



Parent Handbook

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Mission and History

Capital Kids DC (“Capital Kids”) is committed to compassion and excellence in early childhood education. We emphasize appreciation and respect for others by being an international-focused school with a diverse student body and teaching staff. The intent of Capital Kids is to create an environment in which children feel secure and are encouraged to discover, explore, and learn in a variety of ways. By being a private and secure facility, we give parents the confidence to leave their children knowing they are safe and protected within our walls. We create a partnership with families to achieve academic goals through a creative and dynamic curriculum.

Our play-based curriculum is designed to be challenging and stimulating with the goal that every child learns and grows. At Capital Kids, we recognize that each child has unique talents, learning styles, and personalities. Our programs have a strong foundation in literacy and incorporate many hands-on activities in science, art, and natural studies. Your child will be engaged daily in activities that are designed to promote “whole child” development. One-on-one attention and small class ratios allow teachers to be attentive to your child’s individual needs.

Our mission is to encourage children to develop a positive outlook towards a lifetime of learning while preparing them for their future. We welcome families of all races, religions, sexual orientations and gender identities, and we encourage respect for the variety of beliefs and experiences represented in the student body. Our mission is to instill in our students the values of inclusion, diversity, and respect.



About Our Programs

Infant Program

Potomac River Pirates (Infants starts at 12 weeks):

Our brightly lit and colorful classroom provides a visually stimulating setting for babies to grow. Our infant program is based on a safe, nurturing, and loving environment. We will work closely with you on a daily basis to ensure we are meeting your infant's evolving needs through love and attentive care. Our play areas provide equipment and toys that support both gross and fine motor development. Reading and singing are a part of the everyday curriculum, as well as strolling through the safe streets of Georgetown.

Toddler Programs

M Street Monkeys and Foggy Bottom Frogs (Toddler Classrooms, 1 and 2 year olds):

For young toddlers, exploring and understanding their environment is vital to a successful development. Through sensory exploration, children develop a better grasp and appreciation of their world around them. Toddlers are learning independence and embracing their natural curiosity as we prepare them for Junior Preschool.

Preschool Programs

Pennsylvania Ave. Puppies (Jr. Preschool, 2 and 3 year olds):

Capital Kids Junior Preschoolers are taught by experienced teachers with training in early childhood development. Our developmentally appropriate lesson plans incorporate art, music, science, language arts, and math activities. Teacher-guided circle time includes singing songs, daily calendar, pledge of allegiance, weather, and schedule for the day. Potty training is in full motion as we prepare all the children for Sr. Preschool!

Georgetown Ponies (Sr. Preschool, 3 and 4 year olds):

Problem-solving, artistic expression and character building all help prepare your child for a classroom setting. Daily writing and language development help your child build a sense of confidence and self-esteem. Field trips throughout Washington, DC give students a hands-on approach as they explore their environment through personal experiences.

Pre-Kindergarten Program

Rock Creek Robins (Pre-kindergarten, 4 and 5 year olds):

Our Pre-kindergarten syllabus is created based on the achievements of the students' progress from the previous year. Creative thinking and exploring their environment are two of the many fun ways we incorporate science and social studies into the classroom. Working in small groups as well as a whole class leads to independence and interaction with peers. Spelling, writing and basic addition and subtraction is achieved during the academic year, as well as individual computer time in the classroom.

Please keep in mind, classroom movement is based on each child's development and available space and may not correspond directly with age.

Extracurriculars such as soccer and music are available in specific classrooms for an additional fee



Capital Kids - Policies

Food Policy

Capital Kids maintains a USDA-approved food program. We offer morning snack, lunch, and afternoon snack. All snacks and meals are pre-planned with menus posted and emailed in advance. If your child has food allergies or is adjusting to table food for the first time, please refer to this menu when planning for your child and communicate with your child's teacher on foods your child is able to consume.

***Please do not allow your child to finish their breakfast or lunch that is brought from home at school. This is to protect those children and teachers with airborne and contact food allergies.**

We are a nut free facility. This includes ALL food brought from home. We cannot guarantee that this facility is 100% nut free due to circumstances beyond our control. We make a good faith effort to maintain "nut free", but cannot ensure it. For birthday and special occasions ONLY STORE BOUGHT FOOD may be brought to school. This is to ensure proper food handling procedures and accurate food labels. In case of food allergies, all food brought from home must be a bag lunch that is nut free and clearly marked with your child's full name and date.

Lunches are catered by Good Food Company of Alexandria, VA, while snacks are provided by Capital Kids. Milk is served with breakfast and lunch. All fruit served is fresh and we attempt to source organic produce when possible. The only canned fruit in our kitchen is for use in emergencies or if the intended fresh option is not satisfactory. Our lunch and snack menus are available online at <https://www.capitalkidsinc.org/nutrition>.

*If your child is unable to eat what is provided by the school, parents are responsible for providing a suitable alternative such as a bagged lunch that is labeled and dated.

Allergy Policy

If your child is diagnosed with a food allergy, an Allergy Action Plan needs to be filled out by your child's pediatrician or allergist. Once they have completed the AAP, Capital Kids may have a meeting with parents on the action plan regarding implementation. An Allergy Action Plan is valid for one year and will need to be updated annually.

If your child is prescribed an EpiPen, you will need to provide Capital Kids with 2 EpiPens. One will remain on-site in our Medication Box in the kitchen. The 2nd EpiPen will be with your child's teacher in their classroom backpack. It will stay with them both inside and outside. When EpiPens expire, you will need to provide new ones. If your child's doctor prescribes Benadryl as the first step during a reaction, then you must provide Benadryl which will remain in the Medication Box.

The parent/guardian is responsible for training their child's teacher on proper administration of this medical emergency procedure.

***ALL MEDICATION MUST COME BE ACCOMPANIED BY A SIGNED MEDICATION AUTHORIZATION FORM FROM YOU AND YOUR CHILD'S DOCTOR.**

Sick Policy

Germs spread quickly in a daycare/preschool environment. All children and teachers stay healthier when a sick person stays home. As always, common sense must prevail in the case of colds, which can range from a mild case of the sniffles to a full-blown sinus infection or deep cough. While in the care of Capital Kids, if your child develops any but not limited to the following symptoms, he or she must be picked up within 1 hour after you are called:

- Fever over 100 degrees
- Persistent diarrhea or vomiting (3 or more times)



- Conjunctivitis (pink eye)
- Severe coughing (wheezing or croupy sounding)
- Head lice
- Unusual spots or rashes

*Note: the named symptoms are based on DC Health Regulations to which all daycares must abide.

Please respect Capital Kids' decision when called to pick up your child. You will be given an hour timeframe to pick up your child. If it is not possible within an hour, please make alternative arrangements. If your child is cleared by a doctor to return to school, a signed doctor note stating that the child is no longer contagious must be provided before your child enters their classroom.

24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS. IN ADDITION, THE FOLLOWING CRITERIA APPLY:

- **Fever free:** A child must be fever free for 24 hours without the use of fever reducing medicine before returning to Capital Kids
- **Antibiotic timeline:** A child should be on antibiotics 24 hours before returning to Capital Kids.

PLEASE KEEP YOUR CHILD AT HOME IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE DAILY SCHEDULE.

Parents must notify the office immediately if:

- Your child is diagnosed with any **communicable diseases** including Strep Throat, Pink Eye, Lice, Hand Foot Mouth, Ringworm, Stomach Flu, Diarrhea, Vomiting, or any other common diseases in a school environment. We would then send out a "Health Alert" email to all parents notifying them to keep a look out for certain symptoms. Please know that Capital Kids does not release the names of any sick children during this process.
- Your child is taking any medication, as medicine may affect your child's behavior. This includes over the counter medications like Ibuprofen and Acetaminophen.

Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play. As per DC Licensing, parents/guardians are required to notify Capital Kids' Owners or Director within 24 hours after your child or any member of your household has developed a reportable communicable disease, as defined by the DC Board of Health, except for life threatening diseases which must be reported immediately.

Medication Policy

A Capital Kids Authorization Form must be signed by a parent in order for a Capital Kids' teacher to apply topical ointments such as diaper cream or sunscreen. If your child needs to use a prescription topical ointment, a Medication Authorization Form needs to be filled out and signed by you and your child's pediatrician.

"Do I need a doctor's authorization for an over the counter medication, such as Infants Tylenol?" Answer: Yes.

Over the counter medications will not be administered without a signed Medication Authorization Form by you and your child's pediatrician. Topical ointments such as diaper cream and sunscreen require only a parents' signature; the only over the counter not needing a doctor's note or signature.

In order to administer medication, the following steps MUST be met:

- A Medication Authorization Form must be completed and signed by both the parent and physician.
- Medication must be in the original container with prescription label attached (Name, expiration date, dosage, time



to administer medication, & route must be clearly stated)

- Medication must contain the dropper and/or measuring cup
- Medications must be dropped off to the Director to be stored (with the exception of sunscreen and diaper cream)

Under no circumstance can medicine be left with a child's teacher or in a child's personal belongings.

- Medication, Sunscreen, and Diaper cream may NOT be stored in a book bag or cubby and must be labeled and stored properly by the Director and/or Teacher
- ALL medications, sunscreens, and diaper cream MUST be out of the reach of children at all times.

Positive Discipline Policy

Capital Kids has a carefully designed and coordinated curriculum that aids children in becoming successful in their classrooms and in life. This includes learning core values, self-control, the ability to choose alternatives, identify feelings, and to develop an understanding and respect towards others. Positive reinforcement is used to praise good choices and behavior. Activities are planned in ways to provide the children with many outlets for energy and emotions in an effort to prevent issues before they arise.

Teachers model appropriate behavior and guide positive interactions among children. Nurturing the children's social behavior helps children learn lifelong problem-solving and desired behavior skills.

Capital Kids promotes age-appropriate academics that include a balance of structure and play. Teachers carefully set up their classroom environments to promote positive social interactions, communicate and enforce classroom rules and boundaries, and redirect any unwanted behavior.

If and when necessary, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. It is important to remember that problem solving is a learned skill. At Capital Kids, we help children learn to make suitable choices and develop techniques to help control their emotions.

If a child experiences a particularly hard time, Capital Kids will work with parents as a team to develop a plan for success. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document the child's behavior.
2. The teacher will discuss with the parent the child's behavior and go over their classroom plan and methods they will implement. The teacher will then go over these methods with the Director.
3. The teacher will follow up with the parents about how these methods are helping with the behavior.
4. If problems continue, a conference will be held with the parent, teacher and Director to discuss what would be best for the child. New strategies would be discussed.
5. Capital Kids will do everything to work as a team with the parents to correct unwanted behavior. At any time, depending on the severity of the situation, an individual plan may need to be implemented. If needed, there is an opportunity for teachers and the Director to seek support from outside resources. The plan may include removal of a child from the classroom and/or calling the parent to come get the child for the remainder of the day. Repeated severe problems may result in Capital Kids dis-enrolling the child.

Parents are expected to play an active part in reinforcing classroom behavior. Feel free to communicate with your child's teacher on a regular basis.

Assessments

Each child enrolled at Capital Kids will be on a two-week trial basis to assess whether or not all of their needs can be met within the parameters of our program. In compliance with DC licensing standards, you must provide all documentation including mental, physical, or emotional notations prior to enrollment.



Children are placed in classrooms according to birthday or developmental milestones (social, emotional, and physical development). Academic assessments are conducted twice a year. Children may be moved into another class according to those completed assessments or upon the decision of the Director, after consultation with the teacher and parents. All children develop at their own pace. We continually update our academic assessments, syllabi, and lesson plans to best correspond and nurture a child's development.

Daily Sheets

Parents will receive updates of your child's day through an app, Brightwheel. This app will provide an overview of your child's day which includes what they eat, when they sleep, and if they use diapers - when they occur. Teachers will also use Brightwheel to message when your child is running low on supplies and communicate any concerns or comments. You can also communicate directly with your child's teachers to ask any questions or otherwise provide updates.

Teachers

We pride ourselves on hiring well qualified teachers, many of whom come from diverse backgrounds. All of our teachers are committed to the wellbeing and education of young children; this is our passion, not our job. Before hiring any individual, Capital Kids' management thoroughly interviews prospective employees, checks professional and personal references, and conducts a criminal background check. In addition, all staff must meet the strict standards of DC licensing which sets the educational and experience requirements for each position in a center.

Social Media

Capital Kids utilizes social media platforms. A photography consent needs to be signed by a parent stating that they give Capital Kids permission to use their child's photos on social media. This includes photos of parents and families that attend Capital Kids events. If you choose not to sign this consent, Capital Kids reserves the right to use those photos publicly and blurring faces so they are indistinguishable when children participate in group photos and group event pictures. All teachers are aware of which children are not allowed on our social media pages.

We ask that all parents be respectful of other Capital Kids' families' privacy. Parents should consider and respect the privacy of our students, staff, and administrators in all online activity. If you have an issue with anything occurring in your child's class, please speak with the Director or Owners; the posting of negative, confidential, and/or identifying information about children other than your own, parents, or staff at Capital Kids on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. If such commentary and observations occur within a public forum and includes confidential information or is aggressive (in the sole opinion of the administration), depending on the severity and if deemed necessary, may result in termination of childcare.

Under no circumstance are any teachers allowed to post pictures of children on their personal social media pages. They are made aware of this during our hiring process.

Hours of Operation

Capital Kids is open Monday – Friday from 7:30 am until 6:00 pm. Your monthly tuition covers any and all of these hours. You are free to drop off and pick up at any time during the day. As of 6:31 pm you are officially late. A late fee of \$4 per minute per child will be charged. If a parent or emergency contact cannot be reached within **ONE HOUR** of school closing, DC social services and police will be notified. Families who are repeatedly late will be terminated at the owners and/or Director's discretion.

NOTE: During the COVID-19 pandemic, Capital Kids may change the hours of operation as necessary to help stop the potential spread of the virus. If so, the late policy will apply to the closing time stated on our website. Please refer to our website to see current hours.



Center Closings

Capital Kids will be closed in observance of all federal and DC holidays as well as the day after Thanksgiving. In addition, we are closed for Winter Break from the day before Christmas (depending on which day it falls) and reopen on January 2nd. All closings and early dismissals will be posted on our website and communicated by email from the administration.

Capital Kids reserves the right to schedule and close the center for necessary teacher workdays. Parents will be given as much notice as possible and are responsible for finding alternative child care.

Snow Days/Inclement Weather Policy

School closings and delays are made to assure the safety of our teachers and children. When severe weather occurs, Capital Kids will make reasonable efforts to open. Please check our website and your email to receive information regarding delayed openings and/or closures. Capital Kids follows the decision of the Federal Government for CLOSINGS/DELAYS due to inclement weather. In addition, Capital Kids may close at our own discretion for the safety of our students and staff. Please visit: www.opm.gov for closings/delays. In the event that the center finds it necessary to close early, the Director will send out an email and then staff will start contacting parents or emergency contacts directly by phone.

National Emergency

In the event of a local or national emergency or a natural disaster, Capital Kids has developed an Emergency Contingency Plan to be used. However, if necessary, we will follow police directions as needed. The welfare of the children comes FIRST. Parents/guardians will be notified as the situation allows. Our staff members are trained to respond in a calm manner and to keep the children safe. In such an event Capital Kids will be held harmless by parents/guardians. Areas of safe harbor are the Dog Park on 25th Street, Tennis courts on N Street, and the Fairmont hotel.

Non-Solicitation and Moonlighting

No parent or guardian at Capital Kids shall solicit or induce any employee of Capital Kids to leave their employment to perform full or part time services including but not limited to nanny services, housekeeper, babysitting, etc. Families attempting to do so will be subject to immediate termination of child care services at Capital Kids.

Capital Kids management discourages but does not prohibit its employees from part time babysitting opportunities that DO NOT interfere with their scheduled job duties. When using a staff member for outside services, you release Capital Kids for any and all responsibility, repercussions and or expenses incurred from said care.

A Capital Kids teacher is not permitted to drive a current student in their personal cars to or from the child care center. The only exception to this rule is if the Director is notified that there is a national emergency and a Capital Kids employee is directed by an officer of the law to transport a child.

Parent Involvement and Communication

We highly value parental support and participation. Capital Kids has an open-door policy. Parents and guardians are always welcome to visit or tour the facility at any point during operating hours. However, if your child has a history of having adjustment issues, please limit your visitation. Also, please limit extended visits. A maximum of 15 minutes in the classroom is permitted unless a special event or day has been arranged. We also hold holiday celebrations and special events that parents are invited to attend.

Parents' active participation and involvement is the most important thing for your child to have the best experience at our center. Please feel free to speak to your child's teacher for more ways to become involved in your child's classroom.

Withdrawal and Termination

Parents/guardians must give Capital Kids at least 30-day prior written notice to withdraw their child from care; notice must



be provided to an owner or the Director. Failure to provide the aforementioned notice will result in parents/guardians to be liable to Capital Kids for an additional month's tuition.

Capital Kids reserves the right, in its sole and absolute discretion, to terminate childcare for any student at any time due to excessive behavioral problems. This includes, but is not limited to, biting, hitting, kicking, lack of parental support, parents that are extremely overbearing towards the staff/child in care, or anything that endangers him or herself, other children, or staff. If Capital Kids chooses to terminate child care for the reasons stated above, the Director will send a formal email of disenrollment to the parent/guardian. Please note that Capital Kids is an “at will” service provider.

Capital Kids reserves the right to terminate child care for any reason, including but not limited to the following:

- Tuition is 2 or more weeks past due.
- Repeated failure to pick up a child on time.
- A behavior pattern threatens a child's own or others' safety/wellbeing, even after an action plan has been in place.
- Failure to submit required forms.
- Parents/guardians are no longer supportive of Capital Kids' program and philosophy or become negative and uncooperative in their actions and opinions which works to undermine the operation of the school.
- Parents become threatening and/or aggressive towards administration and teachers.
- At the discretion of the Owner and Director.

Emergency Medical Treatment

When deemed necessary, Capital Kids will obtain immediate medical treatment for your child. Staff members are trained in basic first aid and CPR practices. Parents/guardians agree to hold harmless any and all employees of Capital Kids who assist your child with emergency medical treatment. Furthermore, it is the responsibility of the parent/guardian for any and all expenses incurred for the transportation and emergency services.

School Safety

Parents are required to accompany their child to and from their classroom each day (except during COVID-19, where drop off is at the front door). Children are not to be dropped off in the school lobby. When departing, please make a staff member aware of your departure. Only persons listed on the approved pick-up list will be allowed to pick up your child. In the event of an emergency, please inform your child's teacher and the office that you are requesting an alternate, non-listed adult, to pick up your child. They will need to show photo identification before we can release your child. **Please use caution while driving in and out of the parking lot as small children are not always visible.**

Parent/Guardian Responsibilities

Custodial Issues

Section 324.2-3, states that unless a court order has been issued to the contrary, the non- custodial parent of a child in day care must be included, upon request of said non- custodial parent, as an emergency contact for events occurring during the day care activities. If the non-custodial parent does not have legal rights to pick up your child, court documentation must be kept up to date and in your child's file. Verbal notification is not sufficient, court documentation/judge's orders are required.

* All teachers and staff are mandated reporters as per DC child care licensing requirements. All suspected child abuse and neglect will be reported to social services. According to DC law it is not necessary to notify a parent/guardian before or after reporting an incident.

Items from home

Please note that lesson plans include a variety of activities that can become messy such as art, cooking projects and outdoor play. Please dress your child in season appropriate PLAY clothes. Children are bound to have accidents or get messy and teachers are prepared to handle these situations as they arise. Please ensure your child has a complete change of clothes in his or her cubby at all times.



Daily Items:

Your child needs to have the following everyday:

- Seasonal appropriate change of clothes (to be kept in child's cubby and/or bathroom bin) and shoes if walking
- Adequate napping items (crib sheet and blanket)
- Diapering supplies as necessary (diapers, wipes, diaper cream)
**cloth diapers are not permitted*
- Toddlers are to bring 2 clean sippy cups each day (labeled with name and date)
- Infants are required to provide all formula/breast milk, bottles, and food (labeled with name and date)
**breast milk bottles must be labeled with red tape (provided by center or home)*
- Parents/guardians are responsible to advise Capital Kids of any and all allergies (especially food borne) and physical or developmental issues.
- Parents/guardians are responsible for ensuring that your child's paperwork is correct and up to date.
- Each classroom is scheduled to go outside every day. Please dress your child in appropriate PLAY clothes including a jacket and mittens if necessary.

Capital Kids - Required Paperwork

As per DC licensing standards the following documents are required to be kept current in each child's file:

- Current Health certificate (annual physical)
- Oral Health certificate (annually for children 3 and up)
- Up to date immunizations as recommended by DC Board of Health
- Registration Form
- Authorization for emergency medical treatment
- Enrollment and contact forms
- Signed Authorization and Consent Forms
- Center policies form
- Schedule of Fees and Financial Agreement Form
- Any legal and/or medical documentation pertinent to the safety and wellbeing of the child in care.
- Photo release form (for social media and Newsletter use)
- Parent Handbook Acknowledgement Form

First Day/Weekly Checklist

Infant's First Day Checklist

Please bring the following supplies for the day:

- Food/Formula as needed
- Bottles (Clearly labeled with child's name,)
- Nursery Water (if necessary)

****A clean bottle is required for each feeding as we do not wash bottles on site****

Please bring the following supplies for the week:

- Diapers
- Wipes (in wipe box)
- 2 crib sheets & blankets, swaddles if needed
- Several extra outfits
- Bibs

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- Diaper Cream
- Pacifier (if needed)
- Hat for outside walks
- Noise machine if used at naps

Toddler's (Monkey & Frog Class) First Day Checklist

Please bring the following supplies for the day:

- Sippy Cup for water (Clearly labeled)
- Sippy cup or bottle for milk
- Sweater/coat/gloves/hat (depending on weather)
- Must have shoes for outside

Please bring the following supplies for the week:

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- Diapers
- Wipes
- Diaper cream
- crib sheet & blanket for cot
- Extra outfits
- Diaper Cream

**Preschooler's (Puppy & Pony class)
First Day Checklist**

Please bring the following supplies for the day:

- Pull-Ups (if necessary)
- Wipes or flushable wipes (if necessary)
- 1 crib sheet & blanket for cot
- Extra outfits/ underwear
- Water bottle
- Backpack
- Sweater/coat/gloves/hat (depending on weather)

bathroom items are stored in child's bathroom bin and used as needed

**Pre- Kindergarten (Robin class)
First Day Checklist**

Please bring the following supplies for the day:

- Baby wipes (if necessary)
- 1 crib sheet & blanket for cot
- Extra outfits/ underwear
- Water bottle
- Backpack
- Raincoat/Sweater/coat/gloves/ hat (depending on weather)

NOTE: Everything needs to be labeled with your child's name - every piece of everything!

NOTE: If you are bringing in 1) *diaper cream*, 2) *sunscreen*, or 3) *insect repellent*, you must complete the authorization form. The form is available to complete on our website under Tuition/Forms.



Capital Kids Child Development Center Parent Handbook Acknowledgement

I, the undersigned, acknowledge that I have read, understand, and agree to the terms of the Capital Kids Parent Handbook. I recognize that it is my responsibility to be informed and comply with the policies, provisions, and procedures it contains.

In addition, I understand that the contents of the Parent Handbook are guidelines that can be modified by Capital Kids. I acknowledge that the Parent Handbook will be revised in accordance with the rules and regulations of state, federal, and accrediting entities. I recognize that any such revisions will supersede and modify the current contents of the Parent Handbook. I also understand that no waiver of any provision of this Agreement shall be effective unless communicated in writing by an owner of Capital Kids. No failure or delay by Capital Kids in exercising any right, power, or remedy under this Agreement shall operate as a waiver of any such right, power, or remedy.

The handbook can be found on the Capital Kids website at www.capitalkidsinc.org. In the event that I would like a hard copy of the Parent Handbook, I understand that I can obtain an updated version upon request to the Director. Moreover, I recognize that it is my responsibility to contact the administration regarding any questions I might have about the contents of the Parent Handbook now and in the future.

Parent/Guardian 1

Name: _____

Sign: _____

Date: _____

Parent/Guardian 2

Name: _____

Sign: _____

Date: _____

Child Registered (1) _____ Child Registered (2) _____

Child Registered (3) _____ Child Registered (4) _____

Administration Signature: _____

Date: _____

Handbook Revisions: January 26, 2022