

Rugrats Play Care

Provider-Parent/Guardian Child Care Policies & Contract

Welcome! As a licensed provider, I can care for up to 12 children. The following information gives my detailed policies, and includes a contract that is to be completed and signed by the parent/guardian and provider before care begins. Please read over all policies and fees before signing the contract. We must discuss fees and what services are covered before care begins. If you have any questions regarding fees, policies, or practices, please feel free to discuss them with me.

PHILOSOPHY

I provide a quality child care experience in a comfortable, positive atmosphere in a home-like setting. I believe that a great deal of learning takes place through discovery. I will have activities planned that offer both directed and non-directed experiences which will allow your child to plan, think, and follow through with experiences from beginning to end.

Each child will be given a wide range of developmentally appropriate activities, which will allow them to develop socially, emotionally, cognitively, and physically at his or her own rate. I provide a structured but flexible schedule that involves learning in a relaxed atmosphere.

MY BIOGRAPHY

My name is Jamie Sokol. I opened up my in-home child care in November of 2016. My child care career began while working at a center here in town from October 2008-February 2014. Throughout my years there, I was blessed with the opportunity to work with children from 6 weeks to 12 years old. I gained a great amount of experience and knowledge during my time there. I graduated from Rochester Community and Technical College with an Associate in Applied Science Administrative Assistant Degree and Legal Certificate. I worked in an Administrative role for Education Minnesota for two years. While in that role I realized how much I missed working with children. This led me into opening my in home child care. I am extremely happy with my decision, and haven't looked back since!

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HOURS OF OPERATION

My program is geared toward school district employees or families only needing part time care in the summer. Summer care for the 2018-2019 school year will begin on June 11, 2018. The daycare will be open up to two days per week. These days will be Monday and Tuesday. The daycare will be open from 7:30 a.m. to 4:00 p.m., during summer months. Full time care for the 2018-2019 school year will begin on August 27, 2018. The daycare is open from 7:00 a.m. to 4:30 p.m., Monday through Friday during school year months.

The day care is closed at 4:00/4:30 p.m. After 4:00/4:30 p.m., late charges will be added at the rate of \$1.00 for every minute past closing time. My family has many obligations throughout the week that we would like to be to on time, so please be respectful about picking up on time. All times in and out are taken from the clock in the entryway. All children must be signed in and out with the time and parent/guardian initial. If you are late three time it may be grounds for termination without a two week notice and late fees will still apply.

If for some reason I am unable to reach you, and your child/children have not been picked up a half hour after my closing time I will begin calling the people you have provided on the list of authorized people to pick up your child. If I am unable to reach either you, or anyone on your list an hour after my closing time I will call the non-emergency Police Line and make a report of child abandonment.

The day care will be closed on the following school vacation days. These days will be UNPAID:

- Winter Break (December 24-28, 2018)
- Spring Break (March 25-29, 2019)
- Summer Break starting June 3, 2019 (optional child care on Mondays and Tuesdays during summer months to be charged \$30/day). Must let me know the week before if your child is attending.
- When winter break extends over two weeks only one week will be unpaid. The other week will be paid at full rate.

The provider will be paid for all other weeks during the school year at full rate. I am not available on days when Rochester public School teachers are not working but will be paid for the full week. For the 2018-2019 school year the paid dates off are listed below. These are in addition to Provider Personal Days.

The day care will be closed on the following PAID days:

September August 31, & September 3, 2018 (Labor Day)

October 18-19, 2018 (MEA)

November 21-23, 2018 (Thanksgiving Break)

December 31, 2018 Last day of Winter Break

January 1, 2019 (New Year's Day)

January 21, 2019 (Martin Luther King Jr. Day)

February 18, 2019 (Presidents Day)

May 27, 2019 (Memorial Day)

2019 summer care starting June 3, 2019

No summer care offered the week of July 2-6, 2019

*All snow days where staff DO NOT report

*Any calendar days missed or added by district that staff do not report

*If the holiday falls on a **Saturday**, then that holiday will be observed on the **Friday** before and I will be closed. If the holiday falls on a **Sunday**, then the holiday will be observed on **Monday** and I will be closed. If two holidays fall on a **Sunday and Monday** I will observe those holidays as I decide. Notifications will be given well in advance of any other closed days, such as personal vacation time, or any appointments I may have. You may not use your sick or vacation days in place of paid holidays.*

VACATION TIME

I will have **10 paid** personal days each year to be used for vacation, sick days, bereavement, training or any other reason. My personal days will be taken from September to August and my time will not roll over. I will try to notify parents in advance when I will be taking any these days. These days may be used one day at a time or all at once. I may also take unpaid days off beyond the 5 days of paid each year for sick days or any other reason. If I use all 10 days parents will not be charged for any additional days used beyond this.

SUMMER MONTHS JUNE-AUGUST

I provide limited care in the summer. I will be open up to two days during the months of June-August. These days will usually be Monday and Tuesday. If these days will be different for an upcoming week I will give as much notice as possible. This will begin the week after school lets out and end the week before school begins. If you plan to bring your child on these days you must let me know the week before you plan to attend. There will be a daily fee of \$30/day per child if you plan to attend due on the first day of care.

HOLDING FEE FOR UPCOMING SCHOOL YEAR

If you do plan to attend for the following school year there will be a holding fee equal to two weeks of care per child due the first week of June. If you do not end up returning this fee will be not be refunded to you for any reason. For the 2018-2019 school year the fee will be applied to the following weeks of care (i.e. no payment required for these two weeks):

- November 5-9, 2018
- February 4-8, 2019

TUITION FEES AND LATE FEES

The weekly rates are listed in the chart below. These are flat rates, and the amount stays the same regardless of how many days/hours your child is in my care. You are paying for a spot in my daycare. I will not allow part time pay. If you want to bring your child less than 5 days a week you may but you will still be required to pay the weekly rate. I reserve the right to increase child care rates.

	Weekly Rate
Infant/Toddler 0-24 mos.	200.00
Preschool-School age 24 mos-5 years	165.00

- ❖ Payment is due in full each **Monday morning** for the current week your child is attending. If payment is not brought Monday morning there will be no care given for that child until payment is received.
- ❖ During summer months payment is due on the first day of care for the week.
- ❖ There is a late fee of \$10.00 per day added for each day that payment is late (up to 10 days before care is terminated). Children may not attend day care unless FULL payment and ALL late fees have been paid up to date. **THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.**
- ❖ If a check is returned unpaid, only cash will be accepted from then on.
- ❖ There is a minimum \$35.00 fee for returned checks. This will be used to pay any fees I receive from my bank. If I receive any other fees because of this the parent will be responsible to pay them. These fees must be paid before child can return to care.

Special arrangements (if any): Persistent late payments are grounds for termination of child care. Child care positions will be lost after two weeks of non-payment. (Late fees will still accrue until the account is paid in full). If I am unable to collect tuition or late fees, your account will be referred to a collection agency for payment. Clients are responsible to pay for all late payments, late fees, and two weeks' notice even after termination of child care. Clients will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments, late fees and two weeks' notice. If you are using daycare assistance you must still follow the same payment guidelines as private pay clients. Co-pays and overages are still due on Monday morning for the week of care.

DAILY SCHEDULE

7:00-8:00	Arrival & Breakfast (arrive by 7:30 a.m., for breakfast)
8:00-9:00	Child's Choice
9:00-9:15	Diapers/Potty
9:15-11:00	Outside (weather permitting), Circle Time, Calendar, Art
11:00-11:30	Clean up, Music & Dance
11:30-12:00	Lunch
12:00-12:30	Diapers/Potty
12:30-3:00	Nap/Quiet Time (Books/Puzzles)
3:00-3:15	Potty/Diapers
3:15-3:45	Snack
3:45-4:30	Outside (Weather permitting), Centers

Please note: Each child's diaper will be checked at least every 2 hours, unless they need to be changed sooner.

****Schedule is subject to change depending on weather and the overall behavior of children each day. I watch the weather closely throughout the day. If it is too cold to go out in the morning I will check the weather again in the afternoon. Generally speaking we will not go outside when the temperature is below 30 degrees. It is difficult to keep the infants comfortable and often times the younger children do not enjoy this time.***

NAP TIME/QUIET TIME & SAFE SLEEP METHODS

- Each child has their own cot or crib and linens for sleeping.
- Older children rest on cots, and infants rest in cribs equipped with tight fitting sheets.
- Every infant age 6 weeks to 12 months will be placed on his or her back with nothing in the crib except a pacifier if needed.
 - The pacifier may not have a cord or string attached to the clothing. No blankets or other items are allowed in the infant sleep space. There will be no crib bumpers, or suspended objects hanging from the crib. Infants will not be allowed to sleep in anything other than an approved crib. They will not be allowed to sleep in swings, bouncy seat, boppy pillows, couches, beds, car seats, or floors.
- A child who is 12 months of age or older is welcome to bring his/her favorite blanket or stuffed animal for nap time.
- All children are expected to participate in quiet time; however, I will never force a child to sleep. For children that choose not to sleep, I will require that they lay down and rest quietly for 30 minutes. After the 30 minutes have passed, the child will be allowed to do a "quite time activity" on their cot.

These activities include puzzles, books, and quiet manipulatives. I may occasionally put on a movie or cartoon during this time.

SWADDLING

I will not swaddle a child with a blanket even if the parent requests it. I do this in order to give your child the safest sleep environment possible. I will use an approved sleep sac for your child if requested. If you do not have one to provide, I have one that can be assigned to your child.

INFANTS NEW TO CHILDCARE

Infants new to childcare must be able to take a bottle from the provider. If you choose to breastfeed please be sure introduce the bottle several times before bringing your child into my care. It helps to have a few people give a bottle to the child other than mom or dad. If your child is unwilling to take a bottle from me for 3 hours and is noticeably hungry or uncomfortable you will be called to pick up the child immediately.

Please start to sleep train your child in a crib. Because of the safe sleep recommendations I am unable to let your child sleep in anything other than a crib. If they are introduced early in age at home the transition at daycare will be much easier on the provider and especially the child.

POTTY TRAINING

I will help with potty training once the child shows interest and has had some success at home. There is no set age that I will agree to as each child is different. If I find that there hasn't been much success here after two weeks I will suggest that we give it some more time. Please understand that potty training in child care can be both helpful and harmful. Often times a child will show interest when they see their peers using the bathroom but also understand it is very busy and distracting here for a child, so sometimes this can be a hindrance in their success.

SICK CHILDREN

Sick children may not attend day care. It is up to the day care provider to decide if a child is too sick to be at day care. If a child becomes ill at day care, the parents will be notified and expected to pick up the child within **one** hour of reaching the parent. Ill children will be isolated from the rest of the children, and any toys that the child plays with while waiting for a parent will be cleaned and sanitized properly. A doctor's note does not always guarantee that your child will be allowed back to care. I may exclude for the symptoms and not necessarily the cause. I will not provide care for your child if they have any of the following:

- A temperature of 100.0 degrees or above. May not return to childcare until 24 hours after fever free WITHOUT fever reducers.
- Vomiting within the last 48 hours.
- Diarrhea within the last 48 hours
- Pink eye. May return to daycare 48 hours after drops
- Strep throat (must be on medication for 24 hours before returning to care)
- Head lice (all nits must be removed before child can return to child care)
- Other contagious illness that the provider deems appropriate
- Hand Foot Mouth (cannot return until all sores are scabbed over and are fever free)

If your child has any of the illnesses listed above please call and let me know but do not bring them to daycare. I also require you to keep a sibling home if your child has any of the above illnesses. More often than not the

sibling will also get the illness. I will notify you if your child has been exposed to any of the above illnesses and I will also post contagious illness on the bulletin board located near the front door.

I must have your permission to obtain emergency medical care or treatment. This will only be used if I cannot reach you or if there is an emergency and I need to call 911.

Please call and let me know by 9:00 a.m. if your child will be late or absent for the day. This helps me know how many children to plan for at lunch, activities etc. If I don't receive a call from you by 9:00 a.m., I will call you to check on the status of your child.

TOYS

Please leave toys from home at home. I provide plenty of age appropriate toys for the children. I will not be held responsible for toys that get broken when brought to day care. Also, please don't send any coin money with your child. If it goes unnoticed on the floor it is an extreme choking hazard to our little friends on the floor.

DAMAGES

Small repairs and accidents go with the territory when running a day care facility. However, parents/guardians will be held financially responsible for damages that cannot be classed as accident or fair wear and tear. (Such as deliberate breaking of toys, poking holes in furniture, damages resulting from violent behavior, etc.) This is at the provider's discretion.

SUBSTITUTE PROVIDER

In the event of an emergency, it may be necessary to use a substitute provider. A criminal background check is completed for all substitutes. All substitutes have completed the required training. I will attempt to give advance notice if there will be substitute provider but cannot guarantee this as it will depend on circumstances. Please have back up care ready in the event that I have to close and am unable to get a substitute.

You are responsible to have a backup provider in case I am ill or take vacation time. Please make a plan for if something comes up and I am not able to provide care. Payment will still be due if I choose to use one of my personal days. I may be able to give you the names of some providers that may be able to help temporarily but please don't rely on this.

CHILDREN'S HEALTH

All children must have a complete health evaluation form, and up to date immunizations before enrollment in the day care facility. See contract for policy on sick children.

USE OF TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES

Use of the above items are prohibited in the day care facility at all times during business hours for both the provider and parents of the children.

SUPERVISION

Children will be supervised at all times by being in sight or within hearing distance.

Children will be checked visually every 10 minutes while sleeping, and will be watched and heard on camera.

Children under the age of 4 will be supervised while in the bathroom.
Children older than the age of 4 will be reminded and asked about toilet flushing and hand washing.
All children's hands will be washed after diapering and before meal time

CRIB CHECKS

I inspect each crib in my home monthly for any defects, or damages. If I find a crib to be in violation of any of the items listed on the crib inspection sheet, I will by law remove the crib from my care, and a new crib will be purchased.

INFECTION CONTROL

Provider and all children will practice good hand washing habits. Hand washing is required after using the bathroom and before and after handling food. Paper towels and liquid soap will be accessible in the bathrooms. Children will wash hands after using the bathroom and before eating meals. Toys will be cleaned daily and weekly.

CHILD DISCIPLINE

I strive to keep every child happy and safe. I will use redirection to stop any negative behaviors. I also use the 1-2-3 magic approach. I will attempt redirection several times before resorting to time out. If a child is given a time out, they will sit one minute for every year old they are, with a max of 5 minutes. If a child has to be separated from the rest of the children, a separation log will be filled out, and the child's parents will be informed. I will never yell at a child, intentionally make a child feel bad, single a child out or favor any child. If I am having a difficult time with a child's behavior I will document the behavior and the parent will be talked to in person at pick up, so that we can come up with a plan to work out future behavior issues. I will do my best to try to help correct behavior with the parent's help at home. If the child continues to be a disruption to the program and other children care may be terminated without a two week notice from provider.

NUTRITION

I do not participate in the USDA food program; however, meals meet the requirements set by the USDA. Please see the attached four week menu. If special diet is required because of allergy, or special wants/needs we will discuss a plan to make your child as comfortable as possible at meal times. Infants will be given breakfast, lunch and snacks if and when you allow it. If your child is formula fed, please leave a formula can here for your child to use while in my care. I will label your child's can with their first and last name, and it will only be used for your child. If your child is fed breast milk please leave enough for your child to have each day. If you choose to leave frozen breast milk, your child's bags/bottles will be labeled with their first and last name. I will not use a bottle warmer to heat up formula or breast milk. If your child prefers their milk warm, I will use warm water to heat up the milk. Unused formula will be thrown out after 1 hour, and unused breast milk will be thrown out at 3 hours. I will do my best to not overuse or waste formula or breastmilk. At one year of age I offer whole milk to children in my care. If you are not ready to introduce whole milk, or there is a medical condition preventing you from being able to introduce milk please let me know. Please use open communication with me regarding different food transitions for your child.

Breakfast: 7:00-7:30 a.m.
Lunch: 11:30-12:00 p.m.
Afternoon Snack: 3:15-3:45 p.m.

FOOD AND TREATS FROM HOME

Unfortunately, homemade goodies cannot be brought from home. This is a state regulation. If you wish to send treats with your child to share for special occasions such as Valentine's Day, the child's birthdays etc., the items must be commercially prepared and individually wrapped.

PLEASE!!... NO GUM IS ALLOWED AT DAY CARE!! It is a choking hazard. It also gets into carpet and on to furniture and children have this horrible tendency to "share it"!

Do not send any food in with your child in the morning. If they come in with something they will be asked to throw it in the garbage or send it home with the parents.

CLOTHING:

Please bring your child dressed each day. Please dress your child appropriately for the weather and bring a complete change of clothing to daycare each day. Each child is required to have full snow gear to include hat, winter jacket, snow pants, boots, and thick gloves. If one child does not bring snow stuff for the day then we will not be able to go outside for the day. Please provide your child with enough diapers for the day, and a pull ups if your child requires them at nap time. I have extra diapers available but there will be a \$2.00 charge per diaper.

DROP OFF & PICK UP POLICIES

Each child is expected to be signed in and out at drop off, and pick up, and a parent must initial next to the time. This is done so in the event that an emergency arises I am able to double check that I have all children accounted for.

Any person that is listed as an authorized pick up for your child must show their Driver's License before they are allowed to leave with your child. They must do this until I am able to recognize them and remember them by name. I do ask that you please let me know if your child is being picked up by someone other than yourself or spouse. This is to ensure that your child is only leaving with people that you authorize. If someone other than the people listed on your authorization form comes to pick up your child, and you haven't let me know, I will make a call to you to ensure that your child is allowed to leave with that person. This person is also required to show me a Driver's License that must match the name you give me. If I am unable to get a hold of you, your child will have to remain in my care until I am able to notify a parent to confirm.

There will be no drop off and pick up during nap time from approximately 1:00-3:00 p.m. Special arrangements can be made during emergencies or doctor appointments.

EMERGENCY AND DISASTER PLANNING

This day care has an emergency plan on file. Fire drills and tornado drills are practiced one time per month. I keep of log of the practice dates and times under the sign in sheet clip board. During fire drills I will intentionally set off the fire alarm. I want children to be familiar with this sound, and know that when they hear the sound they are to get to the designated spot we have discussed and practiced. Sometimes this sound scares children. I do not do this to upset your child, but instead to prevent them from hiding if they hear this sound because they are frightened. I will also teach them how to cover their heads during a tornado drill. The designated spot for fire drills will be at the driveway across cul-de-sac in front of house 2022. The designated spot for tornados will be in the "play fort", located in the basement under the stairs.

TRANSPORTATION

I do not transport children under any circumstances.

PARENT INVOLVMENT

I have an open door policy during business hour Monday-Friday, 7:00 a.m. to 4:30 p.m., excluding nap time.

CELEBRATIONS

I celebrate Christmas, Thanksgiving, St. Patricks' day, Valentine's Day, and Easter in my home. I will have holiday activities planned for the children to participate in. If you do not celebrate these holidays I will not force your child to participate. If you do not observe these holidays and you are interested in sharing your traditions with me, please let me know. I think it would be special to be able to involve your child in a holiday that they celebrate. If this applies to you, please speak to me in person, so I can have a chance to learn about your holiday traditions and implement them into my program as a learning experience.

BAD WEATHER POLICY

If school is closed because of weather related conditions I am closed. If school is dismissed early I will close early. Parents are expected to pick up in a timely manner. Payment will still be due for these days.

SPECIAL PROGRAMS OFFERED:

I have hired Carol Burken to come into my home 2 times per month to do a Music Class with the Children. I provide this service at no charge to families.

NEWSLETTER

Each month I will send home a monthly Newsletter. It will contain announcements, upcoming activities, themes of the month, stories about the children, and any other important reminders for the parents. Please take the time to read these.

CALENDAR

A monthly theme calendar is posted on the bulletin board near the front door. This is subject to change. During summer months we will spend most of our time outside and will do less of a structured curriculum.

PETS

I do have three dogs in my home. The dogs will be kept in their kennels in my bedroom during the day while the child are in my care. They may occasionally be let out to use the bathroom when children are indoors. All three dogs are up to date on immunizations. Animal feces will be cleaned up in the yard each morning to ensure that children's play areas are clean before the day.

PARKING

I ask all families to please park in the road. During the winter months I am not able to get out and shove snow until after the last child leaves for the day. If cars drive on the snow before I get out it packs down the snow and turns it to ice. It makes it extremely difficult to clear the driveway later. This makes the driveway a slipping hazards if I cannot remove ice. Parking in the road also allows my husband to come and go as needed or work.

INSURANCE

I carry liability insurance on my day care business.

GRIEVANCE PROCEDURE

If you are dissatisfied with any aspect of the services provided, please discuss it with me.

MANDATED REPORTING

As a licensed provider, I am a mandated reporter and am required to report any suspected abuse or neglect. A copy of the Licensing Rule may be obtained from Olmsted County Community Services-Child Care Licensing or you may review my copy.

DISCRIMINATION

I do not discriminate on the basis of race, creed, national origin, religion, sex or disability.

CONTRACT & SCHEDULING

Our child care agreement is based on your child being here at the times and dates agreed upon. If your schedule changes, please notify me as soon as possible. If I cannot accommodate the changes, I reserve the right to terminate this agreement.

TRIAL PERIOD

There will be a two-week trial period beginning on the child's first day of care. Either party may terminate this contract within the trial period without further obligations.

TERMINATION PROCEDURE

Termination of care may be done by either the parent/guardian or the provider, by giving a **Four-week** written notice in advance of the ending date. Payment by the parent/guardian is due for the notice period whether or not the child is brought to care.

The provider may terminate the contract without giving any notice if the parent/guardian fails to comply with the contract terms including but not limited to timely payment of fees. The provider may also terminate the contract in case of an emergency or if the provider deems that the child care isn't a good fit for a family.

Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

This Contract is between:

Providers Name	Address	Phone Number
Jamie Sokol	2023 27 th Street SE Rochester, MN 55904	507-696-8369

-And-

Mother/Legal Guardian

Name: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

Employer: _____

Address: _____

Work Phone: _____

Father/Legal Guardian

Name: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

Employer: _____

Address: _____

Work Phone: _____

For Child/Children in care: Names of Child (ren): _____ **Age:** _____
 _____ **Age:** _____ _____ **Age:** _____

Days of Care: _____ **Hours of Care:** _____

There will be a fee of: \$ _____ per week payable in advance, no later than the first day in any given week.

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF RUGRATS PLAYCARE. THEY ARE PART OF MY CONTRACT. I UNDERSTAND THAT THIS CONTRACT MAY BE REVEIWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

(Parent / Guardian): _____ Date _____

(Parent/Guardian): _____ Date _____

Provider signature: _____ Date _____