



# Childhood Development Program

# Family Handbook

2023-2024

Childhood Development Program Director -Wanda Jagers

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The Portland Promise Center Early Childhood Development Program is a state-licensed preschool program for children ages 3 through 5 years old. The program provides a Kindergarten readiness program curriculum, learning experiences, socialization, and fun in a safe and loving atmosphere for children within the community

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**Mission Statement**

Our mission is to enrich the lives of our children and youth physically, educationally, and spiritually.

**Vision Statement**

Our vision is for Portland to be a productive community with a generation equipped to face life's challenges with a deep-rooted understanding of who Christ is and what he has done for them.

**Philosophy**

Our program is built around the understanding that children are born ready to learn, and every student can find success. As caregivers, we strive to create a learning environment that is safe, stimulating, and encouraging through which:

- ∞ Children can develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
- ∞ Learning happens for each child individually—learning in different ways, at different paces, and with different approaches.
- ∞ Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context and connect their home experiences to the classroom.
- ∞ All children have the potential to achieve the Kentucky Early Childhood Learning Standards with appropriate support and instruction.

**Background**

For over 60 years, the Portland Promise Center (PPC) has been instrumental in shaping generations of children and youth. During the Fall of 1956, the Center began as the Sunshine Club, a humble and small sidewalk Sunday School that met once a week to encourage the children and youth of the community. This sidewalk ministry eventually grew into The Baird Street Mission.

The program eventually moved into two dilapidated shotgun houses in the heart of the Portland neighborhood. At this time, a new vision began to emerge, and, in 1990, the mission was renamed the Portland United Methodist Center. As the program started to expand and the vision broadened, in 1997, the program moved into a newly constructed, 9,000 square-foot multipurpose facility that we use today, allowing the mission to expand its scope and meet the needs of more children and youth. In 2004 the name was changed to the Portland Promise Center to reflect our expanding commitment to helping our community realize its potential—spiritually, socially, educationally, and economically. Throughout the history of the Portland Promise Center, we have aimed to serve the children and youth of the Portland community.

In 2021, the Center, recognizing an ever-growing need in the community, decided to change its primary focus from afterschool care to early education. Based on statistics for the Portland neighborhood and feedback from the community, there is a great need for access to safe and affordable early-child programs that promote Kindergarten readiness.

**Enrollment**

The Portland Promise Center Child Development Program admits students of any race, religion, gender, color, and national or ethnic origin.

#### **Guidelines for children enrolled**

- A child is enrolled annually unless withdrawn by their parent. If you need to withdraw your child, please notify the director in writing 30 days in advance so that we might fill the vacancy.
- A child withdrawn from the program cannot participate in special parties/activities for the remainder of the school year.
- A registration sheet must be filled out on each child by their parent or guardian and returned upon registration.
- For emergency purposes, each child's family must keep information (i.e., a new cell number or new address) on this sheet updated throughout the school year. Precious time could be lost while we search for you when our focus needs to be on your child.

#### **Immunization Certificates**

- A signed and updated Commonwealth of K.Y. Immunization Certificate must be on file before a child can attend the program.
- Outdated immunization certificates for all children enrolled must be updated throughout the school year. It is the parent's responsibility to obtain a new certificate and send it to the preschool by the due date, or their child cannot attend preschool.

#### **Payments & Fees**

- A fee of \$5 per calendar day will be charged until the weekly fees are paid.
- Families will be charged \$1 per minute that they are late at dismissal.
- Payment is due on Monday or the first open business day of that week. For example, if the PPC is closed on Monday, payment is due on Tuesday for the week.

#### **Pickup/Dropoff and Attendance**

- A child arriving after 10:00 am is considered late and will not be admitted without a doctor's note.
- Fees for missed days are not refunded.
- All children must be signed in and out by their family at the front desk daily.
- A late pickup fee of \$1 per minute will be charged. We will attempt to call emergency contacts after 10 minutes if we have not heard from you.
- Late fees are still assessed if you call; however, calling ahead is appreciated as it eases our concerns.
- If someone other than the parent is picking up your child, they must bring their driver's license with them when they walk in, even if identified on the authorized pickup forms.
- We ask that you not linger near your child's classroom door or around their tables after dropping them off, as this only lengthens the good-byes and can start their day off feeling insecure.
- For safety reasons, we must still have the pickup section of the registration form on file for every child from the first day of school, even if they are a walker.
- All pickups and drop-offs should occur at the front doors on Baird Street.

#### **Door Safety**

For safety reasons, the following rules apply:

- All exterior doors are locked from the outside throughout the school day from
- Use the Baird Street doors (main entrance) when entering and leaving the building. Ring the doorbell for entry.
- Visitors will be buzzed in and must have a photo I.D.

### **Hand Washing**

Licensing requires that our staff and children wash their hands upon arrival in the morning, before snack, after snack, before lunch, after lunch, when coming in from outdoors, and after toileting. If a parent walks their child into preschool, that parent is asked to sanitize their hands before taking their child to class.

### **Custody Policy**

To ensure that PPC complies with any court orders concerning the custody of your child, we require a copy of a current custody order. If a new custody order or a restraining order has been issued against either parent, we will need that information on file. This information remains confidential and solely for the safety of your child. Our policy is to remain neutral in all custody matters, and we may not serve as a visitation site.

### **Disciplinary Policy and Procedures**

At no time at our school is physical discipline used regardless of the situation. The Portland Promise Center Early Childhood Development Program staff are trained to provide a safe, nurturing, and loving environment. All children are given opportunities to grow and learn from their mistakes. Therefore, we will attempt to make each occurrence a learning experience and work with students and families. When a child misbehaves, the following method of discipline is used:

1. The first time the teacher corrects them, the child is instructed not to repeat the behavior.
2. If the behavior is repeated, the child is placed in the "take a break area" for a brief period. The child's age determines the time spent in "take a break." At our school, we use 1 minute for each year of age.
3. If the child repeats the behavior or repeatedly misbehaves, the child takes time away from the classroom with the program director. Before the child re-enters the group, the director, teacher, and child talk about the behavior. The child's parents may receive a phone call from the teacher or a note.
4. If inappropriate behavior (hitting, kicking, punching, biting, an extreme tantrum, or meltdown) continues to occur, and none of the above methods work, then a parent will be called to come and pick up their child within 30 minutes of the call.
  - a. If inappropriate behavior that affects the entire class continues, the director and teachers will meet with the parents concerning their child's behavior.

### **Wellness**

- For each child's well-being, no child shall come to school visibly ill with fever or symptoms of illness (this includes diarrhea, chronic cough, runny nose, severe diaper rash, pink eye, asthma, etc.)
- No child should come to school unless they have been fever-free without medication for 24 hours.
- If a child becomes ill at school, we will contact you or an emergency contact so that your child can be picked up. Be sure to list that person(s) in the drop-off/pickup section of the registration form as someone to whom you allow to pick up your child.
- Sick children need to be picked up within 30 minutes after the parent or emergency contact is notified as we do not have a suitable place for your child to rest long-term. Be sure that your

emergency contact person is someone in the area who can arrive to pick up your child within a 30-minute time frame.

- To maintain the staff/child ratio, we cannot allow one staff member to sit and hold or sit with a sleeping child for an extended period. This could put the other children in the classroom at risk.
- All communicable diseases must be reported to the director immediately (e.g., measles, chickenpox, head lice, etc.) for the preschool to notify parents of other children in the class.
- If there is an emergency, we will make every effort to reach you or one of the emergency persons on your registration form. If necessary, we will use the emergency medical release you provided.

### **Injury/Accident Reporting**

The supervising teacher/staff member must complete a "Student Accident Report" form and submit it to the office. A copy of the form should be sent home with the student and turned in to the Program Director. All student injuries, regardless of nature, are to be reported using the "Student Accident Report" form and submitted to the Program Director.

### **Administration Of Medication**

Our preschool staff cannot give medications—this includes medicines of any kind such as cough drops, eye drops, or ointments. Parents of children with severe allergies and asthma that require an EpiPen or inhaler must complete an additional medical form before their child can begin preschool each year.

Breathing treatments for children with asthma and Epi-pens/Benadryl for children with severe food allergies must be kept in a locked location at school in the director's care. Children will not be permitted to attend preschool if their life-saving medications have expired. It is the parent's responsibility to keep all medications up to date. Children may return to preschool once their medications are updated.

### **Assessment and Curriculum**

The curriculum will be developmentally appropriate as outlined in the Kentucky Early Childhood Academic Standards. Our staff is focused on high levels of learning for all students, particularly on identified essential standards in Reading, Writing, Math, Science, Physical, and Social Skills. Our curriculum is based on providing instruction based on individual student needs.

Ages for Stages Developmental Milestone Assessments are done three times a year and focus on each child's individual developments. Additionally, teachers will use formative assessments (i.e. checklists, anecdotal notes, etc.) bi-weekly to weekly. All assessments are used as tools for the teachers to adjust their teaching to optimize the learning opportunities they present to the children to encourage continuous growth and development.

- Child Profile Pages highlighting developmental milestones, favorite activities, close friends and family connections
- Artwork and other artifacts of learning
- Developmental Assessments and individual planning forms complete with goals and observations

Teachers continually work on individual child portfolios throughout the year and share them with parents twice a year or as requested by either staff or parent. Strong parent communication is a critical component of a child's education and parent teacher conferences are just one component of that.

### **Screening**

The first 5 years of life are very important for your child because this time sets the stage for success in learning and social skills development. During early childhood, your child will gain many experiences, develop confidence/self-awareness, and learn many skills. It is important to ensure that each child's development proceeds well during this period.

To help assess, monitor, and promote your child's age-appropriate development we at the Portland Promise Center Early Childhood Education program we be using the Ages for Stages Developmental Questionnaire system to track age-appropriate benchmarks throughout the school year. An initial assessment will be done within the first 90 days of the start of the program. Results will be both shared with families and used to guide classroom instruction.

### **Playground and Gym**

The playground and gym are available for classes to use throughout the day. Please note that your child could get messy in these areas. The outdoor playground equipment is designed for students two and older. Teachers will have active supervision during this time and be ready to respond immediately to any situation where students may be in danger.

### **Clothing & Possessions**

- Please mark personal items (coats, jackets, sweatshirts, sweaters, books, toys, lunch boxes, e) with your child's name.
- Children should not bring toys, teddy bears, or candy with them. They are allowed to bring a small blanket to keep in their personal cubby for nap time. They are not allowed to have this outside of nap time.
- Clothing should be durable and comfortable. Since we go outside whenever possible, please dress children accordingly.

### **Snacks & Meals**

- The PPC CD program will provide all students with breakfast, lunch, and snacks daily.
  - Breakfast: 8:45-9:00am
  - Lunch: 12:00
  - Snack: 2:30
- State licensing regulations dictate that breakfast shall include three age-appropriate servings of the following: milk, bread or grain, meat or meat alternative, fruit, vegetable, or 100 percent juice.
- State licensing regulations dictate that a snack shall include two age-appropriate servings of the following: milk, bread or grain, meat or meat alternative, fruit, vegetable, or 100 percent juice.
- State licensing regulations dictate that a lunch shall include age-appropriate servings of milk, bread or grain, meat or meat alternative, and two different vegetables, or one fruit and one vegetable.
- Preschool will offer 100 percent juice, milk, or water at snack. Milk and water are provided at lunch.
- Please notify the preschool in detail concerning allergies, food allergies, or special diets on the allergy sheet you received in your packet.
- Please notify the preschool during the year if your child develops any other allergies so that we can update our records.

- Please notify the preschool in writing if your child no longer has a food allergy. You must obtain a note signed and dated by your child's doctor to verify that your child no longer has an allergy and send a copy for our files.

### **Field Trips**

Each child must have written permission before they can participate in the activity. The permission letter will include the destination, method of transportation, date, time of departure and return to the Center, supervision arrangements, requirement of appropriate clothing/ necessities such as sunscreen, hat, snow pants, etc.

Staff will take attendance before departure of the PPC and destination and after returning to the Center. In addition, staff leading groups will have a cell phone and portable emergency information for students.

### **Transportation**

The Portland Promise will not transport children at this time. If there are any changes, there will be appropriately written permission letter as outlined above. Outside of authorized/approved field trips, emergency transport is the only authorized form of transportation. There will be no daily to and from the center transportation.

### **Communication**

We will use the Remind App to send updates, reminders, cancellations/delays, and other general communication. You can also use this to reach your child's teacher or Program director. Please allow up to 24 hours for a reply. To join, download the Remind App in the Google Play or iTunes store and use the code in the enrollment folder.

### **Sample Daily Schedule**

Time	Activity	What it looks like
8:00-8:45	<b>Arrival</b>	Handwashing, Coloring, Name writing, Sorting items, Seasonal activities/projects, etc.
8:45-9:15	<b>Breakfast</b>	Handwashing, Eating and Clean up
9:15-9:45	<b>ELA/Literacy</b>	<ul style="list-style-type: none"> <li>• Come together as a group to welcome each other and talk briefly about the day's planned events</li> <li>• Sing morning songs</li> <li>• Time for kids to share/talk/celebrate</li> <li>• Reading, discussing, and activity using a text, song, or play</li> </ul>
9:45-10:45	<b>Self-Selected Activity Centers</b>	<p>Including but not limited to: blocks, experiment with creative arts, engage in dramatic/imaginative play, reading, dolls, cars, magnetics, etc.</p> <p>Class teacher may also work 1 on 1 or in small groups with students on activities.</p>
10:45-11:30	<b>Gross motor time</b> (outdoors if the weather permits or inside in the gym space).	<p>It's time to go outside! Mostly little ones play on their own, using their imaginations. Outdoor time can also be part of our daily themed activity.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Organized exercise like yoga, games, stretching, throwing or kicking a ball, etc.</li> <li>• Using wellness equipment</li> <li>• Chalk</li> <li>• Science/nature exploration</li> </ul>
11:30-12:00	<b>Lunch</b>	Handwashing, help set tables, etiquette, eating, and clean up
12:00-1:30	<b>Rest and quiet time</b>	Nap, resting, quiet music, and alternate quiet independent activities
1:30-2:00	<b>Math</b>	Activities will include but not limited to: counting, sorting, matching, grouping, shapes, songs, and number sense.
2:00-2:30	<b>Arts &amp; humanities</b>	Singing and dancing, theater, etc.
2:30-3:00	<b>STEM/Science</b>	Include but not limited to: exploration of the world, nature, parts of the body, how things work, etc
3:00-3:15	<b>Snack</b>	Handwashing, help set tables, etiquette, eating, conversation skills, and clean up
3:15-3:30	<b>End of day community time</b>	Cooperative learning like: puzzles, social emotional lessons, team work activities (trains, building a block community, etc.).



### **Delay/Closing/Early Dismissal**

- If Jefferson County Public Schools are closed due to weather, the PPCCD program will also be closed.
- If Jefferson County Public schools close early, then so does PPCCD Program. We start dismissing right after the announcement. However, a staff member will remain with your child until you arrive to pick them up.
- If Jefferson County Public Schools begin on a delayed schedule, PPCCD Program will open at the normal time unless otherwise altered via Remind App.
- Credits and refunds are not given for snow/emergency days.
- Emergency days constitute anything deemed unsafe (by the Early Childhood Program Director or Executive Director) for the children to occupy the church building or grounds. Ex: the water or electricity off in the church, a water main break, the furnace out, viral pandemic, etc. This also includes government-issued state of emergency days.

### **Birthday Parties**

You may wish to celebrate your child's birthday with their classmates. Birthday items must be coordinated in advance with the teacher. All items should be store-bought and in their original wrapper.

### **Emergency Preparedness Disaster Plan**

Students will practice monthly fire drills to ensure safe and efficient exits to named locations. In addition, the staff and children take part in tornado drills and earthquake drills on a quarterly basis. Bomb threat drills, intruder drills, and emergency/disaster evacuation drills are conducted twice per school year.

The emergency meet-up locations, contacts, and other emergency planning information can be found in the abbreviated table below and a complete chart in the Public Inspection Binder. Individual classroom routes/shelter locations can be viewed in the Public Inspection binder or the classroom.

<b>Sheltering in Safe Place</b>	
The designated safe place in this location is:	The classroom bathroom, gym bathroom, or internal hallway away from windows as outlined in each classroom's specific plan.
<b>On-Site Safe Evacuate Location</b>	
The designated on-site safe location for evacuation is:	The back corner of the parking lot adjacent to the playground, the far back area of the field located behind the center building, or across the street in the Memorial Garden as outlined in each classroom's specific plan.
<b>Offsite Safe Evacuation Location #1</b>	
Name of Location	The Table/ Church of the Promise
Street Address City, State, and Zip Code	1800 Portland Ave Louisville, KY 40203
Telephone Number	(502)708-2505
<b>Offsite Safe Evacuation Location #2</b>	
Name of Location	Boone's Square Park
Street Address City, State, and Zip Code	1935 Rowan Street Louisville, KY 40203
Telephone Number	N/A
Is there a written agreement with this location?	N/A
<b>Emergency/Disaster Contact #1 Information</b>	
Name	Wanda Jagggers
Position	Director of Early Childhood Program
Cell Phone Number	(502) 489-4540
Email Address	<a href="mailto:wjagggers@portlandpromise.org">wjagggers@portlandpromise.org</a>
<b>Emergency/Disaster Contact #2 Information</b>	
Name	Michael Matala
Position	Executive Director
Cell Phone Number	(502) 291-5989
Email address	<a href="mailto:mmatala@portlandpromise.org">mmatala@portlandpromise.org</a>
<b>Contact Information for Coordinating Program Re-Opening (phone and /or fax, email)</b>	
Contacting Families/Employees	The director will contact families/employees and alert them of the safe location.
<b>Shelter in Place Plan</b>	
Staff with First Aid/CPR	All staff

Storm Shelter Locations	Shelter in place in the classroom bathrooms, gym bathroom, or internal hallway away from windows as outlined in each classroom's specific plan. Procedures cover the neck and head area.
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	Supplies will be stored on site in case of disaster or emergency.
<b>Communication System</b>	
How we will train our staff on emergency/disaster plans	Annual staff training on safety
How we will communicate our emergency/disaster plans to the children and parents to ensure family reunification.	Practice monthly/quarterly as appropriate.
In the event of an emergency/disaster, how we will communicate with the staff/parents	Phone calls or text messages as appropriate via Remind App.
<b>Emergency/Disaster Equipment Locations</b>	
First Aid Kit (s)	The front office, each classroom's emergency to-go bag, and upstairs office
CPR Face Shields	First aid kits
<b>Emergency/Disaster Contact Information Annual Review</b>	
Date the emergency/disaster plan will be reviewed and updated:	June 2023

### **Compliance Status**

Compliance status refers to a program's ability to follow the rules. A program is either in compliance or not in compliance with state regulations. In compliance: the program has followed the rules during the inspection period. Not in compliance: program has not followed the rules and has an area out of compliance during the time of inspection period, a program found Not in compliance. Must submit a plan of correction period. The plan of correction addresses how the program will address and or correct the issue. If you have questions concerning the program's status or finding a childcare center's inspection report, please contact the Division of Regulated Child Care at (502) 564-7962.

The Division of Regulated Child Care Contact Information

Phone: (502) 564-2524

Fax.: (502) 564-3464

Toll-Free: (844) 209-2657

Mailing Address: 275 E Main St 3C-F Frankfort, KY 40621

Division of Child Care (DCBS): Sarah Vanover, director.

### **Reporting Child Abuse and Neglect**

The Kentucky State Law trusts us to be a child's advocate and it is our goal to keep children safe, therefore if the staff and employees see evidence of abuse or neglect we will report it. The Child Protective Services Program is mandated by statute, which means there are state laws that declare a child's right to be free from abuse and neglect and require an adult to report the abuse or neglect.

Phone Numbers to Report Abuse/Neglect

Local CPS Phone: (502) 595-4550

CPS toll-free number: 1-800-752-6200

CPS 24-hour Hotline: 1-877-597-2331

Local Crimes Against Children Unit (CACU) 502-574-2465

Website: <https://prd.webapps.chfs.ky.gov/reportabuse>

### **Sexual Misconduct and Harassment Policy**

All allegations of abuse will be taken seriously and handled timely and professionally. The PPCCD prohibits sexual harassment of, or by, all persons within the center including, all students, employees, applicants for employment, and non-employees who transact business within the center with or without compensation. Parties involved can be identified as, but are not limited to, male to male, female to female, male to female, and/ or female to male. This policy applies to conduct during and related to the operation of the program and program-sponsored activities. The Board and directors consider sexual harassment in the work and educational environment to be inappropriate and offensive. It will not be tolerated under any circumstances.

€ All persons should immediately report incidents of sexual harassment to the program director.

- ⊘ No person shall be required to report an allegation of sexual harassment to the individual who is the harasser.
- ⊘ All complaints of sexual harassment will be investigated and promptly resolved. The complainant and the alleged harasser will have the opportunity during the investigation to present witnesses or other evidence concerning the complaint. Upon receipt of an allegation of sexual harassment from any person, the principal or central office administrator will designate an investigator who will initiate an investigation into the complaint within 48 hours.
- ⊘ Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
- ⊘ Verbal reports of sexual harassment should be put in writing by the individual complaining or by the person who receives the complaints and should be signed by the person complaining; however, if a complaining person chooses not to sign a written complaint for any reason, a thorough and complete investigation of the complaint must still be made.
- ⊘ The incident will be investigated and handled appropriately as state and federal law determine.

### **Maintaining Confidentiality**

The Portland Promise Center Child Development Program has developed and adopted procedures concerning confidentiality for student education records in compliance with the Family Education Rights and Privacy Act as amended by the education of all Handicapped Children Act. No information about students is to be given to anyone except legal parents or guardians and State Agencies identified by the Program Director. Teachers may use records to make family contact, update information, or do other center-specific tasks. Additionally, please be very careful and aware of what you say about student behavior, achievement, character, illnesses, CPS visits, etc. This is confidential information and is not to be shared with anyone other than the necessary staff. Failure to do so could result in serious consequences. Teachers must exercise control over the information they share with families when reporting interactions among students. No names or identifying information should be shared. Do not make phone calls to parents regarding a student in front of other students in the classroom. This violates confidentiality and creates an inappropriate climate in the classroom.

### **Current Childcare Regulations**

922 KAR 2:090- Child Care Center Licensure

922 KAR 2:120- Child Care Facility Health and Safety Standards

922 KAR 2:280- Background Checks for Child Care Staff Members, Reporting Requirements and Appeals

922 KAR 2:190- Civil Penalties

For copies of the current state of Kentucky Child Care Regulations, please see the Public Inspection binder.

**Receipt of Family Handbook acknowledgment**

By signing, you acknowledge the following:

- I have received a copy of the Portland Promise Center Child Development Program family handbook.
- I understand that it is my responsibility to read, understand, become familiar with, and comply with the information provided by the materials mentioned above.
- I understand that the PPC Board of Directors reserves the right to revise any portion of the employee handbook as it deems necessary.
- If I have questions or concerns, I will contact the Program Director of the Portland Promise Center Early Childhood Development Program.

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Student's Name (Please Print):

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Printed Parent/Guardian Name:

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Parent/Guardian Signature:

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Date