

TOWN OF HOLDEN
Recreation Department
BEFORE/AFTER SCHOOL PROGRAMS
SUMMER ALL DAY PROGRAM

PARENT HANDBOOK

TABLE OF CONTENTS

1. PROGRAM PURPOSE
2. TRANSPORTATION PLAN
3. COMMUNICATION
4. LATE FEE POLICY
5. FEE SCHEDULE
6. PARENTAL VISITATION
7. TERMINATION AND SUSPENSION POLICY
8. SNACK AND NUTRITIOUS ITEMS
9. LINE OF AUTHORITY
10. CHILD ABUSE AND NEGLECT PLAN
11. BEHAVIOR MANAGEMENT - CHILD GUIDANCE PLAN
12. REFERRAL SERVICES
13. HEALTH CARE POLICY
14. EMERGENCY PROCEDURES
15. CHILDREN'S RECORDS
16. PROGRAM CLOSURE POLICY

The Before/After School Programs, and the All Day Summer Program are licensed by:

Department of Early Education and Care

1441 Main Street

Springfield, MA. 01103

EEC Telephone # 413-788-8401

HOLDEN RECREATION

BEFORE/AFTER SCHOOL PROGRAMS

SUMMER ALL DAY PROGRAM

1. STATEMENT OF PURPOSE

The Before and After School and the All Day Summer Programs were created because of the numerous requests received from parents within the Holden community. The Before and After School Programs are offered to provide a recreational experience for elementary school aged children (ages 5 –12) when school is in session. The before school hours are 7:30–9:00am, and the afternoon hours are 3:30-5:30. During the summer the All Day program runs weekdays from 7:30am-5:00pm, except for July 4th. The primary goals are: to offer an affordable, safe recreational based program to stimulate creativity, improve physical fitness, increase social skills, build self-confidence and to provide enrichment opportunities that meet the physical, social and intellectual needs of the child. The curriculum will include learning experiences that support problem solving, critical thinking, communication and relationship building. The student/staff ratio is approximately 13:1. The Recreation Department does not provide 1 on 1 care.

The Programs are operated by the Town of Holden Recreation Department. We are **invited guests in the schools**, and do not work for the Wachusett School District. Please direct all Before & After school questions, or concerns to Holden Recreation Staff.

The participants will enjoy different activities throughout the week. They will participate in sports, arts & crafts, individual/group games, board games, etc. To avoid any issues arising due to missing, stolen or broken toys, children should not bring their personal toys from home. In the event a child does bring a personal toy or belonging, Holden Recreation is not responsible for any lost, stolen, or damaged items.

The Town of Holden does not discriminate in providing service to residents on the basis of race, religion, cultural heritage, political beliefs, national origin or disability. The Recreation Department is a public entity which strongly believes in providing life balancing, survival, leisure, educational and healthful living pursuits for all populations within the community. The Recreation Department is a self-sustaining department and offers year round programs.

Enrollment

Our programs maintain strict state regulations and guidelines. Enrollment is open to all children enrolled in Davis Hill, Dawson and Mayo elementary schools in grades K-5. The number of slots are limited, and we use a waiting list when necessary. Before your child can attend the Before/After/Summer Programs we must have the following on file:

- Completed Registration Packet which is available online or at the Recreation office
- Updated Holdenrec.com “Household” information
- If applicable, complete required medical forms for chronic medical conditions and/or allergies
- If a child has previously been enrolled in our programs, all paperwork must be reviewed, initialized, and dated. This does not include the medical forms mentioned above.

2. TRANSPORTATION

The Recreation Department does not provide transportation to and from the Before/After School Programs or the All Day Summer Program. Transportation is the responsibility of the parents. Field trips will not be planned as part of these Programs.

Arrival

All children should report to the homebase area directly at the beginning of the Before School/All Day Summer Program and directly following dismissal from school for the After School Program unless otherwise directed. No child should leave the homebase area unless with staff or with the permission of staff. Parents/Guardians must walk students into the school.

Pick up

Only those people listed on each child's information form may pick up a child at the end of the Program day. Staff cannot and will not transport children home. If for some reason parents can not pick up a child by the designated time, alternate transportation should be arranged prior to the day and the staff notified. Please make sure that every possible person is listed who may pick up your child. Children will not be released to anyone who is not identified on the Emergency Contacts Consent Form or the Transportation Authorization Plan. People picking up children MUST show proper identification to staff prior to the child being released. Parents are responsible for notifying their transportation person or company of any changes, cancellations, or holiday/vacation/sick days. In the event of an emergency, when a child must be transported to a medical facility, the Holden police department will be called for ambulance service dispatch. The cost of the ambulance will be the responsibility of the parent.

3. COMMUNICATION FOR ABSENTEEISM

If your child is going to be absent from the After School Program, a parent or guardian must call the Recreation office (508-829-0263) before 2:00 p.m., or email holdenrec@holdenma.gov so staff can be notified to not expect your child. Anytime a child is expected to be in attendance, and does not attend, we enact our Emergency Action Plan (see 14 F) to try and locate the "missing" child. A simple phone call from you, will save us a lot of unnecessary work and stress!

4. LATE FEE POLICY

It is very important that parents make every effort to pick their child up from the programs on time. If you are going to be late, please call (508) 829-0263 and notify us of your estimated arrival time. All Parents/Guardians will be required to review and sign the late fee form. After the conclusion of the program a late fee of \$1.00 per minute per child will be charged to your Holden.ma.myrec.com online account. There are no exceptions to this rule. **Repeated lateness may result in termination from the Program.**

5. FEE SCHEDULE

Child care fees are due one month in advance on the 1st Thursday of every month. Payments are due in 10 monthly installments based on the Wachusett Regional District school calendar. If you are **one week** past due for any payment your child may be terminated from the program.

Payment Month	Payment Due Date
September partial payment 1	At Registration
September partial payment 2	1st Thursday in August
October	1st Thursday in September
November	1st Thursday in October
December	1st Thursday in November
January	1st Thursday in December
February	1st Thursday in January
March	1st Thursday in February
April	1st Thursday in March
May	1st Thursday in April
June	1st Thursday in May

Before School Monthly Payment	After School Monthly Payment	Before and After School Monthly Payment
1 Child - \$222.40	1 Child - \$296.40	1 Child - \$516.80
2 Children - \$372.40	2 Children - \$505.40	2 Children - \$877.80

6. PARENTAL VISITATION

Parents are welcome and encouraged to visit the Before and/or After School Program and the All Day Summer Program. The staff is eager to work with parents. If you have any comments, suggestions, or ideas, please feel free to share them with the Recreation Office. We welcome and invite your input. The Department of Early Education and Care requires us to prepare a written report annually, documenting the progress of each child in the Programs. Parents will be provided a copy of the Progress Report mid-way through the school year. Any Parent or Guardian wishing to have a formal meeting regarding their child's progress report can contact the Recreation Office to schedule a meeting at a time that will not interfere with the care of the other children in our programs.

Parents may contact the Department of Early Education and Care for information regarding Davis Hill, Mayo and Dawson Schools Before and After School Programs regulatory history.

7. TERMINATION AND SUSPENSION POLICY

The purpose of this policy is to ensure a safe and positive environment for all participants in the Before/After School Program and All-Day Summer Program. Participants who engage in behavior that poses a risk to themselves, staff, or other participants, or who disrupt the program's operations, may be subject to termination. This policy outlines the conditions and procedures for such actions.

Grounds for Suspension and Termination

1. Behavioral Risks

- Participants who inflict harm upon themselves, staff, or other participants, or who repeatedly engage in behaviors that are disruptive or dangerous, may face suspension and/or termination. This includes, but is not limited to, severe physical aggression, persistent safety risks, or consistent disruptive behavior.

2. Guardian Behavior

- Termination may also be warranted if a participant's guardian poses a threat to the program, its participants, or its staff. This includes instances where the guardian's behavior undermines the program's policies, procedures, and verbal altercations.

3. Policy Violations

- Repeated violations of program policies, including failure to comply with established rules and procedures, may result in termination. This includes chronic inappropriate behavior that cannot be effectively managed or corrected despite intervention efforts.

4. Program Integrity

- If, after extensive efforts and implementation of various strategies to address behavioral issues, a participant continues to exhibit unruly, dangerous, or disrespectful behavior, termination will be necessary to maintain the integrity of the program.

Suspension and Termination Procedures

1. Suspension

- A participant may be suspended for one or more days based on the severity of the incident. During suspension, payment for the program is still required. An incident report detailing the suspension will be completed, placed in the participant's file, and a copy will be provided to the parent or guardian along with the dates the suspension are to be serviced. A copy of the incident report will also be sent to the Recreation Director. If repeated suspensions occur a conference with the Recreation Director may be required before the participant's return to the program.

2. Termination

- In the event of termination, the parent or guardian will be contacted immediately to pick up the child. A formal letter outlining the reasons for termination will be sent by certified mail. A conference with the Recreation Director may also be necessary prior to finalizing the termination.

Positive Communication

Holden Recreation is committed to fostering a safe and inclusive environment with clearly laid out expectations for parents/guardians, staff, and students. We believe parent-staff communication is a vital component in our programs, and therefore encourage parents to share any relevant information that may help support their child with staff.

Fostering a Safe and Inclusive Environment

- Group rules and expectations are clearly and consistently stated by the staff, strategies used to address behaviors that do not meet our program's expectations are outlined below.
- Expectations are designed based on an individual's age and developmental stage, as what is considered appropriate or achievable changes throughout the different stages of growth and maturity.
- Every student has the right to feel safe
- Staff members will strive to assist students in developing a heightened awareness of others emotions as well as their own and will ensure every student is able to be heard.
- If your child has legal accommodations, such as an IEP or 504 plan, and it is noted in the registration packet, parents will be contacted via email before the program begins to provide the necessary documentation. A behavior management system will then be developed to align, as reasonably as possible, with the approach used at school.

Intervention and Strategies Used to Address Behavior Inconsistent with Expectations

- Clearly stated expectation and behavior modeling are the first approach
- Secondly, students are assisted by staff through conflict resolution using positive communication skills such as active listening and helping the student express their feelings
- Redirection is used to calm students down during emotionally stressful moments
- Students will receive a verbal warning and/or a “fix it ticket” for minor offences
- If the behavior persists, the student may be asked to remove themselves from the activity until they are calm or have demonstrated appropriate behavior
- If the behavior persists, the student may be asked to switch activities for the remainder of the day
- If the student is still struggling to demonstrate appropriate behavior an incident report may be written, discussed with the parent/guardian at pick up, and reviewed by an administrator

Serious Violations

The safety of our students is our number one priority, therefore any student who engages in physically/verbally threatening, dangerous, or disruptive behavior, may be sent home early. The student must be picked up and released to an authorized pick up person within 30 minutes of receiving a phone call. If pickup is delayed beyond this timeframe, a fee of one dollar per minute will be charged to your account.

Serious violations that may lead to an immediate parent phone call, suspension or termination include, but are not limited to:

- Repeated gross disrespect towards other participants or staff
- Use of inappropriate or vulgar language
- Theft
- Physical altercations such as fighting, kicking, spitting, or biting
- Demonstrating a repeated inability to keep one's hand to themselves and/or an understanding of personal space and privacy
- Sexually explicit behavior or harassment
- Bringing weapons or threatening to bring weapons to the program

- Vandalism of program or school property (offences of this nature may result in legal action or fines)
- Possession of drugs or alcohol

Commitment to Support

Holden Recreation is dedicated to working collaboratively with families to address and meet each child's needs. While every effort will be made to accommodate participants through supportive strategies and plans, persistent and severe behavior issues may ultimately result in termination to preserve a safe and effective environment for all.

For questions or concerns regarding this policy, please contact the Recreation Office through our email at Holdenrec@holdenma.gov.

8. AFTERNOON ONLY SNACKS AND NUTRITIOUS ITEMS

Participants may bring a nut free snack to the Program, but a drink and snack are provided daily in the After School Program. Juice is provided in the Before School Program. A juice and snack are provided in the morning during the All Day Summer Program. Various snacks include but are not limited to; Goldfish, raisins, pretzels, Pop-tarts, and other nutritional items. Staff are trained in USDA nutrition requirements. If parents do send snacks, please give some thought to the nutritional value of the food, and allergies other children may have. If your child is allergic to certain foods, please be sure this is noted on the parental information sheet in your registration materials. Weekly snack lists will be posted in the cafeteria. If your child does not like the snack being served on a particular day, please pack an alternative snack for them. Alternative snacks will not be provided by the program.

9. LINES OF AUTHORITY

The Before/After School/All Day Summer Program staff reports to the Program Coordinator and Recreation Leader. The Recreation Leader and Program Coordinator reports to the Assistant Director, who in turn reports to the Director of Recreation. The Director reports to the Town Manager and the Town Manager reports to the Selectman. There is also an advisory Recreation Committee to the Department of Recreation, which is appointed by the Town Manager. The Committee should be contacted prior to any communication with the Board of Selectmen. Parents are always welcome to give input to the Program, discuss concerns, give complaints or communicate other issues with the staff, the Recreation Leader, the Assistant Director, the Director or the Recreation Committee. We ask that you follow this "chain of command" prior to moving to the next level. Thank you.

The Department of Early Education and Care (EEC)

EEC is the agency that oversees the early education and care program, before school, after school and All day services for families in Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety.

Having a license means that our facility has demonstrated that we continually meet the standards outlined with the EEC regulations. We encourage all parents/guardians to read through the information contained in the parent handbook before filling out your child care enrollment form. All parents/guardians are welcome to contact the Department of Early Education and Care for information regarding the program's compliance history.

Department of Early Education and Care

**95 Liberty Street 3rd Floor
Springfield, MA. 01103 (413) 788-8401 (P)**

10. PROCEDURES FOR REPORTING ABUSE AND NEGLECT

All staff in the Holden Recreation Department are mandated to report suspected incidents of child abuse and neglect as required by M.G.L.D. 119,s. 51A. Whenever any staff suspects child abuse and/or neglect, whether within the Program or by an outside individual, it is mandatory that the staff report the incident to the Director of Recreation. The Director will then notify the Department of Children and Families as required, as well as the Department of Early Education and Care.

In the event of an investigation, all staff will cooperate to the fullest with the Department of Children and Families. Cooperation shall include, but not be limited to identifying parents of children currently or previously enrolled in the Program; providing consent for disclosure to the Department of Early Education and Care and allowing the Department of Early Education and Care to disclose information to any person and/or agency by specifying, as necessary, to the prompt investigations of allegations and the protection of the children. The Holden Recreation Department's failure to cooperate may be grounds for suspension, revocation/ refusal to issue or renew a license; therefore may also be grounds for suspension or dismissal of an employee. The Town of Holden reserves the right to submit all information and inquiries to the Town Counsel upon the Director or Town Manager's discretion.

Any staff person suspected of abuse and/or neglect may be suspended immediately or moved to another job not directly in contact with children as determined by the Director or Town Manager, until the investigation by the Department of Children and Families and/or the Department of Early Education and Care is complete and the staff person is approved to return to his/her position, or terminated as a result of the investigation.

11. BEHAVIOR MANAGEMENT

No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to abuse, ridicule or humiliation, denial of food, rest or bathroom facilities, punishment related to eating or not eating food. Staff are prohibited from generally using raised voices or angry tones.

The behavior rules and policies will include:

- Every child has the right to be safe.
- All staff and children should abide by the above statement.
- Inappropriate behavior should be dealt with by staff and, if needed, by parents.
- A behavior management system will be designed that compliments the system used at school.
- Staff will proactively praise appropriate behavior.
- Inappropriate behavior shall be dealt with verbal communication warnings and/or time-out period for an appropriate amount of time.

If inappropriate behavior continues and the parents have been notified, the child may be asked to leave the Program for one or more days. If inappropriate behavior continues, the child may be terminated from the Program. Incident reports will be filled out and placed in a child's folder each time the child has a behavioral incident.

Staff and children will respect one another. Care for others' feelings and respect for others' differences are expected from both staff and children. The Recreation Department believes that care is what sustains us all, care for ourselves and others, consideration of feelings, and concern for those who need help and understanding. Respect for oneself and others, respect for each other's property and respect for rules are the foundation of our human dignity and the Before/After School and All Day Summer Programs.

12. REFERRAL SERVICES

The Holden Recreation Department works with families in the Holden community and participates in all programs for referral to appropriate resources in the area. Staff who feel a child or family need to be referred for a service for social, mental, health, educational or medical needs shall give a verbal and written report to the Director of Recreation. The Director will then determine the needs of which staff should be involved, if any. A meeting with parents shall take place with the Director of Recreation and, if appropriate, the school guidance counselor or principal. The discussions would take place on referral sources from the Wachusett School District and will include any actions that need to be taken. For any medical, hearing or vision referrals, the child will be referred to UMass Memorial Children's Medical Center.

For any mental or social problems, children will be referred to the Child and Family Services of Worcester or the UMass Memorial Children's Medical Center. The Health Care Consultant may also act as a referral source. Each school also has a school nurse who is readily available for school district referrals.

Often parents request information for referral services. Parents should be instructed to contact the Recreation Director at her office by calling 508-829-0263. All information given by a participant or family member is confidential. Confidentiality laws in Massachusetts are very strict and the Holden Recreation Department and staff must comply with this. Please identify, upon enrollment, if your child has legal accommodation (IEP, 504, etc.)

13. HEALTH CARE POLICY

(a) The Health of Your Child:

Your child's health is a matter of major importance to all of us. Upon enrollment, you must certify that documentation of a physical examination and immunizations in accordance with public school health requirements is on file at the child's school. Your child may be sent home if they appear to have symptoms of illness during the Before/After School/All Day Summer Program. In such cases, the child is immediately isolated from the others and a parent/guardian or designated substitute is contacted, and must pick up the child within 30 minutes of receiving a phone call. If pickup is delayed beyond this timeframe, a fee of one dollar per minute will be charged to your account.

(b) Keep Your Child Home if:

- Their cold is over, but left with a minor nasal drip.
- There has been exposure to a communicable disease, but the Program has been notified so the incubation period can be determined and followed.
- The child has a fever or chills;
- The child has shown Signs of a lower respiratory illness (e.g., cough, shortness of breath, lowered oxygen saturation);

- The child has shown signs of fatigue, sore throat, runny nose or congestion, headache, body aches/myalgia, or new loss of sense of taste or smell;
- Other less common symptoms can include gastrointestinal symptoms (e.g. nausea, vomiting, diarrhea), rash, inflammatory conditions such as “COVID toes”, and thromboembolic events;
- Children with multisystem inflammatory syndrome.

If your child is going to be absent from the After School Program, parents must call and notify the Recreation office by 2 PM at 508-829-0263 to inform us of your child's absence.

(c) Administration of Medicine:

EEC has regulations requiring staff to have a policy regarding the administration of medication to children in care. As a licensed provider, we are required to take medication administration training. At least one staff member with training in medication administration is present at any time that children are in our care. Staff also receive training in recognizing common side effects and adverse interactions among various medications, and the potential side effects of specific medications being administered. Parents will be asked to take unused medications at the conclusion of the school year (or summer programs). Any medications left behind will be disposed of in a proper manner as dictated by the Board of Health.

The following guidelines are common to all programs that are licensed by EEC:

Prescription Medication

- Prescription medication must be brought to the program in its original container and include the child's name, name of the medication, the dosage, the number of times per day, and the number of days the medication is to be administered. All prescription medication will be secured by the program staff.
- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- We will not accept any medication without an "Individual Health Care Plan" form and “Medication Consent” form(s) completed and signed by your child's health care practitioner. These forms need to be completed on an annual basis.
- All medications must be given to the Recreation department office staff or the site coordinator directly by the parent/guardian, in the original manufacturer's packaging.
- All medications will be stored out of the reach of children.
- All medication categorized as a controlled substance will be stored individually in a locked container.

Non-Prescription Medications

- In case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., Benadryl, acetaminophen, ibuprofen). The program must still have written parental and health care practitioner authorization. This must be renewed annually.
- The first dose must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the educator directly by the parent/guardian, in the original manufacturer's packaging.
- All medications will be stored out of the reach of children.

(d) Allergies:

Allergies MUST be identified on the original child fact sheet. Any life threatening allergies that require life saving medicine must fill out additional EEC Paperwork. Children's allergies will be listed on the allergy list which is attached to the daily attendance clipboard, for staff use only. Any relevant medication, and its location will be listed on the allergy list as well.

14. EMERGENCY PROCEDURES

(a) Accidental injury:

In case of an accidental injury, resulting in serious bodily harm we will make an immediate attempt to contact a parent. The staff have been trained to perform basic first aid and will as necessary. If necessary, we will also call for an ambulance. Until the arrival of the parent, the Recreation staff, Recreation Director or Police Department will be in charge until the emergency medical response team arrives. You will be expected to assume responsibility for any incurred expenses not covered by your insurance. The Programs will maintain a parent's consent form agreeing to this provision. It is to your child's benefit that you keep the Programs up to date on all phone numbers, emergency numbers and other pertinent information. In the event of minor cuts, scrapes, and bruises requiring basic first aid (band aid, ice pack, etc.) the parent will be notified at pick up by a staff member and presented with an injury report that will need to be signed by a legal guardian. A copy of the injury report will be emailed to a parent/guardian and a copy will be placed into the child's file.

(b) Potential Emergency:

In the event of an emergency, the Before/After/Summer staff will follow recommendations of police, fire and emergency personnel.

(c) Evacuation

All sites have emergency evacuation procedures posted. If evacuation is required, staff will escort all children outside and take attendance in the designated area. Staff will take the children's files, medications, attendance lists and first aid kit when leaving the building. If an alternative safe location is required, children and staff will proceed to the designated areas: Designated areas are (1) Dawson School – Holden Senior Center; (2) Davis Hill School – Holden Senior Center; (3) Mayo School – soccer field, until transportation to the Holden Senior Center is arranged. Parents will be notified by the Recreation Director using email and text message blasts, and staff using cell phones. Staff will take attendance prior to leaving for the designated area, and again upon arrival. Wait for directions from emergency personnel.

(d) Shelter in Place

This procedure will be used when emergency circumstances dictate that students remain in place and do not exit the building. The staff will keep all students in place, lock the doors in the cafeteria and/or gymnasium, take attendance and wait for directions from emergency personnel. Parents will be notified by the Recreation Director using email and text message blasts, and staff using cell phones.

(e) Threat of Violence

In the event of a threat of violence, the staff will secure the children in the safest location and call 911 to report an incident has occurred. If the children are in the cafeteria:

Mayo School – the large closet at the front of the cafeteria

Dawson School – the kitchen area

Davis Hill School – the teacher’s room

At all 3 sites, staff will gather the children, close and lock all the doors, move children away from doors and windows, have children sit quietly on the floor, turn off all the lights and wait for emergency personnel to unlock doors.

If children are in the gymnasium: A staff member will lock the doors and turn off lights while other staff direct the children onto the stage behind the curtain and have children sit quietly. All will wait for directions given by emergency personnel.

(f) Missing Child

If there is an unverified absence, the site coordinator will immediately start calling the emergency contact numbers, while another staff person checks with the main office to see if the child was in school. If yes, contact the bus driver to see if the child got on the bus. The staff should check the bathrooms, classrooms and hallways. If negative responses from the contact numbers and bus driver, call 911 to alert the police.

(g) SIDS RISK REDUCTION INFORMATION:

The following practices are the recommended ways to reduce the risk of SIDS (sudden infant death syndrome): place child on back to sleep; avoid overheating; provide a safe sleep environment along with supervision; only lay child on “tummy” when awake and supervised.

15. CHILDREN’S RECORDS:

All children’s files are on-site at the child’s school or at the All Day Program site. Parents may ask to review or update these files at any time the Program is in session. Parent’s must verify and update existing information annually.

16. PROGRAM CLOSURE POLICY

No School

If the school is closed due to inclement weather, Holiday’s, Vacations or Professional Days, the Before & After Programs will not run.

Delayed Opening

If the school has a delayed opening, the Before School Program will not run.

Early Dismissal

If the school has an early release day, the After School Program will not run.

Town of Holden Recreation Department

1420 Main St.

Holden, MA. 01520

508-829-0263

holdenrec@holdenma.gov

Message for all Parents /Guardians

Please carefully review the handbook. Print and sign your name to the appropriate spaces below acknowledging that you have read and understand the information. If you have any questions or concerns please contact The Holden Recreation Office by phone 508-829-0263

or email holdenrec@holdenma.gov.

Please Print and Return

I, _____ have reviewed and fully understand all the information in the provided Parent Handbook.
(INITIAL)

I, _____ am aware of, and fully understand the Late Fee Policy. After the conclusion of each
(INITIAL)
program, a charge of \$1.00 per minute per child will be charged to your Holdenrec.com online account.

I, _____ am aware of, and fully understand that communication from a parent or guardian through
(INITIAL)
email or phone must be made by 2:00pm in the event that my child will not be attending for any reason.

I, _____ am aware of, and fully understand that child care fees are due one month in advance on
(INITIAL)
the 1st Thursday of every month.

I, _____ am aware of, and fully understand that I must give a 1 month notice prior
(INITIAL)
to withdraw my child from the program.

I, _____ have read and understand the new termination and suspension policy.
(INITIAL)

Parent/Guardian Signature: _____ Date: _____