

# Concordia Place Summer Camp General Information

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## Concordia Place

Board Chairman: The Reverend Nicholas J. Zook  
 President and CEO: Brenda Swartz  
 Senior Director of Programming: Kiki Collias  
[www.concordiaplace.org](http://www.concordiaplace.org)

Months: June, July, and August \* Days: Monday - Friday \* Hours: 7:00 am - 6:00 pm

	3300 N. Whipple St. Chicago, Illinois 60618 (773) 463-1600 Fax: (773) 463-1690
Site Director:	Sarah Spraker <a href="mailto:sspraker@concordiaplace.org">sspraker@concordiaplace.org</a>
Children's ages:	6 – 13 years of age
Program Capacity:	47 children
License & Accreditations:	<ul style="list-style-type: none"> <li>• Licensed by the State of Illinois Dept. of Children and Family Services</li> <li>• Licensed by the City of Chicago</li> <li>• Gold Circle of Quality Program through ExceleRate Illinois</li> </ul>

## Memberships and Affiliations

Member Department of Early Childhood Development, Northern Illinois District  
 Member Chicago Metro Association for the Education of Young Children  
 Member Illinois Association for the Education of Young Children  
 Member National Association for the Education of Young Children  
 Member Illinois Action for Children  
 Member Lutheran Services in America

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# Welcome to Concordia

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***Our Mission: Concordia Place believes in creating involved communities where all our neighbors can gather, learn, and grow.***

Concordia Place is a vibrant, faith-based nonprofit with proactive solutions to key social needs. We focus on growth and opportunity through economically inclusive early childhood, teen leadership, adult learning and senior wellness programs.

Concordia Place believes that a family's income should not exclude them from quality programs for their children. We serve working families and single-parent families by operating year-round, five days a week with hours of 7:00am - 6:00pm. We offer a sliding tuition scale with a weekly payment schedule (instead of a full semester of tuition in advance) that benefits more than 70% of our enrolled families. We provide our programs without regard to race, gender, or religious affiliation.

It is our goal to ensure a safe and nurturing environment for children. Our program structure reflects a concern for the development of positive social skills. We believe that children who are comfortable in social settings and who can communicate effectively are children best prepared for the challenges of life. The program operates with a variety of structured and unstructured activities, developed around weekly themes, under the supervision of trained and qualified staff.

## **Our History**

In 1981, three single-mothers in Chicago's North Center community approached Concordia Lutheran Church, a member of the Evangelical Lutheran Church of America (ELCA), needing care for their children after school. Even though the women were not members, Concordia Church responded by founding the Concordia Child Care Center in the lower level of the church. Its original goal was to provide after-school and full-day summer care for children ages six to thirteen years old. The school-age program was open when schools were closed in order to assist working parents who need child care.

In 1989, the Concordia Child Care Center expanded to include full-day preschool for children ages three to five years old. Soon the wait list was long, so in 2001, Concordia Lutheran Church purchased a vacant church and school to expand to serve the neighboring Avondale community. In 2002, Concordia Place was created, and the Concordia Child Care Center was included in this new nonprofit organization and continues to serve parents with children ages 2-5 years old. Opening in 2006, this new center at 3300 N. Whipple not only replicates our successful preschool and school-age programs, but also has expanded programs to infants and toddlers as well as teens, seniors, and adult learning programs.

## **Faith-Based**

Concordia Lutheran Church and Concordia Place are inter-connected in more ways than just history. Although Concordia Place is a separate 501(c)(3) nonprofit, it continues to be an outreach ministry of Concordia Church. Anchored in the Lutheran Church, Concordia Place is directed in service to our neighbors out of a mission of service and witness to Jesus Christ. Living out our faith by obeying the Lord's second commandment to "love our neighbor" is the "why" we do what we do.

**What** we do is not limited to only those who share our faith, nor is **what** we do directed to evangelizing people to our faith. The need of our neighbor is justification enough for our response. The church is called to love our neighbor as the way we obey Christ's first commandment—to love God with our all.

Concordia Place has obtained membership as a social ministry organization of Lutheran Services in America. Part of its guiding principles states, *"In response to God's love, Lutheran individuals, congregations, judicatories and social ministry organizations seek to meet human needs, advocate for dignity and justice, and work for peace and reconciliation among all people. This ministry of service—which is part of God's mission to the broken world—is essential to the meaning of the church."*

Employment at Concordia Place is also not limited by religious beliefs or membership. Our employees share a passion for community service, but may have different beliefs than the Lutheran Church.

Programs offered at Concordia Place through full or partial funding from restricted private funding or public sector grants and contracts keep with the terms of the funding and do not include sectarian religious education, but these restrictions do not apply to all programs and activities at Concordia Place.

## **Concordia Place Funding**

Concordia Place is a registered 501(c)(3) tax-exempt organization. We rely on tuition payments, individual contributions, in-kind donations, public funding as well as grants from private foundations to meet all the costs of all of the programs we offer. Our average yearly funding breakdown is 55% private tuition payments, 30% government funding and 15% fundraising from individuals and foundations. Along with seeking donations from individuals within the community, we ask that all program participants also participate in our fundraising efforts. There are numerous opportunities to participate from attending fundraising events, selling raffle tickets, donating needed items, and making a contribution to our annual fundraising campaign.

## **Ages Served**

Our Summer Camp program serves children 5 -12 years of age. Children must have completed kindergarten prior to attending summer camp.

## **Starting Checklist**

Use this checklist to help prepare for a great Summer experience! Please remember to . . .

- ✓ Label all personal items with your child's name
- ✓ Pack a swimsuit, towel, and hat or cap
- ✓ Pack a water bottle
- ✓ Purchase a Concordia t-shirt for field trips
- ✓ Pack non-aerosol sunscreen (SPF 30 or higher) labeled with your child's name to keep at the center for use during summer camp
- ✓ Submit all enrollment forms
- ✓ Pay your registration fee, 1<sup>st</sup> week's tuition, tuition deposit, and activity fee

## **Other Important Information**

Here are some guidelines about what to expect as you join our program.

1. Each child is given a hook where he/she can place jacket, swim suit and towel, and personal possessions. In order to prevent lost clothing, please see that all articles are clearly labeled on the inside of the item. Though we try to watch out for loose articles, the staff is not responsible for lost or misplaced clothing or other items. A lost and found bin is located in each classroom if items are misplaced.
2. The program is educational and active. Children are encouraged to wear clothing that is not restricting. Gym shoes are preferable; flip flops and dress shoes are strongly discouraged. A swimsuit, towel, and hat or cap is needed every day. They may be kept at Concordia until Friday, when you must take them home to be washed. Also please bring a water bottle each day.
3. Our program offers a variety of games and toys for a variety of interests. Children should not bring toys from home. Children in the 9-to-12-year-old group are allowed, with parent permission, to bring approved electronics for use during electronics time only. Parents and children need to be aware that items from home can be lost, broken, or the cause of unnecessary arguments. Staff members are not responsible for any personal items.
4. Children enjoy field trips to interesting places in Chicago and the surrounding suburbs. Some field trips the children have enjoyed in the past have included water parks, zoos, and museums. All children are required to wear their Concordia T-shirts on Field Trip days. T-shirts cost \$10.00 each and are available for purchase at the front desk.
5. We ask that your children not bring money to summer camp. Everything that your child needs during summer camp will be provided by Concordia Place staff.
6. If you must speak to your child, we ask that you call the classroom phone. It is disruptive to the group for children to use a cell phone during the program. If your child carries a cell phone, it must be turned in to your child's teacher at drop-off and can be used only in case of emergency.

The program operates from 7:00 a.m. to 6:00 p.m. Please make sure that either your child arrives by 9:00 a.m. or that you have informed the center that your child will arrive later than usual. Teachers often have planned activities that start by 9:00 a.m., and latecomers can disrupt the group. Please take your child directly to his classroom and sign in on the sign-in sheet. If your child will not attend camp, please call by 9:00 a.m. to let us know.

Concordia Place closes for Independence Day, although the observation date may differ from the holiday.

In-Service Day: The program is closed for one In-Service Day in August for staff training, program assessment, and other operational needs. We publish this date in our annual calendar. Child care is not available on this day, and you must make other arrangements.

# About Our Program

We want your child to have a wonderful summer experience at Concordia. We've structured our curriculum with learning, team building, physical activities, and creative expression all interwoven to create a full summer of fun. Rather than a weekly structure, our program is designed around a full summer with activities and projects that build on each other and choice sessions that complete a well-rounded program. A full summer program also lets children develop friendships and gain confidence to explore new things.

We ask parents to understand that our program is a commitment for the full summer. Our program is 10-12 weeks each summer, depending on the Chicago Public School schedule. See "Tuition and Fees Policies" for more information.

## **Program Goals and Philosophy**

The program goals that guide our program curriculum and teaching methodology are to:

- Provide a safe, nurturing, and relaxed environment for each child's physical, emotional, and social well-being.
- Encourage children to develop a positive self-image, self-reliance, and a sense of their own independence.
- Teach children social skills: the ability to take turns, work together, communicate effectively, and respect one another.
- Provide structured and unstructured time for children to spend in a variety of activities and satisfying learning experiences.
- Provide children with the skills and techniques that allow them to gain control over their environment and competence in their abilities.
- Encourage active curiosity about the world and to promote enthusiasm for learning.
- Help children develop self-discipline by providing an environment with reasonable limits and expectations.
- Encourage good stewardship of our world: to care for their belongings, to show respect for the belongings of others, and to appreciate the world in which we live.

## **Daily Schedule**

Our summer program includes swimming, learning workshops, outdoor games and field trips. A typical schedule for a summer day is:

<b><u>Sample Daily Schedule</u></b>		<b><u>Sample Field Trip Day Schedule</u></b>	
7-9 am	Free Play	7-9 am	Free Play
9-9:30 am	Morning Snack	9-9:30 am	Morning Snack
9:30-10 am	Morning Meeting	9:30 am	Leave for Field Trip
10 am-12 pm	Center Learning and Workshops	4 pm	Return from Field Trip
12-12:45 pm	Lunch	4-4:30 pm	Afternoon Snack
12:45-4 pm	Walking Trip to Park or Pool	4:30-5 pm	Quiet Activity Time
4-4:30 pm	Afternoon Snack	5-6 pm	Free Play and Cleanup
4:30-5 pm	Quiet Activity Time		

**Outdoor Play**

The Department of Children and Family Services (DCFS) requires that all children go outside daily, when the conditions do not pose a safety risk. Weather that poses a significant health risk includes wind chill factor at or below 25°F and heat index at or above 90°F. Please dress your child appropriately for the weather.

If a field trip or outdoor activity is cancelled due to inclement weather, we will do our best to reschedule the same activity and provide an alternate activity indoors..

**Sunscreen**

Parent should bring a bottle of non-aerosol sunscreen (SPF 30 or higher) labeled with their child's name. Concordia staff will apply sunscreen on children before outdoor activities and as needed throughout the day. Older children may be permitted to apply their own sunscreen with adult supervision.

**Field Trips & Off-Site Activities**

On field trip days the children and staff take trips to interesting places in Chicago and the surrounding suburbs. We also take many walking trips to the local pool and parks. Please be sure your child is here by 9:00 a.m. and dressed in a Concordia T-shirt with his/her name written on the inside tag on field trip days.

**Staff Qualifications**

Our staff is selected for their professional qualifications and personal traits suited to meet the many needs of the children. We consider these qualifications:

- Academic requirements set by the Illinois Department of Children and Family Services and the National Association for the Education of Young Children
- Experience working with children
- Emotional maturity
- Commitment to Concordia's Mission & Guiding Principles
- Respect for children and adults
- Patience and flexibility
- Professionalism

**Communications**

The bulletin board outside your child's classroom is a vital source of information for you: weekly lesson plans, articles, messages, and other information relevant to parents are made available for viewing. Please check the bulletin board daily. You will also receive Concordia Place and Concordia Lutheran church newsletters monthly via email, but hard copies can be made available, if needed. Other communications regarding Concordia Place information (closings, fundraisers, etc.) may be sent periodically throughout the month. Please make sure the email address [communications@concordiaplace.org](mailto:communications@concordiaplace.org) is on your safe email list. Please ensure we have your most current email address. In addition, we put individual communications about your child in your child's mail slot or cubby.

**Parent/Teacher Communication**

A weekly newsletter is distributed to all families during summer camp. The newsletter describes activities and highlights for the week.

### **Parent Feedback**

We conduct a yearly Family Questionnaire to solicit parent input and include parents in our program improvement efforts. Once the evaluations are compiled, we provide parents with a summary of the findings. Concordia leadership benefits by hearing parents' ideas and concerns.

### **Parent Involvement Activities**

Parents and family members are always welcome to come and spend time at the program. You are welcome to come on field trips or participate in our other activities. Adult visitors and volunteers can share in the children's work and play.

Parent participation is an integral part of our program and a valued aspect of our effectiveness and quality. We ask parents to:

- Read and answer all correspondence from school
- Attend individual and group meetings
- Participate in fundraising activities- See below.
- Participate in the Parents Matter group-This group meets quarterly and is comprised of parent Room Representatives. The goal of this group is to promote the mission and fundraising activities of Concordia Place to fellow parents. This group works closely with the Director of Advancement and the teaching staff to disseminate information to other parents.

### **Fundraising Expectations**

We ask that **ALL** parents participate with our fundraising efforts to the fullest extent possible. There are numerous opportunities to help such as purchasing tickets to fundraising events, donating needed items, participating in the annual raffle, and making a general gift to our annual fundraising campaign. You may also add a gift to each tuition payment with a note of intent. We need your help to support our mission to provide high-quality programs to families of all economic levels. You will receive an annual fundraising calendar which will also be posted on the website. All donations are tax-deductible to the highest extent of IRS regulations.

### **Discipline Philosophy**

We use these procedures to encourage self-discipline for a child:

1. Redirect the child with firm, positive statements.
2. Talk to the child about the relationship between the act and the consequence.
3. Persistent, unacceptable behavior will be reported to parents by the classroom teacher or a program administrator. A conference with a parent may be called, to discuss the best approach to help your child redirect their behavior.

### **Unacceptable Behavior**

Unacceptable behavior includes, but is not limited to, fighting, hitting, swearing, running away, and refusing to obey program rules. In the case of a child's persistent, unacceptable behavior, we try to work with the parents using these procedures:

1. Teacher documents each instance of a child's unacceptable behavior in an incident report.
2. Teacher and Program Director discuss the situation.
3. Parents and program staff meet to discuss the situation in a positive manner.



4. Parents and program staff work together to devise an action plan, which includes how appropriate behavior is acknowledged and any consequences for inappropriate behavior. Concordia staff can also provide referrals to outside resources to support the child.
5. A date is scheduled to evaluate if the plan has been effective.
6. If the action plan has not been effective, Concordia staff will consider additional consequences, such as exclusion from camp activities or the camp program for one day, before implementing termination procedures.

## **Termination Procedures**

Concordia Place seeks to accommodate a wide range of individual children's differences, but on occasion our program is not equipped to handle the emotional or physical needs of a child and/or a child's behavior may warrant the need to find a more suitable setting. Some examples may include:

- A child appears to be a danger to him-or herself, other children at the center, center employees, or anyone else at the center.
- Medical, psychological, or social service personnel working with the center determine that continued care at the center could be harmful to or not in the best interest of the child.
- Accommodations required for the child's success and participation would place an unreasonable burden on center resources and finances, and removal is in the best interest of the child or center.

In the case of a child's unacceptable behavior, we try to work with the parents using these procedures:

7. Teacher documents a child's behavior in an incident report
8. Teacher and Program Director discuss the situation
9. Parents and program staff meet to discuss the situation in a positive manner
10. We work together to devise an action plan
11. We schedule a date to evaluate if the plan has been effective
12. If the action plan has not been effective, Concordia staff will provide referrals to outside resources for childcare and support that would better meet the child's needs.

Families must follow the policies outlined in this manual. In addition to the above situations, children may be immediately dismissed from the program, at the discretion of the Program Director, when the family fails to comply with the regulations of the program, including:

- payment of tuition and fees
- timely pick-up of the child
- irregular attendance or frequent or prolonged absences with no medical or approved reason
- failing to provide required documents or complete required forms including but not limited to physical, birth certificate and proof of income on a timely basis

We expect our enrolled families to exercise good judgment, loyalty, honesty, respect, and integrity in all dealings with Concordia, its employees, and students, on or off premises. Any conduct that could be detrimental or harmful to Concordia Place, its facility or staff members, or students, is unacceptable. Families may also be immediately dismissed from the program, at the discretion of the Program Director, should a parent or guardian:

- exhibit conduct that is inconsistent with the philosophy and goals of the program
- exhibit aggressive, rude or inappropriate behavior toward any children, staff or other visitors
- exhibit behavior that endangers any center children, staff or visitors
- exhibit conduct that could be detrimental or harmful to Concordia, its employees, or students, on or off premises, including electronic behavior
- spread rumors or accusations about Concordia, its employees, administrators, families, and visitors through gossip or other means of communication, e.g., e-mail, text messaging and social media

### **Anti-Bullying Policy**

Concordia Place recognizes that bullying is a serious form of violence that can hurt people in a way that can affect the rest of their lives. Bullying is the repeated physical or psychological intimidation which creates a pattern of harassment and abuse.

We realize that efforts to stop bullying must involve the entire center community, beginning with our policy that states clearly that bullying is not acceptable and will not be tolerated by anyone regardless of age, gender or position. We incorporate anti-bullying into the curriculum and encourage parents to speak with their children about bullying.

Children cannot handle acts of bullying on their own; they need the support of adults, as well as procedures and practices in place for responding to bullying behavior in a fair, age-appropriate and consistent manner. We monitor and speak up whenever we see bullying occur, and children are encouraged to tell an adult if they see or experience bullying. The child being bullied has a say as to how s/he would like to address the situation:

- a) Speak with the person doing the bullying, alone or in the presence of an adult
- b) Work with the Program Director or Assistant Director and the parties involved
- c) Work it out with the classroom teacher
- d) Involve parents

The child who is bullying will work with staff and the parties involved to identify a plan for how he/she can manage his/her feelings.

# Health & Safety

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## **Food**

### **Meals & Snacks**

Our program ensures children receive healthy snacks and meals. We offer a mid-morning snack, lunch, and mid-afternoon snack with healthy foods, avoiding "junk" food and sweets. A catering company provides organic lunches each day. We purchase our own snack foods to prepare and serve the children. We do not serve any products that contain high fructose corn syrup, artificial flavors, or colors. Children are provided hormone free milk or water to drink at mealtimes; never juice.

Each month's menu for lunch and snack is posted on the bulletin board outside each classroom, as well as emailed to all families with our monthly newsletter.

### **Outside Food Prohibited**

All meals are provided by the center. Exceptions are considered for religious and medical reasons only. A physician's note must accompany all requests for dietary changes due to medical reasons. If exceptions are made on religious or medical grounds, parents are responsible for following the Peanut Safe Policy and not bring food that contain peanuts, peanut products, or that have been produced in a factory that processes peanuts or peanut products. If you have a doctor's note to bring outside food, you must provide nutritional food, which excludes "junk" food, sweets, desserts, sugary beverages, candy, or other food products lacking nutritional value.

You are permitted to bring a treat or snack for children in the classroom to celebrate a special occasion; we encourage healthy treats like fruit snacks and yogurt. All foods must be store-bought and in their original container with an ingredient label. Before it is served to the children, the Program Director or Assistant Director must first verify that the food follows this policy.

### **Child and Adult Care Food Program**

Concordia Place is a member of the Child and Adult Care Food Program, which subsidizes us in serving nutritious food to the children. The Child and Adult Care Food Program is available to all eligible children without regard to race, color, national origin, sex, age, or handicap. Any person who believes that he or she has been discriminated against in any U.S.D.A.-related activity should write to the Secretary of Agriculture, Washington D.C. 20250.

### **Peanut Safe Policy**

Due to the prevalence and severity of some peanut allergies, Concordia has a Peanut Safe policy. Because peanut allergies can be serious and life threatening for some children, we strive to provide a safe and healthy school environment for everyone. Our food program uses no foods containing peanuts or peanut products.

Peanut Safe environments can only be achieved if everyone does their part. We ask you to comply with our peanut policy by not bringing any food into the center that contains peanuts, peanut products or that has been produced in a factory that processes peanuts or peanut products. Your help and cooperation is integral.

Although we strive to provide an environment safe of peanuts, we cannot guarantee a peanut-free environment.

## **Pick-Up Policy**

**Sign Out of Child:** At the time of pick up, each child must be signed out by a person authorized to pick up that child. This policy is for the protection of you and your child. Failure to sign a child in or out will result in a \$5.00 penalty assessment. Multiple incidents of failure to sign out a child could result in dismissal from the program.

**Pick Up Time:** You may pick up your child at any time during the day, although we encourage you to plan around the classroom schedule so that your child can fully experience our program activities. If you need to pick up your child earlier than usual, please inform your child's teacher.

**Late Pick Up:** We ask you to strictly adhere to the 6:00 p.m. pick-up deadline. If, for some reason, you are delayed, please call the center to inform us. Calling the center to give an estimated time of arrival allows us to notify our staff and your child regarding the time that you will arrive, however, a phone call does not waive the late fee. While we understand that emergencies do arise, if you are delayed and unable to pick up your child before 6:00 p.m., you are solely responsible to make other arrangements for your child to be picked up.

Children who have not been picked up by 7:00 p.m. may be released into the custody of the Chicago Police Department. This is not our choice, it is the law.

We charge a late pick-up fee of \$10.00 for the first fifteen minutes plus one dollar each minute thereafter. This is payable with your next tuition payment. Repeated tardiness will necessitate that your child be withdrawn from the program.

**Authorized Pick-Up Person(s):** Only those persons authorized in writing by the legal guardian (on the Authorized People to Pick Up Section of the application) will be allowed to pick up your child. This policy is for the protection and safety of your child. Under no circumstances can we release your child to anyone who has not been properly authorized in writing by the legal guardian.

You should secure at least three (3) alternative persons who can pick up your child. Each person designated as an alternative pick-up person must meet all of these requirements:

- Be 18 years of age or older.
- Have and present at the time of pick up, an acceptable photo identification card (driver's license or other recognized form of identification).
- Be available to pick up the child before 6:00 p.m.
- Be authorized by you, in writing, as an alternative pick-up person on the Authorized People to Pick Up Section of the application.
- Have a current telephone number on the Authorized People to Pick Up section of the application.

Parents **must** understand that, unless a copy of a certified legal document to the contrary is on file at the center, both parents listed on the birth certificate will be acknowledged as legal guardians.

We adhere to the following provision stated in the Illinois Child Care Act. 225 ILCS 10/7.1)  
(from Ch. 23, par. 2217.1)

Sec. 7.1. (a) (1) A facility described in Section 2.09, 2.10, or 2.18 shall retain on file a list provided by the legal guardian of each child under its care, designating persons to whom it may release custody of such child, including:

(A) a primary list containing the names of persons to whom the facility can expect to usually release custody of the child, and

(B) a contingency list containing the names of persons to whom the facility can expect to occasionally release custody of the child, and setting forth the manner in which such child may leave the facility in the custody of any such person.

(2) No such facility shall release custody of any child under its care in any manner not authorized by the child's guardian, or to any person who is not known to the operators of the facility as, or cannot present sufficient identification proving himself to be, an individual listed by the child's guardian as one to whom custody of the child may be released.

Lastly, **you** are required to keep this information accurate and current **at all times**. It is not the responsibility of the center to verify that this information is up to date.

### **Mandated Reporting**

The State of Illinois, Department of Children and Family Services, requires that all staff members of day care institutions look for, and report evidence of any and all cases of suspected child abuse. When a child's health and safety is endangered, staff members are legally obligated to report their suspicions of abuse or neglect to the appropriate authorities by calling the state's DCFS hotline. In the process of investigating such reports, the authorities may have access to the child's records on file at the center.

### **Health and Medical**

As required by State Law, every child enrolling in our programs must have a health form on file on which your doctor verifies that the child's immunizations are up to date. A physical examination, including a T.B. test and lead test, by your doctor is required. This form should be less than 6 months old when your child first starts and must be updated every two years. We will notify you when a current medical form is needed.

Before your child's entry into the program and as a condition of remaining enrolled in the program, when a child is overdue for any routine health services, you must provide evidence of an appointment for those services. The exception is for any immunization for which parents are using a religious exemption.

Do not bring your child to the program if he or she is suffering from any contagious or communicable diseases. No child shall be admitted with these symptoms or conditions:

- Temperature of 100°F or greater (If under 101°F, fever must be accompanied by any of the symptoms of coughing, nasal discharge, fatigue, or sudden change in mood or disposition in order for your child to be excluded from the program.)
- Vomiting
- Diarrhea
- Chicken Pox
- Strep Throat
- Any unexplained rash

- Nasal discharge accompanied by any of the symptoms of coughing, fatigue, fever of 100°F or greater, a sudden change in mood or disposition
- Mucus producing cough
- Redness of eyes or discharge
- Signs of body pests, such as head lice and/or nits

In addition to these symptoms, we will also take into consideration your child's ability to participate fully in our program when determining whether or not they need to go home. This includes being well enough to go outdoors for play and being able to participate in the daily classroom routine.

If a child becomes ill while at Concordia, we will notify you, and you will be required to take your child home until fully recovered. If necessary, the child will be separated from the group in order to prevent other children from becoming infected.

After your child is free of any symptoms for a period of 24 hours, your child may return to the program. A doctor's note stating that the child is no longer contagious is required whenever a child has been absent for five days or longer, or returns prior to 24 hours on medication prescribed by your doctor.

Immediately report to the office if your child has been exposed to any contagious disease, such as strep throat, viral infections, pneumonia, pink eye, scarlet fever, etc. Notification is important for the health of all the children in our program.

## **Medications**

We cannot administer over-the-counter medications to any child at any time. Prescription medication will be given to your child if the medication is in its original bottle with the date, child's name, and times of day it is to be administered. We also need a form from you **and** from the doctor to be completed stating the nature of the illness, type of medication, amount of medication to administer, and the times to be given. We will provide you with these forms upon request. Please hand the prescription to the Program Director, Assistant Director, or Head Teacher, with instructions attached. Medication is not permitted in the classroom. Medicine is placed in a locked box in the refrigerator or in a locking cabinet in the Program Director's office.

## **Incident Reports**

An incident report will be filed for any accident or injury with a detailed description of the incident. The parent will be asked to sign the report to acknowledge that they have received it and will be given a copy.

## **Medical Emergencies**

In the event of a medical emergency or of an accident, we will contact the child's parents. Concordia Place staff will determine if the situation requires immediate medical attention. If so, your child will be taken immediately to the nearest hospital. You should go directly to the hospital – not to Concordia Place. Concordia Place carries liability insurance for its operations. In the case of medical emergencies or accidents, the family's insurance is the primary coverage.

## **Weather Related Closings**

The Concordia Place President/CEO makes the decision to close Concordia Place based on many factors, including temperature, amount of snow, road conditions, and the safety of our staff and those we serve.

We communicate a closing as soon as possible via text message, posting on the Concordia Place website home page, and e-blasts. Concordia is also enrolled with the Emergency Closing Center. Please listen to Chicago media stations for such announcements (see below).

## **Emergency Evacuation Procedures**

Concordia has developed an Emergency response plan that helps us respond to many types of emergencies. Depending on the situation, we will use one of these protective actions:

- **Immediate Evacuation** – Students are evacuated to a safe area near the grounds of the facility in the event of a fire or other similar emergency.
- **In-place Sheltering** – Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation and Relocation** – Total evacuation of the facility and relocation may become necessary if the situation will not allow us to return to the building. In this case, children will be taken to a relocation facility. Parents will receive a text message/e-mail alerting you of the situation and information on picking up your child. For our Whipple center, we have agreements to relocate our preschool children to Linne School, 3221 North Sacramento Avenue or in the event that Linne is closed, to Brands Park, 3259 N. Elston Avenue, Chicago, IL. There is also an agreement to relocate infants and toddlers in the event of an evacuation to Daughters of Charity Building, 3335 N. Whipple.
- **Modified Operation** – may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems, such as utility disruptions, that make it unsafe for children but may be necessary in a variety of situations.

Concordia is enrolled with the Emergency Closing Center. In the event of a facility emergency, please listen to Chicago media stations for such announcements. Announcements relating any of the emergency actions listed above can be found on WGN radio, WBBM radio, Channels 2, 5, 7, 9, 32 and CLTV.

During an emergency, please do not call the school. This keeps the main telephone line free to make emergency calls and relay information. We have set up an emergency notification system. Should any emergency arise, you will receive an email and/or text message informing you of the situation.

We use the contact information you provided on your enrollment forms for your emergency contact telephone numbers. Should your contact phone numbers change, it is important that you notify the front desk immediately.

Also during an emergency, only those persons you list on the designated pick-up form will be allowed to pick up your child. We will not accept different pickup arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

## **Building Security Measures**

The security and safety of your children is our first priority. We want to assure you that we have security measures in place at each of our sites. We have external door locks, security cameras, door monitoring from multiple stations, and screening procedures for people entering

our buildings. Teachers in each classroom do not allow children to leave with anyone unless they are on the authorized pick-up form.

We use an electronic entry system to help prevent unauthorized persons from entering our buildings and program areas. All persons entering the building will be granted entry via our external door by staff. Parents will be provided with limited access badges or key fobs for internal doors. Each family will be issued up to two badges without cost. You may purchase additional badges. If you forget your badge, you may be asked to show identification before a staff member will give you access to the children's program areas. Please keep your badge in a safe place. Replacement badges are available. If you lose a badge, IMMEDIATELY notify us so that we may deactivate your badge. When you withdraw your child from Concordia, you must return all the badges you have been issued to the front desk staff when you give your four week written notice. You will be charged the lost badge fee for each unreturned badge.

You are responsible for knowing and abiding by these procedures. You are part of our security systems, too. Do not allow people you do not know to enter our buildings with you as you enter or leave.

### **Animal Control Policy**

Healthy household pets (including gerbils, hamsters, and guinea pigs) that appear healthy and present no danger to children are permitted in our center, if allowed by local health regulations. Dogs and cats must have had a rabies vaccination verified by a licensed veterinarian. All animals are physically separated from children both indoors and outdoors except as a portion of a specifically planned program activity under the direct supervision of a staff member.

Immediate treatment will be obtained for any child who sustains a bite or scratch from an animal and the child's parents are notified immediately. In addition, the center will notify the county animal control administrator.

Animals and/or pets are properly housed, fed and maintained in a safe, clean and sanitary condition at all times. A responsible staff person is assigned to take care of any animal or pet on premises. Domestic animals, birds, or fowl are not permitted at any time in areas where foods are prepared and maintained. The center is always kept free of stray animals which may cause injury and/or disease to children.

### **Pest Control Policy**

Concordia Place is committed to providing children in its care with a safe environment, which includes preventing exposure to pests and pesticides. While pesticides protect children and property from pests that may be found in the facility and its surrounding grounds, under some circumstances they may pose a hazard to children and staff. To minimize potential pesticide exposure to children and staff, pest control practices in this facility focus on prevention and monitoring.

In the areas used by the child care facility, Concordia:

- Bases pest management decisions on the results of regular inspections. The facility avoids routine use of pesticides not exempted below.
- Ensures that pesticides are applied by certified pesticide applicators or registered technicians.



- Ensures that pesticides are not applied when children are present at the facility. Toys and other items mouthed or handled by the children are removed from the area before pesticides are applied. Children do not return to the treated area within two hours of a pesticide application or as specified on the pesticide label, whichever time is greater.
- Provides at least two operational days but not more than 30 days advance notice of pesticide application to parents and staff except in emergencies where pests pose an immediate health threat to children or staff (e.g. wasps).
- Notifies parents and staff as soon as possible when advance notice is not provided and include an explanation of the emergency, the reason for the late notice and the name of the pesticide applied.
- Makes accessible, upon request, all records of pesticide applications and advance notices for at least 90 days.

This policy does not apply to the following exempted uses of pesticides:

- An antimicrobial agent, such as disinfectant, sanitizer, or deodorizer, or
- Insecticide baits and rodent baits.

### **Toy Donation Policy**

Concordia appreciates that parents, neighbors, and friends provide gift-in-kind donations for our programs. The children benefit from donations of books, games, and toys. For dramatic play, children also enjoy costumes, clothing and shoes in small sizes for girls and boys, purses, and small business jackets. While our preference is for new items, if you have gently used items that you would like to donate, please speak with a program administrator prior to bringing in your donation.

Below are some guidelines to help ensure that your donation can be put to good use:

- It is most helpful when we receive items that are clean. Please wash or wipe down items before donating them.
- Complete items only; for example, no puzzles with pieces missing.
- Books should be in good condition, without missing or torn pages.
- We regret that for sanitary reasons, we cannot accept donated stuffed animals.
- Please do not donate toys or games that require batteries.
- We do not accept weapon toys or other items that can promote violence.

### **Non Solicitation**

Concordia recruits and trains teachers and staff to the highest measures of quality so that we provide your child and the other children in our programs the best nurturing and developmental environment possible. Solicitation of employees for alternative employment violates the relationship of trust with Concordia and potentially affects the quality of the care we provide to the families enrolled here. By enrolling your children, you agree that for a period

of not less than 6 months subsequent to leaving our program, you will not seek to employ, entice away, or even attempt to entice away anyone currently employed by Concordia or anyone who was employed by Concordia in the preceding six months.

### **Privacy, Confidentiality, and Document Retention**

Concordia Place collects, uses, and retains information about participants in our programs and their families for many purposes, such as account payment, records of the child, donations, etc. These records are required for various licensing and government reporting purposes as well as our own program and business operations and are the property of Concordia Place.

Concordia staff members and parents are required to respect the confidentiality of each child and family enrolled in our programs, including enrollment records, anecdotal records, parent-teacher conference notes, developmental assessments and other personal records. Teachers may make notes for their anecdotal records but such notes will be considered as confidential information.

Discussions concerning a child or family, with anyone other than the child's parents or guardians, or other staff members having direct contact with the child, are strictly prohibited. Personal information about families or children in our care will be divulged to staff members only to the extent of what is necessary to know in order to support the child in care. Discretion and privacy are required when discussing confidential family and child information, particularly taking care not to be overheard by staff, parents or children.

Concordia uses private and confidential information to compile statistics about our program and operations that we report to licensing, program funders, and other required reporting. Your personal information is not identifiable.

We use photographs, videotapes or tape recordings of children for program purposes as well as funding reports, program quality assessment, etc. In the initial enrollment forms, families indicate their written permission for us to use these for any outside purposes, such as marketing and media.

We will not give out information to a third party without your prior written approval. It is our policy not to share information about a family with anyone other than appropriate staff members or our representatives.

Lists of parents' email or home addresses and/or phone numbers are treated as confidential. This information may be used by staff, parents or others working on behalf of Concordia for events, projects, communications or other express purposes. Concordia may use this information for non-program communications to keep you informed on news, activities, and events as it relates to Concordia. However, the lists will not be given to parents or anyone else for non-Concordia related purposes.

In addition, Concordia staff, parents, and other volunteers and representatives may form committees or task forces for activities, such as completing special projects, holding special events, or conducting fundraising efforts. These committees may exchange information, such as contact information or personal background. This information will be used only for its originally intended purpose. Committee members are prohibited from using any information gained for their personal use.

### **Access to Written Records**

All records concerning children and families are maintained in locked files at the center. Only the directors, teachers and administrative staff have access to these files. Parents and/or legal guardians may also have access to their children's file.

Child enrollment records do not leave the locked files, except by an authorized staff for specific purposes. Records may not be removed from any Concordia premises except as required for legal purposes; in such instances, a subpoena is required for the removal of any records.

### **Document Retention**

We have developed a document retention policy for our various types of documents based on IRS recommendations, industry standards, as well as adaptations from the 23 Illinois Administrative Code Section 375. When records are no longer active, they are archived and stored in a locked closet. After the document retention time has expired, the information is shredded by a professional shredding service.

### **Program Oversight and Governance**

Concordia Place children's programs are directly administered by our Senior Director of Programming and each site has a Program Director. Any concerns about your child's program and care should be first discussed with your child's teacher and the appropriate Assistant Director. If you feel your concerns are not resolved, you may request a meeting with the Program Director and/or the Senior Director of Programming. If after speaking to the Senior Director of Programming, you feel your concerns are not resolved, you may meet with the President/CEO.

In addition, the Board of Directors governs all Concordia Place programs. Our Board consists of people who have demonstrated a passion for the Concordia mission. Parents whose children are enrolled in one of our programs, members of Concordia Lutheran Church, neighbors, and members from other community and business organizations are all eligible. They review organizational goals, funding, program policies, etc. Should you have a policy concern you wish to be brought before the Board, send a written request to Rev. Nicholas J. Zook, Board Chairman, at 3855 N. Seeley, Chicago, IL 60618. Board meetings are not open to the public.

Parents are encouraged to participate at Concordia. If you are interested in joining Concordia committees, we would be happy to discuss your participation.

## **Enrollment & Tuition Policies**

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Concordia operates with the following guidelines for eligibility and participation in the program. Parents and children are required to comply. These guidelines meet our State licensing requirements and our program goals.

### **Eligibility - Admission**

Children are between 5 and 12 years old. If your child has completed Kindergarten, but has not yet turned 6 by the time camp starts, he or she is still eligible for Summer Camp.

Before your child begins the program, we must have specific forms on file. These forms are all reviewed by the Illinois Department of Children and Family Services at each inspection.

- Children's Program Application
- Program Admission Form
- IDHS Certificate of Child Health Examination (to be completed by physician)
- Childhood Lead Risk Assessment Questionnaire (to be completed by physician as needed)
- Child and Adult Care Food Program Enrollment and Application Forms
- Tuition Agreement Form
- Licensing Standards Receipt Verification
- Parent Manual Agreement
- Sunscreen Consent Form
- Birth Certificate, original or certified copy

Please ensure these forms are provided to us before your child's first day of school as they are required for us to maintain compliance for the Illinois Department of Children and Family Services. Your child's file will contain all of these forms and copies of any correspondence, including incident reports and observations. A child's parents or legal guardians have the right to examine your child's file upon request.

### **Registration and Enrollment**

#### **Enrollment during the summer program**

Families may enter the program at any time during the program. As openings are available during the program, Concordia fills them from our waiting list to the first family who has submitted a complete packet of forms, paid their deposit, first week's tuition and registration fee, and is available to start on the date of the opening. Concordia does not hold open slots. Should a family not be available to start on the date of the opening, Concordia will offer the opening to the next family on the list.

#### **Registration for the summer program**

During the summer camp registration period, families who are currently enrolled in our afterschool program have first priority for openings, followed by families that were in summer camp last year. Existing families lose any priority unless we receive a completed and signed tuition agreement for each child by the stated deadline along with a first week's tuition and registration fee.

After we register current afterschool and former summer camp families, we open registration to new families. Concordia reserves an opening for a child when we receive a complete packet of forms, deposit, first week's tuition and registration fee.

If you register for the summer but decide to not attend after the registration deadline, you forfeit your tuition deposit, first week's tuition, and registration fee.

### **Due at Enrollment: Registration Fee, Activity Fee, First Week's Tuition and Deposit**

Due at registration is an annual registration fee, listed on the Tuition and Fee Sheet, per child. This fee covers application to the program. Also payable at registration time is the first week of tuition and a deposit equal to one week's tuition. For families who are on the IDHS Child Care Certificate Program or other subsidy programs the deposit amount is determined by the income level and our sliding tuition scale, not a co-pay amount.

The tuition deposit will be applied to your child's last week in the program provided that you give appropriate notice. See Withdrawal section below for more information.

### **Tuition**

Tuition covers the cost of your child's enrollment for the entire summer camp program and includes teacher salaries, classroom materials, snacks, meals, insurance, and equipment. To make our program affordable to families of all income levels, tuition is based on a sliding tuition scale adjusted by gross family income and size.

The tuition for the program is prorated into weekly amounts to ease payments for the parents. These weekly amounts do not represent either a *per hour rate* or a *per day rate* for the program, only a weekly breakdown of the *total* cost of the program. Parents enrolling their children into Summer Camp are financially obligated to pay tuition for the entirety of the program. Tuition is based on enrollment, not attendance. Therefore, full tuition payments are required, regardless of attendance. We cannot give tuition refunds for the days your child is absent. There is no tuition discount for days missed due to illness, vacation or early withdrawal from the program. Exceptions will be made for children enrolled in a school whose fall program starts before CPS.

**We do not accept payments in cash.** We accept payments by check, money order, or automatic transfers through our Vanco program. Vanco is an easy program that allows you to decide on what date and what amount you make payments. There are no costs at all to participate in this program. When you enroll in the Vanco program, you will receive a \$25.00 credit on your account. Please speak with the Accounts Receivable Manager to enroll.

Please note that Concordia Place is a non-profit organization. Your tuition payment covers only a portion of our program costs. We rely on individual contributions, in-kind donations, as well as grants from private foundations. We ask that parents participate to the fullest extent possible to help maintain the quality of our programs. There are numerous opportunities for parents to help such as purchasing tickets to fundraisers, donating needed items, or by making a general gift to our annual fundraising campaign. You may also add a gift to each tuition payment with a note of intent.

Some families choose to pay in advance in larger increments than a week. For example, some families pay on a monthly or quarterly basis. If you wish to pay your tuition in larger installments, please speak with the Accounts Receivable Manager.

Concordia works with parents to collect outstanding balances but reserves the right to use a collection agency as we deem necessary.

## **Payment Schedule and Late Fees**

All tuition is payable at least one week in advance. The tuition for the week is due no later than Monday. Payments made after Monday are delinquent. If your child attends our Seeley center and is enrolled part-time, Tuesdays and Thursdays, tuition is due no later than Tuesday. Payments made after Tuesday are delinquent.

A \$5.00 late fee, per day, is charged for any payments made after the due day. After one week of delinquent tuition payments, you will be asked to withdraw your child from the program and you are still responsible for payment of any balance due and you forfeit your deposit.

## **Returned Check Fees**

We charge a \$25.00 fee for any returned checks. After a returned check, you are required to pay your tuition by money order.

## **Other Charges and Fees**

You are responsible for paying charges and fees described elsewhere throughout this manual, including, but not limited to, late pick-up, failure to sign-out, t-shirt and activity fees. These charges are payable in the week the charge or fee was incurred.

## **Withdrawals**

If you registered for summer camp but decide to not attend after the registration deadline, you forfeit your tuition deposit, first week's tuition, and registration fee.

You may withdraw your child from the program by providing a **four-week written notice** to the front desk staff. You forfeit your tuition deposit if you withdraw without appropriate notice. Please ask the Assistant Director or the Program Director for the formal Notice of Withdrawal form and return it to the front desk.

Subsequent re-enrollment will entail an additional registration fee and all other applicable fees and deposits, providing that your account was left in good standing.

## **Tuition Determination**

Tuition categories are determined according to the program your child is enrolled in, gross combined family income and size. Your tuition does not change based on your child's age, but based on when they transition to the next program. For each additional child in the family, a \$5,000 income consideration is given to determine the tuition category. Families with more than one child in the program will receive a 5% reduction, per week, on the total tuition for all children.

Once enrolled, you must provide a copy of your most recent IRS tax statement and/or proof of earnings. Parents are required to disclose changes of income to the Program Director and/or the Accounts Receivable Manager so that adjustments in tuition can be made where appropriate. Failure to report income changes that would increase your tuition responsibility will result in your legal liability for the unpaid balance of the entire period of your adjusted income.

## **IDHS - Action for Children**

The Illinois Department of Health Services (IDHS) helps low-income families pay for the child care services needed to work or go to school (training) and other work related activities. The

IDHS Action for Children program is a state run subsidy program which may be able to assist you with paying for child care costs with our center.

A few things to keep in mind if you decide to use Action for Children to subsidize your child's care with our center:

1. Our staff is knowledgeable in the procedures for Action for Children and can support you through the process. However, **you** are responsible for completing the application, submitting it to the IDHS offices, ensuring you receive a response and ensuring you reapply to continue receiving these services once your eligibility period ends.
2. Until Concordia receives notification of your approval for the Action for Children subsidy, you will be charged weekly according to our sliding scale.
  - a. If you are found **eligible**, we will change our invoices to reflect your co-payment from the beginning of your eligibility period.
  - b. If you are found **ineligible or you fail to complete the application**, you will be held responsible for all tuition under our sliding scale during the time your child attended our center.
3. You may either submit the application in person at the Action for Children offices, online, or by mail. Keep in mind that applications mailed take longer to process. For a timelier response, we advise you to submit your application in person and request a receipt as proof of all items submitted.
4. Concordia does not determine your IDHS weekly co-payment. This is determined solely by Action for Children as it is under their discretion. Any concerns regarding your determination must be directed to their offices.
5. You are responsible for an additional weekly fee, listed on the Tuition and Fee Sheet, per child in addition to the co-payment determined by Action for Children. These fees are not subject to our sibling discount.
6. It is solely your responsibility to ensure you have coverage through Action for Children. Concordia may send you reminders from time to time concerning your coverage as a courtesy but that is not our responsibility. Please be aware of when your eligibility begins and ends. You must reapply for assistance one month before your coverage period ends.
7. Irregular attendance or frequent or prolonged absences with no medical or approved reason may result in a family being asked to leave the program.

For more information or to download forms, please visit Action for Children's website at [www.actforchildren.org](http://www.actforchildren.org).

### **Other Child Care Subsidies**

Some families may be eligible for other programs which may be able to assist you with paying child care costs. For example, there are child care military subsidies. It is solely your responsibility to apply for any of these programs and ensure that you are eligible.

You are responsible for an additional weekly fee per child. This amount may be increased depending on the subsidy amount provided by the program so that the total amount Concordia receives corresponds to the program's sliding tuition scale using your income and family size. These fees are not subject to our sibling discount.

### **Cooperation for Outside Funding**

As part of our mission, Concordia Place serves families from a wide array of economic situations. We are able to do this through a combination of our sliding tuition scale, private fundraising and available public funding sources. It is important that we receive all available funding that is intended to support the type of work we do to keep tuition costs as low as possible and provide excellent care and education for your children.

A key part of Concordia Place receiving available public funding is full and timely cooperation from our families. This may involve providing needed information; authorizing Concordia's funding application for your child, or directly applying for funding subsidies.

Some funders, such as Illinois Action for Children, require that you directly apply for the Child Care Assistance Program (CCAP) funding support. In other cases, Concordia Place obtains your approval to provide information in an application to a funder, such as the Child and Adult Care Food Program (CACFP).

*Families that do not fully cooperate in Concordia's efforts to receive these funds are subject to reimbursing Concordia for the funding that we would have received.* Each week a pro-rated amount of the lost revenue will be added to the family's weekly tuition payment.

For example, if the income verification you provided Concordia Place during registration shows that you may be eligible for Action for Children subsidies but you choose to not apply, you will have the difference between the full IDHS rate and our sliding tuition rate added to your weekly tuition amount.

Concordia Place requires that families cooperate fully and timely, but the actual outcome of a family's eligibility determination is not considered. For example, if you apply for Action for Children subsidies and IDHS determines you are not eligible, you have met the Concordia Place requirement to fully cooperate and you are not responsible for any lost revenue.

### **Gracias Program**

We would like to thank you when you refer a family to our programs. For each family you refer, you will receive a one-time \$50.00 deduction from your tuition as a part of our Gracias Program. Once the referred family has been attending and paying tuition for a full month, we will credit your account \$50.00. Please note that the referred family will need to include your name on the application page during enrollment.



# PARENT MANUAL AGREEMENT

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DATE: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

WE HAVE FULLY READ AND UNDERSTOOD THE FOREGOING SUMMER CAMP PARENT MANUAL AND AGREE TO ABIDE BY ITS TERMS AND CONDITIONS.

SIGNATURE OF PARENTS

MOTHER: \_\_\_\_\_

FATHER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Please sign and return this page only.