



January 2, 2009

Dear Parents,

Thank you for choosing our Weekday Education Program here at Lakeside Baptist Church. We are very excited that you have chosen to entrust your child to our weekday program! It is our goal to provide a safe, quality, developmentally appropriate program for your child.

Our parent handbook has been prepared to help you become familiar with our program and policies. It includes our operating policies and information that will help you to understand the shared responsibilities that we have between home and school. Our success in providing a quality program depends a great deal on your support and involvement. We appreciate the opportunity to share your child with you and we are committed to providing a program to enhance his/her growth spiritually and developmentally.

For your convenience and to help with planning for your family, our nine month school calendar is also on our website at www.lakesidebc.org. This calendar outlines all of our program's scheduled holidays, as well as the special events and activities which have been planned throughout the year. Please refer often to this calendar, so that you will be aware of important dates and events. Check regularly for updates as needed.

You are always welcome at Lakeside Baptist Church WEEschool! We are open and receptive to your questions, comments and suggestions at any time. Please feel free to talk with our Director, Amy Long, or any of our wonderful staff regarding any matter related to your child's school experience. If I can be of help in any way during the school year, please do not hesitate to call me.

Blessings,

Dawn Weeks
Director of Preschool Ministries
Lakeside Baptist Church

Lakeside Baptist WEEschool Christian Education Center

Purpose

We are a Christian preschool that endeavors to give your child enriching experiences that will help him/her to grow spiritually, emotionally, physically, socially, and cognitively.

We will give your child the loving care and Christian guidance that children need in their formative years. One of the most important things we want your child to learn is that they are unique and special, made by God for a special purpose. This will be our main theme throughout each day as we use a developmentally oriented curriculum to teach children about themselves and about God's work.

The purpose of the preschool is to extend the ministry of and help accomplish the purpose of Lakeside Baptist Church by providing care, education, and development for each child enrolled to his/her greatest potential. Our goal is to have a program that allows each child to grow and develop as Jesus did - "in wisdom and stature, and in favor with God and man" (Luke 2:52).

Mission

"You made all the delicate parts of my body, and knit them together in my mother's womb. Thank you for making me so wonderfully complex! Your workmanship is marvelous... You saw me before I was born and scheduled each day of my life before I began to breathe."

Psalm 139:13-16

A child's growth is comprised of many dimensions: spiritual, emotional, physical, social, and cognitive. We strive to provide developmentally appropriate experiences that allow each child to progress in these areas at his/her own rate and to enjoy feelings of success. This is best done through hands-on activities in learning centers.

Administration

The Lakeside Baptist WEEschool is part of the preschool ministry program of Lakeside Baptist Church. Our program is governed by the WEE team of Lakeside Baptist Church and administered by the Director who reports to the Director of Preschool Ministries and the Weekday Education Committee. It is operated as a non-profit ministry to the children in our community.

Current board members are: Sammie Crump, chairperson
Kelly Been, board member
Debbie Rutledge, board member
Larry Camp, board member
Kathy Horn, board member

Non-voting members are: Dawn Weeks, Director of Preschool Ministries
Amy Long, WEEschool Director

General Program

Lakeside Baptist WEEschool meets Monday - Friday, 8:30 a.m. - 4:30 p.m., ages 6 weeks - Pre-K.

WEEschool closes each summer in conjunction with the GISD calendar.

Standards

Our School has been granted a license to operate by the Texas Department of Family and Protective Services. We are inspected regularly by the Texas Department of Health and the Hood County Fire Marshall. We are not a vendor of CCS.

Staff

Our teachers are crucial to the quality of this program. Providing good physical care is just the beginning point in building trusting, secure relationships needed for a child to thrive. Our teachers have been carefully chosen for their warmth and nurturing skills. They are sensitive to the individual and recognize that each child is unique and different from every other child. Our teachers participate in training that includes leadership training conferences, staff meetings, and workshops. Our teachers are certified in pediatric CPR and first aid. They also receive a minimum of 15 hours of training/enrichment each year.

Curriculum

Lakeside Baptist WEEschool uses A Beka Book curriculum in each of our classrooms. A Beka Book provides our school with God-honoring, high-quality textbooks and teaching aids to help us fulfill the goal of our ministry. A Beka Book has been developed and refined over a period of 50 years.

Lakeside Baptist WEEschool PARENT POLICIES

Enrollment

Enrollment at Lakeside Baptist WEEschool is limited to maintain a low student-teacher ratio. The birthday cutoff for each class is September 1st. The following forms are to be mailed in after July 15th:

1. Class Assignment Form
2. Enrollment Form
3. Copy of Current Immunizations
4. Personal Information Form
5. Parent Handbook Acknowledgement Form
6. Infant Care Instruction Sheet (if applicable)

If these forms are not submitted in the time frame stated, enrollment will be suspended until all forms are submitted.

Fees and Payments

This preschool is a non-profit organization and exists to provide a ministry. Tuition and fees are calculated to recover the cost of operating the School. Tuition is due on the 1st day of the month. **Make all checks payable to Lakeside Baptist WEEschool with notation to the child's name and the month you are paying for at that time (i.e. "November tuition").** These payments may be given to the Director or left in the basket on the Director's desk. Payments may also be made by paying online. You can go to www.lakesidebc.org/wee and click on the link to pay. Tuition is due on the 1st day of each month and is late on the 4th. June tuition will be prorated and is due with May tuition. There are no refunds for illness, absences or withdrawals. The computer will automatically charge a late fee of \$10 for any payments received after the 3rd. In the event you will be out of town when tuition is due, payment should be mailed to Lakeside Baptist WEEschool, 500 W. Bluebonnet Dr., Granbury, Texas 76048.

There will be a \$30 check fee for every returned check. After we have received two returned checks from a parent/guardian, tuition must be paid by cash, money order or a cashier's check.

Please note the Tax # 75-2029409 for your records.

MONTHLY TUITION FEE SCHEDULE

	Two Days	Three Days	Four Days	Five Days	Supply Fee (annual/non-refundable)	Registration Fee (one time/non-refundable)	Early Drop Off Fee
Babies	\$210	\$295	\$385	\$480	\$80.00	\$25.00	\$20.00
Movers	\$210	\$295	\$385	\$480	\$80.00	\$25.00	\$20.00
Ones	\$210	\$295	\$385	\$480	\$80.00	\$25.00	\$20.00
Twos	\$210	\$295	\$385	\$480	\$80.00	\$25.00	\$20.00
Threes	\$210	\$295	\$385	\$480	\$80.00	\$25.00	\$20.00
Pre-K			\$385	\$480	\$80.00	\$25.00	\$20.00

Annual Registration

Beginning in February the registration process for the next year begins. One week is dedicated for currently enrolled students to register, the next week is dedicated for Lakeside Baptist church membership to register and the following week is dedicated for the waiting list. At this time of registration the following registration fees are required:

- A one time registration fee of \$25.00 is required per child for enrollment in class.
- A supply/curriculum fee of \$80.00 is required per year per child for enrollment in class.

Once paid, the registration fee and supply/curriculum fee are **non-refundable**. By June 6th, all families pay for August's tuition of the next year. You may mail it in or drop it off at the church office. This tuition is refundable only if withdrawal is done before July 30th. After August 1st no tuition is refundable, unless it is a job transfer. Please bring a letter in on letterhead regarding the transfer.

Hours

Lakeside Baptist WEEschool hours are 8:30 a.m. to 4:30 p.m. Early drop off is available for an additional \$20 per month. The early drop off hour is 7:30 to 8:30. No after school care will be provided.

If you arrive early you must wait in the parking lot until 8:30 a.m., (7:30 a.m. for early drop off registered children). Please do not attempt to take your child in early.

For security purposes, the side doors to the preschool will be locked at all times. It will be necessary for you to come to the front doors of the church and let the receptionist know you are dropping off or picking up your child from the WEEschool.

Late Pick up Fees

Any parent who leaves a child at School past 4:30 p.m. will pay a late pick up fee per child according to the following schedule:

4:30 - 4:44	\$10.00
4:45 - 4:59	\$15.00
5:00 - 5:14	\$20.00
5:15 - 5:30	\$25.00

Late pick up fees will automatically be charged to your account at the time you pick up your child. Failure to pay may result in dismissal from the school. We realize these fees are high, but we assure you that they are for the security of your child and his/her teacher. **It is important that everyone leave the preschool by 4:45** as all teachers have clean up responsibilities before they leave, our mom's have their own children to pick up, and maintenance staff begins their cleaning at this time. **If you have more than one child in the program, please arrive early enough to have the last child picked up by 4:30 p.m.**

Health and Medical

- A current record of the child's immunizations and physician's statement must be furnished.
- Parents are responsible for keeping current in our files the name of the child's physician, as well as the name of the person to contact in an emergency when the parent cannot be reached.
- In the event of an accident or illness requiring medical attention, the child's parent will be called immediately. If we are unable to locate the parents, office staff or the Director will take the child to the emergency room specified/or the local hospital emergency room.
- **Always be sure the school knows where to contact you. Keep all phone numbers and addresses current in our records.**

Illness

Children may not be brought to school if they are ill. We are depending on you to help us maintain this policy. Parents will be notified to pick up their children immediately if signs of illness occur during the day. **Your child may not return to pre-school for 24 hours from the time they are picked up at pre-school.** An ill child must not be admitted for care if one or more of the following exist:

- The illness prevents the child from participating comfortably in facility activities.
- Fever (within the last 24 hours)
 - *If your child has an ear reading of 100.4 or greater, armpit temperature of 99.4 degrees or greater accompanied by behavior changes or other signs or symptoms of illness indicates that the child cannot be included in school activities and you will be notified.*
 - *Teething may occasionally cause discomfort to your child. These symptoms may include an occasional loose stool or a low-grade fever. However if your baby runs temperature over 100.4 degrees or has two loose stools, we must assume it is more than teething.*

- Diarrhea (within the last 24 hours)
 - *Children will be sent home after two incidents of diarrhea in one day. If diarrhea is a reaction to medication, a doctor's note must be presented to authorize re-admittance to our school.*
- Vomiting (within the last 24 hours)
 - *Vomiting will necessitate our sending your child home.*
- Impetigo (Until all lesions have healed)
- Pink eye (24 hours after antibiotic has been administered, follow doctors advice)
- Strep Throat (24 hours after antibiotic has been administered)
- Persistent Cough
- Head Lice (all nits removed from hair and proper cleaning treatment received)
- Chicken Pox (at least one week after eruptions appear or until lesions are dry)
- Rash
- Other communicable disease

Biting and/or Aggressive Behavior

We recognize that biting and/or aggressive behavior is a terrible thing for the victim, the parents of the victim, the teachers, and the parents of the biter.

Sometimes biting is done to relieve anxiety or stress. Children who have not acquired verbal skills do not have the ability to tell us when they are anxious, hurting, upset, or stressed. As a result, they have a tendency to bite. Children who are in pain due to teething also have a tendency to bite.

Each time a child bites, an incident report is given to the injured child's parents and the biter's parents are also informed. We follow privacy acts and will not release the children's names to the other parents involved.

If your child has bitten 3 times in one day, you will be notified to pick up your child from preschool.

Biting, as well as aggressive behavior, will need support from home to help end the situation. If the situation does not improve, a parent conference will be scheduled with the Director, and a plan of action will be formed.

If biting or aggressive behavior continues, a child may be subject to dismissal from the program.

Medications

Lakeside WEEschool teachers may not administer any medication to a child. Please do not ask your child's teacher to give over-the-counter medicines or prescription medication. All medication must be given by the Director. You will need to sign a release form naming the medication and amount to be given. All medication is to be given in the original container, with the current date, and prescribed for the designated child. We cannot give any medication that is not age appropriate. If the age designated on the bottle is 6 years and up and your child is under the age of 6, we must have a note from your doctor giving permission to administer the medication and amount to be given.

Hearing & Vision Screening

All children who turn four during the school year or those that are already four must have an annual vision & hearing screening. This will be performed at the preschool by a licensed certified screener or health-care professional.

Potty Training

Children entering the three year old program **must be** toilet trained. An occasional accident can be expected of any preschool child. However, children who regularly soil themselves cannot be enrolled in the Threes or Pre-K classes.

Parent Participation

Parents are welcome to visit the school at any time. Normally, these visits are best made after the first weeks of school.

We hope that you will take the time to be active in our program by sharing talents and joining field trips. We also welcome parent participating in planning holiday class parties. Your child's teacher will be asking for volunteers throughout the year.

Parent/Teacher Conference

Parent/Teacher conferences result in better understanding and better guidance for your child. We encourage these conferences. Parents or teachers may take the initiative in arranging for a conference. The teacher will request a conference with a child's parent if the teacher has concerns about health, behavior, or development of the child. All children will receive a written evaluation of the academic and social progress once a year. If you have any questions concerning these reports, we encourage you to discuss these with your child's teacher.

Parent-teacher communication is vital for the best care of your little one; however these conferences need to be held when your child is NOT present in order to maintain his/her positive self-esteem.

Parent Communication

Monthly newsletters will be posted on the website informing you of many activities involving your child. Special notices or changes in school schedules will be found on the website. Our website www.lakesidebc.org will be one of our main lines of communication. Please read any letters and other notices carefully so that your communication with the school and teacher will be maintained.

The school calendar, forms and parent handbook are on the website for your convenience.

School Attendance

Regular attendance is important in any school program. It is difficult for the child to feel part of a group if attendance is irregular, and bad habits and poor attitudes toward school may be formed. Also, it can be disturbing

to your child to enter a group already involved in an activity if he is always tardy. It is to your child's advantage to be on time, as they miss out on planned activities when they are late. If your child will be absent, please notify the Director.

Holidays

The WEEschool will be closed on the following holidays:

New Year's Day

Monday and Friday of Spring Break Week

Memorial Day

Labor Day

Thanksgiving Day

Wednesday before and Friday after Thanksgiving

Christmas Break (to be determined on an annual basis)

Snow or Bad Weather Days

If Granbury ISD closes schools or has a late starting time due to snow or other bad weather conditions, the school will also close or start late. Please listen to local TV, radio stations and the website for announcements. Even if GISD chooses to have school during inclement weather we reserve the right to close to ensure the safety of our staff and students. There is no reimbursement for bad weather days.

Withdrawal

A two-week written notice is to be made to the Director before withdrawing a child so another family can be notified to fill the vacancy.

Dismissal

The school reserves the right to dismiss a child upon a one week notice for serious behavior problems or non-payment of fees. It is also understood that the Director has the authority to terminate enrollment for non-compliance with policy.

Daily Check In/Out Procedures

You will need to check your child in and out using the computer located at the check in counter of the preschool. As mandated by the State of Texas, we must be able to determine exactly who drops off and picks up each child. It's important that each child have their own unique ID code. ID codes will be given upon registration of the child by the Director. When you put in your child's ID code, the child's page will come up on the screen. You can also view information or messages from the staff/teacher. If an alternate person is picking up your child, they must have your child's ID Code.

How Families Check In and Out

1. *Enter your ID code: Press "Enter."*
2. *Your child's name comes up. It should say "Checked In" or "Checked Out".*
3. *Look for messages.*
4. *The computer will clear after 15 seconds.*

Arrival and Departure

Arrival: All parents are required to sign in using the computers located at check in counter in the preschool, walk the child to his/her room and release the child to the responsible party. Children should not be left in the room unsupervised without a teacher being present. If your child should arrive late please be certain that a teacher is aware of the child's arrival.

Departure: Children will be dismissed only to those adults whose name appears on the Registration Form. **Parents or the responsible party picking up your child are required to sign out using the computer.** Parents are to put in writing or verify by a phone call if someone other than those designated on the Enrollment Form is to pick up the child. That person must report and show a photo ID. A child will not be release to anyone under 18 years of age. Please be sure that your child's teacher or designated teacher is aware of your child's departure.

1. If there is a substitute in your child's room, please be prepared to show identification.
2. Lakeside WEEschool has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party, or has issued some other order pertaining to the child. Lakeside WEEschool must be furnished a copy of the document.
3. If a parent appears to be under the influence of alcohol, or other drugs, as determined by the Director upon arrival, another member designated on the Enrollment Form will be contacted to take your child home. We want to ensure that the child arrives home safely. If the parent refuses, the police will be called immediately.

Clothing

Washable, comfortable and weather-appropriate **play clothes** are suggested for children. Footwear should provide protection. For your child's safety cowboy boots, flip-flops, jellies and sandals **should not** be worn. Rubber-soled sneakers are recommended footwear. Label all removable clothing such as raincoats, sweaters, jackets, hats, backpacks, gloves, etc. Fasteners on clothing and shoes should allow children independence in dressing themselves. Parents are to provide disposable diapers or pull-ups for children who are not yet using the toilet. **All children MUST have a complete change of clothing (this should include socks, underwear and outer clothing) in their bags every day. This includes Threes and Pre-K. Preschoolers of all ages have accidents from time to time!** Staff will use the articles in the event of a mishap and will return the soiled clothing in a plastic bag. Be sure and bring your child a jacket or coat if the weather is cool and label with your child's name. Staff will label all items that are not labeled.

Outdoor Play

We will be outside at times during the day unless the weather is below 40 degrees or above 100 degrees. Ozone warning days will be determined by Director.

Birthdays

Every child's birthday may be celebrated at the school. If you wish, you may send or bring cupcakes or cake for children over three years old. For children under three, please bring cookies. Please let your child's teacher know in advance that you desire to furnish refreshments. Invitations to birthday parties held away from the school will only be distributed if there is one for each child in the class (to spare hurt feelings).

Field Trips

Excursions from the building are planned to compliment the program. Notice of field trips will be posted in the School at least 48 hours in advance and will be an additional fee if you wish for your child to participate.

Appropriate precautions will be taken and safety guidelines followed by the School. The Lakeside Baptist Church vans will be used when transportation is required. Each child will need to have a car seat and all car seats will need to be labeled. Parents who wish to volunteer must drive their own vehicle and will not be allowed to transport children. Children will only be released to parents upon returning to Lakeside Baptist WEEschool.

Photograph Release

Lakeside WEEschool is authorized to photograph the child and use the resulting photographs for any school related use, including but not limited to new media or promotion, and the Parents release all rights, title and interest in the finished photographs and negatives.

Fire/Severe Weather Drills

Emergency drills are scheduled regularly so that the children will be ready and not frightened if an emergency should arise. Fire drills are scheduled monthly. Severe weather drills are held every six months. Evacuation plans are posted in every room.

"Show & Tell" Time/Bringing Pets to School

Children love to bring their belongings to the school, but many times the child will leave school upset because of a lost or broken toy. Therefore, please do not let your child bring unnecessary items to school. Your child's teacher may designate a "Show & Tell" time. Please follow her directions as to the type of items she prefers. Play guns, knives, and other violent toys of any size are not allowed.

If you choose to bring a pet to school the following procedures must be followed:

- **Please inform the teacher one week ahead of time in writing.**
- **Documentation that any dogs, cats, or ferrets have been vaccinated by the Texas Health & Safety Code.**
- **Statement of health from a local veterinarian for dogs, cats or ferrets must be provided.**
- **Children must not have contact with chickens, ducks and reptiles such as snakes, turtles, lizards, iguanas and amphibians such as frogs and toads.**

Holiday Parties

Parties are scheduled for these holidays: Christmas, Valentines, Easter and End of School. Parents are asked to help plan the parties.

For Halloween, Lakeside Baptist Church has a Fall Festival after school hours. WEEschool can participate by dressing in costumes during the school day. It is our goal to retain the fun of dressing up without the violence and fearfulness that some costumes cause for young children. Therefore, please do not dress in witches, ghost, vampires or such.

For Thanksgiving we will have a school wide Thanksgiving Feast. Parents are asked to help plan and prepare for the event.

Lunches/Food

Your child should have eaten breakfast before he/she arrives at school. **Please do not permit your child to bring food to school unless there is enough to share with the entire class.**

Each child will bring his/her own lunch. Lunch time is very important and is greatly anticipated by the children. In order to comply with minimum standards, the child's lunch should provide one-third (1/3) of his/her daily food needs.

Please help us and your child by sending nutritious lunches.

A nutritious snack will be provided by the program every morning and afternoon. Menus will be posted outside the Director's office.

Rest Time

All children have a quiet time after lunch and are encouraged to rest. Each classroom follows a routine of toileting, hand washing and listening to or looking at books and quiet tapes/music. Lights are lowered during this time. Special rest items such as favorite blankets or stuffed animals are permitted during this time. All children must have a nap pad. All items must be labeled and will be sent home on Fridays for washing before returning them on Monday.

Child Abuse

No one likes to talk about child abuse, but it is a real issue and it happens to real children. Everyone has been made aware of the issue of child abuse in weekday education centers. Also, centers and staff members are required by law to report suspected child abuse, neglect or sexual molestation to the Texas Department of Regulatory and Protective Services (1-800-252-5400), www.tdprs.state.tx.us and the local police. Failure to report by the staff member or center is a Class B Misdemeanor. Aside from Legal implications,

the failure to make a report would mean neglect on our part to protect children in our care. We will not knowingly fail to protect the children.

Parents may view a copy of the minimum standards from any teacher and a copy of the licensing inspection report is available to review in the preschool office.

Annual Registration Process

Each year the annual registration dates are listed on the school calendar. The first week of registration is for currently enrolled students. The second week of registration is for Lakeside Baptist church members. The third week of registration is for the community waiting list. At the time of registration the **non-refundable** registration fee and supply fee are required per child. Then August's tuition (of the next school year) is due by June 6th.

Modifications of this Agreement

This Handbook may be modified by the School, by written notice to the Parents, whenever any circumstances covered by the Handbook change.

Other Terms/Signatures

The Parents will cooperate with the policies of the WEEschool, perform the obligations of parents set forth in this Handbook and abide by the rules, regulations, and policies provided by the School. The Parents have read the terms of this Handbook and all questions have been satisfactorily answered. The Parents release Lakeside WEEschool and Lakeside Baptist Church, it's Director, church staff, and school staff from any liability for injury or damages of any kind not resulting from gross negligence.

Code of Conduct

Students are expected to behave in an appropriate manner and strive to be a good example of Christian boys and girls to the community. The goal of our School is to direct students toward acceptable behavior which helps develop self-control and to maintain the order necessary to accomplish the Christian,

academic and social growth we desire. We do not see discipline as punishment but rather as correction. Students will be corrected for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his classmates.
2. Actions that could possibly cause physical or emotional harm to the child or his classmates.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward the teacher. Students will be taught and encouraged to address their teachers with sir or ma'am. In addition, Pre-K students will be encouraged to call their teachers by their surname with Miss or Mrs.
5. Use of profane or unwholesome language. Most correction will be handled by the teacher through verbal reminder, or by restricting the child's privileges. Parents will be notified if continued problems exist.

In cases where a problem persists and there is no behavior change, a child will be sent to see the Director to "think about" cooperating in the classroom. Parents will be notified if their child is sent to the Director by receiving a copy of the DISCIPLINE REPORT. The original report will be placed in the child's file. Much care is taken to insure that correction is handled properly and without anger. We do not expect perfection from our students, but we do expect reasonable cooperation.

Parents are expected to support and uphold the Lakeside WEEschool policies. This cooperation produces the School's effectiveness.

If at any time misunderstandings develop between the School and the home, it becomes the obligation of both to resolve these in a Biblical fashion; that of going directly to the parties involved for clarification and explanation. The Center agrees to work closely with the parents in the education of their child(ren). This includes provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting, proper student supervision, and communication with the home. Cooperation with School

policies, as well as parent participation, is critical to the health and well-being of the School and the child.

Complaint Procedure

If you have a complaint or concern:

1. **Express it promptly.** Keeping it to yourself can cause ill feelings and friction, which decreases our effectiveness.
2. **Tell it to the right person.** Concerns regarding the School or operations should be expressed directly to the Director.
3. **Express your concern clearly.** Make sure the person to whom you are expressing your concern knows all the details of the situation; exactly what you are concerned about, and why. Misunderstanding could lead to further problems and needless hard feelings.
4. **Pray about it.** Ask God to help make your complaint in such a way that it will result in the betterment of our School.

Miscellaneous Information

We are required by law to inform all of our families that Lakeside Baptist WEEschool is a gang-free zone. The gang free-zone is within 1000 feet of our school. This means that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our building is a violation of the gang-free zone and is therefore subject to increased penalty.

Parent Handbook Acknowledgment Form

Parent: Return this copy to the Director of Lakeside WEEschool.

My signature affixed hereto witnesses my willingness to abide by Parent Handbook Policies of the Lakeside WEEschool.

Child's Name

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Note: This form requires the signature of all parties involved in the child's care.

Parent Handbook Acknowledgment Form

Parent: Keep this copy for your records.

My signature affixed hereto witnesses my willingness to abide by Parent Handbook Policies of the Lakeside WEEschool.

Child's Name

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Note: This form requires the signature of all parties involved in the child's care.