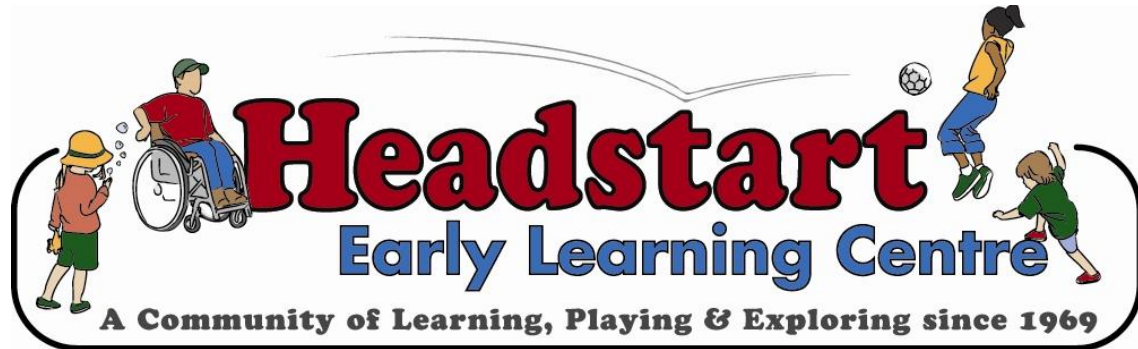


~Parent Handbook~ 2023/2024



**Parkdale-Sherwood Headstart Program
dba Headstart Early Learning Centre**

**11 Christie Drive
Charlottetown, PEI C1A 5W6
902-892-5916
headstartpei2013@gmail.com
www.headstartpei.ca**

Welcome to HEADSTART!! We look forward to having you and your child become a part of our program.

Headstart, founded in 1969 reflects the diversity of families and communities served. Headstart is an independent non-profit organization, a registered charity, administered by a Board of Directors. We receive children from 0-5 years of age. We welcome you as a contributor to our organization.

MISSION STATEMENT

Headstart is a fully inclusive early learning center that embraces the extraordinary opportunity towards making a difference in the life of a child.

PHILOSOPHY

- ★ We are committed to excellence in providing the highest level of service to our children, families and community.
- ★ We are devoted to enhancing the lives of children through developmentally appropriate curriculum, which focuses on the child first.
- ★ We believe that children learn the best when they experience their environment first hand through play, and being actively involved in planning and implementing their day.
- ★ We believe that children are competent, caring, curious and capable learners on their own.
- ★ We believe as educators we need to provide opportunities, encouragement and guidance to promote self direction.
- ★ We believe our coworkers are a family. We work and thrive off of each other as a team in the best interest of the program.
- ★ We believe that communication with parents is vital to understanding their child.
- ★ We believe that children deserve respect and deserve to be treated fairly and with dignity.
- ★ We support children in developing an appreciation for the differences among people and how to celebrate those differences.
- ★ Children are not all expected to do the same thing and their originality is valued.
- ★ We respect parents as experts on their own children.
- ★ As co-learners with the children, it is the responsibility of our professional educators to provide a safe environment for knowledge to grow.
- ★ We facilitate stimulating experiences, development of independence, self control, respect of self as well as others and co-operation.
- ★ Our educators strive for excellence in Early Childhood Education by maintaining and enhancing our knowledge and skills through continuing education courses.

We welcome, at any time, comments you may have on our program content, structure, schedule or any other matter. Our 'Open Door Policy' allows us to maintain a strong, positive line of communication that is open between your home and the centre. Your parental participation and input are the most invaluable tools we have as child care advocates. So, please feel free to voice your concerns and suggestions.

Carol Ford
Center Manager

Angela Sigsworth
Center Director

Application for Enrollment

Each child enrolled at Headstart must have an application form completed. A deposit agreement of \$100.00 is due upon enrolling your child; this will be put towards your first biweekly payment and is refundable up to 4 weeks before your child was scheduled to start. There is also a \$30.00 application fee to be paid at this time.

Children need time to adjust to new environments, thus we recommend giving your child two opportunities to become familiar with their new surroundings (routine, staff & activities) before their first day. These visits take place in the morning from 9-11:30. Please keep in mind this process may vary depending on the age and developmental level of the child.

Affiliation with the Headstart Association

- ~ By enrolling your child in the Headstart Program, you've become a family member of the Headstart Association.
- ~ Headstart is administered by a Board of Directors who meet at least once a month. Our centers decisions are made with family, staff and community input.
- ~ The following are the committees which presently operate under the Board of Directors: Finance Committee, Personnel Committee, Fund-raising Committee, Health & Safety Committee, Lease Committee and Public Relations Committee.
Present Members –Devin Bruce, Amanda Cheverie, Laura Bevan, Tim Woodside, Lindsey Smith, Becky MacDonald, Patrick Newson, and Derek Gaudet.

Each September Headstart hosts an Annual General Meeting and a Parent Night which will take place on Wednesday October 25th at 7:00 here at Headstart.

Parent Advisory Committee

As an Early Years Center we are required to have an active Parent Advisory Committee that meets at a minimum of 4 meetings per school year. The purpose of a Parent Advisory Committee is to ensure that parents of children attending the centre have the opportunity to ask questions, express concerns and share suggestions with the administration of the child care centre. This committee consists of center administrators, present parents, and a board member.

Hours & Program Specifics

- ~ Our program is open between the hours of 7:30 a.m. and 5:30 p.m.. The centre will not be open until 7:30 and will close promptly at 5:30. A full service day is a 9 hour day. Late fees apply for anyone that arrives later than 5:30. **A \$1.00 per minute fee will be charged for the minutes a parent is late according to their scheduled pick up time. These rates are due and payable upon picking up your child.** The money from late fees goes directly to the staff member who had to work extra time because of this delay in pick up.
- ~ We ask that your child arrive by 9:30am to ensure full participation in our programming and outings. If your child is going to be late or will not be attending, please let us know so that the scheduled programming is not held up, especially on days where outings are planned.
- ~ Headstart invites family members to participate in events during the school year. Because of our enrollment and staff ratio, we request that other siblings only come to Headstart during these specific times. We appreciate your cooperation with this matter.
- ~ Twice a year, we will offer our parents the opportunity to have one on one time to meet with your child's educator to discuss their progress here at Headstart. These will take place in the Fall and Spring.

Our Educators and Staff

- ~ The program is presently staffed by educators of varied and extensive education and/or experience. As well, there is our cook, Director and the Center Manager.
- ~ We also usually have student placements from various Holland College programs, Charlottetown Rural and Colonel Gray High School the U.P.E.I. Psychology program. If you see a new face in the day care from time to time, come in and introduce yourself. We will do our best to introduce any new volunteers on our facebook page.

Communication

A bulletin board is maintained in the locker room for parents. It contains information on community events, health issues, a copy of our family package, current inspections, and the current weekly menu.

Newsletter

You can view this on the secure facebook page once you start. This is also emailed out to all of our families. Parents are encouraged to contribute. So please feel free to pass along information that you feel would be an asset to our newsletter such as recipes, upcoming events, interesting articles, ect.

In terms of communication with daily staff, if you have a question, please ask us. However, should you wish to discuss something at length we'd be more than happy to make an appointment. The Center Manager is available in the mornings to answer any questions you may have, or to arrange financial details, etc. If the afternoon is more convenient you can leave a message and she will call you back as soon as possible.

Parents are not permitted to contact program staff after hours by phone or social media. If you have a concern or question please email Carol or Angela or if it requires immediate attention please contact us at home.

Arrivals & Departures

Drop off and Pick Up

- ~ PLEASE HAVE YOUR CHILD HERE BY 9:30 IF AT ALL POSSIBLE.
- ~Parents and siblings are not permitted inside the playgrounds. We will take your child to the gate. Please leave it closed until we bring your child to you.
- ~ Parents must sign their children in and out every day. If there's an emergency evacuation of Headstart, a staff member will take the sign in/out book while leaving the center. This book is essential in an emergency to discern that all of our children are present. Please adhere to this rule - your child's safety is our main concern. The book is also used to determine staffing for early morning and late afternoon and as an attendance check.
- ~ When you are dropping off your child, please use the parking places provided by the church. Please do not park in the designated accessible parking spaces unless you require one and do not block the walkway. This is a safety concern as there are always children coming and going.
- ~ The ramp inside the church is to be used only by those that require it. We do not allow the children to play on or run up and down it. This is a Headstart and church rule so we would appreciate your help in enforcing this rule.
- ~ Non registered, but authorized persons may be required to provide photo ID when picking up a child.
- ~ Headstart Early Learning staff will not release a child into the care of an individual who appears to be under the influence of alcohol or drugs. If this situation were to arise, staff will communicate with another responsible adult on the child's contact list to facilitate pick up. If a child were to be removed from the center against the advice of staff, the police will be contacted.

Closures:

Christmas Closure

This year the Center will operate normal hours on Friday December 22nd, 2023 but then close from then until Tuesday January 2nd, 2024. You will be charged for the (3) statutory holidays but not for the additional days that the center will not be open.

Storm Day Policy

Headstart will follow QUEENS Provincial Civil Service Offices. However, if a decision is made regarding Charlottetown offices only, this is what we follow. If a decision is made to close for the remainder of the day after the delay, Headstart will remain closed as well. Finally, if the Charlottetown Area Provincial Offices decide to close early (ie. 3pm) then Headstart will close 30 minutes later (ie. 3:30pm) to allow time for parents to pick up their child. If you have any questions feel free to contact us here at the Centre. Thank you.

Professional Development Days

In support of professional development of our quality staff we are closed on November 16th & 17th, 2023 and May 3, 2024 so that all of our staff can attend training opportunities put on by the ECDA. These are paid PD days and we charge the parents for these days. We do realize that this is an inconvenience to you and apologize for this but myself and our Board of Directors support Quality within the sector and therefore support these professional development days. We also close to children for a set up/orientation day on Friday August 30, 2024.

Summer Vacation Policy

In order to provide as much flexibility as possible to families around our summer program, Headstart is pleased to offer parents the option of removing their children for the summer program payment free. The summer program runs from Tuesday July 2nd to Thursday August 30th, 2024 and will allow families to hold a spot for the fall for their child. The following conditions are required to be eligible:

1. Parents *MUST* let the Center know by May 1st if they would like to take advantage of this option. Requests after this date will not guarantee a spot will be held for your child.
2. In order to maintain your spot in the fall program, families must provide a two week deposit by June 25th which will be applied to the child's first two weeks attendance in the Fall Program. Please note that this amount is non-refundable should parents choose not to return in the fall.
3. Your child must be part of the mixed age groups (ages 2/3/4). Due to child to educator ratios, we unfortunately cannot offer this option to the 1 year old age group.

This direction allows the Centre to insure we have appropriate staffing to cover ratios for the summer program. Headstart takes pride in ensuring high quality staff for our summer program which can only be achieved with hiring well ahead of the summer program.

Additionally, we would appreciate it greatly if families with children not returning to the fall session could provide us with their child's anticipated end date as soon as possible.

Tuition Fee Policies

- ~ Tuition fees are due in advance. We bill 2 weeks ahead. Our families enroll in direct deposit with BMO. Please fill out the attached forms.
- ~ Tuition fees are due for Labour Day, National Day of Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day, New Years Day, Boxing Day, Feb. Islander day, Good Friday, Easter Monday, Victoria Day, July 1st, Gold Cup & Saucer Day and for occasional days missed because of illness or storm days.
- ~ Tuition fees are due for weeks in which families take holidays year round whether your child attends or not.
- ~ Total annual receipts will be issued in January for Income Tax purposes.

TERMINATION POLICY

A notice of two weeks written notice by the parent is required for termination of your child's space in the center.

Fees

Full day (a 9 hr. day): Infant - \$10, 2 years old - \$10, 3 year olds- \$10, and pre-kindergarten- \$5 (government funds the remaining \$14 for pre-kindergarten during the school calendar) Summer months of July and August- \$10 a day for our Pre K group.

Payment Schedule

For New Families:

Our biweekly payments begin due on Sept 4th

Sept 4th covers Sept 4th-15th and so on biweekly

Your Dec.18th or 25th payment will be less as this 2 week period does include some days that we do not charge for

*For those of you who have already established a routine, your biweekly payments will continue as scheduled.



Your child's schedule will remain as stated for the entire year when you enroll. If you need your child's schedule changed, please discuss it with the Carol or Angela in advance and we may be able to accommodate the change. Your fees are outlined at that time and are due whether your child attends or not.

List of things you need to provide;

~ On a daily basis, we ask that you send 3 full sets of extra clothing. Also we need appropriate clothing for wet weather, a raincoat, rubber boots, splash pants and when the weather becomes colder include a warm hat, mittens, scarf and snow pants. In regards to extra clothing please label with a laundry marker, each item. We request that each child have a zippered kit bag or backpack. Please put their name on the bag, and all of the contents, as often the child forgets what his/her spare clothes look like.

*If possible, we would encourage your child to have a wet bag for soiled clothing now that there is a plastic bag ban these come in very handy.

~ Every child must have designated indoor sneakers. Sneakers flashing lights are not permitted due to sensitivities also black soles mark up the gym floor and are not permitted. ONE PAIR OF INDOOR GYM SNEAKERS IS ALL THAT IS NEEDED, THERE IS NOT ENOUGH SPACE FOR MULTIPLE PAIRS.

~ Please provide a labeled water bottle for your child to keep at the center at all times.

~ Each child needs their OWN hat for sun protection. Because of our Nit Free Policy, we do not supply additional hats.

~If your child is using diapers during the day we ask that you supply us with a package of diapers and moist wipes to be kept in the change room. Staff will inform you when they need to be replenished. If your child requires wipes we ask that you continue to provide those throughout the year

~Unless you have a specific diet we provide all food for snacks and lunch. FOOD OR DRINK ARE NOT TO BE BROUGHT INTO THE CENTER WITHOUT CLEARANCE FROM CAROL OR ANGELA DUE TO LIFE THREATENING ALLERGIES.

****Please provide us with a family picture for your child to have here at Headstart. We do not expect formal photos, just a picture or pictures of members of their family.**

~ If your child has soiled clothing in the bathroom a staff person will bring it to you. We are not permitted to leave it in the locker room during the day.

~Please dress your child for play; we do not want their main concern to be “I can’t get my clothes dirty”.

***Your enrollment form must be complete and left with us before you leave your child at the center. Included on this form are emergency phone numbers, info about your child ect. Please update these files when changes occur, new phone numbers for example.**

Behaviour Guidance

Proactive Approach to Child Guidance

~At Headstart, we believe the basis for healthy behavior and positive social interactions is a program which develops self-discipline in children. This is accomplished through providing positive role models, building self-confidence and providing a healthy social environment with age appropriate activities.

~Rules and expectations reflect the belief “be kind to yourself, be kind to others, and be kind to the environment.” They are appropriate for the children’s developmental level, clearly set out in advance, and reinforced in a positive, sensitive way.

~Staff and children work together. The children are given an opportunity to take responsibility, make decisions, solve their own conflicts, and within reasonable limits to experience the natural consequences of their actions.

~If an injury is caused by the aggressive behavior of another child, an Incident Report is written up for that child, which gives details of the incident so the child’s parents/guardians are aware of the behavior. The parents /guardians are asked to read and sign this report. The report is kept in the child’s file.

Guidance Procedures

Role Modeling- staff members are continuously modeling the expected behaviors.

Positive Reinforcement- staff use statements that tell the children what they can do instead of what they cannot do and give a short explanation why.

Maintain Consistency- all staff will enforce the rules at the center with all of the children.

Choices- There will be a choice of activities available.

Redirection- when necessary staff will redirect the child to a new activity or a more appropriate behavior.

Natural and Logical Consequences

Problem Solving- staff will teach the children problem solving skills when faced with a conflict by letting each child have a turn saying what happened and come up with possible solutions together.

Break From The Group- On occasion, we may observe that it is necessary for a child to take a break from the group. The child uses this time to regroup his/her emotions and discuss the behavior with the staff member.

Some of our house rules are:

- The locker room is an unsupervised area, the children are not allowed in without an adult.

-NO RUNNING... we can run in the gym or outside on the grass, not in the hallway.

-NO CLIMBING ... we can climb outside but cannot climb on the railings of the ramps, or on chairs-our feet should stay on the floor.

-NO TOYS OR COSTUMES BROUGHT FROM HOME due to possible allergy contamination

In the event of an injury, all injuries are recorded on an Injury Report form giving details of the events and actions taken by the staff. A parent or guardian is required to sign this for our personal records.

Health Policies and Emergency Procedures

EMERGENCY EVACUATION

If we were to close due to weather or emergency evacuation, we will send an email to all parents, post on our facebook page and only if necessary contact families by phone with instructions on when and where you may pick up your child.

In the event of a major catastrophe in which we would be required to evacuate the building Hillside Motors has agreed to be our safe site to go to. We have never had to use this and hope that we never will but it is proactive to have a site set up.

***It is of the utmost importance to keep your contact phone numbers up to date in case of any kind of emergency.**

MEDICATION SAFETY

When children are on medication which must be administered at Headstart, a medication form must be filled out. Parents are requested to hand medication directly to the staff. **Please DO NOT put medication of any kind in your children's kit bags, including puffers.**

~All prescription medications must be in the labeled bottle with the child's name, doctor's name, the prescribed dosage and the date of the prescription. Some parents find it useful to ask for an additional bottle at the pharmacy. They find it easier to leave a portion of the medication at the center and to keep a portion at home. **WE WILL NOT ACCEPT A SCRINGE OF MEDICATION.**

~Because children's temperatures can spike very quickly we are offering you the option of signing a consent form regarding Tylenol. In the event that your child's temperature reaches a point where we feel Tylenol is required immediately because parents/guardians are unable to get here quick enough, we will call you and if this consent form is signed we will be able administer Tylenol right away. Your child will still be required to be picked up.

~The health of our children is an area where we need full communication between Headstart and parents. Please feel free to share with us and, in fact, feel obliged to inform us of any illness, suspected illness, exposure to disease, etc, which any member of your family has experienced. We do need to be able to keep all members of our extended family informed of any contagious diseases while respecting confidentiality.

We need to be notified, if your child has been in contact with a nuisance disease such as head lice.

Nit Free Policy

~Headstart adheres to a Nit Free Policy designed to prevent the spreading of head lice. If your child does get head lice we have more detailed info sheets to assist you. It is mandatory that your child be NIT FREE before they can return to the center.

~ Please remember to update your allergy information or any other medical information.

~ **Our program is designed for healthy, active children.** We do not have facilities for sick children. A sick child at the center also endangers the health of other children and staff. If your child is unable to participate actively and/or has a communicable condition, you must make alternative arrangements. **If your child becomes ill during the day we will contact you at home or at work.** This policy helps prevent the infection from spreading to the other children in the child care center.

~Common Childhood Illnesses and our Policies~

<u>Disease</u>	<u>Symptoms</u>	<u>Return Date</u>
Chicken Pox	Pink spots which change into blisters for 3-4 days then form crusts.	5-6 days after rash appear or when all chicken pox are scabbed over
Colds	Stuffy or runny nose, sneezing, coughing	When child can actively participate in all parts of the program
Covid-19	<u>New or worsening</u> cough, shortness of breath or trouble breathing, fever, chills, sore throat, runny nose, sneezing, or congestion, headache, muscle aches, unusual fatigue, or acute loss of sense of smell or taste. <u>Will depend on current epidemiology.</u>	Will depend on current epidemiology.
Diarrheal Diseases	Abnormal loose stool	Diarrhea can be infectious. Child MUST be kept home a minimum of 24 hours until the diarrhea stops and bowel movements return to normal.
Fever	The degree of the fever is not as important as the child's behavior (cranky, fussy, irritable, lethargic).	When child can actively participate in all parts of the program
Fifth Disease (Slapped Cheek)	Mild fever, body aches, rash, cheeks look flushed. Rash progresses to a red raised lace on arms, legs, trunk, and buttocks.	Once the rash appears the child is no longer contagious.
Flu	Sore throat, muscular aches, fever, chills, vomiting, and diarrhea can be involved.	When child can actively participate in all parts of the program
Hand, Food, & Mouth	Sores inside the mouth, fluid filled bumps on hands and feet.	When child can actively participate in all parts of the program
Head Lice	Itchy scalp, eggs or nits which are tiny pearly white objects that stick to the hair shafts.	Please refer to our Lice Policy
Impetigo	Spreading sores which can develop golden color crusty areas. Little dot-like sores spread around the original sores. Can appear on face, hands, legs, feet, and buttocks	24 hours after starting treatment
Mononucleosis	Rash, infected tonsils, headache, extreme fatigue, loss of appetite, sore throat, and swollen glands	When child can actively participate in all parts of the program
Pink Eye/ Conjunctivitis	Tears, redness of the eye lid lining, irritation followed by swelling and discharge.	24 hours after starting treatment
Ringworm	Small blister which spreads to a large ring shaped patch.	When treatment begins or with the doctors approval.
Scabies	Intense itching which is worse at night. May appear as a rash or small bumps that resemble insect bites. Most often seen between fingers, wrists, forearms, arm pits, groin area, and waist	After treatment has been completed with a doctors prescribed medicated cream
Strep Throat	Red and painful throat. Fever, swollen neck glands, white patches on tonsils.	24 hours after starting treatment and when the child can actively participate in all parts of the program.

Our Typical Day

Daily Routine

7:30-9:30→ Children arrive. Choice time activities are available in various areas.

9:15-9:30→ Clean up. Everyone is expected to participate.

9:30→ Morning snack

9:30-11:50→ Children are divided into their groups and participate in work or project time within their peer groups. These activities are Foundations for Life Long Learning. Keep in mind that at Headstart "Play is Work". Each group has gym time and/or outdoor time.

11:30→ Our infants wash up and eat lunch.

11:45→ Our toddlers wash up and eat lunch.

12:00-12:30→ Our 3 & 4 year old groups wash up and eat lunch.

12:30-1:00→ The children have a quiet period. Those that still require a nap will nap in their assigned areas.

1:00-2:30→ Afternoon activity time. Children participate in a mixture of activities which includes outdoor and indoor activities.

2:30→ Nappers are waking up while the older friends are cleaning up or coming in from outdoors to prepare for afternoon snack.

2:45-3:00→ Afternoon snack

3:00-3:15→ Story time

3:15-5:00→ Choice Time or Active Play. This could involve unstructured gym time, art, building, ect. We could also be outside at this time depending on the season and weather.

5:00-5:30→ Quiet activities in preparation to go home.

5:30PM→ The center is closed for the day.

We have a Lost and Found bench in the locker room. Please check this bench periodically as it is emptied once a month.

Meals & Snacks:

Meals and snacks provided and are based on the guidelines of the Canada Food Guide. Morning snack begins at 9:30am; lunch is served between 11:30 & noon, and afternoon snack at 2:45pm. The children are encouraged to eat what is being served as we do not allow food to be brought into the centre unless it is due to specific dietary needs. A weekly menu is posted in the locker area. Any changes made to the menu will be noted on our private parent facebook page.

Due to the allergies of children in our care we are asking all families do not bring any food into Headstart as we do have children who have life threatening allergies to some specific foods. If you any questions, please do not hesitate to ask Carol or Angela

SEVERE ALLERGY ALERT PRECAUTIONS

Due to the allergies of children in our care we are asking all families to become aware of these safety precautions which will allow us to provide a safe environment for all children at Headstart.

- 1. Please do not bring any food into Headstart**
- 2. Brush your child's teeth and wash your child's hands and face well before entering the building to ensure there is no peanut butter or tree nuts on their skin or clothing, or any residue from these items.**
- 3. Ensure that sunscreens/lotions/creams/bug sprays do not contain peanut/tree nut oils or protein.**
- 4. Please do not bring toys or costumes from home as they may have been exposed to the allergens.**
- 5. Please help us to teach your child how to make our environment safe for all children by following these precautions.**

If you would like additional information on anaphylaxis or nut and peanut allergies please contact Carol or Angela at 902-892-5916.

Thank you for your support!!

September 2023

Policy Statement

Headstart encourages a supportive nutrition environment by not allowing outside food or beverages to be brought in by parents/caregivers and offers children the same meals and snacks, at regularly scheduled times (see below for exceptions).

Rationale

Children are capable and competent eaters with a curiosity to learn to eat a variety of foods. A supportive nutrition environment provides opportunities to support the four foundations of optimal learning and development which are belonging, engagement, expression, and well-being.

This policy gives children the opportunity to try a variety of safe and nutritious foods to develop healthy eating behaviors.

- **A variety of foods and beverages are offered to meet licensing requirements.**
- **Food is prepared using safe food handling practices.**
- **Food offered is free from food allergens of concern to children with food allergies or sensitivities, preventing adverse reactions.**
- **Food for outside center activities is provided and prepared within the center to ensure policy is met.**

When no outside food is brought into the center and when all children are provided the same food to eat:

- **Children are more likely to feel included and engaged with their peers and educators during meal and snack times, which helps supports their learning.**
- **Children are supported to come to the table hungry and ready to eat nutritious food offered at meal and snack times.**
- **Conflicts between children may be avoided**
- **Parents don't feel 'pressured' by other parents/providers to provide outside food (e.g., for special days).**
- **It provides safer and more inclusive eating environment for children with food allergies and other restrictions.**
- **Food safety can be ensured and monitored through the entire process of food purchasing, preparation and serving.**
- **Parents/caregivers are aware of all the foods being offered to their children**
- **Ensure that children are not exposed to food marketing and advertising while in child care centre.**

Exceptions to this policy:

- **Special dietary concerns (such as food allergies) or feeding arrangements detailed in written instructions from a parent/caregiver labelled with full name and date.**
- **Food for infants under one year of age, with written instructions from a parent/caregiver.**
- **Expressed breast milk that is labelled with full name and date.**
- **During special events food will be prepared on site by staff and volunteers under strict supervision from kitchen staff.**
- **Emergency situations.**

Note: If a child needs additional meals or snacks at the child care setting, speak to the supervisor to discuss arrangements.



**PARKDALE SHERWOOD HEADSTART
11 CHRISTIE DR.
CHARLOTTETOWN, PE
C1A 5W6**

Policy Understanding and Agreement Form

I, _____, have read the center's program policies and understand and agree to abide by its contents. I also understand that failure to do so may result in termination of care.

Signed (on behalf of all parents and/or guardians on the Center Registration Form):

Date

**Please sign and return this form
It will be filed with your child's
enrollment form.**

Thank You