality Montessori program and the children go outdoors throughout the year. The Provider uses reasonable discretion in deciding if weather conditions are appropriate

for outdoor play; rain and wind-chill temperatures lower than 20 degrees F. keep the children in. **If a child is to be kept indoors for medical reasons, parent must provide the center with a signed, dated letter from his or her doctor outlining the conditions of the restriction.**

Nap/Rest Policy

Preschool/Kindergarten

Naptime is for children enrolled in the daycare portion of the program. The policy is flexible and determined by the needs of individual children.

* A very general "rule of thumb" based on childcare licensing rules, is that children who are older than five years need not rest or nap unless they wish to, and that children under five should have a rest period.

* However, exceptions are made depending upon a child's personal rest pattern, number of hours they will be at the facility, and how they appear to be feeling on a particular day.

* Children who rest quietly, but do not fall asleep, usually return to their classroom after about 30 minutes. Those who nap in the afternoon lie down at 12:45 and are awakened at approximately 2:45 p.m. if they are still sleeping.

* Children who nap may bring a sheet, small pillow, naptime blanket and "cuddle toy". These items are to be provided by the parent in a sealed plastic bag for sanitary reasons.

* Cots and bedding shall be for the exclusive use of the child between launderings.

* Cots shall be positioned in such a manner that there is a free and direct means of egress, but no less than 18 inches apart.

Toddlers

Children, enrolled for 5 or more continuous hours and, upon parent's request, shall be provided with a cot. Parent/Guardian is responsible for a washable blanket or sheet of appropriate size.

* The bedding shall be for the exclusive use of the child between launderings.

* The cot and bedding shall be kept in a clean and sanitary condition.

* Cots shall be positioned in such a manner that there is a free and direct means of egress, but no less than 18 inches apart.

Infants

Children less than 12 months of age shall sleep in cribs or beds with side rails and firm mattress.

* Each sleeping device will have a washable, waterproof covering and appropriate bedding.

- * Occupied cribs will be spaced at least 2 feet apart and in such manner that there is a free and direct means of egress.

Diapering; Toilet Training

- * Disposal diapers, provided by Parent.
- * If a child's health condition necessitates that disposable diapers cannot be used, then an alternative arrangement may be made according to the parent's or a licensed physician's instructions.
- * Diapering shall be done in a designated diapering area.
- * All supplies and equipment shall be maintained in a safe and sanitary manner.
- * The caregiver shall thoroughly wash his or her hands after each diapering and after cleaning up bodily fluids, using soap and running water.
- * A washcloth or towel, or both, used in diapering shall not be used subsequently on another part of the body or for any other purpose until laundered.
- * Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home, and at a minimum, shall include washing hands after toilet use. The center shall empty and sanitize all training devices immediately after each use.
- * The caregiver shall frequently check diapers and change when soiled or wet.

Infant Records

For children up to 12 months of age, parents shall receive a written daily record that includes the following:

- * Food intake; time, type and amount eaten
- * Sleeping patterns; when and how long
- * Elimination patterns, including bowel movements, consistency and frequency
- * Development milestones, such as sitting, focusing on objects, and smiling.
- * Changes in the child's usual behaviors

Clothing/Dress Code

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited. Examples of prohibited dress or appearance include but is not limited to, exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless or spaghetti

strapped shirts; shorts, dresses or skirts shorter than fingertip length; attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see through clothing; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the student will be required to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

Due to the nature of some of the activities the program offers for children, Parent must recognize that children's clothing may occasionally become soiled or damaged, although Provider takes all appropriate steps to prevent this from occurring. Parents should therefore bring children to the program dressed in "play" clothes and not "good" clothes. Provider assumes no responsibility for damages to child's clothing and request Parent to follow the guidelines below:

* A change of clothing for all children should be left at the Center in case of spills, illness or accidents. Please bring your child's change of clothes in a box with his/her name clearly visible on outside of the box. **Be sure to have proper clothes for the season.**

* Tennis shoes (or other flexible, non-slippery footwear) are needed. The children are NOT allowed to participate on gym days, use the outdoor climbing equipment or participate in outdoor activities if their shoes are deemed inappropriate for such activities. Hard-soled shoes, cowboy boots, sandals, and most slip-on shoes preclude safe running and climbing.

* Send weather-appropriate clothing every day. It is important that children are able to join their friends at play and proper child/staff ratios cannot be maintained when one child must be kept in. In cold weather, put leggings, mittens, hat, and scarf in a tote bag if you don't wish to send the child to school wearing them.

* Please save dressy, expensive clothing or clothing that inhibits free movement for non-school occasions. Children should be able to run, climb, and play without restrictions.

* **Labels are needed!** Duplicates are inevitable. Much confusion can be avoided if children's lunchboxes, boots, and clothing are labeled with their names. A ballpoint pen works well for clothing and a Sharpie, or other indelible marker, is good for non-clothing items.

Mailboxes

Mailboxes are for your child's paperwork and some Parent communication. **Please check your child's mailbox daily.**

General information regarding upcoming events, newsletters, etc. will be available for pick up from the "information table" located in the front office.

Sharing

Provider discourages Parent from allowing children to bring personal items from home with the exception of a small naptime blanket and cuddle toy, if necessary. When a child does bring personal items from home, the Provider will ask the child to leave such items in their tote bags, lunch bags, etc. Provider is not responsible for loss or any damage to that item.

Our experience has been that children usually have difficulty sharing these items with other children and loss or damage may occur. There are, of course, exceptions to this rule: A Directress may have a group sharing time where things of interest to the class (books, special discoveries, artifacts or objects from a vacation, etc.) may be shown to classmates.

Discipline

Discipline means "guidance," not punishment. Our aim is to help children grow into responsible, self-directed people who are respectful of themselves, others, and property. We encourage the development of self-control, self-esteem, self-direction and cooperation. A system of clear ground rules with reasonable and logical consequences for inappropriate behavior is based on respect for the child.

If unacceptable behavior becomes apparent, staff will redirect the child as a means of controlling behavior. If this is not successful, the child will be temporarily removed from the group and allowed time to regain composure and evaluate expected behavior.

Staff will assist the children by modeling expected behaviors and praising positive attitudes.

The Provider prohibits abuse or neglect of any form and only uses positive techniques such as redirection.

The Provider and Provider's staff shall be prohibited from using the following as a means of punishment:

- * Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- * Restricting a child's movements by binding or tying him or her.
- * Inflicting mental or emotional punishment, such as, humiliating, shaming, or threatening a child.
- * Depriving a child of meals, snacks, rest, or necessary toilet use.
- * Confining a child in an enclosed area, such as, a closet locked room, box, or similar cubicle.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, to prevent a child from harming him or herself or to prevent a child from harming other persons or property.

Staff Training and Clearances

Our unique program includes in-service training sessions for all staff members, student teachers and classroom assistants. We can assure you the same quality and program excellence in all of our classrooms. Our staff attends many Montessori training workshops sponsored by the American Montessori Society. Each of our preschool/kindergarten classrooms Directresses are certified by The American Montessori Institute.

The American Red Cross certifies our staff in Infant/Toddler and Adult CPR, as well as, First Aid and Blood Borne Pathogens.

All staff members have been cleared by the State of Michigan Department of Human Services for child abuse/neglect and the Michigan State Police for any criminal history.

No Private Duty by Employees

Employees of the program are prohibited from accepting offers for private duty (e.g. “babysitting”, serving as a “nanny”, etc.) for any child enrolled in the program. Employees who violate this rule are subject to disciplinary action and/or termination.

Parent Involvement/Volunteers

Parents are very important to us, and we welcome your comments and suggestions at all times. Parents are also valued helpers in and out of the classroom. Individual classroom Directresses may indicate areas in which they could use help (parties, field trips, making materials, reading with children, sharing a special talent, etc.). The center, as a whole, also depends upon your help in fund raising activities and with occasional whole-school events. We appreciate parent assistance and encourage involvement; the center runs much more smoothly and the children's experience is enhanced when the whole team (staff, parents, and children) works together.

All volunteers, who are in the school on a regular basis, for extended periods of time, shall have a background check performed, as well as, having a TB test and physical examination (form OCAL-3704). Volunteers shall act in accordance with all school policies and regulations as stated in this Parent Handbook. A volunteer may be asked to leave the school grounds at any time if he/she violates a policy or procedure. Volunteers shall maintain the same confidentially standards expected of certified personnel and exhibit the ethical behaviors of a professional. Volunteers shall not have access to confidential student records or files.

A volunteer, including volunteers who are parents of a child in care, shall not have unsupervised contact with children in care if he or she has been convicted of either of the following;

- Child Abuse or Neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the child care center.

A volunteer shall provide the child care center with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect before having unsupervised contact with a child in care.

Volunteers cannot administer discipline, medications, assist in restrooms or clean up bodily fluids. Any accidents or injuries (whether child or volunteer) should be immediately reported to school personnel. In the case of a life-threatening situation, volunteers should first attempt to alert school personnel. If it is necessary for them to take immediate action, they should exercise all reasonable precautionary measures.

Child Abuse/Neglect Reporting Procedure

When any staff member becomes aware of an incident of suspected child abuse or neglect, he/she must, by law, contact the Wayne County Department of Human Services/Child Protective Services (CPS).

Parent Conferences and Activities

Directresses have late hours one afternoon each week from 4:00 p.m. to 5:00 p.m. Please limit your conference to 20 minutes to give other parents an opportunity to talk to the Directresses. Our goal is good communication. It is most important that you keep the directresses and caregivers informed of any changes in the home situation that might affect your child, or anything that comes up in conversation with him/her that you think the school should be aware of. Classroom and office staff is always willing to help solve a problem or answer questions.

A written record of progress is maintained for each preschool, kindergarten and elementary child in the school. We will furnish a report to any future school a child may attend.

We offer a series of evening group meetings to familiarize you with the classrooms, Montessori materials, and the goals and philosophy of the program. We encourage you to attend these meetings; guests are welcome. We also hold various annual events to be attended by the parents (or a substitute) and the children.

Inappropriate Parent Conduct

Parents must be aware that adults serve as role models for children. Additionally, Provider is responsible for protecting the children in Provider's care, and for providing a safe workplace for staff members. Therefore, it is critical that, while on program property, Parent conducts himself or herself in a professional and rational behavior at all times. Provider reserves the right to immediately terminate the childcare agreement if Parent behaves inappropriately.

The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors):

- * Acts of violence, including assault and battery;
- * Harassment of or threats against the staff, other parents or children;
- * Possession of illegal substances or firearms;
- * Verbal or physical abuse of any child;
- * Profanity; or
- * Indecent exposure.

Parking

Please park in designated parking spots only, leaving the handicapped parking spaces for our parents and children who need them. We also ask that you do not park or stand next to the sidewalk.

Sales of Products

During the school year, items may occasionally be offered for sale. The purchase of these items is always optional and parents are free to decline. There are two general "sale" categories: those arranged by the school and those set up as a specific fundraiser. The former include school pictures (taken in October), and Scholastic book club. We, also, will have T-shirts, Sweatshirts, and Active wear for sale, which the children are asked to wear when going on field trips or for gym class. The fundraiser profits go towards classroom equipment, materials and the elementary computer lab.

Special Needs

The Mel - Nap School District, the local district in which the school is located, screens for special education services. Limited services can be offered in our building. A teacher should initiate the screening process.

Name/ Information Release

Our center does not distribute name/address/telephone lists of enrolled children to anyone, including parents of other children enrolled at the center. However, we will make such information available to other parents upon your written request. Under NO circumstances will enrollment information be given to outside solicitors.

Confidential Information

Each child has a right to confidentiality. All information pertaining to the children in the program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without the express written permission of Parent, unless required by statute, court order or licensing mandate.

Product and Service - Non-Endorsement/Non-Liability

We are often asked to post announcements or hand out fliers for outside groups offering products or services for children. Distribution of such information does NOT imply Montessori Children's Center of Allen Park's endorsement, nor does Montessori Children's Center of Allen Park assume responsibility or liability for consequences that may arise from use or purchase of such products or services.

Parent Notification of the Licensing Notebook Requirement

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 CAP's 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.

PARENT COPY

Statement Acknowledging Parent's Receipt of Handbook – Parent Copy

I/We, _____, hereby acknowledge and agree with the following:
Parent(s) name(s)

1. I/We have reviewed the Program Handbook (“Handbook”) of Montessori Children’s Center of Allen Park, Inc.
2. I/We have read and agree to comply with the policies contained in the Handbook which govern the terms of the child care contract, and have been given an opportunity to ask questions about the content of the Handbook.
3. I/We understand that the Handbook reflects the current policies and procedures of Montessori Children’s Center of Allen Park, Inc.
4. I/We agree that I/We will conform to these policies and procedures and understand that these policies and benefits may be, amended, modified, terminated or replaced by Montessori Children’s Center of Allen Park, Inc.

Mother/Guardian Signature

Date

Father/Guardian Signature

Date

SCHOOL COPY

Statement Acknowledging Parent's Receipt of Handbook – School Copy

I/We, _____, hereby acknowledge and
agree with the following:
Parent(s) name(s)

1. I/We have reviewed the Program Handbook (“Handbook”) of Montessori Children’s Center of Allen Park, Inc.
2. I/We have read and agree to comply with the policies contained in the Handbook which govern the terms of the child care contract, and have been given an opportunity to ask questions about the content of the Handbook.
3. I/We understand that the Handbook reflects the current policies and procedures of Montessori Children’s Center of Allen Park, Inc.
4. I/We agree that I/We will conform to these policies and procedures and understand that these policies and benefits may be, amended, modified, terminated or replaced by Montessori Children’s Center of Allen Park, Inc.

This form must be signed and returned to Montessori Children’s Center of Allen Park, Inc. before child may attend the program.

| | |
|------------------------------------|---------------|
| _____ Mother/Guardian Signature | _____ Date |
| _____ Father/Guardian Signature | _____ Date |