

Sanders Academy For Excellence (SAFE)

PARENT HANDBOOK

The licensed childcare program at Sanders Academy For Excellence provides each child a secure, nurturing, and caring environment, while providing the gentle guidance needed to assist in fully developing each child's individual potential.

Commitment to quality childcare is not simply something that we believe in, it is what we strive for everyday with each and every child entrusted to our care.

Curriculum

Sanders Academy For Excellence implements a custom curriculum designed by center director based on a Bachelor's of Science degree in Early Childhood Education and 20 years of experience and observation. Our curriculum is Frog Street: Early Childhood Curriculum child centered and promotes learning through play. SAFE understands how important the early years are to both you and your child. This is a time for remarkable growth, when the children are experiencing rapid development, learning new skills and progressing steadily towards physical, intellectual and social-emotional milestones. With that in mind, our curriculum provides intentional guidance and rich experiences that build upon individual strengths and talents. With our childcare professionals at their side children at SAFE are assured of getting the care that they need, the creative learning experiences they enjoy, and the intellectually challenging opportunities they deserve.

Admission Policy

Parents who are interested in their child(ren) attending Sanders Academy For Excellence need to complete an Admission Information form. The size of the class shall be determined by the Director in order to conform to the Texas licensing standards. The class shall be filled according to the date of application in the following order:

1. Siblings of children presently enrolled requiring full-time care
2. New admissions requiring full-time care
3. New admission requiring after school caregivers

Selection of children to be admitted to the program shall in no way be restricted on the basis of race, color, creed, or national origin. Enrollment of children requiring special supervision will come under review.

All required forms must be completed and returned prior to admission. These include, but are not limited to, the following:

1. Admission Information (include names, phone numbers, addresses & signature twice on each page)
2. Copy of current shot records
3. Contract
4. Waiver of Claim
5. Discipline Policy
6. Operational Policy
7. Infant needs & service plan
8. Registration and Supply fees

Fees

Registration fee due at time of enrollment	\$75
Annual Supply fee due at time of enrollment	\$125/yr/child

Infant 6wks-17mos	\$175/week
Toddlers 18 -35mos	\$150/week
Preschool (3-year-olds)	\$135/week
School Age (4–5-year-olds)	\$135/week
After School care	\$115/Week

Tuition Payment, Late Payment and Refund

All tuition must be paid prior to receiving care: a late fee of \$10 per day will be assessed or services may be suspended until the account is current. No refunds will be given for

absences, sick days, holidays, vacation, etc. The tuition you pay reserves a space for your child.

Returned Checks

There will be a \$30 returned check fee for any returned check, plus the check amount in cash. Parents will be charged for all fee incurred by provider as a result of the returned check. Parents will be placed on a cash only basis once this situation arises.

Arrival and Pick up

Sanders Academy For Excellence is open year-round, Monday – Friday from 7:00 a.m. to 5.30 p.m. Please observe these hours. Our teachers need time in the morning to prepare for class and time in the afternoon for cleaning without children present. We have a 9 a.m. cut off time for attendance for the day. We reserve the right to refuse care for the day if you arrive after 9 a.m. without a doctor's note. Parents picking up after 5:30 p.m. will be charged a late fee of \$10 per minute per child.

Supplies to bring daily

PLEASE LABEL EVERYTHING! – Especially in the nursery. Include the child's first name and last initial.

1. Lunch, spoon/fork, drink, and Sippy cup/water bottle (all ages)
2. Blanket, pillow, and security items for nap (all ages)
3. Extra set of clothes in zip lock bag with name (all ages)
4. Plenty of Diapers & wipes (where applicable)

Security System

The childcare center has an alarm system. All of the doors have monitors on them and will announce when a door is opened. We also have cameras in every classroom for the added security.

Drop Off

All children must be dropped off before 9:00am unless a written note from doctor is brought excusing tardiness. **ABSOLUTELY NO DROP OFFS DURING NAPTIME.**

Pick Up

Children will be picked up by 5:30pm daily. If they are not picked up, all appropriate individuals will be notified. A fee of \$10 per minute per child will be added to your bill and must be paid before child can attend daycare again.

Sign In and Out

A parent or person dropping off or picking up will sign in and out using daily sign in forms in the entry hall. **If someone other than you will be picking up your child, a written note indicating so MUST be left with the Director. Please include the date and time of pick-up along with person's name.** We will require valid identification upon sign out.

Separation Procedures

If your child cries when you drop him/her off, it is permissible to leave the child with his/her teacher and depart as soon as possible. Children usually stop crying before the parent reaches the car. Your child's teacher will inform you if the crying persists.

Dress Code

Children should wear comfortable, washable play clothes in which they can move easily and freely. Clothing should be simple enough for the child to manage alone. We discourage complicated straps, snaps, etc...., which the children cannot handle by themselves. REMEMBER we paint, play outside, and explore art through different mediums. Do not send your child to school in anything which could be damaged by his/her use of creative supplies. In the interest of safety in the classroom and on the playground, children should NOT wear sandals or boots to school. All children, regardless of age, should have a change of clothing on hand. This change of clothing may be brought daily in child's bag. Label all articles of clothing that are to be removed at school (sweaters, coats, caps, etc....)

Illness Policy

If your child has had fever, vomiting, diarrhea, upset stomach, sore or discharging eyes, obvious cold symptoms (runny nose) or shows signs of fatigue **within the 24-hour period prior to the school day**. Please do not bring the child to school. Children are most contagious at the beginning of an illness when they have fever. Children should be fever free **without** medication for 24 hours prior to returning to Sanders Academy For Excellence. We will call you to pick up the child if we feel like the child needs to go home for his/her own health or for the health of the other children. NO ONE will be kept inside because of cold or other illness. Send your child to school only when he/she is well enough to participate in all school activities. If your child is ill and will miss school, please notify the office, especially if your child has a communicable disease. In the event your child becomes ill while in our care, we will notify the parents immediately to make them aware of the situation and establish a pick-up time. We will keep the child in care away from others so as not to spread contagion, while waiting for the parent's arrival. All medications will be stored, administered, recorded and disposed of upon written consent of legal guardian.

Withdrawal Policy

All parents must submit a two-week written notice when withdrawing their child. Parents will be responsible for paying these last two weeks of tuition.

Absence

Parents are responsible for notifying Sanders Academy For Excellence by phone, text, or email about **any** absence during the school week. Please keep in mind that our illness policy is very strict about not accepting sick children. If you mask the symptoms with medication and send your child to daycare your contract may be terminated. The parent is responsible for payment of contracted time regardless if the child attends or not.

Immunizations and Medical Authorization

Each child must have a statement of good health (within 12 months of enrollment) and an updated record of immunizations from physician or health personnel on file in the school before admission. **Any child unable to produce an immunization card by the first day of school will not be allowed to enter school until such a card arrives, by**

order of the Department of Family and Protective Services of the State of Texas. Children who are not immunized ARE allowed at this center. If you have chosen not to immunize your child a notarized certificate of exemption will be required before admission to school. Sanders Academy For Excellence does not require employees to have any immunizations on file.

Preventing and responding to abuse and neglect of children

All employees are required to have annual training in recognizing and preventing child abuse. Please refer to the website helpandhope.org to learn about warning signs of abuse and neglect, child abuse prevention techniques, and how you can become involved in abuse prevention. You can help organizations in your community that offer resources to families and social services for abused children by volunteering or donating.

Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services at 1-800-252-5400.

New Requirements Regarding Gang-Free Zones for Child Care Centers

This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers. The handout that is on the licensing website is inserted in the back of this handbook titled "Requirements Regarding Gang-Free Zones".

Physical Activity and Outside Play

We will play outside for some period of time each day unless it is raining. If weather permits the students will play outside 1 hour in the morning, and 1 hour in the afternoon. You will want to be sure your child is dressed appropriately for this, including mittens and a hat on cold days.

Snacks and Lunch

Sanders Academy For Excellence will serve a nutritious snack each morning and afternoon. Menus are posted in the kitchen and classrooms. Parents will provide a nutritious lunch and/or snacks from home and understand that the childcare center is **not** responsible for meeting the child's daily nutritional value and food needs.

Nutritional Policies

- Liquids and food hotter than 110 degrees F are kept out of reach of children.
- All staff are educated on food allergies and they take precautions to ensure children are protected and a handout about food allergies is inserted in the back titled "Food Allergies What You Need to Know".
- Prepared food that is brought into the program to be shared among children is commercially prepared.
- Healthy snacks are available for school aged children as children arrive.
- Procedures to ensure the safety of food brought from home, including refrigeration or other means to maintain appropriate temperatures.
- Policies in place outlining strategies to educate children and their parents on nutrition.
- SAFE provides parents with information about foods that may cause allergic reactions.
- SAFE will provide sample menu of healthful lunches for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value.

Sample Healthy Lunch Ideas

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Nuggets Corn Peaches Milk	Spaghetti Green Beans Apple Sauce Milk	Peanut Butter & Jelly Fruit Cocktail Carrots with Ranch Milk	Cheese Pizza Pears Mixed Veggies Milk	Ham & Cheese Sandwich Small Salad Banana Milk

Breast Feeding

If you are still breastfeeding and need to schedule times to come to the center for feeding please speak to the Director so we can provide you with a quiet and private area to do so. Additional breastfeeding information can be found on our parent information board and is available upon request.

Safe Sleeping Practices for Infants

It is our practice for infants under 12 months to be placed on their backs to sleep in a crib. After 12 months, if a parent has other sleeping positions preferred, this can be discussed with the teacher. The infants and toddlers under 15 months are provided with a firm, tight-fitting mattress in a crib that meets current safety standards. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. Two children are never sharing a crib at the same time. One fitted sheet will be provided for each infant. The above practices are supported by the U.S. Consumer Product Safety Commission, the American Academy of Pediatrics, and the National Institute of Child Health and Human Development. These practices are required by the TXDFPS Childcare licensing standards. We understand that practices may be different at home and that some children have unique situations (e.g. – twins that may sleep together in the same crib). However, we must follow licensing guidelines and adhere to the above stated policies. It may or may not be difficult for some children to adjust if they are used to sleeping in a different position or with a parent/sibling.

Communication

We request parents to direct all questions, concerns, and praise to their child's teachers. Sometimes things which happen at home can cause changes in a child's behavior at school. It is helpful if the teacher knows that something out of the ordinary is going on so that they may understand the reason for the child's unusual behavior. This will help the teacher make your child's time at school the best it can be.

Sometimes the medicines that are given for a child's allergies may affect his/her activity level. When you either start this type of medicine or stop it after it has been given for a period, it would be helpful for the teacher to know this information. Please inform your child's teacher of any medicine given to your child prior to drop off.

Parents may also contact the director with any questions, concerns and miscellaneous items. The director may be reached by email at safechildcare7@gmail.com or by phone at (254) 339-1135.

Notification

We will either notify the parents with information regarding their child through verbal communication, text, email or in writing. Our students in the Toddler room will receive a written daily report. Our classroom/school newsletters and monthly calendar helps update parents on current activities.

All changes in admission or contact information need to be made with Director not your child's teacher.

Parent Conference

The goal of SAFE is to ensure that all children are making improvements in all areas of development. Twice a year Fall (October) and Spring (March) a parent teacher conference will be scheduled with all parents. Conference times will be available for scheduling Monday-Friday 1pm-3pm throughout the school year as well. If you feel a conference is necessary, please feel free to request one.

Compliance

Sanders Academy For Excellence is subject to and follows the Minimum Standard Rules for Licensed Child-Care Centers prescribed by the Texas Department of Protective and Regulatory Services (PRS). A copy of these rules is located in the Director's office along with the center's most recent licensing inspection report. Parents may contact the local licensing office by calling 254-750-9336 or by mail at 801 Austin Avenue Waco TX, 76708. The child abuse hotline number is **1-800-252-5400** and the DFPS website is www.dfps.state.tx.us

State Department of Welfare

The school's Director or Teacher will notify Child Protective Services or the local law enforcement officials by telephone when it appears that a child is being seriously neglected or abused away from the school.

Family Participation

Sanders Academy For Excellence understands parental involvement is a crucial component to the success of a child's educational achievement. Parents are their child's most important teacher. To support parents as partners, we encourage families to be involved in their child's educational process. SAFE offers an open-door policy, allowing parents to visit and participate in our programs at all times, fostering a sense of openness and inclusion. We encourage parents to participate in various events planned throughout the school year that will benefit the overall quality of the program. Some of these events will include: learning opportunities for families such as workshops and training, special events, classroom parties, teacher recognition and development, community service projects, center enhancements, fundraising and classroom volunteer opportunities.

Field Trip

No field trips are scheduled at this time. With any policy change, parents will be notified. The Director or Teacher will inform you ahead of time on any trips taken away from the school. Parents will have to sign a permission slip prior to the trip.

Fire and Emergency Drills

Fire Drills are conducted monthly. A fire evacuation plan is posted in each classroom, which sets forth primary and secondary evacuation routes for staff and students in case of a fire or weather alert. A similar plan is posted in each room explaining actions to be taken in case of a disaster. Disaster drills are conducted twice annually. In all emergency situations, the Teachers and staff will attend to the children's safety first.

Child Care Center Tobacco- and Nicotine-Free Policy

Due to the acknowledged hazards to young children arising from exposure to tobacco use. It shall be the policy of SAFE to provide a tobacco and nicotine-free environment for staff/visitors/parents/students. This policy covers the use of any tobacco for the purposes of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, and any other smoking product; and spit tobacco, also known as smokeless, dip, chew, spit less, and snuff, in any form; digital/electronic nicotine delivery systems e.g. "e-cigarette," vapor products or anything that simulates or can be construed as being a smoking or smokeless tobacco product (i.e., herbal smoking products) and applies to employees and all non-employees including visitors and vendors.

- There will be no tobacco use or electronic cigarettes in any area of the day care center including the campus at any time.
- There will be no tobacco use in vehicle on campus at any time. There will be no tobacco use in vehicles when transporting child to or from day care facility or authorized activities.
- There will be no tobacco use by staff or volunteers on campus this includes all indoor or outdoor activities.
- Field Trips, walks and all outside activities will be tobacco and electronic cigarette free.
- All employees that use tobacco at home will be required to bring clothing that has not been worn around tobacco users.
- Employees that leave campus and use tobacco while out will be required to change clothes and wash hands thoroughly when reentry of the day care occurs.

Guidance and Discipline

Sanders Academy For Excellence uses guidance and discipline techniques that are based on an understanding of individual needs and development while promoting self-discipline and acceptable behavior. Our teachers practice Conscious Discipline in the classroom daily. The use of positive guidance methods helps children learn self-control without the loss of self-esteem. Limits are clearly stated in positive terms. A

variety of other methods for encouraging children cooperation are used. These include positive redirection, positive reinforcement, and choices between acceptable behaviors.

Challenging Behavior and Biting

Challenging Behavior and biting will be addressed with a behavior management plan designed specifically by SAFE Director. Each behavior plan will be designed specifically for the child's needs/situation. Child's behavior will be monitored and redirected daily. If child does not show improvements and meet goals specified in behavior plan other actions such as suspension or expulsion may be necessary.

Expulsion Policy

In certain circumstances, it may be necessary for the center to decide to discontinue a child's attendance either on a short-term or permanent basis. Such a decision would be based on the best interests of the child, other children in the class, and the overall operation of the center. Sanders Academy For Excellence will make every reasonable effort to work with the family of the child(ren) in order to correct problematic situations before a final decision to terminate enrollment is made.

Reasons for suspension or termination of enrollment may include but are not limited to:

- The child is at risk of causing serious injury to other children or him/herself (immediate termination).
- Parent threatens physical or intimidating actions toward staff members (immediate termination).
- Parent exhibits verbal abuse to staff at any time (immediate termination).
- Failure to pay/habitual lateness in payment.
- Failure to complete required forms, including the child's immunization records.
- Habitual tardiness when picking up the child(ren).
- Failure for child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children (by a child).
- Excessive biting.

- Continued violation of Sanders Academy For Excellence policies.

Proactive actions to prevent expulsion may include but are not limited to:

- Staff will try to redirect the child from negative behavior.
- Staff will assess the classroom environment.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of disruptive behaviors that might lead to expulsion.
- Center director, staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- Parent/guardian will be given literature or other resources regarding methods of improving behavior.

Television

Watching age appropriate and rated G movies may be permitted on holidays and special occasions as long as it is apart of the lesson plans and or theme. Some curriculum activities might have video to go along with it as well. TV/Movie time will not exceed more than two hours in a day for children two years old and older.

Holidays

Sanders Academy For Excellence will be closed the following days: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve and Christmas Day. *Christmas and New Year Holidays will be adjusted annually, Parents will receive a 30-day notice of closures.*

Inclement Weather

Sanders Academy For Excellence will follow the Waco Independent School District's decision on the closing of school due to severe weather. Announcements will also be available through Sanders Academy For Excellence voicemail.

Children need to be dressed appropriately according to the weather. Our classes will have outdoor recess daily unless temperatures are below 45 degrees, above 100 degrees or raining.

Medication

No medication will be dispensed without prior written consent from the parent, which will be on file in our medication notebook. This includes any type of diaper cream or ointment, etc.

Medical Emergency

In the event of a medical emergency, we will notify 911 followed by the parents. Injuries requiring less urgent medical attention will be handled on a case- by- case basis. The child will be taken to the Director's office for immediate first aid, followed by a call to the parents. The Teacher and Director will complete an accident report to be reviewed with parents. We send home "Ouch Reports" and/or notify parents verbally of bumps and bruises.

Moonlighting

Sanders Academy For Excellence is not responsible for childcare or other arrangements made with our employees outside our business day.

Open Door Policy

Parents are welcome to visit Sanders Academy For Excellence at any time during hours of operation. Parents may observe their child, the operation, and the program activities without having to secure prior approval. Parent visitation must be no longer than 45 minutes unless otherwise approved by Director.

Policy Changes

Policies are reviewed annually and updated if necessary. Director will inform parents of policy changes in writing.

Pets

There are no animals at Sanders Academy For Excellence.

Routines and Rest Periods

At Sanders Academy For Excellence each class's daily routine includes a rest period after lunch. Although the children are not required to sleep, each child is expected to cooperate during the rest period by resting quietly on his/her mat without disturbing other children. The teachers will work to help the children learn the rest period routines and to familiarize themselves with each child's rest habits.

Safety

Sanders Academy For Excellence cannot assume responsibility for accidents. The **Director and staff will take every precaution through experienced supervision to prevent these occurrences.** In the event of a power failure the Director will have the discretion to close school until power is restored.

Transportation

Transportation issues are not applicable currently. Parents will be notified of any change in this policy.

Vision and Hearing

Vision and hearing screening information/documentation can be found on second page of the Admissions Information form. The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades.

Volunteers

Sanders Academy For Excellence is not operated as a cooperative; however, parents who enjoy participating with their children are most welcome. We especially encourage parents to share their talents and special interests. Childcare licensing requires all parents who work in the classroom to have a record of negative TB test on file.

Water Play

Water activities limited to sprinkler activities and spray bottles. Parents will be informed in advance of any water activities and required to sign a permission slip.

COVID-19 Protocol

Social Distancing Strategies – to ensure the health and safety of our staff and children, SAFE will practice social distancing by adhering to the following:

- ensuring that childcare classes include the same group of children and teachers each day
- keeping each group in a separate classroom
- limiting the mixing of children as much as possible
- ensuring that children's naptime mats are spaced out as much as possible and or by placing children head to feet in order to further reduce the potential for viral spread
- the director/or designated staff will stand outside of facility to pick up children as they arrive

Parent drop off/pick up – to ensure the health and safety of our staff and children, parents will not be allowed into the facility without a mask. SAFE will ensure the following:

- hand sanitizer/wipes will be on a table at the door so that children can clean their hands before entering the facility

- the director/or designated staff will greet children outside of facility as they arrive
- the director/or designated staff will walk children to their cars at the end of the day

Screening Children Upon Arrival – to ensure the health and safety of our staff and children, each child/staff will have their temperatures taken before entering into the facility. Any children who have a fever of 100.4 or above or other signs of illness will not be admitted to the facility. Please be on the alert for signs of illness in your children and keep them home when they are not feeling well.

Cleaning and Disinfecting – to ensure the health and safety of our staff and children, SAFE will continue to clean and disinfect everyday by doing the following:

- routinely cleaning, sanitizing and disinfecting surfaces and objects that are frequently touched such as doorknobs, toys, light switches, sinks, & toilets
- we will continue to do a deep cleaning, sanitizing and disinfecting of the entire facility everyday by:
 - sweeping from the back to the front of facility
 - mopping from the back to the front of facility
 - cleaning and disinfecting all toilets, urinals and potty training toilets
 - sanitizing toys, napping mat, tables, chairs, doorknobs & light switches
 - cleaning the glass front doors and to ensure they are free of germs

- and all cleaning materials will continue to be kept out of the reach of our children.

Healthy Hand Hygiene Behavior – All children, staff, and volunteers must engage in hand hygiene at the following times:

- before and after preparing food or drinks
- before and after eating or handling food or feeding children
- before and after administering medication or medical ointment
- before and after diapering
- after using the toilet or helping a child use the toilet
- after coming in contact with bodily fluid
- after playing outdoors
- after handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Food Preparation – to ensure the health and safety of our children, SAFE will do the following:

- ensure that food preparation is not done by the same staff who diaper children
- caregivers are ensuring children wash hands prior to and immediately after eating

- caregiver are washing their hands before preparing food and after helping children to eat

Sanders Academy For Excellence will adhere to the previous said protocol to ensure the health and safety of all children and staff while at the facility.

Sunscreen Permission Form

(Name of Child) _____

As the parent or guardian of the above child, I recognize that too much sunlight may be harmful to my child's skin. Therefore, I give my permission for personnel at Sanders Academy For Excellence to apply a sunscreen product of SPF-15 or higher to my child, as specified below, when he/she will be playing outside, especially during the months of March through October and between the daily times of 10 a.m. and 4 p.m. I understand that sunscreen may be applied to exposed skin, including but not limited to the face, tops of the ears, nose and bare shoulders, arms, and legs.

I have checked all applicable information regarding the type and use of sunscreen for my child:

- I do not know of any allergies my child has to sunscreen.
- Staff may use the sunscreen of their choice following the directions or recommendations printed on the bottle.
- I have provided the following brand/type _____ of sunscreen for use on my child.
- My child is allergic to some sunscreens. Please use only the following brand(s) and type(s) of sunscreen:

 For medical or other reasons, please do not apply sunscreen to the following areas of my child's

body:_____

**Parent/Guardian full name
(print)**_____

Parent/Guardian signature_____

Date_____

BUG SPRAY PERMISSION FORM

I give permission for the staff at Sanders Academy For Excellence to apply a bug spray product to my child, as specified below, when he/she will be playing outside, especially during the months of April through October and between the daily time of 10 AM and 4 PM.

I have checked below all applicable information for the use of bug spray for my child:

- I do not know of any allergies my child has to bug spray.
- My child is allergic to some bug spray. Please use ONLY the following brand(s)/type(s) of bug spray on my child

 I do not give permission for SAFE Staff to apply bug spray to my child.

Parent/Guardian full name (print)_____

Parent/Guardian signature _____

Date _____

DAYCARE PHOTO RELEASE FORM

I, _____, the parent of
_____ child/children at Sanders Academy For
Excellence agree to the following:

I understand that my child(ren) whose name(s) are listed below may be photographed at Sanders Academy For Excellence during normal daycare hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the Internet.

The child(ren) are known as:

With my signature below, I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting the Daycare's services. I understand that it is my responsibility to update this form if I no longer wish to authorize

the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Parent/Guardian Signature _____

Date _____

Relationship to Child _____

**When more than one child is enrolled at the center, a photocopy of this receipt, signed by the parent, shall be kept in each additional child's individual student

Receipt For Parent Handbook

I, _____, (the parent/guardian) of
_____ am in receipt of the Sanders Academy For
Excellence Parent Handbook.

I understand that it is imperative for me to review and familiarize myself with the contents of this handbook.

1st Child _____

2nd Child _____

3rd Child _____

4th Child _____

Parent
Signature _____

Date _____