

## **Westminster Child Development Center's Mission**

Our purpose is to partner with families in leading children to become young disciples of Jesus Christ by nurturing them into a strong loving, serving relationship with Him. We seek to teach children about God; lead them to a personal relationship with Jesus Christ and encourage them to grow in His likeness.

### **A message from the Director**

I look forward to working with your child and family through their early childhood experience at Westminster Child Development Center. My door is always open, and I welcome your feedback, questions, comments and concerns. I can be reached at 524.7120 or by email at [childcare@wpcokc.org](mailto:childcare@wpcokc.org). Blessings,

Sarah Stone, Director Westminster Child Development Center

### **Our Philosophy**

At Westminster Child Development Center, we believe each child is a unique individual. We strive to provide a loving, nurturing, and creative environment for children. We are sensitive to their social, emotional, intellectual and physical needs. Our center provides developmentally appropriate programs that focus on the process of learning while also helping them enjoy many successful experiences. We encourage not just learning, but a love of learning.

Westminster Child Development Center is a mission of Westminster Presbyterian Church. It is endorsed and sponsored by the Church. Our program reflects our Christian faith. We believe that each child is a child of God. Chapel services which include prayers and Christian songs are conducted weekly. Nevertheless, we honor all religious traditions represented by families who enroll in our program.

We believe in providing a physical environment that is safe, clean, healthy, and child- friendly. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Learning centers allow children the opportunity to explore, to experience, and most importantly to succeed.

The strength of our program is the experience, expertise, and dedication of our staff. The teachers are supported with training, resources, and the freedom to create a unique learning environment. We provide many opportunities for the teacher to share ideas and to grow professionally. Our teachers create a caring and nurturing atmosphere that fosters each child's creativity and positive self image.

We believe in positive methods of discipline. Consistent and appropriate limits have been established to help the children function in their world. Our programs are designed to develop in children a sense of independence and responsibility. We strive to strengthen each child's own cultural identity, while instilling a respect for others.

Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers- a partnership for the benefit of the child. Daily communication between parents and Center staff is encouraged. Our doors are open to parents at all times.

Our Center values people: the children in our care, their parents, and our employees. We continually work to earn the trust placed in us. We strive each day to provide the best early childhood educational services possible.

# **Westminster Child Development Center Information and Policies**

## **Absences**

We understand that children may need to be absent from care for various reasons. Please inform the office and your child's classroom teachers in advance if they will be absent. If you have not already notified the classroom teachers of your child's absence, please call the office in the morning, and the office personnel can let the teachers know not to expect your child. There is no reduced tuition rate for children who are ill or absent.

## **Admittance Policy**

We are open to the families of Westminster Presbyterian Church and the community. Priority is given to the siblings of children in the program, members of the church, children of staff members, and then to the general public. We accept children from 4 months to 5 years. Please review our brochure for current tuition pricing.

## **Baby Sitting**

Our teachers are early childhood professionals and need to be consistent and objective with all children in their classroom. Therefore, we discourage teachers from baby-sitting children in the Center. If babysitting does occur, Westminster Child Development Center will not become party to it and therefore will take no responsibility of liability for incidents arising from this situation.

## **Birthday Celebrations**

We love birthday celebrations! Birthdays are a special time for children. Parents are welcome to bring treats that are commercially pre-packaged, non-

potentially hazardous food items to his/her class if they desire. If you have questions about what is allowed, please ask the office. A commercial ingredient label must be attached and clearly legible in order for the classroom teacher to check for any applicable food allergy components. Please note, we do not allow party invitations to be distributed unless all children in the class have been included.

## **Calendar**

A school calendar is available to all parents. It is updated regularly. Please mark your personal calendar with school closings so that you can make arrangement for alternate child care if necessary.

## **Child Abuse**

The State of Oklahoma defines child abuse as the harm or threatened harm of a child's health or welfare by a person responsible for the child; this includes non-accidental physical or mental injury, sexual abuse or neglect (10 O.S.D. Sec. 7120). Every person, private person, or professional who has reason to believe that a child has been abused is mandated by law to promptly report suspected abuse. A person making a report in good faith is immune from civil or criminal liability the name of the reporter is kept confidential. The Director, Program Assistant, and staff of Westminster Child Development Center are obligated to report suspected child abuse under this statute. The statewide child abuse hotline is 1-800-522-3511.

## **Child Development Center Team**

Since the Center is an entity of the Church, the Child Development Center team serves like an advisory board, provides counsel and support to the Center, and acts as a liaison to the Session of the Church. The team consists of the Director, church members, and parents and meets bi-monthly.

## **Clothing/ Supplies**

Parents of infants are required to provide an adequate supply of diapers and wipes. Each child should have at least two changes of clothing and appropriate outdoor wear. Additional items include the following: personal blankets, pacifiers (if necessary), prepared formula or expressed breast milk (with lid, per DHS requirements), ointment (accompanied by medication form), and

sippy cups. Your child's classroom teacher will notify you when your child's supply of diapers, wipes, or ointment needs to be replenished. All items must be labeled.

Parents of toddlers and preschoolers must provide an adequate supply of diapers or pull ups and wipes for any child not yet toilet trained. Children who are toilet trained should have multiple changes of clothing in their cubby should the child soil their clothing. Parents should also provide a complete change of clothing and appropriate outdoor wear. Your child's classroom teacher will notify you when your child's supply of diapers, pull ups, or wipes needs to be replenished. All items must be labeled.

Please label all of your child's clothing to avoid confusion. Dress your child suitable for play and the weather. Recognize that when children play and participate in school activities, such as art and outdoor play, they get messy. Make sure your child has one set of extra clothing in the event that a change is required.

Children should wear closed toe shoes at all times. For their protection, children need rubber soled shoes or sneakers, Remember they love to run, jump and climb, so, please do not send your child to school in flip flops or sandals.

We have a very limited supply of extra clothing items at the center that may be used when necessary. If your child does not have extra clothing in their cubby, this clothing will be used. Please launder and return any school clothing to your child's teacher the following day.

## **Confidentiality**

Information regarding your child is confidential and will not be released unless a parent or legal guardian provides written authorization. An exception will be made in the event of suspected child abuse.

## **Cubbies**

A cubby is provided for each child at our center. Please place your child's personal belongings in their cubby. Again, make sure all items are clearly labeled.

We recommend that you leave all toys at home or in your car. This will discourage hurt feelings, breakage, or loss of your child's "treasures". Children

may bring stuffed animals or other comfort items to use at naptime. Please place these items in your child's cubby at drop off.

We ask that you provide a spill proof water cup for your child each day. Please label their cup and hand it to the teacher or place it in the water cup bin when you drop your child off.

## **Discipline**

One of our goals is to help your child develop a positive self image. We recognize that children need clearly defined limits set in a non-threatening manner. Children are encouraged to be self-directed and to exhibit self control. In order to achieve these goals, we apply principals that build individual esteem and avoid any shaming practices. As such, we accomplish discipline through close supervision, gentle guidance, and redirection. Teachers may utilize a brief time out if necessary. On occasion, a child might be brought to the office to calm down. This is not common. We do not condone or employ corporal punishment as a means of discipline.

## **Drop Off**

Our motto at drop off is "the shorter the goodbye, the shorter the cry". We know from experience that after your child has been here a few times the drop off will become easier and the fuss will become less or nothing at all. Children have a unique capacity to make new friends quickly.

Please remember to always sign your child in and out. We must have a reliable and readable phone number where we can reach you in the event that your child has an emergency or becomes ill during the day. We use this information to verify your arrival and departure time. Please discuss any information you feel pertinent about your child with his/her teacher at his time. If you need to talk at length with a teacher, we recommend that you schedule a conference, or request a phone call during the teachers break time.

If you need to bring your child late to school, please review the class schedule and talk with your child's teacher to coordinate an appropriate time for your child to transition into the classroom. When you bring your child to school make sure you communicate with the classroom teachers that he or she has joined the class.

# **Emergency Closings and Procedures**

## **Weather Related Closings**

There will be times when the center must close due to inclement weather or road conditions. There may also be times when we must close early to ensure that the children and staff arrive home safely. Center closures will be posted on local news stations. If the center is closed, you will see Westminster Presbyterian Church- Closed, or it may read Classes Cancelled. Please stay tuned to local stations for updated information regarding weather related closings

## **Accidents and Injury**

If a child has a minor injury, insect sting (wasp, bee, hornet), is bitten by another child, etc. a written report will be made. The teacher will notify the parent, either by phone or at afternoon pick up, of the injury. The parent will be provided with a copy of the written incident report, and a second copy will be placed in the child's file.

In case of a severe injury or acute illness, the child will be transported by ambulance to the nearest hospital, or to the preferred hospital the family indicated on enrollment forms (if circumstances allow). Every effort will be made to contact the family prior to emergency medical transportation. If a parent can not be reached, we will contact people you have listed as your emergency medical contacts on your child's enrollment form. A staff member will accompany the child to the hospital and remain with the child until a parent arrives and is informed of the situation.

## **First Aid**

First aid will be administered to all minor injuries. In the event of a serious accident, parents will be notified and the child will be transported to the nearest hospital. Many of our staff members are trained in infant and child CPR as well as first aid.

## **Fire**

Specific procedures are provided to center staff and children to follow in case of a fire. Monthly fire drills are held. Exit route maps are posted in each classroom and the office.

## **Tornado and Severe Weather**

Specific procedures are provided for Center staff and children for severe weather alerts, and are practiced quarterly. Children are escorted to the basement of the Church building and will remain there until it is deemed safe to return to the classrooms. Parents arriving during severe weather or tornado warnings are welcome and encouraged to stay with their child in the basement of the Church building.

## **Evacuation Plans**

In the event that the center or Church would need to be evacuated for any reason, children will be walked across the street to the western most part of the property owned by Westminster Presbyterian Church. The children will remain in that area until an all clear has been established. Examples of evacuation event might include" electrical outages in the building, a threat called into the center or Church, plumbing leaks, etc. Children will remain in the supervision of the Westminster Child Development Center teachers until all parents are notified and arrive to pick up the children.

## **Enrollment Criteria**

No child may be enrolled unless the center has been furnished with the following:

1. A completed enrollment form
2. A signed Emergency Medical Release form
3. A family history form
4. A signed handbook acknowledgement
5. A current immunization form

The immunization certificate or record card shows that the child has received age appropriate prophylaxis. Section 411 of Title 10 of the Oklahoma Statutes mandates that children attending child care obtain, at the medically

appropriate time, immunizations against diphtheria, tetanus, hepatitis A and B, chickenpox (varicella), pertussis, poliomyelitis, measles (rubeola), mumps, and Haemophilus influenza type b (Hib). The exceptions are when there is a medical contraindication and a physician, physician's assistant or nurse practitioner has completed and signed the medical exemption section of the Department of Social Services physical examination of the day care child form.

The child development center does not discriminate on the basis of sex, race, religion, ethnicity, national origin, or handicapping condition. If, however, the nature of the child's handicap requires special therapy or special staffing, the child will not be enrolled until arrangements can be made.

Children are admitted on a space available basis. A waiting list is maintained by the Director and Program Assistant and will be used when an opening presents itself. Priority will be given to Westminster Presbyterian Church members, Child Development Center staff, and siblings of families currently enrolled.

## **Health Care, Illness, and Medications**

Because of concern for the health of your child and other children enrolled at our center the following guidelines have been established. We appreciate your cooperation in complying with these guidelines; Children who are ill will NOT be accepted into care at Westminster Child Development Center. We are a center for healthy children. Children who become ill during the day will be sent home. In all cases, the center reserves the right to send home a child with suspicious or prolonged symptoms. It is the responsibility of the teacher and the Director to make that determination based on their best judgment. When a child is absent due to illness, the parent is asked to notify the center as early as possible. In the event of a contagious illness or virus a "Notice of Suspected Illness" will be posted outside of each classroom. Please review these forms and watch for symptoms in your child.

In the event of the following, we ask that you keep your child at home

1. a temperature of 100 degrees or any fever accompanied by:

a. a deep cough

- b. earache, or drainage from the ear
  - c. coughing
  - d. sore throat
2. A rash of any kind (with the exception of diaper rash) until treated, diagnosed, or declared harmless by a physician. Please provide a signed physicians note upon return to the center.
  3. Early colds, coughing and sneezing, or very bad colds with purulent discharge,
  - 4 Diarrhea (diarrhea is defined by the City County Health Department and liquid stool) or vomiting the previous evening or before school in the morning. The child must be free from vomiting or diarrhea for 24 hours before returning to school.
  5. Red, runny, or matting eyes, this may be conjunctivitis (pink eye). Please call your doctor; children must have treatment before returning to care.
  6. Bronchitis- if your child is coughing frequently.

We are a center for healthy children. A child who is not well does not benefit from our program and can adversely affect the health of our other children. If your child is ill, for the wellbeing of his/her classmates please do not bring your child to class or to a special event such as a program or holiday party. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

In the event that your child becomes sick while at the center, you will be promptly notified. We expect that you will come to the center as quickly as possible to take your child home. In the event that there is a delay in pick up longer than 20 minutes we will contact the next person on your emergency contact list. A sick report will be completed by the teacher and reviewed with you at the time of pick up. This sick report will indicate clearly when your child is welcome to return to care. If your child leaves the center after 1:00 they will not be permitted to return the next day, regardless of 24 hour policy.

<b><u>Illness</u></b>	<b><u>May Return</u></b>
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (Pink Eye)	24 hours after start of treatment, specifically after drainage and matting have stopped
Diarrhea	24 hours after the last loose stool and after 1 normal bowl movement
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after the onset of jaundice
Impetigo	24 hours after treatments have started
Fever	24 hours after temperature is normal without the use of fever reducing medication
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after the onset of rash
Lice	24 hours after treatment has begun AND there are no nits or eggs present; children must be re-checked by the teacher or director prior to attendance
Whooping Cough	At least 7 days after therapy has started
Pin Worms	After treatment is completed
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep Throat	48 hours after the start of treatment AND fever free
Poison Ivy	After lesions have dried up
Pneumonia	Written note from Physician must be provided prior to attendance
Bacterial (Spinal) Meningitis	When Health Department gives the OK
Mumps	14 days after swelling beings

## **Medication Policy**

Prescription Medication may be given only upon written order of a physician, parent, or guardian stating that the child care provider may administer such medication and specifying the circumstances, if and, under which the medication must not be administered. This must be accompanied by written instructions from the parent. If the medication requires a medical device (syringe and needle, nebulizer, inhaler) to administer a medication, then the parents will be asked to provide proper instruction and demonstration prior to a child care provider administering such medication.

Prescription medication must be in the original container and labeled with the child's name, the medication name, prescribed dosage, time intervals for administration, expiration date, and prescriber's name. Such medications will be stored according to the instructions on the label, kept beyond children's reach and returned to the parent once treatment has ended. The center will only give medication that has been previously administered to the child and no adverse reactions were noted.

Westminster Child Development Center will not dispense or administer over the counter medications. Special circumstances will be made for teething gel, teething tablets, and diaper rash ointment. All must be accompanied by a signed medication form and should be labeled with the child's name.

Medication forms can be obtained by the teachers in your child's room or the CDC office. These forms will be maintained according to Health Department and DHS regulations.

## **Holidays**

A yearly calendar is issued each year and will include holiday closings. The center and the church are closed on the following holidays: New Years Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and the work day following Christmas.

The Center will close at 3:00 PM on New Years Eve, the day before Thanksgiving and may be closed on Christmas Eve. The Center closes early on Good Friday.

Spring and Fall parent teachers are on the center calendar, on these days the center is open for conferences but no child care is provided.

## **Hours of Operation**

The Center is open year round, Monday through Friday from 7:30 AM to 5:30 PM.

The part time (Mother's Day Out) hours of operation are from 9:00 AM to 3:00 PM.

Please review our center calendar for holiday closings.

## **Licenses**

We are licensed by the Oklahoma State Department of Human Services. We are also licensed by the City of Oklahoma City.

## **Meals**

Westminster Child Development Center serves two full meals per day (breakfast and lunch) and two light snacks (morning and afternoon). Each meal is prepared in compliance with governing federal and state guidelines to assure nutritional value. A weekly menu is posted outside each classroom and on the parent board outside the CDC office.

Breakfast is served from 8:15-8:40. After 8:40 breakfast will not be available as the kitchen staff has other duties. If your child comes late, we will not be able to provide them with a breakfast. Please make arrangements to feed them before you drop them off in their classroom. Please do not bring food into the classroom as your child's classmates may not understand why they do not get to have "special" breakfast. We are not able to save a breakfast plate for your child, so it is important to either arrive by 8:40 or feed your child prior to drop off. Part time (mother's day out) children must eat breakfast prior to arrival.

For infants, parents are required to provide prepared formula or expressed breastmilk in bottles with lids, cereal, baby food (unopened jars, or home-made with a contents label) for their child. All items must be clearly labeled.

There are times when children might bring snacks to share with their classmates. Please remember, only commercially prepared foods with

ingredient labels are permitted. Also, please check with your child's teacher about food sensitivity and allergies of the children in the class.

Any variation in diet is permitted only in accord with the physician's written order or for religious purposes. Please notify us of any food sensitivity or food allergies.

## **Music Class**

The children participate in a weekly music class, Munchkins Music. Mrs. Andrea Deeds prepares a lesson for each class using instruments, puppets and creative movement. If your child attends on Tuesday you will receive a note from Munchkins Music about your child's experience in music class that week. A \$15 monthly fee for this program will be added to your tuition if your child attends on Tuesday.

## **Outdoor Play**

All children will spend time each day engaged in climbing, balancing, sliding, swinging, riding, and playing with others. Each classroom's daily schedule reflects two periods of outdoor play each day. State licensing requires that we include outdoor play when weather permits. In the event of inclement weather, children will be able to use our indoor play space (gym).

Children who are well enough to attend must be well enough to participate in all activities, including outdoor play. The center requires a note from a physician if your child can not participate in any activities. Please watch the weather and prepare your child's clothing accordingly. Children do not go outside if the temperature/ wind chill is lower than 32 degrees or higher than 100 degrees as an actual temperature or heat index.

## **Parent Participation**

Parents are welcome to visit the Center. Parents may go into the room to be with their child at any time.

Westminster Child Development Center is committed to working with families. We strongly encourage them to participate in every aspect of their

child's program. Our main focus is your child. If you have concerns or questions, please immediately contact the Director at 524-7120.

It is vitally important that you as the parent/guardians communicate your needs and desires regarding your child's development openly and honestly with your child's teachers, you are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate.

Parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, etc. Parent involvement is valued and encouraged. Parents should feel free to come and eat lunch or spend other time with their child. If you are eating lunch with your child, advance lunch reservations will be necessary. The cost for an adult lunch is \$5.00.

**A. Home/ School:** Parents need to communicate pertinent information with the Center. This should include things such as illnesses, change in sleeping habits, and change in eating, teething, and so forth.

**B. Donations:** As your child develops mentally and physically, please consider whether books, toys or outgrown clothing may be appropriate for use in the school.

**C. Parent Concerns:** If you have any problem or concern about our operation or your child's progress, please contact the Director immediately. Your concern is our concern.

**D. Fundraisers:** Parents are encouraged to participate in fundraisers. Fundraisers have included a Christmas silent auction, book fair, t-shirt sales and photograph sales. They have been very successful and lend support to various programs at the Center.

**F. Conferences:** The teachers and Director will confer with parents at any time, and Parent/Teacher conferences will be held in the spring and fall.

## **Pick Up**

Being punctual is important. We ask that you pick up your child on time. Please go directly to your child's room at pick up time. Sign your child out before you exit the Center. If you will be arriving late, please call the office. This helps minimize unnecessary concerns.

LATE FEE: Pick up time is 3:00 PM or 5:30 PM. A late fee of \$1.00 per minute will be due when you arrive or will be added to your bill. Set your watch and car clock to the time given by 599-1234, as this is the time we use to set our clocks. Consistent late pickups are scary for your child.

A word about departure: Your child has had a long day at the Center. He/She needs your attention and help in departing easily and quickly. When you want to talk with other parents please visit in the hallways or the garden court. If your child's school day ends at 3:00 PM, please be mindful that full time care children need to continue with their day. After 5:30 PM teachers are no longer working and need to go home to their families. Thank you for your consideration.

No person other than those who appear on the departure authorization form will be allowed to pick up your child. In case there is an emergency, please call the Center office. All persons picking up any child, who is unfamiliar to our staff, will be required to present a photo ID before they will be allowed to take the child. If you will not be picking up your child, call so that we can prepare your child for the change.

## **Personnel**

Prior to employment with Westminster Child Development Center all personnel must pass: a national criminal background check, restricted registry offender list, an Oklahoma court records check, and additional records checks done by the Oklahoma Department of Human Services. All staff have taken and are continuing to take early childhood training, attend conferences and workshops including first aid, CPR, children's curriculum and development, developmentally appropriate practice. Staff must have prior experience in group child care to be considered for employment at Westminster Child Development Center and must have the ability to relate to young children and their parents.

## **Rest Time**

Quiet time is important for a child's health and well being. Such time also allows a child to reenergize and develop self control. To that end, we employ the following schedule:

Infants, as per their requirements, will rest during the day. The linens are washed daily

Toddlers will nap and/or rest between 12:30-2:30 PM each day. This time may be shorter. We encourage you to supply your child with a favorite soft sleep toy or favorite blanket for this time. It has a wonderful comforting effect.

Preschool/ Prekindergarten children will observe quiet time between 12:45-2:45 PM each day. We encourage parents to provide the children to bring a soft sleep toy or a favorite blanket to rest with.

The Center provides a 2 inch foam nap mat and a sheet for all children. We launder the sheets and disinfect the nap mats weekly.

## **Safety**

Our parking area can be a busy place at certain times of the day. Please help us in providing a safe environment. We offer the following tips and ask for your cooperation.

Please hold your child's hand in the parking lot.

Make sure your child does not run ahead of or behind you upon arrival or pick up.

Always turn off your car before entering the building.

Never leave a child unattended in your vehicle when you are entering the building when dropping off or picking up.

Drive slowly in the parking lots and covered drive ways.

Please use the 44<sup>th</sup> street entrance. You may park under the covered drive area. Westminster School traffic in the morning and at 3:00 PM makes the 43<sup>rd</sup> street entrance prohibited. The 43<sup>rd</sup> street entrance is routinely locked.

## **Toilet Learning (Potty Training)**

We hope that children, from toddlers on up, will be learning toilet training. Toilet training will be done with the consent of the parent and willingness of the child. Again, please remember that we will only allow Velcro side opening pull-ups in our program. We are happy to work with your child to achieve this important milestone. We focus on positive reinforcement. We will do our best to support your at home initiatives.

## **Tuition**

Upon acceptance, a \$50.00 non-refundable fee is required. Please consult with the Director for current tuition rates. Tuition is due on the first Monday of the month. Please make your check payable to WCDC and write your child's name in the memo line. Please deliver your tuition payment to the office. If the Director is not in the office, please drop your check in the black mailbox mounted on the wall in the office. A \$10 fee will be added to your account for each week that your tuition is late, and a \$20 returned check fee. Failure to remit payment after 10 business days constitutes termination in services with the Center.

## **Videos**

We may show short videos in relation to a lesson plan theme or holiday celebration. All videos are pre-screened and pre-approved by the Director.

## **Where to Call**

Please contact the Director or Program Assistant at 524-7120 if you have any questions relative to your child, our programs or any other issue you feel we need to review. If it is a concern to you, it is a concern to us.

## **Withdrawal and Discharge**

### Withdrawal:

The Center requires a 4 week written notice from parents if the child is leaving the program for any reason. There will be no tuition refunds. Families are responsible for the full 4 weeks of tuition, whether the child attends or not.

### Discharge:

The Center has the right to cancel the enrollment of a child for ANY reason, including, but not limited to the following reasons:

- Non-payment or excessive late payment of fees and tuition
- Non-observance of the rules and guidelines outlined in the parent handbook.
- Physical and/or verbal abuse of staff or children by the child or parent.
- Inability of staff to meet the parent or child's physical or emotional needs.

## Acknowledgement

I have received the Westminster Child Development Center Parent Handbook. I have reviewed the policies within and will follow the policies as outlined in the handbook.

Child's Name: \_\_\_\_\_

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