

Parents handbook

A B C ‘s of Springwood

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# Montessori Philosophy

The basic idea in the Montessori philosophy of education is that all children carry within themselves the person they will become. To develop physically, intellectually, and spiritually to the fullest, children must have freedom- a freedom to be achieved through order and self-discipline.

Dr. Maria Montessori developed what she called the Prepared Environment, which already possesses an order and allows children to learn at their own speed according to their own capacities in a non-competitive atmosphere. She recognized that the only valid impulse to learning is the self-motivation of the child. Children move themselves toward learning. The teacher prepares the environment, directs the activity, and offers the child stimulation, but it is the child who learns. Montessori children are free to learn because they have acquired an “inner discipline” from their exposure to both physical and mental order. This is the core of Dr. Montessori's philosophy of education. Patterns of concentration and thoroughness, established in early childhood, produce a confident, competent learner in later years. Montessori teaches children to observe, to think, and to judge. It introduces children to the joy of learning at an early age and provides a framework in which intellectual and social discipline work hand-in-hand.

Montessori classrooms have mixed age groupings of 3-year age spans. Older children become guides to the younger ones and allow learning and teaching to be constantly present at this level, often requiring little intervention from adults, a two-year span is really not enough. This is not a mere convention, it is based on scientific observation, and it allows for older children to validate their knowledge and skills and share in ways that otherwise would not happen. Five and six-year-old naturally become caretakers of the classroom, care for and become role models for the 3 and 4-year-old. Socially, this allows for a level of engagement that developmentally is not favored when 3 and 4-year-old, and 5 and 6-year-old are split in two groups. The fact is that one single year of difference does not let children feel younger or older in relation to their peers. Their skills are far too identical. The propensity is then for contention and competition rather than for cooperation. Maria Montessori said

"Our schools show that children of different ages help one another.

The younger one sees what the older ones are doing and asks for explanations.

There is a communication and harmony between the two that one seldom finds

between the adult and the small child” MM

The foundation for all other areas of the classroom, Practical Life helps the child build toward and prepare for work in other areas. The left to right pouring activities not only help the child increase concentration, coordination, order, and independence, they indirectly help the child prepare for reading from left to right. Practical Life activities teach care of self and care of the environment and help children function in the prepared environment.

The child's work is qualitatively different from the adults. The child works to develop self. The work is about the journey, not the product. When a child finishes a painting, he'll most likely take it to the drying rack and forget about it. It's about the process not the product. After completing the Pink Tower, a young child will take it down and repeat many times, each time finding the work as thrilling as the time before. Adults work to change the environment. Children use the environment to change themselves.

Arrival and Departure Procedures

You may park in the parking lot or pull through the drive through, walk your child to class. We do ask that if you are in the drive through to please drop your child quickly and move on for other parents. Please limit your time in the classroom to 5 minutes.

If someone other than yourself will be picking up your child, we will need a note from you with the general information. Anyone who will be picking up your child must be listed on your family release form and have proper identification.

Promptness in arrival and departure of the children is important to the school and your children. Classes begin at 8:00. After 8:30 a staff member will escort your child to their class. Students may not come to school after 9:00 am, without prior arrangements or a doctor’s note.

Your child may only be picked up by an authorized person. *Late parents will be charged a fee of $1.00 for every minute of late pick up.* In the event that you are going to be picking up your child late, please inform the school to avoid unnecessary concern, since we are required by law to contact Social Services after one hour of closing the facility. Please give yourself ample time at pick–up and to gather your child’s belongings.

Accident Reports

An accident report will be sent home when the child suffers any minor injuries. Proper first aid will be administered, at the time. The parent will be called anytime the head is involved. You will be promptly notified if the child suffers any injury requiring medical care. Upon arrival at the school, the parent is asked to sign the Accident and Illness form acknowledging that the injury was reported to them in a timely manner. This is a licensing requirement. At any time, we feel the child needs emergency medical attention, 911 will be called immediately. Please have your insurance information ready if this occurs.

Breakfast

The children’s work at school is directly affected by the nutritional quality of their meals. Please provide your child with a nutritious breakfast each morning, as breakfast is the most important meal of the day. Good nutrition directly affects a child’s health, concentration, and behavior. It is recommended that parents allow time for your child to enjoy a nutritious breakfast, at home each morning.

Springwood Montessori does serve breakfast from 6:30 – 8:30. Breakfast is only available to those who are full time students. If you wish for your child to eat the school’s breakfast the child must be here before 8:15 A.M.

# Communication/Conferences

An open line of communication is paramount between school and home. Sometimes changes at home will result in undue changes of behavior in the child. Please inform the school on such an occasion. If the teacher or staff notes such changes the school director will inform you.

Conferences are available twice a year or whenever the need arises, mutually or from a parent or staff with concern or questions. In general, classroom issues should first be addressed to the staff member directly involved. If this does not result in a satisfactory resolution, or if the situation warrants another approach, please contact the Director. Communication with the teacher is very important and valuable, as they enable us to communicate and share our knowledge about the most important topic, your child.

Our infants and toddler class will get a daily note home. Monthly newsletters and emails are sent to all classes.

If there are any policy changes, we will notify you in writing, through email or printed material.

# Celebration of Life

Birthdays are known as Celebration of Life ceremonies in Montessori Classrooms. This is a beautiful ceremony that acknowledges each passing year of a child’s life. You will be asked to fill out a form that commemorates the high lights of each of the child’s years with an accompanying photograph. Appropriate arrangements are made in advance with the staff. The family can bring a special, healthy snack. Avoid bringing decorations or gift bags. This is not a party it is a celebration. Please leave your cake and party games to be shared with your family and friends in other venues. Also, please consider any children with allergies in preparing the snack which must not have any ingredients containing peanuts or peanut products. Our birthday and holiday celebrations are rich with ritual and personal expression. Food can be a part of the celebration but is not essential to it. Please keep cookies, ice cream, cakes and sugared drinks for enjoyment at home. Due to many different food intolerances, we cannot accept sweets at school.

Child Abuse

Our entire staff is trained in methods of handling and recognizing signs of child abuse/neglect and is regularly given further training. In addition, we are more than happy to provide parents with information on recognizing signs of abuse/neglect. For more information or to report any suspected abuse please call 1(800)252-5400. Please note that the state does require that we report any suspected incidents merely as a precaution.

Discipline

Positive Discipline is used as a foundational approach to classroom and school discipline in many Montessori schools throughout the United States because of its continuity with the Montessori principles of respect and independence.

Positive Discipline is based on the work of Alfred Adler and Rudolph Dreikurs, contemporaries of Maria Montessori. The primary goal of the approach is to help create a social/emotional environment where children are given the tools to succeed in becoming responsible, respectful, and capable members of their communities and families. Based on the best-selling books of Jane Nelsen, PhD, Positive Discipline teaches important life and social skills in a manner that is deeply respectful of both children and adults.

Our philosophy is to use positive discipline and redirection from undesired behavior. At no time will we use corporal punishment or verbal abuse of any kind**.**

**Our Suspension Policy is based on an individual basis. Some reasons for suspension are, but not exclusive to, behavioral (biting, hitting, rough play), injuring others, etc. We reserve the right to call the parents and ask them to pick their child up for the day. They may return the following day.**

**Our Expulsion Policy is based on an individual basis also, however, if your child is suspended 5 or more times, we reserve the right to expel them.**

# Emergency Drill/Preparedness

Emergency Drills will be held every month, to acquaint the children with emergency procedures.

In the event that we do experience an emergency the school will immediately notify all parents by email and phone.

* **Upon discovery of fire or smoke:**
* Call the fire department by dialing 911
* Sound the building’s fire alarm. This is done by pulling the nearest fire alarm station.
* Evacuate students and staff according to routes posted in the classroom.
* Ensure that all students are evacuating (you may need to check restrooms and other contiguous rooms).
* Close all classroom and office doors (do not lock doors).
* Teachers are responsible for accounting for all students. Teachers must take class roster with them when evacuating.
* Building re-entry can occur when authorized by fire official in charge or it has been determined that no emergency exists.
* **Evacuation:**
* Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan.
* **Relocation of Students:**
* Should the fire or other emergency cause the building to be uninhabitable, teachers will lead students to the fence line if at all possible, or may lead them to the strip mall north of the building and sit students in groups by class.
* The following is the primary relocation center at Ford Elementary 25460 Richards Rd. 832-592-5700
* **Floor Plan of Building:**
  + Safe Room is identified as the front hallway, or bathrooms in the class room as posted in each classroom.
* **Personnel Responsibilities:**
* Teachers:
  + Go over evacuation plan at beginning of school year with students.
  + Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire.
  + Follow protocol for evacuation and relocation.
  + Assemble at designated point outside the building.
  + Account for all students.
  + Report any missing students to Administrator.
* Other Staff:
  + Evacuate building using the closest exit.
  + Perform other duties as specifically outlined in this plan or as directed by Administrator.
* Administrator:
  + Ensure activation of alarm.
  + Ensure evacuation of students and staff.
  + Ensure notification of fire department.
  + Ensure that staff follows the fire safety and evacuation plans.
  + Assist the fire department and other emergency responders.
  + Advise the following of the situation (as time permits): authorized student emergency contacts.

# First Aid

All teachers are trained in First Aid and CPR. Along with 24 continuing education hours each year.

Gang Free Zone

The state recognizes any area within 1000 feet of a childcare center as a “Gang Free Zone” and will subject any criminal offenses of this nature to harsher penalties.

# Head Lice Policy

If your child has been exposed to another child with head lice, then check your child's head for lice and nits (eggs) for the next two weeks. The incubation period is 7 to 10 days. If your child contracts head lice, you must notify the school immediately and keep your child home until they are nit free. That means there are no nits (eggs) on the hair. Your child must be checked by a Health Department professional or your doctor and given a note to bring to school saying he/she is free of lice and nits.

Health Checks

We do a head to toe health check daily with all children. Younger children are done upon arrival and then when diapering. Older children are done each morning upon arrival.

Inclement Weather Policy

In case of inclement weather, the school will follow the Conroe ISD policy on opening and closing of the weather emergency (ice, hurricane, etc.). If the public schools are closed for the day, all programs will be closed. If the public schools are delayed for more than one hour, usually there will be no morning preschool. The Full, Half and Extended classes will follow the same procedures for opening as the public schools.

If the public schools are closed for more than one day, the Springwood Montessori School’s delay or closing (for the second or subsequent days) will be announced on the local television stations or their websites. Classes are not automatically available these days. Please call the school to verify if we are offering Montessori classes.

Although it is generally our policy to follow the public school schedule, there may be times the Springwood School will be closed, after severe weather, if the health, fire and/or safety inspectors deem necessary. Should weather conditions deteriorate during the day requiring that we close before 6:30 p.m. parents and/or emergency contacts will be notified by phone.

Intruder on Grounds

If in the event an unwelcomed visitor is suspected on the premises or in the building a secret code will be called into a room and the teacher will notify the other teachers. Teachers are to follow emergency evacuation with children staying at the back of the building and call 911 immediately. If the person is in the building the teachers are instructed to take the children outside the side doors and stay at the back of the building. If the intruder is outside the building the teachers are instructed to go into the restrooms, specified to our tornado or hurricane drill.

Jackets

Please send your child with a jacket during the fall and winter months. It is important for children to get fresh air every day. So, they will go outside when it is cold, even if it is for a short period of time.

Kindness

Springwood Montessori’s goal is to promote independence and a good self-image in each child. All children will therefore be treated with care, dignity and respect. The school administration will not tolerate excessive disciplining measures or verbal abuse. Children with behavior problems will be redirected, given a book and time to calm down. If a challenging behavior continues a parent/teacher meeting will be requested to address and come up with a solution for this behavior.

*“Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future.” MM*

Lunches

Lunch is provided for our children. Our lunches are developed using the USDA guidelines. You may send your child’s lunch any day you wish. Reasons you might want to supply your child’s food; allergies to basic foods, picky eater and you know your child will not eat what is listed on the menu. Independent lunches are not refrigerated. So, if you are sending a lunch please send foods that are non-perishable or include a cold pack. Microwaves to heat lunches are provided for re-heating only. Please pack foods in containers that your child can open with little or no assistance. There will be no reduction in tuition if you supply your child’s lunch.

Springwood Montessori has adopted a non-sugar policy, per state licensing. Each child is welcome to bring a well-balanced, non-sugar lunch, from home or enjoy a school lunch. Guidelines for lunch include whole grain breads, tortillas, pastas, crackers, fresh or cooked lean meats, vegetables, fresh fruits, and drinks such as water, plain milk, 100% fruit or vegetable juices (unsweetened). Children can also enjoy left overs, from home, for re-heating. High-processed foods with additives are discouraged.

# Medical and Enrollment Forms

We will need a Statement of Health form signed by your physician (see enrollment packet for form). A copy of your child immunization records must be on file. These records are due upon enrollment and will be kept and updated at the beginning of every school year. Immunizations must be up to date. Children without signed and dated immunization forms may be asked to leave the school until the form is provided or those shots are caught up. Tuberculin testing, if applicable. Should there be any changes; phone numbers, addresses, etc., you may email this information to the school at springwoodmont@gmail.com.

An Eye/Ear Exam is required by the state of Texas for all four-year-old, and each year afterward. Please submit the positive results of these tests to the front desk no later than two weeks after your child’s fourth birthday.

# Medicine

All medication brought to school must be labeled, in their original containers, and left at the front desk. A medication authorization form must be filled out and signed by the parent. We will only follow the instructions printed on the bottle/box that is appropriate for your child’s age, unless you provide a doctor’s note stating other dosage is necessary. Medicine must never be left in a child’s cubby, lunchbox, or backpack.

Employees are not required to have immunizations to work with children, such as flu shot, TB.

Minimum Standards and Licensing Reports

We have a Minimum Standards binder located behind the desk. You may utilize this binder at any time. You may also find the minimum standards online at the following site. [www.hhsc.state.tx.us](http://www.dfps.state.tx.us). We have our latest licensing monitoring reports posted in the front lobby for you to see at Please visit it at any time you would care.

Numbers & websites

These are the following phone numbers and websites for Texas Department of Family and Protective Services. You may view the minimum standards by going to the following website.

Texas Department of Family and Protective Services website--------www.hhsc.state.tx.us

Childcare Licensing----------713-287-3238 or 936-441-1775

Child Abuse---------1-800-252-5400

Nursing

All parents who are breastfeeding may come in at any time to nurse. We will provide a quiet private area for you to nurse.

# Our Hours of Operation

The school will be open from 6:30 a.m. until 6:30 p.m. Monday thru Friday, year-round. The school has various closures throughout the calendar year for holidays and inclement weather, with an extended closure surrounding the Christmas Holiday. Please see the center director for more details on our scheduled closures.

Peanut Free Environment

In today’s world, allergies are worse than they have ever been, and some of these allergies have critical consequences. Peanut allergies are presently, one of the population’s most dangerous allergies. We recognize that peanut butter is a long-standing favorite but is it worth endangering a treasured friend? We ask that products containing peanuts be left to enjoy outside of the school and not included in lunch or birthday snacks. A great alternative is sun butter or almond butter. It is a small price to protect our beautiful children.

Quiet Time

All children under the age of 4 are required to lay down for quiet time. For naptime, a regular sized crib sheet and a thin crib-size blanket can be brought with their name on it. Due to limited storage pillows are not necessary.

All children will be offered a rest period. Infants are provided a safe sleep area to rest, 12 months and younger.

Infants under 12 months of age will be placed on their backs to sleep. They are not able to have blankets in the crib, but sleep sacks are permitted.

# Registration Fee

A $100.00 non-refundable registration fee and a $100.00 supply fee are due each semester a school year, September and January, and every year after of the child’s attendance, the first being paid with enrollment. The registration fee will ensure the placement of your child in the fall semester. The supply fee will cover the cost of supplies that are used throughout the semester, such as: stationary, writing/coloring utensils, art/craft projects, classroom materials and supplies act. Both fees are non-refundable.

# Sickness

We reserve the right to make decisions concerning your child’s health based on observation and knowing your child’s “normal” behavior. If we believe that your child is too ill to be at school, we respectfully advise that you trust our judgment and pick him/her up as soon as possible. **Children may not attend school with a fever (temperature above 100F), diarrhea or vomiting. Your child must be fever free and symptom free for 24 hr. without medication before returning to school.** Even if you have a doctor’s note stating they can come back next day they have to be symptom free for 24 hours. They may come back the following day. If the fever is due to teething as well, they may not come back until 24 hours free of fever. Please be considerate of the other students and families and keep your child home if coughing or nasal drainage is excessive due to a viral or bacterial infection.

Licensing regulation will not allow us to accept your child into school when any of the following conditions exist:

1. Fever of 100 within the previous 24 hours including teething.
2. Vomiting and/or diarrhea. Do not bring your child to school until he or she is free from this for 24 hours.
3. Any symptom of the usual childhood diseases: e.g., scarlet fever, measles, mumps, chicken pox, and whooping cough.
4. Common cold.
5. Sore throat.
6. Croup.
7. Regarding chronic allergies: If your child is under the care of a physician, a written statement from the doctor must be presented specifically stating the nature of the child's condition and that the condition is not contagious. Guidelines regarding the care of the child should be provided from the physician.
8. Any unexplained rash.
9. Any skin infection - boils, ringworm, impetigo.
10. Pinkeye and other eye infection.
11. Unable to go outside for playtime.

# Snacks

The school provides a healthy and nutritious snack every afternoon after nap time. A menu with breakfast, lunch and snack will be posted at the school, as well as emailed to you and on our website.

# Separation Anxiety

Sometimes children experience anxiety at being separated from their parents at the time that they enter the school. The best policy at that time is to reassure them of your return in a pleasant and calm manner. Say “Goodbye, have a great day!”, with a hug and leave without emotion. If such problems occur at home, be sure to bring it to the attention of the school administrator who will be happy to discuss them and cooperate with you in order to reassure your child and make the experience of coming to school a happy one.

# Shoes

Please send your child to school in sturdy, comfortable play shoes. The safest shoes are those with closed heel/ toes and Velcro closures with soft soles. Sandals, flip-flops, and boots can cause continuous danger both for walking and playtime. Light-up shoes cause distractions. If at all possible, send shoes that do not make black marks on tile floors.

# Toys

Please do not send toys to school. The children find these very distracting and it disrupts the rhythm of the class.

Understanding and Available

We want to be available to you. You can reach us by phone, email, written notes, as well as reserving a time for us to sit and discuss your concern face to face. Since the teachers are busy in the classroom, any message to your child’s teacher will have a 24-hour promise of return. If it is an emergency or you feel your concern is too important to wait, then it’s important to us too. Please speak to someone in the front and explain your concern so we can address it as soon as possible. Please remember, distracting teachers for mini conferences at the time of arrival and dismissal takes attention away from the students and for safety reasons, cannot be allowed. However, you can always set up an appointment with your teacher by speaking to someone at the front desk.

We also have a parent information center available to you which includes a bulletin board with “what’s happening now” news, the newsletter, the latest menu, the calendar, and any signup list that may be current.

# Vacation Time and Holidays

Springwood Montessori allows one weeks of vacation time in the summer, where no tuition is due. In order for your child to receive this vacation time you will need to notify the school two weeks prior. If additional vacation time is taken, tuition will be required in order to hold your child’s spot.

Springwood Montessori will observe the following holidays with school closed on these days:

New Year’s Eve, New Year’s Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, day after Thanksgiving, and Winter Break, December 23rd thru January 2nd. Academic Program Closed during Spring Break, there will be no Montessori Program, just fun, art and movement activities. One day, TBD, in August for a teacher-in-service before the school year begins.

# Visiting the school

We encourage parents to visit the school and observe their children at work. Please be sure to check in with the office when you get here so a member of management can make sure the class will not be disturbed. On daily basis children will follow their class routine, visits need to be planned to avoid class disruption.

# Withdrawal

Springwood Montessori must be notified in writing 2 weeks in advance when withdrawing your child from school.

Water Activities

Water activities in the summer will consists of sprinkler play, water works outdoor, water tables, and water spray bottles. Sprinkler activity will always be planned, and parent notified at least 7 days in advance. Wading pools will not be involved.

We will apply sunscreen and/or bug spray, that is provided by parents, as long as we have a permission form filled out. The teachers will apply when needed, according to the season, time or year, etc.

# eXtra Clothes

Children feel more comfortable when they are wearing their own clothing.

Please dress your child in simple, neat, comfortable clothing that the child can manage alone. While the staff will assist children who are having trouble, children should be able to manage their own clothing with little or no assistance. This is in keeping with our independence learning objective: independence is essential to the development of high self-esteem. Shoes should be sturdy and have rubber soles. Do not send children in OVERALLS, BOOTS, and SANDALS/FLIP-FLOPS.

We give careful thought to the clothing the children wear into the environment because it becomes a part of the whole. Our aim is for the children’s clothing to be neutral so that it does not become a distraction from the materials and activities.

**Primary:** All children must have an extra set of clothes to be kept at school in case of a bathroom accident or spill. Please include a complete set of undies, socks, pants and a shirt and label everything with your child’s name.

**Toddlers and Infants:** All children should keep at least 3 complete sets of clothing at school.

**Pull Ups:** We do not encourage pull ups. Pull ups are a wonderful marketing idea but can have a confusing effect on transitioning toddlers. When they begin to pull up their training pants, we should not send the double message of; here are your pants and you can still soil yourself in them instead of going to the bathroom. For a child to understand the process of toilet training, the child must feel the logical consequence of wet clothing and soiled underwear. This is very uncomfortable, and it will not take long for your child to decide getting to the toilet in time is a better idea. Pull ups are made to absorb the wet and pull it away from the skin therefore eliminating the consequence of not choosing to go to the bathroom in a timely fashion. Never make toilet training a good or bad choice; accidents happen especially when their bodies are just beginning to recognize the warning signs. If an accident occurs, say oh this happens sometimes and show your child where the cleansing cloths are and have clean clothing available. Do not abandon him in this process but only help when he absolutely needs it. Your child will feel very proud of being able to complete the process for himself.

Yearly Activities

Education and fun go hand in hand here at Springwood Montessori. So, throughout the school year and during our summer camps we offer many extra activities. Everything from holiday parties to fall festivals, community helpers to science speakers, extra curriculum activities to dance class.

Zestful

**Definition**: marked by spirited enjoyment. We want you and your child to know that through our loving teachers and staff that your child will get the best care, education, affection, and so much more with our love for children and the joy that we get to see their bright eyes and smiles when they accomplish something new.

Thank you for choosing Springwood Montessori for your child.

“[*Education*](http://www.dailymontessori.com/) is a natural process carried out by the human individual, and is acquired not by listening to words, but by experiences in the environment.”

“[*Education*](http://www.dailymontessori.com/) should no longer be mostly imparting knowledge, but must take a new path, seeking the release of human potentials.”

Parent Handbook Revised

January 2019

Revised Chapter 746 Minimum Standard Publication and Presentation Per the Department of Family and Protective Services

Infant Safe Sleep:

Due to the minimum standards required by Texas Human Resources Code, 746.2426, 746.2427, & 746.2428, we are required by law to; follow the directions of the State. All infants will sleep on their back (alternative positions other than posted, requires recommendation from a health-care professional). The Texas child care minimum standards for licensed child care requires child care operations to place all infants on their backs to sleep in a crib and to ensure that infants do not sleep in restrictive devices and are not laid down to be sleep swaddled. But based on the advice of an infant’s health-care professional, when medically necessary the center may be authorized to use alternate-sleep positions, restrictive device, or swaddle for the infant due to medical reasons. A form for all children safe sleep must be filled out, signed by a physician and turned in the care staff and front desk staff as well.

Parent Acknowledgment

**I have read the complete contents of the Springwood Parent Handbook. I understand the policies in this book and will abide by them as a family member and/or guardian of a child attending Springwood Montessori.**

**Child/ren Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Parent Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed**

**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**