



Parent Handbook Of Policies & Procedures

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WELCOME

We would like to take this opportunity to welcome you and your family to Small Wonders Playcare Center Evans, Inc. The purpose of Small wonders is to provide safe, high-quality childcare to families with children between the ages of 6 weeks through 10 years.

Family is very important to us at Small Wonders as it is owned and operated by a family partnership. We understand that leaving your child in the care of others can be a difficult decision. Our highly-trained and dedicated staff will nurture and care for your child in a home-like environment to facilitate a smooth transition. Each classroom takes into consideration the age, maturity level, and developmental stage of your child.

This manual outlines what you may expect from Small Wonders and what we expect from you in return. We hope it will be helpful. Feel free to contact our staff with any questions in relation to our policies and procedures.

Small Wonders Playcare Center Evans, Inc.

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Email: swplaycare@gmail.com

Website: www.smallwonderspc.com

We hope your family's time at Small Wonders will be an enriching and delightful experience!

*Tina Westbrook and Tracy Cunningham
Director and Assistant Director*

HOURS OF OPERATION

Small Wonders is open Monday through Friday from 6:30 a.m. to 6:30 p.m. Staff may be at the center earlier preparing the center for daily activity however, children are not allowed to be brought into the center prior to 6:30 a.m. Children must be picked up by 6:30 p.m. or a late fee will be assessed of \$30 per child for every 15 minutes you are late. This fee must be paid in full, in cash at pick-up. No care will be given on Saturdays and Sundays.

HOLIDAYS

If a holiday falls on a weekday, you are responsible for paying for that day. The following are holidays where Small Wonders will be **CLOSED**:

- ♦ New Year's Day
- ♦ Memorial Day
- ♦ Independence Day (4th of July)
- ♦ Labor Day
- ♦ Thanksgiving *
- ♦ Christmas Eve
- ♦ Christmas Day
- ♦ New Year's Eve (Close at 12:00 p.m.)
- ♦

*Small Wonders will be **closed the day after Thanksgiving.**

You will not be billed for this day.

UNPLANNED CHILD ABSENCES

If your child unexpectedly misses a complete week of care due to illness or family emergency, or vacation the tuition will be prorated to 1/2 rate for that week.

TUITION RATES

Rates as of October 2022

NURSERY	\$175.00*
TODDLERS	\$165.00*
PRESCHOOL	\$155.00*

**Drop-In when available is \$40.00 per day for non-registered children
\$35 per day for registered children and 3-day drop-in is \$105 for registered
children 10% Military Discount for all Active Duty, retired, or military veterans.
\$10.00 discount for 2nd full-time sibling.*

AFTERSCHOOL CARE

AM drop off/breakfast	\$54.00*	**
PM pick-up./snack	\$75.00*	**
AM&PM/Snacks	\$85.00*	**

**All day rate \$40.00/teacher work day/holiday*

***Early release day is an additional \$20 added on to weekly tuition.*

NO CALL fee - \$10.00

(You MUST notify center if child is not riding at least 25 minutes prior)

FULLTIME CARE (summer/school holidays)

\$135.00 (NO 2nd child discount)

Plus a \$15 activity fee when field trips are planned

LOTTERY PRE-K

AM Care **	\$42 (arrive between 6:30-8:20 breakfast)
PM Care **	\$69 (care after pre-k ends/snack)
AM/PM Care **	\$79 (both AM/PM with 2 snacks)

**Full-time and Holiday rates are same as after school kids*

Registration fees - \$100.00 per child paid yearly/non-refundable

TUITION IS DUE ON MONDAYS

We reserve the right to deny care for any unpaid account.

\$30.00 returned check fee (and late fee assessed)

Late payment fee of \$20.00 will be assessed if paid after Monday.

Late pick-up fee (after 6:30 pm) is \$30.00 for every 15 minutes

(to be paid in cash at pick-up same day).

PAYMENT POLICY

All payments are due by 6:30 pm Monday evening for current week's tuition. If your child does not attend the center on this day, then payment is to be made the first day of attendance that week. A late fee of \$20.00 per child will be assessed if payment is not received by Wednesday am of current tuition week. If payment is not made within 3 days of drop-off, we reserve the right to refuse to accept your child into care until payment, including all late fees is made.

MONEY MATTERS

- A year-end statement will be made available by January 31st each year.
- A \$50.00 fee will be charged for any returned checks
(\$30.00 is NSF fee from bank & \$20.00 is late fee)

After 2 returned checks, all future payments must be made by cash or money order.

- Childcare fees and tuition are due regardless of whether or not your child attends. You are paying for a position as well as a service. No refunds are given for late arrivals or early departure. All childcare services will be contracted. The contract is a legal document obligating Small Wonders to provide a service for you & obligating you to pay for those services. A notice in writing of no less than 2 weeks is required to terminate a contract by a parent or guardian (*2 week tuition in lieu of notice is acceptable*).
- We accept VISA, MASTERCARD, DISCOVER, CHECKS AND CASH. There is a \$2.00 transaction fee for all debit/credit cards scanned.
- We also can set up automatic payments using a checking account or credit/debit card for a \$1.00 transaction fee per week.
- Finally, you can choose to make your payment online through our website for no transaction fee.

TERMINATION POLICY

Care can only be terminated with a 2 week notice by the parent/guardian. Small Wonders reserves the right to immediately end care for nonpayment, failure to respect staff, teachers, directors, supplies, the building & its grounds, behavior of the child which is harmful to the physical/emotional well-being of the other children and/or staff, or failure to abide by the Small Wonders Policies. If you terminate without giving appropriate notice, you will be responsible for the payment of the final 2 weeks of care, whether your child attends or not.

Small Wonders has the right to terminate a contract without notice in the case of harm to other children and or staff, or a dangerous situation due to an action that the child has caused, intentionally or otherwise.

PICK-UP & DROP-OFF PROCEDURES * *(see COVID protocol pg 16)*

Parents are responsible for bringing their child into the building each morning. When doing so, they must sign their child in and take them to their appropriate classroom. Parents must come into the building in the evening when picking their child up and sign their child out. Children WILL NOT be released to anyone under the age of 18.

Parents will be responsible for putting their child's belongings in their classroom & for taking them home. Children will have individual cubbies with their daily work and notes from the teacher/office. Please be sure to check your child's cubby on a daily basis. If the person picking up a child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child & adult. If there is a Court Order keeping one parent or guardian away from the child, Small Wonders must have a copy of the Court Order on file, otherwise we cannot prevent the non-custodial parent from picking up the child.

STAFF TRAINING

All staff are required to complete Georgia State approved training for Infectious Disease Control and Prevention, Child Abuse Reporting, Fire Safety, CPR, and First Aid. All staff will complete an additional 18 hours of childcare related Georgia State approved training each year. Staff will provide daily planned program of developmentally appropriate activities for each specific age group. Lesson plans and daily schedules will be posted by each class door. Appropriate referrals for speech and language assessment, behavior management issues and cognitive delays will be made in order to assist each child in achieving their fullest potential.

GENERAL CLASS INFORMATION

Infants : (Nursery 1 & 2)

Diapers / Wipes
Bottles (date & child's 1st and last name must be on each bottle)
Formula/Breast Milk (Formula must be pre-made in the bottles)
Change of Clothes
Ointment (if needed)
Infant feeding schedule (form is available at front desk)
Pacifiers (must be labeled)

Toddlers: (Toddler 1 & Toddler 2)

Diapers / Wipes
Complete change of clothes to leave here
Ointment (if needed)
No bottles (we use sippy cups)
No pacifiers (germ control)
Closed toe shoes (our playground has multiple ground obstacles)
Blanket for naptime (will go home weekly for washing)

Preschool: (3 year olds)

Complete change of clothes to leave here
 Shirt
 Pants/shorts (seasonally)
 Underwear
 Socks
Closed toe shoes (our playground has multiple ground obstacles)
Blanket for naptime (will go home weekly for washing)

It is important that you label all of your child's belongings that come into the center. Notice will be sent home when your child's supplies are low. We ask that your child does not bring any personal items from home (toys, video games, trading card, etc.) other than what is requested unless asked by the office or classroom teacher. The one exception is show and tell days. ***Small Wonders in not responsible for any lost, stolen or broken items.*** If such items are brought in, they will be sent to the office and must be picked up by a parent.

HEALTH, ILLNESS & EXCLUSION POLICY

Under no circumstances is a sick child to attend Small Wonders. Children should be allowed to recover fully in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the center. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness however, minimizing exposure & providing good hygienic practices in the center & home are means by which we can limit the problem & the resulting inconvenience.

Accordingly, for the benefit of all involved, the following policies will be strictly enforced.

Children who have exhibited ANY symptoms of infectious illness within the 24 hour period are likely to be contagious & should remain at home. Examples of associated symptoms include, but are not limited to, fever of 100F measured orally or 101F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green drainage from nose, drainage from eyes or ears, rash or head lice. Small Wonders reserves the right to determine whether a child should remain at home or is okay to stay or return to the center when illness is a consideration. A doctor's note with permission to return to daycare may be requested. Parents of children who become ill during the day will be promptly notified & are expected to make arrangements for their child to be picked up immediately. The sick child will, if possible, be isolated from the other children in the center to minimize exposure. If the parent/guardian cannot be reached, the person designated as the emergency contact will be notified..

It is the parent's responsibility to inform the director if their child has been diagnosed with a contagious illness so proper notifications can be made. **Notice will be posted on the parent information board as well as classroom doors informing parents that their child has been exposed to a contagious illness/disease.**

For **confidentiality reasons**, the name of the child with the confirmed illness will not be released. See COVID protocol on page 16.

The following diseases will be reported to parents of all enrolled children in/out of attendance the reported day:

COVID, chicken Pox (varicella), conjunctivitis/pink eye, head lice, influenza, pin worm (enterobiasis), ring worm (tinea dermatophytosis), scabies (acariasis), fifth disease (human parvovirus), rotavirus, respiratory syncytia virus (RSV) and COVID.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children.

Small Wonders employees will follow the same guidelines for exclusion as stated for children. All staff is to report illness to the director/assistant director to ensure proper notifications can be made.

1. Temperature of 101.4°orally, or 99.4°axillaries or higher.	1. Free of fever for 24 hours without the aid of medication.
2. Temperature of 100.4°orally, 100.4°rectal or 99.4°axillaries or higher, plus one of the following: a) severe cold with yellow-green nasal discharge b) cough c) sore throat d) sneezing 3) swollen glands, or f)	2. a) Free of fever for 24 hours and b) note is required from a physician or nurse practitioner stating that the child is not communicable.
3. Red, watery or draining eye (s).	3. All discharge has ceased.
4. Drainage from the ear (s).	4. a) all drainage from the ear (s) has ceased, or b) note is required from a physician or nurse practitioner stating that the child is not com-
5. Lice	5. After treatment, free of lice and nits.
6. Skin lesions, i.e., impetigo, ringworm and scabies	6. a) skin sores are healed b) note is required from a physician or
7. Vomiting	7. Free of upset stomach and vomiting for 24 hours.
8. Diarrhea (2 or more loose, watery stools per day.)	8. Diarrhea free for 24 hours.
9. Fainting or seizures or general signs of listlessness, weakness, drowsi-	9. a) Free of symptoms, or b) note is required from a physician or
10. Fever with any specific signs and symptoms of a communicable dis-	10. Free of fever for 24 hours.
11. Any combination of symptoms for consecutive days of attendance.	11. Free of symptoms.

In the event that your child is sent home from daycare ill, he/she MAY NOT return to Small Wonders for 1 FULL day. So, if your child goes home any time during the day today, he/she may NOT return until the day after tomorrow.

MEDICATION POLICY

Small Wonders requests that all medication be delivered directly to the director or assistant director and that proper documentation is completed. Small Wonders will not store nor administer any medication that has not been delivered to the director/assistant director by parent/guardian, along with the proper completed documentation. Expired medication will not be kept on site as it is a violation of our licensing agreement with the State of Georgia. All expired medication will be returned directly to parent/guardian. It is the responsibility of parents/guardians to supply Small Wonders with non-expired medication, along with the completed proper documentation in order to administer any prescription or non-prescription medication on site.

- **Delivery of Medication:** Before giving or applying any medication, the Director/Assistant Director shall verify the following:

- A) The right medication
- B) The right recipient
- C) The right dose
- D) By the right route
- E) At the right Time

- **Parental Responsibility:** Parents or any licensed health care professional shall determine if child care providers or center and preschool staff are competent to give or apply medication. The director/assistant director has the responsibility to assess the ability of staff to give or apply medication safely.

- **Confidentiality:** Any child care provider, center, or preschool staff who gives or applies medication shall not disclose information about a child's medication unless such information is needed to protect the health of other children or staff.

- **Written Permission and Instructions:** Small Wonders staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent. Parents must fill out a Medication Authorization form prior to administration of medication. Small Wonders staff shall comply with the instructions provided by the parent. Medications shall be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed that which is printed on the label. Expired medication shall not be given or applied to a child and shall be returned to the parent.

- **Report to Parents:** Any error in the giving or applying medication shall be reported to the parent.
- **Unusual Circumstances:** There must be a written statement from the licensed health care professional who prescribed the medication allowing the provider to give the medication when:

1. Any prescription medication is given or applied as needed (PRN), or

2 By route other than oral, topical, inhalant, or instillation.

- Hand Washing: All child care providers shall wash hands before giving or applying any medication. If handling bodily fluids is involved, caregivers must also wash hands after giving or applying medication.

MEDICATION LOG

Small Wonders has a designated medication folder at the front desk for children enrolled receiving medication. The information within the folder is kept confidential. For each child receiving medication, there must be a completed medication log sheet signed by a parent or guardian. Medication log forms are required to be updated with each medication (type, dose, route, and/or time of administration is modified).

EPI-PEN

If your child has an allergy that may require the use of an Epi-pen, Small Wonders will require their own Epi-pen kept on site which will be provided by the parent/guardian. If your child requires the use of the Epi-pen while in attendance, the following steps will be taken:

- The Epi-pen would be injected by a staff member.
- 911 would be called after the Epi-pen is injected.
- The parent or guardian would then be contacted and given further information.

LATEX GLOVES

Latex gloves are worn by staff when administering first aid. Please inform the Director and indicate on your child's registration form if you child has a latex allergy.

CPR/FIRST AID

At least one staff member who is CPR/First Aid certified must be on duty at all times. Often times several employees are certified on site.

IMMUNIZATION POLICY

Small Wonders requires all children to have immunized according to The American Academy of Pediatrics guidelines. A copy of immunization records must be kept on file within 30 days of starting. If your child is not immunized, you must complete a Refusal of Immunizations Form which is available at the front desk. Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. We encourage families to submit vision, hearing, and dental screenings for all children four years old within 90 days of enrollment.

Parents are responsible for providing an updated copy of child's immunization record each time they receive new shots. These may be faxed to Small Wonders at 706-863-3988.

CHILD ALLERGY POLICY

If your child has a food or environmental allergy, Small Wonders will work with the family to develop an individualized action plan specific to your child and the severity of the allergy. This will be done at the time of enrollment or at the onset of new allergy.

DISCIPLINE POLICY

Redirection is the preferred method of discipline used. Time out should be no more than a minute per age of the child. Parents are called to pick up child if the child is a danger to himself or other students. Continuous behavior disruption/aggressiveness is grounds for disenrollment.

SMALL WONDERS RULES

1. No hitting, biting, pinching, throwing, pushing, hair pulling or otherwise hurting ourselves or others.
2. No intentionally breaking anything.
3. No running, jumping, wrestling, climbing, etc. inside the center unless in designated areas.
4. Children may not pick up other children. *(This includes older siblings)*
5. No leaving the center or playground without permission of a staff member. No children are allowed outside alone without adult supervision, even when a parent is here.
6. No name-calling, yelling, foul language, teasing or bullying. Everyone deserves to be treated with respect. Bullying will not be tolerated.
7. All food & drink will remain in the designated areas of the center/classrooms.
Absolutely no gum chewing allowed by the children.
8. Please pick-up younger child (ren) before the older sibling. No siblings are allowed in the Nursery for the safety of our babies who are crawling on the floor.

SMALL WONDERS DRESS CODE

1. Please dress your child(ren) appropriate for the current weather. (i.e. sweaters/ jackets/coats in winter and light weight/light colored clothes for spring & summer)
2. Closed toe shoes with socks are a **MUST**. **NO SANDALS OR FLIP FLOPS!** Our playground has pine cones and sticks that could injure the child. This is for their protection!

EMERGENCY POLICY

FIRE: There are multiple fire extinguishers located throughout the center. The entire building is protected by an overhead sprinkler system. If there is a fire, the children will be immediately evacuated from the building and 911 notified. We will practice quarterly fire drills so the children will be prepared in the event of a fire. The fire evacuation plan is posted in each classroom, including the kitchen, cafeteria and office.

TORNADO: In the event of a tornado warning, the children will gather in the center hallway away from all windows and exterior doors. Children & Staff will remain there until the inclement weather has passed & it is safe to return to their classrooms. Tornado drills will also be practiced quarterly so the children will be prepared in the event of a tornado.

CLOSING DUE TO INCLEMENT WEATHER

SNOW DAYS: If Columbia County schools are cancelled due to weather conditions, Small Wonders will be closed. If the school system is closed, local news stations (12 WRDW, 6 WJBF or 26 WAGT) will have closings listed before 6:30 am.

SCHOOL CLOSINGS ANNOUNCED DURING THE SCHOOL DAY - If schools are closing during the day due to inclement weather, Small Wonders will provide transportation from the schools to the center (if your child normally rides the bus here after school). If Small Wonders must close throughout the day, the decision will be made as soon as possible. We will announce this at the center, via message, signage, and on the local news stations.

PARENTAL INVOLVEMENT

Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality child care program. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with the Small Wonders employees at your school, built on mutual trust and respect, is key in making your child care arrangement work well for everyone. Keep these tips in mind as you begin to build your relationship:

- ⇒ Keep the lines of communication open at all times. Let your teacher or directors know if there is something going on in your child's life that may be affecting behavior.
- ⇒ Be aware of program policies and honor them. Respect drop-off and pick-up times.

There are bound to be certain topics or situations that are difficult to talk about with Small Wonders employees. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be as difficult. Things to consider when discussing difficult issues:

- ⇒ Raise issues when they first develop. If you put off a discussion, it may be harder to bring it up later.
- ⇒ Avoid confronting Small Wonders employees in front of other parents or children.

Set up a time to speak privately, in person, or over the phone.

- ⇒ Be specific about your concerns. Give examples of things that have happened or observations you have made.

To keep our commitment we need your help throughout the year!

PARENT/GUARDIAN RESPONSIBILITIES

- ♦ Call Small Wonders if your child will not be attending
- ♦ Notify Small Wonders in advance if anyone other than the parent/guardian will pick the child up.
- ♦ Notify the Director(s) of any special needs your child may have. The information must also be listed on your child's enrollment form
- ♦ Check your child IN/OUT daily.
- ♦ Honor Small Wonders operating hours by not dropping your child off before 6:30 am and picking your child up by 6:30 pm
- ♦ Update your child's records as changes occur.
- ♦ Notify the Director(s) in the event of questions or concerns with Small Wonders staff or policies.
- ♦ Keep your tuition account current.
- ♦ Notify in writing any changes to your child's enrollment status or intention to withdraw from Small Wonders.

VISITORS

(see addendum to this policy on page 16)

Small Wonders welcomes you to visit the center at anytime and wants you to feel free to ask questions. Please consult with the Directors should any problems arise concerning your child, whether at home, school or at Small Wonders.

FAMILY INFORMATION

It is the responsibility of the parents to notify the directors of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding the child or family situation. All changes must be completed in writing and submitted to the office.

- ♦ Never leave a child unattended in the car when you drop off/pick up another child.

BITING POLICY

A child biting another child is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter the cause, biting in a group situation causes strong feelings with all involved. It does help however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. Our plan of action is outlined below:

WHEN A CHILD IS BITTEN:

FOR THE BITER:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay, - it hurts". Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. "I see that you want that truck, but I can't let you hurt him. We don't put our teeth on people" or "that hurts Johnny when you bite him, he is sad."
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter at pick-up.

If biter bites 3 times in one day, parents will be called to pick up the biter. If the biter bites again after that, he/she will be suspended for 3 days. If biting continues after suspension, the child will be disenrolled from Small Wonders.

FOR THE VICTIM:

1. Separate the victim from the biter.
2. Comfort the child.
3. Treat bite with ice and or antibiotic cream.

COVID PROTOCOL AND PLOICY

As of August 2021, our licensing body, Bright from the Start, recommends limiting access to our building for staff and your children. Bright from the Start also highly recommends that all wear a face coverings while in our building and riding our buses to school. (This policy will be adjusted as needed to follow every change in guidance from Bright from the Start.

COVID ILLNESS POLICY

If there is a positive COVID case, (regardless if face masks are worn) that class will be closed for 10 days to clean & sanitize. Children in that classroom should quarantine for those 10 days.

We reserve the right to request that any child out sick receive a negative COVID test before returning to care.

VISITOR POLICY ADDENDUM

Bright from the Start recommends that we limit nonessential visitors, volunteers & activities involving external groups. We are only allowing children and staff who are required for daily operations into the building and classrooms. Exceptions to this addendum are health professionals who support children with special healthcare needs.

As a new family coming too Small Wonders Playcare, we can accommodate a facility tour after the daycare closes at 6:30 pm Monday—Friday. Please call to schedule a tour. Face masks are required

Acknowledgement

I acknowledge that I have read, understood, and I agree to follow the childcare policy and procedures.

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Center Director/Assistant Director Signature: _____

Date: _____