







**365 W. Grand Ave. Laramie, WY 82072**

**Office (307) 742-6792**

**Fax (307)-742-5749**



**First day of Classes: Tuesday, August 17, 2021**

**Last Day of Classes: Thursday, May 26, 2022**

**School Days: Monday – Thursday**

**Drop off time: 7:45 am**

**Pick up time: 3:00 pm**

This schedule may change as needed throughout the year.

Families will be notified as changes occur.



*The mission of Laramie Child Development Corporation/Head Start of Laramie is to prepare children and families for success in school and society. Valuing the voices of families, children and staff, we work together, through shared caring and*

*concern for children, to reach families’ goals.*



Head Start of Laramie takes the health and safety of our staff, children, families, and volunteers very seriously. In response to Covid-19, Head Start of Laramie is planning and preparing to resume services to children and families of Albany County in August of 2021. The following adjustments will be made to Head Start of Laramie for the 2021-2022 school year.

* First Day of School for Children – August 17, 2021

All Head Start of Laramie preschool classrooms will operate full day at full capacity.

* School times will be 7:45 am to 3:00 pm, Monday through Thursday.

***This plan is subject to change based on State Health data, guidance from the State Health Department, Center for Disease Control (CDC), Governors Orders and Mandates, and ACSD1. Updates will be provided to all parents/guardians when they have been made.***

**Head start of Laramie Covid Return Plan and Precautionary Measures**

1. All parents/guardians will be **required** to wear masks while in the building. This includes drop off and pick up times, parent meetings, and family engagement events**. *Per CDC recommendations all adults who are in buildings with children under the age of 12 should wear masks****.* Staff who are fully vaccinated will not be required to wear masks while interacting with the children in the classroom.
2. Children will not be required to wear masks. Parents/guardians can request that their child wear masks and Head Start staff will do their best to encourage children to wear them while in the building. Masks can be provided by parents or the school.
3. Children will enter and leave the building through the main front doors, Lincoln Community Center doors.
4. Social distancing (3ft) must be followed during drop off and pick up times. Please allow 3 ft of space between your family and other families during these times.
5. Parents will check their child in and out at the front desk. Designated support staff will walk children to and from their classrooms. Parents will not be allowed to enter the Head Start Classroom side of the building without an appointment time or administration approval.
6. Children will not be screened daily for Covid symptoms. This may change to meet guidance as needed. Parents will be updated when the change occurs.
7. Children who are ill or who have Covid symptoms will be asked to be seen by a doctor and have documentation stating they are able to return to school. ***See Sick Child Symptom Check Sheet for more information.***
8. Children will wash their hands upon entry to the classrooms and many times throughout the day.
9. Children who are at a higher risk or who have an underlying health condition will have a health plan in place specific to their health needs. Each health plan will be written with the help of the child’s parent/guardian, health provider, and health coordinator. Staff in the classroom will be aware of and trained on each health plan.
10. Classes will be kept separate as much as possible to limit exposure to others.
11. Please ensure your child’s safety while walking to and from the building, by holding hands or having them walk next to you.

Thank you for your continued cooperation and for helping us keep our Head Start family safe and healthy.

Start of Laramie follows the Federal Head Start Performance Standards as well as the State of Wyoming Licensing Rules and regulations. 

If you would like to learn more about the State of Wyoming childcare licensing rules and regulations, you can find information at [**http://dfsweb.wyo.gov/child-care**](about:blank)

1. 



No weapons are allowed in this facility per Child Care Licensing regulations. The only exception is for on-duty emergency responders.



Head Start of Laramie maintains a smoke-free environment. Smoking is prohibited inside the building. Smoking is prohibited within a 25 foot perimeter around all external doorways. 

Head Start may close when weather conditions are unsafe for children, families or our staff. Examples of weather conditions that are unsafe include:

* Temperatures that are 30 or more degrees below zero
* Severe snow and unsafe travel conditions
* Possible threat for tornado
* Etc. (Other extreme weather condition)

**In the event of a school cancelation, all families will be notified by a member of the Head Start of Laramie staff via text, email, or phone call.**

If you ever have a concern or complaint about the Head Start of Laramie program, we encourage you to let us know as quickly as possible, so that it can be addressed. You can talk to your child’s teacher(s), or the Director about any concerns you have. If you do not feel as though your concerns have been addressed, Head Start of Laramie does have a formal process that can be followed to make sure all concerns and complaints are handled in an appropriate and timely manner.



All the information you share with Head Start of Laramie is kept strictly confidential. However, information may be shared with specific Head Start staff to provide the best possible services to your child and family. No information will be shared or released to individuals and /or agencies, unless you give written permission first. 

**All** Wyoming citizens have a responsibility to protect those who cannot protect themselves.

**Wyoming state law (statues 14-3-205 & 35-20-103)**mandates that any person who suspects child/vulnerable adult abuse, neglect or exploitation is required to report.

According to Wyoming law, everyone must report suspected abuse, neglect or exploitation of children or vulnerable adults, if they have reasonable cause to believe that it may be occurring. Child or adult abuse, neglect or exploitation has no boundaries according to sexual orientation, ethnic background, **age, religion, disability, or gender.**

To learn more about mandatory reporting and help protect Wyoming's vulnerable population, you can access *DFS' Guide for Mandatory Reporting of Abuse or Neglect* by visiting this website:

[http://victimservices.wyoming.gov/](about:blank)

Animals will **NOT** be allowed on Head Start of Laramie premises until further notice. We will update families when this changes.



Accidents happen. During a typical day at Head Start of Laramie, we may have potty accidents, wet snow, milk spills or even paint mishaps. **At this time, we are requiring parents to send at least one change of clothes for their child.** This may include:

* Pants
* Socks
* Shirts
* Underwear
* Shoes (especially if your child is potty training)



**Drop-off:**

Please try and make sure that your child attends school on time. It is important during this COVID-19 phase that we know when your child will be dropped off at school. We have our Safe Return Plan in place and we need to be ready to receive your child at drop off.

If your child will be late for school, please call Head Start so we can meet you at the front door and do our morning routine to be ready for school. If your child will be late, please make sure that your child has had breakfast. We will not always be able to accommodate late breakfasts due to classroom and kitchen scheduling.

**Pick-up:**

Your child must be picked up on time at the end of the day. If, for some reason, you are late picking up your child please call right away so we know. If you do not pick up your child at 3 pm, we will immediately begin calling you and the people that are listed on your authorized contact sheet.

You are responsible for ensuring that all information is updated on your Family Contact and Authorized Child Release Form.

**Please note:** If we are unable to get ahold of you or anyone on your contact sheet, we are required to call the Laramie Police Department or DFS to find an appropriate person to care for the child after school is over. Please be aware that if we have not been able to contact you or someone on your contact sheet the Laramie Police Department or DFS will be contacted at 3:15 pm.

**IMPORTANT REMINDER**

**ALWAYS LET HEAD START STAFF KNOW WHEN YOUR PHONE/ADDRESS/PLACE OF EMPLOYMENT CHANGES. IF THERE IS AN EMERGENCY, WE MUST BE ABLE TO REACH YOU.**



Head Start Program Performance Standards require programs to maintain 85% or better attendance each month. Therefore, regular attendance is a requirement of the program. Head Start of Laramie is *not* a drop-in daycare service and HSL’s funding is dependent upon regular child attendance. *Your child may be dropped if your child misses 2 weeks of school in a row without any contact from the family. They may also lose their spot if there is a chronic attendance problem and the family is unwilling to work with Head Start staff to resolve the problem.*

Head Start staff is available to discuss issues that may come up that could keep your child from participating in class. If you, or your child, are struggling with getting to school, please see the Family & Community Partnership Coordinator to discuss options. If your child’s attendance becomes a chronic problem, the Family & Community Partnership Coordinator will ask to set up a meeting to put an attendance plan in place. Head Start staff will work with your family to make sure you and your child are working toward success.

EXCUSED ABSENCES MAY INCLUDE:

* ILLNESS
* OUT OF TOWN
* DOCTOR’S APPOINTMENT
* FAMILY EMERGENCY

Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, and have a better chance of graduating from high school and beyond.



* Parents/Guardians will call Head Start within **ONE HOUR** of school start time to let us know of your child’s absence.
* If you do not call, you will be contacted by the office assistant or a family advocate to find out the reason(s) for your child’s absence.
* If a child is absent for two consecutive days, a Head Start of Laramie staff member is required to conduct a home visit to find out the reason(s) for the absences and check on the child & family’s well-being.
* If your child is at risk of chronic attendance issues, an attendance plan will be put in place.
* After 8 days of no contact, your child will automatically be dropped from the program.

Call this number if your child will be absent (307) 742-6792





Head Start of Laramie is required to gather health information from every child enrolled. We are required to get a copy of your child’s current well child exam, dental exam, lead screening, hemoglobin screening, immunization record, hearing and vision screenings and developmental screenings. Failure to provide these documents will have an impact on your child’s enrollment in the program.

\*Non-compliance of Federal Rules **can** and **will** jeopardize our Head Start program.

If you have any questions or concerns regarding your child’s/family’s insurance (Medicaid, Kid Care, CHIP, private insurance, etc.), please contact the health coordinator or your family advocate. We may be able to assist you in obtaining the information that you need.

The timelines for needed health information are listed below.

|  |  |
| --- | --- |
| Due Date | Requirement |
| 30 Calendar Days | **Immunization Record** – an up-to-date copy of your child’s immunization record must be received. |
| 45 Calendar Days | **Developmental Screening –** A screening that includes the following areas: sensory, behavioral, vision and hearing.  **Nutrition Assessment –** A form for nutritional and health information about your child. |
| 60 Calendar Days | **Well-Child Exam –** This is your child’s yearly well-child exam (or general physical).  **Lead Screening –** Thisis an important screening to check your child’s blood/lead level. (This can be completed during your Well-Child Exam.)  **Hemoglobin Check –** This test is to check your child’s Iron levels. (This can also be completed during your child’s Well-Child Exam, or at a WIC appointment.)  **Dental Exam –** This is your child’s yearly dental exam, which usually consists of an X-ray, cleaning and exam. |



**Any child who has symptoms of COVID-19 will not be allowed to participate in school until after they have had a negative COVID screening and/or after they have been cleared by a medical provider to return to school.**

**Any child who cannot participate in regular classroom activities due to illness must stay home.** Keeping your child home when they are sick will help to protect the health of ALL children and staff. If your child is ill and unable to attend school, please call the office at **(307)742-6792**. If your child becomes ill or is injured during the school day, he/she may be sent home by the health coordinator or other staff. Reasons for a child to be sent home include:

* Your child does not feel well enough to participate in ALL program activities.
* Staff cannot adequately care for a child without compromising care of other children.
* Your child **DOES NOT** require medication such as Tylenol, to make it through the day.

If your child becomes ill while at school, we will follow these procedures:

* The teacher & or health coordinator will check the child’s symptoms to determine if they need to go home or see a doctor.
* The parent or legal guardian will be notified immediately if the child needs to go home or see a doctor. If a parent cannot be reached, staff will call the emergency phone numbers listed on the Child Release Authorization form.

**ILL CHILDREN MUST BE PICKED UP FROM HEAD START WITHIN 30 MINUTES OF THE PARENT/GUARDIAN BEING NOTIFIED**



Due to COVID-19 parents/guardians may be required to provide a doctor’s note clearing their child to return to school. This will be determined on a case by case basis. In accordance with the Wyoming State Department of Health and Wyoming Childcare Licensing, Head Start of Laramie will stand firm on this policy.

**If your child has any of the following illnesses, please refer to the information below concerning when he/she can return to school:**

|  |  |
| --- | --- |
| Illness | Child Can Return |
| Fever – temperature 100 ° or higher | When fever has been absent for 48 hours. **WITHOUT MEDICATION** (Tylenol, Ibuprofen) and has been cleared to return by a doctor. |
| Vomiting – 1 or more times within 24 hours | When there has been no vomiting for 48 hours; is fever free & child feels well enough to participate in all activities. |
| Diarrhea – 2 or more times within in 24 hours | When there has been no diarrhea for 48 hours; is fever free & child feels well enough to participate in all activities. |
| Strep Throat | 48 hours after starting antibiotics (2 doses) & the child feels well enough to participate in all activities. |
| Pink Eye | 24 hours or after 3 doses of medication have been given |
| Chicken Pox | When all chicken pox marks are scabbed over. |
| Lice | When no live lice are present |
| Ringworm | After antifungal treatment has begun. |
| Scabies | After treatment (24 hours of treatment are completed). |
| Hand, Foot & Mouth | When no fever, rash or lesions are present. When child is taking fluids. |
| Your child says they are not feeling well, or a bad cold, coughs, runny nose, etc. | Child can return when they feel “better” and are well enough to participate in the classroom. |



Your child must have an updated copy of their immunization record in their Head Start Health File within **30 days of enrollment** (of the first day of school attended). This is mandated by Head Start and childcare licensing for all schools. **If your child does not have the required immunization record, we are required to ask you to keep your child home until the record is updated or a make–up schedule is in place.**

\*If you have concerns about getting your child’s immunizations, please contact the Health Coordinator.



We encourage the parent/guardian to arrange for medicine to be taken at home.

**If this is not possible:**

* The medication must have the original prescription label or a manufacturer’s label (for over the counter medications, such as Tylenol).
* In order for staff to give your child **any** medication **(prescription or over the counter)**, we must have **written approval from the doctor who prescribed the medicine or understands the illness being treated.** This can be done by using the **Request for Administration of Medication at Head Start** form. ***If you are giving your child a different dose from what is written on the label there must be a note from the doctor with specific written instructions.***



It is very important that parents keep their child’s Emergency Information Form up to date.

Emergency/Contact forms must be updated every three (3) months. In the case of an emergency, staff will attempt to reach the emergency contact immediately. If the emergency requires the attention of a physician, staff will call paramedics to take the child to the hospital emergency room.

**IF YOU KNOW YOU HAVE A CHANGE OF PHONE OR ADDRESS, PLEASE CONTACT THE HEALTH COORDINATOR/FAMILY ADVOCATE IMMEDIATELY.**



Your child is provided with nutritious meals daily with the help of USDA Child and Adult Care Food Program (CACFP). During breakfast, lunch and snack, the adults teach your child about nutrition, healthy habits and explore different types of food. Children are encouraged to taste all foods served. Head Start staff do not use food as a punishment or reward. A weekly menu will be available for families.

**Head Start must be notified** of any food, milk or environmental allergies. Please discuss with the Health Coordinator your child’s food/milk and/or environmental allergies. Accommodations must be made before your child starts the program, so we can avoid possible allergic reactions.

* **If your child requires an alternative food, it must be for a medical, cultural, or religious reason. Children requiring a meal substitution must have a Meal Substitutions Form filled out. If the accommodation is for a medical reason, the Meal Substitution form must be filled out and signed by a medical provider. Special milk accommodations cannot be made without this form completed by your child’s medical provider. Please contact the Health Coordinator for the paperwork.**



Head Start of Laramie has a detailed emergency preparedness plan to assist staff during any emergency. This plan will be available for all families to look at. There are also color-coded plans posted throughout the building.

If it is necessary to close school for a day or part of a day due to weather or other emergencies, the following procedures are followed:

1. The school will attempt to notify all families of school closing by phone or our automated phone message system.
2. Parents are notified by announcements through our website, and our Facebook page.
3. If the school becomes unsafe due to a gas leak or other emergency, the school will evacuate the building to the big, white and red garage across Cedar Street, at the end of Grand Ave. Parents will be notified and will be instructed on how to pick up their children.
4. If we need to evacuate the neighborhood, we will evacuate the building and gather all children to Bernie’s Mexican Restaurant, 367 Snowy Range Road. Parents will be notified and will be instructed on how to pick up their children.
5. Delayed openings or early closures: Parents will be notified by phone or by automated phone messages. This information will also be updated to our Facebook page and our website.



**Head Start of Laramie is focused on supporting the whole family.**

At Head Start of Laramie, we believe that you, the parent, are your child’s first and most important teacher. We know that children learn best when families are engaged in the program and working together with staff in the child’s best interest. When family members take the lead and make decisions about children’s learning, they are truly engaged.

Family engagement at Head Start means:

* Building trusting relationships with Head Start staff
* Sharing information about your child with teachers and staff
* Collaborating with staff on how to best to support your child and your family
* Sharing your ideas and opinions to help make decisions regarding school policies and procedures.
* Helping with recruiting other children and families in our community



**Keep an eye out for the following opportunities to engage with our program:**

* Parent Breakfast Club
* Health Services Advisory Committee
* Head Start of Laramie Self-Assessment teams
* Parent Policy Council
* Community service projects
* Remote learning experiences and ideas
* Classroom volunteer

**A limited number of volunteers will be allowed in the building at the same time. Parent volunteers must sign up in advance and agree to COVID-19 screenings. If you are exhibiting COVID-19 symptoms, you will not be allowed to volunteer for that day.**

If you have an idea for how you would like to be involved, help out or share your ideas for making Head Start of Laramie the best it can be, talk to your child’s teacher or your Family Advocate. Your thoughts and ideas are always welcome!



Head Start supports families in recognizing their strengths and goals. Your child has the best chance at success when you, as a family, establish and maintain positive goal - oriented relationships. Family Advocates assist you in brainstorming different goals and ways to achieve those goals, how to overcome barriers, and how Head Start of Laramie can best support your family and your child.

We want our families to succeed in 7 different areas of the PFCE (Parent, Family and Community Engagement) framework:

* Families Well-being
* Positive Parent-Child Relationships
* Families as Lifelong Educators
* Families as Learners
* Family Engagement in Transitions
* Family Connections to Peers and Community
* Families as Advocates and Leaders

Head Start Family Advocates are here to work with each individual family to support you in the process of preparing your child and your family for success, now and in the future. The Family Advocate is your go-to person for help with finding resources, working with you on setting realistic goals for your child and family, and being there for support throughout the school year. Your Family Advocate will be in touch with you on a regular basis and will be an important person for your family to connect with at Head Start.



*In-kind* is a term you will hear often in Head Start. Our program is funded by a grant awarded by the federal government. Therefore, we are required to provide local matching funds. These funds can be actual dollars or in-kind hours, which equate to dollars. The time that you spend outside of the program doing educational and physical activities with your child count as in-kind (or volunteer hours). Throughout the school year, you will be sent reading logs, physical activity logs, and curriculum at home logs. Simply fill them out and return them to us and we can count all your time as in-kind!



The Parents Policy Council puts the parent in the leadership position. This group is part of the governance of our program and plays a key role in helping to set program policy, monitor for quality, and help to make important program decisions. This is a unique volunteer opportunity that allows you to serve as a voice for Head Start of Laramie children and families. The Policy Council is made up of parents of currently enrolled children and community members. Parents are elected to serve each fall (usually September) and serve for the entire school year.

**Policy Council members work in partnerships with management and the Board of Directors to develop, review and approve:**

* Policies and procedures
* Strategic Goals Criteria for Selection
* Parent education
* Hiring personnel
* Other business orientated activities that require Policy Council approval





**Curriculum** refers to the planned and unplanned experiences that we offer for educational purposes.

* **HSL uses Creative Curriculum**
  + Academic concepts are interwoven into all experiences throughout the day.
  + Learning is hands-on, engaging, related to real-life experiences, and done through play.
  + The environment is planned intentionally to be developmentally appropriate, easily manipulated by children, and thought-provoking.

**HSL strives to connect home learning with what is being learned within the classroom**

* We know that parents are our kids’ first teachers and we aim to work with you to help your child get the most out of their time at HSL.
* Home visits and parent/teacher conferences will be held twice a year to help us create a shared understanding of your child’s strengths, goals, and how we all can best support and challenge them.
* Teachers will communicate to you regularly with updates about their classroom, and your children’s learning, as well as with ideas for how to continue that learning at home.
* Our staff encourages you to share ideas, ask questions, and otherwise discuss your children’s learning and daily experiences at Head Start; at any time!
* Unfortunately, due to COVID-19, volunteers will not be allowed in the classroom, temporarily.



Social and Emotional development is a priority with regard to school readiness. Helping your child to learn healthy behaviors, problem solving, use empathy, have higher self-esteem and become more independent are a part of this learning process.

At Head Start of Laramie, education is more than learning your ABC's and 1-2-3's. We believe that school readiness starts at birth, and for us, as soon as our children walk through the door! We teach to the "whole child" which means that we foster growth in all aspects of our students' lives. Education at HSL is about learning to think in new ways, understand and manage emotions, work with others, grow physically, and experience new things that will build the foundations for success in school like ABC's and 1-2-3's.



To assure the Head Start experience is positive and pleasant for children, Head Start of Laramie has adopted a social/emotional philosophy called **Conscious Discipline**. Conscious Discipline focuses on brain functioning and development and empowers both staff and children to learn about their emotions, manage them in healthy ways, and utilize challenging experiences as an opportunity to learn and practice new skills. Teachers practice being proactive and supporting children to be successful in their growing understanding and independence of impulse-control, managing emotional reactions, and solving problems. We recognize all behaviors as a form of communication and strive to understand what our students need, and what they are telling us through both words and actions.

Head Start of Laramie also understands that relationships and safety are the foundation for emotional and intellectual growth. We strive to ensure that every child in our program is seen, heard, and feels loved. We do this through getting to know the children and their families in our program, and by creating consistent, predictable expectations and environments. This gives our children the ability to experiment, grow, and even fail. Our intention is to understand that upset and misbehavior will happen as our children are learning new social skills and experiencing new situations. Rather than punish them for not knowing what to do in these situations, the adults at Head Start lend students their understanding, support, and knowledge to better equip them to deal with similar situations in the future.

Any form of physical or emotional punishment including isolating, ignoring, humiliating, or threatening physical punishment are not tolerated.

**\*For a list of community resources, please see your family advocate.**



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [How to File a Complaint](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (click the link for a listing of hotline numbers by State); found online at: [SNAP Hotline](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).



By signing this, I acknowledge that I have received the Parent Handbook for the 2021-2022 Head Start of Laramie school year.

I understand that I am responsible for reading the document and asking for clarification on any points I do not understand.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Staff Signature Date