



YBB Academy Parent Handbook

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WELCOME!

The YBB staff would like to welcome you and your child(ren). Thank you for choosing us! Please take time to look through our Parent Handbook and complete the attached registration forms.

The following paperwork is required ONE WEEK prior to your child's first day:

- **Registration Form** (attached)
 - completed and signed by parent/guardian
- **Enrollment Agreement** (attached)
 - completed and signed by parent/guardian
- **Child's Physical Examination** (must have been completed no more than 2 months prior to child's first day or within two weeks of enrollment)
 - signed and dated by child's physician
- **Child's Immunization Record** (must have been updated no more than 2 months prior to child's first day or within two weeks of enrollment)
 - signed and dated by child's physician
- **Child's Birth Certificate, or Proof of Birth Letter, or Passport** (we must view original)
- **Liability Insurance Declaration** (attached)
- **Provisions of the Emergency Preparedness and Response Plan** (attached)
- **Learning Coach – Please list Yahaira Stewart with email address**
ybbacademyva@gmail.com

We look forward to working with you and your child at Yahya's Busy Bees. We work as a team to ensure your child receives the highest quality care in a positive, nurturing, safe environment.

MISSION STATEMENT

The mission of YBB Academy is to provide a safe, stimulating, and caring environment for children ages five years old to 12 years old. Our focus is to provide an encouraging educational experience, promoting social, emotional, physical, and cognitive development. Committed to the families we serve, we strive to give parents complete peace of mind, while being a shining example of what a quality childcare Academy should be.

VISION STATEMENT

The ultimate vision we have for our facility is twofold and rooted in both the present and the future. For the present, our goal is for parents to feel good about their childcare choice, and that the children are safe, engaged, educated, and smiling. And for the future, we want these children to warmly look back at their experience with us and see it as a cherished part of their childhood.

OUR COMMITMENT TO YOU

Our philosophy is simple. YBB is here to offer your children the care, comfort, fun and safety they deserve. And for you, the peace of mind that comes from knowing your child is in the best of hands. Each day promises an exciting new adventure, and we make sure each child experiences the joys of a genuinely caring environment. We also strive to be your partner. We are completely transparent in our programs and curriculum, we continuously self-assess and look to improve, and we make communication with you a paramount part of the childcare environment.

CURRICULUM

YBB Academy follows the Virginia Virtual Academy Curriculum. We will provide a laptop for your child to be able to have their schooling met. We are year-round. Summer will encompass a Summer Camp with readiness for the next grade level.

ACADEMY HOURS

M-F: 7a-6p (There is no part-time option)

(For specific information regarding Daily Schedules, Holidays, and Inclement Weather please see related sections).

REGISTRATION, FEES & TUITION

Registration includes application, rental of laptop that stays at YBB Academy, five Uniform shirts, Materials, Meals, and anything deemed necessary for the child educational needs.

Fees are due at the time of registration, this allows for the order of uniforms, and ensure materials arrive in time for school.

Tuition is due weekly, bi-weekly, or monthly! Tuition includes before and aftercare.

Daily, Weekly and Monthly fees can be found below. We do offer sibling discounts of \$10 off weekly tuition for each additional child in the same family.

Full Time 7a-6p Day

Registration per child **\$50/one-time fee**

Fees

Uniforms & Materials: ***\$500/annually (paid w/Registration)***

Tuition

Kindergarten (5) - 5th Grade (11): **\$325 per week/\$1,408 per month**

PAYMENT

Weekly tuition is due every Friday by the close of business (6:00pm) for the following week. Monthly tuitions are due on the 1st or 15th of every month. A \$25 daily late fee will be charged if payment is not received by 6:00 pm on Friday, for each day late including weekends. If payment and late fees are not received by Monday at 6:00am, your child will be disenrolled from the Academy and cannot attend until full payment and late fees is received. You also forfeit your deposit. Your deposit can not be used for missed payment.

Your child's slot will be open to the next person on our Waiting List. If the slot remains open and you would like to reenroll your child: the missed payment, daily late fees, and the following week's tuition will be required.

Accounts with an outstanding balance will be turned over to a collection's agency after 30 days.

Acceptable payment methods are: **Cash, Check, CashApp, Apple Pay, Google Pay to 571-474-8706.**

LATE PICK-UP FEES

If you arrive more than five minutes after your scheduled time, you will be charged a late fee of \$15. At five minutes after you will be charged an additional \$10 for every 10 minutes thereafter. Late fees must be paid when you pick up your child, at the latest when you drop child(ren) off. We will use the timestamp on the BrightWheel app to confirm late fee amount. If we have not received a phone call regarding the late pick up, a staff member will make every attempt to contact a parent/guardian/emergency contact. If unable to contact a parent/guardian/emergency contact within 1 hour of dismissal time, the child will be turned over to the Prince William County Police Department. This same procedure will be followed if the child is not picked up for emergency situations including but not limited to inclement weather or natural disasters. **Please make every effort to be on time. Repeat offenders may be removed from the Academy at the Owner's discretion.**

CANCELLATION POLICY

Written notice is required *at least* one month prior to withdrawing your child. There are no refunds in tuition, fees, or registration.

TRANSPORTATION POLICY

All transportation to and from the YBB Academy will be provided by the child's parent/guardian. We will occasionally take field trips that are safe for the children and regarding all COVID-19 precautions. Parents will have advanced notice of all field trips and must sign a field trip form. Vehicle – 2008 Honda Pilot w/Full Coverage Insurance with Allstate.

ARRIVALS AND DEPARTURES

An adult must accompany each child into the YBB Academy upon arrival. Each child must be signed in and out daily. Please be prepared to show identification. A child will not be released to anyone but a parent, legal guardian, or adult on the child's authorized pick-up list without advanced notice from parent/guardian. Parents/guardians may visit the Academy at any time; extended visits must be pre-approved from the Director and/or Owner.

PWCPS & FCPS SUMMER POLICY

YBB policy for School Teachers and Professionals that are out for the Summer due to the school year, are still responsible financially if their child is returning at the end of the Summer. This ensures that your child will have a slot when the school year begins again in the Fall. **Your financial responsibility will be 50% of your child's weekly tuition.** For Spring and Winter vacations you are responsible for paying your actual tuition, no discounts are provided. Be mindful that during Summer vacation, if you require drop-in care you are more than welcome to do so, we just ask that you give us a heads-up.

FOOD POLICY

YBB will provide breakfast, lunch, and afternoon snack. Our menu meets Virginia State Licensing requirements, we also participate with USDA Food Program. A menu is posted monthly. **Please advise us of any food allergies or any food your child may not have for religious reasons.** All food brought in for parties or celebrations must be in original store-bought food container with ingredient list.

We have set mealtimes to ensure cleanliness and to protect children with allergies. Please do not allow your child to come to Academy with food or drinks in their hands. Breakfast starts at 8:00 am and ends promptly at 8:45 am, to prepare for the school day. If your child will be eating breakfast with us, we encourage you to drop them off no later than 8:15 am. At 8:45 am, regardless of your child's arrival time, we put away all food and sanitize the tables and chairs, per licensing requirements, before starting the day's activities. If you are unable to drop your child off here with sufficient time to finish their breakfast by 8:45 am, please provide them with breakfast at home or in the car as they will not be permitted to eat in the main area of the Academy. Lunch is served at 12 pm and afternoon snack is served at approximately 4 pm.

CLOSINGS AND VACATIONS

A calendar showing all closings is included in this handbook. Weekly tuition will not be prorated for federal holidays, inclement weather or when your child is sick. YBB are allowed two paid weekly vacations, once in the Summer and again in the Winter. These dates are given at the beginning of the year for your planning.

INCLEMENT WEATHER

In the event of inclement weather, you will receive a message via Brightwheel from YBB regarding the operating hours of the Academy. The YBB Facebook page will also be updated.

COVID-19

Upon drop-off, Parent's must wear a mask and wash their hands (hand sanitizer – will be provided). Children's hands will be sanitized, and temperature checked. Temperatures above 99.9°F will have to return home and remain under observation of the Parent's to ensure temperature does not increase and may be subjected to a Doctor's Note.

If you have been on out and about or on travels during the weekend/evenings or had a friend or family member over to your home that have tested positive for COVID it is imperative that we are notified.

EMERGENCY SITUATIONS

In an Emergency Situation, the YBB staff will make every effort to contact parents/guardians directly. If unable to do so, the designated Emergency Contacts will be contacted. The Academy has an Emergency Preparedness Plan that includes procedures for staff to follow in the case of an emergency. The Emergency Preparedness Plan is available to the public upon request.

COMMUNICATION

If you need to speak with a teacher at YBB, please first message BrightWheel app, text/call, or email. Please understand that we may not be able to answer the phone immediately; leave a message and we will call you back as soon as possible.

LINES OF AUTHORITY

If you have any questions or concerns, please consult the Lead Teacher or the Owner. Any issues pertaining to finances please consult the Owner.

HEALTH

At YBB, we strive to maintain a healthy environment. This policy is in place to ensure sick children are sent and/or kept home to prevent the spread of illness to other children and staff. Owner should be notified of an absence lasting three days or longer.

You are required to pick up your child immediately or keep them home if they exhibit any of the symptoms below:

1. A temperature over 99.9°F
2. Vomiting
3. More than 1 episode of diarrhea
4. Unidentified rash / discharge / eye redness
5. Uncontrollable coughing / wheezing
6. Too ill to function within age-appropriate ratios
7. Any communicable disease

All allergies or medical conditions, which may limit activities, should be brought to the attention of the staff.

To return to school:

1. Fever – Your child must be fever-free, without medication, for 24 hours
2. Vomiting/Diarrhea - Symptom-free, without medication, for 24 hours
3. Unidentified Rash/Discharge/Eye Redness – Must have doctor's note stating that your child may return to childcare OR child has had no visible sign of rash/discharge/eye redness for 24 hours
4. Uncontrollable Coughing/Wheezing - Must have doctor's note stating that your child may return to childcare OR child has not experienced uncontrollable coughing/wheezing for 24 hours
5. Illness/Communicable Disease - Must have doctor's note stating that your child may return to childcare OR child has been symptom-free for 24 hours

POLICY FOR ADMINISTERING MEDICATION

If your child requires prescription and/or nonprescription medication, a Medication Authorization form must be completed by a parent/guardian and/or physician. A qualified YBB staff member will administer all age-appropriate medication in accordance with the labeled instructions and in accordance with Medication Administration Training (MAT).

Medications that will need to be administered for **less** than 10 days require a parent/guardian to complete the Medication Authorization form.

Medications that will need to be administered or stored at the Academy for **more** than 10 days require a parent/guardian **AND** a physician to complete the Medication Authorization form.

Emergency Medications such as Epi-Pens and Inhalers also require a completed Action Plan, completed, and signed by a parent/guardian.

YBB shall notify the parent/guardian when the Medication Authorization Form is near its expiration date. Medications will be returned to parent/guardian on date of expiration.

MEDICATION

All medication and accompanying utensils must be:

- ❑ In the original container with the prescription label or direction label attached.
- ❑ Labeled with the child's name, the name of the medication, the dosage amount, and the time/times to be given.

POLICY FOR OVER-THE-COUNTER SKIN PRODUCTS

Staff members will apply Sunscreen, Insect Repellent, or other over-the-counter skin products to a child with the authorization of a parent/guardian, which can be found on the Registration Form.

DISCIPLINARY STEPS

The YBB staff believes discipline should be a teaching opportunity. For the safety of the children in our care and our staff members, we use the following positive discipline techniques:

- ❑ For non-physical misbehavior (examples include yelling at teachers, snatching from other children, repeatedly not following instructions), we redirect the child and offer an alternative. Depending on the age of the child and the severity of the behavior, a break from the activity may be used for the child to regain self-control.
- ❑ For physical misbehavior (examples include hitting, kicking, biting), we implement an immediate break from the activity. Parent/guardian will be notified regarding incident. (Serious misbehavior could mean immediate dismissal from Academy).

NOTE: The Disciplinary Steps may be modified based on the severity of a child's behavior.

BEHAVIORAL GUIDANCE

To promote the child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child to provide needed help, comfort, support and:

1. Respect personal privacy.
2. Respect differences in cultural, ethnic, and family backgrounds.
3. Encourage decision-making abilities.
4. Promote ways of getting along.
5. Encourage independence and self-direction; and
6. Use consistency in applying expectations.

Behavioral guidance shall be constructive in nature, age, and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

FORBIDDEN STAFF ACTIONS

Our staff members are forbidden to do the following:

1. Use physical punishment, such as: striking a child, roughly handling, or shaking a child, restricting movement through binding, or tying, forcing a child to assume an uncomfortable position, or using exercise as a punishment.
2. Enclose a child in a small, confined space or any space that the child cannot freely exit himself; however, this does not apply to the use of equipment such as cribs, play yards, highchairs, and safety gates when used with children preschool age or younger for their intended purpose.
3. Allow punishment by another child.
4. Separate a child from the group so that the child is away from the hearing and vision of a staff member.
5. Withhold or force food or rest.
6. Use verbal remarks which are demeaning to the child.
7. Punish a child for toileting accidents.
8. Punish a child by applying unpleasant or harmful substances.

PROGRAM DISMISSAL POLICY

The Director and/or Owners' responsibility is to ensure the safety of every child. Serious misbehavior puts other children and our staff at risk. In the event of serious misbehavior, the following procedure will be followed:

1. **First Offense** - Teacher will document incident and notify parent/guardian.
2. **Second Offense** – Teacher will document incident and notify Director and/or Owner. Director and/or Owner will speak with parent/guardian.
3. **Third Offense** – Teacher will document incident and notify Director and/or Owner. Director and/or Owner will determine if child will be removed from the Academy and will notify parent/guardian.

This policy can be modified at the discretion of the Director and/or Owner based on the severity of a child's behavior. The Director and/or Owner reserve the right to remove a child from the Academy at any time. Refunds will not be given if child is dismissed from the Academy.

Dismissal may also result from non-payment, repeated late payments, non-compliance with Virginia State Licensing paperwork requirements, and/or repeated late pick-up.

SUSPECTED CHILD ABUSE POLICY

All YBB staff members are familiar with the procedures of identifying and reporting child abuse and neglect. We are required by law to report any suspicion of child abuse or neglect to the Social Services Office as mandated in the Code of Virginia.

MISCELLANEOUS INFORMATION

- ❑ Please label all belongings brought to the Academy with your child's name. We are not responsible for missing items.
- ❑ Bring at least 1 spare sets of clothing to keep at the Academy.
- ❑ Ensure your child is dressed in comfortable, easy-to-care-for clothing that is appropriate for the weather.
- ❑ Children are to wear closed toe shoes every day (for outdoor play).
- ❑ No shoe zone. Children may bring in "house" slippers to keep in their cubbies to switch into when at Academy.
- ❑ Monthly please help us by donating a pack of wipes, box of tissues, a roll of paper towel and/or hand soap.

ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE.

YBB 2021 Closings

YBB Hours of Operation: 7a-6p/7p-6a

(Please make necessary accommodation for your child(ren) when YBB is closed.)

CLOSINGS:

(federal/local holidays, ½ days, and YBB vacations – two allowed annually)

- Friday, January 1 - New Year's Day
- Monday, January 18 - Birthday of Martin Luther King, Jr.
- Monday, February 15 - Washington's Birthday
- Monday, May 31 - Memorial Day
- Monday, July 5 - Independence Day (observed)
- *July 10-17 Summer Vacation*
- Monday, September 6 - Labor Day
- Thursday, November 11 - Veterans Day
- ½ day Wednesday, November 24 – Thanksgiving Eve
- Thursday, November 25 - Thanksgiving Day
- Friday, November 27 – Black Friday
- ½ day Friday, December 24 – Christmas Eve
- *December 25 – January 1 Winter Vacation*

SNOW Days/Delays:

**If Prince William County School has a delay – we will follow accordingly. (i.e. 2 hr delay for PWCS – YBB will open at between 8 - 10am - this will allow us to clear driveway, and make sure walkway is safe for our littles and family)*

**If Prince William County Schools closes – YBB will still open.*

(Delay may occur this will allow us to clear driveway, and make sure walkway is safe for our littles and families)

Intentionally Blank



CHILD'S NAME: _____

NICKNAME: _____

ADDRESS: _____

BIRTH DATE: _____ SEX: _____

PARENT #1 NAME: _____

PARENT #2 NAME: _____

ADDRESS: _____

ADDRESS: _____

PLACE OF EMPLOYMENT: _____

PLACE OF EMPLOYMENT: _____

WORK PHONE: _____

WORK PHONE: _____

HOME PHONE: _____

HOME PHONE: _____

CELL PHONE: _____

CELL PHONE: _____

E-MAIL: _____

E-MAIL: _____

Previous Childcare, School, Academy Attended: _____

Grade Entering Fall 2021: _____K _____1st _____2nd _____3rd _____4th _____5th

Enrolled in VAVA K12: _____Yes _____No

HEALTH/MEDICAL INFORMATION

My child has allergies: _____Yes _____No

If YES, please list any allergies: _____

- My child needs medication to be administered at the Academy: _____Yes _____No
- My child has an Epi-Pen and/or Inhaler: _____Yes _____No

If YES, you are required to complete a Medication Authorization Form and an Action Plan.

My child may not have the following food for religious reasons: _____

PHYSICIAN'S INFORMATION

Physician's Name: _____ Telephone #: _____

SPECIAL NEEDS/ACCOMMODATIONS

My child has special needs: _____Yes _____No

If YES, please list requested accommodations: _____

VIDEO/PHOTO AUTHORIZATION

I give permission for my child to be included in Yahya's Busy Bees, LLC photographs/videos for marketing purposes:

_____ Yes _____ No

(CONTINUED)

OVER-THE-COUNTER SKIN PRODUCTS AUTHORIZATION

I give permission for the YBB Academy staff to apply topical medication including sunscreen and/or insect repellent onto my child:
_____Yes _____No

EMERGENCY CONTACTS AUTHORIZATION

The YBB Academy has my permission, in an emergency, to call 911 and/or to send my child to a hospital/urgent care facility, and the medical personnel have my authorization to provide treatment, which a physician deems necessary for the well being of my child. The staff of YBB will make every reasonable attempt to contact the Parent/Guardian/Emergency Contacts.

Emergency Contacts cannot be the parents/guardians. Please list two emergency contacts.

NAME: _____ Phone # _____ Relationship: _____

ADDRESS: _____

NAME: _____ Phone# _____ Relationship: _____

ADDRESS: _____

DISMISSAL AUTHORIZATION

The Parent/Guardian/Authorized Alternate **MUST SIGN THE CHILD OUT each day**. No child will be permitted to leave Academy with persons other than those listed below. Identification must be presented at time of pick up.

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Authorized Alternate: _____ Authorized Alternate: _____

***I have read the Information Handbook and I agree with the policies and procedures of the Yahya's Busy Bees.**

*** I understand YBB assumes no liability for injuries or damages arising from the result of participation. All activities present inherent risks and hazards, which the participant assumes. I hereby approve of my child's participation in all YBB activities.**

***I authorize the YBB Academy staff to seek medical care for my child should an emergency occur unless the parent/guardian states in writing an objection to the provision of such care on religious or other grounds.**

***I understand that if my child becomes ill, I will be contacted by the Academy. I will arrange to have my child picked up as soon as possible if so, requested by the Academy.**

***I will notify the YBB Academy within 24 hours or the next business day if my child or a member of the immediate household develops any reportable communicable disease, as defined by the State Board of Health.**

***I will notify the YBB Academy immediately if my child or a member of the immediate household develops a life-threatening disease.**

Parent's/Guardian's Signature: _____ Date Signed: _____

Print Name: _____

OFFICE USE ONLY
Date entered: _____
Date left: _____
Grade: _____

OFFICE USE:
PROOF OF AGE AND IDENTITY
(Must be obtained within 7 business days of child's first day of attendance)
Place of Birth _____ Birth Date _____
Birth Certificate Number _____ Date Issued _____
Proof of Age other than Birth Certificate _____
Date Documentation Viewed _____ Copy on File () Yes () No
Person Viewing Documentation _____

My child/ren, _____, will attend YBB Academy
(child/ren's full name)
at the rate of \$ _____/day/week/month,
(tuition)
effective _____. Preferred method of payment: _____.
(effective date)

- I understand that upon submitting registration, registration fee and annual fees are due, this goes towards my child(ren) materials and uniforms.
- I understand that weekly fees must be paid each Friday by 6:00 pm for the following week. Payments can be made via **Cash, Check, CashApp, Apple Pay, Google Pay to 571-474-8706**
- I understand that a \$25 late fee will be charged to my account automatically daily (including weekends) if payment is not received by 6:00 pm on Friday.
- I understand there is a one month cancellation notice.
- The full Payment Policy and Cancellation Policy can be found in the Parent Handbook.

By signing this Enrollment Agreement, I hereby certify that I have read, understand, and will adhere to the Payment Policy and Cancellation Policy outlined in the Parent Handbook. I further agree to pay all tuition fees and any penalty fees associated with my child's account. I understand that my account will be sent to a collection's agency after 30 days of nonpayment.

Print - Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Liability Insurance Declaration This form complies with the requirements of 63.2-1809.1 of the Code of Virginia and must be maintained on file in the Family Day Home at all times while the child is in attendance and for 12 months after the child's last day of attendance. VDSS MODEL FORM - FDH

Child's Name

~~I have liability insurance coverage in force on my Family Day Home business in an amount that meets or exceeds the minimum amount established by the Virginia Department of Social Services (\$100,000 per occurrence and \$300,000 aggregate).~~

~~___ Yes ___ No~~

~~I, _____, acknowledge having received the
(Signature of Parent/Guardian)
above-referenced notification on _____.
(Date)~~

(X) I no longer have liability insurance coverage in force on my Family Day Home business in an amount that meets or exceeds the minimum amount established by the Virginia Department of Social Services effective July 2016.

(Date)

I, _____, acknowledge having received the
(Signature of Parent/Guardian)
above-referenced notification on _____.
(Date)

Provisions of the Emergency Preparedness and Response Plan Before the child's first day of attendance, parents must be informed of the provisions in the home's Emergency Preparedness and Response Plan (Standards for Licensed Family Day Home 22 VAC 40-111-70 A 16). VDSS MODEL FORM - FDH

To the Parent(s) of _____:
Child's Name

This letter is to assure you of our concern for the safety and welfare of children attending Yahya's Busy Bees, LLC.

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Children are evacuated to a safe area near the home in the event of a fire, etc.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the home is the best immediate response.
- *Relocation:* Total evacuation of the home may become necessary if there is a danger in the area. In this case, children will be taken to a relocation site at

Outside Independence Pool House
12001 Lexington Valley Drive
Manassas, VA 20109

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We will have your contact information with us, and you will be contacted as soon as possible following any emergency action so that arrangements can be made for you and your child to be safely reunited.

In your child's record at this home are the names of persons you have authorize to pick up your child(ren) if you are not able to do so. Please ensure that only those persons you have authorized attempt to pick up your child(ren).

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for you're understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please let us know.

Parent Signature

Date