



ST. PAUL'S CHRISTIAN SCHOOL

Student/Parent Handbook DRAFT

Rev. 01202023

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St. Paul's Christian School is a non-profit ministry of St. Paul's UMC dedicated to providing a quality preschool education and to introducing children to Christian values and attitudes.

PHILOSOPHY

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St. Paul's Christian School, accredited by FUMAP, First United Methodist Association of Preschools, which is committed to the developmental needs of children, and encourages growth in all areas: physical, emotional, intellectual, and spiritual, in a continuous and interrelated process, and in a caring manner. Since play is the work of children and the foundation of a good school, we recognize its value for children.

Our school is a happy environment where a child will learn to live and play with other children of his/her own age. Our classes stress learning through play and socialization through a wealth of "hands on" activities. Time for art, music, outdoor play, story time, and group activities are part of each day's program.

Individual attention is a real concern of our teachers and is motivated by Christian love in an intimate small school atmosphere. We strive to provide each child with a foundation which furthers learning and where a maturing faith can grow.

STUDENT DISCIPLINE POLICY

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Discipline will always be administered to our students with love. In general, corrective discipline is firm, fair, and consistent. It is designed to correct an unacceptable behavior pattern and is administered in such a way as to preserve the child's dignity. Discipline is not associated with food or toileting. Corporal punishment is never used. Procedures such as "time out" or sitting in a "thinking chair" may be used. Time out will never be longer than one minute per year of age of the child.

We recognize that each child is different and needs to be disciplined according to his/her personality and character.

We will strive to cooperate with parents concerning problems that are chronic. If all efforts fail, and a child still requires a disproportionate amount of the teacher's attention and/or is a disruption to the class, the parent may be asked to withdraw the child.

BOARD OF DIRECTORS

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The policies and rules of the school are established by the Board of Directors (BOD). The BOD meets monthly during the school year. BOD meetings are open to all parents of the school and members of St. Paul's United Methodist Church. BOD meetings are normally held on the 2nd Thursday of the month in the church narthex.

(Continued)

REGISTRATION FEE**TABLE OF CONTENTS**

A **NON-REFUNDABLE** registration fee for each class will be set by the School Board of Directors each year. This fee will accompany each application and will be payable to St. Paul's Christian School. Class assignments will be made by random selection. *Parental requests **will not** be accepted.*

TUITION**TABLE OF CONTENTS**

Tuition for each class will be set by the School Board of Directors each year. The first tuition payment is due August 1st and is non-refundable after the first day of school. The last tuition payment will be due May 1st.

Tuition is due on the first (1st) of each month. At St Paul's, we utilize an automated withdrawal system to deduct your monthly tuition obligation directly from your banking institution. *You are required to provide your banking institutions routing number and your personal account number along with your authorization to deduct from your account.* The deductions will take place on the first (1st) of every month. If the 1st lands on a weekend day or holiday, the deduction will take place the following business day. If your payment is declined by your banking institution for any reason, you are responsible for all fees incurred by St Paul's Christian School.

TUITION SCHOLARSHIPS**TABLE OF CONTENTS**

Partial tuition scholarships may be available. Application information may be obtained from the school director. The Tuition Scholarship Committee makes all decisions regarding scholarship applications. Applications are strictly confidential. The committee may adjust the amount of the scholarship if circumstances warrant.

CLASS AGE REQUIREMENTS**TABLE OF CONTENTS**

- **Kindergarten:** Your child must be five (5) by September 1st of the year in which he/she is to attend. In special circumstances, the Director may use his/her discretion
- **Advanced K-4:** Your child must be five (5) by December 31st of the year in which he/she is to attend.
- **All Four-Year Old Classes:** Your child must be four (4) on or before September 1st of the year in which he/she is to attend.
- **All Three-Year Old Classes:** Your child must be three (3) on or before September 1st of the year in which he/she is to attend.
- **All Young Three-Year Old Classes:** Your child must be three (3) after September 1st and before March 1st of the year in which he/she is to attend.
- **All Two-YEAR Old Classes:** Your child must be two (2) before December 31st of the year in which he/she is to attend.

(Continued)

FUNDRAISERS**TABLE OF CONTENTS**

Several fundraisers are conducted each year. Each family is asked to participate in at least one of these major events as it is the fund-raisers that help us to keep tuition costs down. Also, we believe it is important for families to be involved in their child's educational experience here at St. Paul's.

CURRICULUM & CHRISTIAN EDUCATION**TABLE OF CONTENTS**

The school philosophy and curriculum, *Beyond Centers and Circle Time* will be maintained and enriched using **age-appropriate** centers. In addition, the *Christian Curriculum* will be included in the regular classroom program and Christian education themes will be interwoven into the curriculum in all classes. This curriculum will be enhanced through the music curriculum, the teacher's use of white boards, crafts, story activities, and a weekly chapel experience.

All classrooms will include centers. These centers include dramatic play, blocks, puzzles, manipulatives, books, art and sand/water play.

HEALTH**TABLE OF CONTENTS**

We pray that your sweet preschoolers will all be well during the school year, but as you know sickness does occur. If your preschooler is experiencing any of the following things listed below, we ask that you keep him/her home for at least 24 hours. For example: If your child vomits at 9:00 am and again at 11:00 am- the 24 hours would begin from 11:00 am.

- Green nasal discharge (not allergy related) and/or widespread rash
- Toothache, nausea/vomiting, fever over 100° F diarrhea
- Severe or uncontrollable coughing
- Head lice, earache, headache, impetigo, sore throat
- Pink eye or conjunctivitis ringworm
- Hand, Foot, and Mouth (Please keep your child home until their sores are scabbed over and not weeping).

If your child exhibits any of the above symptoms at any point throughout the school day, we will call you and you can pick your child up in the school office. Your child is not allowed to return to school the following day. They can return when they are symptom free for 24 hours without the use of medication.

If your physician diagnoses your child with a communicable disease, please let the office know and we will handle it in a confidential manner with the teacher and classroom. Our classrooms and toys are disinfected each day. We love partnering with you to keep our school healthy! Thank you for all you do.

(Continued)

PARENT/TEACHER CONFERENCES

Conferences will be held at the request of the teacher or parents, and/or on the two scheduled conference days during the year.

The first six weeks is an adjustment period. During this time the teacher may recommend to the Board withdrawal of a child if the child is not adjusting to school, or if the child is not fully potty trained. Potty training issue refers only to children in the older 3-year-old classes and up.

DAILY SCHEDULE

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Preschool classes are scheduled from 8:30 am to 11:45 am. Advanced K-4 class is scheduled from 8:30 am to 1:00 pm. Kindergarten is scheduled from 8:15-1:30 pm.

Please walk your child to their classroom and wait for the school bell. Parents should not bring their children into the classroom earlier as this is the teacher's planning and preparation time. **Dismissal is at 11:45/1:00/1:30. PLEASE BE PROMPT.** All children will be picked up at their classrooms. Please wait until you hear the dismissal bell.

Children who are not picked up by 11:45 am will join "Lunch Buddies" and a fee of \$12 will be charged.

Children will NOT be allowed to leave school with anyone except their parent, carpool drivers, or persons designated by a signed, written note to the teacher. A verbal message from your child *will NOT be accepted*. Teachers will check identification of persons picking up children.

LUNCH BUDDIES operates from 11:45 am until 1:30 pm daily

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- Children are welcome to join Lunch Buddies after school until 1:30 pm daily.
- Children will need to bring a lunch and something to drink.
- Parents must sign the child up in advance online via the link found on the Parent Info section of the website. All students signed up for the day will be charged for the day unless their name is removed online before 9:30 am.
- The fee for Lunch Buddies is \$12/day, payable via Automatic Draft monthly or paid in the school office in advance.
- Parents are expected to pick up their child promptly at 1:30 pm as all our staff will be leaving campus at that time to pick up their own children at school.
- Starting at 1:35 pm, parents will be charged \$1 per minute until arrival. The late fee must be paid before the child may return to Lunch Buddies.
- If any family has been late 3 times, the child will no longer be permitted to stay for Lunch Buddies. Be sure to impress this policy on family, friends, etc. who may be responsible for picking up children as we will strictly enforce the Lunch Buddy policy.
- There will be no Lunch Buddies on early release days as specified in the calendar.
- The above stated policy for late Lunch Buddy pick-up will also apply to children not picked up on time on early-release days.

(Continued)

PARKING/SECURITY

Parents should park on the North side of the building when dropping off or picking up children. Please do not drive any closer to the buildings as it endangers students and younger siblings. Please only park in the handicap spot if you have a handicap decal. When pulling into the parking lot please be mindful of all children, as some run and play at pick-up time.

The security fence surrounding the school property is there to protect all children.

The gates will be open between 8:00-8:45 am for drop-off purposes. In the afternoon, the gates will be open from 11:30-12:00, and then again at 12:50-1:30 pm. If you need to pick your child up at a time that the gates are closed, you will need to call the front office at 352-694-4219. Please be sure not to disrupt the classrooms by knocking on a window or a back door to be let in. The administration and staff will be happy to let you in at the gates.

PARENT-TEACHER RESPONSIBILITIES

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- In order to facilitate a smooth transition for your child, please bring your child to the classroom door and leave PROMPTLY.
- Each child will bring his/her own snack and drink each day in a lunch box. **No carbonated drinks.**
- Teachers may from time to time ask for a specific snack or food item to coordinate with class activities. Snack time at school is a time for social interaction while providing the child a new source of energy. We encourage healthy snacks.
- Please dress your children in clothing that will allow them to participate in all types of activities comfortably. We recommend shorts/pants, shirts, and sneakers.
- Parents are responsible for making sure that all the child's belongings are labeled with his/her name. Students should not bring toys from home unless the teacher has specified that certain items may be brought for special events.

WITHDRAWAL POLICY

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Withdrawal from St. Paul's Christian School requires a minimum one-month notice. Failure to provide this notice will result in a responsibility of the whole month's tuition. Families wishing to withdraw must complete a written Withdrawal Form indicating the last date of attendance, the reason for withdrawal, and whether they are interested in returning in the future. Withdrawing families give up all rights to their child's spot and the spot will become available to waitlist families and/or the community.

PARENT COMPLAINT PROCEDURE

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Issues involving a class or teacher should be discussed with the teacher first. Make an appointment with or call the teacher after hours. Do not try to discuss the issue when picking up or dropping off your child. If the issue is not resolved, contact the Director. If still not resolved, contact the Personnel Committee Chairperson.

Issues involving the Director should be discussed with the Director first. If the issue is not resolved, contact the Personnel Committee Chairperson.

(Continued)

PARTIES**TABLE OF CONTENTS**

Each child's birthday is recognized. You will have the opportunity to provide refreshments on your child's birthday. Because individual party gift bags are discouraged, a parent may present a gift to the classroom. Your child's teacher will have a wish list.

Parents will be given the opportunity to sign-up to coordinate class parties at the beginning of the school year. Each parent will be asked to help (provide refreshments) with one party. The parties are Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and the End of the Year Party (this party will include summer birthdays). Pool parties shall NOT be held during regular school hours or as a school function except for the last day of school.

EMERGENCY PROCEDURES**TABLE OF CONTENTS**

In the event of any national or local emergency (such as hurricanes) our school will follow the lead of the Marion County School System. If they dismiss early, we will do the same. If they cancel school, we will do the same. This will make it easy for parents to watch their media sources as needed to make determinations about school schedules. If we are on a Code Red, and our school is ever on lock down, you will be notified immediately by the front office or your child's teacher.

CHILD ABUSE OR NEGLECT**TABLE OF CONTENTS**

Child abuse and /or neglect will not be tolerated by St. Paul's UMC or School. Child abuse is defined as any non-accidental injury, sexual battery, financial or sexual exploitation, or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare.

Suspected child abuse and/or neglect must be reported to:

Florida Protective Services Systems toll free, 24-hour abuse registry line at 1-800-962-2873.

If the abuse is believed to be from anyone on the school staff, it must be reported immediately to the school director. The director will follow guidelines set forth by the Florida Department of Children and Families.

If it is believed to be from the school director, it must be reported immediately to the minister of St. Paul's United Methodist Church (694-2161).

If it is believed to be by the minister or other member of St. Paul's United Methodist Church Staff, it should also be reported to the North-Central District Superintendent (352-376-6353) and to the chairperson on St. Paul's Staff- Parish committee. (See the church office for the current chairperson).

PRIVACY POLICY**TABLE OF CONTENTS**

If you do not wish to have your child's personal information (address, phone number, birthdate, etc.) shared with other parents or if you do not wish to have photos of your child published on bulletin boards, website, or our Facebook page etc., please notify the office in writing.



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Dear Parents,

St. Paul's Christian School utilizes an automated payment processing system. The system allows secure on-time tuition and fee payments to be made directly to your child's account. Your authorization as well as your account number and banking institution's routing number are necessary to perform this process. You may fill out the form, scan, and return via email or bring the completed form into the school office. **Attaching a voided check is highly recommended.**

AUTOMATED DEDUCTION DATES:

August 1st, September 1st, October 2nd, November 1st, December 1st, January 5th, February 1st, March 1st, April 1st, May 1st. There will also be one last deduction on May 17th. Please note this last draw will only be for the Lunch Buddy charges incurred in the month of May.

Dates are tentative and subject to change when 2023-2024 Calendar is finalized.

Your Name

Child's Name

Phone #

Bank or Credit Union Name

Routing Transit Number

Account Number

Authorized Signature

Date

You can also help us help others by allowing additional funds to be deducted from your account that will go into our Tuition Scholarship Fund. Any amount helps those in need.

I would like to contribute to the Tuition Scholarship Fund in the amount of _____ per month.
_____ initials.



2023-2024



TUITION and FEE SCHEDULE

REGISTRATION FEE (*applies to Non-VPK students only*): \$295 per child.

Registration fees are NON-REFUNDABLE.

*Active St. Paul's United Methodist Church Members will receive a discounted registration fee of \$195 per child.

[Click here to get information on VPK eligibility](#)

TUITION:

	Class	Monthly	Yearly
2's, Y3's, 3's	Swing	\$265.00	\$2650.00
2's, Y'3's, 3's	Full Week	\$375.00	\$3750.00
VPK 4's	Full Week	FREE	FREE
Non-VPK 4's	Full Week	\$397.00	\$3970.00
VPK, Adv K-4	Full Week	\$175.50	\$1755.00
Non VPK, Adv K4	Full Week	\$572.50	\$5725.00
Kindergarten	Full Week	\$572.50	\$5725.00

TUITION PAYMENT OPTIONS**

- | | |
|-------------------------|-------------------------|
| 1. One yearly payment | DUE 08/01/2023 |
| 2. 10 monthly payments | Schedule as follows: |
| Payment #1 – 08/01/2023 | Payment #6 – 01/01/2024 |
| Payment #2 – 09/01/2023 | Payment #7 – 02/01/2024 |
| Payment #3 – 10/01/2023 | Payment #8 – 03/01/2024 |
| Payment #4 – 11/01/2023 | Payment #9 – 04/01/2024 |
| Payment #5 – 12/01/2023 | Payment #10-05/01/2024 |

****The tuition fees are NON-REFUNDABLE after the first day of school.**

Extended Day:	Early Care	8:00 am-8:30 am	\$4.00
	Lunch Buddies	11:45 pm-1:30 pm	\$12.00

Registration Dates:

>St. Paul's UMC Members & Current Students/Siblings: Jan. **17-27** in person on the porch w/Kelly Hall

Alumni & Community Registration (Online): **Jan. 30** ongoing until spots are filled.



FOOD RELATED ACTIVITIES AND LUNCH POLICIES

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Snacks & Food Related Activities Policy

I understand that on occasion teachers may incorporate food related activities that correspond with curriculum and individual class lesson plans.

I understand that parents are asked to contribute to morning snacks for the entire class. Due to Department of Children and Families (DCF) regulations, these snacks must be store bought and/or made in an approved cooking facility.

Reusable Water Bottle Policy

I understand that my child must bring a reusable water bottle to school each day.

I understand that per DCF regulations my child's water bottle must be clearly labeled with their first and last name.

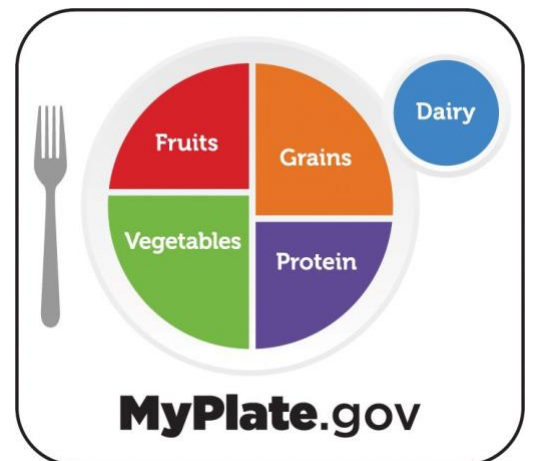
Lunch Policy

I understand that St. Paul's Christian School does not prepare food and that I must provide a nutritious lunch for my child.

I understand that there is not adequate refrigeration space and per DCF regulations, I must pack my child's lunch in an insulated lunch box with an ice pack to keep the food safe.

I understand that per DCF regulations my child's lunch box must be clearly labeled with their first and last name.

I understand that my child's lunch must meet nutritional guidelines set by the USDA. (We recommend that you use the "My Plate" as a guide to ensure that your child is eating a healthy and nutritious meal. Families not abiding by these guidelines will be notified.)





WITHDRAWAL FORM

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Name of Child: _____ Classroom: _____

Date Form Completed: _____ Child's Last Day of Attendance: _____

Reason For Withdrawal: _____

Is your family interested in re-enrolling in the future? Yes No

If yes, when? _____

PARENT OR GUARDIAN ACKNOWLEDGEMENTS REGARDING WITHDRAWAL

- ✓ I understand that by withdrawing from St. Paul's Christian School, I am releasing all rights to my child's placement.
- ✓ I understand that if my family wishes to re-enroll in the future, we will be placed on the waitlist in the appropriate order. No preference will be given to us as a previously enrolled family.
- ✓ I understand that I am responsible for paying the assessed withdrawal fee, if required. I also understand that all withdrawals require at least a one month written notice, and if I have not provided sufficient notice, I may also be assessed an additional fee equal to one month tuition.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Office Use Only

Received by: _____ Date: _____

Child's Last Day of Attendance: _____

One Month Written Notice Provided: Yes No

Withdrawal Fee Required: Yes No Amount: _____

Additional Fee Required: Yes No Amount: _____

Waitlist? Yes No Future Registration Time Frame: _____

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

More
information
and free
resources:

MyFLFamilies.com/ChildCare



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This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).
License Number: C08AL0519 License Issued on 06/16/21
License Expires on 07/15/22
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the
Florida Department of Children and Families,
Office of Child Care Regulation and Background Screening
pursuant to s. 402.3125(5), F.S.,



Know Your
Child Care
Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equip with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



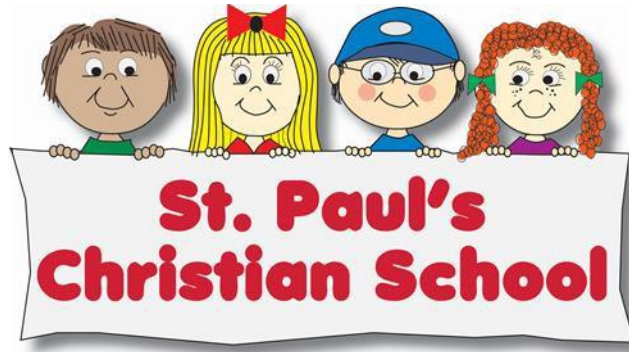


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352-694-4219

800 SE 41st Ave Ocala, FL 34471

spcsabc@spocala.org

VPK ATTENDANCE POLICIES

*VPK begins on Tuesday, 08/16/2023 and ends on 05/19/2024. **Dates are tentative and subject to change when 2023-2024 Calendar is finalized.**

*VPK hours are from 8:30 a.m. -11:45 a.m., Monday-Friday each week.

*Absence policy: We have the right to dismiss your child after 10 absences, excused or unexcused. VPK is a free program that is funded by your child's physical attendance.

*If your student will be absent from school, please call the school office at 352-694-4219.

*After the 3rd consecutive absence, a doctor's note should be sent in with your child.

*Each student is allowed a one-time 5-day vacation from school during the VPK school year.

*Pick-up time is promptly at 11:45 am. If your child has not been picked up by 11:50 am, they will be placed in Lunch Buddies and you will be charged \$12.00.

*A Parent/Guardian is required to sign your child in each day. The attendance form will be placed outside the door in your child's folder

*A Parent/Guardian is required to verify your child's monthly attendance and sign at the bottom of the attendance sheet.

*Please acknowledge that you have read these policies, and sign on the bottom of this paper. A copy of this will be given to you on the first day of school.

Parent/Guardian Signature _____

Child's Name _____