 **WELCOME TO ready**

 **EARLY READERS PRESCHOOL**

  **Our Learning Center**

  **WHAT SETS US APART FROM OTHER PRESCHOOLS?**

* **Promoting Reading before kindergarten.**
* **Vocabulary building in basic Spanish & Sign Language.**
* **Continental breakfast to- go every Monday for Parents**
* **Community Connection Program (CCP)**
* **Christian Principles**
* **Parent Support with Community & Social Services Referrals.**

 **Preschool Features:**

* **A Safe and Positive Learning Environment**.
* **Learning To Read with No Stress No Press**
* **High/Scope Preschool Curriculum**
* **Gated & Monitored Facility.**
* **Kindergarten Readiness in; language, writing, cognitive, social, art/music, science, math and computer skills.**
* **Enjoyable healthy meals including; breakfast, lunch and pm snack.**
* **Health, rest/naps and physical exercise**
* **Well trained and loving staff.**

 **Why early reading?** Primarily because 85% of those who interact with juvenile court are illiterate, and Calif. has the highest illiteracy in the U.S., according to Statistic Research Institute. It is our endeavor to make a positive and lasting difference in our children’s future by READING!

 **1.**

 **Our Learning Center/What Set Us Apart**

 **From Other Schools ?**

**Our objective is to teach primarily four year olds to read**, although my two and three year olds will also participate. Our children will learn to read, if special needs is not a factor.

We are excited about teaching your little ones to read. I know it works! I have over twenty years of early education experience including my years as a Head Start teacher.

 I taught my three children ( now adults) to read before and during kindergarten. Our staff will prepare a positive atmosphere of “I can” read and write. This Early Reading process will be achieved by incorporating basic preschool skills such as, phonics, language, writing, math, art, critical thinking and motor skills with creative, age- appropriate fun activities outlined within the curriculum - all focused toward reading. Our children will learn to read while having fun! **Our motto** **“Reading With No Stress, No Press!”** It is a 9 month documented process.

**Our Community Connection Program (CCP)** will consist of social agency referrals, including Exceptional Parents Unlimited (EUP) for special needs children. We plan to invited and partner with children and family oriented agencies and individuals such as, police, barbers, music teachers, domestic violence pro bono services, marriage counseling referrals and much more. **We intend to meet the needs of our children and parents through education, resources and prayer. We will make a difference in our community.**

**Carla Hill, Administrator/Director**

 **2.**



**Our Philosophy** Early Readers Preschool is located on the church campus of Bethel Temple We believe children are parents most precious treasures in life. We understand the importance that children are provided with a safe, healthy, structured and loving environment. It is our endeavor that parents, children and staff are treated with respect and consideration. We provide an open door classroom setting where parents can visit and volunteer freely . We are concerned about meeting the need of the cognitive, social, emotional and spiritual well being of our children. We know and understand that the word of God and prayer is a the key principal to our school success. The scripture says, “ Train up a child in the way that he should go” Proverbs 22:6. We want children to know that they are valuable loved by God.

  **Our Mission**

Preparing children for early reading which encompasses a wide scope of developing basic preschool skills. These are broken down into 4 basiccategories; 1.Cognitive, 2. Language Skills 3. Social Skills

4. Fine Motor Skills. These skills will be interjected into the daily fun filled preschool curriculum. Our preschool will prepared our children in early reading therefore, giving them the readiness for kindergarten, providing that the child does not have a learning disability.

 **Our Objective**

Promoting early reading in preschool (ERP). Our preschool staff will prepare a positive atmosphere of “I can read” and write. This process will be achieved by incorporating all basic preschool skills geared toward letter recognition and phonics. This method will be integrated with math, science, art, language, critical thinking, large motor activities and music. Your child will be given the tools and opportunity to learn how to read upon completing a nine month reading process while in preschool. Early reading will promote self confidence throughout your child’s education. Early reading will build your child’s academic potentials and broaden their awareness and curiosity for learning! Our motto is “Reading With No Stress,

 No Press! “ 3.

 

 **Special School Features**

* **Our Early Reading Curriculum is primarily for our 4 year olds but all students will participate in our 9 month**

 **reading program.**

* **Community Connection Program \* (CCP) Fri. only**
* **Centennial breakfast to-go every Monday for parents on time for the previous week. This is bonus, our thank you for parents and guardians that will make that weekly effort to pick up their child (children) on time or within the 10 minutes grace period! All parents will be welcome to coffee every day.**
* **Prayer, parent and marital counseling referrals for parents.**

 \***Our community Connection Program (CCP**) will consist of social agency referrals and partnering with family originated agencies such as barbers, police officers etc. We will invite a guest to come to our school on Fridays to interact with our children in such areas as food decorating for kids, Music instructor to sing and display instruments, kids haircuts on some Friday with parent sign-up. Special brief informational sessions for parents, such as info regarding domestic violence etc.

 We intend to meet the needs of our children and parents through education, resources and prayer. We will make a difference in our community.

 4.

 **Our Program & Hours of Operation**

Five-Day, Full -Day Program / Total Enrollment 30

School Hours 7:00am -6:00pm, **Tuition covers a 10hr. day.** Mon. Fri. Class hrs. 7:30-5:30. **Night Care** 8:30 pm - 6:30 am \***Includes Sat. morning**

**Tuition is due the 1st. day of each month**. Tuition: Half-Day\_\_\_\_\_\_Daily\_\_\_\_\_\_Monthly\_\_\_\_\_\_

Application Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other Fees\_\_\_\_\_\_\_\_\_\_\_

**Private pay and subsidized pay are available to qualified families.**

**BONUS:** There will be a 10% discount for more than 1 child enrolled in our school program per family. **After 1 year, parents will receive 1 week** **FREE TUITION** when their child is out for family vacation ½ tuition for any additional time taken for vacation which will keep your enrollment slot open. Parent vacation time requires a two week written notice please**. All National Holidays are observed. See contract.**

**Meals; breakfast, lunch & snacks are prepared at school**

  **PRESCHOOL CLASSROOM AGE GROUPS**

1. **Early Preschoolers** – **age 2 yrs old** – Teacher/ teacher assist.

Total students 6

 **B. Preschoolers** - **age 3 yrs old** - Teacher/teacher assist.

Total students 12

 **C. Preschoolers/Pre-K**- **ages 4-5-** Teacher/Teacher assist.

 Total students 12

 5.

 **Early Readers PreSchool Classroom Schedule**

**7:30** **SCHOOL STARTS**, Sign/in, health check, roll check**, Prayer**, **BREAKFAST**

 Prepare & wash up for Breakfast

8:15 -8:30 **Circle Time,** calendar, songs, **pre-reading activities**

8:30-9:30 **Free Choice** – Learning during discovery – **Play time is Work Time!**

**CENTERS OBJECTIVES**

**ART**  creativity, science, following directions, use of items,

 fine motorskills

**PET SHOP** math, Identifying animals, social skills, imagination, Fun

**COOKIE SHOP** math, sequences, social skills, pretending

**COMPUTER** Listening skills, attention skills, following direction,

 building cognitive skills, basic skills; language, letters,

 reading, colors etc

  **WRITING** fine motor skills, handwriting, creative thinking,

 **SCIENCE** discovery & explore, critical thinking

 **SENSORY** relaxation, discover cause & effect, measuring

 **Manipulatives** fine motor skills, critical thinking, lace & tie strings**,**

 **Sequencing** Reproducing patterns, matching

 **BLOCK** building, exploring, pretending, cooperation

 skills, fun & more fun

 **LIBRARY**  learning to enjoy looking at books. Learning

 how to handle books, learning about reading left to

 right, identifying words and pictures, learning to read.

9:30-10:00 Clean-up and small group time for cognitive skills building &

 **pre- reading activities**

10-10:15 Restroom and prepare for outdoor play

10:15-11:15 Recess

11:15-11:30 Prepare & wash up for Lunch

**11:45-12:30 Lunch Time**

**12:30-2:30 Rest & Nap Time**

2:30-3:00 Art time/ pre-reading activity

3:00-3:30 Group Time/ **pre-reading activities**

**3:30-3:45 Snack Time**

3:45-4:45 Recess Time

4:45-5:00 Restroom & wash up

5:00-5:30 Story Time/ Quiet activity & beverage refreshment, lemon aid etc.

**5:30 School secession out/ parent pick up 6**

 **School Policies**

**IMMUNIZATION**: Please bring up-to-date shot records when you enroll.

**PHYSICAL:** Your child must have a current physical upon starting school.

**TB Clearance** for children . No Exceptions.

**LICENSING AGENCY The Department of Social Services shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent.**

**HEALTH CHECK**: Children that are **ill will not be accepted in the center.** Children who become ill will need to be picked up by authorized adult. **Children with lice will be sent home** and must

be cleared by a doctor before returning to school. **Parents are required to wait for a 2 or 3 minute health check by staff.**

**MEDICATIONS**: **All medications must have a doctor’s prescription or approval attached with i**t. A signed release form for medication or asthmas treatment.

**DISCIPLINE POLICY:** Disciplinary actions include redirection, discussion, reflection, individual quiet time, phone call to parent, or being sent home. All parents will be notified by a staff for any concerns. The teacher or director will follow up with a **parent conference to implement a positive solution**. **Corporal Punishment is strictly forbidden.**

**BIRTHDAYS/HOLIDAY:** Will be celebrated, except Halloween will be substituted with harvest day.

**PICTURES/Videos:** Will be taken thought out the year, including class pictures with parents permission.

**REST TIME:** Mats will be provided for your child’s nap time. Children are expected to lie quietly, and rest. Sleep is encouraged but not required.

 8.

 **School Policies Continued**

**In/Out Parent/Guardian Signatures:**  For your child’s safety is required that only authorized individuals provide daily first and last name signature for all in/out times.

**Mandated Reporting:**  All paid staff are mandated reporters. We are required by law to report known or suspected child abuse. Staff will undergo a three hour certificated training course.

**DRESS CODE:** Children should be dressed in comfortable play clothes and shoes, suited to the weather. Children will be involved in “messy” crafts, painting and will use markers. A change of clothing will be needed for your (children) child. Shoes that are sandals should be enclosed sandals, not flip flops during warm weather**.**

**Untrained Toileting/Not Potty:Trained:** Toilet or potty training will not be done on potty chairs nor will changing tables be used. All children not toilet train will ear pull-ups not Pampers. Parents will supply pull-ups for the week. All children that are not toilet trained will be taken to the children’s restroom. Only authorized staff(directors, teachers and paraeducators) will assist children in the restroom. Staff will wear gloves when child needs cleaning assistance.

**Enrollment/Admissions Termination**

If parent or legal guardian is unable to comply to ERP’s school contract, policies, mission statement or philosophy your contract may be discontinued. Contract will be discontinued if after 1 verbal and 1 written statement regarding a school violation that has not been resolved. Contract may be terminated for, late tuition, One hour late pick up, if our preschool program does not provide or support the emotional, physical or cognitive need for your child.

**Biting, striking or harming** behavior between children are not allowed.

If said behavior is unresolved this will warrant a discontinued contract.

**FIRE DRILLS/EARTHQUAKE DRILLS** will be scheduled quarterly

or more throughout the school year.

 **8B.**

 **Policies Continued**

**Emergency Procedures:**  If a child is sick or injured teachers are to do the following: attend to child’s need, secure the child’s safety, **assess if 911** is needed, inform director, call the parents for an authorized person to pick-up the child, provide a quiet resting area in the classroom or office. Any medication already pre-authorized by parent/doctor’s written permission will be administered by the director or authorized person in charge. Fill out required incident/injury reports. If medical treatment by a medical facility is needed; make a written report for licensing.

**Transportation:**  School transportation to and from school is not provided at this time. Student transportation is a future endeavor for (ERP) Early Readers Preschool Daycare Center.

**Field Trip and Transportation Provision**

Field trips will not be provided until after the 1st six months of the 1st. day of school.

Parents will receive a 30 day written notice regarding upcoming field trips and detail information**,** shaparons, cost etc.Only drivers licensed for the type of vehicle operated shall be permitted to transport children. Children shall not be left in parked vehicles. Adult and child ratios will continued to be enforce. All safety code regulation will be enforced regarding capacity and appropriate vehicle restraint.

**Late Fees:** A $2.00 fee for every minute late pas the 1st. 10 min. grace period.

**Concerns**: All and any concerns may be addressed with the teacher or director.

**Classroom Visitation:** All parents and legal guardians are welcome to visit class. Other visitors must have a written note, prior arrangements and be approved by the director. 8C.

 **About Our Church /Preschool**

Church Of God In Christ at 1224 Kern & “C” Street, Fresno, Ca. 93706. The Church Of God In Christ (COGIC) is a Christian/Pentecostal organization founded in 1907 by Bishop C.H. Mason. Our international headquarters is in Memphis, Tesnn. And includes churches throughout the U.S. and in every continent.

Bethel Temple COGIC was found in 1968. Our current church was built by our current pastor Tate Hill in July of 2005.

Early Readers Preschool/Day Care Center is our new Educational Center. It has been structured, organized and staff supported with a qualified and experienced administrative board. Pastor Tate Hill, Music teacher since 1978, Carla Hill, degree in Early Childhood Education, Tate Hill II, Master’s Degree Business Economics, Candice Troutman, Human Resource Advisor, Paul Hill, Fresno Police Department.

 **About Our Site Supervisor/Director**

Carla Hill received an A.S. Degree in Early Childhood Development in 1997. Her Experience including eight years as a preschool teacher as well as four years with Head Start. For sixteen years she owned and operated a family day care. Mrs. Hill has designed her own reading program which she implemented and documented with video recording for two years. She also participated in conducting seminars within the Family Day Care Association workshop during her time as a daycare provider. Introducing to other teachers how to teach preschoolers to read, entitled “Pre-Reading In Preschool” (PRP). Her teaching career was between 1997-2010. She has been a Sunday School teacher for Forty years and has worked throughout her church since 1971. She has been a foster parent since 2008, and has had over 200 hours of parenting classes for special needs children. And twelve years of experience of working with children with ADD and other special needs. Mrs. Hill have three children, now all adults whom she taught to read as preschoolers and during kindergarten. Mrs. Has been married since 1977.

 **Our Staff**

All employees are in compliance with Community Care Licensing.

 Well trained friendly, respectful and caring. 9.

 **PARENT HANDBOOK**

 **RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of the hand the handbook of Early Readers Preschool Child Development Center.

I acknowledge my obligation to read and understand its contents, and further acknowledge and agree that:

* The parent handbook contains as a overview of the center.
* The center reserves the sole right to add, change, or rescind any policy, practice, or benefit outlined or referenced in this handbook up the approval of the Board.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Name Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Supervisor/Director Date

 10.

 **STATEMENT OF UNDERSTANDING,**

 **LIABILITY, AND PERMISSION**

I understand that supervision begins when I have signed my child in and have physically interacted with a staff member responsible for supervision. Supervision ends when designee or my self sign out my child. I hereby authorize the director of program to act accordingly to her judgment in any emergency requiring medical attention. I understand I AM RESPONSIBLE FOR ANY BILLING. I DO NOT HOLD Early Readers Preschool responsible for any broken, or stolen personal items. I give permission for photos and videos to be taken of my child during activities. I understand that my child may get dirt. I understand that all staff are mandated reporters suspecting child abuse. Any reports made are confidential and I will not retaliate against the Early Readers Preschool Child Development Center. I agree with this form and the Parent Handbook, I understand that if I receive financial assistance I am bond to follow additional policies set by the funding agency. I understand that Early Reader Pre School staff are not allowed to transport children at any time outside of the program hours.

I UNDERSTAND AND AGREE TO THE POLICIES INDICATED.

I HAVE READ AND UNDERSTAND THE AGREEMENT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor/Director Date 11.

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 **10. Parent handbook receipt**

 **11. Statement of understanding, Liability, and permission.**

Date\_\_\_\_\_\_\_ **Parent/Guardian Admissions Contract**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree t0 enroll my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Early Readers Preschool. **Tuition covers a 10 hour day**. **Tuition are due the** **1st. day of each month upon arrival** for the amount of $\_\_\_\_\_\_\_\_. Half-day students attending for \_\_\_\_\_days, weekly fees \_\_\_\_\_\_\_\_\_, or daily fees\_\_\_\_\_\_\_ . Parent are required to pay fees upon enrollment with a completed application. **Tuition will not be** **deducted for missed days**. My child will arrive at \_\_\_\_and will be picked up at\_\_\_\_\_. Application fee $\_\_\_\_. Other fees $\_\_\_\_\_\_\_\_ for the year. **Class hours 7:30 a.m. to 5:30 p.m. Parent must supply wipes,ointment & pull-ups/no pampers - if child is not potty trained.**

**Late Fees**: $**2.00 for every minutes late past the 1st 10 minutes grace period.**

 A $25.00 charge if check bounces. Cash or other arrangements thereafter.

**Tuition** are subject to change. A 30 day written notice will be given.

T**here is a two week trial period** during which either party may cancel without written notice**. Refund will be prorated. Thereafter, a 30 day written notice for termination**  must be given if either party determines that program is not a good match**.**

**HOLIDAYS AND VACATION:** Holidays observed are: New Year’s Day, ML King, President’s Day, Memorial Day, 4th July, Labor Day, Veterans Day, Thanksgiving Day and the Friday after and Christmas Day. If holiday is on a Sunday, center will close Monday**.**

**TUITION FEES REMAIN THE SAME FOR ALL HOLIDAYS DURING CLOSE SESSIONS.**

**PARENT BONUS \*** After 1 year, you will be credited for **1 week free tuition** for your vacation time while your child is out, providing a two week notice. All and any additional vacation time over 1 week will be subject to ½ the regular fee to keep your child’s slot active.

**MEALS:** Breakfast, lunch and afternoon snack will be prepared and provided daily by the school. List Any Food Allergies or health conditions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**ILLNESS**: Please notify director by 7:00 a.m. if your child will not be coming to school.. **Children with a fever, diarrhea, vomiting, bad coughs will not be accepted for 24 hours**. Medication or doctor’s note must be presented to return to school if child is not contagious. **All immunization MUST be up to date.**

 **Pick-Up/Drop-Offs:** Please abide by written agreement. All persons picking up children must

 be 18 yrs of age, have I.D. and written authorization by parent.

**Clothing:** Parents are bring one complete change of clothes that are to be left at school. Please bring child’s pillow and blanket, labeled with their name. I agree to maintain the requirements in this contract.  **7.**

**Early Readers Preschool Night Care Schedule**

\*Starting date, availability and request form to be posted

**Night Care For Preschool Age Children Only, ages 2 to 5 .**

All policies and contract applies for night care, with the exception of;

meals served and time meals are served. Time of operation.

**STAFF:** 1 Director, 3 Teachers for each shift.

**STAFF SHIFTS:** 8:00 PM -1:30 AM. - 1:30 AM - 7:00 AM\*Includes Sat. Morning

  **SCHEDULE**

Night Hours for children, 8:30 pm - 6:30 am a 10 hour day

covered with tuition.

8**:30 pm** **Sign in**/health check/quite activity

8:30-8:45 Snack time

8:45-9:00 Restroom time

9:00 pm Story time and sleep time.

 Any sleepy child may lay down on arrival.

 All children will be carefully supervised at all times.

 And a health checked every ½ hour for each child.

5:45 Children will be awaken for restroom

6:00 Wash for Breakfast

6:20 quiet music and story time

**6:30** Parent/guardian **Pick up time**.

6B.

**Early Readers Preschool Night Care Schedule**

\*Starting date, availability and request form to be posted

**Nite Care For Preschool Age Children Only, ages 2 to 5 .**

All policies and contract applies for nite care, with the exception of;

meals served and time meals are served. Time of operation.

**STAFF:** 1 Director, 3 Teachers for each shift.

**STAFF SHIFTS:** 8:00 PM -1:30 AM. - 1:30 AM - 7:00 AM

  **SCHEDULE**

Night Hours for children, 8:30 pm - 6:30 am a 10 hour day

covered with tuition.

8**:30 pm** **Sign in**/health check/quite activity

8:30-8:45 Snack time

8:45-9:00 Restroom time

9:00 pm Story time and sleep time.

 Any sleepy child may lay down on arrival.

 All children will be carefully supervised at all times.

 And a health checked every ½ hour for each child.

5:45 Children will be awaken for restroom

6:00 Wash for Breakfast

6:20 quiet music and story time

**6:30** Parent/guardian **Pick up time**. 6b.

**Early Readers Preschool Day Care Center - Night Care Contract**

**I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to enroll my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**in Early Readers Preschool Center night care program. Tuition covers a 10 hour day. Tuition are due the s1t day of each month upon arrival for the amount of $\_\_\_\_\_\_. Half-day students attending for \_\_\_days, weekly fees\_\_\_\_, or daily fees \_\_\_\_. Parents are required to pay fees upon enrollment with a completed application. Tuition will not be deducted for missed days. My child will arrive at \_\_\_\_\_\_and will be picked up at \_\_\_\_\_.**

**All of ERP’s policies and parent handbook applies to the night program.**

**Parent sinature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Adm./Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Early Readers Preschool Night Care Schedule**

\*Starting date, availability and request form to be posted

**Night Care For Preschool Age Children Only, ages 2 to 5 .**

All policies and contract applies for nite care, with the exception of;

Meals - meals served (pm sack & Breakfast) and time meals are served, Hours - Time of operation, Dress Code - Children can arrive and leave in PJ’s or sleepwear along with street shoes.

**STAFF:** 1 Director, 3 Teachers for each shift.

**STAFF SHIFTS:** 8:00 PM -1:30 AM. - 1:30 AM - 7:00 AM

  **SCHEDULE**

Nite Hours for children, 8:30 pm - 6:30 am a 10 hour day

covered with tuition.

**8:30 pm** Sign in/health check/quite activity

8:30-8:45 Snack time

8:45-9:00 Restroom time

9:00 pm Story time and sleep time.

 Any sleepy child may lay down on arrival.

 All children will be carefully supervised at all times.

 And a health checked every ½ hour for each child.

5:45 am Children will be awaken for restroom.

6:00 Wash for breakfast

6:20 Quiet music and story time

**6:30 am** Parent/guardian pick up time. 7c.

**Parent/Guardian Admission Agreement continued**

**Licensing Agency**

The Department of Social Services shall have the authority to interview children or staff and inspect, audit or copy child or facility records without prior consent. According to CCR Title 22 Section 101200.

**Enrollment/Admissions Termination**

If parent or legal guardian does not comply to ERP’s school contract, policies, mission statement or philosophy your contact may be discontinued. Contract will be discontinued if after 1 verbal and 1 written statement regarding a school violation that has not been resolved. Contract may be terminated for; Late tuition without prior arrangements, One hour late pick up without prior agreement, or if it has been determined by the Site Supervisor/Director that our preschool program does not meet, provide or support the emotional, physical or cognitive need for your child. Biting, striking or harming behavior between children are not allowed. If said behavior is unresolved this will warrant termination of contract.

**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_**

**Site Supervisor/Director Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_**

 7b.