



**Sheryl K. Johnson  
Child Care Center**

400 Gleason Ave  
Council Bluffs, Ia. 51503

(712) 323-3703

## **Parent Handbook**

### **Mission Statement**

The mission of the St. Albert Sheryl K. Johnson Child Care Center, a center committed to Jesus Christ through the teachings of the Catholic Church, is to foster spiritual, moral, physical and intellectual growth by providing quality developmental opportunities for all children.

### **Program Philosophy**

We represent a high quality child care center whose main focus is to work together with the family to provide a safe, nurturing environment while promoting all areas of the child's development in a positive manner.

### **Child Care Center Discrimination Policy**

No child will, on the basis of race, color, religious belief, national origin, or gender, be denied the benefits of, or be subjected to discrimination, nor will they be excluded from participation during any program or activity.

### **Enrollment and Removal Policy**

After the center director receives the child's application for enrollment and the \$50.00 application fee (\$100.00/family if more than one child), the parent will be contacted as soon as space for their child becomes available. If there is not a space for that child, a waiting list will be maintained. When space becomes available, the priority list will decide whose name on the list will be contacted. The Center reserves the right to assign available spaces, as well as to give special consideration to extenuating circumstances. (Unexpected twins, family members, employee's children, etc...please see Tuition packet for the full Priority list)

The CCC may require parents to remove children from the center for reasons including, but not limited to, when:

- A parent abuses policies and procedures of the CCC

- A physician advises to do so

- The parent is unwilling to cooperate with the center's staff in the best interest of the child

- The CCC is not meeting the needs of the child

- The enrolled child poses a threat to the safety of the other children, the staff, or the Center itself.

The CCC will try to work with families as much as possible to ensure that all children are getting quality care. The center director, in consultation with the elementary principal, will make decisions regarding involuntary removal of children from the center.

If it is determined that the CCC has done everything it can for a child, the child will be removed from the Center and other care options will be recommended.

### **Payment Schedule and Late Fees**

The CCC fee schedule runs from the first day of the month to the last day of the month. A contract will be signed and a bill will be given/sent to parent/guardian around the 10<sup>th</sup> of the month. The tuition for the month is due on the 25<sup>th</sup> of the month prior to that month's care.

For example, Jan 1<sup>st</sup> through Jan. 31<sup>st</sup> will be paid for on Dec. 25<sup>th</sup>. Any payment that has not been received by the 20<sup>th</sup> of the month will be considered late, and a fee of \$20.00 will be due. Please remember that if you have not paid the late fee, your child will not be able to attend. Any bill that has not been paid within a three month time frame will be turned over to the St. Albert Financial Officer for further action.

The CCC will charge a \$20.00 fee for each check returned to the center due to insufficient funds.

The CCC hours are from 6:00 am to 6:00 pm. Any parent/guardian checking their child out after closing time will be charged a late fee. The CCC clock is the official time. The late fee will be \$1.00/child for every minute the parent/guardian is late. The Center understands traffic jams, work deadlines, etc., but the late fee is charged regardless. If you know you are going to be late, please call the center to give an estimated arrival time. First time occurrences are free.

Parents are asked to have a back-up plan in place for pick up of your child. Having an alternative when you are going to be late will keep you from getting frantic when you discover you cannot make it in time. Other parents, relatives and neighbors are recommended as alternative pick-up persons. If you plan to use back-ups, please be sure to list them as authorized persons to pick up your child. In addition, please notify us by telephone so we will be aware of the change in plans.

### **Days of Operation**

The CCC will be open Monday through Friday from 6:00 am to 6:00 pm. We will be closed on the following holidays: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the following Friday, Good Friday, Christmas Eve, Christmas Day and New Years Day. If the holiday falls on a weekend day, the holiday will be observed on the Friday or Monday closest to the holiday.

### **Staff Professional Development/In-Service Days**

The CCC will be closed one day in early October (Date to be announced yearly) to receive required staff development and continuing education hours at the Iowa Association for the Education of Young Children Conference. There will also be one week during the summer, that the CCC will be closed so the janitorial staff can do major cleaning and upkeep to the rooms – painting, shampooing carpets, waxing floors, etc.

The day the CCC is closed for the professional development day will be a paid day. This day is averaged into the tuition for the year just as are the closed holiday days.

### **The week the CCC is closed for the yearly cleaning will be a free week for families.**

Families will be given a calendar for the year when enrolling and these closings will be appropriately marked on the calendar.

Please remember, we are striving for a professional and safe environment for your children, and these Professional Development/In-Service days will help achieve this for our CCC and staff.

### **Family Vacation Time**

All self-pay families who are enrolled 4 days or more per week will receive one week (equivalent to their contract) of free vacation per year, after being enrolled at the childcare center for 6 months. This vacation time only applies to those families who are enrolled a full calendar year. It does not apply to those who work for the schools and take the summer off. The vacation time must be taken all at one time.

## The Child Care Curriculum

Learning isn't just repeating what someone else says – it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. All children grow at their own rate of development. Two children who are the same age can be at two different stages of development. At St. Albert, we will base our curriculum around each child's stage of development. Our staff will plan appropriate activities for each group of children that will encourage each child's development.

### Infants

Infants learn by exploration, imitation and repeating, and copying what they see in their daily environment, and by watching and interacting with caregivers. They also learn and respond to nurturing adults whom they are with for the majority of their day. The CCC Staff will interact appropriately with infants by singing, reading and planning small and large motor activities that will encourage stimulation.

### Two and Three Year Olds

Children at the “toddler” stage are often very aware of the world around them and are ready to absorb as much information as they can hold. Toddlers are ready for individual as well as small group activities. Individual activities will give them one-on-one attention. Small group activities will enable them to practice working as a team and develop problem-solving skills.

The two and three year old classrooms will provide many learning opportunities that will promote all areas of the child's development – cognitive, social, emotional and physical. The child's learning environment will be set up in centers. The centers are as follows:

*Literacy Area* – the child will start to use pre-reading skills by looking at books, using folder games, magazines, puppets etc. The children will learn to use listening skills and comprehend spoken language.

*Block Area* – this area focuses on math and science skills such as shape, size, balance and quantity. The children will use a variety of materials in the Block Area. (Ex.: wood blocks, legos, small people, cars and animals).

*Manipulative Area*- When children play in the Manipulative Area they learn.... Matching, visual discrimination, attention to detail, sequencing, patterning, graphing, math skills, tactile discrimination, and fine muscle control. You might see puzzles, peg boards, small table blocks, and other small muscle materials.

*Dramatic Play Area* – this area promotes pretend play and social relations. This will help the child learn to communicate effectively with peers as well as adults. It also helps to develop language and imagination.

*Art Area* – Children learn colors, cutting, pasting and creative representation in the Art Area. The child's learning ‘process’ will be encouraged rather than the final ‘product’. Children are given opportunities for “child centered” activities in the Art Area rather than

‘teacher directed’ projects. Things you might see in a developmentally appropriate Art Area for children: markers, crayons, colored pencils, glue, scissors, tape, paper punches, staplers, collage materials, recycled materials for building, paper, colored paper, magazines for cutting, string etc.

*Easel* – the easel is where the children might be seen painting with bright colors, writing with chalk on black paper, or using stamps. The children are building eye-hand coordination, balance, figure-ground discrimination, social relations, color, fine motor skills and creative representation.

*Sensory Table* – the sensory table is used for, but not limited to, introducing new materials in a unique way. The children may experience the five senses, textures, temperatures and learning about space, math and problem solving. The sensory table is changed often to keep the children’s interest.

*Discovery* – plants, animals, rocks, scales, magnifying glasses, pinecones etc. are all things children will use at the science table. This area encourages the awareness and observation of the world around us.

*Large Motor Area* – large muscle movement and coordination is developed in the Large Motor Area. Children may be seen jumping, hopping, skipping, running, bouncing a ball, climbing or dancing.

### **Discipline Policy**

The discipline approach that is used at the CCC is called positive discipline. This approach focuses more on preventing incorrect behavior before it gets to the point where any sort of “punishment” is needed. The CCC will use the following techniques:

**Role Modeling** – the caregivers will role model positive language and behavior to the children by being down on their level interacting with them.

**Setting boundaries** – the staff will designate age appropriate boundaries for the children and allow the children to be aware of these boundaries.

**Distraction** – if a child is having a problem in a particular area i.e. getting ready to throw blocks or on the verge of hitting a child, the staff/teacher will distract the child to another area or distract them with other materials.

**Natural or Logical Consequences** – natural consequences are something that happen as a result of a behavior by a child that comes without assistance. It comes “naturally”. For example – a child who refuses to eat lunch will become hungry before the next mealtime. A logical consequence is something that happens as a result of negative behavior by a knowing child. A child may continually be told to keep the blocks on the ground. A teacher warns if it happens again, the child will move to another area.

**Choices** – a child is given choices. This technique helps the child to feel like they are the ones in control when it is the caregiver who is guiding the behavior. Example – a child is refusing to put their shoes on. The teachers say: “Are you going to put them on by your self or am I going to help you?”

**“I feel \_\_\_\_\_ when you \_\_\_\_\_”** – this is called an ‘I feel’ statement. The caregiver should explain how they feel first, and then tell what the negative behavior was. When a child hears “You can’t do that because I don’t want you to”, it makes them defensive. If they hear “I feel sad when you hit your friend. How do you think they feel?” they feel like the problem is with you.

**Problem solving** – this technique would be used with older children who have the vocabulary to use words to solve problems. The staff would ask open-ended questions about a problem the child was having and come up with a solution together that the child and teacher agree on.

**Encouragement/Positive Reinforcement** – a child needs positive attention when they are doing something good. This technique uses the preventative method of discipline: catching a child when they are doing something positive. They need to be told what they are doing is a good thing. Example: “Drew, thank you for picking up your blocks. That was a good choice.” This will keep them coming back for more of that kind of attention. The alternative is giving them negative attention after they make a wrong choice. This should be avoided at all costs.

We are teaching the children problem solving skills which they will use in their everyday lives. Let’s make it a positive experience!

### **Field Trips & Non-center Activities**

If it is age appropriate, the staff will take the children on off site (away from the CCC) field trips such as walks around the school campus, to classrooms in other parts of the building etc. In these instances, there will be a note posted as to where we went and what time we will be back. Parents, please keep in mind that an emergency bag will be taken at all times when we are away from the center. This bag has a first aid kit, Kleenex, latex gloves, anti-bacterial hand soap and children’s emergency cards.

Field trips may be taken to places off of the CCC grounds. In this case there will be a parent permission slip sent home giving all of the details.

### **Nutrition Policy**

All menus prepared and served to children at the CCC follow the daily requirements for children of the appropriate ages. Menus will be posted weekly on the Parent Board. Menus at the CCC consist of breakfast, a morning snack, lunch and an afternoon snack. The Center will work together with the family to make the necessary adjustments for a child who has food allergies. *Treats may be brought into the center for special occasion, i.e. birthdays etc. providing the food is store purchased. No homemade treats may be distributed at the Center.*

Infants under the age of 24 months are on their own individualized schedules and fed on demand. The infant caregivers will work together with the families to make sure the schedule is appropriate for that child and their dietary needs.

Children over 24 months will be fed on the following schedule:

Breakfast - 7:30 (Must be here by 7:30 to eat breakfast)

AM Snack – 9:15/9:30

Lunch – 11:15/11:30

PM Snack – 3:00

Food may not be brought in to the center for meals that are provided. (Ex: Parents may not bring in breakfast for your child or bring in a different lunch.)

***If your child is going to be absent from the center please call no later than 9:00 so we can get an accurate lunch count. Thank you for your cooperation!***

### **Birthday Treats**

*Treats may be brought into the center for special occasions, i.e. birthdays, etc. providing the food is store purchased and individually wrapped. **No homemade treats may be distributed at the Center.***

### **Sick Child Procedures**

The CCC must receive a phone call if your child will be absent. *If your child is too sick to participate in activities at the CCC, he/she is too sick to be there.*

If your child has any of the following symptoms, he/she may not attend that day:

Fever – 100 degrees or higher in the last 24 hours (And not taking fever reducing medication)

Signs or symptoms of possibly severe illness (persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy)

Diarrhea – changes in the child’s usual stool pattern (increased frequency of stools, loose/watery stools, stool runs out of the diaper or child can’t get to the bathroom in time)/ more than once in the previous 24 hours

Vomiting- two or more in the previous 24 hours

Mouth sores with drooling

Undiagnosed Rash

**A child diagnosed by a health provider with a contagious illness will be readmitted to the childcare center when the following criteria are met:** *All illnesses listed below require a Dr.'s note when they child is able to return to the center. (With the exception of Lice.)*

Infectious conjunctivitis/pink eye (with eye discharge) 24 hours after treatment started by a physician.

Scabies or other infestation – 24 hours after treatment by a physician

Lice – 24 hours after treatment and child's head has been checked by center director for bugs and nits (eggs) (We request a box be brought from home so that the center will have verification that the child's head was treated.)

Impetigo – 24 hours after treatment started by a physician

Strep Throat, Scarlet Fever or other strep infection – 24 hours after treatment started by a physician and child is free of a fever for 24 hours

Chicken Pox – until 6 days after onset of rash or sooner if all lesions are crusted and dry and child is fever free for the previous 24 hours.

Oral Herpes – if child is drooling or lesions cannot be covered, until all lesions heal

Coxsackievirus (Hand, foot and mouth syndrome) – physician says the child may return and the child is able to participate in activities

If a child gets sick as described above at the Center, the parents will be notified and required to pick up the child within one hour of contact with parents.

### **Administration of Medication at the Center**

The CCC staff will administer medication to children enrolled when the following guidelines are followed:

Parent/guardian is required to fill out and sign a current medication authorization form which gives our staff permission to administer.

Prescription medication must be in the original container labeled with the child's name, date, directions and physician's name. The CCC staff must administer the medication as stated on the prescription label.

The CCC must ensure that non-prescriptive medication is labeled with the child's name and the date medication was brought to the CCC. Non-prescriptive medication must be brought in the original container. The center staff must administer it according to label directions. In certain situations with some non-prescriptive medications, additional authorization from a physician may be necessary.

One medication authorization slip may be filled out one month at a time in the case of long term medication.

All medication is to be given directly to a staff person and not left in child's bag. Sunscreen is to be treated like medicine at the CCC. It requires a parent signed permission slip. One sunscreen permission slip may be filled out for the entire season.

### **Dress Code for Children**

For your child to fully participate in the daily routine at the center safely, we ask that you dress your child in appropriate clothing. Play clothes are clothes that may get dirty (and even stained). **Tennis or Velcro close shoes must be worn everyday.** Flip flops,

sandals, clogs, slip on Mary Jane/canvas shoes are not allowed. (The shoe rule is for your child's safety. We want their feet to have as much support as possible when running, jumping, walking, climbing, etc)

For infants, we ask that diapers be covered with some type of pants which do not leave the diaper exposed. If your infant wears a dress, be sure she has some type of cover over her diaper to prevent contamination.

### **Outside Play**

The children at the CCC will be going outside everyday as long as the temperature is safe following the Child Care Weather Watch Chart. Please make sure your child has the appropriate clothing for all types of weather – hats, coats, gloves/mittens, snow pants and boots). ***It is the policy of the CCC that if a child is well enough to be at the CCC, he/she is well enough to go outside. If your child has extenuating circumstances which prohibit him/her from going outside, you must have a note from the child's physician stating the reason.***

### **Arrival and Dismissal of Children**

An adult is required to accompany your child into the CCC. You and your child are responsible for putting your child's things in the appropriate places. The parent/guardian is responsible for checking the enrolled child into the Child Care Center on the Sign IN/OUT sheet and/or on the computer.

If someone other than a parent/guardian picks up the enrolled child, that person must be on the Pick Up list signed by the parent. If that person is not on the list, the staff must be given permission as to who is picking the child up – first and last name. Please inform your pick up list that they, for the child's safety, will be asked to show a picture ID the first time picking up the child. A child will not be released to anyone who is not on the child's pick up list or if the Center has not received a note authorizing pick up.

### **Required Items to bring to the Child Care Center**

#### **Infants**

- Adequate supply of clothing to be left at the center
- Adequate supply of disposable diapers, ointment and wipes
- Bottles labeled with child's name using a permanent marker
- Unopened baby food jars labeled with child's name and date (If not using center baby food provided in tuition)
- Unopened powdered or canned formula labeled with child's name and date (If not using center provided Similac Advance)
- Frozen breast milk in individual serving sizes labeled with child's name and date
- 1 blanket to be used at the center for your child's crib, marked with child's name

### Two-Four Year Olds

Complete change of clothes (pants/shorts, shirt, underwear, socks) marked with child's name on each item to be left at the Center

Adequate supply of diapers and wipes if needed

A crib size blanket and small pillow for rest time. (Large blankets and regular size pillows are too difficult to store neatly)

Water bottle (dishwasher safe) to be left at the center labeled with child's name

### **Toys from home policy**

Please leave all toys and money at home. Children need to focus on the learning materials at the child care center. This will also eliminate items from home being lost or stolen.

### **Diapers and Toilet Training**

Parents/guardians will provide disposable diapers for their children. Each package of diapers should be marked with the child's name. We will check diapers every two hours, or more, and change if necessary. We try to notify parents/guardian two days before the child will need more diapers. When a child runs out of diapers, the CCC will loan the family diapers until they bring some from home. The CCC will then be reimbursed the amount of diapers used from those brought from home.

The toilet training instruction of the parent/guardian will be followed as closely as possible providing it is developmentally appropriate for the child's age and stage of development. Parent/guardian will be encouraged to wait to toilet train until the child is walking well, and has the language skills and comprehension to understand necessary words and phrases.

### **Mandatory Child Abuse Reporting**

By law, any person working in an CCC is a mandatory child abuse reporter. Iowa Law mandates that any suspicions of child abuse and/or neglect be reported immediately to the Department of Human Services and/or Law Enforcement officials.

### **Open Door Policy**

The CCC has an open door policy for parents, which means they may visit their child at any time. We only ask that you consider your child's stage in development and temperament before visiting him/her. Sometimes separating from parents/guardian twice in one day may be difficult for children, especially if he/she is having separation anxiety issues.

Communication between caregivers and family members is very important in the childcare field. Parents may talk with caregivers at any time during the day, depending on availability – at arrival, pick up time, phone calls to the center etc. Our staff considers your feedback extremely important and would never let it reflect on the type of care your child receives. We know your input is the only way we can be sure we are meeting your needs as a family. In addition, as parents, you can be comforted in knowing we will bring to your attention any needs or concerns we may observe in your child. Suggestions for additional screenings, consultations, medical intervention etc., may be offered for your consideration.

### **Advisory Board**

The Advisory Board will consist of St. Albert School personnel, St. Albert Board of Education members and a community member. The Board could suggest ideas on center policy, fund raising efforts, family nights, etc.

### **Smoking Policy**

Smoking is not permitted in the CCC, in the parking lot, or anywhere on the St. Albert School grounds. For the safety of our children, please do not toss cigarettes or cigar butts on the grounds or in the parking lot.

### **Safety and Security**

Our policies and procedures for dealing with emergency situations are carefully drafted to ensure your child will be safe while at the CCC. We will conduct regular drills for evacuation and severe weather. Evacuation plans are posted in each area of the CCC. In the event of a sudden storm or emergency where parents are unable to reach the center, we are prepared to care for the children for extended periods.

We do everything possible to minimize accidents through various safety programs, facility inspections, routine maintenance and consistent policies and procedures. However, should an accident occur (medical/dental emergencies), we request your understanding and cooperation. We will provide you with written documentation of the incident. One copy of this accident/incident report will go to the parent/guardian and the other will go into the child's file.

If an accident does occur, the CCC staff is trained in first aid and is able to take care of minor injuries, such as scrapes, cuts, bumps bruises etc. If the accident requires medical attention, the parent/guardian will be notified immediately. If it is an emergency situation, 911 will be contacted, and the parent/guardian will be responsible for all expenses.

Children will be released only to authorized adults whom you identify in your emergency contact/pick up list. It is your responsibility to notify the CCC director and complete new forms if there are any changes.

In the case of separated or divorced parents, the law stipulates we cannot determine which parent may pick up the child. We must release children to either parent, regardless of which parent has enrolled the child, unless the custodial parent has a court order. In that case, we must retain a copy of the court order in our files. Parents should inform the CCC if there are any problems with custody of the child.

*Children will not be released without an adult escort from the premises. Our parking lots are frequently busy, and we want to ensure that the children are safe at all times.*

### **Fire Drill/Bomb Threat/Gas Leak**

In the event of a fire, bomb threat or gas leak, the children will be escorted to a designated area outside. All staff will take their class list and emergency cards so that parents can be contacted if necessary. The staff will take a roll count so that every child is safe and accounted for. Infant caregivers have a plan of action so that all infants can be transported in this situation.

### **Chemical Spill**

*Direct Contact* – Evacuate to avoid fumes. Remove contaminated clothing. Flush area with cold running water for fifteen minutes. If flushing in the eye area, position the flow into the eye while holding the eye open. Notify the school nurse and janitorial staff.

*Indirect Contact* – Evacuate the area to avoid fumes. If the spill is outside, move upwind from the spill.

*Cleanup and Disposal* – Never enter a spill area alone. Spill areas should be ventilated with fresh air and directional fans that prevent direct exposure. Identify needed information to emergency personnel.

### **Severe Weather/Tornado**

In the event of severe weather or a tornado, the staff will take all children to designated areas. They will take child emergency cards and class sheets so that all children can be accounted for. A severe weather kit will be readily available for the CCC staff, equipped with a first aid kit and a flashlight.

### **Intoxicated Parents**

Although by law, we cannot restrict a parent from picking up their child, we will do everything we can to distract an intoxicated parent from taking their child into a dangerous situation. If we cannot distract a parent/guardian enough and they take their child from the CCC we will take appropriate action. Mandatory child abuse reporting laws require the staff to contact authorities if we think the child is in danger.

### **Intruders in Center**

We ask that all visitors check in with the CCC director before entering the CCC.

For some reason if an unauthorized person is spotted, appropriate action will be taken to make sure all children are safe. The staff will stay calm and contact the CCC director. An announcement will be made stating the code word telling all staff to secure children in designated areas. If possible, the children will be taken to one of the other classrooms until it is safe to return. An all-clear announcement will be made when appropriate. If needed, authorities will be contacted by dialing 911. Staff members will be given a description of the person in case reappearance occurs. The principal will issue a warning of fact sheet if needed to inform the media, parents and staff.

### **Lost or Abducted Child**

In the unfortunate occurrence that a child would turn up missing from the CCC, all CCC and school personnel would be notified and take appropriate action. A check will be done of all rooms and all entrances/exits will be monitored. The police department and the parent/guardian will be contacted immediately. No information will be given to the media. Questions will be referred to the President of St. Albert. If you have further questions regarding Crisis Management, please refer to the St. Albert Crisis Plan.

### **Health/Spreading of Communicable Disease Prevention**

All CCC staff have been trained in Universal Precautions. This is the handling of any bodily excrement or discharge, hand washing, cleanup and disposal of bloody materials or body discharges.

Children will wash their hands upon arriving at the Center, before and after meals, after toileting, and other times of bodily fluid exchange. Staff will wash their hands at arrival at the center, before and after food preparations, before and after diaper changes, after helping a child in the bathroom, before and after administering non-emergency first aid to a child. The children and employees will also wash their hands according to the Hand Washing Rules posted in each room.

The CCC also takes part in the Environment Rating Scales for Infants, Toddlers, and Preschool, which gives us extra rules for disease prevention.

### **Immunization Requirements**

The State of Iowa requires that we keep health records and immunization records. Please complete these forms and have the child's physician or other medical personnel sign them. These forms are intended to protect your child, so please help us keep them updated.

### **Licensing**

The CCC meets the requirements of state health, fire and building regulations. We hold a license from the Department of Education. We also adhere to the QRS (Quality Rating Scale of Iowa) for room and playground space, staff to children ratios, and the type of program equipment and learning materials used.

### **Child Care Center Emergency Closing**

Department of Education requires an operating child care center to have electricity, running water and a working phone. In the rare circumstance of any of the listed situations occurring, a plan will be implemented to contact parents of the center closing. Please listen to local television stations for any closing of the CCC. (3/6/7)

Reminder: the CCC will be open on days of school cancellations due to bad weather. *Only in extreme weather situations, would the center close. For example – if staff and/or the director are physically unable to get to the center.*

### **Amendment of Rules and Regulations**

The rules and regulations contained herein are not inclusive. Other rules and regulations may be posted in and about the CCC and will be binding as if set out herein in full. The CCC, from time to time, may adopt and/or amend the established rules and regulations or policies, not herein covered, and all enrolled participants will be obligated to observe these policies.

## Parent Handbook Agreement

Please read the parent handbook and arrange a time with the center director to go over any questions.

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I, \_\_\_\_\_ have read the SKJCCC  
Mother – print first and last name  
Handbook and I agree to abide by all rules stated.

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Mother's signature

Date

I, \_\_\_\_\_ have read the SKJCCC  
Father – print first and last name  
Handbook and I agree to abide by all rules stated.

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Father's signature

Date