



PARENT HANDBOOK

2021

INTRODUCTION

This parent handbook explains the operations and policies at TRIO Academy, Inc. This handbook is not a contract for services or enrollment in TRIO Academy, either expressed or implied, or the conditions of enrollment between TRIO Academy and its clients. **Clients and/or parents/guardians are required to read, understand, and comply with the provisions of this handbook.**

From time to time, the policies and operations described in this handbook are subject to change. TRIO Academy reserves the right to evaluate, revise, modify, rescind, delete or add to the provision of the Handbook at its sole discretion.

Enrollment at TRIO Academy is *at-will*, meaning that it can be terminated at any time by the client or TRIO Academy, with or without notice, and without cause. Nothing in any document or statement now in existence or hereafter created shall limit the right to terminate the at-will enrollment except pursuant to a written enrollment agreement signed by the Executive Director of TRIO Academy and the client and/or client family. No other officer, agent, or employee of TRIO Academy has the authority to revise, waive, or alter this at-will enrollment policy, which cannot be altered other than pursuant to a written agreement signed by the Executive Director and the client family.

This handbook and the policies and procedures contained in it supersede any and all prior past practice, written representations, or statements regarding the terms and conditions of your enrollment, except as may be stated in a fully signed and written enrollment contract. Any and all previous handbooks are specifically revoked.

Please contact the Executive Director if you have any questions on any matter covered in this handbook.

TRIO ACADEMY MISSION

TRIO Academy nurtures and educates the individual and community.

TRIO Academy provides services to children, teens, and the community. These services are comprehensive in nature and designed to assist the client and family in transitioning through each stage of life, while learning functional and important skills along the way. The services include: intensive ABA therapy, behavioral consultation, daily living skills, social skills, mentoring, autism education, school support, parent training, and community resources.

TRIO ACADEMY STAFF

Executive Director

Angela Wade, M.S., BCBA is the Executive Director. She is responsible for supervising all services for children, including intensive and focused ABA, daily living skills and social skills classes. Angela is assists with community programs like autism education, school support, community-based training, and behavioral consultation. She provides supervision and ongoing training for all Registered Behavior Technicians (RBTs). Lastly, she is required to maintain her certification and state license as a Board Certified and Licensed Behavior Analyst.

Clinical Director

Kim Nichols-Green, M.Ed, BCBA is the Clinical Director. Kim is responsible for training and supervising all Early Start Denver Model therapy for young children with Autism. She is also assists in the development and training protocols and supervision for Technicians, Behavior Therapists, and RBTs. Kim participates in community programs such as community-based trainings and outreach, autism education, and school support. Finally, she is required to maintain her certification and state license as a Board Certified and Licensed Behavior Analyst.

Board Certified Behavior Analyst (BCBA)

At TRIO Academy, your child will have one assigned BCBA. This person is responsible for supervising and managing your child's therapy and programming. As your child masters and becomes fluent in a skill, your BCBA will move your child on to the next program. If your child is not progressing through a skill, the BCBA will assess the teaching strategies to assist in skill acquisition.

A BCBA has completed their Master's degree and certification in Applied Behavior Analysis and has completed over 4,000 hours of service with children with autism.

Behavior Treatment Therapist (BT Therapist)

Each child will have a Behavior Treatment Therapist (BT Therapist). The BT Therapist is your go-to person about any topics related to your child's services including, questions about therapy, scheduling, parent training, meetings, and holding in-home sessions. He or she is responsible for the ongoing evaluation of skills and progression of programming for your child. He or she works closely with the responsible scheduling individual to ensure that each child's main team is trained to teach and play with your child in the most therapeutic manner possible. The BT Therapist consults with the BCBA for programming or behavioral concerns. You can contact them via email or by calling the center and asking to speak with them. If they are unavailable, they will you back as soon as they can.

In addition to being responsible for your child's programming, the BT Therapist also assists in training, supervising, and monitoring the Behavioral Treatment Technicians while the Technician provides direct service to your child. A considerable amount of time is spent "on the floor" with the Technician and child, providing feedback and demonstrating correct therapy skills to the Technician.

Behavioral Treatment Technician (Technician or Tech)

Behavioral Treatment Technicians, also known as Technicians or Techs, must be at least 18-years old and have a high school diploma (or equivalent). TRIO Academy provides 40 hours of training in Applied Behavior Analysis. Technicians are trained in the principles of behavior, observe an experienced Technician or BCBA working with a child, and finally are observed working with a child themselves and given on-the-spot training and feedback.

PARENT INVOLVEMENT AND COMMUNICATION

Frequent and effective communication is essential for successful center-based treatment. TRIO Academy encourages direct communication with your child's BT Therapist or BCBA which minimizes the chances of miscommunications that are possible when multiple staff are involved. *Please relay all important information to your BT Therapist/BCBA directly.*

Miscommunication is still possible because your child has a treatment team who you will see on a regular basis. Communications with the first Technician of your child's day may not be passed along or passed along accurately, as the day can be hectic and distracting. In efforts to minimize lost information, please communicate via email or phone call to the BT Therapist or BCBA.

Parent Goals will be created with parent input within the first authorization period (6 months) in order to facilitate growth and skill development in the home environment. Adherence to parent goals and strategies is essential to maximizing growth during services. Continued failure to complete or work on parent goals can result in a hold on services or lack of funding from insurance or Medicaid.

Please label EVERY individual item that belongs to your child (i.e., each mitten, sock, shoe, spoon, lunchbox, etc) with his/her first 2 initials of their first AND last name (i.e., AnWa)

Intake

Prior to beginning services with TRIO Academy, an intake meeting is scheduled to gather information about the family and client. This information is crucial to developing an individualized treatment plan that will maximize the child's strengths and address gaps in skills. Based on the child's skill level, one of four assessments will be utilized: Early Start Denver Model, Verbal Behavior Milestones and Assessment Placement Program, PEAK Relational Training System, or Essential for Living. Along with the assessment results, parent and client input is essential to the development of goals and the treatment plan. Parents and client input ensures that all goals are functional and meaningful for the family.

For the intake meeting, parent must provide copies of diagnostic assessments, IEPs, insurance/Medicaid cards and sign releases of information for related services (including doctors, psychiatrists, school, etc).

Following the intake meeting, you will likely have weekly 2-hour sessions with your child's BT Therapist for further assessment and to allow the child to begin to acclimate to TRIO Academy's schedules and routines. While these sessions take place, TRIO Academy will be assembling your child's Technician team and submitting the authorization for services to your insurance. These sessions may continue for 4-8 weeks before starting therapy.

Daily

When you pick up your child each day, you will receive an oral summary of your child's day at the center. At this time, it is important that you ask any questions that you may have, however questions or concerns regarding therapy, goals, meetings, schedule, or communication concerns are best directed to your BT Therapist or BCBA. Per insurance requirements, parents must sign daily session notes that are completed for your child each day. The report will include information such as your child's daily activities, items they brought from home, meals/snacks eaten, any naps, and instances of problem behavior.

First Month

During the first month of therapy, we focus on creating positive bonds with your child. Each team member builds rapport with the child by playing and using principles of reinforcement for positive behaviors. Within the first month, the child's treatment goals will begin to be implemented. Parents will attend one meeting to discuss your child's Treatment Plan, make any suggestions, and sign the plan. During this meeting, parents and the BCBA will also formulate an individualized training series to help with any difficulties outside of the center and help to generalize skills learned in the center to other environments.

After 1st month

After the first month of therapy, your child will be working on all the initial goals in his or her Treatment Plan. Each month after the 1st, parents are required to attend monthly or bi-monthly meetings with the BT Therapist for parent coaching or the BCBA for progress reports. Some additional parent training and/or feedback can be delivered during the monthly meeting. If your child is learning through the Early Start Denver Model curriculum, the Clinical Director will provide parent coaching on strategies and goals to implement at home. In addition, in-home parent trainings scheduled every 2 to 3 months will assist with generalization of skills from the clinic to home and continue with parent training.

TRIO Academy automatically processes the 3-month, 6-month, or 1-year re-authorizations for your child with your insurance company so you may not be aware of changes until TRIO requests additional information from you. *It is imperative that you notify TRIO Academy for address changes, medication changes, or insurance changes.*

Parent Postings

TRIO Academy maintains a parent Facebook page as well as a main TRIO page. Training information and important details are posted on both. Please follow 😊

DROP-OFF/PICK-UP POLICY

- Arrive no later than your child's scheduled time for drop-off and pick-up.
- Please call the center if you will be **more than 5 minutes late**. Your scheduled Technician will call you if you are 15 minutes late and have not called the center.
- You are **REQUIRED TO CALL within the 15-minute grace period** if there are extenuating circumstances causing you to be late. TRIO Academy allows a 15-minute grace period. If you are later than 15 minutes to your child's session without calling, your child's first session of the day will be cancelled.

ATTENDANCE, SCHEDULE CHANGES, NO SCHOOL DAYS & ILLNESS

Attendance

A consistent therapy schedule is very important for your child's progress. Your child's schedule will be agreed-upon between you and your BCBA/BT Therapist and will be consistent week-to-week. For example, if your child is prescribed to receive 30 hours of therapy and you have agreed upon 9am-3pm Monday-Friday, you can expect that your child will be scheduled for those hours each week. **For this reason, more than three(3) no-call/no-shows in a 6-month period will likely result in discharge from the program (on a case-by-case basis). After two (2) instances, an attendance meeting will be required and scheduled to determine future scheduling.**

It is important that children are picked up at their scheduled end time because team members are often scheduled with another child at that time or TRIO is scheduled to close. For this reason, if a child is excessively picked up more than 5 minutes past the scheduled end time, late pick-up fees may be incurred for the family. The family will be notified in writing of the late pick-up fees prior to the implementation of this policy.

Once your child's schedule is determined, it is TRIO Academy's responsibility to ensure that trained team members provide services during those hours. Consistency of treatment and avoiding the loss of hours due to staff call-in's or illness is one of the advantages of center-based treatment. Please be mindful of this and make every effort to abide by your child's agreed-upon therapy schedule.

Scheduling

It is TRIO Academy's policy that your child attend therapy at least 9-10 hours per week (within block scheduling) to allow for consistent sessions and adequate supervision as required by insurance companies. Sessions must be at least 2.5 hours long, may not exceed 9 hours per day (with nap) and only one session is allowed per day.

TRIO Academy completes therapy schedules on a trimester basis (June-August, September-December, January interim, and February-May). TRIO Academy utilizes block scheduling as follows: 8am-12pm, 12pm-3pm, and 3pm-6pm. The session must start on the start of the block or within 30

minutes. The end of the session must be on the scheduled block end-time or 30 minutes prior. Start or stop-times on a 15-minute increment is ARE NOT ALLOWED.

TRIO Academy does not function as a “drop in” service or day care facility, although it may appear as though the hours and day-to-day functioning resemble these services. Please consider your child’s therapy to be a MEDICAL APPOINTMENT. Technicians are scheduled one-on-one with your child and only when your child is present. If you arrive late, your child’s Technician is kept waiting for your arrival.

If you are going on vacation, have pre-existing doctor appointments, or other conflicts with your child’s agreed upon schedule, you should notify your child’s BT Therapist and/or BCBA **at least 2 weeks in advance of the change.**

For schedule changes within 24 hours, please call the building that your child attends for therapy.

For schedule changes more than 24 hours in advance, email the change to schedules@trioacademywi.com.

Illness

Please call the center **no later than 1 hour prior to the scheduled start time** if your child cannot attend therapy due to illness. If your child is home sick, his/her Technician is typically sent home and is not available later in the day (i.e., if your child becomes well, you find a better ride to the center, etc). TRIO Academy will not be able to accommodate a later start time if you have called your child in sick earlier in the day.

If your child is ill, please DO NOT bring them to their scheduled session. TRIO Academy staff will also not attend any scheduled in-home sessions for that day. If your child does not attend school or is sent home from school due to illness, please do NOT have them attend therapy later that day. Parents will need to pick up their child within 30 minutes if he or she is ill at TRIO Academy, as TRIO is not licensed to care for mildly ill children. Please respect the staff’s judgement if they determine that the child is not well enough to attend therapy. This helps to decrease the spread of disease to other children and staff members.

If a child becomes ill while at TRIO Academy, the child will be isolate from other clients (in a separate room) and the parent will be called immediately. TRIO Academy must remove a child from common areas for a child:

- Who has a reportable illness or condition that is contagious (Parents must inform TRIO within 24 hours if their child has a contagious disease),
- With chicken pox until the child is no longer infectious or lesions are crusted over,
- Who has vomited since arriving that day,
- Who has had any abnormally loose stools since arriving that day,
- Who has contagious conjunctivitis or pus draining from the eye (pink eye),
- Who has a bacterial infection and has not completed 24 hours of antibiotics,

- Who has unexplained lethargy and is unable to participate in normally scheduled activities,
- Who has a 100-degree or above temperature before temperature reducing medication is given,
- Whose temperature has not been below 100 degrees for 24 hours,
- Who has an undiagnosed rash or rash attributable to a contagious illness or condition.

If parents would like a make-up session to occur, please notify TRIO Academy as soon as possible, and TRIO will make every effort to schedule the session. If the make-up session is not immediately available but something becomes available in the future, arrangements can still be made if the parents show continued interest.

No school or early release days

TRIO Academy recognizes that many schools have scheduled breaks, days off, or early release days. Due to staff availability, TRIO Academy MAY NOT be able to provide additional services for your child during these situations. TRIO Academy cannot guarantee extra staff on-hand for occasional circumstances- including Christmas and Spring Breaks. If the schedule change is requested at least 2 weeks in advance, TRIO Academy will make reasonable efforts to accommodate additional hours (provided that those hours are approved by insurance). If unable to accommodate additional hours, TRIO Academy will continue to provide services on the agreed-upon schedule.

During the summer, large schedule changes will be allowed IF the extra hours are approved by insurance.

Holidays Off Schedule

TRIO Academy recognizes the following holidays and will be closed.

- New Year’s Day (may be shortened hours on New Year’s Eve)
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day & Black Friday
- Christmas Eve
- Christmas Day

Hours of Operation

TRIO Academy is open from 8:00am to 6:00pm Monday through Friday. These hours of operation are subject to change for summer/school months.

CLIENT-PROVIDER RELATIONSHIP

It is TRIO Academy policy that TRIO staff members are not permitted to engage in social relationships with clients in order to maintain professional and ethical boundaries. TRIO Academy staff cannot give or accept gifts or participate in personal events such as birthday parties or graduations. TRIO Academy staff members are not permitted to provide any other services outside of treatment, such as in-home babysitting and cannot care for other family members other than the client of TRIO Academy.

In addition, parents are not able to be employed with TRIO Academy while their child is receiving active treatment. To ensure a safe and harassment-free therapy environment, TRIO Academy forbids and offensive physical, written, or verbal behavior of a sexual or derogatory nature or based on any other characteristic protected by law.

GRIEVANCES, FEES/REFUNDS & TERMINATION OF SERVICES

Grievances

If a parent or caregiver has complaint about or conflict with TRIO Academy, they are encouraged to make an appointment with the Executive Director to professionally discuss and reconcile the dispute.

Fees

Fees are due to TRIO Academy on the due date listed on the invoice. Payments can be made via personal check, debit/credit card, HSA, or cash. In the event of a third-party payment (i.e., employer or county), special arrangements will be made. Cash or check payments can be mailed to TRIO Academy's regular address. All payments made by HSA or debit/credit card need to be discussed with one of the TRIO owners.

- Parents will not be billed for days when the child does not attend due to illness or other circumstances if the funding source is NOT private pay from the family.
- There are no reductions in fees for additional children from the same family.
- NSF checks will result in \$25 fee.
- Payments postmarked AFTER the due date printed on the invoice will result in a late fee of \$25.
 - If no payment is received within 3 days of the due date, a second invoice will be sent with the \$25 late fee added, a new total, and a new due date (10 business days).
 - If no payment is received within 3 days of the due date for the 2nd invoice, a 3rd invoice will be sent with an additional \$25 fee added, new total, and new due date (10 business days).
 - If no payment is received within 3 days of the due date for the 3rd invoice, a FINAL invoice will be sent with an additional \$25 fee added, new total, and final due date (10 business days).
 - If no payment is received within 3 days of the FINAL invoice due date, all services will be IMMEDIATELY put on hold until the account is paid in full.
- In the event that a fee (i.e., special event fee) was paid prior to the event and the child was unable to attend due to illness or the event was cancelled, a refund can be expected within 2 weeks of the date of the event.

Termination of Services

A client may be discharged from the center or services placed on hold for such reasons as (but not limited to):

- Successful completion of the program as agreed upon by the parents and TRIO Academy supervisors.
- Insurance company no longer provides funding due to reaching treatment goals and therapy is no longer deemed “medically necessary”
- Lack of parental cooperation
- Frequent failure to abide by pick-up/drop-off policies.
- More than 3 no-call/no-show’s in a 6 month period OR frequent and ongoing called-in session cancellations.
- Physical, mental health or behavioral needs of the client exceed TRIO Academy’s training or ability to provide effective services. This will result in a meeting with the parents to determine other possible solutions and provide additional community resources. In situations of severe self-injurious behavior or aggressive behavior towards others (breaking bones/joints, drawing blood, large tissue damage), TRIO Academy may terminate services without advanced notice.
- Failure to complete and return required paperwork.
- Failure to pay fees by due date indicated on the FINAL bill. This may result in IMMEDIATE termination without advanced notice.

A child will never be discharged due to discrimination as TRIO Academy complies with all applicable provisions of the Americans with Disabilities Act.

Parents must give a 2-week written notice of their intent to terminate services. In this case, a discharge consultation will likely be scheduled.

If a parent feels that an appeal is necessary, they may submit a written appeal to the Executive Director. A consultation will be scheduled within 2 business days to review the intended discharge. The Executive Director will make the final decision.

If the termination is a mutual decision by TRIO Academy and the parents, the final date of service will be agreed upon.

In the event of a discharge due to client needs exceeding TRIO Academy’s training or expertise or if it is determined at intake that the needs are outside of TRIO Academy’s expertise, referrals will be provided to the parent for professional assistance in the needed area.

INSURANCE COVERAGE

TRIO Academy is in-network with several insurance providers. We will attempt to gain in-network status with an insurance company of a prospective client if we are not currently in-network with that insurance. TRIO Academy cannot guarantee insurance acceptance or coverage of ABA service.

INFORMED CONSENT & CONFIDENTIALITY

TRIO Academy secures records of our clients’ information. These records contain dates of contact with the clients, notes on progress, and other information. They are considered confidential records and can only be released with written consent from the client/parent/guardian. TRIO Academy abides

by HIPAA regulations regarding confidentiality. TRIO Academy requires a signed "Release of Information" prior to sharing information with a third party.

ACCIDENT & EMERGENCY PROCEDURES

Fire

In case of an emergency that would require an evacuation, staff will assist all children to leave via the nearest exit. As most children in the center have a one-on-one staff assigned to them at all times, the staff member are aware of the children for whom they are responsible. Staff assigned to children requiring additional assistance due to physical disabilities or challenging behavior will have priority for supervisory help. The current schedule and children emergency contact lists will be taken outside of the building by the on-duty supervisor to verify that all children are present and to contact parents as soon as possible. Children will be gathered a safe distance from the any burning material. Parents will be notified after the fire department has been called. In the event that we cannot return inside the building, the children will be transported to a safe and warm location until parents arrive.

Tornado

If there is a tornado warning, the children will be taken to the basement or interior space in the building away from windows. Blankets, flashlight, and extra batteries are available at all times. The current schedule and children emergency contact lists will be taken outside of the building by the on duty supervisor to verify that all children are present. Children will be kept busy in the basement until the warning has passed.

Other Emergency Situations

If the center should lose the use of heat, water, or electricity before the center opens, the parents will be notified at least 1 hour before their scheduled time and will be asked to keep their child home.

If the center loses the use of heat, water, or electricity while children are present, one of the Directors will call the parents of all children and ask them to pick their child up within 1 hour.

In the event of an emergency closing (snow emergency), we will contact news stations, post on our Facebook page and call parents to pick up their child.

TRIO Academy follows Oshkosh Area School District closings for weather emergencies.

All emergency phone numbers including the Executive Director, Fire Department, Police Department, Ambulance, Poison Control, WPS (electric), and Child Protective Services for Winnebago County are posted at all times.

In the event that a call to Child Protective Services is warranted, the person who witnessed or suspected the neglect or abuse will contact the department directly. After the report has been made, the staff will notify one of the Directors of the report.

All supervisors are trained in child CPR/AED and first aid. First aid supplies are stored in the office.

In the event that services are disrupted for more than 4 consecutive days due to weather or unsafe facility conditions, all efforts will be made to provide services in the home or community until regularly scheduled services can resume.

Sentinel Events

A sentinel event is defined by The Joint Commission (TJC) as any unanticipated event in a healthcare setting resulting in death or serious physical or psychological injury to a patient or patients, not related to the natural course of the patient's illness.

In the event that a sentinel event occurs, the event details will be reported to The Joint Commission within 24 hours for review and recommendations. TRIO Academy will collaborate with a patient safety expert in The Joint Commissions' Office of Quality and Patient Safety to the fullest extent to minimize any further negative response and injury to the client.

Family Legal Issues

TRIO Academy requests a copy of all legal documents affecting custodial rights of children receiving treatment at TRIO. These include, but are not limited to:

- Restraining orders issued by a court that relate to the child, the enrolling parent, or other family members.
- Any change of legal guardianship or custody if it could affect your child's treatment, drop-off, or pick-up.

TRIO Academy will release the child to the parent/guardian with physical custody or persons listed on the Authorized Pick-Up list.

MEDICATION

TRIO Academy administers medication under the following circumstances ONLY:

- Parents completed the TRIO Academy Medication Authorization form for each prescription and non-prescription medication
- All medication must be in the original container with client's name, current dosage, and administration directions. We will not exceed the dosage on the label of the medication without a written doctor's prescription/authorization.
- Medication is stored in a locked medication box. There is a covered, labeled, and locked container in the refrigerator for those medications requiring refrigeration.

- All administrations of medication will be documented in a Medical Log Book. Parents have access to entries regarding their child if requested.
- If there is delayed or missed dosage or other errors in administration, parents will be notified immediately and may be asked to contact their doctor for recommendations.

Over-the-counter ingested medicine:

- Requires a completed Medication Authorization form. Medications that are not listed on a Medication Authorization form will NOT be administered to your child.
- Child's name must be on the container.
- Any over-the-counter medication administrations will be written in the Medical Log.

Any accidents or injuries occurring in the center will be logged in the Medical Log Book. Any marked change in behavior or appearance or any observations of injuries to a child's body received outside of the center will also be logged.

TOILETING

If your child uses wipes and/or wears diapers, pull-ups, pads, feminine hygiene products, etc. these items are to be provided by the parents. They will be stored in your child's bag/backpack that he/she brings each day or an individual designated space for your child within the clinic. These items should be replenished each night or morning to ensure your child has sufficient amount to last the day.

If your child is unable to stand for diaper changes, TRIO Academy will use a clean, sanitized personal changing mat that can be used for diaper changes.

Your child's toileting plan/schedule is discussed during initial assessment meeting and progress meetings, if applicable.

TRIO Academy asks that you keep an extra set of clothing (pants/shorts, socks, underwear, and shirt) in your child's backpack or in TRIO Academy's storage bin in case of accidents or soiled clothing. Any soiled or dirty clothing will be sent home in a plastic bag in your child's backpack.

NAPPING

If your child requires a nap or you wish for him/her to nap, washable mats are provided by TRIO Academy.

MEALS & SNACKS

All snacks, meals, and drinks (other than water) are provided by parents. TRIO Academy provides storage space for bulk snacks (please label with initials and date). All meals need to be packed daily and be able to be re-heated in the microwave. If your child has cooking goals, other options can be discussed with your child's BT Therapist/BCBA. Any uneaten items will be sent home with your child. Packed meals are kept in the refrigerator unless other instruction is provided by parents.

Children cannot share food items.

Food allergy information is collected upon enrollment. Please indicate if food restrictions are allergies or dietary restrictions/preferences. This information assists TRIO Academy staff in the event that a restricted item is accidentally consumed by your child.

Dishes, cups, and silverware are provided by TRIO Academy. If you wish to send in your own dishes or utensils, please initial each item. Items sent from home will be rinsed prior to being sent home to be washed.

Snacks are provided every 3 hours at TRIO Academy- typically around 9am and 2 pm for day-enrolled clients and after school for children who are in school all day. Lunch is scheduled between 11:30am or 12pm and dinner is at 5:00pm.

Information in the Parent Handbook is subject to change. If significant changes are made, parents will be asked to sign and date a Parent Handbook Acknowledgement Form indicating that they have read and understand the changes.

PARENT HANDBOOK ACKNOWLEDGEMENT FORM

The Parent Handbook outlines the autism therapy services and expectations. Please keep a copy in a safe place to use in the future for reference and information. The Parent Handbook is subject to change without notice. Any significant changes will be provided to the parents and parents will be asked to sign a new Parent Handbook Acknowledgement Form.

I acknowledge that I have read, understand, and agree to follow the Policies and Procedures relating the parents presented in the Parent Handbook.

Parent's Signature

Date

Child's Name

Date of Birth