



Parent Handbook 2020 - 2021

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Please sign and return pages

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**Penn-Harris-Madison Kids Club
Parent Handbook Effective in the
2020 -2021 School Year**

Welcome to the Penn-Harris-Madison Kids Club, a school-based, year-round child care program. Kids Club provides before-and-after-school care for children in kindergarten through fifth grade on days that school is in session. During fall, winter and spring breaks Kids Club will provide child care at one location and two locations for summer break. This Parent Handbook is part of the enrollment agreement between Kids Club and the parents or guardians of the child (ren) enrolled in the program.

Kids Club is committed to providing quality child care. The program offers a variety of activities for children including recreation and games, arts and crafts, reading, field trips, music, quiet time for homework and free time for children to pursue their own interests in a safe and friendly environment.

The Penn-Harris-Madison School Corporation policies are committed to equal opportunity and do not discriminate on the basis of age, race, color, religion, gender, special needs, sexual orientation, or national origin in any employment opportunity.

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Section 1—Parent Expectations of Kids Club

Parents may expect that: Their child(ren) is/are cared for in a safe and supportive environment. They will be able to communicate on a regular basis with the Site Coordinator. They will be told about any misbehavior or other problems related to their child. They will be contacted promptly if their child fails to arrive at Kids Club as indicated by enrollment information. They will receive regular communications about Kids Club activities.

Section 2—Kids Club Expectations of Parents

Kids Club expects parents to: Pay fees on time and to pay the correct amount due according to Kids Club billing prices. Keep the child's records up-to-date, including medications, IEP and court documents. Provide information about any special care your child requires (see p.11). Keep track of expenses for tax purposes; Pick up child(ren) on time. Follow health and safety policies. Contact the site coordinator in writing in advance if their child will not be attending. Cooperate with the site coordinator to improve their child's behavior if necessary. Sign their child in and out on the kiosk each day, including break days. Failure to do so may result in suspension from the program.

Section 3—Children's Expectations

Children may expect to: Have a safe and supportive environment. Share program equipment, materials and facilities on an equal basis.

Be treated with respect. Receive discipline that is fair and non-punitive. Receive nurturing care from staff members who are actively involved in their activities.

Section 4—Kids Club Expectations of Children

Kids Club expects children to: Be responsible for their actions. Adhere to school rules that guide them during the day and at Kids Club. Remain with the group and child care staff at all times. Take care of equipment and materials and assist with putting things away.

Section 5—Fees and Payment Policy

Kids Club is a self-supporting program funded by parental fees for service. Kids Club will provide a limited amount of financial assistance to families that qualify for the free or reduced lunch program. Penn-Harris-Madison School Corporation provides an in-kind contribution through the provision of school facilities and administrative support.

Fees are set on an annual school year basis. The school day fees for 2020 - 2021 are as follows:

Morning and Afternoon

- 5 days per week \$50
- 4 days per week \$41
- 3 days or less per week \$31

Morning Only

- 5 days per week \$31
- 4 days per week \$26
- 3 days or less per week \$20

Afternoon Only

- 5 days per week \$46
- 4 days per week \$37
- 3 days or less per week \$29

There is a minimum fee of three days per week for all childcare while school is in session. The annual, non-refundable registration fee is \$25 per child. It is suggested that all payments be made with credit or debit cards.

Fees are due every Monday in advance of childcare. A 10% discount is applied to the total amount due for families that have two or more children enrolled in Kids Club. Families electing to pay for services in advance are welcome to pay for one month ahead. Families that choose to pay for the semester in full will receive a 10% discount.

It is the parents responsibility to keep track of their account balance through myprocare.com. The account payer has access to view and make payment directly at the kiosk any time. No refund will be given for overpayment. If over payment occurs, it can be applied to future kids club use.

Childcare services will be suspended immediately if fees are past due more than two weeks. Fees must be paid in full before the child is reinstated. If a family has paid for the semester in advance, and the child has been removed from the program, the possibility of a refund will be considered on a case by case basis.

Insufficient fund checks are considered nonpayment of fees and if fees are not paid in full by cash or money order within two weeks, childcare services will be suspended. Fees must be paid in full before the child is reinstated. A twenty-five (\$25) dollar fee will be assessed to the parent for insufficient fund checks. The parent understands that he/she assumes all responsibility for collection agency, legal or court fees associated with the collection of an account, if that becomes necessary.

Section 5—Fees and Payment Policy-continued

Full day child care is available during summer, fall, winter and spring breaks, Kids Club will be open from 6:30 a.m. to 6:00 p.m. on these days. It will be at two locations for summer and one location for fall, winter and spring breaks respectively. Limited number of students would be accommodated in each school based on first come first serve basis.

During the summer, Kids Club will be open from 6:30 a.m. to 6:00 p.m. There is an activity fee and weekly rate for the summer. Payment is due every Monday, or the first day your child attends each week. A 10% discount is available for families that pay for the whole summer on or before the first day of summer Kids Club.

Kids Club is closed on the following days: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day and the Fourth of July.

Section 6—Internal Revenue Service

Parents are responsible for keeping track of child care expenses for tax purposes. Parents will be able to access the monthly / annual fee statements for tax purposes on Procure. Kids Club does not provide an individual statement of expenses for parents.

The taxpayer ID number is 35-6207546.

Section 7—Fee Assistance

Kids Club will provide a limited amount of financial assistance to families that qualify for the free or reduced lunch program at the school. Parents are expected to turn in a hard copy of the approval document to the site coordinator in order to avail the discounts. Please contact the director at 258-9514 for more information.

Section 8—Registration and Enrollment

Parents must complete a registration form and submit it with a \$25 annual, non-refundable registration fee for each child enrolled. Families who register their students by May 31st. for the coming school year will pay a discounted registration fee of \$10 per child. To be eligible to enroll in the program, a child must be in grades K-5 and attend or have transportation to a school where Kids Club is available to all PHM elementary school students, grades K-5th. Students are expected to have basic essential independent bathroom skills. Kids Club does not offer diaper changing or help with bathroom skills. Four-year-olds enrolled in the ELA preschool program at a P-H-M school are also eligible to attend. A child may be enrolled in the program at any time throughout the year during open enrollment weeks. Parents wishing to withdraw a child from the program must provide written notice to the site coordinator two weeks in advance. ***Summer Kids Club is limited to current kindergarten to fifth graders.*** Students are not eligible to enroll if their family account has an outstanding balance from previous Kids Club services used.

Section 9 - Enrollment Form Packet

Parents must complete and submit the online enrollment form packet within the first week of enrolment. If the forms are not completed, the child might be suspended from Kids Club.

Parents should notify the Site Coordinator if any of the information contained in the enrollment forms needs to be updated, such as emergency phone numbers.

Section 10—Hours of Operation

A keypad is located at each Kids Club exterior entrance. Parents will be provided with the code to access Kids Club. The morning program opens at 6:30 a.m. and operates until school starts. Children are not accepted until 6:30 a.m. Parents who leave children prior to 6:30 a.m. will be assessed \$1 per minute for child care. The afternoon program begins at the end of school and operates until 6:00 p.m. Parents must pick their children up on or before 6:00 p.m. or face an overtime fee of \$1 per minute. Childcare service may be suspended for one week if more than three overtime charges occur. The site coordinator, assistant program coordinators and program director will determine if suspension is warranted. For safety, parents must sign their children in and out daily.

Section

11—Absences

If your child will be absent from Kids Club because of a scheduled appointment, vacation, or other planned absence, please notify the site coordinator, in writing, in advance.

In case of illness, when you call the school to report the absence or when you pick up your child from school, you must also call Kids Club. During full day child care, parents should call the site coordinator's cell phone. Without prior notice, an absence may be mistaken for a missing child. If a child does not arrive at the program as scheduled, the site coordinator will contact the parents. If a parent cannot be reached, the site coordinator will contact an emergency contact person. Parents may request a credit if their child is absent from the program for one week or more if only due to illness. A child will be billed per the schedule dictated by the parent on the registration form. Any long term schedule changes need to be communicated in writing. In the absences of written communication, parents will be charged based on the original schedule outline on the registration form. If a child is sick or absent for less than a week, no credit will be given. The Family will be billed irrespective of actual attendance.

Section 12—Release of Children

Child (ren) must arrive and depart from the program according to the schedule submitted by parents on the Registration Form. Children will not be allowed to leave with any person other than their parent(s) or guardian unless permission has been submitted to the site coordinator in writing or by a phone call in an emergency. If special arrival/departure instructions are necessary, the parent needs to inform the same to the site coordinator in advance. This procedure applies to extracurricular activities also. During the school year, if it is a child's regularly scheduled day for Kids Club and the staff does not have a note or call from the parent/guardian, the child will be kept in Kids Club.

It is school policy that parents and/or children are not allowed back into the classrooms once the school day is over.

Section 13—Scheduled and Unscheduled School Cancellations, Delays and Closings

Unscheduled School Cancellation—Kids Club will be closed on days when school is cancelled due to weather, power failure, or any other reason. If Kids Club has been unable to operate due to a full day forced school closure, Kids Club will refund the amount for the day/number of days of the complete forced closure. The amount will be credited to your Procure account for future use. For unexpected extended school cancellations, a refund can be credited back to a families account upon request if they originally paid with a debit or credit card that is linked to their Tuition Express account.

Unscheduled School Delay—Kids Club will be closed in the morning if school is delayed due to weather, power failure or any other reason.

Unscheduled Early Dismissal—Kids Club is closed when school is dismissed early due to weather, power failure or any other reason.

Cancellation of Evening Activities—In most instances, Kids Club will operate if there has been school during the day even if P-H-M cancels after-school activities. If Kids Club is cancelled after a day of school then the site coordinator and staff members will call every parent.

Unscheduled Cancellation on Fall, Winter, Spring and Summer Break Days, Recess Days, - Kids Club will be closed on any of the above days when the administration determines it is necessary due to weather, power failure or any other reason related to safety.

Section 14—Distribution of Medications

Please contact your child's Site Coordinator to discuss your child's medication administration.

Section 15—Health and Safety .

Any child with a known medical condition such as asthma, diabetes, seizure disorder or other chronic health problem cannot be enrolled without written emergency instructions from the parent in case an emergency situation should arise at Kids Club. An up-to-date Medication Authorization Form must be on file. Parents are encouraged to give their child all medications before dropping them off in the morning.

Kids Club will utilize the outdoors and playground during the winter months, following the schools policy in regards to temperature and recess. Please be sure to dress your child appropriately.

If a child has one or more of the following conditions, you will be called to pick your child up:

- Fever of 100 degrees or higher: home until s/he has been fever free for 24 hours.
- Vomiting: home until s/he can keep food down and is free of symptoms for 24 hours.
- Diarrhea: home until s/he is free of symptoms for 24 hours.
- Pink eye (conjunctivitis): home until s/he has been on antibiotic eye medication for 24 hours.
- Strep Throat: home until s/he is fever free and has been on antibiotics for 24 hours.
- Chicken Pox: home for one week after the first pox appears or all pox are dry and crusted.
- Unexplained rash, blisters, or draining sores: children should be seen by their health care provider for a diagnosis.

In order to minimize the spread of infectious disease, staff members will wash their hands upon arrival at the program site, before preparing snacks and after leaving the bathroom. Children will be required to wash their hands before eating and after using the bathroom.

In the case of an accident or illness, parents will be notified immediately. If necessary, the child will be taken by ambulance or emergency vehicle to the nearest local hospital for treatment.

Kids Club staff will make every effort to keep a child from getting into a vehicle with a parent or guardian who is under the influence of drugs or alcohol. Staff members have been instructed to call the police if necessary.

Any Kids Club employee who suspects child abuse or neglect, will inform the school principal/ Kids Club director immediately.

Section 16—Communication

Communication is important to the successful operation of Kids Club. All Site Coordinator's have school voice mail, email and a cell phone. Parents may call the voicemail from a touchtone phone 24 hours a day, seven days a week, to leave a message. Site Coordinator's check their voicemail daily and respond to calls in a timely manner. Penn-Harris-Madison School Corporation's website is www.phmschools.org.

Kids Club Site Cell Phones

Bittersweet 299-3976
Elm Road 261-9969
Elsie Rogers 299-3827
Horizon 299-3830
Mary Frank 261-9981
Meadow's Edge 274-8864
Moran 299-3970
North point 261-9974
Prairie Vista 299-3971
Walt Disney 299-3829

During fall, winter, spring and summer breaks, and recess days, parents can reach the assistant program coordinators on 258-9587 and 367-3445 or the Kids Club director on 258-9514 if necessary.

Section 17—Field Trips

To enrich the Kids Club experience, children may have the opportunity to go on field trips during winter and spring breaks. The cost of field trips is in addition to regular fees and will cost at least \$10 per trip. Children will be transported on P-H-M buses. At least one week in advance, parents will receive information on a field trip and they must sign and return a permission slip. Children should not bring money on field trips.

Section 18—Breakfast and Snack

During Kids Club when school is in session, a light breakfast is served at approximately 7:15 a.m. in early start schools or 8:20 a.m. in late start schools. A snack is provided in the afternoon.

On days that Kids Club is open but school is not in session, a morning snack will be served around 8:00 a.m. The afternoon snack will be served close to 3:00 p.m. Families will be responsible for providing children with their own breakfast, brown bag lunch and drink on these days.

Section 19—Children’s Personal Property

Personal property belonging to Kids Club children such as coats and school bags must be cleared from the child care room after each session of the program. Kids Club staff will place all personal property remaining after one week in the school’s lost and found area. Kids Club staff are not responsible for the personal property of the children. Children are not allowed to bring money, toys, food, video games or other items to Kids Club unless the site coordinator has granted special permission.

Section 20—Visitors and Observations

Parents and community members are welcome to observe a Kids Club site as long as they obtain permission from the site coordinator in advance. Visiting children may not participate in Kids Club activities for reasons related to liability and providing adequate supervision.

Section 21—Discipline

The goal of discipline is to maintain a safe, pleasant environment for children and staff and to encourage children to be happy, cooperative participants in the program. Effective discipline should:

- Develop self-control and responsibility for one’s own actions
- Foster respect for the rights and feelings of others
- Teach skills for resolving conflicts

Staff members will use positive techniques for guiding children. The use of verbal or physical abuse is strictly forbidden. Positive reinforcement will be used to encourage good behavior.

Section 22—Discharge from Kids Club

Disruptive behavior is defined as verbal or physical activity, which may include, but is not limited to, behavior that is disruptive or unsafe, inflicts physical or emotional harm on other children or the staff, or ongoing disregard for Kids Club rules. Parents are encouraged to keep the site coordinator updated on any lifestyle changes or struggles their child might be going through. This will allow our Kids Club staff to be responsive to our students' needs.

If a child cannot abide by Kids Club rules, he or she may be discharged from the program. In most cases, disruptive behavior will be dealt with in the following manner:

- A staff member will talk with the child and the child will receive a time-out to cool off and think about his or her actions.
- If a second time-out is necessary in a single day, the site coordinator will fill out a Behavior Report that will be given to the parent or guardian to read, sign and keep a copy. The report will be returned to Kids Club and filed with the child's enrollment information.
- If a child receives three written behavior-related reports, the child may be suspended effective at the end of the day of the third report. During the first week of suspension, a combination of the following people(site coordinator, Asst program coordinator, director, and the principal) will meet with the parent(s) in order to determine conditions for reinstatement. Parents are responsible for all fees.
- If, after a child is reinstated, he or she receives one more behavior-related report, the site coordinator may suspend the child immediately including, if necessary, calling a parent to come and get the child.
- The site coordinator may recommend to the program director and the principal, discharge without the right of reinstatement for the remainder of the school year.

**Penn-Harris-Madison Kids Club
Site Coordinator Child Record Checklist**

Child's Name: _____

The following are *required* to be in each child's file:

_____ **Enrollment Agreement Form**, (page 12)

_____ **General Information Form** that includes emergency numbers (pages 13-15)

_____ **Parental Emergency Medical Consent Form and pertinent legal documents** (page 16)

_____ **Movie Permission Slip and Media Release Permission** (page 17)

Please ask your site coordinator for a **Medication Authorization Form**, if needed.

Prompt attention to completion and submission of pages 11 through 17 is necessary for the safety of your child and for admission to Kids Club. You will get an email with a copy of your responses for your records.

Acknowledgement of Receipt of Handbook

This is to certify that I have received and read the Penn-Harris-Madison Kids Club Parent Handbook and agreed to abide by it while my child is enrolled in Kids Club.

Parent Signature

Parent Name Printed Date

Please complete and return this signed page to the Site Coordinator

**Penn -Harris-Madison Kids Club
Enrollment Agreement Form**

1. I understand that I am enrolling my child: _____ for the
2020 - 2021 school year. He/She will attend: _____ School

2. I understand that the Penn-Harris-Madison Kids Club is open before and after school on school days according to the official school calendar of the Penn-Harris-Madison School Corporation. Full-day childcare is available during fall, winter, spring and summer breaks at an additional cost.

3. I understand that I am responsible for payment of fees, in advance of service, which are due every week. **I will give two weeks notice in writing prior to withdrawing my child from the program during which time I will be responsible for payment of fees.**

4. I understand that in the event of any absences during program hours or activities, I will be responsible for the fee for time reserved, not actual time spent at the Kids Club.

5. I will update my child's file information as outlined in the Kids Club Parent Handbook.

6. The Kids Club staff will assume full responsibility for my child from the time he/she is signed in at the Kids Club site until my child leaves Kids Club, according to the written instructions for departure.

7. If a medical emergency arises, the Kids Club staff will first attempt to contact me. If I cannot be reached, the staff will contact my child's doctor. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.

I agree to adhere to the stated policies and procedures of Kids Club as stated here and in the entire Penn-Harris-Madison Kids Club Parent Handbook, and give my child permission to participate fully in this program.

Signature of Parent or Guardian: _____ Date: _____

Parent/Guardian Name Printed: _____ Relationship To Child:

Program Use: Date of receipt _____ **First date of attendance:** _____

Please complete and return this signed page to the Site Coordinator

Penn-Harris-Madison Kids Club General Information Form

I. CHILD'S IDENTIFICATION:

Child's Full Name: _____ Date of Birth: _____ Sex: _____

Address: _____ Phone Number: _____

If your child does not go by his/her full first name, what does he/she prefer to be called? _____

II. PARENT(S)/GUARDIAN(S) IDENTIFICATION:

Name: _____ Relationship to Child: _____

Address: _____ Home Phone: _____

Employer: _____ Department: _____

Work Phone: _____ Cell Phone: _____ Work Hours: _____

E-mail Address: _____

Child resides with above? (Circle) Yes No

Please explain arrangements if applicable: _____

Name: _____ Relationship to Child: _____

Address: _____ Home Phone: _____

Employer: _____ Department: _____

Work Phone: _____ Cell Phone: _____ Work Hours: _____

E-mail Address: _____

Child resides with above? (Circle) Yes No

Please explain arrangements if applicable: _____

III. PARENT'S STATUS:

Single _____ Married _____ Divorced _____ Separated _____

Is there a separation or divorce custody situation that Kids Club staff should be aware of? Yes _____
No _____

If yes, who has custody/guardianship of the child? Mother _____ Father _____ Joint _____ Other _____

Explain: _____

Provide all pertinent legal documents upon registration.

Indicate the name of the person responsible for payment of fees: _____

IV. EMERGENCY PERSONS - These should be local persons who may be notified in case of emergency or illness when the above listed people are not available.

1. Name: _____ Relationship to Child: _____

HomePhone: _____ Cell Phone: _____ Work Phone: _____

Address: _____

2. Name: _____ Relationship to Child: _____

HomePhone: _____ Cell Phone: _____ Work Phone: _____

Address: _____

3. Name: _____ Relationship to Child: _____

HomePhone: _____ Cell Phone: _____ Work Phone: _____

Address: _____

V. RELEASE OF CHILD:

May your child leave Kids Club with the persons listed above? (Please check below)

_____ Yes, he/she may depart with any of the persons listed.

_____ No, he/she may not leave with the following persons (Include persons not listed above): Kids Club cannot refuse to let a parent pick up the child unless legal documentation is provided.

Please complete and return this signed page to the Site Coordinator

VI. MEDICAL INFORMATION:

1. Allergies (food, medication, bees, other): _____
2. Chronic or recurrent illnesses or disorders: _____

3. Does your child take medication for the condition listed above? If yes, please state the name and dosage: _____
4. If any medication is to be given during program hours, a Medication Authorization Form should be obtained from the Site Coordinator, completed and returned to the Site Coordinator.
5. What should we do if your child has a problem related to his/her medical condition during program hours? _____

VII. CHILD'S INFORMATION:

1. Other siblings in the home:

- Name: _____ Age: _____ Enrolled in Kids Club? _____
- Name: _____ Age: _____ Enrolled in Kids Club? _____
- Name: _____ Age: _____ Enrolled in Kids Club? _____
- Name: _____ Age: _____ Enrolled in Kids Club? _____

VIII. CHILD WITH SPECIAL NEEDS:

Please note that child care during Kids Club hours is not considered to be an extension of the student's instructional day. Therefore, Kids Club cannot always provide the exact support that might be listed in a student's IEP.

My child requires special care/assistance (wheelchair, behavior plan, etc.) Yes ___ No ___
If yes, please provide a detailed explanation.

Please complete and return this signed page to the Site Coordinator

Penn-Harris-Madison Kids Club Parental Emergency Medical Consent Form

(This form must be presented upon admission for treatment)

Child's Full Name: _____ **Birth Date:** _____

In the event that my child (listed above) may require medical and/or surgical care while I am out of the area or unable to be reached, I hereby give my consent to medical and/or surgical treatment to _____ hospital and doctor _____ or his/her designee to provide this care. I agree to pay all the costs and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent. (Kids Club will make every effort to notify parents/guardians immediately in case of emergency.)

1. Parents/Guardians/Custodians With Whom The Child Resides:

Name: _____ Relationship to Child: _____

Address: _____ Employer: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____ E-Mail: _____

2. Persons who are authorized to pick up child if parents are unavailable:

Name: _____ Relationship to Child: _____

Address: _____ Employer: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____ E-Mail: _____

Name: _____ Relationship to Child: _____

Address: _____ Employer: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____ E-Mail: _____

3. Custody Restraints/Person(s) Who May NOT Pick Up Child: Provide supporting legal documents.

Name: _____ Relationship to Child: _____

Name: _____ Relationship to Child: _____

4. Information: Doctor's Name: _____ Phone: _____

Address: _____

Last Tetanus: _____ Allergies: _____ Medication: _____

Insurance Company: _____ Policy Holder's I.D.: _____

This consent will be in effect beginning August 21,2019 and will continue while the child is enrolled in this program.

Signature of Parent/Guardian Date Signature Parent/Guardian Date

Please complete and return this signed page to the Site Coordinator

Movie License and Media Release Forms

Dear Parents,

We thank you for choosing Kids Club for your child(ren)'s childcare. As part of the program, Kids Club will be showing movies. Most of the movies shown are rated PG. Many of the newer releases are rated PG. The Kids Club staff will preview all movies to see if they are suitable for Kids Club. You can also check out these movies at www.common sense media.org. We would like your permission for your child to see the films rated G or PG that we have screened.

Child's name _____ Child's name _____

Child's name _____ Child's name _____

Parent's name _____ Parent's signature _____

I give permission for my child to be photographed during Kids Club, and for these photos to be used in Kids Club newsletters and other media like the PHM school website and Facebook page/s.

Child's name _____ Child's name _____

Child's name _____ Child's name _____

Parent's name _____ Parent's signature _____

Please complete and return this signed page to the Site Coordinator