



Parent Handbook 2009-2010

CrossPoint Christian School is an integral part of CrossPoint Community Church. CrossPoint is a community church affiliated with The Lutheran Church-Missouri Synod, a Biblically conservative branch of the Lutheran Church. CrossPoint stands on the authoritative Word of God and upholds moral life values. Crosspoint Christian School provides programs for young learners two years of age through kindergarten.

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TABLE OF CONTENTS

	page number
Mission Statement	4
Philosophy	4
Goals and Commitment	4 - 5
School Calendar	5
Non Discrimination	6
Federal Tax EIN	6
License	6
Reporting Child Abuse and Neglect	6
Operation Policies	6
Hours of Operation	6
Daily Admission	6
Procedures of Release of Children	7
Enrollment	7
Staff and Student Ratio	7
Program Fees	8
Registration/Supply Fee	8
Tuition Schedule	8
Refunds/Withdrawal	8
Holidays/School Closings	8
General Information	9
Curriculum	9
Field Trips	9
Personal Items	10
Parent Volunteers	10
Lost and Found	10
Birthdays	10
Balloons	10
Custody Issues	10
Dress Code	10
Class Supplies	11

TABLE OF CONTENTS (continued)

Parent/School Partnership	11
Parent Responsibilities	11
Parent Visits	11
Teacher/ Parent Conferences	11
Security	11
School Entrance	11
Parking	11
Nutrition	12
Snacks	12
Lunch	12
Food Allergies	12
Health Policies	12
Illness Procedures	12
Contagious Diseases	12 - 13
Emotional Well-being	13
Injury Procedures	13
Vision and Hearing	13
Medication Policy	13
Immunizations	14
Hold Harmless Release	14
Discipline and Guidance Policy	14 - 15
Biting	15
Trial Period/Removal Policy	15
Forms	15
Inclement Weather/ Natural Disaster Procedures	16
CrossPoint Christian School Staff	16
Training & Staff Development	16
Children with Disabilities	17
School Board	17
Worship Opportunities	17
Parent Acknowledgement	18

Mission Statement

The mission for CrossPoint Christian School is to:

1. Provide growing, nurturing community where each child
 - A. develops physically, socially, emotionally, intellectually and spiritually
 - B. receives positive interaction in a loving Christian environment
2. Reach out to families and assist them in their daily walk with Christ by
 - A. developing and maintaining a strong partnership between school and home
 - B. helping build families who bring Jesus Christ to the world

Philosophy

Each child is a special creation of God. Each child comes to CrossPoint Christian School with a unique understanding of the world, family lifestyle, physical, emotional and intellectual needs. CCS's goal is to provide a Christ-centered nurturing environment where each child will receive the special gift of positive self-esteem built on the foundation of God's love enabling them to learn and grow both mentally and spiritually.

CCS staff will exemplify Christ's love to all his children. They will assist all our young learners in their daily walk with Christ. When a child feels secure in a learning environment, that child is able to explore, investigate and learn about God's beautiful world. The CCS staff serves to provide each child with this special security enabling all the opportunities that flows from it.

Goals

Children learn best by being actively involved in the learning process. To foster learning, interest centers that promote investigative learning are present in all the CCS classrooms. Manipulatives and materials that stimulate young minds are readily available at all times.

The CrossPoint Christian School curriculum goals are as follows:

1. To provide a Christ-centered knowledge base
2. To develop positive self-concept at the primary level and beyond
3. To encourage both oral and written language development
4. To encourage physical development
5. To encourage spiritual development
6. To stimulate emotional and intellectual development
7. To encourage creative expression

Our Commitment

CrossPoint Christian School is committed to provide the community with an age-appropriate Christian learning environment, reaching all children regardless of race, nationality or creed.

We care about the children we serve and want to share our love of Jesus Christ, our Savior, with them and their families.

Our Strengths:

- A qualified staff equipped to guide, motivate and further develop the unique qualities of each child.
- An “Open Door Policy” that encourages parent to visit and observe the learning process.
- Accreditation by the National Lutheran School Association, recognized by Texas Commissioner of Education
- Licensed by the Texas Department of Protective and Regulatory Services



Calendar

School Year

The Katy Independent School District (K.I.S.D.) schedule will be taken into consideration when establishing the CCS school year. Start dates will be announced at registration (pending the release of the K.I.S.D. calendar). Included is a copy of the KISD School Calendar and CrossPoint Christian School calendar. Please keep these available to be aware of school closings and holidays.

Non Discrimination Policy

CrossPoint Christian School will not discriminate against any person with reference to sex, age, race, religion, national origin, handicaps or disabilities. CCS will accept children in compliance with the American with Disabilities Act (ADA), its regulations and any other applicable local state or federal laws pertaining to the provision of services to those with disabilities. However, due to financial limitations, i.e. funding for additional staff, or special education training for staff, there may be situations in which enrollment of student with a disability would constitute an undue burden on CrossPoint Christian School. Each situation will be handled on a case by case basis during any school year.

Federal Tax EIN Number

CrossPoint Christian School is a non-profit ministry of CrossPoint Community Church. Our Federal Tax Employer Identification Number is **76-0533376**.

License

CrossPoint Christian School is licensed by the state of Texas. The current licensing report is located in the glass cabinet located outside of the school office. A copy of the State Licensing Minimum Standards is located in the School office for review. The Texas Department of Health and the Texas Department of Protective and Regulatory Services have the authority to inspect and audit CCS records without prior consent in accordance with licensing procedures.

The local licensing office address is:

P.O. Box 16017 (182-6) Houston, TX 77222-6017 Phone # 713.940.5200

Reporting Child Abuse & Neglect

CrossPoint Christian School is required by Texas Law to report any suspected cases of child abuse or neglect to the confidential Child Abuse Hotline. 1.800.252.5400

www.txabusehotline.org

Operation Policies

Hours of Operation

The current hours of operation are Monday - Friday from 8:45 a.m. - 2:30 p.m.

Daily Admission

The doors to CrossPoint Christian School will open at 8:30 a.m. Parents sign their child in at the designated colored blanket in the common area with their teacher. The day begins with devotions in the common area at 8:45 a.m. After devotions, the teachers and students walk to their classroom. Parents and children arriving after 9 a.m. need to sign-in at the school office and CrossPoint staff will walk them to their classroom. It is important to have your child at school on time so they don't miss out on important beginning of the day experiences.

Procedure for Release of Children

The morning program ends at 11:45 a.m. and the afternoon ends at 2:30 p.m. The parent or other designated person signs their child out at the classroom.

The Daily Attendance Form will require that each child be signed in and out of school daily. A five- minute grace period will be granted for late pick-ups. Parents must stop in the office and pay a late charge of \$10 per every fifteen minutes, or any portion of a fifteen- minute period, per child. The office should be contacted if there are extenuating circumstances that may prevent prompt arrival time.

Children will be released only to people named on the CCS enrollment form. Parents must advise the school office in writing if a person picking up a child is not listed on these forms. Driver's license numbers are required of all people designated to pick up children at CCS and will always be checked before releasing a child.

Anyone coming into the school wing must enter through the main school entrance. *Parents may not enter the school through the back south west door of the building.*

Enrollment

Each child is enrolled on a first come first served basis depending upon availability. To register a child a parent must fill out an application for registration form and pay the registration fee to secure their child's place. Other forms that need to be completed are sent in June for currently registered students. (See Forms, for a list of necessary forms) All forms along with a current copy of their immunization record are due in the school office by August 1st of the current school year.

Early registration is the first of February for returning families, second week of February for alumni families, and mid February for new families.

Staff and Student Ratios

The current staff to student ratios are:

Young Twos	2 Teachers to 10 students
Older Twos	2 Teachers to 12 students
Threes	2 Teachers to 14 students
Fours	2 Teachers to 16 students
Year to Grow	2 Teacher to 12 students
Kindergarten	1 Teacher plus assistant to 18 students

Program Fees

CrossPoint Christian School is a non-profit ministry of CrossPoint Community Church. Fees are established by CrossPoint Christian School Board and the Management Team of Crosspoint Community Church.

Registration/Supply Fee

There is an annual non-refundable registration and supply fee for each child that covers the cost of art materials, and most basic classroom supplies.

Tuition

Taking in consideration all holidays, tuition is divided into 9 equal payments. The tuition schedule is as follows:

<u>Payment Due</u>	<u>Payment Late</u>
August 1, 2009	August 10, 2009
September 1, 2009	September 9, 2009
October 1, 2009	October 9, 2009
November 2, 2009	November 10, 2009
December 1, 2009	December 9, 2009
January 6, 2010	January 14, 2010
February 1, 2010	February 9, 2010
March 1, 2010	March 9, 2010
April 1, 2010	April 9, 2010

A twenty-five dollar late fee will be added to your payment if received after the scheduled late payment. If payment is not received by the last day of the month, then the student will not be permitted to return to school until payment has been made in full. If there are extenuating circumstances, see the director. A twenty-dollar fee will be added for all returned checks. Tuition is due regardless of occasional absences. Refunds, credits, or make-up days cannot be granted.

Tuition Refunds/ Withdrawal

A written two weeks notice is necessary in the event of an early withdraw from the program. Children will be automatically withdrawn on the date stated in the written notice. If withdrawing due to a serious illness/job transfer, half of the initial August payment will be given.

Holidays and School Closings

Holidays and School closing have been considered when tuition is set, so no refund is due for holidays, school closings (including staff development) or an inclement weather day(s).

General Information

Curriculum

Faith Alive, our Bible curriculum, is used for all age levels. It is a highly visual and activity oriented program that helps communicate the Word of God at an appropriate age level. Each week our young learners are introduced to a Bible story, basic Christian concepts, and a weekly Bible memory verse. Every morning the children meet together for morning devotions, which include singing and praying before they go to their class. A member of the church staff shares with the children during morning devotions once a week. Parents are encouraged to join us for our morning devotion time.

Our basic letters and sounds curriculum comes from Leap Frog (**Frog Street Press**). Activities from Frog Street Press offer a variety of methods for learning basic skills. These activities capture the attention and appropriately address the learning styles of the children.

Count on Math (for 2 year olds) and **Saxon Math** (for our 3 year olds - Kindergarten) is our basic math curriculum. This is a developmental approach that allows children to build on their understanding in a logical sequence. Our math curriculum offers hands-on, concrete experiences that give children opportunities to experiment with and to internalize new concepts.

Creative Literature Implementation Program (**C.L.I.P.**) is another way of bringing literature in the classroom. Each age level has a special literature book for every month. This is a whole language approach to learning. The teacher pulls ideas from cooking to science to social studies from the C.L.I.P. book.

Music & Movement is developing large gross motor movement, rhythm, music and more. Every class will get Music & Movement once a week.

In Spanish, children learn basic vocabulary: colors, numbers, family members, greetings and more. Older twos - Kindergarten attend Spanish class once a week.

Gardening is also a highlight of our learning environment. Three large planting areas in the shape of crosses are for the students to experience part of Gods creation.

Dramatic play, cooking, water table, hands-on science and art activities are a few of the age appropriate **learning centers** that are available in the classroom.

We also offer Afternoon Specials to enhance the learning experience: Passport To Fun, Art, Spanish, Science Club, Storybook Drama, Tumbling & Yoga, Book and Beyond and Gardening are available for 3-5 year-olds; Busy Being Three is available for 3 year-olds; Enrichment for 4-5 year-olds; Nibble & Nap for 2 year-olds.

Field Trips

Supervised field trips to settings of interest are scheduled for our 4 year olds, Year To Grow and Kindergarten. A Release to treat/ Permission to participate form must be in each student's file and a signed permission slip for each trip must be completed before a student may participate. All students are required to wear their school T-shirts on all field trips.

Personal Items

CrossPoint Christian School is not responsible for personal items brought to school. Students should leave personal items at home except at the request of the teacher. Clothing and book bags must be labeled.

Parent Assistant League

Our Parent volunteers are led by Parent Assistant League (PAL). These volunteers help out in the school and plan special events. Parents are encouraged to get involved. PAL is a great way to meet other parents in the school and get connected.

Lost and Found

Children's clothing and personal articles need to be labeled with their name. "Found" items without a name will be placed in the Lost and Found. Unclaimed Lost and Found items will be donated to Katy Christian Ministries or other charitable organizations.

Birthdays

Parents wishing to celebrate their child's birthday in the classroom with a treat should consult with the teacher in advance. Birthday parties are not to be held at school. Birthday party invitations need to be mailed to individuals and not handed out at school.

Balloons

Balloons are a major factor of childhood choking. Balloons will not be allowed in the classrooms or be available for play.

Custody Issues

In the case of dual family relationships, CrossPoint Christian School requires a certified copy of the current custody order. This information is kept strictly confidential. If custodial conflict of any kind exists, please ensure that the CCS Director has been provided with copies of any pertinent legal documentation, i.e., a restraining order. The individuals designated by the custodial parent to pick up his/her child in case of any emergency will be the only people the child will be released to under any circumstance. These designated individuals must produce a photo driver's license, which must correspond with the driver's license number noted on the emergency contact card.

Dress Code

CrossPoint Christian School students should wear closed-toed shoes at all times for safety purposes (no flip flops, sandals or crocks). Clothing should be modest and appropriate for playground and gym play. Girls should wear shorts under skirts and dresses for modesty.

Class Supplies

Most class supplies are provided by the school. Each child will be provided with a school bag. Each teacher will provide parents with a classroom wish list of items that they will use in the classroom. Providing items on the teacher's wish list is voluntary.

Parent/School: A Partnership

"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk with them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:6-7

Parent Responsibilities

A positive team effort is the key to success at CrossPoint Christian School. CCS serves the needs of young learners throughout the community and respects the uniqueness of each child, therefore, a parent/school partnership is essential. CCS encourages parents to participate in the enrichment and education of their child. We are committed to providing young learners with a loving, Christ-centered learning environment. These principles would ideally be practiced at home.

Parent Visits

Parents may visit at any time during the school day. Please stop by the CCS office and sign in and out of the Visitor Log and pick up a visitor's identification nametag. Parents are asked to be mindful of not interrupting the learning process.

Parent Conferences

A formal conference time is scheduled in April for 3 year olds through Kindergarten. All classes, except two-year-old classes, will be closed on conference days, and there will be no make-up days. Childcare will be available during scheduled conference times.

Security

School Entrance

Parents and children are to enter the school through the double glass doors at the end of the concourse. For the safety of the children, **the southwest doors are not to be used to enter or exit the school** and will remain locked during school hours. All visitors will be required to sign the Visitor Log upon arrival, and wear a Visitor name- tag during their visit.

Parking

Park only in designated parking spaces. Parking in undesignated parking areas prevent the visibility of children.

Nutrition

Snacks

Parents provide a snack for their child. Healthy snacks are always encouraged. The child's teacher will provide parents with healthy snack ideas. Because we cannot 100% guarantee all snacks provided will be of a healthy nature (for example special birthday treats) we are required by state licensing to ensure you understand you are providing your child's snack (and lunch if they stay for an afternoon special or are enrolled in the afternoon Kindergarten). CrossPoint Christian School is not responsible for the nutritional value or for meeting the child's daily food needs.

Lunch

Children who stay for an afternoon special or afternoon Kindergarten will need to bring a cold packed lunch from home. **Please do not send any kind of soda, foods high in sugar, or glass containers.** Try to choose from the five basic food groups when selecting food for your child's lunch.

Food Allergies

CCS takes food allergies very seriously. Consult your child's teacher when selecting snacks for your child. Teachers will inform parents of children that have food allergies or other dietary food restrictions. Avoid bringing food items containing peanuts.

Health Policies

Illness Procedures

Parents will be informed immediately if their child becomes ill at school. A staff member will supervise the sick child and a parent will be contacted. If parents cannot be reached, an emergency contact listed on the emergency contact form will be called. This individual will be asked for his/her driver's license number upon arrival. If the number does not match that on the emergency contact card, the child will not be released and will have to remain at school until the matter has been satisfactorily resolved. This is can be an upsetting situation for any child so please make every effort to ensure that all emergency contact information is thoroughly filled out. If updates need to be made during the school year please do so promptly. Accurate information is crucial during any emergency situation.

Children must be flu, virus and fever free for 24 hours before returning to school.

Contagious Diseases

CrossPoint Christian School strives to provide each child in the school with a safe and healthy learning environment. Therefore, please inform us immediately if your child becomes ill with any of the following: chicken pox, scarlet fever, hepatitis, impetigo, pick eye, head lice, measles and mumps. Parents of children in a classroom where a child has developed any of the above will be notified. A child must be flu and fever free for at least 24 hours before returning to school. A

physician's release note must be obtained for the child to be able to return to school in the case of a communicable disease.

Emotional Well-being

Please let us know if your child has or is experiencing a traumatic situation at home. The school staff will be supportive at all times. The church staff is also available to help in difficult situations.

Injury Procedures

First Aid kits are on hand in every classroom, the CCS office and the kitchen and they are taken daily to the playground. Should a child sustain a minor injury, scrape or cut, basic first aid and lots of tender loving care will be given. Sterile water and an eyecup are also available to wash sand and other small particles from irritated eyes. An incident report will be filled out and parents will be notified. **In the case of a bump to the head, a parent or emergency contact will be asked to come in and do a visible check before the child can return to class.** In the event of a more serious injury, emergency medical care will be immediately requested and parents will then be notified. If a parent cannot be reached, the child's physician will be consulted for medical advice. Make sure the school office has all current information. Make sure the school office receives all medical updates promptly. Accurate information is crucial during any emergency situation.

In an extreme emergency, 911 will be called and the child's doctor. The child will be transported to the hospital designated on the child's health form.

Vision and Hearing

Texas Department of Health requires all 4 & 5 year olds to have a new vision and hearing screening on file. It is not mandatory for 2 or 3 year olds. Parents can either have this screening done by their child's physician or when it is offered by the school.

Medication Policy

CrossPoint Christian School staff will only dispense medication for the following reasons:

- Children with severe allergies who require medication for emergencies only.
- Children who receive prescription medication on a long-term basis that is required during school hours.

Medication authorization forms are available in the CCS office. A Medication Form must be completed and signed by a parent before the Director or someone designated by the Director can administer medication.

All medication is stored in a childproof container in the school office. Please do not place any type of medication in your child's book bag. Please do not ask your child's classroom teacher to dispense medication.

Immunizations

All immunization records need to be current and on file prior to the beginning of each school year. (See recommended childhood and adolescent immunization schedule).

[Chapter §97.62](#) of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. The school will accept only official affidavit forms developed and issued by the Texas Department of State Health Services (DSHS), Immunization Branch. **No other forms or reproductions will be allowed.**

See www.tdh.state.tx.us/immunize for more information.

Hold Harmless Release

Prior to a child that is signed in and after a child has been signed out, or if you use CrossPoint's playground after hours, you must supervise your child(ren). CrossPoint is not responsible for any accident that may take place, and parents are solely responsible for any damages caused by their child after hours whether supervised by an adult or not.

Discipline and Guidance Policy

■ Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

■ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements;
4. Using brief supervised separation of time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

■ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliation, ridiculing, rejection, or yelling at a child;
7. Subjecting a child to harsh abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed;

9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Biting

Biting is a serious issue in a large group situation. Teachers will handle a biting incident in the following manner:

- A confidential log will be kept which will include the time, date, place, and the names of the children involved in the incident.
- The parents of the children involved will be informed of the incident and will need to meet with the teacher.
- If biting continues, parent of the child biting, teacher and director will come together to decide on a plan of action of what would be in the best interest of *all* children.

Trial Period/Removal Policy

CrossPoint Christian School understands that not all children are ready to be a part of our learning environment; therefore, all new students enrolled at the school are placed on a six-week trial period. However, CCS reserves the right to ask parents to remove any child, who does not conform to school policies, at anytime during the year. A child who exhibits disruptive and /or aggressive behavior will be guided and observed by the Director, teacher and teacher's assistant. This team will meet with the child's parents to offer help and guidance to promote a joint home and school team effort. CCS encourages parents to be cooperative and abide by the school's decision to do what is best for the children at all times.

Forms

The following forms are needed for your child's file:

1. **Registration Form** stating current address and emergency contact information.
2. The **Help Us Know Your Child Form** will assist teachers and support staff to know and understand your child more quickly.
3. The **CCS Annual Health Form** will require a physician's signature. Each child's school file must contain a physician signed annual health form.
4. A **Photograph and Directory Authorization Form** must be signed granting or not granting permission for CCS to use photographs, likenesses for video presentations, class/school directory and promotional information.
5. **Parent Handbook Acknowledge Form** stating that parent/guardians read and understand the contents of this handbook.

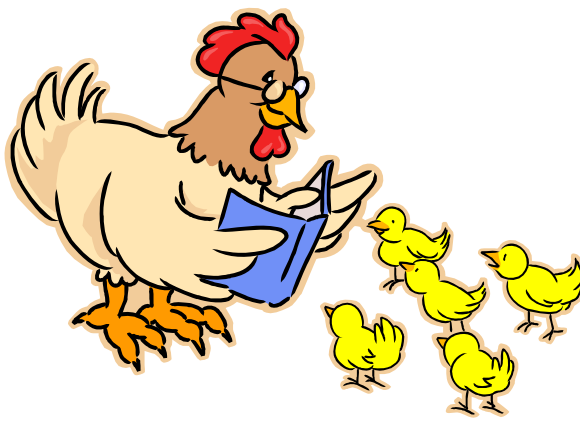
Inclement Weather/ Natural Disaster Procedures

Inclement Weather Procedures

CrossPoint Christian School will follow K.I.S.D. with reference to school closure due to inclement weather conditions. Please consult radio and television stations for official word concerning K.I.S.D. school closures.

Natural Disaster Procedures

In the event of a natural disaster, children and staff will be evacuated from the building to a safe area located South of the school playground. CCS staff will conduct a fire drill monthly and natural disaster drill semi-annually. These drills help the children become acclimated to emergency situations in a non-threatening way.



CrossPoint Christian School Staff

All CCS staff is required to have a background in educating and experience in working with young children. They also possess a love of Jesus Christ, our Savior.

Training & Staff Development

Professional growth is important for all CCS staff since it enables them to stay on the cutting edge of early childhood education standards. CCS staff and Director are required to have 20 hours of early childhood education and staff development training each year.

- CPR and First Aid training are provided annually.
- Pre-Employment Requirements are Orientation Training; Pre-service Training; A statement of well-being; Notarized statement of non-participation in a felony.
- Each employee must pass a thorough criminal history background check conducted by DFPS.

Children with Disabilities

CrossPoint Christian School will accept children in compliance with the American with Disabilities Act (ADA), its regulations and any other applicable local state or federal laws pertaining to the provision of services to those with disabilities. However, due to financial limitations, i.e. funding for additional staff, or special education training for staff, there may be situations in which enrollment of student with a disability would constitute an undue burden on CrossPoint Christian School. Each situation will be handled on a case-by case basis during any school year.

School Board

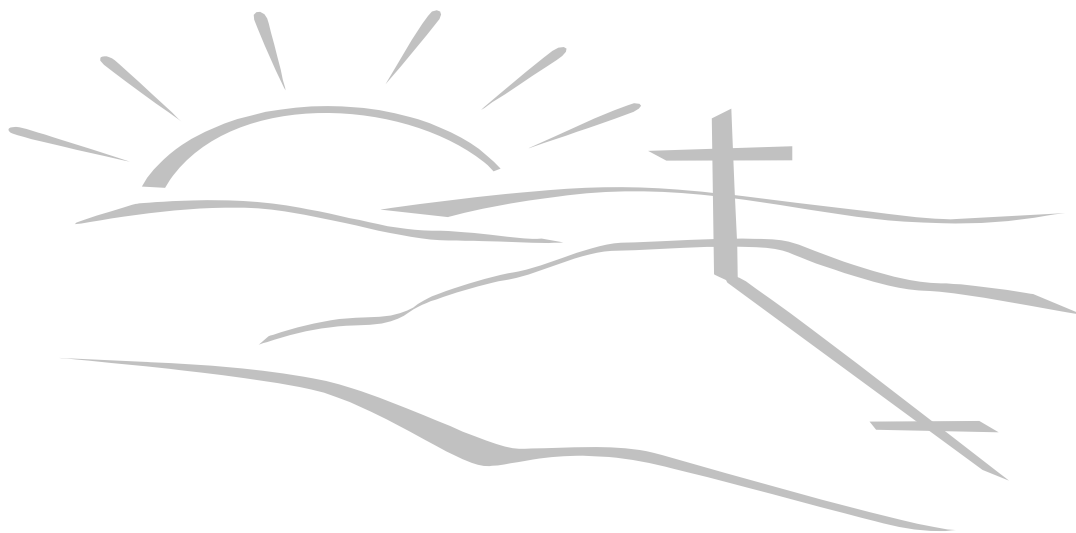
The School Board ensures a unified ministry of CrossPoint Community Church. The Board develops policies that assist the director in daily operation of a Christ-centered program and maintains the school's focus on its mission, purpose, and philosophy.

Parents will be informed of new policies and policy changes by a written notice home and will be posted by the school office.

Worship Opportunities

A warm welcome is extended to all CCS families to join us on Sunday mornings and during special celebration events. Our Sunday morning worship times are at 9:30 a.m. and 11:00 a.m. at the Westgreen Campus and at 10:30 a.m. at Seven Lakes High School. On the third Sunday of the month CrossPoint Community Church celebrates the Lord's Supper.

CrossPoint has wonderful resources available for the families and friends of CCS. CrossPoint has a dynamic Children's ministry, Youth ministry, Home Study groups, Outreach programs, fun Community Activities and a dynamic uplifting worship. These are but a few of the ministries designed to support you at anytime. We invite you to take advantage of these valuable resources.



Please tear off and send in with other school forms.

Parent Acknowledgement

As a parent of CrossPoint Christian School, I hereby acknowledge that I have received, read and understand the contents of the *CrossPoint Christian School Parent Handbook*.

I agree to abide by the policies outlined in the CCS Parent Handbook. I understand that I will be notified of any changes in policies and /or procedures and that I will take responsibility to maintain copies of these changes.

Parent /Guardian Signature _____

Parent/Guardian (please print) _____

Child's Name _____

Date of Birth _____

Note: This signed acknowledge form will be maintained in each child's school file. A separate acknowledge form is required for each child per family.