***Power Academy COMPASS Program***

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***PS 175***

***175 West 134th Street***

***New York, NY 10030***

***Telephone: (917) 817.4731***

***Parent & Family***

***Handbook***

***Ms. Tiffany Johnson, Program Director***

***Ms. Kim-Deja Fleming, Program Aide***

***Mrs. Kavita Jagarnath-Ocasio, Principal***

***Mrs. Charmaine Downton, Assistant Principal***

***Mrs. Melanie Lorenzano, Assistant Principal***

***2022 – 2023 School Year***

***September 19, 2022 – June 16, 2023***

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Program Overview & Mission

The After School Program at PS 175 will be administered by the Mission Society of New York City (“Mission”). The funding for this program comes from the Department of Youth and Community Development. Our summer program serves 150 participants in grades K-5. Once enrolled, students will be accepted and will have to attend the after school program 5 days per week from 2:15pm - 5:15pm.

The goal of Mission Society of New York City’s Power Academy after school program is to narrow the educational achievement gap through engaging hands-on activities that provide exposure to, and application of, STEM concepts; and increase literacy skills through guided reading exercises and performing arts all while supporting Social Emotional Learning. Mission understands the importance of community and works to create caring program environments for participants and their families.

During program hours, participants will receive assistance with homework help, academic support and have the opportunity to participate in a variety of engaging activities, including social-emotional learning, physical education, literacy, STEM (Science, Technology, Engineering, and Math) and the arts. During the program, participants will have time allotted for supper / snacks. Educational enrichment and recreational activities will be provided daily by dedicated staff members.

***Program Philosophy***

All children are unique, having different experiential backgrounds and needs, skills, talents, abilities, interests, and learning styles. Our after school program provides a safe, caring, creative, loving and robust learning environment that will support and encourage each participant to develop to their fullest potential intellectually, emotionally, socially, and physically. Education is a partnership of school, home and community. All parties have both rights and responsibilities within that partnership, in support of our participants, in order to create opportunities to support their development as independent and contributing members of their community and of the global society.

***Program Goals and Objectives***

After School at PS 175 is New York City’s free school based after school school program for any city child in grades K-5th. After school at PS 175 will integrate the strengths of DOE academics with the Department of Youth & Community Development’s (DYCD) school based enrichment programming. Students will get to go outside, learn, and engage with peers and caring staff in safe, supervised, and enriching ways. Students will be able to reconnect with one another and with their schools. Students will address unfinished learning while being provided avenues for recreation, exploration, and fun.

Our Power Academy program provides academic enrichment through STEM, and literacy. Our Innovation Station STEM curriculum fosters inquiry by guiding participants through the engineering design process. Participants receive an engineering design challenge each week and must work collaboratively to design and build solutions to these challenges. The curriculum incorporates social-emotional development as participants learn to communicate clearly and work cooperatively, and helps participants build resilience as they learn through trial and error.

All students participate in Mission Success, our social-emotional learning curriculum. This curriculum encourages our participants to address the five areas of social-emotional learning: self-management, relationship building, self-awareness, social awareness and responsible decision-making. Participants create art, play games that foster collaboration and teamwork in a socially distant way. Participants also participate in creative writing, and engage in lively class discussions.

Participants develop leadership skills as they practice public speaking and perform in front of an audience. In addition to academic enrichment, our program also provides physical activities and sports.

***MISSION STATEMENT*** -- Mission Society of New York City

The Mission Society of New York City provides programs and services in a warm and loving environment where children and families from underserved communities can achieve personal growth and self-sufficiency.

***Program Dates***

After School services begin on September 19, 2022 and ends on June 16, 2023. The program will run Monday through Friday. Mission Society will follow the Department of Education (DOE) and Department of Youth and Community Development’s (DYCD) recommendations for school closures and early dismissals. This relates to any emergencies, inclement weather, or closures due to COVID-19.

In the event of program closures or scheduling changes, due to COVID-19, Mission Society’s Power Academy program will offer a remote, online option for participants via zoom. The goal of this online programming is to:

* Continue to build supportive relationships with our participants and their families;
* Support families during these challenging times;
* Provide resources and assistance to our participants and their families;
* Provide fun, exciting educational activities for our participants to do while at

 home.

We strongly encourage you to follow our social media accounts so you can see what your scholars are up to in after school (see below), visit our website, and participate in our program’s remote learning offerings. In addition, please keep your contact information updated so we can communicate daily.

Our remote learning websites will be monitored by program directors. Staff members must attend training and sign a Code of Conduct related to the professional, responsible use of online learning platforms. In addition, we ask that all participants comply with the in-person and remote learning codes of conduct (found below).

***Website Information & Social Media Information:***

Website: [MissionSociety.org](http://missionsociety.org)

Social Media:
 Instagram: @MissionSocietyNYC
 Facebook: Mission Society of New York City
 Twitter: @MissionSociety
 Youtube: NYCMissionSociety

Remote Learning Platform:

 Zoom

***Parent / Guardian Responsibilities***

There are many aspects of the after school, for which we need the cooperation and patience of parents. As you know, the quality of parents’ relationships with both the day school and after school program is a good indicator of students success. **Parents and guardians should ensure that a responsible party is available to pick up and drop off participants at all times.**

Inappropriate behavior from parents/guardians will not be tolerated. This includes, but is not limited to the following:

1. Foul language or aggressive behavior used by parents/guardians towards anyone involved in our program
2. Approaching other participants under any circumstances
3. Removing a child from the group without formally signing out that child.
4. Failure to check-in with the security desk if a child is going to be picked-up early
5. Entering the building during dismissal or program hours without permission
6. Bringing strollers or carriages in the dismissal area, as this is a safety hazard (front lobby)
7. Failure to adhere to school and/or program policies related to the COVID-19 pandemic

***Medical Documentation:***

Each participant must have an updated, stamped, dated and signed medical form on file with the program at all times.  Failure to do so may cause the participant to be suspended from the program pending submission.

In addition, we ask that you accurately fill out our program application / documentation - which asks about medical conditions. Please keep us informed about any health/medical concerns that might impact their ability to participate in the program. For example, if a participant is not allowed to participate in certain program activities due to medical/health concerns, we will require documentation indicating the student can resume participation in these activities.

***Dismissal***

**Dismissal will be in our school yard located on 135th Street. Please pick up your child in a timely manner every day. Each group will have a designated area to dismiss from. If the weather is bad we will dismiss from the exits and leave the students indoors while sign out happens.**

**Dismissal begins exactly at 5:15pm.  We expect to have dismissal completed by 5:30pm.**

 **Please make sure there is a designated adult that’s on the pickup list at dismissal so that all of our staff can leave at their designated time.**

**No one will be allowed inside of the building for any reason without permission.**

We ask that you please be patient at dismissal.  **All parents/guardians must sign out their child**.  We will dismiss your children **one at a time** so that we know that they are in the custody of you or the designated adult on the pick-up list.  We do not want your children running out in a disorderly fashion.  Please cooperate with us to make the dismissal procedure a safe one for you and your child/children.

We understand that there are times when emergencies do arise and that you may not be able to pick up your child in a timely manner.  We ask that you please call us at ***917-817-4731*** if you know that you will be 5 to 10 minutes late for dismissal.

Please Note: In order to ensure the health and safety of our participants and their families, Mission Society will follow the recommendations of the school, consistent with regulations from the Department of Education, and the Department of Health regarding pick-up procedures during the COVID-19 pandemic. It is the responsibility of Mission’s Power Academy program to regularly communicate with parents about any changes to the pick-up/drop off procedures. Please read notices sent home with your child, or acknowledge the text messages you will recieve in order to make sure we can work together to maintain the safety of our participants, staff, and families.

***Early Pick-Up***

We understand that there are times in which you must pick up your child/ren before the program ends. We ask that you please contact us ahead of time by calling the Mission Society office cell phone at ***(917) 817-4731***.

All early pick-ups must be through the PS 175 main entrance which is located on 134th Street. All early pick-ups stop at 5:00pm. The reason for this is because staff is getting the scholars ready for transition to the school yard. The front lobby doors will be locked at 5:00pm by school safety.

***Parent/Guardians & Custody***

Please Note: If there is a court order in place preventing any individual from picking your child up from program and/or coming into contact with your child, please provide us with a copy of that court order or any other necessary written documentation. If a former pick-up designee is no longer allowed to pick up your child then a handwritten letter will suffice. These documents will be kept in the child’s program files and shared appropriately to ensure your child's safety.

Please provide a copy of a photo of the person(s) not authorized to pick up the child as it will be kept on file.

***COVID-19***Please Note: Even though majority of COVID-19 Health and Safety protocols has been lifted we will still keep this part in the handbook for caution. If you will like your child/ ren to follow the protocols you’re more than welcome to but it’s not mandatory. In order to ensure the health and safety of our participants and their families, Mission will follow the recommendations of the school, the Department of Education, and the Department of Health regarding pick-up procedures during the COVID-19 pandemic. It is the responsibility of Mission’s Power Academy program to regularly communicate with parents about any changes to the pick-up/drop-off procedures. Please read notices sent home with your child, in order to ensure we can work together to maintain the safety of our participants, staff, and families.

In order to help stop the spread of COVID-19, Parents/Guardians or any person picking up children is required to:

* Wear a face covering or mask (covering nose and mouth)  at all times
* Complete a short health screening, conducted by Mission staff, which may include a temperature check.
* Maintain social distancing by remaining at least 6 feet away from other persons at all times

***Consequences for late pick-ups:***

If participants are continuously picked up late, these are the following procedures:

●       1st Lateness: verbal warning to family member reiterating our dismissal policy

●       2nd Lateness: verbal warning plus letter sent home with person responsible for picking up

 child

●       3rd Lateness: participant will be suspended from the program for three days

●       4th Lateness: participant will be permanently dismissed from the program

We will make every effort to contact a person in the household or the emergency contact(s) listed on the application form to inform them that the child has not been picked up. In the event that no one can be found, the 32nd Police Precinct will be called and the child will be brought there for pick up by a family member.

**Participant Rights & Responsibilities**We aim to create an environment where every participant feels safe and is able to express themselves and learn.  All enrolled participants are expected to conduct themselves appropriately during program time.  We want parents and families to be aware of how we will respond to disruptive behavior if and when it occurs. We ask that families to review the program rules and expectations with their children.

Rights:

* Participants have a right to youth development activities and family supports in an environment conducive to their development.
* Participants have a right to know our expectations of appropriate behavior in the after

 school environment and be oriented to the rules and regulations at activity orientation.

* Participants have a right to be treated fairly.
* Participants have a right to appropriate equipment/supplies for activities.
* Participants have a right to an environment that respects **diverse backgrounds, cultures,**

 **and perspectives**.

* Participants have a right to be treated with respect.
* Participants have a right to express ideas and opinions respectfully.

 Expectations of Participants

       Follow the program rules as well as the rules of each DOE staff, group leader, group worker, and activity specialist.

1. Respect each participant personal space.
2. Respect the rights and property of other participants.
3. Resolve conflicts peacefully without fighting, bullying or name calling.
4. Be respectful and courteous to all program staff and fellow participants.
5. Never leave the classroom without a teacher’s permission or supervision.
6. Never run in the hallways or within the classroom to avoid injuries.
7. Take proper care of all classrooms, the contents of the rooms, and all property belonging to the school and Mission Society.
8. Conduct themselves appropriately while participating in any remote learning or online platforms.
9. Enjoy and appreciate the opportunity of being in the after school program and to have fun and learn!
10. Inappropriate behavior by participants will not be tolerated and will result in a series of consequences for participants. Inappropriate behavior includes, but is not limited to the following:
	* 1. Not following the directions of the Program Director, Assistant Director, Program Aide, Group Leader, Youth Workers, Activity Specialist, DOE Staff, and Teachers within our program, security personnel, or any adult affiliated with our program.
		2. Harming another child in any way: (i.e. fighting, hitting, pushing, shoving, arguing, bullying, etc.)
		3. Leaving school grounds without prior written consent of a parent/guardian.
		4. Defacing school property, including, but not limited to, teachers desks, student desks, hallway walls, bathrooms, gymnasium, cafeteria property, as well as Mission Society property.
		5. Cursing, profanity, or any type of racial or discriminatory slur towards anyone involved in our program.
		6. Running in the hallways or around the classroom.

**Mission Society’s Power Academy after school program maintains the safety of all participants and staff members and wants to ensure participants and staff experience a caring, safe learning community. For these reasons, the program staff of Mission Society’s summer program follows an established protocol for continued inappropriate behavior. The program follows the “Three Strikes & You’re Out” protocol in regards to the conduct of participants:**

1st Offense     Director or Program Aide will meet with child, Parent/guardian will be

 called and notified of child’s behavior, a warning letter will be sent home.

2nd   Offense       Suspension Letter - Please Note: Suspensions can be 1-5 days. During this time,

 your child may not attend program. They will have to be picked up at 2:20pm.

3rd Offense       Dismissal from program

The following acts will be cause for **IMMEDIATE DISMISSAL** from the Mission Society Program, **If a participant breaks one of these rules, they will no longer be able to attend Mission Society’s Summer Rising program:**

●   Falsely setting off Fire Alarms

●   Stealing another person’s property

●   Physically assaulting another participant or staff member

* Bullying any participant or staff member
* Breaking any safety rules (trying to run / walk out of the many exits in the building, running away from staff)

***Staffing***Our program is staffed by trained educators who are committed to the success and education of your children. Our team working with your children on a day to day basis were recruited and hired based on their professionalism, dedication, education, and experience. Without them, Mission Society would not have a successful after school program. Our staff receive training from our funders, Mission’s Education Department and other recognized training organizations.  Many of our staff are CPR/First Aid certified.

Some members of our staff may be Department of Education employees. These individuals bring their experience and dedication with them to our summer program, which is a valuable asset. Other staff members are college students who are attending local colleges in pursuit of their degrees in education, psychology, early childhood education, art, dance, social work, and/or music. Many of them bring the latest techniques and philosophies of the areas of their expertise with them to our program.

***Activities / Curriculum***

***Theme: Science Explorer***

During the school year, our participants will gain a deeper understanding of Science and Engineering practices. Through this theme, students will build lasting critical thinking abilities. It is our hope that our participants will analyze data, build new vocabulary, and deepen their understanding of the world around them. Students will see themselves as scientists by improving their knowledge in the process of objectively establishing facts through testing and experimentation. The basic process involves making an observation, forming a hypothesis, making a prediction, conducting an experiment and finally analyzing the results. Participants will be able to understand that the principles of the scientific method can be applied in many areas, including scientific research, business and technology. The program will use a multi-sensory, hands-on, experiential curriculum that will include science demonstrations, science experiments, engineering challenges, and arts activities.

From Monday through Friday, participants in our program will attend 1 activities per day. Each activity runs approximately an hour and is facilitated by one activity specialist or a teacher. There are a variety of activities designed to give your child a well-rounded experience in our program that will help them develop physically, academically and socially.

***Emergency / Accident Procedures***In the rare instance that your child is hurt in any way or there is an emergency, they will be brought IMMEDIATELY to the school nurse and the Mission program office will be notified. They will be attended to by the school nurse, Ms. Johnson (Program Director) or, Ms. Fleming (Program Aide) several program staff have been certified in CPR, First Aid and RTE (Responding to Emergencies).

For any type of bleeding (scrapes, cuts, nose bleeds, etc.) pressure will be applied with a wet paper towel and / or a Band-Aid. For these types of injuries, as well as more serious types, the parent / guardian will be immediately notified by telephone. If the parent/guardian cannot be reached, the emergency contact person listed on the application form will be called. If no one can be reached, a letter will be sent home in the child’s book bag. **If a child is sick, we will notify the parent or guardian immediately and they can make the decision to either pick the child up or have a responsible adult pick the child up. We will not release any child without written consent from the parent or guardian.**

An incident report will be filled out by the group leader or teacher who was in charge at the time of the occurrence. These reports will be kept on file in the child’s personal file in the summer camp office. A copy will be sent to the DYCD Program Manager, reported to DOE, DOH and Mission Society of New York City.

For serious medical problems, staff will call 911 immediately and inform the parent/guardian.

***FIRE DRILL AND BUILDING EVACUATION (WS)***

Fire drills are required and can be conducted at any time during program hours. During these drills children and youth use different exit strategies to ensure that they are familiar with the various exit routes in the school building.

Fire drills are conducted during different program times and with different exit strategies at the after school program to ensure all children and youth know the various exit routes of the building(s).

***Shelter-in Place and Lockdown***

Shelter-in place and lockdown drills will occur during program hours. In the event it is determined that there is a threat either outside or within the school building, a Shelter in Place or Lockdown will go into effect. When a Shelter in Place occurs activities go on as scheduled, but the school is closed to all EXTERNAL visitors. A Lockdown is ordered, when it is determined that there is an internal threat. All participants and personnel will close and lock classroom doors and sit away from the door and windows.  NO ONE will be allowed to enter the school nor enter any locked room until the designated safety personnel have announced that it is safe to do so.  PLEASE BE AWARE THAT IF A SHELTER IN PLACE OR LOCKDOWN IS REQUIRED DURING DISMISSAL TIME, NO FAMILY MEMBER WILL BE ALLOWED INTO THE SCHOOL NOR WILL ANY CHILD BE DISMISSED UNTIL DESIGNATED SAFETY PERSONNEL HAVE UNLOCKED THE DOORS OF THE SCHOOL.

In the event that the program needs to evacuate the building and relocate to another site the program will contact parents/guardians. For this reason, we ask that you update your contact information regularly.

***Medication Administration***During the summer program, children need to be monitored when they give themselves medications such as asthma inhalers. As a result of these new requirements, only the school nurse will be able to monitor your child while they administer their own medication. Parents will need to submit a detailed form signed by a prescribing healthcare professional or doctor, or develop an individualized alternative plan that allows the day school nurse to monitor your child during program hours.

***Parent and Family Involvement***We encourage all parents/family members/guardians to become involved with Mission Society’s after school program. Research has shown again and again that students with involved parents are more successful in school. Even though some students might not admit it, kids want their parents to be concerned and involved with their education and life. This gives them a sense of security because they know that their parents care enough to go that extra mile.

***Problems and Concerns***Parents/guardians, you have the right to discuss your concerns if you are not satisfied with the services received or if you think you have been the victim of discrimination. We encourage you to first speak with the Program Director, Tiffany Johnson, about your concerns. You may contact Tiffany Johnson at 917-817-4731 or via email at TJohnson@missionsociety.org. If your concerns are not addressed in a way that is comfortable to you, you may contact Senior Program Director, Carmen Rosario at CRosario@missionsociety.org.

All Mission Society staff members are considered mandated reporters by the State of New York. If any Mission Society staff member suspects that a child is being abused, neglected or maltreated, a report will and must be made to the New York City Administration for Children’s Services (ACS). Likewise, if you feel that your child has been abused or maltreated, you have the right to make a report to ACS at (800) 342-3720. In addition, if you feel that you need support in this area, please call (800) 342-7472.

***Field Trips***We will have the opportunity to participate in outdoor field trips. We expect all children to follow our after school rules and regulations while attending field trips. Parents/Guardians will be notified in advance about the details of the trips. Field trips will be educational, worthwhile additions to the curriculum your children are exploring. ALL PARTICIPANTS MUST HAVE A PERMISSION SLIP FILLED OUT BY A PARENT / GUARDIAN IN ADVANCE IN ORDER TO GO ON THE TRIP! Please note: Mission Society’s Power Academy program will follow the recommendations and regulations of the Department of Health, Department of Youth & Community Development, and the Department of Education regarding field trips during situations like inclement weather, public health, school closures/schedule changes related to COVID-19, and other emergencies.

***Miscellaneous***

Meals:

● **Supper:** Lunches are provided free of charge everyday by the Department of Education.

● **Snack**: Snacks are to be provided by parent/guardian daily since it’s such a long day of program.

* Parents feel free to provide your child/ren with lunch if your child don’t eat school food. Lunch / supper will be provided Monday - Friday. We ask parents to provide their child/ren with lunch and a snack and on trip days unless told otherwise. We encourage parents to send their child/ren with a bottle water daily as they play and get hot.

***Dismissal from Program:***

* If you wish to remove your child/children from the after school program, we ask that you please make the request in writing and state your reasons for the child’s removal.

***Student Files:***

* The program will keep a file for each student, which will include their application, any absence notes, a copy of any “warning” letters, permission slips, accident reports, as well as their physical forms. Files are kept secure in the program office.
* Please make sure you regularly update your contact information (phone numbers, email address, and mailing address) and provide the details to program staff. This ensures that program staff can reach you in the event of an emergency and are able to keep in touch with you and your child in the event of a program closure or emergency.

***Valuables:***

* We strongly encourage all participants to leave all valuables at home. Valuables include, but are not limited to: money, jewelry, iPods, Nintendo switch, any other personal electronics and any type of toy. The reasons we encourage this policy are: (1) these items are distracting to your child and the other participants around them; (2) we will not be able to reimburse you if the item is lost or stolen. Cell phones are permitted during program hours **as long as they are kept in their pockets or backpacks.**

***Lost and Found:***

* If at any time your child loses anything, they should contact their Group Leader. Normally when we find participants belongings we hold it in the office Lost and Found.

***Library:***

* The library is located in the Mission Society program office. We have a library consisting of a wide range of books categorized by grade level, for the participants to BORROW while they are at the after school program. We ask that you remind your child to return them to our office at the end of the day or return them to program staff before leaving for the day.

Please feel free to contact us at any time – we look forward to getting to know you and your family. We want to make the after school program a wonderful experience for you and your children. If we are unable to answer the phone, please leave a message with a telephone number where you can be reached. You can also text us at our contact number ***(917) 817-4731*** communication is key. Let’s enjoy the school year ☺.

***After School 2023***

**Code of Conduct Agreement**You have received a copy of the Code of Conduct that has to be signed by the parent/guardian of the participant. It is a contract between the Mission Society of New York City Summer Rising program, your child, and you. By working together, we can ensure that all children in our program have the opportunity and ability to learn, grow, have fun, and build positive relationships.

**We look forward to getting to know your child and family. Welcome to the Mission Society family!**

We, as the Mission Society of New York City Power Academy Compass Program @ P.S. 175 staff commit to encouraging a safe and loving environment. This can only happen when everyone cooperates and agrees to suitable standards of conduct.

***As a member of the Mission Society of New York City Power Academy COMPASS Program, I guarantee that I will:***

1.   Appreciate and enjoy the opportunity of being in the Mission Society of New York City Power Academy COMPASS After School Program

2.   Follow the rules as is stated in the Parent Handbook

3.   Try my best during after school

4.   Each day be prepared with all materials needed

5.   Respect the Beliefs, Rights and Property of others

6.   Resolve conflicts peacefully without fighting or name-calling

7.   Be respectful and courteous to everyone

8.   Never leave the classroom or group without with the permission of a staff member

9.   Never leave the school building without permission

10. Raise my hand and ask for help when I need it

11. Never run in the hallways or within the classroom so as not to hurt myself or anyone else

12. Take proper care of all classroom, the contents of the rooms and all property belonging to the school and program

13. Remember that while on trips or in the school building breaking any safety rules may lead to an immediate and permanent suspension

14. Always wear my mask properly

***As a parent/ guardian of a child in the Mission Society of New York City Power Academy COMPASS Program, I agree to:***

1.   Review the parent handbook with my child

2.   Reiterate the rules to my child when needed

3.   Drop off or send my child on time every morning during camp

4.   Support my child with unfinished or difficult work or other related issues if necessary and applicable

5.   Talk with the Program Director about work and other related issues if necessary

6.   Be on time to receive my child at dismissal or designate another responsible person to receive my child

7.   Not to use inappropriate language towards anyone affiliated with the program

8.   Not approach other students or campers at any time

9.   Not to remove my child from the group without signature, my child will be picked up by an assigned person

10. Contact Summer Camp office at ***917-817-4731*** if my child is going to be picked-up early

***I acknowledge the receipt of the parent Handbook and Code of Conduct and I will abide by the guidelines of these documents.***

***Child Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_***

***Parent Please Sign Here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***