



Prime Time Early Learning Center

1215 W. Summit PO Box 340 Norwood, CO (970) 327-0555



Parent Handbook



Prime Time Early Learning Center



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Dear Parents and Families,

Thank you for choosing Prime Time Early Learning Center (PTELC) for your child's early childhood experience. I would like to welcome you to our program, and am excited to introduce to you all that we have to offer. PTELC is a proud demonstration site for the Pyramid Plus Approach, and Qualistar rated program.

Our program focuses on social and emotional competence in children as well as meeting the academic needs of children. It is our belief that children excel when they are in positive, nurturing environments, where they learn through play, and are supported regardless of their need and abilities.

The best way to see and understand how our program works is to visit the classroom. I look forward to showing you around and walking you through our program whether you are a starting infant or just joining us for preschool or our school age program. I strongly believe that teachers and families need to have a collaborative relationship in order to support the development of children.

Please feel free to call or email with questions anytime, (970) 327-0555 ext. 11. Thank you again for giving PTELC the opportunity to be a part of your child's early development.

Sincerely,

Melissa Merrill

PTELC Director

primetimedirector@gmail.com

970-327-0555 ext. 11



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PRIME TIME EARLY LEARNING CENTER PARENT HANDBOOK

-Our mission at Prime Time Early Learning Center is to foster and support the social and emotional growth and academic development of children, families, and our community by providing high quality early childhood education, affordable childcare, and parent education programs.

-It is our philosophy that children of all abilities be supported through social and emotional development and developmentally appropriate academic practices. By using these practices early in a child's development, it sets the foundation for future positive growth and development in a child.

ABOUT US

Prime Time Early Learning Center (PTELC) operates under the Wright Stuff Community Foundation. We operate based on tuition families, by grant funding and private donations. We offer care for children aged 6wks-12yrs. Our infant room accepts infants from 6weeks to 18months. The toddler room accepts toddlers aged 18months to 3years. Our preschool classroom starts at 2 1/2years to 4 1/2years of age and our kindergarten enrichment classroom accepts children from age 4 to 6years of age. The before and after school care program (BASE) and EXPLORE summer program accepts children enrolled in Kindergarten through 12 years old.

PTELC and Norwood Preschool work together as an official demonstration site for Pyramid Plus. Being a demonstration site we maintain high fidelity in Pyramid Plus practices of social and emotional competencies, inclusion, and managing challenging behavior program-wide.

It is very important to us that we provide a positive and encouraging environment for all children. One where children's individual personalities are able to be expressed, different abilities are embraced, and families feel welcomed and supported.

INCLUSION POLICY

Prime Time Early Learning Center and Norwood District Preschool value meaningful inclusion of all children. We have a pro-inclusion policy. We will adjust to fit the needs of children of all abilities.

- A) We use ASQ-SE and ASQ-3 which are screening tools used for children from one month to 5 ½ years. They are highly reliable and help look at strengths and trouble spots in developmental milestones. If these tools indicate that your child would benefit from additional evaluation we will contact parents and proceed with appropriate next steps.
- B) Some children may come to us with known special needs, a diagnosis and an IEP/Part C already in place. In these cases, the staff at Prime Time Early Learning Center and Norwood District Preschool will follow this procedure:
 - 1) We will have a pre-enrollment interview with the parents, the teachers involved, the directors, and any specialists pertinent to the case in question. During the meeting, we will review the medical, social, and behavioral history and current needs of the child. The parents must agree to share all pertinent information regarding their child's condition and situation.
 - 2) Prime Time Early Learning Center and Norwood District Preschool staff will continue to provide care according to the IEP/Part C. Regular and ongoing parent-staff conferences/communication will occur according to a schedule agreed upon by parents and staff.

Helpful sites for more information on social and emotional development, challenging behavior, and inclusion:

www.pyramidplus.org

www.csefel.vanderbilt.edu

www.challengingbehavior.org

www.specialquest.org

HOURS OF OPERATION

PTELC is open from 6:45 a.m.-6:15 p.m., M-F. PTELC is open year-round, but closed for the following holidays:

- New Year's Eve and New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day

Note: PTELC may also be closed other days for staff in-service training and/or workdays. Notice of those days will be given to parents in advance. It is your responsibility to arrange alternate care for your child on days PTELC is closed.

-PTELC also has the right to close due to low enrollment; notice will be given to families at least two weeks in advance.

ADMISSON AND REGISTRATION

During the enrollment process families can expect: a tour of the center, complete enrollment packet and parent handbook. Included in the enrollment packet is a checklist of all information needed prior to or on child's first day of care.

There is a one-time \$100 enrollment fee, due upon enrollment, and a \$60 re-enrollment fee every year thereafter. Parents are also responsible for first month's tuition at time of enrollment.

Parents will receive our parent handbook during time of enrollment and receive a classroom handbook based on classroom child is enrolled. When a child transfers into another classroom parents will again receive an updated parent handbook with the new classroom handbook as well. This is to help maintain consistent communication between our center and families. Each classroom is different and we want to make sure families know what to expect when their child moves forward in our program.

At the end of each handbook there will be a signature page to be signed and turned in with enrollment package, or to be turned in when child moves into a new classroom.

CONTRACTS

A monthly or long-term contract is to be filled out prior to enrollment.

Long-term contract families will be charged for the days signed up on the contract, and will be responsible for payment of those days. Families will be automatically charged for contracted days until the contract ends or other authorized changes are made. Long-term contract payment is due by the 25th of every month to pay for the consecutive month's tuition.

Monthly contract families will be charged for days signed up for that month, and responsible for payment of those days. Monthly contracts are due in advance, by the 25th of every month, along with full payment.

There will be a \$10 late contract fee and a \$25 late payment fee applied to your account if payment and contracts are not turned into the director by the 25th of each month.

All outstanding and current balances and fees must be paid in full in order for your child to attend PTELC the following month.

RATES AND FEES

Please see the current PTELC financial agreement for current classroom rates.

PTELC has an enrollment fee of \$100 at the beginning of service, and a \$60 reenrollment fee every year thereafter.

There is a late contract fee of \$10, and a late payment fee of \$25.

Please ensure that payments and contracts are in by the 25th to avoid late fees. All outstanding and current balances and fees must be paid in full in order for your child to attend PTELC the following month. Reminders will be sent out with the current months contracts.

WSCF SCHOLARSHIPS

We strive to meet the needs of local families with low to moderate income levels and/or at risk families, by providing support so that their child(ren) are able to attend. Families may become

eligible based on: low income, families that do not speak English as their first language, single parent homes, or at the risk of a child not being school ready.

Parents/families that fall at or below the poverty level can seek support from Social Services, first. If denied by Social Services, then you may apply for tuition assistance through Prime Time Early Learning Center.

Please contact Prime Time Director, Melissa Merrill, for questions regarding tuition assistance.
970-327-0555 ext. 11

**Tuition assistance may not always be available.*

RATIOS

PTELC strives to maintain low student to teacher ratios. In all classrooms we maintain a lower than state required ratio to ensure we are meeting the needs of all children and to ensure support for the teachers in the classrooms.

State ratios are:

Infants 1:5, Toddlers 1:7, Preschool ages 2 ½-4, 1:8, and One Step Ahead ages 4-6, 1:12

PTELC ratios:

Infants, 1-4, Toddlers, 1-5, Preschool ages, 2 ½-4, 1-7, One Step Ahead ages, 4-6, 1-8

DAILY ATTENDANCE

Every classroom has a sign in/out notebook with daily attendance sheets. In the event that a group leaves the classroom the teacher will bring the sign in/out notebook with them. This ensures that we can account for all children in attendance at all times.

ADDING/CHANGING DAYS or CANCELATIONS

Add-on: If you would like to add on a day your child is not scheduled, please check with the director to see if day requested is available. If the day is available we would love to accommodate you. You will be responsible for payment of any added days.

Changing days: In the event that you would like to switch a scheduled day for a non-scheduled day, please check with the director to ensure availability.

Please notify your child's teacher or the director if your child will not be in attendance.

ABSENCES OR LATE ARRIVAL

Families are allowed 2 sick day credits per child per month, if cancellation is required due to illness. Families will only receive sick day credits with verification from a doctor or other type of documentation.

Doctor's note: To be given to the director if child is seen due to serious illness, or if special care/medication is to be given.

Other documentation: Meaning, note, email or phone-call from parent/guardian stating reason for absence.

Please notify your child's teacher or the director the evening before or morning of, if your child will not be attending due to illness or other reasons.

If you know your child will be late to school please call your child's classroom and notify the teacher.

INCLEMENT WEATHER

Our classes will go outside weather pending. The director and lead teachers will take into account wind-chill, temperature, rainfall/snowfall, etc. and make a decision based on those factors. Please send your child with appropriate clothing for current weather conditions.

In the event that we have to close the center due to weather conditions, parents/guardians will be notified, and immediate pick-up of child is required. Parents please take into account that if you are working outside of Norwood and weather warnings are in effect that you take into account your drive time to ensure you arrive safely and on time to pick-up your child.

School closures due to inclement weather will be at the discretion of the director. Parents will be notified immediately if the center will not be open. In some cases the center may be delayed in opening to allow roads to be cleared to insure safe travel for staff and families.

WHAT TO BRING

INFANTS: Bottles, blankets, diapers, wipes, diaper creams, pacifiers, change of clothes, weather appropriate clothes (coat, boots, hats, ect.), formula/breast milk, food. We will provide whole milk when your child is ready. If you prefer that your child drink organic, soy, ect. you will need to provide this.

TODDLERS: Change of clothes, weather appropriate clothing, diapers, wipes and lunch.

PRE-SCHOOL: Change of clothes, weather appropriate clothing, lunch (with an ice pack) and snack.

OSA: Change of clothes, weather appropriate clothing, lunch (with an ice pack) and snack.

EXPLORE/BASE: Weather appropriate clothing and water bottle.

EARLY DROP-OFF

Prime Time Early Learning Center does not open until 6:45 a.m. If you bring your child early you may be asked to stay with your child until morning duties are complete.

LATE PICK-UP

PTELC closes at 6:15 p.m. M-F. In the event that your child is not picked up by 6:15 p.m., a late charge of \$15.00 will automatically be charged for any portion of **every** fifteen minutes after scheduled pick up time.

If parents/guardians are unable to be reached at the time of pickup, someone from the emergency contact list; filled out by the parent; will be contacted.

RELEASE OF A CHILD

Licensing regulations require that a parent, **or** other authorized adult (18 years or older) must check the child out upon departure from the center. Staff will not allow the child to leave from the center alone, or with an underage person. PTELC will also not release a child to an adult, not on their pick-up list, without written or verbal permission by one or both parents.

It is also within the law for either parent to pick up a child, unless, there is a copy of a court order stipulating custody arrangements or restricting visitation in the child's file.

Any adult picking up a child may be asked to show a photo ID before being allowed to leave with the child.

OBLIGATION TO INFORM LAW ENFORCEMENT

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 Contact pick-up the child or we may call the police to prevent potential harm to your child.

WITHDRAWAL OF SERVICES

We ask that you notify the administration in writing at least one week prior to withdrawing your child from Prime Time Early Learning Center.

If you have a remaining balance on your account it is your responsibility to pay 100% of balance before the last day of service.

If account is not paid in full by the last day of service, Prime Time Early Learning Center will take any legal action necessary to collect debt owed.

ALLERGIES

It is extremely important for us to know about all things your child is, or may be allergic to. In the enrollment packet there is a section for you to fill out regarding food or other allergies. If your child currently does not have allergies but develops some please notify director and your child's teacher immediately.

ILLNESS POLICY

It is important that PTELC maintains a healthy learning environment. In the event that your child is showing signs of illness (including the common cold) we ask that you keep them home. Your child must be well and free of symptoms for 24 hours before returning to PTELC. If your child has to take antibiotics they must be 24 hours into the medication before returning to PTELC.

PTELC staff must be able to reach at least one parent/guardian in the event your child becomes ill at PTELC. Parent/guardian must then come and pick up ill child(ren) from PTELC as soon as possible. We reserve the right to exclude your child from classroom activities if we have concerns of his/her health. Your child must be free of symptoms for 24 hours before returning to PTELC.

For the protection of all PTELC staff and children, a child may not attend the center if he/she has any of, but not limited to, the following symptoms: **temperature of 100 degrees or more, sever**

or uncontrollable cough, diarrhea or vomiting, an undiagnosed rash, sore or discharging eyes or ears, profuse nasal discharge, or any other symptoms of a contagious disease.

COMMUNICABLE ILLNESS

If a child is exposed to, or contracts, a communicable disease PTELC must be notified. The center will then notify the local health department or the State Department of Public Health and Environment, all staff members, and all parents and guardians of children in care. The child's/children's confidentiality will be maintained.

Parents will then be asked by the director to report exposure of a child to communicable illness outside of the center, and , at the discretion of the director, the child should be excluded from the center for the period of time prescribed by the child's physician or by the local health department.

MEDICATION

For the protection of the children and PTELC, no staff shall administer non-prescribed medication to any child in our program. If a child is taking **non-prescribed** antibiotics/medications that must be administered during the day, the parents are encouraged to return to PTELC so they can administer the medication themselves.

In order for PTELC to administer **prescribed** medications, the parents must provide:

- Written orders by a health care provider
- Written authorization by parent/guardian

Assure that the medication is appropriately labeled by a pharmacist or prescribing doctor.

PTELC will keep a medication log of all medications administered.

Regarding children who need to receive medications for chronic illnesses such as asthma, seizures, and allergies: Specified/delegated staff members can administer these medications. PTELC must have written orders by a health care provider and medication is appropriately labeled by pharmacist or prescribing doctor.

All medications will be stored in a locked box in a locked cabinet.

SUNSCREEN

Prime Time Early Learning Center must obtain the parent or guardian's written authorization and instructions for applying sunscreen to their children's exposed skin prior to outdoor play. A doctor's permission is not needed to use sunscreen.

If you provide sunscreen for your child, it must be labeled with the child's first and last name.

If we provide sunscreen, parents will be notified in advance of the type of sunscreen the center will use.

Children over 4 years of age may apply sunscreen to themselves under the direct supervision of a staff member.

**Please see Permission Form in enrollment packet*

TOPICAL PREPARATIONS

Topical preparations such as petroleum jelly, diaper rash ointments, sunscreens, bug sprays, and other ointments may be administered to children with written parental authorization. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner.

**Please see Permission Form in enrollment packet*

EMERGENCY PROCEDURES

When accidents or illnesses occur, the staff member in charge shall notify the parent or guardian by telephone. There is a first aid kit kept in each classroom, and it is taken with the class outside and on field trips. Staff members trained in First Aid and CPR are available at all times while the center is open.

Emergency care: At the time of admission the parent/guardian must submit a phone number where they can be reached, their emergency hospital of choice, dentist of choice, and their physician's phone number. The center must have written permission to arrange for medical care in the event of an emergency. If parent or other emergency contacts cannot be reached, the physician listed on the child's enrollment form will be contacted. In the event of a life-threatening situation, emergency medical personnel will be contacted first.

Lost child: In the event of a lost child, the director will notify all personnel, notify local police, and contact parent/guardians.

Drills: Fire, evacuation , shelter in place and lockdown procedures will be conducted on a regular basis. Information on the amount of time taken to complete the drill, procedures followed, and person(s) involved will be maintained in the Emergency Log. In the case of a lockdown or shelter-in-place, no-one will be allowed in or out of the school until the situation is cleared up. Procedures used in each of these drills are included in the staff handbook and the Safety Plan Manual in each classroom. All staff members are trained in all emergency drill procedures. Maps are posted with evacuation routes in each classroom. In case of evacuation we will meet in the basement of the Norwood Community Church (across the street from out center).

EXTREME WEATHER

TORNADO POLICY

In the event of a tornado, staff will move all children to the safest parts of the building away from windows and doors. Staff will monitor local radio stations for information.

THUNDERSTORM POLICY

Staff and children will remain indoors and away from the windows during a thunderstorm and monitor local radio stations for information.

BLIZZARD POLICY

In the event of an excessive amount of snow the Director may choose to close early or not to open the center for the day. This decision is to be made no later than 6:00am on snow days. The Director or Lead Teacher in your child's classroom will notify families.

FLOOD POLICY

In the event of a flood staff will move all children to the highest level of the building and contact parents and emergency authorities. We will remain in the building until emergency personnel say it is safe to exit.

REUNIFICATION POLICY

In the event that a regular pick up can not happen due to an emergency situation parents/guardians will be notified using the emergency information provided in the child's enrollment packet. Parents/guardians will be contacted by the Director or Lead Teacher and told where and when to pick up their child.

EMERGENCY PLAN FOR CHILDREN WITH DISABILITIES AND THOSE WITH ACCESS AND FUNCTIONAL NEEDS POLICY

In the event of an emergency situation all children with special needs will be included and kept with their classmates wherever their class is. Each child's needs may vary and will be accommodated. Staff will be trained in how to assist that child to keep them safe in an emergency situation.

CHALLENGING BEHAVIOR POLICY

Prime Time Early Learning Center and Norwood District Preschool are non-expulsion centers. We do not condone the use of corporal or other harsh punishments, humiliating or frightening methods of discipline. No child will be punished for toileting accidents; food will not be denied to, or forced upon a child as a disciplinary measure.

Prime Time Early Learning Center and Norwood District Preschool believe that it is our duty to teach children, not punish or discipline them. We achieve this by teaching children what it is we expect them to do, and how they learn through logical consequences, and building friendships skills. We promote positive nurturing environments where children can learn and grow through positive interactions and build positive problem solving strategies.

COMMUNICATION AND FAMILY PARTNERSHIPS

Daily Communications. The Infant and Toddler teachers provide daily notes that will keep you informed about your child's activities and experiences at the center. Please pick up your daily note from the clipboard near the diaper changing area.

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

Newsletters. Most classrooms provide a monthly newsletter.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in and out is required for the safety and protection of our children.

Family Night. Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur at least twice a year. 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 conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

GENERAL INFORMATION

Fundraising-One of our main fundraising events is our annual Halloween carnival. This is a great opportunities to get families together outside the formal school setting. We encourage you to participate during these events.

Hand Washing: Please wash your child's hands upon arrival to school, every day. At PTELC our hand washing procedure is: Wet hands, apply soap, and scrub (outside of water) for 20 seconds, rinse, dry then turn off water with paper towel.

Breakfast: Prime Time Early Learning Center will provide breakfast from 8:00a.m.-8:30a.m.

Lunch: Please pack your child a healthy lunch everyday he/she is in attendance. Each classroom has microwave to heat food if needed.

Snack: Prime Time Early Learning Center will provide one snack per day. If your child is at the center all day please make sure there is an extra snack in his/her lunch.

Field Trips: Parents will be notified of field trips at least 24 hours in advance. Transportation for field trips includes walking or using the Wright Stuff vehicles. The itinerary and emergency phone numbers, along with a list of students and staff participating in any trip can be found in the director's office. If your child arrives late and their class has left for the field trip already it is the parents responsibility to take your child to meet the group at the field trip site.

Movies: Movies will only be used in the case of a special treat which the class has earned or during a special unit that children are learning about. In some cases when there is severe weather and children cannot go outside, it may result in a special movie. We will not show anything above PG rated.

Transportation: PTELC will obtain verbal or written permission from parents/guardians for any transportation of their children during center hours.

Permission Slips: A specific field trip permission slip will need to be signed and dated for each outing your child takes with their class. This will be provided at least 24 hours before the field trip is scheduled to leave.

DIAPERING AND TOILET TRAINING

Children requiring diapers will be checked for wetness or feces at least every two hours, or whenever the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. The child shall be changed when found to be wet or soiled. Our diaper changing area is located separate from any food preparation, storage or serving area and will comply with Colorado Department of Health and Environment Rules and Regulations Governing the Health and Sanitation of Child Care Facilities

Toilet Training

The most important factor in making the toilet training 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 training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

VISITOR /VOLUNTEER POLICY

All visitors/volunteers must sign in at the visitor/volunteer, sign-in located by the front and back entrances. Visitors/Volunteers must sign their name, date, time-in, where in the center they are visiting or volunteering, and upon departure must sign-out.

PERSONNEL

All staff working for the Wright Stuff Community Foundation and Prime Time Early Learning Center will have reference checks, background check, and fingerprints on file with Colorado Bureau of Investigation. Prime Time Early Learning Center strives to support staff in their personal and professional development. Through formal early childhood classes staff are able to reach their goals, while building our mission to provide a high quality learning environment for local children and families.

USE of INTERPRETERS

If at the initial classroom visit, it is identified that the family needs an interpreter we will provide the use of an interpreter or an interpreter app and the enrollment forms and handbooks in their home language if requested.

TRANSITION POLICY

When a child is a month away from transitioning to a new classroom, the lead teacher will set up a meeting between the parent/guardians, the current lead teacher & the lead teacher in the next classroom to discuss the transition schedule, any individualization needed, strategies used (such as social stories, transition objects & visits to the new classroom) and any new classroom information the parent/guardians may need. The parent/guardians and teachers will sign a transition meeting form.

PROCEDURE TO REFER & CONNECT FAMILIES WITH COMMUNITY SERVICE AGENCIES

We strive to help families receive the services they want and need. Therefore, if through our twice yearly assessments and parent/teacher conferences, we identify a child who may need a referral for continued assessments, we will help the parent/guardian fill out the required forms to be on contact with UnBOCES, Child Find, or any other provider they may need. We also provide a list of resources and phone numbers for other agencies they may need. Our staff has been trained in how to fill out these forms or who to contact with any additional questions.

WAYS FOR FAMILIES AND NON ADMINISTRATIVE STAFF TO PARTICIPATE IN THE GROWTH AND DEVELOPMENT OF OUR PROGRAM

We offer a variety of ways for families and non administrative staff to participate in the growth and development of our program. We encourage anyone who wants to be a part of decision making to join or attend Board of Directors meetings, serve on committees, join the Leadership Team or speak with the Director about other opportunities. The Board of Directors and Leadership Team meets monthly. Ask the Director for exact dates.

REPORTING LICENSING VIOLATIONS

To file a complaint concerning licensing violations call or write:

Phone: 303-866-3755 Fax: 303-866-4453

Colorado Department of Human Services

Division of Early Care and Learning

Attention: Complaint Intake

1575 Sherman Street, 1st Floor

Denver, CO 80203

REPORTING CHILD ABUSE

All staff will report to the director immediately if they have any suspicions of child abuse. Reports will be made immediately to local county department of social services or local law enforcement agency. San Miguel County Social Services 728-4411.

**Please return this page to the Director*

As Prime Time Early Learning Center changes, the need may arise to change policies described in this handbook. Prime Time Early Learning Center reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, Prime Time Early Learning Center will notify all parents/guardians of such changes. This handbook supersedes any previous Parent Handbook.

My signature below indicates that I have read and understood this statement and have received a copy of the Parent Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Name: _____

Signature: _____

Date: _____