**Conclusion**

 Thank you for reading this entire Booklet! We hope it has helped you to understand what we are all about, what we expect of you, and what you can expect from us!

The Centers are very dynamic places. Children make it that way, as do the parents and staff. We look forward to your support, friendship, and involvement here at Touch By An Angel Daycare & Preschool Academy.

**I have read and received the following handbook of Touch By An Angel Daycare & Preschool Academy which includes the following topics:**

**Table of Contents & Declaration sheet**

* Program
* Standards
* Admissions
* Locations
* Days & Hours of Operation
* Records
* Arrival Procedures
* Discharge Procedures
* Late pick-up
* Fines
* Attendance
* Transportation Rates
* Tuition

A. Private payments

B. Subsidy payments

* Enrollment documents, Enrollment fees, Enrollment deposit
* New & Redetermination application
* Calendar year/Outstanding balance
* Health Information, Health Check
* Illness policy
* Clothing and personal items
* Minor accidents, Major accidents
* Universal Precaution Procedures
* First Aid/CPR
* Safety
* Fire & Tornado drills
* Emergency closings
* Field trips & rules
* Gym/Spanish Classes
* Nap time
* Meals
* Fundraising
* Child abuse & neglect
* Discipline
* Confidentiality
* Withdrawal Notification
* Communication, Meetings
* Vacation, Holidays

Conclusion

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Parent/Guardian signature SS# Date

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Parent/Guardian signature SS# Date