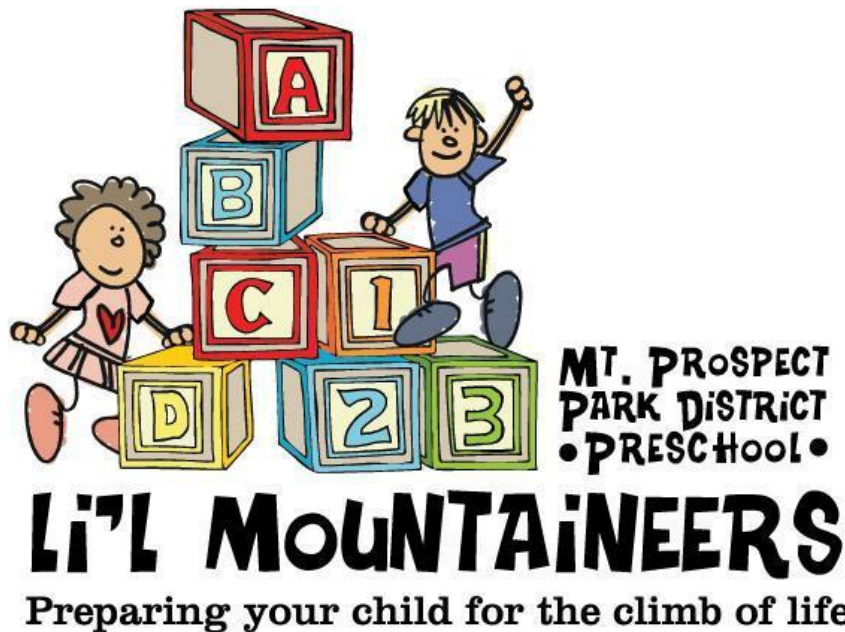


Mt. Prospect Park District

Li'l Mountaineers

Parent Handbook

2022 - 2023



Welcome and thank you for choosing the Li'l Mountaineers Preschool Program. The teachers

are excited to meet all their new friends. ☺

Preschool Forms:

Informational "Getting to Know your Preschooler" form will be mailed to registered participants (along with a Welcome Letter and list of Important Dates, including first days of school and days off) closer to the start date of school. The waiver at the end of this handbook must also be submitted. Please return all materials to your teacher, or the front desk of RecPlex (Attention: Kristina Winans), prior to the first day of class.

Class Offerings:

Almost 3's Program- Turn 3 on or before February 1, 2023			
CCC	Monday & Wednesday	9:30 – 11:30 AM	R \$147 / NR \$172
CCC	Tuesday & Thursday	9:30 – 11:30 AM	R \$147 / NR \$172
3 Year Old Program- Turn 3 on or before September 1, 2022			
RecPlex	Mon / Wed / Fri	9:15 – 11:45 AM	R \$259 / NR \$284
RecPlex	Tuesday & Thursday	9:15 – 11:45 AM	R \$175 / NR \$200
Pre – K 4 Year Old Program- Turn 4 on or before September 1, 2022			
RecPlex	Mon / Wed / Fri	9:15 – 11:45 AM	R \$259 / NR \$284
RecPlex	Tuesday & Thursday	9:15 – 11:45 AM	R \$175 / NR \$200
Multi-Age Program- Turn 4 by February 1, 2023			
RecPlex	Mon / Wed / Fri	1:00 – 3:30 PM	R \$259 / NR \$284
RecPlex	Tuesday & Thursday	1:00 – 3:30 PM	R \$175 / NR \$200

There is also an extra 15 minute window before and after the listed class times for drop off and pick up

Class days, times, locations, and monthly tuition are subject to change

Attendance/Teacher Contact

Please notify your child's teachers if your child will be absent (for non-illness related reasons) via phone or email.

Almost 3's: (847) 255-5380 x128

RecPlex 3's: (847) 640-1000 x 226

RecPlex PreK & Multi-Age: (847) 640-1000 x227

Almost 3's – youth2@mppd.org

3's – youth3@mppd.org

PreK – youth4@mppd.org

Multi Age – youth4@mppd.org

We have an *open door* policy meaning you may speak to your teachers at any time. If more time is needed, please schedule a conference.

Any illness absences are to be reported to Kristina Winans at kwinans@mppd.org. Please **do not** report any illness to your classroom teacher

Classroom Environment

The Mt. Prospect Park District Li'l Mountaineers Preschool provides a learning environment in which children can make discoveries, solve problems, think independently, and play

cooperatively. We understand that children progress through the same stages of development but at an individual pace. We believe the basis for all learning is experience. All interrelated aspects of the child's growth and development are considered.

Teacher and child interactions are an important aspect of preschool. We believe preschool children are enthusiastic and imaginative learners. Children should be engaged within the educational classroom environment that the teacher has prepared. We provide experiences that include math, science, social studies, art, language, music, movement and dramatic play.

The following concepts are introduced to the classroom:

- Social and emotional growth
- Emergent language and communication
- Gross motor skills
- Fine motor skills
- Emergent reading and writing skills
- Age appropriate problem solving skills
- Creative development skills
- Self-help skills

Each child is encouraged to progress at his or her own pace. They may work as an individual or in a group setting.

Drop Off Procedure

All children must be escorted into the building by a parent or authorized adult. Please make sure your child is signed in and puts their belongings in their appropriate spot. There is a 15 minute drop off window (of structured play) for each class. Learning begins at the designated "class time" so please be sure to drop off during the 15 minute window. Although a paper copy is no longer required, a daily health check is to be acknowledged prior to leaving your child at school (please see COVID section later in the handbook).

Pick Up Procedure

Children will only be dismissed to a parent or authorized adult. You must notify your teacher in writing if someone other than those listed on the authorized list will be picking up. Staff will be checking **all ID's** until they get to know those who are authorized. Please make sure to bring an ID the first few classes. Staff will be cross referencing the ID cards to the authorized pick up list. There is a 15 minute window (of structured play) to pick up your child. Late pick-ups will be charged \$1/minute. This bill will be charged to your Webstore account. If the late pickup becomes habitual, then the child may be removed from the program. If a child is not picked up after 30 minutes and the staff has not received a phone call the local authorities will be notified.

Drop off and Pick up are to be efficient procedures. Please no lingering or allowing children to run around the building during these times.

Parking

Please use caution while driving in the parking lots and follow the appropriate speed limit. You must park in a parking spot and walk into the facility. Parking is prohibited in the fire lanes and handicapped spaces. Your child's safety is our first concern. Please take every precaution during drop off and pick up.

Toilet Teaching

One of the requirements for a child to enter preschool is that he/she must be toilet trained and know how to clean themselves after the use of the toilet (teachers do not wipe students). If a child has a bathroom accident, a parent will be called to bring a change of clothes and to clean the child before returning to class. If a parent cannot be reached the emergency contact will be called. A child is required to take care of all their own bathroom needs; the Mt. Prospect Park District does not change participants. Please make this a consideration when dressing your child for preschool.

Children in the Almost 3's preschool may wear pull-ups. In the case of an accident, parents will be called to take care of their child's toilet needs.

Clothing

Children should be dressed as comfortably as possible. Simple, play clothes are best. We use a variety of art materials that may get messy and the children will enjoy themselves more if they do not have to worry about their clothing. **Please provide a paint shirt** (to be kept in the classroom) for art projects. Our classes also have access to the gymnasiums at each building. Have your child wear comfortable clothes and gym shoes daily.

A separate set of **size and season appropriate** clothing must be kept in the child's backpack (or classroom) at all times. Please make sure one is packed daily. To avoid confusion and loss, all extra clothing should be marked with your child's first and last name (Top, bottom, underwear & socks). The MPPD does not have extra clothing to provide if children have accidents.

School Backpacks/supplies

Please provide your child a school size backpack. Daily work and important notices will be sent home. Please label school bags with your child's first and last name. Children must also bring the following supplies in a **pencil box labeled with their first and last name**:

- Washable Markers
- Crayons
- Blunt Tip Fiskars Scissors
- 5 Elmer's Glue Sticks
- Pencils (preferably "my first pencil")
- Folder – this will stay in the child's backpack and is to be brought to and from school each day. Please make sure to check the folder for important notices and clean out any completed work/projects.

On occasion the teachers may request other household items to be brought to school.

Preschool supply kits will be available for purchase through MPPD. Please contact Kristina Winans for details.

Snack Policy

All children will need to bring their own peanut free snack (name labeled in a disposable container or bag), daily. MPPD does not supply any extra snack, so please be sure to send one each class. We ask all families to provide healthy and nutritious snacks for your child. Please also send your child with a name labeled water bottle.

All of our preschool classrooms are peanut / tree nut free! Please do not bring any items containing nuts or have a label that states it was processed with nut products. Please read all labels!

Please make sure you have listed any known allergies at the time of registration. If any new allergies arise, please let your classroom teachers know. This information is to be kept with each child's record.

Any special snacks provided by MPPD will require a parent signature on a permission slip.

Newsletters

A newsletter containing general information and reminders will be distributed monthly via email. In addition, please check for special notices from the teacher in your child's folder.

Weather/Days Off

You will be receiving a "List of Important Dates" with start dates, end dates, and days off, closer to the start of the year. The Mt. Prospect Park District Preschool follows both School District 57 and School District 59 yearly calendars. Weather closings will be decided on a case by case basis and you will be notified via email regarding these decisions. A notice will also be posted at mppd.org when preschool is closed. In the event of a snow/cold/severe weather day, class may be held via Zoom. There are no refunds or prorated amounts for classes held on Zoom.

Registration Requirements

- Registration fee – non-refundable after July 1, 2022
- Credit Card on your Webstore account to be auto billed monthly
- Signed Waiver at the end of this handbook
- Copy of preschooler's Birth Certificate (new 2022-2023 preschool students only)

Monthly Tuition Payment

Your child is enrolled for the 2022-2023 school year. Parents are expected to commit to the entire year. Class runs from mid-September through mid-May. The monthly preschool tuition is broken down into 9 total payments. All payments are equal regardless of the number of actual attendance days, with the exception of both the August 14th and November 14th bills. Please see below for our tuition payment protocol. We do not prorate or allow day switches for days absent/sick. The initial Registration Fee is non-refundable after July 1, 2022.

A credit card is required on your Webstore account in order to be auto billed monthly. You will be billed on the 14th of each month, for the following month of school. A \$10.00 late fee will be applied on the sixth of the month if the payment has not gone through by that date. All monthly payments will be completed on the Webstore. Receipts are available on your account to be viewed at any time. The MPPD does not provide an overall summary of expenses.

Failure to make a payment will result in removal from the program. (2 late notices are emailed)

Early withdrawal from preschool will result in the forfeit of Registration Fee. If you choose to drop, you must notify Kristina Winans at kwinans@mppd.org **before** the bill hits for the next month. Tuition will not be refunded after the bill goes to your account. Drops will not be accepted during a month's time.

Tuition Payment Protocol

All families enrolled in Preschool will have a billing section set up on their household account through the Mt. Prospect Park District.

Accounts are charged on the 14th of the month prior to program service month.

- Billing will begin August 14th for the September Tuition payment
- A valid credit card must be put on file in order to be auto billed monthly
 - To do this: Log into the Webstore, go to Account Settings, Update Payment Card
- A \$10.00 Late Fee will be applied on the 6th of each month, if not paid for by the 5th
- Unpaid payments will result in the removal from program (2 Late Notices will be sent)

If you do not have a Webstore Account, please visit RecPlex or Central Community Center to set up your Household Account. You will need to verify your address, so please come prepared with documentation. Make sure to provide an email address, which will be used to send you an Invite to the Webstore. You will then activate your Webstore Account on your own device.

Auto Billing Date	Program Service Month	Payment
August 14, 2022	September 2022	HALF
September 14, 2022	October 2022	FULL
October 14, 2022	November 2022	FULL
November 14, 2022	December 2022	HALF
December 14, 2022	January 2023	FULL
January 14, 2023	February 2023	FULL
February 14, 2023	March 2023	FULL
March 14, 2023	April 2023	FULL
April 14, 2023	May 2023	FULL

FULL fees per class are listed on page 2.

Vacation/Leaving the Country

Should an event arise that requires your child to leave the country/vacation time, parents/guardians are still responsible for tuition payment for all of the time missed. If payments are not made, your child will not be allowed back in school and your spot is subject to be filled.

Wellness Policy (non COVID related)

Children are not able to fully benefit from our program when they are not well. Often times they can be spreading contagious illnesses to other children. **We ask that you strictly adhere to these standards so all our preschool children and staff are protected.**

- Intending to maintain a qualitative program and protect all our children, **no child will be accepted with indications of illness.**
- Children who are at school are expected to be healthy and to participate in all indoor and outdoor activities with their class.

- If a child becomes ill during school, parents will be notified and must pick up within 15 minutes. If a parent is unavailable, an emergency contact will be contacted to pick up the child. Please make sure those listed are available and in within close proximity to the class.

Children should not attend school with any of the following:

- Any flu like symptoms
- Upset stomach / loose bowels
- Headache
- Open sores
- Consistent sneezing, cough, runny/stuffy nose
- Fever (hot or cold)
- Rash not already identified with a doctor's note
- Vomiting
- Diarrhea
- Unusual lethargy
- Unusual irritability
- Persistent crying
- Difficulty breathing
- or other signs of possible illness

Contact Kristina Winans at kwinans@mppd.org regarding **an absence due to illness**. There are no prorations for days absent.

Please notify your **teachers** if your child is absent from class for anything **NOT RELATED to an illness**.

Contagious diseases such as head lice, strep throat, chicken pox, pink eye, flu, measles etc., **MUST** be reported to Kristina Winans. A confidential note will be sent home with all students stating there was a confirmed case, but will not include the child's name. Several diseases such as *Pink eye, impetigo, or strep throat* will require appropriate treatment initiated with a physician and will require a written approval by the physician to return to school. Please email the note to Kristina Winans and wait for confirmation to return to school.

Parents with children who are diagnosed as asthmatic should contact their child's teacher to discuss the current medical treatment that is being administered and complete medical dispense form. Any child who needs to take medication during program hours is to have a completed "Permission to Dispense" form on file. Staff will review these on a case by case basis, and will let you know if this is something we can accommodate on site as a staff. Additional forms are required for Inhalers and Epi-Pens. Please see your classroom teacher if you need copies of these forms.

Please be considerate of others in your classroom. With everyone's cooperation, we will continue to have a preschool environment that promotes healthy and happy children.

COVID Related Information

Please keep all sick children home from preschool and report any illness to Kristina Winans at kwinans@mppd.org

It is expected that your child arrives at Preschool healthy and symptom free. If your child is exhibiting any signs of illness, Preschool staff will contact Authorized Individuals to pick up within 15 minutes.

Please continue to self-assess before entering Park District facilities/participating in programs, and do not come if you are not feeling well. Inform Kristina Winans if:

1. A patron/program participant visited our facilities or participated in programming within 48 hours of coming down with COVID-19 or testing positive for COVID-19.
 - a. Please also do not come to preschool if you are waiting on test results
2. A program participant had close contact with someone with COVID-19.
3. A program participant was advised to quarantine by their school or other organization due to exposure to COVID-19.

We have a series of 5 different protocols in place based on different factors such as vaccine status, showing symptoms, being asymptomatic, exposures, testing positive, etc. Please continue to email Kristina Winans with any kind of illness, and you will be asked a series of questions that will determine a return date and mask status. We will still be contact tracing to the best of our ability.

The district will confidentially notify the other camp families and staff that a case of COVID-19 has been reported. Families will be notified individually if the COVID investigation leads us to believe other campers are considered close contacts, as defined by the CDC. Due to the ongoing changes, this information is subject to change. Please contact Kristina Winans and we will discuss the proper procedure and/or return date on an individual basis.

Masks

As of Monday, 2/28/2022, face masks are optional in most public indoor spaces per Cook County and the State of Illinois. Additionally, the Cook County Vaccine Mandate ends as of 2/28/2022. Beginning on 2/28/2022, face masks will be optional at the Mt. Prospect Park District **except in situations where face masks need to be required, such as after returning from having COVID-19 or after an exposure to COVID-19.** Please be aware that the Park District will continue to address COVID-19 cases and exposures (which is different from the school districts). If a program participant is not up to date with their COVID-19 vaccination and was exposed to COVID-19, they should quarantine from the Park District. There will still be rules in places regarding masks. Rule 1 - absolutely no bullying. Any patrons bullying/teasing others based on their mask status will be dismissed from the program that day. There are no exceptions to this rule. Make sure someone is able to pick up within 15 minutes. Refunds will not be given. Please talk to your child about being kind and respectful, and that everyone is allowed to have their own opinions. Rule 2 - Preschool staff will not be able to answer questions during the day regarding the status of your preschooler's mask. Please do not contact them asking if your child is / is not wearing theirs.

Behavior Management Policy

Our goal is to help children develop healthy self-esteem, learn to handle feelings and impulses, build social relationships, grow communication skills and manage problem solving capabilities.

The Mt. Prospect Park District Behavior Management Policy is founded on the belief that each child will be respected and will respect others. Each child will move toward self-discipline in a positive environment guided by teachers that convey and model appropriate behaviors. Teachers acknowledge the children's capacity to handle their classroom setting. Any encounters that may develop are seen as a normal part of children's emotional growth.

For many children the concept of group play and sharing will be new. Most preschoolers are processing into this new stage of socialization. During this transition stage if a child has difficulty managing their emotions and/or behaviors the following methods of discipline may be implemented:

Teacher's Role in Behavior Management:

- Simple and consistent rules & redirection
- Modeling appropriate behavior
- Assist in interactions with children, discuss the problem with him/her
- Teach communication skills
- Offering choices and recognizing positive behavior

Child's Role in Developing Behavior Management

- Helping to establish classroom rules
- Encouraging others to be respectful, responsible, and safe
- Being a role model for appropriate behavior
- Using words to express feelings
- Problem solving

Involving Parents in Behavior Management

If a child is having continual obstacles with his/her behavior, even with the help and support of teachers and family, a meeting with teachers, supervisors and other support may be necessary. The meeting would be to work as partners in developing a plan that would support the child's success. All reasonable modifications within boundaries will be made to help the child develop behaviors to make the school setting a positive experience. However, written notices will be given to parents of children who do not respond positively to a teacher's redirection for behaviors such as:

1. Being physically abusive: examples - hitting, kicking, biting, throwing objects
2. Defying/ignoring teachers/staff
3. Using abusive and/or inappropriate language
4. Abusing equipment, supplies, facilities
5. Running away, or trying to leave the program room/facility

The first written notice: Will alert the parent of the continuation of inappropriate behavior. Outside professionals may be contacted with the parent's consent.

The second written notice: Will result in the parent meeting.

The third written notice: Will result in the child being removed from the program.

Based on the severity of the behavior, teachers may provide verbal warnings prior to issuing the first written warning or vice versa.

In any time a child's behavior threatens their own safety or the safety of others, the parent/guardian will be notified and is expected to pick the child up within 15 minutes. If the child is not benefiting from our program, or the health, safety and welfare of this child and/or that of another child in the group are at risk, we reserve the right to dismiss the child.

All situations vary depending on the child. It is important to help children with everyday interactions and to implement skills that will help throughout their lives. We strive to ensure each child has a successful school experience. We realize that each child responds differently to individual situations. From time to time a young child in a program setting may need reinforcement to help maintain age appropriate social skills.

ADA and Special Accommodations

The Mt. Prospect Park District has a cooperative agreement with Northwest Special Recreation Association. This team of therapeutic recreation professionals provides inclusion assistance for park district programs. If you would like to consider additional support for your child, please contact Kristina Winans. If the teachers feel support is needed for a child they will have a conversation with the parent/guardian to set up a time for an observation from NWSRA.

Ways Parents Can Help Each Day of Class

Parents often ask if there are ways that they that they can help their child have a successful preschool experience. Listed below are a few suggestions:

- Make sure your child gets enough sleep and has a regular bedtime.
- Help your child build good health habits by providing good nutrition.
- Encourage self-reliance.
- Take an interest in what your child does in school.
- Label everything with your child's first and last name.
- Read, read, read!
- Cherish your child.

THE PRESCHOOL CLASSROOM

- The preschool classroom is divided into several center areas designed to encourage learning through exploration, investigation and problem solving. In order to effectively stimulate and motivate children's curiosity, some center areas remain constant while the presentation of others will vary. **(Please note – the current guidelines/mitigations will determine which centers can safely be available and open for children use)**

Reading Center

The Reading Center creates a comfortable space to explore and enjoy good books. Favorite books are displayed with space for reading alone or with a friend. Children will have an opportunity to hold and read a book that was shared in a whole group setting or choose a selection of their own.

In the early stages of reading young children will “pretend” to read. Next, children will tell a story and “sound” as though they are reading. Both of these stages support the development of decoding words. In the Reading Center, the emergent reading stages can be observed in an informal setting.

Art Center

The Art Center is where creativity is enhanced and social skills are formed. Children are able to explore a variety of media and materials. The Art Center is a busy production area. Here children are free to express themselves in any way they prefer. Children may work together or alone. Plans are made, problems are solved and negotiations are developed.

Children are able to choose from a wide variety of materials such as paints, crayons, colored pencils and more. A child may start with a blank piece of paper on the easel and create a masterpiece! This is an area of complete self-expression.

Block Center

The Block Center is a construction area which provides children with interesting materials for designing and building. This center allows small groups of children to share materials and work together. Accessory pieces such as cars, trucks, animals and dinosaurs help to make structures more realistic.

Children learn about shapes, sizes, measurement, balance and more. One of the most important skills developed in this area is the ability to work in collaboration with others.

Math Center

The Math Center provides a place for children to explore a wide range of manipulative materials. Beads, puzzles, gears, one-to-one correspondence and recognition of numbers are just some of the materials available to the children. Patterning, sequencing, size and measurement along with computation help the child develop math computation skills.

Research has found that the exploration of these many items help children understand mathematical and logical thinking. When children are working together they will also be observed using negotiating skills and reinforce abstract thinking.

Science Center

The Science Center is designed to encourage learning through observation, exploration and investigation. Children are encouraged to look and listen, use their senses for to find similarities and differences. They will experiment with various materials and use language to discuss what they have observed. Children have the opportunity to explore concepts of balance using scales, magnets and other equipment.

Science allows children to become aware of the world around them. Discovering nature, technology, health and environment opens discovery to how we belong to our world and opens avenues for conceptual thoughts and ideas.

Dramatic Play

The Dramatic Play Center is the most social area of the room. Children engage in the many aspects and stages of play. Children are allowed to recreate roles they see in everyday life. As the year progresses the Dramatic Play Center will change and evolve to reflect various themes and interests of the children.

Dramatic play is an area where children can act out fantasy combined with real life situations. Language development is fostered along with social skills and communication. Problem solving, sharing and cooperative learning are fostered. Identifying community workers as well as family role playing opens the doors to the world around the children.

Sand and Water Table Centers

Sand and water are two elements of the natural environment that provides children with sensory experiences. Imaginations are soaring while children are pouring, measuring, mixing and digging. These tables allow for a full sensory and cognitive experience. Repetitive motions let children see the effect and impact of the physical world as they use the materials.

The centers provide the opportunity to try things many different times and many different ways. They can discover how things are affected by themselves. Sharing, communication and discovery are some of the benefits of these centers.

Circle Time

Each day the children come together as a group for Circle Time. At this time a wide variety of activities are introduced. Songs, finger plays, stories, number and letter concepts, math and science are just some of the themes introduced. New ideas are explored through teacher and child directed concepts. When children experience group activities they are learning to wait their turn, learn and accept rules, share ideas and develop friends through name recognition.

Large Motor Movement in Gym & Playground

The preschool year is marked by advances in growth, strength, speed and coordination. Muscular abilities contribute to a growing self-confidence. Gym/playground activities are designed to aid in the development of large motor skills, promote coordination and encourage mobility. In addition to utilizing climbing equipment, the class has the opportunity to use scooters, hula-hoops, different types of balls, parachutes, and more. Along with large motor development other social skills are introduced. Sportsmanship, team spirit, taking turns and trying your best are some of the concepts used. Having children feel part of a group gives a boost to self-confidence and concepts of friendship. Children will utilize the outdoors as much as possible, weather permitting. Please always make sure to wear appropriate clothing for these large motor activities and weather.

Music and Movement

Research indicates that children develop awareness and respond to music even before birth. Music opens up a new world of sensory experiences for children. The introduction of rhythms and sounds brings out creativity along with movement. Children are free to express themselves by exposure to many different types of music. Rhythm bands, with the use of simple instruments, stories put to music, the use of hands for clapping and our voices to create sound and songs, are some of the ways to explore music and movement.

The activities expand a child's attention span, increase motor control, improve memory with the use of songs, but most importantly entail FUN!

Thank you for your patience and flexibility as we plan accordingly with these new changes. The health and safety of the staff and students is the Park District's number one priority. We do realize these are big changes for the kids and adjustments will take some time.

MPPD follows all IDPH and CDC guidelines. Please note any of this information is subject to change.

Thank you and we are looking forward to a successful 2022-2023 school year! If you have any questions, please feel free to contact Kristina Winans, Early Childhood & Youth Manager at kwinans@mppd.org or (847) 640-1000 x210

****Parent waiver is attached on the last page of this handbook. Please submit to Kristina Winans before your child's first day of school.***



Preschool 2022-2023 Parent Waiver

Updated June 2022

Preschooler's Name: _____

Class for 2022-2023 school year: _____

REGISTRATION

The Registration Fee is non-refundable. I understand that preschool is auto-billed monthly, on the 14th of each month for the following month of class. I must put a credit card on file on my Webstore account in order to be billed. Failure for a payment to be completed may result in removal from the program. I understand there is no prorating for absent/sick days, and understand the drop process.

DAILY OPERATIONS

Before drop off, I will acknowledge my preschoolers daily health screen. I will also make sure they have a snack and a water bottle.

ACTIVITIES

The preschooler listed above, under staff supervision, has my permission to take walks or participate in outdoor activities throughout day. Activities are subject to change and will be limited based on guidelines/mitigations. Requirements and best practices will be updated as needed.

BEHAVIOR

I will have a discussion with my preschooler about the appropriate behavior that is expected at preschool. If this behavior is not followed, I understand that the teachers have policies that will be put in place to help my child be successful in the preschool setting.

PARENT HANDBOOK

I have read and understood the attached Mt. Prospect Park District Li'l Mountaineers Parent Handbook. In addition, I will follow all guidelines as stated in the parent handbook. The MPPD Parent Handbook can also be located on the website.

I have read the above information and understand and agree to the Mt. Prospect Park District Li'l Mountaineers Preschool format.

Parent Printed Name: _____ Phone Number: _____

Signature: _____ Date: _____