

Little Saints Learning Center Parent Handbook



*...a fun place to
play and learn!*

Dear Parent/Guardian:

Welcome to Little Saints Learning Center. We are pleased to share the following information with you in regards to your child's safety, spiritual wellness, social emotional wellness and general development through our operations of our program.

It is widely known that more learning takes place during the first five years than at any other period of our lives. With this as our focus, we are excited about the opportunity to provide your child(ren) with a quality program in a safe and caring environment.

We welcome your suggestions as we all work together to make this a happy and worthwhile experience for both child and family. We understand fully the trust you have placed in us for your most precious gift—your child, and we look forward to sharing him/her with you. Again, welcome on this adventure with us at Little Saints Learning Center.

Sincerely,

The Little Saints Learning Center Staff

Vision Statement

PCS: P - Partners with Christ, C - Community of Leaders, S - Scholastic Success

Mission Statement

The Mission of Prairie Catholic School is to form Catholic leaders through academic excellence, personal relationship with Christ, and Christian service.

Statement of Purpose

Little Saints Learning Center believes children to be a precious gift, given by God, and acknowledges its responsibility, along with the parents, for their care and nurture of their mind, body and spirit.

Therefore, Little Saints Learning Center carries out the mission by establishing and maintaining a program of care, providing a safe, secure, and nurturing Catholic environment for children.

Little Saints Learning Center Information

Location:

515 North Beaumont

Prairie du Chien, WI 53821

Telephone: 608-326-5383

Email: kgallagher@prairiecatholic.org

Early Childhood Program: 2.5-12 Years of Age Daycare, 3K and 4K

Our educational program is for children ages 2.5-12 years of age Daycare, 3K and 4K . We provide a developmentally appropriate, theme-based learning experience for our children throughout the day. The learning in our program is enhanced in the following areas: large and small muscle development, fine arts, science, social studies, math readiness, pre-reading, oral language, self help skills, and emotional/social development.

Non-Discrimination Policy

Little Saints Learning Center welcomes children/students of all religious, social, and national/ethnic origins who have the ability and desire to be part of its sponsored programs.

Safety Zone

Items which endanger the safety and wellbeing of our students, staff and visitors, are not permitted on school premises. Weapons, firearms and controlled substances are prohibited.

Admission

Admission to Little Saints Learning Center is open to any child, regardless of race, creed, or national origin. For the Day Care Program, preference will be given to full day enrollees; partial day students will be accepted if there are openings. Enrollment is on a first-come basis for our daycare children. The age range for children enrolled in the program will be 2.5-12 years of age. The 3K and 4K program students must turn 3 or 4 years old by September 1st of that school year. Families with children in the program or enrolled in the school take priority for enrollment to the daycare.

At the time of enrollment, all parents will be given the Lead Teacher/Director's phone number for entry into the daycare, if the children are out of the Learning Center. It is the responsibility of the parent/guardian to escort his/her child into and out of the program each day. Parents are to sign daycare children in and out of the program daily on our paper sign-in sheets provided. They will not be allowed to leave the center with anyone but the parent or individuals listed on the child's enrollment form as authorized pick-up people. In order to pick up a child that is different than the normal way home, the parent must inform the daycare staff by phone or note. The child(ren) will not be released to anyone else, if we are not notified in a handwritten note or phone call.

Parents or guardians of a child enrolled at Little Saints Learning Center are welcome to visit and observe the programs at any time during the hours of operation, unless the visit or observations are contrary to an existing court order. Daycare staff must have court order notes on file at daycare.

The admission of each child into our 3K or 4K program is provisional, being dependent upon that child's ability to adjust successfully to an early childhood classroom setting. Our Daycare/Learning Center is open to any child 2.5 to 12 years old.

In family situations where child custody has been granted by the court to one parent/guardian, a copy of that portion of the court decree must be provided to Little Saints Learning Center. This is especially necessary if parental/guardian access is denied by a court order. Please provide, with this court order, a photo ID of the parent/guardian that has been denied access.

Required paperwork must be completed and on file with the child's first day of attendance. Paperwork may include, but is not limited to, such items: enrollment agreement (contract), general information, health report, immunizations, and monthly schedule sheet. Child's records are confidential. Information will not be released without written consent of the parent or guardian.

If a child is to be absent, please notify the school office (3K/4K program) and the Learning Center for daycare before the child is scheduled to attend. It's a safety issue and parent(s) will be charged for time missed without notification.

Fee/Payment Information

<u>3K:</u>	Monday-Friday 8am-11am	Tuition- \$600.00 (2018-19)	11-5:30 <ul style="list-style-type: none"> • Begins Daycare(\$20.00 daily) • Daycare available on snow days and Holidays(\$35.00 daily-no hot lunch) • If not enrolled in the daycare program, any daycare before 8am or late pick ups (after 11 am) is billed at \$2.25 per 15 minute increments
<u>4K:</u>	Monday, Wednesday, Friday 8:10am-3:05pm Tuesday, Thursday 8:10am-11am	\$825.00 (2018-19)	Before and after school daycare is \$4.50 an hour

<u>Learning Center and Summer Fees</u>	Monday-Friday 6:45am-5:30pm	1 child \$4.50 an hour 2 children \$7.50 an hour 3 children \$8.50 an hour *Non-school days during the school year \$35.00	Drop-In rates: 1 child \$6.00 an hour 2+ children \$9.00 an hour
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**Lunch rate: \$1.60 per lunch-(School Year 2017-18) must pay in advance and maintain a positive balance in lunch account.

**Summer lunch is free

**Specific fee information can be obtained from the Director.

** Parents will be notified prior to any fee changes.

Payment Procedures

1. A \$25.00 non-refundable registration fee per child is required to reserve a place in the Daycare or Preschool programs. This is a yearly fee, and will not be applied to any other payments.
2. Other fees may include, but are not limited to, field trips, special events, etc.
3. Bills will be calculated and distributed weekly. Charges will be calculated and billed to the minute based upon the hourly rate of \$4.50.
4. All day care payments are to be made every Friday. If the account is not paid in full, there will be a warning and then childcare ceases until the account is brought up to date. For instances of being unable to pay/afford daycare, the Director of the Learning Center will hear special cases.
5. The parent is required to pay for the hours specified on their schedule OR care given, unless the Director receives written notice with a change in times to their schedule.
6. For 3K, if your child is not enrolled in the daycare program portion, a penalty fee of \$2.25 for each 15 minutes that your child is brought earlier or picked up later than the schedule 3K time. A telephone call or note is needed to avoid this charge. This procedure is to ensure that the program can have the proper adult to child ratio.
7. After the program closing time of 5:30 p.m. a late fee of \$5.00 will be applied for every five minutes past the closing time of 5:30. After three such incidents, a written notice will be given. If this continues after the written notice is given, then the child will be removed from the program.
8. We understand that sometimes a family emergency may arise. Please call the school as soon as possible in those cases. The Director reserves the right to deny participation in the program if parents take advantage of this.
9. All payments are to be given to the designated caregiver or placed in the locked box under the counter. Checks are to be made out to Little Saints Learning Center. If a check is returned due to insufficient funds, only cash or money order will be accepted from that point. There is a \$35.00 charge for any returned check.

Hours of Operation

Little Saints Learning Center is open Monday through Friday, from 6:45 a.m. to 5:30 p.m. The program will be closed on the following holidays:

Christmas Day & New Years Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day

Forms and Agreements

A completed, signed enrollment and policy agreement form must be returned before the first day of attendance. Updated information on home phone numbers, work phone numbers, and authorized pick-up persons should be submitted as changes occur.

Child Health Report

A child health report should also be provided within thirty days of enrollment. This form requires your physician's signature to verify your child's ability to attend the program. A separate immunization form is also required with your signature as verification. **If your child has a food allergy, please inform the childcare staff in writing.**

Immunizations

Little Saints Learning Center is required to maintain records on your child's immunization history. Every child must be immunized against the following:

- *diphtheria, tetanus, and/or pertussis (DPT or DT)
- *polio
- *measles
- *rubella
- *mumps
- *hemophilus influenza b vaccine (Hib)
- *hepatitis B
- *varicella or chickenpox vaccine

A completed Immunization Record form must be completed within thirty days of enrollment.

General Parental Responsibilities

With the child's safety and well being in mind, it is important that the parent fills out an emergency card and adhere to the instructions given. The following are important regulations regarding the child's entering and leaving the premises of each program:

Parent should not leave children at the center before the staff arrives.

- Children should be escorted directly to the designated care space and checked in by the staff.
- Parents should not take their children from the school site without first notifying the staff and signing the child out (if in Child Care).
- Program personnel will not permit children to leave in taxis presumably sent by parents. If you intend to send a taxi for your child, you must notify the staff in advance, in writing, or have a permanent request on file. The taxi driver must sign the child out. A school age release form must be filled out as well.
- PARENTS SHOULD NOT SEND PERSONS WHOSE SIGNATURES ARE NOT ON THE AUTHORIZED PICK-UP LIST. FOR THE CHILDREN'S SAFETY, RELEASE WILL NOT BE GRANTED.
- Parents may wish to telephone the programs asking that their child be directed to go various places. There is always the possibility that a person/persons other than the parent might telephone; therefore, SUCH REQUESTS WILL NOT BE GRANTED.
- For safety reasons, please park on the side street or the driveway when dropping off and picking up.

Sign In and Out

Each day when you arrive at the center, you are required to sign your child in on the sign in forms. Our legal responsibility for your child begins at this point. At departure, you are required to sign your child out. Our legal responsibility for your child ends at this point. Our forms give us accurate attendance information, which is used for record keeping, for billing, and in the event of an emergency.

Daily Schedules

Although our daily schedule remains flexible in order to accommodate every child's interest and developmental level, a routine schedule is planned for each program. This schedule will provide a balance of active and quiet activities which will include art projects, songs, finger plays, books and storytelling, large motor play outdoors and in the gym, table games and manipulatives such as puzzles, legos, etc, dramatic play, and block building. The daily schedule also includes times for meals and rest time. The schedule of the day for your child's classroom will be posted in the sign-in area.

-Little Saints Learning Center-

Daily Agenda: (2.5 years -12 years)

<u>Time:</u>	<u>Activity:</u>	<u>Who's learning:</u>
6:45	Arrival & Open Centers	2K, 3K, 4K, & School Kids

9:00	Toileting & Gross Motor Activity	2K
9:30	Snack & Reading Center	2K
9:40	Calendar, Message of the Day, Music, and Movement	2K
10:00	Group Table Time	2K
10:20	Centers	2K
10:20	Independent Table Time with Teacher	2K
10:50	Preparation for lunch, toileting, washing hands, BAK student drop off	2K
11:00	Lunch & Recess	2K, 3K, 4K all eat at the same table in the lunchroom
12:00	Rest Time/ Quiet Activities	2K joins 3K for rest time (4K has recess from 12:00-12:30) (12:30-4K rests on carpet in 2K room T/H-option to sleep, rest, and or look at a book)
2:00	Toileting	2K & 3K, (4K T/H)
2:10	Music & Movement	2K & 3K, (4K T/H)
2:20	Circle Time	2K & 3K, (4K T/H)
2:40	Gross Motor Activity	2K & 3K, (4K T/H)
3:00	Snack & Read in the Library	2K & 3K, (4K T/H) & School Kids
3:15	Centers	2K & 3K, (4K T/H) & School Kids
3:45	Gross Motor Activity	2K & 3K, (4K T/H) & School age Kids
4:45	Centers/Table Time	2K & 3K, (4K T/H) & School age Kids
5:00-5:30	Learning Centers/ Table Time/ LC- Closed	2K & 3K, (4K T/H) & School age Kids

3K SCHEDULE

8:00 8:30	Welcome & Group Time (Calendar, Weather, Pledge of Allegiance) Songs, Story, Learning Time <i>*Children attend Mass on Tuesdays and/or Special Days</i>
8:30-9:30	Individual Project and/or Learning Activity Free Play and/or Busy Boxes
9:30	Clean Up & Snack Prep
9:45	Morning Prayer and Snack
9:50-10:00	Bathroom Duties, Blue Rug Time, (Quiet Book, Activity and/or Learning Time) <i>*Teacher Preps room for Nap</i>
10:15-10:45	Large Motor (Outside, Gym, or Sunroom)
10:45-11:00	Prepare for Lunch /Dismissal
11:00-5:30	Follow Daycare Schedule

4K SCHEDULE

8:00 8:15	Children Arrive
8:15 - 9:15	Circle Time/ Free Choice/Individual Help
9:15-9:25	Clean Up/Snack
9:25-10:00	Story/ Project
10:00 - 10:15	Recess:Kindergarten-5th Grade
10:15 - 11:00	Language Arts/Smartboard Activities
11:00 - 12:00	Lunch/recess Monday-Wednesday-Friday Dismiss on Tuesdays & Thursdays-4K Follows Daycare Schedule
12:00-12:30	Rest time/Stories/Learning Videos
12:30 - 1:00	Free time/ One on One Review
1:00 - 1:15	Water Break With Snack

1:15 - 2:00	Story/Project
2:00 - 2:15	Recess
2:15 -3:00	Large Motor/review/games/Jolly Phonics
3:05	Dismissal
	<p>*The Pre-K children are privileged to participate in Phys Ed- 3X weekly</p> <p>*Computers-2X weekly</p> <p>* Art-1X weekly</p> <p>* Music -2X weekly</p> <p>* Library -1X weekly</p> <p>*Spanish - 1X weekly</p> <p>*We will also attend mass on Holidays and other school related times</p>

Additional Parental Responsibilities

Please label each item your child brings to the center.

- It is important to dress children appropriately for the weather since outside activities are planned at least twice a day (weather permitting). Dress your child in washable clothing that allows active play.
- An extra change of seasonal clothing in a bag or tote must be provided for each child to be kept in your child's backpack or at the center—this should include clothes that are comfortable for active play. An extra change includes; shirt, pants, underwear and socks.
- Children must have shoes as well as boots during the winter months.
- Dress, casual, and tennis shoes must be neat and clean. No cowboy boots, flip flops, clogs, thongs, sandals without back straps, or heels beyond one inch may be worn.
- Parents should avoid sending toys to school with their child, unless it is their show-n-tell day.
- Parents are encouraged to visit and observe, and are invited to participate in activities whenever they can.
- Parents are welcome to address any problems or concerns. We value your comments and patronage.
- The staff is eager to meet with parents to discuss the child's adjustment and progress.
- A parent-teacher conference will be offered two times each year to discuss your child's growth and development. A sign up sheet will be posted.

- The staff knows that God is an important part of our lives. Times will be provided each day to acknowledge that through songs, stories, discussion, holiday activities, and mealtime prayers.
- Parental involvement is always encouraged. If parents would like to volunteer their time to assist by sharing a skill or craft, their type of employment, play an instrument, help with bulletin board decorations or share a healthy snack, please contact Little Saints Learning Center at 608-326-5383 or in person.

Medication Policy

Prescription and non-prescription (over the counter) medications may be administered to a child by the staff under the following conditions from the Department of Health and Family Services:

- Teacher or assistant may give prescription or over the counter medication, or apply (parent provided and labeled) sunscreen or insect repellent only as follows:
 - A written authorization, (with the child's name, type of medication, time of needed dosage, directions for administering, any possible complications, date and signature of the parent), must be on file.
 - Any medication must be in original container, labeled with the child's name, name of medication, dosage, directions for administering, date and physician's name.
 - Medication administered by teacher or assistant will be recorded in the medical logbook. Each entry will include type of medication, dosage, time, date, and the name of the person administering the medication.
 - In case of a missed dosage, teacher or assistant will administer as soon as possible. If too much time has elapsed, the parents will be contacted for instructions.
 - Medications will be stored in a locked container inaccessible to the children. Medicines that need refrigeration will be kept in a separate locked marked container, and stored in the refrigerator in the classroom. First-aid supplies will be stored on the top shelf easily accessible for staff use.
 - All medication must be given to the staff and stored in a secured area. **NO STUDENT MAY CARRY MEDICATION ON HIS/HER PERSON.**
 - No person with a health history of typhoid, paratyphoid, dysentery or other diarrhea disease may work, until it is determined by appropriate tests that the person is not a carrier.

General Illness and Accident Procedures

- Cases, which appear to be of a minor nature, will be taken care of on the premises.
- In cases which appear serious, the Director will make efforts to carry out the instructions as given on the child enrollment form.
- Parents who do not wish their child treated in any way should indicate this on the child enrollment form, and should provide directions to be followed.
- Parents will be expected to make provisions for taking sick children home. Little Saints Learning Center does not have facilities to care for or transport children home.
- If the parents/guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the program staff will act according to their best judgment for the welfare of the child. Staff will call 911 upon emergency.

Program Communication

The staff will attempt daily verbal or written communication about your child's day. Parent/teacher conferences will be offered during the year to discuss your child's progress. Newsletters will be published to keep you informed. You are encouraged to call anytime you have any questions or concerns about your child at 608-326-5383.

Behavior Guidance

The staff creates an environment and opportunities that promote positive interactions among the children and the children with the staff. The environment is divided into areas that have self-limiting boundaries, thus making it easy for children to understand and enforce the perimeters of their play activities. Rules are developed primarily to insure the health and safety of the children. In addition, these rules are stated positively and simply so that the children understand what behaviors are expected rather than what behaviors are prohibited.

The staff uses a variety of strategies to teach children acceptable behaviors. Examples of these strategies include:

Using descriptive praise to recognize children's acceptable behaviors.

- Involving children in problem solving activities by having children develop alternative ways to solve a problem.
- Helping children use words to describe feelings.

- Following through with consequences when certain behaviors occur or do not occur.
- Redirecting children's behavior/energy by substituting positive activities or active play for a negative one.
- Sharing with children's parents the child's positive behaviors on a regular basis.
- Positive reinforcement.

When unacceptable behaviors occur, the staff follows these steps:

The appropriate or expected behavior is described to the child.

- If the unacceptable behavior occurs, the appropriate or expected behavior is described to the child. The child is also informed that if the unacceptable behavior continues, he/she will need to make another choice of toys, materials, equipment, etc.
- If the unacceptable behavior continues, the child is informed that he/she must make another choice from the choices described by the staff.
- If the child has difficulty making a choice, a staff person will help the child in the decision-making process.

All punishment that is humiliating or frightening to a child is strictly prohibited. There will be no corporal punishment under any circumstances. Children, regardless of age, shall not be scolded or punished for lapses in toilet training.

In circumstances in which a parent and/or the staff is concerned about a child's demonstration of unacceptable behavior, the staff and parent work together to develop and implement a plan to address this type of behavior.

Child Abuse, Neglect and Confidentiality

The State of Wisconsin requires all childcare staff to report suspected child abuse and neglect to proper authorities. The regulation states: "A child care staff person who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county welfare agency or local law enforcement agency."

All staff is bound by confidentiality and cannot discuss or disclose personal information regarding a child, or the child's family to outside parties without written authorization from the parent. Information concerning your child or family will be shared with your child's teaching team including assistant and substitute teachers unless you specifically request that it remain with the Director. All files are kept in a cabinet in the Director's desk.

Health and Safety Policy

Parents are asked to be sensitive to the potential problems of exposing communicable diseases to other children and staff. Please plan IN ADVANCE for alternate care for your sick child.

Please use the following information to make your decision:

- If your child has an oral temperature of 100 degrees or more they **MAY NOT** attend our program until a minimum of 12 hours of a normal temperature is attained.
 - If your child has vomited or has had diarrhea, the child will stay home until 24 hours after the last episode.
 - If your child has symptoms that require medication (i.e. pink eye, strep throat, rash) follow doctor's orders before readmission.
 - A thick yellow or green drainage from his/her nose or ears.
 - When in doubt, please call the daycare director.
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- Children with a sore throat, a fever, rash, lice, vomiting, diarrhea, inflammation of the eyes, or any other suspected communicable illness shall be isolated from the other children, until a parent or guardian can pick up the child from the center. Be observant for white spots on the throat accompanied by a fever, or if the child cannot swallow.
 - A child, who, in the judgment of the program staff, is too ill to attend, must be promptly removed from the program by the parent, upon such request. A child with a severe cold and hacking cough belongs at home.
 - If the child is excluded because of a suspected communicable disease, such as, but not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, polio, impetigo, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria, or meningitis, the local health office will be notified.
 - Complaints of pain: toothache, earache, abdomen, call your doctor for consultation.
 - Suspected cases of child abuse or neglect will be reported to appropriate authorities.
 - Regular practice of emergency procedures in the event of fire or tornado will be conducted. This practice will involve both staff and children.
 - Parents will be informed via phone and radio announcements when the center closes due to severe weather.

If a child becomes ill while at Little Saints Learning Center, parent/guardians will be notified and are expected to pick up their child as soon as possible. In emergency situations 911 will be called.

Remember, we do not want children kept home unnecessarily, but we also do not want sick children at the center. If for any reason you should have questions or concerns about your child's health, please do not hesitate to call your family physician.

Fire/Tornado and Other Emergency Policies

The Child Care sign-in sheet (which serves as our attendance record for the day) or an Attendance Book, as well as the children's emergency cards, which are located in the classroom near the door, will be taken with the Child Care staff in the event of an emergency.

I. Evacuation Plan

A. Evacuation diagrams will be posted.

1. Primary evacuation route in case of fire for the 3K and Daycare is to exit the south doors in the daycare and 3K rooms. Alternate route would be exiting the north door to the west door meeting on the sidewalk south of the daycare. One staff member will lead the children and the other staff member will be the last out of the classroom. The teacher or assistant will count the children after reaching safety.
2. Primary evacuation route in case of fire for 4K: Exit South through the side door of the building. Alternate route is west through the gym door. One staff member will lead the children and the other staff member will be the last out of the classroom. After leaving the building, all children and staff will meet at the end of the sidewalk south of the daycare. The teacher or assistant will count the children after reaching safety.
3. Practicing evacuation for fire.
 - a. Sound alarm.
 - b. Teach the children that they are to stop what they are doing when they hear the alarm and line up.
 - c. Evacuate the building regardless of the apparent size of the fire or amount of smoke. Do not stop to collect toys, clothing, etc. The teacher or assistant will take the class roster, emergency information, etc.
 - d. Exits, hallways and other evacuation routes must remain clear at all times.
 - e. Turn on all lights on the way out. This enables fire fighters to see well in a smoke-filled building.
 - f. Close classroom doors to prevent spread of fire.
 - g. After reaching safety, attendance is taken by name and sight from the roster, and then fire department is called.
 - h. When first fire truck arrives, inform them if all the children and adults are out of the building.
4. Tornado evacuation route:
 - a. Daycare and 3K will exit the north doors to the gym locker rooms to take cover. Staff member will accompany children. Staff will bring sign in list and count all children when leaving the classroom and count again when reaching the locker rooms.
 - b. 4K will exit through the west door to the gym locker rooms to take cover. Staff member will accompany children. Staff will count all children when leaving the classroom and count again when reaching the locker rooms.
5. Practicing evacuation for tornado warning.
 - a. Sound whistle.

- b. Teach the children that they are to stop what they are doing when they hear the whistle signal and line up. The teacher or assistant will take the class roster and emergency information.
 - c. The teacher shall count the children to ensure all are present.
 - d. After reaching safety, the teacher shall take attendance by name and sight. The teacher and assistant will direct the children to sit on knees, bend over and cover their head with their hands.
 - e. All persons shall remain in the gym locker room until all is clear.
6. In the event of a real tornado, parents/guardians will be contacted once it is deemed safe to do so to either pick up their child or to inform them that all is well.

B. Emergency telephone numbers are posted near the telephone on the bulletin board.

C. Training in evacuation.

1. The plan for evacuation will be discussed at the beginning of the year so that all persons, staff and children will know exactly what will happen should an alarm sound. This will be reviewed whenever there is a new or change in personnel.
2. Fire drills and tornado drills will follow the school's drill schedule. Tornado drills will be done from April to October.

D. Other emergencies (National emergency, power failure, blizzard, no heat or water).

1. Children will be kept in the classroom if safe, or moved to an area of safety. The teacher or assistant shall take the class roster and emergency information.
2. Parents will be notified by telephone, and every effort will be made to place an announcement on local radio stations.
3. Upon enrollment, parents shall provide a list of people authorized to pick up their child. If a person picking up the child is not on the pick-up list, the child will not be released until verification is made with parents. Two forms of identification will be necessary by this person, one being a picture ID. In case of custody issues, we must have a court order on file stating who may not pick up a child.
4. Periodic head counts by staff will be taken.
5. In the event of a lost child, teachers will search the immediate area first. If not found, every available adult in the building will search. areas of danger both inside and outside. The local fire department, the police, and the child's parents will be contacted if this search does not quickly find the child. The teacher will provide the fire department and the police with emergency information and a description.
6. The teacher or assistant may enlist the help of all teachers to assist in the emergency as needed.
7. In our concern and care for the child, all precautions will be taken if the person transporting the child is suspected of being under the influence. These are to include:
 - a. Telephoning spouse or other emergency contact person.
 - b. Telephoning the police.
 - c. Calling a taxi.

8. Special evacuation procedures will be initiated for children/staff with physical/mental disabilities.
9. Emergency medical attention will be sought at Crossing Rivers Health unless otherwise specified on the emergency card filled out and signed by the parent.

Nutrition/Food Program

Little Saints Learning Center receives lunches from Prairie Catholic School during the school year. Prairie Catholic School Food Service operates in accordance with the US Department of Agriculture Child Nutrition Program policy. Federal law and policy prohibits discrimination against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Lunch menus during the school year are posted in the classroom and can be found on Prairie Catholic School webpage. **Snacks are sent by parents on periodic basis.** Suggestions for snacks include: favorite fruits or vegetables, lower fat baked goods, favorite dishes, or special family or cultural dishes. **If your child has a food allergy, please inform the childcare staff in writing.**

Rest Periods

Children enrolled at Little Saints Learning Center who are under the age of 5 and in care for more than 4 hours, shall have a nap or rest period. Parents are required to provide a rest mat. You may bring a small blanket and pillow, if you would like. Please mark all items with your child's name. All rest items will be sent home on Fridays, to be cleaned. If your child does not sleep, then books or puzzles may be used for the duration of the "quiet/rest" time.

Field Trips

Walking field trip permission slips are included on the child enrollment form and are to be signed at the beginning of the year, and apply only to destinations within walking distance of Little Saints Learning Center.

Field trips requiring a mode of transportation will require an additional signed permission slip listing time, date, destination, and cost (if any). School van and/or parent volunteer drivers will be used to take children to and from field trips. Notification will be provided in advance of all trips as they are scheduled. This also includes summer programming trips.

Insurance

The program carries liability insurance; however, families are encouraged to provide their own accident/liability insurance coverage.

Administrative Recourse

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian.

Outline of the chain of authority to be followed in resolving disputes:

1. Teacher or other school employee
2. Director
3. Principal
4. Pastoral authority
5. Diocese

Termination of enrollment at Little Saints Learning Center

Participation in the Little Saints Learning Center may be terminated for the reasons listed below:

- Nonpayment of fees.
- Irregular attendance.
- A decision on the part of the program Director, in consultation with the staff, that the program is not able to effectively serve the needs of a child or cope with a child's behavior patterns.
- Repeated late pick-up of children by parents or other persons given those responsibilities.
- Failure to fulfill the terms of expectations specified in the handbook.
- A two-week termination notice shall be submitted in writing by either party whenever possible.

PHOTO, VIDEO, AUDIO PERMISSION AND WAIVER FOR USE POLICY:

Adult Waiver - As parent/s or guardian/s, I/we agree to permit Little Saints Learning Center to collect video and/or audio tape and/or photos in which I/we appear for purposes of producing promotional and informational material. I further permit Little Saints Learning Center to distribute this material in its normal course, in commercial form and /or documentary form and allow its showing to audiences. Signature and date on the "Statement of Compliance" form indicates that I/we waive all claims for allowing this use.

Parent/Guardian Waiver - As parent/s or guardian/s, I/we agree to permit Little Saints Learning Center to collect video tape, audio tape, or photos in which my minor child/children appear for purposes of producing promotional and informational material. I/we further permit Little Saints Learning Center to distribute this material in its normal course, in commercial form and/or documentary form and allow its showing to audiences. Signature and date on the "Statement of Compliance" Form indicates that I/we waive all claims for allowing this use.

SAFE ENVIRONMENT POLICIES AND WAIVER FORMS:

REVISED

Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse

A Pastoral Letter to Christ's Faithful
of
The Diocese of La Crosse

On the Promulgation of the
Revised Child Sexual Abuse Policy and Procedures
of the Diocese of La Crosse

To Christ's Faithful of the Diocese of La Crosse:

Dear brothers and sisters in Christ,

For over a year now, the Church in our nation has been suffering a most severe crisis regarding child sexual abuse by her clergy. In the Diocese of La Crosse, the Revised Sexual Misconduct Policy and Procedures, which I promulgated on October 18, 1997, have been faithfully followed in dealing with any allegations of sexual misconduct on the part of any agent of the Diocese. They have been applied with special attention to the care and protection of children who may have been victims of sexual abuse.

In response to the present crisis, the United States Conference of Catholic Bishops, in June of 2002, promulgated the Charter for the Protection of Children and Young People to assist Diocesan Bishops in

responding more effectively to the grievous crime of sexual abuse of a child by a priest or deacon. At the same time, the Bishops approved the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, which required the review and approval of the Holy See. In accord with the requirements of the Charter, with the assistance of a special committee, I formulated and promulgated on August 6, 2002, the Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse.

Once the Holy See had completed the review of the Charter and the Essential Norms, the United States Conference of Catholic Bishops approved the revised text of both documents at its meeting in November of 2002. On December 8, 2002, the Holy Father's Congregation for Bishops reviewed the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular Church law for our nation.

Now that the revised Charter and the Essential Norms have been promulgated and published, I, once again with the help of a special committee, have prepared a revision of the policy and procedures which I promulgated on August 6, 2002. Today I am happy to promulgate and publish the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. Cases of child sexual abuse by other Church personnel will continue to be handled according to the Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse.

The special policy and procedures serve a number of important purposes. First of all, they convey clearly the message that sexual abuse of a child by a priest or deacon is a moral outrage; that it will not be tolerated or condoned in the Church, regardless of the status of the offender; and that the time and resources of Church authority are committed to a just and pastoral response to all involved.

The policy and procedures also provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by a priest or deacon. At the same time, they respect the canonical and civil rights of all parties.

As is fitting in such cases, the policy and procedures provide the confidential means of gathering all relevant facts, which respect the privacy of the reporter and of the accused. They also offer, when appropriate, the means of making available competent and supportive professional resources to the accuser, the accused, the victim and the perpetrator.

Faithful to the Gospel and Church teaching, the policy and procedures foster and promote remediation, reconciliation, and forgiveness. They aim to restore trust among all in the Church.

Let us pray through the intercession of Saint Agatha, Virgin and Martyr, whose memory we celebrate today, that the implementation of this policy and these procedures will help to bring the healing of Christ to those who, as children, have suffered the deep and most injurious wound of sexual abuse by a priest or deacon. May the promulgation of the Revised Child Sexual Abuse Policy and Procedures be the occasion for all in the Church to make reparation for the crimes of sexual abuse perpetrated against children and to seek an ever greater holiness of life. Through our prayer and penance, may we all be instruments of healing and reconciliation for our brothers and sisters involved in acts of child sexual abuse.

Let us confide to the intercession of Our Lady of Guadalupe, Mother of America, and Saint Joseph the Workman, Patron of the Universal Church and of the Diocese of La Crosse, the just implementation of the Revised Child Sexual Abuse Policy and Procedures for the good of all in the Church.

I invoke God's blessings upon you and your homes.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) William Patrick Callahan
Bishop of La Crosse

Benedict T. Nguyen
Chancellor

Decree

PROMULGATING THE REVISED CHILD SEXUAL ABUSE POLICY AND PROCEDURES OF THE DIOCESE OF LA CROSSE

The Diocese of La Crosse has been following the Revised Sexual Misconduct Policy and Procedures, promulgated on October 18, 1997, which have applied also to cases of allegations of sexual abuse of children by a priest or deacon.

At its *General Meeting* in June of 2002, the United States Conference of Catholic Bishops approved the Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons. The Charter for the Protection of Children and Young People required that the Diocese of La Crosse have specific policy and procedures to be followed in cases of child sexual abuse by priests and deacons, in order to address more effectively the grievous crime involved in such cases. In accord with the mandate of the Charter, I, with the assistance of a special committee, prepared and promulgated on August 6, 2002, the Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse.

At its *General Meeting* in November of 2002, the United States Conference of Catholic Bishops approved a revision of the Charter and the Essential Norms. On December 8, 2002, the Congregation for Bishops reviewed the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, and the United States Conference of Bishops promulgated them on December 12, 2002, making them particular law for the Church in the United States of America.

Both the revised Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons

required some revision of the Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. Therefore, once again with the assistance of a special committee, I have prepared a revision of the special policy and procedures to be employed in the Diocese of La Crosse in cases of allegation of child sexual abuse by a priest or deacon. Allegations of child sexual abuse by other personnel of the Church will continue to be handled according to the Revised Sexual Misconduct Policy and Procedures of the Diocese of La Crosse.

I hereby promulgate the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse, including the Norms Governing the Diocese of La Crosse Child Sexual Abuse Review Board, effective today.

Given at La Crosse, this fifth day of February in the year of Our Lord 2003, the Memorial of Saint Agatha, Virgin and Martyr.

(Most Rev.) William Patrick Callahan
Bishop of La Crosse

Benedict T. Nguyen
Chancellor

**Revised
Child Sexual Abuse Policy and Procedures
of the Diocese of La Crosse**

1 SCOPE

1. The Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse governs priests and deacons, while they are performing the work of the Diocese, with the permission of the Diocesan Bishop.
2. They are not intended to cover other moral transgressions or matters involving other violations of the Code of Canon Law.

2 DEFINITIONS

Child: A person under the age of 18 years.

Diocesan Priest or Deacon: A priest or deacon appointed to serve in the Diocese of La Crosse by the Diocesan Bishop.

Sexual Abuse of a Child: Sexual molestation or sexual exploitation of a child and other behavior by which an adult uses a child as an object of sexual gratification.

3 POLICY

1. Sexual abuse of a child is a crime and "an appalling sin in the eyes of God." (cf. Address of Pope John Paul II to the Cardinals of the United States, April 23, 2002)
2. Sexual abuse of a child by any Diocesan priest or deacon is contrary to Catholic faith and morals, is outside the scope of his duties and responsibilities, and is absolutely prohibited.
3. No child shall be subjected to sexual abuse by any Diocesan priest or deacon.
4. All Diocesan agents shall comply with all federal, state or local, civil and criminal laws, prohibiting sexual abuse of minors; all laws requiring the reporting of known or suspected instances of sexual abuse of minors; and all requirements, procedural and substantive, set forth in this policy.

4 PROCEDURES

1. All allegations of sexual abuse of a child against a priest or deacon of the Diocese shall be immediately reported to the Diocesan Bishop. All such reports are confidential.
2. The Diocesan Bishop shall meet with the Diocesan Attorney and may meet with others to assess initially the nature of the allegations and the appropriate response to the allegations. The initial assessment will address issues of the possible risks to the accuser and potential victims, possible risks to the accused, reporting requirements, the selection of the persons to represent the Diocesan Bishop to the accuser and the accused (see Paragraphs 7 and 8 below), and the investigative protocol.
3. The Diocesan Bishop and/or his designee shall promptly respond to the accuser/reporter, acknowledging the allegations and providing the accuser/reporter a copy of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse.
The accuser shall be advised of any civil or criminal law reporting requirements and shall be assisted in such reporting, if the accuser desires.
4. The Diocesan Bishop and/or his designee shall notify the accused that an accusation has been made and provide the accused a copy of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse. If the accused is a cleric of another diocese, or a consecrated person of an institute of the consecrated life or society of apostolic life, the ecclesiastical superior of the accused shall be notified.
The accused shall be informed of the nature of the accusation and of any civil or criminal law reporting requirements, and shall be advised to retain the counsel of both a civil/criminal lawyer and a canon lawyer before making any statements.
5. The Diocesan Bishop shall take immediate steps to safeguard the health, safety and welfare of all persons, which may include a leave of absence for the accused, reports to the appropriate authorities, notice to the insurance carriers and/or referral to professionals (medical, psychological or legal).
6. The canonical preliminary investigation shall be carried out in a timely manner.
7. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accuser/reporter to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts, including written statements from the accuser/reporter, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accuser shall be confidential.
8. The Diocesan Bishop shall appoint a person to act as a liaison between the Bishop and the accused to represent the compassionate pastoral presence of the Diocesan Bishop; to gather detailed facts including written statements from the accused, documents, witness statements and records (releases); to submit written reports to the Diocesan Bishop; and ultimately to facilitate reconciliation and healing. All documents and all communications with the accused shall be confidential.
9. When appropriate, the Diocesan Bishop may request a mutually-acceptable third-party assessment of the accused and/or accuser, including independent medical, psychological or other examinations at Diocesan expense, provided this does not interfere with the investigation by civil authorities. All documents and communications shall be confidential.
10. If the accusation is not admitted, the matter will be referred to the Diocese of La Crosse Child Sexual Abuse Review Board.
11. After the canonical preliminary investigation and the Diocese of La Crosse Child Sexual Abuse Review Board process have been followed, the Diocesan Bishop shall make a determination of whether or not the accusation is sufficiently confirmed.
12. If the accusation is not admitted or sufficiently confirmed, the Diocesan Bishop, with the respective liaisons to the accuser/reporter and the accused, shall communicate such determination to

both parties. In addition, the Diocesan Bishop shall assist the parties to achieve reconciliation. A written statement shall be made, and shall be placed and recorded in the confidential records of the Diocese. Every step possible will be taken to restore the good name of the priest or deacon.

13. The following will apply if the accusation is either admitted or sufficiently confirmed by the Diocesan Bishop.

A. The Congregation for the Doctrine of the Faith shall be notified.

B. The perpetrator shall be permanently removed from the ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb or to present himself publicly as a priest or deacon.

C. The Diocesan Bishop shall take reasonable immediate steps to safeguard the health, safety and welfare of the victim and others involved, and to prevent child sexual abuse from being repeated.

D. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make assistance available to the victim. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

E. At the sole discretion of the Diocesan Bishop, when appropriate, the Diocese may make professional resources available to the perpetrator. The nature and extent of the assistance will depend upon each case. Factors to be considered include the nature of the offense; the harm caused by the offense; the degree of culpability of the Diocese; the financial and professional resources available to the perpetrator and the Diocese; and what canon law, civil law and contractual agreements of the Diocese permit.

F. Confidential written records concerning any accusations of sexual abuse shall be maintained by the Diocese. All records of the canonical preliminary investigation and of the Diocese of La Crosse Child Sexual Abuse Review Board process are confidential.

14. In any case involving canonical penalties, the processes provided for in canon law must be observed.

15. When it is apparent that the accusation of sexual abuse has caused hurt and scandal in the communities in which it is alleged to have occurred or did occur, the Diocesan Bishop shall direct the Dean to assess the nature and degree of the harm caused, and recommend and implement a plan of community healing and reconciliation.

Norms

Governing the Diocese of La Crosse Child Sexual Abuse and Review Board

1. Composition and Appointment.

The Diocese of La Crosse Child Sexual Abuse Review Board shall consist of six persons appointed by the Diocesan Bishop and who serve at the pleasure of the Diocesan Bishop. All persons must be of outstanding integrity and good judgment. At least five of the persons must be in full communion with the Church.

2. Qualifications.

No less than four (4) of the members shall be adult lay persons not in the employ of the Diocese of La Crosse, one of which, at least, shall have particular expertise in the treatment of the sexual abuse of children. In addition, one experienced and respected pastor of the Diocese and the Diocesan Attorney shall also serve on the Board.

3. Term.

The term for each Review Board member shall be five (5) years, which can be renewed.

4. Purpose.

The purpose of the Diocese of La Crosse Child Sexual Abuse Review Board shall be:

- A. To assist the Diocesan Bishop, at his request, in assessing specific allegations of child sexual abuse by a priest or deacon, when the allegations have not been admitted;
- B. To review regularly the Diocesan policy and procedures for dealing with child sexual abuse by a priest or deacon and to recommend to the Diocesan Bishop any modifications; and
- C. To render such other advice and counsel regarding child sexual abuse, when requested by the Diocesan Bishop.

5. Confidentiality.

All matters submitted to and proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board are confidential. The procedures constitute part of the process to assess the fitness for assignment and the assignment of clergy. The process is therefore privileged under the First Amendment. The procedures may require the examination of documents and records which are privileged. They may require seeking and hearing legal advice which is privileged, and may require the review of privileged communications between priests, doctors, psychologists, social workers, and lawyers. By its very nature, the Diocese of La Crosse Child Sexual Abuse Review Board's proceedings involve matters of a highly personal nature, protected by the Wisconsin Privacy Law. Therefore, all of its communications, proceedings and records are confidential and may not be disclosed or made public.

6. Norms Governing the Assessment of Allegations.

D. Issue: "Is the allegation true?"

E. Burden of proof: the accuser carries the burden of proof, consistent with concepts of fundamental fairness.

F. Standard of proof: moral certitude which excludes every prudent doubt or every doubt founded on positive reasons.

G. Representation:

- (1) The accuser may be represented by a civil and/or canon lawyer at his or her own expense.
- (2) The accused may be represented by a civil and/or canon lawyer at his own expense.
- (3) When necessary, the Diocese will supply canonical counsel to a priest or deacon.
- (4) The Diocese of La Crosse Child Sexual Abuse Review Board shall be represented by the Diocesan Attorney.

7. Record.

There shall be no record made of the proceedings of the Diocese of La Crosse Child Sexual Abuse Review Board.

8. Rules of Evidence.

Adherence to the application of the strict rules of evidence shall not be required.

9. Discovery.

There shall be no discovery by any party before the Diocese of La Crosse Child Sexual Abuse Review Board.

10. Nature of the Proceeding.

Initially, the Diocese of La Crosse Child Sexual Abuse Review Board shall review the records submitted to it by the Diocesan Bishop. If testimonial proof is necessary, the Review Board shall

secure sworn statements from witnesses. If the record review and written testimonial proof is insufficient to make a recommendation to the Diocesan Bishop, oral testimony may be obtained.

Safe Environment Policies and Video Waiver Forms:

I/we have been given a copy of "The Revised Policy and Procedures on Sexual Misconduct for The Diocese of La Crosse", A Pastoral Letter to Christ's faithful of the Diocese of La Crosse, by the Most Reverend Raymond Burke, former Bishop of La Crosse, and "The Revised Policy and Procedures Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse". These items are contained within this appendix or available online at www.dioceseoflacrosse.com.

My signature/s indicate that I/we have read the above documents and that I/we understand "The Revised Policy and Procedures on Sexual Misconduct for The Diocese of La Crosse" and "The Revised Policy and Procedures Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse".

I/we are not currently, nor ever have been, in violation of this policy.

Parents and legal guardians are required to review these policies annually. Signatures and dates on the "Statement of Compliance" form at the end of the handbook indicate that this has been done.

Video waiver:

Viewing of video entitled *Providing a Safe Environment - Diocese of La Crosse*, Copyright September, 2005 Diocese of La Crosse (Length - 25 minutes):

I/we have viewed the twenty-five minute video entitled *Providing a Safe Environment - Diocese of La Crosse*. The video is available in each of the schools or online at www.dioceseoflacrosse.com.

My signature/s on the "Statement of Compliance" form at the end of the handbook indicates that I/we have viewed the above video that is part of the Diocese of La Crosse Safe Environment Program.

I/we are not currently, nor ever have been, in violation of this policy.

Parents and legal guardians are required to review this video annually. Signatures and dates on the "Statement of Compliance" form at the end of the handbook indicate that this has been done.

Resources:

Childcaring of Central Wisconsin, 715-423-4114: <http://www.childcaring.org>

Birth to 3 Program, 608-357-2332: <https://www.dhs.wisconsin.gov/birthto3/index.htm>

Wisconsin 1st Step, 1-800-642-7837: <http://www.mch-hotlines.org/mch-hotlines/wisconsin-first-step/>

Office for the Deaf and Hard of Hearing, 855-359-5252: <https://www.dhs.wisconsin.gov/odhh/index.htm>

Regional Centers for Children and Youth with Special Health Care Needs, 866-640-4106:
<https://www.dhs.wisconsin.gov/cyshcn/regionalcenters.htm>

Crawford County Head Start Program, 608-326-6606:
<http://www.headstartprogram.us>

Prairie du Chien Public Schools, 608-326-3700: <http://www.pdc.k12.wi.us>

Crawford County Human Services, 608-326-0248: <http://www.dhs.wisconsin.gov>

Help Guide for United Way of the Prairie du Chien Area, 608-326-0909:
www.unitedway.org

Little Saints Learning Center

515 North Beaumont Road
Prairie du Chien, WI 53821
(608)326-5383

Dear Parent:

After reading the handbook provided to enrollees in Little Saints Learning Center, please return this form to your child's school office or the Director. The form needs to be turned in by the end of your child's first week of attendance.

I have read and agree to uphold and abide by all policies, regulations, and procedures as stipulated in this handbook. I have discussed pertinent and appropriate sections with my child.

Document:

Parent Handbook **Yes** **No**

Photo, Video, Audio Permission and Waiver

Yes **No**

Safe Environment Policies & Waiver **Yes** **No**

Save Environment Policies (Video) & Waiver

Yes **No**

Signature of Parent **Date**

Signature of Parent **Date**