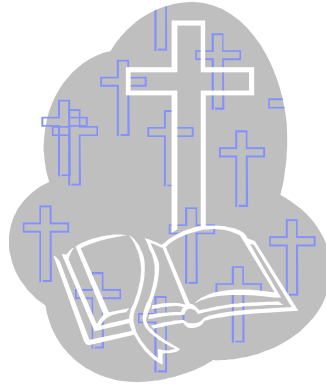


Student/Parent Handbook

Welcome to our school!



Senior Pastor

Dr. Cary M Paulk

School Director

Nashieka Joyner

School Assistant Directors

Tonya Tipton

Regina Pridgen

Church & School Administrator

Donna Paulk

Bayview Christian School Child Development Center

Bayview Christian School Child Development Center
Revised May 26, 2011

707 E. Bayview Blvd., Norfolk, VA 23503
Phone: (757) 480-9154 Fax: (757) 587-0026
Website: www.bayviewchristianschool.org

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Welcome



Bayview Christian School welcomes you and your family to our family. We look forward to sharing and experiencing a lot of fun-filled learning activities for the mind, body and spirit.

We are a growing educationally ministry under the direction of our Lord and Savior, Jesus Christ.

Bayview Christian School does not discriminate with regard to race, gender, religion, ethnic background or income.



God's Gift

Our Children are a gift from God

On loan from Heaven above

To train and nourish in the Lord,

And show to them His love.

What We Value

- God the Father, God the Son and God the Holy Spirit
- The Family Unit
- Our Community
- Growing Relationships with the Children and their Parents
- Faith, Honesty and Trust
- Academic Biblical Teaching

What We Do

- Provide opportunities that develop healthy self-esteem
- Facilitate growth in language development through a curriculum that is age appropriate.
- Provide opportunities that develop social interaction through play and age appropriate activities.
- Recognize and support each child's talents and interests through daily encouragement in learning.
- Provide a loving and caring environment.
- Introduce God's Word through daily devotional teachings at the children's level of understanding.
- Provide an environment where parents feel welcome at anytime
- Provide instruction that promotes multiethnic harmony and understanding
- Make sure our kids have fun

Code of Conduct and Behavior

The mission of our school is to provide a safe and loving environment for children to learn Christian principles. This will be successful with parents and staff working together under the same basic guidelines.

The following are character traits that are expected of our staff at all times:

- Christian Attitude
- Courtesy
- Empathy
- Honesty
- Respect
- Maturity

Staff violation of this behavior policy will be disciplined. Parents and visitors are expected to conduct themselves in the appropriate manner when communicating with school and ministry staff members. Our school will not tolerate negative behavior displayed while interacting with parents, staff or children.

This includes but is not limited to:

- Disrespecting the House of God
- Verbal or Physical Abuse
- Endangerment of another
- Inappropriate Contact
- Continual Disruptive Behavior
- Any other situation deemed harmful by a director

Children will be placed on probation due to any of the mentioned behaviors. This also applies to behaviors displayed by parents/guardians/family members, etc.

Continual problems will result in suspension and possible permanent termination.

**The school director will evaluate each situation thoroughly and carefully and implement whatever consequence she feels necessary related to the situation. The director's decision is final.

Student Suspension or Termination

Reasons for student suspension or termination include:

- **Hitting**—if a child hits a teacher, the child will be sent home for that day. Any additional negative behavior will result in a week of suspension. Following the week of suspension, the child will be placed on an action plan. Failure to follow the action plan will result in disenrollment and termination.
- **Biting** – If a child bites 3 times in a day, the child will be sent home. If the child returns to school and bites again (even once), the child will be suspended for 2 days. If the child continues to bite following the 2 day suspension, the child will be suspended for a week. Following the week of suspension the child will be placed on an action plan. Failure to follow the action plan will result in disenrollment and termination.
- **Aggressive behavior** – (hitting, talking back, not following rules, etc.) will result in a 1 day suspension. After returning to school, if the child still continues to disobey the rules of the classroom, the child will be suspended for one week. Following the week of suspension, the child will be placed on an action plan. Failure to follow the action plan will result in disenrollment and termination.
- Any other situation deemed harmful by a director

**The school director will evaluate each situation thoroughly and carefully and implement whatever consequence she feels necessary related to the situation. All suspensions and terminations are at the school director's discretion. The director's decision is final.

Policies and Procedures Summary

- Children will not be admitted without completion of enrollment requirements.
- Tuition Payments are due every Monday morning, in advance.
- Children must be signed in and out every day.
- Children must be escorted by an adult parent or guardian to their designated area each morning.
- Children will not be released to unauthorized persons. All authorized persons will be required to show a valid ID.
- Children must be in class by 9:00 am each day.
- One late day per week (9:30 am), will be allowed only with prior director permission.
- Doctor appointments, etc. must be communicated with a director prior to appointment date.

- Withdrawal from school requires a two week written notice. Verbal notice will not be accepted. **Payment for the two weeks is required.**
- The school has the authority to terminate services for any cause at any time for failure to follow any policy or procedure.
- A signed statement by parent/guardian that they have read and agreed to the policies and procedures contained in the Student/Parent Handbook

Admission and Enrollment

Admission

Bayview accepts children from six weeks through twelve years of age. Prior to admission, an appointment must be made for an interview with the director.

Parents must complete the orientation process prior to admission. This includes an interview with the director, a tour of the facility, and the opportunity to ask any questions regarding our program. Parents will also be walked through this handbook and allowed the opportunity to ask any additional questions.

Admission will be delayed due to incompleteness of these requirements.

Each new family has a thirty day probation period. During this time the family and the school can evaluate and determine if this environment can provide for the needs of the family.

Enrollment

Upon enrollment all necessary paperwork must be in the new child's file. This includes the **social security card, birth certificate and immunization record** as well as a school **entrance exam** form. The Director will notify parent of any other required paperwork as required by law and/or licensing.

Withdrawal

Two weeks written notice is required for withdrawal. Verbal notification will not be accepted. Failure to comply will result in your account being charged the regular weekly rates until the proper process has been completed. Your account will be charged the two weeks regular rates should you withdraw without the two weeks written notice. You will be held responsible to pay your account in full.

****Any overdue balances resulting in failure to follow any of the above mentioned policies will result in your account being forwarded to the schools collection agency.**

Registration and Tuition Fees

Registration

Each year a registration fee will be charged to your account in the amount of \$80.00 & \$150.00 for a family. Your start date will be your anniversary date for registration to be due.

Tuition

Weekly fees are charged by enrollment, not attendance. No tuition or transportation credit will be given for scheduled closings, holidays or teacher training days.

Tuition is due every Monday morning. These payments are to be made in advance. The only exception to this is if your child is out sick, then tuition payment is due upon the first day back to school.

Accounts not paid in full on Monday will be suspended effective Tuesday and charged the applicable late fee of \$5.00 per day until payment is made in full. Accounts with frequent late payments will be considered for possible permanent termination.

As a nonprofit school, we rely on timely tuition payments to meet payroll and other financial obligations. We appreciate your cooperation in this.

Social Service Clients: Please be aware that sometimes Social Services will deny payment for various reasons. If this occurs, you will be held responsible for the balance due. There is an over market rate that is charged to your account each week, this is the difference of what Social Services does not pay. If you have a monthly Co-pay that payment is due the 1st of every month. [However, as a courtesy to our Social Service clients we divide this monthly co-pay into weekly co-pays due every Monday morning (no late payments will be allowed due to this courtesy).]

Registration and book fees are the responsibility of the parent. Social Service does not cover these fees.

Book Fee

Two year olds through K-5 use the A Beka curriculum for the school year. You will be charged the current book fee each August for the school year. The annual book fee is based upon age and updated each fall. These books are a requirement for our school and the fee is mandatory.

Late Payment Fees

We charge a \$5.00 per day late fee for accounts not paid in full on Monday. This late fee is applicable to any overdue balance on the account. Any account not paid in full by Friday

will be suspended of care for the following week as well. Two weeks with no payment will result in account being terminated and your child's spot opened to another client.

Hours of Operation

We are open from 6:00 am – 6:00 pm Monday through Friday.

The Department of Social Services will not allow schools to care for children more than 10 hours each day. Please be mindful of the time your child spends at our school, as we are held responsible to report any parent or guardian to Child Protective Services if children are here over 10 hours.

Tardiness

Our school day begins promptly at 9:00 am. Children must be in class by this time and have already had breakfast (see meals). Late arrivals must be preapproved by a director, keeping in mind you are only allowed one late day per week (to arrive by 9:30 am). Any appointments need to be communicated to a director prior to appointment date, and children must arrive by 11:00 am to attend for the day after an appointment. These policies are to ensure proper child/staff ratios as well as maintain an effective class time schedule.

Signing In and Out, Release of Children

Parents are responsible for signing children in and out every day. This is a state licensing regulation for transfer of care. No child is ever allowed to walk in after being dropped off at the door. They must be escorted in the building by an adult guardian and taken to their designated area. Failure to sign your child in or out will result in a phone call to come back and do so, or the proper authorities will be called.

Children will only be released to authorized persons with a valid ID. No exceptions will be made.

Late Pick Up Fees

Late pick up fees are charged per child. Fees are \$10.00 for the first 5 minutes and \$1.00 for each additional minute thereafter. Late fees are to be paid at the time of pick up, in cash only, to the supervisor on duty. If late fees are not paid at this time, children will **not** be admitted back to the school until they are paid in full. If the following day fees are still unpaid, your account will be charged an additional fee of \$10.00 per child.

Closings, Vacation and Other Announcements

School Closings

We are closed on the following days:

- Christmas (exact dates to be announced in October)
- New Years Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Independence Day
- Memorial Day
- Labor Day
- Columbus Day
- Veterans Day
- Wednesday before Thanksgiving at 12:00
- Thanksgiving Day and the day after
- Two Staff Training Days, to be announced

Inclement Weather

Our school follows the procedures of Norfolk Public Schools for inclement weather unless otherwise stated. There is no tuition or transportation credit for inclement weather conditions. Check the local station listings for closures and/or delays.

Vacation Time

Full Time Accounts are awarded a one week free vacation period (every 12 months). Children must have been enrolled and attending full time for a four month period to qualify for this free week. Vacation periods must also be put in writing, on a vacation form provided by Bayview.

Social Service Clients: Please understand that the free week only applies to full paying parents. Social Service mandates your co-pay per month. In addition you agreed to pay any amount above the maximum reimbursable-rate and any other fees charged by Bayview (considered an over market charge each week). You may be gone for vacation but your co-pay will still be due plus a \$50 per family charge for the week.

Emergency Contact Numbers

Please be sure to update your emergency contact numbers on a regular basis. If we do not have working numbers for us to contact you, we will be required to notify the local authorities in any event that you need to be reached.

Three (3) different emergency contacts with phone numbers (not counting the parent) including the city and zip code must be provided on your enrollment forms.

Insurance

Bayview Christian School carries a general liability policy and an accident policy. Should an accident occur the parent's insurance policy would be primary, and the school's insurance policy will be secondary.

Parking Lot

Please remember safety in the parking lots. Be mindful of your speed. Also, please do not park directly in front of the school doors. Use a marked space. Parking in front of the doors is a fire safety violation.

Classroom Curriculum and Meals

Curriculum

We use the A Beka Curriculum and the Wee Learn Curriculum, as well as extra materials from Creative Curriculum and Biblical resources.

- A Beka is designed for ages 2 and up. A book fee will be charged each August for the school year.
- Wee Learn is primarily used for children under 2.

We also offer Chapel, Music, Spanish and Dance. Dance is a minimal fee; all others are included in your tuition.

Progress Reports are completed twice a year to help monitor your child's progress.

Private K-5

Our K-5 program uses the A Beka curriculum with a classroom ratio of no more than 10 children per teacher. K-5 curriculum includes: Bible, phonetics, reading, numbers, writing, fine arts, social studies and science. The A Beka curriculum is designed to provide a Christian education that compliments itself throughout the K-5 program. Chapel, Music and Spanish are also included in our curriculum. Dance is optional for an additional fee paid directly to the dance instructor. The same dress code applies to K-5 as for our other enrollment.

K-5 classroom hours are from 9:00 am to 3 pm. If you need care prior to or after the kindergarten hours, you may enroll your child for the before and after care program for an additional fee. (See fees schedule for rates.)

Parents must send your child with a lunch daily. All lunches need to be precooked/prepared and kept in a lunch bag/box with ice packs if needed. We are not able to warm up any food items or store food/drink items overnight. Any food or drink left at the end of the day must be thrown away to follow licensing standards.

Kindergarten students may not miss more than 20 days from school. Any child in excessive of 20 days will not be advanced. Absences must be documented and will be reviewed by administration for any exception to this ruling.

Our K-5 program will also be closed on the following days:

- Christmas (exact dates to be announced in October)
- New Years Day
- Martin Luther King Day
- Presidents Day
- Good Friday

- Independence Day
- Memorial Day
- Labor Day
- Columbus Day
- Veterans Day
- Wednesday before Thanksgiving at 12:00
- Thanksgiving Day and the day after
- Two Staff Training Days, to be announced

Meals

8:00 – 8:30 am is breakfast in the classrooms.

- Children arriving after 8:30 am should have already eaten or will need to sit in the fellowship hall with a parent until finished.
- School age children will need to have eaten before coming. They go to class at 7:00 am.

11:00—11:30 am lunch

3:00—3:30 pm snacks

All students need to bring breakfast, lunch and snack daily. All meals for the day need to be precooked/prepared and kept in a lunch bag/box with ice packs if needed. We are not able to warm up any food items or store food/drink items overnight. Any food or drink left at the end of the day must be thrown away to follow licensing standards.

We are not allowed to serve any of the following:

- Hot Dogs
- Peanut Butter
- Popcorn
- Skinned Fruit (such as grapes and apples), unless you have removed the skin
- Carrots
- Meat with bones
- Any other food deemed a choking hazard or containing peanut butter

If any of these items are in your child's lunchbox, you will be called to bring a replacement or to feed them these products yourself. We cannot replace food or share food at all.

** Lastly, please no plastic bags as lunch bags or personal belongings bags. These are considered hazardous by licensing standards and will be removed.

Supplies

Supplies are due on the 5th of each month. Your child's teacher will give you a supply list and inform you of what you need to replenish each month.

Dress Code

Beginning in the Two Year Old Classroom through K-5, your child will be required to wear a uniform Monday through Thursday.

The ***uniform dress code*** is:

Navy Blue Pants, Girls may wear pants, skirts, or jumpers that are Navy Blue.

White Polo Shirts (turtlenecks in the winter are fine)

Blue jeans, sweatpants, running pants, and white T-shirts are not uniform.

New children to the school, or Two Year olds entering a new classroom, are allowed a one week grace period to comply with the uniform dress code.

Fridays: dress down days (see guidelines below).

Summer Camp: dress down days.

Dress Down Guidelines:

- No open toe, side, or back shoes. Shoes must be fully enclosed due to safety standards.
- No pants hanging below the waist
- No miniskirts or shorts
- Girls must wear leggings or shorts under all skirts and dresses
- No long shoe strings (safety hazard)
- No loose jewelry (such as necklaces, rings, bracelets or long earrings). We will not be held responsible for missing jewelry and loose jewelry is considered a hazard in a preschool setting.

** Failure to comply with dress code rules will result in a phone call to bring in a proper uniform (or clothing for dress down days) or pick the child up.

Coats/Gloves/Hats

It is a state regulation that the children go outside each day, even if only for a walk in the cooler weather. Please be sure your child has appropriate outer wear every day through the fall and winter so we can adhere to the standards. Failure to have the proper clothing items will result in a phone call to bring them in.

Health & Safety Practices and Medication

Health & Safety

The Health and Safety of your child is very important to Bayview Christian School. In order to protect your child, there are stringent rules in place. These rules are in compliance with the Commonwealth of Virginia Licensing Regulations. We follow all State Licensing and Department of Social Service policies and regulations concerning health and safety.

If your child becomes ill at the center, you will be called and you must make arrangements immediately for him or her to be picked up. If your child is injured, an immediate attempt will be made to contact you or your emergency/authorized persons.

Please note...if the situation is determined to be at risk, we will call emergency medical help at once. A parent's insurance coverage is considered primary; while the school's insurance is secondary in an accident situation. The school will maintain the parent's signed consent form agreeing to this provision. It is very important that at all times the center has the following correct information:

- Home phone number and address
- Work phone number; cell/pager numbers
- Emergency/Authorized Contact Persons and phone numbers
- All other pertinent information

If your child has been sick (whether the illness began while at home or while in our care) the child must be free of fever, diarrhea and or vomiting for at least 24 hours before he/she may return to Bayview.

As a parent/guardian we expect you to inform Bayview within 24 hours (or the next business day), after the child or any member of the home has developed a reportable communicable disease (as defined by the State Board of Health), except for life threatening diseases, which must be reported immediately.

Below are a few examples of how health cases are handled:

Head Lice: Any children with head lice or eggs (nits) are immediately excluded from the school. Documented verification that treatment has been completed and was successful will be required before children can return.

A third documented head lice condition will necessitate a home visit from a health department official.

Ring Worm: Must be treated and have a Doctor's note before they can return

Fevers: Any temperature of 101° and up will result in a parent/guardian being called to pick up the child. Children must be out of the school for a full 24 hours of monitoring before being allowed to return.

Runny Nose: Children with continual runny noses of any color, and or heavy mucus must be seen by a doctor and have a note releasing them to return to school.

Diarrhea/Vomiting: Parent or Guardian will be called at the director's discretion in cases of vomiting and diarrhea. Children sent home due to either of these conditions may not return to the school for a minimum of 24 hours.

It is the goal of our school to provide a healthy environment for our children. This cannot be done without your help and cooperation in keeping your children home when they are ill.

Medication

Medication forms must also be on file to give your child any over the counter or prescription medicines. State Licensing requires the Authorized Medication Form to be on file (new for each medication), and a staff member with a Certificate of Medication Training (MAT) only to administer this medication, for schools that opt to give medicines.

All medication must be in the box in which it was purchased, or have a prescription for us to administer any medication to the child. Please make sure that you fill out a Medication form for your child's medication, without this form we will not be able to administer any medication to your child. All medication will only be given at 12:00 noon.

A sample form has been included with this handbook. Forms for your use are located in the school office. Please ask one of the directors for the Medication Authorization form or Topical Ointment Authorization form when needed.

Medication Authorization

MEDICATION *(To be completed by parent)*

CHILD'S NAME	AGE	CLASSROOM
--------------	-----	-----------

I authorize Bayview Christian School & Child Development Center staff to dispense the following prescription medication, over the counter medication or supplement to the above named child as directly by the physician. In addition, I will provide a list of potential side effects, obtained at the pharmacy, for prescription medication.

MEDICATION/SUPPLEMENT	DOSAGE (must match label's dosage)	SCHEDULED TIME*	ROUTE OF ADMINISTRATION	AUTHORIZED DATES		PARENT INITIALS
				START	STOP	

Physician Ordered Parent/Legal Guardian Ordered

Medication Policy Statement:

- All prescription medications, dietary supplements and over-the-counter medication that requires dosing different than what is listed on the packing for the child's age, must have physician and parental approval before they can be dispensed by Bayview Christian School.
- Physician authorization is designated by the prescription. In the case of an over-the-counter medication written instructions are required from the treating physician if dosing is different from labeled directions.
- Parents must provide the measuring and dispensing devices.
- All medications must be taken home on Friday or the child's last day of attendance for the week. The three exceptions are:
 - Emergency medication
 - Medication needed at the center by School age children who do not arrive with their parents on the first day of the week (i.e., parents drop off at school, Bayview Christian School transports from school to the center).
 - Topical ointments can remain at the center until they are no longer needed or until the authorization form has expired.

This Medication Authorization form must be completed on or before the first day the child is to receive the medication, and the form must be updated based on the type of medication or as required by State Law.

Authorization Guidelines:

- **Temporary Medication:** Valid until all medication is administered.
Both prescription and non-prescription medication that will be administered due to a temporary health condition. This includes but is not limited to antihistamines/decongestants, acetaminophen (aspirin substitutes), cough suppressants and antibiotics.
- **Continuous Medication:** Updated as medication dose is changed or every 90 days.
- **Intermittent Emergency Medication:** Updated as medication dose is changed or every 90 days.

Medication for emergency use will also require a Medical Emergency Response Plan to be completed and on file.

ANY KNOWN ADVERSE REACTIONS:	PARENT INITIALS	DATE

SIGNATURE

(Required)

_____ *PARENT SIGNATURE*

_____ *DATE*

_____ *CHILD'S NAME*

Side 1

Topical Ointment Authorization

Authorize form for the application of non-prescription topical ointments and/or creams, including but not limited to sunscreen, bug repellent, diaper ointment, or teething gel. *All containers are to be marked with the child's name in permanent marker. Authorization Form must be completed for each non-prescription topical ointment and/or cream.*

CHILD'S NAME	AGE	CLASSROOM
--------------	-----	-----------

I authorize Bayview Christian School & Child Development Center staff to apply the following non-prescription topical ointments and/or creams to the above-mentioned child, as needed for the following reasons only. I understand that these products will only be applied according to labeled directions. Any deviations from labeled directions will require a treating physician's written authorization. For children under two (2) years, please insure their age is represented on the label or a treating physician's written authorization will be required.

TOPICAL OINTMENT/CREAM	WHERE ON THE BODY TO BE APPLIED	WHEN TO BE APPLIED	START DATE	EXPIRATION DATE	PARENT INITIALS

This authorization is valid for 90 days. Upon expiration, place in child's file.

ANY KNOWN ADVERSE REACTIONS:	PARENT INITIALS	DATE

PARENT SIGNATURE

DATE

School Pictures and Video Authorization

Please be aware of the following program exposures that the public may see of your child engaging in during our program's daily scheduled activities. This will be done through the following:

- Classroom activity pictures
- Video classroom activities
- Internet/website pictures
- Governing Agency Board Program presentation

Please know that above mentioned photography are not for sale, but used solely to display our program activities.

Special Needs Policy

Bayview Christian School & Child Development Center will evaluate each applicant with consideration in regards to our environment, staff training, skills, experiences and special care service(s) needed.

Field Trips and Center Special Events Authorization Statement

Permission forms will be sent home one week before the field trip or special event is scheduled. The center participates in the following:

- Walking field trips
- Transportation (van) trips to the location
- Special events at the Center

Summer Camp

Our summer camp is planned with fun and educational activities for our children. A variety of activities from age 2 through School Age (age 12) are planned based on the age of the child; they include in-house and field trips. A one-time activity fee for the summer is required. (See fees schedule for rates.) The activity fee is due by June 1.

Our summer camp observes the dress down days.

Dress Down Guidelines:

- No open toe, side, or back shoes. Shoes must be fully enclosed due to safety standards.
- No pants hanging below the waist
- No miniskirts or shorts
- Girls must wear leggings or shorts under all skirts and dresses
- No long shoe strings (safety hazard)
- No loose jewelry (such as necklaces, rings, bracelets or long earrings). We will not be held responsible for missing jewelry and loose jewelry is considered a hazard in a preschool setting.

** Failure to comply with dress code rules will result in a phone call to bring in a proper clothing or pick up your child.

Bayview Christian School

707 E Bayview Blvd.
Norfolk, VA 23503
(757) 480-9154
www.bayviewchristianschool.org

(Sample form to stay in handbook)

(This page stays with the Handbook.)

Field Trip Permission Form

Today's Date _____

Child's Name: _____ Class: _____ Teacher: _____

Summer Camp Activity Fee is due no later than: June 1, or date of enrollment if after June 1
(This ensures van space. There will be no exceptions as we must predetermine sufficient transportation)

In case of emergency:

Parent Name and Contact Number: _____
Number

If parent cannot be reached, please contact _____ at _____.
Name Number

By signing this permission form you are giving Bayview Christian School permission to take your child on the any and all scheduled field trip during our summer camp program.

Parent/Guardian Signature

Date

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Field Trip Permission Form

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Parent/Guardian Signature

Date

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(This page stays with the Handbook.)

Student/Parent Handbook

Date Handbook Issued to Parent/Guardian: _____

Child's Name: _____

I acknowledge that I have received the Student/Parent Handbook.

By signing this form I acknowledge that I have received and read the Student/Parent Handbook.

A two week written withdrawal notice is required. If not provided, I will pay an additional two weeks of daycare/tuition fees. I am responsible to pay any unpaid balance prior to withdrawing my child from Bayview.

Parent/Guardian Signature

Date

This blank page may be used for taking notes or questions.



Things your child needs before starting school:

Updated Physical
Updated Shot Records
Social Security Card
Birth Certificate
School Uniform white shirt, navy blue bottoms
(Age 2 to school age)
Items on your classroom supply list
Kleenex (2) boxes
Diaper changing wipes
Hand Sanitizer
Clorox Wipes
Full Change of clothes (seasonal)

All students need to bring breakfast, lunch, and snack daily

Breakfast is served from 8:00 am to 8:30 am
Lunch is served from 11:00 am to 11:30 am
Snack is served from 3:00 pm to 3:30 pm

All students must be in class by 9:00 am

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Student/Parent Handbook

Date Handbook Issued to Parent/Guardian: _____

Child's Name: _____

I acknowledge that I have received the Student/Parent Handbook.

By signing this form I acknowledge that I have received and read the Student/Parent Handbook.

A two week written withdrawal notice is required. If not provided, I will pay an additional two weeks of daycare/tuition fees. I am responsible to pay any unpaid balance prior to withdrawing my child from Bayview.

Parent/Guardian Signature

Date

This form must be signed and returned to the school director with your enrollment forms prior to your child's start date.