

River Forest Community Center
Half-Day and Full-Day
Early Childhood Learning Center
Parent Handbook



8020 Madison Street
River Forest, IL 60305
(708) 771-6159

Lia Madonia-Garcia ~ Early Childhood Director

River Forest Community Center

Parent Handbook

2023-2024

Welcome

The staff of the River Forest Community Center would like to welcome you and your child to our program! The information in this handbook is designed to provide a convenient and handy reference to be used throughout the year. Please do not hesitate to call the Early Childhood Director at (708) 771-6159 if you have any questions, suggestions, or concerns about the program.

History

The River Forest Community Center is an Illinois not-for-profit organization, which was incorporated in 1975 for the purpose of providing recreational, educational, and social programs and services to the residents of River Forest and surrounding communities. The full-time Early Childhood Program began in 1980 at the original site of the Community Center at 414 Jackson. As enrollment increased, the program was first moved to the River Forest Public Schools and then relocated to the interim Community Center building at 412 Thatcher before moving to its permanent site at 8020 Madison Street. In 2008, a second child care center was added through a collaborative agreement with Oak Park and River Forest High School and the Center has managed the child care program at the high school since then. Regardless of the site, the program has always been licensed and fully equipped to meet the needs of its participants.

The Community Center is governed by a Board of Directors with the majority of board members required to be residents of River Forest. The Community Center does not have any direct taxing authority and derives virtually 100% of its operating budget from program user fees. Other sources of revenue include fund-raising, special events and donations.

Program Licensing

The River Forest Community Center's full-time Early Childhood Program is licensed by the Illinois Department of Child and Family Services (DCFS). State and local officials visit the program throughout the year to ensure compliance with the regulations that provide for the safety and well-being of the children in the program. A copy of the DCFS licensing standards is available in the director's office for review.

Program Philosophy, Curriculum, and Objectives

Philosophy

The River Forest Community Center's early childhood programs provide a safe, caring, and educational environment that supports each child in achieving their full potential. Our program promotes the development and growth of the whole child and offers child-centered experiences that support independence, confidence, and a love for learning.

In each child we strive to cultivate:

- Autonomy
- A sense of belonging
- Respect for others
- Enthusiasm for exploration

Curriculum

Our classrooms utilize The Creative Curriculum, a research-based curriculum approach that incorporates developmentally appropriate practices and features exploration and discovery as a way of learning, building confidence, creativity, and critical thinking skills. Developmentally appropriate practice (DAP) is an approach to teaching that is based on research on how young children develop and learn, and the methods which most effectively foster children's growth, development and learning. DAP is a framework to guide the decisions a teacher makes throughout each day regarding materials and teaching methods. These decisions are based on their knowledge of child development, consideration of individual differences, and social and cultural influences. The National Association for the Education of Young Children (NAEYC) has pioneered the use of DAP in early childhood classrooms and is considered the foremost expert in the field of early childhood education. RFCC classroom teachers prepare lesson plans that include a variety of hands-on activities which allow children to explore materials, construct knowledge and instill a love for learning.

Program Philosophy, Curriculum, and Objectives (continued)

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Program Objectives

- **Personal Growth** – To help each child develop autonomy and trust in their own skills and abilities.
- **Emotional Growth** – To help each child to better understand their feelings, develop skills such as impulse control, and encourage each child to express feelings and communicate needs in respectful ways.
- **Social Growth** – To provide each child with opportunities to learn how to get along in a group, develop an awareness of other's needs, practice social problem solving skills and experience positive social interactions.
- **Cognitive** – To provide each child opportunities to explore materials, discover cause and effect, develop observation skills, create experiments and develop problem solving skills, and critical thinking.
- **Language** – To provide each child with social and learning interactions with peers and adults that foster oral communication skills for listening and speaking and an environment to develop reading and writing skills.
- **Creative Expression** – To provide each child with opportunities to explore art, music, dance, and drama; to express oneself through various arts; and to develop pride in what they create.

Daily Schedule

Our daily schedule varies by age and developmental abilities. Children respond well to routines and when they know what will happen next. We strive to provide a variety and balance of activities that are available to all the children. Specific schedules are posted in each classroom and given to parents at the time of enrollment.

Assessment Procedures and Screenings

The developmental screenings, observation tools, and assessment procedures utilized in our program align with our program philosophy of learning through play and our program curriculum. Parents are asked to complete a screening tool, the *Ages and Stages Questionnaires (ASQ)*, each fall and spring. ASQ provide reliable, accurate developmental and social-emotional screenings that draw on your expert knowledge of your child to recognize delays and track progress. Completing the ASQ helps the teacher get to know your child and lets us know how you feel your child is developing.

Hearing and vision screening is provided by the Collaboration for Early Childhood Care and Education

Early Childhood Staff

The RFCC Early Childhood staff includes a full-time director, full-time assistant director, and full and part time teachers, assistant teachers. The teacher/child ratio for children ages 3-4 is 1:10 and for children ages 5-12 is 1:20. Staff members have educational training and experience in meeting the needs of young children. All early childhood staff meet the requirements established by the Illinois Department of Children and Family Services. Teachers and assistants attend at least 20 hours of in-service training per year to stay current with child development, child safety, and child health issues. All RFCC staff members are dedicated to providing a quality environment for each child in the program.

Volunteers

The Community Center is proud of its partnerships with several local agencies who will send representatives to volunteer in or observe our programs at times throughout the school year. Below is a list of some of the agencies that volunteer in our program. Please feel free to visit their websites for more info:

- River Forest Public Library: www.riverforestlibrary.org
- The Collaboration for Early Childhood Care and Education: www.collab4kids.org
- Illinois Action for Children: www.actforchildren.org
- River Forest District 90: www.district90.org
- Opportunity Knocks: www.opportunityknocksnow.org
- OPRF High School's Community-Integrated Transition Education (CITE) Program: www.oprfhs.org/special-education/CITE.cfm

Enrollment and Withdrawal Information

Enrollment Fees

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An annual non-refundable registration fee of \$60/family for children in preschool and pre-kindergarten and \$35/family for children in Munchkins/Playschool or Before/After school programs is required at the time of registration.

- **Full-Day Programs:** A one-week tuition deposit per child is required to secure a child's enrollment. Deposits will be applied to a child's last week of care for the school year (plus or minus any adjustments made to enrollment during the school year). Deposits are non-refundable.
- **Half-Day Programs:** A deposit of one month's tuition is required at the time of registration. This deposit is applied to your child's first month of school. Deposits are non-refundable.

Enrollment Information:

- Current participants and River Forest residents will be given one week's priority registration
- Registration opens to the public one week after priority registration begins
- The completed application form, paid registration fee, and the tuition deposit are required and must be submitted at the time of registration in order to secure a place for your child
- Children must be 3 years old and toilet trained to begin the program. If children are not 3 year of age or toilet trained before the start of the school year, parents may wish to pay tuition to hold their child's spot until they meet both requirements.
- Children are also required to have the following paperwork on file before the new school year begins:
 - Waiver/Release and Financial Policy Forms
 - Transportation Form (School Age Children Only)
 - Electronic Funds Authorization Form
 - Developmental Screening Consent Form (NA for children Kindergarten and Older)
 - Summary of DCFS Licensing Standards – Signed
 - Positive Guidance and Discipline Policy – Signed
 - Signed Acknowledgement of Parent Handbook
 - Physical/Immunization Report
 - Certified copy of child's birth certificate
 - Parent Communication App Agreement Form

All enrollment materials must be completed and returned to the RFCC before a child can attend

Withdrawal

- One week's written notice and payment is required from any participant who withdraws during the school year.
- Tuition deposits (plus or minus any adjustments made for enrollment changes during the program year) are applied to a child's last week (full-day) or month (half-day) when either written notice of withdrawal is given or the school year ends.

The Community Center may end a family's enrollment for the following reasons:

- Non-payment of tuition or fees
- Non-compliance with any of the Center's policies
- Behavior of a parent, family member or authorized pick-up person that is considered unsafe, detrimental or hostile to the RFCC program environment

On occasion, our program may not be an optimal fit for a child or family. The Community Center will make efforts to work collaboratively with families to resolve challenges that arise. If reasonable efforts have been attempted and a child cannot be served without fundamentally altering our program, or whose needs exceed the capabilities of our program, RFCC reserves the right to dismiss a child from the program.

Enrollment/Schedule Changes

Any enrollment change request must be submitted in writing and must be approved by the Director prior to implementation.

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Non-Discrimination Policy

Our programs will not deny enrollment to any person with regard to race, color, religion, gender, gender expression, national origin, age, or disability, marital status or sexual orientation.

Tuition and Payment Procedures

Full-Day Programs

At the time of enrollment, parents must choose a weekly commitment for the school year. The Community Center reserves a spot in the program for the participant based on this commitment. The commitment may be changed during the school year only with the Director's approval. Tuition is not pro-rated for absences. Participants receive vacation credit vouchers equal to one week of tuition per school year, which can be applied to absences if desired.

Tuition is due by 9:00 am on Monday for the following week of care (in essence participants are paying one week in advance for their child's care). Payments may be made by cash, check, or credit card (Visa, Master Card, and Discover only). Bi-weekly automatic credit card deductions or checking/savings withdrawals are available to all participants contingent upon the proper authorization forms being completed prior to participation.

Half-Day Programs

Full payment of the child's monthly tuition is due on the last Friday of every month (for the following month). Tuition can be paid via check, cash, or credit card. Automatic credit card deductions or checking/savings withdrawals are available to all participants contingent upon the proper authorization forms being completed prior to participation.

The program is prorated for the entire school year taking into account holidays and breaks. Tuition is not prorated for absences or inclement weather.

Late & NSF Fees

A late payment fee of \$10 will be assessed for any late payments. Tuition and fees that are not paid in full, by the due date, will result in suspension from the program.

A NSF fee of \$40 will be assessed to a family's account when a tuition payment is declined or returned due to insufficient funds. Tuition and fees that are not paid in full by the end of the week can result in suspension.

Forced Program Closure (Pandemic Policy)

In the event of a mid-month shutdown, by the State of Illinois, the Community Center will continue to provide e-learning or learning resource options for the remainder of the billing cycle. Tuition for this time period will not be refunded. Billing for future weeks/months will be determined by program re-opening.

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Arrival and Departure Procedures

Arrival

Each morning please bring your child into his/her room and take a few minutes to:

- Help your child hang up his/her coat, wash their hands and get ready for the day
- Settle into an activity and say goodbye before you leave
- Communicate any changes to your schedule or your child's needs to staff

NOTE: It is the parent's or family authorized adult's responsibility to sign in and out of the program each day.

Goodbyes

Children may experience separation anxiety at times during the year. You are welcome to spend time in the classroom as your child is adjusting to the environment. Please do not leave or sneak out without saying goodbye. When it is time for you to leave, it is best for your child if your goodbye is loving, firm, and final. These methods support trust and integrity in your relationship with your child. Participants may call and check to see how your child is doing during the day.

Departure

Each afternoon please pick up your child from their closing room and take a few minutes to:

- Collect communication or artwork from your child's mailbox
- Help your child clean-up their activity
- Help your child put on their coat
- Have a wonderful evening together!

Authorization to Pick Up a Child

Children will be released only to parents or other persons authorized to pick-up a child who are listed on the enrollment form. An authorized person will need to show a photo ID if we do not already know them. It is the parent/guardian's responsibility to keep the list of authorized people and their contact information up to date.

Late Pick-up Policy

It is important to pick-up your child before the closing time each day to avoid undue fear or distress for your child. Please allow enough time for you and your child to gather items from his/her cubby, get their coat on and leave the Center in a relaxed manner by closing time.

If you are unavoidably detained, please phone the Center and let us know you or another authorized person is on their way. This allows us to reassure your child who is coming to pick them up.

Since a staff member must remain until the last child is out of the classroom/center, a late pick-up fee will be assessed when a child is still in the Center after closing time. The late pick-up fee is \$5.00 for the first 15 minutes and \$1.00 per minute thereafter.

If a child is still in the Center 15 minutes after closing and we have not heard from the person who usually picks up the child, we will try to contact a parent. If unsuccessful, we will begin calling the persons listed as emergency contacts. It is imperative that emergency contacts are kept up to date and these contacts are located close enough to reach the Community Center in a reasonable amount of time. If we are unable to contact a parent or emergency contact, the River Forest police will be called. Community Center staff will be responsible for your child until authorities arrive. Community Center staff will not discuss the issue in front of the child and will speak only with the parent/guardian and/or authorities about the situation.

NOTE: Recurring pick-ups after closing time will result in a family's dismissal from the program

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Parent/Teacher Communication

We strive to build relationships with our families and to keep them informed about their child's day as well as happenings in the Community Center. We communicate with our families in many different ways including...

- Individually: briefly and informally at drop-off and pick-up
- Classroom: parent boards, lesson plans, monthly calendar, menus & events
- Center-wide: Flyers, letters to parents, newsletters and notices

Staff or parents may request and schedule individual conferences to discuss concerns, exchange information or discuss their child's growth and development.

Release of Personal Information

Information pertaining to the enrollment, progress, or health of an individual child shall be confidential and limited to facility staff, authorized personnel from DCFS, and/or the local public health or police departments.

If a student's personal information is requested by additional outside agencies, the parent/guardian of the child must sign an authorization form to share information before the information can be given.

Positive Guidance & Discipline Policy

Our goal is to help children develop self-control, take responsibility for their behavior and understand the value of appropriate behavior. We encourage children to learn how to grow independently and make appropriate choices to manage and self-regulate their behavior.

The environment is designed to promote positive and enjoyable learning experiences for each child and emphasis is placed on the following as preventive measures to minimize issues or concerns:

- Room arrangement
- Choice of age appropriate materials and learning activities
- Consistent schedule and predictable routines
- Age appropriate expectations
- Positive staff-child interaction
- Active adult supervision.

Staff set clear, consistent, and reasonable limits and then follow through enforcing these limits. We remind children of the expected behavior and use simple language to explain reasons for the limits. To help achieve goals, our staff utilizes supportive, positive guidance and discipline techniques which help children acknowledge their behavior, make choices about the solution and accept responsibility for consequences.

Specific positive guidance and discipline techniques include:

- Using redirection and distraction rather than negative reinforcement
- Changing the learning environment when it interferes with positive behavior
- Helping children verbalize their feelings and needs
- Using logical or natural consequences by stating the cause and effect of behavior and allowing the child to choose
- Modeling and teaching problem solving techniques

When a child's negative behavior involves frequent hitting, pushing, biting, or harm to himself or other children or equipment, the child shall be removed from the situation for problem solving, re-direction and/or quiet time alone. This

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Positive Guidance & Discipline Policy (continued)

technique differs from the punitive time-out by helping a child learn to regain control and learn socially appropriate ways to express strong emotions. Parents will be informed of recurring inappropriate behavior and the discipline measures used at the time. Staff may ask parents to discuss a problem behavior with the child at home.

The Community Center believes ongoing discussions between parents and staff are the most effective way to address a concern and will use this approach in order to develop a solution together. At times, the Community Center may consult with other professionals or identify other resources which may be beneficial for a child. If a reasonable solution cannot be reached, the Community Center reserves the right to make a determination regarding the dismissal of a child from the program. No adult (including a parent) may ever use corporal punishment or other frightening or humiliating disciplinary techniques in a DCFS licensed program. **Under the Abused and Neglected Child Reporting Act [325 ILCS 5/4], RFCC staff are required to report to the child abuse hotline (1-800-25A-BUSE), whenever there is reasonable cause to believe that a child may be abused or neglected.**

Waiver/Release

It is acknowledged that I/we are parent(s) or legal guardian(s) of the participant(s) which have been enrolled in this RFCC program and consent for him/her to participate in this designated program. It is understood that, by its very nature, any program involving minors involves some risk to the participants and I/we have read the program description and/or spoken with a representative of the RFCC to understand the risks involved. I/we further understand that it would be impossible to fully specify or articulate every risk. In partial consideration for enrollment in the program, I/we assume all risk and hazards incidental to such participation and do hereby waive, release, absolve the RFCC, its employees, volunteers and agents from any and all claims sustained and/or arising from, connected with or associated with the participation in said program. I/we also agree to indemnify and hold harmless the RFCC, its employees, volunteers and agents from any and all claims sustained and/or arising out of, connected with or associated with participation in said program. This indemnity provision includes the cost of litigation, including reasonable attorney's fees.

Health and Safety

Health (General Policy)

Your child's health is important to the Community Center. Our enrollment packet contains a State required medical form which lists records of immunizations and a physical exam, TB test results, and lead screening results if indicated.

The Center takes precautions to minimize the spread of illnesses including frequent hand washing and disinfecting toys daily. Please keep in mind that our program consists of a variety of activities, including time outside (weather permitting), when deciding if your child is well enough to attend each day. If a child appears to be ill or is unable to participate in the majority of the daily activities, the parent/guardian will be called and the child will be sent home.

Keep your child home (or they will be sent home) if they have:

- A fever or have had a fever of 100.4 or higher during the previous 24 hours
- Heavy nasal discharge or a constant cough (not associated with allergies)
- Intestinal disturbances accompanied by diarrhea or vomiting
- Loss of appetite or are very lethargic
- Symptoms that could be a communicable disease (e.g.: unidentified rash or sores, headache, sore throat, red itchy or crusty eyes, lice).

24 Hour Rule - Before returning to group care, a child needs to:

- Be symptom free for 24 hours
- Have a normal temperature for 24 hours (without aid of a fever reducing medicine)
- Be on an antibiotic for at least 24 hours

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Health and Safety (continued)

A doctor's note may be required before a child can return to the program to verify they are not contagious and are well enough to participate in a group care setting. Please consider that children who return to group care while convalescing are more susceptible to relapse or to contract other illnesses.

Please call the office to report a child's absence or to inform the Center of any communicable illness. Our program is required to report cases of some infectious illnesses and to take precautionary measures to reduce the spread of the disease. Notification is also important in order to inform other families to be aware of and look for certain symptoms.

Covid-19

All participants are required to follow current RFCC/CDC/IDPH Guidelines in response to Covid-19

Medication

Should a child need to be given prescription medicine, RFCC staff can administer medications provided a completed Medication Authorization form is on file. Prescriptions must be in their original or pharmacy bottle/container and must have a pharmacy label which lists the child's name, dosage, frequency, prescription number and doctor's name.

Non-prescription medications also require a completed Medication Authorization form. Non-prescription items must be in their original container with the child's name written on the label. A signed physician's order may be required for non-prescription medications.

Emergency Care (serious accidents or illnesses)

If a serious accident or illness occurs, the safety of the child will be the first priority and parents will be notified as soon as possible. If immediate medical attention is required, a staff member will call 911. If necessary, the child will be accompanied by a staff member and taken by ambulance to the closest emergency center. Information and authorization for a child to receive any emergency medical treatment deemed necessary is part of the enrollment forms.

Allergies/Special Needs

Our enrollment packet contains forms requesting information about your child's health and development and any concerns or special needs your child may have. The needs of a child can only be addressed if we are aware of a special need or concern. An Illinois Food Allergy Emergency Action Plan or vital information form is required to be completed for children with any allergies, special diets, or special needs that lists treatments and accommodations. It is a parent's responsibility to keep the Community Center updated on any changes to their child's needs or treatment plan. Families may be asked to bring alternate foods or beverages if an acceptable alternative is not regularly served.

Radon/Lead Testing

In accordance with DCFS regulations, the Community Center must conduct periodic testing for the presence of radon or lead. A copy of the results will be kept in the child care office and can be viewed upon request.

Liability Insurance

The River Forest Community Center carries liability insurance coverage in the single limit minimum amount of \$300,000 per occurrence. The Community Center does not provide medical insurance coverage for participants. Children's medical coverage should be through a separate individual or family insurance policy.

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General Early Childhood Program Information

Clothing

Indoors: Messy play is encouraged in our program! Please dress your child in comfortable play clothes and shoes with non-skid bottoms. Gym shoes are necessary for all outdoor and indoor play. Although we attempt to protect clothing as much as possible, a full set of extra clothes should be left in the child's classroom at all times in case of any spills or accidents. **Outdoors:** Outdoor large muscle activities are important to the health and development of children. Children must have appropriate outdoor clothing for the weather conditions. Appropriate winter clothing includes a warm jacket, a hat, mittens, boots, a scarf, and snow pants. ***THE CHILD'S NAME MUST BE WRITTEN IN/ON ALL OF HIS OR HER CLOTHING***

Rest Time/Cot Sheets (Full-Day Programs)

All children in preschool and pre-kindergarten must be given the opportunity for a daily rest period. The Community Center will provide each child with a cot and a sheet and the full resting period will be from 1:00 – 3:00 daily. Children who do not fall asleep within the first 45 minutes of rest time will be allowed to read or to quietly work puzzles on their cot. . It is recommended that each child also bring in a blanket or sleeping bag. Pillows and small stuffed animals may also be used during rest time.

Items or Toys from Home

Transitional objects such as a stuffed animal or blanket may be brought to school as long as a child needs them to feel comfortable. These objects are a child's personal property and will not be shared with others and will be used when a child needs comfort.

Other than transitional objects, children should not bring toys from home. Toys or other items from home should be left in the car or kept by the parent at drop off. A child's personal toys can cause unnecessary conflicts for children and teachers and are easily lost or broken in a group care setting. The Community Center is not responsible for toys brought from home unless a child's teacher requests an item that is connected to the curriculum or special activity.

Field Trips/Special Presentations

Our classes may take walking nature/park trips throughout the school year. If a larger field trip is scheduled for your child's class, prior written notice will be given stating the trip itinerary and mode of transportation.. Volunteers are always welcome on field trip days. RFCC also schedules various presenters/children's entertainers throughout the school year that may require an additional performance fee. Notice of these events will also be sent home prior to the performance day.

Birthdays and Celebrations

Families may bring a special snack to celebrate their child's birthday. Licensing and health department requirements limit these snacks to store bought products free of peanuts/tree nuts (and not processed in a facility that produces peanuts or tree nuts) and any other allergens that may cause harm to children enrolled in the program. Store bought items must arrive sealed in the original container. No homemade items will be served. Please check with your child's teacher before choosing your child's treat.

As a symbol of appreciation and celebration, families may donate a book to their child's class, in their child's name, for their birthday. This is a gift that keeps giving! Please check with your teacher if you'd like some suggested titles.

Classrooms may have other celebrations or parties during the year such as Halloween Parties, Valentine's Day, or Dr. Seuss's birthday. Classroom notices or newsletters inform families of these events.

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Center Closings

Emergencies/Inclement Weather

Information about delayed openings or school closings will be communicated via the Procure Connect App. It is a parent's responsibility to connect with the Procure Connect App and keep their contact information up to date in order to receive the most current information. Emergency closing info may also be viewed on The Emergency Closing Center website www.emergencyclosingcenter.com or by tuning into local radio (WGN 720 AM or WBBM 780 AM) or TV stations (WBBM – 2, WMAQ – 5, WLS – 7, WGN – 9, WFLD – 32).

Holidays

Full-Day Programs

The full-time early childhood program is closed on the following holidays:

Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day (or corresponding weekdays), New Year's Eve and New Year's Day (or corresponding weekdays), Good Friday, Memorial Day and the Fourth of July. Please refer to the annual school calendar for specific dates.

Half-Day Programs

The half-day early childhood program generally follows the River Forest District 90's School Calendar. The Community Center will distribute a Half-Day Early Childhood Calendar to all participants at the beginning of the school year to all participants. Please refer to this calendar for holidays and school closings.

Transportation

The Community Center's River Forest location provides transportation for school age children to and from the River Forest Schools and afternoon transportation from selected schools in the Oak Park area.

Emergency Procedures

The River Forest Community Center operates programs at two locations:

- 1) 8020 Madison Street in River Forest and
- 2) Oak Park & River Forest High School, 201 N. Scoville Avenue in Oak Park.

Each program site has an Emergency Response plan and an Evacuation plan that is specific to the building where the program is located. Information regarding the specific procedures for each location is outlined in the respective plan for each building and should be referred to in the event of an emergency situation. The Emergency Response plan and the Evacuation plan for each site are reviewed annually and is included as part of staff orientation.

Please continue to acknowledgement page 

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Acknowledgement of Parent Handbook and RFCC Policies and Procedures

Please sign this page and return it with your registration forms.

I have received and understand the information in the Parent Handbook and agree to abide by all RFCC policies as stated in the Parent Handbook.

Child's Name: _____

Parent or Guardian's Name (Print)

Signature

Date

Parent or Guardian's Name (Print)

Signature

Date

Signature of Early Childhood Director

Date