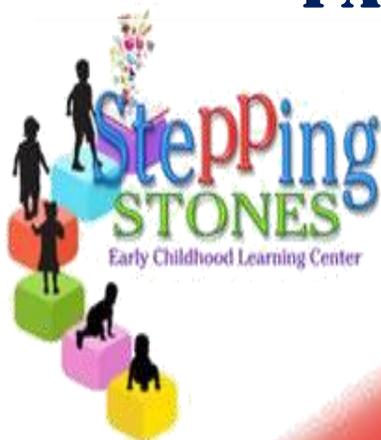


STEPPING STONES

EARLY CHILDHOOD LEARNING CENTER

PARENT HANDBOOK



*1300 E. 75th Street
Chicago, IL 60619
(773) 493-0000 - (773) 493-2210 (Fax)
steppingstones1@sbcglobal.net*

WELCOME TO STEPPING STONES EARLY CHILDHOOD LEARNING CENTER

We're glad you chose our center to begin developing a foundation for your child's future. Stepping Stones Early Childhood Learning Center takes great pride in our program. We are accredited by the National Association for the Education of Young Children (NAEYC) and we have Head Start & Pre-K funded programs. This program was designed to empower each child to think critically, become self-motivated, and enable children to eventually achieve academic success. We are determined to provide superior services to our children on a daily basis by maintaining a healthy, safe, nurturing, and loving environment. Our expectations are high for ALL of our children.

The mission of this center is to meet the physical, emotional, social and spiritual needs of children by offering a safe, stable, and secure environment to nurture and develop positive self-esteem in our children. Our center will provide the most versatile, professional, supportive services available to our youth using ethnic, cultural, and linguistic diversity to enhance the learning environment. A basic goal of the center is to provide a solid educational foundation to all children regardless of their race, creed or color.

To achieve our goals, we will provide exposure to a vast array of extra-curricular activities nurturing and cultivating every child and building a strong partnership between our center and the parents' home. We are excited that you chose our center!

We look forward to communicating with parents' on a frequent basis.

*Dr. Nelda Jones
Founder*

POLICIES AND PROCEDURES

To insure continued success, it is important that all clients understand our workplace practices, policies, and procedures presented throughout the remainder of this handbook. If you have any questions, please do not hesitate to consult the Director.

HOURS OF OPERATION

Stepping Stones Early Childhood Learning Center operates Monday through Friday between the hours of 6:30a.m. until 6:30p.m. We do NOT provide services on the specified nine holidays during the year.

All children must arrive between the hours of 6:30a.m. and 9:00a.m. Children cannot be dropped off after 9:00a.m. Our teachers begin their curriculum in the morning at 9:00a.m. and we do not want to disrupt the classes after they begin. Preschoolers have short attention spans, so we want to teach them at their optimal learning peak without interruption.

- *Half-day program hours are between 8:00a.m. and 1:00p.m. when space is available. Parents are asked to pick-up children (enrolled in half-day program) promptly at noon. Late fees do apply.*
- *Our program and licensing regulations require us to engage staff, based on the number of children who are scheduled to attend on any given day. Therefore, we do not give tuition refunds or discounts for days your child is absent for any reason.*
- *The Department of Children and Family Services governs our hours of operations. Any violation of these hours will result in a charge of \$5 for every 5 minutes your child is in our care before and after our hours of operation.*
- *We do not accept checks. All fees must be paid with money orders or certified checks.*

HOLIDAYS

Stepping Stones Early Childhood Learning Center observes the following major holidays:

- *New Year's Day*
- *Dr. Martin Luther King Day*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving Day & Day After*
- *Christmas Day*
- *2 staff training Days (announced in advance)*
- *1 week school vacation*

We are closed nine days each year for holidays and in-service training, and one week for vacation. These days are considered days of attendance; tuition is due for those days.

**We celebrate holidays on the same day's the city of Chicago recognizes the holidays.*

CHECK IN /ARRIVAL

Because of insurance issues we cannot accept children before our business hours. Our facility opens at 6:30 a.m. Children must arrive by 9:00a.m. These policies include all emergencies. Please remember that there are no refunds granted for that day.

- *Please allow a few extra minutes in the morning to accompany your child to their class. We must document your child's arrival to secure a safe and secure environment.*
- *Please sign the attendance sheet and note any information that is relevant for the teacher that day. For example, if you notice a loose tooth or a bruise from home that requires a "watchful eye", please alert the teacher.*

This procedure provides pertinent information that may assist the instructor in caring for your child.

Please understand that the morning is NOT the time to hold extensive conversations with teachers. We are happy to schedule a conference with your child's teacher at a scheduled time. Another option is a phone conference with the Director the next business day.

CHECK-OUT/DEPARTURE

We ask that you pick your child up by 6:15 p.m. No one other than the parent, guardian, or authorized individual will be able to pick your child up. The authorized individual must be an adult, 18 years or older. We reserve the right not to release your child if we feel the child in NOT safe.

Please be sure to sign the attendance sheet when you pick up your child each day upon arrival and departure.

LATE PICK-UP FEES & PENALTIES

Children must depart within the ten (10) hours designated in your contract. The late fee is \$5.00 per minute after contracted departure time. This penalty also applies to half-day programs after 12:00p.m. After three late violations, your child may be required to withdraw from the program.

ENROLLMENT

We accept children ages 15 months to five years.

Our preschool program is open on a full and part-time basis. We use GOLD Curriculum©. Our program focuses on computer literacy, phonics, language acquisition, mathematics, art, music, social studies, and science. Children are encouraged to learn through a learning is fun approach. Good work/socialization habits are acquired through this method. A sense of routine, direction, discipline and independence are developed. Weekly tuition is due and payable before the first day of attendance.

The following forms are required by the State of Illinois and must be completed prior to final admission:

- Enrollment application signed by parent or guardian.
- Signed consent for child to receive medical treatment, medicine, and a signed Guidance/Discipline Policy.
- A physical and a record of immunizations.
- Receipt of Acknowledgement of Parent Handbook.
- Birth Certificate
- Social security #

NEW ENROLLEES

Often time's children enrolling for the 1st time may be frightened of the new environment. Here are a few suggestions to transition your child to the new environment:

- Bring the child to visit the new setting and familiarize them with the environment.
 - Arrive a little early so that you are not "rushed" in the morning.
 - Remember the morning and evenings are high traffic times. Please be courteous and allow the teacher to meet the needs of all children.
 - Give the child a big kiss, hug, and say good –bye! Reassure the child that you will return to pick him up. In our experience, the child may cry initially, but when the parent leaves, the crying stops.
 - You may call the Director during the day and check on your child to ease your mind.
- REMEMBER: We LOVE your child too!

BOTH PARENTS RIGHT TO PICK UP THE CHILD

Under the laws of the state of Illinois, both parents may have the right to pick up their children, unless a court document restricts that right. The enrolling parent, who chooses not to include the other parent's name on the authorized list for pick up, must file an official court document (e.g., current restraining order, sole custody degree, divorce decree stating sole custody, judgment of adoption). Absent that document, the center may release the child to either parent, provided that parent documents biological or adoptive parenthood of that child.

TRIAL ADMISSION POLICY

A period of 2 months is given to ALL children to become familiar and transition to our environment. At the end of the period, the parents and/or the Director may decide to terminate the childcare arrangement. Parents are given 2 weeks to locate a new center. All fees and tuitions payments are forfeited. In cases of non-payment, legal action will be taken and the parents will be liable for any and all legal fees and court cost.

POLICIES & PROCEDURES FOR TUITION & FEE PAYMENT

TUITION, FEES, & SUPPLIES

Tuition is due the Friday prior to the next week of instruction. It is to be paid for services provided on the following Monday.

CHILD CARE INITIATIVE PROGRAM (CCI)

Payment is accepted through the CCI program. The application must be completed with your last two (2) current check stubs/school schedule before the 1st day of enrollment. Parents are responsible for any charges not covered by the Child Care Initiative Program or funding agencies. All children are expected to attend daily. Teachers are paid whether or not your child attends. You will be billed for all attendance days each month. CCI clients are billed monthly on the first of each month, for their share of their child care fees. Payment in full is due no later than the 10th of each month. Payment plans may be possible. Please see Director if you need to discuss payments.

PAYMENT

Payment should be in the form of a money order or certified check.

A \$25 late fee is due at the time of pick-up or the following day when children are picked up late (after 6:30pm) after the first occurrence.

TUITION LATE FEES

The late fee is \$10 when tuition is not received on time.

*****Stepping Stones Early Childhood Learning Center reserves the right to increase tuition and fees when necessary.***

FIELD TRIP AND BUS FEES

These fees are optional, and are collected when we have field trips. Field trips are taken at least monthly. Children must pay any entrance fee and bus transportation fees. Although these trips are optional, we recommend letting your child participate in these outings. The trip is usually planned around the curriculum in your child's class or other educational purposes. Children that attend field trips must purchase our tee shirts for easy identification on field trips. Completed permission slips must be on file at the Center to participate.

SUPPLIES

The following items are school supplies that are required on the first day of school: All children must bring a small blanket with their name on it. They will be sent home weekly for laundering. Diapers and pull-ups are provided by parents of children that require them. If child requires a special menu other than the food we prepare, parent must provide the meals.

If a child is being dropped off at 6:30 a.m., parents must provide a snack. Breakfast is not served until 7:45 a.m.

- *1 box of Kleenex*
- *1 packs of wipes*
- *1 book bag*
- *2 sets of "extra clothing" in a plastic box*
- *10 diapers or pull-ups at all times if needed*

ITEMS FROM HOME

CLOTHES

Two (2) extra sets of clothes should be in the child's cubby at all times in case of an accident. Please label the clothes with the child's first and last name and ensure the clothes are appropriate for the weather at all times. NOT RESPONSIBLE FOR CHILDREN'S JEWELRY. PLEASE DO NOT LET YOUR CHILD WEAR IT TO SCHOOL!

TOYS

Children are prohibited from bringing toys or other items from home unless the teacher has designed the day as Show and Tell Day. Please label the toys with the child's first and last name. All toys are kept in the child's book bag. Stepping Stones Early Childhood Learning Center will not be responsible for any toy that is lost or broken. If the toy is expensive or dear to your child, it may be wise NOT to bring the toy to school.

BIRTHDAY GOODIES

We LOVE to celebrate birthdays and allow parents to send birthday goodies, cupcakes or goodie bags to school. We ask that you send enough for each child, so that no one will feel "left out". Because of Health Department regulations, we can ONLY accept packaged and unopened treats and cakes from a bakery. Please DO NOT send candy or gum.

PARENT INVOLVEMENT

It is important that you maintain an active role in the education of your child. For this reason we encourage each family to participate in field trips, Parent's Club, and parent/teacher conferences.

FIELD TRIPS

We enrich our curriculum with hands-on experiences. Please show your support by accompanying us on our field trips and providing a pleasant and safe educational experience for our children.

PROGRESS REPORTS

Parents will receive a progress report on a weekly basis (toddlers daily). This report will reflect the academics, special events, behavior, and disciplinary actions. Please review the progress report with your child and discuss any issues noted, and reinforce positive reports.

PARENT/TEACHER CONFERENCES

Formal parent conferences are scheduled twice each year. At this time parents will have the opportunity to discuss Childs behavioral as well as academic progress made during the school year.

PROMOTING CHILDREN

You child will be placed in their appropriate age group. Please help them by reinforcing the concepts taught by reviewing any handouts or lessons sent home. The Director and teacher will assess each child in the beginning of the school year to determine their placement. Assessments used are Ages & Stages and ESI-R. The Director will discuss the transition with you. ALL transitions are made when appropriate for the child.

OPEN DOOR POLICY

Our center is open from 6:30a.m. – 6:30p.m. Monday – Friday. Parents/Guardians are welcome to visit or observe at anytime. We strongly encourage you to share concerns, seek information, provide input, and resolve problems/issues with our Director at any time. We are very willing to listen and arrive at an amicable solution to any issue. Please DO NOT engage in any confrontations with any staff member or teacher. Bring all complaints to the attention of the Director.

OUR CURRICULUM

Stepping Stones Early Childhood Learning Center is a Creative Curriculum© Program. We use the GOLD assessment to assess our children. We provide the opportunity to participate in a wide variety of activities including pre reading skills, science, social studies, computer literacy, music, and art. We enrich our core curriculum with specialty classes, programs and activities. Individual profiles are developed for each child. Using developmental milestones, curriculum is developed to teach your child sequential, age-appropriate curriculum that will prepare them for kindergarten. The following is a list of the classes provided.

LIBERAL ARTS -

COMPUTER

Children will be introduced to beginning – advanced computer literacy. Student will use computers to access the most current educational software and technology. Internet use is available at the advanced level.

MATH

Math will be integrated throughout all activities. The children learn to use manipulatives to add & subtract, recognize basic shapes, geometric shapes, basic currency, and learn to tell time (by the hour and half hour). Oral story problems are part of our daily curriculum.

LITERACY ENRICHMENT

Children are encouraged to read daily. Lesson plans are design to use literacy enrichment in all interest areas. Teachers read to children from four – six times daily.

WRITING

Children are encourages to write throughout the day. Writing area is provided in the interest area with a large assortment of writing materials to encourage writing skills. At age 4, children begin writing site words and basic sentences.

SCIENCE

Children learn about their bodies, solar system, constellation, sea life, astronomy, magnets and the life cycle that sparks an interest in science studies.

Cooking classes are conducted twice each month for 2 year olds and older.

SOCIAL STUDIES

Children learn about current events and the difference between cities and states. Each month children learn about different community jobs. These activities enhance language development. Children are exposed and encouraged to become global citizens.

EXTRA-CURRICULAR ACTIVITIES

Stepping Stones Early Childhood Learning Center provides the opportunity to participate in a wide variety of extra-curricular activities to provide additional exposure and enrichment.

DAILY ROUTINE & SCHEDULE

MEALS

Stepping Stones menu features healthy, nutritious and well-balanced meals prepared on the premises daily. Breakfast is provided to each child that arrives between 6:30a.m. – 9:00a.m.

Parents must provide snacks for children arriving at the center between 6:30 -7:15 a.m. Lunch is served at 12:00p.m. (Before nap time). Snacks are served at 3:00p.m. Snacks and meals are pleasant occasions with lots of opportunities for social interaction and learning. Staffs eat and interact with children to model appropriate behavior and conversation. Food is served family style to encourage socialization skills. We follow strict nutritional guidelines established by the U.S, Department of Agriculture. Menus are posted in every classroom.

Another goal of our food program is education. We help children develop healthy food habits. We encourage children to learn more about the foods they eat and help them understand the value of a nutritious balance diet.

SPECIAL DIETARY NEEDS

If there are any special dietary needs for your child, please be sure to make the Director aware of these special needs.



DAILY SCHEDULED ACTIVITIES (VARY BY CLASS)

RED BIRDS (15 months - 24 months)

6:30 – 9:00	<i>Choice Time/Hello's-Good by's/Transition/ Group Story Time/ Hand washing/Breakfast/potty-diapering</i>
9:00 - 9:30	<i>Circle Time/Music/Poetry/Finger plays</i>
9:30 - 10:15	<i>Outdoor activity weather permitting/indoor gross motor activities</i>
10:15 - 10:40	<i>Potty/ Diapering/Hand washing</i>
10:40 – 11:20	<i>Choice Time</i>
11:20 – 11:45	<i>Preparation for lunch</i>
11:45 – 12:15	LUNCH
12:15 – 12:40	<i>Hand washing/Diapering</i>
12:40 – 2:30	<i>Story/Nap- Rest time/instrumental Music</i>
2:30 – 3:00	<i>Transition/Diapering/Hand washing</i>
3:00 - 3:30	SNACK
3:30 - 4:00	<i>Outdoor activity weather permitting/indoor gross motor activities</i>
4:00 – 4:20	<i>Potty/Diapering/Hand washing</i>
4:20 – 4:40	<i>Music/finger plays</i>
4:40 – 5:30	<i>Quiet time activities /Manipulative</i>
5:30 – 6:00	<i>Library Area</i>
6:00 – 6:30	<i>Prepare for Departure</i>



DAILY SCHEDULED ACTIVITIES (VARY BY CLASS)

BLUE BIRDS (24 months – 36 months)

6:30 – 8:15	<i>Individual Choice Time, Group Story Time, Prepare for Breakfast</i>
8:15 - 9:00	<i>Breakfast, Clean Up, Toileting, Tooth brushing, Hand washing</i>
9:00 - 9:30	<i>Circle Time/Music/Poetry/Finger plays</i>
9:30 – 10:30	<i>Choice Time/Interest Area</i>
10:30 – 11:00	<i>Outdoor activity weather permitting/indoor gross motor activities</i>
11:00 – 11:15	<i>Potty/Hand washing</i>
11:15 – 11:25	<i>Prepare for family style lunch</i>
11:25 – 11:55	<i>Lunch</i>
11:55 – 12:10	<i>Potty/Hand washing</i>
12:10 – 12:25	<i>Story Time on Cots</i>
12:25 – 2:15	<i>Nap Time/Instrumental Music</i>
2:15 - 2:40	<i>Potty/Hand washing/Snack</i>
2:40 - 3:00	<i>Fine Motor Activities/Music</i>
3:00 – 4:00	<i>Choice Time/Interest Area</i>
4:00 – 4:30	<i>Outdoor activity weather permitting/indoor gross motor activities</i>
4:30 – 4:40	<i>Potty/Hand washing</i>
4:40 – 5:00	<i>Library Area/Story Time</i>
5:00 – 6:00	<i>Free Play</i>
6:00 – 6:30	<i>Prepare for Departure</i>



DAILY SCHEDULED ACTIVITIES (VARY BY CLASS)

YELLOWJACKETS (3 Years - 5 Years)

6:30 – 8:00	<i>Individual Choice Time, Group Story Time, Prepare for breakfast</i>
8:15- 9:00	<i>Breakfast, Clean Up, Toileting, Tooth brushing, Hand washing</i>
9:00 - 9:30	<i>Circle Time/Music/Poetry/Finger plays</i>
9:30 - 10:15	<i>Interest Area/Group Instruction Time</i>
10:15 - 10:50	<i>Math Activities/Computer Time</i>
10:50 – 11:00	<i>Preparation for outdoors/Gross motor activities</i>
11:00 – 11:35	<i>Outdoor activity weather permitting/indoor gross motor activities</i>
11:35 – 11:50	<i>Transition/Potty/ Hand washing</i>
11:50 – 12:00	<i>Finger Plays/Poems</i>
12:00 – 12:25	<i>Family Style Lunch</i>
12:25 – 2:30	<i>Potty/Hand washing/Tooth brushing/Story Read/Nap/Rest</i>
2:30 – 3:00	<i>Potty/Hand washing/SNACK</i>
3:00 - 3:30	<i>Fine Motor/Manipulative Activities</i>
3:30 – 4:00	<i>Block Play</i>
4:00 – 4:30	<i>“Drop Everything & Read”</i>
4:30– 5:00	<i>Outdoor activity weather permitting/indoor gross motor activities</i>
5:00 – 5:15	<i>Potty/Hand washing</i>
5:15 – 6:00	<i>Free Play/Choice Time</i>
6:00 – 6:30	<i>Prepare for Departure</i>

DISCIPLINARY POLICIES

Disciplining children is an extraordinary challenge. We discipline our children in a very positive and non-violent manner. For this reason, there are procedures that are followed CONSISTENTLY.

1. *Redirect the child's attention.*
2. *Issue verbal warning #1.*
3. *Issue verbal warning #2.*
4. *Invoke a "Time Out" (one minute per age)*

DISCIPLINARY ACTIONS

The following cases will automatically dismiss your child from the program:

- *Willful continued damage to school property (parents are responsible for any damage that may occur).*
- *Possession of illegal substance or weapon.*
- *Using profane language or gestures consistently.*
- *Tampering with or invoking a false fire alarm.*
- *Fighting with other students or instigating fights repeatedly.*

POTTY TRAINING

We will accept children who have started potty training. If child was recently potty trained, parent should provide pull-up for emergency purposes. Diapers and/or pull-ups are provided by parents.

NAP TIME

Naptime is between 12:30p.m through 2:30 p.m. ALL children are encouraged to sleep during this time. Children five years or younger are required to take a nap. Children are NOT forced to sleep, and given a book and encouraged to "rest" during this time.

MEDICAL POLICIES

We will provide care of a minor illness, such as a "little" cold. We will only administer medicines that have been prescribed by a doctor, if you have provided the required written authorization. We do NOT administer Tylenol unless a doctor writes a statement.

If your child is sent home for a fever of 100 or above, your child is not admitted back in the program until the child is without fever for 24 hours. For example, if your child is picked up at noon on Thursday, they will not be able to return until Monday of the following week.

If there is a medical emergency, we follow the following procedures:

- *Call 911*
- *Notify the parent and/or emergency contact person.*
- *Go to hospital until parent arrives.*

Non-emergencies such as a scratch or small scrape will be treated with antiseptic and a band-aid. Parents will be notified in an Accident Report. PLEASE NOTE: Parents are responsible for ALL cost incurred for medical care and/or transportation.

MEDICAL DISMISSAL

We will call you to pick up your child if he/she exhibits any of the following symptoms:

- *Diarrhea (3 loose stools in one day)*
- *Vomiting*
- *Fever 100 or above*

Or, any of the following communicable illnesses:

- *Chicken Pox*
- *Fifth Disease*
- *Hepatitis A*
- *Impetigo*
- *Infectious diarrhea*
- *Lice*
- *Mumps*
- *Pink Eye*
- *Measles*
- *Ringworm*
- *Rubella*
- *Influenza*
- *Whooping Cough*
- *Scabies*
- *Strep Throat*

READMISSION AFTER MEDICAL DISMISSAL

Children with a serious communicable disease will be readmitted after medical dismissal according to the following schedule:

<i>Disease</i>	<i>Child can return after...</i>
<i>Chicken Pox</i>	<i>Blisters are dry and crusted, usually 6 days after start of rash.</i>
<i>Ear Infection</i>	<i>24-hours after anti-biotic is administered.</i>
<i>Fifth Disease</i>	<i>2-days after rash appear to fade.</i>
<i>Hepatitis A</i>	<i>1-week after illness starts.</i>
<i>Infectious Diarrhea</i>	<i>2-days after anti-biotic is administered and when no fever or severe diarrhea symptoms remain.</i>
<i>Infectious Group</i>	<i>When coughing is gone and child is well enough to attend.</i>
<i>Pink Eye</i>	<i>1-day after treatment begins</i>
<i>Lice, Ringworm, or Scabies</i>	<i>1-day after treatment begins</i>
<i>Rosella</i>	<i>When Stepping Stones can meet the needs of the child.</i>
<i>Strep Throat</i>	<i>48-hours after treatment begins and there is no fever or soreness in the throat.</i>

ACCIDENTS INVOLVING CHILDREN

All accidents involving children will be documented on an incident report under the following conditions:

- *The child is hurt seriously enough to draw blood, requires an ice pack or professional medical attention. We will complete an incident report for every incident.*

ILLNESS

The welfare and health of each child is of primary importance. When distinctive symptoms are noticed, such as a fever or unusual changes in personality, we will bring this to your attention. Likewise, if there are symptoms that are noticed from home, we would like to know.

In cases where your child has a known illness that may be contagious to other children, please keep the child out of school until a Doctor recommends that he/she can return. If we notice that your child has come down with a communicable illness such as chicken pox, we ask that you pick up your child immediately. Until you arrive, every effort will be made to keep the child in a setting as comfortable as possible.

HEALTH RECORDS

State law requires that each child have a Certificate of Immunization and Health Record on file. The certificate provides a history of vaccinations. It is imperative that a current copy of the certificate is provided prior to the child's 1st day of attendance.

CONFIDENTIALITY OF RECORDS

Stepping Stones Early Childhood Learning Center respects the confidential nature of the children in our care. All personal records of children and families are kept in confidence unless the parents have provided written permission to release records.

SANITATION & HYGIENE POLICIES

CLEANLINESS

Children should be protected against infectious and/or germs whenever possible. Our policy is to reduce the spread of germs by having teachers and children wash their hands frequently. Center staff will assist each child with washing their hands upon arrival. Specifically when:

- *When they arrive in the morning.*
- *Child and personnel use the toilet.*
- *After contamination with body fluids (blood, saliva, urine, & mucous from the nose).*
- *Before food preparation, handling, or serving any food service activity.*
- *Before and after eating meals and snacks.*
- *After sneezing or blowing their nose.*
- *After outdoor activities.*
- *Before they go home at the close of the day.*

Please uphold these policies because our business is children and we can reduce the spread of germs through these very simple hygiene techniques.

PARENT HANDBOOK ACKNOWLEDGEMENT

I (WE) have read and agree to Stepping Stones Early Childhood Learning Center's policies and procedures as described in the parent handbook.

Child's Name

Parent/Guardian Name

Parent/Guardian Signature

Date of Acknowledgement

I, _____ give/do not give permission (Circle one)

For my child to participate in prayer, have photos taken, and take community field trips at all times.

Parent/Guardian

This form must be attached with enrollment form.

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Embracing The Future . . .

