

LICENSED SCHOOL-AGE CARE



FAMILY HANDBOOK

SCHOOL YEAR 2022-2023

Ages 5-12



A program by the Associated Recreation Council
in partnership with Seattle Parks and Recreation
<https://arcseattle.org/before-and-after-school-programs>



Seattle
Parks & Recreation



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OVERVIEW OF SCHOOL-AGE CARE PROGRAMS

WELCOME

Thank you for choosing to enroll your child in our program. Seattle Parks and Recreation (SPR), in partnership with the Associated Recreation Council (ARC), is delighted to have the opportunity to serve you and your child(ren). We serve children ages 5-12 years of age and strive for a low-teacher child ratio of 1:10 (school-age).

For school-age programs, we provide children with a safe environment and a wide range of recreational and learning experiences that encourage health and fitness, environmental stewardship, academic enrichment, and life-long success. For school-age children, we offer Before and/or After-School programs, School Break Camps (Winter, Mid-Winter, and Spring), one-day Professional Day programs, full-day programs during parent/teacher conferences and Summer Day Camps. Our goal is to serve the needs of parents/guardians while addressing the special interests of each child. We do this by offering high quality programs that include arts and crafts, indoor and outdoor active games, homework and literacy time, science, environmental education, personal health and safety talks, cooking and nutrition, and opportunities for participants of all ages to engage with each other. We promote positive social interactions and problem-solving skills which support children in developing relationships and age-appropriate social skills. Our licensed school-age care programs and summer day camps are engaged in an ongoing quality improvement process. The School-Age Program Quality Assessment (SAPQA) Initiative is a nationally recognized research-based process that assesses programs for high quality best practices. Staff receive training and coaching to ensure high standards are met and children's experiences meet their developmental needs.

As a parent or guardian, you play an important role in helping to ensure your child has a positive experience in our program. Please read this Family Handbook so you are aware of our policies and procedures.

There is a tear-out page at the back of the Family Handbook to sign and return to your director.

Please keep this Family Handbook accessible for future reference.

Electronic copies of this Family Handbook can be found on ARC's website at:

<https://arcseattle.org/before-and-after-school-programs>

COMMUNICATION

Contact information is listed in the back of this handbook. Our qualified management and staff are available to answer any questions you may have regarding you or your child's experience in our programs. Please refer to the following break down as an informative guide for whom to direct your questions, comments, or feedback.

REGARDING THE PROGRAM...

Director - Each program has a director who plans and prepares program offerings and oversees day-to-day operations on site. They will give you an on-site orientation to familiarize you and your child with these specific offerings.

Area Operations Supervisor – Each program is assigned an Area Operations Supervisor to support its work. If the Director is not available and you need immediate assistance, please call the Area Operations Supervisor listed for your site.

Special Populations Program Manager – Our Special Populations Program Manager works with children with special needs in our programs. They offer support for incoming families, as well as continued support for currently enrolled participants. They work in direct communication with the Director and Area Operations Supervisor to ensure consistency in providing a high-quality experience for all enrolled participants. ARC's Voice/TDD number is 206-615-0492.

Community Center Staff – Each program is associated with a Community Center. Community Center Coordinators, Assistant Coordinators and Recreation Attendants can clarify questions regarding enrollment, payment, scholarships, DCYF subsidies, or facilities, please contact the Community Center Coordinator, Assistant Coordinator, or Recreation Attendant for more information.

EMERGENCY NUMBERS

Emergencies	24 Hour Emergency line SPR	206-684-7250
	Typically used for afterhours emergencies related to Seattle Parks and Recreation facilities, parks, or programs.	
Childcare Hotline	24 Hour Emergency/Extreme Weather	206-684-4203
	This line is updated with critical information about program operations impacts due to emergencies, weather, or other emergency situations. This is an informational line only and does not accept messages.	

PROGRAM PHILOSOPHY AND GOALS

OUR PARTNERSHIP

Within the City of Seattle, a special working relationship is maintained through a Memorandum of Agreement between Seattle Parks and Recreation (SPR) and the Associated Recreation Council (ARC) and its advisory councils. ARC is an independently incorporated, 501(c)(3) nonprofit organization. It is comprised of a volunteer Board of Directors made up of advisory council representatives and at-large members. Currently, there are neighborhood advisory councils that share the common purpose with SPR of providing community supported quality programs and services.

SEATTLE PARKS AND RECREATION MISSION STATEMENT

MISSION: Seattle Parks and Recreation provides welcoming and safe opportunities to play, learn, contemplate, and build community, and promotes responsible stewardship of the land.

VISION: We promote healthy people, a healthy environment, and strong communities.

THE ASSOCIATED RECREATION COUNCIL MISSION AND VISION STATEMENTS

MISSION: Inspire engagement and participation in equitable, dynamic, culturally relevant, and responsive recreation, childcare, and lifelong learning programs.

VISION: Bringing together all people to build a healthy community.

VISION OF SCHOOL-AGE CARE PROGRAMS: To provide children ages 5-12 with a safe environment and a wide range of fun and innovative learning opportunities that encourages and reinforces play, academic enrichment, and life-long success.

THE ASSOCIATED RECREATION COUNCIL PROGRAM GOALS

It is the goal of our program to serve the needs of parents/guardians while addressing the special interests and concerns of their children. Our trained staff works diligently to provide a safe, quality program designed to promote citizenship, leadership, cultural enrichment, health and physical education, social recreation, along with outdoor and environmental education. Our program goals also include utilizing the many available resources within Seattle to enhance your child's education and to raise awareness about issues affecting our community.

ANTI-BIAS STATEMENT

ARC recognizes and honors diversity of all kinds. This includes race, ethnic background, religion, gender and gender identity, age, sexual orientation, and differing physical conditions. We strive to be culturally sensitive, create welcoming environments where families and children see themselves represented, and adopt policies and procedures that foster equity and inclusion. Anti-bias education is a commitment to respect and embrace differences and to actively challenge bias, stereotypes, and unfairness.

ORGANIZATION POLICIES

ANTI-DISCRIMINATION POLICY

As a matter of policy, law and commitment, no person will be excluded from, nor discriminated against, on the basis of race, color, marital status, sexual orientation, gender identity, economics, political ideology, age, creed, religion, Ancestry, national origin, or presence of sensory, mental or physical handicap (Seattle Municipal Code).

AMERICANS WITH DISABILITIES ACT (ADA)

Seattle Parks and Recreation and the Associated Recreation Council recognize and comply with the Americans with Disabilities Act. In an effort to create an inclusive community, we are committed to making every reasonable effort to accommodate participants with disabilities. If you believe you have been discriminated against based on the above listed criteria, you may file a complaint with:

Washington State Department of Social and Health Services
Office for Equal Opportunity
Civil Rights Compliance Section
PO Box 45830
Olympia, WA 98504-5839

PARENT/GUARDIAN CONDUCT EXPECTATIONS

Parents/Guardians: In consideration of all participants, staff, family members and guests, it is important that all visitors to the program abide by our rules and guidelines, as outlined in this handbook. Below are additional items that have been established as it pertains to conduct of all visitors:

- We ask that you take special care to be courteous and respectful in all interactions whether with your children or others' as well as with staff, other parents/guardians, and visitors.
- We ask that you help us to make our programs a home-away-from-home; a place where children, families and staff feel warm and welcomed each day.
- Please share our rules and guidelines, as outlined in the family handbook, with anyone you may ask to pick-up, drop-off or visit your child(ren) in our program.
- It is expected that if a parent/guardian feels any person is exhibiting threatening physical and/or verbal behaviors, it will immediately be reported to the program director and/or designee.

Staff will work to ensure our program is always safe and welcoming to all:

- If there is a situation where the conduct of a parent/guardian, authorized pick-up or emergency contact is not consistent with rules and expectations, the program director and/or designee will ask that person to refrain from the behavior and/or leave the program or center.
- Conduct by parents/guardians, authorized pick-ups or emergency contacts in violation of the Anti-Harassment Policy found in the family handbook may result in staff calling 911 and/or termination of enrollment of participant.

ANTI-HARASSMENT POLICY

Families, community center staff and program staff are expected to respect the rights of everyone at the program by:

1. Recognizing that our programs are made up of individuals from varying cultures, religions, sexual orientations, racial and social backgrounds.
2. Refraining from racial or sexual comments, jokes, or slurs. Other examples of unacceptable behavior include inappropriate touching, unwelcome sexual behavior, or comments, displaying derogatory materials.
3. Not threatening verbally, physically, or otherwise, anyone involved in the School-Age Care program.

To report alleged discrimination or harassment contact your program's Area Operations Supervisor to start an investigation.

CONFIDENTIALITY

It is the policy of Seattle Parks and Recreation and Associated Recreation Council to treat all confidential information in strict confidence and to respect each family's information and records in a secure and safe manner.

LICENSED SCHOOL-AGE PROGRAMS INFORMATION

LICENSED SCHOOL-AGE CARE PROGRAMS AND SUMMER DAY CAMPS

The Seattle Parks and Recreation and Associated Recreation Council School-Age Care programs are licensed programs with the Department of Children, Youth, and Families (DCYF) and comply with the Washington Administrative Codes (WACs), policies and procedures for licensed school-age programs. Summer Day Camps at a facility offering school-year programs are also licensed by DCYF.

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT

We provide staff training in First Aid/CPR, HIV/AIDS, Food Handling, Child Abuse Reporting, Disaster Preparedness, Health and Safety, Bloodborne Pathogens, School Age Program Quality Assessment (SAPQA) Initiative and Behavior Management.

COSTS AND PROCEDURES

REGISTRATION

The following items must be completed before any child can participate in our program(s). We offer an e-forms platform called ePACT through which parents will complete the required participant registration information. ePACT Participant e-forms. (A paper version is available upon request - Participant Information and Authorization Form E-13).

- A current Certificate of Immunization is **REQUIRED** for all participants unless there is an approved exemption based on Washington State requirements and Exemption Form is signed. It must be on a State of Washington Department of Health-approved form. (Form will be uploaded by parent into ePACT). Each program maintains a list of children with medical needs and personal immunization exemptions. Immunization records are available upon requests to parents when their child leaves the program.
- Registration fees and/or deposits paid in full.
- Scholarship Application and Verification of Income (if applicable).
- Medical Treatment Authorization forms and any additional forms (if applicable) specific to your child's needs requested by your program. (Forms are available for download in ePACT).
- If your child requires accommodations, a meeting will be scheduled with the parent/guardian within 3 working days before your child can attend the program. Disclosure is not intended to be punitive, but rather to allow us to best serve your child.
- Incomplete paperwork may delay your child's start date.

Please notify the program director in writing and update your child's ePACT record if there are any change of address, phone numbers, names of persons authorized to pick up your child, allergies, other health or medical information, or accommodation needs.

SPECIAL NEEDS

If your child has a special need, as indicated on enrollment paperwork, the director will request a Special Needs Protocol meeting before your child's start date. Special Needs Protocol meetings are attended by the parent, director, and Special Populations Team. The group will work as a team to understand the nature of the special need and to identify positive strategies to support the participant while they are in program.

Every effort will be made to make reasonable accommodation. Our program and staff are not equipped to provide personal hygiene care or toileting nor one-on-one support for managing behavior.

REGISTRATION OPTIONS:

The daily rate for licensed school-age care is \$39.60 and families will be billed for monthly service (*according to the option they sign-up for*). Scholarships will be available for those who qualify. Families will be able to sign up for one of three options:

- Full-Time Monday - Friday (5-day option)
- Monday, Wednesday, & Fridays Only (3-day option)
- Tuesday & Thursdays Only (2-day option)
 - **First day** of programming is scheduled for Wednesday, September 7th.
 - **Last day** of programming is scheduled for Monday, June 26th.

SY 2022-2023 PRICING OPTIONS:

September	# of days	Price	October	# of days	Price	November	# of days	Price
2-day option	7	\$277.20	2-day option	8	\$316.80	2-day option	7	\$277.20
3-day option	11	\$435.60	3-day option	12	\$475.20	3-day option	9	\$356.40
5-day option	18	\$712.80	5-day option	20	\$792.00	5-day option	16	\$633.60
December	# of days	Price	January	# of days	Price	February	# of days	Price
2-day option	5	\$198.00	2-day option	9	\$356.40	2-day option	6	\$237.60
3-day option	7	\$277.20	3-day option	11	\$435.60	3-day option	9	\$356.40
5-day option	12	\$475.20	5-day option	20	\$792.00	5-day option	15	\$594.00
March	# of days	Price	April	# of days	Price	May	# of days	Price
2-day option	9	\$356.40	2-day option	6	\$237.60	2-day option	9	\$356.40
3-day option	14	\$554.40	3-day option	9	\$356.40	3-day option	13	\$514.80
5-day option	23	\$910.80	5-day option	15	\$594.00	5-day option	22	\$871.20
June	# of days	Price						
2-day option	7	\$277.20						
3-day option	10	\$396.00						
5-day option	17	\$673.20						

COSTS FOR ONE-DAY CAMPS AND SCHOOL BREAK CAMPS

Dates	Number of Days	Price
Oct 14 - State In-service Day (no school)	1	N/A
Nov 21-23 - Elementary P/T Conference Days (no school for elementary and K-8 students)	3	\$65/day
Dec 19-23 - Winter Break Week 1 (no school)	5	\$325
Dec 27-30 - Winter Break Week 2 (no school)	4	\$260
Feb 2 - Day Between Semesters (no school)	1	N/A
Feb 21-24 - Mid-winter Break (no school)	4	\$260
Apr 10-14 - Spring Break (no school)	5	\$325

Winter, Mid-Winter and Spring Break Camps:

These are separate activities with separate fees. After-School program participants must register and pay for these programs in addition to the monthly fee for After-School.

November Parent Teacher Conference Days:

Most Seattle Public Schools schedule November Parent Teacher conferences for 3 full days before Thanksgiving, Monday through Wednesday. These are one-day camps with separate fees.

**State In-service Day, Day Between Semesters, and Early Release Wednesdays:

- NO ADDITIONAL FEE. This is included for those already registered on these days; participants must attend the current site in which they have registered.

HOLIDAY CLOSURES FOR SY 2022-2023

Programming on City holidays is NOT included and will NOT be offered. We will be closed on the following City of Seattle holidays:

Labor Day	Monday, September 5 th
Indigenous Peoples' Day	Monday, October 10 th
Veterans Day	Friday, November 11 th
Thanksgiving Break	Thursday, November 24 th -Friday, November 25 th
Christmas Day	Monday, December 26 th (observed)
New Year's Day	Monday, January 2 nd (observed)
Martin Luther King Jr. Day	Monday, January 16 th
President's Day	Monday, February 20 th
Memorial Day	Monday, May 29 th
Juneteenth	Monday, June 19 th

REGISTRATION FEES

A \$25 registration fee per child is charged at time of registration to hold a spot in each program. This fee is one-time per program regardless of the number of weekly sessions at the same location:

- Families will pay the registration fee again for each child if enrolling at a different location. **Registration fee is non-refundable and non-transferrable.**
- *Note: Scholarships are applied to Registration Fees*

PARTIAL WEEK REGISTRATION

- Optional number of days will be 5, 3 or 2 days.
 - Monday, Wednesday, and Friday
 - Tuesday and Thursday
 - Monday-Friday
- The days attending must stay the same for each month registered.

DCYF RECIPIENTS - PARTIAL WEEK REGISTRATION

- Participants with DCYF authorization less than 5 days/week should be enrolled for only the number of days they are authorized.
- Participants with less than 5 days/week authorization that want to attend full time must pay the difference in the full monthly rate minus the rate based on the # of days they are authorized to enroll through DCYF.

PAYMENT AND BALANCES DUE DATE

Monthly fees are due 7 days before the start of the month. If the payment due date falls on a weekend or holiday, payment is due the next business day. If payment is not collected prior to the due date, your child may be withdrawn from the program by the next business day.

OTHER IMPORTANT PAYMENT INFO

- **Forfeiting Your Slot:** If your site has a wait list, and you fail to make your monthly payment in full, your slot may be forfeited for the remaining months of the school year. Your child will then be placed at the bottom of the waitlist.
- **Hardship:** If you need to arrange a payment schedule, you must speak directly to the community center coordinator.

PAYMENTS

Payments may be set up as 'auto-pay' in the registration system, paid over the phone with credit card/debit card, and may be taken during community centers operating hours. We encourage families to choose payment methods online. Parents/guardians are asked to save receipts for tax or accounting purposes. Back receipts may not be available. There will be a fee of \$20 for each NSF check. Make checks payable to:

CITY OF SEATTLE

FEDERAL TAX IDENTIFICATION INFO ARC Tax ID # 51-0170717

REFUND POLICY

A refund may be issued for the program/activity, less the registration fee, if they withdraw and/or notify the community center coordinator at least 14 days prior to the beginning date of the program/activity. No refunds will be made for requests received less than 14 days prior to the beginning of the program/activity. For program days that are cancelled due to weather related circumstances, no credit/refund will be issued for the first two cancelled days. A credit will be issued for the 3rd or additional cancelled days.

It is the policy of Seattle Parks and Recreation and the Associated Recreation Council that any person who registers for a class, camp, special event or program that is cancelled for any reason by SPR or ARC, they will receive a full refund, with the following exception: No refund/credit is given for the first two cancelled days, if cancelled due to weather.

For full details of the Department's Refund Policy, please see Policy Number 060-P 7.16 which can be found here:

[Refunds, Reductions, & Waivers - Parks | seattle.gov](#)

ADDITIONAL INFORMATION

- **Prorating:** This is only permitted for NEW/FIRST TIME registrations. Please check with the community center staff regarding this policy.
- **Drop-in** enrollment is NOT allowed.
- **Absence:** If your child is sick or absent, we are unable to give you a refund or pro-rate your fee. Since we reserve a place for your child each day, staff are required to be on-site, even if your child is absent.
- **Continuity of Care Registration:** Typically, sites offer continuity of care registration for families whose children were enrolled the previous school year. Your local community center staff will be able to provide any details regarding continuity of care registration. Siblings and incoming Kindergartners are not eligible for Continuity of Care registration.

DCYF SUBSIDY

Our programs are licensed by the Department of Children, Youth, and Families (DCYF) and accept DCYF subsidy payments. Please check with your case worker to see if you are eligible.

Please note that DCYF registered participants who never attend (i.e. each month they are on the attendance list, but no days attended), the community center staff will follow-up with these families to determine if service is needed. If so, it will be communicated that the participants will need to attend. If the participants still don't attend, they may forfeit their slot and be unenrolled.

CITY SCHOLARSHIPS

Scholarships are available through Seattle Parks and Recreation. See your community center staff for a scholarship application if interested.

City Scholarship Application Information:

- The Scholarship cycle is the start of Summer Day Camp through the end of the school year.
- Scholarship participants have a 60% attendance requirement. They must attend 60% of a program period in order to keep the scholarship. Families will be notified if you are in jeopardy of losing your child's scholarship.

- Families must apply annually for scholarship. Scholarship applications are accepted year-round with 'new cycle' applications available each year in February for the upcoming June to June cycle. Scholarship funds are limited and are allocated on a first come, first served basis.
- Please return your completed scholarship application, including appropriate income verification, to the community center front desk or email to scholarship.parks@seattle.gov.
 - If scholarship application and financial documents are sent by email **BE SURE TO MARK OUT ANY SOCIAL SECURITY NUMBERS.**

SCHOOL-AGE PROGRAM POLICIES AND PROCEDURES

SIGN-IN AND SIGN-OUT PROCEDURES

The Department of Children, Youth, and Families (DCYF) requires that the parent or authorized representative sign their child in on arrival and sign their child out when leaving daily (WAC 110-301-0455). Participants are required to follow the programs sign in/out procedure and a sign in/out area will be available when you arrive at the site.

Sign-In:

1. Announce your child's arrival to a staff member.
2. Check your child into the program on the iPad using Active CONNECT (*required*).

Sign-Out:

1. Announce your arrival and the name of your child.
2. Locate child and gather your child's belongings.
3. Check your child out of the program on the iPad using Active CONNECT (*required*).

Participants will only be released to those individuals authorized by the parent/guardian in the ePACT information or the E-13 and/or Extracurricular Activity Form. Parents are encouraged to add the names of any and all individuals who may bring or pick up a child, even under unusual circumstances. Please contact the community center and/or director to add or remove individuals from the pick-up authorization list.

- Authorized persons over 18 years old must produce a valid picture ID.
- Must have an account in the ACTIVE Net registration system.
- Please have identification ready as it may be checked frequently. We appreciate your support as staff work to maintain safety.
- Signatures must be full legal names.
- Staff are not authorized to sign children in or out of the afternoon program.
- Staff can sign a child in/out for an activity on premises where the parent/guardian has given specific written permission that would allow that child to leave the facility.

All authorized individuals must be 14 years or older. When the authorized individuals are between the ages of 14 and 17, the parent/guardian is responsible for assessing the responsibility level and emotional maturity of the authorized person. Additional consideration should be given to the safety of the route to be taken home and whether the younger child listens well and follows directions. Should supervision or safety of the child become an issue, the Seattle Parks and Recreation and School-Age Care staff will meet with the parent to determine the appropriateness of the authorized individual.

UNDER NO CIRCUMSTANCES MAY CHILDREN SIGN THEMSELVES IN OR OUT.

Important Notes:

- If the non-custodial parent attempts to pick up their child and we have a notarized restraining order, we are mandated to call the police.
- If we have a court-ordered Parenting Plan, and a parent requests to pick up the child on a different day, we **MUST** have authorization from the other parent that it has been mutually agreed upon. Staff cannot negotiate or alter the Parenting Plan.

- For safety reasons, we will not release your child to anyone who appears to be under the influence of alcohol or any other substance. In such circumstances staff will call other adults on the authorized pick-up list.
- If the parent/guardian appears to be under the influence, chooses to leave the premises with the child and will be operating a motor vehicle, staff will call the police immediately.

ALCOHOL TOBACCO, CANNABIS USE AND PROHIBITION OF ILLEGAL DRUGS

The usage or distribution of all alcohol, tobacco, cannabis, and illegal drugs is prohibited. If a parent/guardian is impaired or suspected to be due to drug or alcohol use, we will call someone on their pick-up authorization list or suggest calling a taxi for them. If the parent/guardian chooses to leave with the child and will be operating a motor vehicle, staff will call the police immediately. The incident will also be reported to CPS. An Incident Report will be written.

REPORTING LATENESS/ABSENCES

It is the responsibility of the parent to notify the director when the child will not be in attendance for the day, or any part of the day. If your child will be arriving late or be leaving early on a particular day, please let the director know. You may also leave a voicemail message which will be checked periodically by staff.

LATE PICK-UP POLICY

Children must be picked up by the end of program hours. If you have not picked up your child by end of scheduled program time, you may be assessed a late fee (see *Late Pick-Up Charge* section below) and staff will start calling all contacts listed on the E-13. If your child is left longer than 1 hour after the program is closed and the staff is unable to reach you or emergency contacts, as mandated reporters, we are required to notify CPS and/or the police. Please make sure that emergency contacts listed on the registration form are people who would be willing and available to pick up your child in case of such an emergency or unforeseen lateness. Continued lateness may result in warning letters and your child's removal from the program.

LATE PICK-UP FEE

A Late Pick-Up Fee of \$1 per minute will be charged for participants not picked up by the end of the program. This fee is to be paid at the front desk by cash, credit card or check. Please make sure that emergency contacts listed on your registration form are people who would be available to pick up your child in case of such an emergency or unforeseen lateness.

RELEASE OF INFORMATION

If you need to request the release of records pertaining to your child's participation in our program, please provide a formal 'Request for Information' in writing to the Seattle Parks and Recreation Community Center Coordinator. Seattle Parks and Recreation staff will clarify what information you are requesting and coordinate the release of the documents. Certain records pertaining to minors have legal restrictions on who can access them, what may need to be redacted prior to release, and may require 3rd party notification.

EXTREME WEATHER CONDITIONS OR NATURAL EMERGENCIES

When Seattle Public Schools are in session, our School-Age Care Programs run under the school district's assessment of road conditions and school closures. For up-to-date information on the impact of extreme weather conditions or natural emergencies, call the Childcare Hotline at 206-684-4203. This hotline is available 24 hours a day.

IN THE EVENT OF EXTREME WEATHER OR NATURAL EMERGENCIES

- School-Age Care Programs could be cancelled based on weather conditions affecting the safety of staff, children, and families.
- Seattle Parks and Recreation community centers can only be closed by an order from the Mayor and may be instructed to remain open to the public, even if School-Age Care programs have been cancelled.

REGARDING SEATTLE PUBLIC SCHOOLS SCHEDULE CHANGES DUE TO WEATHER

- The Before and/or After-School-Age Care program is open during the same times that Seattle Public Schools are open and closed during the same times Seattle Public Schools are closed.
- When Seattle Public Schools open late due to extreme weather or other circumstances, care will be provided during After-School hours only. No Before-School care will be offered.

- When schools dismiss early due to such conditions, the programs may operate until parents arrive to pick up their children or close early.
- Parents/guardians may be requested to pick up their children early based on the severity of the weather and/or emergency.
- The program may close before program end time once all children have been picked up.

SNACK

Washington State has established licensing requirements to assure that children get the nutrients they need while away from home in a licensed childcare program. A light morning and afternoon snack are provided during the school year program. Families are also welcome to bring snacks for their child to meet any food preferences.

We follow all Department of Children, Youth, and Families (DCYF) licensing guidelines when preparing and serving snacks. Each snack includes at least 2 of the following components:

- 1 cup 1% milk (fluid)
- ¾ cup 100% juice or ¼ cup fresh fruit and ½ cup fresh vegetable,
- 2 oz. meat/meat alternative
- 1 slice whole grain bread or 1 serving of grain

SACK LUNCHES (FOR NON-SCHOOL DAYS)

It is the responsibility of the parent or guardian to provide the child with a sack lunch and drink during Break Camps, Professional Development Days, Day Between Semesters, and Parent Teacher Conferences.

- We are unable to accommodate lunches that need to be refrigerated or microwaved.
- All lunches should also include the necessary utensils.
- School-Age Childcare licensing requirements specify that a sack lunch needs to include a dairy product, a protein food, a bread or grain, and two total servings of fruit or vegetable.

FAMILY INVOLVEMENT

There are many ways that you can become involved in your child's program:

- Come to the program and share a special skill you have with the children (music, art, cooking, tutoring children in academic subjects, etc.)
- Donate to your child's program (tax deductible). Ask for our current wish list!
- Volunteer your time – preparing games, building a container garden or worm bin, drama or storytelling, and so much more.
- We welcome all suggestions for improvement. Please be in contact with our directors, area operations supervisors, and/or community center coordinators with any specifics that can help us to continue to provide high quality service for you and your family.
- Please speak with your director who will schedule time for you to share your talents and contributions.

FREE ACCESS AND VISITATION POLICY

Parents/guardians are invited to observe our programs at any time. Unsupervised access shall only be with the child's parent/guardian. Parents/guardians wishing to observe our programs should remember that you are a visitor and not a registered volunteer of the program. As a visitor, you may participate with your child, but staff members are the professionals who lead and execute the program. If you wish to accompany your child on a field trip, you may transport your child, and ONLY your child, in your private vehicle or via public transportation. If the trip is on public transportation and you ride with your child, you will need to sign your child out of the program. Please note that any time the child is with you, he or she must be signed out into your care. Unfortunately, you will be unable to ride with the rest of the program on the rented buses.

FAMILY/STAFF COMMUNICATION

Communication from ARC may include satisfaction surveys, monthly newsletters, daily informal communication, and program learning objectives.

SUPERVISION

Children will always be well supervised by our staff and will be in continuous visual and/or auditory range. Washington State Licensing requires an adult to child ratio of 1:15; however, SPR/ARC strives to maintain 1:10 ratio.

SUPERVISION DURING BATHROOM USE

All staff are required by the Department of Children, Youth, and Families (DCYF) to provide appropriate supervision by keeping children within continuous visual or auditory range, (WAC 110-301-0345). When bathrooms are located outside the dedicated childcare rooms, a staff person will enter the restroom ahead of the child to ensure it is safe before sending participants into the facility. While participants are using the facility, staff will remain within auditory range of the restroom. Staff will also use this practice for public restrooms on field trips. Staff are encouraged to send children to the restroom one at a time to prevent peer to peer abuse.

FIELD TRIP EXPECTATIONS

Supervised groups may travel by school bus, Metro bus, or on foot to local parks, pools, or other points of interest. Field trip attendance lists will be completed in advance and staff/child ratio will be strictly followed during transition periods or while on field trips. All reasonable safety measures will be utilized while on field trips, as the safety and well-being of your child is of utmost importance to us. Parents/guardians will be informed of field trip dates, times, and destinations in advance. We encourage you to reinforce with your children the importance of always following the directions and decisions of staff. On rare occasions and/or due to repetitive behaviors of concern, if staff deems that a child's conduct may seriously endanger his or her safety, or the safety of others, the parent/guardian will be notified, and the child will not be able to participate in the planned activity.

DAILY SCHEDULES AND CURRICULUM OFFERINGS

Each program posts a daily schedule and/or a weekly or activity/curriculum plan on the bulletin board. This gives parents a summary of activities and experiences their child will participate in during program hours.

PHYSICAL ACTIVITY

SPR/ARC follows the guidelines recommended in *Caring for our Children: National Health and Safety Performance Standards*. Supporting healthy behaviors can help reduce childhood obesity. ARC's School-Age Care Physical Activity Policy ensures children are provided at least 20 minutes of moderate to vigorous physical activity for every 3 hours of programming (WAC 110-301-0145). This includes staff led structured activities, running, and developing a variety of gross motor skills. Indoor gyms may be available during inclement weather seasons.

ACADEMIC ENRICHMENT AND SUPPORT

During the school year we provide time and space for homework help, quiet reading, and/or activities which contain a range of learning experiences. We aim to provide at least 30 minutes, Monday through Thursday, for such academic enrichment and support opportunities. If your child needs homework-help on Fridays, please contact your program's director to determine the feasibility of that request. Staff are available to provide homework support but are not responsible for ensuring homework completion and accuracy.

NON-RELIGIOUS INSTRUCTION

SPR and ARC programs celebrate our diversity of cultures and their non-religious traditions. No religious content is included.

LIMITED SCREEN TIME POLICY

Movies are shown no more than once a week during Summer Day Camps. Movies are always optional, and children not interested are offered alternative activities. Childcare licensing requires that screen time be educational, developmentally appropriate and have child-appropriate content (WAC 110-301-0155). Movies that are shown are G-rated. Staff will notify parents two weeks ahead of time with information regarding any PG-rated movie that will be shown. If there are any objections, a G-rated movie will be substituted.

Computer use is monitored and does not exceed 30 minutes increments per day, except for homework assignments. Participants are not allowed to bring electronic devices to the program. If a parent gives a child permission to carry a cell phone, it should be kept in the child's backpack. The participant should ask for permission to use it, and then return it to the backpack. If this policy is not followed, staff will ask the participant to store their cell phone in the childcare office.

APPROPRIATE DRESS

We strive to maintain a safe and welcoming environment for all participants. Each child is expected to:

- Dress appropriately for the temperature and inclement weather.
- Wear sturdy shoes and sandals. All sandals must have straps in the back (no flip flops).
- Refrain from wearing clothing which is inappropriate or offensive.
- Bring an extra set of clothes (for younger children).
- Avoid wearing "wheel" sneakers.
- Bring swimwear and a towel each day during Summer Day Camp.

SELF-TOILETING

Children must be self-toileting/no diapers or training pants (example, pull ups).

VENDING MACHINES

Candy and soda machines located in community centers are off limits to participants during Summer Day Camp program hours. Children will be asked to keep whatever money they may have in their backpack or amongst their personal belongings. Children may buy items from the machines once their parents/guardians have signed them out for the day.

ELECTRONIC DEVICES, TOYS, AND VALUABLES

Cell phones, iPods, and any other electronic devices are not allowed. Please do not allow your child to bring toys and/or valuables to our programs. Our facility and staff will not be held responsible for, nor replace, items that become stolen, lost, or broken.

COVID-19 PROTOCOLS

Program protocols for childcare operations are established to meet guidelines from the Centers for Diseases Control and Prevention (CDC), Washington State Department of Health (DOH) and Public Health Seattle/King County (PHSKC) as it relates to COVID-19.

BEHAVIOR MANAGEMENT AND GUIDANCE

We strive to meet the growing needs of all children by providing a safe space with appropriate guidelines and boundaries designed to support the safety of all our participants.

The staff use indirect ways to guide children:

- We provide clear rules and expectations.
- We give choices.
- We maintain a regular routine.
- We provide a fun, busy activity schedule.

GUIDANCE AND REDIRECTION

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. We are committed to working with you in the best interest of your child and the rest of the participants in our care. We do not use or endorse any form of corporal punishment by anyone (including family members). We also do not condone any means of inflicting physical pain such as biting, jerking, shaking, spanking, slapping, hitting, kicking, pulling/dragging, or any other measures (WAC 110-301-0330, WAC 110-301-0331).

In order to accomplish this, children, parents/guardians, and staff will all be aware of the program rules and behavior expected. We are confident this practice will minimize the need for disciplinary actions.

- Staff will communicate with the child in an effort to identify the problem and possible solutions.
- The child may be redirected to a new activity for a cool down period.
- If the situation persists the parent may be called for immediate pick up.

Should disruptions occur, staff will act as the facilitator and use the following procedures:

We may remove a child from an activity if they are struggling with keeping themselves or others safe, and staff will work with the child in addressing and identifying feelings and emotions they are having. Staff will help to de-escalate the situation, and work with the child to find more appropriate and acceptable ways to communicate their feelings and needs.

If the situation persists:

1. The parent/guardian may be called for immediate pick up. This may also result in an immediate suspension.
2. In the case of a suspension, or if the situation becomes severe, a parent meeting will be conducted with the parent/guardian, the Director, the Area Operations Supervisor, and a Special Populations Program Manager.
3. Depending on the situation, a *Behavior Support Plan* may be implemented for the child.
4. Upon continued occurrences, a follow-up parent meeting will be held to review results of *Behavior Support Plan*.
5. If your child is suspended for 1-5 days, there will be no refund for that day and/or week.
6. If your child is removed from the program for the remainder of the session your deposits cannot be refunded or transferred.
7. We reserve the right to grant exceptions to #1-4 of the above discipline steps in cases involving severe, extenuating and/or exceptional circumstances; examples include behavior that:
 - Hurts another child, either physically or verbally.
 - Hurts himself/herself/themselves.
 - Destroys (non-disposable) property.
 - Creates a one-on-one extended situation with staff, which takes them out of their 1:10 ratio.

COMMUNICATION WITH PARENTS/GUARDIANS

Staff will regularly check in with parents/guardians about their child's engagement, interest, and progress in the program through verbal or written communication. Staff will work to support each child in developing their abilities, talents, skills, and academic work.

ARC uses two forms of written documentation to communicate with parents:

1. **Occurrence Form:** Used to communicate any injuries or concerning behaviors that create an unsafe environment.
2. **Behavior Notification:** Used to indicate serious/inappropriate behaviors.

A positive behavior reinforcement system will be utilized to promote appropriate behavior. When necessary, this may also come in the form of a Behavior Support Plan.

NO TOLERANCE POLICY

The following will not be tolerated in any of our programs:

- Abusive, harassing, and/or obscene language or gestures.
- Threats of any kind that would intend harm, physical aggression, violent acts, or bullying.
- Weapons of any kind (including toy guns, firearms, sharp objects, and fireworks).
- Offensive or lude conduct.
- Improper exposure.
- Intentionally leaving the supervised area without permission.
- Intentionally damaging or defacing community center or school property.

PHYSICAL RESTRAINT POLICY

Most situations can be diffused without the use of physical restraint. Physical restraint is the last resort and will be used only if the child is posing a serious threat to themselves or others. Staff will do everything possible to de-escalate the situation, including using a soothing calm voice, moving away from the child, removing the child from the situation, and validating the child's feelings. Parents will be notified immediately in the event that physical restraint was necessary (WAC 110-301-0335).

Please Note: Because of the wide range of behaviors that children display, Seattle Parks and Recreation and the Associated Recreation Council reserves the right to make the decision to suspend or expel a child based on the physical and emotional safety of the child, other program participants or staff who may be affected. In such circumstances, a child may be separated from the group for the rest of the day and parents may be called and asked to pick up their child immediately.

ABUSE PREVENTION

Seattle Parks and Recreation (SPR) and the Associated Recreation Council (ARC) adhere to stringent screening and hiring practices in order to safeguard the safety and well-being of the children in our programs. ARC also provides staff with required Child Abuse Reporting training on a regular basis.

MANDATED REPORTER

Washington State law (26.44 RCW) requires all persons who work or volunteer in a licensed childcare facility to immediately report suspected abuse to either a law enforcement agency or to **Child Protective Services**. Abuse may take the form of physical, sexual, emotional, child exploitation or neglect. Staff are not obligated to inform the family if a report or request for investigation is made to CPS. The Child Protective Services worker will notify the family of the referral. CPS has legal access to interview any child either inferred in an abuse case or who might be a witness to an abuse case. CPS may, or may not, inform you ahead of time of a pending interview with your child.

STAFF PROFESSIONALISM

ARC staff is trained to maintain professional boundaries at all times. In an effort to avoid any conflict of interest or performance, **ARC staff are not permitted to provide private childcare to program participants outside the school-age care program.**

MEDICAL INFORMATION

Parents must fill out a medication administration form and sign it for each medication that is to be received.

PRESCRIPTION MEDICATION

Any prescription medication to be administered to a child while in our care must be accompanied by written approval of a physician (prescription label is accepted as physician approval) along with written parental consent. All medication must be in its original container and properly labeled with the child's name, date the prescription was filled, or medication's expiration date and legible instructions for administration such as manufacturer's instructions or prescription label. Additionally, please inform us of any and all medications the child takes while **not** in our care. In cases of emergency, this may be necessary information for first responders and medical staff. To capture this information, complete the *Medication Information and Treatment Authorization* form available in ePACT. This form should also be uploaded to your child's record in ePACT.

Medications for chronic conditions such as: asthma or allergies:

For chronic conditions (such as asthma): An individual care plan must be provided that lists symptoms or conditions under which the medication will be given.

Emergency supply of medication for chronic illness:

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case of an earthquake or other disaster.

Staff administering medications will document the time, date and dosage of the medication given.

NON-PRESCRIPTION MEDICATION

The following medication can be given with written parental consent, only at the dose, duration and method of administration specified on the manufacturer's label, if medication has not expired, and if it is in its original container and will be stored on-site and administered by staff:

- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Anti-itching ointment or lotion intended specifically to relieve itching
- Decongestant
- Sunscreen
- Non-narcotic cough suppressant
- Hand sanitizer

A physician's written authorization is required for non-prescription medication that is not included in the above list, medication that is to be taken differently than indicated on the manufacturer's label or medication that lacks labeled instructions.

All unused medication will be returned to parents/guardians or disposed of properly.

ILLNESS (*including during program*)

These guidelines are consistent with Public Health Seattle/King County. We ask that you adhere to the following guidelines.

Please keep at home any child with the following symptoms until resolved:

- Fever of at least 100.4 °F orally (no-touch thermometer)
- Diarrhea, more than two loose stools per day or stool contains a drop of blood or mucus
- Vomiting, twice or more in the past 24 hours
- Rash, any not associated with heat or allergic reaction
- Drainage from the eye, redness of eyelid lining, swelling and discharge of pus
- Appearance/Behavior: Unusually tired, lack of appetite, confused, irritable, unable to participate in program
- Sore throat: especially with fever and swollen glands
- Head lice or nits: until no lice or nits are present
- Scabies: until after treatment
- Open or oozing sores, unless properly covered and 24 hours have passed since starting antibiotic

Additional symptoms where a child should be kept home as it pertains to our COVID-19 Protocols. Please contact your program's director for next steps on how your child can be cleared to return to program is experiencing any of the symptoms listed below:

- ✓ A cough
- ✓ Shortness of breath or difficulty breathing
- ✓ A fever of 100.4°F or higher or a sense of having a fever
- ✓ A sore throat
- ✓ Chills
- ✓ New loss of taste or smell
- ✓ Muscle or body aches
- ✓ Nausea/vomiting/diarrhea
- ✓ Congestion/running nose – not related to seasonal allergies
- ✓ Unusual fatigue
- ✓ Headache

Please Note: Parents/guardians must have alternate plans for childcare. Children not well enough to participate in ALL activities, must not attend the program. If your child is sick, no refund will be issued.

If, while in our care, a child displays symptoms of illness and/or fever, the child will be isolated and kept comfortable while the parent/guardian is notified. If removal from the center is warranted, the parent/guardian will be contacted for immediate pick up of the child by the parent/guardian, an emergency contact, or authorized pick-up person. If the parent/guardian cannot be reached, emergency contacts and/or authorized pick-up persons will be called.

Following exclusion, children are readmitted to the program when they no longer have any symptoms and/or Public Health exclusion guidelines for childcare are met, including protocols for return to program when experiencing symptoms of COVID-19.

CONTAGIOUS DISEASE

Parents/guardians are to inform the program director immediately when their child contracts a contagious disease (including, but not limited to chicken pox, conjunctivitis, mumps, measles, viral infections, lice and COVID-19) or is exposed to one. Our center will then post a general notice to alert other parents/guardians; no names will be used. Children being treated with antibiotics for a contagious disease may not return to our facility until she/he has been using the medication for a 48-hour period and/or until the danger of infecting others is over.

Incidents of contagious disease will be reported to the County Health Department at 206-296-4774. Staff will conduct lice checks periodically. To ensure the safety of ALL participants in our program, we require a doctor's note indicating that the child is no longer contagious, and it is safe for the child to return to the program.

LICE POLICY

If a child is found to have head lice while at the program, parents/guardians will be contacted and asked to pick up their child immediately. In the event of a lice breakout, all children will have their hair checked for nits by the staff and families will be notified of the outbreak. Children found with nits will be sent home with instructions for removal. Children will not be allowed to return to the program until they are nit free. Staff also will be checked. When lice are found, all rugs, couches, pillows, soft toys, etc. will be cleaned.

SUNSCREEN POLICY

Washington State Licensing Standards require that sunscreen be worn by all participants when exposed to sun for extended periods of time. It is the family's responsibility to provide, and apply, sunscreen prior to arriving to the program when there is sun exposure. During program hours, staff will provide opportunities for children to receive and reapply sunscreen at regular intervals. Please check with your director for additional instructions and to complete the *Sunscreen Authorization* form.

CONCUSSION INJURY PARENT/GUARDIAN INFORMATION

Washington State law (RCW 28A.600.190) requires all recreation and sports organizations to notify parents/guardians about the dangers of concussions and the importance of removing a child from play if they are suspected of a head injury.

Concussions are one of the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. Concussions can range from mild to severe and can disrupt the way the brain normally works. They can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles.

Continuing to play with a concussion or symptoms of head injury leaves the child or adolescent especially vulnerable to greater injury and even death. Therefore, it is important that a youth that is suspected of sustaining a concussion or head injury in a sport or recreational activity be removed from play immediately. The youth should not return to play until they have been evaluated by a licensed health care provider and has received written clearance to return to play.

Staff takes the following measures to ensure safety and prevent concussions or other head injuries:

- Participants are supervised and remain within visual or auditory range at all times.
- Staff are trained to recognize symptoms of a head injury (child appears dazed or stunned, seems confused, moves clumsily, loses consciousness-even briefly, shows personality or behavior changes, becomes nauseous or vomits, has double or blurred vision, or becomes dizzy).
- Participants are required to use helmets when they ride bikes or other "wheels" (no skateboards).
- Participants are reminded of the safety rules of the sport or recreation activity
- Parents/guardians are notified immediately in cases of suspected injury and appropriate medical treatment is sought.

HEALTH PRACTICES

NON-SMOKING POLICY

Smoking is prohibited in all programs, and no staff is allowed to smoke within visual range of participants.

CLEANING AND DISINFECTING

Our programs follow a cleaning schedule that meets Washington State Licensing and Public Health Department requirements. We use approved commercial cleaning products to clean and disinfect all surface areas. In addition to our daily cleaning schedule, our community center has a custodian who attends to all additional aspects of cleaning prior to the start of each day.

FOOD HANDLING PRACTICES

All staff who prepare children's meals and/or snacks have valid Food Worker Permits. We follow all Public Health Department regulations.

HAND WASHING PRACTICES

Participants and staff wash hands upon arrival to program, after using restroom facilities, before preparing and eating meals and/or snacks, and before participating in cooking activities.

EMERGENCY RESPONSE PLAN

CHILDCARE HOTLINE

In the case of inclement weather or a natural emergency, such as snow or an earthquake, please call the Childcare Hotline to ensure that the program is operating on a regular schedule: **206-684-4203**.

INJURY PREVENTION

All equipment used by the program is inspected daily by staff to ensure safety. Any equipment deemed unsafe or dangerous for children will be reported and removed or participants will be informed that the unsafe area is off limits until repaired or replaced.

SERIOUS ILLNESS OR INJURY

In case of a serious illness or injury the following procedures will be followed:

- Administer immediate First Aid/CPR
- Contact 911
- Contact Parent or Emergency Contact
- File Accident/Medical report with the director, area operations supervisor and community center coordinator.
- DCYF Licensor will be notified.

FIRE AND EARTHQUAKE PLAN

Program staff conducts monthly fire drills and quarterly earthquake drills throughout the year. Participants are instructed what to do in the event of an emergency. Emergency evacuation plans are posted in the community center.

HEIGHTENED SECURITY AND LOCKDOWNS

In the event of a highly unsafe situation occurring in the neighborhood, the program may go into heightened security or lockdown. Heightened security means that we keep all children on-site and lock all outer doors. A lockdown means that in addition to keeping the children in the building, we will shut off all the lights and keep children in a better protected area until notified by the police that the situation has cleared. During a lockdown, no parent/guardian or staff may enter or leave the building.

COMPLAINTS AND GRIEVANCES

If you have a complaint, please request an appointment to have a conference with your program director to ensure that the situation is addressed properly. We request that families do not leave grievances on our voice mail nor attempt to discuss during program hours. We will do our best to address, and solve, each situation. If the complaint or grievance cannot be resolved with the director, you are encouraged to contact the Area Operations Supervisor (telephone numbers can be found at the end of the handbook).

SITE-SPECIFIC INFORMATION

SPR/ARC Licensed School-Age Care School Year - Contact Information					
Sept 2022 - June 2023					
Location	Address	Community Center Number	Program Number		
Bitter Lake at Broadview-Thomson K-8	13052 Greenwood Ave N, Seattle, WA 98133	206-684-7524	206-510-1740		
Northgate Community Center	10510 5th Ave. NE, Seattle, WA 98125	206-386-4283	206-510-6184		
Hiawatha at Genesee Hill	5013 SW Dakota St., Seattle, WA 98116	206-684-7441	206-465-7529	Area Operations Supervisor (NW & SW)	
Hiawatha at Lafayette	2645 California Ave SW, Seattle, WA 98116	206-684-7441	206-423-3372	Kelly Hudson, 206-465-1476	
Magnolia at Catharine Blaine K-8	2550 34th Ave. W, Seattle WA 98199	206-386-4235	206-240-7056		
Montlake at McGilvra	1617 38th Ave E, Seattle, WA 98112	206-684-4736	206-510-2019		
Jefferson Community Center	3801 Beacon Ave S, Seattle, WA 98108	206-684-7481	206-510-4294		
Meadowbrook at John Rogers	4030 NE 109th St, Seattle, WA 98125	206-684-7522	206-510-7856		
Rav-Eckstein at Thornton Creek	7712 40th Ave NE, Seattle, WA 98115	206-684-7534	206-510-6185	Area Operations Supervisor (NE & SE)	
Rav-Eckstein at Wedgwood	2720 NE 85th St., Seattle, WA 98115	206-684-7534	206-423-6299	Isabel Mitreles, 206-465-1465	
Rainier at John Muir	3301 S Horton St., Seattle, WA 98144	206-386-1919	206-771-3088		
Rainier Beach Community Center	8825 Rainier Ave. S, Seattle, WA 98118	206-386-1925	206-849-9190		
Van Asselt Community Center	2820 S Myrtle St., Seattle, WA 98108	206-386-1921	206-510-4901		

FAMILY CONTRACT

- I have read the Family Handbook and understand and agree to follow the guidelines and policies when using the services of Associated Recreation Council and Seattle Parks and Recreation Community Center partnership programs.
- If I have questions, comments or concerns about staff, policies or practices I will address them with the Director and/or Seattle Parks and Recreation staff at the community center.
- I understand that my child must be registered, and all required enrollment forms must be completed before my child can attend.
- I have been given a site tour.
 - Please note that site tours may be limited and/or not allowed due to COVID-19 protocols during the pandemic.
- I received a brief program orientation.
- I have read the information about concussion injuries and prevention.
- I understand that it is my responsibility to provide my child with sunscreen and apply it prior to camp.

Child's Name: _____

Parent/Guardian's Printed Name: _____ Date: _____

Parent/Guardian's Signature: _____

Director's Signature: _____ Date: _____

NOTE: PLEASE SEPARATE FORM FROM HANDBOOK TO SUBMIT