

2011-2012 Preschool Handbook Revisions

- *Daily program times changed*
 - 7:45(arrival) & 3:25 (dismissal)
 - Arrival and dismissal procedures details added to ensure a smooth transition to and from the preschool classrooms.

- *Tuition Changes:*
 - Tuition remains at \$85 per week.
 - During the 2011-2012 school year, parents are required to pay for meals in addition to this weekly tuition rate.
 - Initial tuition payment of \$170 will be due on the first day of the first week of preschool. This payment will be for payment of the 1st and last week of preschool.

- *Permission to Video/Photograph your child*
 - (This was included on last page of the parent handbook.)

Mayflower
Elementary

Preschool
Handbook

(2011-2012)

Mayflower Preschool Handbook

I. Introduction

Mayflower Elementary Preschool Vision

To promote high standards of academic and social excellence enabling students to become productive learners who meet daily challenges and who believe:

I believe...

I am loved,
Responsible,
Able to learn,
And
An important part of this world.

Our Character Motto: We all know what is right. We all know what is good. We will do the things we know we should.

Equal Educational Opportunity

No child in the Mayflower Public School's Pre-K program shall, on the grounds of race, color, religion, origin, sex, age, or disability be excluded from participation in, or denied benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

II. Expectations

A. Parents' Expectations of the Program

Parents may expect that:

- Their children are cared for in a safe, supportive environment.
- They may visit with the program director/principal about concerns related to their child or the program.
- They will be told about any misbehavior on the part of their child, and they may visit with the program director/principal in order to bring about improvements in the situation.
- They will be regularly informed by the program director/principal about program activities.

B. Program's Expectation of the Parents

The program may expect that parents will:

- Pay fees on time and as explained in Section III: "Fees and Payment Policy"
- Keep the child's records up-to-date: these records include the child's enrollment/registration form, emergency form, health/shot record, field trip permission and transportation form
- Personally sign children in and out as explained in Section III: "Absences and Attendance Policy"
- Pick up children on time as explained in Section III: "Hours of Operation"
- Follow health policy explained in Section IV

- Understand that all children will follow the behavior/discipline guidelines explained in Section V
- Be attentive to all communications from the preschool director, principal, or teacher regarding their child's behavior, and cooperate in efforts to improve the situation
- Follow handbook policies as outlined in Mayflower Elementary School Preschool and Mayflower Elementary School handbooks

C. Children's Expectations of the Program

Children may expect:

- To have a safe, supportive consistent environment in which to learn
- To use the program equipment, materials, and facilities on an equal basis
- To receive respectful treatment
- To have discipline that is fair and non-punitive
- To receive nurturing care from staff members who are actively involved with them

D. Program's Expectation of the Children

The program expects that the children will:

- Be responsible for their actions
- Respect the school rules
- Remain with the group and staff members at all times
- Take care of materials, equipment, and facilities properly
- Return materials and equipment to their place when done
- Attend school daily from 7:45 to 3:30

III. Registration And Enrollment

A. Registration

The parent must submit a completed registration packet to the Mayflower School District. Once it is determined that a child meets the criteria requirements for the Pre-K program, parents will be notified that their child has a reserved space. Qualifying children, who can not be immediately enrolled, due to lack of space, will be placed on a waiting list. Children must meet age requirements by August 1 of the current school year to be eligible for enrollment in Pre-K. Parents of children on the waiting list will be contacted at such time as space for their child becomes available. All contact and emergency forms must be completed and submitted to the school office. This is mandatory for admittance.

The Mayflower School District expects all records on Pre-K students to be kept current. Parents must provide new information to the school regarding items such as: emergency contact persons, living arrangements, employers' phone numbers, and arrival/departure changes.

B. Fees and Payment Policies

Tuition:

Pre-K students meeting ABC qualifications	No charge
Pre-K students not meeting ABC qualifications	\$85 per week plus the cost of meals

Meals consist of (breakfast & lunch) and payment for these meals will need to be paid to the Mayflower Elementary cafeteria by a separate check or cash payment.

Tuition Due Dates:

Mayflower Preschool currently does NOT charge a registration fee, however, an initial tuition payment of \$170.00 will be required on the first day of preschool to cover the first and last week of preschool tuition.

The weekly tuition will be \$85 per week and will be paid in advance of your child attending.

An initial tuition payment of \$170 will be due on the first day that the child attends. This payment will pay for your child's first and last week of preschool. The payment will be required before dropping off your child on the first day of preschool. On Monday of each week thereafter, the weekly tuition fee of \$85 is due for that current week of preschool services.

Non-attendance does not constitute a reduced tuition rate. Failure to pay in timely manner WILL result in your child's dismissal from the program. Past Due Accounts will NOT be tolerated.

C. Withdrawal from the Pre-K Program

Parents wishing to withdraw their child/children from the Pre-K program must provide a statement in writing to the school office prior to discontinuation of this service. Tuition will be charged until notification has been received.

If a child has been absent from the Pre-K program for ten consecutive days without contact from the parents, he/she will automatically be dropped from the program. The parent will be notified in writing and will have to complete a new registration form to re-enroll the child in the program or be placed on the Pre-K waiting list.

D. Hours of Operation

The Mayflower Elementary Preschool is open from 7:45-3:30 Monday-Friday. Our Pre-K program follows the same calendar as the Mayflower School District.

E. Absence/Attendance Policy

Regular attendance is expected of each participant in the Pre-K program. Daily attendance is an important aspect of each child's social and emotional development. It helps prepare them for responsibilities and through interaction with peers and adults in the school setting; they are able to ensure an enriched educational and social experience.

School personnel understand that, at times, there are circumstances which make it impossible for students to attend. These excused absences include the following and require documentation supporting the absence as excused.

1. Student illness or when attendance could jeopardize the health of other students
2. Serious illness or death in immediate family
3. Observance of recognized holidays observed by their faith (approved by the principal/preschool director in advance)
4. Attendance at an appointment with a government agency
5. Attendance at a medical (or dental) appointment
6. Exceptional circumstances with approval of the principal/preschool director
7. Participation in activities sanctioned through school (field trips, programs, etc.)

If your child will not be attending the Pre-K program because of a scheduled appointment or other planned absences, please notify the school office in advance.

F. Release of Children

Parents or guardians picking children up before the end of the school day will be required to show identification, if requested. Students may be signed out in the child's classroom after the parent first signs in through the office and receives a pass to enter the building. Students can not leave school during the day without the signature of an appropriate responsible adult. School personnel are prohibited from signing your child in or out.

G. Arrival and Dismissal Procedures

Pre-K students must be signed in at the beginning of each school day by parents or an adult designee. Students may **not** be dropped off or left without being signed in by an adult. There will be no exceptions to this policy. Repeated infractions may be cause for removal of the child from the Mayflower Elementary Preschool Program.

Procedure for dropping off your child at preschool: Parents may enter the building to walk their preschooler to class at 7:45. You may park in the lot adjacent to the front of the building and enter through the front door to walk your child to class. At 8:05 the door will be locked and parents will be required to check in through the office to walk their child to class to sign the preschooler in.

Procedure for picking up your child from preschool: Parents will need to park in the lot adjacent to the front of the building and enter through the front door to pick up your child from preschool. Dismissal will be between 3:25 - 3:30.

No child will be allowed to walk to their vehicle unattended. They must be accompanied by an adult. This is a safety measure that is taken to ensure the continued health of children and is non-negotiable.

IV. Health, Safety, and Nutrition

A. Contact With Children While At School

Visitors to the school should report immediately to the school office to identify themselves and their business on campus. All persons on school grounds, in school buildings, or at school sponsored events must identify themselves to school employees upon request.

If there is any question concerning the legal custody of a child, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the child or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during the school day without the consent of the custodial parent if court documents do not outline restrictions.

Questioning of children, under age eighteen (18) by law enforcement officers or other officers of the court, will be allowed only after a good faith effort has been made to notify the child's parent or guardian prior to the questioning. If the District makes a report to any law enforcement agency concerning a child's misconduct or if access to a child is granted to a law enforcement agency, the principal or the principal's designee shall make a good faith effort to notify the child's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on the child's enrollment forms.

Principal/Director must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of the social services with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after hours telephone number.

B. Visitors

Visitors are welcome and encouraged to visit the Mayflower Elementary Preschool. To minimize the potential for disruption of the learning environment, persons visiting for a purpose other than to attend an activity open to the general public are required to first report to the school's main office and receive a visitor's pass. No one shall be exempt from this requirement.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events. Additional conferences must be scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual

classrooms during class time are permitted on a limited basis with the principal/director's prior approval and the teacher's knowledge.

C. Communicable Diseases and Parasites

Children with communicable diseases or parasites shall demonstrate respect for other children by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the child being readmitted to the Pre-K Program.

Parents or legal guardians of children found to have live lice or nits will be asked to immediately pick their child up at the Preschool. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before children may be readmitted following an absence due to head lice, the school nurse or designee shall examine the child to make sure appropriate treatment procedures have been followed.

Each school may conduct screenings of children for head lice as needed. The screenings shall be conducted in such a way that respects the confidentiality of each child.

D. Children's Medication

The school nurse may not dispense medication, prescription or non prescription, without a DOCTOR'S ORDER. (Arkansas State Board of Nursing: School Nurse Roles and Responsibilities A, C.A. 6-18)

Prior to the administration of prescription or non prescription medication to any student under the age of eighteen, a current valid doctor's order as well as a signed consent form from the student's parent/guardian must be on file.

Physicians shall provide written orders stating the medication should be given during school hours, name of the medication, the dosage, and the time the medication is to be given, and possible side effects. Medications will only be discontinued upon the receipt of a physician's order. Medication dosage changes also require written physician orders.

1. The parent/guardian shall complete a consent form including authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. This form shall include the student's name and grade, name of medication to be given, time for administration, and recommended interval between doses. It should also include why the medication is being given and emergency numbers in case the student has a reaction to the medication.
2. All medications shall be in the ORIGINAL CONTAINER and dispensed directly from the original container. The PRESCRIPTION LABEL SHALL INCLUDE the student's name, current date, name of the medication, dosage and time to be given. (Pharmacists will provide a second container to send to school upon parent's request.) Medications shall not be mixed in container.
3. A separate consent form and doctor's order will be required for each medication administered. The consent shall include the possible side effects and a notation should be made that office personnel and teachers have been informed to the side effects.
4. Over-the-counter (OCT) non-prescription medication will not be given at school without a doctor's order on file. Only the school nurse or her designee will be allowed to give prescription and non prescription medication to students, as long as a doctor's order and parental consent form is on file.
5. Students are not allowed to carry ANY medications while at school. The parent or legal guardian shall bring the student's medication to the NURSE at 8:00 or in the absences of the nurse, to the principal's office. The student may bring the medication if accompanied by written authorization from the parent/legal guardian and the proper doctor's forms.

Medications must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for administration of the medication (including dosage times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Asthma Inhaler and Auto-Injectable Epinephrine Use In School

1. Act 1694 of 2005 requires school districts to allow students to carry and use prescription asthma inhalers and auto-injectable epinephrine while in school, at on-site school sponsored activities, and at off site school sponsored activities.
2. The parent/guardian of a student who needs to carry an asthma inhaler or auto injectable epinephrine, or both shall provide the school with a doctor's order for the student to self-medicate and carry the inhaler or epi-pen on his/her person for use while in school; and a plan of action/instructions to follow after administration of rescue medication. The authorization and action plan shall be renewed yearly.
3. Student responsibility: The student is responsible for immediately reporting to the school nurse or school personnel following the use of asthma inhaler, epi-pen and any side effects or reactions for school documentation. Any student who does not demonstrate reliable behavior while carrying their emergency medication will lose this privilege and the medication will be kept in the nurse's office.
4. Option to choose to not self-administer: The parent/guardian may choose to not allow the student to self-administer his/her asthma inhaler and or epi-pen. In that instance, the inhaler and epi-pen shall remain in the nurse's office readily available in case of an emergency.

A student is prohibited from sharing, transferring or in any way diverting his/her own medication to any other student. Any student using an inhaler without authorization shall be subject to disciplinary measures according to the local board of education policies for drug abuse. "Medication" means drug defined by the federal Food, Drug and Cosmetic Act as in existences on January 1, 2005. "Medication" includes inhaled bronchodilators and epi-pens.

Dispensing of Medications

The school nurse shall be the staff person responsible for the administration of medications. In the absence of the school nurse, the principal, in consultation with the school nurse, shall designate a person and alternate to dispense medications from the nurse's office. Unlicensed personnel shall not dispense medication at any time. Parents may be called to administer if no licensed person is available.

Security

1. Prescription medication shall be stored in the nurse's office in a locked medicine cabinet. Access to the locked medication cabinet shall be under the authority of the school nurse.
2. It is the parent's responsibility to provide the appropriate medication, correctly labeled; to get the medication to school; and to provide an appropriate supply.
3. Disposal of medication – The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten days in advance of the school's intention to dispose of any medication. Medication not picked up by the parents/guardians within the ten days shall be destroyed by the nurse with a witness present.

Reference: Arkansas State Board of Nursing: School Nurse Roles and Responsibilities A, C.A. 6-18-707

The elementary will have a nurse available on campus daily from 8:00 to 12:00.

Medical Appointments

Please try to arrange doctor or dentist appointments after school hours. However, sometimes these appointments can only be made during the school day. Please do not call ahead of time to have your child waiting. The secretary will give you a hall pass when you arrive so that you may sign your child out in his/her classroom. It is helpful to send a note to the teacher, that morning, telling him/her about the appointment. Students who miss class for appointments are responsible for arranging make-up assignments with the teacher.

E. Children's Illness/Accident

If a child becomes too ill to remain in class and/or could be contagious to other children, the principal/director or designee will attempt to notify the child's parent or legal guardian. The child will remain in the school's health room or a place where he/she can be supervised until the parent/legal guardian can remove the student from school. If a child becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the child to an appropriate medical care facility. The school assumes no responsibility for treatment of the child. When available, current, and applicable, the child's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

F. Immunization Requirements (3 year olds)

VACCINE	MINIMUM NUMBER OF DOSES REQUIRED	ADDITIONAL REQUIREMENTS
DTaP/DTP/DT/Td	3	3 doses are required for all students 1 st -12 th grade. The last dose must have been administered on or after the child's 4 th birthday. Kindergarten students must receive 4 doses.
Polio	2	3 doses are required for all students K-12. The last dose must have been administered on or after the child's 4 th birthday
Measles (M, MR, MMR)	1 or 2	The first dose must have been administered on or after the child's 1 st birthday. Two doses are required of all students K-12.
Rubella (R, MR, MMR)	1	The dose must have been administered on or after the child's 1 st birthday. One dose is required of all students K-12.
Mumps (M, MMR)	1	The dose must have been administered on or after the child's 1 st birthday. One dose is required of all students K-12.
Hepatitis B	3	These three doses are required for all Kindergarten, 7 th grade, and transfer students.
Varicella (chicken pox)	1	The dose must have been administered on or after the child's 1 st birthday. One dose is required for all Kindergarten students. One or two doses are required for all 7 th grade students depending on their age. Students under 13 must receive one dose. Students 13 years of age and older must receive 2 doses of vaccine separated by at least 28 days.
Hib (Hemophilus Influenza B)	3-4	One dose is required after 15 months of age.

Immunization Requirements (4 year olds)

VACCINE	MINIMUM NUMBER OF DOSES REQUIRED	ADDITIONAL REQUIREMENTS
DTaP/DTP/DT/Td	3 or 4	3 doses are required for all students 1 st -12 th grade. The last dose must have been administered on or after the child's 4 th birthday. Kindergarten students must receive 4 doses.
Polio	3	3 doses are required for all students K-12. The last dose must have been administered on or after the child's 4 th birthday.
Measles (M, MR, MMR)	2	The first dose must have been administered on or after the child's 1 st birthday. Two doses are required of all students K-12.
Rubella (R, MR, MMR)	1	This dose must have been administered on or after the child's 1 st birthday. One dose is required of all students K-12.
Mumps (M, MMR)	1	This dose must have been administered on or after the child's 1 st birthday. One dose is required of all students K-12
Hepatitis B	3	These 3 doses are required for all Kindergarten, 7 th grade, and transfer students.
Varicella (chicken pox)	1 or 2	This dose must have been administered on or after the child's 1 st birthday. One dose is required for all kindergarten students. One or two doses are required for all 7 th grade students depending on their age. Students under 13 must receive one dose. Students 13 years of age and older must receive 2 doses of vaccine separated by at least 28 days.

G. Insurance

The preschool does not carry accident insurance on children, and is immune from civil liability. It is strongly recommended that parents purchase student insurance to cover their child, particularly if no other health coverage is in force.

H. Food Service

A healthy breakfast, lunch, and snack will be available each day for Pre-K children. Cost will be determined according to district policy and/or Child Nutrition Guidelines (free/reduced). If your child brings his/her lunch, please ensure that it is nutritionally balanced. All preschool students must complete a free/reduced lunch form.

I. Child's Personal Property

Children are discouraged from bringing personal items to school. A good guideline is if the item is not required for daily activities, it should be left at home. Personal items, such as trading cards, basketballs, footballs, games and excessive amounts of money, when lost or stolen, can be very disruptive to the classroom. Preschool personnel involved in tracking down lost or stolen items lose valuable instructional time, and the child who lost the item often gets upset. The Mayflower Elementary Preschool will not be responsible for lost or stolen items.

Please remember to mark articles of clothing, such as coats, jackets, sweaters, hats, gloves, etc. with permanent identification. You should also mark other items brought from home such as lunch boxes, notebooks, folders, and backpacks.

The Mayflower Elementary Preschool is not liable for personal property of a child destroyed by another child. The district will take proper disciplinary action, but compensation for damaged property will need to be pursued between parents/guardians.

V. Discipline And Grievance Procedures

A. Discipline

All preschool teachers have a management plan focused on praise, rewards, and incentives. When the administrator has been notified of continued misbehavior, the child will be removed from the group and these procedures will be followed:

1st Offense- Student will be counseled by office personnel in an effort to help the student understand why the offense was wrong. A time-out (1 minute x the age of your child) will occur and the proper documentation will be filled out concerning the incident.

2nd Offense- Student will be counseled by office personnel and the parent will be notified by telephone. Parent feedback and support will be requested. A time out (1 minute x the age of your child) will occur and the proper documentation will be filled out concerning the incident.

3rd Offense- Student will be counseled by office personnel and a parent conference will be arranged. A behavior plan will be developed with input from parents, teachers, and other preschool personnel. Proper documentation will be filled out concerning the incident.

Subsequent offenses will be dealt with on an individual basis. Severity of the offense will determine the action taken. District policy will be followed at all times.

B. Grievance Procedures

The Mayflower School District recognizes that there are instances when parents may not agree with the actions taken by school personnel regarding a child's behavior. If such a situation occurs, parents must appeal the action at the level at which the action was taken. The system for such procedures is:

Step 1: Teacher

Step 2: Building Principal/Preschool Director

Step 3: District Superintendent or designee

Step 4: School Board

If for any reason parents are not satisfied with the results of the appeal, they have the right to appeal to the next step. Appeals will be referred back to the appropriate level if parents attempt to bypass any step of the appeal process.

VI. Confidentiality

Parental Rights:

Client confidentiality is a family's right to the protection of private, personal information shared with an agency for the purpose of receiving services. Confidentiality is an ethical obligation of the Mayflower Elementary Preschool staff as well as a program requirement. All required records of families and children must be safeguarded to ensure confidentiality. Your child's file is protected at all times. Persons who have access to these files are:

Any DHHS official representative

Any state official, such as USDA, Department of Social Services, Department of Health

School Secretary

School Principal

Preschool Director

ABC Preschool Coordinator

School Counselor

Classroom Teacher

Paraprofessional

Mayflower School District Administration

School Nurse

To further protect client confidentiality the Mayflower Elementary Preschool complies with the regulations outlined in the "Family Educational Rights and Privacy Act of 1974". This law grants parents or guardians the following rights:

To review official school records and data directly related to a student within a 45-day period after written request is made.

To review the content of the student's records for the purpose of questioning or deleting inaccurate, misleading, or otherwise inappropriate data contained therein.

To give or withhold consent before personally identifiable records are released to certain persons or agencies.

To be notified when records directly related to the child are subpoenaed by a court of law.

To communicate with the United States Department of Health and Human Services if a parent or guardian believes their rights have been violated.

To withhold the following information from being released as public information: student name, address, date and place of birth, participation in officially recognized activities and awards received.

VI. Reporting Child Abuse And Maltreatment

According to Arkansas School Law Statute 12-12-507:

(b) When any of the following has a reasonable cause to suspect that a child has been subjected to child maltreatment, including abuse or neglect, or has died as a result of child maltreatment, or who observes a child being subjected to conditions or circumstances that would reasonable result in child maltreatment, he or she shall immediately notify the child abuse hotline: 1-800-482-5964:

*Listed as a number 21 – A school counselor

22 – A school official

23 – A teacher

Mayflower Public Schools follows all guidelines and policies as set forth by the State of Arkansas.

VII. Emergency Procedures

A. Accidents:

With children confined to areas such as classrooms, cafeterias, and playgrounds during the course of a school year, accidents and injuries are going to occasionally occur. The district has taken every reasonable precaution to ensure the safety of all children, but accidents still happen.

The school does not carry accident insurance on students, and is immune from civil liability. It is strongly recommended that parents purchase student insurance to cover their child while at school, particularly if no other health coverage is in force.

B. Weather Related Closing Procedures

When it becomes necessary to close school, the decision will be made as early as possible.

Decisions will be made based upon the road conditions rather than weather forecasts. Students and parents will be notified through the following communication sources:

KARK Television Channel 4

KATV Television Channel 7

KTHV Television Channel 11

During a school day, should conditions develop which warrant early dismissal from school, these same stations will be notified and a school reach phone call will go out. Please be sure to keep your phone number current in the office so that you will be able to receive the call.

C. Threats

STOP AND LOCK THE CLASSROOM DOOR.

1. Move students away from potential view through doors or windows.
2. Seat all students on the floor.
3. Remain in the room until told to evacuate or that all is clear.

D. Violent Intruders:

Violent intruders are defined as one or more armed people on campus who have taken one or more hostages.

STOP AND LOCK THE CLASSROOM DOOR.

1. Take attendance and notify the office of which students are present and absent.
2. Move students away from potential view through doors or windows.
3. Seat all students on the floor.
4. Remain in the room until told to evacuate or that all is clear.

E. Emergency Drills

Tornado and fire drills will be practiced and documented monthly.

VIII. Volunteers

Family and community members (18 years of age and older) are encouraged to volunteer at the preschool. They are also encouraged to accompany children on field trips, be guest speakers, serve on committees and assist with special events. Questions regarding volunteering should be directed to the Principal/Preschool Director.

General Volunteer Guidelines:

1. All classroom volunteers must sign in at the school office and obtain a visitor pass.
2. All of the campuses within the Mayflower School District are tobacco free, as stated by Arkansas Law.
3. Adults may not eat or drink anything in the presence of preschool children that the children themselves are not eating or drinking (DHS Licensing Requirement).
4. Adults serve as a role model for children.
5. Dress appropriately and use appropriate language.

Video & Photograph Authorization

Photographs &/or Video's may be used from time to time during the school year to document your child's progress. These pictures may also be used in local newspapers to advertise our preschool program and in the slideshow at our end-of-the-year Preschool graduation program.

Please check **ONE**

_____ I DO give consent for Mayflower Preschool staff to photograph and/or video my child for the purposes mentioned in the above paragraph.

_____ I DO NOT give consent for Mayflower Preschool staff to photograph and/or video my child for the purposes mentioned in the above paragraph.

Full name of student (please print)

Parent/Guardian signature

Date

Policy Signature Form

I have received and reviewed the Mayflower Elementary Preschool Handbook, which includes policies for student conduct, transportation, and preschool procedures. I agree to abide by all rules and guidelines as outlined in the handbook.

Please sign below to acknowledge that you have received a copy of the 2011-2012 Mayflower Elementary Preschool Handbook and agree to abide by all rules and guidelines as outlined in the handbook.

Full name of student (please print)

Parent/Guardian signature

Date