

# ACADEMIA DE MI ABUELA CHILD DEVELOPMENT CENTER PARENT HANDBOOK

(download all CCL mandated LIC and enrollment documentation, and parent handbook from school website, [www.amachildcarecenter.com](http://www.amachildcarecenter.com))

5201 Park Blvd., Piedmont, CA 9461, M-F/7:00AM-6:00PM

Main AMA line: (510) 697-0002, Director's Line: (510) 409-9771 (text message ok via both telephone lines, *Brightwheel (BW) messaging = #1 platform of communication*), [amachildcarecenter@gmail.com](mailto:amachildcarecenter@gmail.com),

***!Bienvenidos a la familia AMA!*** The purpose of the parent handbook is to educate parents about the importance of school policy and procedure. We ask that each parent review the full content of this handbook, as identified in your student enrollment agreement, in order to work collectively, and proficiently in the child care of your children. A parent handbook amendment and personnel hiring protocol documentation has been added to this document, which is available on the school website for your careful review. We thank you for your attentive cooperation and partnership as we embark on this wonderful journey of early childhood education together, sparking a love of learning. And as always...***it takes a village to raise a child!***

AMA is an engaging Spanish Immersion and play-based preschool program for students ages 2-6 years old (***infant/toddler and school age care up to age 8 yrs. old. Coming soon!***), founded by a former bilingual kindergarten teacher, native Spanish speaker, youth mentor and mother of two wonderful children. **Our mission** is to serve the needs of every child and family in a nurturing, educational, and multicultural environment. **Our aspiration** is for every child to learn about the richness of Latin American culture by way of Spanish language development, song, dance and the visual arts. **Our dedication** is to inspire children to develop strong self-help and social-emotional skills in preparation for TK/Kindergarten. AMA offers research-based preschool activities that stimulate play exploration, discovery learning, family values, & community building. We want every child to develop a love of learning by participating in vast and diverse “hands-on” activities, expanding critical thinking, and global view skills. Your child’s basic childcare needs will be provided, such as diapering/potty training, healthy eating living, as well as napping/resting daily, self-help skills development, and playing safely, but most importantly, we provide a culturally-rich, fun and play-based childcare program that entails the following:

- Literacy Development (Reading Center & Storytelling)

- **Cultural (Spanish) Immersion Program**
- Basic Writing Development (Writing Center)
- Math & Science (Workshop) Centers
- World Arts & Cultures Ed. (Latin American History & Ethnic Visual Arts)
- **Music Appreciation & Movement (Yoga/Mindfulness, Song, Dance)**
- Problem Solving & Imaginative Play (Drama Center)
- Outdoor Play (Water & Sand Play)
- **Preschool Field Trips, Events & Performances (Cultural Fashion Show & Exhibition Summer Show)**
- Play Based Activity Schedule & Monthly Themed Curricula (Family Values, and CA Foundations)
- Summer Camp (Percussion/Music Appreciation Class, Bailee Folkloric-Mexican Dance, Mural Painting, Soccer, Capoeira, etc.)

**\*\*Student Enrollment Provisions:**

Please provide the following items in a small/medium sized backpack, which will be kept in school and taken home only for weekly washing, and restocking. The backpack and student belongings must be labeled with your child's full name by way of labels, or permanent marker. Please use a visible, labeling location on the item. Please provide the following items in your child's daily use backpack:

- Parents must create a BW profile and set up for automatic billing payment plan,
- Parents will submit all LIC forms (medicine admin form, and IMS, if needed) and AMA enrollment documentation (download enrollment forms from the school website at [www.amachildcarecenter.com](http://www.amachildcarecenter.com)), personal child materials, and parent handbook as mandated by Community Care Licensing (CCL), including a signed parent handbook amendment form (see attached document).
- Weekly supply of diapers, or pull-ups, wipes (if not fully potty trained), and diaper rash cream (if needed),
- Eating chair, eating utensils/materials, and healthy and robust snacks and lunch (if special diet or for a long school day), formula/milk (if needed), and reusable water bottle/bottle
- Indoor soft soled shoes or non-slip socks and closed toe (NO laces) shoes for outdoors
- Outdoors hat, bathing suit (spring-fall water play), towel, and jacket (light or heavy depending on weather) \*PARENTS WILL SUPPLY SUNSCREEN, BODY/FACE CREAM & DIAPERING CREAM
- Pack & Play crib, 72-hours emergency back-pack, foldable and school- safe napping mat/sleeping bag, or adult-sized sheet, blanket, small pillow, soft comforting toy (recommended)
- 2 changes of outdoor clothing, socks, extra sweater or light jacket, and lots of underwear (4-8) for potty training
- Family photo album (to be kept in school and used for art projects and student storage) with 4 self-portraits and 4-6 extended family photographs
- **\*72 hours Natural Disaster and Emergency Kit**

**Please bring a labeled (with your child's full name), and small backpack with the following items:**

**EX: 1/12-16 oz bottled water, 2/cereal-fruit bars, / pull-up topped apple sauce, fruit, or tuna, 1/warm jacket, 1/set of warm and comfortable clothing,**

*\*Your child's emergency kit must have enough food, water and clothing for a 24-hour period, and will be updated every year during the month of August (due date TBA). Your history and emergency forms must be updated as needed.*

- **\*Parents will purchase a large (non-toxic) sleeping mat or pack and play (for infant care coming soon!) with linens,**

~Please check your student's storage unit on a daily basis for wet clothing, sleeping linens that need washing weekly, and art projects to be taken home.

~The Lost & Found Box should be checked on a daily basis in the event of lost student clothing.

~Brightwheel is our #1 platform of communication (message here to allow for effective communication with teachers and admin.). Create your child's profile after receiving a text invitation to join the BW program.

### **Student Illness Policy:**

- A. The parent(s)/guardian agrees to notify the provider immediately of a child's illness or suspect illness in order to make the necessary arrangements for alternative child care. In the event that your child may become sick while attending school, he/she will be separated from the other children/staff and placed in a comfortable room for careful supervision. Depending on the child's medical condition and parent's medical plan of action (medical form), your child may be given medicine for comfort.
- B. The provider may refuse to accept the child and/or require the parent(s)/guardian to pick up the child immediately if the following symptoms are present:
  - **Auxiliary temperature in excess of 100 degrees without assistance of fever reducing medicine**
  - **Diarrhea (more than one abnormally loose stool within 24-hr period)**
  - **Abnormal behavior or appearance (usually tired, pale, unusual lack of appetite, confused or unusually irritable)**
  - **Pink eye**
  - **Unexplained or contagious skin rashes**
  - **Unusual vomiting (if he/she was vomiting the night before, the child must remain at home for the next 24 hrs. before returning to school)**
  - **Suspected contagious illness of any kind**
- C. If your child becomes ill when attending school, parent(s)/guardian will be contacted immediately and asked to pick up the child as soon as possible and on average within the hour. Your sick child will be separated from the rest of the group in order to avoid possible contamination, and prolonged illness irritation.
- D. Children may return to school after:
  - **There has been no fever, vomiting, diarrhea or severe coughing for 24 hours**
  - **24 hours after beginning antibiotics with a doctor's note of approval, if a contagious illness has been diagnosed by a physician.**
  - **The child must be healthy and feel comfortable before returning to school.**
- E. In the event that the provider should become ill or subject to an emergency, the provider will make every reasonable attempt to provide child care service. In the event that the

provider is unable to provide service, alternative child care may be provided. In the event that the provider is unable to provide service or an alternative, tuition fees will be waived.

- F. In an effort to avoid the spread of germs, parents will model proper hand washing, covering cough/sneeze and wiping of the nose. Parents will drop off school ready and clean students. Soiled diaper-changes/potty break and hand washing must be conducted upon arrival to AMA each morning at drop off. Parents will maintain a clean and organized storage space(s) for their students. Parents will provide teachers with student's personal materials in preparation for learning and caregiving. Parents will sanitize student's napping, eating, clothing and other personal belongings weekly. Parents will maintain communal school areas clean and germ free. Please provide snacks after picking up outdoors and not inside the school. Parents will utilize the "adult bathroom" exclusively and not the children's bathrooms. Be kind to our old plumbing and use light toilet paper upon disposal. Wash hands immediately and sanitize AMA's changing table (located inside the children's bathroom) upon each use and restock student's diapers and wipes.**
- G. Students must have California mandated vaccinations (full doses) before starting care, including transitional child care. Parents must supply both CA blue vaccination card and CA yellow card, identifying each vaccination, and date in which each mandatory vaccine was provided. Children with missing or no vaccinations may not attend AMA, including children with "grandfathered" personal belief vaccination exemption. This is CA law.**

#### **Open Door Policy and Volunteers:**

\*Parents are welcome to participate in all school events, activities and field trips. The infrastructure/deposit fee covers the cost of hiring sufficient teachers to chaperone during all school field trips, nature walks, summer program, park play, and enrichment programs {see tuition schedule for details}. In addition, parents may assist in the classroom with leading circle time activities, after school, and summer enrichment programs. See Head Teachers for details.

\*We welcome parents and the extended family to volunteer in the classroom throughout the school year and especially during the summer program. If you have a special talent and skill, and would like to share with the children, please let us know if you are interested in developing a specialized workshop (s) for the children. Thank you for building a strong community!

\*We have an **open-door policy** in which parents may drop in at any time. We highly encourage parents to assist with transitioning new students and may spend additional time in the classroom with their children. Parents may arrive a few minutes (5-10 min.) before their drop off time and leave at their designated drop off time. We strongly discourage visiting the school during nap time hours, between 12:30-2:30pm, as children are resting, and may become distracted by visitors. However, a nap time visit may be arranged without disturbance of the school children.

**Permanent, certified and trained parent volunteers and student interns may only assist with child potty training, diapering and/or nap time under the direction of a certified teacher. All school visitors will be supervised by certified teachers at all times.**

#### **Drop-Off/Pick-Up Policy and Procedure:**

#### **SCHOOL ARRIVAL AND DEPARTURE**

*DROP-OFF*

- A. Children must always be brought into the classroom by a parent or other authorized adult and check-in with the teacher. Never leave your child unattended during drop-off. For safety reasons, please walk your child into the classroom and keep the front door closed at all times.** Please remember that at the time in which the adult who is picking up the child signs in, and makes contact with the teachers, school staff is no longer responsible for the supervision of the child.

Please inform the teacher of any medication or special circumstances that may affect your child during the day (e.g. poor night's sleep, upsetting event at home). A child who appears to staff to show signs of illness may be excluded from class and will have to be taken home immediately. **Please note that SMOKING and PETS (other than future classroom pets and show and tell pets) are never allowed on the school premises.**

- B.\*We encourage you to arrive a few minutes early each morning in order to spend a few minutes in the classroom with your child before you leave for the day (you may read a book, put together a puzzle, or write in his/her journal).** This makes the morning drop-off transition from home to school much easier for everyone, especially the child. Transitions are very important for children who are learning daily structure and how to follow school procedures. Late drop-off and pick-up may cause your child to be confused, possibly stressed and it does not demonstrate healthy procedure and structure.

**\*\*\*Parents may use the parking slots located in the school parking lot for child drop off and pick up time ONLY, and for up to 5 minutes! Prospective families may use these parking slots (if available) during scheduled school tours/Open House and starting time of 9:15am. NO parking in the "NO PARKING ZONE," and NO blocking the entrance/exit to the driveway and that of our neighbors driveways, including do not park next to the stop sign @ Andrews street. Thank you for your cooperation. \*\*\***

- C.\*Children are expected to arrive by 8:30am in order to eat a morning snack and participate in organized learning activities. Otherwise, your child will miss the morning/afternoon snack/lunch (whichever applicable). We also need an accurate count for lunch and snack preparations. If your child will be late or absent, please notify the school before 8:00am, by calling the school at (510) 336-7082 and leaving a message, or better yet, message us via BW. This allows us to accurately plan for meals and staffing. If your child will be out for a long period of time (e.g. vacation or illness) you should notify Cynthia via email at [reimanncynthia@gmail.com](mailto:reimanncynthia@gmail.com). We ask for at least 1-week notice before absence begins.**

- D. We encourage parents to read a short book to their child during drop-off each morning (if not doing so already). Not only will this important activity support a smoother morning transition for your child, but you will also experience additional bonding time, while all in the same, promoting literacy development. Thank you.
- E. Please use our child's school backpack to store clothing daily. In addition, take the time to organize your child's belongings and clear out dirty clothing daily. Your child's art box should also be cleared daily. Mold may grow on clothing and sleeping materials left in school overnight and may be a health hazard to the children. See lost and found box located on the school porch to find lost items.

- F. We ask for parents to take home student belongings such as shoes and jackets/sweaters by the end of the day and bedding weekly. Please check the “lost and found box, located in the school front porch, for missing belongings on a daily basis. Thank you!

### **DROP-OFF/PICK-UP**

**G. There is \$2.00/minute late pick up fee, for an after 5:30pm child pick-up, M-F. Do set your watch to that of the school clock, as it will be used to determine your total early drop off and/or late pick up fee. Your fee is due at this time via cash, or check written out to A.M.A.** The school closes at **5:30pm**, Monday through Friday, so please be on time. Plan accordingly for parking purposes. Please be mindful of our teachers as they also have families to attend to and would greatly appreciate leaving work on a timely manner. Thank you very much for your cooperation with this important matter.

**\*As a way to assist with a timely pickup, we highly recommend that you think of pick up time as 5:15pm, so that you may leave school campus by no later than 5:30pm.** This allows a more relaxed end of the day transition for your child and you may check in with teachers about your child’s day. Take a few minutes during pick-up to read log observation, and food menu, greet your child, and check-in with teachers. You may look over your child’s work for the day and gather your child’s belongings for weekly washing.

- F. **\*\*\***We have suggestions for avoiding a late pick up altogether. Parents can talk with other parents who pick up their children at the same time and set up arrangements to cover for one another in cases of unexpected delay. If you feel that you might create chronic lateness, you should communicate with the Program Director, who may offer other suggestions.
- G. **If you know you are going to be late, please message us on BW.** You may want to arrange for someone on your emergency card to pick up your child. Children will not be released to anyone under the age of 18. Remember to keep your emergency form up to date!
- H. Parents will give the school at least a 24-hour notice if someone besides parent(s)/guardian will be picking up their child. If the child is not picked up by the end of the day, a person from the emergency contact form will be contacted and asked to pick up your child.
- I. **Anyone who is not known by the staff will be asked to show a valid Driver’s License or other photo identification. Persons not authorized by you on your child’s emergency form (update as needed) will not be allowed to take your child from the school. Children will not be released to anyone who is suspected to be under the influence of drugs or alcohol or who may be considered a danger to the child, including no minors may pick up.** Those parents who have custody issues should consult with an attorney regarding legal protection for their child. Parents must provide us with any court orders so that we can call the police to enforce their legal rights should the need arise.

*~Due to school insurance policy and child care licensing regulation, children, parents and visitors may not be on the premises before 7:30am and after 5:30pm, M-F, except for special school events and staff meetings. Thank you for your cooperation and continued support!*



**Late Pick-Up Policy:**

Late pick-up affects the children in negative ways, making them feel abandoned, lonely, and confused about the situation. A calm transition between A.M.A and home maintains the child's sense of well-being. A rushed or late pick-up does not allow these young children to adjust easily to changes in their environment. In addition, teachers have families of their own to attend to, have other commitments, or simply want to go home on time. Parents who pick up their children later than scheduled create difficulties for others in the program.

We have suggestions for avoiding this problem in the first place. Parents can talk with other parents who pick up their children at the same time at the academy and set an arrangement to cover for one another in cases of unexpected delay. If you feel that you might create chronic lateness, you should talk with the Program Director, who may offer other suggestions.

We suggest that you arrive to pick up your child fifteen minutes before the end of the day. If you know you are going to be late, **please message us via BW, #1 platform of communication.** Please leave a detailed voicemail message, if staff do not answer the telephone. You may want to arrange for someone on your emergency card to pick up your child. Children will not be released to anyone under the age of 18, and without a valid ID card, no exceptions. Remember to keep your emergency form up to date.

Parents will give A.M.A. at least 24-hour notice if someone besides the parent(s)/guardian will be picking up their child. If the child is not picked up by the end of the day, a person from the emergency contact form will be contacted and asked to pick up your child.

**There is a late pick-up fee of 2\$ per minute according to the school clock and payment is due with your monthly tuition payment. \*Three late pickups in 6 months may result in termination of child care.**

**“Sample” School Holidays and Breaks (subject to change, as needed):****A. SCHOOL CALENDAR**

Below is a list of **paid holidays & breaks** during which the school will be closed. Parents should make other child care arrangements. ***See student enrollment agreement for more details.***

MLK Birthday (1/18/2010)

Indigenous ppl's day (oct. ...)

Juneteenth (june 19)

President's Day (2/15/2010)

Cesar Chavez Day (3/29/2010)

*\*Teacher Professional Development/Work Day (1 X month)*

Memorial Day (5/31/2010)

Independence Day (7/5/2010)

First Day of New School year (in September)

*\*Teacher retreat (last week in July/aug.)*

Labor Day (9/6/2010)  
 Veteran's Day (11/12/2010)  
 Spring Break  
 Summer Break  
 Fall Break (the week of Thanksgiving Day)  
**Winter Break (last two weeks in Dec./Jan.)**  
**New Year's Day**

*\*Dates may vary each year and additional breaks/holidays may be added and/or changed with sufficient prior notice*

*\*See school year calendar for updated holiday and break dates*

*+Parent Handbook and School Year Calendar is subject to change*

### **AMA Staff and Mandated Child Abuse Reporter:**

As a licensed child care center, we are mandated to report any signs of child abuse by state law. Child abuse is defined as an injury or a pattern of injuries to a child that non-accidental. The leadership team and CCL may conduct investigations of alleged suspected child abuse or neglect as reported and aligned with CA laws and CCL regulation. Child abuse is damage to a child for which there is no other logical reason or explanation. Furthermore, we are mandated to hold a child if a parent/guardian comes to pick up a child under the influence of drugs or alcohol, which may inhibit their ability to drive safely or care for a child. In this case, we will contact an authorized person to pick up the child.

*\*Community Care Licensing (CCL) may also interview students and/or staff on site and without prior notice to parents and school staff, and administration. This is in accordance with CCL regulation.*

### **Damage to AMA Property:**

Parents will be held financially accountable for any property damage caused by their child (i.e. broken window, screen, broken furniture, etc.) other than normal wear and tear.

### **Drop-In and Transitional Child Care Schedule {optional}:**

Depending on the previous child care experience of your child and days of care with AMA, we recommend that parents participate in a 1-2 weeks transitional child care plan at the rate of \$25/hour, if parents think it is needed for their child. Transitional time equates to additional bonding time for parents and their child, during which the parents may explain AMA norms and daily schedule. Transitional time is essential for incoming children, in that they gain a sense of security and comfort before the parent leaves for the day. The following is a sample transitional child care schedule.

**Sample New Student Acclamation Plan:** During the first two days of transitional care, we ask that parents accompany their child for a playdate of two hours (9:30am-11:30am). The child will expand his/her attendance on the second day of transitional care to half a day (with parent participation for one hour) and to a full day of care on the third day of attendance (with parent participation for 30 minutes). We ask that the final day of



transitional care be a short day with a 1-5-minute parent drop-off (9:30am-3:30pm). The goal is to help the child comfortably assimilate to his/her new school environment. The parent will participate in an average transitional drop-off time of 10-15 minutes. This will allow time for reading a short book to the child as a method for transitioning.

**\*Transitional child care rate is charged at the hourly rate of \$25.00, as drop-in care when the child is left in the classroom with the teachers and not supervised by the parent.**

*\*Do let us know if you are interested in transitional child care during the final enrollment meeting.*

### **Personal Student Belongings Policy:**

A.M.A serves snacks to students, accordingly, so please do not bring outside food to school.

\*There is absolutely no gum and candy of any kind allowed on school grounds. We appreciate your dedication in maintaining a clean and safe environment for our children. Thank you.

\*We ask that children NOT bring toys, books and other items from home and to school, unless your child would like to participate in *show & tell* during circle time on Thursday and Friday ONLY. This is possible ONLY if the teacher allows for this earned opportunity, and with ample time required for full experience of show & tell language development and fun experience.

\*Hard toys are not allowed during nap time, only a soft comforting toy will be allowed during nap time. Toys that are spooky, promote violence (weapons), and/or **make noise of any kind** may not be allowed on school grounds at any time.

**\*A.M. A does not allow balloons, drama weapons or ANY dangerous items of any kind.**

Please label all of your toys and home items, so that we may locate them in the event that they may get lost. A.M.A is not responsible for lost or damaged personal items.

### **Spanish Immersion Program:**

1. AMA will implement at least a 90% Spanish and 10% English Immersion teaching model in each classroom (Dual Immersion).

To learn more about the various models in bilingual education by clicking on the link, <http://www.cde.ca.gov/sp/el/ip/faq.asp> .

2. Parents may reinforce their child's Spanish learning at home by reading each night for 15 minutes in Spanish, singing along to songs in Spanish (see school CD), and using simple Spanish phrases and commands. More ideas for home support learning will be disclosed during the teacher and parent conference time (2X/school year)

### **Children Evaluations and Parent/Teacher Conferences:**

There will be 2 teacher and parent conferences scheduled per school year. Your child will be closely monitored for any signs of learning deficiencies, and delayed learning. We may discuss any concerns that you may have regarding your focus in child development during the enrollment meeting. If your teacher and school Director believes there is a concern in the development of a child, a parent meeting will be conducted immediately in order to discuss a plan of action for the child. Preschoolers (3-5-year old) will be

particularly monitored for developmental progress in the areas of Social and Emotional Development, as well as Self-Help skills, responsibility and cooperation. Kindergarten preparedness is essential during this stage of Early Childhood Development and graduating preschool children will participate in the currently developing Bridge-K program.

- H. Student evaluations take place twice per academic school year calendar. This is a perfect opportunity to discuss any developmental and academic benchmarks for your child. The evaluations are typically conducted in the months of October/November and March/April (TBA). **These meetings are highly recommended for 4-5-year old; however ALL families may participate with prior notice by parents.**

*\*See monthly parent newsletter for scheduled meetings*

### **Food Provisions & Alameda County Food Program Policy:**

- I. In an effort to maintain a healthy environment and fair policy for all families, we ask that children bring 2 healthy and robust snacks, reusable water bottles and lunch. We ask that you bring in food and beverage inside a neatly labeled lunch pail/box and thermos to keep food warm. Please label the child's name on the exterior of the container.
- J. A.M.A students will receive 2 healthy snacks and water, per day of school attendance. Students will be served a healthy and hot lunch daily and served with cow milk. Please see the sample meal schedule for detailed information about your child's daily meals.
- K. \*A.M. A staff will provide students with water on a daily basis and as needed. Water stations will be available for student use while outdoors playing. Hand sanitizer and facial tissue will also be available for daily student use and under teacher supervision.**
- L. *\*Junk food is not allowed on school campus, which includes juice, gum, chocolate, and candy of any kind. ~We may supply sweets during special occasions such as birthday parties, field trips, etc., and in very small portions to children without food allergies, and/or other specialized background instructions/parent consent.*
- M. NO NUTS, INCLUDING THE USE OF ALMOND MILK, AND PEANUT BUTTER.
- N. PARENTS MUST SUPPLY A BAGGED LUNCH (INSIDE DISPOSABLE BAG for field trip participation highly recommended for easy clean up) WITH A WATER BOTTLE AND WARM CLOTHING FOR ALL FIELD TRIPS. A safe car seat is required for all transportation occasions by parent supply upon enrollment.

### **Medicine Administration Policy:**

- O. All teachers will be trained in administering medicine as instructed by a physician in the student's IMS plan (asthma, or other inhaler, and/or Epipen only), however the leadership team will administer medicine personally or may supervise the administration of such urgent medicine administration. All teachers will partake in CPR and First Aid safety CCL compliance training, as well as pesticide**

**management training, and health and safety CCL training precaution within the first year of employment, and as needed.**

- P. If your child is under any prescribed medication “including emergency medicine” (EPIPEN), we ask that you fill out a Medical Administration Authorization form and Student Medical Plan (TO BE SIGNED BY A DOCTOR AND PARENTS) turn in to the School’s drop box (AT LOBBY). This form will be emailed to each parent and may be printed as needed from your home. The form must be on file before starting medicine administration. Refrigerated medicines will be placed inside designated (labeled) area inside school refrigerator. **If your medicine does not require refrigeration, medicines will be stored inside the labeled medicine cabinet (TBA). All prescribed medicines must be labeled with their child’s name, as well as assigned directions by the physician prior to administration by school teacher.** **\*\*\*One dose of medicine will be administered after lunch time regardless of medicine type. This policy also covers ALL herbal or homeopathic medicines.**

**Emergency Medical, Dental and Facility Evacuation Procedures:**

1. School staff will contact parents immediately in the event of a student medical and dental emergency, school fire and natural disaster for further pick-up instructions and child safety, and health updates.
2. In the event that we may not contact parents, or authorized pick up adults, we ask that parents supply (at least) one out of county contact that may be contacted in the event of an urgent matter—high impacting natural disaster.
3. School staff, administration, and owner will not be held responsible for the student’s medical and dental treatment of any kind, and for administering CPR/First Aid service to students.
4. Parents are fully responsible for the medical and dental treatment cost of their children during an emergency and non-emergency situation.
5. AMA Students will be relocated to Corpus Christi School campus in the event of a natural disaster causing an emergency evacuation of the school. Children will walk to the CCS under the direct supervision of AMA staff and leadership team. Parents will be contacted to pick up students from the yard area immediately. Only authorized adults listed in the BW emergency pick up list will be allowed to pick up students by showing a valid CA I.D. in hand. Parents will enter the side gate door of the play structure area on Estates Street. Street parking is available on this street.

**Show and Tell:**

1. Your child may bring an item from home for show and tell in our afternoon circle time session. Due to the high volume of students with show and tell items, your child may not be allowed to demonstrate his/her item until the following day, if needed. Children understand that show and tell is a privilege that needs to be earned by students with good behavior. This activity may be canceled by teachers, if students are having a rough day.
2. The show and tell item may only be used during the afternoon circle time and will be stored before and after show and tell inside the student art box (see teacher for details).
3. We understand that children are very excited to show and tell about their favorite toys and are willing to share with their peers. As a result, we ask that children leave all toys at

home, if they are not participating in their show and tell session. We are not responsible for any lost and/or damaged personal item that is brought from home and to school.

### **Field Trips and School Events:**

**Each classroom will participate in quarterly field trips that are age appropriate and in accordance to their school year schedule, or field trip schedule. Students must bring a healthy, labeled and disposable bag of lunch (recycled paper bag preferred) and small bottled water (also disposable and recyclable) for “vehicle transported” and non-neighborhood field trips.**

**\*\*\*\*As a reminder, parents are responsible for the application of sunblock, diaper rash cream, allergy cream and all other non-prescriptive medications, and prescribed medications (see student agreement), as needed, but not required to provide. Teachers may apply the second application, or medicine administration, if needed, and in accordance with non-prescription medicine administration policy described in the student enrollment agreement (contract). \*\*\*\***

\*Parents will arrive at school by **8:30am** on days in which students will be attending a field trip. Students will attend field trips to local parks, nature walks around the school neighborhood, and day trips to local child venues (see school calendar). Students will arrive at school ready for outdoor play by wearing comfortable clothing (layers), running shoes (closed toed sandals when needed for water play), and sunblock (if needed). **Parent chaperones will arrive by 8:00am to assist with vehicle set up (car seats) and assisting the teachers with other duties.** We appreciate parent commitment to building community and always welcome parent volunteers! :)

**\*In order to transport your child during school field trip days, parents must provide teachers with a labeled, and age/weight appropriate child car-seat, or booster seat. Leave your car seat at drop-off, and by 8:30am the morning of the field trip. \*\*\*Teachers will use their personal vehicles to transport students for all field trips, and parent volunteers may assist with this assignment, if available. Adult drivers are fully insured and licensed for child transporting. \*Each classroom will have a separate and designated field trip/school events calendar (TBA).**

*\*AMA has developed various field trip schedules, in accordance with your child’s interests and age appropriateness to provide the best possible learning adventure outcome for all students.*

### **Other Safety and Health Regulations:**

1. In order to keep a safe atmosphere for our students we ask that only adults handle doors and light switches at all times. As a precaution measure, we ask that parents maintain all school doors closed after use. In addition, we ask parents, relatives and visitors to leave shoes at the entrance of your child’s classroom and leave personal belongings in your vehicle for safe keeping. Please close ALL entrance doors to the building, and classroom doors behind you, AND after each use for the safety of the school family. Thank you very much for your cooperation.
2. **All handbags (purses) are recommended to be left in your safe vehicle.** If you have a stroller and/or car seat/booster chair to drop off for field trips, and other school events, please place it in the school lobby. Label your child’s seat and stroller. Thank you!

3. **If available, children may be provided with communal linen, blanket and pillow in the event of misplaced, damaged, or missing sleeping materials. Parents are asked to take ALL communal sleeping materials home for proper washing and (disinfecting) future use. This includes communal clothing, car seat/booster chair, toys and other communal materials that have been borrowed by students, in substitution. \*Please remember to take sleeping materials and unclean clothing home for proper washing (disinfecting). Provide wipes, and diapers/pull ups weekly.**
4. **Please wash all communal items and return back to school by the following week. Thank you!**
5. **Please help to maintain a clean school by clearing out your child's cubby and art box each day, along with taking home any "lost and found" belongings by the end of the week. Otherwise, student belongings will be donated to the school for future "communal use" of these items.**

**Other Parent Provisions:**

- a. **Parents must provide a full tuition payment by the 25<sup>th</sup> of each month via BW billing (parents pay ahead for the following month). No exceptions. Your check will be made out to Academia de Mi Abuela and delivered via online automatic (bill pay set-up) payment @ online banking (place your child name and month under "account information/MEMO") to cover start-up tuition payment fees (1st month of care + annual infrastructure fee).**
- b. Parents will fill out a survey during the enrollment meeting, in which they will describe their skills and areas of interest to determine parent volunteering opportunities. We encourage parents to volunteer a few hours per month, however it is **not mandatory**. The purpose of parent volunteering is that we want to create an atmosphere in which parents are actively included in the daily school schedule by way of achieving specific projects based on skill. We want to create a strong sense of community and provide comfort, and support for our students! We are always in need of help in the following areas:
 

~fundraising, clerical (filing and photocopying) projects, prep work for art time, washing linens/towels, light kitchen work, school advertising, maintenance (change light bulbs, repair school equipment, act.), web page (blog) historian, school photographer, gardener, cooking projects, web page maintenance, and summer program instructors, etc.
- c. In order to officially enroll your student with A.M.A, parents must fill out and sign their student enrollment agreement form in accordance with Community Care Licensing (CCL) of Alameda County law and regulation. This form will provide detailed information regarding school policy and procedure, as well as formality with regards to parent and staff communication, and collaboration. During the enrollment meeting parents will review the following forms with the school Director and answer any pending questions as a courtesy to families. The county forms below must be read, filled out and signed accordingly and by each child's parents/guardians (see CCL attached forms).

**List of Social Services Forms:**

**-parent's and child's personal rights, emergency contact information, consent for 911 medical care, medicine administration, health history, and immunization record attached to the physician's report (health form)**

**Parent's Corner, Parent Connections and School Events:**

We highly value active communication and school participation. We ask for parents to sign-in and out via BW daily and by no later than 5:30pm, and before 7:30am, M-F. Communicate your needs to the teachers directly by messaging them and the Director via BW, #1 platform of communication.

Parents must read the information that is posted in the school lobby weekly and as needed. Please read more about the latest school news for parents in the "Parent's Corner (lobby)," located in the school lobby. All updated school events, school policy changes and specialized child activities will be posted in the Parent's Corner (on cork and white board, etc.).

The school mailbox is also located inside the school lobby and the outside mailbox is located upstairs during before/after business hours. Place tuition payment, and all other fees (i.e. fundraising events such as t-shirt purchase, PJ Night, etc.) inside the indoors (preferred) dropbox as needed.

All school events and field trip--attendance must be confirmed by parents via the "sign-in" forms posted in the Parent's Corner (lobby main entrance door). School news, survey & other documentation and updates will be sent via BW messaging. Parents will receive a daily student report via BW, along with photos and video in real time for peace of mind. Please provide a full parent signature upon sign in/out via BW.

**¡Gracias y bienvenidos a nuestra familia!**  
*~Las maestras de A.M.A*





[1st serve, –free-play, outdoor play, nature walks, family fun day field trip, Art, Reading & Writing activities, Spanish/Culture immersion enrichment – Academia De Mi Abuela \(amachildcarecenter.com\)](#)

2. **Admissions Policy and Protocol Agreement:** [Admissions – Academia De Mi Abuela \(amachildcarecenter.com\)](#)

Upon enrollment, families must complete all CCL mandated child care LIC forms before the start of childcare. The LIC forms will be downloaded from the school website and completed along with the student enrollment agreement, family history application, and read the parent handbook (website content contains detailed and complete CCL regulations and AMA admissions, program description, student discipline and other safety norms mandated by CCL.)

for detailed information about AMA program policies and protocols. [Ready to Join the AMA family? Now enrolling 18-month-old students and up to 6-year-old TK/K students! – Academia De Mi Abuela \(amachildcarecenter.com\)](#)

3. **Student Discipline Policy and Protocol:**

Students will be treated with respect and as part of the A.M.A extended family. Students will demonstrate good conduct, safety, healthy habits and respect towards others. Teachers will provide students with constant support, guidance and encouragement as they learn about classroom guidelines, activity routines, school safety, and health. Teachers will redirect students as needed, especially during times of high stress and anxiety, and changes with staff/classrooms.

If your child demonstrates physical behavior that can cause bodily injury (hitting, biting, pushing, verbal “put downs {COMBINED W/ PHYSICAL INJURY}”) to others, he/she will be disciplined according to the school’s behavior management plan. The following child disciplinary policy and protocol is a comprehensive and progressive process in which families, and AMA staff will partner closely with CCL to provide the best supportive disciplinary plan to assure students are safe and healthy. The following “grounds for student dismissal plan” will be taken progressively as stated in teacher-parent conferences and shadowing days with the parent and teacher. See listed steps below for more information.

6. Two warnings, with parent notification (see student observation log for child behavior report & teacher check-ins during drop-off/pick-up)
7. Parent meeting & prevention discipline plan to be discussed (Shadowing, Redirecting & Self-Regulation tips)
8. Half day suspension
9. 1-day suspension
10. 2 days suspension
11. Expulsion from school

**\*Physical harm caused to others will result in expulsion from AMA.**

**\*A.M. A staff will under no circumstance use corporal punishment to carry out child behavior management. Parents, visitors, staff and children will be respected at all times.**

Parents will complete a student enrollment agreement and family history application, CCL mandated forms, and read the parent handbook carefully upon student enrollment.

[Ready to Join the AMA family? Now enrolling! – Academia De Mi Abuela \(amachildcarecenter.com\)](http://amachildcarecenter.com)

#### **4. Personnel Policies:**

AMA employees must undergo a CCL mandated criminal background-check as fingerprinted by the DOB, FBI and CACI. Staff will complete a CCL mandated employee health wellness screening form, LIC 503, which will confirm they are healthy and fully vaccinated to work safely with childcare center children per medical physician approval.

Employees must complete CCL mandated employment forms; LIC 9108 (statement acknowledging CA law requirement to report child abuse), LIC 9052 (employee rights), and LIC 508 (criminal record statement confirming absence of former or current criminal record on file with DOB/FBI/CACI). Staff must complete CDSS mandated CA child abuse reporter training before commencement of employment. Staff must report suspected child abuse or neglect to a school administrator, followed by CPS and CCL immediately as mandated by CA law, and CCL regulation per pursuant to “Penal Code section 11166.”

Employees are required to complete 18 ECE units (see LIC 9095, infant/toddler/school age mandatory classes) to qualify as a credentialed and highly qualified teacher of designated classrooms, pesticide management online training, CPR and First Aid training, and child development childcare center code of ethics employment online coursework before start of employment with AMA.

Mandatory monthly staff professional development training is required, as well as taking a “self-growth/care” day to focus on mental health, reading and online CCEI coursework completion. Staff will work from 7:00AM-6:00PM per staggered work shifts such as; 7:00am-3:30pm, 8:00am-4:30pm, 8:30am-5:00pm, 9:00am-6:00pm, and 9:30am-6:30pm, Monday-Friday with ample co- head teachers working in classroom teams to meet CCL mandated safety norms of teacher-student ratio.

#### **5. Daily Student Activity Schedule**

SCHEDULE	ACTIVITIES
7/8am-9:00 am	Drop off / Free Play
9:00-9:35 am	Potty break/snack time
9:35-10:15am	Outdoor Play Time (40min)
10:15-10:50 am	Circle Time / Art

10:50-11:10 am	Potty break/wash hands
11:10-11:50 am	Lunch time
11:50 -12:10	Potty break/Diaper change / Story time 
12:10-2:30pm	Nap time
2:30- 3:00pm	Beds clean-up/Diarios (30min)
3:00-3:30 pm	Potty break/PM Snack
3:30- 4:30 pm	Free outdoor playtime
4:30-5:30/6 pm	Indoor Center Rotation

#### 6. **Preschool Program Schedule (AM)**

SCHEDULE	ACTIVITIES
7/8:00-8:30am	Drop off / Free Play
8:45-9:15 am	Potty break/Snack time
9:30-10:00am (15 minute transition rotation)	1st rotation group: Circle Time / Art <b>1st rotation group:</b> Outdoor Play Time (30 minutes)
10:15 -10:45am (15 minute transition rotation)	2nd rotation group: Circle Time / Art <b>2nd rotation group:</b> Outdoor Play Time (30 minutes)
11:00-11:20am	Potty break/wash hands
11:20-12:00pm	Lunch time (40 min)
12:00 -12:15pm	Potty break/ Story Time
12:15-2:15pm	Nap time

2:15- 2:30pm	Beds clean-up/Diarios
2:30-3:00 pm	Potty break/wash hands
3:15-3:45 pm	PM Snack
4:00-4:30 pm (15 minutes transition Rotation)	Indoor Center Rotation, <b>1st rotation group:</b> Outdoor Play Time (30 minutes)
4:45-5:15pm/5: 30-6:00pm (15 minutes transition rotation)	Free Outdoor playtime, <b>2nd rotation group:</b> Outdoor Play Time (30 minutes)

↻ blended learning and emergent intercultural curriculum, performance & visual arts enrichment, hands-on & discovery free play, Spanish (Culture, Community and Family Values) Immersion, socio-emotional & leadership development-learning goal oriented. Each student group rotates the indoor and outdoor classroom spaces individually and partakes in age appropriate and child centered activities.

=high chair, crib, sleeping cot, drinking bottle, formula/milk, and special diet-food and diapering materials will be provided by the child's parents.

=caterpillar, grass area and small play structure/slide and other young child toys will be provided appropriately and safely.

#### 6. Student Monthly Tuition Fees:

#### YOUNG PRESCHOOLER PROGRAM, 2-3 years old/Part-Time Rate, 8:00AM-5:00PM:

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2 days per week=\$800/month, 3 days per week=\$1,000.00/month

*\*Parents will supply weekly supply of diapers/pull ups, wipes, extra clothes, indoor shoes, sleeping mat and linens, 72-hours emergency backpack, reusable water bottle, formula +supplemental snacks/lunch (if needed)*

*<enrichment + materials + toilet training*

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#### YOUNG PRESCHOOLER PROGRAM, 2-3 years old/Full-Time Rate, 8:00AM-5:00PM:

4 days per week=\$1,800.00/month, 5 days per week=\$2,000.00/month

*\*Parents will supply weekly supply of diapers/pull ups, wipes, extra clothes, indoor shoes, sleeping mat and linens, 72-hours emergency backpack, formula +supplemental snacks/lunch (if needed)*

*<enrichment + materials + toilet training*

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**SENIOR PRESCHOOLER/TK PROGRAM, 3-4 years old/Part-Time Rate, 8:00AM-5:00PM:**

**\*\*\*\*MUST BE FULLY POTTY TRAINED + BASIC SPANISH COMPREHENSION\*\*\*\***

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2 days per week=\$600.00/month, 3 days per week=\$800.00/month

*\*Parents will supply extra clothes, wipes, indoor shoes, sleeping mat and linens, 72-hours emergency backpack, 2 healthy snacks and lunch, reusable water bottle.*

*<enrichment + materials*

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**SENIOR PRESCHOOLER/TK PROGRAM, 3-4 years old/Full-Time Rate, 8:00AM-5:00PM:**

**\*\*\*\*MUST BE FULLY POTTY TRAINED + BASIC SPANISH COMPREHENSION\*\*\*\***

4 days per week=\$1,600.00/month, 5 days per week=\$1,800.00/month.



*\*Parents will supply extra clothes, indoor shoes, sleeping mat and linens, 72-hours emergency backpack, 2 healthy snacks and lunch, reusable water bottle.*

*<enrichment + materials*

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### **Half-Day Schedule and Tuition Discount:**

~AMA offers an AM half day schedule from 8:00am-1:00pm OR 1:00pm-5:00pm at a discounted tuition rate of -5%. This discount applies to all classrooms, except the PM school-age program (see after-school enrichment rates) and applied towards each student. Parents must provide two snacks, lunch, nap time mat and linens, diapers/pull-ups and wipes, and a reusable water bottle.

### **Enrollment Tuition Fee (slot reservation payment):**

The infrastructure fee of **\$575.00** is due upon child enrollment for students attending 4-5 days/week for F-T care, or **\$475.00** for P-T students attending 2-3 days/week, or **\$375.00** for half day schedules. This is a **non-refundable and yearly infrastructure fee.** This tuition rate is charged per participating child and is due, with that of the first month of tuition on the day of the enrollment meeting and by March 1st of each year (per enrollment renewal/child). Once parent submit a full tuition payment and enrollment documents, and materials, the student will have a reserved childcare slot as indicated in the student enrollment agreement (contract). There is a **\$75.00 waitlist application fee** in order to be placed on the AMA official waitlist (contact AMA monthly to refresh waitlist interest). **NOTE: AMA's school aged program requires a \$275.00/F-T student enrollment fee, OR \$175.00/P-T student enrollment fee upon submittal of student enrollment contract (download from school website @ Admissions = student enrollment agreement), family history application and ALL LIC social services forms. Financial Aid is available on a**

*first come first serve basis, including -5% off half-day schedule OR elementary school sibling tuition discount, and -10% off sibling discount for preschool students.*

### **Drop-In and Transitional Child Care:**

Drop-in childcare is available on a first come and first serve basis and ALL students must be fully enrolled with AMA to participate, including siblings. There is a drop-in fee of **\$25.00/hour** for all childcare that is considered drop-in or transition childcare for new acclimating students (see enrollment contract for details). Tuition payments must be made via bright wheel autopay ACH billing.

### **Sibling Tuition Discount:**

**The sibling discount does not apply to the enrollment fee.** The first child pays full price at the highest rate, while the additional (second) sibling pays -5% (school age) or -10% below the daily permanent and monthly childcare tuition rate.

**Absolutely no childcare schedule changes (swapping days of care) including swapping barter agreement days of work, no refunds and prorated tuition due to child absence (vacation) will be honored.**

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### **Financial Aid Assistance and Subsidized Families:**

- **Scholarship/bartering work hours, subsidized tuition rates/out of pocket tuition payment, and sibling discount may not be substituted, combined or traded in anyway. No exceptions. Bartering families will make up missed bartering work hours regardless of reason for child's/parent's absence within the next week of care to maintain active childcare. Childcare will be paused**

or terminated due to missing bartering hours and unpaid/delayed subsidized payment without prior notice, no exceptions.

- *Financial Aid assistance can be available for low-income families on a first come and first serve basis and depending on the urgency of need for the family.*
  - **NO ONE IS TURNED DOWN FOR FINANCIAL HARDSHIP, scholarships are very limited, first come-first serve based on childcare availability.**
  - **Parents will pay out of pocket for late pick up, payment fees and/or other tuition charges, including covering “full tuition rate” difference not covered by subsidy agency per month, including during holidays/school breaks. NO exceptions. BW automatic ACH payment is due by 25<sup>th</sup>/month (parents pay ahead for each month of childcare).**
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### **Tuition Payment and Bartering Provisions for Subsidized/Scholarship Families:**

- Parents will provide an annual infrastructure fee and monthly tuition fee by the 25<sup>th</sup>/month. Childcare services will not be provided for missing tuition payments, including short/missing subsidized monthly tuition. Bartering work hours will also be completed by the end of each month. Tuition will not be prorated during school holidays, breaks, personal absences, vacation, etc. Tuition is due via BW auto-pay billing. No exceptions.

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### **Admissions and Waiting List Policy:**

There is a non-refundable and one-time student application fee of \$75.00child, who will place you on the student enrollment waiting list. Your check/PayPal payment

(processing fee covered by family) will be cashed upon receiving the waiting list application, also known as the family history application. **To lock in your student's slot for either immediate care services, or future services, parents will submit a full tuition payment, contract, ALL LIC Licensing forms, and family history application. AMA may enroll new families as far out as up to 12 months in advance per enrollment capacity availability, first come and first serve. Early planning is key to assure enrollment placement for your student. Rolling admissions is available during the calendar year.**

\*TO BE PLACED ON A FORMAL WAITLIST for childcare needed in 12 months out: E-mail a family history application with an attached child photo and the application fee of \$75.00 (Zelle to 510.409.9771) to ATTN: leadership team, amachildcarecener@gmail.com

\*We contact families on the waiting list according to a first come and first serve basis and we do not discriminate based on sex, gender, social and economic status, sexuality, etc. Provide three various childcare schedules (P-T care only) in the waiting list application. The family's top choice in childcare schedule will be seriously considered.

\*We will offer childcare slots on a first come and first serve basis and according to schedule availability, teacher to student ratio, childcare capacity (licensing), and gender/linguistic diversity (etc.). AMA is open year-round and offers rolling admissions.

### **Enrollment Meeting and Reserving Future Care:**

A complete enrollment packet, family photos, emergency packet items, and ALL tuition fee (enrollment packet, annual infrastructure and the first month of care tuition fee) are due upon the day of the enrollment meeting with both parents. Napping, diapering (clothing, shoes, socks, jacket, etc.) and a reusable water bottle

are also due upon the first day of permanent childcare. See school web page for updated enrollment details. \*See check off list posted on the school web page for dS\*\*\*\*\*

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**Late Tuition Payment, Early Program Exit & Bounced Check Policy:**

There is a \$50.00 late tuition payment fee, **\$100.00 early school exit fee**, as well as a \$35.00 bounced check fee. After the second late day, you will accrue a \$25.00 late charge fee for every day that your full tuition payment is late. Your late fees will be included with your monthly tuition payment, along with any additional charges due to increased attendance, and are due by the first of the months. There is a \$2.00/minute late pick up fee. **No temporary childcare schedule changes and/or permanent childcare schedule changes will be permitted at any time. NO breaks in care for more than 2 weeks and up w/out doctor note. ALL PAYMENTS ARE DUE BY THE 25<sup>TH</sup> OF EACH MONTH.**

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**Student Supplies and Equipment Provisions:**

~Parents will provide 2 robust and healthy snacks, lunch and formula (if needed due to food allergies, etc.) and reusable water bottle (filtered feature recommended), indoor soft sole shoes, sleeping mat and linens, weekly supply of clothing, art top, water play clothing/shoes/towel, weather appropriate layered clothing/shoes, diapers, sweatpants and pull-ups, and wipes for potty training.

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**Other Enrollment Requirements and AMA policy:**

-WE ARE A NO NUTS SCHOOL, SO PLEASE NO PEANUT BUTTER, ALMOND MILK, ETC.

\*\*\*\*\*All these items will be placed inside a child sized (small) backpack, which will be fully labeled with your child's first and last name. Do restock and clean out your child's backpack, and cubby storage space daily. Your child will wear comfortable clothing and closed-toe shoes for daily active, outdoor activities. NO TOYS, NO TECHNOLOGY, NO GUM & NO SWEETS PLEASE. THANKS!

- Medicine will not be administered by AMA staff. Parents must administer medicine before dropping off, at lunch time and at pick up, as needed.

**\*Students with food allergies and/or chronic medical illness must have an IMS signed by her/his physician and Meds must be stored inside original distribution package, containing student's name on the front cover before starting care at AMA. The LIC medicine admin. form must be completed and physician's report before starting care at AMA.**

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#### EARLY STUDENT GRADUATION, RETENTION AND OTHER CLASSROOM CHANGES:

-Socio-emotional development and toilet training may be assessed, before promoting the child to the next grade level (classroom), OR with holding the child back a school year (TBA). -Child assessment for an early promotion and transition promotion-plan will be permitted subject to teacher and administration recommendation, and with parent notification. -Children may participate in group activities in other classrooms and may be combined during the early morning and late afternoon school hours due to less children and less staff capacity. -In the event of understaffing, the Director (**Cynthia Reimann, 510.409.9771**) may participate in the coverage of classrooms and classroom combinations may be permitted for proper child supervision, and staff-to-child ratios. This accommodation may occur at any given time and without prior parent notification, as needed for optimal student supervision.



IN WITNESS WHEREOF, this Amendment has been executed and delivered to the legal guardians/parents of the enrolled AMA student.

\_\_\_\_\_  
Legal Guardian/Parent #1 Signature                      Printed Name:                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Guardian/Parent #1 Signature                      Printed Name:                      \_\_\_\_\_  
Date

\_\_\_\_\_  
AMA Director Signature                      Printed Name:                      \_\_\_\_\_  
Date

\_\_\_\_\_  
AMA Leadership Team Signature                      Printed Name:                      \_\_\_\_\_  
Date