

**ST. IGNATIUS EARLY CHILDHOOD CENTER FAMILY HANDBOOK
AND POLICY AGREEMENT FORM**

CHILD'S NAME: _____

The Family Handbook and Policies are available on our website. Go to WWW.ST.IGNATIUS.NET and click on the "Ministries" link, and then click on Early Childhood Center to read and review this important manual. Sign and return this form to the ECC office.

Parents are asked to indicate below their agreement to several school policies. This includes sharing information regarding your child's health records. The health records of your child are kept confidential in the ECC office. The health records, including the Child Identification Form, which parents complete at the beginning of the year, are shared with those ECC staff members who are involved with your child during their attendance in our program, (Teachers, Office Staff, Morning Crew and Lunch Bunch Staff, as applicable.)

- 1. I/We agree that my child's health records are shared within St. Ignatius ECC teachers and staff, as applicable to my child's involvement in the program.
- 2. I/We understand that the notarized Release for Emergency Care Form, which includes any allergies my child may have, would be shared with emergency medical personnel in the event of an accident or health concern related to my child.
- 3. I/We give permission to consult the child's physician/health resource in case of emergency if the parent/guardian cannot be reached.
- 4. I/We understand that no other persons will have access to these records unless I sign the center's Consent to Release Confidential Information Form.
- 5. I/We consent to visibly posting my child's food allergy information, his/her medical plan (steps the physician has outlined in the event of a reaction), along with my child's picture, to ensure that all ECC staff are aware of his/her special needs.
 - OR NA
- 6. I/We have received a copy of the "Know Your Child's Day Care Center" brochure, found at www.pclb.org
- 7. By signing this form, I/We have read, signed and agree to abide by the guidelines contained in the St. Ignatius Early Childhood Center's Family Handbook, including discipline code # 19, dress-code # 21 and code of conduct policy #9.
- 9. I/We have read in the SIECC Family Handbook that smoking is prohibited in the building, on the grounds and in the parking lot of SIECC. Per Pinellas County License Board Rules and Regulations.
- 10. I/We have received and acknowledged the Influenza virus brochure that I/We received at the Meet and Greet.
- 11. I/We have read the SIECC Orientation Plan for all Families in the Family Handbook Policy
- 12. I/We have read and agree to the policies set forth in the St. Ignatius Early Childhood Center Family Handbook and have signed the acknowledgement form stating that we have received and read and signed the Family Handbook
- 13. I/We understand that the policies described in the Family Handbook are not conditions of enrollment, and the language does not create a contract between St. Ignatius Early Childhood Center and the parents. SIECC reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Father's Signature: _____

Date: _____

Mother's Signature: _____

Date: _____