



First Rock Baptist Church Child Development Center **FAMILY HANDBOOK**

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Hours of Operation
Monday – Friday
7:30 a.m. – 5:00 p.m.

Revised July 2024

First Rock Baptist Church Child Development Center

Welcome

Dear Family,

Welcome to First Rock Baptist Church Child Development Center. It is our pleasure to serve you.

The philosophy of First Rock Baptist Church Child Development Center is based on promoting excellence by providing and creating an environment which is conducive to the social, emotional, physical and intellectual development of the child. Our goal is to provide a viable and comprehensive instructional program (ages 2 months – 5 years) leading to the attainment of knowledge, competencies and skills which, upon completion, will enable each child to function as a useful citizen as education is continued. We take pride in recognizing that all our children are special.

Feel free at any time to contact me with comments and/or suggestions to better our Center.

Thank you for choosing **First Rock Baptist Church Child Development Center**. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Patricia Bodrick,
Director

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ABOUT US

Mission

The mission of First Rock Baptist Church Child Development Center is to provide a clean, safe, and nurturing environment in which children are able to explore, create, and develop the skills necessary to be school ready and productive citizens. It is our responsibility as an educational entity to cultivate an atmosphere that celebrates the independence, spirit, and individuality of children.

Certification

We are recognized as a Gold -Tiered Center

NAEYC Accredited since 2012

Capital Quality Affiliated since 2017

Early Head Start-Child Care Partnership

Our center has a partnership with Educare DC through the Early Head Start-Child Care Partnership (EHS-CCP) grant, an award from the federal government. This grant funds a partnership with child care programs in DC's Wards 7 and 8. Within this partnership, Educare DC supports our center in meeting Early Head Start quality standards by providing coaching, training and providing services including health, oral health, nutrition, mental health, and customized supports for children with special needs. The CCP Program also funds family engagement services, designed to support parents in their journey as their children's first teacher, and engaged community leaders and advocates.

The CCP Program is designed to effectively and consistently help children maximize their learning and growth potential which includes, but is not limited to, developing and providing high quality, individualized child development services.

The CCP Program's goal is to facilitate and assist children with growth in the following areas:

- Cognition and general knowledge
- Language development
- Social and emotional development
- Physical well-being and motor development, and approaches to learning, including enthusiasm and persistence on tasks

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Hours of Operation

Childcare services are provided from 7:30 a.m. to 5:00 p.m. Monday through Friday.

Admission & Enrollment

All admission and enrollment forms must be completed prior to or on your child's first day of attendance. Based on the availability and openings, our facility admits children from 2 months to 5 years of age.

Initial Interview

To enroll a child in the Center you must have an interview with the Director. An initial interview is required in order to determine whether the Center will be able to meet the needs of both the parent(s) and the child. The interview is also an opportunity for the parent to visit the Center and ask questions. The initial interview does not guarantee the Center will be able to enroll the child, because that depends on available space and the number of persons on the waiting list.

Waiting List

If enrollment at the Center is full or if the child is under the age permitted to enroll, the child will be placed on a waiting list from the time the initial contact is made. When a space becomes available, the parent will be notified. Feel free to call us to check the status of your possible enrollment.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate based on special needs if a safe, supportive environment can be provided.

Inclusion

First Rock Baptist Church Child Development Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need (including allergies or special diet), please inform the Center Director at the initial interview. If services need to be provided at the Center, please inform the Director so that we can ensure that the needs are met.

Non-Discrimination

At **First Rock Baptist Church Child Development Center** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

All records concerning children at our program are confidential. Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies.

Staff Qualifications

Teachers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
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Teacher	Associate Degree in Early Childhood Education or Child Development Associate (CDA) Credential	2 years
Teacher Assistant	Child Development Associate Credential	1 year
Teacher's Aide	Working towards obtaining credentials	1 year

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our teachers outside the programs and services we offer is a private matter, not connected or sanctioned by **First Rock Baptist Church Child Development Center**.

Child to Staff Ratios

Children are supervised at all times. All teachers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
2 – 12 months	4:1	8
12 – 24 months	4:1	8
2 – 2.5 years	6:1	12
2.5 – 3 years	6:1	12
3 – 5 years	8:1	16

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Communication & Family Partnership

Daily Communications - Daily notes from Center Staff will keep you informed about your child's activities and experiences at the Center. Notes will be placed into your child's cubby/mailbox at the end of the day.

Bulletin Boards Located throughout the Center, bulletin boards provide Center news, upcoming events, holiday closing dates, announcements, etc.

Information Monitor – Located at the front desk once you come in the Center. Provides all announcements and upcoming pertinent information for the Center including upcoming events, holiday closing dates, important announcements.

Website - Pending

Resource Room - Our resource room provides a space for parents to have confidential private conferences, photocopy, fax, use the computer, and pick up resource materials.

Annual Calendar - The annual calendar will provide information containing special dates and Center closings.

Newsletter – First Rock Baptist Church Child Development Center Newsletter is a communication tool used to share information from the Director, Office of State Superintendent (OSSE), teachers as well as parents. Updated policies, food recipes, poems and useful information for parents.

Family Visits - Family participation is encouraged. Visit our classrooms or come along on a field trip. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

PTA – The purpose of the Parent Teacher Association (PTA) is to support the Center's policies, provide financial support for special projects, and collaborate on any concerns parents may have regarding the Center. The membership of the PTA is comprised of parents, teachers, and the Center's Director. The PTA is expected to hold six (6) meetings per school year with the first being a "Back to School" meeting. Other meetings are announced as needed. Meetings should focus on areas of concern such as child development, family relations, and fund-raising.

Conferences. Family & teacher conferences occur quarterly. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional ... regarding your child's progress at any time. We encourage you to communicate any concerns. **You are required to attend parent conferences, trainings, and meetings.**

Family Surveys. Family Surveys are conducted periodically to effectively provide quality services to our parents and students. These surveys are also conducted during the student's exit. Please feel free to ask the Director at any time if you would like to complete a survey.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. Please be mindful of rest/nap time which occurs from 12:30 p.m. until 2:30 p.m. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to educating and caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the Center for use within the Center or on our website. Written permission is obtained during the admission process. These forms are provided by the Office of the State Superintendent of Education (OSSE). If you do not want your

child photographed at any time during our activities, please provide a written consent to be kept on file within the classroom and the Director's Office.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity. A Media Release Form is included in the application package.

CURRICULUM & LEARNING

Learning Environment

We provide a quality learning environment with a curriculum that is developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curriculum & Assessment

First Rock Baptist Church Child Development Center uses the Creative Curriculum. This is a comprehensive curriculum, assessment, training, and evaluation for early childhood education. It is a practical, easy-to-understand approach for working with children and families. The curriculum focuses on meeting the child's daily routines and exposing the child to various kinds of experiences. The way you handle "hellos and goodbyes", "diapering and toileting", "eating and meal times", "sleeping and nap time", and "getting dressed" enables you to build trust in children. Experiences such as playing with toys, enjoying stories and books, connecting with music and movement, creating with art, exploring sand and water, and going outdoors provide opportunities for children to develop and learn through play.

As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress, so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families quarterly during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Developmental Screening

First Rock Baptist Church Child Development Center uses the Ages and Stages Questionnaire and the Creative Curriculum Teaching Strategies Gold. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and teachers. The Center provides referrals as needed for outside agencies such as Department of Behavioral Health (DBH) Healthy Futures, DC Strong Start, and DC Early Stages. A consultant from DBH Healthy Futures is at the Center weekly to provide additional learning tools and resources to assist teachers and parents as needed.

Outings and Field Trips

Weather permitting, we conduct 60 minutes of supervised outdoor play and/or walking trips around the neighborhood 2 times a day for all children. *A blanket permission slip will be signed during the enrollment process.*

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of childcare programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the childcare program as well as during field trips. Children are always accounted for.

Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to Center

Prior to your child's first day, you will have an opportunity to tour the Center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you. Please make sure that all contact numbers are accurate and up to date.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, teachers will allow the students to visit new classes for partial days so that they may become acclimated with the class.

Transition to elementary school

We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school upon request.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to a specific time per age group.

We may use other media outlets such as electronic learning games to introduce a new subject or encourage creative reading.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers always observe infants by sight and sound and check on sleeping infants every 10 minutes.

After lunch, all children, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. (see attachment on toilet training in the Appendix)

GUIDANCE

General Procedure

First Rock Baptist Church Child Development Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our Center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

School Rules

1. Respect Everyone – Be Kind and Thoughtful.
2. Walk in the Center except under direct supervision during inside activities.
3. Toys, extra food (i.e., candy, cookies, etc.) are only allowed on specified occasions.
4. Take care of educational materials.
5. No money is to be sent unless requested by the Center.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children.

Parents, please be aware that while it is necessary to discipline and encourage proper behavior, it must be done in a method to enforce positive behavior in the students.

Corporal punishment is not acceptable. There will be no form of hitting, spanking, slapping, yelling, profanity, or verbal abuse.

In addition, we do not allow parents to spank, hit or slap their children on the Center's premises. While parents have the right to discipline their children, we deter all forms of corporal punishment. As Mandated Reporters, we are required by State Law to make a formal report when corporal punishment is being used.

We encourage the following:

- Respect
- Redirection (A one-on-one interaction with the student to guide them towards the activity at hand)
- Talk to the student (Using firm tones to clearly communicate the expectation in the learning environment.)
- Independent Play (A time away from the collective group, that allows the student to explore freely any activity or learning center.)

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at First Rock Baptist Church Child Development Center has a right to:

- Learn in a safe and friendly place
- Be treated with respect.
- Receive the help and support of caring adults.

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. There is a consultant from the Department of Behavioral Health that provides ongoing trainings to parent and staff members.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

******TUITION AND FEES**

Tuition Fees

Tuition fees are determined by the age of the child. The current rates (effective October 1, 2018) are:

Infants (2 months – 12 months)	\$107.24 daily	\$ 536.20 per week
Toddler (1 year – 2 years old)	\$107.24 daily	\$ 536.20 per week
Pre-School (3 years – 5 years old)	\$ 66.81 daily	\$ 334.05 per week

Emergency Care Fee

Emergency Care Fee is based on the age of the child and only if space is available.

Infants (2 months – 12 months)	\$ 107.24 daily	\$ 536.20 per week
Toddler (1 year – 2 years old)	\$ 107.25 daily	\$ 536.20 per week
Pre-School (3 years – 5 years old)	\$ 66.81 daily	\$ 334.05 per week

Tuition Payment

Tuition payment is always due in advance with no deduction for any absences or holidays. Payments are due 2 weeks prior to services provided. However, in some instances, a special tuition payment agreement may be approved on an individual basis for both private and subsidized families.

If school is closed for an entire week and your child does not attend the Center during the week, you are not required to pay for that week. However, if your child attends the Center for two or more days during the week, you are required to pay your regular weekly fee. In the event of an emergency closing, parents are not responsible to pay. This does not include official snow day closings. At all other times, the normal pay schedule is in effect.

A non-refundable registration fee of \$75.00 is due upon receipt of your enrollment package application.

Tuition Payments (Tuition-Free Vacation Days)

Each child receives 15 school days for vacation purposes in a school year that can be used at your own request. These days can be used during different periods of the year but must be in a consecutive manner if a written notice is given in advance to the Director for the days that the child will not be in attendance. The tuition-free vacation days cannot be carried over from school year to school year.

Should a child withdraw for the summer only, a one-week payment is required to reserve your child's space for the upcoming school year in the fall. This payment is non-refundable and is applicable to any other fees.

Tuition Payments (Sick Days)

Payment will not be prorated or lifted because of absence due to illness, except if the absence is considered excused. An excused absence is when 1) a child is hospitalized 2) absent due to a contagious disease 3) absent at the request of the child's doctor or 4) a child is sent home by the Center's nurse stating that he/she cannot return within a full 24 hours or without a doctor's note. A written doctor's note is required to be officially considered excused.

Late Payment Charges

Late payment can pose serious problems for our program. Therefore, we have put procedures in place to reduce their impact. Note: Families with a co-payment have entered into an agreement with the Office of the State Superintendent of Education (OSSE) regarding their co-payment. Non-compliance could result in a temporary stop placement (or termination of service).

If payment is not received by the 10th day after the due date, a \$10.00 late fee will be added to your next tuition payment. If payment arrangements are not made with the Director or Manager, you will receive a written notice for stop placement.

Any payments made will be applied to the oldest charges and late fees may still apply if the account has not been paid in full by the next tuition date.

If payment is more than 60 business days past due, we will immediately enforce a temporary stop placement or termination of service until all fees are paid in full. Note: you may be in jeopardy of losing your enrollment slot.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$25.00 for insufficient funds. Two or more returned check or rejected transactions will result in your account being placed on a "money order or certified check" status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. The Center closes at 6:00 pm daily. If a child is picked up late, a late fee of \$3.00 per minute will be assessed beginning at 6:01 pm until the parent arrives to pick up the child. (For example, 45 minutes late will cost the parent \$135.00). **The late fee is not covered by OSSE, it is the parent's responsibility.** The late fees must be paid in full the next morning to the Director or Manager. **This payment is cash only. If a parent fails to pay the late fee at that time, the child cannot return to the Center until this fee is paid in full.** Please refer to the attendance policy on excused and unexcused absences!!

****Special Activity Fees**

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Emergency Care

Emergency Care is a service provided for students on an emergency basis only. These students must have the same required documents on file as the students who attend on a regular basis. The fees are the same as the established tuition and must be paid prior to the services rendered.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 9:00 AM, please call us at (202) 575-5859. We will be concerned about your child if we do not hear from you. If your child has a doctor's appointment, please notify us in advance and a written doctor's notice will be required for your child to enter up to 11:00 AM.

Vacation

While we recognize that family vacations can and will occur, the Center only approves the use of 15 school days for vacation purposes in a calendar year.

Withdrawal

A written notice, two weeks in advance, is required by the Center when a child is being withdrawn. Failure to notify may result in possible forfeiture of re-enrollment.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water, etc.) prevent us from opening on time or at all, notification to the families will be announced via Social Media or Robo Call. In the event of a school closure, we follow the DCPS and DC Government closure policy.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. **Please regularly update your child's contact information as it changes. Your child's early pick-up is your responsibility to arrange.**

DROP-OFF AND PICK-UP

General Procedure

We open at 7:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 5:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time. Anytime after 5:05 PM, please refer to the Late Pick-Up policy under the "Tuition and Fees" section of the Handbook.

Cell Phone Usage

The times you spend in the Center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at anytime while visiting the Center.

Release of Information

The Parent/Guardian who enrolled the child is the primary contact person. We cannot discuss or disclose any information without the direct written consent of the primary contact person.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing or by telephone in the event of the emergency. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. A copy will be made and attached to your child's file. Please notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 90 minutes and we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local Child Protective Services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Re-occurring situations may result in a referral to the local Child Protective Services agency and/or the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

Tender Loving Care (2 – 12 months)	Little Angels (12 – 24 months)	Care Bears (12 – 24 months)
<ul style="list-style-type: none"> • Bottles (enough for daily use) • Infant Formula (unless using formula provided by the Center) • Sippy Cup (We assist in transitioning from bottle to cup) • Diapers (8-10 daily) • Baby Wipes • Crib Sheet • Bibs (2-3 daily) • 2 complete changes of clothes (including socks) 	<ul style="list-style-type: none"> • Sippy Cup • Diapers (6-8 daily as potty training will be introduced in this class) • Baby Wipes • Crib Sheet • Blanket • Bib (to be used at mealtime only) • 2 complete changes of clothes (including socks) <p>A bottle is strongly discouraged in this class as they are transitioning to the toddler class.</p>	<ul style="list-style-type: none"> • Diapers/ Pull-Ups (4-6 daily as potty training will be introduced in this class) • Baby Wipes • Crib Sheet • Blanket • Bib (to be used at mealtime only) • 2 complete changes of clothes (including socks) <p>A sippy cup is strongly discouraged in this class as they are transitioning to the 2-year old class.</p>
Smurfs (2 – 2.5 years old)	Honey Bees (2.5 – 3 years old)	Get Along Gang (3 – 5 years old)
<ul style="list-style-type: none"> • Pull – Ups (4-6 daily as potty training will occur in this class) • Baby Wipes • Crib Sheet • Blanket • 2 complete changes of clothes (including socks) 	<ul style="list-style-type: none"> • Underwear is preferred as toilet training is frequent (1-2 Pull - Ups may be requested for naptime at the discretion of the teacher) • Baby Wipes or Flushable Wipes • Crib Sheet • Blanket • 2 complete changes of clothes (including socks and a change of shoes) 	<ul style="list-style-type: none"> • Crib Sheet • Blanket • Baby Wipes or Flushable Wipes • 2 complete changes of clothes (including socks and a change of shoes)

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Please note that this educational facility adapts the learn through play curriculum and children will participate in various activities that may soil clothing. While Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the Center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby daily for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-Found Box located in the storage area. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the Center unless they are part of a show-and-tell activity. The Center provides enough toys and activities for the children to utilize throughout the day.

NUTRITION

Foods Brought from Home

We request that you do not bring food from home into our Center. Well- Balanced, nutritional meals are provided to the students daily.

Food brought from home is permitted "During a Celebration" and only under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package and unopened.

Food Prepared at the Center

Food prepared at the Center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. According to the state regulations, we do not prepare or serve foods that contain peanut butter, peanuts, or pork.

Food Allergies

If your child has a food allergy, you must notify us in writing on the necessary Medical Substitution Form (included in the enrollment package) so that we can make appropriate substitutions. Handwritten notes will not be accepted by the USDA Child and Adult Food Care Program and substitutions cannot be made without the proper documentation.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time the dining table is set with real or disposable plates and flatware, and the food is placed in small bowls from which the children can be served or serve themselves. Family style dining is modeled in the Pre-K classrooms at this time. Everyone sits at the same table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/ staff members. Please refer to the Breakfast Policy located in the appendix.

A staff member who is trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent teacher.
- The Center provides Similac Advanced Formula for infants in the Center. If your child uses another type of formula, you will be asked to provide it.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies within the classroom. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 5 days.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

Children 12 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

HEALTH

Well Check Forms

Upon arrival and before departure, the parent will sign a Well Check Form for the student.

Immunizations

Immunizations are required according to the current schedule recommended by the DC Department of Health and the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every Month, we check with the DC Department of Health for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Office of the State Superintendent of Education (OSSE) and Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required yearly according to the DC Department of Health requirements. A copy of your child's physical should be received before child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program. Oral Health Examinations are required for all students age 3 and above.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the Center. The Center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:

- The child's physician signs a note stating that the child's condition is not contagious, and;
- The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the director's office and in the child's classroom. If there is a food allergy, the information will be posted in the kitchen and in the child's classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

Our Center does not administer over the counter medication to children. All medication to be administered must be prescribed by a physician, including topical ointments and creams.

All **Prescription Medications** should be handed to a staff member with specific written instructions for administration on a signed Medication Authorization Form. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

Communicable Diseases

When an enrolled child or an employee of the Center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hand, Foot, & Mouth Disease
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the Center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.??

Sandals and flip-flops are not appropriate for Center play and make it difficult for your child to participate in some activities. (See Appendix for Safety Attachment on Flip/Flops, Hair Beads and Other Jewelry)

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 85 °F or less than 32°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is **Code Orange** or above.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. The children are not submerged in water to spread communicable infectious diseases.

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the Center area in order to prevent injuries. First aid will be administered by a trained staff member and followed up by the School Nurse or Director in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop positive strategies for change. For safety and security reasons, the name of the biter will not be disclosed to the

family of the child that was bitten, nor will the name of the child that was bitten be disclosed to the family of the biter.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. Please remember that children tend to repeat what they hear so we respectfully request that you refrain from the use of profanity in the Center. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care and you can be barred from the Center. Any parent that demonstrates disrespect to a member of the staff (including but not limited to cursing, or threatening a staff member will result in a "Parental Barring Notice." This will prevent you from entering the Center for a minimum of one year. Other arrangements will have to be made for the pick up and drop off of your child.

Smoking

The First Rock Baptist Church Child Development Center is a Smoke-Free zone. Please keep in mind that the poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the Center are always non-smoking areas. The use of tobacco or any other substance in any form is prohibited on the Center's premises. **#SmellSomethingSaySomething**

Prohibited Substances

The use of alcohol or illegal drugs (i.e. Marijuana) is prohibited on the Center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. **#SmellSomethingSaySomething**

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation. All updated legal documentation (i.e. protective orders and custody determinations) must be submitted to the Center immediately before action can be taken.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The Child Protective Service Agency (CPS) will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our Center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our Center is fully equipped with fire alarms, sprinkler systems, emergency rolling cribs, and safety lights

Our fire evacuation plan is reviewed with the children and staff on a monthly basis. Fire Drills are conducted monthly.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort (usually the Center Director) will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Our Center policies not included in this handbook are reviewed monthly and updated as needed. They are available for review upon request to the Center director.

Breakfast Policy

Breakfast Starts at 7:30 a.m. until 8:30 a.m. In the event you cannot get here before the conclusion of breakfast, we are asking you to remain with your child in the cafeteria area so your child may eat. The Center will provide breakfast until 8:45 a.m. It is your responsibility to provide something nutritious after that time.



FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

- Parent Advisory Committee – meets 6 times a year to review progress toward annual goals.
- Home and School Committee – meets monthly to plan family events and fundraisers

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School Night
- Fall Festival
- Picture Day (Done at least three times per year by professional photographers)
- Holiday Gathering
- Book Swap

Classroom Activities: Enjoy and help your child's class with these special activities.

- Chaperone field trips
- Donate requested items
- Read to children at arrival or pickup
- Serve as a parent representative (PTA)
- Family Teacher conferences

Family/Parent Workshops: Our list of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early evenings. The invitation will be posted in the lobby and classrooms. We welcome requests for workshop topics.

- Brain Development
- Child Proofing Your Home
- Everyday Math
- Food Allergies
- How to Prepare for a Conference
- Nutrition and Exercise for Small Bodies
- Positive Guidance and Loving Discipline
- Safety in the Home
- Supporting Your Child in Times of Stress
- Toilet Training
- Value of Reading to Your Child
- Warning Signs for Developmental Delays

First Rock Baptist Church Child Development Center
4638 H Street S.E.
Washington, DC 20019

Voice: (202) 575-5859

Fax: (202) 583-2566

Ms. Patricia A. Bodrick
Director

Bertha A. Holman
Chairman

G. Freda Holland
Bookkeeper

SAFETY FIRST PARENTS AND GUARDIANS:

PLEASE BE AWARE AND TAKE NOTE OF THE FOLLOWING:

Open-toe shoes are **hazardous** to the children. Please do not allow your little one to wear flip flops/open-toe shoes to the Center. If worn, please bring a pair of closed in shoes for community walks.



ALSO

NO HAIR BEADS - RUBBER BANDS- JEWELRY



Thank you very much for your cooperation!

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Ms. Patricia A. Bodrick
Director

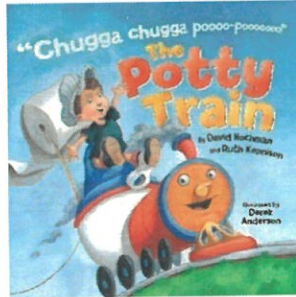
Bertha A. Holman
Chairman

Supply List

Tender Loving Care (2 – 12 months)	Little Angels (12 – 24 months)	Care Bears (12 – 24 months)
<ul style="list-style-type: none"> • Bottles (enough for daily use) • Infant Formula (unless using formula provided by the Center) • Sippy Cup (We assist in transitioning from bottle to cup) • Diapers (8-10 daily) • Baby Wipes • Crib Sheet • Bibs (2-3 daily) • 2 complete changes of clothes (including socks) 	<ul style="list-style-type: none"> • Sippy Cup • Diapers (6-8 daily as potty training will be introduced in this class) • Baby Wipes • Crib Sheet • Blanket • Bib (to be used at mealtime only) • 2 complete changes of clothes (including socks) <p>A bottle is strongly discouraged in this class as they are transitioning to the toddler class.</p>	<ul style="list-style-type: none"> • Diapers/ Pull-Ups (4-6 daily as potty training will be introduced in this class) • Baby Wipes • Crib Sheet • Blanket • Bib (to be used at mealtime only) • 2 complete changes of clothes (including socks) <p>A sippy cup is strongly discouraged in this class as they are transitioning to the 2-year old class.</p>
Smurfs (2 – 2.5 years old)	Honey Bees (2.5 – 3 years old)	Get Along Gang (3 – 5 years old)
<ul style="list-style-type: none"> • Pull – Ups (4-6 daily as potty training will occur in this class) • Baby Wipes • Crib Sheet • Blanket • 2 complete changes of clothes (including socks) 	<ul style="list-style-type: none"> • Underwear is preferred as toilet training is frequent (1-2 Pull -Ups may be requested for naptime at the discretion of the teacher) • Baby Wipes or Flushable Wipes • Crib Sheet 	<ul style="list-style-type: none"> • Crib Sheet • Blanket • Baby Wipes or Flushable Wipes • 2 complete changes of clothes (including socks and a change of shoes)

	<ul style="list-style-type: none"> • Blanket • 2 complete changes of clothes (including socks and a change of shoes) 	
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HELPING YOUR LITTLE ONE GET ON



Hello Parents and Guardians:

Potty training is a shared effort in the Honeybees class, and we will be assisting **You** as your little one transits from pull-ups to regular under garments. We encourage you to continue with the potty training at home as we potty train at school. Below are a few techniques.

- 1) Get your child ready - explain to your child that it's time to do "pee-pee" and "poo-poo" in the potty. Promote the benefits of being trained such as no more diaper rash, interruptions for diaper changing, being clean and dry. Discuss training as an important stage of growing up.
- 2) Make it fun - first and foremost, make this a game. Children will naturally resist anything which is not framed as a fun learning experience. Use play, music, toys, and stories as part of the experience to keep the child from getting bored or distracted.
- 3) Create a ritual - try to make the experience repeatable so your child knows what to expect each time and gets into the routine of sitting and staying on the potty.
- 4) Use props - use of books, toys, videos and music all help create an atmosphere of fun and enjoyment which is so essential.
- 5) Time it right - Try repeating the process every hour for 2 to 4 minutes. If you can do this close to times your child usually has a bowel movement or urination, such as just after a meal, even better.
- 6) Be prepared - If you are traveling or away from home, bring a folding, plastic adapter ring that fits onto an adult toilet seat is useful. Extra tissue and wipes will be useful in bathrooms that are short on supplies.
- 7) Give praise - give you child social praise for sitting on the potty patiently or for staying dry. If the potty routine is successful, consider some reward (e.g. special prize, book or foods) that are especially valued.
- 8) Show your child how to clean up - demonstrate how to wash hands and dry hands on a towel.

Remember that training your child takes patience and perseverance. Staying on task and being consistent send an important message to your child. Above all, don't let your child feel forced. It's important to keep the whole experience fun and enjoyable for the best results.

Thank You

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Ms. Patricia A. Bodrick
Director

Bertha A. Holman
Chairman

Well Check Form

Child's Name: _____ **Week of:** _____

At entry and departure of children attending, a well-being check will be conducted. The following apply to the process:

1. Parent or Guardian should be present during the **entire** well-being check process.
2. Teachers will inform the child that the process is to begin. If a child seems uncomfortable with the process, the parent will be asked to complete the well-being check while the teacher observes.
3. The well-being check process will include a visual examination on non-covered body parts for the detection of potential illness, bruises, scratches, and other unusual circumstances.
4. The teacher and parent must agree on the outcome of the well-being check and sign the form as evidence of such agreement.

Observation Comments

Monday AM:	Tuesday AM:	Wednesday AM:	Thursday AM:	Friday AM:
Monday PM:	Tuesday PM:	Wednesday PM:	Thursday PM:	Friday PM:

Comments:

Parent/Guardian Signature

Teacher/Administrator Signature