Thank you for choosing a Department of Parks and Recreation Preschool program.

The Department of Parks and Recreation has a solid reputation for providing quality preschool programs throughout our community. Our licensed preschool programs have sound curriculums, expert staff and are held in facilities that are able to provide environments for well-rounded learning.

We are excited to be expanding our preschool reach by offering a premier and unique Nature Preschool Program at Grō - A Natural Educational Space. Our Nature Preschool will use the strong base of knowledge and experience from our other preschool programs and combine this with an environmental learning component.

Nature is an important element in building the foundation of a child’s learning. Not only does nature aid in a child’s fitness and overall physical health, it also helps in moral development, academic learning, as well as parent, child, and community interactions. Therefore we believe that by adding a nature element to a child’s education we can further enhance your child’s learning experience. While attending the Nature Preschool at Gro, your child will be immersed in a curriculum designed to
provide opportunities for self-help, problem solving, strengthening language and building academics skills in both outdoor and indoor classroom settings.

We have developed learning centers that reflect nature- including earth, wind, fire, and water and we will use these environments to not only teach your child about the world around them, but these learning centers will also incorporate the math, science, motor development, music, language, social studies and art to prepare your child for their school experience.

It has been found that children who experience diverse natural settings are more active, healthier, and interact in a calmer manner. This is why at our Nature Preschool we will have indoor and outdoor classrooms to encourage and allow for diverse ways of learning. We will inspire relationships with the environment and that will enrich a child’s personal well-being as well as their academic growth. We will use the world of nature to encourage imaginative play, creativity, cooperation, healthy risk taking as well cognitive and gross motor skill development.

Families that participate in nature based activities found that nature activities increase the health of all family members and provide a higher quality of life. Our goal is not only to enrich your child’s life but the life of all family members. Throughout the year, there will be opportunities for your family to join us for reading time at the end of the day as well as scheduled parent-child and family nights to encourage learning beyond the classroom.

Our goal for the Nature Preschool at Grō is to have a premier preschool program that has far reaching impacts – we want to prepare children not only for kindergarten, but for life!

In this handbook you will find the necessary information and forms pertaining to our Nature Preschool policies and procedures. Please take time to review this information and if you have any questions, please feel free to contact Heidi Hanson at hhanson@pwcgov.org, (703) 792-5180.
Parent Checklist

Please take the time to look through this Preschool Manual and complete the needed forms. Please turn in the following paperwork prior to your child's first day of preschool:

- Registration Form (included in this manual)
- School Entrance Health Form
- Your child's birth certificate, proof of birth letter or passport (we must view original)
- Please return your paperwork to Heidi Hanson, at hhanson@pwcgov.org, (703) 792-5180.

Our Staff

We are committed to providing your child a safe environment and classrooms that are managed by caring and experienced Preschool staff.

We hire those with a passion for children and learning! In addition to the experience they bring in education and environmental studies, our staff meets and/or exceeds all the training and certification requirements set by the Virginia Department of Social Services for child day care centers. Year round training for our staff includes behavior management, customer service, curriculum planning, inclusion, risk management, and child development.

In addition to this training, staff are also required to be certified in CPR, First Aid and AED. They must pass a criminal background and Central Registry Check as well as attend sexual harassment, bloodborne pathogen and daily health trainings.

Our Curriculum

The PWC Department of Parks and Recreation aims to provide the best overall Preschool program possible. The Preschool program is designed to provide exciting group experiences for children ages 3 to 5 in a positive and safe environment. Our nature preschool will use both indoor and outdoor classroom settings, where children will be given the opportunity to learn about and through nature.

We believe that play is a child's primary vehicle to learning and that young children respond well to small group and individual activities. We also know that by being in nature and experiencing the outdoors, children additionally benefit. Therefore, our play-oriented activities offer choices and freedom of expression. Letters, numbers, colors and shapes are incorporated with daily creative art, music and movement.

Our Preschool program provides opportunities for your child to develop a positive self-concept; to stimulate creativity; to encourage curiosity; to promote physical development; to enhance communication skills and to develop basic learning skills. Preschool is a subsidiary of the Prince William County Department of Parks and Recreation and therefore has no religious affiliation.

The Nature Preschool at Gro will also work with community partners to enhance your child's preschool experience. Some topic areas may include recycling, gardening, wildlife, and weather. Our daily schedule will also implement elements from the Growing Up Wild curriculum to incorporate a variety of nature based activities and environmental learning.
Participation Skills
Children enrolled in the PWC Department of Parks and Recreation Preschool must be the program age by September 30, 2017.

Potty training is required in all of our nature preschool classes.

Prior to enrollment, it is necessary for your child to meet the following participation skills:

• Have the ability to participate in an environment with an age-specific staff to child ratio.
• Be able to make the transition from leaving parent within one month.
• Be able to participate for the duration of the class.
• Have the ability to follow simple/single instructions.
• Is able to eat and dress independently.
• Is able to be in both indoor and outdoor environments
• Respect others and their property.

Inclusion
Prince William County Department of Parks and Recreation programs are inclusion based activities. We make every effort to work with families to mainstream children with special needs into any of our programs.

Based upon the request and/or type of modification being requested, participation in a program may be dependent on such things as scheduling and/or contracting specialized staff, which could impact days/times of program. Therefore, in order to create a successful and enjoyable environment for your child, it is preferred that your request be received at least 21 days prior to the start of the program.

You can find more inclusion information and forms online at www.pwcparks.org

Program Hours
All of the Department of Parks and Recreation Preschool Programs are partial day programs. There are no full day options.

The Nature Preschool Program at Grō will have both morning and afternoon sessions for children ages 3-5.

The daily schedule is listed below, and for specific information regarding Holidays, Teacher Workdays, Half-Days, and Inclement Weather, see pages 8-9.

Daily Schedule
Sample schedules are listed below. They and are subject to change and will vary due to school start/end times. All activities shown below can be adjusted to either indoor or outdoor environments.

<table>
<thead>
<tr>
<th>Ages 3-5 AM</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:30am</td>
<td>Classroom Exploration</td>
</tr>
<tr>
<td>9:30-9:45am</td>
<td>Circle Time</td>
</tr>
<tr>
<td>9:45-10:30am</td>
<td>Outdoor Music/Movement/Activities</td>
</tr>
<tr>
<td>10:30-11:15am</td>
<td>Activities and Craft</td>
</tr>
<tr>
<td>11:15-11:40am</td>
<td>Snack</td>
</tr>
<tr>
<td>11:40am-12 noon</td>
<td>Story Time and Goodbye</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ages 3-5 PM</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30-1:00pm</td>
<td>Classroom Exploration</td>
</tr>
<tr>
<td>1:00-1:15pm</td>
<td>Circle Time</td>
</tr>
<tr>
<td>1:15-2:00pm</td>
<td>Outdoor Music/Movement/Activities</td>
</tr>
<tr>
<td>2:00-2:45pm</td>
<td>Activities and Craft</td>
</tr>
<tr>
<td>2:45-3:10pm</td>
<td>Snack</td>
</tr>
<tr>
<td>3:10-3:30pm</td>
<td>Story Time and Goodbye</td>
</tr>
</tbody>
</table>
Payments, Fees and Cancellations
Tuition for our preschool programs is due the first of every month and can be paid at one of our registration sites or online.

For the convenience of our customers, we also offer the ability to enroll in automatic draft payments. Forms and information can be obtained from your preschool manager.

A late fee of $15 fee will automatically be added to your account if payment is not received by the first of the month. Unpaid space will be made available to the next child on the waiting list beginning the 5th of each month. If you leave the program for any reason and then want to re-enroll at a later date the registration fee will apply with the full month tuition.

A $10 multiple child discount will be given for each additional child in the same family. Full fee applies for the first child enrolled.

If you need to cancel from our program, a two week written notice is required. In the case of a refund, a $25 administrative fee will be charged. Registration fees are non-refundable.

General Program Policies
Transportation and Field Trip Policy
All transportation to and from the program site is provided by the child’s parent or guardian. The Prince William County Department of Parks and Recreation does not offer any off-site field trips or provide transportation of any kind for our Nature Preschool Program. At no time is a teacher, or other staff member permitted to transport children.

Food Policy
Snacks will be provided each day by the preschool program and should not be brought from home. Our preschool program follows the most recent nutritional requirements of the United States Department of Agriculture when selecting snacks. Children are allowed to receive second helpings of snacks. If this does not meet your child’s needs, please contact your preschool manager. A current snack menu is posted in each classroom.

Please advise us of any food allergies your child may have or any food your child may not have for religious reasons. All food brought in for parties or celebrations must be in an original store bought food container.

Communication
Contacting Staff
If you need to contact a staff member immediately, or would like to leave a message with one of our employees, please call Heidi Hanson at (703) 792-5180.

Emergencies
In an emergency situation, the Preschool staff will make every effort to speak with parents/guardians directly. If unable to do so, the designated Emergency Contacts will be contacted. Our facilities have an Emergency Preparedness Plan that includes procedures for staff to follow in the case of an emergency. The Emergency Preparedness Plan is available on site at James Long Park as well as on our website. A one page summary of our emergency plan will be distributed to parents prior to their first day of class.
Lines of Authority

If you have any concerns or questions, please consult the Lead Teacher of your child’s program. If the answer/action is unsatisfactory, or you need more information, please contact the preschool manager, Heidi Hanson at hhanson@pwcgov.org, (703) 792-5180.

Student Arrival and Departures

When arriving to school, an adult must accompany each child to the preschool classroom and sign them in. When departing, all children must be signed out daily. For safety and security reasons, you should be prepared to show identification. Children will be released outside the classroom.

Parents/Guardians must designate authorized person(s) to be responsible for the picking up of your child. Your child will not be released to anyone other than those you designate on the registration form. This information is kept in your child’s file and will be referred to when releasing your child from our care.

In an emergency, we will accept a written note, from the legal parent/guardian, giving another adult temporary permission to pick up a child. It must be in writing in order for us to comply.

Please remember, once you have identified Authorized Adults for your child, we presume these are your wishes. If at any time, you want to add or delete Authorized Adults, please do so in writing. We cannot deny an Authorized Adult from picking up the child.

If there is a court order regarding the custody of a child(ren), then a copy of the court order must be on file at the program location. Preschool staff is not permitted to deny access of a parent to a child without a court order on file. A custodial parent shall be admitted into any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of the Code of Virginia).

The Prince William County Department of Parks and Recreation has no responsibility to communicate to other listed Authorized Adults when your child has been picked up. The responsibility of communication among Authorized Adults remains among those individuals.

What to Bring/Send With Your Child

At our Nature Preschool, children will be participating and involved in both indoor and outdoor activities year long, in all types of weather, so we want to make sure you send your child prepared. That is why we recommend that children are “DRESSED FOR MESS” and wear comfortable clothing suitable for active & messy outdoor play. We do not allow sandals, crocs, and flip-flops during the warmer summer months.

We require (depending on the season)

- Spare set of clothes
- Rain/Winter Coat
- Outdoor and indoor shoes/boots
- During winter months an extra set of mittens or gloves and an extra hat is advised
- Water Bottle (at all times)
- All belongings are labeled with child’s name

Late Pick Up Fees

If you are running late, please contact your program site. Please make every attempt to be on time; the teachers have very little time between classes. Repeat offenders may be removed from the program at any time at preschool Manager's discretion.
If you are late to pick up your child/children at dismissal time, you will be charged a late fee of $5.00. After 15 minutes, it is an additional $5.00 per minute. Late fees must be paid when you pick up your child.

Due to other responsibilities that the teachers have, your child may be taken to the Manager's office to wait for your arrival. If we have not received a phone call from you, a teacher will make every attempt to contact another parent, guardian or a listed emergency contact. If contact is unable to be made within 1 hour of dismissal time, the child will be turned over to Prince William County Police Department.

This same procedure will be followed if the child is not picked up for emergencies including but not limited to inclement weather or natural disasters.

Classroom Visitors
If you would like to visit your child's classroom or you want to have someone who is working with your child come and observe him/her in the classroom, you must receive prior approval and complete a classroom visitation form from the preschool manager.

If you are requesting to have an ABA (Applied Behavioral Analysis) Therapist attend a program with your child, you must complete and submit an ABA Therapist Visit Request Form. This form must be received 15 business days prior to your requested visit date. Once a written request is received, you will be contacted to schedule a visitation to the classroom/program.

Please note that due to capacity issues within the classroom/program, requests may be denied and/or alternate days and times will be suggested.

School Schedule

General Hours
All Department of Parks and Recreation Preschool Programs follow the Prince William County Public School Calendar for scheduled school holidays and teacher workdays. A preschool calendar for the 2017-2018 school year is listed in the chart to the right.

Inclement Weather
We follow the Prince William County Public School policies and procedures on Inclement Weather:

- If PWC Schools are closed – preschool programs will not meet
- If PWC Schools are delayed – All preschool programs will operate on a delayed schedule – inclement weather delay schedule is shown below
- If PWC Schools have an early release – Afternoon preschool program will not meet

We have built in days into our schedule that will help us accommodate days missed due to inclement weather. If there are days missed that go beyond this allotment, the Prince William Department of Parks and Recreation will then make decisions as to what further action needs to be taken, up to and including household credits or proration of program fees. Any adjustment in fees or household credits would be applied during the month of May. Please note, that delayed schedule days are not consider “missed days”.

The charts below show the days already built into the schedule and that will not be made up due to inclement weather, as well as the delay schedule.

Inclement Weather Allowances

<table>
<thead>
<tr>
<th>Number of days program meets</th>
<th>Number of days that would not be made up due to inclement weather</th>
<th>Days that would be subject to make-ups, household credits or fee proration</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 days per week</td>
<td>up to 3 days</td>
<td>any time missed beyond 3 days</td>
</tr>
<tr>
<td>5 days per week</td>
<td>up to 5 days</td>
<td>any time missed beyond 5 days</td>
</tr>
</tbody>
</table>

Inclement Weather Delay Schedule
Applicable for those days that are Delayed Opening for Prince William County Schools.

<table>
<thead>
<tr>
<th>Class</th>
<th>Normal Class Times</th>
<th>Days</th>
<th>Delayed Start Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Classes</td>
<td>9:00am-12 Noon</td>
<td>Monday - Friday</td>
<td>10:30am-12:30pm</td>
</tr>
<tr>
<td>Afternoon Classes</td>
<td>12:30-3:30pm</td>
<td>M/W/F</td>
<td>1:00-3:00pm</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 5</td>
<td>First day of Preschool for Monday - Friday classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 6</td>
<td>First day of Preschool for M/W/F classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 9</td>
<td>Preschool closed - Professional Learning Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 6</td>
<td>Preschool closed - Teacher Professional Development Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 7</td>
<td>Preschool closed - Teacher Work Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 10</td>
<td>Preschool closed - Veterans Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 22-24</td>
<td>Preschool closed - Thanksgiving Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 22-January 1</td>
<td>Preschool closed - Winter Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 2</td>
<td>Preschool reopens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 15</td>
<td>Preschool closed - Martin Luther King Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 29</td>
<td>Preschool closed - Teacher Work Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 19</td>
<td>Preschool closed - Presidents Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 26-30</td>
<td>Preschool closed - Spring Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 16</td>
<td>Preschool closed - Teacher Work Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 25</td>
<td>Last day of Preschool</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Child’s Health

Preschool staff will do their best to maintain a healthy environment. Parents can contribute to this effort by keeping sick children at home. Please make sure to notify your child's teachers if an absence is lasting three days or longer.

Please keep your child home if he/she has:

- A temperature over 100F (must be fever free for 24 hours before returning to school)
- Recurrent vomiting or diarrhea (must be vomit/diarrhea free for 24 hours)
- Any communicable disease

All allergies or medical conditions, which may limit activities, should be brought to the attention of the staff. If your child becomes ill while attending preschool, parents will be notified as soon as possible so that arrangements for child pick up can be made.

Medication

If your child requires prescription and/or nonprescription medication, a Medication Authorization form must completed by a parent/guardian and/or physician. A qualified Prince William County Department of Parks and Recreation staff will administer all age appropriate medication in accordance with the labeled instructions and the Medication Administration Training (MAT).

Over-the-Counter Medication (OTC)

Over-the-counter medications that will need to be administered for less than 10 days requires parent/guardian authorization on the Medication Consent form. OTC medications and prescription medications that will need to be administered for more than 10 days require authorization from both parent/guardian and a physician on the Medication Consent form.

When authorization for medication expires, the staff shall notify the parent/guardian that the medication needs to be picked up within 14 days or the parent/guardian must renew the authorization. Medications that are not picked up within 14 days will be appropriately disposed of by the preschool Manager.
All medication must be:
- In the original container with the prescription label or direction label attached.
- Labeled with the child's name, the name of the medication, the dosage amount and the time/times to be given.
- Any utensils needed to administer must be labeled with child's name.

Policy for Over-the-Counter Skin Products
Our staff will administer Sunscreen and/or Insect Repellent. An authorization form must be signed and placed in the child's file.

Behavior Management
In order to promote the child's physical, intellectual, emotional, social well-being and growth, staff shall interact with the child and one another to provide needed help, comfort, support and:
- Respect personal privacy;
- Respect differences in cultural, ethnic, and family backgrounds;
- Encourage decision-making abilities;
- Promote ways of getting along;
- Encourage independence and self-direction; and
- Use consistency in applying expectations.

Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

Forbidden Staff Actions
Our program staff is forbidden to do the following:
- Use physical punishment, such as: striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or using exercise as a punishment;
- Enclose a child in a small confined space or any space that the child cannot freely exit him/herself; however, this does not apply to the use of equipment such as cribs, play yards, high chairs, and safety gates when used with children preschool age or younger for their intended purpose;
- Allow punishment by another child;
- Separate a child from the group so that the child is away from the hearing and vision of a staff member;
- Withhold or force food or rest;
- Use verbal remarks which are demeaning to the child;
- Punish a child for toileting accidents;
- Punish a child by applying unpleasant or harmful substances.

Suspected Child Abuse
All preschool staff members are familiar with the procedures for identifying and reporting child abuse and neglect. Per our state licensing requirement all preschool Staff are deemed mandated reporters, so by law, we are obligated to report any suspicion of child abuse or neglect to the Social Services Office.

Discipline Policies and Procedures
All students are expected to abide by the Code of Conduct (code of conduct is included in this handbook). If behaviors, that are not in compliance with the Code of Conduct, are observed by the staff, the following basic steps will be followed.

For Non-Physical Misbehavior: (examples include yelling at teachers, grabbing toys from other children, repeatedly not following instructions):
- We use the quiet thinking time system. We will explain to the child why they are in the quiet thinking time, count 1-2-3, and then quiet thinking time is used.
- If it happens more than once during the day, we will notify the parent.

For Physical Misbehavior (examples include hitting, kicking, biting):
- Immediate notification of parent (serious bite could mean immediate dismissal from program).
- Conference with Lead Teacher and parent along with written warning. Preschool Manager will also be notified.
- Subject to dismissal by both preschool Manager and lead teacher.

NOTE: Any of these steps may be modified based on the severity of a child's behavior.
Dismissal from the program may result when serious disciplinary challenges such as, but not limited to, failure to abide by Code of Conduct such as; hitting, biting, inability to participate within established ratios, or unable to stay with the group. In these types of situations the following procedure will be followed:

• First Offense – Written Warning (Teacher will talk to child & notify parent)
• Second Offense – Conference with parent, child, Teacher, & preschool Manager
• Third Offense – Determine next course of action up to and including suspension or dismissal from the program.

This policy can be modified at the discretion of the Children's Program Manager and/or preschool Manager based on the severity of a student's behavior. Refunds will be denied for such circumstances.

Dismissal from program may also result when customers are repeatedly late with making payments and/or non-payment of program fees. Payment is expected by established registration dates (see page 5 for "Procedures and Payment"). Preschool staff will give parents a verbal and written reminder that payment is past due. If payment is not made by the first of the month, preschool Manager makes one more contact to collect fees. If payment is not made from that communication, your child's place in our preschool program will be forfeited.

Nature Preschool Code of Conduct

We understand that all behaviors, positive and negative, have a function. Children exhibiting inappropriate behaviors are usually trying to escape something (i.e. an activity such as circle time) or to obtain something (i.e. a toy or attention from a classmate or teacher). It is important to our teaching staff that we determine the reason for a child's behavior so that we can teach an appropriate replacement skill to help the child get his/her desired result.

Our preschool teachers will take the time to speak with children about their feelings that led to the inappropriate behavior. Preschoolers will be encouraged to use their words to express their feelings and solve their problems. Staff will help children verbalize their feelings and facilitate conflict resolution and problem-solving when necessary.

Preschool staff uses a variety of age-appropriate, research-based behavior intervention strategies:
• Maintaining realistic expectations of children.
• Providing clear and simple limits.
• Preventive practices.
• Modeling appropriate behaviors.
• Positive redirection.
• Teaching of replacement skills.
• Conflict resolution/Problem-solving techniques.
• Providing logical and natural consequences for children's actions.
• Removing children from the situation until individual counseling is possible.

Unacceptable behaviors are:
• Biting & Hitting
• Destruction of Property
• Inability to stay within group/classroom
• Non-participation

Preschool teachers strive to maintain consistent and open communication with families regarding the progress of their students. You may be notified of minor behavioral incidents in the following ways: email, telephone, written communication or in person. A disciplinary report will be required for more serious incidents. In this case, you may be asked to come in and discuss the incident with your child's teacher and the Preschool Manager.

Should a child's behavior become a consistent challenge, the parents/guardians will be contacted to schedule a conference where next steps will be defined. Extreme behavioral situations that continue, despite all efforts, will be referred to the Preschool Manager and the Children's Program Manager.

Preschool Managers reserve the right to suspend or terminate a student from the preschool program if the child cannot meet the basic participation skills or violates the code of conduct. Every effort will be made to provide appropriate accommodations. The Preschool Manager reserves the right to forgo the Disciplinary Action Process and commence immediate suspension/dismissal of a child based on the severity of the behavior.
# 2017-2018 Preschool Aged Registration Form

<table>
<thead>
<tr>
<th>Date entered care</th>
<th>DPR preschool program child will be attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date left care</td>
<td></td>
</tr>
<tr>
<td>Child's name</td>
<td>Preferred name</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State Zip</td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Cell</td>
<td>Work</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Place of Employment</td>
<td></td>
</tr>
<tr>
<td>Previous childcare/school attended and dates</td>
<td></td>
</tr>
<tr>
<td>If your child attends another school, in addition to our preschool, provide name of school/program</td>
<td></td>
</tr>
</tbody>
</table>

**Emergency contacts authorization note:** Emergency contacts cannot be the parents/guardians. You MUST list at least 2 emergency contacts.

(1) Name | Relation | Address | City | State | Zip | (H) | (W) | (C) | Yes | No |
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
(2) Name | Relation | Address | City | State | Zip | (H) | (W) | (C) | Yes | No |

**Dismissal Authorization:** Please list all authorized persons (including parent/guardians) below. Proof of identification is required to pick up child.

A Parent, Guardian, or authorized adult MUST SIGN THEM IN and OUT daily.

No child will be permitted to leave preschool with persons other than a Parent/Guardian/Authorized Alternate listed below:

Authorized Adult
Authorized Adult
Authorized Adult
### Questions about your child

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My child has allergies</strong></td>
</tr>
<tr>
<td>If yes, please list allergies (allergy/asthma action form must be on file prior to the start of preschool).</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

| **My child has permission to swim during program hours (Chinn Preschool only)** |
| If yes, please list level of swim. |
| Yes | No |

| **PWCDPR has permission to include my child in photos/videos that will become PWCDPR property** |
| Yes | No |

| **PWCDPR has permission to use my child's picture in classroom/hallway bulletin boards** |
| Yes | No |

| **My child will require medication to be administered during preschool** |
| If yes, I understand that I will need to complete a medication authorization form prior to my child attending preschool. All medication must be in its original container. |
| Yes | No |

#### Medication 1
- **Dosage**
- **Time**

#### Medication 2
- **Dosage**
- **Time**

| **My child may not have the following food for religious reasons** |
| Yes | No |

| **My child has special needs** |
| If yes, please provide more information. |
| Yes | No |

| **I am requesting a modification(s) for my child with special needs** |
| If yes, please list modification(s) requested. Please note requests must be received in writing, 21 days prior to the start of the program. |
| Yes | No |

| **Is your child currently working with an ABA therapist?** |
| If yes, you must receive pre-approval from manager for ABA therapist to visit program. |
| Yes | No |

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<tr>
<th><strong>Physician's Name</strong></th>
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<th><strong>Physician's phone number</strong></th>
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#### Participation Agreement

PWCDPR assumes no liability for injuries or damages arising from the result of participation. Due to the strenuous nature of some activities, the participant is urged to consult his/her physician concerning the ability to participate. All activities present inherent risks and hazards that the participant assumes.

- PWCDPR has my permission, in an emergency, to call 911 and/or send my child to a Hospital/Urgent Care facility, and the Medical Personnel have my authorization to provide treatment that a Physician deems necessary for the well-being of my child.
- My signature below also indicates that it is my responsibility to obtain and abide by the policies and guidelines outlined within the Preschool Parents Handbook.
- To the best of my knowledge, the information provided on this form is accurate and current.

| Parent/Guardian Signature | Date |
Outdoor Classrooms at Grō

Nature inspires, refreshes, and nurtures us. When experiences with nature are embedded in the preschool curriculum and daily routine, children benefit physically, emotionally, and intellectually as they have new experiences, exercise their bodies, and enjoy the feeling of freedom that comes from being connected to the natural world.

Our outdoor classroom will have a variety of stations for preschoolers to explore music, art, movement, gardening and the natural world around them. The outdoor classroom provides an environment for children to collaborate, be inquisitive and it promotes a lifelong connection and appreciation to the child's natural surroundings.