AOK AFTER SCHOOL CAMP 2023-24

Now enrolling! Camp starts Monday, August 21, 2023

	ENROLLMENT INFORMATION				
>	\triangleright Camp will be open until 5:30 pm daily after school, on days that school is scheduled to be out and m snow days (except with ice and/or sleet) except for these holidays:				
	 Labor Day Memorial Day August 24-25 (Lamar Fair) Thanksgiving Day and Friday after Christmas Day New Year's Day April 29-May 3, 2024 (Staff Professional Development). 				
>	Lamar Schools will transport participants from school to the Wolf Center (801 E.12 th St).				
>	Enrollment fee: \$250.				
>	Tuition is due prior to the week of attendance:				
	 \$55 per week or \$2,145 for the entire school year. If paid in full BEFORE September 1st: \$2,000 (7% discount) 				
>	Parents will be charged a late pick-up fee of \$15 for every 15 minutes late beginning at 5:31pm. No exceptions. A child may be dismissed from the program after two late pick-ups.				
	Completed enrollment must be submitted to AOK 1 day before youth attend.				
>	No video games, electronic devices or outside items are allowed out of backpacks.				
	Please complete the CREDIT/DEBIT CARD ON FILE AGREEMENT.				
>	Updated Parent/Guardian manuals are available.				
	Questions? Please contact Jerod Morey at 682-6002.				
	My child/childrenwill enroll.				
	My child will be there (please circle): Full-time or Part-time				
	Days of the week my child will attend (Please circle): M T W TH F				
	I HAVE ENCLOSED:				
	Enrollment Packet for each participant				
	Updated shot record (parents must provide and return to AOK)				
	Transportation release				
	Credit/Debit Card On File Agreement				
	Enrollment Fee of \$250				
	Week 1 Tuition of \$55				

Parent/Guardian Signature ______ Date_____

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AOK BOARD OF DIRECTORS

Kathy Jenkins, President, Dr. Brett Boice, Dan Howard

Mission Statement

To empower young people to make positive healthy life choices.

Please return bottom signature portion to AOK

AOK' s goals are to: support and strengthen the family unit; assist children to develop to their fullest potential; deliver a positive program in a safe, supportive, educational environment; assist children to accept and demonstrate the values of caring, honesty, responsibility and respect.

AOK encourages active parental involvement in each child's activities and education, which has been shown to increase a child's success at school, encourage communication and promote self-esteem.

Parents/Guardians/Participants must adhere to all AOK policies, written and/or posted at AOK programs, on site and/or off-site activities or programs.

In accordance with Federal law and the US Department of Agriculture policy, all programs at AOK are prohibited from discriminating based on race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write Director of Civil Rights, Room 326-W Whitten Building, 1400 Independence Avenue S.W., Washington D.C. 20250-9410.

In accordance with state law, parents/guardians of participants are welcome to visit AOK facilities whether announced or unannounced, except in the case of court orders/decree that states otherwise (Court orders must be on file with AOK).

Rules, policies or procedures may be added, changed or deleted at any time. New policies will be posted and enforced immediately.

AFTER SCHOOL PROGRAM DETAILS

AOK is a State of Missouri Licensed Child Care Program (DVN: 02166203). After School is open to children in Kindergarten through 5th grade.

Lamar Schools will transport participants from school to the Wolf Building (801 East 12th St) or parents/guardians can arrange other transportation.

A FREE nutritious dinner meal is provided Monday-Friday.

Breakfast, lunch and snack will be provided when school is out all day.

AOK recognizes that the cost of childcare is a major expense for families. Families are encouraged to apply for State Assistance if applicable. AOK can *only assist* with the process with all determinations made by the Department of Health and Human Services: Children's Division.

After School Tuition (payment is required regardless of attendance):

- \$55 per week (after school until 5:30pm)
- AOK will open at 7:30am on days school is not in session

Parents **must** sign their child in and out via KinderSmart App. Staff CANNOT sign youth in and out.

Children **must be** picked up by 5:30pm each day. A late pick-up fee of \$15 for every 15 minutes late will be charged beginning at 5:31pm. If your child is picked up late on two separate occasions, he/she may be dismissed from the program.

Prompt payment is appreciated and expected during the week of service.

Checks are payable to AOK and include your child's full name. A fee of \$25/week may be charged for late payments. A child may be dismissed from program after two weeks of non-payment.

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PARENT/GUARDIAN CONFERENCES

AOK encourages parents/guardians to schedule conferences with AOK staff as needed throughout the school year. Contact the Director to schedule a time that is mutually suitable.

BEHAVIOR MANAGEMENT AND DISCHARGE POLICY

A write-up will be used any time a situation occurs with a child in which behavior has disrupted the program, harmed (physically or mentally) or potentially harmed (physically or mentally) any child involved, or has caused concern from staff that the behavior could serve to diminish the program.

The first write-up will serve as a warning to the child and will be discussed with the parent/guardian.

A second write-up may result in a 1-5 day suspension from the program and a behavior modification plan will be put into place.

A third write-up may result in discharge from the program until the following school year.

IF A SEVERE BEHAVIOR INCIDENT OCCURS (as determined by Director and AOK staff), YOUR CHILD MAY BE SUSPENDED OR DISCHARGED IMMEDIATELY.

SPECIAL CARE PLANS

If your child has special needs as defined by the Missouri Department of Health and Senior Services, you will be required to complete a Specialized Care Plan.

AOK tries to accommodate children's needs as much as possible; unfortunately, there are times our programs cannot meet the needs of all children. In such cases we will be glad to offer suggestions for appropriate care through other providers.

DRESS CODE

Shorts/skirts must reach bottom of fingertips when hands are held straight down at one's side.

Tops must cover belly button, come to top of pants and be at least 1" across at each top of shoulder (no strapless, no ties).

Clothing that displays profanity or pictures or slogans regarding tobacco, alcohol or drugs is not allowed. Determination of appropriate dress is at the discretion of Director.

Dress for field trips will depend on the nature of the trip and activity. For some occasions jeans and other clothing may be more appropriate for the activity planned. For these occasions, dress will be specified by the staff or sponsor. <u>Closed toe shoes will always be required</u>.

Participants who violate the dress code will not be allowed to participate in activities until the offensive clothing has been changed.

Repeated violations may result in loss privileges or dismissal from the program.

INJURIES

Minor injuries will be treated by AOK staff and a report will be filed. In an emergency, AOK staff will attempt to contact the parent/guardian, and possibly 911, and if requested, medical personnel will transport the injured child to the closest emergency room or hospital.

LOST AND FOUND

AOK encourages parents/guardians to see that all items, including clothing and outerwear, are identified with the participant's first and last name.

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MEDICAL

All participants are required by law to submit an immunization record before youth attend and keep it current. Parents/guardians are responsible for providing records to AOK.

A medical history report is to be on file for any student with specific health conditions.

Parents are encouraged to arrange for yearly medical, dental and eye checkups at their own expense by their private physician.

Participants should be kept at home:

- If the child has a contagious disease (Notify AOK of exposure to any contagious disease).
- If the child has a temperature of 100.4 degrees or more. The temperature should be normal (without medication(s) to lower the fever) for at least 24 hours before allowing the youth to return.
- If a general condition exists (i.e., rash, head lice, nose/eye discharge, persistent cough, poison ivy, sore throat) participants may also be asked to leave the facility until the symptoms subside.

Youth who become ill during the school day, or leave school, will not be allowed at AOK and/or will be placed in isolation and parent/guardian or emergency contact will be notified to pick up the child immediately if sent directly from the school.

COVID-19 SPECIFIC PROCEDURES

AOK has implemented coronavirus screening protocols to evaluate children and employees for symptoms and potential past exposures to COVID-19.

Youth check in:

- AOK staff will greet youth at a sign-in station outside as they arrive and will be encouraged to observe 6-foot social distancing if they must wait.
- Hand sanitizer will be provided so that children can clean their hands before they enter.

Youth check out:

- Once a youth leaves the activity or building, they will not be allowed to return. Other Policy/Procedure Changes
- Only staff and participants will be allowed in the buildings.
- On days when school is out all day, youth will not be allowed to bring anything -- except
 medication -- from home (hair accessories, jewelry, electronics, extra clothes, etc.) These things
 can be brought, cleaned and left in the AOK building and used when the child returns.
- All equipment and surfaces will be disinfected daily by AOK staff.
- Any youth or staff who have signs/symptoms will be separated from others and sent home ASAP.
- If a youth or staff member are *diagnosed* with COVID-19, all AOK buildings will follow current COVID-19 guidelines and policy.
- Wearing of a CDC recommended mask is optional but not required.
- Social distancing will be observed when possible and feasible.
- This policy may change at any time to address updated or changing recommendations.

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MEDICATION

A child may not receive medication of any type from AOK staff unless required by a doctor to be given on a scheduled basis. Parent/guardians must fill out a medical authorization form including name, medication, amount and frequency of dosage. Medication must be provided in original container with pharmacy/doctor instructions and unused medication taken home at end of prescription period.

*AOK staff will strive to give medication as requested but cannot be held responsible for doing so.

RELEASE OF INFORMATION/RECORDS

Parents with joint custody have the right to request information about their child by written request.

AOK, Lamar Schools, health care and other professionals communicate and share program info.

RELEASE OF PARTICIPANTS

All children **must** be signed in out each day by a parent/guardian/designated individual via KinderSmart App.

Only persons designated by parent/guardian on the enrollment form will be allowed to pick-up a child at any scheduled activity.

Participants **must** sign out with a group leader. Staff may ask for identification if they do not know a person or child acts suspiciously.

***If there is a legal document/custody order in place for your child, AOK must have a copy on file in order to deny a parent access to their child.

STAFF

AOK staff are directly accountable to the Director or AOK Board depending on position and situation.

All staff and volunteers are trained according to AOK policy and have ongoing training and/or staff meetings. After School staff are trained to lead activities and ensure the safety of the participants.

AOK Director is directly accountable to the AOK Board and is responsible for the overall administration of About Our Kids, Inc. programs.

SAFETY DRILLS & DISASTER PREPAREDNESS

Monthly fire drills and tornado drills are practiced. A disaster plan is on file, posted and is available for review and can also be found online at www.aokyouth.org.

SCHOOL CLOSINGS

If Lamar Schools close early or are dismissed because of bad weather or emergency, AOK will be open *if possible*. AOK will be *closed* in the event of *ice and/or sleet*.

DRUG/ ALCOHOL/ TOBACCO/ VAPE FREE

All AOK facilities are drug, alcohol, marijuana, tobacco and vape free and the use of any drug, alcohol, tobacco or vape product(s) in the AOK buildings or on AOK grounds by any person, including participants, parents or visitors is prohibited.

TRANSPORTATION

Enrolled participants may be transported by AOK bus or van (or approved staff vehicle) to and from Lamar Schools and AOK activities/events only.

DONATIONS

AOK is a non-profit organization and welcomes donations of money, supplies or volunteering of time.

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About Our Kida Ina

About Our Kids, Inc. After School Program 2023-2024						
I have read and understand the rules and guidelines for AOK 2023-2024 After School Program.						
Parent/Guardian Signature Child's Name Date						



MISSOURI DEPARTMENT OF ELEMENTARY MAND SECONDARY EDUCATION BOFFICE OF CHILDHOOD – CHILD CARE COMPLIANCE

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES BUREAU OF COMMUNITY FOOD & NUTRITION ASSISTANCE

CHILD CARE ENROLLMENT FORM

FACILITY/PROVIDER NAME	ADMISSION DATE	DISCHARGE DATE			
CHILD'S NAME	GENDER	BIRTHDATE			
CHILD'S ADDRESS (STREET, CITY, STATE, ZIP CODE)					
IDENTIFYING INFORMATION					
PARENT/GUARDIAN NAME	TELEPHONE NUMBER				
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS CHILD'S ADDRESS \Box					
EMAIL ADDRESS					
EMPLOYER OR SCHOOL	WORK/SCHOOL SCHEDULE				
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER	3			
PARENT/GUARDIAN NAME	TELEPHONE NUMBER				
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS CHILD'S ADDRESS $\ \Box$					
EMAIL ADDRESS					
EMPLOYER OR SCHOOL	WORK/SCHOOL SCHEDULE				
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	Y, STATE, ZIP CODE) WORK TELEPHONE NUMBER				
If you or a member of your immediate family ever served in the U.S. Armed Forces, <u>click here for more information about military-related services in Missouri or visit www.dese.mo.gov/veterans-services</u> .					
EMERGENCY CONTACT AND PERSONS AUTHORIZED TO TAKE ((AT LEAST ONE EMERGENCY CONTACT IS REQUIRED)	CHILD FROM FACILI	TY OTHER THAN PARENT			
NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBER(S)			
ADDRESS (STREET, CITY, STATE, ZIP CODE)					
NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBER(S)			
ADDRESS (STREET, CITY, STATE, ZIP CODE)					

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

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COMMENTS ON CHILD'S DEVELOPMENT (PERSONAL DEVELOPMENT, BEHAVIOR, PATTERNS, HABITS, & INDIVIDUAL NEEDS)								
	RELATED CHILD							
	☐ Yes ☐ No	CHILD'S RELA	CHILD'S RELATION TO CHILD CARE PROVIDER					
	ETHNIC AND RACE INFO	DRMATIC	ON (YOU A	RE NOT RE	QUIRED TO AN	ISWER T	HIS SECTION)	
	Are you of Hispanic or Latino	origin? 🗌	Yes □ No					
	What is your race?	Δmeric:	□ an Indian or	☐ Asian	☐ Black or Africar	Nat	□ tive Hawaiian or	□ White
	(Select one or more)		an native	American		er Pacific Islander	Wille	
	CHILD'S PROJECTED ATTENDANCE SCHEDULE AND ANY VARIATIONS EXPECTED							
_			•		When does your child usually leave each day?		Describe any changes or variations in usual attendance, including shift changes.	
CACFP REQUIREMENT								
UIR	Monday		☐ a.m.	☐ p.m.	☐ a.m.	\square p.m.		
REQ	Tuesday		☐ a.m.	☐ p.m.	□ a.m.	☐ p.m.		
FP	Wednesday		☐ a.m.	☐ p.m.	☐ a.m.	☐ p.m.		
CAC	Thursday		☐ a.m.	☐ p.m.	☐ a.m.	☐ p.m.		
	Friday		☐ a.m.	☐ p.m.	☐ a.m.	☐ p.m.		
	Saturday		☐ a.m.	☐ p.m.	□ a.m.	☐ p.m.		
	Sunday		□ a.m.	\square p.m.	☐ a.m.	\square p.m.		
	MEALS YOUR CHILD IS I	JSUALLY	GIVEN AT	THIS FACI	LITY			
	☐ Breakfast ☐ Morning s	snack 🗆 l	Lunch 🗆 A	fternoon sna	ack 🗆 Supper	☐ Evenin	g snack 🗌 None	
	HOLIDAYS YOUR CHILD	IS IN CA	RE AT THIS	FACILITY				
	☐ New Year's Day☐ Martin Luther King, Jr.'s Bi	rthday	☐ Easte			☐ Labo	r Day nbus Day	
	☐ Lincoln's Birthday	ranuay	☐ Mem	orial Day		□ Veter	ans Day	
	☐ Washington's Birthday		☐ Junet	eenth endence Da			ksgiving Day Emas Day	

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AUTHORIZATION FOR EMERGENCY MEDICAL CARE						
	nents for medical care of s, or in a critical					
			(CHILDCARE FACILITY NAME)			
		t the following:				
PH	YSIC	IAN OR CLINIC				
NAN	ΛE			TELEPHONE NU	IMBER	
NAN		RRED HOSPITAL		TELEPHONE NU	IMBER	
AC	CKNO	WLEDGMENTS				
Α	I hav	re received a copy of this facility's	policies pertaining to the admission, care, and discharge	of children.	PARENT/GUARDIAN INITIALS	
В	I hav	PARENT/GUARDIAN INITIALS				
С		provider and I have agreed on a pelopment, behavior, and individua	olan for continuing communication regarding my child's al needs.		PARENT/GUARDIAN INITIALS	
D	Whe	en my child is ill, I understand and	agree that s/he may not be accepted for care or remain	in care.	PARENT/GUARDIAN INITIALS	
E		derstand that, before the first day ropriate immunizations or exemp	of attendance by my child, I will provide proof of completion from immunizations.	eted age-	PARENT/GUARDIAN INITIALS	
F		do \Box do not give permission fon they are planned.	r field trips/excursions. I understand that I will be notified	d in advance	PARENT/GUARDIAN INITIALS	
G	1 [do 🗆 do not give permission fo	r the facility to transport my child.		PARENT/GUARDIAN INITIALS	
н	H I have been informed and have received a copy of the facility's safe sleep policy when enrolling a child less than one (1) year of age.					
_	PARENT/GUARDIAN INITIALS					
PAR	ENT/GU	DATE				
	LN	FIRST ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE		DATE	
CACFP	EQUIREMENT	SECOND ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE		DATE	
-0	EQU	THIRD ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE		DATE	

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-05080002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

2. **fax:** (833) 256-1665 or (202) 690-7442; or

3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.



AOK AFTER SCHOOL CAMP 2023-24 CREDIT/DEBIT CARD ON-FILE AGREEMENT

AOK policy requires all AOK clients to keep a Credit or Debit Card on file for payment purposes. Your Credit/Debit Card information will be secure and can only be charged under the terms you specify below.

By providing us with your Credit/Debit Card information, you authorize AOK to automatically charge your card on a weekly or bi-weekly basis. **Please circle** how you prefer to be billed and date to begin. Cards will be charged every Monday unless otherwise noted.

WEEKLY beginning August 21st BI-WEEKLY beginning August 28th (Circle date to begin billing)

If the Credit/Debit Card information we have on file changes for any reason, you must notify AOK as soon as possible. If you have questions about a charge, please notify us within 10 days. After 30 days, all charges will be assumed to be correct.

We will maintain a clear record of all payments and charges. However, in the rare case that an overpayment occurs, your account will be credited on the upcoming invoice or if the balance is zero and you no longer bring your child to AOK, your Credit/Debit Card will be reimbursed. An email or text receipt will be sent to you as well as a paid invoice from AOK showing your payment.

In the event of a declined charge, you will be asked for a new Credit/Debit Card number and/or payment before your child can return to AOK.

I HAVE READ AND UNDERSTAND THE CREDIT/DEBIT CARD ON FILE AGREEMENT AND AUTHORIZE ABOUT OUR KIDS, INC, TO CHARGE MY CREDIT/DEBIT CARD AS STATED ABOVE.

☐ Visa ☐ MasterCard ☐ Disc	over 🗆 Other				
Card Number:					
Expiration Date: S					
Name on Card:					
Child's Name:					
Email address or phone number					
Billing Address on card (if diffe	rent from our records):				
Card holder name:					
Street:					
City: State: Zip:					
Signature:		Date:			

Lamar, MO 64759



2023-24 AOK After School Camp Parent/Guardian Communication

AOK plans to use social media and technology as a primary source of communication with parents/guardians during 2023-24 School Year.

Please provide the following information so that AOK can add you to our social media sites as well as **Remind, the primary source of AOK communication**, a text based application that will send direct reminders and communication when special events are to take place, special circumstances arise, etc.

Facebook Username:
Instagram Username:
Snapchat Username:
Email Address:
Mobile Number (You will receive text messages from Remind):
Your Real Name



AOK AFTER SCHOOL CAMP 2023-24 PERMISSION FOR CHILD TO LEAVE

(Child's name, please print)	
ACTIVITY: About Our Kids, Inc.	
LOCATION: To and/or from Lamar R-1 Schools, Lamar City Park, Library and/or any other AOK activity.	Mary K. Finley Public
METHOD OF TRANSPORTATION: Walk, bus, van or approved A	OK Staff vehicle
TRANSPORTED BY: Lamar R-1 Schools and/or AOK Staff	
TIME OF LEAVING: Any	
TIME OF RETURN: Any	
DATE OF ACTIVITY: Any (permission granted from 08/21/2023 to	05/17/2024
	
Signature of parent or guardian	Date

Lamar, MO 64759

Nathan's Place



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

OFFICE OF CHILDHOOD - CHILD CARE COMPLIANCE

SCHOOL-AGE CHILD HEALTH REPORT

IDENTIFYING INFORMATION					
CHILD'S NAME	BIRTHDATE				
HEALTH STATEMENT (CHECK ONE)					
in z tem om tem content (cine of content)					
My child is in good health, is able to participate in group care, ha	s no special health or medical requi	rements.			
My child is able to participate in group care but has special healt	n or medical requirements as listed	below.			
SCHOOL-AGE CHILD'S SPECIAL HEALTH OR MEDICAL REQUIR	EMENTS				
		A CELEBRAL DELIAMODAL DICODDEDO			
PLEASE LIST ANY ALLERGIES, SPECIAL MEDICAL CONDITIONS, INCLUDING CHROI SPECIAL NEEDS, ETC.	NIC HEALTH PROBLEMS (SUCH AS ASTHM	A. SEIZURES), BEHAVIORAL DISORDERS,			
07 2072 172200, 210.					
DADENT OR LEGAL CHARDIAN CIONATURE		DATE			
PARENT OR LEGAL GUARDIAN SIGNATURE		DATE			