



# **CHILDHELP COMMUNITY CENTER EARLY EDUCATION PROGRAM**

## **FAMILY HANDBOOK & STATEMENT OF SERVICES**

**2 0 1 8**

**Childhelp Community Center-Winters Well**  
35220 W. Buckeye Road  
Tonopah, Arizona 85354  
Office (623) 474-5630 / Fax (623) 474-5632

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## **WELCOME**

The early childhood years mark the foundation that shapes the child's future happiness, growth, development, and learning achievement in all aspects of their life. In recognition of the crucial importance of these years, Childhelp has created a program tailored to meet the needs of your child at each stage of development.

Childhelp Community Center promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered experience that fosters a love of learning in a nurturing community.

We are delighted you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day to meet our teachers and provide your child with the opportunity to become better acquainted with our staff. It will make separating on the first day a bit easier.

You, the parent, are very important to the Childhelp staff. You know your child best and we encourage you to contact the center about any questions or concerns you might have. We look forward to working with you and your child and sharing in their growth and development.

## **GENERAL POLICY INFORMATION**

All of these policies have been carefully written to ensure that each child is safe, healthy and happy in the Childhelp Community Center program. We are proud of our high standard of care, our dedicated staff and our attention to each child and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. While we have tried to list our most important policies and procedures, please note that the center reserves the right to make decisions not covered in this handbook as deemed necessary for the safety and welfare of all children and the program.

Updates to this handbook are made each year. When significant changes are made by Childhelp Community Center, parents/guardians will be notified in a letter. Parents/Guardians may request a new handbook at any time through your program site or at the center's Office.

## **PARENTAL RESPONSIBILITIES**

Please read the information presented in this handbook and contact us if you have any questions or need further information. As a parent, you will be responsible for abiding by the handbook guidelines and the approved Financial Agreement. If you have any questions, please contact the Childhelp Center at (623) 474-5630.

## **PHILOSOPHY**

The Childhelp Community Center's philosophy is based on the premise that prevention of abuse and neglect not only occurs by reducing risk factors for children but by increasing the protective factors for the whole family and our communities. Childhelp Community Center is proud to offer programs in an effort to educate children, parents, and the community at large.

## **CURRICULUM**

*Opening the World of Learning* is a comprehensive curriculum that covers all domains of early learning. The content of each unit is built around a carefully crafted daily routine within an activity-center day. Themes, skills and concepts are developed through quality children's fiction and nonfiction trade books. The consistent format and features in every unit makes it easy for the teachers to use and children to learn.

OWL™ is based on thorough knowledge of the research on early language and literacy development and research on social and emotional development. It systematically builds those skills identified as being of critical importance using methods found by research and augmented by "the wisdom of practice" to support development.

## **STAFF QUALIFICATIONS**

Children deserve a fun and memorable childhood and we pride ourselves on having a loving staff in each of our classrooms to make it happen. Our staff is specially chosen for their caring attitudes, knowledge of child development, and their enthusiasm for teaching young children. Our teachers are highly skilled professionals who meet the criteria set by local childcare licensing authorities. Our teacher-to-child ratios create an environment where children can receive individual attention so they are able to learn and develop at their own rate. In addition, our staff is certified in CPR / First Aid, and have a fingerprint clearance card. All staff receive on-going training throughout the year.

## **CONFIDENTIALITY**

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Childhelp Community Center takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. Childhelp Community Center recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the center. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

All student files are kept in locked file cabinets and are used only by designated staff.

## ENROLLMENT POLICY

Childhelp Community Center admits students of any race, color, and national and ethnic origin. There is no entrance exam. If parents have any major educational, social, or developmental concerns about their child entering the program, parents need to discuss these concerns with the Program Supervisor before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and family, Childhelp Community Center reserves the right to place children in classes by age, gender, and developmental level.

Registration is available on a first-come, first-served basis. In order for the registration process to be complete, you must provide a copy of the **child's immunization record** at the time of enrollment. If applicable, a copy of any court orders regarding child custody/visitation issues, a copy of current Individualized Education Plan (IEP) / Individual Family Service Plan (IFSP) will need to be provided. Incomplete documents will not be accepted and your child will not be enrolled into the program until they are completed. All registrants may anticipate up to a 3-day waiting period prior to the child attending the program. **Completed registration packets must be turned in to the Childhelp Community Center located at 35220 W. Buckeye Rd., Tonopah, AZ 85354** for enrollment processing.

A non-refundable registration fee and the first week/month's payment will be due at the time of registration which will ensure your child's placement. If the program has met capacity at the time of registration, your child will be placed on a waiting list. The non-refundable registration fee and the first week/month's payment will not be due until space has become available. See the Financial Agreement for terms and charges that apply.

It is the responsibility of the parents to keep enrollment records current. Please advise both the Program Supervisor and child's teacher regarding any changes in your home address, phone number, business phone number, and authorized emergency contacts. In situations where an individual needs to be added or deleted as an emergency contact, written notification is required which must be signed and dated by the parent/guardian. In addition, emergency cards must be reviewed every 6 months or when any changes in contact information occur.

DES child care approved clients must notify their case worker prior to the first day of attendance. Children cannot be enrolled until authorization is received by Childhelp.

## WITHDRAWAL POLICY

Full payment must be made, as agreed, for which services are being provided. Failure to comply will result in discontinuance of program services. If circumstances cause the withdrawal of the child from the program, a written notice, one week prior to the child's last day of program must be submitted to the site team member or center office. If the Childhelp Community Center is not notified in written form, your account will continue to be billed. It is the parent/guardian's responsibility to inform the site team member or the center's office of any changes for proper processing.

## HOURS AND DAYS OF OPERATION

The Childhelp Community Center located in Tonopah, AZ is open 12 months a year from 5:00am to 7:00pm Monday through Friday.

***Please note: If we are unable to contact a parent/guardian or from the list of emergency contacts within 30 minutes of the centers' closure at 7:00 p.m., we will notify the Police Department. At an hour past closure we will contact Department of Child Safety. PLEASE BE ON TIME!!***

## IN-SERVICE-DAYS

From time to time, the center will have student free days as it is important for the staff to have the time to prepare lessons, attend a conference, or attend trainings. Parents will be given as much notice as possible when these days are scheduled.

The Center closes on the following days:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

## TUITION RATES

Tuition rates are based on annual fees and days off are factor into the price. Rates are subject to review and change each year.

Toddlers: 12 months – 24 months

SCHEDULE	FT (4 + Days/Week)	3 Days	PT (1-2 Days/Week)
FULL DAY 5:00AM-7:00PM	\$945/month	\$570/month	\$380/month
PART -TIME 7:00am -2:00pm 12:00pm-7:00pm	\$470/month	\$325/month	\$250/month

Preschool: 3 – 5 years of age + potty trained.

SCHEDULE	FT (4 +Days/Week)	3 Days	PT (1-2 Days/Week)
FULL DAY 5:00AM-7:00PM	\$900/month	\$500/month	<b>Not available (To be effective students must attend a minimum of 3 days in Preschool Program)</b>
PART TIME 7:00am -2:00pm 12:00pm-7:00pm	\$450/month	\$300/month	

## PAYMENT POLICY

Payments are due in accordance with selected payment plan. The non-refundable registration fee and the first month's/week's payment are due with the registration paperwork. Both fees are NON-REFUNDABLE. All Auto-Pay monthly fees are processed on the 15<sup>th</sup> prior to each month enrolled. All weekly fees are due by Friday at 4:30pm prior to the week enrolled. If payment is not received in accordance with the aforementioned due dates, a \$10 late fee will be imposed - **no exceptions**. If payments are not received within 5 days of due date, the child will be **dropped from the program**. The unpaid balance must be paid before the child(ren) may continue in the program. You may request a one-time per year payment plan on overdue balances, but all other balances must remain current. Payments are to be made to Childhelp Community Center and can be made by automatic payment, credit card via telephone, or check mailed/delivered to the office only. Staff at the classroom site **CANNOT** accept any form of payment. Year-end statements will be mailed no later than January 30<sup>th</sup> of the following year. Please make sure that we have current address on file. You may request to have your statement emailed by contacting the Program Coordinator at [jflores@childhelp.org](mailto:jflores@childhelp.org).

## LATE FEE POLICY

The following fees will be assessed if parents/guardians do not adhere to the scheduled hours of the program and payment policies:

- ◆ A late fee of \$10 will be assessed if payment is received late; per payment plan chosen.
- ◆ A fee of \$25 will be assessed for returned payments, including credit/debit cards and checks, plus a late fee if applicable. **If you need to change a credit card on file, notify the office immediately to avoid this fee.**
- ◆ Childhelp Community Center program closes at 7:00pm Monday through Friday; a fee of \$15 will be assessed at the time of pick up, if pick up occurs at 7:01pm. The fee will increase \$1 per minute after that time.

## FINANCIAL ASSISTANCE

The Arizona Department of Economic Security (DES) offers assistance to families who qualify. For information on qualification and procedures, please call DES at (623) 925-0095.

From time to time, Childhelp Community Center is fortunate to have grant funds to assist families experiencing financial difficulties with scholarships to offset a percentage of the tuition fees. For information on qualifications, please call the main office at (623) 240-6160.

## COMMUNICATION

Parents are encouraged to keep informed about the Childhelp Community Center and its operations by regularly checking the "Parent Board" area near the entrance to each classroom. Watch for special notices and newsletters sent home with your child.

## **POSITIVE LEARNING ENVIRONMENT**

Childhelp Community Center is committed to providing a safe and positive learning environment for all children. The center's behavior policy encourages children to develop social skills that reflect many of ECC's values, including self-control, respect for others, and positive self-esteem.

Childhelp Community Center's commitment to an age-appropriate and play-based curriculum ensures that activities are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies.

## **WHAT TO BRING**

### **TODDLERS AND PRESCHOOLERS:**

The parent must provide the following for each child:

- Blankets, sheets and a small pillow if desire for naptime
- Two full changes of clothing including socks and shoes
- An oversized shirt is requested as an option for messy activities
- Diapers, wipes / extra sets of underwear if child is "training"

### **APPROPRIATE DRESS:**

- Your child should be dressed for active and participatory play. Childhelp Community Center does not want a child's creativity hampered because he/she is wearing clothing that should not get dirty.
- Your child should wear sturdy, protective shoes (no sandals or Crocs), which will enable him/her to run, climb, and ride bikes with ease.
- Children go outside most days, so please dress your child appropriately.
- In the winter, jackets and mittens are needed every day.

Please remember to label each item that your child brings to school (lunch box, backpack, coat, sweater, hat, mittens, boots, etc.).



## TOILET (POTTY) TRAINING POLICY

Potty training is a major milestone in a child's life and can be difficult at times. We ask that you begin potty training at home during a weekend or vacation. When you feel your child is ready for potty training, Notify the child's teacher that your child is ready or in the process of being potty trained. Your teacher is there to assist in this major milestone. **PLEASE NOTE: We will only assist your child in potty training if you have successfully begun training at home for 1-2 week prior.** We will follow through and encourage your child while in care. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2 years of age and **must also** show signs of readiness (Please read the Potty Training Readiness Checklist below). Positive reinforcements and consistency must be continued at home.

The child **must** be kept in pull-ups at all times. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. Therefore we will use diapers until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups diaper and a few extra change of clothing including socks as accidents are bound to happen. During potty training your child needs to be dressed in "User friendly" clothing as much as possible.

If you have any questions or concerns regarding potty training please talk to your child's teacher / Program Supervisor.

### ***Potty Training Readiness Checklist:***

1. Stays dry for a long period of time (the child is able to "hold" his/her urine and bowel movement.
2. Can recognize when diaper is wet or soiled.
3. Has bowel movement at regular times (child chooses when to move its bowels)
4. Can undress and pull up his/her own pants (Important because this is the work of the child not the caregiver)
5. Initiates interest in using the potty and asks to wear underwear.
6. Wants to be independent which is very important for the learning process.
7. Child is emotionally ready and is open to learning (is child generally cooperative?)
8. Can follow three and four step instructions (this is critical for learning to urinate or move bowels, wipe himself and wash hands)
9. Can use consistent words or gestures to communicate.
10. Is able to physically get to the potty and sit on it without help.
11. Must show a willingness to want to sit on the potty and understand its function.

I have read this behavior agreement, and agree to the terms stated therein:

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

## NAP TIME / REST TIME POLICY

Nap time / Rest time is an important part of healthy growth and development. When children sleep their brains develop, they heal and they grow. Regular naps provide predictable routines and help children cope with the stimulating activities in child care settings. All children who nap will be provided with a cot. We require that all children bring a blanket to leave for the week for nap time. The blankets will be stored to eliminate the spread of germs. We also ask that they are taken home every Friday to be laundered. Please return them on Monday morning. Please label the blanket with your child's first and last name

Children will be put down for naps approximately between 12:30-1:00 PM. Soothing music will be played and backs will be rubbed (if the child wishes to have this done). Most children will be encouraged to lie down for a nap/rest time each day. We will not force your child to sleep but they must lie down quietly. We provide several different areas to accommodate children and their needs during rest time. For those that do not nap, one classroom is typical open to quiet activities or outside play is an option as long as weather permits. All children will be awake by 3:00 PM unless there is extenuating circumstances such as illness. If parents wish their children to rest longer, they should discuss the issue with the teacher or Program Supervisor.

We encourage to please talk to your child's teacher and / or Program Supervisor if you have any questions or concerns regarding nap time/ rest time.

## MEALS / SNACKS

Meals will be provided by Childhelp Community Center to all the children enrolled in the program. We also provide one snack for the children on a daily basis. The meals /snacks provided at our school meet the national guidelines established by Arizona's requirements.

Parents who wish to provide their own meals/ snacks, Childhelp Community Center is able to offer refrigerator space and a microwave to heat food.

Childhelp Community Center will provide a light dinner for children that are picked up after 6:00pm.

If your child requires a modified diet, we require a physician's written instruction.

Childhelp Community Center has adopted a "No peanut or Tree Nuts at School" policy. We ask that parents of all children not send any food that list peanuts and / or tree nuts on the ingredient label. We ask that parents carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanuts oils, or other nuts or nut oils are among the foods selected. An approved Snack List is posted in the classroom.

When celebrating a child's birthday party or for classroom celebrations / parties, parents may supply store-bought food items. However, it is important that before bringing in food, that

the parent checks with the Program Supervisor to see if any child in the class has food allergies or special dietary requirements.

Monthly menus, including snack, are posted in the classroom.

### **SIGN IN-OUT PROCEDURES**

Per the Department of Health Services regulations, only parents, legal guardians, or authorized parties listed on the emergency card may sign a child in and out of the program each day on the designated sign in/out sheet. If an individual who is listed on the emergency card is under the age of 18, additional authorization consisting of a written, notarized letter from the parent(s) or legal guardian will be required. No one under the age of 16 can pick up a child. Photo identification will be required at all times in order to sign a child out of the program. The individual signing the child out will be required to provide a photo ID. Information listed on the photo ID will be verified against the information on the faxed or emailed document. Please understand that for the safety of your child, we will not release your child until verification is made.

Additionally, it is required you sign your child in and out each day with first initial & full last name. The sign in and out sheet is located in the classroom. After signing in, make verbal contact with a site team member in order to acknowledge the child's arrival.

***A NON-COMPLIANCE FEE OF \$5 MAY BE ASSESSED AT CHILDHHELP'S DISCRETION IF LEFT BLANK OR NO FULL NAME.***

### **ATTENDANCE**

A parent should notify the center no later than 9:00 am by calling the Program Supervisor whenever the child will not be attending the center on a scheduled day. Teachers attempt to wait until everyone has arrived to start their activities, so timely notification is appreciated. The Program Supervisor should also be notified when a child is ill. This enables our staff to keep track of any illness, which may occur at the school.

Should the child be absent from the program for a long period of time, the parent can request that the child be removed from the "active" list and placed on hold to be re-entered into the program upon their return, as long as there is space for the child and the absence was pre-arranged and agreed to with Childhelp Community Center. This agreement must be in writing with approval from the Program Supervisor.

### **EMERGENCY INFORMATION AND IMMUNIZATION RECORD CARD**

A copy of your child's immunization record is required at the time of registration. The immunization record will be attached to the Emergency Information and Immunization Record Card. The Arizona Department of Health Services requires the name and contact number of at least two individuals authorized by the child's parent to collect the child from the facility in case of emergency, or if the child's parent cannot be contacted. If you do not have two local emergency contacts, you may list out of town contacts who will know how to contact you. At the bottom of the Emergency Information Card there is a section labeled "In case of

injury or sudden illness.” Please fill in your name or the name of the individual that should be contacted first in case of illness or injury. Childhelp Community Center is inspected by the Arizona Department of Health Services Bureau of Child Care Licensing. To ensure compliance with the Arizona Department of Health Services, the Emergency Information Card must be filled out in its entirety and all information must be kept current.

### **EMERGENCY SIGN-OUT PROCEDURES**

Parents will be asked to fax or email a letter which includes the date of release and the full name, address and telephone number of the individual signing out the child. Once we receive the written information, we will contact the parent by the phone numbers listed on the child's emergency card to verify the information. The individual signing the child out will be required to provide a photo ID. Information listed on the photo ID will be verified against the information on the faxed or emailed document. Please understand that for the safety of your child, we will not release your child until verification is made.

### **TRANSPORTATION**

Childhelp Community Center will not be providing transportation services.

### **ILLNESS and COMMUNICABLE DISEASES POLICY**

For the safety and health of all children, if the child exhibits any of the following described conditions while at center, the child will be isolated immediately and parents/guardians will be contacted to pick up the child as soon as possible. Please notify the site team member or Program Supervisor should your child be exposed to a contagious disease so that we may notify other parents. No child will be allowed to return to the program until a doctor's note is received by the Program Supervisor.

- SIGNS OF POSSIBLE SEVERE ILLNESS, including unusual lethargy, irritability, persistent crying, difficult breathing.
- UNCONTROLLED DIARRHEA defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by the diaper or toilet use.
- VOMITING, two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- MOUTH SORES, with drooling unless the child's physician has determined the illness not to be a communicable disease.
- RASH, with fever or behavior change until a physician has determined the illness not to be a communicable disease.
- PURULENT CONJUNCTIVITIS, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye.
- INFESTATION (e.g., scabies, head lice), until 24 hours after treatment was begun.
- IMPETIGO, until 24 hours after treatment was begun.
- STREPTOCOCCAL PHARYNGITIS, until 24 hours after treatment has been initiated and until the child has been fever-free for 24 hours.

- PINWORM, until 24 hours after treatment was begun. Revised May 2010
- RINGWORM, until 24 hours after treatment was begun
- CHICKEN POX, until 6 days after onset of rash or until all lesions have dried and crusted.
- RUBELLA, until 7 days after the rash appears.

### ACCIDENT/INJURY POLICY

Childhelp Community Center makes every effort to ensure a safe environment for children, however, accidents do occur. All accidents or injuries will be documented and the parent/guardian will obtain a copy of the report at the time of pick up. In case of a serious injury, staff will make every attempt to contact the parents/guardians for instructions.

### MEDICATION POLICY PROCEDURES

Occasionally, children will need to receive medication while at the center. If your schedule allows, you may wish to come during the day and give the medication yourself. In order for Childhelp staff to assume that responsibility, the following guidelines must be followed:

- 1) No medication, whether prescription or non-prescription, will be administered to a child without written parental authorization. Permission to administer medication forms are available upon request from your child's site team member or at the center's office. The medication form must include the following:
  - Name of person on the medication container (first & last)
  - Name of medication
  - Amount of dose
  - Time to be given
  - Date(s) to be given Parent/Guardian signature
  - Physician's name
  - Expiration date
- 2) Prescription medication must be ordered by a physician for the child to receive the medication. Do not ask that we administer medication that was prescribed for another child or member of your family. **Prescriptions must be in the original container with your child's name on the prescription.**

Medication should be handed to the child's site team member rather than leaving it on the counter or in a cubby. All medication must be in the original container with the child's name printed clearly on the label. For the safety of all children, medications are not to be left in a child's backpack; they must be given to the site team member to put out of reach.

### VOLUNTEER PROCEDURES

Parents/Guardians and community individuals interested in volunteering for the center must complete a volunteer application, available at the Center office. All volunteers must pass a background check, have current CPR/First Aid and Fingerprint Clearance Card, and provide a TB SKIN TEST CLEARANCE (Negative TB Skin Test) or X-RAY RESULTS. Training will be

provided. At no time will volunteers be alone with the children. Volunteers are always supervised by teaching staff.

### **FIRE DRILLS**

Emergency fire drills are conducted monthly to familiarize children with evacuation procedures.

### **PESTICIDE POSTING INFORMATION**

Pesticide information is posted on facility premises, as well as in our program classrooms, notifying at least 48 hours before pesticide application occurs.

### **ARIZONA DEPARTMENT OF HEALTH SERVICES (DHS)**

This facility is regulated by DHS, Bureau of Child Care Licensing, 150 North 18<sup>th</sup> Avenue, Suite 400, Phoenix, Arizona, 85007, (602) 364-2539. Inspection reports are located in the Center office and in all program classrooms and are available upon request.

### **LIABILITY INSURANCE**

Childhelp Community Center in Tonopah, Arizona maintains current liability insurance as required by the State of Arizona. The documentation of the liability insurance is available for review on the facility premises.

### **NO SMOKING POLICY**

Childhelp Community Center is a non-smoking school facility.

### **CHILD ABUSE REPORTING**

The safety and well-being of every child in our program is always our first concern. As licensed child care providers, by law, all of our staff must report any suspicion or knowledge of child abuse to the Department of Child Safety. It is always a difficult situation for staff and families, but we have to remember that our children and their safety must be our top priority and that we must follow the guidelines set by the state.



**Childhelp Community Center  
Administration Office**

Jodi Hall, MPA - Program Director  
Jaqueline Flores - Program Coordinator  
Monica Lira - Office Coordinator  
1252 S. Avondale Blvd, Building N  
Avondale, AZ 85323  
(623) 240-6160 / fax (623) 240-6167  
Monday - Friday 7:30 a.m. to 4:30 p.m.  
(Occasionally closed for special events/meetings)

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**Childhelp Community Center  
Winters Well**

Claudia Sandoval- Program Supervisor  
Monica Lira- Office Coordinator  
35220 W. Buckeye Road  
Tonopah, AZ 85354  
Phone (623) 474-5630 / Fax (623) 474-5632  
Monday - Friday 5:00 a.m. to 7:00 p.m.  
(Occasionally closed for special events/meetings)  
**Office Coordinator is at the Winters Well Site Tuesday & Thursdays only**

**Family Handbook Signature Form  
2018**

My signature on this form indicates that I have received a copy of the Family Handbook from Childhelp Community Center.

I understand that it is my responsibility to review the contents of the handbook and be familiar with the Policies & Procedures as outlined in the Family Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name (Print)