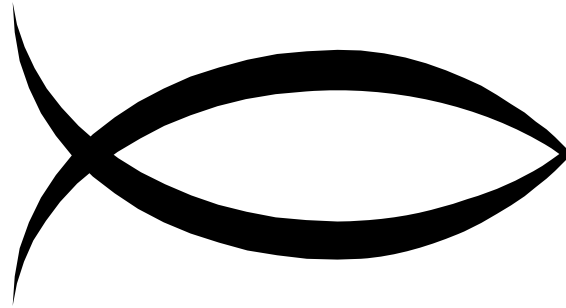


Central Kentucky Christian School  
Early Learning Center



*Integrating Faith and Education*

Parent Handbook  
2010-2011

Rita Milburn, Director  
1501 Danville Road Harrodsburg, Kentucky 40330

Office: 859-734-9347

[ckcsdaycare@roadrunner.com](mailto:ckcsdaycare@roadrunner.com)



Dear Parents,

CKCS Early Learning Center would like to take this opportunity to welcome you and your family! We believe that your association with us will be a happy and rewarding experience. Our staff will be glad to assist you in any way we can, please don't hesitate to ask for assistance and/or guidance.

This Handbook is provided to you as an outline of our policies and procedures. We ask that each of you study this handbook carefully and accept the responsibility of instructing your child on its contents. We ask that each child abide by the stated rules and be governed by the intended spirit of the handbook. If there are any questions concerning this publication, please feel free to direct any questions and/or concerns to any staff or board member.

We believe the commitment that you have taken with us represents an important step in your attempt to provide a Christ-centered childcare experience for your child. Thank you for allowing us to be part of your child's journey through childhood.

Love in Christ,

CKCS Early Learning Center Staff

Rita Milburn, Director and 2-3 year old Teacher

Tara Johnson, Preschool Teacher

Kari Poole, 2 Year Old Teacher

Christine Vaughn- Floater

## Parent Handbook Effective March 2011

### Our Vision/Mission

**Vision:** CKCS ELC children will develop a personal commitment to biblical values.

1. A love of the Truth in the person of Jesus Christ. (John 14:6)
2. A lifestyle of high moral character. (I Peter 1: 15-16; Titus 2: 6-8)
3. A dedication to Christian Community by serving, giving, and fulfilling the great commission. (Matt. 28:18-20; John 20: 19-21)
4. Being a Godly influence through leadership roles in the community and church. (I Peter 5: 1-3)

**Mission:** CKCS ELC exists to serve families with quality education of mind and spirit.

1. **The Way** to today- CKCS ELC is an extension of the God-ordained institutions of the family and the Church. God's plan is to use these institutions to transform our world for Christ.

**“Study to show thyself approved unto God, a workman that needeth not be ashamed, rightly dividing the word of truth.” (2 Tim 2:15)**

2. **The Truth** for today- Our whole foundation is in the principles of Christian Truth based on God's word, the Bible. All is measured by that one standard.

**“For no one can lay any foundation other than the one already laid, which is Jesus Christ.” (1 Cor 3:11)**

3. **The Life** for today- CKCS ELC staff and students, living the life of Godliness in Christ Jesus as defined by the Bible.

**“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” (Col 3:23-24)**

### Our General Purpose

It has always been part of God's plan that parents are ultimately responsible for the education and development of their children (Deuteronomy 6:6-9, Ephesians 6:4). The general purpose of Central Kentucky Christian School, Early Learning Center is to assist parents with this God-given responsibility and to assist the children in discovering and developing their individual uniqueness and talents. Central Kentucky Christian School, Early Learning Center will guide and establish learning experiences that will assist each child in becoming a mature Christian person, as well as being a responsible and productive member of society.

## **Our Statement of Faith**

- A. We believe that the Bible, both Old and New Testaments, is the inspired Word of God, and to be complete and inerrant in the original writing and to be the supreme and final authority in faith and life.
- B. We believe in the Virgin Birth and Incarnation of our Lord and Savior Jesus Christ as true God and true man.
- C. We believe that man was created in the image of God, to glorify Him, but became separated from God by sin.
- D. We believe that man is redeemed by grace through faith in Christ's atonement for sins and by His substitutionary sacrifice on the Cross.
- E. We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and there-by become children of God.
- F. We believe in the bodily resurrection of Christ, His imminent return, and the bodily resurrection of His people.
- G. We believe that God eternally exists in three persons: The Father, The Son, and The Holy Spirit.

## **Our Policy Statement**

Central Kentucky Christian School Early Learning Center is an integral and inseparable part of the ministries of the sponsoring organizations. The policies of CKCS ELC are determined by the controlling authority of the CKCS Board members. Parents are expected to cooperate fully with the policies and procedures set forth in this handbook. At various times it may be necessary to change policy or procedures.

## **Our Child Care Goals**

- A. To give God the glory in all things.
- B. To lead non-believers to Christ by example.
- C. To develop an understanding of one's unique responsibility to God and to one another.
- D. To help children realize their capabilities and limitations and how to make the most of them, toward growth and service.
- E. To equip children with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
- F. To encourage creativity and curiosity.
- G. To encourage an appreciation of the arts.
- H. To provide the fundamentals of physical fitness, nutrition, and character.
- I. To teach the fundamentals of Bible, Language Arts, Math, Social Studies, Science, and Vocational Training.

## **Policies and Procedures**

### **Enrollment Policies**

- A. Admission Policy: To be enrolled the parent should support the philosophy and objectives of the center. Children should be enthusiastic about entering the center. The support of the parents is vital to the success of CKCS ELC.
- B. It is a matter of moral integrity, on the part of CKCS ELC to admit only those children whose child-care needs can be met by CKCS ELC.
- C. The process of enrollment shall include, but is not limited to the following steps.
  - 1. Submission of properly completed application forms and registrations forms
  - 2. No history of habitual or recurring behavior problem.
  - 3. Parent/Child interview with the director.
- D. CKCS ELC admits children of any sex, race, color, or national or ethnic origin and they will be subject to all rights, privileges, programs, and activities generally accorded or made available to children at the center. We do NOT discriminate on the basis of sex, race, color, or national and ethnic origin in the administration.

### **Enrollment Process**

At the time of enrollment, parents are required to provide all necessary paper work as well as sign a tuition agreement, pay a registration fee of \$25.00, a curriculum fee of \$100.00 as well as one week tuition prior to enrollment. **THE REGISTRATION FEE, CURRICULUM FEE AND 1<sup>ST</sup> WEEK OF TUITION ARE NONREFUNDABLE!** The registration fee will serve as a security deposit to secure a child's space in a classroom for a minimum of 1 week. At the end of the week, the child will need to have started the program, or another week of tuition is due. The space is forfeited when the financial obligation is not met.

### **Hours of Operation & Holidays:**

CKCS ELC will operate MONDAY – FRIDAY 7:25 am – 5:30 pm.

The Center will CLOSE for the following holidays:

**YOU ARE STILL RESPONSIBLE FOR PAYMENT ON THESE DAYS!!!**

New Years Eve & New Years Day

Good Friday

July 4<sup>th</sup>

Memorial Day

Labor Day

Thanksgiving Day & Day After

Christmas Eve & Day

If holidays fall on a Saturday, we will observe Friday. If on a Sunday we will observe on Monday. If two holidays fall on Saturday and Sunday, we will observe Friday, Saturday, Sunday, and Monday.

## **Tuition**

Each child's tuition is an ongoing fee, which may be separated into weekly, biweekly, or monthly payments. ALL TUITION MUST BE PAID BY WEDNESDAY AT 5:30 OF THE WEEK IT IS DUE. NOTE: Tuition is required if your child attends the CKCS, ELC or does not attend, as long as the child is enrolled in the program you are responsible for payment!

<u>Class</u>	FULL TIME Weekly Rate 4/5 days	PART TIME Weekly Rate 2/3 days	FULL TIME Monthly Rate 4wks/5wks	PART TIME Monthly Rate 4wks/5wks
Twos	\$95.00	\$75.00	\$380.00/\$475.00	\$300.00/\$375.00
Threes	\$95.00	\$75.00	\$380.00/\$475.00	\$300.00/\$375.00
Preschool	\$95.00	-----		
Extended Care	\$30.00	\$20.00	\$120.00/\$150.00	\$80.00/\$100.00
Summer Camp	\$95.00	\$75.00	\$380.00/\$475.00	\$300.00/\$375.00

## **Discounts:**

A \$20.00/week discount is given for one additional child in the same family. Parents are asked to make payments in the form of a check or money order. The administration may not always have the proper change for your payment if cash is used.

## **Vacation:**

Children who attend as full-time students are permitted to "miss" one full week of childcare per year without payment. The child can NOT be present during this week and the week MUST be 5 consecutive days. This will assist those families who wish to take a vacation, and not have to pay the Center to keep his/her spot. You must notify the director in writing TWO WEEKS in advance of your plans.

## **Additional Charges**

Re-enrollment fee of \$30.00 is charged when a child is dropped from the program by a parent or CKCS ELC and re-enrolled at any given time within the same year. If a parents wishes to continue services, and if a slot is still available, the \$30.00 re-enrollment will be requested upon entering the program.

Late Payment Penalty of \$5.00 per day will be charged to all accounts after Wednesday as long as the account is delinquent. We will make deposits after Wednesday on Friday. **CKCS, ELC may discontinue service if tuition is two weeks or more delinquent.**

A Late Fee Penalty will be charged if a student is picked up after CKCS ELC operating hours. The operating hours of CKCS ELC are 7:30 am. – 5:30 pm., Monday – Friday  
If you pick up your child after 5:30 the following fees will be posted to your account:

<u>Time</u>	<u>Charge</u>
5:35 - 5:45	\$8.00
5:45 - 6:00	\$16.00
After 6:00	\$20.00

### **Return check Fees**

There will be a \$25.00 service charge on all returned checks, in addition to a \$15.00 late payment fee.

### **Delinquent Accounts**

If an account is two weeks or more delinquent, CKCS ELC has the right to discontinue services. All unpaid accounts will be turned over to the CKCS Board of Directors.

### **Withdrawal Policy**

If a parent decides to withdraw from the program, a two week notice is required. Any parent failing to do so, will be charged their regular tuition rate for two weeks.

### **We provide care for the following ages:**

Twos: 14 months – 35 months  
Threes: 36 months – 48 months  
Fours: Preschool  
Extended Care: Kindergarten – 4<sup>th</sup> Grade

### **Safe Arrival and Departure Policy**

All parents MUST sign children in upon arrival and out upon departure.  
IF SOMEONE OTHER THAN THE PARENT/GUARDIAN IS PICKING UP THE CHILD, THE PARENT MUST NOTIFY THE DIRECTOR / OR THE CHILD'S TEACHER. THE INDIVIDUAL MUST SHOW IDENTIFICATION, SUCH AS A DRIVER'S LICENSE, PRIOR TO DEPARTING WITH THE CHILD IF THE STAFF ARE NOT FAMILIAR WITH THE INDIVIDUAL.

To prevent unnecessary accidents, parents are asked to take children directly to their class upon entering the building or to the class designated for students who arrive before 8:00 am. Students leaving the building MUST be accompanied by a parent or adult from their classroom to the vehicle. Please DO NOT allow your child to run or roam the building, classrooms or hallway. CKCS ELC will not be held liable for accidents, incidents, or injuries that may occur to children who are under the care of CKCS, ELC staff. When children are released from the class to parents/guardians, they are no longer under the care of CKCS ELC.

## **Regulations concerning sick/injured children**

CKCS ELC cannot care for sick children except for brief periods when the child becomes ill while at the center. If a child becomes ill at the center the parents or emergency person will be contacted by phone and expected to come for the child as soon as possible. The child will be separated from other children, placed in the director's office and made as comfortable as possible until a parent arrives. The parent will be given a note stating the condition of the child, and the day he/she was sent home. The date the child may return to school will also be on the note. The director and teachers will enforce the date of return.

Such signs of illness include, but are not limited to; fever, vomiting, diarrhea or rash. **A note from the child's physician stating that the rash is not contagious will be accepted! (Excluding diaper rash)** Any child who presents with a temperature of 100 F axially or above, 2 – vomiting and/or 3 – diarrhea in the course of a school day should **NOT** return to the center until the symptoms are not present for 24 hours and fever free without medication.

According to the Office of Inspector General, Division of Regulated Childcare, we are unable to care for children whom have been diagnosed with a communicable disease (such as hepatitis, strep infection, measles, mumps, chicken pox, conjunctivitis, mouth sores, etc.) or obvious acute illness. It is a requirement for CKCS, ELC to contact all parents and staff members who have been exposed to any communicable disease. Therefore, please **DO NOT** send your child to the center when he/she is sick or has signs of possible contagious disease. If your child has a communicable disease, please keep him/her home until the symptoms subside and the child feels well enough to participate in center activities.

If an injury occurs during the day, a parent or emergency contact will be contacted immediately if the injury is serious. If the injury is a typical childhood bump or bruise an incident/accident report will be filled out and **MUST** be signed and dated by the parent that day. If there is a serious injury and/or medical problem, the parent and/or local rescue squad may be contacted for assistance.

## **Administering Medication**

In order for the staff at CKCS ELC to administer any medication it **MUST** be prescribed by a doctor unless it is an over-the-counter medication, which can be given only as recommended by the label. The Office of Inspector General, Division of Regulated Childcare requires the following from you as a parent before we are able to administer any medication.

- A. All medications **MUST** be in the original container with the date and the child's name and proper dosage plainly stated on the container.
- B. All medications **MUST** be signed in and signed out **DAILY**.
- C. All medications **MUST** be taken home at the end of the day.

Medication include but **are not limited** to the following; chap stick, sunscreen, Tylenol, Motrin, diaper rash ointment, bug bite ointment, anything prescribed by a Dr., etc.

The director or a lead teacher will **ONLY** administer medication if a permission form is present. **IF NO FORM IS PRESENT FOR THAT DAY, MEDICATION WILL NOT BE GIVEN!!**

## **Nutrition Policy: Meals and Snacks**

According to the Office of Inspector General, Division of Regulated Childcare any center that wishes to prepare and serve meals must have a food service permit through their local health dept. To have a food service permit here at CKCS ELC the kitchen upstairs would need to be completely remodeled. There are things that would have to be added such as a 3 compartment sink, a range hood, and so on. For this reason CKCS ELC requires you provide food for your child. The Office of Inspector General still requires that ALL food must meet the daily food requirements. Please observe the following guidelines when preparing your child's meals.

### **ALL MEALS MUST HAVE THE FOLLOWING COMPONENTS**

#### **AM SNACK:**

BREAD  
MILK  
FRUIT or VEGGIE

#### **LUNCH:**

BREAD  
MILK  
PROTEIN  
2 VEGGIES  
1 FRUIT or 1 VEGGIE

#### **PM SNACK:**

CHOOSE 2 OF THE FOLLOWING COMPONENTS

BREAD  
MILK  
PROTEIN  
VEGGIE

**NOTE: CAN NOT HAVE 2 LIQUID COMPONENTS. EXAMPLE MILK AND FRUIT JUICE**

Failure to meet the daily food requirements will result in \$0.50 charge per item to your account weekly. CKCS ELC will provide items for children who do not meet the daily food requirements!

The Office of Inspector General, Division of Regulated childcare requires that all children are served milk to drink for lunch and 100% juice for all other meals. IF your child has an allergy to dairy products a note for your child's physician must be on file in order to excuse your child from the dairy requirement.

These items DO NOT meet the daily food requirements they include but are not limited to;

Capri Sun, cheese puffs, chips, fruit snacks, little Debbie snacks, etc. these items will ONLY be served if the daily food requirements have been met. Cookies can count as bread if the first ingredient listed is enriched flour. This can be used as one of their components for snack. If you need more info

[www.nhs.ky.gov](http://www.nhs.ky.gov) .

## **Daily Rest Periods**

Provisions will be made each day for each child to rest. A minimum of 2 hours per day and a maximum of 2 ½ hours rest time will be available for each child. Please provide a crib sheet and a small blanket to cover your child's cot during rest time. The linen will be placed in a red bag provided by CKCS ELC and sent home each Friday afternoon to be laundered. Linen should return to school with your child the next school day. To avoid confusion please label your child's linen and all personal items with his/her name

or initials. We do ask that you leave all pillows at home; due to minimal storage we do not have space for pillows.

## **Personal Belongings**

- Toys and money should NOT be brought into the center unless it is requested for a special occasion.
- All parents are asked to bring an extra set of seasonal clothing for your child to be left in their cubby. The extra clothes should include top clothes, socks, and underclothes. Please Note: when a child is being potty trained, several pairs of pants should be brought to the center on a daily basis. Please be considerate of the type of bottoms your child wears during potty training. Clothes should be easy to remove by the child &/or teacher.
- Please put your child's name or initials in or on all items left at the center.

## **Item requirements for parents**

We want to ensure that your child is properly cared for while at CKCS ELC. Please note that you are responsible for providing the following items:

Note: Please dress children in clothes to have fun. Children should not have to worry about getting clothes soiled while learning.

### 2 year olds:

Diapers – weekly	2 complete change of clothes – at all times
Pull-ups – weekly	1 fitted crib sheet & 1 blanket – at all times
Wipes – when needed	2 Sippy cups one for juice/one for milk to be taken home daily
All food requirements – daily	Supply List

### 3 year olds and Preschool:

Change of clothes – at all times	Back pack
1 Fitted crib sheet & 1 blanket	Supply List
All food requirements – daily	

## **Child Conduct and Discipline**

A lifestyle which reflects Christian principles stands out in the world today. At CKCS ELC, we have standards of conduct and dress that we feel should be part of your child's mode of living. Most of the standards are simply for the protection of our children and for the orderly operation of CKCS, ELC. The guidelines for discipline at CKCS, ELC are to foster and teach children to be independent self-monitors of their behavior that walk in Christian Love. This will be achieved through behavior guidelines provided by teachers and staff. Please note that any behavior that could put others or self in harm could result in dismissal from the center. Examples of this are hitting, fighting, biting, and any other activity that is unsafe to staff and/or students.

## **Boy/Girl Relations**

CKCS ELC provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. However, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other intimacies, are considered in poor taste and will NOT be tolerated on the grounds of CKCS, ELC.

Children attending Central Kentucky Christian School Early Learning Center will not be subjected to any type of corporal punishment, by the director or any other staff in the facility. The definition of “staff” includes: any regular or substitute caregivers, volunteers, secretaries, janitors, or any other individual who might have direct contact with the children while providing services for CKCS, ELC.

CKCS ELC instructors and other staff will provide VERBAL Guidance by:

- Speaking kindly to children
- Providing positive verbal praise when interacting with children
- Giving clear instructions
- Avoiding making comparisons between children
- Giving positive directions and suggestions
- Modeling Christian values
- Promoting positive self-esteem

CKCS ELC instructors and staff will provide Behavioral Guidance by:

- Supervising children for all activities (indoor & outdoor)
- Planning developmentally appropriate classroom activities
- Ensuring that children know consequences for inappropriate behavior
- Providing consistency in discipline practices
- Ensuring that teachers and staff will be positive role models
- Giving children choices
- Knowing and understanding the mental and emotional needs of the children
- Using “Time Out” immediately following physical aggression, hitting, kicking, and biting.

CKCS ELC complies with the Office of Inspector General, Division of Regulated Childcare Regulations which is:

- No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking
- No child shall ever be disciplined for not sleeping during rest time
- No child shall ever be placed in a locked room, closet or box
- No child shall be disciplined for toileting accidents or any other accidents
- No child shall be delegated to provide discipline for another child
- Foods shall not be withheld as a means of discipline

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will also practice the following discipline and behavior management policy:

WE:

1. DO praise, reward, and encourage the Children
2. Do reason with and set limits for the children
3. DO model appropriate behavior for the children
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to children.
6. DO provide the alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
7. DO ignore minor behaviors.
8. DO explain things to children on their level.
9. DO use short supervised periods
10. DO stay consistent in our behavior management of “time-out” program.

WE:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended or without supervision.
7. DO NOT place children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize; make fun of, or otherwise belittle children’s parents, families, or ethnic groups.

### **“Time-Out”**

“Time-out” is the removal of a child for a short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other behavior management techniques such as redirecting.

The “time-out” space, usually a chair, is located away from classroom activity but within the teacher’s sight or in the Director’s office. During “time-out” the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher will discuss the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

## **Reporting Child Abuse and Neglect**

We understand the importance of family unity, however if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report it to Office of Inspector General, Division of Regulated Childcare. This center will abide by this law.

## **Inclement Weather**

During periods of inclement weather, the center will close or may not open if travel is extremely hazardous. CKCS ELC is completely separate from Central Kentucky Christian School. There may be times that CKCS is closed but CKCS ELC will remain open, and there could be times when both are closed. All closings and delays will be announced by 6:30 am on channels WLEX 18, WKYT 27, WDKY 56, as well as WHBN 1420 A.M. You may also call the director Rita Milburn directly at 859-375-4389 for any updates.

## **Parent and Volunteer Visits**

Parents are required to complete a background check and CAN Check (criminal abuse and neglect) before you may volunteer in the classrooms. Once a background check and CAN check is approved, you are welcome to volunteer at CKCS, ELC. Please inform the director when you would like to schedule a time to volunteer. Parents are encouraged to help with assisting the teacher, reading books, telling stories, etc.

## **Parent Teacher Fellowship**

The P.T.F is made up of concerned parents, guardians, and staff of CKCS, ELC, whose children attend the center as well as staff who are employed by the center. Parents are asked to pay an annual fee of \$20.00 per family. The money collected will be used to assist with the cost of the P.T.F. recognition of staff during Teacher Appreciation Week. Parent Teacher Fellowship meetings are held 4 times a year (August, October, January & March). The dates are listed on the center calendar; which is made available for every parent. By no means are these the only times you are welcomed. P.T.F Officers, Board of Directors, the Director, and the teachers solicit your participation in this organization by being active and involved in your child’s educational life during their most formative years. We encourage parents, grandparents, aunts and/or uncles to visit the center at any time without notice. Joining the P.T.F. is vital to improving the quality of care for your child care and for your child. We want to partner with you while

your child experiences the wonders of preschool and after school care. Please check the information board in the hallway of the center for posted information.

### **Changes**

As a parent it is your responsibility to make sure that the information we have on file is current. This includes but is not limited to immunization certificates, address, allergies, any CCC forms, employment changes, phone numbers, custody arrangements, etc. **KEEP ALL RECORDS CURRENT!**  
To avoid termination of enrollment immunization certificates **MUST BE CURRENT** at all times!!

### **Closing Remarks**

Each child and parent makes the decision to attend CKCS, ELC. Those who decide to do so thereby agree to accept the standards, and requirements set fourth within this handbook. For us to pursue any other course would be to abandon the responsibility of a Christian Childcare Program. We appreciate the confidence shown in placing your child within our care to guide and teach the child socially, academically, and spiritually.

### **Handbook Agreement**

The CKCS, ELC staff sincerely believe that we must become partners in education of our young children. Please do not hesitate to contact us if you have any questions or concerns.

We ask that to become more informed of our policies and practices, please prayerfully read and study this handbook.

I have read and understand the Parent Handbook and agree to abide by the policies and procedures as stated. I have also participated in the parent conference with the director.

---

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

I have given the above parent as opportunity to ask questions and discuss the policies of CKCS, ELC and the Office of Inspector General, Division of Regulated Childcare Program and any other items of concern during the parent conference.

---

Signature of Director \_\_\_\_\_ Date \_\_\_\_\_

A COPY OF THIS PAGE MUST BE GIVEN TO THE PARENT AND ONE PLACED IN THE STUDENT'S FILE.

STUDENT'S NAME \_\_\_\_\_ DATE OF ENTRY \_\_\_\_\_