

Parent Handbook

2021-2022

Our Saviour Lutheran Preschool and Kindergarten

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Welcome to Our Saviour Lutheran School's Preschool & Kindergarten!

We are very pleased that you have chosen to send your child to Our Saviour Lutheran School. We hope to make his or her first school experience fun and exciting.

This handbook is written to explain the philosophies, goals, and objectives of our Kindergarten and Preschool programs. We hope that it will also answer some of the questions you might have concerning the basic operations of our program. The following information pertains only to Our Saviour Lutheran Kindergarten and Preschool and will act as your guide throughout the school year. Please read it carefully and keep it handy in case any questions should arise.

Philosophy

Our Saviour Lutheran School is a Christ-Centered learning environment where forgiveness is treasured, practiced and taught. In partnership with parents, Our Saviour emphasizes Christian values, stimulates Christian living, and promotes academic growth in response to God's love and power. It is the philosophy of Our Saviour Lutheran School to provide children with a variety of experiences that will allow them to learn more about themselves, others around them, and the world in which they live.

Our early childhood program is based on the fact that children will learn more through hands-on activities: by doing rather than watching. In an environment where this opportunity is available, children will explore, imagine, discover, gain a healthy self-concept, develop healthy self-esteem, learn to listen and cooperate with others, and develop social skills.

We offer children a wide variety of materials and activities that are developmentally age appropriate. We allow children the freedom to choose structured and unstructured activities that interest them, as well as opportunities to interact with their peers. The children are also given teacher guided activities that allow for structure throughout the day. We believe that when children experience a safe, creative and comfortable environment, they will be eager to play and learn.

Goals and Objectives

A. To allow children to develop spiritually, mentally, socially, emotionally, and physically through play, by providing creative and imaginative experiences

Objectives:

1. To provide a variety of creative and imaginative experiences for the child to choose from
2. To provide an opportunity to play in groups as well as individually
3. To provide a comfortable routine
4. To provide a balance between quiet and active time

B. To acclimate the early child to formal Christian philosophy

Objectives:

1. To provide a formal atmosphere in which the child can feel the presence of a loving, friendly God in their daily lives
2. To continually become aware of the fact that he/she is a child of God and will grow in the Creator's love

C. To encourage positive feelings and attitudes towards learning

Objectives:

1. To provide successful learning experiences
2. To allow the freedom to experiment, explore, and discover
3. To accept the child as the individual he or she is

D. To support the development of a healthy self-concept

Objectives:

1. To communicate with the child on his or her level
2. To allow the child to seek out answers to questions and problems
3. To help the child express feelings and emotions in an acceptable manner

Beginnings

The beginning of the year is an exciting time for all of us. In order to make the transition from home to school as easy and anxiety free as possible, the following are policies of Our Saviour Lutheran School.

A child entering preschool must be three or four years of age on or before September 1st of the present school year. All Kindergarten children must be five years old on or before September 1st of the present school year. In order for a child to be accepted into the school program, he/she must be toilet trained. "Pull-Ups" and diapers are not acceptable at any point, If your child is not trained by the time school begins, this is a good sign that he/she may not be ready to be in a school setting.

The First Days of School

First time separations can be exciting as well as frightening. It can be a difficult time for the child and parent. We encourage you to visit the classroom before the beginning of the school year with your child. We also invite all of our families to our Summer Meet and Greets and our Open House in August. This will give your child opportunities to become comfortable in our classrooms and look forward to coming back to school. On the first day of school, we believe that a loving good-bye from you is best. Set your child at ease by telling him/her that you are

leaving and will be back soon. Try not to be too concerned if your child cries. This is a normal reaction. We feel very confident in our ability to deal with tears and fears.

Please discourage your child from bringing toys, dolls, and stuffed animals to school. Things get lost or broken. We have plenty of toys to keep the children occupied while they are at school.

Absentees

If you know that your child is going to be absent, please tell the teacher. If your child gets sick, call the school at 773-736-1157 before 9:00 a.m. and tell us of your child's absence.

Here, at Our Saviour Lutheran School, we care a lot about your child. Any child in attendance who becomes ill, or who is suspected of illness, will be made comfortable and the parent or guardian shall be notified immediately. We ask that you keep us up-to-date with emergency phone numbers. A form will be provided to you for this purpose. If both parents are unavailable; we will then begin to contact the list of emergency names and numbers you have left on file with us.

Your child must be fully recovered from any illness before coming back to school. We ask that you show your child how to wipe their noses, cover their coughs and sneezes, and wash their hands thoroughly. These self-help skills will also be reinforced in school. If your child has a contagious illness, he/she must either stay home from school until he/she is no longer contagious or be on an antibiotic for at least 24 hours before returning to school.

Arrival and Dismissal

Morning classes begin promptly at 9:00 AM. You may drop your child off between 8:50 and 9:00 AM. The Kindergarten and Preschool children will be dismissed from the front door at the end of class(12 noon or 3:00). **Please wait for your child outside of school.**

If your child will be going home with anyone other than you, we **MUST** be given a note including the date, the full name of the person picking up your child, and your signature. Our staff will refuse to release your child to any person, related or unrelated to the child, who has not been authorized by the parent to take the child. There are absolutely no exceptions to this rule.

Our Saviour Lutheran School Extended Care Program

Extended care is available every morning before class and in the afternoons for a reasonable fee.

Session A 7:00 a.m.-9:00 a.m. on all school days

Session B 3:00 p.m.-6:00 p.m. on all school days

We will keep track of the time each child spends in extended care. You will be asked to sign your child in and out of the Extended Care Program. You will be charged monthly for our care. Please note that our Extended Care Program closes at 6:00 p.m. A

late fee of \$1.00 per minute will be added to your bill after that time. The children in our Extended Care Program will enjoy opportunities for free play, group games, gym time, stories and movies, snacks, and art activities. We will meet in a classroom, but at times will use the school gym.

Clothing

To avoid accidents that can stain good clothing during school, we ask that you dress your child in play clothes and casual shoes. Please remember, it is important that your child can manipulate whatever you dress him/her in independently. Items like belts and overalls can be very difficult to maneuver for children this age. If you choose to send your child in such items, please practice at home so that he/she can successfully operate them.

Your child will be asked to keep an extra set of clothing at school for emergencies. If for some reason your child comes home wearing the extra set of clothing, we will send home the soiled items in his/her back pack. Please wash the spare clothing and return it to school as soon as possible so that they may be used again if needed.

Please label your child's outerwear. During the winter months the children will be wearing extra items such as hats, gloves, boots, and scarves. Please be sure that all items are labeled (especially boots) so that your child can identify them if necessary. Also, help your child practice manipulating such items so that they can dress independently. NOTE: Snow pants are not necessary unless a note comes home stating that there will be an outdoor playtime in the snow.

Please send your child with gym shoes every day for gym time. You can either send your child in gym shoes or send gym shoes in your child's school bag. If you want to buy a pair of shoes just for school, write your child's name on them and we'll keep them in our room for gym time. For safety reasons, please do not send your child to school in flip-flops or any other kind of sandals.

School Supplies

Every child will need to bring a few supplies on the first day of school:

- a backpack big enough to fit a folder inside of it.
- 1 two pocket folder **with your child's name on the front**
- 2 boxes of 8 large (classic colors) Crayola crayons
- 2 boxes of classic color markers
- 1 4oz bottle of Elmers glue
- 1 pack of glue sticks
- 1 supply box

Additional Supplies on Page 6....

...Supplies continued

- 1 roll of paper towels
- 1 box of tissues
- 1 container of disinfectant wipes
- 2 Face Masks. One to wear and one to keep at school in case of a mishap.
- 1 Change of Clothing to keep at school. This should include pants, shirt, underwear, and socks. Please pack these items in a gallon size ziplock bag labeled **with your child's name**. *We recommend that you keep a hoodie or sweatshirt inside of your child's backpack since we will try to have outdoor recess as often as possible when weather permits.

FULL DAY STUDENTS will need a lunchbox labeled with their name. An ice pack for perishable items is strongly recommended, especially on hot days.

Nap Time

The preschool children will have a rest time in the afternoon. We ask that each preschool child attending afternoon classes bring a **small** pillow and blanket. These will be kept at school in individual bins and sent home for laundering.

Snack and Lunch

During the year, we'll be handing out monthly snack calendars. Everyone will have a chance to bring a snack to share with the class. We'll try to make sure our snacks are nutritious foods. Please let us know if your child is allergic to any foods. On your child's birthday, you can send a special snack. If your child's birthday falls in the summer, you can celebrate a half birthday with us.

We ask that you pack a small lunch for your child if he/she will be attending the afternoon class or staying for the entire day. Please label your child's lunch box/bag with your child's name. These lunches will be refrigerated and we can warm up food in a microwave if necessary.

Parent-School Communication

There will be many opportunities for parent-school communication throughout the year. Please try to attend the Preschool Family Orientation in August. You will be introduced to the staff at this time and have an opportunity to meet the other families attending our school. We will also be completing all the paperwork for tuition and enrollment at this time. The OPEN HOUSE in September is another great opportunity to meet the staff and find out more about the day-to-day classroom activities. Please come and bring your child. Our classroom schedule and theme calendar will be distributed at the September Open House. Your child's teacher will be available to answer any questions you may have at that time. Parent meetings, the Open House, and Parent-Teacher conferences are all opportunities to talk with our staff.

Your child will be bringing home newsletters reporting our activities and three progress report cards during the year. The class newsletter will contain information

pertaining to the activities we do in the classroom each week, snack and book club information, and upcoming events. The snack calendar will be sent home on a monthly basis.

If there is ever a time when you feel concerned about your child or just want to talk with the teacher, please don't hesitate to call the teacher or make an appointment to speak with the teacher outside of teaching time.

Discipline

We are a Lutheran school. Our Christianity is reflected in the way we respect others and ourselves.

Simple, understandable rules shall be established verbally with the children at the beginning of the year. These rules shall set limits of behavior required for the protection of the children in our school, as well as the staff members. We understand that children this age often forget the rules, and it is part of our job to teach them appropriate behavior while in school. However, we expect that you, as parents, will help us by expressing your support of these rules to your child. Any disciplinary act shall be developmentally age appropriate and relate to the severity of the child's act. We hope to make your child aware of the relationship between the act and the consequence.

Our best form of discipline is to keep your child busy by making good choices in class. Most inappropriate classroom behavior can be changed by redirecting your child's attention. We hope that it will never be necessary to remove your child from the rest of the group. It is our belief that removal can often help a young child regain control and become a productive member of the group again. If this is ever necessary, depending on the severity of the situation, you will be contacted so that we can discuss that behavior.

If ever a child's pattern of unacceptable behavior persists, the parent shall be notified and a plan of intervention will be decided upon. We hope that our rules will encourage self discipline, including, when appropriate, allowing the children to solve their own conflicts.

Classroom Rules

1. Listen carefully.
2. Follow directions.
3. Work and play safely.
4. Be kind with words and actions.
5. Share.

Our Saviour Lutheran Preschool Curriculum

RELIGIOUS DEVELOPMENT:

- to make the children aware of God's presence in their lives
- to share Bible stories and real life applications
- to teach the children prayers and their value
- to teach the children songs of praise
- to encourage family worship on a regular basis

INTELLECTUAL DEVELOPMENT:

- to introduce the colors and color words
- to introduce shapes
- to classify by shape, color, or attribute
- to infer results and solutions
- to put stories and patterns in order
- to know name and name body parts
- to understand comparison concepts (small/large-wide/thin-under/over)
- to understand basic time concepts
- to become familiar with money concepts
- to develop awareness of the world around them
- to become familiar with the calendar; seasons, months, and days of week

LANGUAGE DEVELOPMENT:

- to articulate vowels and consonants clearly
- to express thoughts fluently
- to increase vocabulary
- to tell and retell stories
- to ask questions
- to speak comfortably in a group
- to demonstrate and understand theme related sign language

READING DEVELOPMENT:

- to recognize the main idea of a story
- to promote letter recognition
- to introduce phonetic sound recognition
- to introduce letter-sound association
- to introduce word decoding strategies
- to introduce rebus sentence structure
- to introduce sight words
- to develop awareness and use of context clues

MATH DEVELOPMENT:

- to practice visual comparisons
- to work with patterns
- to order objects from small to large
- to identify sets

- to count and identify numbers
- to write numerals
- to introduce addition and subtraction of small sets

LISTENING DEVELOPMENT:

- to encourage attending behavior
- to follow verbal instructions
- to listen and recall stories and facts

PHYSICAL DEVELOPMENT:

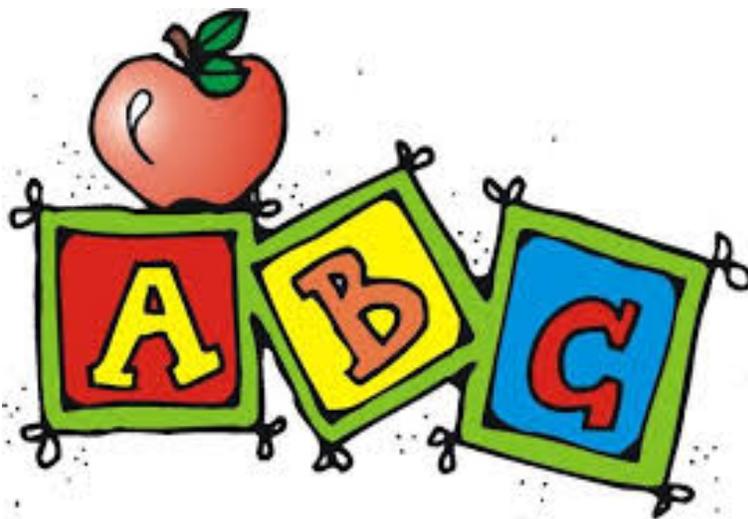
- to promote body awareness
- to enhance eye-hand coordination
- to participate in group games
- to express themselves through creative movement
- to promote agility and flexibility
- to develop large motor movements(run, jump, hop, skip, etc.)

SOCIAL DEVELOPMENT:

- to be an enthusiastic learner
- to show natural curiosity
- to adapt to new situations
- to be thoughtful and show respect to others
- to see relationship between people and the earth
- to see relationships between people in general

WORK HABIT DEVELOPMENT:

- to be cooperative
- to complete simple tasks
- to take pride in one's work
- to apply learned information and skills to new situations



Our Saviour Lutheran Kindergarten Curriculum

The curriculum for Our Saviour Lutheran's Kindergarten focuses on children building strong pre-reading and word attack skills, practicing letter formation, enhancing listening, building strong communication skills, getting an introduction to basic math concepts, and acquiring an active interest in the world.

Language Arts

- Recognize and write all of the letters of the alphabet in upper and lowercase forms
- Write his first and last name
- Learn sounds corresponding to vowels and consonants
- Use initial consonant sounds and sound patterns to read words (for example, f + an = fan; r + an = ran)
- Identify several sight words, including names of colors
- Recognize and use rhyming words
- Retell a story including details
- Put events of a story in order
- Write simple sentences using sight words and phonics skills

Listening and Communication

- Listen attentively
- Raise hands or wait to speak
- Act on instruction and repeat spoken directions
- Engage in question-and-answer dialogue with classmates and teachers
- Work as a team on projects or problem-solving

Math

- Sort and classify objects using one or more attributes
- Recognize and write numbers to 30
- Count orally by ones, five, and tens
- Name ordinal numbers first through tenth
- Add and subtract using manipulatives (Cheerios, candy, or other objects that can be picked up)
- Understand spatial relationships (top/bottom, near/far, before/behind)
- Compare quantities by estimating, weighing, and measuring
- Use graphs to gather information
- Recognize patterns and shapes
- Tell time to the nearest hour
- Count coins
- Recite the days of the week and months of the year

Other Skills

- Art and music: Experiment with different materials and methods
- Health and physical education: Learn essentials about nutrition and functions of the body
- Social studies: Identify major religious and civic holidays and historical figures; appreciate similarities and differences across individuals, families, and traditions; understand different roles in communities
- Science: Use all senses to observe and experiment with plants and animals, weather and temperature
- Spanish: Learn numbers, colors, and sight words in Spanish
- Spiritually: Learn of Christ as their Savior, know about sin, forgiveness, love, and trust in God

Field trips

Throughout the year, field trips will be scheduled to offer additional learning opportunities for the children. Field trips will be planned according to new guidelines for the state.

Kindergarten Homework

Teachers may send home worksheets to reinforce lessons taught in school, books to read, or may ask children to practice printing numbers and letters. Other assignments might include experimenting, exploring, observing, or creating things at home.



Our Saviour Lutheran School: Calendar for 2021-2022

<u>August:</u>	8/16/2021	Orientation	1:00 P.M. - 2:00 P.M. OR 6:00 P.M. - 8:00 P.M.
	8/19/2021	School Supply Drop Off	6:30 P.M. - 7:30 P.M.
	8/23/2021	First Day of School	9:00 A.M. (or early care)
<u>September:</u>	9/6/2021	Labor Day	No School
	9/7/2021	Fall Picture Day	9:00 A.M. - 12:00 P.M.
	9/13/2021	Back to School Night	6:00 P.M. - 7:00 P.M., or 7:00 P.M. - 8:00 P.M.
	9/26/2021	Children's Worship and Picnic	9:30 A.M.-12:00 P.M.
<u>October:</u>	10/8/2021	Walk-A-Thon	9:00 A.M. - 12:00 P.M.
	10/11/2021	Columbus Day	No School
	10/23/2021	Fall Childcare Event	5:00 P.M. - 9:00 P.M.
	10/29/2021	Halloween Party	9:00 A.M. - 12:00 P.M.
<u>November:</u>	11/11/2021	Parent Teacher Conferences	No School
	11/25/2021 - 11/27/2021	Thanksgiving Break	No School
<u>December:</u>	12/11/2021	Christmas Childcare Event	10:00 A.M. - 2:00 P.M.
	12/12/2021	Children's Worship Service	9:30 A.M. - 10:30 A.M.
	12/15/2021	Christmas Lunch for Seniors	11:00 A.M. - 12:00 P.M.
	12/17/2021	Christmas Sing-A-Long	6:30 P.M. - 8:00 P.M.
	12/20/2021 - 1/3/2022	Christmas Break	No School
<u>January:</u>	1/17/2022	Martin Luther King, Jr. Day	No School
	1/24/2022 - 1/28/2022	Lutheran School's Week	
	TBD	Field Trip to Children's Theater	9:00 A.M. - 12:00 P.M.
	1/28/2022	Pajama Party	9:00 A.M. - 12:00 P.M.
	1/30/2022	Children's Worship Service	9:30 A.M. - 10:30 A.M.
<u>February:</u>	2/14/2022	Valentine's Day Party	9:00 A.M. - 12:00 P.M.
	2/12/2022	Dozin' with the Dinosaurs	5:00 P.M. - 9:00 P.M.
	2/21/2022	President's Day	No School
<u>March:</u>	3/25/2022	Lotsa Pasta	6:00 P.M. - 8:00 P.M.
<u>April:</u>	4/2/2022	Spring Childcare	10:00 A.M. - 2:00 P.M.
	BA	Spring Picture Day	9:00 A.M. - 12:00 P.M.
	4/15/2022 - 4/22/2022	Spring Break	No School
<u>May:</u>	5/7/2022	Mother's Day Childcare	5:00 P.M. - 8:00 P.M.
	5/8/2022	Children's Worship Service	9:30 A.M. - 10:30 A.M.
	5/27/2022	Last Day of School Picnic	School Ends for All at 1:00 P.M.
	5/27/2022	Closing Celebration	Children Come at 6:30 P.M., Event Starts at 7:00 P.M.



21-22 COVID MITIGATION PLAN

As the new school year approaches, Our Saviour Preschool & Kindergarten faces a daunting challenge. The reason it is a daunting task is because we are striving to combine the high value of having an effective, dynamic learning environment where students are nurtured and grow in all their development areas of faith, academics, physical, social, and emotional. In addition, we are committed to the high value of maintaining an environment where children are continually kept safe. Because the coronavirus remains with us, Our Saviour families, students, faculty and staff will need to remain flexible, understanding that the priority of protecting the health of our students and staff may require changes in procedures, sometimes with minimal notice. In order to provide for the health and safety of our students, Our Saviour will follow recommendations from the Illinois State Board of Education (ISBE), Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), Chicago Department of Public Health (CDPH) and the Chicagoland Lutheran Education Foundation (CLEF). Whatever circumstances we encounter, Our Saviour is committed to provide a quality education in a Christian setting. While it is our goal to prepare and plan as best we possibly can, all plans are subject to change based on government, CDC, and health department recommendations. Situations may arise where adjustments must be made quickly. Communication is key and families are asked to regularly monitor the communication system in place.

SCHOOL OPENING

Our Saviour is planning to open school as scheduled on August 23, 2021. We will be offering in person learning 5 days a week. A remote learning option will be made available in the event that changes in the local, community or state environment require remote learning. As stated above it is important that families monitor email, Our Saviour website (<http://www.oursaviourls.org>) and Facebook site (Our Saviour Lutheran Preschool).

IN PERSON LEARNING SOCIAL DISTANCING STRATEGIES

Every effort will be made by staff and the Board of Education to facilitate the safest learning environment possible. This begins with appropriate social distancing between students and staff. Within the classrooms, desks and seating will be spaced out according to IDPH and ISBE guidelines. Floors will be marked to help students maintain the distancing as needed. Schedules will be staggered to minimize the overlap of students in common areas such as the gym, restrooms, hallway etc.

DROP-OFF SCREENING SCREENING OF CHILDREN AND STAFF

Only Our Saviour staff and students will be allowed in the building during school hours. Parents will not be admitted beyond the school entrance during school hours. All children will have their temperature screened upon arrival. Children and staff who have a temperature of 100.4 or above or show other signs of illness will not be admitted. Parents must help or be on alert for signs of illness in their children and must keep them home when they are sick. Even if the child does not have a fever, but appears sick (cough, runny nose, etc.) the staff has the right to deny the child's attendance for that day and days after. Faculty or other trained staff will be at the doors to screen and admit students. Faculty or staff doing the screening will follow proper hand hygiene procedures and will put on Personal Protective Equipment. Faculty or staff will take the child's temperature using a non-contact temporal thermometer. If Our Saviour Lutheran School learns that a staff member, student or family member has tested positive for COVID-19 or been exposed, we will consult CDC, IDPH, ISBE, CDPH guidelines and contact the Chicago Department of Public Health to discuss appropriate management of potentially exposed staff and students, to determine mitigation and next steps.

HANDWASHING AND HYGIENE

Faculty and staff will regularly wash hands with soap and water for at least 20 seconds and will assist children in doing the same. Alcohol-based hand sanitizer with at least 60% alcohol can be used if soap and water are not readily available. Children will be supervised when using hand sanitizer to prevent ingestion. Posters describing hand washing steps are near all sinks. All students and staff will engage in hand hygiene upon arrival, after breaks, before and after handling food and drinks, after using the restroom, after playing outdoors or in the gym and any other appropriate time. The staff will teach and reinforce washing hands, respiratory etiquette among students and staff as well as other good hygiene practices. All locations will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer, and tissues. Touchless sanitizer units and faucets will be available.

FACE MASKS AND CLOTH FACE COVERINGS

Students and staff will be required to wear face masks or cloth face coverings throughout the school day. Our Saviour understands that it may be challenging for younger students to wear face covering in all day settings such as school. As such, students will be provided breaks for removal of face coverings while eating and during outdoor activities as long as students maintain recommended distancing. Staff will have procedures in place to safely store masks during these times. Parents will be asked to provide at least 2 masks and will be responsible for regular washing. The school will have disposable children's and adult masks available if needed. Students and staff who have a medical reason that would prohibit them from wearing a face covering will be exempt from the requirement but must provide medical proof of such a reason.

CLEANING AND DISINFECTING PROTOCOLS

Our Saviour will continue to follow recommended CDC guidelines for regular cleaning and disinfection. Additionally, restrooms and high touch surfaces will be cleaned and disinfected as needed throughout the school day. The availability of shared materials will be limited during this time. Gym equipment, shared manipulatives and other shared items will be disinfected regularly. Classrooms and any other student area will have a disinfecting station for immediate use by staff when needed.

REMOTE LEARNING

If circumstances require, all students may be switched to remote learning. The nature of such learning will be based on the Illinois Board of Education guidelines for the grade level involved. Our staff will utilize a combination of hands on learning activities provided to students weekly through learning kits, regular student learning communication in the preferred method for your student ie - Zoom, facetime, phone call - e-learning activities using the tablet provided by the school, digital group activities, and other remote learning and assessment tools as appropriate and available.

CLOSING THOUGHTS

Because the coronavirus remains with us, the return to school for Our Saviour Lutheran Preschool & Kindergarten necessitates continued vigilance and mitigation to insure the safest environment for our children and staff. The recommendations from the CDC, IDPH, ISBE, CDPH and CLEF continue to be dynamic in nature with information changing daily .Our Saviour families, students, faculty and staff will need to be flexible, understanding that the priority of protecting the health of our students and staff may require changes in procedures, sometimes with minimal notice. The Christ-like patience, care, support and prayers we can show for our school leaders, teachers and staff will be vital as we seek to reopen Our Saviour. Yet, in the midst of these trying times, our Lord does not leave us without His unfailing gift of grace. As St Paul shared, "In all things I am strong through the one who strengthens me." Our Lord who loves us with the love that brought Him to the cross for our salvation is the source of our strength in any circumstance in which we find ourselves.

We hope that the procedures explained in this handbook will help you get your child off to a good start at Our Saviour Lutheran Kindergarten and Preschool. Remember, if you ever have a question or concern, no matter how insignificant you might think it may be, please call or make an appointment with us so that we can discuss the matter. We are here to provide your child with the best education possible. We must all work together as a team in order to make this happen. Have a great year!



I have read and understand this handbook. I agree and accept all the terms and conditions of the school policies at Our Saviour Lutheran Preschool and Kindergarten.

Print Name of Student(s)

Print Name of Parent or Guardian

Signature of Parent or Guardian

Date