

# Parent Handbook

## Moonbeams Preschool and Daycare

Lic. # 013419672

John M. Moon

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# **Provider Information**

## **My Child Care Philosophy/Mission Statement**

### **Mission Statement:**

The Moonbeams Preschool and Daycare program works hard to continually place children at the forefront and thinking behind our daily program. We are a rich blend of play based and focused academic activities that strive to deliver a safe and solid educational experience for 3 and 4 year old children through direct teacher led instruction, imaginative play and focused activities providing children their own individual choice.

### **Philosophy of Education:**

While we believe all children can learn, Moonbeams feels that effective instruction happens when there is a clear instructional plan in place. For example, the alphabet is not directly “taught.” Rather, many opportunities are extended for children to “discover” and “interact” with letters on a daily basis. The same holds true for math instruction where children build mathematical understanding of number concepts through manipulatives, math games, calendar activities and discussion. During your visit, Moonbeams will be more than happy to discuss the curriculum and provide concrete examples of instruction, lesson plans, review materials that will be used and answer any questions that you may have.

## **My Qualifications**

Formed in 2008, Moonbeams Preschool and Daycare is a dream come true for director John M. Moon. John found a love of learning and a passion for early childhood education while becoming a preschool teacher in urban Washington, D.C. He realizes that as a male educator, he serves as a positive role model for children in his care allowing them the opportunity of having an early school based experience under the supervision and guidance of a passionate educator who just happens to be a man.

John has 12 years of early childhood and elementary school aged experience having taught preschool as well as grades 2, 3 and 4. He has also served in the capacity of assistant principal for summer school with Arlington Public Schools in Arlington, VA. Upon moving to the Bay Area in 2007, John worked for Mt. Diablo Unified Schools in the capacity of a library media specialist for grades 1-5 as he set up his home based preschool and daycare operation. Mr. Moon holds both a state of Virginia teaching credential (PK-6) and an administrative credential (PK-12) as well as two Master’s Degrees, the first in Instructional Technology for Educators and the second in Educational Leadership and Administration. He is also trained in first aid and CPR. His extensive coursework, countless hours of classroom based experience and ongoing professional development allows him to offer a clearly planned and implemented program where your child will grow and prosper under his care and supervision.

## **My References**

Please refer to the reference letters attached at the end of the Client Visitation Packet that you received on your visit for more information. I am also happy to provide you with additional

email addresses and phone numbers for references not listed in the Client Visitation Packet.

## **Licensing and Liability Insurance**

- I am licensed by the Community Care Licensing Agency and operate a family child care home in compliance with the laws of the state of California. My license is #013419672.
- A summary of the licensing requirements and family child care regulations for my business is available upon request.
- A copy of my license and other pertinent information related to my family preschool and daycare business is posted for your review on the bulletin board in the hallway by the classroom door.
- My licensed capacity as specified by state regulations is:
  - Max. Cap: 6 – No more than 3 infants or 4 infants only.
  - Cap: 8 – No more than 2 infants, 1 child in kindergarten or elementary school and 1 child at least age 6.
  - Client Groups Served: Children/Infant
- My licensor's name is Michelle (Shaunie) Hinlet-Rico and you may contact her at 510-622-2602.
- I carry business liability insurance for my child care business.

## **I Am a Mandated Reporter**

- I am a state-mandated reporter and am required to report any suspected cases of physical or sexual abuse or neglect.
- If I have reason to believe that your child has been abused or neglected, I will report the situation to my licensor or to the local child protection office.
- To report a suspected case of child abuse or neglect, you can call Community Care Licensing Division at 510-622-2602. More reporting information is posted on the bulletin board next to the parent/caregiver sign-in/sign-out table.

## **Employees/Substitute Caregivers**

- Occasionally I may need to hire a substitute child care provider because of:
  - an appointment that cannot be made before or after the child care hours
  - a child care professional meeting
  - training
  - death in the family
  - an emergency
  - illness
- When I hire a substitute provider to care for the children in my absence, I will do a background check and I will require the substitute to have the following training and/or experience: CPR/First Aid and Early Childhood Education Units.
- When I need to use a substitute provider, I will notify you at least one week in advance, except in the case of an emergency, illness or death.

## **My Privacy Policy**

- I will do all that I can to protect your family's privacy and will abide by the state privacy law. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information. I also ask that you respect the privacy of my family by not sharing any information you learn about my family without my written permission.
- You may contact me during the hours that my business is open, Monday through Friday as well as before and after from 7:15 am until 7 pm if necessary. If I am not available, please leave a message or send me an email (john@moonbeamspreschool.com) and every effort will be made to get back in touch with you within 24 hours excluding holiday and vacation times when Moonbeams Preschool and Daycare is closed.
- If you have additional questions, concerns or needs that must be met, an agreed upon time to discuss such matters will be arranged if these items can't be addressed during the times allowed.

## **I Do Not Discriminate**

- Moonbeams Preschool and Daycare does not discriminate based on race, gender, gender preference, education, income, color, sex, disability, national origin, sexual orientation, or public assistance status.

## **Children with Special Needs**

- As a former classroom teacher and assistant administrator, I have experience in caring for children with the following special needs:
  - ADD (Attention Deficit Disorder)
  - ADHD (Attention Deficit Hyperactivity Disorder)
  - a medical monitor
  - physical challenges
  - allergies
  - asthma
- I am willing to take special training to learn how to care for a child who has special needs.
- You must provide Moonbeams with written instructions if your child requires special therapy, an individualized program of instruction, or behavior guidance. These instructions do need to be prepared by a physician or therapist with help and input from the parent(s)/guardian(s)/caregiver(s)/domestic partner(s).

## **The Rules of My Home**

- There is no smoking, drinking or drug use allowed in my home or anywhere on my property.
- My personal dog is allowed in my home during non business hours. During preschool and daycare hours, my dog will not be in my home. Client's pets of any kind are not allowed in my home or anywhere on my property.
- The children who are enrolled in Moonbeams Preschool and Daycare are not allowed to play or sleep in my master bedroom. This room is off limits. The rest of the home is for them to

enjoy.

- You are not required to remove your shoes but may do so and may leave them by the front door if you choose to do so.
- In order to avoid distractions, please do not use your cell phone in my home while picking up or dropping off your child(ren). Please complete phone calls outside.

# Client Responsibilities

## Our Partnership Agreement

- We will need to work together to ensure that your child(ren) has the opportunity to develop his or her full potential.
- We agree to communicate regularly about your child's physical, emotional, social, and intellectual growth.
- You will keep me informed about any change in your child's schedule, routine, or home environment. I will do the same for any changes in the child care business that affect your child.
- You will notify me about any allergies or other health issues that your child is experiencing.
- You will provide me with any special written instructions for your child as needed; for example, about eating, napping, toilet usage, allergies, etc.
- You will provide any information about your child that will allow me to provide high-quality care, such as an I.E.P. (Individual Educational Plan) or other plans or assessments.
- I will provide you with age-appropriate written materials for your child.
- You agree to participate in an annual evaluation of my child care program.
- You agree to follow the policies of my child care program.

## My Records for Your Child

- I will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes:
  - your emergency contact information, including the name of a backup person(s) in case I am unable to reach you, and the phone numbers of the child's doctor and dentist
  - a list of everyone who is authorized to drop off and pick up the child(ren)
  - a signed and completed enrollment form
  - any special care or health requirements for your child
  - a signed consent form to obtain emergency medical or dental care
  - written permission to transport your child
- According to state law, you must provide me with updated immunization records every:
  - 6 months for infants
  - 12 months for preschoolers
  - 3 years for school-age children
  - 12 months, regardless of the child's age

## Backup Child Care

- You will be responsible for finding backup child care if I must close my business or am unable to care for your child for the day. This may include, but is not limited to, the following reasons:

- I take a vacation day.
  - I take a sick day.
  - I take a personal day.
  - There is an emergency in my family (death, serious illness, accident, etc.).
  - I must close my business due to bad weather or other emergency.
  - Your child is ill.
- You must make your own arrangements for backup child care and let me know the backup arrangement, who the caregiver is and all contact information.
  - I can refer you to the local child care resource and referral agency as a resource for finding backup child care.
  - It is your responsibility to arrange backup care, but I may be able to suggest the names of some other caregivers to help you get started. I cannot take responsibility for any problems that arise if you use one of the providers I have suggested.

## **Supplies for Your Child**

- I will ask you to provide the following items each day, labeled with the child's name:
  - A full change of clothes including underwear, socks and shoes
  - A pillow, sheet and blanket for quiet time
  - Sunscreen
  - A water bottle
  - Rainy day or winter attire (raincoat, boots, umbrella, etc.)

## **Dependent Care Plans**

- I will participate in any dependent care plan that is offered by your employer. You must provide me with the required forms and instructions and keep me informed about the deadlines required by your plan.
- I will complete the documents required by your dependent care plan, prepare the necessary receipts, and return the documentation to you at pickup time.
- If you haven't spent all the money that you have set aside under the dependent care plan by the end of the plan year, I will ask you to give the unspent money to my program, since otherwise you will lose those funds, and this will help improve the quality of the child care that you receive.

## **Bad Weather and Emergency Closings**

- You are required to notify me as soon as possible if your place of employment is closing early or will be closed for the day due to inclement weather or other emergency.
- You are required to notify me as soon as possible if you will not be bringing your child to my program due to inclement weather or other emergency.
- I will notify you as soon as possible if my program will be closed because of inclement weather or emergency. I may provide this notice the night before or in the middle of the day.

## **Grievance Procedure**

If you have any concerns or complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I am not addressing, you may contact my licensor, Michelle (Shaunie) Hinlet-Rico, at 510-622-2602.

# Child Care Program

## Activities/Curriculum

- I will conduct the following activities with the children:
  - literacy and language development activities
  - expressive or sensory art activities
  - health, safety, or nutrition projects
  - puzzles, games, or manipulatives
  - outdoor play
  - large-muscle activities
  - free play
  - field trips
  - construction and blocks
  - computer time when appropriate
  - music
  - selected videos or television shows when appropriate
  - individual quiet activities
  - dramatic play
- My program provides age-appropriate activities for 3 and 4 year old children.
- I will conduct activities that are within the abilities of each child.
- I will conduct activities that challenge each child's creative talent and imagination.
- I will conduct activities that include teachable moments.
- The activities in my program are provided in a structured, planned format.
- I offer a preschool program curriculum that focuses on school readiness in the areas of language arts and math.
- Here is an outline of a typical daily schedule in my program:

7:30-8:00 Arrival and Journal time

8:00-8:30 Morning Meeting

8:30-8:45 Singing and Dancing

8:45-9:15 Math and table top activities

9:15-9:30 Morning snack and juice

9:30-10:00 Language Arts activities and story time

10:00-11:00 Nature Walk and Outdoor Time

11:00-11:45 Lunch and Cleanup

11:45-12:15 Story and Prepare for Quiet time

12:15-2:15 Quiet time

2:15-4:00 Choice time at interest centers

4:00-4:15 Afternoon snack

4:15-4:45 Afternoon walk and exercise

4:45-5:30 Cooking, science or other special interest activity, closing circle and dismissal

## **Birthday and Holiday Celebrations**

My program follows these guidelines for celebrating birthdays and holidays:

- Children's birthdays are celebrated on the birthday or a day close to it.
- On these occasions, your child may bring a gift for the birthday child.
- I suggest the following ideas for inexpensive birthday gifts:
  - balls
  - dolls
  - coloring books and crayons
  - playdough
  - toy cars or trucks
  - games or puzzles
- You may pass out home birthday party invitations at my program.
- I will celebrate the following holidays with the children: Halloween, Thanksgiving, Christmas/Hanukkah/Kwanzaa, Valentine's Day, St. Patrick's Day and others as deemed appropriate by Moonbeams Preschool and Daycare.
- I will celebrate the changing of the seasons with the children.
- The children will be permitted to exchange gifts at Christmas / Hanukkah / Kwanzaa.
- The children will exchange valentine cards on Valentine's Day.

## **Clothing**

- You must leave an extra set of clothing for your child in their backpack that is appropriate for the season, including a shirt, pants, underwear, socks and shoes.
- Please send your child too and from Moonbeams Preschool and Daycare with this backpack each and every day.
- You must provide a sealable plastic bag for soiled clothes. Keep the plastic bag stored in the backpack with the change of clothes.
- During the winter, you will bring clothes for outdoor play, including a jacket, hat, scarf, mittens or gloves, and boots.
- During the summer, you will provide sunscreen for your child that will be stored in your child's backpack.
- If your child requires a change of clothes and you have not left any clothing, I will use other clothing that I have on hand and will charge a fee for this service.

## **Food and Nutrition**

- I will serve two snacks and one cup of juice to the children; they must bring their own bag lunches, labeled with the child's name.
- I will charge extra for food and meals that I serve to the children.
- My program includes the following approximate meal and snack schedule:

- morning snack: 9:15 AM to 9:30 AM
  - lunch: 11:00 AM to 11:45 PM
  - afternoon snack: 4 PM to 4:15 PM
- If your child has an allergy to any food or beverage, you must notify me in writing.
  - Children are not allowed to bring any gum, candy or other treats from home besides what is for lunch during lunch time.
  - You are encouraged to visit my program during mealtimes.

## **Naps and Quiet Time**

- There is a daily nap or rest period, usually between 12:15 PM and 2:15 PM.
- You may bring a special blanket or other security item for naptime.

## **Learning to Use the Toilet**

- I will accept only toilet-trained children in my program.

## **Toys**

- Children may not bring toys from home.
- Toys may be brought from home only for “Show and Tell Time” when it is scheduled.
- I am not responsible for any toys that children bring from home.
- I do not allow any toy weapons in my program.
- The children may bring books or videos from home for us all to enjoy.
- I will teach the children to pick up their toys.

## **Behavior Guidance**

- I will use behavior guidance that is fair, reasonable, and suited to the age of the child.
- I will not use any corporal punishment (spanking) in my program.
- If the behavior requires it, I will use a “time-out” to regroup using a guideline of one minute per year of age.
- If necessary, I will remove a child from the play group in order to redirect his or her behavior.
- I will use natural and logical consequences for misbehavior.
- I will identify the behavior that I wish to reward, rather than reinforcing negative behavior— for example:
  - “I like how you are using your walking feet in the house.”
  - “It was nice to ask Keesha if you could have the doll when she was done with it.”
- All behavior guidance will be done by me or under my direct supervision.
- If a child persists in problem behavior (hitting, biting, breaking toys, etc.), I will ask you to come and pick up the child from my program.
- If I have to call you three times within 2 months to pick up your child because of behavior problems, I may terminate our contract.

# Illness, Health, and Safety Policies

## Sick Child Policy

- I will only care for a sick child who has a mild, noncontagious illness, such as the common cold or a low-grade fever associated with teething.
- I will not care for a sick school-age child who would not be allowed to attend class under the school health guidelines.
- You must notify me within 24 hours if your child is diagnosed with a contagious illness or parasitic infestation, even on a holiday or weekend.
- You must advise me if any member of your family has contracted a contagious illness.
- If I become aware that your child has been exposed to a contagious disease or parasitic infection, I will notify you within 24 hours.
- Children who have the following kinds of symptoms or illnesses may not attend my program and you must make other child care arrangements:
  - a fever of 100 or higher
  - a skin rash other than diaper rash or prickly heat. (To return the child to care, you must provide a written statement from a doctor saying that the child does not have a communicable disease.)
  - diarrhea of any kind
  - vomiting two or more times in the same day
  - any parasitic infestation (lice, scabies, etc.)
  - pink eye
  - discharge from the eyes or ears
  - a runny nose with colored discharge
  - chicken pox (The child may return when all the blisters have dried and formed scabs, usually about 6 days after the onset of the rash.)
  - any other communicable disease (tuberculosis, etc.)
- If your child has any of the above conditions, you are required to notify me as soon as possible. A child will not be allowed to return to my program until he or she has been symptom-free for a full 24 hours.
- Sick children are not permitted to return to care until 24 hours after the last incidence of fever, vomiting, or severe diarrhea, or 24 hours after prescribed medical treatment has begun.
- I may also ask you to take a child home if the child isn't sick but is experiencing discomfort, such as during the last stage of an upper respiratory infection or after the first dose of an antibiotic.
- I will not send a child home who has a common cold, unless accompanied by a fever or other symptoms.
- If your child starts to show any of the above symptoms during the day, I will ask you, or your representative listed on the authorized pick up form, to come and pick up the child immediately.
- I will notify you of any illnesses that your child is exposed to in my home, including any of

the symptoms listed above.

- I ask you to use your best judgment in deciding to bring a child who may be ill to my program. Please consider the health of the other children, my family, and me. If you repeatedly try to bring an obviously ill child to my program, it may be grounds for ending our contract.
- Whenever a child enters a new child care program there is an increased risk of colds or other minor illnesses until the child's immune system adjusts to the new environment.
- If in my opinion a child is too ill to remain in care, you are required to come and pick up the child when I ask you to do so.
- I expect you, or your authorized representative, to be able to pick up a sick child within 90 minutes of being notified.
- If your child becomes ill and I am unable to reach you, I will then try to contact your emergency backup person, one of the other persons who is authorized to pick up the child or another person you have specified in writing
- If your child has a case of head lice, the child must be treated and be free of nits before returning to care. You must notify Moonbeams immediately if your child develops head lice.
- If a case of head lice is found in my program, I will notify all my clients and everyone in my home will be checked. Children must be treated and be free of nits before they will be allowed to return to care.

## **Administering Medication**

- If you would like me to administer medicine of any type or kind, prescription or non-prescription to your child, you must sign a separate written authorization for each medication. The medicine must be in its original container, labeled with the child's name and the instructions for administering it. (You should ask the pharmacist to split each prescription into two containers, one for me and one for you, each with a full label and instructions if it is prescribed medicine.)
- I must have a doctor's written permission before I will administer over-the-counter medication to children who are younger than suggested or in an amount exceeding the required dosage.
- I require a signed release from a doctor before I will dispense prescription medication to the children.
- I require written authorization before dispensing nonprescription medicine, such as Tylenol, cough syrup, etc.
- I will not administer any medication or preparations to children without your written consent, such as sunscreen lotions, insect repellents, and diapering products.
- I will accept a child who is still taking prescribed medication with a doctor's written confirmation that the child is no longer contagious.
- I will accept a child who is taking over the counter or nonprescription medicine. Please let Moonbeams know if you have given your child(ren) a dosage before care begins.
- I will document all medication that I dispense to the children in my files.

## **Immunizations**

- You are required to keep your child current with all immunizations. Each time your child is

immunized, you are required to promptly give me an updated copy of your child's immunization record or notify me so that I can update my record of your child's immunizations in my files.

- I will notify you within 24 hours if I learn that any child in my program does not have the required immunizations.
- You are required to review and update my records of your child's immunizations each year or as required by the state of California.

## **Emergency Policy**

- I teach the children about household safety and about personal safety.
- I keep near my phone a list of emergency numbers (police, hospital, and ambulance) and the emergency contact numbers for all my clients. I bring these contact numbers with me whenever I take the children on a field trip or other excursion away from home.
- You must provide me with the names and phone numbers of at least one other person to call if I cannot reach you in an emergency.
- You must keep me informed at all times of how you can be reached in an emergency, and then check your pager, voice mail, and cell phone often. If you leave work early, go to another location for the day, or vary your normal routine, you must let me know how I can contact you that day.
- If your child is involved in a serious or life-threatening emergency, I will call 911 and get immediate medical care, and then I will call you as soon as possible.
- If your child is involved in an emergency that is not serious or life-threatening, I will call you as soon as possible.
- My emergency plan includes:
  - fire drills as required by state law
  - an emergency plan for an earthquake
  - an earthquake readiness kit
  - a general emergency plan to respond to accidents
  - a safety first aid kit
- My home has all the smoke detectors and fire extinguishers necessary to comply with state fire safety laws and community care licensing regulations.
- I am required to report any child care accident that requires treatment by a physician to Community Care Licensing and my licensor.

## **Pets**

- I do have a pet yellow Labrador.
- My pet is confined during Moonbeams Preschool and Daycare hours and is not in the home during business hours.
- I do not allow or encourage the children to interact with and care for my pet as a part of the child care program.

## **Water Hazards**

- There is no swimming pool, lake, river, or body of water on or adjacent to my home.

## **Smoking, Drinking, and Drugs**

- My home is a smoke-free environment. No one is permitted to smoke in my home, either during or after child care hours.
- I do not drink alcohol during business hours.
- My employees are forbidden to use alcohol or drugs during working hours.

# Policies for Transporting Children

## Transporting Children by Car

- I will not transport children using my personal automobile.

## Field Trips

- Children enrolled in the program will walk to neighborhood locations for field trips and outdoor experiences several times a week. Weather permitting; we will walk to the park every day for outdoor play, large motor skill development and nature experiences.
- On every field trip I will carry a first aid kit and the emergency contact numbers for the parents of all the children. I also have a field trip emergency plan.
- Other types of field trips (zoo, museum) may be planned in the future. Public transportation will be used. For safety, I will ask parents to serve as chaperones.

## Persons Authorized to Pick Up and Drop Off Your Child

- You have authorized the following people to pick up your child from my program:

Name	Relationship	Address	Contact information

- You will provide me with a photo of each person on this list.
- You will update this list annually or on an as needed basis.
- You will notify me immediately of any changes in the name, address, or phone numbers of the people who are authorized to remove a child from my care.
- I reserve the right to remove anyone from the authorized pickup list for any reason.
- You will notify me in advance verbally or in writing if an authorized person will be arriving at my program to drop off or pick up a child.
- Any authorized person who arrives at my program to drop off or pick up a child must bring a

picture ID.

- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, rights of the child's guardians, rights of the child's caregiver or rights of the child's domestic partner or any other court arrangement or agreement that affects the child, you must give me a copy of that court order and paperwork.
- You must tell Moonbeams in person, email or call to notify Moonbeams in advance the night before by 6 p.m. if a child will be dropped off earlier than the scheduled drop-off time or picked up later than the scheduled pickup time, whether by you or anyone else. Early drop-off and late pick up fees will apply. Late drop-offs do not allow for late pickups.
- On the day of, you must notify me by e-mail or in writing in advance if a child will be dropped off earlier than the scheduled drop-off time or picked up later than the scheduled pickup time, whether by you or anyone else. Early drop-off and late pick up fees will apply. Late drop-offs do not allow for late pickups.

## **Pickup and Drop-off Policy**

- You, or your authorized representative, are required to sign your child in and out of Moonbeams Preschool and Daycare using the manual on the parent/guardian/caregiver/domestic partner sign in/sign out table. You must list the time you are signing the child in and out using the clock on the same table.
- You, or your approved designee, will not be permitted to be on the phone when signing in or out your child(ren).
- My first responsibility is protecting the health and safety of the children in my care. When you drop off and pick up your child I need to make sure that the child is being transported safely. Transporting a child under the influence of alcohol or drugs or failing to use an appropriate car seat creates an unsafe situation.
- If you drop off a child at my program and have not transported the child in an appropriate car seat or carrier or are driving under the influence of alcohol or drugs, I may immediately terminate our contract.
- If in my opinion you cannot safely transport a child from my home at pickup time, I will ask you not to take the child and will propose the alternatives listed below.
  - I will call one of the people who is authorized to pick up the child and ask that person to transport the child.
  - I will call a cab to pick up you and your child. You will be responsible for paying the cab fare.
  - If you have failed to bring an appropriate car seat for the child, I will ask you to drive home without the child and return with an appropriate car seat installed in the car. I will not charge a late pickup fee under these circumstances for the first offense. After the first offense, late fees apply.
- If you refuse to agree to an acceptable alternative and insist on taking the child, I will immediately call the police and report the unsafe situation.

## **Transporting School-age Children**

- School-age children are not allowed to leave my program on their own; they must be picked

up by a parent/guardian/caregiver/domestic partner or other authorized person. They must be signed out using the sign out sheet on the parent/guardian/caregiver/domestic partner sign-in/sign-out table. You must list the time the student(s) are signed out. Late fees apply to all children.

- You are responsible for picking up a school-age child, or your child no matter what their age from Moonbeams due to illness.
- I am not willing to pick up a school-age child from school due to illness.
- You may not list me as a contact in case of illness or injury to the child during the school day.
- I am not willing to take the responsibility of accompanying your child to and from the nearest bus stop each day.
- I am not responsible for taking your school-age child to and from the bus stop.
- I do not transport any children at any time for any reason.

By signing my parent and policy handbook, you indicate that you have read my policies and agree to follow them. You also agree to follow any new policies that I make in the future. I reserve the right to make changes to my policies without notice.

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Parent/Caregiver/Guardian/Domestic Partner Signature

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Date of signature

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Parent/Caregiver/Guardian/Domestic Partner Signature

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Date of signature