



FAMILY
HANDBOOK

Planting the Seeds



PROVIDING
NEW
BEGINNINGS
TO
ACHIEVEMENT

Philosophy and Mission Statement

New Beginnings Child Care & Academy (NBCC&A) ***Plants the Seed for the Future***. We see our children as the future Doctors, Teachers, Preachers, Scientist, etc.... and understand that we must ***Set the Foundation*** by teaching a positive self-image for every child enrolled in our centers.

New Beginnings Child Care & Academy (NBCC&A) recognizes the role and responsibility of each of its Child Care Providers. Providers are qualified to work specifically in the assigned childcare area for each group of children, providing ***Individualized Care*** for each child.

NBCC&A believes in giving children Training **for Success**. All activities are planned to enhance the spiritual, social, physical, intellectual, and emotional growth of each child.

We provide the “NEW BEGINNINGS” towards achievement. Our program is designed with curriculum activities and exploration centers that teach Language Skills, Creative Arts, Science Projects, Self and Community Awareness and Alphabet discrimination.

We assist our parents by providing Directional Support to assist them with facilitating ongoing achievement. ***Communication*** with parents does occur daily; providers encourage and invite parents to participate with some identified areas of growth pertaining to their child.

“We’re Serious About Your Child’s Future”. New Beginnings Child Care & Academy plan daily to build on each child’s growth for the future. Providers meet daily to explore what options are available in broadening a child’s development for continuous success. Our center provides an inviting atmosphere that is bright and pleasant to the child’s liking; this stimulates the child to engage in our activities which encourages development growth.

Sincerely,

New Beginnings Child Care & Academy
A Division of First Step Academy & PBA Royal

Staff Information

Every employee and volunteers of New Beginnings Child Care & Academy are required to undergo a nationwide fingerprinting process, followed by an "Eligibility Letter" from Licensing And Regulatory Affairs (LARA). A medical Each Lead Teacher must be certified and meet the Child Care Licensing Requirements identified by the State of Michigan. All staff members are required to obtain 24 hours of professional development each year. Upon hiring, staff will take part in a 2-day "New Hire" orientation; this includes Health & Safety, SIDS and Safe Sleep. Volunteers must also meet the requirements described for staff.

Parents may contact the childcare center to speak with their child's teacher during business hours. Parents are also permitted to visit their child's program once an appointment is made through the teacher for the purpose of observation during the hours of operation.

If any Staff Member or volunteers display any signs of illness, they will be asked to clock/sign out for the day and return to the center with a clearance from a medical doctor.

Any employee with information on abuse and/or neglect of a child is required by law to report such information to the Department of Human Services and Child Protective Service Agency. Children left at the childcare center exceeding 12 hours a day will be considered a form of neglect.

Latchkey

Latchkey is a daily before and after school program held Monday through Friday for children between 6 to 12 years of age. Latchkey is a part-time program allowing children to attend the center for not more than 4 hours a day. However, if longer hours are needed a full-time daily rate will apply. Children participating in the Latchkey program will receive snacks daily, meals when attending a full day, assistance with homework assignments and participate in a structured program. Transportation services are available.

Parents Notification Of The Licensing Notebook

New Beginnings Child Care & Academy keeps a Licensing Notebook that contains a summary sheet, all licensing inspections, special investigation, and related corrective action plans for the last 5 years. The Licensing Notebook is kept on-site and is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.

Assigned Classes

Children are assigned to a classroom based upon their age, developmental stage and in some cases, parental preference. Classes are labeled as:

- Infant Room (6 wks. – 18 mos.)
- Tiny Tots (18 mos. – 29 mos.)
- Toddlers (2 ½ years – 3 years)
- Pre-School (3 years)
Children must be Potty-Trained
- Prekindergarten (4 years)
- Kindergarten (5 years)
- Latchkey

Rest Schedule

New Beginnings Child Care & Academy daily rest period is from 12:00 noon until 2:30pm. All children sleep on cots with a child size sleeping bag, sheet and or blanket that is supplied by the parent. Sleeping equipment is required to go home for washing every Friday and must return on Monday for the following week. Infants sleep in cribs; the center provides sheets for the cribs, however, according to Michigan Child Care Licensing Regulation, infants are not allowed to have blankets in the cribs.

Schedule Of Operation

New Beginnings Child Care & Academy is open from 5:00 am – 9:00 pm, Monday -Friday. The center maintains flexible scheduling for hours of enrollment. The center will be closed during the following holidays:

- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Christmas
- New Years Day

Schedule Of Operation (CONT.)

Severe Weather: In case of severe weather, please tune-in to the TV nightly and morning news station, if DPS public schools are closed due, more than likely, the center is CLOSED. Please call the center and if there is NO answer, then we are CLOSED.

Birthday Parties are welcomed to be celebrated at the childcare center. However, they must be planned by the parents, and they must inform the lead teacher or the center's Director that a Birthday Party Celebration is desired, not less than a week notice for planning purposes. Assistance with decorating and organizing the party will be provided by the teacher. Up to two family members are welcome to participate.



Daily Program Schedule

A daily routine at New Beginnings Child Care & Academy allows children to participate in activities to promote physical, social, emotional, spiritual, and intellectual development.

A daily activity guide relating to the curriculum is posted and visible in each classroom and on our Parent Board. Selected daily activities shall include Quiet and Active, Individual, Small & Large Groups; Large and Small Muscle, Child/Staff Initiated, Developmentally Appropriated Language and Literacy experiences throughout the day (accumulating for not less than 30 minutes) and, Early Math and Science experiences.

Planned daily activities shall allow each child to have an opportunity to feel successful and good about themselves and develop independence. Also, to use materials and take part in activities which encourage creativity, learn new ideas and skills, and last participate in imaginative play.

Television should be designed ONLY for children’s education, suitable for the age of the children and enjoyed; they are only allowed 2 hours of TV time a week. However, Infants – Tiny Tots are not allowed any screen time according to Michigan Child Care Licensing Regulation.

Infants shall be permitted to eat and sleep on demand. Children in care that are identified with special needs shall be aided with concerns from the parents, medical personnel and other relevant professionals related to the childcare.

5am-8am	Arrival/Morning Nap
8am-8:45am	Breakfast
9am-11:30am	Classroom Activities
11:30am-12:30pm	Lunch/Toothbrushing
12:30pm-2:30pm	Nap Time
3pm-3:30pm	Snack/Recall
3:30pm-6pm	Indoor/Outdoor Activities
6pm-6:30pm	Evening Snack
6:30pm-9pm	Quiet Activities/Departure

Parents are responsible for providing their child(ren) with an evening snack that does not require a stove or microwave.

Registration & Tuition

Tuition rates are designed to provide quality care and services for the children enrolled in New Beginnings Child Care & Academy programs. All rates are based on the child’s age and developmental stage. An annual \$50 per/child registration fee is required upon enrollment.

● Infants	\$245.00 wk.
● Tiny Tits	\$245.00 wk.
● Toddlers	\$245.00/\$225.00 wk.
● Preschool	\$225.00 wk.
● Pre-Kindergarten	\$225.00 wk.
● Kindergarten	\$225.00 wk.
● Spectrum	\$300 wk.
● Latchkey	\$150.00 wk.
● Summer Camp	\$225.00 wk.

Rates are Scheduled to Change

Payment Policy

On or before the first day that a child attends the childcare center, the weekly tuition and annual registration fee is due. Payments are due each Monday, all payments must be made in the form of a money order, cashier check or cash. **NO PERSONAL CHECKS.** To ensure proper credit, payments must have the child's first and last names listed in the memo section. Staff may not accept payments, *only* management personnel or you can please your payment is an envelope then drop it in our drop box. *New Beginnings Child Care & Academy will not be responsible if payments are left with staff and not recorded.*



Payment arrangements can be made for a weekly, bi-weekly, or monthly payment plan. All payments must be made in advance, and a receipt will be provided immediately. **NO REFUNDS** will be provided for any payments received toward future services. All changes must be approved by the Director or Management. Weekly rates are due regardless of absences.

The childcare center must be informed of children withdrawals from the program two weeks in advance; if notice is not given, regular tuition must be paid.

The childcare center must receive in advance a week's notice for the requested vacation time of a child.

DHS customers are responsible for weekly tuition payments until the childcare center receives approved authorization. All families receiving DHS assistance for tuition payments will be required to pay for their child's tuition including days Absent from the day care center. This includes any missed days such as sick funeral, taking the day off, medical, etc....DHS pays for when a child is in attendance; all co-pays must be paid the first of every month.

Children Attendance Policy

New Beginnings Child Care & Academy work effortlessly with developing programs for the children attending our centers. Our teachers are all State certified and or have college degrees. Our classes are set up based on the age or development stage of each child. We are very serious about the future of the children attending our centers and have developed this attendance policy to enhance the improvement in participation of our students and decreases absentees. It is imperative that we provide a structured program operation.



Children must be in attendance daily “NO ABSENTEE” unless excused. We have a very structured program, and children are required to attend daily. All absentees must be accompanied by a legitimate explanation such as a medical excuse or other proof of excuse. This policy is also required to support the DHS requirements; they include that children must be signed in and out daily and allow a child to miss 220 hours per year, this includes vacations. Children can only be in attendance during the parent’s approved work hours, all absents must be initialed by the parent or any adult picking up or dropping off the child.

Parents or other adults **MUST** sign the child in and out daily; failure to do so may result in a \$25 non-compliance fee that must be paid by 1 pm Monday of the following week. If your child misses a minimum of three (3) days, your child’s spot may be taken by another child on the waiting list.

Late Fee Policy

New Beginnings Child Care & Academy is open Monday-Friday, 5 am-9pm (these hours are scheduled to change). All children are registered to be at the childcare center during scheduled hours. A parent’s schedule is necessary to maintain the center’s student ratio requirements. All annual \$50 non-refundable registration fee is required upon enrollment into the program.

No past due amounts will be allowed to exceed two weeks of tuition. If a child’s account is not paid by 1 pm on the last day of each week, the account will be charged a \$10 late fee. If an account becomes delinquent for a second week, in addition to the late fee payment, the account will be turned over to the center’s business office for collection. If the account is not paid by the third week, it will result in termination of all childcare services; the account will then be turned over to a collection agency and stop placed on all academic records and State Supplements.

Late Fee Policy (CONT.)

The Late Fee is \$10 within the first 15 minutes following your child's pick-up time; an additional \$2 per/min will be applied following the 15 minutes extended time. All full-time enrollment averages 10 hours (this is the maximum hours permitted) of care per/day. All hours are arranged during the initial enrollment process. All late pick-up charges must be paid before the child can return to the childcare center. If your child is scheduled to leave at a certain time, please telephone the center to inform the staff that you will be delayed picking up your child.

Admission/Withdrawal Policy

New Beginnings doors are open to children 6 weeks-12 years old. Parents who are interested in enrolling their child(ren) must set an appointment with the Program Director. At the conclusion of the parent/director meeting, and the parent desires to enroll their child(ren), a registration package (this includes child information card, health appraisal, and immunization records) must be completed and submitted before acceptance.

Regarding withdrawal from New Beginnings, parents are required to submit a 2 weeks' notice to the Program Director.

Parent Notification Plan For Accidents, Injuries, Incidents, Illness And Exclusion Policy For Illness

Childcare providers that are employed by New Beginnings Child Care & Academy are responsible and must report concerns of a child showing signs of health, an accident/injury, or too ill to remain in group to the Program Director immediately. The Program Director will notify the child's parents without any delays and place the ill child in a separate supervised area away from the other children until a parent arrives. Parents have an hour to arrive at the facility; once they appear, a "Suspicious of Illness" note will be sent home. Depending on the illness, the child may be placed on exclusion and can return to the center with a clearance from a medical doctor.

The childcare facility and other items such as sleep equipment, toys, utensils, toilets and lavatories used by a sick child or staff member shall be cleaned and sanitized thoroughly. If any child in the center contracts a communicable disease and the symptoms of the disease the center has a responsibility of notifying parents of the name of the disease.

Medication Procedure/Policy

Medication will NOT be administered by a designated childcare provider. Parents are required to administer a child's medication prior to leaving. If a child must receive medication pick up their child, prior to the parent arrival to pick up their child, then ONLY the Director of the childcare center can administer prescribe medication. The following procedures must be administered:



- Children prescribed medication or any topical cream must have a permission form completed by the parent or legal guardian and kept in the child's file.
- Conditions for asthmatic children must be identified with the childcare provider and all procedures of how to administer the treatment and medication.
- All prescribed medication must be in its original container with the name of the child, physician information, medication's name and dosage on the label.
- The permission form must include the time and date to administer treatment.
- The childcare provider administering the medication must initial the permission form showing what time and by whom the medication was given to the child.
- Childcare providers must keep medication out of the reach of children and stored properly.

Emergency Procedures

Emergency procedures are posted in each of the classrooms, offices and lobby areas and include Fire, Tornado, and Serious Accident, Illness, or Injury procedures. The procedures for Crisis Management including Bomb and Intruder Treats are included in staff training and are not available for the public.

Childcare providers are provided with duties and responsibilities to conduct during any emergency procedure. Following each drill management will review with staff all the findings to perfect the drills. A written log will be maintained to show documentation of each drill performed and kept on site.

Emergency Procedures (CONT.)



A verbal report shall be made to the Child Care Licensing Department within 24 hours of a serious injury, accident, serious illness or medical condition while a child is in care that results in emergency medical treatment at a Health facility, Hospitalization or Death. A copy of the Report shall be kept on file at the childcare center.

Admittance And Departure Procedures

Parents Must Sign Their Child "IN and OUT" of the Center Daily

It is the policy of New Beginnings Child Care & Academy to have each child signed in and out daily by a consenting adult; a child is **Not Allowed** to sign themselves or another child in or out. Please sign your child IN noting their arrival time and OUT, noting their departure time; failure to do so, may result in a \$25 non-compliance fee that must be paid by 1 pm Monday of the following week. It is important that your child's name is noted while at the childcare center. The information is visible during our Fire Drills, Field Trips, Community Walks, or any Evaluation Emergency. The Sign-In and Sign-Out Sheet is a primary tool used when accounting for the children in attendance at the center.

Please assist your child upon arrival, removing outside garments and placing them (at certain centers) in the proper place. Please do this daily to ensure the safety and well-being of your child. A child will not be allowed to stay if not accompanied by a consenting adult.

Children will not be released to anyone not authorized for Pick-Ups

Children will only be released to people listed on the *Child Information Card* as: *Parents or Authorized* person to whom the child may be released. If a parent wishes their child to be picked up by someone not listed on the *Child Information Card*, the parent must notify the childcare center prior to the arrival of the party giving verbal consent and inform the party to pick up the child to have picture identification available and must be 18 years of age or older.

Outdoor Play Activities

Outdoor Play is scheduled daily, year-round weather permitting. The New Beginnings Child Care & Academy will use the National Oceanic and Atmospheric Administration (NOAA) website to establish if it is safe for children to go outside and for how long. Parents are responsible for making sure their child is dressed appropriately. All children in attendance must participate in outdoor activities with their class/group. Children will not be excused from the activity unless there is a physician notice on file stipulating reason and dates of exclusion. Indoor activities are scheduled for the children during inclement weather.

Hospitalization or Death. A copy of the Report shall be kept on file at the childcare center.



Children's File

All enrolled children shall have on file and kept in their record on-site the following:

- Information Card, each area of the card must be completed to the fullest. Do not leave any area of the card blank; also remember to inform the childcare center of any changes needing to be made to the card.
- A Medical History form must be completed, dated and signed by a licensed pediatrician. The physical and immunization sections of the form must be filed and returned not more than one month following enrollment.
- A copy of the child current shot record can be used as a temporary substitution of the medical form.
- If a parent does not provide a copy of immunization record due to religious beliefs, medical or other reasons, a waiver must be signed by the parent and addressed to the Department of Community Health.

Children's File (CONT.)

- Children under the age of 2 ½ must have their medical form completed each year. Children over 2 ½ must have their medical form completed every 2 years.
- A sign statement must be completed annually if a parent objects to a physical examination or medical treatment on religious grounds stating that their child is in good health and that the parent will be responsible for the child's state of health while at the childcare center.
- If a child is receiving Transportation Services from the childcare center, a signed form giving the center permission to transport your child to and from school must be completed and signed by each parent or legal guardian.
- Another transportation form must be signed by each parent and or legal guardian giving the childcare center permission for the child to ride on the school bus.
- A Medication Form must be completed by parents giving the childcare center permission to administer any prescribed or over the counter medication/ointment for a child. The medication and form must include time of day to administer, date, dosage, and all prescribe medicine must also show the doctor, pharmacy, and child's name with expiration date (asthma treatment included).
- An Allergy Form is available for any child with an allergic condition. It must be completed so that the center must post it in appropriate locations.

Smoking/Vaping Policy



Smoking/Vaping is prohibited in the childcare center or on the property upon which the center is located. Smoking/Vaping is prohibited on Field Trips and in vehicles when children are present and although marijuana is legalized, we are asking that you keep in mind that you are entering into an environment that cares for infants and young children. New Beginnings Child Care & Academy cannot control our parents' activities outside the center, but we will protect the air that our children breathe within our facilities. Therefore, we are asking that you be considerate as you walk through our doors.

Redirection Policy

New Beginnings Child Care & Academy shall use positive methods concerning redirecting a child's disruptive behavior(s). These methods must encourage self-control, self-direction, self-esteem, and cooperation. These behaviors are obtained when children are given clear and consistent expectations provided by the provider.

- Reason for redirection may include biting, fighting, or inappropriate behavior, such as spitting, swearing, etc.... The provider should redirect the children to correct behavior by speaking to the child in a non-threatening tone of voice, identifying the problem to the child, demonstrating and explaining the appropriate behavior.

Example: *We do not hit our friends; we treat them the way we want to be treated.*

- Children should be redirected before any further action is taken. The provider must always use positive feedback once the child is exhibiting positive behavior.
- The following means of punishment to a child is prohibited:
Hitting, spanking, shaking, biting, time-out, pinching, sitting a child in a corner, or inflicting other forms of corporal punishment.

Supplies Needed Time Of At Admittance

INFANT'S supplies should be labeled with your child's name, i.e. diaper bag (which should be a clear bag), containers, outwear and underwear. Bottles should be covered with your child's name, date, and contents (formula, breast milk, juice, etc....). Parents are responsible for making their child bottles; the staff are **NOT** allowed to prepare infant formulas. Parents are also responsible for disposable diapers, wipes, and bibs. Staff will provide you with a Supply List of items needed to assist with daily care for your child.

Parents must supply at least 8-10 diapers and 5 bottles minimum daily.

TINY-TOTS (Children 18 months – 2 ½). Please label all supplies (see above): speak with your child's provider regarding additional supplies. At least 2 changes of clothing are required, sippy-cups, diapers, pull-ups, and bibs.

TODDLERS – KINDERGARTERS. A complete change of clothing (i.e. shirt, pants, underwear, and socks) should be always stored in a labeled container at the childcare center. You will be provided with a list of supplies that your child will need for the daily curriculum class work.

Supplies Needed Time Of At Admittance (CONT.)

All children should bring in a personalized cover, sheets, and sleeping bag to be used during nap. Please do not let children bring candy, toys, and other trinkets to school unless requested by his/her provider.

All items (coats, hats, books, extra clothing, sleeping bags, personal school supplies etc....) should be permanently marked with your child's first and last names. Please look to assure you that all materials have your child's name on them before taking them.



Backpacks, diaper bags, strollers, and car seats are not allowed to remain in the center. You may substitute back packs and diaper bags with clear bags. See Director for additional information.

New Beginnings Child Care & Academy do not replace or reimburse any items that have been lost, misplaced, or taken by some unknown source. Items lost or unclaimed after a four-week period, will be disposed of without notification.

Uniform Policy

Due to potential choking hazards and other injuries, New Beginnings Child Care & Academy request that no child wear any hair beads or certain hair accessories i.e. "BOBOs" and small barrettes; no jewelry, i.e. bracelets, necklace, and hoop, dangling, or unlocked earring, etc.... No croc or open-toed shoes; attachments or graphic, profane or political clothing are to be worn.

Toddlers – Kindergarten are required to be in uniform Monday-Thursdays and may dress down on Fridays and during the summer months once the school year is completed. Uniform consists of white, navy blue, or light blue polo shirts accompanied with khaki bottoms (pants, skirts, or jumper) no open toe shoes.

Latchkey must wear their school uniform Monday -Thursday if not in school but attending the center.

Children Abuse And Neglect Policy

State of Michigan Child Care Licensing mandates all childcare centers to report any sign of abuse and or neglect of a child. We at New Beginnings Child Care & Academy have a screening procedure that is practiced daily by the staff. Each employee is trained to greet children with a smile and while doing so, complete a "Check-Spot". This is when the child is seen from their face down looking for any signs of cuts or scars that they may come into the center with. If a scar is observed, then it is documented and placed in the child's file. However, if a scar is more severe then it is reported to Protected Services following the State of Michigan guidelines concerning "ABUSE".

On occasions, children have been left at the center for hours following closing. This is "Neglect", and we are required to contact the office of Child Protective Services to report the incident. If at any time a parent comes to pick up a child intoxicated, then we cannot release the child in your care unless you have a designated driver with you. This is for the safety of the child,

We also appreciate any observance of a staff abusing or neglecting a child seen by a parent. Please notify the Director of the center immediately. Staff will be immediately dismissed following an investigation and reported to the State of Michigan Child Care Licensing Department. This prevents them from getting any future employment by working with children.



Transportation

To maintain the safety of our children concerning transportation, NBCC&A will follow the rules and guidelines according to the State of Michigan Rule 400.8720. This includes:

- Having all motor vehicles operating in safe condition.
- Yearly inspection with a copy of the assessment kept on file at the center showing that we are following Michigan vehicle code safety equipment.
- Consent form to transport students signed by parents for each field trip.
- Consent form to transport latchkey students to and from school signed by parents yearly.

Culture Awareness

New Beginnings Child Care & Academy is a multicultural center that recognizes greater cultural and ethnic diversity. It is important we guide children in recognizing and respecting similarities and differences in the cultures that are in our community. At New Beginnings Child Care & Academy we believe that the recognition and integration of cultural diversity into our daily programming will ultimately lead to the development of strong, caring and tolerant individuals who can make a valuable contribution to society.



This policy is based on the following understandings of the term “Culture”:

- Culture is learned in families and communities
- Cultures belong to groups of people
- Culture is a shared way of knowing, doing and believing
- The ways people meet their material and non-material needs are influenced by culture
- Language is a vital element of culture

Policy:

- To promote the principle of fairness for all.
- To value the individual and his/her ethnic, cultural, religious and linguistic backgrounds, levels of ability and disability, gender, age, sexual preference, social and educational status and personality traits.
- To enable children to feel comfortable with similarities and differences in others.
- To encourage positive interaction between children, families, staff and the community so that barriers can be recognized and counteracted.

Food Policy

New Beginnings Child Care & Academy is a peanut and seafood zone free establishment. We are not a participant of the USDA Food Program although we apply the food categories administered by the food program. For example, breakfast meals may incorporate the three food categories such as milk, protein, fruit, or grain. Lunch meals may involve the five food categories such as, milk protein, fruit, grain, and vegetables. Snacks are always a healthy treat for our children, and they are from two food groups such as sliced apples, crackers, and wow butter.

We ask that all children who are in attendance after 5pm bring a bag lunch to have as a late meal. This must be a bag lunch that does not require cooking or heating. The meal must be something that a child can open with little to no assistance and easily disposed of. Also, it includes a disposal beverage.

A menu is posted in every classroom on a weekly basis. If a parent would like to substitute their child's lunch with something other, then what is being served, they must inform the childcare Center Director in advance.

We are always welcoming food donations to assist with food cost.

Lastly, children with bottles or who are taking formula must have ready-made formula. All bottles must be labeled with the child's name, date, and bottle content; all bottles must be clean and ready to fill. Staff members are not allowed to mix formulas.

Nutritious Plan

The "Nutritious Plan" is to guild our children, families, and staff in the direction of eating fresh, natural foods, and propose additional education to further encourage healthy eating.

At New Beginnings Child Care & Academy (NBBC&A), we believe that it is vital to implement a nutritious plan for the following reasons:

- Improve well-being
- Reduce the risk of some diseases that include diabetes, stroke, heart disease, some cancers
- Reduce high blood pressure
- Increase your energy level

To encourage the mission concerning eating well, Staff Members are required to participate in ongoing training to ensure the continuation is taking place to promote good health. We also welcome our families to place tips for eating well on our Parent Board, through emails, and within our monthly newsletter.

NEW BEGINNINGS CHILDCARE & ACADEMY



Family Handbook Receipt

I acknowledge that I have received a copy of the New Beginnings Child Care & Academy Family Handbook.

Parent Name & Date

Parent Name & Date