

*Northfield Community School – “Children First”*

**Northfield  
City School  
District**

# **Northfield Community Primary and Elementary School Handbook**

**2000 New Road  
Northfield, New Jersey 08225  
609.407.4005  
www.ncs-nj.org**

## **2016-2017**

**Grade:** \_\_\_\_\_



***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

**Introduction to the Northfield Community Primary and Elementary School**  
**Parent / Student Handbook**

WELCOME to the 2016-2017 School Year. We have prepared this portion of the planner to provide you with some general information about the Northfield Community Primary and Elementary School. We hope you will use this as a reference for questions you may have throughout the school year regarding the routine operations of our school. This is meant to serve as information and a guide for you and your child to have a stress-free and successful school year.

The connection between the home and school is an important one. Neither of us can be successful without the support of the other. We look to you to help us attain the educational goals for your child. There are so many prerequisites for successful student learning. The creation of a purposeful school with direction and organization coupled with parent support and input are the foundation. Communication between the school and home are essential if we are to achieve this goal.

You are cordially invited to call or e-mail a teacher, our secretarial staff, any member of the administrative team, or the superintendent's office, for answers to questions not covered by this portion of the planner. Remember, we look for your ideas, help, and support. In addition, please visit the school website for all additional information: [www.ncs-nj.org](http://www.ncs-nj.org).

Mrs. Maureen Vaccaro  
Northfield Community Primary and Elementary School Principal

**BOARD OF EDUCATION 609.407.4000**

A nine (9) member Board of Education, elected by the qualified voters of the district, formulates policies to guide the operation of the schools. Board of Education meetings, which are open to the public, are generally held on the third Monday of each month at 6:30 p.m. in the chorus room, across from our cafeteria. Specific meeting dates are posted in both the Elementary and Middle Schools, in City Hall, announced in the local newspapers, or may be obtained by calling the District Office.

**Board of Education Members:**

President	Mr. Steve Wynne
Vice President	Mrs. Deborah Levitt
Members:	Mr. Jon Barnhart
	Mrs. Angelic Delcher
	Mrs. Kerrie Marrone
	Mr. Christopher Kennedy
	Dr. Zubair Syed
	Mr. Mark Bruno
	Mrs. Stephanie Woodhouse - Hughes

**ADMINISTRATION 609.407.4000**

Mr. Pedro P. Bretones	Superintendent
Mrs. Maureen Vaccaro	Principal, Primary and Elementary School
Mr. Glenn Robbins	Principal, Middle School
Mrs. Linda Albright	School Business Administrator/Board Secretary
Mrs. Janice Dye	Supervisor of Curriculum and Instruction
Mrs. Tina Guetzlaff	Secretary to the Superintendent
Mrs. Wendy Garwood	Primary and Elementary School Secretary
Mrs. Melanie Woodall	Middle School Secretary

## THE MISSION STATEMENT of NORTHFIELD COMMUNITY SCHOOL

As the center of our community, Northfield Community School provides our children the opportunity to achieve their greatest potential and prepares them to compete and excel in the global 21<sup>st</sup> century society.

### **Belief Statements**

- We believe we provide a safe environment that is conducive to learning
- We believe in fiscal responsibility
- We believe implementing our curriculum will best prepare each student for his or her next phase of learning
- We believe it is critical that community, school and families communicate and work together to provide a thorough and efficient education

## NORTHFIELD COMMUNITY PRIMARY AND ELEMENTARY SCHOOL

### School Personnel

<b>Principal</b>	Mrs. Maureen Vaccaro	<b>Office Hours</b>	8:00 am - 4:00 pm
<b>Secretary</b>	Mrs. Wendy Garwood	<b>Telephone</b>	609.407.4005

### School Hours

Grades K, 1, and 2

School opens 8:20 am

**Student arrival time: 8:20 am (No supervision prior)** \*Class starts promptly at 8:30 am

Marked late at 8:30 am Dismissal at 3:10 pm Dismissal time on one-session days is 1:10 pm

Grades 3 and 4

School opens 8:10 am

**Student arrival time: 8:10 am (No supervision prior)** \*Class starts promptly at 8:20 am

Marked late at 8:20 am Dismissal at 3:00 pm Dismissal time on one-session days is 1:00 pm

**\* Students may not be on school property prior to the times noted. NO STAFF SUPERVISION IS PROVIDED.**

There are before-school and after-school options...one is the SACC Program.

Phone 609.407.4009 for additional SACC information or visit our school website.

All students are to be picked up promptly at dismissal. Students will attend the SACC after-school program when not picked up at dismissal.

NO STUDENT RELEASED TO PARENTS EARLY, AFTER 2:30 pm.

Please note: In order to avoid disrupting classroom instruction, no student will be dismissed after 2:30, or at the end of the school day, except for in an extreme emergency. Notes for early dismissals must be sent to school at least one day in advance, of any early dismissal, so all staff can be fully informed.

### Special Services

**Telephone:** 609.407.4000 x 8510

**Office Hours:** 8:00 am – 4:00 pm

Coordinator of Special Services and School Psychologist:

Dr. Vicky Georges

Secretary: Mrs. Janice Albrecht

Learning Disabilities Teacher / Consultant: Ms. Brooke Parsons

Social Worker: Mrs. Kim Zaretsky

## **ACADEMICS**

### Grades and Achievement and Homework

At the Primary and Elementary School levels, we look for students to use their assignment planners. At this level, we need parents to review the planners and student folders each day for notes from the teacher and for assignments. Always keep in mind that homework is a review of material already covered in the classroom. It should take approximately ten minutes per grade level for the student to complete; for instance: Grade One will have homework that will take ten minutes; Grade Two should take twenty minutes, Grade Three thirty minutes, and Grade Four forty minutes. If it takes a lot more time than that for your child, please speak with the teacher.

Homework time should never be a battle. Identify a location and a consistent time where your child will do homework each day, where you are able to periodically observe your child. Create a schedule, so your child is used to the routine of homework completion.

### AFTER SCHOOL

A child will not be asked to remain after school without parent notification. A child may be required to remain after school hours at the discretion of the teacher or building principal for the completion of the specific work or for disciplinary reasons.

## ATTENDANCE and TARDINESS

**Students are expected to be at school on time, each day.** The parent should be on alert when excessive absences and tardies are logged and letters are sent home. Letters are sent home for absences and tardies at the 5, 10, 12, and 16 day marks. A conference will be held with school personnel to encourage the student's regular attendance – and weekly meetings will be scheduled with parents to ensure student attendance and classroom success. Please see the Board of Education Policy where details are explained regarding excessive absences.

**Parents/guardians must call the Main Office at 609.407.4005 prior to school, or within the first hour of the school day, on the first day of the child's absence, to report a child absent. *Homework requests must be submitted by 9:00 am*** in order for the teacher to organize student homework during their prep period. If you do not call the school to report your child for an absence, electronic phone calls will be made to the parent until the parent calls the school to report an absence. In addition, a member of the school staff will also call your home on that day if you do not call the school. Also, please send a note listing the dates of absence(s) and the reason for the absence(s) when your child returns to school.

During the school day, only emergency messages will be delivered to students. In case of emergency, call the Main Office at 609.407.4005, and the message will be given to the student. Be sure your child(ren) know the pick-up routine and plans for the end of the school day.

## BIRTHDAYS

**Please notify the teacher by e-mail or phone, one day ahead,** if you wish to send treats to the classroom with your child, or leave them at Door #6. This sharing of a treat is done **briefly** at snack time, by the teacher. Please remember, we cannot make this time a birthday party, so **visitors are not permitted for snack time.** And, we do not deliver gifts or invitations to individual students.

## CROSSING GUARDS

Crossing guards are assigned by the Northfield Police Department. They are on duty from 7:45 am to 8:45 am and 2:45 pm to 3:45 pm to control traffic at dangerous intersections during the hours when children are traveling to and from school. Children should be instructed at home in the importance of good safety habits and the necessity for obeying the directions of the crossing guards and school safety patrol.

## DISCIPLINE PLAN

The administration of discipline is up to the administrator or Principal who investigates the incident. Also, view the discipline code available in the Main Office or online. The following are guidelines we follow: (the discipline option key follows for number references)

		FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1	Computer Violation	2,4,7,20	2,5,20, 22	5,8,21,22
2	Disorderly Conduct / Disruptive Behavior	1,2,4,9,13	2,5,9,13,15,22	2,5,9,10,13,22
3	Disrespect	1,2,4,9	2,5,9,22	2,5,9,10,22
4	Insubordination and Defiance	1,2,4,5,13	2,5,13,15,22	2,5,13,10,22
5	Late to School	<ul style="list-style-type: none"><li>• 2 unexcused lates in one week = 15 minute detention</li><li>• Over 2 lates per week = parent conference</li></ul>		
6	Leaving School without Permission	2,5,22	7,15,20,22	10
7	Physical Altercation or Assault	1,2,4,9,13	5,7,9,13,15,22	2,7,8,9,13,21
8	Pull Fire Alarm	1,5,8,9,13,19,20,21	1,5,8,9,13,19,20,21	1,5,8,9,13,19,20,21
9	Verbal Altercation	1,4,13	1,5,13,15	5,13
10	Entering a room unsupervised without permission	1,2,3,5	14,16,20	8,21
11	Leaving a classroom or cafeteria without permission	2,4,7	2,3,5,13	8,9,21
12	Threat and/or intimidation	1,5,7,9,13,23,24	1,5,7,9,13,23,24	8,9,13,21
13	Bullying	1,2,4,9,13,23,24	1,2,4,9,13,23,24,7	8,9,13,21

Revisions: March 2008 The chart may be modified with Board of Education approval  
Discipline Options Key

1. Counseled regarding social skills options
2. Lunch detention
3. After-school detention
4. Parent conference telephone
5. Parent conference in person
6. Privilege withheld such as: no bike riding, no participation in classroom activity, or privilege withheld at home in support
7. Time-out in office with assignment
8. In-school suspension
9. Home suspension
10. CST Involved
11. Psychiatric evaluation
12. CST evaluation
13. Counseling scheduled with Guidance Counselor
14. Supervised visits to boys/girls bathroom
15. Creation and/or review of behavior modification program/chart
16. Grade wide information to remind students of appropriate behavior that is related
17. Shortened day
18. Investigation conducted
19. Complete law enforcement contact form due to level of threat and potential for it to be carried out
20. Added supervision, limited access
21. Formal letter identifying infraction, consequence, date and time of conference to discuss successful return to school
22. Letter to appropriate staff for heightened supervision
23. Student writes letter of apology
24. Student writes an appropriate social skill and is quizzed on the steps in applying the skill

### **DRESS CODE - STUDENT**

The district Board of Education recognizes that any form of dress that attracts undue attention, is unsafe, disrupts school, or detracts from the learning process is not acceptable. Pupils should be suitably dressed at all times and should present an appearance that will indicate their seriousness of purpose and pride in themselves and their school.

#### **Acceptable clothing should include but not be limited to the following:**

1. Khakis, jeans, skirts, capri pants;
2. T-shirts, collared golf shirts, dress shirts (long or short sleeved);
3. Crew-neck, V-neck, cardigan, or hooded sweaters;
4. Crew neck, V- neck, hooded sweatshirts;
5. Shorts;
6. Leggings with a top covering mid-thigh.

#### **Acceptable Footwear:**

1. Shoes with rubber or hard soles or sneakers.

#### **Unacceptable clothing for school shall include the following:**

1. T-shirts and/or sweatshirts with large designs/pictures that are inappropriate for school; "Inappropriate to be determined by principal."
2. Tank tops (shirts must have sleeves), thin strapped tops, tube tops, mesh, fish-net styles, clothing that exposes the back, chest, shoulders or midriff and low cut shirts, sheer or see-through materials;
3. Cut off shorts, spandex shorts, or revealing shorts;
4. Jackets, coats, hats, hoods, bandanas and any type of outer garment may not be worn in the hallways, classrooms, or cafeteria during the regular school day.

#### **Unacceptable footwear for school shall include the following:**

1. Flip-flops; beach footwear; shower shoes; bedroom slippers; open toed or backless shoes; wheelies or sandals.

**The code shall be strictly enforced by the administration. Pupils who do not dress according to the code shall be subject to disciplinary actions. In all cases, parent(s) or legal guardian(s) will be called at home or at work and will have to bring a change of clothes to school.** School Principals, through permission of the

Superintendent, may request and implement a dress policy waiver to celebrate special dress up days and activities throughout the school year.

### **DRUG / WEAPON FREE SCHOOL ZONE**

In compliance with the state mandate for a Drug / Weapon-Free School Zone statute, there can be no illegal drugs or weapons within a school zone. To that end, monthly checks by supervisory personnel may be conducted.

### **EMERGENCY CONTACT INFORMATION**

Be sure your family contact information is always up-to-date. Be sure you are updating your own personal contact information in the Genesis system. Be sure to include any person you are permitting to pick up your child from school. Phone calls are not permitted for dismissal details, since identity must be confirmed, unless there is an emergency.

### **EMERGENCY CLOSING, EARLY DISMISSAL, and DELAYED OPENING**

By 7:00 a.m., whenever possible, radio stations WMID, WOND, WFPG and television stations Channel 2 (Mainland Channel), Channel 4 (NBC 40), Channel 6 and Channel 10, shall carry the following message: "THE NORTHFIELD COMMUNITY SCHOOL WILL BE CLOSED." If school sessions are to be dismissed early or delayed in opening for an emergency, directions will come from the Superintendent's Office. The Superintendent will notify the three (3) radio Stations for a special announcement as soon as the decision to close school has been made. The "School Messenger" emergency phone system will also be utilized.

### **HALLWAYS AND CLASSROOMS**

From time to time, students are on errands around the school. For safety reasons, students are never to enter a classroom or office unless a teacher or a secretary is present. Students never exit doors without permission. **Also, students or parents are never to open doors and allow entry to the school, for anyone, without permission.**

### **HOME INSTRUCTION**

Home instruction services will be provided to any pupil during extended absence upon the written recommendation of the attending physician. In such cases, parents should notify the Principal. The Principal will notify the Coordinator of Special Services, who will make arrangements for a tutor. The amount of tutoring provided depends on the physician's recommendations and the limitations of state law.

### **KINDERGARTEN REGISTRATION**

Children must be five (5) years of age on or before October 1<sup>st</sup> in order to be accepted into Kindergarten in September. The month of February has been established for the registration of pupils who will enter Kindergarten in September. This does not preclude registration at any other time throughout the year. Parents are requested to bring: a birth certificate, proof of residence (mortgage, deed, lease fully executed and certificate of occupancy from the city) as well as up-to-date immunization records. Please call the Main Office for details.

### **LUNCH PROGRAM**

A lunch program is available. Children may purchase lunch or bring lunch from home and purchase milk.

The following prices for lunch will be in effect for the school year:

Primary/Elementary      **Paid Lunch: \$2.70**      Reduced Lunch Price: (please review application)

\*Applications for free and reduced price lunches may be filled out at any time during the school year, even if only for a temporary amount of time. Prices may change.

We wish to remind parents that the Northfield Community School utilizes a Lunch Ticket Program – MySchoolBucks System - LUNCHBOX: Tickets are good any day, any month, until all tickets are used. Tickets may be shared by members of the same household. They are available weekly, bi-weekly, or monthly. **Write checks payable to Northfield Board of Education.**

**We ask parents to please be sure that students have money/ticket each day. More information will come home the first week of school. Questions, please call the Food Service office at 609-407-4000 ext. 5522.**

**Students will be reminded, when leaving the classroom to go to lunch, to take everything they need for lunch. The classrooms will be locked at all times and the students will not be able to return to the classroom to retrieve forgotten items. Deliver any lunches forgotten at home, for your child, to Door #6.** If your child forgets his lunch and/or his money, he will be offered a PB and J or a cheese sandwich with a beverage and fruit. If this occurs frequently, you will receive a call from the Food Service director.

**The students are limited to two snack items per day – and the snack bar is closed on days these items are sold:**

pizza, taco / nacho, and chicken nugget / popcorn chicken.

### LUNCH SCHEDULES

**K-4 Lunch \$2.75 daily**  
**Reduced lunch \$.40**  
**Milk - \$.60 Juice - \$.40**

**11:00 am to 11:30 am** **GRADES 6 and 7**  
(early dismissal days – 11:15 am to 11:45 am)  
**11:00 am to 11:30 am** **KINDERGARTEN**  
(early dismissal days – 11:15 am to 11:45 am)  
**11:40 am to 12:10 pm** **GRADES 1 and 2**  
(early dismissal days – 10:35 am to 11:05 am)  
**12:20 pm to 12:50 pm** **GRADES 5 and 8**  
(early dismissal days – 11:55 am to 12:25 pm)  
**12:55 pm to 1:25 pm** **GRADES 3 and 4**  
(early dismissal days – 12:30 pm to 1:00 pm)

### SCHOOL HOURS

**Arrival and Dismissal:**

#### **Kindergarten, Grades 1 and 2**

Drop-Off 8:20 am to 8:30 am  
(Marked LATE at 8:30 am)  
8:30 am to 3:10 pm

#### **Grades 3 and 4**

Drop-Off 8:10 am to 8:20 am  
(Marked LATE at 8:20 am)  
8:20 am to 3:00 pm

**FULL DAY ATTENDANCE = 4 Hours**  
**HALF-DAY ATTENDANCE = 3 ½ Hours**

**HALF-DAY DISMISSAL TIME :**

**Grades 3 and 4:** 1:00 pm  
**Kindergarten, Grades 1 and 2:** 1:10 pm

### MEDICATIONS

The School District's policy is that only a school nurse with appropriate written parental permission will administer medications within the school. Children are not permitted to bring or carry any medications at school. The following information is being provided to you as parents/guardians to assist in complying with this policy during the rare occasions when the school nurse is absent: 1. The school will attempt to secure a substitute school nurse who will administer medication. 2. The office will notify by telephone all parents by approximately 9:00 am if a substitute nurse is NOT available. 3. Parents/Guardians must personally administer medications in school if no nurse is available. 4. Medications WILL NOT be administered if: nurse is unavailable, substitute nurse is unavailable, or if parent is unavailable.

### PARENT-TEACHER CONTACT AND CONFERENCES

Contact your child(ren)'s teacher at any time during the school year to arrange a telephone or in-person conference. Remain in contact with the teachers throughout the school year. It is the responsibility of both the teacher and parent to remain up-to-date and informed regarding a student's academic progress.

### PARENT-TEACHER ORGANIZATION (PTO)

The PTO meets regularly throughout the school year and is a line of communication between the school and the home. Parents can become better informed by attending meetings, as well as Back-to-School Nights and other programs, planned by the school. Membership and participation in group activities helps strengthen the relationship between home and school. Look for ways to help and participate. See the PTO and school websites for ideas and potential PTO activities for your participation; School Carnival, 5K Run, Dave's Day, Assemblies, Book Fairs, Kindergarten Ice Cream Social, Fourth Grade Moving-Up Celebration, Holiday Shoppes, Friday Night Fling, Back-To-School Nights, Field Days, and many more.

## **POLICIES AND PROCEDURES**

Parents / Guardians, This is a brief overview of our policies and procedures. Please be sure to go on to our website for all policies for the Northfield School. In addition, the first week of school, we send hard copies and e-mail of our policies that are most relevant to you.

## **SAFETY PRECAUTIONS FOR DRIVERS**

In the interest of providing maximum safety for pupils in the area of the school, the following guidelines have been established: Observe extreme caution at all times when driving in the school area. Do not drive away until you see your child safely on the curb. **Pull all the way up and discharge pupils at the curb** so that they exit directly to the sidewalk. Pick up and discharge pupils only in the areas designated. During inclement weather, traffic in the school area becomes extremely congested so please be patient and observe the rules. **Any traffic situation occurs for a short period of time. Expect it and have patience.** The most important point is for parents to **demonstrate courtesy and patience toward one another.** This is important because our children observe our behavior. We are their role models. It is also important for the safety of your child and the safety of the other children. Please only park in designated areas and for safety purposes, **DO NOT CROSS OR WALK IN AREAS OTHER THAN CROSSWALKS.**

## **SCHOOL AGE CHILD CARE PROGRAM (SACC)**

Child care is available **before school and after school.** Please call 609.407.4009.

## **SOCIAL SKILLS**

It is important to know that beginning in Kindergarten, we spend time teaching, applying, and reinforcing good social skills that our students will use for a lifetime. Parental reinforcement of these social skills is vital for student understanding that these skills be applied at all times, in all situations. We send the social skills lessons home as they are introduced. In addition, they may all be found on the school website. Please discuss them at home, model them, and expect them from your child.

## **VISITORS AND VOLUNTEERS**

Our Primary and Elementary School looks to enhance the parent and community connection through the invitation to you to serve as a school volunteer. As a Visitor or Volunteer, there is an in-service you must attend only once during Grade Pre-K through 4, and once during Grades 5-8, after which all trainees will be board approved. Training dates and times are sent home throughout the school year, or call the Main Office for additional dates and times. Once trained, we would look for your help, at your convenience, in the Library, the cafeteria, for the Art Goes to School Program, and in the classroom (as arranged and defined by the teacher). We welcome you as a Visitor and Volunteer in the classroom, but children and siblings are not permitted - except for plays or presentations - where you are an observer or a part of the audience. If you are coming in to assist a teacher, then we ask that you come without PreSchool children.

## **“WHEELS” TO SCHOOL AND HELMETS**

Students may ride bicycles or any other “wheeled vehicle” that the parent deems safe to and from school as long as the student wears a helmet (it is the law). **Once on school property, the student must walk the bike or other wheeled vehicle.** This means no student may ride skateboards, skates, bicycles, scooters, or any other wheeled vehicle, on school property. “Wheelies” (shoes with wheels) are not permitted in school.



*Northfield Community School – “Children First”*

**By signing below, I acknowledge that I have read the entire version of the Student Handbook, and reviewed the school calendar including the early dismissal dates, as listed on the reverse.**

(Please note: In order to avoid disrupting classroom instruction, no student will be dismissed after 2:30, or at the end of the school day, except for in an extreme emergency. Notes for early dismissals must be sent to school at least one day in advance, of any early dismissal, so all staff can be fully informed.)

Parent / Legal Guardian Name (print): \_\_\_\_\_

Parent / Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Child's Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher's Name: \_\_\_\_\_

#### **School Dismissal Procedures for Pupils in Grades Kindergarten to Grade 4**

##### **PLEASE CHECK ONE:**

**By signing, I understand the following:**

##### **GRADES 3-4 ONLY :**

\_\_\_\_ I do not wish to request special school dismissal procedures for my child and he/she is permitted to walk home without a designated parent/guardian or escort. By signing I understand the following:

- The dismissal procedures shall be effective immediately and shall apply to all school days, including half sessions and early closing days due to emergencies.
- I have given express consent for my child to leave school property alone therefore the district is not responsible for my child's actions once he/she leaves school property.

OR

\_\_\_\_ I wish for my child to be dismissed to the adults/guardians listed on my student emergency list, and / or a Middle School-aged student, Grade 5 and higher.

- In the event that my child's designated parent/ guardian or escort does not arrive for the dismissal of my child, at the set dismissal time, my child will be placed in the Northfield After-School Child Care Program and I shall be responsible for the costs associated with Northfield After-School Child Care Program.

Parent / Legal Guardian Name (print):: \_\_\_\_\_

Parent / Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

##### **GRADES Kindergarten, Grade 1, Grade 2:**

\_\_\_\_ I understand that my child is only to be dismissed to the adults/guardians listed on my student emergency list, and / or a Middle School-aged student, Grade 5 and higher. By signing, I understand the following:

- The dismissal procedures shall be effective immediately and shall apply to all school days, including half sessions and early closing days due to emergencies.
- Once my child leaves school property with their designated parent/guardian or escort, the district is not responsible for my child's actions or the actions of the designated parent/guardian or escort.
- In the event that my child's designated parent/ guardian or escort does not arrive for the dismissal of my child, at the set dismissal time, my child will be placed in the Northfield After-School Child Care Program and I shall be responsible for the costs associated with Northfield After-School Child Care Program.

Parent / Legal Guardian Name (print):: \_\_\_\_\_

Parent / Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_