



1030 Guadalupe Street  
Lockhart, Texas 78644  
(512)376-5558  
(512)398-2018 fax  
[connieskidz@sbcglobal.net](mailto:connieskidz@sbcglobal.net)

# Parent Handbook

## **INTRODUCTION**

Connie's Kidz would like to think of our program as extension of your family, as a community. In order to maintain the quality of the school and to provide a superior education for our students, we are dedicated to providing training, benefits, and equitable policies that surpass those found in most facilities.

At Connie's Kidz, we believe learning begins at birth. With focused curriculum and consistent, sequenced learning, we give our children the best possible foundation upon which to build their life-long love of knowledge and learning. Therefore, we are committed to employing only the best teachers who share our vision.

Because of our commitment to our families, it is important that our families are equally committed to the school's goals, philosophy, and policies. Therefore, this handbook has been prepared to help you understand what our school expects from its families and, in turn, what you may expect from the school. With your cooperation and support, we will be able to maintain the quality for which we have been known.

## **PHILOSOPHY**

Connie's Kidz is a child development center teaching children age birth to five years old and an after school program for children age 5 through 12 years old. Our philosophy is "children come first, children learn as they grow." We focus on actively developing the child's motor skills, social development, gross motor skills, and academic learning.

Our program is geared towards the individual needs of each child. Connie's Kidz curriculum will prepare the child for entering elementary school with the appropriate knowledge base, encourage appropriate social behaviors, and provide a healthy, physical and nutritional program for life-long fitness.

The infant program focuses on early brain development and emotional well-being. The pre-school curriculum enhances readiness skills to be utilized throughout the lifetime of the individual.

## **MISSION STATEMENT**

*The staff of Connie's Kidz strive to help children develop into independent, thoughtful, and respectful individuals who have been given the freedom and opportunity to cultivate their own unique skills, talents and interests, so they might grow up to live productive and successful lives.*

## **GOVERING BODIES**

The Owners of Connie's Kidz, LLC, formed in 2002, establish policies.

The Owners and Director supervise all staff and handle the daily management of the center.

## **PROGRAM DESCRIPTION**

Connie's Kidz, LLC is a year-round school, open from 6:00am to 6:00pm, Monday through Friday, with the exception of specified holidays. We offer all-day

education and care for children ages birth through five years of age. We also provide a stimulating after school program for children through the age of twelve. Drop-in care is also available based on vacancies; all enrollment forms must be completed in advance. Payment for drop-in care is due at drop off.

Children receive a healthful morning breakfast, lunch and an afternoon snack; all meals follow the USDA nutritional guidelines.

Connie's Kidz is a licensed child care center in the state of Texas, and as such is governed by the Minimum Standards as enforced by the Texas Department of Family Protective and Regulatory Services. The web site for TDFPRS is [www.tdfprs.state.tx.us](http://www.tdfprs.state.tx.us) or they can be reached at 512-834-3215. Many of the policies and procedures developed by Connie's Kidz are based on and exceed these minimum standards. We also participate in various voluntary programs designed to recognize high quality child care, such as CCMS (Worksource Solutions) the TEEM Program (Texas Early Education Module). As well, it is the policy of Connie's Kidz to provide equal opportunity education to all families. No person associated with this school will be discriminated against because of race, age, sex, color, religion, handicap, national origin, or sexual orientation. We exercise an open door policy and invite you to drop in at any time to visit your child and parent participation is welcomed.

### **ENROLLMENT**

Your enrollment at Connie's Kidz is "at will" and, therefore, may be terminated with 10 days written notice, by either you or the school. If continued enrollment of a child presents a danger to adults and/or children, the school reserves the right to terminate enrollment with less notice. All children enrolling in the program must be able to participate in our daily activities, including field trips, enrichment classes and outdoor play. Minimum Standards mandates that all children must have an opportunity to go outside every day, weather-permitting. Of course, reasonable modification will be made for children with special needs. Special need is not be defined as a sick child. If your child is ill and requires extra attention, then the child is better served being in the comfort of his/her own home.

Certain forms are required to be on file at the school within the first week of attendance or the child will be unable to attend until are obtained.

They are as follows:

- Completed enrollment form: and changes made for authorization of pick up (No more phone calls or verbal) **must be in writing.** Written changes may be submitted to Director.
- Current immunization records
- Authorization for Emergency Medical Care Form
- Name, phone number, and a copy of driver's license of every person allowed to collect the child
- Authorization of Dispensing Medication Form
- Discipline Form
- Food Program Forms
- Acknowledgment of Parent Handbook
- Children age 4 need hearing/vision/TB test to be provided by a physician

### **WAITING LIST**

When classes become and/or remain full, Connie's Kidz retains a waiting list divided by age and classrooms. An application for, as well as a nonrefundable application fee must be submitted to the office in order for a child to be placed on the waiting list. Applications will be filed in each group; according to the date the application and fee are received. Once enrolled, the application fee will be applied to the child's one-time registration fee.

### **HOURS OF OPERATION**

Connie's Kidz is a year-round school, open promptly 6:00am – 6:00 pm, Monday – Friday with the exception of specified holidays.

Our educational program begins each day not later than 8:30am. We encourage parents to have their children in their classrooms by this time in order to fully benefit from our activities. We ask parents not to drop-off or pick-up their children during lunch and nap times 10:00 am – 2:30pm, unless they have an unavoidable scheduled doctor's appointment. This can be very disruptive to your child and to the other students in class.

**We also ask parents to not bring food in the mornings.** All food must be consumed before entering class. Too often, other children want to take the food and disputes erupt.

### **BEFORE YOUR CHILD ATTENDS SCHOOL**

A child's introduction to school influences his/her oval adjustment. The following suggestions can help make your child's school experience a happy one:

- Talk about the school in advance. Respond to your child's questions about school with simple, straightforward enthusiastic answers.
- Visit the school and become acquainted with policies and procedures.
- Bring you child by the school prior to his/her first day, to become acquainted with the surroundings, and to meet his/her teacher.

### **ADJUSTING TO SCHOOL**

- Encourage your child to go through routines and interact with other children but do not insist.
- Your child is adjusting too many new people and things right now. He/she may become fatigued more easily the first few days. You may need to adjust your schedule to accommodate his/her needs.
- Once in a while, a child cries or says he/she doesn't want to go to school. This should be discussed with the teacher who may have some helpful insights. Your child's teacher will be sensitive and quick to give whatever helps your child adjust. Soon, children who may have cried when left in the morning may resist leaving school, their friends, or an interesting activity at the end of the day.

## **PARENT/GUARDIAN – SCHOOL COMMUNICATION**

Good communication is vital to a successful experience. A variety of methods are used to keep you informed about the school and your child's learning experience. A newsletter and a parents' bulletin board are available at the school.

Conferences are held once a year, and as needed, with the teachers to discuss your child's progress, accomplishments, and difficulties at home or at the school. Should you have any questions or suggestions, please notify your child's teacher, his/her supervisor, or an administrative staff member. Open lines of communication will enable us to provide you with the service you expect and value.

**Please help keep our contacts records current.** *If any of the following information should change, please notify us so we may update your records:*

1. Phone numbers where you can be reached during the day. **It is vital that we have correct phone numbers.**
  2. Addresses at home and at work.
  3. Names of authorized persons who may be contacted in case of your child's illness or injury.
  4. Any change in your child's home schedule or routine.
  5. Names of persons authorized to pick up your child in the event you cannot.
- Please let us know of any changes in your child's daily routine. **All information is strictly confidential.** It is important that we build and establish open lines of communication at all times.

## **CLASSROOM ATTENDANCE**

Parents are required to accompany their child(ren) to and from the classroom. Please sign in and out of the classroom log each day. Teachers must know exactly who is in their care at all times. Notify the teachers when taking your child from the playground. Please do not send a sibling in to retrieve your child unless they are old enough to drive and are an authorized person to pick them up and take them home.

Accompany your child to the classroom. Your child should never be dropped off at the front door. A classroom teacher will greet your child and help him/her make the transition from home to school. This provides for a smooth, safe transition for you and your child, as well as providing an opportunity for you to communicate with Connie's Kidz staff.

The teacher is required to conduct a brief health screening. The purpose of a health check is to keep children at school, not to find reasons to send them home. The health check is used to determine if any symptoms of oncoming illness are present upon arrival. The check will include a quick look at child's general physical condition and touch, to feel for a temperature. Once the health check is complete, you are free to tell your child goodbye and leave the building, unless your child is ill. Parents are asked to stay with their child until the health check is completed.

If there is a new staff member, help them by introducing yourself and your child. They will learn your names as quickly as possible.

## **PARENT – TEACHER COMMUNICATION**

Young children are integrally connected to their families. Programs cannot adequately meet the needs of children unless they are recognizing the importance of the child's family and develop strategies to work effectively with families. All communications between our staff and families is based on the concept that parents are and should be the principal influence in children's lives. It is important that teachers and families communicate frequently about child-rearing practices in the home and at the school in order to minimize potential conflicts and confusion for children. Verbal and written systems are established for sharing day-to-day happenings that may affect children. Changes in child's physical or emotional state should be reported regularly to the teachers.

Conferences will be held once a year, and at other times as needed, to discuss children's progress, accomplishments, and difficulties at home and at school. Parents are informed about the program and the curriculum, and about policy or regulatory changes, and other critical issues that could potentially affect the program and/or the early childhood profession through newsletters, newspaper articles, bulletin boards, and other appropriate means.

If you wish to call your child's teacher during the day, please try to restrict calls to 12:30 – 2:30 during nap. Otherwise, our teachers are supervising and teaching the children and not free to talk. You can leave a message for the teacher to call you back during a break, or if there is an emergency, please call the director.

## **TEACHERS**

Qualified teachers at Connie's Kidz are selected and placed in classrooms based on their experience, education, and abilities to identify the individual strengths of each child. They will work to enhance these skills and develop new ones. The teacher's function is to be a guide and facilitator, nurturing your child's developmental needs. The teacher will observe and document your child's abilities, plan activities in the play areas throughout the classroom, encourage your child to practice old skills and try new ones, as well as communicate with the parent on a continual basis about his/her child's accomplishments. You will find and receive a copy of your child's monthly/weekly lesson plans prepared by the curriculum team in your child's classroom along with the class daily schedule.

Each classroom is staffed with a minimum of two teachers (some have three) per shift, keeping the teacher-pupil ratio low. Experienced and qualified teachers staff classes of all ages. Our staff is trained in first aid and Infant/Toddler/Adult CPR. Staff employees have had, or are subject to criminal background checks and FBI fingerprinting.

## **CURRICULUM**

Connie's Kidz theme based curriculum is developed with preparation for educating the children. The Pre-K Program curriculum is developed with preparation for elementary school in mind. With the teachers acting as a guide and facilitator of learning, students spend time researching and manipulating hands-on age appropriate activities and materials that pursue their own interests in the context of life in the

community and the world. Our programs are based on the idea that students learn best when they help to direct their own learning. The students and teachers discuss and explore a variety of aspects pertaining to the pre-determined themes. Our Pre-K Programs is “school ready”, and the program is supported by TEEM (Texas Early Education Module, for the University of Texas Houston).

Our program is based on researched knowledge of child development and assessment of individual needs and interests. The learning environment and activities for the children reflect our programs philosophy and goals. The use of media, such as television, films, and videotapes, is limited to developmentally appropriate programming that has been previewed by adults prior to use. Another option for activity is always available; not child is required to view the program. The staff discussed what is viewed with the children to develop critical thinking and viewing skills. Media are used as special events, rather than as regular, daily routines.

The staff is also trained to be flexible enough to change planned or routine activities according to the needs or interest of children, and/or to cope with changes in weather or other situations that affect routines without unduly alarming children.

Learning centers are areas in a school or classrooms that define a special focus or that afford a specific opportunity not otherwise possible. Centers often planned for young children may include a discovery center, pretend and learn center, construction center, library and listening center, creativity center, writer’s center, ABC center, math and science center and a special project center. Learning centers provide endless opportunities for learning. Here are just some of the skills your child(ren) develops through play:

#### Manipulative

Children learn to:

- Work cooperatively in small groups
- Develop self-control
- Demonstrate perseverance and self-discipline
- Experience pride in accomplishment
- Sort and match objects by attributes such as color, size, texture and shape
- Understand number concepts related to sequencing, serration and classification
- Develop emergent reading skill such as directionality and matching like objects
- Develop fine motor control
- Develop eye-hand coordination
- Develop visual discrimination skills
- Refine sense of touch

#### Pretend and Learn

Children learn to:

- Interact with others
- Express individuality and creativity
- Play cooperatively with others
- Understand the social expectations and attitudes of others
- Anticipate how to act in new situations
- Address fears and worries
- Demonstrate empathy for others

- Identify and plan play episodes with others
- Draw on past information and experience to solve problems
- Identify solutions to problems that arise during play
- Classify props according to common characteristics
- Arrange object according to size
- Persevere at a task
- Improve small muscle control
- Use eye-hand coordination
- Use visual discrimination skills

### Science/Math and Discovery

Children learn to:

- Appreciate nature
- Care for living things
- Explore the environment
- Increase vocabulary
- Develop and understanding of basic math concepts
- Refine eye-hand coordination
- Develop visual skills
- Solve problems
- Predict events

### Music and Movement

Children learn to:

- Participate in a group
- Develop social skills by playing cooperative musical games
- Express anger, fear, joy and other emotions through music and movement
- Recognize that music and dance express moods and feelings
- Enhance self-concept by sharing the music and dance of each child's culture
- Refine listening skills by noticing changes in tempo or pitch
- Develop creativity and imagination
- Understand new words and concepts
- Explore cause and effect
- Explore the many ways the body can move
- Develop large motor skills
- Improve balance, coordination and rhythm
- Improve small motor skills

### Sensory Center

Children learn to:

- Play cooperatively with others
- Explore social roles
- Develop pride
- See a task through no completion
- Observe materials to see how they compare and contrast
- Understand cause and effect relationships

- Observe conversation of volume
- Develop problem-solving skills
- Develop creativity
- Strengthen fine motor control
- Develop eye-hand coordination
- Improve coordination skills

### Creative Center

Children learn to:

- Express feelings
- Channel frustrations and anger in a socially acceptable way
- Assert individuality
- Experience pride
- Share and cooperate with others
- Enhance creativity
- Develop and understanding of cause and effect
- Label shapes and objects
- Solve problems
- Develop planning skills
- Develop small muscle skills
- Refine eye-hand coordination

### Construction

Children learn to:

- Work independently and in a group
- Express needs, concerns and fears in socially acceptable ways
- Share and cooperate with others
- Demonstrate pride in accomplishments
- Develop an understanding of the concepts of length, height, weight and area
- Classify and sort objects by size, shape and function
- Make use of physical principles
- Predict cause and effect relationships
- Solve problems related to construction
- Organize in sequence
- Use addition, subtraction and fraction
- Use large muscle skills; develop eye-hand coordination
- Control the placement of objects

### Library and Listening Center

Children learn to:

- Develop concern for others
- Try out different roles
- Share time and materials with others, while enhancing self-esteem the children develop and : understanding of symbols; increased vocabulary; ability to predict events

- Ability to recognize objects, colors and shapes, and understand sequence and this helps them in applying knowledge to: new situations; develop storytelling abilities; strengthen eye muscle and coordinate eye-hand movements; refine visual discrimination skills

Connie's Kidz staff is constantly learning new ways to challenge and encourage young children by attending continuing education courses. Individualized staff development plans are implanted each year to encourage staff to grow in all curriculum areas.

### **LESSON PLAN AND HOMEWORK**

Teachers have been asked to provide each family with a copy of lesson plans and "homework" (where applicable) – activities to work on at home that reinforce what we are learning in school. Try to enhance your child's learning experience by pointing out things at home that relate to the lesson taught at school.

### **CONTRACTS**

Upon enrollment, parents are required to sign a statement acknowledging receipt of the "Parent Handbook" and agreeing to the terms and policies set forth. Specifically, the acknowledgement includes an agreement to give the school a 2 weeks written notice of their intent to withdraw their child from the program.

### **TUITION**

Tuition is charged weekly; bi-weekly and monthly, tuition is due every Monday when paying weekly or biweekly, and on the first day of the month when paying monthly. Payments should be made to the front office or person in charge, or dropped in the office located in the main building. Checks should be made payable to Connie's Kidz. Please put your child(ren) name on the bottom of your check. Both parents/guardians are legally liable for the full payment of tuition unless we have a court order stating otherwise. We cannot become involved in financial disputes between parents or guardians.

***Please note, tuition must be paid in full without deduction for absences.***

### **Late Payment Fee**

Please pay on time to avoid late fees. We cannot extend credit to any family enrolled at Connie's Kidz. Late payments will be charged \$25 for the first day (Tuesday) and \$10 per day until tuition is paid in full. *If tuition has not been paid or arrangements made with the director by the Monday following a tuition due date, your child may not attend classes.* Tuition is late if not paid in full at drop off on Monday morning. If your child is absent, please make sure arrangements to get your tuition to us on time.

### Non-Sufficient Funds Policy

NSF tuition is handled in the following manner:

- Parents will be notified of their check being returned to Connie's Kidz by their bank
- Parents will be required to make restitution on the returned check, plus fees, upon receipt of notification from Connie's Kidz. *If tuition and fees have not been paid by the following business day, your child may not attend school until the account has been paid in full*
- Restitution, and late fee plus a NSF processing charge will need to be paid by cashier's check, cash or money order. NSF processing charge is \$30 and late fee charge of \$25
- All tuition payments will need to be paid by cashier's check, cash or money order if there are two returned checks during the period of one year.

### Collections

If you leave Connie's Kidz with a past due account, or if you fail to make payment for the services provided, Connie's Kidz will proceed as follows:

- A certified letter will be mailed to your home notifying you of the past due account. Payment is due upon receipt of the letter.
- If no payment is received after a week, the Retail Credit Association will be notified of the past due account.
- The account will be referred to an attorney or collection agency for collections.
- Suit will be filed in small claims court, and court costs and attorney fees will be added.
- Criminal charges may be filed for "Theft of Services" if accounts remain unpaid.
- Past due balances on accounts will be charged monthly at an interest rate of 10%.

### FEES

#### Registration/Start up fee

A registration fee is due at the time your child is accepted. This fee is used to cover the administrative cost of enrolling each child (children's files, software, computer entry of data, etc.), this fee cannot be refunded.

#### Late Pick-up

If you are going to be later than our closing time due to unforeseen difficulties, please notify the school as soon as you realize you cannot make it by closing time. Please be considerate of our staff. They need to leave on time to return to their own obligations and families. You will be charged \$15 at 6:01pm, plus \$1.00 for every minute thereafter to cover the additional overtime and administrative costs. Fees are due no later than the next scheduled day, to assure your child may continue attending class.

Any parent abusing this policy by picking up his/her child late more than two times within a month will be charged the \$15 fee at 6:01pm and \$2.00 per minute for each subsequent minute thereafter. This applies to the 3<sup>rd</sup> late pickup and all that follow within a once month period.

### *Drop-in Rates for all children*

We gladly accept drop-ins on a space available basis. Please call the office to make arrangements and to check our current rates.

LISD Holidays or Staff development drop-in fees for current school-aged enrollees: arrangements can be made for full day care for school aged children during the LISD staff workdays or holidays by signing up on a first come serve basis. Please check with the front office for our current rates. The regular drop-in rate applies to non-enrolled students. If longer term care is needed for a lengthier holiday, a weekly fee at the pre-school rate will take effect in lieu of the after school or daily rate.

LISD Holidays or staff development drop-in fees for non-enrolled school age children: arrangements can be made for all-day care for school age children during the LISD staff work days or holidays by signing up on a first-come first-serve basis. Please check with the front office for our current rates. If longer term care is needed for a lengthier holiday, a weekly fee at the pre-school rate will take effect in lieu of the daily rate.

### **NON-ATTENDANCE**

Please notify Connie's Kidz if you child will not be attending due to vacations, illness, etc. Due to financial obligations of the center, no tuition payments or parts thereof will be refunded because of absences or withdrawals.

It is very important to notify Connie's Kidz if your school age child is not attending the after-school program for any reason. All attempts will be made to locate your child if they are not on the bus when the bus drop offs at facility. If you fail to inform Connie's Kidz of the absences, you may be charged for cellular or long distances calls made to locate your child.

### **YOUR CHILD(REN)'S CLOTHING**

Busy, creative, educational activities can be messy regardless of the age of your child. We use aprons, shirts, or smocks to cover clothing during art projects, as well as using washable paints, although we cannot guarantee spills or stains can be avoided. Please dress your child in play clothing that is washable and durable so that he/she can enjoy our activities without fear of staining an outfit. If you have special appointments directly after the school day, your child's teacher will be happy to change your child's clothing prior to pick-up.

CLOSED shoes must be worn in school. For your child's safety, we ask that children not wear thongs, sandals, or "jellies" at Connie's Kidz. Sturdy closed shoes, including tennis shoes, are more suitable for climbing and running will better protect your child from injury.

Please be sure that you maintain at two emergency outfits in your child's classroom in case he/she has an accident or spills something on him/her. Be sure to label everything with your child's name. To avoid being called during the work day, this is very important.

## **DIAPERS**

Diapering and toileting are routine tasks incorporated into the program as a means of furthering children's learning while developing self-help and social skills. Personal care routines are established by each child's own bodily functions and rhythms. Staff members respond to children in ways to enhance their self-perceptions and sense of identity. These routine tasks are handled in a relaxed and positive manner on an individual basis. Vigorous attention is given to proper sanitizing of diapering and toileting areas, as well as consistent hand washing (for both children and staff), to prevent spread of infection. Staff members in the Infant, Toddler, and Transition programs will document daily eliminations for parents' information.

Toilet learning is an important part of your child's independence and self-awareness, as well as physical development. This skill can only occur when there are definite signs of your child's interest and development ability, which is dependent on his/her development pace. Toilet learning is a cooperative and consistent effort between home and Connie's Kidz, in order to provide maximum levels of success.

Children who are in the beginning stages of toilet learning will be taken to the toilet regularly to assist in establishing the conceptual development of elimination into the toilet. More advanced children will be offered frequent opportunities for toilet training, particularly after meals and before rest periods. Feedback will be provided on toilet training progress on a daily basis.

If your child is toilet training, he/she will need a weekly supply of diapers each Monday. Disposable pull-ups or cloth underwear worn in conjunction with plastic pants, are required for sanitation purposes.

## **PERSONAL BELONGINGS**

**We ask children not to bring toys to school unless the teacher has designated a "Show and Tell Day".** We find personal toys are often hard for young children to share, and toys that are lost and broken can ruin the day for both the child and the teacher. **Toy guns and swords are not allowed at school at any time.**

## **PARENTS VISITS**

Parents are welcome to visit their children as often as they would like. Windows are available to observe your child with the classroom setting. Observing your child's reactions to other children, adults and to the things he/she finds to do in school may be helpful to you in planning for guidance at home. We would also love to have you join us for school activities such as field trips, class parties, and other special events.

Please keep in mind; your visit may be somewhat confusing to your child. When he/she sees you, he/she will probably think it is time to leave. It may be helpful to explain to your child, you are visiting and will go back to work, for example, "When you class sits down for a snack", and it is time for you to leave for work.

### **OUTDOOR PLAY**

We believe in order for children to be healthy, they need fresh air and exercise. The licensing agency concurs and requires us to provide outdoor time for children every day, weather permitting. Parents are advised to be aware of daily conditions so that appropriate outdoor wear is sent to the center with your child. If your child experiences frequent ear infections, please be sure to send adequate covering for his/her ears. Children will be taken outdoors in hot and cold weather. Teachers and administration will monitor the conditions and limit the time children are outside, to assure the children are neither too hot (but this IS Texas), nor too cold.

Parents are highly encouraged to send sunscreen to the center to help prevent sunburn. Sunscreen may be applied to children's exposed skin prior to going outside, with written consent from parents or guardians. As with other medications, sunscreen must be labeled with the child's first and last name.

It is our policy if a child is too sick to go outdoors, the child is too sick to be at the center. We cannot honor requests to keep a child inside while his/her class is outdoors. This request is unfair to the teachers in other classrooms, who would have to care for your child in addition to their regular class. We must also be sure not to violate the teacher-child ratio in other classrooms.

### **ENHANCEMENT ACTIVITIES**

Sometimes our enrichment programs can add even more to your child's development. They may include dance and computer, among others. We welcome ideas from parents for services or programs fitting their needs and busy schedules.

Each provider is interviewed, and references are required to ensure the programs provided fit out high standards. These services are optional for additional fee. We make sure your child does not feel excluded if you do not wish to have him/her participate.

### **FIELD TRIPS**

We enjoy seeing children have the opportunity to learn about our community by providing exciting recreational and educational field trips. These activities are conducted occasionally for pre-school children. In all cases, we need your signed authorization for each trip. Teachers are required to prepare and submit field trip plans to the Director prior to each trip. You will be notified in advance of all scheduled trips. If you do not wish for your child to participate in a trip, he/she may remain in the Center, where it may be necessary for him/her to stay with another group. If a child should arrive at the Center after his/her class has departed for a scheduled field trip, he/she may be reassigned to another classroom until the regular class returns. Temporary classroom assignments will be based on availability and compliance with teacher-child ratios. For safety and security reasons, parents may not take children to join the field trip group already away from the Center.

### **DISCIPLINE POLICY**

We view each child as a special and unique person, deserving of our respect, care, and guidance. We use positive methods of guiding and relating to children. Learning to be a part of social group is an important learning experience for preschool children. It is often difficult for young children to balance their own needs with those of the group. For this reason, teachers of young children view guidance as a time to remain positive and supportive of the young child. Helping children learn to assume responsibility for their actions is nurtured and encouraged.

Guidance will be consistent, based on individuals needs, and direct the children toward and acceptable expression of their feelings. The goal of guidance for each child is to help learn self-control.

With this in mind, the guidance techniques teachers will use include redirecting and offering choices to children, guiding children in problem-solving methods, accepting the children's feeling while encouraging them to use words when expressing emotions, giving them a chance to try again, helping children see the consequences of their actions, as well as modifying the environment or routine to better meet the children's needs. Only after trying other techniques will the child be asked to remove him/herself from the area and/or activity where he/she can still be supervised until he/she is ready to return peacefully to the activities.

There will be no physical or demeaning punishments. If the usual guidance techniques are unsuccessful, the teachers will request a conference with the parents, to discuss the situation and help set goals for the child's behavior. Should the child's continued negative behavior put him/herself, his/her peers, or his/her teachers at risk from physical harm or, if the child damages school property, we reserve the right to ask the parents to withdraw the child from the school. While we understand the developmental Tendencies of many children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language, which other families consider offensive.

### **DISMISSAL POLICY**

Every effort will be made to resolve differences. However, Connie's Kidz may require parents to withdraw children from the school when:

Behavior aspects of a child:

- Any child who is not ready for the group experience, or whose needs cannot be met in a group setting (i.e. cannot get along with other children, unable to follow-class/school rules and teacher instructions, and/or requires one-on-one attention from his/her teacher for the majority of the day).
- A child continually places the safety of him/herself, other children or staff members at risk.
- A child with behavior problems so severe he/she cannot be accommodated within the scope of the regular program and regular staff-child ratios.
- Upon the advice of a physician.

Parental disregard for Connie's Kidz policy:

- Failure to pay tuition according to the terms of agreement.

- Consistent disregard for hours of operation.
- Failure to treat staff and/or children with respect.
- Failure to cooperate with Connie's Kidz staff in the best interest of the child, as determined by the Director and staff member.

In the event of any of the previous mentioned occurrences, the following procedure will be followed:

- Parents will be notified of the problem by the teacher or office staff as soon as possible.
- Parents and teacher(s), or administration will set up a conference for discussion of continued problem.
- A follow-up conference will be scheduled in two weeks.
- If significant improvement is not observed, parents will be asked to seek professional counseling to aid in a solution.
- Withdraw.

When a withdrawal is deemed necessary, the Director will attempt to provide parents two week notice of termination of care. If Connie's Kidz feels it necessary, we reserve the right to terminate care immediately.

### **BIRTHDAY AND OTHER SPECIAL HOLIDAY CELEBRATIONS**

Sharing a birthday is special time for children. We will celebrate each child's birthday in the classroom. Special music time, story time, snack time, and/or activities will be planned. We would be happy for you to share in this special time. (If you wish to bring treats for a special occasion, we ask that you adhere to our healthful foods policy and that you use your creativity to provide children with nutritious food and drink) Connie's Kidz will provide a birthday cake for the children whose birthday follow on a day that we are open.

If you do have a party at home, please only send invitations to school if all of the children in the class are invited. It is extremely difficult for young children to understand why they are not being included. Therefore, we ask that you not bring presents to the birthday celebration at school.

Connie's Kidz will celebrate four parties during the school year. These will include Valentine's, Thanksgiving, Christmas and Easter.

Children get excited when they know their parents are helping with a party for their classroom.

### **MEALS AND NUTRITION**

Connie's Kidz provides a healthy morning and lunch meal and afternoon snack to all children able to eat table food. Children are served a fresh fruit or vegetable for snack a least once per day, with rest of the menu consisting of other healthful foods. We also provide whole and 2% milk, and 100% juice with meals and snacks. If your child has any dietary restrictions, please notify the teacher in writing; in such cases, parents may need to bring some appropriate alternatives to our standard meals and snacks. A copy of

the menu is posted at the entrance of the day care. If parents wish to provide a lunch or snack for the class to celebrate a special occasion, the teachers appreciate at least one-week's notice. Also, we ask that any "sweets" be planned for our afternoon snack instead of lunch time.

In the infant room, children will have regular feeding schedules (i.e. breakfast, lunch and snack) in which parents list permissible food and regular eating times. All bottles and lids should be labeled with the child's name. And for our breast-feeding moms, freezer space is available for your milk. Connie's Kidz provides the cereal, fruits, vegetables and meats, each age appropriate for child.

Connie's Kidz believes very strongly that babies should be fed on demand, not on schedule. Unless specified by your doctor with a written note explaining why your child needs to be on regimented schedule, we expect that all babies will be fed on demand. Please provide adequate milk to accommodate feeding on demand.

**Meals:**  
8:00am Breakfast  
11:00am Lunch  
3:15pm Snack  
4:00pm Snack for school age children

Please make sure your child is fed if not here during these feeding times.

### **NAP POLICY**

For rest time, each child will need a 2" mat of his/her own. A towel needs to be provided and needs to be clearly labeled.

Even if your child does not sleep, he/she will be asked to lie quietly and rest during naptime. Dimmed lights and soft music may be played, and the teachers and teacher assistants will pat backs to help children relax. There is always constant adult supervision during rest time. Parents can help ease their child's transition from school to home and back by adhering to the nap schedule during weekends, holidays, and vacations.

### **HEALTH POLICY**

This health policy has been developed to meet the standards for day care centers set by the State Department of Family Protective and Regulatory Services. The purpose is to provide the parent with information on the procedures and guidelines used by the center to implement its health policy. For further information, please contact Connie's Kidz office at (512)376-5558.

### **IMMUNIZATIONS**

Children must receive all required immunizations prior to admission. Health records signed by a physician must be on file by the end of the child's first week at the center.

The required immunizations are: Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps and Rubella, Varicella (chicken pox), PCV 7.

Immunizations can be waived under specific circumstances; a notarized statement from the Texas Department of Health is required in these circumstances.

### **HEARING AND VISION SCREENING**

All children 4 years old and enrolled in a licensed facility must have hearing and vision screening on file at the center. If your child is currently 4 years old we must have this at the time of admission. If your child will turn 4 at the center, at that time you must provide this information to the center. Most pediatricians do these screenings at 4 year well checks.

### **HEALTH POLICY GUIDELINES**

If your child becomes ill at school, he/she will be given a rest mat and may be placed in an office or available area until you can pick him/her up. It is important to have alternate arrangements made for the care of your child during illness. The staff cannot allow sick child to stay at school.

You are asked to keep your child home until all symptoms of illness have passed and the child is no longer contagious. Connie's Kidz guidelines are to keep the child at home for twenty-four hours after fever and other symptoms disappear.

- Notices of contagious illness such as flu, chicken pox, etc. appearing in class, will be posted in each classroom.
- A current record of a child's physical is required for all children registered at the center. Immunizations records must be kept up-to-date and documented in center's office.
- If your child will be absent or late arriving, please call the office.

### **GUIDELINES FOR SENDING A CHILD HOME**

If a child has:

- a. an oral temperature of 100.4
- b. under the arm temperature of 99.4, the temperature will be rechecked and if the temperature remains the same the parent will be notified to take the child home.

If a child has temperature higher than 99.4 but less than 100.4 and/or has symptoms of one or more of the following, the parent will be asked to pick the child up and take them to the doctor.

- a. CHICKEN POX: slight fever, fine blisters appearing on scalp, face or body.
- b. DIARRHEA: increase or change in child's usual bowel movement pattern (two loose stools).
- c. GERMAN MEASLES: slight head cold, swollen glands at the back of the neck.

- d. HAND, FOOT, AND MOUTH DISEASE: fever, sores and blisters on the hands and feet and in the mouth. This is a viral infection.
  - e. MEASLES: runny nose, watery eyes, high fever and cough. Blotchy rash on the body.
  - f. MUMPS: pain in cheeks, swelling over jaw and in front of ear.
  - g. PINK EYE: red eyes, discharge from eyes, crusted eyelids.
  - h. STREPTOCOCCAL INFECTIONS: fever or sore throat.
  - i. MENINGITIS (Viral or Bacterial): sudden onset of fever, headache and possible vomiting.
  - j. SCARLET FEVER: fine red rash over body, fever and sore throat.
  - k. BODY/HAIR LICE: little bugs on body, itchy scalp.
  - l. RINGWORM: itchy scaly patches on scalp and body.
  - m. PIN WORM: itchy rectum, little white wiggling threads on child's bottom or in stool.
  - n. IMPETIGO: small blisters that become crusted or contain pus.
  - o. VOMITING: one instance of vomiting along with other symptoms, or two with no other symptoms usual criteria for sending child home.
  - p. RASHES AND/OR SORES: if occurs with fever, the child is sent home immediately. If rash and/or sores occur with no other symptoms but continues for two days, the child is sent home with a stipulation of seeing a physician. If rash and/or sore have been diagnosed as not contagious, but seem to be worsening again, the child can again be sent home and asked to see a physician.
2. A teacher can send a child home if his behavior indicated he/she is too ill to participate in the day's activities.
  3. Parents must pick up their child within 90 minutes of notification \*\* or arrange to have an alternative person pick up your child. Once we discover that a child is ill or infested, (when possible) we will attempt to isolate or remove the child from the classroom to help minimize the exposure to other children; however, we are not staffed to give individual care for extended periods of time. Failure to comply will result in an additional fee of \$1/per minute for every minute after the 90 minutes. \*\* (the 90 minute period begins after we have called all primary numbers given by the parents. We will leave voice mail or message when that is an option. Our teachers will record the times that they dialed each number and will record what response was received or what action was taken; spoke with parent, left message with person along with that person's name, left a voicemail message, no answer, or number is not a working number message received.) The teacher will record time of the final call and the 90 minute period will begin. If a message is left and the parent does not call us back within 15 minutes, we will begin calling any emergency numbers provided, but 75 minutes will be the time allowed without penalty fees being enforced.
  4. Please understand that when a teacher calls and informs you that your child is ill and must be picked up, she/he is upholding state licensing guidelines. We do this for the protection of all of our children. We understand that you have work to do and this it is very frustrating when your child becomes ill, but we are here to care for and protect all children. If you have any questions or concerns, an administrator will be happy to take care of them for you; your teachers are just upholding the policy of the state and of the school.

5. Obviously, it is VITAL that we have current contact information for you or alternates that are easily reached. It is the PARENT'S RESPONSIBILITY TO BE CERTAIN WE HAVE CURRENT NUMBERS IN THE ADMINISTRATION'S PERMANENT FILE AND IN THE CLASSROOM FILE. We will try every number and every email you provide. We will document every attempt in writing for you. If you would like to give us additional numbers, please feel free to stop by the front desk.
6. If you have any concerns or questions, please see the owner or the director.

### **GUIDELINGS FOR RETURNING A CHILD TO THE CENTER**

It is better to keep children AT HOME until that are totally recovered from an illness. Returning a child to the center too soon only increase his/her chances of becoming sick again since immune system had been weakened.

The following are guidelines to use to determine when your child can return to the center:

1. Children sent home because of a fever may return 24 hours after the temperature has returned to normal, off of medication.
2. Children sent home due to the following communicable diseases may return when:
  - a. CHICKEN POX: sores are dried up or crusted and no new blisters are appearing.
  - b. DIARRHEA: symptoms are absent for 24 hours.
  - c. GERMAN MEASLES: rash has faded.
  - d. HAND, FOOT AND MOUTH DISEASE: when fever is gone and sores/blisters have cleared.
  - e. MEASLES: rash has faded and child is free of fever for 24 hours.
  - f. PINK EYE: redness or discharge disappears, 24 hours after start of medication.
  - g. STREPTOCOCCAL INFECTION: 24 hours after antibiotic treatment has begun.
  - h. SCARLET FEVER: 24 hours after antibiotic treatment has begun.
  - i. BODY/HAIR LICE: after treatment with medicated shampoo according to directions and no lice or nits remain. The condition must be closely monitored for ten days; treatment must be repeated to insure success.
  - j. RINGWORM: after medication has begun and sores are covered.
  - k. PINWORM: after nails are cut. Return the day after treatment.
  - l. IMPETIGO: after medicine is given and sores are covered.
  - m. MENINGITIS (VIRAL): several days after onset of illness.
  - n. MENINGITIS (BACTERIAL): 24 hours after release from the hospital (with antibiotics given prior to hospital release).
  - o. RASH AND/OR SORES: after rash and/or sores have cleared or with a letter from a doctor stating that the rash/or sores are no longer contagious.

### **COMMUNICATION OF ILLNESS AND CONTAGIOUS DISEASES**

It is vital the school be notified when your child has developed a contagious illness, so we may notify other parents, and watch the rest of the children for symptoms. When contagious illnesses are identified among children who attend the center, a notice will be posted indicating the type of illness, symptoms to look for, and other information of interest to parents, such as the incubation period of various diseases. We do this as much in advance as possible, so you can plan for alternative care for your child should he/she become ill. Names of ill children are confidential. Only the type of the disease and related information are shared. Connie's Kidz will notify the local health department when specific communicable diseases have been diagnosed, as required by law.

If your child is ill during hours not in attendance, please let us know so we can be aware of the types of illnesses being spread within a group. If your child has been exposed to the illness of a family member or friend, again, notify us so we may watch for symptoms.

### **ALLERGIES**

We need an up-to-date evaluation of any allergies and symptoms.

### **MEDICATION**

When you bring medication to Connie's Kidz for your child, you will be asked to complete a Medication Authorization Form. Parents must sign and date the medication form before any medication can be administered. Parents must also specify date, time, and amount to be given. The TX Dept. of Family Protective Services requires all medications to be in their original containers, have current expiration dates, and in the case of a prescription, have be prescribed solely for the child receiving the medication. The label on the prescription must include the child's name, date, specific instructions on dosage, times to be given, and physician's name.

Any medication, which would ordinarily be a prescription, but is a sample given to the patient by the doctor, cannot be administered unless it is accompanied by a signed note from the prescribing physician, stating the type and name of the medication, the times and amount to be given, and the date.

All non-prescription medications must be labeled with the child's name and the date the medication was brought to the center. Non-prescription medication must be in the original container. Connie's Kidz will administer it according to label directions, if approved in writing by health personnel or the child's parent. If the dosage instructions on the medication bottle do not apply to the child's age and weight, we will require written instructions from the child's pediatrician.

All medication is to be given directly to the front office staff so it may be logged and stored properly. Medications will be stored in a secure location within the kitchen, and refrigerated if necessary. It is not safe to keep medication in a child's cubby or backpack.

All medications will administered, and documented, under the supervision of two staff members, to ensure proper amounts, time given, etc.

Parents are requested to remember to take medication home with the child each day or you may wish to ask your pharmacist to provide you with two bottles for the medication. This is especially important for those medications requiring continued administration on a consistent basis, as with antibiotics. When medications are no longer needed, the center must return them to the child's parent. The center must dispose of medication when a child withdraws from the center, or when the medication is out of date.

### **EMERFENCIES AT THE SCHOOL**

In case of illness or injury during school hours, parents will be contacted immediately. If the parent or the child's physician deems it necessary, the child will be transported by ambulance to the nearest emergency room. If it appears an accident or illness is critical, or may lead to complications, the Emergency Medical Services (EMS) will be contacted. Parents, and the child's physician names by the parents, will be notified immediately. First Aid treatment and/or CPR will be administered to children as needed. Connie's Kidz staff are trained in first aid and reviewed on a consistent basis. Written documentation of the incident will be provided to you. We review any incident to determine preventive measures to reduce the possibility of a repeat incident.

If any changes have been made in the information you furnished Connie's Kidz, please notify the school immediately. It is very important all information on your child's enrollment sheet is current. Our dated information could pose a very serious problem in the case of an emergency.

### **PICTURES**

From time to time throughout the school year, teachers and/or administrators may take pictures in the different classrooms to use for scrapbooks, projects and promotions. The school has a professional photographer that comes into the center semi-annually to take portraits. If you have objections to your child's photo being taken, please indicate so on the authorization form.

### **FUNDRAISERS**

Throughout the school year Connie's Kidz will host fundraisers for the center. The school will always inform you of our goals, and when we have accomplished them (i.e. student and teacher materials, playground equipment, books, and much more). All monies earned from the fundraising activities are used for the school and your children. Your cooperation and support is always appreciated. If families are unable to contribute financially, we encourage them to volunteer their time and skills in other ways.

### **SAFETY AND SECURITY**

It is the school's strict policy that no child is ever left alone. Children shall always be under adult supervision. Before moving to or from different areas within the center, a headcount will be taken to account for all children within that group. During the

transition from room to room, a teacher will always leave the classroom first, as a leader, with the other teacher being the last out of the room to assure all children have safely left the room. Transitions involving the outdoors follow the same procedures. Teachers will carry attendance sheets with them wherever their class goes.

Our policies and procedures for dealing with emergencies and security are carefully drafted to ensure your child's safety. We conduct monthly emergency drills for evacuation and severe weather. Evacuation plans are posted in each area of the center.

Connie's Kidz policy of **NO GUNS** on the property is strictly enforced.

### **RELEASING YOUR CHILD (REN)**

Children will be released only to authorized adults who are indemnified in the child's enrollment packet. It is your responsibility to notify the center, and to complete new forms if there are any changes. It is for the safety of your child that:

- All persons entering the center must show I.D., if requested. In addition, all visitors must sign in and out of school. All visitors will be escorted at all times while in the building.
- Always notify the center if someone other than the parent/guardian is to pick up a child. When possible, notify the center with a note stating the adult's name, date and time he/she will pick-up your child. If notification must be given by telephone, the center staff will return the parent's call, or review private information for verification.
- All persons (other than parent/guardian) authorized to pick up a child will be asked to provide proper identification, before picking the child up. His/her identity will be verified by viewing a driver's license, or other form of picture identification. This information will be recorded.
- Please maintain your child's records with up-to date emergency information. Also, be sure to let the office know if the phone number where you can be reached during the day has changed even temporarily.
- In the event of separated or divorced parents, the law stipulates we cannot determine which parent may pick up the child. We must release the children to either parent; regardless of which parent had enrolled the child **unless the custodial, enrolling parent has a court order**. In that case, we must retain a copy of the court order in our files. Parents should inform the school if there are any problems with custody of the child.
- Any time an unauthorized person attempts to pick up a child, the parent is called before the child is released. If this person acts suspiciously, or is hostile, law enforcement will be called. **No child will be released to an unauthorized person, without parental or guardian consent.**
- Parents must communicate with the teacher in charge of the child's class, that you have arrived and that you are taking your child home for the day. This is especially important on the playground when the teacher's attention is focused in a variety of directions.

We encourage parents to take the opportunity to talk to your child's teacher about his/her learning experience and accomplishments. Communication is the key to strong relationship between home and school.

**INCLEMENT WEATHER**

In the even of a sudden storm or emergency where parents are unable to reach the center, we are prepared to care for the children. In the unlikely event of the center being severely damaged and declared unsafe, plans will be made to evacuate children to safety, where they will await your arrival. Should such an emergency occur, the Director will notify you and/or post a notice at the center. Appropriate agencies will also be notified in the event of an emergency at the center.

In cases of severe or inclement weather before school hours, Connie’s Kidz will follow the LISD (Lockhart Independent School District) closing or delays. Announcements will be our answering system.

**HOLIDAYS**

Connie’s Kidz is open five days a week, year round, except for the following holidays:

New Year Eve	New Years Day	Martin Luther King Day
Good Friday	Memorial Day	July 4 <sup>th</sup> (Independence Day)
Labor Day	Thanksgiving Day	Day after Thanksgiving Day
Christmas Eve	Christmas Day	

Connie’s Kidz will be closed on the following Monday, if the holiday falls on a Saturday or Sunday. *Connie’s Kidz retains the right to alter this schedule with prior notification.*

**PARENTS CONCERNS/GRIEVANCE PROCEDURE**

First, refer to this handbook to see if the policy is explained more clearly.

A parent will discuss the concern directly with the teacher/staff involved, in a timely manner using polite, straightforwardness, discretion, and tact.

If a satisfactory resolution cannot be reached between the parent and the staff member, an appointment will be made to discuss the issue with the Director (to be held within ten day working days).

**LICENSING**

Connie’s Kidz is licensed by the Texas Department of Family Protective Regulatory Service and meets and exceeds the Minimum Standards for Child Care Facilities. A copy of these standards are on file and available for review at the front office.

Our center is licensed to serve 106 children, ages birth to 12 years of age. The children are grouped according to age.

Connie’s Kidzs operated with the requirements of city and state health, fire and building regulations. The center has the following items available for review upon request:

- Up-to date menus
- Up-to date letter of Compliance Evaluation from the most recent licensing visit or investigation
- Up-to date fire inspection report
- Up-to date sanitation inspection report
- Up-to date food program evaluation inspection

Connie's Kidz will display the following in a prominent place where staff, parents and others may review them:

- The center license
- Letter of compliance evaluation from the most recent licensing visit or investigations
- Notice or requirement to report suspected child abuse
- Emergency evacuations and relocation plans
- Qualifying Director
- Fire drills
- Labor laws

### **REPORTING OF CHILD ABUSE**

An important factor in providing quality care to young children is ensuring their health and safety by protecting them from abuse and neglect. Adults who work with children are legally required to identify signs of suspected abuse, and responsibility reacts to potentially abusive situation so children may protected. In order to protect the safety and well-being of all children, it is the policy of Connie's Kdiz to report any signs of suspected abuse to the appropriated authorities. Out school has dedicated itself to the well being of children, and we are child advocates. Child Abuse Hotline 800-252-5400.

### **NONDISCRIMINATION STATEMENT**

Connie's Kidz does not discriminate on the basis of race, religion, sex, national origin, age or handicapped conditions.

### **RULES OR POLICIES ARE SUBJECT TO CHANGE**

The rules and regulations contained within are not exclusive. Other rules and regulations may be posted in and about the facility and shall be binding as described within this handbook in full. The center may, from time to time, choose to adopt and make amendments to its rules and regulations. All enrolled participants will be obligated to observe these policies.

## **SUPPLY LIST INFANT THROUGH 5 YEARS OLD**

### **Infant (birth through 17 months)**

- Formula and/or Breast Milk
- Package of wipes
- Package of pampers
- Any ointment or powder with child's name on them
- 4 bottles with caps to be left at center
- 4 changes of clothes
- Several bibs
- Sippy cup for children age 12 months through 17 months
- Towel for children sleeping on mat
- 2 in mat for children 12 months through 17 months

### **Toddler (18 months to 36 months)**

- Package of wipes
- Package of pampers
- Any ointment of powder with child's name on them
- 4 changes of clothes
- Back pack or tote bag
- Towel
- 2 in mat

### **Preschool (36 months to 60 months)**

- 2 sets of clothes
- Back pack or tote bag
- Towel
- 2 in mat

***POLICY AND PROCEDURE AGREEMENT***

I have read and understand the policies  
And procedures outlined in this booklet.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have had the opportunity during the  
Enrollment procedure to ask questions  
About any unclear policy and procedure  
Information.

Yes \_\_\_\_\_ No \_\_\_\_\_

I agree to abide by these policies and  
Procedure as an enrolled client of the  
Connie's Kidz.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have read and received the discipline  
And guidance policy section of the  
Handbook and understand the centers  
Discipline Policy.

Yes \_\_\_\_\_ No \_\_\_\_\_

I UNDERSTAND THAT THE INFORMATION GIVEN TO THE CENTER  
REGARDING MY CHILD'S STATUS, PHYSICIAN DIAGNOSIS, OR MY FAMILY  
STATUS MUST REPRESENT COMPLETE AND ACCURATE INFORMATION.

I ALSO UNDERSTAND THAT PROVIDING FALSE INFORMATION TO THE  
CENTER IS A VIOLATION OF CENTER POLICY AND COULD RESULT IN  
TERMINATION OF ENROLLMENT.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_