



SMG Quakertown

SMG Clubhouse (SMG) is happy you have chosen us to care for your children. SMG hopes this handbook will help introduce you to the program and answer many of your questions.

“Caring for Our Children” by American Academy of Pediatrics was used to help compose our handbook and standards. SMG Clubhouse is committed to meeting the individual needs of children through a stimulating and nurturing environment. SMG provides a safe and healthy atmosphere for children to grow socially, emotionally, physically, cognitively and creatively. SMG Clubhouse’s lessons are aligned with Pennsylvania's Early Learning Standards. In addition, we utilize the Funnydaffer Curriculum. SMG’s staff of warm, caring, professional childcare providers maintain a positive and stimulating environment where your child is cared for and respected. Each child is unique therefore; it is our goal to attend to all of his/her needs, personal and developmental.

We would like to take this opportunity to thank you for choosing SMG Clubhouse.

Sincerely,

Syieda Graham- Logan
Executive Director
(updated 12/1/2024)



Mission

The mission of the SMG Clubhouse program is to provide a safe, affordable, developmentally appropriate environment for children ages 3 months- 10 years old. SMG will provide stimulating educational experiences, promote social/emotional growth and encourage physical activities. Our goal is to promote healthy habits at a young age that children will carry with them as they grow.

Philosophy

Teaching children the importance of education, fitness, healthy eating and awareness of the environment is an integral aspect of good citizenship. SMG's goal is to promote healthy habits at a young age that children will carry with them as they grow and to support their lifetime of healthy living. We support their education by implementing age appropriate activities that focus on the following areas: Language and Literacy, Music, Movement, Mathematics, Science, Social Studies and Creativity. To encourage fitness, we have mandatory outdoor playtime, dance time, online exercise programs and we invite specialists into the center to work with our children. SMG proudly uses the Child and Adult Care Food Program to bolster our commitment to healthy eating and offer a well balanced breakfast, lunch and afternoon snack. Finally, to increase our children's awareness of the environment, we hire well trained teachers who create fun, interactive lessons for children to experience and take care of the world around them

Supervision Policy

SMG Clubhouse strictly abides by the state mandated teacher to child ratio. They are as follows: *6 weeks- 12 months 1 teacher for every 4 children ;*

13 months -24 months 1 teacher for every 5 children; 25 months- 36 months 1 teacher for every 6 children ; 37 months- 5 years old 1 teacher for every 10 children. The safety of our children is of utmost importance. Henceforth, we try our best to exceed the state standard by providing two teachers in every classroom whenever possible. The following is an excerpt from the PA Child Care Regulations of which we abide by...

Indoor and Outdoor Supervision of children.

(a) Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises.

(1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facilities excursions off the facility premises.

(2) (a) The requirement for supervision on and off the facility premises includes compliance with the staff: child ratio requirements in § § 3270.51— 3270.55 (relating to staff: child ratio). (b) A facility person may not use any form of physical punishment, including spanking a child. (c) A facility person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family. (d) A facility person may not use harsh, demeaning or abusive language in the presence of children. (e) A facility person may not restrain a child by using bonds, ties or straps to restrict a child's movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

Keystone Stars Program

SMG Clubhouse participates in the Keystone STARS Program. We anticipate obtaining Star 4 status by the end of 2025. Keystone STARS is a PA rating system that promotes quality improvement in early learning and school age child care

programs. A Keystone STARS designation informs parents that their children are in a safe, respectful environment in which they are learning new things every day to support their current and future successes in school and in life. Early learning child care programs participating in Keystone STARS can earn a quality rating score from a STAR 1 to a STAR 4. At each level, programs must meet certain quality standards in four key areas: staff education, learning environment, leadership/management, and family/community partnerships. SMG will strive to meet these quality standards.

Hours of Operation

SMG Clubhouse is open year round Monday through Friday from 7:30 am to 5:30 pm. Exceptions are the closings listed below on our calendar for the 2024-2025 year;

2025-2026 Calendar

Wednesday, January 1st- New Year's Day (CLOSED)

Friday, January 17th- Martin Luther King Jr, Day of Service

Monday, January 20th- Martin Luther King Jr Day Observed (CLOSED)

Friday, February 14th- Valentine's Day Fun

Monday February 17th- Presidents Day (CLOSED)

Monday-Friday March 3- 7th- Read Across America Week

Monday, April 21st- Spring Break (CLOSED)

Tuesday, April 22nd- Earth Day Fun

Friday, May 9th- Munchkins in the Morning

Monday, May 26th- Memorial Day (CLOSED)

Friday, June 13th- Donuts with Grownups

Thursday June 19th- Juneteenth (CLOSED/Staff Training/Summer Prep)

Friday, July 4th- Independence Day (CLOSED)

Friday, August 31st- Teacher Inservice (CLOSED)

Monday, September 1st- Labor Day (CLOSED)

Wednesday, September 3rd- Official First Day of School

Friday, September 5th- Grandparent's Day

October 5-11th Fire Prevention Week

Monday, October 13th- Indigenous People / Columbus Day (CLOSED)

Friday, October 31st- Halloween Parade

Tuesday, November 11th- Veterans Day (CLOSED/Staff Training)

November 12-15th National Young Readers' Week

Thursday, Friday November 27-28th Thanksgiving Break (CLOSED)

Wednesday- Friday December 24-26th- Winter Break (CLOSED)

Wednesday, December 31st- New Year's Eve (12pm dismissal)

Thursday, January 1st 2026- New Year's Day (CLOSED)

Staff

At SMG Clubhouse, we understand the value of highly trained, professional staff. Each caregiver receives on-going in-service training during staff meetings, early childhood conferences and workshops held throughout the year. All staff members are required to receive 12 credits of professional development training per year.

All SMG Staff members are trained and have passed Pediatric CPR and First Aid and Fire Safety training.

All Staff members have passed extensive screenings. The following are mandatory clearances all SMG Clubhouse staff members must obtain; State Criminal Background Check, National Sex Offender Registry, and FBI Fingerprint Clearance.

SMG Clubhouse is smoke free. We strongly discourage staff from smoking, however, any employees who choose to smoke must do so far away and completely out of sight from SMG Clubhouse Premises.

Your child will remain with the same caregiver throughout most of the day in order to develop a close loving relationship. We strive to be available to share information each day with you and to allow time for concerns and questions.

Compliance with nondiscrimination statutes

SMG Clubhouse does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally

protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

For Inquiries Concerning Nondiscrimination or to file a complaint contact:

Department of Public Welfare Bureau of Equal Opportunity
Room 223,
Health and Welfare Building
P.O. Box 2675
Harrisburg, PA 17105-2675
U.S. Department of Health and Human Service
Office of Civil Rights
Suite 372,
Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-349

Enrollment

The following must be completed and submitted to the Director before your child will be enrolled in SMG:

- Child Health Report
- Emergency Contact/Parental Consent Form
- Child Care Fee Agreement
- Signed Parent Handbook
- Photo Release Form
- Non-refundable registration fee
- Ages and stages questionnaire (after 45 days of enrollment)
- IEP Implementation form (If applicable)

Registration Fee and Tuition

A non-refundable \$50 annual registration fee plus first week's

tuition will be charged at the time of registration. This will hold the open spot for your child. The first week's tuition will be applied when the child is officially enrolled. Tuition is billed on a weekly basis. Tuition includes childcare, meals, and snacks. An annual registration fee of \$50.00 for one child and \$75.00 for a family is charged each year in September. Registration fees and tuition will be reviewed on an annual basis. Current enrollees will be given a 30-day notice of any increase in annual registration fees and/or weekly tuition.

The current tuition is as follows:

Full-Time- 5 days

6 weeks -13 months (Crawlers) \$350

13 months - 35 months (Walkers & Joggers) \$330

3 years - 5 years (Runners & Sprinters) \$315

Before & Aftercare - \$250

Part-Time- 3 days

13 months - 35 months (Walkers & Joggers) \$265

3 years - 5 years (Runners & Sprinters) \$250

Rates- Drop In (per hour)

13 months- 36 months (Walkers & Joggers) \$75 per day

37-47 months- (Runners) \$75 per day

48 months and older (Sprinters) \$75 per day

Childcare Services and Payment Contract

The billing period is from Monday to Friday. Billing is completed on Friday for the following week. Payment is expected in full by Monday at noon. If payment is not received by Tuesday, an initial \$20 late fee will be applied. There will be a late fee of \$10 per day after Tuesday. If payment is not received in full by Friday, the child will be dropped from the program until payment is received. Children on the waiting list will be given the opportunity to fill the spot at that time. A \$50 charge is assessed for non-sufficient fund checks. After 3 such occurrences, payments must be made by money order.

Payment for weeks in which holidays occur will remain the same as all other weeks. No discount is applied on weeks where the center is closed for a holiday or professional

development.

Suspension, Discharge and Expulsion Policy

Your child may be dropped from enrollment if:

- The child's negative behavior affects staff, other children in attendance and themselves such as (but not limited to) threats and acts of violence.
- There has been no payment for the current week by close on that Friday.
- Failure to meet SMG Clubhouse policies

Should a behavior occur that negatively affects staff and other children in the program here are the steps that will take place.

1. Teachers will use their knowledge and skill to quell inappropriate behavior.

2. If behavior continues, the teacher will notify the director.

Director will notify parents.

3. If behavior persists, a meeting between director and parents will occur and a Plan of Action (POA) will be issued. A decision will also be made as to whether an evaluation is warranted.

4. If incidents continue, the child may be dismissed from SMG Clubhouse.

Inclusion

SMG Clubhouse believes that children of all ability levels are entitled to the same opportunities, acceptance and belonging in child care. Accommodations will be made within reason to encourage full and active participation of all children in our program based on individual needs and capabilities.

Non-discrimination

At SMG equal opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Withdrawal

If you desire to cancel enrollment you must give two weeks written notice. If a notice is not given as described, you will be charged for two weeks of tuition, based on an average week. Vacation days may not be used for these two weeks. Vacation days will not be available to use until your child has been at the center for 12 months.

Inclement Weather Policy

SMG Clubhouse will make every effort to remain open during times of poor weather conditions. However, there may be times we need to close the center if weather poses a significant problem for driving and prevents us from being fully staffed. In that event, a closure notice will be posted on Bloomz, ProCare, and on our social media accounts. In addition, if the local school district (Quakertown School District) closes due to weather related issues, SMG Clubhouse will also close. Furthermore, should the director decide to open with a delay, that notice will also be sent out on Bloomz, Procare and social media accounts. All closing and delay alerts will be announced by 6:00 am that morning. Please note, there is no discount for days when the center closes for inclement weather.

Vacation

After 12 months of enrollment, children will be eligible for one week of vacation where they do not have to pay tuition for that week. We ask that parents give us a 2-week notice for vacation use in order to staff accordingly. These days will be documented in each child's file. Families that remove their children or child for the summer do not qualify for a week of vacation.

Absentee Policy

In the event that a child is absent due to an illness, we ask the parent to contact SMG Clubhouse by 9:00 a.m. There is no discount for days when a child is absent due to illness. Vacation days may not be used for days when a child is absent due to illness.

Health and Wellbeing

The State of Pennsylvania requires medical and emergency forms in your child's file on site.

1. Medical examinations must be signed and dated by your physician. This form must be updated yearly.
2. Emergency Contact/Parental Consent Form is completed by you. You are required to review and sign this document every 6 months

These forms are intended to protect your child, and we appreciate your cooperation in keeping them current. Forms must be updated if there are changes of address, phone numbers and/or emergency contacts.

Illness

We strive to prevent the spread of illness and ask that you keep your child home if he/she is experiencing any of the following symptoms listed below. In addition, should your child exhibit any of these symptoms while at our center, they are required to be sent home. We thank you in advance for picking them up promptly. They must be picked up within an hour. We ask that our parents provide the doctor's release note to the Director as soon as possible. Exposure to communicable diseases and any infectious illness should be reported promptly to SMG, so our staff can look for any early symptoms. SMG is obligated to notify parents when a child has been exposed to an infectious disease. SMG Clubhouse reserves the right to have precedence over the physician regarding your child's return to the program.

List of symptoms and illnesses for when a child should remain or be sent home from SMG Clubhouse:

- A fever of 100.5 or greater.
- Symptoms or signs of possible severe illness, such as; uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or any other unusual signs
 - Strep throat until 24 hours after an antibiotic started
- Diarrhea; runny, watery, or bloody stools within the last 12 hours – 3 or more loose stools at school your child will be sent home

- Vomiting one or more times in the last 24 hours
 - Rash with fever or behavior change
 - Scabies or other infestations
 - Impetigo 24 hours after treatment has begun
 - Chicken pox 5-7 days after blisters appear
 - Pertussis, mumps, rubella, shingles, herpetic gingivostomatitis
 - Hepatitis A- until 1 week after onset
 - Sore throat with fever
 - Eye discharge (white or yellow) or pink eye; until 24 hours after starting treatment; if treatment is not sought then when the discharge clears
 - Child is irritable, continuously crying, sleeping at unusual times during the day or requires more attention from a caregiver than what they can provide without jeopardizing the health and safety of other attending children
 - Respiratory illness – RSV – until 1 week after diagnosed
- Your cooperation is greatly appreciated!

If your child has had any illnesses above, they may return to the center when:

- They are fever or symptom free for at least 24 hours before returning to daycare
- They have been treated by a doctor and a doctor provides written documentation permitting your child to return to SMG.

Medication Policy

Medication prescribed or ordered by a physician or dentist can be administered during the time the child is at SMG. Parents will need to give written authorization and instructions by filling out a Medication Log Form. This form needs to be filled out before the child will be given any medication at SMG. All medications brought to SMG should be in its original container. They need to be properly labeled with:

the child's name - medication name - amount to be administered – doctor's name and pharmacy per a phone call to the parent over the counter medication will be given according to the instructions on the label. Over the counter medication can only be given 5 consecutive days at SMG and must also have

medication forms filled out.

Boo-Boo Report

Safety is our number one priority. Our staff takes every effort to ensure the safety of your child. Unfortunately sometimes accidents do occur and children acquire a minor injury. Examples of minor injuries include but not limited to, skinned knee or elbow with no blood, trip and fall, baby falls while attempting to walk. In these cases an boo-boo report will be written up to simply alert the parent that a minor injury occurred while under our care.

Child Incident Report

Safety is our number one priority. Our staff takes every effort to ensure the safety of your child. Unfortunately sometimes accidents do occur and children acquire an injury where an incident report is warranted. Examples of injuries requiring an incident report include but are not limited to- any injury with blood exposure, bumped head, any injury that results in swelling, a child is limping after a fall, a child is inconsolable after injury, or eye injury. An incident report will be completed by SMG Clubhouse staff and the parent will be notified. The incident form must be signed. The parent will receive a copy and a copy will remain in the child's file.

Child Incident Reports are also issued if your child exhibits behavior that is not acceptable and is dangerous to themselves or those around them. A signed copy of this form will also be kept in your child's file and the parent will keep a copy.

Biting Policy

At SMG Clubhouse we understand that biting is a developmental stage for some children. Unfortunately it is not an unexpected behavior. We are always upset when a child is bitten and we recognize how upsetting biting is for families of both parties (the child who is bitten and the child who bites). When biting occurs here are the steps that take place: First, we attend to the needs of the child who was bitten. The bitten area is cleaned with soap and water and an ice pack is applied. Second, we talk to and observe the child who bit. We try to find the reason behind the

bite. We then redirect the child who bit. Finally, an incident report is written for both children and parents are notified. If biting persists the Director will observe the child in the classroom setting and meet with the teacher to develop a plan of action. Typically when we can figure out why a child is biting, we are able to make adjustments to prevent the behavior. The director will also meet with the child's parents. As a last resort, if possible, a staff member will shadow the child and intervene should the child attempt to bite. Please note, if a child bites three times in one day, parents are required to pick up the child. The child may return to school the very next day.

Clothing

We are required to take children outside for at least 40 minutes a day. Caring for Our Children Standards state that children should play outdoors unless weather poses a significant risk and includes wind chill at or below 15 degrees, heat index above 90 degrees and/or air quality alerts exist. Therefore, please dress your child according to the weather. Please send in hats, mittens, and coats during the winter months. Please send in sunscreen lotion (not spray) and hats in the spring and summer months. If your child wears rain boots or snow boots to school, please send in other shoes so they can safely play inside. Dress your child in appropriate play clothing so that they feel free to participate in all activities. We are not responsible for damaged clothing. We also ask that parents provide a few extra sets of clothing for their child that will remain at the facility. These will be used when clothes get soiled. **Mark all items with your child's name.**

Emergency Plans

A plan in case of a fire is posted by each exit door in each classroom and will be practiced monthly, so that your child is familiar with the drill and not alarmed in case of a real emergency. In case of an actual fire, children will be escorted out of the building according to the Emergency Action Plan and parents will be contacted immediately, if phone lines are operable. There is a designated area that children and staff will go to in the event of a fire. Other plans such as an intruder,

intoxicated parent, are practiced routinely and/or they are reviewed by staff. This prepares them in case the need should arise. In the case of a medical or dental emergency the parent of the child will be notified.

Arriving and Leaving the Center

Authorizing Individuals to pick up your Child -On the emergency contact/parental consent form, you will find a line asking for the names of the individuals who are authorized to pick up your child. You may authorize as many individuals as you wish on your form. You must leave a written note in the morning or tell the staff member if someone who is not on the list will be picked up if such a situation arises. We will not allow your child to leave with any unauthorized person or any person noticeably intoxicated. This is for the safety and protection of your child. We will check the ID of the person listed to pick up your child. Please remember to keep this form updated with your current phone number, address changes and people authorized for pick up.

Checking In and Out -It is required that all children be escorted inside the center and that the arrival time is recorded in Procure. When picking up your child please communicate with a staff person and record the departure time in Procure. All children must be checked in by 9:30am. There is absolutely no admittance allowed after 9:30 am unless you have a doctor's note. Additionally, we close at 6:00pm. You will be charged \$1.00 per minute should you arrive to pick up your child after 6:00pm.

Meals

SMG Clubhouse proudly participates in the federally funded Child and Adult Care Food Program (CACFP). We provide a nutritionally well balanced breakfast and lunch with milk. We will also serve one snack per day with water. Water is also provided continuously throughout the day.

Family Involvement

We believe that children thrive best when the family and school work in partnership with each other. Therefore we strongly encourage family involvement. SMG welcomes family

members to come in as visitors and be guest readers, share a special skill, help with crafts and parties etc. Each month a calendar is posted on Bloomz with various activities and events. We welcome family members to join in on the fun.

Volunteers

SMG Clubhouse encourages volunteers. Volunteers are important and can often serve as a mentor in your child's life. If you would like to volunteer with us on a regular basis, you will be required to obtain the same clearances as our staff members.

Donations

SMG Clubhouse strives to be an affordable center. SMG's efforts to maintain well trained caregivers is a costly endeavor. Our doors are open to donations of toys, books in good condition, art supplies, etc. All donations will be noted and appreciated.

Fundraisers

From time to time SMG Clubhouse will conduct fundraisers to meet varied expenses, to meet needs of children, and to rotate new materials and supplies for children. These fundraisers are a positive way to show community and family support for early childhood education.

Classrooms

Crawlers (3 months- 12 months)

Walkers (13 months- 23 months)

Joggers (24 months-3 years)

Runners (3 years)

Dashers (3-4 years)

Sprinters (5 & older)

We provide a relaxing and loving atmosphere for all age groups. Our daily routine helps children become familiar with their surroundings. Our day consists of group time when we have a story and calendar time, as well as discussions regarding age

appropriate topics. After breakfast we have learning centers where the children are placed in small groups. Learning centers provide your child with a variety of activities to develop large and fine motor skills. There are opportunities for your child to learn to count, identify colors, identify shapes, work with puzzles, play with blocks, play with play dough, and color. In our older toddler classroom, we have time for music, finger plays, dancing, stories, and other games. We have time to stretch our muscles with large motor activities that foster cooperative play. Naps are also part of the children's day. When signs of toilet learning are shown, we will provide patient guidance using appropriately sized facilities to help establish proper toileting habits. In our younger toddler classroom children will have their own mat for naptime. The sheets and blankets are sent home each Friday to be laundered. Teachers create weekly lesson plans which are posted to Bloomz every Sunday.

Families are asked to furnish the following item for their child:

- Diapers
- Wipes
- Toddler sized backpack
- 1 pack Ziploc bags (gallon)
- Diaper Cream
- Three (3) changes of clothes
- Two (2) pair of socks
- Crib sheet for rest mat
- Blanket for rest time
- Sippy cups/water bottles (will store cups in refrigerator)
- Sunscreen (lotion only, no sprays)
- Smock or oversized shirt for arts & crafts

Please be sure to label your child's belongings.

Security Cameras

SMG Clubhouse utilizes a state of the art security camera system. Parents may obtain access to camera viewing. There is a \$25 fee per month for that service. Parents will be provided

password protected access. The passwords should not be shared with anyone and camera access is limited to when your child is on the premises. The password will be changed annually.

Service to a child with special needs

SMG Clubhouse will make reasonable accommodations to include a child with special needs in accordance with applicable Federal and State laws.

IEP (Individualized Educational Plan)

If your child has an IEP in place, SMG Clubhouse will request a copy of IEP/IFSP. SMG will work with the parents to make arrangements for an adult individual who provides specialized services to a child with special needs to provide those services on SMG premises as specified in the child's IEP, IFSP or written behavioral plan. SMG Clubhouse will make parents aware of community resources for the family of a child who may have special needs.

Curriculum

At SMG Clubhouse, we have positioned ourselves as one of the leading child care programs in the area. We accomplish this by using a solid curriculum that is reflective of not only educational components, but character building pieces as well. Your child will participate in educational activities throughout the day. We proudly use the Funnydaffer curriculum.

Parent/Teacher Conferences

Parent/teacher conferences will occur 2x/ year. However, feel free to discuss any concerns with your child's teacher. We are here as a partner in your child's education and well-being.

Toys

Please DO NOT send toys from home with your child as they may get lost or broken. Books and items that a child wishes to share with the class should be marked with the child's name and given to the teacher. If your child's class has a "sharing day" you

will be notified. Toy guns and weapons are not allowed at SMG at any time.

ESL Policy (English as a Second Language)

To ensure a welcoming environment to all children where English is a Second Language, SMG labels items in the classrooms with various languages. In addition, we work with parents to learn common phrases that are familiar to those children. In addition we start teaching sign language to our earliest learners in the crawler room.

Discipline Policy

We use positive behavior guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. "Think Space" is used when necessary, with one minute per year of age used as the maximum time away from the regular activities. Children feel comfortable and confident knowing their child care teacher's expectations match and respect their developing capabilities. Incidents of aggressive behavior toward other children or teachers will be reported to families in writing.

Mandatory Child Abuse Reporting/Appeals

Under the Pennsylvania Child Care Code, employees of a licensed Child Care Center are mandatory reporters of child abuse and must report it immediately to the Department of Human Service when in the course of working with a child, the employee has the reason to believe that the child has suffered a non-accidental injury as a result of abuse or willful neglect.

Liability Insurance

SMG Clubhouse has comprehensive general liability insurance to cover the persons who are on the premises. A current copy of the insurance policy is on file and on display in the main foyer. SMG Clubhouse will report to the DPW liability insurance claims brought against the operator or a facility person.

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Signature Page

Please sign and return to Director

I have read and understand the policies and procedures of SMG Clubhouse outlined in this parent handbook.

Parent's Name:

(printed)_____

(signed)_____

Date: _____

Child's Name:_____