

Tlichó Government

Early Childhood Programs

PARENT/POLICY MANUAL

Welcome to the Tlicho Government Daycare

Tlicho Government Early Childhood Programs provides quality early childcare services to children and families living in the Tlicho Region. Daycare Programs are located in Tlicho communities: Behchokò, Gamètì and Whatì. Tlicho Government administers and supervises the programs.

Early childhood programming offered by Tlicho Government is designed to support and enhance the physical, emotional, social, creative and cognitive development of children. The Tlicho Government Early Childhood Programs provide a safe, healthy and enjoyable environment for children during the day. The goal of the daycare is to mirror a child's home and life experience by providing a warm, caring and educational program which meets the needs of the child.

The Tlicho Government Early Childhood Programs focuses on the child at the center of the program and attempts to build on each individual child's strength, developmental level, current knowledge, and interest. The program is based on the belief that children learn through play. The early childhood program incorporates many traditional and modern aspects of Tlicho language and culture. There are strong speech and language development components within each of the programs and the early childhood educators are encouraged to speak and teach both Tlicho and English Languages.

Children who attend early childhood programming have opportunities to learn school readiness skills and are better prepared when they enter kindergarten. Children learn social skills as they learn to get along with other children, to share, respect one another, and the environment. Children have opportunities to develop gross and fine motor skills as well as creative skills and to have opportunities to learn and practice early literacy and communication skills.

Contact Information

Louise Richardson Manager - Early Childhood Programs Tlicho Government	392-2646
CJBS Daycare - Edzo	371-4511
Tlicho Daycare - Behchoko	391-6136
Early Headstart Child/Parent Center Behchoko	492-4665
Whati Daycare	573-3981
Johnny Arrowmaker Daycare - Gameti	997-3074

Application Forms

Parents must complete an application for daycare. This application must be filled out before a child is able to attend daycare. An emergency contact person must be identified. Permission forms for excursion/field trip, fluoride treatment, obtaining medical treatment in the case of emergency, accident or illness and medication administration (if applicable) must also be signed as well as a permission form allowing the Health Center staff to share immunization information.

*Application forms and permission forms can be found in the (Appendix 'A') back of the Parent/Policy Procedure Manual.

Attendance

Spaces will be secured for children whose parents are full-time working parents and parents attending school - this is the **first** priority for all early childhood daycare centers. Tlicho Government fully supports students in their pursuit in their education so they are **second** priority. However, in both instances, if one parent is a stay-at-home parent then that child is not eligible to attend. If any spaces are open - **third** priority is for part-time working parents, however, we are requesting that part-time workers must provide 5 days in advance to the Early Childhood programs of where and when you will be working due to emergency situations. Once all the spaces are applied for, a waiting list will be established.

Children will be expected to attend daycare daily. **Attendance is very important!** If your child(ren) do not attend on a regular basis and miss 5 consecutive days - their space will be given to a child on the waiting list. If a child is to be late, absent, or planning to be away for the holidays or an extended period of time, please inform the center that your child is attending.

Note: Due to COVID-19 and many students being forced to take online courses at highschool, college or university, they will be supported through the daycares with childcare services, in accordance with the above guidelines for attendance. Each circumstances will be examined on a case by case basis and the child care service provided will reflect the number of hours the parent is required to complete their program online.

Hours of Operation

Tlicho Daycare- Behchoko Monday to Friday 8 am to 5 pm

CJBS Daycare- Edzo Monday to Friday 8 am to 5 pm

Whati Daycare Monday to Friday 9 am to 5 pm

John Arrowmaker Daycare- Gameti Daycare Monday to Friday 9 am to 5 pm

Time of pick-up - Please ensure that your child is picked up by 5:15 pm at all Early Childhood Daycare Centers. All persons must be 12 years of age and up and only names put on the consent forms will be allowed to pick up the child - no exceptions.

*Failure of parents to pick up their children on time may result in the cancellation of the child's space in the early childhood program.

*Please fill out Appendix F - Consent for Authorized Persons to pick up My Child.

Bully Free Environment

What is Bullying?

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender.

All Early Childhood Program Centers are a Bully Free Environment. **Bullying is not acceptable** at any Early Childhood centers to any staff, parents, or children. If any person feels threatened, the person should inform the individual(s) in question that their behaviour is offensive and tell them to stop. If the offensive behaviour does not stop, it needs to be written and sent to the supervisor and manager and it will be investigated.

Immunization

All children will be *required* to have a general checkup before starting early childhood programs. At this time, immunizations should be brought up-to-date. The nurse and CHR will visit the early childhood centres from time to time but will only immunize children if their parents are present or if the parent has signed a permission slip.

*According to GNWT guidelines, parents may obtain a letter from the health center stating why their child does not have their immunizations completed/updated in place of the immunization record. This letter will be kept on file in place of the immunization record.

*Permission to share records of immunization by the Health Center staff should be signed during the application process.

All staff members are required to have up to date immunizations and health check-ups also.

Staff

All early childhood programs are staffed by Early Childhood Educators trained in First Aid and CPR. All staff will have attained or will be actively working towards their Early Childhood Certificate or Diploma and/or will participate in professional improvement activities. Staff are required to have annual health checkups and criminal record checks.

Transportation Policy

All vehicles used to transport children will follow federal/territorial guidelines regarding the use of federally approved safety seats and or seat belts. All children will be properly seated and belted in safely according to age and size. Vehicles will be safely inspected before each outing and drivers will be correctly licensed according to the type of vehicle that they are driving. All sharp and heavy objects are properly stowed. Children will never be left unattended in a vehicle. Children will enter and leave the vehicle only after the vehicle is parked at a curb, side of the road or in a driveway, and children will released only to an authorized adult. Children are not allowed to consume food or beverage in the vehicle during transport. All doors must be locked, if safety locks are an option they must be in operation. Children will be properly supervised at all times during transportation, with at least two adults present at all times. When children are being transported in a passenger van or bus, three to four adults must be present as in the child/adult ratio set out in the daycare regulations. Before transporting children, information regarding safe travels will be verbally shared. No off site "one on one" child/staff activities will occur.

*Parents and Guardians must sign a permission form (Appendix D) before a child will be allowed to participate in a field trip requiring transportation.

Illness Policy

Children attending daycare should be well enough to participate in all aspects of the program. If a child is feeling unwell and out of sorts at home, they will also feel unwell and will not be able to participate fully in daycare programming. When a child is too sick to attend daycare, it is the responsibility of the parents to arrange for alternative childcare. The ideal time to make these arrangements is before the child starts attending daycare. Please call the center your child is attending and inform the early childhood staff that your child is sick. Parents of children who become ill at the daycare, parents will be called promptly and asked to take their child home **immediately**. If a parent cannot be contacted, the person designated as the emergency contact will be called. In order to reduce exposure and risk to other children in the daycare, the sick child will be isolated from other children, if possible, until the arrival of a parent or emergency contact. The Early Childhood Educator reserves the right to determine whether a child should remain in the daycare when illness is a consideration. Parents are expected to keep their child at home if they are ill or have had the following symptoms in the previous 24-hour period:

- Fever above 100 degree F, Vomiting or Diarrhea Colored nasal discharge
- Any infectious illness such as mumps, measles, flu, chicken pox, etc.
- Open sores or ulcers
- Conjunctivitis (Pink eye) Impetigo/rashes

If you are unsure whether your child should attend daycare, please call the Early Childhood Educator regarding the health of your child and discuss the child's symptoms. If your child has an infectious condition you may be asked to visit the health centre before bringing the child back to daycare. Parents of children who have developed a communicable disease (chicken pox, impetigo, pink eye, etc.) are asked to inform the staff in the early childhood center so that other families who have children who may have been exposed and will be informed. When the early childhood program staff has been notified that a child who has been at the early childhood program has an infectious disease the staff will:

- Immediately notify the families whose children may have been exposed, however the identity of the child or the family will not be shared. Parents will be informed of what illness has been identified. The early childhood staff should provide

information to parents about the incubation period, the signs and symptoms and when to keep their child home. If the staff have access to information sheets about the condition, the information will be made available to the parent. The Community Health Centre is the best source for information that is to be shared with parents.

- Notify the Health Centre and follow their advise
- **Keep the name of the family confidential**
- Disinfect all the toys and equipment that may have been infected

Children who have an infectious disease may not attend early childhood programming until they have been treated and the recommended time of isolation has been completed.

Parents are verbally informed of the illness policy at a parent meeting in the fall. They are also informed of the policy in writing through the Tlicho Daycare Parent Policy Handbook.

Note: Safety Guidelines for COVID-19 will be used and followed in accordance with the GNWT Emerging Wisely Plan and the Tlicho Government Policy.

Parental Involvement

Tlicho Government recognizes the important role of parents in the developmental needs of a child. It shall encourage parental involvement in all aspects of early childhood programs.

Parents are encouraged to be involved in the early childhood program that their child is attending by the following and acting as a parent volunteer: participating in special events, or providing special services, such as: playing with your child, cleaning toys, cooking traditional foods, etc. Parents are always welcome to discuss any issues with the staff, but they are requested to make an appointment to do so.

It is important when dropping off your child to speak to the early childhood educator about your child and share information such as:

- Your child went to bed late
- Did not eat a good breakfast
- Had a bad dream, cut their finger, etc.
- Child's mother or father is traveling, etc.

Daycare Parent meetings and special celebrations will occur throughout the year. Meetings may also take place on parental request. Parental involvement in early childhood programming is a means of ensuring that ethnic and cultural background of families are included into the children's daily activities.

Extra Clothing

All children will take part in outdoor activities as part of their daily program. Children will need both inside and outside footwear and clothing. It is very important that parents provide an extra change of clothing and a pair of "indoor shoes or slippers" the first day the child attends in case of an emergency that can occur. The child's name should be printed on every article of clothing.

Toys

Please do not bring toys from home. Toys from home tend to get mixed in with the early childhood center toys, sometimes causing tears at home time if the toy becomes lost or broken. From time to time there will be special events such as show and tell where children may wish to bring something from home, but you will be notified in advance. Staff will not be liable for toys lost or broken.

Smoking/Tobacco Use

Tobacco products of any kind - smoking or chewing - are not allowed to be consumed in any Early Childhood Centers

Head Lice

Head lice are tiny parasites that live in the hair and scalp of children and adults. Lice can easily spread by close contact with an infected individual or by sharing hats, combs or hairbrushes or pillows.

If a child is identified as having head lice by a staff member, the parent will be called and asked to treat their child as soon as possible. We do not want this to spread in any early childhood center. The parent need to drop by the Health Centre where special shampoo to treat nits can be picked up. A letter may be sent home to the parents of all children attending the early childhood program

requesting that they check their child's head. Families and children will be treated with respect and dignity and reassured that head lice are a common childhood condition.

If head lice has been identified at any Early Childhood Program Center, it will be necessary for the educators to clean any hats, dress up clothes, soft toys or blankets that may have been exposed. Washing soft garments in hot water and placing in the dryer will kill nits and lice as well as placing the articles in a plastic bag and placing the bag in a freezer or outside in freezing weather for two weeks.

The early childhood staff and parents may request that the CHR or community nurse come to the early childhood program to do a head check or to present an education/information session for parents.

Discipline Policy

Tlicho Government Early childhood programs endeavor to provide supportive environments where positive interactions between staff and children exist to create an atmosphere of respect and support. Realistic expectations of children's capabilities and natural consequences for behavior will be practiced. Children will be cared for in a loving and sensitive but firm manner. The emphasis will be on helping children to understand their own behaviour, learn consequences for misbehaviours, and learn appropriate and acceptable behaviour skills and to gain independence.

Children are encouraged to:

- Be kind to themselves
- Be kind to each other
- Be kind to the environment

Staff will use positive reinforcement techniques. They will guide and redirect children when needed. Children will be encouraged to use their words to problem solve (if age appropriate). Adult will use positive role modeling to reinforce acceptable social behaviour respect and consideration.

Tlicho Government will follow the NWT Child Day Care Manual Discipline Regulation 26(1), which states;

An operator shall ensure that while attending the child day care facility, no child is:

- a) Subjected to any form of physical punishment or verbal or emotional abuse; or
- b) Denied any physical necessity by a staff person, another child, or the parent or guardian of the child while the parent or guardian of the child is at the facility.

Nourishment

The Tlicho Government Early Childhood Programs shall provide nutritious meals and snacks according to the nutritional standards as set out by regulation 27 of the Child Daycare Act.

Meals served must follow the Canada or NWT Food Guide and consist of at least:

- 1) One serving of milk and milk products
- 2) One serving of meat or meat alternates; and
- 3) Two servings of fruit and vegetables

When a snack is provided, it is recommended to consist of at least

- 1) One serving of bread and cereals
- 2) One serving of fruit and vegetable and
- 3) Either one serving of milk and milk products or one serving of meat or meat alternatives.

The name of children who suffer food allergies and their respective allergies should be posted in the cooking and serving area.

Special dietary or feeding arrangements for a child in attendance in the child day care facility must be discussed in detail with the early childhood staff and must be accompanied with written instructions. Parents will be required to provide any special formula or bottles for infants. Children over 1 year will be expected to use a tippy cup.

Please do not send food or drinks from home unless requested by staff. All Early Childhood Program Centers are **JUNK FOOD FREE ZONE!**

The early childcare program will operate on a 4-week rotation meal menu, which will be posted on the parent board in the daycare.

Tlcho Government Early Childhood Programs will comply with all Health Regulation assets out in the Child Care Act, regulation 28, 29, and 30. (1), 31. (2), 32, 33.1 and 33.2.

Nap Time

Naptime for children is based on the individual need of each child. Children attending an early childhood center may rest or sleep after lunch for half an hour or longer, depending upon each individual child's need. If a child does not require a nap they are encouraged to take part in a quiet activity such as looking at books. Please share with the early childhood staff information regarding your child's napping habits.

Diapers

In all Early Childhood Daycares, parents are responsible to supply their own diapers. Please bring an adequate supply so that your child does not run out. The Daycare does not supply diapers.

Medication Policy

The Early Childhood staff will not administer any medication including Tylenol, cough drops/syrup, or prescription drugs without a parent or a doctor's written authorization.

If a prescription drug is to be administered, the container should be clearly labeled with the child's name, name of the medication, dosage, administration frequency, and the name and telephone number of the doctor or prescribing agency. The medication must be in the original container as dispensed by the pharmacist or Health Center.

Medications should be given to the daycare manager and never stored in a child's backpack or diaper bag. Medications must be stored in the daycare in a locked cabinet or storage box.

If an emergency situation arises such as an asthma attack or an anaphylactic allergic reaction, prescription medication may be administered. Parents are required to supply the medications for the above conditions so they can be administered if needed.

For any medication to be administered by the early childhood staff, a release form₁₂

must be signed by both parents and the early childhood educator. This includes permission to administer non-prescription drugs. The early childhood educator shall keep written record of all medication given, the date it was given and the frequency in which it was administered.

*A copy of the permission to administer medication is in Appendix A.

Accident Policy

Minor Injury

If a child or adult participant sustains a minor injury such as a cut or bruise that does not require medical attention the early childhood staff or designate will offer assistance. Assistance offered by the early childhood staff may be, caring or comforting the child, offering ice for bumps or bandages for scrapes. Staff should always use universal precautions including wearing rubber gloves, when caring for children or adults with cuts.

Serious Injury

If a child becomes seriously injured at an early childhood program center and requires medical attention, the staff will:

- Offer first aid support
- If the injury is considered to be life threatening, an ambulance should be called immediately. The Early Childhood Manager should also be immediately notified.
- The parent of the child should be immediately notified. If the parent cannot be reached the emergency contact should be called.
- Offer to notify support for the parent. This may be a spouse or close friend.
- If the injury seems serious, such as an internal injury, fracture of the skull, spine or leg, the child should not be moved, but made as comfortable as possible until professional medical assistance has arrived.

Within 24 hours of the accident, the accident form should be filled out, one copy should remain on the child's file, the other forwarded to the early childhood manager.

*A copy of the Accident Report Form is in Appendix B.

Accident Prevention Follow-up

Prevention of accidents and ensuring program safety is an important component of the Early Childhood Programs/Centers. If an accident occurs the early childhood staff should take time at the end of the session to discuss ways of making the environment safer for the children and adults who attend the program, so that similar accidents can be avoided.

Confidentiality Policy

The Early Childhood Centers will operate according to regulation 10.4 of the Child Daycare Act which stipulates: "Every operator shall keep information concerning the child or the child's family confidential with the exception that:

- (a) The child's parents or guardian shall have access to such information; and
- (b) The Director may inspect the application referred to in sections 10.2 and 10.3 of the Child Daycare Act.

The Early Childhood staff shall ensure that the written and verbal information about children and families is not made available to other families and that each family's privacy is respected. The staff shall not discuss a child or a child's family with another facility provider without parental approval.

Parents of children who are receiving speech/language/O.T. Services will be required to sign a release of information form so that information regarding the child's developmental progress can be shared with health professional and teaching staff.

Supervision Policy

No child attending any early childhood center will be left without supervision. The early childhood manager will ensure that at least the minimum staff to child ratio, maximum group size, and maximum number of children in a room be met in accordance with the Child Daycare Act section 57. A primary staff person will be on duty on duty at all times. The daycare will ensure that at least two staff

persons are on duty when more than 6 children are attending the program. 74.1 (NT Daycare regulation). Staff/child one on one off site activities are not allowed.

It is the parent's responsibility when dropping off their child at the early childhood center to bring the child into the facility, and to help their child with taking off their outside clothing and putting on their inside shoes. Parents should then take a few minutes to share with the daycare worker any events of the child's day. It is the parent's responsibility to speak to the early childhood staff before leaving their child at the facility. Parents are required to sign in/out their child on the sheet provided at the daycare.

Emergency Procedures

The Tlichu Early Childhood Programs shall follow all policies and procedures set out by the Child Daycare Act, section 45.1, 45.2, 45.3 and 46.

When a fire or smoke is detected, all adults and children will be notified in the daycare/preschool. This will be accomplished by a verbal announcement, "Fire, evacuate the building!" The verbal announcement should be followed by an evacuation instruction.

Children closest to the fire and smoke will be evacuated first followed by smaller children that cannot evacuate on their own. Older children will be trained through fire drills to evacuate on their own without assistance of the early childhood staff. (Keeping in mind that child may be fearful and require assistance.) Children will be evacuated from the building in an orderly fashion through either the primary evacuation route or the secondary evacuation route. If there is smoke the children will be trained to crawl under the smoke on their hands and knees. All children and staff will meet at a designated place outside the building. A head count will be taken to ensure all children have evacuated the building. The early childhood supervisor or designate will be responsible to take the attendance register (with contact numbers and emergency telephone numbers for each child with them when evacuating the building. Once all staff and children are safely gathered and accounted for, parents will be called to pick up their children. Please ask the early childhood supervisor when the muster point is for the program that your child is attending.

The Early Childhood educator following the safe evacuation of the building will notify the local fire station immediately. The caller will report the nature of the emergency, the address of the building and any other pertinent information. The Early Childhood supervisor will also notify the Early Childhood Manager.

The Early Childhood staff will ensure the safety of all children following the evacuation of the facility

Evacuation procedures and arrangements will be posted in the entrance of the Early Childhood Program. Fire drills will be conducted at least once a month. A written record is maintained of each drill which includes the date, the time of the practice, the evacuation time of the building, the number of staff in attendance, and any comments regarding the drill, the staff's performance and the fire evacuation plan. A smoke alarm will be used to initiate fire drills. Children will be taught to immediately respond when an emergency signal is heard.

Children who attend preschools, located in school buildings in addition to the Emergency Procedure above follow and participate in the School Fire Emergency Evacuation Procedures.

Child Abuse Policy

Tlicho Government Early Childhood Programs follow the GNWT Childcare regulations 10.2 Duty to report suspected child abuse.

Confidentiality of Student Information Policy

Tlicho Government Early Childhood Programs follow the GNWT childcare regulations 11.6 Confidentiality and 11.7 exceptions to confidentiality regulations.

GNWT Childcare Regulations

In order to be licensed the Tlicho Government Early Childhood Programs follow the GNWT childcare regulations. A copy of these regulations can be found on line at the GNWT Department of Education website.

Appendixes

Appendix A - Permission to Administer Medication

Appendix B - Accident Report Form

Appendix C - Daycare Registration Form

Appendix D - Transportation/Field Trip Permission

Appendix E- Consent for Fluoride Treatment

Appendix F - Consent for Authorized Persons to pick up My Child

Permission to Administer Medication

Tlicho Government Early Childhood Programs

Child's Name _____

Parent/Guardian Name _____ Phone: _____

Physician/Nurse Name _____ Phone: _____

Name of Medication _____

Precautions to be taken: _____

Medication to be administered by: _____

Method of administration: _____

Medication Schedule: (for medication that needs to be administered daily)

Time	Dosage	Monitored by

Training Required: _____

I _____, hereby give my parental guardian consent to the Tlicho Government Early Childhood Program staff to administer the above medication to my child. I fully understand the Tlicho Early Childhood Programs or Tlicho Government is in no way liable if my child has ill effects from the prescribed medication.

Parent or Guardian Signature

Date

Early Childhood Educator

Date

Accident Report Form

Early Childhood Center: _____ Date: _____

Name of child: _____

Address: _____

Name of Parent/Guardian: _____

Address: _____ Phone: _____

(1) Date and time of accident: _____ at _____ (a.m. / p.m.)

(2) Location of accident: _____

(3) What was the child doing at the time _____

(4) Nature of injury: _____

(5) What immediate action was taken? _____

(6) Who provided assistance? _____

When? _____ Where? _____

(7) Did a doctor attend the injury? _____ Doctor's Name _____

Where is the child now? _____

(8) Give the names and addresses of two witnesses (if possible):

Name (Print)

Signature of Witness

Name (Print)

Signature of Witness

Address

Date

Address

Date

Tlicho Early Childhood Programs Form

Child`s Name _____

Health Care Number _____ Birth Date _____

Home Address _____

Telephone Number _____

Mother`s Name _____

Place of Work _____ Phone # _____

Father`s Name _____

Place of Work _____ Phone # _____

Emergency Contact Name _____

Emergency Contact Address _____

Relationship to Child _____ Phone # _____

Person(s) authorized to pick up my child (Besides parent, guardian or emergency contact)

Names and ages of brothers and sisters:

(1) _____ (2) _____

(3) _____ (4) _____

(5) _____ (6) _____

My child understands Tlicho Yati _____ English _____

My child speaks Tlicho Yati _____ English _____

Is your child toilet trained? _____

What assistance is needed and what words are used?

Does your child Nap? _____ When and for how long? _____

Does your child have any health issues? Yes No
If yes, please describe:

What are your child`s favorite activities?_

Has your child had caregivers before? Yes No
*Please describe who and for how long: (Daycare, occasional baby sitter, relative etc.?)_

What time does your child go to bed at night? _____

Does your child have any allergies? Yes No
*Please Describe:

Has your child had a recent medical checkup? Yes No
Are your child`s immunizations up to date? Yes No

I give my permission to have the Rae Health Centre share proof of immunization records with the daycare. Yes No

I give permission for my child to participate in excursion / field trips?
Yes No

I give permission for Tlichu Early Childhood Program Staff to obtain medical treatment for my child in the case of emergency, accident or illness.
Yes No

Signature of Parent/Guardian

_____ Date

Signature of Parent/Guardian

_____ Date

****Daycare registration forms must be filled out prior to child attending a daycare session****

Transportation/Field Trip Permission Form

The Tlicho Early Childhood Program is planning a field trip to (Place): _____

On (Date and time): _____

We will be (Walking, driving by car or bus, etc.) _____

Please return the signed permission form as soon as possible.

Yes, I give permission for my child _____

to participate in the above noted outing.

Parents Signature _____

Date _____

Transportation/Field Trip Permission Form

The Tlicho Early Childhood Program is planning a field trip to (Place): _____

On (Date and time): _____

We will be (Walking, driving by car or bus, etc.) _____

Please return the signed permission form as soon as possible.

Yes, I give permission for my child _____

to participate in the above noted outing.

Parents Signature _____

Date _____

CONSENT FOR FLUORIDE VARNISH TREATMENT

Fluoride Varnish is a clinically tested fluoride which is painted on to the teeth. This will reduce the child`s risk of getting cavities. Baby teeth are not as strong adult teeth. This fluoride will give them the added protection they need. Fluoride demineralizes broken down enamel and protects teeth against attacks from bacterial plaque. The fluoride is applied once a week for four weeks then every 3 months depending on condition of existing teeth.

Child`s Name _____

Date of Birth _____

DIAND / Band # _____

Parent / Guardian`s Name _____

Phone # _____

Parent / Guardian Signature

Date

Mailing Address:

Consent for Authorized Persons to pick up My Child

Name of Child: _____

Person(s) authorized to pick up my child (Besides parent, guardian or emergency contact)

(1) _____

(2) _____

(3) _____

(4) _____

****All persons must be 12 years of age and up and only names put on the consent forms will be allowed to pick up the child - no exceptions****