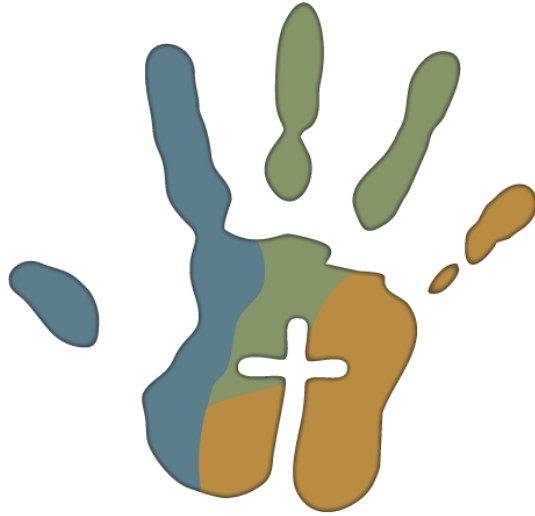


*"Let the little children come to me, and do not hinder them,  
for the kingdom of God belongs to such as these."  
Luke 18:16*



Capo Beach Church  
**Preschool**

2016-2017  
Parent Handbook

25975 Domingo Avenue  
Capistrano Beach, Ca. 92624  
Phone Number (949) 443-1316  
Fax (949) 242-9767  
[www.cbcpreschool.com](http://www.cbcpreschool.com)

Preschool Office Hours  
Monday - Friday  
8:30 am - 5:00pm

Federal Tax ID: 953203028



Dear families,

The CBC Preschool staff would like to welcome you to the 2016-2017 school year. We are very excited to get started as we have many wonderful learning activities prepared for your child, as well as a variety of fun school events for the entire family. We have been praying for your family that the experience here will be one that is remembered for years to come.

Your child has been assigned to a specific classroom, but the staff as a whole will be a part of their total learning experience, and we will make sure that they are loved, nurtured and kept safe. Parents are a child's first teacher, so we want to make sure that communication is always open to discuss anything that may pertain to the well-being and development of your child.

We wholeheartedly want our students to foster positive relationships with God, friends, and their teachers. We will guide them not only through instruction but by setting examples through our own positive relationships with God, students and co-workers. Our staff follows the principle found in Colossians 3:23, "Whatever you do, work at it with all of your heart, as if working for the Lord, not for man." Our call to excellence comes from our Heavenly Father and we want to please him in all that we do.

Please read the following Parent Handbook as it contains very important information regarding policies and procedures set forth for this school year. If you have any questions please feel free to contact me so that I may serve you.

In His service,

Kim Horner, Director

Capo Beach Christian Preschool  
949-443-1316  
kimh@cbcpreschool.com

## **Welcome!**

Capo Beach Church Preschool welcomes you and your child(ren) to our preschool program and we thank you for entrusting them to our care. It is our prayer that your child's experience will exceed your expectations and that they will love God, school, friends and teachers.

## **Our Staff**

CBC Preschool employs teachers who have a passion for teaching young children, who uphold a high standard of quality care and are committed to the instruction of the Lord. Our teachers are loving, nurturing and educated in early childhood development. They are qualified by the State of California and have completed the prerequisite courses in Early Childhood education and have been fingerprinted and cleared through the Department of Social Services. They also participate in yearly training and staff development courses to keep them current in the field of early education. Each teacher is certified in CPR and First Aid.

## **Our Mission Statement**

Putting Kids in touch with God through the introduction of His love and the instruction of His word.

## **Our Philosophy**

It is our belief that children must have concrete, meaningful experiences in all areas of development that help them build foundational skills they will carry with them for years to come. Kids love to learn at this age and it is our belief that learning experiences must be fun and personally relatable to them in order for it to have meaning. Children need to be challenged to expand their thinking and encouraged to step outside of their comfort zones. In order for them to take that step they need freedom to explore, guidance, structure, limits and mostly to feel safe and loved in their environment.

## **Program Goals and Objectives**

Our primary objective for our students is that they foster a positive relationship with God, friends, and their teachers so they will transform into lovers of Christ, leaders amongst their peers and joyful learners. Our goal is to accomplish this by modeling biblical principles through our guidance and attitudes in our daily lives. In addition to this we will also strive to meet and exceed the following Program Objectives:

### **Spiritual Objective**

- To lay the foundation for Christ-centered living and to teach them that God is love.
- To encourage the development of virtuous character in children.

We will meet this objective by providing loving and nurturing teachers who model biblical principles, attitudes and virtues. They will introduce biblical principles by reading age appropriate bible stories, singing worship songs and praying with their students.

### **Cognitive Objectives**

- To provide children with concrete materials and experiences in the classroom that help develop beginning literacy, language, math, science and art skills.

We will meet this objective by reading quality literature that is developmentally appropriate and that teaches children to recognize the written word, develop imagination, and build vocabulary, comprehension and a love for reading. Teachers will provide many activities to promote cognitive development by including process art and the sensory table where children can investigate through the senses and apply discoveries to their individual level of development. Teachers will also use concrete materials such as manipulatives, blocks, and natural materials to build on curiosity, experimentation, calculation, problem solving and reasoning skills, which all help build beginning math and scientific concepts.

### **Social Emotional Objectives**

- To provide a joy filled classroom that includes laughter, play and a stress free and emotionally safe environment for all children.
- To teach standards of right and wrong, how to make good choices and the importance of respecting others.
- To teach children how to play cooperatively with other children and how to resolve conflicts.
- To create an atmosphere in which a child may develop self-confidence and independence.

We will meet this objective by creating a classroom that has a home like atmosphere and a nurturing environment for children. Teachers will provide activities such as dramatic play and group games to encourage children to build on imagination, cooperative play, listening, following directions, responsibilities and putting others first. Teachers will give positive guidance when children are

learning to solve problems with their peers and when discipline is needed.

### **Fine and Gross Motor Objectives**

- To provide children with various materials to develop and strengthen finger movement, grasp, hand preference and cutting and pre writing skills.
- To provide opportunities to increase function of large muscles, spatial awareness, bodily control and balance.

We will meet these objectives by offering a wide variety of opportunities to strengthen motor skills. Fine motor skills will be refined when children engage in activities such as playing with play dough, lacing, beading, cutting and writing. Gross motor skills will improve through playground games, jungle gym, climbing, bike riding, and music and movement which will improve their spatial awareness, balance, throwing, catching and other physical abilities.

### **Individual Classroom Objectives**

In addition to these overall objectives, individual teachers will set their own objectives, according to the needs of their classrooms and the individual needs of their students.

## **Assessing Children's Learning and Development**

We believe parent communication along with teacher/child interaction and teacher observations of the child are tools that are useful to assess children's development. Our teachers observe progress in skills, examine children's work, and document observation of milestones and/or areas of concern. Teachers use these assessments to plan curriculum, meet the needs of their students on a group and individual basis and evaluate the effectiveness of their plan. They also use these to help identify developmental delays that need to be communicated to parents.

Areas of assessment are:

- Language
- Literacy
- Math
- Fine and Gross Motor
- Social and Emotional

Teachers and parents communicate on a daily basis through verbal, face to face interaction, email or by phone. Twice per school year they meet for scheduled parent/teacher conferences.

## Enrollment Policies

### Admission

Capo Beach Church Preschool is open to children age two to five years old, who will benefit from care away from home. We offer a non-discriminatory program where we welcome students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally made available to the students of the school. Children who are physically or neurologically handicapped will be accepted under the following conditions:

- The preschool is physically capable of meeting the individual needs of the child.
- Additional staff is not required.
- The child will benefit from the program offered.
- There will be no adverse effect upon the child at the center.

### Re-enrollment

Families who have children currently enrolled in the program will receive priority registration when re-enrolling for the next school year. There will be designated enrollment days where Re-Enrollment Packets can be turned in with the annual registration fee. This is the only way to secure your child's spot at Capo Beach Christian Preschool for the coming year. Also, all re-enrolling families will receive a copy of the Parent Handbook and the signature page must be returned each school year.

### New Enrollments

Open enrollment for new students for the fall session begins March 1 of the current school year. Enrollment is determined by space availability which is regulated by the California State Licensing Department. The process/requirements to enroll are as follows:

- An interview with the Preschool Director is required prior to enrollment. This is a time to discuss the needs of the child and to determine if the program is suitable for him/her.
- After Admission is completed, an Enrollment Packet must be completed and turned in prior to your child's first day of school. No admission will be granted until all California State required forms have been completed, signed by a parent or legal guardian, and turned into the preschool office.
- One of the State required forms is the Physician's Report. **All children must have a physical within one year prior to enrollment and meet all immunization requirements of the State of California.** The physician's report must be filled out and signed by your child's doctor and returned prior to your child's first day of school.
- The Admission Application, Admission Agreement and the signature page of the Parent Handbook must be turned in at the time of enrollment.

## **Class Placement**

The Preschool Director will determine class placement based on the child's age and level of development on September 1<sup>st</sup> of the current school year. General guidelines are as follows, however some exceptions may be made at the director's discretion.

### **General guidelines:**

- Angelfish- Students must be 2 years old at the time of enrollment.
- Starfish- Students must be 3 years old and potty trained by September 1<sup>st</sup> of the current school year.
- Dolphins- Students must be 4 years old and potty trained by September 1<sup>st</sup> of the current school year.

## **Registration and Tuition fees**

**The Registration Fee** is an annual expense and is due at the time of enrollment or reenrollment and is **non-refundable. Summer School has a separate registration fee.**

**Tuition** rates are based on an annual fee determined by the number of days on the school calendar beginning August 23, 2016 and ending June 2, 2017 according to the program your child is registered for (i.e. 2 half days, 5 full days) . The annual fee may be broken down into ten equal installments with **the first installment being August 1<sup>st</sup>, 2016. Each payment thereafter will be due on the 1<sup>st</sup> of each month.** Payments are made through **Tuition Express. TE** is a part of our ProCare software management system, that will allow us to process tuition and fee payments safely, quickly, and efficiently. Payments are paid automatically on the same day each month (before the 10th) by either your checking or savings account, or credit card.

Summer rates are based on a weekly fee determined by the number of days enrolled within the summer session and the total for the entire session can be broken down into two payments.

***\*Please refer to the Admission Agreement for information concerning discounts, late fees, delinquent accounts and returned check fees.***



## **Attendance**

### **Holidays and Minimum Days**

Capo Beach Christian Preschool is closed on all major holidays. There are also several minimum days throughout the year to complete staff development requirements. Please refer to the preschool calendar for a complete list of school holidays, closures and minimum days.

***\*Monthly tuition is due in full each month regardless of holidays, school closures and minimum days.***

### **Attendance Schedules**

Capo Beach Church Preschool offers the following schedules for children in our program:

- Half Day Sessions 9:00-12:30
- Full Day Sessions 9:00-3:00
- Morning Care 7:30-9:00
- Aftercare 3:00-6:00\*
- 2 Days (T/TH)
- 3 days (M/W/F)
- 5 Days (M-F)

Non-traditional schedules may be considered if space allows and must be approved by the preschool director.

\*Aftercare hours are not available to half day students.

### **Changes in schedules**

Requests for a change in attendance schedule must be in writing on an **Account Change Form** and will be granted if space is available and with the approval of the Preschool Director. Each family will be permitted two attendance changes per school year (Sept.-June). Any change request above and beyond that will incur a \$25.00 Account Change Fee. **No change requests given verbally or by email will be accepted.**

### **Withdrawals**

Enrollment to Capo Beach Christian Preschool is an annual commitment (September-June). In the case where withdrawal before the end of the school year is necessary, a 30-day written notice must be given via an Account Change Form. The 30- day written notification is determined from the day that the Account Change Form is received by the Preschool Director and you will be responsible for tuition covering that 30-day period. Any past due amount on your account must be paid in full before

the thirty day period can begin. **Refunds will not be provided once tuition is paid.**

## **General Policies**

### **Parent Handbook**

The purpose of the Parent Handbook is to communicate to parents the school policies and it serves as acknowledgement that you have read, understand and agree to the policies set forth.

### **Parent/school communication**

Open communication is vital for your child's success in school. Teachers are required to speak regularly to parents regarding the development of their child through face to face conversation, emails, monthly newsletters and scheduled parent conferences. If you have concerns regarding your child, you are encouraged to speak **privately** to your child's teacher. If you drop off or pick up at a time that the teacher is not present, please contact them via e-mail or call the school office to schedule an in-person meeting. If you have concerns with your child's teacher, please address the subject **privately** with the Preschool Director.

### **Parent Website and Mobile App - [www.capobeachchurchpreschool.com](http://www.capobeachchurchpreschool.com)**

### **School Calendar**

Please refer to the preschool calendar in your Parent Packet. Please keep it in a place that you can reference throughout the school year. A school calendar will also be posted in each classroom and just outside the preschool office.

### **Toilet Training**

Capo Beach Christian Preschool is licensed to enroll children as young as 2 years old and in the process of potty training. Teachers and parents are required to work together as partners in the potty training process so that children will be successful. We understand that children that are potty trained still have occasional accidents and we will assist them lovingly whenever needed. Parents need to provide a supply of diapers and wipes to store at school.

### **Clothing**

Please dress your child in easy care, washable play clothing that does not restrict movement and is easy for your child to button, snap, or zip independently. Please keep in mind your child's capability in regards to toileting when dressing your child. They should be able to easily pull up their bottoms independently or with little assistance.

Supportive shoes that your child can run, jump, and climb in safely are highly recommended. Part of their growth and development is strengthening their large muscles and they will be participating in daily gross motor activities, so please have your child wear appropriate shoes.

All children need to pack an extra set of clothing in case of an emergency. Emergencies may consist of but are not limited to: spilled paint, spilled liquid (i.e. water, juice), or a soiled accident. Extra clothes

should include: underwear, shirt, pants, sweater, socks and shoes. **Extra clothes must be labeled and placed in a large Ziploc bag and brought to school the first day where they will be kept in the child's cubby box.** If a child needs these items on any given day you will need to provide a replacement the next day they are in school.

### **Absences**

Please call the preschool office to report your child's name, teacher and reason for absence. **Please do not call your teacher's cell phone.** If you know in advance when your child will not be at school, please let the teacher know so she can plan accordingly. **There is no credit, refund or make up days given in the event of an absence.**

### **Arrival/departures and late fees**

Morning care begins at 7:30 am but students must be pre-registered, **no drop-offs will be allowed.** Students may not sign-in prior to 7:30 am as the teachers must perform opening procedure without supervising students. Students not enrolled in morning care will not be permitted to sign in prior to 8:45 am.

- Morning care is from 7:30-9:00
- Half Day Preschool is from 9:00-12:30
- Full Day Preschool is from 9:00-3:00
- Aftercare is from 3:00-6:00

In the event that you need your child to attend a day outside of their weekly schedule, you must have prior approval from the preschool director at least 24 hours in advance and there will be an additional **\$50.00 charge added** to your account. In the event that you need to leave your child at school outside of their scheduled time, it must be approved by the preschool director and there will be an additional **\$25.00 charge added** to your account.

For our half and full day students we highly recommend arriving on time to drop off your child. Late arrivals disrupt the class already in session and your child may miss out on important learning opportunities.

We also stress the importance of being on time pick up. **A fee of \$15.00 per any portion of the hour** that you are late will be added to your account.

Please see your Admission Agreement for policies regarding late payments.

### **Child sign in/sign out**

It is a state law that all students be signed in at the time of arrival and out at the time of departure by an adult over 18 years of age. It is the responsibility of the parents or legal guardians for making sure that their child has entered the building and is in the care of their teacher before leaving the premises. Once the child has been signed out, the parent must supervise the child at all times.

Children may not be left unattended while on the school premises.

### **Authorized to pick up**

A child will only be dismissed to adult persons who are authorized on their Identification and Emergency Form (lic.700), or those who have been authorized by the parent/legal guardian in writing prior to pick-up. A photo ID must be presented upon request.

### **Divorced or Separated parents**

In the case of divorce or separation, either parent may pick up the child unless a court order indicates limited visitations. A copy of the court order will be required to be on file at the center. If parents are in the process of separation or divorce while the child is in our care, every attempt should be made to keep preschool staff members updated on issues affecting a child's custody and emotional well-being, and all domestic disputes and/or issues need to be conducted off of school premises. School time is not visitation time for either parent, grandparent, siblings, or any other person.

### **Supervised Visitations**

In the event that one parent has been restricted by the court to a supervised visitation, it must be understood that such supervision cannot occur at preschool. State mandated staffing requirements would not permit assignment of and staff persons to a supervisory role in such a visitation.

### **Intoxicated parents**

A parent or other authorized adult, who appears to be intoxicated upon pick-up of a child, will be asked by the staff to contact another parent or authorized adult on file to arrange pick-up of the child. If the intoxicated individual refuses and leaves with the child or another person cannot be contacted then the local sheriff's Department and Child Protective services will be called for further assistance.

### **Abandoned Child**

If a child has not been picked up by the close of the center, every attempt will be made to reach the parents or legal guardian or other authorized adult on file to pick up the child. If this is not successful in a one hour period of time after closing the child will be considered abandoned and the local Sheriff's department and Child Protective Services will be called for further assistance.

### **Guardianship**

If a legal guardian rather than a parent enrolls a child, a copy of all appropriate legal paperwork must be on file at the center. This is especially critical if the natural parents have no custodial or visitation rights.

## **Health Policies**

### **Illness**

To make sure illness does not spread, children with fever, chills, nausea, vomiting, diarrhea, excessive coughing, or green or yellow mucus may not be brought to school. If your child is feeling extremely fatigued you should keep them home to give them rest as they may have the onset of an illness and may be contagious. Furthermore, your child needs to stay at home for a period of 24 hours after their fever, diarrhea, and/or vomiting is gone without the aid of fever-reducing medicine, any other symptom reducing medicine and/or antibiotics.

If your child experiences any of these symptoms while at school they will be removed from the classroom and taken to the preschool office. At that time you will receive a phone call from either your child's teacher or the preschool director to let you know of your child's condition and you will be asked to come pick them up immediately. If for some reason the school cannot reach you, the person on your Emergency Information Form will be called. If your child is sent home from school due to illness, they may not return to school until after the 24 hour period from the time they left school or 24 hour waiting period after fever, diarrhea, vomiting has stopped.

If your child shows any indication of not feeling well at school an Illness Report will be filled out by their teacher. Symptoms reported will be the following: Extreme fatigue and/or headache; fever; runny nose and/or congestion; green or yellow mucus from the nose; coughing; sore throat; rash; stomach ache; diarrhea; pink eye; ear pain; vomiting; head lice. The report indicates if the child has a fever and if a Doctor's note will be required to return to school. A parent signature will also be required. If a child is sent home with mild symptoms, and a Doctor's note is not required, they will be assessed by their child's teacher and or the preschool director upon returning to school. It will then be determined if the child is well enough to return the classroom.

### **Allergies**

Please inform the school if your child has any allergies, particularly food allergies. We will need to know this important information when we plan our snack schedule and any class parties. There are also State required forms that need to be completed by the child's parents with instructions on how to administer medication and symptoms to look for in the case of an allergy attack.

### **Injury**

If a child sustains an injury more serious than a minor cut or scratch, the school will immediately notify the child's parent/guardian, document the incident and make prompt arrangements for obtaining medical treatment if necessary. For minor injuries, such as cuts or scrapes, the school will provide first aid supplies, such as a Band-Aid.

**Please be sure all emergency numbers are up to date.**

### **Emergencies**

Parents/guardians will be notified immediately of an emergency that occurs at school. It is vital that you keep emergency contact information current. In an extreme emergency 911 will be called and then the parents/guardians will be notified. The child's teacher or the Preschool Director will remain with the child until parent/guardian arrives. If we are unable to reach a parent/guardian, the child's teacher or preschool director will accompany the child in case they need to go to the hospital.

### **Medications**

If a child is required to take medicine while at school the medicine must be delivered to the Preschool Office. ***Please do not send medication in your child's backpack, lunch box or store in their cubbies.***

Prescription medicines must be in the labeled prescription container (State Law, No Exceptions) and over the counter medication must be in the original box with a proper measuring cup. You must complete and submit Parent Consent for Administration of Medications and Medication Chart (lic.9221). The medicine will remain in the preschool office and will be administered from there by the child's teacher or the preschool director.

### **Snack and Lunch**

Children enrolled in a half-day program will receive a mid-morning snack. Children enrolled in a full-day will receive an additional mid-afternoon snack. A snack schedule will be posted in your child's classroom and in the preschool office.

**We are a Peanut and tree nut Free School, so please check ingredients on all packaged food for ingredients.**

You are to provide a nutritious lunch each day your child attends school. In order for us to stay within our ratio and provide necessary supervision during lunch time we will be **unable to heat lunches**, so please plan accordingly. **No candy, gum, or soda is permitted at any time.**

### **Naptime**

Children enrolled in our full day program will be required to nap or rest without distractions. Naptime is from 12:30-2:30 or when they wake up on their own. In compliance with title 22 section 101230, no child will be forced to stay awake or stay in the napping area longer than the normal napping period.

Children that do not sleep will be required to lie quietly on their cots for the duration of the nap period. Their teachers may choose to give them a quiet activity as long as it is not disruptive to the children sleeping.

### **Items brought from home**

We ask that your child leave all of his/her personal toys at home or in the car. We cannot be

responsible for items brought to school from home.



## **Daily Activities**

Your child's teacher will provide you with their daily schedule with times for specific activities in their classroom and you will be given a copy of the daily schedule on or before the first day of school. You will be notified by your child's teacher of any changes to the schedule.

## **Field Trips**

Throughout the school year we will be having "In House" field trips. This means that we will not be taking field trips off of the preschool campus but we will be bringing various companies (i.e. Ocean Institute, Santa Ana Zoo, etc.) to the school. These may require an additional fee and you will be notified in advance.

## **Birthday Celebrations**

Your child's birthday is important to us and we want them to feel special on that day! One of the best ways to recognize your child is to participate in the Birthday Book Club. This program identifies your child as the one having a birthday while helping to build the classroom library. You can bring a wrapped, new or gently used book to have your child unwrap and dedicate to their classroom. In doing so, your child will have a name plate put in the book for all to remember that special day for years to come.

If you would like to bring a special treat, please check with your child's teacher before bringing in items. Please keep in mind that some children may have food allergies and we promote health and nutrition so snacks loaded in sugar are not a healthy choice. **NO CANDY OR SODA WILL BE PERMITTED AT ANY TIME.**

**We are a Peanut and Tree Nut Free School, so please no items that contain these products. Please read all labels.**

## **Visitors and Parent Volunteers**

Under SB 792, licensing requires all volunteers to maintain vaccination records for influenza, pertussis, and measles. If you want to be a volunteer for your child's classroom please contact the preschool director for an outline of the requirements. Visiting children may not accompany a parent volunteer.

There are many ways a parent can volunteer without being present in the classroom. Please speak with your child's teacher to see where you can help.

## **School Fundraisers**

Fundraising is an optional but critical part of the overall success of the school. Because tuition and other fees do not cover the total cost of operating our school, we must rely on fundraising and donor efforts to meet all expenses. Family participation and contributions will enable our school to progress and provide excellent educational programs for our students as well as keep our tuition costs down.

Capo Beach Church Preschool will have several fundraisers throughout the year. Advanced notice will be given.

## **Behavioral expectations**

There may be times when a child uses unacceptable behavior in the classroom. Our staff will first use a guidance approach to try to remedy the problem and assist the child in problem-solving skills. Sometimes a certain behavior can be corrected simply by redirecting the child to another activity. Other times a child may need a quiet time to think about what has occurred. In most cases behavioral issues are a part of social/emotional development and will be corrected as the child further develops in these areas. However there are occurrences of unacceptable behavior that may require more attention.

So in keeping with the school's philosophy to provide a safe environment conducive to learning for our students and staff, we recognize that there may be disruptive behavior that would hinder the learning process. We also recognize that any behavior that causes harm to self or others is unacceptable and will need to be addressed. Should repeated unacceptable behavior arise, a conference with the child's teacher, Preschool Director, and parents will be necessary to discuss a plan of action to correct the behavior. It will be expected that correction of the behavior will take place within a six week period of time. If behavior continues the child will be removed from the program until the behavior is corrected. If the child is unable to correct the behavior, he/she may be found to be not developmentally ready for the program. Capo Beach Christian Preschool reserves the right to excuse the child from the program.

## **A Word from the Director**

Thank you for choosing Capo Beach Church Preschool to be your child's first educational experience. This will be an extremely important time for them as these learning years set the tone for their future education. It is the goal of our staff to see that every child has a wonderful experience and develops a positive attitude towards school. Even though your child will be assigned to a particular teacher you can be assured that the entire staff will be a part of their learning experience. Safety and security will always be the number one priority for everyone in our facility including students, staff, parents and special visitors. If you ever have any concerns please feel free to contact me, my door is always open.

In closing, I will be praying for all of the families here that they will feel the presence and peace of our Lord and Savior Jesus Christ and that the experiences you have while here will be full of God's blessings. No one understands children more than Jesus. I believe He truly invites them to come as they are; unaware of sin, believing with pure faith and overflowing with joy. Let us not hinder them, for the kingdom of God belongs to such as these.

In His Service,

A handwritten signature in black ink, appearing to read "Kim Horner", with a long horizontal flourish extending to the right.

Kim Horner  
Capo Beach Church Preschool Director

I have read, understand, and agree with the policies set forth in Capo Beach Christian Preschool Parent Handbook for the 2016-2017 school year.

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Child's Name

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Parent/Guardian Signature

Date

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Print Name

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Parent/Guardian Signature

Date

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Print Name