

# **STUDENT HANDBOOK**

2024 - 2025

836 Jewett Park Drive

Deerfield, IL. 60015

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#### Welcome!

Dear Families,

Welcome to the Deerfield Park District's Discovery Learning Center! Entering preschool is an important milestone in the lives of children and their families. It is a time when children move from home to a classroom, from a small group of friends to a larger community of peers, from loving family to other adults who care for them in new ways. Our mission is to provide a secure environment of mutual trust in which your child can learn and grow in confidence and self-esteem. Children are encouraged to explore and develop one's own capacities and talents while building a sense of community and cooperation with classmates and teachers. The children grow as individuals and as members of a group.

The first few weeks of school is a time to get acquainted with teachers, with other students, and with the classroom. Teachers take time to help children understand routines, such as knowing where to hang their coat or other belongings, using materials carefully, helping clean up, and learning inside and outside safety rules.

Throughout the school year, families are invited to participate in many special activities. Whether you join us at the Meet & Greet to begin the school year, our Ice Cream Social in September, help with a classroom party or special project, or sign up to be a guest reader, your involvement is encouraged. Families are also invited to share their skills or special knowledge on topics that may be of interest to the children in your child's classroom. Please check with your child's teachers for opportunities you may be a part of. Through our weekly classroom or monthly office newsletters, we hope to keep you informed of happenings at school.

Our hope is that your child has the best possible school experience. If you have any questions or concerns, please do not hesitate to contact me. Thank you for sharing your child with us.

Lynn Braun
Preschool Director
lynn@deerfieldparks.org

## **About Our School**

The Discovery Learning Center is a developmental play-based preschool program licensed by the Illinois Department of Children and Family Services (DCFS) as well as the Lake County Health Department. Our child-centric curriculum provides children aged 2 ½ years old – 5 years old the opportunity to explore, solve problems and make discoveries in a secure and nurturing environment under the guidance of our experienced teachers. Located in a secured area on the second level of the Jewett Park Community Center, the Discovery Learning Center is open from the day after Labor Day through the week before Memorial Day. Our school follows the Deerfield School District 109 calendar for most days off of school and vacation periods. Our program is planned to reflect the changing developmental needs of children in each age group through individual and group activities. Some unique features of our school include our low child to teacher ratios, extend the day options, a fenced-in preschool playground, as well as our curbside drop-off.

## **Philosophy**

The Discovery Learning Center is a place where friendships are fostered as young children develop skills needed for a lifetime of learning. Our goal is to provide a warm, nurturing quality school environment, recognizing that each child has her/his own unique style of growth and learning. We believe families and teachers are partners in children's care and education helping children grow in confidence and self-esteem.

Our dedicated, caring, experienced teachers are early childhood educators committed to helping children develop to their fullest potential. We are proud of maintaining a low student/teacher ratio. Throughout the year, the staff participates in numerous early childhood conferences, workshops, and in-service trainings in order to remain informed of current trends and research in the field.

## **Meet & Greet Open House**

The school year begins with our MEET & GREETS Open House. This event is held the week before Labor Day (exact day and morning times to be determined). Families will have the opportunity to visit school, visit their child's classroom, and meet the teachers. Each family will be assigned a 10 - 15-minute time slot during the open house for a short meeting with your child's teachers. Weather permitting, the fenced-in Preschool playground is available to gather and play with new school friends before, during or after the Meet & Greet Open House.

## What to Bring / What to Wear

We suggest play clothes that are comfortable and easy for a child to manage. Some projects may stain or be messy. Although smocks are provided, they do not always cover everything. Check the weather so your child is dressed appropriately for daily outdoor play. Label each item with your child's full name in permanent marker. That allows us to return items to you. There is a lost & found bin in the school entrance.

Children should be toilet -trained to attend school, but we recognize that accidents occur, or children get wet or messy when playing. Therefore, please have extra seasonal clothing e kept in your child's backpack each day (or left at school). If your child should have a bowel movement during the school day and needs to be changed, an adult should be available during school hours to come to school. Unfortunately, our licensing does not allow us to change diapers.

Your child should bring a **water bottle** and a **large backpack** to school each day – large enough to hold their extra clothing and winter gear as the weather changes. Inside the backpack, please place the following items in a Ziplock plastic bag: Shirt and/or sweatshirt, pants/shorts, underwear, and socks. Label each item with your child's name.

Please send your child to school in **gym shoes** - not sandals, crocs or dress shoes - so they will be safe for indoor *and* outdoor activities. In the winter, send your child to school in boots with gym shoes in their backpack. To encourage your child's independence, gym shoes with Velcro are recommended.

To encourage your child's independence in cold weather, we recommend <u>mittens</u> instead of gloves, and <u>boots with</u> Velcro closures or slip on rather than laces. This type of gear allows your child to dress themselves more easily.

Please leave all personal toys and playthings either in the car or at home. Items from home often become the subject of arguments, aggressive behavior and hurt feelings. Our school provides a wide variety of materials designated to help your child learn and grow and many opportunities to work on sharing at school.

#### **Absences From School**

If your child will be absent for **ANY REASON**..... report the absence by emailing Judy Cohen, Program Coordinator, at **judy@deerfieldparks.org**. Please leave a message with your child's name, the reason for their absence, and/or specific symptoms your child has:

Due to public health codes, the school office must be notified if your child has any communicable illness, i.e.: strep throat, conjunctivitis, head lice, fifth disease, Covid, etc.

#### **KEEP YOUR CHILD HOME** if they have any of the following symptoms:

- \* yellow or green nasal discharge
- \* discharge from the eyes or ears
- \* sore throat and/or persistent cough
- \* lethargy or inability to participate
- \* temperature 100 or above
- \* any contagious disease
- \* stomach ache, diarrhea and/or vomiting
- \* any unusual rash

#### **RETURNING TO SCHOOL:**

Your child must be free of any of the above symptoms for <u>at least 24 hours</u> and <u>fever free without fever-reducing</u> <u>medicines</u> such as Tylenol, Motrin, etc. We will follow the current Deerfield Park District protocols.

#### IF YOUR CHILD SHOULD BECOME SICK OR IF AN EMERGENCY OCCURS WHILE AT SCHOOL:

We will call you to pick up your child. If we are unable to reach you, we will contact one of the authorized adults listed on your Emergency Contact Information and/or Authorization for Pick-Up forms.

#### **About Our Curriculum**

Young children construct their understanding of the world through active exploration. Our well-rounded curriculum includes opportunities in math, science and nature, literacy, language and listening, dramatic play, and daily outdoor play. Our teachers strive to create the best possible learning environment for each child. Art and music/movement activities are a very important part of the daily program.

Activities change as the year progresses and as children develop new skills and perspectives. Teachers work as providers, facilitators, listeners, advisors, disciplinarians, mediators, helpers, and warm, nurturing people. Learning occurs as children interact with other children, with teachers, and with materials. These activities are the foundation for future formal learning. The children are working with others to solve problems, express feelings, and generate ideas. Preschool is a happy and challenging environment for children as they explore their expanding world.

Our classrooms are set up in learning centers offering exciting learning areas: blocks, writing, reading, manipulatives, science and nature, dramatic play, etc. Our art teachers offer a variety of materials that the child can examine, touch, and experiment with, using color, textures, and design. The groups gather for music and movement each week as well as stories and discussion. Weather permitting, the children play outdoors daily on the adjacent fenced preschool playground.

The curriculum exposes children to a variety of cultural experiences that encourage the development of values such as respect for diversity, giving, sharing, and learning to be good friends. Older children learn about responsibility and taking turns by holding small jobs in the classroom such as snack helpers, table washers, door holders, line leaders, line cabooses, meteorologists, etc.

Our daily schedule consists of several activities. These will include: group circle time, free choice time, art concepts/art easel, small and large motor activities, music, snack time, outdoor play and special projects.

#### **School Hours**

Mini Navigators	Tue/Thu	9:00am – 11:00am	Drop off begins @ 8:55am
Junior Voyagers	Mon/Wed/Fri	8:45am - 11:45am	Drop off begins @ 8:40am
Junior Voyagers	Mon-Fri	8:45am – 11:45am	Drop off begins @ 8:40am
Aviators	Mon-Fri	8:45am - 11:45am	Drop off begins @ 8:40am

Junior Voyagers and Aviators may extend their school day with enrichment programs <u>11:45am-1:00pm</u>. Check the Deerfield Park District brochure for many options offered each session and registration dates. For more details regarding afterschool enrichments, please contact Megan Carbone, Early Childhood Supervisor @ 847-572- 2621.

## Arrival at School / Drop-Off

Curbside drop-off for all age groups is held in the circle driveway on the NORTHEAST side of the Jewett Park Community Center at the above scheduled times. Our school staff will be outside waiting to assist: opening the car door, getting your child out of their car, and assisting each child getting into their classroom. **Staff will no longer be assisting with unbuckling car seats or putting on jackets.** 

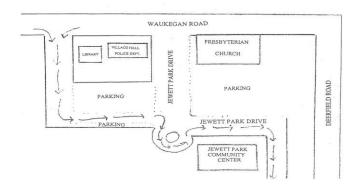
#### Arrival/Drop-off Procedure:

- Enter the drop-off line from the <u>LIBRARY ENTRANCE</u> on Waukegan Road. Travel through the library parking lot, along the park and join the line that has formed enabling your car to turn right into the circle driveway. After turning in the circle drive, <u>PULL YOUR CAR ALL THE WAY UP TO THE FARTHEST END OF THE CIRCLE DRIVEWAY.</u>
   This allows more cars to enter the circle driveway (see diagram) and will help speed drop off. Wait until a staff member is at your car door. Please be patient as the teachers assist others that are ahead of you. You may be instructed to move further up.
- 2. <u>Keep your child safely inside your car and wait until a staff member comes to your car door.</u>

  When a staff member comes to your car door, place your car in PARK, unbuckle your child's seatbelt, and put your child's jacket on if needed. A teacher or staff member will guide your child up the ramp to enter school. e.
- 3. As you exit the circle driveway, please turn right only and watch for pedestrians in the crosswalk. (No left turn)
- 4. Don't want to wait in the drop off circle? Families always have the option to park their car and walk their child to the bottom of the school entrance ramp. Before leaving this area, please be sure to wait for a staff member to acknowledge your child's arrival.

**LATE ARRIVAL** If you arrive late and our teachers or staff are no longer outside, please park your car in the parking lot and ring the school doorbell. A staff member will let your child inside and assist your child to their classroom.

Diagram of Drop-Off / Pick-Up



## Pick-up from School

At the end of the school day, all children will be picked up outside (except children registered in afterschool enrichment classes). Be on time to pick up your child. Children tend to get upset or worried if all the other children have been picked up and they are still waiting. During the first few weeks, pick-up may take a little bit longer,

Mini Navigators Pick up @ 11:00am At the playground gate (school ramp on inclement weather days)

Junior Voyagers Pick up @ 11:45am At the playground gate (school ramp on inclement weather days)

Aviators Pick up @ 11:45am At the bottom of the school entrance ramp

#### Pick-Up procedures:

- Enter the PICK-UP line from the <u>LIBRARY ENTRANCE</u> on Waukegan Road. Travel through the library parking lot, drive along the park and join the line that has formed enabling your car to turn right into the circle driveway.
   PULL YOUR CAR ALL THE WAY UP TO THE FARTHEST END OF THE CIRCLE DRIVE WAY. This allows more cars to enter the circle. (See diagram on previous page).
- 2. Families always have the option to park their car and wait for their child at the bottom of the school entrance ramp or walkway. Please wait for the teachers to release your child at the fence gate. Or you may wait in your car in the circle driveway for the teachers to bring your child to your car. For inclement weather pick up, children will be waiting on the ramp as teachers release your child to you. Do not park or leave your car unattended in the circle driveway.
- 3. As you exit the circle driveway, please turn right only and watch for pedestrians in the crosswalk (No left turn)

Be sure to update the school office of any changes to cell phone numbers, home numbers or changes in persons authorized to pick up your child during the school year. If your child is going home with an adult that is not in your regular carpool, please send a **written note** in your child's backpack pouch. **We are not able to accept verbal or phone requests for pick up**. Your child will not be released to anyone who is not on your 'Authorization for Pick Up' or 'Emergency Contact Information' forms without a written note from you. Identification may be requested.

**Early Pick-Up** For security reasons, if you need to pick up your child early, please notify the school office whenever possible. A written note is appreciated to let your child's teacher and the school office know ahead of time. When you arrive, ring the bell on the school entry door at the top of the ramp.

**Late Pick-Up** If you arrive late and our staff is not outside in the circle driveway, park your car and walk up and ring the bell on the school entry door at the top of the ramp. Please review our Late Pick-Up policy on the next page.

#### **Late Pick-Up Policy**

Please call the school office if you will be late. We understand that emergencies do occur. If an adult authorized to pick up is over five (5) minutes late to pick up a child, we will attempt to reach an emergency contact listed on a child's Emergency Contact Information form. *Frequent tardiness for pick up may result in removal from school.* 

If after forty five (45) minutes and we have been unable to reach an authorized person, we will contact the Deerfield Police Department for assistance. A Deerfield Park District employee shall be responsible for the child's protection and well-being until the legal guardian, or person authorized to pick up the child arrives or the authorities arrive. We will do our best to keep the child comfortable and calm until the situation is resolved. This issue shall not hold the child responsible for the situation and that discussion of this issue will only be with the parent or guardian and never with the child.

It is imperative to have up-to-date emergency contact information on file with the school office.

#### **Communication**

Communication is key to your child's success at school. Your observations of your child at home are as important as the teacher's observations at school. We hope you will feel free to share these with your child's teacher. Your insights into your own child are useful in helping the teacher work with your child. If there is an area of difficulty at school, communication and understanding between you and the teacher is an important step in helping your child.

Attached to your child's backpack will be a clip and plastic note holder to be used for communication between home and school. Please check the note holder daily and we will, too. We urge you to contact us at any time if you want clarification about a program, to make suggestions, or to discuss your child's experience. We would appreciate you keeping us informed of anything unusual that has happened or is about to happen in your family life (e.g., illness, parents away, death in the family, family visits, birth of a sibling, etc.). We would like to be able to support you as much as possible when you are in need. We feel regular communication with teachers is important. Conferences are held twice a year, in the fall and spring. for all age groups. A meeting or phone call may be scheduled whenever families or teachers have a concern they wish to share.

In order to best serve the children, we must strive to keep lines of communication open at all times. We are available to talk to you about any issues and/or concerns that you might have. It is important that these kinds of conversations take place **outside** of the classroom. When the teachers are in the classroom or out on the playground, they are responsible for all of the children that are in their care.

## **Meeting Each Child's Needs**

We recognize the need for and support early intervention for young children when necessary. We work closely with Northern Suburban Special Recreation Association (NSSRA) to provide additional support to our students and staff. We can work together to achieve agreed upon goals. In addition, Deerfield School District 109 offers CHILD FIND for those children 3 years of age or older who may need assistance. Check with your child's teacher for details.

## **Snacks / Food Policy**

Every day a snack is served at school. Typically, we serve snacks such as pretzels, various crackers, goldfish, or vanilla wafers. Foods such as peanuts, popcorn, or large whole marshmallows are never served.

Families are occasionally asked to provide a fresh fruit or dairy snack for their child's classroom. A note will be sent home from your child's teacher to inform you of your snack date and suggested items.

All food, fruit or dairy items that are brought in for birthdays, special days, etc. must follow the guidelines listed below:

- Food items must be store-bought in their original packaging with the nutritional label intact.
- Home-baked items and unlabeled bakery items are NOT allowed.
- Packaged, store-bought, unopened fresh fruit (such as pre-sliced apples) as well as low sugar fruit cups (such as applesauce, pears, or peaches) are allowed in their original packaging.

Please read the labels carefully for nut-free products. If the package has any statements such as: contains peanut or tree nuts, may contain peanuts or tree nuts, processed on shared equipment with peanuts or tree nuts, or processed in a plant that also processes peanuts or tree nuts, we will <u>NOT</u> be able to serve the snack.

Small portions or mini-sized snacks are best for young children.

**Allergies:** Your child's health is most important to us. If your child cannot eat snacks that are served or a special treat that is brought in, we may ask that you provide snacks that your child can eat to be left at school for your child. Be sure to discuss your child's specific food allergies with your child's teachers. A Medical Distribution form must be completed for dispensing medication.

## **Special Days**

Families of children in our Junior Voyager and Aviator programs are invited to spend some time at school with their child on their birthday or "special day." A "special day" can take the place of a birthday occurring over the summer or during a vacation period, or if a celebration otherwise can't occur close to a child's birthday. Your child's teacher will send a note home to let you know which day your visit is scheduled.

On your visiting day, we encourage you to bring simple SMALL or MINI-SIZED treats for each child in the class. These treats must meet our food policy guidelines which are stated above, or we will not be able to serve them.

When you visit for a birthday or special day, **please leave siblings home** with a sitter, relative, friend, or another parent. Your child will appreciate your individual attention and that will make the visit truly special. We welcome you to our school and hope you enjoy your visit.

When celebrating your child's birthday outside of school, please consider inviting all classmates so that no child feels excluded. Children do talk about their parties and feelings can get hurt. In order to prevent confusion and/or loss of invitations, birthday party invitations may NOT be distributed at school. Thank you for your cooperation.

#### **Classroom Volunteers**

To help to create a community within each classroom, Room Leaders will be chosen. Responsibilities include, but are not limited to coordinating classroom events such as Halloween, holiday parties, Valentine's Day, etc., and reaching out to others in the class who would like to volunteer. Many Room Leaders organize social events that help families to get to know each other (i.e., coffees and play dates at the playground) or activities related to Teacher Appreciation Week in May.

In addition to Room Leaders, we frequently ask families to volunteer in the classroom as guest readers, project helper and/or assist with special projects. Your child's teacher will notify you for sign-up.

# Walking Trips / Bus Trips

Our school incorporates the outdoor environment and the community into many aspects of our program. Occasionally, we will take the children on local walks to the library, police station, or nearby store. WE WILL NOTIFY YOU IN ADVANCE OF THESE TRIPS. In the past, we have taken the older children on bus trips. We often ask for parent volunteers to assist with their child's class. Unfortunately, we cannot take siblings on these trips. A signed permission slip is required prior to any bus field trip.

## **Behavior Management / Discipline Policy**

Our goal is to provide a safe environment for all children. If a child experiences difficulties in our program, the director, program coordinator, teachers and families may meet to establish a plan with mutual goals for the child.

We follow the program participant conduct plan stated in the general information of the seasonal park district brochure.

#### **Discipline Policy**

Deerfield Park District Preschool will do everything possible and within reason to discipline and guide children to make the right decisions and correct challenging behaviors. A discipline plan can and will be written to include the teacher, parent/guardian, and child to work on discipline strategies and correct discipline areas that may be a cause for concern in the day care setting. Should challenging behaviors escalate to a level where further intervention is needed, these are the following steps we will take:

- 1. Behaviors which warrant a safety concern for staff and/or other children will be documented and shared with the parent or caregiver. At that time, communication between the parent, director, and teachers will provide possible solutions to curb the behavior.
- 2. If the behavior/safety concern continues, a meeting will be arranged with the child's parent or care giver to implement a more aggressive plan to work on the behaviors. All incidents will be documented and shared with the parent.
- 3. If the behaviors are not improving staff will suggest that an outside behavioralist/intervention might be needed. Upon agreement between the preschool director and the parent, that a specialist is needed, the preschool director will assist in finding the right source. If the parent does not agree to intervention from an outside source, this shall be documented. If after documented and a referral for outside services is refused, a transition plan will be established to begin the process to disenroll the child from care. The preschool director will assist in finding a more suitable caregiver for the child and give referrals for these programs.
- 4. If an intervention from an outside source does not improve the behaviors or safety concerns and the behaviors are causing a detriment to the Deerfield Park District Preschool, a transition plan will be established to begin the process to disenroll the child from care. The preschool director will assist in finding

- more suitable care for the child and give referrals for these programs. A detriment to the center would include compromising the safety of other children and staff.
- 5. Upon transitioning the child to a new care arrangement, documentation will be kept and signed by the parent. If the parent refuses to sign, that will be recorded on the documentation by the director and kept with the child's file.
- 6. When a transition plan is put into place, DCFS will be notified.

#### Resources include:

- 7. Developmental and social emotional screenings for the child More information: ExceleRate Illinois; Child Find Project
- 8. Consultation services from an infant/toddler specialist or infant/early childhood mental health consultant Contact: Child Care Resource & Referral agency or ISBE
- **9. Referrals to Early Intervention (0-3) or Early Childhood Special Education (3-5)** Referral forms and information: Early Intervention Clearinghouse; ExceleRate Illinois
- **10. Professional development trainings and other resources** CCR&R, Gateways to Opportunity, Early Intervention Training Program, Early Choices, STARnet
- 11. Consultation with child's primary care physician

#### **Safety and Health**

The safety of the children and staff in our program is a top priority. We are in a secured area of the building – all doors are locked during the school day. The double glass entry doors on the NE side of school are closed and locked immediately after drop-off is concluded. Upon entrance into school, each child, teacher, guest or family member will be asked to wash or sanitize their hands prior to entering the classrooms.

In the event of the necessity to evacuate the building due to an emergency, the children will be evacuated through the designated exit and will be escorted to a safe area away from the building. Children will remain outside of the building until we are informed by the proper authorities that it is safe to reenter. In the case of a tornado, emergency tornado procedures will be put in place. The staff and children will remain in "safe" areas in the building until weather conditions clear.

#### Vision and Hearing Screening

Vision and Hearing screenings will be provided by a certified technician from the Lake County Health Department in early spring. This screening is for children enrolled in the Jr. Voyagers and Aviator programs. Families will be notified in advance of the date. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist completes and signs a report form indicating that an examination has been administered within the previous 12 months. If applicable, please provide the Preschool Office with a copy of your child's eye exam report prior to the screening date.

#### Radon Testing

The State of Illinois Department of Children and Family Services (DCFS) requires that all licensed childcare facilities hire an Illinois Emergency Management Agency (IEMA) Licensed Radon Measurement Professional to test the radon level in the building. This testing must be completed every three years and is posted next to our DCFS license.

#### **Pest Control**

The Jewett Park Preschool Playground is maintained by the Deerfield Park District. Recognizing the importance of providing safe, as well as attractive park areas, the Park District engages in a supervised program of pesticide application. Using the most up to date and safest chemicals available, the Deerfield Park District hopes to control undesirable insects and plants, etc. Application is typically done twice, usually in the fall and early spring of the year. When a park/school facility is being sprayed such as the Jewett Park Preschool Playground, the director will be notified in advance. When school is in session, spraying of ground will be conducted after 4:00pm or on a Saturday. More detailed information is available upon request.

## **Emergency School Closings**

The Deerfield Park District's Discovery and Learning Center generally follows the same **snow cancellation** policy as Deerfield School District 109. If District 109 has cancelled school due to snow, our Preschool will be closed. If the District has a late start or cancels school due to cold, we will make every attempt to keep school open. There are no make-up days for emergency closings.

The following website will be updated by 7:30am: www.dfpd.org or www.emergencyclosing.com

#### **Birth Certificate Policy**

In order to comply with The Missing Children's Records Act, The Illinois Department of Children and Family Services (DCFS) requires that we have a certified copy of each child's birth certificate on file within 30 days of enrollment. We are required by The Missing Children's Records Act, to notify the Illinois State Police or local law enforcement agency if a parent or guardian fails to submit proof of the child's identity within the 30 day time frame.

## **Class Placement**

Deerfield Park District's Discovery Learning Center reserves the right to determine the appropriate class placement of children. If you have any questions or concerns, please contact the school office by August 1<sup>st</sup>

## **Withdrawal From Program**

Please give the Director at least TWO weeks written notice if you plan to withdraw your child from school. Unfortunately, there can be no adjustments, make-ups, or refunds when children are absent or on vacation, or if snow or emergency days occur.

Please tear out and complete the following

Signature Page and return with enrollment forms by August 1<sup>st</sup>.

# **Discovery Learning Center**

## FORM #4

# STUDENT HANDBOOK SIGNATURE PAGE 2024 - 2025

Child's		nild's				
Last Name	FII	st Name				
1. I have read the Student Hai	<del>-</del>	k-Up Policy, Food Polic	y, Disc	ipline	Policy as w	ell
as other policies and procedu	res.					
Legal Guardian Signature		Da	te	/	/	
<b>2. I give permission for photos District publicity.</b> Photos may bood or used in promotion of Deerfield	e taken throughout the school ye					
Legal Guardian Signature _		D	ate	_/	_/	
3. I give permission for my chi	ild to leave the school premise	es to take local nature	walks	or loc	al walks.	
Legal Guardian Signature_		[	Date	_/_	_/	
4. I give permission for my chi use of school families only.	ild to be listed in the school st	udent directory. This a	lirector	ry is fo	or the perso	nal
Legal Guardian Signature _			Date _	/_	/	
Please complete information	below (to be listed in the stud	lent directory) by Augu	ıst 1 <sup>st</sup> )			
Child's Last Name		Child's First Name				
Home Address			7	Town		
Legal Guardian Names	Phone #	Email a	ddress			