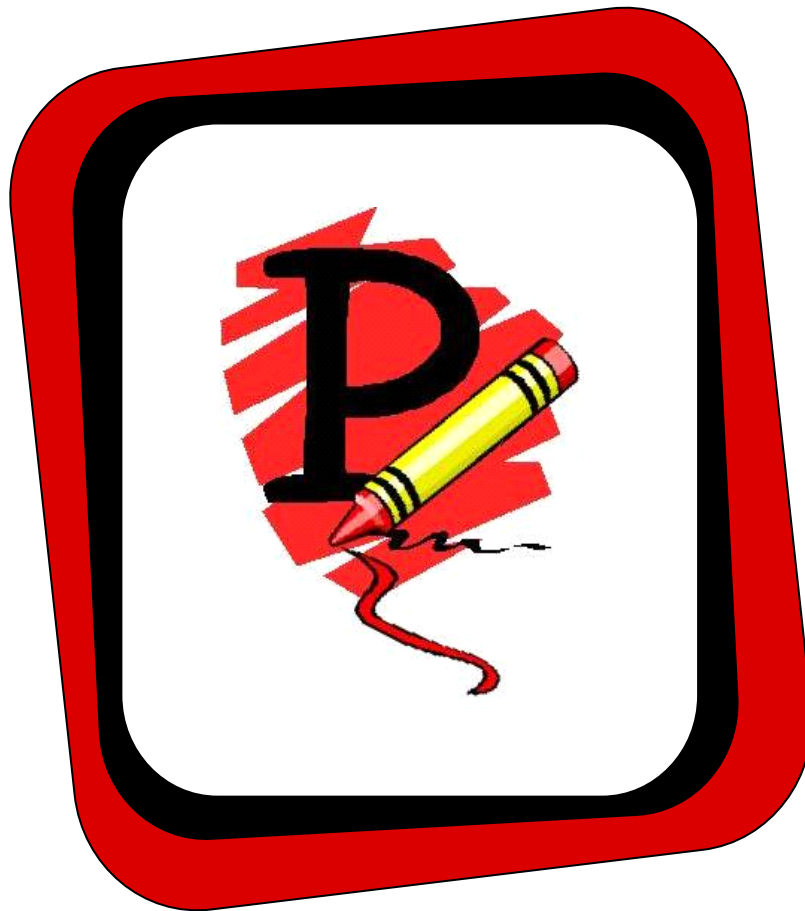


Parent Guide



Pied Piper Preschool 2026- 2027

ESTABLISHED IN 1973

"Facilitating the development of the whole child and nurturing the spirit, mind, body, and self-esteem."

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PRESCHOOL DIRECTOR AND TEACHERS

Pied Piper Preschool's nurturing and experienced teachers provide a safe, caring and consistent environment for young children. Our facilities are licensed by the Illinois Department of Children and Family Services (DCFS). Therefore, our Director/Teacher and Teachers must be qualified in early childhood development and attend conferences, seminars and workshops to keep current with issues in early childhood education, health and safety. Our Teachers must pass a background check and provide verification of a negative TB skin test current within two years. Our Director and/or Teachers are also certified in CPR and First Aid and have a Food Safety and Sanitation certificate.

Debbie Taylor - Teacher/Director
Hamilton, IL
Cell (319) 795-8530
E-Mail: deb.taylor1025@gmail.com

BOARD OF DIRECTORS

Pied Piper Preschool is governed by a Board of Directors (Board) that establishes the policies, procedures and maintains the setting for the school and does the administrative functions necessary for the operation of the school. The teaching staff carries out the program.

Board positions, made up of participating parents and/or non-parent community members, are voluntary and do not receive enumeration or any form of compensation.

President – Leah Boyer
Vice President – Bethany Scheetz
Secretary – Courtney Harrison and Taylor Getz
Treasurer – Barb Housewright & Ashley Faul
Party Chairs – Taylor Getz
Fundraising/Publicity – Bethany Scheetz

WELCOME TO PIED PIPER PRESCHOOL

The Pied Piper Preschool Staff and Board would like to extend a warm welcome to you and your child or children. We are delighted that you have chosen Pied Piper Preschool for your child's important early childhood education. Every effort is made to assure each child a safe, happy and stimulating preschool experience. This handbook was prepared to answer many of your questions about our program. Please keep it handy as a reference throughout the school year.

Carthage Location
Community of Christ Church
540 N Madison
Carthage, IL 62321
(319) 670-8482

Mailing Address
Pied Piper Preschool
P. O. Box 104
Hamilton, IL 62341



OUR MISSION

"Facilitating the development of the whole child and nurturing the child's spirit, mind, body and self-esteem."

OUR PHILOSOPHY

Since 1973, Pied Piper Preschool's purpose has been to socialize and expose preschool age children to valuable skills and experiences in order to better prepare them for elementary school. We recognize the importance of the early years in the development of the child's values and self-esteem. We believe that children learn through self-discovery and play; and thrive on routine and structure. The overall goal of the Pied Piper Preschool is to create a positive, sensitive and responsive environment to help children feel valued and grow with each learning experience to better prepare them for their elementary school years. Through developmentally appropriate activities, we foster physical, emotional, social and cognitive growth while promoting a lifetime love for learning.

OUR PROGRAM GOALS

- Promote a child's sense of individual worth and belonging as a part of a group and community.
- Provide opportunities to learn and grow through exploration and play.
- Explore small group activities for specific skills.
- Provide opportunities to experiment and problem solve.
- Create a language rich environment through circle time, reading, books and conversation.
- Promote awareness of the larger community with field trips and/or guest speakers such as firefighters, dentists, etc.
- Establish communication between parents through progress reports, conferences, daily information board and conversations.

PRESCHOOL PROGRAM DESIGN

Pied Piper Preschool implements a developmentally appropriate practices curriculum.

- The focus is hands-on learning from experiences with a variety of classroom activities.
- The classroom environment and curriculum are designed to provide experiences that stimulate a child's social, physical, intellectual and language development.
- Each activity is chosen based on the developmental skills of the children. This practice promotes independence and enhances thinking skills.
- The classrooms are well equipped with developmentally appropriate materials.
- All children are exposed to appropriate games and activities to enhance language and problem solving skills in the classroom.
- The environment and planned activities are designed to give opportunities for self-expression and the development of a positive self image.

EXPECTATIONS

For Children:

- Children can expect to be in a safe and supportive environment.
- Children can expect to use all of the program equipment, materials and facilities on an equal basis.
- Children can expect to have respectful treatment.
- Children can expect to have discipline that is fair and non-punitive.



- Children can expect to receive nurturing care from staff members who are actively involved with them.
- Children can expect to experience learning activities that are fun and creative and appropriate to the developmental level of the individual child.

For Parents:

- Parents can expect that their children will be cared for in a safe and supportive environment.
- Parents can expect to have the opportunity to talk to the teacher about concerns related to their child or the program.
- Parents can visit the program at any time. Parents with an approved background check on file with the school are always welcome to help in the classroom, if they wish.
- Parents will be regularly informed about the program activities.
- Parents will have open communication with the preschool staff.
- Parents will inform the preschool of updated phone numbers or addresses.

For the School:

- School expects parents to pay their tuition on time.
- School expects parents to pick up their children on time.
- School expects parents to respond to communication from the preschool staff and Board.
- School expects parents to be a part of the educational team that is concerned and caring for your child.
- School expects children to respect the program rules and guidelines for their protection and safety and to enjoy their experience in our classrooms.
- School expects parents address and phone number to be up-to-date.

CURRICULUM

In our daily program, there is a balance of child-centered and teacher-directed learning activities. During the school year, weekly, bi-weekly, and/or monthly themes are introduced in the classes. Each family receives a weekly emails or text messages stating the special activities and events of the coming month. Topics could include health, safety, nutrition, music, colors, shapes, the alphabet, numbers, transportation, community leaders, farm animals, pets, etc.

DAILY PROGRAM ACTIVITIES

Explorers 3 - 4 year olds

Arrival and Hand Washing - upon arrival at the preschool, parents will establish a routine that includes:

- placing the child's backpack in his/her assigned cubby, located in the hallway
- hanging outer garments on his/her assigned hook
- using the restroom located in the hallway, if necessary
- washing the child's hands *prior* to entering the classroom. Hands will be washed with the following technique: wet hands under warm water, lather both hands well and scrub vigorously for at least 20 seconds (remember to scrub between fingers), rinse hands thoroughly under warm running water, dry both hands with a new single-use towel, and turn water off using a disposable towel instead of bare hands to avoid recontamination of clean hands. (*Hand sanitizers or diaper wipes are not acceptable substitutes for soap and running water.*)

Circle Time - children come together for roll call, Pledge of Allegiance*, Purple Heart Pledge‡, jobs, calendar, weather, music, phonics jingles, and instructions for the day's lesson.

Story Time and Journals - children join the teacher in a literary adventure and then will be asked to journal one thing from the story.



Snack Time - children recite a short prayer** and eat healthy, nutritious snacks, chosen from a qualified snack list, and donated by the parents.

Group Lesson - children are led by the teacher in writing, phonics instruction, science based activity or social skills instruction.

Center Time - children rotate freely among classroom centers. Centers include music, reading, writing, listening, sand & water, manipulatives (gross and fine motor skills), kitchen, art and quiet area. As children rotate, the teacher will work with students one on one on various reinforcement activities.

Special Programs, Parties, & Field Trips are scheduled throughout the school year.

*At the beginning of each class the children will recite the *Pledge of Allegiance*; "I pledge Allegiance, to the flag, of the United States of America, and to the Republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all."

‡At the beginning of each class, after the Pledge of Allegiance, the children will recite the *Purple Heart Pledge*; "I will not use my hands or my words to hurt others or myself."

**At snack time during each class the children will recite a short prayer; "God is great, God is good. Let us thank Him for our food and friends. Amen"

Adventurers 4 – 5 year olds

Arrival and Hand Washing - upon arrival at the preschool, parents will establish a routine that includes:

- placing the child's backpack in his/her assigned cubby , located in the hallway
- hanging outer garments on his/her assigned hook
- using the restroom located in the hallway, if necessary
- washing the child's hands *prior* to entering the classroom. Hands will be washed with the following technique: wet hands under warm water, lather both hands well and scrub vigorously for at least 20 seconds (remember to scrub between fingers), rinse hands thoroughly under warm running water, dry both hands with a new single-use towel, and turn water off using a disposable towel instead of bare hands to avoid recontamination of clean hands. (*Hand sanitizers or diaper wipes are not acceptable substitutes for soap and running water.*)

Circle Time - children come together for roll call, Pledge of Allegiance*, Purple Heart Pledge‡, jobs, calendar, weather, music, phonics jingles, word wall and instructions for the day's lesson.

Story Time and Journals - children join the teacher in a literary adventure and then will be asked to journal three things from the story.

Snack Time - children recite a short prayer** and eat healthy, nutritious snacks, chosen from a qualified snack list, and donated by the parents.

Group Lesson - children are led by the teacher in writing, phonics instruction, science based activity or social skills instruction.

Center Time - children rotate freely among classroom centers. Centers include music, reading, writing, listening, sand & water, manipulatives (gross and fine motor skills), kitchen, art and quiet area. As children rotate, the teacher will work with students one on one on various reinforcement activities.

Special Programs, Parties, & Field Trips are scheduled throughout the school year.

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‡At the beginning of each class, after the Pledge of Allegiance, the children will recite the *Purple Heart Pledge*, "I will not use my hands or my words to hurt others or myself."

**At snack time during each class the children will recite a short prayer; "God is great, God is good. Let us thank Him for our food and friends. Amen"

PROGRAM FEES

Enrollment/Re-Enrollment Fee (Deposit) - Due at the time of pre-registration, a non-refundable deposit of \$60 for each child will need to be included with the child's enrollment form in order to secure the child's Fspot. This deposit will be applied toward the child's yearly insurance fee. It must be paid before your child can be considered officially enrolled in Pied Piper Preschool. Children returning for a second or third year at Pied Piper Preschool are required to pay this deposit in order to be officially enrolled. Money goes towards insurance fee.

Graduation Fee - A fee of \$12 will be collected in early spring for the Adventurer (4-5 year olds) class for purchasing caps and tassels for those students that will be attending the graduation ceremony. The items will belong to the graduating student.

Late Pick-Up Fee - A fee will be due if the parent/guardian is late picking up their child at dismissal time. After two late pickups without notifying the teacher in advance, a \$15 fee will be charged.

Snack Fee - Pied Piper Preschool does not charge a fee for daily classroom snacks. However, DCFS approved snacks are provided to the school by the parents of all students. See "Snacks and Drinks" under General Information for details.

Tuition Fees - The tuition is \$100 per month for the two-day session (Explorers) and \$120 per month for the three-day session (Adventurers).

Tuition payments are due by the 15th of the each month. At the August registration, the September tuition payment will be due. Nine months of tuition from September through May will be paid. Payments are to be placed in the locked drop box that is located in the hallway. Checks are made payable to Pied Piper Preschool.

No tuition will be refunded for days not attended (snow days, holidays or sick days).

Tuition must be paid to maintain a position in class, even if unable to attend for a time.

In case of divorce, tuition shall be the responsibility of the parent that the child is living with.

**Fees are subject to change.*

DELINQUENT FEES

If tuition has not been paid by the 20th of the month, the Treasurer will give notice that tuition is past due and payable by the 25th, including a \$5 late fee. If not received by the 25th, your child will be withdrawn until payment is received. A child from the waiting list may be brought in to fill the vacant position. Your child will be then be placed on the wait list.

In the event there are delinquent fees at the end of the school year, the Treasurer will send notice to the parent in an attempt to collect the fees. Your child will not be considered for re-enrollment until delinquent fees are paid in full.

A service charge will be assessed for checks returned for any charges by your bank to match the charge made to Pied Piper Preschool.



INSURANCE COVERAGE

A policy is purchased for each child enrolled at Pied Piper Preschool, which is mandated by law. The policy covers professional liability, workman's compensation, property and fire damage, and accidents occurring on school property. In case of a medical emergency, we are not liable, although we will seek immediate medical assistance for the child, in addition to contacting the parents. Parents may contact their own insurance company to determine the type of coverage their child receives in regard to possible accident or injury. Additional policy information is available upon request.

To file a claim with Pied Piper Preschool's insurance, contact the board Treasurer. The Treasurer will assist you by contacting the appropriate insurance company for your claim.

MEMBERSHIP & ENROLLMENT

Members in the Pied Piper Preschool organization shall be parents or guardians of preschool children of at least age three (3) and less than six (6) years of age by September 1 of the current school year.

Prior to enrollment, the parent(s) or guardian(s) shall be provided information about the program and are encouraged to observe in the classroom during the hours of operation. Parent(s)/guardian(s) of current students are also encouraged to observe their child during hours of operation. New students are welcome any time, if space is available. Enrollment is offered on a first come, first served basis with preference and early enrollment opportunity given to continuing enrollment. To register your child, call the current Board Vice President. Registration forms are available at the school. *All registration forms must be complete before children may attend.*

Required Forms for Enrollment

- Application/Record of Child Information
- Consents to Day Care Providers
- Certificate of Child Health Examination (*form **must** be complete, including Signatures, Dates, Immunizations, TB test or waiver and Lead screening with date and results or waiver, before it will be accepted*)
- Verification of Receipt of Policies (includes, but not limited to, receipt for licensing standards, Late pick-up policy, Discipline policy, Delegation of Responsibility Policy, school transportation)
- Birth Certificate

See "Health Guidelines" for specific health requirements listed on page 23

Updating Medical Records – Certificate of Health Examinations are considered current for 2 years from date of last exam. If medical records are updated during the school year, they should be returned to your child's teacher who will place them in the child's file.

Special Needs – Pied Piper staff will make every effort to provide accommodations for children who have special needs. Parents should include any medical information regarding their child's special needs on the child's application for enrollment form. When necessary, a written plan will be composed after a meeting involving parents/guardians, teachers, board members and other professionals deemed necessary by the parents/guardians. Special needs will be accommodated only with written permission from parents.



WITHDRAW POLICY

Parents/Guardians must provide a minimum of 30-days notice if the student will be withdrawing from classes before end of term. In the event 30-days notice is not given, no tuition or fees will be refunded to the parent/guardian of the student withdrawing.

DELEGATION OF RESPONSIBILITY

If there is a behavioral problem with a student and the teacher feels that the child may need help, there will be a conference with the parent(s). If the problem cannot be resolved, then the teacher and parent(s) will meet with a qualified professional to help meet the child's needs.

HOURS OF OPERATION AND CLASS REQUIREMENTS

The Explorers (3-4 yrs.) shall meet for a 3 hour session on Tuesday and Thursday of each week.
The Adventurers (4-5 yrs.) shall meet for a 3 hour session on Monday, Wednesday, and Friday of each week.

Explorers - 3 to 4 Year Olds

Tuesday & Thursday – 8:00 am – 11:00 am and/or 12:30 pm - 3:30 pm

\$100 per month

**Child shall be three years old before September 1st of the current school year

Adventurers - 4 to 5 Year Olds

Monday, Wednesday, Friday - 8 am – 11 am and/or 12:30 pm – 3:30 pm

\$120 per month

*Child shall be four years old before September 1st of the current school year

**Exceptions to the age rule can be made at the discretion of the Board with the Director's approval.

Holidays Observed – Pied Piper Preschool observes several holidays each year. Children will be provided a list of these holidays, including the dates observed at the beginning of the school year. The preschool will be closed on these days. The holidays are:

Columbus Day
Veteran's Day
Thanksgiving Break
Christmas Break
MLK Jr. Day
Presidents Day
Good Friday/Easter Break

School Cancellation Policy - Typically, Pied Piper Preschool will meet on days Carthage (Illini West) School District meet. Please reference the monthly calendars provided by the teacher or notice sent home with the students. The exceptions are the days of Parent-Teacher conferences, workshops, and in-service days.

Weather related school cancellations will also follow Carthage school closings. In the event school is cancelled due to weather, we will send an email or text. It is the parent/guardians' responsibility to obtain information about the closing.



School may be canceled for unforeseen circumstances such as teacher absence when no substitute is available, no power, no heat or other circumstances. In these cases, school will be cancelled by email or text.

In the event of an emergency, a Pied Piper board member and or the director will contact parent(s)/guardian(s) of the closing.

TRANSPORTATION, ARRIVAL AND DEPARTURE PROCEDURES

Transportation - Pied Piper Preschool has no provisions for daily transportation of children; therefore, parents/guardians are responsible for transportation. In the past, parents/guardians have formed their own car pools to transport children to and from school. If you would like help implementing a car pool, let a Board member know.

Arrival - Students should arrive no earlier than 15 minutes prior to the beginning of class.

Upon arrival at the preschool, parent/guardian will establish a routine that includes:

- placing the child's backpack in his/her assigned cubby, located in the hallway in Carthage
- hanging outer garments on his/her assigned hook
- using the restroom located in the hallway, if necessary
- washing the child's hands *prior* to entering the classroom. Hands will be washed with the following technique: wet hands under warm water, lather both hands well and scrub vigorously for at least 20 seconds (remember to scrub between fingers), rinse hands thoroughly under warm running water, dry both hands with a new single-use towel, and turn water off using a disposable towel instead of bare hands to avoid recontamination of clean hands. (*Hand sanitizers or diaper wipes are not acceptable substitutes for soap and running water.*)
- bringing the child directly into the room and being sure one of the staff members of the school is aware of his/her presence.
- parent/guardian or authorized person *must* sign the student in on the sign-in/sign-out sheet located on the table in the hallway

Parents are encouraged to communicate any of the child's immediate daily needs to the teacher at the time of arrival.

Departure – Students are to be picked up promptly at the end of the session. A fee will be due after two late pick-ups without notifying the teacher in advance. Parents/guardians must wait outside the classroom for their child/children to be released by the staff.

Parents/guardian or any authorized person *must* sign the student out on the sign-in/sign-out sheet located on the table in the hallway.

Prior to enrollment parents/guardians are required to complete the Consents to Day Care Providers Form. Only parents/guardians and other authorized persons designated by the child's primary caregiver listed in the Child Pickup portion of the form are allowed to pick up a child. If a staff member does not recognize the person who comes to get a child, but whose name is on the list, they will ask to see a photo ID before they release a child.

If a person not listed on the Consents to Day Care Providers Form is picking up the child, the parents/guardians must contact the teacher to communicate authorization for the person to pick up the child and provide a handwritten note stating that person is authorized to pick up the child. The teacher will place the note in the child's file with the Consents to Day Care Providers form.

Children will not be released to anyone, whether related or unrelated to the child who has not been authorized by the parents/guardians to receive the child. Persons not known to the staff shall be required to provide a driver's license (with photo), a photo identification card issued by the Illinois Secretary of State or other photo identification to establish their identity before the child is released to them.



ACCIDENT, ILLNESS AND EMERGENCY MEDICAL CARE POLICY

At Pied Piper Preschool at least one staff member certified in infant/child care and infant/child first aid will be available at all times. In addition, the staff is required to be certified in CPR, either BLS or Heartsaver. Emergency numbers are posted in the classroom near the portable telephone. EMS will be called immediately, if needed. Parent(s)/Guardian(s) will be notified immediately of accident, illness or injury. No medication will be given in emergency situations with the exception of allergic reactions. The staff will contact EMS and the child's parent(s)/guardian(s). EMS will determine if any medication will be given. Parents not wishing medical care due to religious grounds must provide Pied Piper with a plan to access services of a certified practitioner.

Accidents: In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, and/or emergency person will be called. In the event a parent/guardian cannot be contacted, all attempts to contact the parent/guardian will be documented and placed in the child's file. All accidents, major and minor, which occur while the child is at the preschool are recorded on an accident report form that requires the signature of the parent/guardian. The original form will be placed in the child's file and a copy of this signed document will be given to the parent/guardian. Repeated incidents involving the same child will result in a conference with the parent(s)/guardian(s) to determine a plan of action.

Allergies: All allergies to medication and/or other substances must be stated on the registration forms. Illinois law requires a signed note from the physician stating any food allergies that a child may have. The physician must recommend alternate food choices for the child. A Food Allergy Action Plan for children with food allergies will be posted in the classroom near the emergency phone numbers. This will ensure the staff has a reference in the event of an allergic reaction to food. Parents/guardians of children requiring use of an Epi-Pen, Twinject or Adrenaclick in the event of allergic reaction should ensure all the teachers have been trained on the use of the device. Whenever possible, an epinephrine device should be supplied by the parent/guardian and be left at the school during the school year. The device will be stored in a secure location accessible to the teacher in the event of a reaction. In any event, the staff should always know the location of your child's epinephrine device.

Daily Screening: Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the preschool staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present and facilities available to care for the ill child. Parental scheduling will not determine the attendance of a sick child.

Daily Health Guidelines: To help prevent children from contacting an illness while at school, we ask that you adhere to the following guidelines:

Keep your child at home if he/she has any of the following symptoms within the preceding 24 hours of school:

- Fever of 100 Degrees or more
- Fever with behavior change or symptoms of illness
- Diarrhea
- Skin Rashes combined with fever or behavior change, unless a physician has determined the illness to be non-communicable



- Nausea or Vomiting, two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration
- Sore Throat, until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours
- Unusual lethargy, persistent-crying, difficulty breathing, or other signs of possible severe illness
- Discharge from eyes or nose
- Swollen glands
- Congestion (thick, colored mucous)
- Conjunctivitis (pink eye): until 24 hours following the start of treatment
- Impetigo (until 24 hours following the start of treatment)
- Ringworm: when in doubt about a rash, consult your physician
- Strep Throat/Scarlet Fever: until 24 hours following the initiation of antibiotics and until your child has been without a fever for 24 hours
- Chicken pox: six days from onset of the rash or until all sores are scabbed-over
- Head lice: until the morning after the first treatment
- Scabies: until the morning after the first treatment
- Pertussis (Whooping Cough): until five days of antibiotic treatment has been completed
- Mumps until nine days after onset of parotid gland swelling
- Measles, until four days after disappearance of the rash
- Illness which prevents children from participating comfortably in program activities
- Illness that calls for greater care than the teacher/s can provide without compromising the health and safety of other children
- Mouth sores associated with the child's inability to control his/her saliva, until the child's physician or local health department states the child is noninfectious
- Symptoms that may indicate one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code(77 Ill. Adm. Code 690)
- Other contagious childhood diseases

A child should not return to school within the first 24 hours of taking antibiotics.

A child must be free of fever for 24 hours, without acetaminophen (Tylenol) and/or ibuprofen (Motrin) before returning to school.

If a child contracts or is exposed to a contagious disease, you must report this information to the child's teacher immediately. A notice of possible exposure to the disease will be sent home to all families in the classroom. Likewise, when children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, conjunctivitis, or strep infection, the school shall notify all staff members and all parents or guardians of children immediately. With infectious diseases, parents are asked to seek their physician's advice and always notify the preschool of the disease.

If a child develops any of the above conditions during class, the parent will be notified to pick up the child immediately.

When a child becomes ill while at school the parent/guardian will be contacted and is expected to pick the child up as soon as possible. If the parent/guardian cannot be reached, those persons listed on the child's emergency form will be contacted to pick up the child. While the child is waiting to be picked up, he/she will be isolated in his/her classroom away from the other children. A teacher or familiar adult will be available to comfort the child as needed until parent/guardian or other designated adult arrives. Please be sure all phone numbers on your child's emergency contacts are up to date.

Medication: No medication will be given at the preschool by Pied Piper staff. If a child must take medication during preschool hours, a parent/guardian must come to the school to administer the medication. Staff may administer minor first aid on cuts and scrapes.

Absenteeism: Parents are asked to notify the preschool if their children will be absent.



RELIGIOUS OBSERVANCES AND INSTRUCTION

Pied Piper Preschool observes the National and Religious holidays listed in the “Holidays Observed” portion of the Hours of Operation and Class Requirements section above. These holidays include the Christian holidays of Easter and Christmas. If you observe any other religious holiday, then you may feel free to take your child out of class for observation of the holiday. Lesson plans during the school year, at Christmas and Easter, may contain Christian philosophy. Additionally, Pied Piper Preschool holds a Christmas program at the school each year. The program may contain Christian Christmas songs. During class time the children recite the *Pledge of Allegiance*; “I pledge Allegiance, to the flag, of the United States of America, and to the Republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

At snack time during each class the children will recite a short prayer; “God is great, God is good. Let us thank Him for our food and friends. Amen”

WALKING TRIPS, FIELD TRIPS & OUTDOOR ACTIVITIES

From time to time, field trips, walking trips or outdoor activities may be scheduled at the discretion of the Director/Teacher. These may include supervised outdoor group activities, spontaneous walking trips around Pied Piper Preschool, scheduled walking trips (such as Trick or Treating), special excursions or field trips to local facilities. Children will be adequately supervised by the staff and health and safety precautions will be taken in compliance with Illinois DCFS licensing standards. You will be notified in advance of any field trip.

Walking Field Trips -The students will be adequately supervised by the staff when walking field trips are scheduled. Parents may attend.

Field Trip Only Days – Field Trip only days will be scheduled with parents responsible for transportation of their child(ren) to and from the field trip location.

A permission form will be provided to you to sign for each trip. If you decide not to allow your child to participate in a given trip, the child should be kept home on that day. No refund in tuition will be allowed.

PERSONAL BELONGINGS

Backpacks: Backpacks are needed daily and will be placed in the child’s cubby, located in the hallway during school hours. Please ensure that these bags are large enough to fit folders, projects, and other important information to and from school. Each child should have a change of clothes and Pull-Up, if needed, in their back pack. Please make sure your child’s name is clearly written on your child’s bag as well as all of their belongings. It is extremely important that you check your child’s backpack daily. Important notes, projects, and food maybe in the bag and need your immediate attention.



Clothing: Children should wear comfortable, everyday clothes. The preschool recommends that children wear comfortable play clothes and appropriate shoes with non-skid soles that allow them to move freely. Children should be dressed in clothes that can be soiled and are easily washable. Children will occasionally play outside, except in inclement weather. Please make sure your child is dressed appropriately for the weather (coats, mittens, hats, etc.). Please label with first and last name on all clothing, backpacks, hats, mittens, coats, etc. Parents may leave a change of clothing (underwear/pull-up, old pants, shirt, socks) in case of an accident or spill. Clothing will be kept in your child's backpack during the school year. As seasons change, please send the appropriate clothing.

Toys, Animals and Personal Items: Children should not bring toys and/or other personal items, including animals, to school unless your child is participating in Show and Tell. If a child does bring an item from home, the teacher will put it up and return it to the child at the end of class, or it will be given to the parent to take home if the parent is still in the building.

Healthy household pets that present no danger to children are permitted in the classroom only during Show and Tell time. Household pets include cats, dogs, fish, gerbils, hamsters, and guinea pigs. A licensed veterinarian shall certify that dogs and cats have been inoculated against rabies.

If a child is scratched or bitten by an animal, Illinois law requires Pied Piper Preschool staff to notify the Hancock County Animal Control Officer.

At no time will the presence of monkeys, ferrets, iguanas, psittacine birds (birds of the parrot family) or any other wild or dangerous animal be permitted at the preschool.

Pied Piper Preschool is not responsible for lost, broken, or stolen toys and/or personal items.

CONFIDENTIALITY OF RECORDS AND INFORMATION

Preschool personnel shall respect the confidential nature of the child and personnel records. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to Pied Piper Preschool Board and Staff unless the parent(s)/guardian(s) of the child has granted written permission for disclosure or dissemination.

GUIDANCE AND DISCIPLINE POLICY

Preschoolers will be encouraged to resolve conflicts on their own. The staff of Pied Piper Preschool will use positive statements regarding behavior and positive statements to guide redirection of behavior. In addition, the staff will use disciplinary procedures that are designed and carried out in such a way as to help the children develop self-control and to assume responsibility for their own actions and that are developmentally appropriate.

CLASSROOM RULES

Classroom rules are as follows:

- Always be kind to others
- Always use your manners
- Always use your indoor voice
- Always walk

These rules are read aloud each day.



Pied Piper Preschool uses the assertive discipline model in the classroom. This system rewards students for positive behavior and allows the teacher to teach in an environment that is largely uninterrupted by student behaviors. Each classroom has a behavior chart in which each student has a green, yellow, and red card. Each day of school the child starts on his or her green card. If they choose to break one of our classroom rules they will receive a warning. Should they choose to break a rule after being warned, their card will be turned to yellow. Discussion will take place with the student individually or in a group setting (depending on where the behavior occurred) about their behavior and the consequences of such actions. If while on yellow the student decides to again break a rule the student's card will be flipped to red. Each time a student remains on green (or yellow) for the entire class period they receive a sticker on their sticker chart. For every third sticker (second sticker for Explorers) they will be allowed to choose one item from the "prize box." Stickers are only given if the student is present. If student is on red, they will not receive a sticker for that day.

A specific plan for responding to a child's pattern of unacceptable behavior will be made. All staff who affects the child shall be made aware of plan and implement. Parents shall be informed of and agree to any variation in regular procedures undertaken to meet the specific needs of the child. Clinical behavior management plans may be developed to meet child's needs; developed with the teacher, parent(s), and professional clinician. This must be documented in child's file. Temporary removal will be the last resort due to serious safety threats that cannot be reduced or eliminated after qualified professional plans cannot be met. If it is decided that it is in the best interest of the child to transition to a different program, the child and parent needs shall be considered and reviewed with staff, parents and pending program. Parents are asked to share any professional evaluation to best meet the needs of the child, if any.

No child shall be subject, under any circumstances, to corporal punishment inflicted in any manner. The following behaviors are prohibited at Pied Piper Preschool:

- Hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear
- Threatened or actual withdrawal of food, rest or use of bathroom
- Abusive or profane language
- Any form of public or private humiliation, including threats of physical punishment
- Any form of emotional abuse, including shaming, rejecting, terrorizing or isolation of a child

COMMUNICATION

It is important to check your child's school bag and communication folder after each class session for items that may be sent home by the staff. Any communication a parent/guardian may have for the staff should be placed in the communication folder and sent to school with your child. The staff will check the folders each day. Weekly emails will be sent out with activities for the week and any special notices about upcoming events.

BIRTH CERTIFICATES

The parent/guardian of any child enrolled at Pied Piper Preschool must, within 30 days of enrollment, provide the preschool with a certified copy of the child's birth certificate. Pied Piper will make a duplicate copy of the original and return the original certified copy to the parent or guardian no later than the end of the next business day after receipt. If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate.

Pied Piper is required by law to notify the Illinois State Police or local law enforcement agency of the parent or guardians failure to submit proof of the child's identity within 30 days. Pied Piper will notify the parent or guardian in writing that the Illinois State Police or local law enforcement has been notified as



required by law. The parent or guardian then has 10 additional days to comply by submitting the required documentation.

Additionally, Pied Piper Preschool is required to report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content.

LATE PICK-UP POLICY

It is important that your child/children be picked up on time from Pied Piper Preschool. If you are going to be late picking up your child from Pied Piper, you must notify the teacher in advance in person or by telephone.

In the event a parent/guardian has not picked up, or made arrangements to have some else pick-up their child/children within 15 minutes of the end of class, the Teacher will call the parent's/guardian's contact number on file three times in the first fifteen minutes. If no one can be reached within that time, the alternate authorized person will be called three times in the following fifteen minutes. If no one can be reached within that time, the police will be called to assist in finding the parent/guardian or alternate authorized person. The child will be kept at Pied Piper no longer than forty-five minutes beyond the pick up time, at which time the child will be turned over to the police department. The teacher will be responsible for the child until the parent, authorized alternative person, or outside authority arrives. The teacher will only discuss the situation with the parent or guardian, and not with the child.

It is important that Pied Piper have up-to date emergency contact numbers on file.
School closing times are listed above.

Be reminded, after two late pick-ups you will be charged \$15.

GENERAL INFORMATION

Birthdays: Children are encouraged to celebrate their birthdays at the preschool. Please feel free to send or bring a special birthday treat to school for your child to share with the other children. Due to Illinois DCFS guidelines, only prepackaged items can be served and the *treats must follow the requirements for the daily snack*. See "Snacks and Beverages" below. Parents should speak to class teachers, at least one week in advance; about what day the treat will be sent so that it may be added to the calendar to insure there are no other treats to be given out that day, and for any food allergies that may need consideration.

Treats we don't commonly receive for snack that are good choices for a birthday are:

Crackers and cheese
Powdered donuts and milk (check label for enriched flour as first ingredient)
Yogurt, regular or drinkable or GoGurts
Apple and peanut butter
Banana and chocolate milk
Fresh fruit and string cheese
Fruit cup and crackers
Ice cream cup and cookie (packaged, enriched flour as first ingredient)
Raw vegetables and dip
Pudding cups



Birthday treat bags may be prepared with a snack included however; the snack must be prepackaged and travel safe, as it will be sent home with the students.

Book Club Orders: Monthly book club orders are available to parent(s)/guardian(s) of all children enrolled at Pied Piper Preschool. They are a fantastic way to encourage the love of reading. Online fliers are available. Instructions for online ordering will be provided by the Teacher at the beginning of the school year. Fliers will also be available for pick-up on the student cubbies should the parent(s)/guardian(s) be interested in ordering. The form should be filled out and returned with a check made payable to Scholastic Book Clubs. With each order, the preschool receives points that may be redeemed for educational programs and books. Orders can also be placed online.

Christmas & Class Programs: Students will participate in a Pied Piper Preschool Christmas program in December. Refreshments will be served following the program. Students may also participate in other class programs during the school year and parents will be notified as scheduled.

Class Parties: Pied Piper students have four parties per year, including Halloween (includes costume Trick or Treat walk to area business), Christmas (includes small gift exchange), Valentine's Day (includes exchanging cards), and Easter (includes egg hunt). Parents will be asked to provide DCFS approved snacks (remember to check with the teacher for food allergy considerations), juice, cups, plates, napkins, treat bags, a game, and a craft activity. Sign-up sheets for the class parties will be available during student registration at the beginning of the school year. A party assignment sheet with dates, times, and duties will be posted on the bulletin board by the classroom entrance to remind parents which items they signed up for. Check for unfilled assignments prior to each party. Anyone can sign up for more than one party or item. If parents cannot attend a party, they are more than welcome to sign-up to donate any of these items and send them to school the day of the party. Each party will need a captain who will call the party volunteers to make sure the party is organized and assure that at least one or two people will be present to lead the activities. All parents are welcome to come to their child's party, even if they are not on the committee, provided that parent involvement does not disrupt the child's involvement.

Please note that Illinois state law requires that treats must be pre-packaged or baked in a licensed kitchen (Hy-Vee, County Market, Wal-Mart, etc.) and anyone handling the treats/snack must wear plastic gloves.

The parties are held during class session, usually 45 minutes of class time for the Explorers and Adventurers and 30 minutes for the Discoverers. Since the Discoverer party is shorter in length, the party committee may opt to substitute a game and/or craft activity for a suitable story.

Parents are asked to clean and pick-up the area after each party. Cleaning supplies are located in the kitchen.

If a scheduled party lands on a snow day, the party will be the next day the class is in session. If a party is cancelled for any other reason, parents will be notified.

It is suggested that the snacks provided by the snack volunteer be served first, before any other party activity. For the party volunteers providing snacks, juice, cups, plates, and napkins, it is beneficial to have all these items put in a "place setting", that is, everything laid out for each child, prior to the students' arrival to the party area. As with snacks, any game or craft should be set up prior to the arrival of students. Treat bags are normally pre-made and given to the students following all their activities and handed out as they leave the party area.

Class Photographs: Class photos will be taken of all preschool classes by a professional photographer in early fall. A group photo and individual photos will be taken. Each student will receive an order form prior to the photo session. Parents are under no obligation to purchase photos.

Class Supplies: At the registration, teachers will provide the parents with a list of school supplies to be donated for each child.



Donations: Parents may donate items to the preschool with the approval of the Director. Past items have included paper supplies, art supplies, crafts, electronics, games, books, toys, puzzles, dress-up clothes, furniture, and computer software.

End of Year Picnics: Students and parents/guests may participate in the school family picnic with their teacher(s) at the end of the school year. Picnics will take place at a pre-determined local park and participants bring their own food and table service.

Fundraisers: Pied Piper Preschool will host at least one fundraiser per year, usually two or more. Sign-up sheets for volunteers will be available for fundraisers requiring parent participation. Proceeds will be used for classroom supplies and improvements. Teachers are asked to keep a current "Wish List" available for reference. Past fundraisers have included selling Casey's Pizza Cards and bake-sales. Parents are under no obligation to purchase fundraising items or to participate in any of the fundraisers.

Parades: Pied Piper Preschool students participate in the Homecoming Parade during the fall football season. Parents decorate the vehicle/trailer used in the parade. Students either ride in a truck bed or on a trailer, depending on who will donate the use of their vehicle/trailer. Students ride along with parent volunteers and normally participate in throwing candy to people along the parade route. The school and/or volunteers who provide the float and/or transportation are not responsible for any injury or liability that may occur. Parents and students are given the option to participate. It is not mandatory.

Parent Meetings: Parents are required to attend the scheduled registration/orientation session. An Open House is normally scheduled in the fall as an opportunity for parents to visit their child's classroom. Conferences can be scheduled between the parents and the teacher of the class; however, the director and/or teacher is always available upon request to discuss the child's adjustment and to answer any questions parents may have.

Personal Space: At the beginning of the year, your child will be assigned a hook and cubby, in the hallway in the classroom, where his/her backpack, jacket, hat, etc. should be placed. This area will be labeled with their name. Spaces are usually shared with other students in different classes. Therefore, it is important that parents check the child's cubby and hook each class session for papers and other items.

Promotions & Graduations: Explorers participate in a promotion ceremony at the end of the school year. Adventurers will participate in a graduation ceremony at the end of the school year. Children will sing songs and be given a diploma honoring their completion of Pied Piper Preschool. Refreshments will be served following the ceremony.

Acknowledgement of the Photographs/Video Release section on the "Acknowledgement of Receipt...." page gives Pied Piper Preschool the permission to use your child's(ren's) photo/video for such publications.

Show and Tell: Children in the Adventurer and Explorer classes are given the opportunity to participate in show and tell once a week. Weekly show and tell themes will be listed on the weekly email or text. See "Personal Belongings" on page 18 for restricted items and storage of items.

Snacks & Beverages: Pied Piper Preschool serves a daily snack and birthday snacks, which are provided by the parents/guardians. These snacks must follow the Illinois DCFS guidelines in accordance with our Illinois state license, which states that the item *must be whole grain or have the first ingredient be enriched flour*. Exceptions are made for class parties, which must be prepackaged or from an approved kitchen (Hy-Vee, County Market, Wal-Mart, etc.) and may not be homemade. We are also required to post a menu one week in advance, so please let the teacher know one week in advance if you are bringing a birthday treat or a fresh snack. We will send a letter home with your child for more snack supplies sometime after our Christmas break.

Before the children have their snack, they recite a simple children's prayer; "God is great, God is good. Let us thank Him for our food and friends. Amen"

Beverages – Juice - Please bring two bottles or cans to school with your child.



The juice must be 100% juice.

Boxed Snacks – Please bring two boxes of the following to school with your child.

Teddy Grahams (any flavor)

Nabisco Graham Crackers or Store Brand (original, low fat, cinnamon sticks)

Animal Crackers

Fig Newtons or Strawberry Newtons (or Store Brand)

Peanut Butter Cookies (Sam's Choice or Store Brand)

Goldfish Crackers

Nutter Butter Cookies or Bites

Wheat Thins, Wheat Thins Chips, Ritz Chips

Crackers; Club, Vegetable, Snack, Cheez-Its, Ritz Bits (any flavor)

Vanilla Wafers

Cheerios (Honey Nut, Apple Cinnamon, Chocolate, Fruity)

Applesauce (in individual containers)

Pudding (in individual containers)

Peanut Butter

Any other approved snack; remember the first ingredient rule: whole grain or enriched flour

Gloves must be worn when handling food.

Fresh Snacks (please let teacher know one week in advance if you are bringing any fresh snacks).

Must be pre-packaged. *Apples or Bananas , *Yogurt (drinkable, Go-gurts), *Cheese, *Raw vegetables

Other fresh snacks with prior approval of the teacher.

Student Jobs: As part of the curriculum, the children have "jobs" to do, which is their chore for the day. Jobs help students to learn responsibility, to cooperate, to share, and to show respect. Current jobs are: line leader, caboose, calendar, weather, song helper, flag holder, and picker upper. (Discoverers do not have a job).

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Pied Piper Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or impoverishment in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

OPEN DOOR POLICY

Pied Piper Preschool has an open door policy. Parents may visit at any time without notification to the teachers. Visitors must observe away from the student's work or activity is as not to hinder the day's lesson. Parents may contact the teachers before or after school hours or at home during reasonable hours.

FAMILY LAW POLICY

Parents, whether married or not, have joint legal responsibilities for their children unless there is a Court Order determining otherwise. As our staff needs to be clear about who has legal responsibility, we need to have a copy of any access orders issued by the court. This is a requirement of State Licensing Regulations. Services are not legally able to allow children to leave the school without the permission of the custodial parent.

In the case where guardianship and custody is legally defined, school policy must be followed as stated on the enrolment forms. When situations change, a copy of the custody order must be provided to the school. Where confrontation situations arise over custody the child will be kept at the school and other



agencies will be contacted, i.e. the Police Department and The Department of Children and Family Services.

HEALTH GUIDELINES

Pied Piper Preschool needs the following information on file at the school for each child as required by the Illinois Department of Child and Family Services (DCFS).

Physical: DCFS mandates that all new students receive a physical and that this medical report, titled "Certificate of Child Health Examination", which is available at Pied Piper Preschool, be dated less than six months prior to enrollment and that the medical examination shall be valid for two years. If your child entered Pied Piper Preschool as a two year old, the physical will need to be repeated if they enter the 4 year old (Pre-K) class.

Immunizations: The medical report shall indicate that the child has received the immunizations required by the Illinois Department of Public Health, including poliomyelitis (polio); measles, mumps, rubella (MMR); diphtheria, tetanus, pertussis (DTaP); haemophilus influenzae B (HiB), hepatitis B (HepB); and varicella (chickenpox) or provide proof of immunity. The Certificate of Child Health Examination may be waived in cases where religious practices prohibit physical examinations and immunizations.

Tuberculosis: If the child is in a high-risk group, as determined by the examining physician ("Tuberculosis" fact sheet is available at Pied Piper Preschool), a tuberculin (TB) skin test and the results of that test shall be included in the initial examination and a copy included in your child's registration information. If your doctor determines your child does not need a TB skin test, he/she must write your child a waiver for us to include in your child's file or check the appropriate box on the Health Examination form.

Lead Testing: Under Illinois law, a parent or guardian of any child between the ages of 6 months through 6 years is required to provide a statement from a physician or health care provider certifying that his or her child has been screened/assessed for lead poisoning before that child may be admitted to preschool. This statement must be provided prior to admission and subsequently in conjunction with required physical examinations. If your doctor determines your child does not require a blood test for lead, he/she must write your child a waiver for us to include in your child's file.

The Illinois Lead Poisoning Prevention Act mandates that every physician and health care provider must screen (using a blood lead measurement) in high-risk areas (including residing in a high risk Hancock County ZIP code of 61450, 62311, 62313, 62316, 62318, 62321, 62330, 62334, 62336, 62354, 62367, 62373, 62379, or 62380) and must assess (using the Childhood Lead Risk Assessment Questionnaire) in low-risk areas, all children 6 months through 6 years of age for possible lead poisoning. If you reside in a county other than Hancock, Illinois, please check the requirements for the county you live in to determine if a test is indicated. Again, if your doctor determines your child does not require a blood test for lead, he/she must write your child a waiver for us to include in your child's file.

Health forms and immunization record must be submitted to Pied Piper Preschool prior to your child's first school day. Your child may not attend school unless all immunizations are up to date. The "Health Requirements for Children" (physical) is good for two (2) years.

Hearing and Vision Screening: State Law mandates annual hearing and vision testing for all children beginning at age three (3). Pied Piper Preschool will provide parents/guardians information where hearing and vision screenings can be obtained.

Medical Conditions: If your child has a known medical condition (allergies, asthma, diabetes, seizures, hearing or vision concerns, developmental delays, lactose intolerance, etc.), please be sure the staff is aware of what to do should a problem occur. Necessary medication must be available and the appropriate forms for its use must be completed.



SAFETY

Child Abuse: The staff of Pied Piper Preschool is required by the Illinois state law to report any suspicion of child abuse.

Fire Drills: Fire drills are every month, in order to familiarize the children with proper and safe procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to plan.

Pest Management: Pied Piper Preschool will notify parents/guardians at least 2 days but not more than 30 days prior to any application of pesticides. Pesticides will not be administered while children are present and children will not be allowed to enter any area less than two hours since an application. The school will use as many non-chemical methods of pest management as possible. Toys will be removed from the area before a pesticide application. Chemicals will be used in minimal amounts and a licensed pest control operator will be used if commercial chemicals are needed. A record will be kept on file at Pied Piper of all pesticides used.

Tornado Drills: Tornado drills will be conducted in the Spring and Fall. Students will be escorted to a safe shelter in one of the inner rooms and instructed in proper safety procedures.

***The Handbook may be edited at any time without notice.

COVID-19

Students and guardian at drop off will complete temperature checks and document accordingly, if required. Parent/guardians should not send their child if they have been exposed or are experiencing symptoms related to COVID-19. All precautions (including mask usage) are being followed as issued from the Department of Child and Family Services and will be communicated to parents as guidelines & recommendations change. You can also refer to our Emergency Management Plan for further details. For questions regarding exposure or symptoms, please contact the Hancock County Health Department.



Upon receiving the Parent Guide Book and Constitution and By-Laws, parents/guardians must sign and return the Parent Guide Book and Constitution form stating you have received the Pied Piper Parent Guide Book and Constitution and agree to all the rules given therein.

Acknowledgement of Receipt of Parent Guide Book for Pied Piper Preschool

I/We, _____ the parent(s)/guardian(s) of:

_____ have received, read and will abide by the policies and procedures set forth in the Pied Piper Parent Guide Book and Constitution & By-Laws. Policies/Procedures received include the following:

Please initial each policy/procedure stating that you understand and read in the above Handbook:

_____ Withdraw Policy

_____ Discharge Policy

_____ Transportation, Arrival, and Departure Procedures

_____ Religious Observances and Instruction

_____ Walking Trips, Field Trips, and Outdoor Activities

_____ Guidance and Discipline Policy

_____ Birth Certificate Requirements

_____ Late Pick-Up Policy

_____ Photograph/Video Release

_____ Family Law Policy

_____ Safety-Pest Management

_____ Delegation of Responsibility

Parent/Guardian Signature

Date

Parent/Guardian Initial

