

Academia de Mi Abuela (AMA)

Student Enrollment Agreement

***Preschool, TK/K Readiness, and School Age ECE Programs (2-6 years old students) ***

2162 Mountain Blvd., Suite #300, Oakland, CA 94611 B#: (510) 336-7082, M#: 510.409.9771

E-MAIL: reimanncynthia@gmail.com, www.amachildcarecenter.org

LICENSE # 013420975, EIN # 46-0948550 (tax I.D. number)

Student's Full Name: _____, **Date of Birth:** _____,
Today's Date: _____, **Child Care Start Date:** _____

This is a binding agreement between Academia de Mi Abuela (AMA), also referred to as *the provider*, and Mr. _____ & Mrs. _____ for the care of: _____.

By signing this contract, parents agree to commit to a full school year of child attendance, including the summer program, and beginning with the first day of permanent child care, from _____ and to _____. ***This agreement will renew each year by submitting, page #9, the "student attendance renewal" form {Termination Policies and Procedures (clause 1.0)} by March 1st of each year.** NOTE: A school year includes the summer program.

Parent/Guardian Initial: _____

Monthly Tuition Payment Policy:

AMA offers full day child care (part day child care by request) and P-T/F-T, M-F 8:00am-5:00pm. Extended child care may be requested for an additional monthly tuition fee, M-F 7:00am-6:00pm. Your monthly tuition fee will be calculated by adding all fees for a week together and multiplying the weekly total by four. In short, the monthly tuition fee will remain the same quantity throughout the all year round school year, which is the sum of four weeks (20 days) of child care services per month, and regardless of total weeks in the month. P-T student's days of care will vary according to schedule.

Tuition rates are due on the 25th of each month. Drop-in child care fees will be paid for by no later than the day of rendered child care services, if not enrolled permanently with A.M.A. Otherwise, the client may add both *drop-in or late pick up fees* to the permanent monthly tuition payment (see tuition fees schedule for details). If a tuition payment is late, there will be a penalty fee charge of \$50.00 and \$25.00 for every tardy day to follow. Penalty fees are due at the time of your permanent and monthly child care tuition payment, by the 25th of the month.

*****Please make your check out to Academia de Mi Abuela, and submit a payment via online banking, also known as "bill pay (automatic monthly payment system)." Select a recurring payment to be distributed on the 20th of each month. Thank you for your support in advance.*****

Parent/Guardian Initial: _____

Childcare Schedule, Tuition Fees and Other:

Schedule of Care: <i>*Insert child care hours</i>	Monday	Tuesday	Wednesday	Thursday	Friday
Beginning Time	AM	AM	AM	AM	AM
Ending Time	PM	PM	PM	PM	PM

Check here if you are a low income family and would like to be considered for financial aid help. Do attach a copy of your recent income tax return and 2 current work paystubs (if applicable).

Transitional Child Care Schedule (optional):

-Your Total Enrollment/Registration Fee (\$350.00/\$175.00 = TK/K Readiness Summer Program Fee &/Or School Age ECE Program Fee) Is, _____, _____.
 -First Permanent, Monthly Child Care Tuition Rate Is, _____.

GRAND TOTAL TUITION FEES DUE:

***THE ENROLLMENT FEE AND TUITION FOR THE 1ST MONTH OF CARE IS NOW DUE (see tuition schedule for PreK/TK/K & School Age CC rates).**

Parent/Guardian Initial: _____

Financial Aid Assistance and Subsidized Families:

Subsidized tuition payment applies to P-T and F-T permanent child care schedules for a 1 yr. commitment. In order to preserve the student’s childcare slot parents will submit the “re-enrollment” form each school year by March 1st. Parents are responsible for all child care associated fees (i.e. enrollment fees and late pick-up fees @ \$2.00/minute, drop-in fees, early termination/missing 30-day notice of termination fees, AMA property damage fees, personal leave and AMA holiday/vacation schedule, etc.) AND for the monthly submission of government agency time sheets, and ALL enrollment paper work with the agency. Time sheets must be filled out and signed by both parties and hand delivered on the last day of care monthly, and by the parent. If subsidized payment is not received by mid-month (one month behind), parents are responsible for the full tuition payment, and must pay the difference in monthly rate, if the subsidized agency does NOT pay for the entire monthly tuition fee.

- *Your low income scholarship, subsidized tuition rate and sibling discount may not be substituted, combined or barter traded in any way.*
- **Financial Aid assistance may be available for low-income families on a first come and first serve basis and depending on the urgency of need for the family.**
- **You must submit 3 current work paystubs to determine the rate of scholarship.**
- **NO barter agreements are allowed, NO exceptions.**

Student Enrollment Fees:

There is a one time and non-refundable infrastructure fee of \$325.00 is due by the final enrollment parent meeting (3rd and final meeting). This fee will be paid for in full besides the application fee of \$25.00 and the first month of tuition payment to reserve child care with AMA. Each family will cover the cost of the **one time and non-refundable enrollment fees of \$350.00 in total** for each child enrolled in the program. No sibling discounts apply to this fee. School Age students and TK/K Readiness Program participants must submit a fee of **\$175.00** upon enrollment, along with the first full monthly payment for childcare services.

Parent/Guardian Initial: _____

Late Student Pick-Up & Early Drop-Off Policy (See Updated Parent Handbook):

Late pick-up affects the children in negative ways, making them feel abandoned, lonely, and confused about the situation. A calm transition between AMA and home maintains the child’s sense of well-being. A rushed or late pick-up does not allow these young children to adjust easily to changes in their environment. In addition, teachers have families of their own to attend to, have other commitments, or simply want to go home on time. Parents who pick up their children later than scheduled create difficulties for others in the program.

We have suggestions for avoiding this problem all together. Parents can communicate with other parents who pick up their children at the same time at the academy, and set an arrangement to cover for one another in cases of unexpected delay. If you feel that you might create chronic lateness, you should talk with the Program Director, who may offer other suggestions.

We ask that you arrive to pick up your child fifteen minutes before AMA’s closing time. This allows you time to greet your child, perhaps chat with teachers, gather your child’s belongings and leave the Academy.

If you will be tardy for pick-up, please call A.M.A administration/teachers at **510-336-7082**. You may want to arrange for someone on your emergency card to pick up your child, including other parents. Children will not be released to anyone under the age of 18 yrs. old.

*****Please remember to keep your student emergency form, diapering/potty plan, napping plan and feeding plan (if applicable & for Infants & Toddlers only) up to date, including the child 911 summary form (new 2013-2014 enrollment form). *****

Parents will give A.M.A at least 24-hour written notice (via email) if someone besides parent(s)/guardian will be picking up his/her child (s). If your child is not picked up by the end of the day, a person from the emergency contact form will be contacted and asked to pick up your student.

*Children will arrive to school by no later than 9:00am for a smooth morning transition, M-F.

Parent/Guardian Initial: _____

Tardy Child Pick-Up Fee:

The fee of 2\$ per minute (according to A.M. A’s clock) will be added to the monthly and permanent tuition payment. Parents are responsible for calling the school before arriving tardy at 336-7082. Leave a detailed voicemail message and provide written updates with regards to changes in authorized adults for pick up purposes. Parents will provide a back-up plan (out of county contact person & other AMA parents who may pick up during a later work day) in the event of tardy child pick up and emergency/urgent situations. Pick-up will be considered tardy, if parent arrives after closing time at 6:00pm, Monday through Friday.

Parent/Guardian Initial: _____

Banked and Closing School Days:

Below is a list of paid school holidays and professional development days during which A.M.A will be closed, and parents should make other child care arrangements. Please follow the school year calendar for each year that your child is enrolled with AMA (school holidays/breaks, field trips, and events are subject to change/TBA in the Parent’s Corner located in the lobby of the school).

Parents pay for four weeks of care, no matter how many days in a given month of service and regardless of your student’s child care schedule. These additional days of care are banked by AMA during school holidays and teacher work days (see school year calendar for details).

**This calendar does not reflect precise holiday and school break dates. The updated school calendar (handed to you during the initial, parent school tour) reflects school breaks & holidays dates.*

**Dates may vary each year and additional breaks and school holidays may be added*

**An updated school year calendar will be sent out to parents via email in August of each year.*

- MLK Birthday
- President’s Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day

Fall, Winter & Summer Breaks

****HOLIDAYS/BREAKS AND TEACHER WORKDAYS WILL BE ANNOUNCED IN THE SCHOOL YEAR CALENDAR.***

****AMA will close during teacher professional development/work days (about 4-5 days /school year and TBA. School breaks/holidays and events/activities dates are subject to change.***

Effective August 2017, parents will attend the back to school night parent meeting and the first field trip of the school year, along with participating in the family (H.W.) collaborative project assignment of the new school year. Your collaboration and student support matters! Parents must also submit a student health form/vaccination report (updated) and student re-enrollment form annually by March 1st.

Parent/Guardian Initial: _____

Parent Handbook (subject to change & required reading for parents):

The parent handbook is available for downloading on the AMA web site (Admissions). This important handbook contains useful information regarding school policy and procedure as it pertains to specific classrooms and their students. Please take the time to review school policy and procedure with your child as a precautionary measure before their commencement date. **** Parents agree to uphold school policy and procedure to the best of their ability. Parents have partnered with AMA to provide the best quality childcare for AMA students and to uphold respectful relationships with staff, children, parents and community. AMA’s Positive Behavior Guidance plan may change to meet the special needs of students (see behavior management plan).***

- A. To avoid the spread of germs, parents will model proper hand washing, covering cough/sneeze and wiping of nose. Parents will drop off school ready and clean students. Diaper change/potty break and hand washing must be conducted upon arrival to AMA each morning at drop off. Parents will maintain a clean and organized storage space(s) for their student. Parents will provide teachers with student’s personal materials in preparation for learning and caregiving. Parents will sanitize student’s napping, eating, clothing and other personal belongings weekly. Parents will maintain communal school areas clean and germ free. Please provide snacks after pick up outdoors and not inside the school. Parents will utilize the “adult bathroom” exclusively and not the children’s bathrooms. Be kind to our old plumbing and use light toilet paper upon toilet disposal. Sanitize AMA’s changing table (located inside the children’s bathroom) upon each use and restock student’s diapers and wipes. Parents and children will not use outdoor shoes when walking into the school facility and will use the exterior doors to enter AMA. No wandering adults allowed in the school hallways, kitchen & offices for child safety and to avoid interruption of class time.

Parent/Guardian Initial: _____

Damage to AMA Property:

Parents will be held financially accountable for any property damage caused by their child (i.e. broken window, screen, broken furniture, ripped books and broken toys, etc.) other than normal wear and tear.

Parent/Guardian Initial: _____

Transitional Child Care Schedule (new students):

Depending on the previous child care experience of your child and days of care with AMA, we recommend that parents participate in a 1-2 weeks’ transitional child care plan. Transitional time equates to additional bonding time for parents and their child, during in which the parents may explain AMA norms and daily schedule. Transitional time is essential for incoming children, in that they gain a sense of security and comfort before the parent leaves for the day. The following is a sample transitional child care schedule.

**Sample Plan--*Parents are highly recommended to participate in transitional playdates for up to two weeks prior to starting the permanent child care schedule. The playdates may run up to two hours, from 8:30am-10:30am, M-F. We recommend that parents spend about 10-15 minutes with their child during drop-off and within the first week of permanent care only. Parents may read a book or participate in

another play activity before leaving for the day. Do provide your child with up to 3 exit-transition warnings before kissing your child goodbye for the day. You may ask teachers for drop-off help. The drop-in child care fee is that of **\$15.00/hour and payment** is due (in full) on the day of enrollment.

Parent/Guardian Initial: _____

Termination Policies and Procedures:

This contract may be terminated by either parent/guardian or provider by giving a *30 days' written notice* in advance of ending date. If a 30 days' notice is not given in writing, a **\$25.00 penalty fee** will be applied towards your final tuition payment. Payment by parent(s)/guardian is due on the first day of the month, whether or not the child is absent from AMA. The provider may terminate the contract without notice for frequent late tuition payments or other defiant behavior by the child and/or parent (s). AMA may refuse childcare if tuition fees are not paid, frequent tardy tuition payments, and/or flatulent form of payment/payment plan. The provider may make changes to the contract and will review such changes with the parent(s)/guardian before signing a revised contract. An **early termination fee of \$50.00** will be applied, if you choose to terminate the contract before your one-year commitment to the program.

- A. **A 30 days' written notice must be provided for any changes to a child's schedule and/or termination from AMA. Parents may not change enrollment status. No exceptions.**

- B. Per Community Care Licensing (CCL) Section 101219 (d) and € (Admission Agreements), parents may remove their child from the child care option between the ages of 24 months and 30 months or extend the child's stay in the option until the age of 36 months. The above sections of the regulations require that the parent sign in and date the admissions agreement, with a copy of the agreement to parent and original kept at the child center. This agreement must be conducted in writing.

- C. If your child misses school due to illness, personal matter, or due to AMA holiday and/or break, he/she may not make-up absent days. No exceptions.

- D. *There is a 30 days' trial period for child care services. By the end of the 30th day of student attendance, if the A.M.A program is not an adequate match up for the family, then please provide a written termination notice via email message to Cynthia Reimann. The deposit may then be reimbursed for up to 50% of the total enrollment fee of \$325.00, if notice is provided on time.

- E. **If your child is absent from the summer program, or for more than 3-4 weeks of care throughout the school year, he/she may be dis-enrolled from the school program. The following waiting list student will be allowed to fill this child care slot. In order to guarantee a child care slot for your child, parents must make an ongoing, and full tuition payment (no prorated fees for family vacations and student absences) for the 12 months of child care. See student renewal enrollment form, page #9 for details.**

Parent/Guardian Initial: _____

***Community Care Licensing Division Provisions:**

*The ***Needs and Services Plan*** will be offered to each Infant/Toddler family as described below:

- Individual Feeding Plan (infants only)
- Individual Toilet Training Plan (if applicable)

&

-Subsequent Personal Parents/Guardians Interview (to review the above Needs & Services Plan) to discuss the following:

- ~Parents/guardians need to sign the file copy of the Needs & Services Plan (and any updates) and shall be provided with copies of the plan (and any updates, as needed).
- ~The written Needs & Services Plan shall be updated at least quarterly or as frequently necessary to assure accuracy. Updating shall be completed by the Director, Assistant Director or Teacher with the assistance of the child’s parents/guardians, and signed by the parents/guardians.

- ~ Parents will supply all adequate materials for daily sleeping/resting, diapering/potty-training and feedings, etc.*
- ~New school policy and procedure may be pre-announced and will be followed by school families.*
- ~Parents agree to have received, read and fully understand the context of student enrollment forms required by Community Care Licensing (CCL) and provided by A.M.A administration at the time of student enrollment. These forms provide detailed information about parent and children right’s, California child care services policy and procedure, among others.*

*The Department has the authority to interview children or staff without prior consent.

· The licensee shall ensure that provisions are made for private interviews with any children or staff members.

· The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

· The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.

· The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

Parent/Guardian Initial: _____

Other Tuition and Childcare Schedule Provisions:

~AMA does not provide both permanent, or temporary child care tuition refunds, additional discounts, and other barter agreements. There is absolutely **NO** child care schedules changes and trades allowed under any circumstance. No barter and additional discounts, NO exceptions.

***A.M.A may increase students' permanent and temporary monthly tuition fee rates, extended, alternative, & drop-in, or otherwise known as transitional child care rates. There will be at least a 30 days' written advisory notice provided to parents and in the event of the increase to ALL school tuition rates.**

Parent/Guardian Initial: _____

Admissions and Waiting List Policy:

There is a non-refundable and one-time student application fee of \$25.00/child, which will place you on the “formal” student enrollment waiting list. Your check will be cashed upon receiving the waiting list application.

*Please mail-in your waiting list application, with an attached child photo and the application fee of \$25.00 to 2162 Mountain Blvd., Suite #300, Oakland, CA 94611, ATTN: Administration Department.

*We contact families on the formal waiting list on a first come and first serve basis and we do not discriminate based on sex, gender, social and economic status, sexuality, etc. Provide three various childcare schedules (P-T care only) in the waiting list application. The family's top choice in child care schedule will be seriously considered.

*We will offer child care slots on a first come and first serve basis considering childcare schedule availability, teacher to student ratio, child care capacity regulated by CCL, gender, linguistic and cultural diversity, among other factors.

*We highly recommend for parents to turn in the *application of interest to enroll* for each child and during the first school visit, along with the application fee of \$25.00. Make checks out to *Academia de Mi Abuela*. Your child will be placed on the formal waiting list. ALL currently enrolled families have priority in making changes to their current child care schedule over waiting list applicants.

Parent/Guardian Initial: _____

Student Supplies and Equipment Provisions:

~For 1-5-year-old only = some organic foods & cow milk may be included; children eat organic produce from their school garden (coming soon!)

~ Specialized food and milk are not included in the tuition (special diets will be accommodated by parents, i.e. vegetarian, vegan, allergies, etc.). You must also supply a small high chair and ALL eating utensils for your infant child (if applicable).

~ Pull-Up, Diapers and Wipes are not included in the tuition cost and must be supplied by each family (label all items with your child's full name)

~ Sleeping mat or play pin must be supplied by parents for naptime use

~All day attendance is relative and varies from family to family. Depending on your work schedule, there will be an agreed drop-off and pick-up time during the enrollment meeting and affirmed within the student enrollment agreement.

Parent/Guardian Initial: _____

Other Enrollment Requirements and AMA policy:

-Parents must supply the school with a napping mat, linens (small pillow, if needed), diapers/pull-ups (lots of undies if potty training), high chair, stroller, SPF, pain/fever reducers, Orajel, eye drops, vitamins, diaper rash cream/body lotion, wipes, hamper bag (for storage of soiled clothing/linens), 911 child KIT, ALL enrollment documents, and specialized diet foods during the enrollment meeting.

-WE ARE A NO NUTS SCHOOL, SO PLEASE NO PEANUT BUTTER, ALMOND MILK, ETC.

-All items will be placed inside a child sized (small) backpack, which will be fully labeled with your child's first and last name. Do restock and clean out your child's backpack, and cubby storage space daily. Your child will wear comfortable clothing and closed-toe shoes for daily indoor and outdoor activities. Indoor shoes will be used exclusively for indoor activities, separate from outdoors shoes.

*Over the counter and physician prescribed medicines (including herbal and multivitamins) will not be administered unless **AMA's Medicine Administration Form and Incidental Medical Services Plan** is signed and properly updated (as needed) by parents/guardians. Asthmatic and Epi-pen will only be administered with written physician and parent consent. One dose will only be administered by staff. AMA does not supply over the counter and emergency medicines, wipes, diapers/pull ups, bedding, SPF, Vaseline, lotion, etc. Parents must supply the child's personal belongings ready for learning.

STUDENT PROMOTION, RETENTION AND OTHER CLASSROOM NEEDS:

-The socio-emotional development and potty training may be assessed, before promoting the child to the next grade level (classroom), OR with holding the child back a school year (TBA).

-Child assessment for an early promotion and transition promotion-plan will be permitted subject to teacher and administration recommendation, and with parent notification.

-Children may participate in group activities in other classrooms and may be combined during the early morning and late afternoon school hours due to less children and less staff capacity.

-In the event of understaffing, the Director, Administrative Assistant or Site Supervisor may participate in the coverage of classrooms and classroom combinations may be permitted for proper child supervision, and ratios. This accommodation may occur at any given time and without prior parent notification.

Parent/Guardian Initial: _____

Parent Support, Communication and Field Trips Participation:

In an effort to unify families and create strong relationships within our school family, we encourage parents to join the parent committee (i.e. fundraising, maintenance, classroom assistance, communal bonding and school marketing, among others) by volunteering whenever possible. **Effective August 2017, parents will attend the back to school night parent meeting and the first field trip of the school year, along with participating in the family (H.W.) collaborative project assignment of the new school year. Your collaboration and student support matters!**

*We ask that parents clean out their child’s cubby and art box/binder each day and to take linens/nap mattress home each week for proper washing. Please help our staff maintain a clean and organized classroom. You are welcome to search for child’s missing clothing, linens, etc. by looking through the “communal lost & found box.” Each classroom contains this box for your help in tracking down lost child belongings. AMA is not responsible for lost or damaged child belongings.

*Please sign-in and out each day by reading the “Student Observation Log” (binder containing child report for the day) and by reading the latest school news, posted in the “Parent’s Corner,” which is located in the school lobby.

*Tuition payment and formal paper work will be placed inside the school mail box, located in the school lobby (underneath the mural painting). An exterior mailbox is located upstairs (above the school and next to the school banner), next door to the BACT entrance, during before and after business hours for tuition payment submission.

We ask that parents continue the Spanish Immersion, cultural and family values-leaning experience while students are away from school. Read to our child each night for about 15-20 minutes in Spanish, listen to musical tunes in Spanish and eat out at your local Latin-American restaurant to reinforce learning while away from home.

In addition, we welcome parents to participate in all school field trips, school events, and summer program. We have an open door policy. If you can play an instrument, make jewelry, garden and cook; please let us know, as we would greatly appreciate your participation in our circle/art time. We are always in need of a handy person to provide maintenance to our facility. We offer an open-door policy to our AMA families. Follow us on Face Book, and read your monthly Parent’s Connections and student

observational log daily for important school, and child information. PLEASE WEAR YOUR SCHOOL TOP DURING ALL FIELD TRIPS PARENTS. THANK YOU!

******It takes a village to raise a child.******

Parent/Guardian Initial: _____

Waiver of Liability:

The undersigned hereby releases and forever discharges Academia de mi Abuela (AMA), its director, Cynthia Reimann, her spouse and children, all AMA employees/volunteers, clients and visitors, and the property owner of the site of AMA, and all other persons, who it might be claimed to be liable, none of whom admit any liability from any and all liability, claims, demands, actions, causes of action or suits of any kind or nature whatsoever and particularly on account of all injuries known and unknown, both to person and property, which have resulted or may in the future develop from any accident which might occur as a result of any social, educational, athletic or any other event or activity sponsored by AMA (field trips, nature walks, day trips, etc.), its director, agents or assigns. The undersigned hereby declares that the terms of this settlement have been completely read and are fully understood and voluntarily accepted.

It is further agreed that this release expresses a full and complete settlement of liability, regardless of the adequacy of the aforesaid. The acceptance of this release shall not operate as an admission of the liability on the part of anyone, nor as estoppel; may waiver or bar with respect to any claim, the part or parties released have against the undersigned.

This release is binding on my spouse, heirs, executors, assigns, administrators and/or the other parent of my child.

This is a voluntary release for any and all future injuries or accidents. The undersigned is aware of the risks of attending, traveling to and participating in educational, social, athletic and all other events, including, but not limited to field trips and transporting (carpooling by way of parent and teacher chaperones transporting students to and from the school and field trip venue) of children in a vehicle/Bart/stroller, and hereby assumes all risks. The risks include those foreseen and unforeseen, known and unknown.

~AMA is fully insured and due to child care regulation (insurance liability policy), we ask that families not arrive to school before 7:00am and pick-up after 6:00pm, Monday-Friday.

****Parent volunteers may transport student to and from AMA/field trip venue. Parents must have a vehicle in good working condition, valid car insurance and driver’s license on school file. The chaperone and student will wear an AMA t-shirt for safety. Volunteers, student interns, and visitors will be supervised by certified teachers and may not participate in student potty training and nap time service of school children per CCL regulation.***

Parent/Guardian Initial: _____

*I have read and understand the above information on this the _____ of _____, 20____.

1. Parent/Guardian's Signature	Print Name
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2. Parent/Guardian's Signature	Print Name
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_____ AMA Director's Signature	_____ Print Name	_____ Date
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_____ School Administrator's Signature	_____ Print Name	_____ Date
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Director's Special Family Instructions & Conditions: _____

Parent's Special Instructions/Conditions: _____

ACADEMIA DE MI ABUELA
STUDENT ENROLLMENT RENEWAL DUE March 1st/school year
Termination Policies and Procedures (clause 1.0)

I _____, parent of, _____ would like to continue enrollment with AMA from (insert dates), _____ to _____ and my child will participate in the summer program.

He/she will NOT be returning to AMA for the summer of _____, and/or for the school year of (insert school year dates)_____. My child will instead attend the following school and/or summer program, _____.
Will your child be attending AMA’s afterschool program or TK/K Readiness program?
_____.

1. Parent/Guardian’s Signature **Print Name**

AMA Director’s Signature **Print Name** **Date**

School Witness’ Signature **Date**

Director’s Special Family Instructions & Conditions:

Effective August 2017, parents will attend the back to school night parent meeting and the first field trip of the school year, along with participating in the family (H.W.) collaborative project assignment of the new school year. Your collaboration and student support matters! Parents must also submit a student health form/vaccination report (updated) and student re-enrollment form annually by March 1st.

Parent’s Special Instructions/Conditions:
