

Green Beginnings

FAMILY HANDBOOK



Healthy Children, Healthy World, Healthy Future

GREEN BEGINNINGS MISSION STATEMENT:

Green Beginnings will provide a safe, intimate environment where all children are supported, stimulated, and encouraged to develop socially, emotionally, physically, and cognitively through everyday life experiences, explorations, and interactions. Fostering these areas in a child's life will strengthen their desire to be lifelong learners and bridge the gap between toddlers and school-aged children. By using innovative, healthy, and eco-conscious ideas and cultivating a love and respect for nature, Green Beginnings will enrich the unique qualities of the individual child. Each child's ideas and dreams will start with the relationship built between Green Beginnings and each individual family.

STATEMENT OF SERVICES:

Green Beginnings is a private year-round program that offers all childcare services for children ages 6 weeks through 5 years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. Green Beginnings is centered around the health of the whole child, as well as the health of the environment. Our curriculum follows the Illinois Early Learning Guidelines & the Illinois Early Learning & Development Standards, which align with the nationwide Common Core Standards. Our schedule consists of learning (letters, words, language, writing), activities (math, science, and social studies), reading and library, dramatic play, music, health (large and fine motor), and free play. This schedule will occur during our indoor and/or outdoor time. We encourage a full-time contract, which is for children present at the school 4-5 days a week. Although we do encourage a full-time contract to maintain the stability of the program for the children's benefit, we will offer a part-time contract, which is for children present at the school days a week. In addition, Green Beginnings offers a morning program for our Sprouts, Buds, and Blossoms classroom.

Hours of Operation

Hours of Operation:

Green Beginnings is open from 7 a.m. to 6 p.m., Monday through Friday.

Holiday & Vacation Schedules (closures)

We are closed New Year's Eve, New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day. In addition, the school will be closed two full weeks and additional random days out of the year for professional development. These days will be decided and notification will be given at least two months- prior to the scheduled closure. All holidays and professional development days will be charged at the regular rate (excluding the two week closing).

Inclement Weather:

Green Beginnings will make every effort to remain open during days with extreme weather conditions, although the safety of your family and the team of Green Beginnings is priority. Green Beginnings will notify families about closures as soon as determination has been made by the directors of the school.

Licensing & Insurance

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Green Beginnings complies with the applicable state licensing

regulations and policies. These requirements cover team qualifications, facility, playground, health and safety guidelines, and child/team ratios.

INSURANCE COVERAGE FOR CHILDREN

Green Beginnings is insured under general liability coverage for the number of children licensed for the facility. The school complies with at least the minimum insurance coverage as suggested by our independent agent.

Enrollment

Admission requirements:

Enrollment in our program is open to all families. Green Beginnings will offer full-time, part-time, and a morning program enrollment, although full-time is preferred to maintain a consistent schedule for the children.

We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s guardian or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Green Beginnings. All requested personal information is kept confidential. Guardians are required to update all emergency data as needed, including address, home, cell, and work numbers. Guardians are also required to update the individuals authorized to pick up their child. Current immunization information must be submitted to the school upon enrollment, and all immunizations must be current. Green Beginnings must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Guardians will be required to comply with all state regulations and school rules as set forth in the Family Handbook.

Full-time, Part-Time, & Morning Program

Full-time is considered 4-5 days a week.

Part-time care is three days a week.

GB's morning program is offered from 8:30am-12:30pm.

Breakfast and lunch are included in all programs if at Green Beginnings by 8:30am (Sprouts, Buds, Blossoms)

Admission and Withdrawal:

Guardians wishing to enroll their child(ren) in the school are encouraged to set up an appointment with the school office to come and tour the school and meet one of the directors and/or their child(ren)'s lead teacher. (Tours are scheduled at the guardian's convenience, however, due to challenges in our schedule the directors and guardians will work together to schedule a time that does not interfere with the daily program). The purpose of the tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)'s average day. At this time we will give you any forms necessary if you wish to enroll your child(ren) in the school. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn (written notification) according to the procedure outlined in the section "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE SCHOOL" found below.

Start date:

Upon deciding that Green Beginnings is the place for your child(ren), guardians will be asked to fill out an enrollment packet, pay an enrollment fee, along with paying a one week deposit (used towards your child's last week at Green Beginnings), and your 4week tuition rate. At this time, you and the school will agree, upon the date your child(ren) will start. Prior to your start date, directors will set-up a transition day(s). At least two weeks prior to a child's first day you must bring your child(ren)'s enrollment packet(s) (one for each child) along with the following for verification: Birth certificate and immunization records on DHS form. Guardians are required to notify the school at least two weeks prior to the withdrawal of their child(ren) from the school

(their last week's tuition will be paid from their one week tuition deposit if given proper notification). If a two week notification is not given, your deposit cannot be used towards your last week. For more information see the "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE SCHOOL" found below for more details.

Green Beginnings is a small school that operates with less than 70 children, therefore the school works from a waiting list. To be placed on the waiting list a non-refundable deposit of will be made. Upon enrollment this deposit will be used towards the enrollment fee. If you are on a waiting list that is for less than 2 months away from your preferred start date, a non-refundable one week tuition deposit is required along with the first non-refundable 4 week tuition. The one week tuition will be used towards your one week deposit that is required during your enrollment (this one week deposit is held for your last week at Green Beginnings given the proper notice.)

Paperwork, Forms, and Annual Renewal:

We are required by the state to have current and updated information on each child(ren) in our school. This is also for your safety. As mentioned above, we require all forms to be filled out on each child(ren) prior to their initial attendance at Green Beginnings. The team of Green Beginnings will keep all paperwork confidential. Only the necessary individuals (DCFS, nurse, teachers, and directors) will be allowed to view confidential paperwork. Each year you will have to renew and refresh all your paper work. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program and fees will continue to accrue. If Green Beginnings is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a guardian's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

Vacations, Absences, & Withdrawal from the school:

Green Beginnings offers a child(ren) who is enrolled full-time and has been enrolled at the school for at least 6 month one free week tuition to use (vacation or personal) within one year from the day of enrollment if given at least 1 month notice before the day(s) absent. These vacation or personal days do not carry over and can only be used when the child is not in attendance at the school. Beyond these five vacation or personal days other absences will be charged at the regular daily rate. We request that all vacation or personal days be reported to the Green Beginnings directors in written form (email) at least 1 month before the day(s) absent.

We require a two week written notice prior to your child(ren) leaving the school or a change in your child (ren)'s contract. Fees for two weeks will be added if a two week written notice is not given prior to your child leaving the school. Failure to notify the school will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added.

The school reserves the right to require the dis-enrollment of a child according to our "Guidance & Discipline Policy" and or the "Behavior Intervention Policy". The school also reserves the right to require the dis-enrollment of any child whose guardian has become a problem at the school or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the school, its policies or its team.

ARRIVAL AND DEPARTURE OF CHILDREN

Arrival and departure from Green Beginnings will be 1436 W. Randolph, ENTRANCE ON OGDEN between the hours of 7am-6pm. Handicapped access is available on Randolph.

Arrival:

Guardians must accompany their child(ren) into Green Beginnings every morning. It is Green Beginnings Policy to remove your shoes right outside the Welcome before walking into the classrooms. In addition,

families must wash their hands at drop-off and pick-up. This is to minimize the amount of outdoor germs that enter the school, your child's home for the day. They will be required to sign their child(ren) in and place their child in attendance (school will demonstrate this for guardians). This is for their protection in case of a fire or other emergency. In addition, Green Beginnings encourages families to place their child (ren)'s belongings into their locker, change into their indoor shoes, and accompany their child(ren) to wash their hands together. Green Beginnings' requires their families check for soiled diapers upon arrival. Should a diaper be soiled, families will be asked to change the diaper before placing the child in attendance. Children will not be permitted in the building prior to opening hours. We require that all children have direct contact with a person upon arrival for early detection of apguardian illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

Departure:

All children must be picked up and signed out by an adult and/or person approved by the guardian and the school at the time specified in their contract. Anyone, including all guardians, who are to be allowed to pick the child up, must be listed on the Pick-up Permission form or be approved in writing by a guardian. The school reserves the right to not allow any individual onto Green Beginnings property for arrival or departure upon the director's decision. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office in person prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the guardians' responsibility to notify the office in person and make changes on this form whenever necessary.

Pick-up permission form:

All persons authorized to pick a child(ren) up from the school must be listed on the Pick-up Permission form. To avoid confusion, it is the responsibility of the guardian signing the child(ren) into our school to properly fill out all forms. In a custody situation the guardian signing the child(ren) into our school takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the Pick-up Permission form. If a guardian who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal guardian or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The school reserves the right to not allow any individual onto our property for arrival or departure if they have created a problem.

Information Change

Guardians are to notify the school of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The school requires that someone listed on the Pick-Up Permission form of each child be available by phone within thirty (30) minutes notice to come and pick up a sick child or a child that Green Beginnings has determined needs to go home within an hour of being contacted. It is required that all changes of phone numbers, places of employment, residence changes, or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

Transportation Policy:

Guardians are responsible for their child(ren)'s transportation to the school or for arranging their own car pools. Green Beginnings will provide transportation for field trips as the opportunities arise. Guardians will be notified about field trips in advance and written permission will be obtained. The school complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care school.

Parking Policy:

Green Beginnings has a loading zone located at 1436 W. Randolph. Due to the limit of the number of vehicles that may be in this area, please find a parking space if you anticipate you will be in the building longer than 10 minutes. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). Green Beginnings is not responsible for items lost or stolen from cars or the facility.

Tuition & Fees

Enrollment Fee

At Green Beginnings there is an enrollment fee that is due prior to the child(ren)'s first day at Green Beginnings. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-enrollment fee. The exception to this will be children who physically pull out of the program but whose guardian's continue to pay their full weekly fees in order to retain the spot in our program.

Weekly Tuition Fees

It is Green Beginnings philosophy that clients are paying for the spot their child(ren) will take in our school. This is not based upon attendance but rather on a set weekly or monthly fee that is due regardless of the attendance habits of the child(ren) who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the guardian(s) upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with a two week notice of intent to change services to be allowed at the discretion of the Directors. Contracts will be updated during your child's transition into the next room. Since the weekly set fees remain the same, no bill will be given to remind you of these fees.

Payment policies and procedures

Tuition is automatically deducted on the Tuesday of the week your tuition is due according to your contract. There will be a \$20.00 late payment convenience fee added if the tuition is unable to be processed by the close of the Tuesday of the week your tuition is due. An additional \$5 maintenance and collection fee will be added each day the account is not paid in full. Failure to pay for your tuition and all late fees by the following Wednesday will result in termination of services for the following week. No account will ever be allowed to carry a balance for over one week unless arrangements have been approved by Directors. Due to Green Beginnings belief in creating a healthier environment, clients may only pay through an automatic payment system or credit card unless otherwise approved by directors.

No cash or check payments will be accepted. All tuition is non-refundable. Payment policies and procedures may be adjusted annually or as the contracted rates change. See the REFUNDS policy below. Enrollment fees are non-refundable. Green Beginnings may seek collection of fees due and clients may be required to pay a two week termination fee, and any collection costs, and attorney's fees incurred by Green Beginnings to collect this amount. If Green Beginnings elects, it may immediately terminate all services provided but not limited to the immediate dismissal of the children from the school.

Discounts

Green Beginnings will offer discounts when multiple children of the same family are enrolled at Green Beginnings full-time. A 10% discount will be given for an additional sibling currently enrolled in the program. The 10% will be taken off the oldest child's tuition. A \$50.00 discount for the next month's tuition will be given to an enrolled family that refers a family who enrolls full-time at the school. Any and all other additional discounts are at the discretion of Directors.

Refunds

In the event you have over-paid, the credit will be applied to your next tuition. In the event you have a credit after you terminate your contract with Green Beginnings, a refund will be issued within 30 days.

Receipts and Statements

Receipts are available upon request via email. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

Late Pick-up Fee:

Green Beginnings will charge a \$1.00 per minute fee if pick-up takes place after the contract time specified for pick-up. There will be a \$5.00 fee added per minute if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Guardians, or those picking the child(ren) up, are required to call ahead if they feel they are going to be more than 5 minutes late (fees will still apply). An attempt can be made to contact all individuals on the emergency contact list after the child has been left 15 minutes past closing or contract time specified. *Guardians are to notify the school of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency.* A child left at the school later than 30 minutes past closing with no contact from guardian(s) will be considered abandoned and Child Protective Services may be informed. Green Beginnings team shall not hold the child responsible for the situation and the discussion of this issue will only will be with a guardian or guardian and never with the child.

Guardians who are notified that their child is ill and needs to leave the school for the day is responsible for picking them up within an hour or the above Late Pick-up Fees will also apply. If no guardian or emergency contact can be located within 30 minutes of trying to contact the guardian, the Late Pick-up Fees will also apply and the child will be isolated.

Health

IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the guardian and all information must be current. The guardian shall also provide proof of this with a form signed by a health care provider. This form will state that the child(ren) has received all current, age-appropriate immunizations. Guardian's wishing to take a religious exemption must contact the school to find out the proper procedure for providing an affidavit of such a religious opposition. If Green Beginnings is penalized or fined for non-compliance of immunization cards due to a guardian's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

HEARING & VISION SCREENING:

Green Beginnings shall ensure that hearing and vision screening services are provided annually for children who are at least 3 years of age in accordance with the Illinois Department of Public Health's Hearing and Vision Screening Codes and the Illinois Child Vision and Hearing Test Act.

MEDICATION:

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company and must have that child's name on the script. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's name on the script. ***All non-prescription medicine must be accompanied with a doctor's written consent and must have a permanent sticker with the child's name and the date the medication was left at the school.*** An "Authorization to give Medication" form (guardian note) needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the director in charge at the time of arrival along with the

“Authorization to give Medication” form (Filled out). Green Beginnings reserves the right not to give medicines if the dosage is questionable or not according to the label. The medication bottle and any remaining medication will be returned to the guardian upon completion of the course of medication. *If a child goes to the doctor due to an apguardian illness, a note is required from the physician to admit the child back into care. If Green Beginnings is administering any type of medicine, along with the doctor’s note to administer, the doctor must include when the child can be admitted back into the school.*

ALLERGIES:

We must be aware of any food or other known allergies that affect your child(ren). It is Green Beginnings’ Policy that a physician’s note is placed in the child’s file if they have a known allergy. If your child(ren) has any known food allergies, you will need to fill out the “Medical for Allergies” form. This allows us to alert all of our team to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. We also need to be aware of any non-food allergies that can affect your child(ren). If your child(ren) has any non-food allergies you will need to fill out the “Medical for Allergies” form as well which must be turned in to our office as soon as this allergy has been identified. You will also need to fill out an “Authorization to give Medication” form if your child requires an Epi-pen or other emergency treatment. An Action Plan will then be created, signed by the guardian, and finally put into place.

ILLNESS AND CONTINUED HEALTH:

In order to provide a safe and healthy school, we rely on our guardians to monitor their children with the above guidelines in mind. *Outdoor play is essential to your child’s development. We feel that if your child is too sick to play outdoors then they are too sick for group care.* A child that is ill or has a temperature of 101 degrees or above should be kept at home. All children shall have direct contact with a team member upon arrival for early detection of apguardian illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the school shall be supervised and cared for until the child can be cared for elsewhere. *The child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea, if it is suspected that he/she has a contagious disease. He/she will be unable to return until 24 hours free from that symptom.* In the event you are called to pick up an ill child(ren), you must pick your child up within an hour, or overtime rates will apply. If a child(ren) needs to be sent home and their guardians are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate will apply and your child will be isolated from the rest of the children. Your child will be isolated in the Welcome Room or in the directors’ office until picked up where they will be supervised by a team member. The school reserves the right to request the child to see a physician and/or have a physician’s note prior to returning. It is Green Beginnings’ Policy that if your child is absent for 3 days or more due to illness, a physician’s note will be required upon their return.

Ouch/Incident REPORTS:

Safety is a top priority of Green Beginnings. Yet, there are times when a child will have an accident/ incident between your child and another child. If the incident requires “more than a hug and a kiss”, our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. An ouch report signed by the teacher in charge at the time of the accident, will be provided to you as well as the director’s office to confirm that you were notified of your child(ren)’s injury. This system is aimed at ensuring communication at all levels. If your child(ren) happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. It not only puts our team in an awkward situation, but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

EMERGENCY CONTACT MEDICAL CONSENT FORM:

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Should your child require hospitalization, a director or your child's lead teacher will accompany your child in the ambulance. Please list your child's doctor, dentist, and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts be listed on your Pick-up Permission form. If your child(ren) has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non-food allergy forms. All of these forms will be updated annually. Immunization letters need to be presented prior to the first day the child attends the school. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization letters back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes, it is your responsibility to notify us and up-date or re-do this form.

IPM Policy: Pesticide Control

Green Beginnings has a contract with a pest control company that comes out quarterly or when needed. Chemicals for insect and rodent control shall be applied in minimal amounts and shall not be used when children are present. Toys and other items mouthed or handled by children will be removed from the area before pesticides are applied.

FILE UPDATES & CHANGES

Please update Green Beginnings on any information that changes in your child's file as soon as the information changes.

Curriculum

CURRICULUM:

At Green Beginnings we believe children learn by doing. They learn through experiences, explorations, and interactions. Green Beginnings believes learning should be a joyful, natural experience preparing a person for the future. Our curriculum follows the Illinois Early Learning Guidelines & the Illinois Early Learning & Development Standards, which align with the nationwide Common Core Standards. Green Beginnings is schooled around the health of the whole child, as well as the health of the environment. Research has shown that ninety percent of brain growth occurs from zero to 5 years old. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

- Children learn through play and investigation
- Children investigate their own learning
- Learning comes from open-ended experiences
- Teachers are facilitators of children's learning

*The daily schedule and flexible lesson plans are available and will be posted at the school.

Children will be kept on his/her daily schedule as much as possible. During the day, activities will be planned to help children develop their social, emotional, cognitive, language and physical skills. These activities may include, playing with toys, art, dramatic play, enjoying stories and books, discovering sand and water, music, learning about health and safety (exercise), and exploring outdoors.

The daily program will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills (Exercise)
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills
- Foreign Language (Spanish, Chinese, Sign)

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense

- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science/Social Studies

- Human, animal, and plant characteristics
- Physical elements (water, air, light, rocks)
- Tools
- Community
- Historical People

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

*Health is the focus of Green Beginnings, therefore health will be incorporated into much of the curriculum. Green Beginnings will not only focus on the health of the child but also the health of the environment.

DAILY SCHEDULE: Our schedule consists of learning (letters, words, languages, writing), activities (math, science, and social studies), reading and library, dramatic play, music, health/safety (large and fine motor), and free play. This schedule will occur during our indoor and/or outdoor time. Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below:

***Morning Activities**

7:00-8:30: *Opening Room-Table top activities*

8:30-9:00: *Breakfast/Diapering*

9:00-11:30: *Activity Time- Children will explore math, science, and/or social studies concepts*

Reading/Library Time: Children will explore books and stories

Dramatic Play Time: Children will explore and imitate their future and other careers

Art Time: Children will listen and sing along to a variety of music and or create visual art

Outside Time: Children will exercise their large and fine motor skills along with practicing safety (often outside)

Diapering/Bathroom

11:30-12:00: Meal Time: Children will participate serving, eating, enjoying conversation, and the clean-up process

***Afternoon Activities**

12:00-12:30: Cleanup/Bathroom/Diapering

12:30-2:45: Rest/Nap Time: Children will rest/nap each day

2:45-3:45: Outside

Health/Safety Time: Children will exercise their large and fine motor skills along with practicing safety (often outside)

3:45-4:15: Snack Time: Children will participate serving, eating, enjoying conversation, and the clean-up process

4:30-6:00: Closing Room

Free Choice Time: Children will be free to work with an activity of their choice

Small mixed-group activities

* This is a sample of a day at Green Beginnings. Subject to change.

QUIET TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on cots after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. According to "American Baby" the following chart is a guideline as to the sleep needs of children under 15 years of age:

Age	Suggested Hours of Sleep	Number of Naps Suggested
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

Green Beginnings complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodations can be a specific treatment prescribed by a professional or a guardian, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our school, the entire team must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership team.

Grouping

CLASS DIVISIONS AND CLASS SIZE: Green Beginnings endeavors to have a challenging and appropriate atmosphere for children of all ages. Class divisions are based upon state set student to teacher ratios and the overall enrollment Directors plan of the school, although we strive to surpass the minimum state standards. Children are divided into classes by age to group them with children in their own developmental level. This maintains the school's age-based student to teacher ratio. In most cases, it is Green Beginnings target to have children working together with children in their own developmental-age group.

STUDENT TO TEACHER RATIOS:

Student to teacher ratios are based upon guidelines set by state law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher	Group Max
Infants (6 weeks-14 months)	4	1	12
Toddlers (15 months-23months)	5	1	15
2-Year-Olds	8	1	16
3-Year-Olds	10	1	20

4-Year-Olds	10	1	20
5-Year-Olds not School Aged	20	1	20

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.

MIXED-AGE GROUPING

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. When mixed-age grouping occurs, the teacher to child ratio meets the age of the youngest child in that group. Our teachers and team are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

TRANSITION PLAN

Green Beginnings has a transition plan to help children who are about to transition from one group to another. This is to help the children become familiar with the new program, teachers, and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the transition plan may vary from child to child. Your child's teacher or the directors will provide more details about transitioning when your child will move to another classroom.

Guidance Policy

Guidance Policy:

At Green Beginnings, the team is trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Guidance policy found below including an early intervention system which we call our Behavior Intervention Policy.

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of a Guidance Policy is to help children learn acceptable behavior and develop self control. The basis for our Guidance Policy is an organized classroom, prepared team members, and consistency. At Green Beginnings, we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

According to Green Beginnings, for childcare schools in the state of Illinois:

- (a) Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.
- (b) Guidance shall be reasonable, appropriate, and in terms the children can understand.
- (c) Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
- (d) Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- (e) Punishment shall not be related to food, rest or toileting.
- (f) Spanking or any other type of corporal punishment is prohibited. (“Corporal punishment” is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)

The following is considered unacceptable behavior:

Running in the classroom	Leaving the area or group without permission
Becoming disruptive	Throwing materials
Using toys and materials inappropriately	Lack of Cooperation
Aggressive behavior	Abusive, or inappropriate language
Disrespecting team members or other children	
Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair	
Behavior determined by the director to be unacceptable	

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) **Redirection** - Encourage child’s good behavior and/or redirect his or her activity.
- 2) **Think Time/Take A Break: “TAB in/TAB out,” (a.k.a. Time out) in a designated area (begins at 2 years old).**
 - A) **WARNING:** The child is given a verbal warning at their eye level because of inappropriate behavior with a simple explanation. If inappropriate behavior continues...
 - B) **THINK TIME/TAB IN:** The child is guided to a designated area to TAB IN to “think time” (One minute per year of age).
 - C) **EXPLANATION:** The teacher will approach the child at their eye level and calmly explain why their behavior was inappropriate.
 - D) **CHECK-IN:** The teacher will request an apology from the child, having them check-in with the children/teachers involved
 - E) **TAB OUT:** Following their check-in, the child will TAB OUT of “think time” with a hug, handshake, high five, etc.
 *If redirection and “think time” periods are not sufficient, team members intervene as soon as possible to prevent physical or emotional injury.
 *The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives.
- 3) **Behavior log completed if:**
 - A) the child’s behavior continues to be inappropriate.
 - B) the severity denotes.
 - C) family will be notified.
- 4) **Behavior Intervention (BI) Meeting:**
 - A) Will be called if the child’s behavior continuously is inappropriate.

- B) Those in attendance will be the family and the child’s lead teacher. A member of the leadership team may also attend.
- C) This meeting may be called by any of the individuals listed above.
- D) At the BI meeting it is Green Beginnings’ Policy to create a Behavior Intervention Plan (BIP) to resolve behavior issues. The Behavior Intervention Policy’s purpose is to establish procedures for the family, lead teacher, and a member of the leadership team to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior.
 - Our first goal will be to determine and identify the behavioral difficulties that the child is having. The child’s primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this.
 - Families will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it.
 - A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

5) Sending a child home, at discretion of the Leadership Team, will occur if:

- A) the severity denotes.
- B) and/or when the child fails to respond to the measures taken by the Green Beginnings’ Team listed above in #1-4.

6) Termination of services:

- A) Will occur if the lead teacher and a member of the leadership team determines that the child is incapable of drastically changing his/her behavior at Green Beginnings. Green Beginnings has determined it cannot meet the child’s needs in its’ program.
- B) When the severity of a problem is great enough that it could endanger the safety of the child(ren)’s welfare
- C) Termination may be effective immediately after consulting the most senior Leadership Team member present.
- D) The family will be notified.
- E) The School considers this to be a drastic measure and would not resort to such unless the child’s behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.
- F) If your child is terminated there will be NO refunds given on tuition.

In addition to the above, the school will use three methods to track inappropriate behavior and communicate with guardians.

- 1) Incident Reports– a guardian/school communication format that does not count as a written behavior log. If the teacher deems necessary, a copy will be kept on file.
- 2) Behavior Log – an inner school documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any school team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
- 3) The Behavior Report –obtained after the Behavioral Intervention Meeting will be filed in the child’s file.

Green Beginnings expects family involvement and cooperation in all aspects of Green Beginnings Guidance Policy. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/family whose needs we cannot meet. The key to effective guidance is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

BITING POLICY

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-24 months. Generally children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child's incapacity to communicate. Children may become upset by a new experience, and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to guardians and caregivers when it occurs. The goal of Green Beginnings' Policy is to replace the child's undesirable behavior with a more effective way of communication and to ensure the health and safety of everyone in our school. The following is a plan of our pre-emptive strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Families will be notified if their child is bitten at school. However, in order to protect the privacy of all our families, guardians will not be informed of the biter.
- If a child bites frequently, team will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with guardians may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the family of the biter to ensure team and family are working together to understand and prevent this behavior.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to terminate the biting child from the program.

POTTY TRAINING

Toilet training is best accomplished with the cooperation of teachers, guardians, and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the school. Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the guardians and teachers should reach out to one another to discuss how they will cooperate and encourage toilet training. Together they will work with the child in a consistent manner.

Each child will begin at a different time and progress at a different rate. The teacher will share the progress of your child's toilet training experience. The teacher is available as a resource to answer any questions about your child's toilet training progress at Green Beginnings. Several complete changes of clothes should be kept at the school during this process. Both at home and at school accidents will happen, but consistency is often the key to successful potty training.

Team

OUR TEAM:

At Green Beginnings we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly, qualified team is an integral part of providing this environment. Our current team has had

- A detailed interview and screening process
- Approval by the state of Illinois and the City of Chicago through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear
- State CPR and first aid requirements (Lead Teachers certified)
- Green Beginnings teachers have surpassed the minimum of 6 college credit hours in early childhood development that is required

We believe firmly in continued education for all of our team members. We pride ourselves in providing opportunities for professional development not only in academic areas, but also in educating our team on ways to create a healthier future for your child. We emphasize training and encourage all of our employees to *exceed* the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

TEAM AND CLIENT RELATIONSHIPS:

Green Beginnings considers it inappropriate for guardians and clients to solicit our team to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Green Beginnings. All employees have signed a statement saying that they will not engage in “care for hire” or any employment by or for any past or current client family of Green Beginnings while currently employed by Green Beginnings or for six (6) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or guardian to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a *partnership between our families and our team*. Open and frequent communication will help your child(ren) have a positive early learning experience. We will endeavor to keep you informed concerning your child’s overall development through the following, but not limited to:

- Family Board – updated with current family activities to extend their learning at home, outside of Green Beginnings.
- A newsletter to keep you informed as to the overall program.
- Written communication in the form of whiteboard, binder, and individual emails, and classroom emails.
- Developmental Progress meetings twice each year (January & June)
- Guardians always have the option of requesting specific guardian/teacher interaction to aid in the child’s development.
- Teacher’s GB email or at families@greenbeginningschicago.com
- Website: www.greenbeginningschicago.com

VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child(ren) at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day the school and most of our employees only work 6-8 hours. We suggest that you go to your child's teacher to obtain detailed information on your child's general growth and development. You can call to see how your child(ren)'s day is going or you can email your child(ren)'s teacher. There is always a member of Directors available for you to talk to in person or on the phone. Green Beginnings' enrolled families may also e-mail at families@greenbeginningschicago.com

IMPORTANT: Reporting Abuse

CHILD ABUSE REPORTING POLICY:

The State of Illinois requires that Green Beginnings and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Green Beginnings our school and team are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services(DCFS) for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that families make the team aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a team member suspects child abuse:

- A team member who has a concern should immediately notify a director.
- The director will listen to the concern and will direct the team member to report the concern to our state Child Protective Services (DCFS).
- Green Beginnings will then follow the advice of Child Protective Services (DCFS) regarding the concern.

If a team member is suspected in a case of child abuse, Green Beginnings will take the following steps:

- The director will listen to the concern and will report the concern to our state Child Protective Services (DCFS).
- Green Beginnings will then follow the advice of Child Protective Services (DCFS) regarding the concern.
- Based on the advice of DCFS, Green Beginnings will either suspend the team member or allow them to continue their job.
- We will allow the team member to appeal any decision, and Directors will follow DCFS's direction.
- The team member will be terminated from their position at Green Beginnings if evidence is founded of child abuse by DCFS.

Family Involvement & Responsibilities

FAMILY INVOLVEMENT:

At Green Beginnings, we strive to fill the gap between the home and the school by welcoming families into the school. We believe that family involvement is the key to the success of their child's future.

We have an open door policy that allows families access to the school during operating hours, but discourage extended periods of stay in your child(ren)'s classroom. This is directly related to utilizing the expertise of your child(ren)'s teacher to develop your child in the best way they have learned. The teachers have developed a routine and consistency that needs to be maintained for your child(ren)'s overall development. Green Beginnings is a place for learning to grow by socializing with a variety of people.

We have enclosed a sample list of some of the opportunities for involvement in our school. Guardians are in no way limited to the involvement listed below:

1. Guardian Meeting/Conferences (Usually 2 times per year)
2. Holiday Events (Egg Hunt, Healthoween)
3. Family breakfast/lunch day
4. Family Health Day (Run/Walk)
5. Family Field Trips
6. Family Swap Day

*Any guardian wishing to be involved in another area is strongly encouraged to contact Green Beginnings directors with their suggestions.

We also expect family involvement in Guidance and behavior intervention as outlined in this handbook.

SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at Green Beginnings. Additional personal items which are needed include:

- 1) A small blanket for rest time
- 2) Indoor shoes (easily able to be put on) to be worn only inside to lessen the germs spread throughout the school. These shoes will be kept in your child(ren)'s cubby and will placed on your child upon arrival.
- 3) Wet Bag to place soiled clothing
- 4) OPTIONAL: If your child(ren) prefers a small stuffed animal (machine washable) for resting. Please be sure to provide one to leave in the child(ren)'s cubby at school.

Please mark all items clearly with your child's name

The items listed above must stay at the school during the week, but must go home on Friday or your child's last day of attendance during the week for families to wash at home.

Green Beginnings is not responsible for any personal belongings brought to the school.

PORTRAITS AND PICTURES:

Green Beginnings may offer school pictures during the year. In addition, we may take pictures of the children playing. These may be used throughout the Green Beginnings school or on their projects. Also, there may be pictures of children for promotional use, but guardians will be notified for consent. There is a "Photo Release form" with your paperwork giving us permission to take your child's picture or short video clips. This can be used for, but is not limited to promotional usage and professional developments.

DIAPERS:

Please provide diapers, wipes and diaper ointment for your non-potty-trained child. All items must be labeled with the child's first and last name. You must bring a package of diapers to leave at the school. You will be notified when your child is running low on diapers. If you run out of diapers we will provide them to you automatically for a fee of \$2 per diaper. If you have any questions please check with Directors. Along with the other arrival policies, Green Beginnings' requires their guardians and teachers check for soiled diapers upon arrival. Should a diaper be soiled, families will be asked to change the diaper before placing the child in attendance. Diapers will be checked every two hours or as needed. All Green Beginnings' teachers and teachers' assistants will be the primary diaper changing personnel.

TOYS:

Green Beginnings has a wide variety of toys, games and other resources to offer children. Preschool classes may be required to have "family homework" related to lessons. Personal toys are not permitted in the school, as they can disrupt the classroom activities, cause disputes, and/or can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Green Beginnings is not responsible for stolen, lost, or broken toys or clothing.

Do not bring toy guns, war toys, or other toys of destruction at any time.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. The fact that our program is based on play and exploration your child WILL get dirty!! Most of the children will have opportunities for outdoor play twice a day weather permitting. Wind chill and heat index taken in to consideration. It is required that you bring 2-3 sets of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in school clothes, please wash the clothes and return them as soon as possible. **All clothing brought or worn to the school should have the child's name on it.**

MEALS AND SNACKS:

Green Beginnings meal and snack plan will follow state nutrition and meal service plan standards. All food served will be nutritious and healthy, catered from an organic and or locally grown catering company. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our team of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

BRINGING FOOD FROM HOME:

Breakfast and lunch ***should not be brought*** from home without prior approval, and bringing one is strongly discouraged. The school will provide nutritious meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the Directors. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained so as to avoid contamination.

CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at Green Beginnings, please make early arrangements with your child's teacher. Bringing food is strongly

discouraged at Green Beginnings as a means of celebration. Other alternatives consist of, but are not limited to stickers, crayons, books, bubbles, and appropriate aged toys with the approval of your child(ren)'s teacher. Please notify the teacher of your means of celebrating in advance.

Visitors

VISITING THE SCHOOL:

You are welcome to visit your child(ren) at the school at any time. Although, we do ask that you check in at the Welcome Room and sign-in before going to your child(ren)'s room. It is the responsibility of each team member to make sure any visitor for a child(ren) or team member has checked in at the Welcome Room. Persons not listed on the Pick-Up Permission form, will not be allowed to visit your child(ren). In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section of this handbook. Extended family members such as grandguardians and aunts are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the Directors team if you wish to set up a visit from an extended family member.

CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) A Scheduled Team Member- during the regular course of their work day
- 2) A Child- who is enrolled and in our care (all paperwork has been filled-out)
- 3) Family- during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes or less)
- 4) Delivery Personnel - from a regular or expected company delivering items to the school (should be in eye sight of an employee at all times and arriving at an expected time)
- 5) Visitor's - must be approved by the office and should be accompanied by an employee at all times limited to a maximum of 2 hours
- 6) Volunteers - Anyone who is helping in any capacity or anyone who has been a visitor for more than once a month or for over 2 hours.

If a person does not fit into one of the above categories they will be considered an Intruder – Action will be taken by the team members of Green Beginnings to notify the proper authorities.

VOLUNTEERS:

Volunteers are also welcome in our school. Any family member over the age of 21 wishing to help chaperone an event (more than one day per semester) must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement regarding child abuse 3) undergoing a fingerprinting and background check 4) going through orientation training. Any visitor who spends extended periods of time in the school will be considered a volunteer and be required to go through the screening and training listed above.

INTRUDERS:

The safety of the children is our utmost concern. Although we have an open door policy and welcome families to visit their children we also have a commitment to the families of the other children in the

program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow families to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and steps will be taken according to the “Intruder” portion of our “Safety and Evacuation” policies.

ADDITIONS AND CHANGES:

Green Beginnings reserves the right to edit or adapt the policies in this handbook as the needs arise. The school will make all changes and additions available at the time these changes are made. Families will be notified of these changes through the normal written communication system of the school at the time they are made effective.

Green Beginnings
1436 W. Randolph
Chicago, IL 60607

Contacts: Katie Darcy
Kristina Ramirez Lugo
773-226-4256

Green Beginnings
FAMILY ACKNOWLEDGEMENT FORM

I understand that the policies in the Family Handbook along with the Guidance and Discipline Policy describe important information regarding GREEN BEGINNINGS. If at any time I have questions regarding these policies, I should consult a member of the Directors team.

My relationship with GREEN BEGINNINGS is voluntarily entered into and is subject to termination by me or the School at will, with or without cause, at any time that either the School or I believe such action is appropriate. Such termination shall be subject to all the policies relating to termination of services.

I acknowledge that I have received, read, and understand the policies contained in the Family Handbook along with the Guidance and Discipline Policy. I further agree to comply with these policies.

Guardian Signature

Date

Guardian Signature

Date

Child's Name

Child's Name

Child's Name

Signature Received by (School Team)

Date Received

Sign and Return to office