

HORNBY CO-OPERATIVE NURSERY SCHOOL REGISTRATION 2011-2012

We are pleased that you are considering enrolling your child at Hornby Co-op Nursery School. We are very proud of our school and the level of early education we offer to our students.

The school offers a preschool morning program on Monday, Tuesday, Wednesday, Thursday and Friday mornings from:

9:00 - 11:30 a.m.

The school would also like to offer an afternoon JK/SK Enrichment program on Monday, Tuesday, Wednesday and Thursday afternoons if enough families are interested:

1:00 to 3:30 pm

The school year begins September 12, 2011 and concludes on June 22, 2012. **There will be an orientation meeting for all families on Thursday, September 8, 2011.** The School will observe all holidays as per the Halton District School Board, with the exception of professional development days. Hornby Co-op Nursery School will schedule two Professional Development days during the school year (date TBA).

Our teaching staff consists of two Early Childhood Educators and up to two classroom assistants. Our maximum class size is 24 students. We invite all children between 2 and 5 years of age to join us, but please note that we are restricted as to the number of children between the ages of 2 and 2 ½ who may be in attendance on any given day. Our JK/SK afternoon program is geared towards children ages 4 and 5 but this program is also able to accept a small percentage of children who are 3 years of age. Please speak to the Registrar if you have any questions about which program your child would be suitable for.

To Register, please submit the following forms. Forms may be dropped off at the school during regular school hours, or mailed to the address on the front of this package.

Due immediately upon registration

>Forms 1 and 2 or 2A (blue pages), along with a \$50 non-refundable registration fee

Due by Orientation Meeting (September 8, 2011)

>Forms 3,4,5,6,7(green pages)

> 10 post-dated monthly tuition cheques, dated from August 15th, 2011 until May 15th, 2012

>Immunization form

>Forms 8,9 and 10,11(pink pages) for participating parents

>Emergency card

>1 cheque for \$50 dated Jan 31, 2012 (this cheque will only be cashed if a member fails to attend 2 toy washes during the school year, or misses 1 general membership meeting)

>Cheque for \$175 dated Jan 31, 2012 (this will be cashed if the family does not raise the mentioned amount in the various Fundraising campaigns throughout the school year).

Please note that for insurance and safety purposes, your child will not be able to begin attending classes until all necessary forms have been submitted.

APPLICATION FOR ENROLMENT [FORM 1]

Child's Name _____

Date of Birth (dd/mm/yyyy) _____

Address _____

City _____ **Postal Code** _____

Telephone _____ **Email Address** _____

Name of Parent(s) or Guardian(s) _____

Mother's Place of Business _____

Address _____ **Telephone** _____

Father's Place of Business _____

Address _____ **Telephone** _____

Names and Ages of Siblings _____

Please list any allergies to food, drugs, or materials and treatment necessary for these conditions:**

Please list any special concerns or other helpful information (diet, rest, exercise, fears, concerns, other preschool experiences):

Please note that if your child has allergies that are food related, we recommend bringing some clearly labeled, approved snack items to keep at school, should your child be unable to partake in the scheduled snack for the day.

***An Individual Action Plan for Children with Anaphylactics form may be required to be completed for serious allergies where an epi pen is required.*

Anaphylactic Policy – (FORM 1A)

Strategy to Reduce Risk of Exposure to Anaphylactic Causative Agents:

- . It must be noted that the site used for Hornby Nursery School (HNS) is a shared site, therefore we have no control over items brought into the facility during our non-use time.
- . HNS will ensure that all snack items served will be free of any anaphylactic causing agents (ie, peanuts, tree nuts, eggs, soy, shellfish, sesame seed, etc.) The list items will be revised as necessary depending on the life threatening allergies of children enrolled.
- . If parents choose, children with food allergies may provide their own snacks. These snacks must be in an individual container, labeled with the child's name. Containers should be placed on the counter in full view of the person responsible for preparing snack.
- . A list of children identified with food allergies will be posted in the kitchen, activity room and eating areas.
- . It is the parent's responsibility to provide a few 'fun' snacks in a sealed container with the child's name to be placed in the teacher cupboard. This is to ensure that the child can partake in special activity days or birthdays when an unsuitable snack comes in. The parent is also responsible to choose the snack on the special event day (if suitable) and place it in the child's container on the counter.
- . To ensure the safety of all children, on each duty day, duty parents will check the allergy list posted in the kitchen.

Communication Plan:

- . It is the parent's responsibility to inform staff of all known allergies at the time of registration.
- . HNS registration form will include a space to write in all allergies.
- . Children with anaphylactic allergies will be required to fill out an "Anaphylaxis Emergency Plan" form before they can attend school.
- . Beside the snack calendar will be the names of children with food allergies and a list of foods that must be avoided.
- . During orientation all families will be informed of any current food allergies in the school. A letter will be distributed to all parents with this information.
- . Parents providing snack will be advised to check labels and ingredients for anaphylactic causing agents.

Development of Child's Individual Plan and Emergency Procedures:

The parent/guardian and physician of an enrolled child with an anaphylactic allergy are required to provide input on the child's individual plan, including emergency procedures that include

- . A description of the child's allergy
- . Monitoring and avoidance strategies
- . Signs and symptoms of an anaphylactic allergy
- . Action to be taken by staff in the event the child has an anaphylactic reaction
- . Parent/guardian consent that allows the staff to administer the medication in the event their child has an anaphylactic reaction
- . An "Anaphylaxis Emergency Plan" form must be submitted and reviewed with the supervisor/teacher before child can attend school

Training:

Nursery staff, students, duty parents and volunteers will be provided with training from a physician or parent on the procedures to be followed in the event of a child having an anaphylactic reaction. This will include how to recognize the signs and symptoms of anaphylaxis and administer medication.

- . This training will be given at the September orientation
- . The "Anaphylaxis Emergency Plan" will be reviewed by staff and signed off on a bi-monthly basis. A copy of the plan and sign off sheet will be kept in the Supervisor's File.
- . New Volunteers, co-op students, ECE students, duty parents and support staff will receive training prior to their first day. No adult may begin their time at the school until they have received this training. I have read and understand the HNS Anaphylactic Policy. I agree to follow the procedures outlined in this policy. I agree to be trained in the recognition of signs and symptoms and the emergency procedure needed to be followed.

Name: _____

Date: _____ Signature: _____

Training:

Name of Child: _____

Training Date: _____

Name of person giving training: _____

Signature of Person giving training _____

Name of Child: _____

Training Date: _____

Name of person giving training: _____

Signature of Person giving training _____

Name of Child : _____

Training Date: _____

Name of person giving training: _____

Signature of Person giving training _____

A review of this policy must be done annually (February 2011)

Legislative Reference: 36.1 (1), (2), (3)

Reviewed by Board Members/Supervisor February 2011

PROGRAM ENROLMENT REQUEST

Morning Preschool Program [FORM 2]

We offer morning classes on Monday through Friday. You may choose as many days as you wish, and may request specific days as long as spaces are available.

	Participating	Non-participating
1 morning/week	\$57.00/ month	\$69.00/month
2 mornings/week	\$114.00/month	\$138.00/month
3 mornings/week	\$171.00/ month	\$207.00/month
4 mornings/week	\$228.00/month	\$276.00/month
5 mornings/week	\$285.00/month	\$345.00/month

I would like to enroll my child _____ mornings a week. My preferred days would be (please circle):

Monday/Tuesday/Wednesday/Thursday/Friday

- *A 10% discount will be made available to Families with more than one child attending the school.*
- *15% for more than 2 children enrolled.*
- *HCNS reserves the right to increase tuition fees if necessary*

DUTY PARENTS

Duty parents are crucial to making our school environment the best it can be. We have a limited number of non-participating spaces, which are available on a first-come-first-served basis. If non-participating enrollment is not available on the days you request, your name will be placed on a waiting list, and you will be enrolled as a participating parent. **IF** non-participating spots become available due to increased enrollment, preference will be given to member families on the waiting list above newly enrolling families.

Forms 8, 9 and 10 (pink pages) MUST be submitted before you will be allowed to participate in the classroom.

Fees are calculated annually for the total school year, thus covering staggered entry and holidays.

Please note that refunds are not offered for missed days and insurance restrictions prevent us from offering make-up days.

PROGRAM ENROLMENT REQUEST

JK/SK Enrichment Program [FORM 2A]

We offer afternoon classes on Tuesday/Thursday.
The rate is:

2 afternoons per week	\$127.00/month
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DUTY PARENTS

Duty parents are crucial to making our school environment the best it can be. The expectation for the JK/SK program is that all parents will do duty. Unfortunately due to the structure of the program we are not able to offer non-participating spaces.

Forms 8, 9 and 10 (pink pages) MUST be submitted before you will be allowed to participate in the classroom.

Fees are calculated annually for the total school year, thus covering staggered entry and holidays. Please note that refunds are not offered for missed days and insurance restrictions prevent us from offering make-up days.

Board and Volunteer Positions 2011/2012

A detailed description of all positions is contained in the school handbook.

Board Positions	Responsibilities	Committee Positions	Responsibilities
Board members meet once a month and manage committee positions to the right, recruiting members of their "team" for assistance as required.		Each committee position reports to the Board Member at the immediate left of the position listing.	

President	Responsible for the general management and supervision of operations, which includes renewing licenses and updating insurance annually. Deal with the Ministry as needed.		
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Vice-President (General Director)	Acts as a parent/teacher liaison. Handles dealings with after school rentals. Research and collect all necessary info to complete an application.	Scholastic Books	Place and distribute orders monthly and assist with other fundraising events as designated by VP
		Grants	Research and collect all necessary info to complete an application. Report status to VP.
Association for Preschool Education	Attend 3 to 4 meetings per school year and report notes back to VP.	Advertiser	Researches advertising prices and places ads with board approval.
Registrar	Responsible for all enrolment of children that attend the school. Ensure all documents for children are complete. Organize and attend Registration/Open house week.	Assistant Registrar	Assist registrar as needed.
		Toy Wash/ duty/snack Scheduler	Create and distribute duty/snack and toy wash schedule. Coordinate toy wash night.
		Summer Camp	Coordinate registration and promotion of Summer Camp.
Treasurer	Responsible for the financial matters pertaining to the school and depositing cheques	Purchaser	Responsible for the purchasing of supplies for the school at the discretion of the board
Secretary	Prepare and distribute minutes of meetings within a week after meeting, prepare a bi-monthly newsletter	Laundry/Mail	Wash smocks and towels weekly. Pick up mail as required.

Board and Volunteer Positions 2011/2012 continued...

<p>Special Events</p>	<p>Research and book field trips and speakers, coordinate and implement special events throughout the year with the assistance of events committee.</p>	<p>Yearbook Photographer</p> <p>Yearbook Designer</p> <p>Play dough</p> <p>Events Assistant/ Christmas Concert</p> <p>Family Fun Day</p> <p>Graduation</p> <p>Mother/Father's Day Events</p>	<p>Ensure pictures are taken at special events.</p> <p>Design the yearbook.</p> <p>Replenish play dough for the class. Assist special events coordinator as required.</p> <p>Assist with all Special events as necessary. Organize and execute Christmas concert in collaboration with teachers</p> <p>Organize and execute Family fun day. Assist special events coordinator as required.</p> <p>Organize and execute the school graduation ceremony in collaboration with the teachers.</p> <p>Organize and execute the Mothers Day and Fathers Day events in collaboration with the teachers</p>
<p>Household and Equipment</p>	<p>Responsible for equipment and indoor facility</p>	<p>Cleaning Kitchen</p> <p>Cleaning Bathrooms</p> <p>Indoor Maintenance</p> <p>Outdoor Maintenance</p>	<p>Thorough cleaning of kitchen once a week.</p> <p>Thorough cleaning of bathrooms once a week.</p> <p>Complete indoor tasks as required</p> <p>Complete outdoor tasks as required</p>
<p>Fundraiser</p>	<p>Coordinates fundraising program and implements with assistance from board members and assistant fundraiser.</p>	<p>Assistant Fundraiser</p>	<p>Assist Fundraiser with fundraising programs as requested.</p>

CLASSROOM ASSISTANTS [Form 9]

All New and Returning Classroom Assistants are required to carefully read the following:

1. You must arrive 10 minutes earlier than school begins (8:50 a.m. or 12:50 p.m.)
2. A classroom assistant is considered part of the school's staff and therefore you are responsible to be present on your appointed duty day. You may switch with another classroom assistant or arrange for a substitute if you need.
3. You must record any changes on the posted duty schedule.
4. You must attend the classroom assistant orientation meeting to be held the week prior to commencement of school in September.
5. You must provide Proof of a T. B. Test, DPT and MMR vaccines.
6. You must obtain a Criminal Reference Check from the Halton Regional Police and have it checked by the School President prior to the commencement of School.

I have read the classroom assistant requirements and agree to fulfill my duties as outlined above.

Classroom Assistant

Date

Parent Consent Form [Form 3]

Please read the following very carefully to ensure that you fully understand the legalities before you sign:

I, the legal parent/guardian of (child's name)_____ give my permission for (child's name)_____ to participate in all school activities on the premises of Hornby Co-operative Nursery School. The undersigned hereby waives and releases Hornby Co-Operative Nursery School, its directors, officers, agents and employees from any and all claims, demands, actions or causes of action which may arise out of accident, injury or damage which may occur to _____ while participating in activities for the school year of ____/____. I also assume and accept all risk, danger and hazards in connection with Hornby Co-operative Nursery School.

I have READ and UNDERSTAND this release and indemnity agreement prior to signing it and am aware that by signing this document, I am affecting the legal rights and liabilities of myself and my heirs.

I also UNDERSTAND the PURPOSE of collecting this information and for what purpose it will be used.

Dated this _____ day of _____, 201_____

Signature of Parent/Guardian_____

Print Name of Parent/Guardian_____

Signature of Witness_____

Print Name of Witness_____

CRIMINAL REFERENCE CHECK

***Check must be completed prior to the school year beginning if you have Registered your child in Spring 2010. If the Criminal Check is not completed your child will not be able to attend school until it is completed.*

All classroom assistants are required to obtain a **criminal reference check and vulnerable sector screen** from the Halton Regional Police Service and show it to the School President or Registrar prior to commencing their duty position. The School's criminal reference check policy is detailed in the School handbook.

NOTE: If you had a CRC done for the school year 2010-2011 it is still valid for 2011-2012 and therefore you do not need to reapply.

ALL INFORMATION WILL REMAIN STRICTLY CONFIDENTIAL.

Procedure to obtain a criminal reference check

1. Take 2 pieces of identification (one with photo), and the fee to the Halton Regional Police to obtain a criminal reference check. They will have you fill out the necessary sections of the form, and will then mail the information to you when completed. This takes approximately 8 – 10 weeks.

Acceptable Identification: at least one must have a photograph

Birth certificate	Marriage certificate	Passport
SIN card	Health Card	Driver's License

Fee: \$15.00

Where & When: Halton Regional Police Headquarters (Bronte Road just North of the QEW), or your local police station.

For hours of operation contact:

Milton	878-5511 ext. 2411
Georgetown	873-0377
Acton	853-2111

Present the criminal reference check to the School President or Registrar prior to commencing duties. The President or Registrar will read the check and return it to you immediately.

GIVE YOUR CHILD A HEAD START

REGISTER NOW



**LOCATED IN THE HORNBY COMMUNITY CENTER
STEELES AVENUE & TRAFALGAR ROAD**

**C/O GENERAL DELIVERY
HORNBY, ONTARIO
L0P 1E0**

**(905) 878-5211
ANSWERING SERVICE AFTER HOURS**

**Serving the community since 1976
Licensed under the Ministry of Community and Social Services**

[Form 4]

PHOTOGRAPHY CONSENT

I hereby grant permission for my child, _____, to be photographed during field trips, special events and regular school hours, with the understanding that these photographs are for the use of registered families only. The photographs may also be used in monthly newsletters and/or to produce a yearbook at the end of the year.

SIGNATURE OF PARENT

DATE

ADVERTISING CONSENT

I hereby grant permission for my child, _____, to have his/her photo used for Hornby Co-operative Nursery School advertising purposes such as brochures, posters or flyers. This may also include photographs taken by community newspapers and photographs used on community boards for school exposure/advertising purposes.

SIGNATURE OF PARENT

DATE

[Form 5]
PROTECTION OF CONFIDENTIAL INFORMATION

Privacy Policy Statement:

Hornby Co-operative Nursery School is committed to protecting the privacy of the personal information of its members, and other stakeholders. We value the trust we deal with and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that families choose to share with us.

During the collection of information for membership purposes, we gather personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

Privacy Policy Procedure:

I, _____, have been made aware of the confidential nature of information concerning children and their families, and the confidentiality of such information will be respected.

I will exercise all reasonable care and caution in protecting printed or written confidential information from casual observation, unauthorized perusal or other such abuse.

I also understand that student information, which will come to my knowledge, will be considered confidential and will not be released to any other agency without signed authorization by the parent(s).

Signature of Employee/Duty Parent/Volunteer/Executive Committee Member

Signature of Witness-Title

Date

PARENT-SCHOOL AGREEMENT

Hornby Co-op is a non-profit organization where children receive a top-quality preschool experience, while benefiting from the involvement of their parents.

1. Admission Requirements

- a) Children must be between the ages of 2 and 5 years
- b) Parents' desire to be involved in a co-operative setting
- c) The final acceptance of your child shall be at the discretion of the supervisor based on the child's ability to adjust to the school's program

2. Withdrawals

Although children are accepted for enrolment for a full academic year, we recognize that special circumstances may occur which necessitates the withdrawal of the child before the end of the year. In this event, the parent(s) must give written notice to the registrar. We require one month's notice in order to return remaining post-dated cheques. If over the summer you should decide to cancel your enrolment, please contact the registrar. Withdrawals prior to the start of the upcoming school year must be submitted in writing no later than August 1st, or your fees for the month of September will be forfeit. Registration fee will not be refunded

3. Parent Participation

The success of our school is dependant on every member's commitment to the equal sharing of responsibilities. We rely heavily on the talents and energy of our members to make our school a vibrant and enriching community

PARENT-SCHOOL AGREEMENT

Continued...

- a) Duty parents are required to fulfill their duty days as per the schedules, which will be distributed throughout the year. If you are unable to attend on a scheduled duty day, it is YOUR RESPONSIBILITY to find a replacement for that day. You may trade with another duty parent to cover that day for you, but you are responsible to find a replacement, not the Board of Directors. A Duty Parent List will be provided to help find a replacement when needed. Only parents with up-to-date TB tests, vaccination status and Criminal Reference Checks may assist in the classroom.
- b) This package contains a list of our board and committee positions. Each family MUST sign up for one position. Each family will also be required to be a member of a committee for ONE fundraising event over the course of the year.
- c) During the school year there will be three (3) General Membership Meetings. *Dates are Tuesday November 22, 2011, Tuesday April 17, 2012 at 7pm and Tuesday May 15, 2012.* It is mandatory that a member of each family attends all meetings or your cheque will be cashed.
- d) You will be required to attend two Toy Washes over the course of the year or your cheque will be cashed.
- e) You will be required to provide snack for the class on a rotating basis according to the schedules, which will be distributed throughout the year.

DATES/PROGRAMS OF INTEREST:

Fundraising Campaigns for 2011/2012

These dates/campaigns are subject to change

- September– Bike-A-Thon
- November– Mabel's Label's
- December – Poinsettia's & Stock your Cellar
- January– Little Caesars Pizza
- February – Coffee sales
- March – Purdy's Easter treats
- April – Silent auction
- June - Family Fun Day

Special Events

- Christmas Concert – Mid-December (evening)
- Mothers Day Tea - May (during school hours)
- Father's Day Breakfast – June (Saturday morning)
- Various field trips throughout the school year (during school hours)

Annual General Meetings

- Tuesday November 22, 2011 @ 7pm
- Tuesday April 17, 2012 @ 7pm
- Tuesday May 15, 2012 @ 7pm

****Parent attendance required at all meetings****

Acceptance of Parent-School Agreement

I have carefully read and understand the Parent-School Agreement. I will accept all responsibilities and duties and will abide with all policies stated in both the parent Handbook and the General By-laws on Hornby Co-operative Nursery School, Inc.

Name of Child _____

Signature of Parent or Guardian

Date

Volunteer Position

Please list the board or volunteer positions you would be most interested in filling:

1. _____

2. _____

3. _____

Participations Preference Request

I would prefer to do my duty days on:

Monday/Tuesday/Wednesday/Thursday/Friday

I am **NOT** available:

Monday/Tuesday/Wednesday/Thursday/Friday

Hornby Co-op Nursery School

Playground Safety [Form 6A]

Procedure for moving children from outdoor playground to school:

On the playground the procedure is as follows:

- As children arrive, the first teacher (circle teacher) will greet and mark them off as present on the attendance sheet. She will supervise front of playground (bike pad and playhouse area). The second teacher will supervise the swing and sandbox area (or swing area in the winter).
- If a child needs to return to the classroom, the first teacher will call the duty parent on the phone to come and escort the child in.
- When the children are ready to go inside the school, the 1st teacher will count the children and they will follow her in.

Supervision: Procedure for moving children from outdoor playground to school:

- When it is time to come in from the playground, the duty parent will attach door to mailbox with a bungee cord. He/She stands at the top of the stairs and helps supervise the children as they cross from the playground to the stairs holding onto the yellow rope that is attached from stairs to fence.
- The first teacher (circle time teacher) will help the group of children cross over to the stairs and come into the school. She and the duty parent will wait in the cloakroom until the teacher is ready to go into the classroom. The 2nd teacher will continue to help the duty parent undress the remainder of the children.
- The duty parent will then tidy up the cloakroom and make sure all boots are against the wall and outdoor clothes are properly hung up in the appropriate spot for each child, and ensure doors are locked.
- The 1st teacher will do a head count when all children are in the classroom. The duty parent will then go into the classroom.

NOTE: During the winter months, please ensure your children are properly dressed for outdoor play. Outdoor play in the winter months is at the Teachers discretion, but they will definitely not be playing outdoor if the temperature is below -10 degrees Celsius or there is a wind chill of below -10 degrees Celsius.

I have read and understand the above information.

Signature

Date

Witness

Position

Child's Medical Information [Form 7]

Name of Child: _____

Health Card Number: _____

Doctor's Name: _____

Doctor's Address: _____

Doctor's Telephone: _____

Allergies: _____

Serious illnesses or communicable disease child has contracted
in the past:

Please list any other medical information, special dietary
concerns, restrictions or medications that you feel it would be
useful for your child's teacher to know:

CLASSROOM ASSISTANT MEDICAL [Form 10]

New Members

A recent TB skin test is required for parents when they begin to participate in a co-operative nursery school program.

Returning Classroom assistants

If your TB skin test from the 2010-2011 school year is on file presently, you do not need to repeat this.

This is to certify that _____ had a TB skin test on ____ / ____ / ____.

Result * Positive () Negative ()

* If positive give day of chest x-ray ____ / ____ / ____

DPT Booster (required every 10 years) ____ / ____ / ____

MMR - evidence of immunization needed ____ / ____ / ____

Do you have a medical condition or a life-threatening allergy that could impact your ability to perform in the classroom?

Signature of Physician

Date

[FORM 11]

HORNBY CO-OPERATIVE NURSERY SCHOOL, INC.
BEHAVIOUR MANAGEMENT

The following is an excerpt from the Day Nurseries Act DN-0802-06, sections 44, 45, and 46.

Section 44:

- (1) Every operation shall ensure that there are written policies and procedures with respect to discipline, punishment and any isolation measures to be used by employees in each day nursery operated by the operator...and that the policies set out the permitted and prohibited practices.
- (2) The Policies and Procedures referred to in subsection (1) shall be reviewed with all employees of each day nursery...upon commencement of employment...and at least annually thereafter.

Section 45:

- (1) No operator shall permit,
 - corporal punishment of a child by an employee of the operator, by a person in charge of a location where private home daycare is provided by the operator, or by another child or group of children;
 - deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect; and
 - deprivation of a child or basic needs including food, shelter, clothing or bedding.
- (2) No operator shall,
 - Lock or permit to be locked for the purpose of confining a child, the exits of a day nursery operated by the operator; or
 - Use a locked or lockable room or structure to confine a child who has been withdrawn from other children.

Section 46:

Every operator shall ensure the policies and procedures with respect to the contravention of any matter set out in sections 44 and 45 are developed and maintained and that the policies and procedures are reviewed with each employee of each day nursery and at least annually thereafter.

I have reviewed the Behaviour Management Form:

Employee/Duty Parent name (print)

Signature

Date

Reviewed By:

Name and position

Signature