

Angel Hugs Early Learning LLC

Licensed for ages 0-12 years
Currently serving ages 2 weeks-12 years

Sarah Hewitt

6396 Lamar Place
Arvada, CO 80003
Cell: (303) 859-1789

Daytime Handbook

(Implemented January 1, 2025)

It is hereby agreed between Sarah Hewitt and _____ that school will be provided
at 6396 Lamar Place, Arvada, CO 80003 for _____ (child(ren)'s name).

School hours are from 7:00am to 6:00pm. Teacher also needs to know what your hours are going to be so school does not go over capacity.

Your hours of care are _____ to _____ (these are your contracted hours).

Your child(ren)'s appointment date for the physical exam is _____. (This must be filled in prior to starting).

Please initial _____

Early Childhood Education Philosophy:

To prepare children for their future:

Enable children to follow simple directions

Teach children when it is appropriate to sit and listen

Give children concrete knowledge that will enable them to visualize concepts taught at school

Encourage a love of music, books, science, math, and art

Enable each child to be self-confident, and to have self-respect

Help children verbalize needs and ideas

Teach the children to work out differences using language

Teach respect for others' differences

Teach the children to have a sense of wonder and to think about the things around them, all while playing in a loving environment

Have each child enjoy their childhood to the fullest by encouraging:

Each child to laugh

Each child to have fun

Each child to experiment and to have the self-confidence to make mistakes.

Develop a partnership with families:

To give support to the child in all areas

To give support to families

Environment

Respect play as a fundamental right of children. Treat play as the work of the child, with an understanding that play is how children learn best.

Curriculum

Child-led approach to learning with open-ended guiding that is customized to each child's individual needs. All which is aligned around the Colorado Early Learning & Developmental Guidelines.

Registration

The following forms must be on record in school before care begins:

1. Child Information Form (**1st Day**)
2. Immunization Card (Copies will also work) (**1st Day**)
3. Emergency / Medical / Travel Authorization Form (**1st Day**)
4. Media Use Permission Form (**1st Day**)
5. Signed and Dated Contract (**1st Day**)
6. Child Health Record Form (**30 days to return to school**)

Please initial _____

Immunizations and Physical Exams

All children are required by Colorado State Law to have a current immunization card on file with the school by the child's start date and have a physical exam within 30 days of admission. If you fail to get the exam to the school by the 30-day time frame, teacher will have no choice but to terminate care immediately.

Children ages 2 and under must have health statements updated in accordance with the National Pediatric Recommended Schedule, which is every 3 months for ages 6 weeks to 2 years for routine health supervision statement that shall include information about the infant's health status, immunizations, hearing, vision, dental, and special needs of the infant and 2-year-old by a licensed physician or licensed nurse practitioner.

Children ages 2 to 3 years must have health statements updated in accordance with the National Pediatric Recommended Schedule with in the last 6 months for a routine health supervision statement that shall include information about the child's current health status, immunizations, hearing, vision, dental, and special needs by a licensed physician or licensed nurse practitioner. This must be submitted every year thereafter.

Children ages 3 years and older have a health statement updated every year for a routine health supervision statement that shall include information about the child's current health status, immunizations, hearing, vision, dental, and special needs by a licensed physician or licensed nurse practitioner.

Immunizations:

Colorado State Law requires all children attending a licensed school facility to be vaccinated against certain diseases unless they have a medical or non-medical exemption on file. **This program DOES NOT accept children who are not fully immunized according to their age level for non-medical (personal or religious) exemptions.** Children with a medical exemption must have a state approved medical exemption form signed and completed on file with this program prior to admission. In the event of a community disease outbreak, un-immunized (when a child does not have all doses) children will be excluded from care for everyone's safety for the length of time advised by the health department and/or physician's office. Families are strongly encouraged to have their children fully immunized to protect themselves and others from preventable diseases.

My Own Family:

My own children, husband, and I are currently up to date with all our immunizations.

If you do not have health insurance and need help with obtaining resources for medical insurance or other medical needs, please inform the teacher for a list of community resources.

If you have a concern about your child's health or development, we can help by providing resources or referrals to the appropriate agency. Please see the teacher for further information.

Children WILL NOT be accepted into care without the proper forms being completed and received.

Please initial _____

Pandemic Policy:

Please refer to the COVID-19/Pandemic Childcare Safety Policies.

Please initial _____

Fee Schedule – Payment is expected regardless of attendance or school closures

Daytime Rates: Birth to 2 years

Full-Time - \$400.00 / week (4-5 days / week)

Part-Time - \$82.00 / day (1-3 days / week)

Daytime Rates: 2 years to 3 years

Full-Time - \$390.00 / week (4-5 days / week)

Part-Time - \$80.00 / day (1-3 days / week)

Universal Preschool (UPK): 4-year-olds (year prior to kindergarten entry)

Please refer to the Universal Preschool Policy – If facility chooses to participate at that time & depending on spaces for that year.

Full-Time – \$380.00 / week (4-5 days / week)

Part-Time - \$78.00 / day (1-3 days / week)

Before & After School Rates (Kinder and Up):

Before or After - \$35.00

Both – \$40.00

Field Trip Fees:

Parents are responsible for the field trip/special activity fees.

During school breaks if child does not attend the amount will be the same as normal school days, based on previous attendance.

No School Days:

If you plan to have your school-age child in care during any of their breaks, payment will be as follows:

1-3 Days - \$74.00 / day

4-5 Days - \$370.00 / week

If you have told teacher that child will be attending, and child does not attend, payment is still expected for amounts stated above.

Summer Break:

Fees will be posted due to availability and how many child(ren) are signed up. School cannot go over her capacity; so non-school age child(ren) will take priority over school age children.

CCCAP:

Angel Hugs Early Learning does accept Colorado Childcare Assistant Program. A parent must contact their county to get this set up. This facility has a CCCAP policy in place for parents and parents must accept this policy in order to attend. (Please see Angel Hugs Early Learning’s CCCAP Parent Contract)

Rate Increases

There will be an automatic rate increase every January 1st. This increase will be a \$1.00/day.

Registration Fee

\$100.00 and first week’s payment is due when reserving the space (non-refundable)

Holding Fee

When we agree to hold an opening, we give up the right to fill that position and to receive tuition from that position. For this reason, a **NON-REFUNDABLE** holding fee is required to hold an opening when a child’s start date is more than 3 weeks away. This fee will be \$400.00 a month to hold a space. (Please see Holding Fee Contract.) This fee will guarantee a space for this child at this facility starting on _____.

Payment

Your payment of _____ is based on your contracted hours (stated on front page) and will be paid regardless of attendance.

Colorado regulations require us to maintain certain student/staff ratios. We ask that if you will be bringing your child outside of their regularly scheduled times, you call or text as soon as possible at 303-859-1789 to let us know, so that we can ensure compliance. The teacher must have a 3-week notice on any permanent changes with your child(ren).

Payment is due every Friday by noon for the following week.

Any returned ACH will have a charge of \$30, plus any bank fees. After the first returned ACH the school has the option to request cash only payments.

If payment is not received by Friday, we reserve the right to charge \$10.00 per day until paid in full. If payment is not received by Monday, we serve the right for care not to be provided (school has the option to then use immediate dismissal)

Please initial _____

Transition Periods

Starting into Program Transitions:

It will take time for your child(ren) to learn to love and trust me; we are building a new relationship. Please expect short-term behavior changes and separation anxiety. The usual amount of time for adjusting is two weeks, but it can be longer. During this period, all rules and regulations apply.

In-Program Transitions: See Transition Plans

Program to Kindergarten Transitions:

Once your child(ren) is accustomed to a certain routine and comfortable with people, it could be hard for your child to adjust to going into kindergarten. Teacher will help make this transition easier by doing activities and getting dates for the kindergarten classroom visitor days of local schools.

Teacher will discuss transitions with each family for each individual child at the 3 conferences throughout the year. If you feel a need to have this discussion sooner, teacher will make further arrangements.

Please initial _____

Absences, Early Rates, & Evening Rates

Absences:

The school must be notified in the case of absences, ½ hour before start time. Waiting for children to arrive affects our schedule. Please be courteous and inform us of absences and lateness. **The number of contracted hours will still be paid regardless of attendance.**

CCCAP Absences:

Please see Angel Hugs Early Learning's CCAP Parent Contract

Early Rates:

Please drop-off no earlier than your contracted hours / unless notified. If you are earlier than your contracted hours, we reserve the right to charge the amount; accordingly, it is to be paid upon dropping off your child.

Rate: \$20.00 / hour – pro-rated every quarter hour.

Evening Rates:

Please pick-up no later than your contracted hours / unless notified. If you are later than your contracted hours, we reserve the right to charge accordingly, it is to be paid upon picking up your child.

Rate: \$20.00 / hour – pro-rated every quarter hour.

Social Service Notification:

The school has the right to notify social services/local law enforcement agencies of any parent who does not show up to pick-up or call for their child by closing time will be billed accordingly.

After Hours Food Cost:

You are responsible for the cost of food after hours whether Social Services have been notified or not. You will be billed accordingly, and it will need to be paid before care will continue.

Please initial _____

Interpreters

If an interpreter is needed for verbal communication or document translation, program will use the listed resources to help with the communication barrier: CREA Results, A & A Languages, Language Line Solutions, or Bridge Languages.

Please initial _____

Under the Influence

If under any circumstance teacher or substitute suspects any parent or authorized person picking up a child is under the influence of drugs or alcohol, we will encourage you to let us call someone to come get you. If you leave with your child, we must report the incident. This may include notification of the local county department of social services as well as the police, if necessary.

Please initial _____

Learning & Assessment

Program sets up an intentional learning environment that helps a child’s growth and development in which involve a child’s approach to learning, physical development and health, social and emotional development, communication, language and literacy, cognition and knowledge of the world, mathematics, science, social studies, and arts all while in the environment of playing. There will be a Parent Teacher Conference 3 times / year.

Program follows Colorado Early Learning & Development Guidelines, which can be found at:
<https://www.cde.state.co.us/early/eldgs>.

Program does authentic assessments that are used to understand children’s thinking, development, and learning. These are helpful to parents, teachers, and programs in different ways.

Teacher conducts only curricula-based assessment. After the assessments are completed, parent/teach conferences are held. If further assessment is indicated or any assistance is needed outside the scope of expertise within the program, the parent will receive contact information to Child Find, which will ensure that further assessment is conducted appropriately. Parents may choose (and are encouraged) to contact outside agencies/organizations for programs or services directly. Teacher maintains lists of resources that can be shared with any parent who would like information about organizations that provide early intervention or other kinds of help.

Referral Process

The referral process is outline below:

- The teacher observes the concern
- A meeting is scheduled with the parents and teacher.
- The parent is given the contact information for the appropriate referral agency (Child Find, DDRC, or other places based on needs)
- The parent makes contact with the appropriate agency and a screening is arranged
- The outcomes are discussed with the teacher.

The teacher and parent discuss ways the program can assist in meeting the child's needs. There may be occasions when parents may choose to not accept referrals. Our program reserves the right to discontinue services if referral and outside assistance is essential to the healthy, safety and well-being of the child or to other children or adults in the program.

Please initial _____

Security

The child(ren) will only be released to the adults for whom written authorization has been given. If your family composition changes, both parents will need to approve the identities of those who can pick up children. In an emergency, the child may be released to an adult for whom the child's parent has given authorization (email is fine). If teacher does not know the adult, identification must be required and also know the password set up by the parent to insure the adult is authorized to pick up the child. If someone attempts to pick up your child and they are not authorized, 911 will be called.

If anyone who is not authorized attempts to pick up the child, teacher will make reasonable efforts to contact the parent at the telephone numbers given. In the event that the teacher is unable to reach the parent, teacher will keep the child until the parent can be reached.

If anyone comes who is not authorized and teacher has not received verbal authorization or teacher cannot reach the parent and the person becomes unruly, proper authorities may be notified. If a restraining order has been issued concerning a child, you will be notified of the restraining order upon receipt. A copy of the restraining order will be placed in the child's file and details of the restraining order shall be followed including notification of the proper authorities if necessary.

Please initial _____

Helpful Tips for Drop-Off and Pick-Up Time

At Drop-Off Time:

Please be brief...a cheerful good-bye and a hug & kiss are really helpful for your child to start the day off right. Teacher cannot always hold your child immediately, but teacher will try to engage them in an activity, or have them sit by teacher, if that is more comfortable for them. Mornings are hectic for everyone. Please don't be frustrated when your child is clinging to you. This is healthy and normal behavior. So are some tears. Just cheerfully say goodbye and leave. Listen at the window, if you have the time. You will hear the sounds of children playing happily and getting busy with their day. If you can't listen at the window, feel free to call when you get to work to check on your child. Remember that there is an open-door policy in place here. You can drop in at any time to see your child and how they are interacting.

If you have an important issue to discuss with teacher, jot a note or call teacher on the phone. All of the children arrive around the same time, and teacher is busy getting everyone adjusted and beginning our day. Your issues are important to teacher, but teacher's first priority is taking care of the children.

At Pick-Up Time:

You have had a long day at work. So, have your children. They are eager to see you, and also eager to "show-off" a little. Sometimes children try to bend the rules a little, testing to see who is in control. This puts teacher in an awkward situation. Teacher wants your children to continue to respect her and her home, but at the same time, you are the parent and ultimately in charge of your child. Please help your child follow the rules. Again, if you have an important issue to discuss regarding your child, a note or an evening phone call after the kids are asleep may be a better approach. Teacher does not always have the time to discuss a serious issue if there are other children here to care for. **(Little kids have big ears!)** On the other hand, teacher does like to give you brief information about your child's day. Please encourage your children to remain with you until you are ready to leave. As children come and go at different times, teacher does not always have their belongings/projects/notes always ready to go home. Teacher is not very comfortable with children running toward their cars, even on this quiet street. Also, please be aware of other children playing outside, riding bikes, etc.

***Finally, please do not threaten your child with "school" as the punishment. Teacher cares for your children a great deal, and give them a loving, safe environment to spend their day in. Teacher works really hard to provide fun and educational activities for your children. We all have our bad days, but the thought of a child unhappy to be here because she/he feels it's a punishment, is hurtful to teacher.**

Please initial _____

Holidays

This school is closed on the following holidays: New Year's Day, President's Day, Memorial Day, Labor Day, Juneteenth, 4th of July, Thanksgiving Day and the day after; and Christmas Eve and Christmas Day.

If the holiday falls on a weekend, either the Friday before or the Monday after will be taken as the holiday. A full week's payment will be charged during this time.

Payment is expected for all holidays, whether child is full-time or part-time.

Please initial _____

Professional Development Days

Angel Hugs will be closing at 4:30pm one day a month in order to allow for staff's professional development. These days will be posted in the newsletter. Full payment is expected for these early closure days.

Vacations and Personal Days

Your Vacations:

Please give 2 weeks notice if you are going on vacation. Pay is expected in full before you leave to hold the child's space at the school.

School's Vacations:

Teacher will give 2 weeks notice of her vacation; the teacher may use a few personal days during this time.

Personal Days:

The teacher has 20 paid personal days per year, which start over every January 1st. Payment is expected when teacher uses personal days, whether child is full-time or part-time. These days are taken to take care of health and welfare, business, court, vacations or personal concerns.

Sick Days:

The teacher has 5 paid sick days per year, which start over every January 1st. Payment is expected when teacher uses sick days. These days are taken if teacher or her family is sick. Notification will be given as soon as teacher is aware of the issue.

Bereavement Days:

The teacher has 3 paid days for death of a spouse, parent, grandparent, child, grandchild, or sibling.

Please initial _____

Substitutes

Teacher uses her sister, Jennifer Dahl, as her Official State required substitute. There may be times she cannot do this. If this happens teacher's mom, Cheryl Dahl, daughter, Jaycee Dahl, or husband, David Hewitt could be here. **If teacher cannot get subs arranged, you will need to have a back-up plan.**

Please initial _____

Infants

Teacher will contact parents if an infant shows excessive crying / inconsolable after demands are met. This usually means that a child is not feeling well, and other directions may be needed.

Please initial _____

Illness/Sick Days

To ensure a healthy environment for everyone please respect these policies, they are here to protect your child, the other children, and the teacher. If your child has a fever of 100.4 or greater, vomiting, diarrhea, infectious sores, or any communicable illnesses while at the school, the parent will be called or asked to stay home. A sick child needs its own parents and its own bed. You will be given 1 hour to pick up your child, late fees will be charged accordingly. **NO EXCEPTIONS! Inform teacher of any illness the child(ren) may have been exposed to i.e.. measles, chicken pox, strep throat, etc. If any child in this school receives a positive strep culture, it is agreed that all children will be cultured within a seven-day period of the positive culture. If your child has had any of the above over night or before arriving do not bring your child to care. Children must be symptom free for 24 hours before returning to school.** Do not give your child Tylenol or other medicines to “mask” symptoms. This sets up a vicious cycle of passing germs back and forth between the children. If you have given your child medication before coming to school you must notify teacher of type and why. Failure to do so can result in immediate dismissal. Credit or refund will not be given for the child’s missed days.

If the teacher cannot open the school due to illness of herself or her children, all parents will be notified as soon as possible, **the parents must make other arrangements. Please have a back-up plan.** The teacher has the option to use a personal day, or rates will be prorated for the time missed.

The school has the right to determine when a child is too sick to attend. The school uses the guidelines put out by “The Children’s Hospital School Health Program”. A copy may be requested if needed.

Please initial _____

Community Services

Physical health is of utmost importance for a child to develop and grow correctly. If there is a need for assistance a program can refer to the local food bank, mental health department, food nutrition programs, hearing and vision screening, dental and medical agencies.

Please see the most current newsletter for names and numbers.

Please initial _____

Emergency pick-up

The school needs to have a contact number at all times. If your contact number is a cellular phone, you must have it on while your child is in care. **Teacher must be able to reach someone at all times.** If teacher attempts to call you, due to an accident or illness and you cannot be reached, late charges will be assessed, and the police will be called. The police will come and pick-up the child from teacher and take them to the proper authorities.

If failure to get a hold of you is due to a turned off cellular phone, change of work number, or not being where you say you are going to be, teacher may have no choice but to immediately terminate care.

Please initial _____

Emergency Care

Slight injuries at the school will receive first aid from the teacher. In the event of a serious injury, the parents will be notified immediately as to the action and necessary steps will be taken to obtain medical aid. If the child's injury is deemed severe enough for immediate medical attention, 911 will be called first and then the parents will be notified as to the action taken. For emergency purposes, **parents must keep all contact numbers current.**

The school is not responsible for any accidents that may happen to your child or for any medical or legal charges. The teacher to the best of her ability cares for your child. School is not responsible for any medical cost incurred. Any and all medical costs are the sole responsibility of the parent/guardian.

Please initial _____

Medications

The state has required teacher to take the class, "Guidelines for Medication Administration: An Instructional Program for Training Unlicensed Personnel to Give Medications in Out-Of-Home Child Care, Schools, and Camp Setting". With this class, teacher can administer medication only with the following guidelines.

Teacher can apply the following: sunscreen, diaper cream and ointments. These may be applied with parent written permission as a preventive measure. If skin is broken, bleeding or a rash is present, teacher will discontinue use and inform parent and request written instructions from the health care teacher.

Any prescription or non-prescription medication can be administered **only** with the following guidelines:

1. **Health Care Provider Written Authorization for Prescription and Non-Prescription (over-the-counter) Medications (Form)**

The form is posted by school's front door. This is to be filled out completely by the Health Care Provider and returned before I can give any medication. There is to be 1 form per medication and **NO BLANKET PERMISSION FORMS ARE ACCEPTABLE.** Authorization must include the start and end date for the medication as well as the reason the medication is needed.

2. **Parent Written Permission (Form)**

At the bottom of the Health Care Provider Written Authorization Form is the part where you the parent needs to sign.

3. **Medication must be in the Original Pharmacy Labeled Container (Medication Bottle)**

This is not the same as the Health Care Written Authorization Form.

Over-The-Counter Medicine Container (Medication Bottle) needs the following:

Child's Name, Directions for safe use, Expiration date, and List of ingredients.

If there is a change in child's medication or dosage, a new Health Care Provider Written Authorization Form will need to be filled out.

Medication is stored in teacher's bedroom that is off limits to children or locked. School has a log record for all medications given. Teacher will give back the medication to the parent for disposal.

Please initial _____

Conduct/Household Rules

There is to be no physical or verbal disciplinary actions taken by any parent against another parent's child at any time. This will be grounds for immediate dismissal.

Children:

As children grow, so does the expectations of behavior and development age appropriateness is taken into consideration with everything. Teacher has established certain rules, which are essential to the safety and smooth functioning of the school. These rules need to be followed by all children at all times: **Adults are to be**

RESPECTED!

These Behaviors Will Not Be Tolerated:

1. Running in the house, they may run outside when it is appropriate and safe to run
2. Climbing, standing, or jumping off the furniture
3. Eating or drinking is only done in the playroom or at the table
4. No offensive language
5. Hurtful name-calling
6. Keep hands, feet, and objects to yourself i.e.. hitting, biting, pinching, hair-pulling or spitting
7. Talking when teacher is speaking to the group
8. Stay in your seat unless given permission to do otherwise, when told to set down
9. Obey all outside rules of teacher's front and back yard, such as keeping voices to a minim, etc.
10. Fighting, threatening, intimidating, or harassing
11. Willful disrespect or disobedience
12. Throwing objects in anger, throwing dangerous objects, or throwing objects in such a way as to endanger another person
13. Acts of vandalism to teacher's house, front / back yard, toys, cars, etc. or private property
14. Stealing
15. Possession and / or use of smoking materials, drugs, alcohol, fireworks, weapons, etc
16. Lying to another person
17. Leaving teacher's house / group without permission
18. Acts of violence or talking of acts of violence to endanger any other child or an adult

These Behaviors Will Be Encouraged:

1. Learn self-control since that is the primary purpose of self-discipline
2. Live in such a way that all other children may have a safe and comfortable environment
3. Demonstrate honor and respect for teacher and other children.
4. Be a good steward of his body, his property, and the property of others, and the property of my house, my things, and my children's things.
5. Learn and practice repentance and forgiveness.
6. Children are to **ALWAYS** listen and follow directions the first time they are given.
7. Raise your hand and wait for permission to speak when we are trying to get activities, crafts, etc. done

This will be a no tolerance policy and will take affect on date of enrollment.

If theses rules are not followed teacher has the right to immediately dismiss any child(ren).

Parent's Code of Conduct

Angel Hugs Early Learning requires that all parents or adults of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of our goals here is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the teacher and staff, but is the responsibility of each and every parent or adult who enters this facility. Parents and adults are required to behave in a manner that fosters this ideal environment.

School asks that **NO** parents or adults' discipline any of the other school children. Everyone has a different form of discipline and this just confuses child(ren) if there are too many trying to redirect them. If you witness a wrongful act by another child, you need to let the teacher know so the teacher can handle it. Due to many of the children that go to school together, if there is a problem with another child and it did not happen in school, it is to be taken up with the child's parent. If there is something that has happened here, teacher will handle it. Again, if you have an important issue to discuss regarding your child, a note or an evening phone call after the kids are asleep may be a better approach. Teacher does not always have the time to discuss a serious issue if there are other children here to care for. **(Little kids have big ears!)** Teacher does expect you as a parent to act in a very professional manner.

Abusive conduct to teacher or staff (slandorous remarks or demeaning or threatening tones) will not be tolerated.

Such conducts will be documented, and the parent or adult warned that further occurrences may result in withdrawal of their child(ren) immediately from Angel Hugs Early Learning if the situation requires it.

Please initial _____

Separated / Divorced Families

It is difficult when any family composition changes, and separation/divorce is difficult in the best of times. Angel Hugs Early Learning is not here to take sides in your changed relationship and is focused only on serving your child in a consistent, safe, loving way. To make that happen, Angel Hugs Early Learning needs both parents to communicate professionally, politely, and in a way that focuses on what is best for your child. To involve Angel Hugs Early Learning in your frustrations with each other causes stress and is unproductive. This contract must be signed by both parents in order for your child to be in care.

Parent Teacher Conferences will be communicated with both of you, as this ensures transparency with your child.

In connection with your enrollment, you will complete a list of people you authorize for emergency pick-up. Please talk amongst yourselves in whatever way is best and confirm that the list remains acceptable. In the event that, that list, or your families change further through marriage or otherwise, Angel Hugs Early Learning will need to have a document signed by both of you that the lists of names and telephone numbers of persons other than those individuals who are currently authorized to take the child from the facility or who should be called in the event of an emergency.

Guidance/Consent/Safe Touch

It is the policy of Angel Hugs Early Learning to inform parents of the nature and type of routine physical contact their child(ren) will experience while in my care. There is **NO** physical punishment, emotional harm, or humiliation in my school. It is the school's belief and practice that children need nurturing, adult physical contact for their care, and healthy development. This contact can be described in four ways:

1. Nurturing: This includes hugs and non-intimate kisses, hand holding, gentle tickling, caring, and cuddling. This type of contact is never made against the expressed wishes of the children.
2. Safety and Guidance: This includes restraining children from harmful situations, separating physically conflicting children, directing children by gently leading or guiding them and administering 1st aid to injuries.
3. Hygienic: This includes face and hand washing, assisting with bathroom duties (as appropriate to the age of the child), diaper changes, examining rashes or unusual marks, nose blowing and assisting with or conducting necessary clothing changes. When more than 1 person is in the bathroom, the door must remain open. Teacher has a right at any given time to enter into the bathroom/any part of the house for health, safety, and protection of a child.
4. Safe Talk: There is always a “rolling consent” between teacher and child with Safe Touch with nurturing and hygiene. Words that will be use on a daily bases here will be the correct use of names of body parts: anus, penis, scrotum, vagina, labia majora, labia minora.

It is also my belief that it is normal and healthy for children to express affection with their peers. This includes hugs and non-intimate kisses and handholding. This type of contact is never made against the expressed wishes of the children. This is taught as part of the “rolling consent” to all children in care.

Conflict Resolution Policy

Children are encouraged to problem solve and use appropriate self-control throughout their day appropriate to their age and development. If further assistance is required, teacher will assist the child(ren) to talk through their problem, role-play, use reminder clues, or redirect to get child(ren) back on track. As a last resort, child will be provided a safe refocusing place. Teacher will ask guided questions, but will resist solving the children’s problems for them. This gives the children the opportunity to make decisions and practice self-regulation of socially responsible behavior appropriate to their age and development.

- Program cultivates positive child, teacher, and family relationships
- Program creates and maintains social and emotional respectful early learning and care environment
- Program implements strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children
- Program will access an early childhood mental health consultant or other specialist as needed

Early Intervention of Challenging Behaviors

Functional Behavior Assessment:

- Understand – Teacher will try to find a purpose or function of the behavior
- Observe – Teacher will write down what happens before, during, and after the behavior
- Interview – Teacher will talk with parents about the nature of the behavior, what the child might gain with the behavior, what happens before the behavior, etc.

Once a teacher has assessed the behavior, teacher will continue on with the Positive Behavior Support.

Positive Behavior Support Policy:

Develop a Plan: (Appropriate to their age and development)

- Teacher will teach **new replacement** skills. Teacher will give strategies for **responding** so that the new skills are maintained and acknowledged. Teacher will have strategies for modifying the curriculum, environment, activity, or interactions to **prevent** the occurrence of the behavior.

Actions:

- Teacher will implement, monitor, and refine the behavior support plan

Suspension, Expulsion, or Request to Withdrawal a Child Due to the Concerns about a Child's Behavioral Issues:

Step One:

-Failure with the Positive Behavior Support Policy, after multiple refining, teacher will meet with parents to discuss step two.

Step Two:

-Teacher will access an early childhood mental health consultant or other specialist as needed to form a team.

Step Three:

-Teacher will implement the suggestions made up by the team.

Step Four:

-Team will meet to discuss the next steps and what is in the best interest of the child. Teacher will follow the early childhood mental health consultant or other specialist's recommendations for suspension, expulsion, or withdrawal.

Please initial _____

Code of Ethics

Program follows the NAEYC, which, "recognizes that those who work with young children face many daily decisions that have moral and ethical implications. The **NAEYC Code of Ethical Conduct** offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education," (NAEYC Code of Ethical Conduct, 2011). Can be found at: <https://www.naeyc.org/files/naeyc/file/positions/Supplement%20PS2011.pdf>

Please initial _____

Repair and Replacement of Property

When children play, items may be accidentally broken, this is to be expected. However, when items are broken through malicious destruction or intentional misuse, repair or replacement is expected. (within 15 days from incident)

Please initial _____

Meals & Nutrition

Meal Philosophy:

All children grow at different times, stages, and ages and one big source of energy children receive is through food. Breakfast, Lunch, Dinner and Snacks are provided according to the USDA standards. School is signed up with Kid's Nutrition Child and Adult Care Food Program, Inc. and all children in school need to be signed up in this program. Teacher encourages the child(ren) to at least try a bite of food, but they are not forced to finish it. Alternative meals are not provided with the exception of food allergies. An effort for a child's likes and dislikes will be considered. Water is offered between meals.

Infants: Fed on demand. Children under the age of 1 year will have to be introduced to new foods by the parent. Teacher will need to be notified to add it to the child's meal. Teacher is not allowed to add any infant cereal to any bottle. Please see Breastfeeding-Friendly Child Care Policy and Feeding Plan.

Bottle, Breast & Sippy Cup Transitions:

Parents must notify school when they want their child transitioned from a Breast to Bottle, Breast/Bottle to Sippy Cup, so that teacher may help support the transition in the best way possible.

The school's meal times are as follows:

Breakfast- 6:30 to 8:30

AM Snack- 9:00 to 10:00

Lunch- 11:00 to 12:30

PM Snack- 2:30 to 3:30

Supper- 5:00 to 6:30

Evening Snack- 8:00 to 9:00

Please have your child at school no later than the designated times to receive a meal, or please be sure your child has had the meal at home. Please do not bring food for your child when a meal is missed, this disrupts our schedule and is unfair to the other children.

Food Allergies:

A note from the child's health care provider stating the child's food allergies needs to be on file. If there is anything added to this, a new note needs to be submitted. School will do the very best to accommodate the food allergies of the child, but cannot guarantee contact.

Menus:

Teacher will hang the menu on the wall or communicate it verbally. Menu posted is subject to change.

Breastfeeding and Breastfeeding Friendly Child Care (BFCC) Recognition:

See Program's Breastfeeding Friendly Child Care Policy Handbook

Nutrition Classes/Training:

Proper nutrition is essential not just for the body or mind of an infant or child, but the child as a whole. Proper nutrition supports children as they grow and develop, without proper nutrition a child's body will develop at a slower rate and the brain will not have the necessary nutrients like antioxidants, vitamins and minerals that support growth, and development. Some parents need desire more support in how to provide nutritious meals and snacks or how to teach healthy dental habits to their children, this is where our Parent Trainings come into play. Angel Hugs Early Learning offer a variety of nutrition classes throughout the year to support our families with learning to provide healthy and balanced meals, maintaining positive and effective dental habits, and learning skills that can provide a healthy home environment for the children and family as a whole. By doing this our children and families can start off on the right foot with their children's health. We utilize programs like: Cooking Matters, Live Well Colorado, The Grow Haus, Cavity Free Kids, and others like these for our Parent Trainings.

Garden Area:

Utilizing a garden space to bring the world of fresh produce to life is one way our program teaches young children and their families about healthy food choices and the types of nutritious foods that will support children's brain development. Children participating in growing and harvesting fresh fruits and vegetables can build a strong connection that the fruits and veggies are more than just food on a plate or a snack to eat. It teaches them responsibility, time and attention so that living things will grow and thrive. The children learning science by using it to create an understanding how the plants grow from a tiny seed into these amazing plants that produce fruits, vegetables, and herbs. Angel Hugs has garden pots that is conveniently located on the back porch. In the garden pots the children are provided with the opportunity to learn how to prepare a garden bed or a planter, plant seeds, care for the plants as they grow, talk about what is happening inside the plant, the children then harvest the produce, and we try the various vegetables/fruits/herbs during snack and lunch times. Examples of the types of plants that the children and teachers grow are carrots, tomatoes, lettuce, mint, cilantro, to name a few. With the garden pots we are teaching children the importance of eating fresh fruits, vegetables, and herbs. Using the garden to bring it all together in a real-life experience, which also builds understanding of life cycles, nutrition, hard work, and responsibility.

Please initial _____

Naps

Each child will be an afternoon rest period, alternate activities will be provided if they do not sleep. Older children (school age) are not required to lie down but they must not disrupt the napping children, or they will be asked to lie down also. Older children will have “quiet time” –i.e.; reading books, coloring pictures, movies, doing homework, etc. at this time. A tired child is an unhappy child. For the sake of the children, naps are built into our curriculum (they are also required by the state). Naptime cuddlies such as stuffed animals are okay to bring for children over 2 years old.

Naptime runs from 12:00pm to 2:30pm. Please have your child at child care before or after naptime so that our schedule is not disrupted. Children arriving just before or during nap will lay down with the rest of the children; please do not tell your child otherwise.

The American Academy of Pediatrics suggests that healthy, full-term infants sleep on their back to reduce the risk of SIDS. Prone or tummy sleeping is not the recommended position for most infants. Therefore, school’s precautionary policy is that all infants will nap on their backs until the age when they can roll over on their own. At this point, they will still be placed on their back for naps, but they may roll over on their own. Please see infant sleep policies for more details.

Naps will take place in a playpen or on nap mats.

Please initial _____

Outdoor Play

Outdoor play is built into our everyday curriculum. We all will play outside if the temperature is between 20 degrees F and 90 degrees F. If there are active precipitation adjustments will be made for the situation. Gross motor play indoors will be provided. During the summer, an authorization form will be sent home for sunscreen usage, which is good for 1 year.

Protective Equipment

Parents must supply the proper equipment for indoor/outdoor activities, including wrist protection, and knee and elbow pads when riding a scooter, bicycle, skateboard, or rollerblades.

2nd Hand Smoke

Teacher will take all steps to protect all the children in school from 2nd Hand Smoke as stated by Colorado Law.

Clothing

Children should wear clothing for comfort and convenience. For the child’s safety on the play equipment, please no clogs, etc. Comfortable sneakers or sandals should be worn, and water shoes for summer play. Please dress your child in clothing that is suitable for the weather. This is a hands-on school; children learn by doing. They should not be worried about getting dirty or having spills on their clothing. Please dress your child in play-clothes. Parents must bring a change of clothing, marked with the child’s name to be left at the school. The school is not responsible for lost or soiled clothing.

Sunscreen

Sunscreen will be applied every 2 hours if playing in water or every 3 hours if not playing in water. Infants not able to have sunscreen yet, will be protected by coverings, such as porch, umbrella, etc. Please see Sunscreen Consent form for more details.

Supplies Needed

Please make sure your child is brought to school each day with the supplies needed. Please mark all the supplies with child’s name. Each family has their own storage bags that hold the children’s supplies. The school is not responsible for lost, damaged, or soiled clothing or any property lost or damaged. The following is a list of supplies:

If school has to supply any diapers or pull-ups, you will be billed accordingly!!!!!!!!!!!!!!

Infants – Ages 0-12 Months:

- A week’s supply of diapers
- Bottles
- Breast milk/Formula (School supplies iron-fortified formula, but if you have a certain brand you use-bring it.)
- 2 or 3 changes of clothes
- A blanket – No child under 2 will be given a blanket to sleep, due to safety issues.

Toddlers – Ages 1-3 Years:

- A week’s supply of diapers or pull-ups
- A change of clothes, more if potty training
- A blanket, small pillow, and / or teddy bear – No child under 2 will be given a blanket or pillow to sleep due to safety issues.

Preschool – Ages 4-5 Years:

- A week’s supply of diapers or pulls up (if necessary)
- A change of clothes, more if potty training
- A blanket, small pillow, and / or teddy bear

Wintertime: Snowsuit, boots, hat, mittens, or gloves

Summertime: Bathing suit, towel, rest of list will be given later

Fall/Spring: Sweater or light jacket, boots, or old shoes (for muddy outside play)

School will supply wipes unless certain brands are used.

Please replenish supplies as asked by teacher.

Please initial _____

Diapering and Toilet Training Policy

All children will be handled on an individual basis according to parents’ wishes. I want my child’s diaper to be changed every _____ hours/_____ times/day and when the child has soiled in-between these times. Proper diapering methods will be used until such time that the child and parent have indicated that they are ready to begin toilet training. Diapering and toilet training will be approached in a positive manner to make the experience good for the child. No harsh or severe punishment will be used in the diapering or toilet training of any child. In toilet training if the child tells the adult, “No,” they do not want to go, the adult will respect that response. Teacher also expects the same approach to be taken by any parent or other adult here, while dropping off or picking up a child.

Please initial _____

Required Doctor’s Note Policy

A doctor’s note containing any special information about a child i.e.... allergies, sleep position, sleep habits, eating habits, play restrictions etc. will be required by teacher only if a parent is asking the teacher to do or not do something the teacher deems unusual for a child’s normal development.

Please initial _____

Toys, Food and Money

Do not send toys, candy, gum, or money with your child unless specifically asked to do so. These items place an unnecessary burden on the teacher and cause the child to become upset when taken away. These items can also pose a choking hazard that the teacher is not aware of. A soft animal or blanket may be brought for naptime. If toys are brought, school is not responsible for lost or broken toys.

Food may be brought to share with everyone. If food is brought for just themselves, it is only to be eaten during eating times.

Please initial _____

Electronics

Electronics of any sort is NOT allowed. If your child has a cell phone, the phone must be placed on the counter while your child is in care due to privacy of other children. (Remote Learning is the only exception)

Remote Learning Policy

Please see Angel Hugs Early Learning’s Remote Learning Policy

Recalls

If there is a recall on a toy, baby/children equipment or furniture this school will either get rid of the item or take it to a store where the item can be exchanged for a replacement item or returned.

Please initial _____

Transportation

Teacher may drive her child(ren), from time to time, to different places as deemed necessary. A standard Transportation slip will be filled out prior to scheduled field trips, but sometimes an impromptu field trip may occur.

School will provide car seats that are appropriate for the child, will stay up-to-date on all Colorado Car Seat Laws, and will enforce them in the vehicle.

School has a 15-passenger van to carry all the children.

School just purchased a new van for transportation. There is to be no food or drinks in the van at any time. Any damage purposely done to the vehicle will be the parent’s responsibility to have it replaced or cleaned.

Please initial _____

Household Pets

Notification of the existence of any pets or other animals residing in the home or on the property of the family child care facility will be given to parents. Pets in the home shall be vaccinated in accordance with the requirements of the local county Boards of Health. Proof of vaccination will be kept on file in the facility. Please see Household Pet Policy for more information.

Please initial _____

Child Abuse Reporting Procedure

State Regulations requires that all suspected child abuse shall be reported immediately to the proper authorities. Any caregiver or child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglected, who has observed the child being subjected to circumstances, or conditions that would reasonably result in abuse or neglect must immediately report to or notify teacher. A report will be made of such facts to the county department of Child Protective Services and or local law enforcement agencies. **Report Line: 1-844-CO4KIDS**

Please initial _____

Child Disability Acceptance Policy

Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition will be in compliance with the Americans With Disability Act. School will provide reasonable accommodations for the child with a disability or special needs, to the best of our ability. A lack of independent ambulation or the need for assistance in feeding, toileting, of dressing or in other areas of self-care will not be used as sole criteria of enrollment or placement or denial of enrollment or denial of placement. Efforts will be made to accommodate the child's needs and to integrate the child with his/her peers who do not have disabilities.

Please initial _____

Special Needs / IEP & IFSP

Program will collaborate with the providing agency to best meet the child's needs.

Please initial _____

Filing a Complaint

Complaints about this or other family childcare homes can be made to:

Colorado Department of Early Childhood (CDEC)

Division of Early Learning Licensing and Administration (DELLA)

710 S. Ash Street

Denver, CO 80246

(303) 866-5948 or 1-800-799-5876

Cdec_eelchildcarelicensing@state.co.us

Rules and Regulations

Official Rules Regulating Family Child Care Homes can be obtained online at [Rules And Regulations | Colorado Department of Early Childhood](#) or <http://www.sos.state.co.us/CCR> or at:

Division of Child Care

710 S. Ash Street

Denver, CO 80246

Responding to Emergencies:

All children including children with disabilities will be included with all emergency plans. All medications and equipment will be taken with the group. (All drills are performed monthly or quarterly.)

Lost Child:

At anytime, if a child becomes lost, teacher will do a physical search. If the child is not found, the police will be notified immediately. The parents or emergency contacts will be contacted immediately.

Fires:

All children and teacher will evacuate through the nearest exit and proceed in an orderly manner. Attendance will be verified by teacher. The house/building must be checked and cleared by professionals before anyone is allowed to re-enter the house/building. School-age children will not be taken to school or picked up due to this situation.

Lockdown: (Lollipop Drill)

All children and teacher will stay in the house with locked doors and windows. There will be no admittance or leaving the house by anyone during this time. School-age children will not be taken to school or picked up due to this situation. This will continue until an announcement has been made by authorities that all is safe.

Reverse Evacuation:

All children and teacher will come in from outdoors due to severe weather, hazmat, gunfire, etc.

Shelter-In-Place:

All children and teacher will stay in 1 room of the house with doors and windows sealed by plastic and duct tape due to Hazmat situations. There will be no admittance or leaving the room/house by anyone during this time. School-age children will not be taken to school or picked up due to this situation. This will continue until authorities have made an announcement that all is safe.

Active Shooter:

All children will be taken to a safe place in the home.

In case of an emergency, parents or emergency contacts will be notified.

Please initial _____

Inclement Weather

If ever there is a tornado warning or watch, teacher will take all children under the stairs in the basement for our protection. We will stay there until authorities have made an all-clear announcement. Drills will be held quarterly by the teacher to ensure safety in case of an emergency.

During severe snow days, this school is closed along with the **Jefferson County School District and/or Denver Public Schools**. Payment is due in full during this time.

Please initial _____

Evacuation Away from Facility & Reuniting with Families

Location #1:

If there ever was an evacuation due to a fire, gas leak, or something that is directly related to the house, the following is what would be done:

Teacher would gather all children and go to:

6820 W. 60th Ave
Arvada, CO 80003

Location #2:

If there ever was an evacuation for school's neighborhood, the following is what would be done.

Teacher would gather all children and go to:

Wheat Ridge United Methodist Church
7530 West 38th Avenue
Wheat Ridge, CO 80033
(303)422-3459

Teacher will try to contact all parents. If you cannot be reached, please call my cell phone at (303)859-1789.

When there are Natural Disasters, many phones may be too busy, due to high call volumes. So here is another number available so you can get information. She will be notified immediately after we have arrived at either location safely, if phone lines allow us to do so.

School's Contact Person is: Cheryl Dahl (720)366-8894

Continuity After a Natural Disaster

Responsibilities:

- Teacher is ultimately the one in charge during and after the emergency or disaster. Teacher's family has been assigned specific jobs, if they are home. They have gone through the drills and have read over the policies.
- Program has a "Ready File" with children's information, medication administration forms, sign-in & sign-out sheets, and incident/injury forms prepared and ready to go, if needed. This file is taken with us in the event of an evacuation and will be kept with the teacher, until we are able to return to the house.

Emergency Waiver:

During an emergency or other significant unexpected event, the program may request an emergency waiver to move to a temporary location or exceed capacity, on a temporary basis, to accept children and families from affected areas.

Building and Physical Premises Plan

School has developed a list of all hazards and important information that one may come in contact with and around the house, both inside and outside. A copy of this list will be provided, and one will be hung up.

Please initial _____

Tax Receipts (Depending on School and Parent)

After January 3 and by January 31 of the next calendar year, end of year receipts will be given; this will contain all information needed for your childcare tax credit. If you have moved, please contact the school for the information.

Please initial _____

Equity and Diversity Policy

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity, it is not limited to just these areas. Diversity also includes the different physical, cognitive, and social abilities that one possesses. Angel Hugs values and welcomes the diversity of the community, families, and children we serve that are equitable and inclusive of all children and families. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we do to help ensure that our program reflects the diversity of our community and is responsive to their needs, as well as the needs of the children we serve, is we conduct annual self-assessments in various areas, including Family Engagement, Inclusive Teaching and Learning, Culturally Responsive Practices, Reducing Bias, and Trauma Informed Programming. Other ways we work to ensure that Angel Hugs is sensitive to the diversity of our families and children as we ask families to complete our "Annual Questionnaire", which will give us insights into your family's traditions and needs. If you or your family is experiencing trauma or other adversity or challenges and in need the support of a community-based resource or service, we can help you connect with those supports.

We have also received training on trauma informed practices, as well as training about equity and anti-bias teaching practices. The diversity of our community and society is also reflected in the teaching that occurs here and, in the materials, for example, the books, music, and props, that are found in our facility. We warmly invite families, staff, and members of our community to share their traditions and customs with the program and the children enrolled. These stories and experiences will be valued and respected as part of the children's learning experience.

Parents' Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at the facility, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), the facility must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. If conflicting court orders are presented, the most recently dated court order will be followed.

In the absence of a signed court order on file with the facility, both parents shall be afforded equal access to their child as stipulated by law. The facility cannot — without a court order — limit the access of one parent by request of the other parent, regardless of the reason. This includes access to files or financial records, which are available to all custodial parents. If a situation presents itself where one parent does not want the other parent to have access to their child or some particular information, the facility suggests that the parent keep the child with them until a court order is issued. Our rights to retain your child are secondary to the other parent's right to immediate access. Staff will contact the local police should a conflict arise.

Once presented with a Protection from Abuse Order or a Restraining Order, the facility is obligated to follow the order for the entire period it is in effect. Employees of the facility cannot, at the request of anyone — except the issuing judge — allow a Protection from Abuse Order and/or a Restraining Order to be violated. The facility will report any violations of these orders to the court.

Should we become aware of a Protection from Abuse or a Restraining Order, we will insist upon the protecting party serving the local police department with a certified copy of the order if they have not already done so. Very often the Parent protected by the Order will serve the police department where they live and work, but will forget about the police department in the jurisdiction where the school is located.

Please initial _____

Child Information Privacy

Colorado Childcare Regulations provide that child files, including personal and financial information, are to be kept confidential from third parties, in accordance to the Federal Education Rights and Privacy Act (FERPA) and other privacy laws such as Health Insurance Portability and Accountability Act (HIPPA).

Angel Hugs Early Learning does accept Federal and State funding, such as CCCAP, grants, food program, etc. and in order to accept these funds, this program must comply with the FERPA.

FERPA laws can be found at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> (Angel Hugs Early Learning also has a handout for most frequently asked questions)

HIPPA laws can be found at: <https://www.hhs.gov/hipaa/for-professionals/index.html>

Please initial _____

Termination of Contract

There is a 2-week trial period (14 days, including weekends, starting your first day of care), during which the teacher or parent may discontinue care and terminate the contract without any notice given.

After the trial period, a **three-week notice** must be given when vacating the school with payment in full.

If payment is not made and your account remains delinquent, legal actions will be taken. All collection charges, late charges and legal fees will be added to your account and owed to the school.

Please initial _____

The school reserves the right to terminate the service if:

1. Immunization records are not kept current (by CO state Regs.).
2. Tuition is not paid (or parent fee, for subsidized families).
3. If the parent is not supportive of the policies and procedures.
4. The teacher is treated in an abusive or derogatory manner, but only after Early Intervention of Challenging Behaviors has been met, including meetings with an early childhood mental consultant or other specialist as needed.
5. If the child’s behavior is disruptive, unmanageable, or harmful to other children or teacher and the outlined steps of Early Intervention of Challenging Behaviors have been done with no results.

Please initial _____

Although most termination cases will be given three-week notice, there are cases that deem immediate dismissal as described in this contract. In the case of immediate dismissal, three-week payment is required with no further care provided.

Please initial _____

Parents are welcome to visit at any time during school hours.

Teacher's Promise

Teacher will provide a loving; nurturing "home" environment that supports the physical, social, and emotional needs of the child(ren). School will furnish age-appropriate and developmentally appropriate toys, games, books, etc., which will stimulate growth and development.

Teacher will avail herself to workshops and classes which will further her knowledge in any area of school and education.

Teacher's initials _____

I have read and understand this contract completely.

I understand the payment procedure completely.

I understand that it is my responsibility to have a backup provider.

By signing below, I agree that I have been given a copy of this Contract/Policy and Procedures

Parent's Signature _____ **SS#** _____ **Date** _____

Parent's Signature _____ **SS#** _____ **Date** _____

Teacher's Signature Sarah Hewitt **Lic#** 1513594 **Date** _____

This contract is subject to change at any time with notice and will be updated yearly

(State/County Funded Parents need to sign additional contract.)