



SHERWOOD CHRISTIAN ACADEMY  
Pre-K  
**Parent Handbook**  
**2023-2024**

***SHERWOOD CHRISTIAN ACADEMY***

***1061 Lantrip Road***  
***Sherwood, AR 72120***  
***501.833.2277***

Dear Parents and Guardians,

Sherwood Christian Academy is excited for the opportunity to care for families and children. Our facility provides early learning for ages 3 years to Fourth Grade. We provide education and ministry to our families, children and community.

My husband and I are from Jacksonville. We both graduated from North Pulaski High School. We attend church in Sherwood. We understand the need in this community for Christian child care. We want every child to know and experience God's love.

We provide a Christian atmosphere and share God's love on all occasions. We provide a safe, secure, nurturing and educational environment for every child.

We acknowledge the importance of working together to create a mutual bond in caring for your child. We believe communication is essential to achieving this goal. This handbook is designed to provide parents with general policies, an overview of our programs and procedures that help to make each day comfortable and productive for your child.

This handbook has been prepared as a resource and reference guide. Please take time to read it thoroughly and keep it handy as you may need to refer to it from time to time. Should you have any questions or concerns, please feel free to contact us at 501.833.2277.

We look forward to uniting with your family and we are committed to love, nurture and teach your child as we share God's love and wisdom from our hearts to your family.

Sincerely,

Ronda Sobczak  
Owner  
501-833-2277  
amazinguar@gmail.com

## **OUR PURPOSE**

Sherwood Christian Academy seeks to provide enrollment in a private Christian Learning program. SCA provides developmentally appropriate activities and guidance to help each child reach his/her greatest spiritual, physical, emotional, social and academic potential. We have open communication with our parents regarding the welfare and safety of their children. We strive to be proactive in every area of our operations.

## **OUR PROGRAM STRUCTURE & STAFF**

The Director and Owners govern Sherwood Christian Academy. Each member of the teaching staff is an experienced teacher who possesses the competency and understanding essential in teaching young children. Our staff and teachers love children and are dedicated to the enrichment of every child.

## **OUR CURRICULUM AND FACILITIES**

Our classes are open to any child, regardless of race, nationality, and religious beliefs. Sherwood Christian Academy operates as a locally owned private Christian preschool. Each classroom has a daily schedule which includes activities such as circle time, snack, lunch, nap, outside play, centers and academics. The children learn age-appropriate bible verses, stories, and songs to enhance the curriculum and strengthen their knowledge of Jesus Christ.

SCA will continue to evaluate and improve seven broad areas of our program.

- \* Space and Furnishings
- \* Language and Reasoning
- \* Interactions
- \* Basic Care
- \* Learning Activities
- \* Program Structure
- \* Needs of parents and staff

Our goal is to strengthen our partnership with parents. Know that you have chosen high-quality care that will lay a solid foundation for your child's development.

Sherwood Christian Academy curriculum is Carson Dellosa, Teachers Pay Teachers, Christian bible verses and Spanish. Our Kindergarten and 1st and 2nd grade curriculum is Abeka. Supplementary texts will be used to enrich this material. The curriculum is appropriately designed to the age groups and to the stage of development of each child. Since children learn best through hands-on activities and imaginative play lessons are built around play and experiential learning. A love and appreciation for Jesus, and the things of God have been developed into our curriculum and classroom experiences.

We have an age-appropriate playground for children ages 2 – 9. It is clean, spacious, partially shaded and furnished with safe playground equipment.

## **PARENT SCHOOL PARTNERSHIP**

Parents are expected to support and uphold Sherwood Christian Academy policies just as we support our families. Without this support, it is counterproductive to the students' development and our effectiveness. It is explained at the time of enrollment that in any relationship there may be disappointments or misunderstandings. In the event an issue arises please call Ronda Sobczak, Owner, or Sara Cope, Director at 501-833-2277 and a conference will be scheduled.

## **ARKANSAS STATE LAW, ACT 397 OF 1975**

Arkansas Law mandates all Faculty as reporters of any reasonable cause for suspicion of abuse and or neglect. DHS and State Police Investigators have authority without securing prior parental consent, to audit all Center records and have the ability to talk to or observe the physical condition of any enrolled child including by a licensed medical professional. It is beyond the authority of any licensed center or school to modify this access to children enrolled. It is center policy, however, that a school administrator will remain with any child during such time. The center may be directed NOT to contact a parent prior to their contact with the child.

\*Licensing compliance forms (DDC-521) shall be available at the facility for 3 years. The facility shall advise parents in writing that the compliance forms are available for review upon request.

## **SECURITY**

Sherwood Christian Academy endeavors to keep all children and staff secure and has provided locked entrances.

Cameras have been added in each classroom. Cameras are recording for further safety and security of your non-verbal child. You will also find cameras in all halls and outside the building. Cameras are monitored throughout the day by administrators in the office. \*\*Camera footage is only available to our Administration and DHS for investigative purposes. Video will not be shown to parents. \*\*

**Please do not leave vehicles running or children unattended in vehicles when dropping off or picking up a child. Lock your car and take your purse/ valuables along with you.**

## **Drop Off/Pick Up**

*Children must be signed in and out on the Brightwheel APP upon arrival and departure each day.*

If your child is in the Pre-K 3 or Pre-K 4 classrooms, they must not be dropped off in a pull up or diaper. Promotion to these classes means the child must be potty trained and out of pull ups and/or a diaper.

When dropping off or picking up your child **if you see the orange cones do not bypass the cones**. You must stop, park in the front of the building and walk to the back of the building. The cones are set in place for your children's safety as they cross from the building to the playground.

**Children can be dismissed *only* to persons listed on enrollment forms.** All children are to be signed out each day by a parent or an adult on the written pick up list. A picture Id MUST be on file or presented at time of pick up. **Parents must contact the SAC office if someone that is not on the pick-up list is going to pick up their child.** Inform them that a picture I.D. will be required at pick up. If the school faculty is unsure they will verify pick up changes by contacting parents. For safety, the school faculty will ask for I.D. of anyone picking up children until becoming familiar with you and your child. Parents must contact the office to update records if any changes occur.

### **Drop off after doctor appointment**

No drop off is accepted after 8:30 am unless a doctor's note is provided upon arrival. Please inform the office if you will arrive after 8:30 am

No drop off is accepted after 11:00 am regardless of reason.

### **Divorced/Separated Parents & Blended Families**

Custody issues and tense family communications can be very emotionally charged and spill over to the school.

Sherwood Christian Academy takes a concerned but neutral stance and focuses on the best needs of the children in the school. Upon enrollment (or changes to Primary custodians), it's necessary to provide an official file marked copy of custody judgments. ***Deletions of authorized pick-ups are to be done in writing (so as to change multiple documents throughout the school. However, ongoing parental conflicts and frequent changes to authorized pickups of a child can lower the school's stability of operations and increase the risk for error and confusion. A high frequency may result in dismissal.***

### **ENROLLMENT**

**Enrollment is full- time/part- time only. "Drop in Care" is not available.**

#### **Waiting list/Preferred Enrollment**

**1<sup>st</sup> Priority:** Siblings of currently enrolled families. **2<sup>nd</sup> Priority:** Age range and length of time on the waiting list.

### **Tuition Account Management**

- Tuition payments are due based on enrollment, not actual attendance.
- Tuition refunds are not given for absences, vacations, or illnesses.
- Registration and enrollment fees are nonrefundable.
- Year-end tax receipt will be available for parents to access on Brightwheel.
- \$40.00 fee for returned payments. **A pattern of insufficient funds will result in dismissal from the program.**
- *SCA may change tuition rates as needed due to operational expenses. Advance notice will be given about increases.*

### **Tuition/Payment Cycles**

**Our tuition is automatic draft only.** Parents are expected to pay as agreed upon per the automatic draft enrollment form. We can process the following payments:

1. **Monthly** – Tuition will be debited on the first day of each month
2. **Weekly** – Tuition will be debited every Friday

## **Automatic Draft Enrollment Form**

Each family will enter their financial information into the Brightwheel APP. Tuition payment will be automatically drafted weekly or monthly using the Brightwheel APP. Please update your information and notify us of any banking changes as soon as possible to avoid drafting from a discontinued account.

## **HOURS OF OPERATIONS**

**Hours of Operation are from 7:00 a.m. to 5:30 p.m. Monday – Friday**, twelve months a year. SCA operates as a school and plans a structured schedule and curriculum daily. Part-time care is available until 11:30 daily.

*Pre-k 2 ½-3: (Transition Class) Age 3 years – (must be at least 2 ½ and consistently working on potty training at home.) 7am to 5:30*

*Pre-K 3: Age 3 to 4 years (must be 3 years before August 1 of any given year and must be potty trained) 7am to 4pm*

*Pre-K 4: Age 4 to 5 (must be 4 years before August 1<sup>st</sup> of any given year and be potty trained) 7am to 4 pm*

*After-School Pre-K 3 through 9 years of age - After School Program 4pm to 5:30pm  
(Lead teachers may be off campus)*

Learning programs in preschool classes begin at 8:00 a.m. Arriving late to school is a disruption to the other children and the structure of the class. It is difficult to make up work for a tardy child while keeping the rest of the class on track. Arriving after 8:30 a.m. is not acceptable unless the tardiness is due to a doctor's appointment and the office was notified in advance. However, arriving after 11:00 am is unacceptable under any circumstance.

The Department of Human Services requires preschoolers to have a daily rest time of at least 1 hour (not more than 2). No Child will be accepted for drop off during rest time. Quiet time in our facility is 11am to 2pm daily so each class may have rest time. If you have a doctor's note and want to drop your child off afterwards, please, do so before 11am or after 2pm. The interruption could wake up other children who are resting and it is also exceedingly difficult for your child to be dropped off in a darkened class with no activity.

## **After Hours Pick-Up**

If your child is picked up after 5:30 p.m. a late pick-up fee will be charged: **\$5.00 for every minute (per child)**. Two staff members are required to remain with the child. Regardless of the reason, the late fee must be assessed to pay the staff's overtime. **Dismissal will result if a consistent pattern of late pick up continues.**

### **Separation from Parents**

The process of separation from the parent as the child enters and attends preschool is one of the most important accomplishments of the preschool child and his/her parents. Arriving at school can be an exciting, but difficult moment. Children may appear eager, but suddenly balk when you start to leave. Separation anxiety is normal and reduces when treated lovingly yet "matter of fact". A few suggestions are to allow your child to accompany you on initial visits. Offer your child a transitional item to bring to keep in their cubby. Encourage them to play upon arrival. Prolonging a goodbye gives the child reason to think they should be distressed. Once you decide to leave, hug the child quickly and say your goodbyes and depart. It is important to do this without giving in to the temptation of staying if they begin to cry. Avoid remaining at entrance doors or at classroom windows to view them because it conveys an expectation that the child will cry. They will feel this apprehension and respond as you fear. Stand out of sight to listen instead. Sometimes it is helpful if someone different brings the child to school if difficulty continues. Separation issues usually last only about two weeks.

### **Brightwheel**

Brightwheel is an app that you must download for financial and communication purposes. We will get you connected to this upon enrollment. The app allows you to communicate directly with your teachers and the Director. School News is posted on this app along with any closings, events, etc. **\*It is a parent's responsibility to check Brightwheel to know about events, closures, class information.\*\***

### **Sherwood Christian Academy CLOSINGS**

**Center closes annually for the following Breaks and Holidays:** Good Friday, Memorial Day, Independence Day, Labor Day, week of Thanksgiving, Winter Break December 20th through January 3rd and Spring Break in March (dates to be determined). One day in May for graduation to be determined. Two days in August before School starts to be determined. Actual closing dates may vary if the Holiday occurs on a weekend a notice will be sent to parents. There are NO tuition discounts for closings. Other closings will be announced as needed.

### **Inclement Weather Policy**

**Bad weather closings normally coincide with inclement weather closings of the Pulaski County Special School District (snow, ice).** Sherwood Christian Academy may choose to only delay opening due to snow or ice when the roads are too hazardous for driving in the early morning. A message will be left on the voicemail 501-833-2277, on Amazing U, Inc. facebook and an announcement will be attempted over local TV stations. ***No tuition refund or reduction is possible when closed for inclement weather.***

### **Outside Play**

DHS Licensing mandates that children are to have at least 1 hour of outside play per day as weather permits. No child is allowed to miss this and stay in the office or with another class during this time. If a child has been ill and needs to be kept indoors, it is expected that the child be kept at home until he is able to participate in all of the activities of the program. Children and teachers do not go outdoors if the temperature (wind chill or heat index) is below 40 degrees or over 90 degrees.

## **Illness and Accidents**

CLASSES DEPEND ON YOU TO HELP MAINTAIN WELLNESS. **Upon arrival, each student's temperature is taken. Next, students wash their hands before entering the classroom.** This will help alleviate bringing outside germs into the classroom. Teachers will continue to observe children upon arrival for injury or symptoms of illness. **Please DO NOT send your student to school if you suspect illness or symptoms of illness are present.**

**Children with symptoms such as a fever of 100.4 degrees, severe cough, vomiting, or diarrhea will be sent home. A wellness form will be filled out and sent home with parents regarding wellness policy. Please see Pandemic regulations which are included herein.**

Children cannot return to school until symptom free for **48 hours (without the aid of fever reducing medicines)**, unless a physician relays that the illness is **non-contagious** (such as ear infections, etc.). Parents will be notified when a child has been exposed to a communicable disease within the School. Parents must also notify the school when children are exposed to a disease outside the facility. Teething symptoms may include loose stool or low-grade fever. However, if a temperature reaches 100.4 degrees or they vomit or have 3 loose stools, parents will be contacted to pick up the child.

**Each student must have emergency information and treatment authorization on file. This is a licensing requirement from DHS.**

## **Medications**

Children on medication must be healthy enough to take part in all areas of the program. Medication forms must be completed. **Medications cannot be left in backpacks, diaper bags, etc. due to endangering all children (includes teething gel, creams or any topical medications).** All medications will be kept in a locked area and require the original label or prescription with the name of the medicine, the child's name and dosage instructions (extends to non-prescription drugs also). Refrigeration for medication is available. Students with allergies or asthma that require the use of inhalers or epi pens must include an action plan from your child's healthcare provider.

## **Child Safety Protocol Regarding Administration of Over-The-Counter Medicines (Tylenol, Motrin & Cough Medicines, etc.)**

Sherwood Christian Academy does not administer over the counter medicines (OTC) including Tylenol and Motrin, etc. to children under 30 months, without a specific note from their Dr. w/ dosage instructions for each illness/ event. We do not provide OTC Tylenol, Motrin, etc. Parents must provide OTC medication and a medical administration form must be signed.

## **Immunizations**

The laws of the State of Arkansas and the Department of Human Services require the following immunizations for all children enrolled in school:

DPT/DTAP	Polio	Pneumococcal	Hepatitis B
Measles, Mumps, Rubella (MMR)	Hib	Hepatitis A	Varicella

**A shot record is required on or before your child's first day of attendance.** To



maintain enrollment, children must have an up-to-date immunization record on file. Parents are responsible for obtaining immunizations for their child by the due dates and returning the new immunization record to the SCA office.

### **Class and Teacher Assignments**

The Director assigns children's classrooms and teachers according to factors such as Kindergarten year based on age, developmental abilities, and personalities of the children and teachers, etc. A child may be moved from one class to another at the Director's discretion. See below regarding starting age.

### **Approved Arkansas Bill 217 is now Arkansas Act 462**

A child must turn 5 by August 1 to start Kindergarten.

### **Clothing, and Bedding**

Children should be brought to school in comfortable, washable play clothes and shoes that will enable them to play on the outdoor playground. It is recommended not to send children in any clothing that includes a drawstring due to the potential choking hazards. Good sturdy footwear enables children to run and play without tripping or falling. Boots, sandals, and flip flops that are not secured to the foot are discouraged. Shorts must be worn under dresses to keep our children modest during day-to-day activities.

A change of clothes (including underwear, shoes and socks) is to be brought and put in your child's cubby. Toilet training children will need several changes of clothes in their cubby. Toilet training toddlers will need training pants as well as outerwear. This is important for even the older children as accidents do happen. All belongings must be marked with the child's first and last name. SCA cannot be responsible for items not labeled with your child's name. Lost and found items are placed in a bin marked as such by the back door.

Parents provide naptime items such as a small light-weight bath/beach towels. All bedding, clothing, coats, and diapers should be labeled with the child's full name. Teachers will notify parents if anything additional is needed.

Sleeping mats are onsite and provided by Sherwood Christian Academy.

### **Show and Tell**

Items are to be brought **only** on the day planned by the teacher. Personal toys can create a sharing problem. Valuable items, contraband, or guns of any kind are inappropriate. Transition items will be placed in the child's cubby for safekeeping after the drop off transition subsides.

### **Supply List and Fees:**

**A classroom fee is assessed at time of enrollment. Teachers will post a supply list to be purchased at the beginning of the school year. Otherwise a supply fee will be assessed at the beginning of school instead. Also our summer program will have a fee for the activities we will do all summer.**

### **Donations**

Sherwood Christian Academy welcomes donations of gently used clothes including shirts, pants/shorts, and socks (to use when children have accidents), gently used toys and books.

There may also be times when we send a letter home asking for a specific size of gently used clothes if we know of a child that is in need. This is a wonderful way we can minister to others and show them the love of Jesus.

*Fundraisers are held from time to time to assist in improvement to our programs.*

### **Lunches/Snacks**

**A nutritious, hot lunch and two snacks are provided daily that** meet (or exceed) DHS regulations for daily requirements of food groups. Fast food lunch is not allowed unless provided for the entire class and arranged in advance with our office.

No outside food or drinks will be allowed in the mornings at drop off as it creates confusion among the children. Please note: We stop serving morning snack at 8:30 am. If your child is brought in after 8:30 am the next food served will be our hot lunch.

***Food allergies should be noted on enrollment forms and also verbalized to the office and teachers. SCA will provide a monthly menu and also notify of any menu changes. Families are to provide alternative meal choices. Severe food allergies may not be manageable by the center therefore, voiding the enrollment opportunity due to the level of risk to the child and the school.***

**Parent/Teacher conferences** will be scheduled throughout the year and parents will be notified by email, note, Brightwheel or Class Dojo. A reminder of upcoming events will be in the parent newsletter or on Class Dojo. If the need arises before the scheduled conference parents should notify the office and a conference will be scheduled. It is expected that adults NOT discuss problems concerning children in front of them. Children are not allowed to attend conferences.

### **Children's Birthday Celebration**

Birthdays may be celebrated during snack times. Advanced arrangements must be made with the teacher. Items brought to celebrate should be simple such as cupcakes or cookies and juice boxes. No balloons are allowed due to the potential choking hazard. No gifts are allowed. Off-campus party invitations can only be passed out if for the whole class. No exception will be made for these policies.

### **Consent to Photograph your Child**

Your privacy is important to us. Our new security system utilizes security cameras of the playground and parking lots as well as building entrances. Throughout the year we have special programs, class parties and open house events where video and/or photographs may be taken of the children and their activities by Sherwood Christian Academy staff and/or parents. Children enrolled will be in photographs and videos and on surveillance videos. By enrollment you are giving Sherwood Christian Academy permission to photograph your child. It is understood that once these pictures are released, SCAr is held harmless of any claims and liabilities resulting from displaying these images.

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### **Initials**

### **Cease of Enrollment**

If a family voluntarily withdraws, two weeks notice is required. Refunds of unused tuition shall be given only if two weeks notice has been given. Payment will be expected for the two weeks of a child's notice or in the absence of notice parents will be billed for these two weeks.

SCA can terminate the enrollment agreement for reasons not only limited to the following:

1. The child's account is delinquent on an ongoing basis
2. Failure of the parent/guardian to honor the obligations listed in this handbook or in any rules, regulations, or manuals provided by the School.
3. Any parent who openly demonstrates to students, teachers or other parents a lack of support for School policies and is undermining the school faculty, hindering its effectiveness and jeopardizing the enrollment relationship.
4. Ongoing or extended illness
5. Ongoing late pick-up of child(ren)
6. Children who intentionally run and hide from staff or teachers. This is a violation of licensing with DHS and is not tolerated.
7. The center determines that it is unable to meet the needs of the child or that it is not in the best interest of the center to have the child in attendance
8. Sherwood Christian Academy reserves the right to suspend and terminate care contracts of any child whose behavior presents a threat to the safety and well-being of others or to our program.

### **Aggression and Biting**

Biting and aggression are normal developmental mishaps but are taken very seriously and patterns of aggression must be addressed. SCA has established procedures of how staff will address biting and aggression. The child will be separated from the group and the injured child will receive immediate attention. When appropriate, the aggressive child will be included in the comforting process of the injured child to encourage empathy. The Director assesses biting and aggression records for patterns of aggression from or to any single child and will act accordingly. If normal methods do not deter aggression, the school will accelerate the steps to include sending a child home for the remainder of the day. This is not to punish or discipline

the child (or family) but to protect the other students and staff from continuing to be exposed to aggression or biting. The school will make every effort to maintain an aggressive child, as it is usually a short stage of development that decreases with increased verbal skills. If biting or aggression stays at a high-level dismissal will result.

## Discipline

### **Time-Out**

Time out can only be used for children two-years of age through school age. The time limit for a child in time out must be no more than the child's age in minutes. If a child is two years-old they can only be made to sit in timeout for no more than two minutes. Children under the age of two can use independent play to be separated from problem areas. The child must be given a toy or an activity while in independent play.

### Progressive Classroom Discipline

*Discipline techniques are examples to be used with children and are not the "end all" of discipline possibilities. There are exceptional situations for everyone. This is to give everyone the same information base to build from. Consequences should fit the severity of the behavior.*

The following steps and techniques will accomplish this goal:

1. **Ignoring** – To be utilized as a teaching tool to help children learn to solve their own problems when a small situation between classmates presents. This technique means that the teacher notices that the situation is present, they are close by, unobtrusively listening and observing, ready to intervene with distraction, redirection or more, should the situation call for it. Ignoring as a behavior technique does not mean we are not listening or supervising.
2. **Distraction** – The teacher changes the subject content or the activity to a more appropriate subject or activity.
3. **Redirection** – Teacher redirects or addresses unacceptable choices of behavior and asks for acceptable ones.
4. **Time Out** – The teacher goes to the child and asks them (in a quiet voice tone) to be separated from the group to a designated quiet area to allow for refocusing themselves so that they can then return to the normal functions of the class. This refocusing period of time will not be more minutes than the child's year of age (i.e. 7 years old would not be more than 7 minutes, etc.). Before a child rejoins the group, Teachers are expected to talk with them to clarify the need for the refocusing time and ask the child what different choice they could have made that would have avoided the time out.
5. **Notes to Parents** – Most choices of misbehaviors are in a range we call normal behaviors and can be managed by above steps and would not result in a note to a parent about "Normal Childhood Behavior." If a pattern of these behaviors continues or if a behavior choice is out of bounds of the expected or tolerated choices of preschoolers a note can be sent home to the parents by the teacher.
6. **Daily Folders** – In the event there is behavior/biting issue(s) we will communicate daily with parents, to make them aware of current classroom situations, behaviors, etc. We use this technique so we may be in unity with one another and be a positive reinforcement both

at school and home. A meeting for a plan of action will be set up and implemented to benefit the child, their families and the staff.

7. **The Director** (or other management staff) – If a child's behavior choices result in a risk to the safety of the environment, is part of an ongoing pattern of behavior, or is seriously out of bounds they will be sent to the Director for a consultation. This meeting will either result in a note home from the Director or a phone call to the parent with the child present. An additional conference with parents may be requested without the child present.

## **WE DO**

Communicate to children using positive statements.

Communicate with children on their level.

Talk with children in a calm, quiet manner.

Have the children apologize for their behavior. Forgiveness feels good. 😊 Using our words with each other helps them to improve social and emotional skills that will become a part of their adult life.

Example:

Child 1: It hurts me when you hit me

Child 2: I apologize for hitting you.

Child 1: Okay.

Child 2: Please forgive me.

Explain unacceptable behavior to children.

Give attention to children for positive behavior.

Praise and encourage the children.

Reason with and set limits for the children.

Apply rules consistently.

Model appropriate behavior.

Set up the classroom environment to prevent problems.

Use storybooks, skits and puppets to work through common conflicts.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to temporarily suspend or terminate enrollment/child-care services for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Sherwood Christian Academy will inform the child's family and help them make contact with DHHS or PCSSD for assessment and assistance. DHHS and PCSSD offers OT, PT and Speech therapy free to children enrolled.

### **Early Learning Center Computer Software (Child Care Sage)**

Upon enrollment, we enter this information into our child-care computer software program (Child Care Sage) to use as our contact information for your child(ren). When your child needs you, we will call the **Primary contact** first and then move on to the **Secondary contact** (if listed), followed by the **Contact List** (in the order given) from the enrollment application. We must have at least 3 emergency contacts.