

Thomasville Community Resource Center Parent/Student Handbook



Thomasville Community Resource Center
(TCRC): (229) 226 – 5846
P.O. Box 1897
Thomasville, GA 31799-1897
Located at: 501 Varnedoe St.

Welcome to the Thomasville Community Resource Center.

The staff at TCRC is very excited and looking forward to another year of working with your child in the after school/summer program. The summer program is designed to provide a supportive academic environment for your child, as well as personal enrichment opportunities.

To help us maintain a safe and productive learning environment, certain policies and procedures have been developed. These policies and procedures are presented in this Handbook. Please take time to read and discuss this packet with your child. There is important information for you and your child to sign at the end of this packet. Please return the signed information to our office/staff.

We are here to assist your children. If you have any questions, comments, suggestions or concerns, **please call the Center at (229) 226-5846**. We strive to meet the needs of the children that we serve; therefore, we appreciate getting feedback from you.

Once again, we are looking forward to working with your child and/or children.

THOMASVILLE COMMUNITY RESOURCE CENTER

Mission Statement:

Thomasville Community Resource Center (TCRC) empowers children to progress toward their full potential through educational development and partnerships.

Vision Statement

Families and children are self-sufficient, have gained the knowledge and education they need to become productive citizens and are ready to successfully manage life transitions.

Values

To fulfill our mission, we will empower the youth of Thomasville through alternative community, school and home-based programs built on a foundation of Prevention, Education and Preparation. Our values include:

- Holistic Wellness – we focus on the whole family and whole child
- Client Centric Services - we meet our clients where they are physically, emotionally, and mentally to support their growth and access to services and opportunities
- Consistency- we work across a spectrum of programs and locations with the same high-quality, best practice services
- Professionalism – our staff is highly trained and focused on achieving outcomes for our clients

Licensing

The Thomasville Community Resource Center is Licensed through the Bright from the Start: Georgia Department of Early Care and Learning <http://dec.al.ga.gov/>

Governing Bodies

The Thomasville Community Resource Center Board of Directors is responsible for establishing the operational, personnel and fiscal policies for the Center. The Center has an active governing Board of Directors made up of dedicated volunteers. The Board includes 9 volunteers from the fields of health, education, finance, business leaders and the community.

Admission Requirements

The Thomasville Community Resource Center After School and Summer Program provides services to children, ages 3 - 12. Students must be 11 at the time of enrollment. Students who reach 12 years while attending our after-school program may continue attending TCRC until completion of that academic school year.

No one will be discriminated against based on race, religion, color, gender, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable State or Federal law. We are committed to respecting and valuing diversity in all of our practices.

1. **There is a \$25 [non-refundable] registration fee for the after school program and summer program.** This fee is due in July for the after school program and April for the summer program.
2. If a child needs special accommodations or care, arrangements should be made with management in advance.
3. The custodial parent(s)/guardian(s) must agree to supply and maintain accurate, required record information.
4. The custodial parent(s)/guardian(s) must agree to escort their child into and/or out of the Center. In addition, parent(s)/guardian(s) must agree to complete the "sign in/out" sheet when bringing their child into and/or out of the Center. No person will be allowed to sign out a child if that person is not listed on enrollment file pick up list. **TCRC staff will not call and confirm.** TCRC will allow a non-listed person to sign-out a child providing that the parent/guardian calls TCRC authorizing the non-listed person. The person must present proper identification before the child will be released.
5. Parents and children must abide by the Center's rules, policies and procedures, as amended from time to time.

***TCRC reserves the right to deny entrance to any student(s), if in the opinion of the administration, it is in the best interest of the school and/or the student(s).**

Hours of Operation

The Center's After School Program operates Monday - Friday after school during the public school calendar year (August - May). Summer Program dates are determined in early April each year. The Center is closed in recognition of Labor Day, Memorial Day, Thanksgiving Day, and the Day after Thanksgiving, July 4th, Martin Luther King Day, week of Christmas Day, and New Year's Day. If the public school system closes due to a natural disaster, we may also be closed.

- **New: The After School Program will close at 6:00pm daily beginning August 2023**
- Summer Program and school break hours are 7:30 am- 5:30 pm
- Normal administrative operational hours are 9:00 am - 5:00 pm Monday through Friday

Attendance Policy

Students who have been absent from the program must bring a note from a parent or legal guardian on the day they return, and must have called the Center in advance to notify of student(s) absence. Excused absences are those for personal illness, death in the family, or recognized holidays. **If there is a waiting list, students who have more than (3) unexcused absences will be dismissed from the program.** We have a limited number of spaces for students. In order to accommodate students that want to be in the program, we must ask that students attend our program on a regular basis and send in notes when an absence is necessary.

Program Fee Payment Policy

Fee payments must be paid in the form of credit or debit card online at www.tcrconline.org by close of business on Friday.

For your convenience, the finance department will email a payment link on Thursday of each week. You will be able to pay directly from the link by close of business on Friday.

Late pick-up fees – A \$1 charge for every minute after the program closure time (5:30pm during the summer and 6:00pm during after school). For example, if a child is picked at 5:45pm in the summer a \$15 fee must be paid.

All program fee payments must be received by Friday close of business. Fee payments received after Friday will be accessed a \$10 late fee that must be paid before the child can return to the program.

There is no fee reduction for absences, vacations or holidays.

If child does not attend for the week, a fee of \$20 must be paid to hold the spot if the child anticipates returning to TCRC. If the fee is not paid, child will lose their slot and a student from the waiting list will be enrolled.

Process of Expressing Concerns

In the Event that there is a concern you are to speak to Program Manager/Site Manager. Contact information is as follows:

Phone Number Office: (229) 226-5486
Email: tcrcreceptionist@tcrccommunity

Program Manager can be reached during office hours 9 a.m. -5 p.m., as well as during after school hours of operation 3 p.m. – 6:00 p.m.

Religious Events

The Center does have some religious and cultural events and activities. In the event you do not want your child/children to participate in such events, you have the right to notify the Center. The Center will not discriminate against any person(s) who choose to not participate.

Birthdays and Other Special Events:

Birthdays may be celebrated during snack/lunch time by making arrangements with the teacher in advance. Unless the entire class is included, party invitations shall not be distributed at center.

Inclement Weather:

TCRC may close, occasionally, due to inclement weather or an unexpected closing of a partner school. If the school closes due to inclement weather, TCRC will be closed also. If inclement weather arises in the middle of the school day and the school decides to dismiss early we will handle the issue as follows:

- If notified **before** 12:00 p.m. **we** will pick kids up and will remain open
- If notified **after** 12:00 p.m. [1] **parents** will be responsible for picking up students, [2] TCRC will close and [3] TCRC will **not pick up** students from school.

Subject to change depending on the severity of the situation

Transportation

The Center provides transportation from all Thomasville City schools and Thomas County schools to the Center located at 501 Varnedoe Street, in Thomasville, Georgia. In the event your child is **absent** from school, it is the **parent's responsibility to notify the Center** that your child will not be picked up at their school. We require notification of absence **at least one (1) hour before the scheduled pick-up time**. This is important as it can save staff valuable time in trying to locate a child that is not on the school campus. In the event that your child misses the bus, it is the responsibility of the parent(s)/guardian(s) to pick their child up from school.

Bus Pick-up Policy (After school Only)

Our bus pick-up is directly related to weekly paid attendance records. Our policy is to collect fees on the Friday prior to each week that your child attends our After School Program. Based on the fees we have received by Monday noon of each week, we develop our bus schedule for that week. Our bus drivers are given a list of the students that are expected to be picked up each day at school based on our list of paid registrants that morning.

The public school that your child attends is responsible for making sure your child is in line and waiting for the bus. If your child is **NOT** in line, our driver will ask the teacher on duty if they know where your child is, but we are only responsible for waiting if the teacher can assure us that your child is actually on his/her way to the bus line at that time. We cannot hold up other buses and students at the other schools while searching for your child.

We are **NOT** responsible for picking up your child after school under the following conditions:

1. If you have not paid for the week by Monday at noon (if we do not have payment, we assume your child is not attending that week unless other arrangements have been made in advance).
2. If your child is kept after school and/or is not in line when our bus or van arrives at the school.
3. If your child is picked up at school by someone else (if your child is being picked up by someone else, we would greatly appreciate a phone call so we know in advance not to look for your child).

It is our policy to return to the school to pick up a missed child ONLY if WE forgot the child or it was our fault in some way the child was not picked up. We cannot return to the school if it was YOUR CHILD'S FAULT or YOUR FAULT that your child was not picked up. In those instances, it becomes the responsibility of the school and/or parent.

Agency Staff Vehicles

Due to insurance and safety policies at TCRC, no student enrolled in TCRC or any other satellite sites is allowed to ride with any employee for any cause. TCRC employees are not allowed to sign any student out of the program for any reason. In the event this does occur, staff and parent need to be sure they have signed our babysitting policy.

Rules for Riding the Bus Safely (Summer Field Trips and After School)

1. Take your seat promptly and sit properly, facing forward at all times.
2. Place bags and parcels under your seat or on your lap or the location the driver has determined.
3. Keep the aisle of the bus clear at all times.
4. Always keep your head, hands and arms inside the bus.
5. Throwing objects inside or outside of the bus is not permitted.
6. Talk quietly; the driver needs to concentrate to safely drive the bus. Fighting, shouting, or use of obscene language is not permitted.
7. Be absolutely quiet when approaching a railroad crossing.
8. Participate in all bus evacuation procedures.

9. Dangerous, disturbing, or annoying objects are not permitted on the bus.
10. Eating and drinking (this includes chewing gum) is not allowed on TCRC buses or vans at any time.
11. Be aware that other students, including the bus driver, may have allergies to scents such as perfume, etc.
12. Smoking is not permitted on the bus.
13. Always follow the bus driver's instructions

Family Dispute Policy

If there is a **dispute** between family members (mom and dad in a divorce, custody battle between family, and/or etc.) all children involved will be withdrawn from the program until the dispute is resolved and/or a court order is filed in child's file.

Right to Refuse Policy

In order to ensure their safety, children will not be released to any adult who appears to be under the influence of alcohol, drugs, or other conditions that might impair that adult's ability to safely take the child from the center. If an adult takes the child against the recommendation of the program staff, the police will be called and provided with the reason for the concern and the make, model and license number of the car in which the child is riding.

Lunch and Snacks

The Center provides a nutritionally balanced afternoon snack during our After School Program. During our full day programs, the Center serves breakfast, lunch, and an afternoon snack. Our menu is posted on bulletin board weekly for parents to review. If a child is allergic to certain foods, please make a note of that information in the student's enrollment file and also provide a doctor's note as well. If notification is not received, your child will be served the scheduled food listed on that day's menu.

TCRC is a Kid's Cafe Site in partnership with Second Harvest of South GA. This partnership allows us to provide free meals and snacks to all of our children. **This free service requires that an annual IE Form be completed and submitted for each child.** By submitting the IE Form, it assists us in being able to keep our program costs low.

Health Forms

Georgia state law requires that a record of your child's immunizations be on file with the Center. Forms must be submitted in September and February each year enrolled in program even if nothing has changed. The forms must be updated if new immunizations are given.

Communicable Disease Control

The Georgia Department of Human Resources' recommendations for exclusion of sick children from the Center will be followed. Children who have fever and exhibit another contagious symptom (such as, but not limited to, a rash or diarrhea or a sore throat, ring worms) while at the Center will be separated from the rest of the children (with supervision). The parent(s)/guardian(s) of a sick child will be notified immediately and will be asked to pick their child up from the Center as soon as possible.

Parents are responsible for informing the Center about the nature of any illness. If your child has a communicable disease, tell us when it first appears. The Center is responsible to notify all parents of their child's illness, injury and/or exposure to a communicable disease.

We will not serve a child with:

- A fever of 101 temperature or above
- A fever of 100 if combined with another sign of illness
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting two or more times in a day
- Severe coughing
- Rapid or difficulty breathing
- Yellowish skin or eyes
- Pink eye
- Sore throat or difficulty swallowing
- Evidence of infection

Parents will be called immediately and asked to pick up their child from the program. Child may not return until symptom free for 24 hours.

Medication

Staff may be able to give medication to your child, when it is needed. Before we can do this, you must fill out a "**Guide for Authorization of Medication**" form listing the dates, specific times, and the amount to be given. **Medications must be in the original container, and the label and/or prescription must be legible.** Place your child's medicine in a zip lock bag, labeled with your child's full name along with the proper measuring cup or spoon. Do not write on the original container, as our staff may not be able to read the label's directions. Any medication brought to the center must be received directly from the parent or guardian. **All prescription drugs must be kept in the original container.**

Illness or Accident

We will notify you in the event of an illness or injury that causes moderate to serious discomfort to your child. In the event that emergency medical services are required, we will seek prompt emergency medical treatment through 911, follow their instructions, and notify you as soon as possible. You (Parent(s)/Guardian(s)) are financially responsible for any professional medical treatment administered to your child for any illness, injury, or accident that occurs

while at the Center.

Parent will be responsible for financial obligations

Dismissal Policy

A child who does not maintain acceptable behavior within a reasonable amount of time, or causes harm to other students or staff will be dismissed from the Center, into his/her parent's care. **(See Discipline Policy, in Child Enrollment Packet for further details).**

Late Fees

Should your child be left at the center after the end of the program day **(5:30 p.m. in the summer, 6:00 p.m. during the school year)**, you will be expected to pay a late fee of **\$1.00 for every minute, for example if you are 15 minutes late you will pay \$15.00 for late fees.** Payment is due at the time of pick up. Staff expects to go home when their shifts are finished; please help us to get everyone home on time. Should you have an emergency and need to be late, please notify the Center.

Lost Articles

We try to make sure there are no lost or misplaced clothing or other belongings. However, the Center cannot be held responsible for any items lost. Please do not allow your child to bring valuable toys (i.e. palm pilots, game boys, Nintendo DS, and etc.) to the Center. Articles left at the center will be placed in "Lost & Found" container located on the stage for thirty (30) days.

Confidentiality

Information pertaining to the children enrolled at the Center is considered confidential and may not be released by Center staff without first obtaining written permission signed by the parent(s)/guardian(s) except in the case of suspected abuse or neglect, threat to self or to others, or under court order.

Child Abuse Reporting Requirements

Georgia State Law requires all staff at the Center must report any suspected child abuse.

The Thomasville Community Resource Center is a Mandated Reporting Center.

Center Program

The staff at TCRC is committed to providing your child with homework assistance, as well as a variety of activities which may include drama, dance, music, art, computer lab, cooking, gardening, poetry, science, engineering, as well as health and nutrition. We are always seeking volunteers to assist with these activities and we believe that everyone has a skill to share. We invite you, a family member or a friend to sign up.

Homework Policy

- The TCRC policy on homework is to provide assistance, remind and encourage, but not force children to do homework.
- We will provide approximately 35-45 minutes Monday through Thursday for homework to be completed.
- If children do not complete their work in that time period, we must move on to the scheduled activities. Remaining homework will need to be worked on during free time or at home.
- At request from the child, the staff will assist with homework by explaining directions, giving examples and checking completed work.
- If your child needs more help with homework or needs one-on-one tutoring, we suggest you work directly with your child's school.

Release of Information

Parent must complete a signed release form authorizing TCRC to allow his/her child to be in any publication or public relations activities (Career Day, Family Fun Night, on/off campus events). Parents must also complete a release of information to allow TCRC to obtain your students grades from the various schools.

591-1-1-.07 Children's Health

1. Exclusion of Sick Children. A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred one (101) degrees Fahrenheit or higher oral temperature and another contagious symptom, such as, but not limited to, a rash, diarrhea or a sore throat. When a child shows symptoms of illness during the day, the child shall be moved to a quiet area, away from other children, where the child shall be supervised and provided the necessary attention until such time as the child leaves the center or is able to return to the child's group.

2. Parental Notification. Parents must be notified of a child's illness or injury as follows:

| Notification | When |
|---|--|
| Immediately notify parent(s) and obtain specific instructions until child can be picked up or returned to group | (1) When professional medical attention is required or, (2) When child experiences symptoms of moderate discomfort such as elevated temperature, vomiting |
| Notify parents by the end of the day | (1) When professional medical attention is not required, or (2) When child experiences symptoms of less than moderate discomfort, or (3) When child experiences an adverse reaction to prescribed medication which does not constitute moderate discomfort |



AMENDMENT TO PARENT/STUDENT HANDBOOK FEES FOR AFTER SCHOOL/ SUMMER PROGRAM

- *K-3 Early Learning Class Fees \$85.00 weekly
- *After School Program Fees..... \$50.00 weekly
- *Summer Program Fees..... \$85.00 weekly
- *Program Registration Fee (when you sign your child up).....\$25.00 per Family
(Non-Refundable)

Fees must be paid by **Friday (close of business)** of the previous week to ensure bus pick up for the upcoming week. If fees are not paid by Friday, a \$10 late fee is assessed.

If fees are not paid by Monday a letter will be sent home stating student will not be picked up on Tuesday until fees are paid. If payment is not made by Friday, the child will have lost the slot and will need to reapply. If spot is no longer available child will be placed on the wait list.

Fee payments must be paid in the form of credit or debit card online at www.tcrconline.org. **WE DO NOT ACCEPT CASH.** For your convenience, payments can be made in the office. **WE DO NOT ACCEPT CASH.**

Fees include transportation from all City & County Public Schools (during the school year), field trip transportation during the summer, plus snacks and/or meals.

There is no fee reduction for absences, vacations or holidays unless our facility is closed.

If child does not attend for the week, a fee of \$10 must be paid to hold the spot if the child anticipates returning to TCRC. If the fee is not paid, child will lose their slot and a student from the waiting list will be enrolled.

Weekly fees are not prorated.

If a child leaves TCRC indefinitely and wishes to return sporadically on school vacation days, the child may return under the following conditions:

- Availability of opening
- Daily Rate: \$20 daily
- For After school day(s): \$15

Late Fees:

Should your child be left at the center after the end of the program day (**5:30 p.m. in the summer, 6:00 p.m. during the school year**), you will be expected to pay a late fee of **\$1.00 for every minute, for example, if you are 15 minutes late you will pay \$15.00.** Pay is due at the time of pick up or you will be charged to your account. Staff expects to go home when their shifts are finished; please help us to get everyone home on time. Should you have an emergency and need to be late, please notify the Center.

Signature (Must be completed by custodial parent/guardian)

Date



STUDENT BEHAVIOR GUIDELINES

It is important that students follow guidelines so that we can all enjoy our day in a way that is safe, fair, and fun for everyone. Students must express their thoughts and feelings **WITHOUT** using physical or verbal aggressive behaviors such as **hitting, slapping, pushing, kicking, punching, fighting, bullying, name calling, cursing, etc.** The **first time** a student uses a physically aggressive behavior such as hitting, shoving, pushing, kicking, slapping, or punching, the students' parents will be contacted immediately and **the student will be suspended from the program for 5 days.** If the student uses physically aggressive behavior a **second time, he/she will be expelled from the program for the remainder of the school year and/or the summer program.** **Bullying is not tolerated in this program, and if your child bullies another child they will be dismissed from the program.** The students that are enrolled in our program are expected to follow the staff's directions and participate in all activities sponsored by the program. If your child refuses to comply with staff's directions or refuse to participate in the activities they will be suspended for 3 days, and if the behavior continues the student will be dismissed from the program.

At all ages we will advise children of what behavior is considered acceptable. For minor infractions such as excessive loudness, running, disrespectful communication, whining, throwing, and not following directions, the following procedures will apply:

1. Inappropriate behavior begins: Verbal Warning and Parent is notified
2. Behavior Continues: Written Warning and Parent receives a copy of the warning
3. Behavior Continues: Office Referral to the Program Manager, and 1-day suspension from the program
4. Behavior Continues: 3-5 day suspension from the program
5. Behavior Continues: Dismissal from the program

***After 3 documented infractions, the Site Manager, Program Director, and parent will meet to determine whether or not the child should remain in the program.**

Students will never be subject to discipline that is severe, humiliating, or frightening. We will never allow discipline to be associated with food or rest. Spanking or other forms of corporal punishment is prohibited. Parental involvement will be requested if our discipline policy becomes ineffective with a student.

Specific rules, procedures, and consequences will vary by site and age. Consequences may include time outs, missing special activities, written behavior contracts, suspension, and dismissal from the program.

Student Signature (Please Print)

Date

Signature (Must be completed by custodial parent/guardian)

Date



INTERNET USER AGREEMENT/ACCEPTABLE USAGE POLICY

Student:

Internet access is provided to students only for academic purposes and Thomasville Community Resource Center Acceptable Use Policy governs its use. TCRC believes that Internet use can promote academic excellence when online resources are used for research and educational purposes. However, with widespread access to computers and people comes the possibility of encountering material and information that do not support the mission and goals of TCRC and may be considered inappropriate by some families. It is impossible to guarantee that students will never encounter inappropriate materials, so it becomes the responsibility of the student to use good judgment when online. Parents and students should discuss appropriate and inappropriate online activities and reach a mutual understanding about acceptable standards for their family.

Student Agreement:

I understand the potential problems concerning inappropriate materials on the Internet, and I will use good judgment in my online behavior. I further understand that any misuse of computer resources may require suspension or cancellation of my network access privileges.

Student Signature (Please Print)

Date

Parent Agreement: My child has permission to use Internet resources for academic purposes during the after- school program. I understand the potential problems concerning inappropriate materials on the Internet. I have discussed with my child acceptable standards for online

Signature (Must be completed by custodial parent/guardian)

Date

NOTE: A copy of the Thomasville Community Resource Center Acceptable Use Policy is available for review at each site.

Please Print

Student Signature (Please Print)

Signature (Must be completed by custodial parent/guardian)



PARENT/STUDENT BUS AGREEMENT

Due to the different bus routes there is no way we can predict the time that your child will arrive home. The drivers have routes all over the county, so it's very important that someone is home to receive the students when the bus arrives.

This agreement is to inform you and make you aware of your responsibilities when it comes to your child riding the bus. You and your child will have to follow the following guidelines while they are enrolled in the Thomasville Community Resource Center After School Program.

Riding a school bus is a privilege. In order to maintain that privilege certain standards of student conduct must be established, and students must adhere to them. The following standards of student conduct are established for safe school bus transportation:

1. Students **MUST** enter and leave the bus as school loading zones and at bus stops in an orderly manner and in accordance with loading and unloading instructions.
2. Students **MUST** remain quiet enough while riding the bus so as not to distract the driver.
3. Students **MUST** remain seated while the bus is in motion. Students who are standing because of insufficient seats must remain in place while the bus is in motion. Students will remain seated (or in place) until the bus has been brought to a full stop.
4. Students **MAY BE** directed, as appropriate, to sit three (3) to a seat if any other student is standing or sit in sufficient numbers to a seat so that no more students have to stand than is necessary.
5. Students **MUST NOT** throw objects about in the bus nor out through the bus windows.
6. Students **MUST NOT** extend arms, head, or any other parts of the body out of the bus window.
7. Students **MUST NOT** damage school bus or TCRC property neither purposely nor carelessly.
8. Student **MUST** remain quiet at railroad grade crossings.
9. Students **MUST NOT** eat or drink on the bus for their own safety and the safety of others.
10. Students **MUST** occupy the seat to which they have been assigned by the bus driver or school administrator.
11. Students **MUST NOT** possess or use tobacco, alcohol, or controlled substances (illegal drugs) on the school bus or at school.
12. Students **MUST NOT** commit any acts of verbal assault or show disrespect toward the driver or any other student, or any other school employee, such as use obscene language or profane language or gestures or commit any other act that constitutes bullying [See note at end of rules list]
13. Students **MUST NOT** commit any act of physical assault toward a bus driver or any other school employee or person on a school bus or at a bus stop.
14. Students **MUST NOT** argue or fight or threaten any physical assault toward another student or any other person on the school bus or at a bus stop. [See note at end of rules list]
15. Students **MUST NOT** use any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
16. Students **MUST NOT** use mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the driver's operation of the school bus.

17. Parents **MUST** remain respectful to the bus driver and the Thomasville Community Resource Center staff. If you have any questions about the bus routes you need to contact the site manager. If a parent is disrespectful or threatens the bus staff that parents child will no longer be allowed to ride the bus.

If students break one of the rules listed rules they will be suspended from the bus and not allowed to ride the bus during the remainder of the program year.

Student Signature (Please Print) _____ Date _____

Signature (Must be completed by custodial parent/guardian) _____ Date _____



PARENT HANDBOOK ACKNOWLEDGEMENT

In order to provide the most effective communication to parents regarding activities and/or resources for your child, various types of information are presented in an annual student handbook. Our desire is to involve parents in the education of their children. We want parents to understand the daily activities and the expected behavior for their children while they are at the center, attending a program function or are in route to a program related function.

Your signature below indicates that you have reviewed the Student Handbook and understand its contents. Please sign the form below and return it to your child's after school teacher. If you have any questions or concerns, please contact the Thomasville Community Resource Center at (229) 226-5846.

Student Signature (Please Print)

Date

Signature (Must be completed by custodial parent/guardian)

Date