

CHILD CARE NETWORK

Improving the lives of children



PARENT HANDBOOK 2025-2026

Child Care Center

Hours of Operation

5:30am - 6:30pm

414 North Chestnut Street

Seymour, IN 47274

Phone: 812.524.2585

Fax: 812.954.0334

www.childcarenetworkinc.org

a Jackson County United Way Partner

PLEASE READ THE ENTIRE HANDBOOK, CAREFULLY.

Each child attending the Child Care Center will be treated with respect and consideration. Child Care Network, Inc. (CCN) recognizes that each child has individual needs and interests and we provide a predictable, yet flexible and varied array of activities and experiences that foster child development in a familiar, safe setting.

PROGRAM BACKGROUND

Our Mission- The mission of Child Care Network, Inc. is to enhance the quality of life for children through current and future programming that promote suitable affordable childcare, advocate for child-related matters and serve as a nurturing community and educational resource for children.

Our Vision- Our children will excel in whatever setting they go to next. • Our families' quality of life is measurably better after participating in our program.

Our Philosophy- Our central premise is that family is the most fundamental factor influencing the lives of children. Besides having education needs, children also require a supportive, healthy home environment with stable and reliable relationships with adults and caregivers. In short, if you strengthen families, you automatically strengthen children.

Program Goals- For these reasons, our primary goals are to ensure that every child in CCN Child Care Center has access to a quality care experience, to increase and improve the quality of child development for all.

General Information

CCN advocates an open door policy. A parent is always welcome to observe their child's program (unless the parent poses a threat or causes dismay for any child or staff member).

Open communication between the staff and parent/guardian is essential. All written communication must be done through the Playground App. Parents/guardians have an opportunity to communicate with the staff briefly during drop off and pick up times. Time for longer, private, discussions can be scheduled. If problems should arise, they should be brought to the immediate attention of the teacher or Center Manager. If a problem cannot or is not resolved, the situation may be referred to CCN's Program Manager, the Executive Director of Child Care Network, Inc. and/or CCN's Board of Directors.

CCN does not provide transportation of any kind for students or families.

Photographs and publicity of the children may occur throughout the year. We often take photos to post in the classroom, use for crafts, to share on our Facebook page and send individual photos of children to their respective parents through the Playground App. Playground and social media are a great way to keep you updated on important events and center information while allowing you to see the fun experiences your child is enjoying. Your permission is granted with your signature on the Child's Application Form. Contact the Child Care Center Manager if you have questions or concerns.

The mailing address and administration offices of Child Care Network are located at 414 North Chestnut Street, Seymour, IN 47274.

If you have any questions or concerns, please feel free to contact the Child Care Center Manager at 812-524-2585 or s.guinn@childcarenetworkinc.org

CCN's website is: www.childcarenetworkinc.org

All information contained in this handbook is subject to change by the CCN Board of Directors. Changes will be disseminated in a timely manner to program participants.

All information pertaining to admission, health, family, or discharge of a child is confidential.

ENROLLMENT

Registration / Account Set Up Using Online Software

The Child Care Center utilizes an online software and it can be accessed at <https://app.tryplayground.com/directory/ccn/>

- **ALL PARENTS ARE REQUIRED TO CREATE AN ONLINE ACCOUNT PRIOR TO REGISTERING YOUR CHILD!**
- This program allows you to register and set up online payment
- First Time Users Info:
 1. Sign-up emails will be sent from support@tryplayground.com. If you cannot find your sign-up email, check your junk mail. If you cannot find the sign-up email, contact your school's administrator.
 2. Click the blue Create Account button in the sign-up email.
 3. Enter your name, phone number, and relationship to the student. Create a password, then click Create Account.
 - Note: the email field cannot be edited on this screen. However, you can change your email address after you've signed up.

4. Your account has now been created. Log into Playground on web by navigating to app.tryplayground.com or download the mobile app.
5. For more information on creating an account, completing your student's profile, completing assigned paperwork, paying your bill, etc. please click on the following link.
<https://help.tryplayground.com/en/articles/5091730-sign-up-for-playground-as-a-guardian>

Parents will receive an email once the registration is approved. New and returning children will not be able to attend until all required documents are received and registration is approved.

New and Existing Parents: To register a child for a Program:

1. From the listing link you've been given, you will be able to see all of the program's information and available plans for enrollment.
2. To register your student, click the blue button in the top right corner of the listing, just above the center's email address. You will then choose from three options to set up your account correctly:
 1. I already have a family account for the student I am enrolling. You will be prompted to log in to Playground. (Existing Families will use this)
 2. Someone in my family has a family account for the student I am enrolling, but I do not. You will be prompted to request an invite from a family member who has a Playground account for this student.
 3. No one in my family has a family Playground account for the student I am enrolling. You will be prompted to create a family account.
3. Select the best plan for your student by clicking on the blue button in the bottom right of the plan you'd like to enroll in.
4. Enter all of the required information on the enrollment form. Click Next at the very bottom of the screen once completed. You can register additional children after submitting this form.
5. Continue going through the required fields until you have completed the application.

Fees-Refer to the Attached Program Fees

Registration Fee

A \$35.00 **non-refundable** registration fee is due when a signed CCN Agreement is submitted. The registration fee is the same amount regardless of a child's attendance. One Registration Fee is charged for each school year. Note the \$35.00 registration fee is charged per family NOT per child. Registration fees are non-refundable.

Late Payment Fee

If your account is two weeks past due, your child will be unable to attend the program until the fees are paid. A late fee of \$35.00 will be added to accounts with outstanding balances at the end of each month.

*Checks returned for non-payment will be assessed a \$35 fee and payment of fee is due within 10 days. Returned checks will forfeit the right to pay by check in the future.

Payment of Program Fees

Child Care Network, Inc. accepts payment by cash, check, money order, or through our online site <https://app.tryplayground.com/directory/ccn/> . CCN will also accept credit cards through our online site (extra fee). Checks should be made payable to Child Care Network Inc. Please write the child's first and last name on any check you submit; the payee's phone number must also be on the check. Full payment is expected regardless of attendance.

No change is kept or given at any CCN site for payment of fees. Overpayment will be given in the form of a credit on your Playground account.

*Ask about auto pay discounts

Attendance- Drop-Off and Pick-Up

Children MUST be accompanied and signed in / out by a parent, legal guardian, or person listed on Playground.

No child may be dropped off before 5:30 am and picked up no later than 6:30 pm.

Children will only be released to a parent or authorized pickup person (aged 16 or older). They MUST come to the designated area to pick up the child. Children will only be released to the individuals listed on the child's authorized pickup list. A picture ID will be required for any person that the site staff does not recognize or know. In the event of a do not release order to a biological parent, a court document will need to be provided and kept on file at the site and office.

Drop Off Policy

Parent / Guardian is responsible to contact the center on the morning of or the day before the child is expected to be absent. Parent / Guardian will provide a reason for the absence. Parents can also mark their child absent on the Playground app. The Childcare Center has a drop-off cut-off time of 10:00 AM. This is because the majority of the children's learning happens during the morning hours. Late drop-offs can be disruptive to the children's and teacher's routines. Late arrivals are accepted if the child has a doctor's appointment, however, the parent is required to call to inform teachers of the late arrival.

Late Pick Up Fee

A fee of \$35.00 will be charged for any child picked up late from care after closing time. The Child Care Center closes promptly at 6:30 pm.

If a child is not picked up by 6:30 p.m., and if a parent/guardian or emergency contact cannot be reached, the local law enforcement agency will be called for assistance. A child will be dismissed from care if he/she is picked up late two times.

Intoxicated Pick Up Policy

If an intoxicated or impaired person insists on removing children from the care of a licensed child care center the center shall immediately report the incident to the local police.

CCN - Child Care Center prohibits;

Use of any type of alcohol

Smoking

Possession of firearms, unless required as a condition of employment

Possession of illegal substance or unauthorized potentially toxic substance are prohibited on or around the Child Care Center property.

Entrance Requirements

- A health examination completed within twelve (12) months prior to first day by a physician is required for each child to be admitted to a CCN Child Care Center along with a list of immunizations.
- Payment Determination

The following must be completed and submitted before a child is considered enrolled and attends:

1. Application for admission, online registration on Playground
2. \$35 non-refundable registration fee
3. Copy of child's birth certificate
4. State Form 49969 – Child Care Center Health Form (Physical and Immunization Record)
5. State Form 49968- Record of Medication Order (Any and all medications including diaper rash ointment)
6. State Form 49963- Infant and Toddler Feeding Plan
7. State Form 50548 – Licensed Child Care Center Consent Form
8. CACFP Application and Enrollment Form
9. Food allergy or special diet order requiring a written plan signed by the child's physician
10. Written parental permission to use any preventative products. (Ex. sunscreen and bug repellent)
11. Child Care Network, Inc.'s Parent Handbook Declaration Form
 - **Signed discipline policy** (signature of parent handbook)
 - **Any legal court order that prevents a particular individual from having contact with the child.**
12. Families are issued 2 keycards total. Key cards may not be copied, loaned, or otherwise misused. All Keys must be returned to the Accounts Manager at the time of separation. Parents that lose, destroy, or need replacement keycards will be charged a fee of \$35 for keycard replacement to the account on file. Families can also add additional keycards for people listed under authorized pick up if needed for a fee of \$35 each.

Waitlist

In the event that a site has reached maximum capacity as defined by state ratio guidelines, new enrollees will be placed on a waitlist within Playground. When a spot becomes available, you will be notified by email and contacted by the Child Care Center program staff. Your child will not be eligible to attend until all required documents are received.

Special Needs Inclusion Policy

Inclusive Environment- Early childhood educators at the Child Care Center use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Court Order Policy

If a court order exists preventing a particular individual from having contact with a child the center will comply with the order. The center will keep a copy of the court order on file.

Parent/Guardian and Staff Communication

Time for individual, confidential conversations can be scheduled. If a problem arises, it should be brought to the immediate attention of the teacher and then the Program Manager. If a problem is not resolved by the Program Manager, it may be referred to the CCN's Executive Director and/or to the Board of Directors.

Holidays

CCN and Child Care Center observes the following holidays during the year and centers will be **closed** on these days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving - (Thursday and Friday)
- Christmas Eve
- Christmas Day

Discipline Policy

This institution is an equal opportunity provider.

The purpose of the guidance and discipline sections of this handbook is to ensure that all children in the program are safe and secure at all times. The physical and emotional well-being of all children is of utmost importance in all programs of Child Care Network.

If a child exhibits non-hurtful, undesirable behavior, staff will respond by using steps that will bring a positive and more constructive outcome. Routines of positive choices will be offered as well as the safe place that is an area the child and teacher can calm down together and use breathing and communication to work on any issue. Each child will be encouraged and supported in developing positive relationships and learning social skills. Our goal is to provide a safe and healthy learning environment in which each child can feel secure.

In response to all misbehaviors, Child Care Center staff will:

- Establish clear, consistent and simple expectations
- Offer explanations for limits and boundaries
- Acknowledge children's feelings
- Respect the child
- Speak calmly and directly to the child at the child's eye level
- Model problem solving skills (acknowledge problem, pose helpful questions, state a solution)

In response to all misbehaviors Child Care Center staff will NOT:

- Threaten a child
- Bribe a child (no food, candy)
- Sequester a child in any other space
- Use physical punishment
- Deprive child of food or basic needs

When a child's behavior turns hurtful or a safety concern (i.e intentional hitting, pinching, punching, kicking, spitting , biting, running away) or disruptive (i.e. yelling, cursing, uncooperative, feuding) staff will intervene to assure the safety of all children.

Child Care Center staff will discuss the issue or incident with the child and parent privately. All disciplinary issues will be documented as an incident report on Playground as well as with parents privately.

Biting Policy

After a child bites two times in one day, that child will be sent home and can start fresh the next day.

Extreme and/or ongoing behavior problems will not be tolerated and may result with the student being sent home for the day or dismissed from the program.

General Health Policies and Procedures:

In compliance with and in order for CCN to protect all children and staff from unnecessary exposure and spread of contagious diseases and infections, Child care Center will follow licensing standards 3-4.7-87. The center shall not admit children who are ill upon arrival. If the child becomes ill while at the site, the caregiver will isolate the child from other children and arrange for immediate care for the child. The parent or emergency contact will be notified and ill children are to be picked up within one hour of notification.

Children must be symptom and medication free for 24 hrs. to return

A child will be sent home if:

- Temperature of 100.4
- Diarrhea (Two uncontained bowel movements resulting in a change of clothes).
- Rashes
- Lice/ living nits
- Sores/blisters on mouth and throat
- Discharge coming from eye

Illnesses/infections that will require a doctor's note to return includes:

- COVID
- RSV
- Flu
- Rashes (Child may return with a doctor's note or if child is symptom free)
- Croup
- Conjunctivitis
- Impetigo
- Hand Foot and Mouth
- Strep Throat
- Chicken Pox
- Ringworm
- Meningitis
- Hepatitis A
- Roseola
- Scabies
- Measles
- Cytomegalovirus
- Pertussis
- Rubella
- Tuberculosis

Medication Administration Procedure

Medication will be administered to children only under the following conditions:

- With written parental authorization
- Direction from the child's doctor (this applies to both prescription and non-prescription medicines).

Prescription Medication

- Must be in its original container
- Labeled with the child's name
- Doctor's name
- Pharmacy
- Name of medication
- Dosage
- Frequency of administration

Non-prescription (over the counter) medication

- Must be in the original container
- Labeled with child's name,
- Accompanied by written instruction for administration from the child's doctor.
- This will include any diaper rash creams

The center **will not** store medication beyond the:

- Expiration date on the label
- Expired written physician order
- Prescription label older than one year

If the child will require medication to be at the school, the appropriate medication packet must be completed and returned for the child to be in attendance.

Sunscreens and Insect Repellants

The center must have written parental permission to use any preventative products.

Emergency Preparedness Plan Child Care Center

IF A CRISIS OCCURS DURING BUSINESS HOURS 5:30 a.m. – 6:30 p.m. Monday through Friday) AT THE CHILD CARE CENTER:

CCN- Child Care Center

In accordance with Indiana state child care licensing guidelines will participate and practice all safety drills on a scheduled basis. These will be recorded in writing and available for review.

All employees will be aware of emergency practices and procedures.

- Fire (Monthly)
- Tornado (Monthly during tornado season)
- Flood (every 6 months)
- Earthquake (every 6 months)

Purpose

- To ensure the Child Care Network staff are properly prepared to handle any crisis;
- To reduce risks and minimize adverse effects of a crisis at CCN;
- To provide a “road map” for CCN’s staff and families to use to manage the flow of events when a crisis hits;
- To have a procedure in place for media relationships;
- To sustain public confidence in CCN

Evacuation

When advised to evacuate the current space. All personnel and children will meet at the first safe & accessible location in the order listed:

- A- Burkholder Funeral Home
- B- Redeemer Church
- C-Post Office

- We will communicate with guardians regarding the location for emergency pick using a direct caregiver to emergency contact number call system.
- The **Executive Director** will speak with any and all Media or Board personnel regarding our evacuation.
- The **Center Manager** and **Administrative Assistant** will communicate with public safety ensuring that all information is in order.

- The **assigned** caregiver for each age grouped classroom will be in charge of contacting guardians.
- Additional staff will be focused on assisting caregivers with any need to keep children safe from harm in a calm and orderly fashion.

Pick Up Procedure for Parents

Instructions will be given to parents for guidance during the emergency. A call back number and location of where they can pick up their child if needed will be given within one hour of the emergency.

Medical Emergency Transport

- Emergency transport and escort from the program:
- If a child becomes seriously injured, we will call Schneck Medical for transport to the Schneck Hospital emergency room.
- If a child is administered an epi pen dose, as that is being administered Emergency Transport will be notified and on the way.
- Parents will be notified to go to the hospital; an assigned staff person will accompany the child to ER and stay until the parent arrives.
- **Schneck Medical Center 411 W Tipton St, Seymour, IN 47274**
- **(812) 522-2349**

Fire

If you discover a fire:

- Pull the nearest fire alarm box (pull station).
- Do not attempt to fight fire
- CCN staff will calmly gather children and give instructions to exit the building.
- **Center Manager or Administrative Assistant will call 911** to report the fire once safely outside, instructing officials to what part of the building is in jeopardy
- All staff and students will calmly gather outside and move away from the building, meeting at the designated location and accounting for all children and staff.
- The assigned caregiver for each age group (Infants, Ones, Twos, Threes, Fours) classroom will be in charge of contacting guardians.
- Caregivers will calmly play games or read books to the children until they are picked up by parents or it is safe to re-enter the building.
- Remain outside the building until an emergency response official gives permission to re-enter.

Emergency Directions

Parents are encouraged to make themselves familiar with the emergency procedures when spending time in the building.

Winter Storms

- The Child Care Center will remain open unless the county's travel status becomes a warning or red. This information can be found at <https://www.in.gov/dhs/traveladvisory>.
- Should the travel status change to red throughout the day, parents will be contacted and expected to pick up their child within one hour.
- Classroom cancellation information is messaged to parents via Playground.
- CCN encourages parents to use their best judgment in determining whether or not their child will attend on severe weather days without undue risk.

Human Disease Outbreak

The Child Care Center will follow the local health department and CDC guidelines.

Community-Level Prevention Strategies

LOW, MEDIUM, AND HIGH

At all Community Levels:

- Ensure access to testing, including through point-of-care and at-home tests for all people.
- Maintain ventilation improvements.
- Follow guidance of local authorities. Health Department, CDC, Local authorities, such as elected officials and first responders, are most informed about the issue.

Missing or abducted child care attendee

- The staff person in charge will constantly maintain a head count.
- If a child is missing, the staff person in charge will immediately notify the Center Manager, and or next in the chain of command and go calmly in search of the child.
- If the child is not found in 10 minutes, the Police Department will be notified. CCN staff will communicate with guardians as needed.
- The **Executive Director** will speak with any and all Media or Board personnel regarding our evacuation.
- The **Center Manager** and **Administrative Assistant** will communicate with public safety ensuring that all information is in order.
- Follow pick up procedure for parents

Nutrition- Meals and Snacks

- All children receive nutritious meals every day, breakfast, lunch and snacks will be served. The Child Care Center makes every effort to provide your child with wholesome foods to introduce your child to a variety of food tastes and textures. Foods include a variety of meats, cereals, crackers, fruits, vegetables, yogurt, cheese, 100% fruit juice and milk daily.
- Young infants will be fed according to their own schedule. Parents of infants are required to provide formula or breastmilk if they choose not to accept the Child Care Center's choice of formula.
- The Child Care Center will provide Gerber a good start brand.
- As infants grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule.
- Menus are posted in each classroom.
- All meals and snacks conform to the nutritional requirements of the Child and Adult Care Food Program (CACFP)
- CCN will provide all food and beverages for children in attendance unless a religious, personal, or special diet is required.
- If due to religion, personal beliefs, or special diet, the food a family provides must be checked by a CCN staff member to verify temperature and a "Safe Transportation of Food Responsibility" form must be signed.
- Children with food allergies must have the special dietary needs form filled out, signed by a physician and returned 1 week prior to attendance.
- **All food allergies and special diets must be approved in writing by a physician.**
- Parents wishing to contribute food/snacks for a special occasion (ex: birthday) must provide store bought food/snacks in sealed packaging. CCN will provide all beverages. CCN will make parents aware of food allergies/special diets prior to the event.

Diapering

- Parents are responsible for providing disposable diapers, wipes and 3 full changes of clothes. Your child will be changed at regular intervals throughout the day and as needed.
Parents must provide an unopened package labeled with the child's name on the package.
- Parents will be notified by caregivers when a child is running low or is out of items.

- All soiled items will be put in a labeled bag (child's name) for parent pick up and will not be laundered at the center.
- **Diaper bags cannot be brought or left for any child.**

Clothing

- Children do well in school when they are comfortable. We believe that toddlers should be as self-sufficient as possible, so please dress children in clothing that will help him/her experience success as they learn to 'do for themselves'.
- Clothing should be comfortable, washable play clothes that are easily manageable by the child for toileting and comfort.
- Choose clothes that will allow children to participate in all the classroom activities (painting, play dough, markers, sand and water play) without undue concern about getting dirty.
- Sturdy shoes with closed heel and closed toes, or strap in the back and rubber soles are recommended.
- Shoes must be worn with socks.
- Children should also be dressed in clothes appropriate for the current weather.
- We play outside everyday (unless too wet or windy), so children will need sweaters, coats, etc. when the weather is cool and your choice of sun protection on hot, sunny days.
- Parents will provide **three complete** changes of clothes
- **All coats, jackets, sweaters and hats must be marked with the child's name.**
- Infant room is a no shoe zone and slippers/socks must be worn by adults entering the room.

No car seats or baby bags may be left in or outside any classroom. Parents may make arrangements with CCN Center Manager or Accounts Manager for these items when necessary.

Rest Time / Rest Time Items

- Children are provided a supervised rest period daily for children 4 years old and younger.
- This takes place after the noon time meal **or** any other time as requested by the child of any age.
- Each child will be provided a labeled cot to use that will be sanitized daily.
- After 30 minutes' caregivers will provide supervised activities for non-sleeping children.
- Caregivers will permit sleeping children to waken naturally at their own pace.
- Parents of children one and up will supply a **travel sized blanket (small light fleece style only)**.
- Large Pillows or other items **will not** be permitted.

- The blanket will be labeled with the child's name and kept here.
- The blanket will be laundered once a week or as needed.

****Infant Safe Sleep policy**

- Infants sleep safest ALONE
- On their BACK.
- In a CRIB
- Per state guidelines no child that rests or sleeps in a crib will have any other items in the crib but the child and a tight fitting sheet.

Vouchers

Parents are responsible for obtaining CCDF vouchers if they qualify. Parents must let us know prior to their child starting if they are receiving vouchers. Vouchers will be terminated when a child reaches 40 occasional absence days (or 20 consecutive absence days). Once terminated, the family must wait 90 days to reapply that child for the waiting list.

If the child's vouchers become terminated / inactive, the parent becomes responsible for the unpaid fees. At this point, all cash paying rules will apply. All copay amounts will also follow all cash paying rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;**
- 2. fax: (202) 690-7442; or**
- 3. email: program.intake@usda.gov.**

This institution is an equal opportunity provider.

*******MUST BE SIGNED AND RETURNED TO SITE DIRECTOR*******

RELEASE AND INDEMNIFYING AGREEMENT

I, the parent or guardian of:

Child(ren)'s First Name

Child(ren)'s Last Name

Hereby consent that my minor child(ren) named above has/have permission and my approval to participate with all play and activities offered through Child Care Network's Child Care Center program.

I, the undersigned as the parent or guardian of the above named child(ren), do hereby waive any claim that I may have or any claim my child may have and do release Child Care Network from all liability arising thereby or connected there within.

I, the undersigned, further agree to hold Child Care Network harmless for action, claim or demand that may be made by me, the said child, or anyone acting on behalf of my child, arising out of said child's attendance and participation or any injuries arising thereby or connected there within, and agree to indemnify for such loss arising out of any claim or demand.

ACKNOWLEDGEMENT STATEMENT OF PARENT HANDBOOK

I acknowledge receipt of the Parent Handbook applicable for the current school year.

I acknowledge and understand the Discipline policy for the Child Care Center.

I understand the content of the Parent Handbook, including the **Discipline Policy** and **Late Payment Policy and Immunization Record Policy**.

Parent/Guardian _____

Date: _____