**Fall 2019-2020**

**FAMILY HANDBOOK**



Will-Moore Elementary School

 Coordinator: Amanda Forman

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**A service provided by:**



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**Welcome to the CREA/ESP Program!!!**

Our philosophy at the Central Reginal Education Association Extended School Program (CREA /ESP) is to provide a safe and caring environment for children to further assist in their educational growth and success. Our program will provide before school, after school, and summer programs for students. The CREA /ESP program will strive to increase student’s skills in their reading levels, mathematics abilities, and science knowledge to a proficient level. As well, the CREA /ESP program will provide social and recreational opportunities to help your child become a more, well-rounded, young individual. The MREC/ESP does not discriminate on the basis of race, sex, color, national origin, religion, age or disability in admission or access to, or treatment in the program and activities.

This program is funded through a 21st Century Community Learning Center Grant. The program is offered at Custer Elementary, Mary Stark Elementary, and Roosevelt Elementary schools in Mandan. In Bismarck we offer the program at Will-Moore Elementary, Dorothy Moses, Pioneer, Myhre and Miller Elementary.

The CREA /ESP also has fee-based schools at Lincoln Elementary, Mandan Middle School and Wachter Middle School.

**Program Goals**

1. To serve K-8 students outside the normal school hours in a safe and secure environment.

2. To provide 65% education

3. To provide educational support services that result in greater student achievement

4. To provide opportunities to promote personal excellence in all CREA/ESP students

5. Establish community partnerships to work together with the CREA /ESP program

6. Provide highly qualified staff

7. Encourage families to be active in the CREA /ESP

8. Provide community with CREA /ESP information

**Program Objectives**

• Teach 65 % education

• Student Academic and Social Growth

• Teach Values

• Improve personal and family relationships

• Appreciate Diversity

• Become better leaders and supporters

• Develop specific skills

• Have fun

• Increase MAP scores

• Assist with homework

**Before School Program**

The CREA /ESP before school program begins at 7:00 AM Monday-Friday any day school is in session during the regular school year (please review the “holiday, snow days, and schedule” section on page 5 of this handbook for further information). In the event a regularly scheduled school day begins at a later start time than normal school operational hours, the CREA /ESP **before** school program will not be operational that day. Students will be able to participate in activities such as help with homework, math or reading project. Breakfast is available at the schools posted rate.

**After School Program**

The CREA /ESP after school program hours of operation will begin at the time school is dismissed until 5:30 PM Monday-Friday any day school is in session during the regular school year (please review the “holiday, snow days, and schedule” section on page 5 of this handbook for further information). Our program will follow your school calendar and will only operate when school is in session. In the event school dismisses early for any reason, the CREA /ESP **after** school program will not operate that day. Students enrolled in the CREA /ESP program will participate in 65% academic learning each day. Activities will include, but are not limited to, reading, science, math, help with homework and indoor/outdoor play. A nutritious snack will be served each day. The smooth flow of our program depends largely on the notification of parents and properly signing students in and out each day. Parent/guardian should inform the Site Coordinator if for any reason the student will not be in the program on any given day. The CREA /ESP will take daily attendance upon student arrival. Sites not receiving notification of child’s absence will attempt to contact the student’s parent/guardian. Transportation **will not** be provided by the staff of the CREA /ESP. It is the responsibility of the parent/guardian to ensure student has a ride to and from school each morning and evening.

**Students must be picked up prior to 5:30 PM, after which time supervision will not be provided. A late fee of $10.00 per student for every 15-minute period will be charged and is due immediately when the student(s) are picked up after 5:30 PM. Local authorities may be contacted for assistance if a student(s) has not been picked up by 5:45 PM. Students will not be allowed back into the program until late fee is paid. Students may be dismissed from the program for abuse of the late pick up.**

**Attendance**

The CREA /ESP after school program is established to provide a safe, nurturing, educational experience, **not as a short-term daycare facility**. The ESP is funded by federal grant monies that require us to provide 65% educational services to students each day programming is available. Consistent attendance from enrolled students is crucial to continue to receive these funds and keep the program running. Thus, students need to attend the afterschool programming for a *minimum of 7 out of every 10 days through the academic portion of the programming.* If consistent attendance through the academic portion of the programming does not occur, your student(s) may be dismissed from the program.

**Sign In/Out**

If the child is not signed in, the staff will call the parents/guardian to confirm their location. Parent/guardian must provide an authorized person to sign their child(ren) out of the program by 5:30 PM every day. Please complete the Authorized/Unauthorized form in the back of this packet. The staff will only release children to authorized people on the Authorized/Unauthorized form who have the **proper identification** at pick up. This form does not replace that of legal documentation, i.e. custody papers, restraining orders, ect, in regards to biological parents. For the utmost care and safety of your child(ren), students will not be allowed to sign themselves out of our program. CREA ESP employees may sign a child out of the program upon written notification from the custodial parent of that child.  **PARENTS MUST HAVE ID READY TO SHOW EVERYDAY!! This is for the safety of your students and is required for ANYONE picking your child up!**

 **Program Fee’s:**

2019-2020 Fee Breakdown

|  |  |  |  |
| --- | --- | --- | --- |
| **School Year Fees** | **1 Student** | **2 Students** | **3 + Students** |
| **Full Paying Fees** |  $125 per month | $175 per month | $225 per month |
| **Reduced Paying Fees** | $55 per month | $85 per month | $115 per month |
| **Free Paying Fees** | $20 per month | $30 per month | $40 per month |

**A $25 non-refundable deposit is due to hold your spot. This will be applied to your payment.**

**Late Fees**

**Daily Late Fees: Students must be picked up prior to the scheduled ending time for the appropriate program (i.e. Afterschool program is 5:30 PM CT) after which time supervision will not be provided. A late fee of $10.00 per student for every 15-minute period will be charged and is due immediately when the student(s) are picked up after the scheduled ending time for the appropriate program. Local authorities may be contacted if the student has not been picked up by 15 minutes after the scheduled ending time. Students will not be allowed back into the program until late fee is paid. Students may be dismissed from the program for abuse of the late pick up.**

**Monthly Payment:** **A $20.00 late fee will be added to your account after the 10th of each month. On time payments are important, as without assessing fees we would serve a number of fewer students and have a number of fewer sites. We accept cash, checks or you may fill out an automatic withdrawal form to have the dues taken out of your checking or savings account on the 5th of each month. There is a $25.00 fee for all returned or stopped checks or automatic withdrawals. *If you are unable to pay please contact your Site*** ***Coordinator as soon as possible for options that are available to you*.**

**Nutrition**

A good balanced diet can have a marked effect on children’s social and emotional behavior as well as their ability to use the full range of their intellectual capabilities. ESP will provide one nutritious snack with a drink option of either milk or juice. Snacks from home are not allowed in the Extended School Program unless previously discussed and approved by the Site Coordinator. Together we can work to reinforce positive eating habits and educate our children in sound principals of food and nutrition. (Please let us know if your child has any food allergies that might affect his/her behavior during the day.)

**Holidays, Snow Days & Schedule**

During the regular school year, the CREA /ESP program will follow the school calendar of the district you are currently enrolled in. The CREA /ESP program will not be available if school is not in session. In the event school dismisses early by your district superintendent for any reason, the CREA/ESP **after** school program will not operate that day. In the event a regularly scheduled school day begins at a later start time than normal operational hours, the CREA /ESP **before** school program will not be held that day. **PLEASE NOTE**: The CREA /ESP **after** school program will **not** be available on the ***day before Thanksgiving, the last day before Christmas break, and the last day school is in session for the regular school year***; the MREC/ESP **before** school program will be operational on those days. The summer program will operate as scheduled and posted each year. Summer enrollment forms specify the summer holiday schedule.

**Field Trips**

Field trips will be an occasional part of our program. When transportation is provided, the CREA /ESP will take every precaution to insure the safety and well-being of its students. Parent/Guardian permission is required before students may participate in scheduled field trips. Permission slips are signed as a part of the enrollment process and are good for the program term.

**Visitors**

Parents/Guardians are welcome to visit the program, but must check in with the school office or Site Coordinator before entering the student activity area. (Try to make your presence as inconspicuous as possible. Please do not engage in conversation with the teachers, youth leaders or students unless they approach you first.) **Students who are not enrolled in the CREA/ESP program may not take part in any CREA /ESP program activities!**

**Accident or Illness 2**

In the event your child becomes ill or injured during CREA /ESP time, parents/guardians will be called immediately to make arrangements for the child to be picked up. If the parents/guardians cannot be reached, the Site Coordinator and/or Site Supervisors will try the other contacts on your authorized pick up sheet. In order to maintain a healthy, happy atmosphere for all children and staff at your ESP, we ask that students who are ill be kept home until they have fully recovered. Keep your student home if he/she has a fever. It is assumed that if a child is well enough to attend ESP, then he/she is well enough to play outdoors and engage in a full schedule of activities. If for any reason your child needs emergency care, the Site Coordinator and/or Site Supervisor(s) will send them by ambulance to the hospital listed on your emergency form. If your child is not in school or was sent home during the school day for any reason, that child will not be allowed to attend the program that day.

**Medications**

The CREA /ESP is ***not responsible*** for the administration of medication to a child. If your child needs medication, please make other arrangements during the ESP program times. The only exceptions to this rule are the EpiPen’s for an allergic reaction or inhalers for asthma treatment. **Parents/Guardian must supply the CREA ESP staff with the EpiPen or inhaler.**

**Responsible Behavior**

Students are expected to conduct themselves in a manner suitable to their age and grade and in a respectful and positive manner. We expect all children to use the six pillars of Character Counts: Respect, Responsibility, Caring, Citizenship, Trustworthiness, and Fairness. Students disobedient or disruptive of the CREA /ESP are subject to corrective discipline. The Site Coordinator or Program Director may suspend a student for up to 5 consecutive days. The Site Coordinator may recommend to the Program Director, expulsion of a student. Final decisions of expulsion will be made by the Program Director with input from the school Principal after allowing the student’s parent/guardian an opportunity to be heard. A student may be expelled for up to 1-year term length. If the case involves a firearm/weapons violation, the student must be expelled for a minimum of 1 calendar year as per Federal law at the discretion of the Program Director. Conduct exhibited while on school grounds or during an CREA/ESP activity is subject to suspension or expulsion, including but not limited to:

• Causing or attempting to cause damage to school, ESP or private property or stealing or attempting to steal school, ESP, or private property.

• Causing or attempting to cause physical injury to another person except in self -defense.

 • Running from staff which causes the safety of the student or other students as well as staff to

 be put in danger will result in immediate expulsion from the ESP program.

• Threatening to cause physical injury to another person, damage to school property or damage to private property.

• Possessing or transmitting any weapon or other dangerous object, which could be used to inflict harm on another person if used in a threatening manner.

• Possessing, using, transmitting, or being under the influence of any illegal drugs, alcoholic beverage, or intoxicant of any kind.

• Disobedience or defiance of proper authority.

• Behavior which is detrimental to the welfare, safety or morals of other students.

• Offensive or vulgar language, whether or not it is obscene, defamatory or inciteful to violence, where it is

 disruptive of the CREA /ESP.

• Any student behavior which is detrimental or disruptive to the CREA /ESP, as determined by the Site

 Coordinator or Program Director.

Any student who has been suspended or expelled from the CREA/ESP at any site, is not eligible to attend an CREA/ESP at another site, until that student is eligible to return to his or her regular site.

A Student who has been expelled may be reinstated by the Program Director provided that:

• The student satisfies the Program Director of their personal contrition.

• The student satisfies the Program Director of their personal resolve not to repeat any comparable acts.

• The parent/guardian demonstrate to the Program Director that an appropriate combination of special home precautions, professional counseling, and home discipline programs of an appropriate design and duration have been taken to assure the Program Director of the absence of opportunity and inclination on the part of their student to repeat any comparable acts; and

• The parent/guardian satisfies to the Program Director of the parent’s/guardian’s profound resolve that comparable acts will not be repeated.

If the Program Director determines that the conditions for reinstatement have not been fulfilled before the beginning of any following year, the Program Director can initiate proceedings for expulsion in the following year. Parents are also expected to conduct themselves in a suitable manner. Disruptive behavior by a parent may result in suspension or expulsion of their student.

**Dress Code**

All children should dress according to the weather. North Dakota weather can change at any time during the day. Please have snow boots, hat, mittens, and snow pants during the winter. Please mark all outer clothing i.e. jackets, sweatshirts etc. with your child’s first and last name and occasionally check the lost and found box for misplaced sweaters, jackets, etc. Tennis shoes are required at all times, **no flip flops** are allowed due to safety concerns. The CREA ESP will follow ALL school dress codes during the summer hours as well.

**Personal Items**

Personal items should remain at home or in the child’s backpack. Children are not to bring toys, electronics or any other personal possession from home to the ESP program unless otherwise told or discussed with the Site Coordinator (i.e. medical equipment, pillows/ blankets for movie day, swimming suit for water day ect.). If a child has an apple watch, gizmo watch or any other form of communicative device, it is not to be used during ESP time. If a child needs to contact a parent/guardian they need to first talk to a Youth Leader or Site Coordinator, *phone calls and texting are not allowed during ESP time.* If a child does bring a personal item from home and it becomes lost or stolen, CREA /ESP is not responsible for the missing item.

**Staff**

The heart of any experience lies in the interaction of people with one another. We recognize that in the CREA/ESP, the youth leader is the key to a student’s learning. The staff is trained in child development. All staff are required to complete a federal background check at the time of employment. Our youth leaders are diversified in age, experience and interest to provide a collection of talent and expertise.

**Parent Concerns**

In a community, people work closely together and hopefully interactions are positive, helpful, kind, and understanding. Communication is the pillar for such interactions to occur. We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We know that you want what is best for your child and that your job is to advocate and protect your child. When conflict, concerns or difficulties do arise communication between each stakeholder i.e. parent, youth leader, student etc. is what is necessary to provide the best possible educational experience for your child.

**When you have a concern, please remember…..**

• Talk to youth leaders or the Site Coordinator directly.

• Realize that if you have a concern about a youth leader, the Site Coordinator will need to investigate and talk to the staff person directly about your concern.

• After expressing a concern, your child’s youth leader will strive to improve the issue at hand.

• As concerns occur, communicate appropriately with the staff. It is always disturbing to the Site Coordinator to find out later that parents had a number of concerns and never expressed them. Without knowledge of the concern or issue proper steps cannot occur to improve or resolve the issue.

• Expect follow-up from the Site Coordinator or teacher to make sure your concern has been addressed.

• Sometimes we cannot make a change you request due to program restrictions, but we ALWAYS want to hear your suggestions. We will consider each suggestion and respond to you in a timely manner.

• Although it is not the CREA /ESP’s responsibility to understand or determine legal documents, nor is it our responsibility to enforce legal documents, all court orders will be reviewed and followed to the best of the programs ability. A parent/guardian with physical custody will always be considered the decision maker. A written agreement signed by the parent/guardian with physical custody is required to make any changes involving program documentation (ex. Permission to pick up child, etc.). The CREA /ESP reserves the right to terminate care in instances of inappropriate behavior by a parent.

• If you have difficulties or feel your concern is not being addressed properly, the CREA /ESP Director is available to hear your concerns. Proper arrangements will be made in these circumstances.

**Tax Information**

Many parents ask for tax information at the beginning of each New Year. Please make sure to keep your receipts the site gives you after a payment is made. Your receipt is the only tax form that will be given to you. **The CREA/ESP Tax ID# is 45-6000242.**

**Title VI of the Civil Rights Act of 1964**

The CREA Extended School Program acknowledges and adheres to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

**Section 504 of the Rehabilitation Act of 1973**

The CREA Extended School Program acknowledges and adheres to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance.

**Title IX of the Education Amendments of 1972**

The CREA Extended School Program acknowledges and adheres to Title IX comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

**Registration/Enrollment**

To better serve you and your child(ren), the CREA /ESP program has enclosed a Registration form, Emergency Contact form, Pick Up form, Exchange of Information form, and Scholarship form. Each form (Scholarship Form as needed) must be fully completed and returned to your Site Coordinator before your child(ren) will be allowed to attend our program. Each child must have each form filled out for themselves, ***please do not fill out Registration forms to include an entire family.*** Any incomplete forms will result in your child being withheld from the program until the proper documentation is complete.

To better ensure that your child(ren) are receiving additional educational value beyond their regular school day, the CREA ESP has a limited number of student positions available at each school. The ratio of one (1) teacher to fifteen (15) students will be utilized if possible, however a total cap limit for each school site will be determined annually for the fall and summer programs. Additional students beyond the set cap will not be allowed until another student currently enrolled leaves the program, a student is dismissed for policy violations or additional staff can be hired.

**A Final Word**

Working together, we will try to provide an understanding atmosphere. We ask that you alert the Site Coordinator for incidents that may have occurred in your child’s life. Because children are easily affected by their environment, they often reflect the tensions and concerns of the people to whom they are closest. Each child’s emotions and feelings are real and need to be recognized and dealt with appropriately. Illness, quarrels, unexpected visitors, or a parent away on a business trip may unwittingly create a climate of uneasiness and strain that can temporarily upset a child. Additionally, a broken toy, a lost tooth, or an upcoming birthday party may seem incidental, but can be major events in the life of a child and create emotionally keyed up behavior. Whatever the cause, it would be helpful if you would notify us whenever your child’s behavior seems out of the ordinary.

**Central Regional Education Association (CREA)**

**Extended School Program (ESP)**

**Fall Registration Form**

Student Name:

School Attending:

Grade entering Fall 2019:

Parent/Guardian Name(s):

Address:

City, State, Zip Code:

Home Phone: (W) (C)

Home Phone: (W) (C)

Email Address:

Email Address:

**Please list any Allergies/Special Health Considerations:**

Student Demographics: **Please check all that apply**.

 □ American Indian/Alaskan Native □ Black/African American

 □ Asian □ Hispanic/Latino

 □ Native Hawaiian or Pacific Islander □ White

 □ Other

Total Number of Family Members in Household:

***•* I hereby agree to comply with the rules and regulations of the CREA/ESP program including, but not limited to, fees, attendance, health, clothing, and other items specified involving the CREA/ESP program.**

**• I hereby agree to notify the Site Coordinator two weeks in advance of withdrawal of my child(ren) from the program.**

**• I hereby grant permission for my child to use all the play equipment, participate in all of the activities of the program, and to leave the program premises under the supervision of a staff member for such activities as, but not limited to, neighborhood walks, program activities, and/or field trips that may involve transportation in an authorized vehicle.**

**• I hereby grant permission for CREA/ESP staff to take whatever steps necessary to obtain emergency medical care in the event of an emergency regarding my child(ren).**

**• I agree to cooperate with the general policies of the CREA/ESP program, to perform the obligations of parents or guardians set forth in this agreement, and to abide by the rules, regulations, and manuals provided by the program. Signing this agreement indicates that I have received and understand the information included in the CREA/ESP Family Handbook and agree with the afore mentioned stipulations of the program.**

By signing this, I give permission for my child(ren) to go on field trips.

By signing this, I give permission for the mutual exchange of information between CREA/ESP and your child’s school. The information shared may include, but is not limited to:

• Addresses – physical and mailing addresses • Demographics – basic demographics and

contact info

• Family Info – list of siblings attending BPS schools • Test Scores – access to district and state

assessments

• Emergency contact and Medical Information • Photographed or interviewed for CREA/ESP

program purposes

⎕ **My Childs image can be used in CREA ESP newsletters, the CREA and the CREA ESP websites.**

I hereby consent for my child to participate in the 21st Century Community Learning Program (21st CCLC) and agree to release and discharge the Central Regional Education Association, its officers, agents, and employees, exercising reasonable car within their scope of employment, from all liability, claims, damages, suits, judgements, and settlements involving personal injury and property damage resulting from or arising in connection with the 21st Century Community Learning Program (21st CCLC).

Parent’s/Guardian’s Signature Date

**Emergency Contact and Medical Information for a Child**

 Sex: M F

Child’s Name Date of Birth

Parent’s /Guardian’s Name Parent’s/Guardian’s Name

( ) ( ) ( ) ( )

Home Phone Work Phone Home Phone Work Phone

Address Address

City, State, Zip Code City, State, Zip Code

**Alternative Emergency Contacts**

Primary Emergency Contact Secondary Emergency Contact

( ) ( ) ( ) ( )

Home Phone Work Phone Home Phone Work Phone

Address Address

City, State, Zip Code City, State, Zip Code

**Medical Information**

Hospital/Clinic Preference

Physician’s Name Phone Number

Insurance Company Policy Number

**Allergies/Special Health Considerations**

I authorize all medical and surgical treatment. X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of emergency.

Parent/Guardian’s Signature Date

I give my permission for my child to go on field trips. I release CREA/ESP and individuals from liability in case of an accident during activities related to CREA/ESP, as long as normal safety procedures have been taken.

Parent/Guardian’s Signature Date

**CREA ESP**

**Authorized/Unauthorized to Pick-up**

**AUTHORIZED**

**Name Relationship to Child Phone Number**

(1)

(2)

(3)

(4)

(5)

(6)

**UNATHORIZED**

**(These individuals are NOT Authorized - This must be a court document and we need it on file)**

**Name Relationship to Child Phone Number**

(1)

(2)

(3)



I hereby authorize the mutual exchange of information regarding:

Student: DOB:

Address:

Date:

This information will be shared between Bismarck Public Schools (BPS) and Central Regional Education Association Extended School Program.

A. The following information will be SENT/DISCLOSED by Bismarck Public Schools (Be Specific):

 X \*Student Education Records: Please Specify-Student behavior information, Health care plans, 504 plans

 X \*Individualized Education Program (IEP)

 X \*Evaluations/Assessments: Please Specify-NWEA MAP data, State Assessment data

 X \*Other: Please Specify-Free/Reduced lunch status

\*Purpose of this request for records (REQUIRED): To plan for, and implement, appropriate educational services and collect data necessary for grant funding purposes.

This consent for the mutual exchange of information will remain in effect until the official dismissal procedures from CREA ESP is completed, unless specifically revoked by written notice to the agency sending the records. Any information disclosed prior to written revocation of this consent shall not be a breach of confidentiality. This consent will allow the above parties to exchange information related to the records above through US mail, and verbal conversation. I also consent to exchanging this information through fax or e-mail unless this box is checked: \_\_\_ (I understand that fax and e-mail transmissions may not be secure).

I CONSENT to the exchange of information described above:

(Signature of Parent/Guardian) (Date)

Notice to recipient of BPS education records: Federal law may prohibit the re-disclosure of these records to other parties without the prior consent of the parent, guardian, or eligible student. For more information, including penalties for re-disclosure, see 34 CFR Part 99.

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**CREA/ESP Behavior Clause**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a parent with CREA’s ESP understand that the Extended School Program is a business that provides educational, emotional and recreational care to children. I understand that a calm, professional manner must be used in any and all interactions with CREA/ESP staff from myself as well as any individual I have authorized to pick up my child(ren). I understand that the following are behavior examples (but are not limited to) that could potentially cause my child(ren) to be suspended or expelled from programming: *Please initial after each example.*

\_\_\_\_ Threatening Site Coordinator, Youth Leaders, other parents or children.

\_\_\_\_ Verbal abuse such as yelling, swearing and cursing at Site Coordinator, Youth Leaders, other parents or children.

\_\_\_\_ The use of, or under the influence of tobacco, alcohol or other drugs at pick up or when in attendance of any CCLC activity or function.

 Quarrelling with Site Coordinator, Youth Leaders or other parents.

CREA’s Extended School Program takes parents’/guardians’ concerns seriously and encourages open

communication with your Site Coordinator. Each site will work with the parent/guardian, ESP staff and

child(ren) to resolve the issue and ensure a positive outcome. Every encounter should be done in a professional

manner, CREA’s ESP Site Coordinator reserves the right to request any individual to leave the premises if his

or her behavior does not meet the standards of the ESP policies.

**By signing on the line below, you are hereby certifying that you understand the above behavior clause and agree to follow the rules set forth by CREA’s Extended School Program.**

(Parent/Guardian Printed Name) (Parent/Guardian Signature) (Date)