

The Little Village Schoolhouse

Family and Student Handbook

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Welcome to the TLVS Family!!

I am honored that you chose one of our wonderful schools to partner with your family on the development of your child. Everyone is looking forward to getting to know your child and your family. All of our staff are here to guide you along the way; so please do not hesitate to reach out with any questions.

Please review our Family and Student Handbook carefully. This handbook contains our philosophy along with policies, rules, and regulations. We love to hear from our families - questions, concerns, or happy reflections. Each Director, as well as myself, strive to be available to our families. Thank YOU for sharing your child with us. We absolutely hope that your experience at TLVS is a positive one!

Meghan Desmarais; Owner

Our Philosophy

At TLVS, we have based our programs on the main principles of child development. The goal is to give all children a sense of self worth by helping students to develop and grow at their own individual pace. We want children to feel confident and secure enough to explore and learn in a stimulating and social educational environment. The staff at TLVS is committed to promoting and supporting all aspects of our students' development in an atmosphere of respect and happiness.

Our classrooms are clean, bright, and inviting, giving your child the opportunity to feel safe and happy. Children will participate in a variety of individual and group activities designed for social, emotional, physical, and academic growth. We strive to help children develop their language, reading readiness skills, fine/gross motor skills, and more. It is our daily goal to enhance every child's social, physical, emotional, and intellectual skills and attitudes. Our focus is on increasing every child's ability to succeed. We align all of our classroom practices and expectations with those appropriate for your child's age level and learning milestones.

We like to consider all students, guardians, and staff family at TLVS. You are always welcome to share any ideas that you may have to better our schools and further your child's needs. Please remember that communication is the key to a successful partnership between home and school.

Brightwheel

The Brightwheel App is our primary tool for communication. It is a very important tool for messaging, daily updates, billing, allergies, and more. As soon as you are connected to Brightwheel through either an email or cell phone invite, please take a bit to fill out your child's demographics, approved pick up people, ALLERGIES, and other pertinent information (especially emergency contact information). There are two types of messages on Brightwheel - Admin ~ Parent and All Staff ~ Parent. Admin ~ Parent messages are only visible between the Director and the parents. This is a good place to discuss billing, concerns, make up days, or even changing your child's days of attendance. Through the All Staff ~ Parent messaging you will learn about your child's needs (diapers, wipes, bedding, etc), daily updates, school events, and more general information. For children two and under you will be updated about naps, potty/diaper information, and eating. PLEASE understand that your child's teacher is busy. Updates may not always be immediate as they are in the care of children who come first. You will also receive pictures of your child throughout the day. These pictures are a great way to feel connected to your child throughout their day with us.

Communication

We believe that communication is an essential tool in supporting your child through their learning and development. Open communication will allow everyone to feel comfortable and secure. Our centers will communicate through Brightwheel, monthly calendars, Parent Boards, flyers, and more. Brightwheel is the number one way we communicate with families. We are always willing to meet, have a conversation at drop-off or pick up, or we will respond to messages or emails. We encourage you to share events that happen in the family such as changes in care, special instructions or diets, allergies, changes in your child's physical or mental health, and any other day to day information that may impact your child. Clear communication allows us to provide all of the proper care to fit your child's needs.

Staff

We take many steps in hiring our staff. The most important qualities every staff member must have is patience and a true passion for working with children. Our staff includes an on-call registered nurse for guidance. In each classroom there is a Lead Teacher. Classrooms may also have an assistant if class numbers demand. Upon being hired staff must immediately complete 18 hours of mandatory Health and Safety Professional Development. In addition, all staff must be CPR and First Aid certified. All staff must complete 20 hours of Professional Development each year. Our Director's must have a Bachelor's Degree, as well as completing their yearly Professional Development. We make every effort to hire staff with prior training and experience. Staff meetings, teacher/assistant meetings, and frequent communication are key. We are committed to continually helping our staff to learn and grow so that we are all working to our best potential. If you have any questions or concerns regarding staff please reach out to your school's Director.

Child Custody/Restraining Orders

Documentation for any restraining order or custody battle concerning your child must be brought to the Director and a copy kept on file. Such documents must be signed by a judge or magistrate to be considered legal. Without legal documentation we cannot refuse any parent from their child. Any changes that you would like to make on your child's registration forms, concerning authorized pick up for your child, must be done by yourself. We cannot make any changes for you as we are not legally authorized. If both parents have custody or visitation, even if only one parent is paying, both parents have the right to be on Brightwheel. Billing, however, will remain private to the payer.

Visitors

Any person attempting to enter the building for official business must have either a license or official identification. All visitors must sign in and out of the building.

Visitors will not be allowed to be alone with any student at any time.

Records

Please be sure that your child's records are always up to date. All forms within the enrollment packet must be completely filled out for your child to be enrolled into our system. It is important to notify us of any changes. It is *essential* that emergency information is accurate while your child is in our care. If a new or different person is going to be responsible for your child, we must have all of their information, in writing, prior to releasing your child to them. Please remember, in order to receive pictures on Brightwheel you must indicate that you give us permission (this photo release form can be found in your enrollment packet).

It is *extremely* important that you indicate any sensitivity, allergies, or critical information about your child on the entrance questionnaire so that our staff is alerted about your child's specific needs. Medical records are state required. School physical forms are valid for one year from the date of your child's physical. We are now able to access your child's medical record and immunizations using the Kidsnet Rhode Island website. Due to "interest of care" we are able to access these records without seeking direct authorization.

*** Children without an updated physical form may be excluded from the program until the appropriate documentation is provided.

Discipline

At The Little Village Schoolhouse we believe that actions speak louder than words. Each classroom has their own age appropriate rules and expectations; although some carry across all ages. Each rule is explained to all of the children and is practiced daily by the students as well as the children. Every child at one time or another will test the waters to see how far they can push the boundaries with these rules. We encourage children to always "do the right thing" using a positive and natural approach. Teachers have been trained to get to the child's eye level to discuss the child's emotions and behavior. Consequences are natural. For example, if a child throws a block they are redirected away from blocks. Children may need space to calm their bodies. They're never left to sit alone apart from peers and staff. Sitting and rethinking the situation with redirection, is a form of conscious discipline that we foster with all children.

Behavioral Plans

In the event, a child's negative behavior continues for a period of time and the room becomes unsafe for others, a meeting will immediately be scheduled. A behavioral plan will be discussed and put into place to resolve targeted issues and to support the child.

The behavior plan will outline clear interventions for both the child and the staff when the child displays the unsafe behavior(s). Unsafe behavior may include, but is not limited to, jumping on cubbies or shelves, hitting, pushing, pinching, kicking, throwing objects, trying to escape the room or building, being unsafe with toys/objects, and biting.

The behavioral plan will go into effect the day it is signed. Staff will immediately use the interventions and strategies written in the plan. The behavioral plan will be in place for a month although if the behaviors increase or become more severe discharge may occur immediately. The behavioral plan gives guidelines that could result in the child being sent home and/or services terminated. The plan will end exactly one month from the date it was signed if the strategies and interventions are working. Once a plan has ended, a child can be put back onto a plan if unsafe behaviors resurface.

Day One	After 3 unsafe incidents within the day	Child will be sent home
Day Two - may not be a consecutive day	After 3 unsafe incidents within the day	Child will be sent home and asked to remain home the following scheduled day
Day Three - may not be a consecutive day	After 3 unsafe incidents within the day	Services will be terminated effective immediately

The director reserves the right to terminate services at any moment. When a child's behavior and/or developmental delay remains continuously unsafe or severe and cannot be remedied a decision will be made whether our school is the best fit for your child.

Guardians will receive a message from their Director on Brightwheel after each unsafe incident. The messages on Brightwheel do serve as written documentation of the incidents. In addition, guardians will receive written Incident Reports detailing the incident. The days do not need to be consecutive when a student is sent home due to unsafe behavior in order to be part of the plan. For the entire month of the plan's time frame, the child will move through the steps of being sent home to services terminated.

Our goal is to work with all families. The behavioral plan leading to termination of service is a last resort when all options have been exhausted to provide a safe environment for all students and staff.

Vacations

At TLVS we give each full time family one week free after six months of enrollment. Families must be current with their tuition before this week can be utilized. If you choose to take any time off outside of this one free week or before the one week is earned, the full tuition for that week is due. The one week free cannot be used for your last week at TLVS. We are closed the week of July 4th.

Tuition Payments

Tuition can be paid weekly, biweekly, or monthly; however, it must be paid the first day of the week. Payments may be made using check, debit, credit, or cash. All communication regarding billing should be directed to your facility's Director.

All checks should be made payable to 'The Little Village Schoolhouse' or 'TLVS'. Please indicate your child's name and dates of service on either the check or your payment envelope. This notation helps us to quickly discover if there are any discrepancies between your records and ours. Please either give your payment to the Director of your school or place it into the deposit box. Please do not hand your payment to a staff member or leave on a table. Your check deposit is your receipt unless you would like us to hand write a receipt for you. This receipt will be written by the Director and sent home with your child the same afternoon.

A \$15.00 late fee will be processed once you are one week late on tuition. For every week tuition is unpaid the \$15.00 fee will be processed. Consecutive weeks of late tuition can lead to termination. Information about invoices and billing can be found directly on our Brightwheel App. The weekly tuition is due every week even if your child is absent. Tuition that "fails" due to unavailable funds will be charged a \$15.00 fee (every time there is a payment failure).

Screening and Outside Services

We do allow outside services such as Occupational/Physical/Speech Therapy and other support services into our centers. We want to partner with families and organizations to best support our students. An Authorization Form must be filled out so that we can communicate with the outside agency and so that they can provide support within our facility. We are happy to fill out forms, meet with service providers, and attend any necessary meetings. Child Outreach is also invited into our facilities each year.

Nap Times

Taking a nap is an essential component in supporting the well being of young children. For this reason, the classrooms within our schools have scheduled nap times. The only two classrooms who do not participate in nap are the Kindergarten and Pre-Kinder at the Smithfield location. Nap times are scheduled for between 90 and 120 minutes depending on your child's TLVS location. The only children who are not part of the set nap time are the infants. We do encourage all children to nap; however, we do not force children to nap. If your child does not nap, they will rest their body for a set amount of time, and then they will be given a quiet activity to do on their cot. Lights will be turned off throughout the set nap time frame. After the set nap time, lights will be turned back on, and children will transition to the bathroom and then afternoon snack time. We do not shake or make students wake up from their nap but, rather, let them wake on their own with the lights and peer noise. Please share any nap routine information you feel would help your child to nap at school.

** Families must provide a crib sheet and blanket in a zipped (Ziploc type or fabric bag that zips) bag. This bag will be sent home weekly for washing.

Arrival

TLVS opens its doors at 7:00 am each morning. A staff member will greet your child at the door and help s/he get set up for the day. Parents are not allowed in the buildings. We ask that drop off happens **by** 8:45 so that your child can settle in before our morning routines begin at 9:00. This is the time jobs are picked, Good Morning songs are sung, morning share time happens, and the introduction to the day ahead is shared. It is difficult to structure the morning with educational activities when children are arriving once we have begun. **Please** make your morning goodbyes brief because long goodbyes, for some children, can be upsetting. Also, long goodbyes can be distracting to other students. Always feel free to call or send a message through Brightwheel to see how your child is doing. Picture requests are always welcome!

Infant and Yearling students **must** be dropped off by 10:00; however, we ask that it is communicated, through Brightwheel, if a child will be dropped off later than 9:00. Children will not be allowed into the building after 10:00 unless the teacher or Director have been communicated with prior. All rooms are governed by ratios and if we think a room will remain at a lower number, teachers may be allowed to leave; thus if a teacher is sent home, and then your child arrives, they may not be allowed to enter.

Departures

Each TLVS school may have different closing times based on the needs of the center.

Please plan accordingly to pick up your child on time so that your child does not feel rushed. For younger children, please send us a Brightwheel message when you are 15 - 20 minutes out. This allows staff to put on a fresh diaper and to pack up all of their belongings. We make every effort to have all children packed up at the end of the day.

We ask that all items are labeled so that we know what goes to who. We are not responsible for any items left behind due to not being labeled.

No child will be released, for any reason, to an individual without properly being identified. Anyone picking up your child will need to show an official identification until they are immediately recognized. Please remember that we do this for the safety of the children enrolled at our schools. Any changes to the authorization list must be made in writing and submitted to your site Director.

If for any reason your child must be picked up by someone who is not designated on your registration forms, written notice must be given. The person's name, their full address, telephone number and your written permission with signature and date must be given. Please let any individual picking up your child know that they will need to provide a picture i.d.. No phone calls will be accepted to release your child outside of this policy. There are no exceptions to this rule. This procedure is in place for the safety of your child, which is our top priority.

We do understand that emergency situations happen causing a late pick up. A phone call notifying staff of the delay is requested. If your child is picked up after closing hours a \$25.00 late fee will be assessed to your account for one - 15 minutes late. From 16 minutes on, a \$5.00 a minute fee will be charged. We will give a one time warning before assessing fees the next time. Being chronically late may result in termination of services. Please be considerate of our center policies and staff. Always check your child's monthly calendar for days we are closed and/or days we have limited hours.

Injury/Incident

Our teachers and assistants are diligent in ensuring all children are safe throughout the day. However, accidents may happen such as scrapes from tripping or children bumping into each other. An Injury Form will be filled out detailing what happened and what procedures immediately followed. You will be asked to sign the report, and you will be offered a copy for your home records. Guardians will immediately be notified of any head injury or of any situation that requires staff to call 911. In the event the guardian does not answer the call, the Director will leave a message, then proceed to call the emergency contacts until someone can be reached.

Diapering/Potty Training

Parents are expected to provide all diapers, pull ups, and wipes for their child. Teachers will send reminders when new supplies need to be sent in. Every child in a diaper will be changed every two hours or sooner. Staff will monitor the diaper around the times your child has increased fluids. We do allow diaper rash cream/ointment. A diaper cream form would be filled out giving us permission to apply the diaper rash cream on your child adding any specific instructions.

Please indicate within the enrollment packet if you give us permission to help potty train your child. We understand children grow at different paces; as such, we will begin looking for signs of interest from the child. The teacher or Director will have a conversation with you when we believe your child is ready. Parents are also invited to bring up potty training at any point. We will never force a child to use the potty. Teachers may use reward charts, stickers, or potty celebrations during the potty training process. Parents will be communicated with throughout.

Toys/Jewelry/Extras from Home

Toys and extras from home are NOT allowed in school outside of scheduled, monthly Show & Share days. We understand that your child may be excited to show off a new toy but there are no exceptions. You are always invited to send in a photo of your child with the toy to share. The photo can be shared at an appropriate time during the day. We are not responsible for any missing or broken toys that are brought into a building.

If a teacher finds a home toy it will be put into the child's backpack. If the item is brought out again it will be placed into a bag and kept for the adult picking up. The child's guardian will be notified on Brightwheel to seek the item.

Children can wear jewelry to school but we are not responsible for any lost or broken jewelry. We **strongly** encourage guardians to leave any sentimental or valuable jewelry at home. If the jewelry (including hair accessories) becomes a distraction we will carefully bag the item and place it into the child's backpack. Again, the guardian will be informed on Brightwheel to look for the item.

Toy guns or weapons of any kind are **not** allowed in our schools. This rule applies to costumes as well. Students pretending to play with a gun or using other toys to represent a gun/weapon will be immediately redirected and guardians will be notified.

Illness

To protect the health of all of our children, we ask that any child who is showing symptoms of an infectious illness be kept at home. We may also require a Doctor's note 'clearing' your child to return. It is inevitable that children will get sick and though we take all of the correct precautions, sickness can still occur whether in child care or not. While in child care children from different families spend time together in classroom settings. As such, it is our responsibility to create and enforce policies which will, attempt to, prevent one child's illness from spreading to others within the facility. Sometimes people, especially children, spread germs to their families and caregivers.

This means that we should always take extra measures to try to prevent any and all sickness from spreading. We strongly battle these infectious diseases starting at the sink. Hand washing is the most important step that we enforce for all staff and children. We know that this is the most crucial way of preventing the spread of germs. We instill in our young children the importance of good hygiene and the proper way to wash their hands before entering the school, during school, after bathroom breaks, before and after eating food, and coming in from outside. These are not the only times hand washing is encouraged however. We strongly encourage you to follow up with your child at home to ensure they follow good hygiene practices.

Any child that has developed symptoms of an illness will be tended to and a parent/guardian will be notified to pick up their child as soon as possible. This means that you must make provisions for alternative care when your child is ill. If you cannot leave work, you must make alternative arrangements in the event your child must be picked up. Though we are sympathetic to your needs as a working parent/guardian, our first priority is the well being of every child in our care. We will strictly and consistently enforce our health policies. If your child is sent home due to vomiting, diarrhea, cough, fever, or any illness requiring treatment or antibiotics they will be required to stay out for 24 hours after the first dose OR last episode.

AGAIN, if your child displays any of these symptoms, please do not send them to their center. This is especially true for diarrhea, vomiting, fever, or any combination of symptoms. Be aware that head lice and pink eye are both highly contagious. If you or any member of your family tests positive for COVID or is in contact with a positive person we will follow the most current protocols from the Department of Health.

The weekly tuition rate is still due for the week a student is out sick.

Symptoms to Watch For

- Green or yellow nasal discharge
- Fever (rectal temperature over 101.5/oral temperature of 100.1)
- Diarrhea
- Vomiting
- Severe or constant cough
- Sore throat
- Ear pain
- Head lice
- Labored breathing
- Chills
- Red, irritated eyes accompanied with swelling and/or discharge
- Listless behavior/Exhaustion
- Rash - unable to determine the cause

Medication and Medical

We will dispense medication to children in our program with the consent of the parent/guardian. For the safety of our students, the following must be adhered to:

1. For each instance that a medication is given parents must sign a waiver of liability in the office or with the child's teacher. On the waiver your child's teacher and the Director must be specified to dispense the dosage.
2. Written instructions must be provided by the child's registered medical practitioner.
3. All prescriptions must be in its original container. All information on the label must be printed clearly such as the child's name, dosage and times.
4. Each day that a medicine is to be administered, a parent or guardian must leave written notice and notify the classroom teacher/Director of the time the child last took the medication. We will not routinely administer any medication without such written notification and communication.
5. All medications must be delivered in the morning to the teacher or to the Director. The medication will be stored in a tightly closed container placed out of reach of children and in an office space. Please do not leave any medications in your child's bag or lunch box. This includes any over the counter medications.

6. You are responsible to remember to pick up your medications at pick up each day.
7. After the medication is administered it will be logged into Brightwheel and into the Medication Log kept at each facility.
8. We do not provide “over the counter” medications for children.

Student Nutrition

*** The Little Village Schoolhouse 3 is the **only** facility that provides catered food for breakfast, snacks and lunches. Families provide snacks and lunches at both of the other locations. TLVS 3 does provide milk. Should a milk substitution be necessary, parents are invited to bring in their own substitutions such as Almond Milk, Lactaid Milk, or another substitution. Our TLVS 1 and TLVS 2 locations use both a microwave and refrigerator for snack and meal times. TLVS 3 has a stove and a refrigerator that is used for their catered food program. A food program menu is provided. Food substitutions for allergies and religious requirements are accommodated for.

A well - nourished child has the energy to participate in active play, learning, and they are able to engage in classroom activities. We are here to assist you to ensure that your child is obtaining good nutrition as it is also important for your child’s brain development. We can mutually support good health, vitality, and your child’s good health. When meals are provided from home, we are required by law to furnish you with the guidelines for supplying a nutritionally sound and balanced diet for your child. Meals for the week should include grains, fruits, vegetables, meat/meat alternatives and milk.

We are happy to reheat any lunch or snack you provide. Your child’s lunch box does need an ice pack in it to keep cold items at a safe temperature. We do not have enough space in our refrigerators to hold every child’s cold lunch items. It is best to send familiar foods to school that your child enjoys rather than experimenting with new foods. We ask that these food experiences happen at home. In the event a lunch box is forgotten we will contact parents/guardians to bring the lunch box in as soon as possible. Should a child not have foods for the day, and we are waiting for their lunch box, we will provide them with foods that are available.

*** Parents must provide bottles (for formula or milk), forks/spoons, and microwave safe containers for both TLVS 1 and TLVS 2. Water bottles and bibs must be provided by parents for all three centers.

Food Allergies

We take allergies very seriously and try to avoid any exposure to potentially harmful reactions. We ask that you pack a variety of snacks for your child as they may be sitting next to another child that has a specific allergy. We are a **PEANUT/TREE NUT FREE FACILITY**. We ask that you not send in any foods containing peanuts or tree nuts in the ingredients. IN the event that we have a classroom party, we ask that any foods sent in are peanut/nut free. We will also send out a Brightwheel message sharing what special snacks are being shared. We ask that you inform the classroom teacher or the Director if you will be sending in any treats for your child's special day. This way we can inform parents with a child who has allergies so that they will have the opportunity to send in a substitution. Please immediately notify us with any new allergies or restrictions your child may develop.

Curriculum

TLVS 1 prides itself on their education component we provide to students. The education coordinator at your child's center will ensure that the curriculum in all rooms are age appropriate and meet RIDE (State) standards. TLVS 2 and 3 are Brightstar rated. Brightstars is an organization that evaluates the quality of learning in a Rhode Island daycare facility. The centers within the TLVS organization follow weekly educational themes. The different themes for the academic year are shared the first week of September. Every week students will focus on certain letters, numbers, colors, shapes, and various skills. Lead teachers create their own curriculum with both academic and craft activities. The educational coordinator looks over the teacher's lesson plans and curriculum to approve it. A monthly calendar will be sent home sharing the month-long themes, special activities, and important dates.

TLVS 1 State Licensed Kindergarten

TLVS 1 (Smithfield) is the only facility with a state licensed and governed Kindergarten program. The Kindergarten does have different policies, rules, and procedures regulated by the state. The Director at TLVS 1 can talk with you more about the program and what it entails.

Class Schedules

Each center has their own class schedule based on the needs of their students at each age group. Your child's classroom schedule is hung up within the classroom. A copy of the schedule can be shared with you upon request. It is very important that all children (ages three and up) are brought into their classrooms by 8:45. This gives your child 15 minutes to settle in before their day begins.

Assessments and Portfolios

Assessments are conducted with your child quarterly (September, December, March and June). These assessments are a great tool to gauge where your child is developmentally and to be able to monitor their progress throughout the year. The teacher or the director will complete the assessments. Parents are given a copy of the assessments after it is completed. Parents or guardians can request a meeting with your child's teacher or director if there are any questions or concerns.

Infants through 36 months are assessed every three months. This helps us to closely monitor their developmental milestones. Portfolios are kept for every child at each of our centers throughout the year. In September your child's teacher will start adding completed projects/work/assessments. Each month after there will be specific items added showcasing your child's knowledge about the theme of the week, letters, numbers, shapes, and different skill based activities. At the end of the academic year, June, the portfolio will either go to the next teacher or be sent home with the child if they are graduating from TLVS.

Being Respectful

We ask all guardians, family members, and individuals authorized to drop off or pick up to remain respectful to the staff of TLVS. We ask that you refrain from yelling, swearing, and displaying other inappropriate behaviors. The TLVS mission is to create a nurturing and supportive environment for all staff and students. Any continuous disrespectful behavior from parents or authorized individuals that causes a disruption in the peace and balance of our centers can lead to termination of services. If any problem or issue arises please contact your site director who will be happy to help you.

Holidays and Weather Closures

A list of scheduled closures are found within the enrollment packet. Please keep this list so that you know when we are closed or have adjusted hours. We will also post these reminders on our Brightwheel App the night before a closure. Payment is required for all TLVS closures. During weather conditions, the owner and each director will closely monitor reports and community closures. Any closing will be shared as soon as possible. Our closures are not dependent on neighborhood schools.

*** There are extreme circumstances which will require us to immediately close (i.e. water/flooding, electricity, heat/ac, or unforeseen disaster).

THANK YOU for taking the time to read the Parent Handbook for The Little Village Schoolhouse. We look forward to being a part of your child's development and educational growth.

Let the LEARNING and FUN begin!

Please sign below stating that you have read a copy of the Parent Handbook.

**The Little Village Schoolhouse
Parent Handbook Receipt Form**

I (we) acknowledge receipt of the TLVS Handbook and agree to read and abide by all of the rules, policies, and regulations included. In addition, I (we) understand that TLVS reserves the right to amend policies and procedures whenever necessary. Parents will be notified of any changes made to the handbook within 48 hours. All legal guardians must sign the form below. Thank you for your cooperation.

Print Child's Full Name: _____

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____

Date: _____