



**Indian Run Preschool  
Dublin, Ohio**

Parent Handbook

## INDIAN RUN PRESCHOOL

6305 Brand Road  
Dublin, Ohio 43016  
614-889-8862

### PARENT HANDBOOK

We are pleased that you have chosen Indian Run Preschool as your "partner" in the care and education of your child. Like you, we are interested in your child's total development. Our commitment is to provide your child with the best possible learning environment. The following information will help acquaint you with our procedures and policies.

**STATEMENT OF PHILOSOPHY:** Indian Run United Methodist Church Preschool is an outreach ministry of the Indian Run United Methodist Church (IRUMC). The school provides a Christian environment to nurture the intellectual, social and spiritual growth of young children through a developmentally based curriculum. IRUMC Preschool makes a difference in the life of the student's families by exhibiting the values of the IRUMC, providing opportunities to join the church, and exposing preschool families to other church ministries. The IRUMC Preschool ministers to its students through the actions, teachings and leadership of its teachers and staff. Children are encouraged to learn and explore at their own speed in areas that interest them.

**ENROLLMENT:** Indian Run Preschool is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, color, sex or national origin. We reserve the right to deny child admittance when his/her physical, social, emotional, or intellectual needs cannot be adequately served by our program.

**REGISTRATION:** Registration for the upcoming school year begins in February of that year. The first two weeks of February are reserved for the registration of members of Indian Run United Methodist church, currently enrolled children of Indian Run Preschool and alumni. Beginning in mid-February, registration is open to all members of the community. Registrations will be accepted in the order in which they are received. A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months.

**ADMISSION AGE AND POLICY FOR CLASS PLACEMENT:** Children attending the 2 day class must be 3 years old by September 30<sup>th</sup> of the current school year; 14 children and 2 teachers. Children attending the 2 day young 4's class must be 4 by February 29<sup>th</sup> of the current school year; 16 children and 2 teachers. Children attending the 3 day class must be 4 by September 30<sup>th</sup> of the current school year; 18 children and 2 teachers. Children attending the Pre-K class must be 5 by May 31<sup>st</sup> of the current school year; 15 children and 2 teachers. Children attending Pre K enrichment need to be 5 by May 31<sup>st</sup> of the current school year; 8 children 1 teacher. Children attending the Kindergarten Enrichment need to be 5 by September 30 of current school year and attending Kindergarten; 14 children and 2 teachers. **All children must be toilet trained.**

**LICENSING:** Indian Run Preschool is licensed by the Ohio Department of Human Services. The license is posted in the director's office and lists current license capacity.

The law and rules governing our operation are available in the preschool office. The licensing records, including compliance report forms and evaluation forms from the health, building and fire departments, are available upon request from the Department of Human Services. Their toll free number is 1-800-686-1581 or, for local dialing, 466-7765. These numbers are available for use by any person who suspects a violation of rules at Indian Run Preschool. At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

**FEES:**

1. **Registration:** A registration fee of \$75 (\$20 for each additional child in the family) will be due at the time of enrollment and with each subsequent enrollment. Also payable upon acceptance is the last month's tuition. This tuition deposit will be applied to your child's last month at the preschool. The registration fee will be used to purchase consumable materials and to defray printing costs. The tuition deposit is refundable when the Preschool is notified by July 15 of the current year that the child will not attend. Registration fees are not refundable. A \$40-2 days a week, \$50-3 days a week, \$60-4 days a week and \$70 for supply fee is due with the September tuition in lieu of fundraising.
2. **Tuition:** Fees for the school year will be \$\_\_\_\_\_ per month, due in advance by the first working day of the month. Expenses are divided into nine monthly payments for your convenience. Full tuition is due for any periods including holidays. Staff receives these days as paid holidays. **Late fees will be assessed in the amount of \$10 on fees not paid by the tenth of the month.** Make checks payable to Indian Run Preschool and mark the month and your child's class on the check. Checks are to be mailed or brought to the director's office (postmark on the check will determine when it was received). DO NOT send checks to the classroom with your child! Envelopes can be pinned to the backpack.
3. **Returned Checks:** There will be a \$15 charge for all returned checks in addition to any charges made by our bank. Cash or cashier's checks will be required as payment for a returned check. Your account may be put on a cash only basis after two returned checks.
4. **Late Pick Up Charges:** We realize there are occasional emergencies that may prevent you from picking up your child on time and therefore we would appreciate a phone call to advise us if you will be late. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. However, as the teachers need to prepare for afternoon classes, eat lunch, and/or return to their own families, parents will be charged after an initial late pickup. **Parents who pick up their children after the regular ending of a session are charged a fee of \$5 for the first 15 minutes, or part thereof, and \$5 for each additional 5 minutes of time.** Repeated failure to pick up your child on time may be grounds for dismissal from the program. We appreciate your cooperation.

**HEALTH AND SAFETY:**

Emergency medication will be given if you provide the medication in a container showing the child's name, the date, the physician's name, the instructions, and the need for refrigeration. A medicine authorization must be signed by a licensed physician and must be renewed with any new medication. The person administering the dosage will initial the authorization and indicate the time each dose was given. Procedures on the emergency medicals form will be followed.

Information about substances to which your child is allergic needs to be in writing on the information sheet. Please report any changes or new information in writing on a "Child Medical/Physical Care Plan" form. If your child has food allergies or other severe allergies you will be asked to sign a release form and to provide a safe snack for your child. A no peanut product policy will be in effect in all classrooms.

If your child needs to be excused from any normal activity, we must have the information in writing and signed by a licensed physician.

Children are supervised at all times.

**All children need to remain buckled into their car seats while on church property.** Preschool staff will unbuckle children and help them exit the vehicle safely during drop off procedure.

**INDIAN RUN PRESCHOOL DROP OFF/PICK UP POLICY:** The goal of this policy is to increase child safety, primarily by eliminating to the maximum extent possible, vehicles maneuvering in reverse and children walking between parked vehicles. This policy should be read carefully so as to avoid confusion.

**Child Drop Off:** Vehicles are to enter the property using either the Eastern Drive or the Preschool Entrance Drive, and form a single file line proceeding south along the Main Church Drive, and then wrap around the building to the Celebration Hall (Preschool entrance). Once the child or children have exited and moved away from the vehicle, the vehicle should proceed along the Main Church Drive to the Preschool Exit Drive (the Western drive as indicated on the site plan) to Brand Road. All children must exit the vehicle from the side closest to the Church. **In NO event are children to walk to the front entrance unattended.** Use extreme caution when parking and walking your child into the preschool building. Please remember, no amount of time "saved" is worth any increase in risk to a child!

**Child Pick Up:** All vehicles must enter the East Lot using the Entrance Drive, and exit using the Exit Drive. Parking shall be prohibited in the spaces facing the Church and labeled "No Parking". Limited parking is available in the West lot (closest to Celebration Hall entrance) when parking in these spaces back, so you will be able to see our children as you are leaving. All vehicles in the East Lot should park in "opposing spaces" facing east. If you are the first vehicle pulling into opposing spaces, please pull all of the way through the spaces to occupy the eastern-most space so that when it comes time to leave, all you need to do is to pull forward. If you park behind another vehicle, please simply wait until the first vehicle leaves before you leave so that you too can pull forward to exit the East Lot. Please remember, the goal is to avoid maneuvering in reverse, and again, no amount of time "saved" is worth any increase in risk to a child!

We, the Staff and Preschool Board of IRUMC Preschool appreciate your full support and cooperation.

**CALENDAR:** Our school operates September through May, five days per week, (Mon.-Fri.) with two sessions (9:15 a.m. - 11:45 a.m. or 12:45 p.m. - 3:15 p.m.). Depending on your child's age and your preferences, your child may attend either the morning or afternoon session. A calendar for the year will accompany each parent handbook. For emergency calamity days, i.e. snow days, we will follow Dublin City School policy or the discretion of the Director. The preschool will observe these holidays: Thanksgiving, Christmas, Good Friday and C.O.T.A. Day.

**PROGRAM:** The overall program at Indian Run Preschool is based on several fundamental beliefs about children:

The early years are ideal for learning

- Learning is fun.
- Each child develops skills at an individual rate.
- Children learn best by doing.
- Quality programs have long term positive effects.
- Children who have a positive self-concept are better able to take advantage of the educational environment that is provided for them.

Indian Run Preschool's goal is to provide your child with the best and most current educational program. The well rounded Christian curriculum program provides your child with experiences in social development, music, art, science, math, language arts, and small and large muscle development.

Each class will have a posted schedule and list of activities for the month. Many parents like to review the activities for the day as they pick up their child. This information provides you with a guide for discussing the day with your child.

**DISCIPLINE:** This applies to all parents and staff while at the Center. At Indian Run, discipline consists of positive reinforcement, re-direction, and time out. Time outs will be age appropriate in length and done within the classroom. The use of physical punishment is never permitted.

As your partner in caring for your child, it is important that good communication exist between the home and the preschool. Please share with us information which will make us more sensitive to your child's needs. The director will keep you informed of any behavioral problems which may occur with your child at the preschool. Any child experiencing difficulty in playing with other children or not able to cooperate with the teachers will be asked to come in for a consultation with the Director with his parent(s). If the conflict is not resolvable, the child will be on probation with the possibility of expulsion from the program. We will work with both child and parent to prevent such an occurrence. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

**Field Trips:** Indian will not take any field trips off the premises of Indian Run United Methodist Church. We will have a variety of visitors coming to visit the children at preschool. Parents will pay a small activity fee for these additional visitors (Shamrock, Frog and Star classes).

**SNACKS:** A snack bucket will be sent home with each child on a rotating basis, to be returned the following session with appropriate snacks and napkins. Please do not send cookies, cakes, brownies, cupcakes, candies, popcorn, fruit roll-ups or nuts. We promote good eating habits and would like the snacks to reflect this. Suggestions for snacks are as follows: pretzels, raisins, carrots (4's & 5's), fruit, crackers, or cereal. The children will pour their own water for drink, as this encourages independence and promotes self-esteem. **IRP HAS A NO PEANUT OR PEANUT PRODUCT POLICY THROUGHOUT THE BUILDING.** Please comply with this policy for the safety of children with allergies. **All children with food allergies must bring their own snack to school. Parents of children with food allergies must sign a permission slip for food items used or eaten in the classroom before participating in an activity.**

**BIRTHDAY/UN-BIRTHDAYS:** If your child has a birthday during the school year, we delight in sharing this important event. If your child has a summer birthday he/she may celebrate the un-birthday at the half or a time of your choice. Should you wish to bring in a special treat at this time, please consult your child's teachers for suggestions and arrangements?

**SHARING:** You will be notified by the classroom teacher when sharing time will be for your child and the types of "shares". Please refrain from sending toys or hats with your child at other times as they can become lost, broken, or a distraction. Please do not send toy guns or weapons of any kind. We will provide many stimulating activities and items to play with and explore.

**SIBLINGS:** There are several occasions that are celebrated at preschool that we would like to keep special for preschoolers. They are Dads' Night and Mothers' Day Teas. We ask that you make other arrangements for younger children for these events.

**DRESSING FOR PRESCHOOL:** Your child's school clothes should be play/work clothes. They will take rough treatment. It also helps children develop independence if clothing selected can be readily managed by them. All articles of outdoor clothing should be labeled. Tie or Velcro rubber soled shoes are a must. Slip-ons and slippery soled shoes are unsafe for running and climbing. We will go outdoors if the temperature is above freezing, taking into consideration wind chill or heat index: hats, hoods, and mittens may be necessary, so, when in doubt, send them. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. If your child wears snow boots to school, please send shoes along as the boots become hot and are difficult to play in.

**WEATHER:** In the event of inclement weather, our school will be closed when the Dublin city Schools are closed or at the discretion of the Director. Announcements will be made on the radio (WTVN, WBNS, WMNI, WCOL, and WNCI-FM) and TV stations (Channels 4, 6 and 10). The website at [www.indianrunpreschool.org](http://www.indianrunpreschool.org) will always have our status posted, and the office phone will have an updated message, info will be posted on the schools facebook page. Since we have enrollment from areas outside of Dublin, should you feel conditions are hazardous for driving and school is open, please stay home. You and your child's safety come first.

In the event Dublin City School calls for a two hour delay, the IRP morning session will be cancelled. If Dublin City Schools cancels its afternoon kindergarten, all IRP afternoon sessions will be canceled also. Scheduled days canceled due to unforeseen circumstances will not be made up or compensated for.

**ARRIVAL:** Doors open at 9:10 am or 12:40 pm. Morning classes begin at 9:15 am and afternoon classes begin at 12:45 pm. The director will escort your child into the building as you drop them off at the front of the church. Please do not walk your child into the building when cars are being unloaded as this is unsafe. **Children may not be dropped off at the entrance of the building or be sent inside alone.**

**DISMISSAL:** Morning session children will be dismissed at 11:45 am and afternoon sessions will be dismissed at 3:15 pm. The child will only be released to the parent, car pool driver or, with written permission, to another named individual. Any individual not on the car pool list will be asked to show identification.

Please be prompt in picking up the children as it can be very traumatic to feel "abandoned" when you are late. Should you find you will be late, please call the school so that we may reassure your child and those in the car pool.

**TELEPHONE:** Calls will be accepted before, during and after school. If we are out of the office, please leave a message on our voice mail at 889-8862 and we will return your call as soon as possible. In case of emergency, call the church office at 889-7728 and they will contact the director.

**COMMUNICATION:** Each child will need to bring a school bag that he/she can open and close easily and is large enough for notes and prized creations. Check the bag daily for important communications from the school. All 3's will be given a bag on the first day of class. Teachers have an email account for their class rooms that you are welcome to use as a communication tool. Keep in mind that the teachers do not have access to a computer during the school day.

**CONFERENCES:** In November, the teachers will conference with the parents via telephone. Scheduled conferences with the teacher to discuss your child's progress will be held in late winter. The children will not attend school on conference days. Parents are encouraged to leave siblings and students at home so that the teacher and parent can discuss the child's progress freely and openly without distractions. Should questions or problems arise at any time, please feel free to contact the teacher or director for a conference.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Administrator
3. Preschool Board

**PARENT PARTICIPATION:** Parent involvement is welcome and encouraged. If you wish to volunteer in the classroom, for parties or special activities, or for special projects, please contact the director or one of your child's teachers. Parents are welcome in the classroom at any time. To avoid overcrowding, we ask that you please make arrangements with the teacher prior to the session you wish to attend.

**SAFETY POLICY:** All reasonable precautions to insure the safety and well being of the children in the care of Indian Run Preschool will be taken at all times. A preschool staff member in charge of a child or group of children shall be responsible for their safety. No child will be left unsupervised and no child will be released to anyone other than his/her parents or other so designated person(s). If an emergency arises, the parent must provide a written signed note giving the person permission to pick-up their child.

Fire and weather alert procedures are posted in each classroom. Fire drills are practiced monthly and tornado drills are practiced in the spring. A telephone is available for emergencies. Parents shall follow the arrival and dismissal procedure outlined in the parent handbook. No aerosol sprays will be used at the Indian Run Preschool program.

All teachers are trained in First Aid. In the event of a minor injury, the child will be treated by a staff member. If the injury is serious, the child will be treated and parents notified immediately. If the child is seriously injured and cannot be treated by a staff member, the life squad will be called and the parents notified as soon as possible. Following an injury, a duplicate incident report will be completed. The staff member will give one copy to the parent and place the other into the child's file. All staff is trained in child abuse prevention and recognition. Indian Run Preschool is required by law to report any suspicion of child abuse or neglect to Children's Services.

In the event of an emergency at the school or church we would evacuate the children to the Avery Soccer Park at the pavilion. Should we need to evacuate to an indoor sight we would go to Jerome High School. The teachers would use their cell phones to contact the parents in the case of such an emergency.

**TREAT OF VIOLENCE/ LOCK DOWN POLICY:** Children will be secured in the safest location in the building or outside. Attendance roster and children's info will be taken with teachers and students. 911/Police will be contacted. We will follow the instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, and complete an incident report for parents.

**RELEASE OF A CHILD:** Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

**HARRASSMENT POLICY:** Indian Run Preschool maintains a strict policy prohibiting unlawful harassment.

**PRESCHOOL BOARD:** Any parent or staff member with concerns should follow this chain of command.

1. Director
2. Preschool Board

**COMMUNICABLE DISEASE POLICY:** All staff is trained in the prevention, recognition and management of communicable diseases, and will observe the children daily. The Ohio Department of Health "Child Care Communicable Disease Chart" is posted in the director's office. All staff members are trained in proper hand washing procedures. Please do not send your child to school if he/she displays any of the following symptoms:

- Diarrhea (more than one abnormal loose stool within a twenty-four hour period).
- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Temperature of one hundred degrees Fahrenheit taken by axillary method when in combination with any other sign of illness, or any temperature at teacher's discretion.
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Vomiting
- Evidence of lice, scabies, or other parasitic infection

A child who displays any of the above symptoms will be isolated in a section of the room within sight and hearing of a staff member. His/her parents will be contacted to come for him/her. The child will be provided with a cot and blanket. The cot shall be sanitized and the blanket laundered before being used by another child. If the parents or designated persons cannot be reached, and the temperature rises to 103 degrees or vomiting or diarrhea becomes frequent, the life squad will be summoned. The child will be isolated and constantly monitored by a staff person.

No child will be left unattended. Any occurrence of a communicable disease will be posted. Please let us know about this. A child may return to the program after 24 hours if no signs of communicable disease are present when checked by a staff member.

A child who has returned following an illness will be expected to follow the regular routine. Staff members will need a Medication Form, signed and dated by a physician, before they can administer any emergency medication. Parents will be required to administer all non-emergency medication to their child.

A teacher who displays any of the above symptoms of communicable disease will not be permitted in the program. A teacher may return after 12 hours if no signs of communicable disease are present. If a teacher is absent, a substitute will be called to replace her.

**CUSTODY AGREEMENTS:** If there is custody issues involved with your child, you must provide the preschool with court papers indicating who has permission to pick up the child. The preschool may not deny a parent access to their child without proper documentation.

**ROSTER:** A roster of the preschool's enrollment is required by law and is available only to staff and, upon request, to parents of children in the preschool program. The rosters shall not include the name or telephone number of any parent who requests the director not to include his name or telephone number. The roster will be available in October of each school year.

**DAILY SCHEDULE:** The following is the basic preschool schedule; however, it may vary slightly due to the specific activities planned for the day.

<b>AM</b>	<b>DAILY SCHEDULE</b>	<b>PM</b>
9:15 - 10:15	Arrival and Free Choice with Learning Stations (sensory motor, science, math, construction play, etc) and craft, etc.	12:45 - 1:45
10:15 - 10:20	Clean-up.	1:45 - 1:50
10:20 - 10:35	Circle time, weather, stories, songs, finger plays.	1:50 - 2:05
10:35 - 11:05	Outdoor play, gross motor.	2:05 - 2:35
11:05 - 11:15	Clean-up, potty break, wash hands, quiet activity.	2:35 - 2:45
11:15 - 11:30	Snack	2:45 - 3:00
11:30 - 11:45	Story time, songs, finger play manipulatives - dismissal	3:00 - 3:15

\*IRUMC welcomes your attendance at one of our Sunday Worship Services 9:30 am and 11:00 am. For additional information see the church secretary for a church membership packet.

## INDIAN RUN UNITED METHODIST CHURCH PRESCHOOL

### PROPOSED BOARD RESOLUTIONS

In order to further document and affirm the Christian ministry, objectives, mission and philosophy of the Indian Run United Methodist Church Preschool (the "Preschool"), The Board of the Preschool does hereby adopt the following resolutions:

**BE IT HEREBY RESOLVED**, that the Preschool continue to demonstrate through its communications, actions, teaching and leadership the principals and precepts inherent in our walk with, and our service to, our Lord and Savior, Jesus Christ; and it is,

**FURTHER RESOLVED**, that the Preschool mission statement shall be as follows:

#### MISSION STATEMENT

Indian Run United Methodist Church Preschool is an outreach ministry of the Indian Run United Methodist church (IRUMC). The school provides a Christian environment to nurture the intellectual, social and spiritual growth of young children through a developmentally based curriculum. IRUMC Preschool makes a difference in the life of the student's families by exhibiting the values of the IRUMC, providing opportunities to join the church, and exposing preschool families to other church ministries. The IRUMC Preschool ministers to its students through the actions, teachings and leadership of its teachers and staff.

**FURTHER RESOLVED**, that the Christian ministry, objectives, mission and philosophy of the Preschool shall, to the degree appropriate, be reflected in all written brochures, handbooks, bulletins and other communications from the Preschool; and it is

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**FURTHER RESOLVED**, that the students of the Preschool and their families are invited to join in our church fellowship and avail themselves of the worship opportunities and other church ministries of Indian Run United Methodist Church; and it is,

**FINALLY RESOLVED**, that the Director of the Preschool is directed to take such steps as may be necessary and appropriate in the discretion of the Director to implement purpose and intent of the forgoing resolutions; and that the Director is directed to periodically report to the Board of the Preschool as to the steps taken and the programs implemented in accordance with the forgoing.

Ohio Department of Job and Family Services  
CENTER PARENT INFORMATION  
REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or neglect to the local public children's services agency.

Any parent, custodian, or guardian of child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator or his/her presence.

Rosters of names and telephone numbers of parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaints investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available upon request from the Ohio Department of Job and Family Services. The department's website is <http://jfs.ohio.gov/cdc>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S. C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101:2-13-30 of the Ohio Administrative Code.

This information was taken for JFS form 01237 (Rev. 9/2006)



## HANDBOOK STATEMENT

Parents, after reading the handbook please sign and return this page to the Director. This is due before the child attends the preschool. Please feel free to ask the Director questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Indian Run Preschool. I agree to follow all policies outlined within.

\_\_\_\_\_  
PLEASE PRINT CHILD'S NAME

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## PHOTO RELEASE

The undersigned I/we (check one) give \_\_\_\_\_ do not give \_\_\_\_\_, Indian Run Preschool permission to submit a photograph of my/our child to be included with any press release photo or on or any video used at the school for parent orientation. Any picture or article regarding the preschool would only be used as publicity for the preschool.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## EMAIL PERMISSION

This year we would like to communicate with you by email when possible. Please sign below to allow us to send you newsletters and other preschool information. Please be sure to include your email address.

\_\_\_\_\_ I give permission for Indian Run Preschool to send information to me electronically.

\_\_\_\_\_ I do not want to receive information from Indian Run Preschool electronically.

My email address is: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date