

# HASLETT CHILD DEVELOPMENT CENTER PARENT POLICY BOOKLET

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Tax identification number: 38-2070915

## HASLETT CHILD DEVELOPMENT CENTER . . .

- ★ is licensed by the State of Michigan.
- ★ is a non-profit, tax-exempt organization.
- ★ operates twelve months a year - Monday through Friday from 7:00 A.M. to 6:00 P.M.
- ★ provides a warm atmosphere in which each child can experience growth in his or her social, emotional, physical, and intellectual development.
- ★ is open to all children from the age of 6 weeks through 6 years. HCDC does not discriminate on the basis of race, color, religion, national origin, disability, or gender in admission to, access to, or operation of its programs, services, or activities.
- ★ is an equal opportunity employer.
- ★ is accessible to individuals with disabilities.

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1975-2017      42 Years of Service



HASLETT CHILD DEVELOPMENT CENTER  
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## PROGRAM INFORMATION

### Mission Statement

It is the mission of Haslett Child Development Center to provide high-quality care in a safe and nurturing environment.

### Program Philosophy

Haslett Child Development Center is a play-based program designed to support and strengthen family life as a unit by providing high-quality childcare care and education for young children. Our primary goal is to encourage and support the total growth of the child. HCDC uses a developmentally appropriate curriculum and methods of assessment that guide individual and group educational and developmental goals.

At HCDC, we believe children learn using a variety of materials that aid achievement of developmental goals in the five domains of development: physical, social/emotional, cognitive, communicative and adaptive.

### Program Governance

Our Center is licensed by and adheres to the laws and standards set forth by the State of Michigan. Day-to-day operations are the responsibility of the Director. The HCDC Board of Directors is responsible for all policies and procedures set forth. Membership on the Board includes elected officers, parent and staff representatives, as well as any other interested individuals. Staff representatives shall always include the Director. The Board meets at least once per quarter to discuss the progress of the Center and to approve all policies pertaining to the operation and budget of the Center. Haslett Child Development Center's financial records are open to the Center's Board.

### Parent Involvement

Family involvement and communication is a cornerstone of an educational foundation at HCDC. Daily infant and toddler logs are available for families as well as informal communication through newsletters, email and our Facebook page. Formal communication is offered through family/teacher conferences which are held twice per year.

Parents are always welcome and encouraged to visit the center. There are several ways parents can be involved in their child's education:

- Serving on the Board of Directors
- Bringing in special snacks for birthdays or holidays
- Making things for the Center (curtains, puppets, etc.)
- Serving on committees (fundraising, playground improvement, etc.)
- Volunteering or sharing personal interests and talents in the classroom

### Licensing Notebook (Child Care Organizations Act, 1973 Public Act 116)

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports, and all related corrective action plans (CAPs) developed on and after May 27, 2010, until the license is closed. HCDC's notebook is available for parent review during regular business hours. Licensing inspection and special investigation reports from the previous two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

# CENTER OPERATIONS

## Hours of Operation

HCDC is open year-round from 7:00 a.m. to 6:00 p.m., Monday through Friday. The Center will be CLOSED for the following holidays:

- New Year's Day and the day before OR after
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day AND the day after
- Christmas Day and the day before OR after

## Enrollment

Prior to attendance, parents must complete and return all enrollment forms and submit the registration fee and annual supply fee.

Please provide a two-week written request to change a child's attendance schedule. We will make every effort to accommodate a change of schedule, but may be unable to due to classroom ratios.

Two weeks' notice (in writing) must also be given in advance of withdrawing your child from the program. If no notice is given, parents will pay the originally agreed payments for the two weeks unless the child's place can be filled with another child.

## Change of Student Information

The Center requires immediate notification for changes in work or home address, work or home phone number, name, emergency contact information or health status. All emergency cards must also be updated annually. This information should be submitted in writing to the Director.

## Arrival and Departure Policies

Parents must accompany children to and from their child's classroom and inform the staff when they are picking up a child. All children must be signed in at the time of drop off and signed out at the time of pick up. Children will only be released to parents/guardians or people listed on the emergency card. Notice must be given to the director if a child is to be picked up by a person not designated on the emergency card. Anyone picking up a child may be subject to a check of his or her picture identification. We do this to protect the children in our care! If a person without permission attempts to pick up a child from care, the center reserves the right to call the police in the matter.

When the parent (or other authorized person) does not arrive by 6:00 P.M. to pick up a child, an HCDC staff person shall make reasonable efforts to telephone a parent and person(s) listed on the child's emergency card. For the protection and well-being of the child, and out of respect for closing staff, if a guardian cannot be reached who is willing and able to pick up the child by 6:30 P.M., the staff person remaining at the Center with the child is authorized to call the Michigan Department of Protective Services to arrange for pick-up of and care for the child. The staff person must make such a call to the Michigan Department of Protective Services no later than 8:00 P.M.

## Custody Situations

In cases of custodial situations, the custodial parent must be the parent to fill out the registration papers and emergency cards. In cases where the non-custodial parent is not allowed to have contact with the child, HCDC will need a copy of the divorce decree or restraining order. The Center also needs to be notified of any changes in custody arrangements.

### Late Arrival and Absences

HCDC requests that parents notify the Center when the child will arrive late or will be absent. Please call the Center before 10 a.m. on the day of absence or let the lead teacher know in advance of a planned late arrival or absence. Due to staffing and ratios, we may be unable to accommodate children arriving in the late afternoon without notification before 10 a.m.

### EMERGENCIES AND SCHOOL CLOSINGS

Tornado and Fire procedures are posted in each classroom, and are on file in the director's office. In an emergency, the parents/guardians will be called to pick up children as soon as it is safe to do so.

The center will always try to remain open during inclement weather; however, sometimes closing cannot be avoided. Any HCDC closings or delays, due to bad weather, will be reported to WLNS and Fox 47 television stations and will be listed on their website. In addition, parents will receive an email by 6:00 am and the closing will be posted on our Facebook page.

**PAYMENT IS EXPECTED FOR ANY SNOW DAYS OR OTHER EMERGENCY SCHOOL CLOSINGS.** If HCDC is closed for more than three snow days in a given winter season, tuition will be waived.

### Tuition and Fee Policies

1. **REGISTRATION AND SUPPLY FEE:** There is an initial one time per family \$50.00 registration fee (non-refundable). There is also a \$100.00 annual supply fee paid at the time of enrollment. The supply fee is pro-rated based on the date of enrollment, and is renewed on September 1<sup>st</sup>. This fee is NOT refunded if your child does not attend.
2. **TUITION:** Each child's tuition will be assessed on the basis of the child's weekly attendance schedule. Tuition will be assessed in full, regardless of a child's reason for absence. All absences due to illness, holiday, inclement weather, or vacation (other than the contracted number of vacation days), will be charged to the family account. A new fee agreement will be signed each year or when fees change due to schedule changes.
3. **LATE PICK-UP FEE:** If a child is picked up after 6 PM, a \$10.00 fee for every five minutes or portion thereof will be charged. Parents are encouraged to call if they know they will be late. The fee will remain in effect even when a parent calls ahead to say that they will be late. Pay this fee with your next tuition check. The parent's and/or staff member's cell phone will be the clock to determine if you are late and by how much. Parents will sign and receive a copy of the late pick-up form.
4. **DHS CHILDCARE ASSISTANCE:** Parents receiving childcare assistance from DHS are required to pay any remaining balance in full.
5. **STUDENT VACATION POLICY:** The tuition fees will be waived for vacations only if:
  - a) The child will be absent for a ONE FULL WEEK and
  - b) TWO WEEKS NOTICE is given IN WRITING.
  - c) Families will be allotted one week per year for vacation which will be considered tuition free. This week may be taken at the family's discretion, when a two week notice is given in writing.
6. **SUMMER HOLD FEE:** Families wishing to take the summer off with the intent of returning the following fall, will be assessed a holding fee of 50% of the regular weekly tuition. This fee serves to reserve the space for the fall and is to be paid biweekly. There is a 5% discount if the fee is paid in full at the beginning of the summer. This fee is nonrefundable.
7. **SIBLING DISCOUNT:** Families with two or more children enrolled full-time will receive a 5% discount on total weekly tuition for each additional child. Full tuition will be charged to the youngest child; discounts will be applied to the oldest child(ren) enrolled.
8. **TUITION PAYMENTS:** Payments made by check or money orders can be placed in the locked drop box outside the Director's office. Parents may also sign up for automatic ACH withdrawals or credit card payments, or make online payments. Please contact the Director for assistance in registering for these services.

9. RETURNED CHECK FEE: If a check is returned for non-sufficient funds, a fee of \$40.00 will be charged for each return of a check.

10. LATE FEES: The penalty fee for late payment is \$25.00 per week. Tuition MUST be received within 3 days of the due date to be considered on time. If tuition becomes two weeks overdue, a notice will be sent from the Director. Receipt of the notice will be presumed, if the notice is sent using contact information provided on the emergency card. This notice will indicate the balance due according to the Center's records:

- If this does not agree with your records, please notify the Director.
- If the balance is correct, your payment will be expected immediately.
- If the Director is not notified of a mistake and no payment is received within the third week, services will be terminated at the end of the third week.
- If you withdraw your child from the Center with an overdue tuition bill, the bill will be turned over for collection unless an acceptable payment is received weekly until the balance is paid off. The payment schedule is determined by the Director.

### Toys From Home

The center would like to discourage bringing toys from home. Toys brought from home are often difficult to share and may easily become lost or broken. Special stuffed toys or blankets are fine to bring for use during rest/nap time.

### Birthday Policies

Birthday refreshments may be brought to celebrate your child's birthday for either a snack or at lunch. Let the Director or Lead Teacher know a few days in advance so that we can plan accordingly and you can find out how much to bring.

Keep in mind that our meals and snacks must meet USDA standards. Acceptable treats include: muffins, cookies, donuts, brownies, fresh vegetables with dip, soft pretzels, finger sandwiches, bagels, cheese, a special cracker or an unusual fruit (watermelon, pineapple, etc.). NO CANDY PLEASE!!

### Clothing

We spend much of our day in active play. Please send your child in clothing that is comfortable, can get messy, and is easy to put on and take off for bathroom needs. We ask that parents supply a complete change of clothing (extra outfit, underwear, socks and shoes) in the case of spills/accidents. Please clearly label all of your child's belongings with his/her first and last name.

We will go outdoors every day that the weather permits. Children should bring appropriate clothing for outdoor play as needed. This includes boots, snow-pants, hat and mittens. We will only stay inside if it is raining or if the temperature falls below 20 °F .

## HEALTH POLICIES

### Injury/Accident Reports

Parents will receive a written incident report any time your child gets a bump, bruise, scrape or other minor injury. The report will explain what occurred and the actions taken. In some instances, parents may also receive a phone call.

### Emergency Medical Treatment

HCDC staff are trained to recognize and respond appropriately to medical emergencies. Staff members have training in infant and child CPR, first aid, and basic infection control policies. If a child is seriously injured and needs emergency medical treatment, we will call 911 and then contact a parent immediately.

## Health and Wellness Procedures and Guidelines

Your child's health is extremely important to us. Upon enrollment, you will receive a health form that must be completed and signed by a physician and returned with a copy of current immunizations. Please update immunization with the office as they are administered. Health forms must be updated annually for children 0-29 months and every 2 years for children 30 months and older.

A daily health evaluation is given to each child upon arrival at school. It is our desire to be partners in keeping your child happy and healthy, and to do so, we will take the following steps:

- I. Make every effort to communicate with you regarding the health issues at the Center.
- II. Enforce hand washing procedures for staff and children, including hand washing upon arrival into the classroom.
- III. Ensure that diapering is carried out in a designated area.
- IV. Carry out daily washing and disinfecting of materials and surfaces between uses.
- V. Keep room temperatures at a comfortable level and air out classroom frequently.
- VI. Enjoy time outdoors each day throughout the year, unless prevented by inclement weather.

## Sick Policy

Please call whenever your child will not be in as planned. It is the Center's policy to not care for sick children who may be contagious or who have physical symptoms that require one on one care.

Michigan law requires childcare centers to report the possible occurrence of communicable disease to the local health department on a weekly basis or more frequently if a serious communicable disease or outbreak is suspected. To assist in this reporting and to prevent the spread of illness, please be specific when reporting your child's absence. When calling in your child's absence, please include the following information:

1. Your child's name
2. A description of your child's symptoms (such as vomiting, fever, rash, diarrhea)
3. The type of illness if known and who identified the illness
4. Your name and phone number

Please inform the center if the suspected illness is later confirmed by a physician.

If your child becomes ill during the day, you will be contacted immediately. Parents must make other arrangements for their child if he/she shows signs of any of the following:

- A. Fever: A fever is indicated by an auxiliary temperature of 100 degrees Fahrenheit or higher. If a child has a fever or has had a fever in the past 24 hours, he or she should not be brought to the Center. Presence of a fever is reason to call a parent to remove the child from care.
- B. Discharge from eye: Children who have a discharge from the eye that is thick and green or yellow may need to be treated by a physician. Conjunctivitis is very contagious. Even under treatment, children need to remain home until their eye is completely clear.
- C. Vomiting/Diarrhea: If your child has vomited or has had severe diarrhea in the last 24 hours, he or she may not attend school. Please do not bring your child to the Center if these symptoms have occurred in the last 24 hours. If a child exhibits repeated (2 to 3) episodes of vomiting or diarrhea at school the child cannot remain in care and the family will be notified for pick up.
- D. Rashes: A child with an unidentified rash should not attend school until the rash is identified and/or confirmed to be non-contagious by a physician. A child will be sent home if an unidentified rash appears while in care. A child with a rash must have a letter from his or her physician stating that the rash is not contagious to others.
- E. Communicable Disease: If your child shows any symptoms of an infectious disease (for example head lice, pink eye, ring worm, thrush), the child cannot remain in school. If Communicable Disease symptoms are present, generally, children must be picked up immediately and cannot return to the Center without:
  - a) A physician's note, stating that the child does not have the condition, or



- b) A physician's note with a diagnosis, stating the child has been treated for the condition and is presently not contagious to others. HCDC will abide by time periods designated by the Michigan Department of Public Health. The child cannot return to school earlier than this standard, even with a physician's note.
- F. Bacterial Infection: If a child has tonsillitis, bronchitis, pneumonia, strep throat, or an ear infection that is being treated with antibiotics, they may return to the Center after they have been on the antibiotics for a period of 24 hours.
- G. Viruses: Certain viruses have a definable infectious period (for example, chicken pox can be contagious for 5-6 days after the rash appears). It would be helpful to consult your physician about the length of time your child may be contagious to others.

### Returning to School after an Illness

The following guidelines will be followed to determine when a child can return to the center after an illness:

1. A child must be fever free for 24 hours without fever reducer.
2. A child has been on antibiotics or other medications prescribed by a physician for 24 hours.
3. A child has had no episodes of vomiting or diarrhea for 24 hours.
4. Symptoms relating to thick nasal discharge or coughing have ceased or 24 hours of antibiotics or prescription medication has been given.
5. Rash has subsided or has been confirmed as not contagious by a physician and that physician has provided a written note stating so.
6. Written notification from a physician that the child is not contagious to others and is able to return to the center.
7. Eye discharge is no longer present or has been judged bacterial by a physician and treated with 24 hours of antibiotic treatment with a physician's permission.

### Posting Illnesses

If we are aware that your child has been exposed to a contagious illness, we will post a notification on the classroom door of the reported illness. This note will also list symptoms to watch for. We will always maintain appropriate confidentiality on behalf of the ill child.

### Outdoor Play After Illnesses

Pediatricians recommend daily fresh air, sunshine and exercise for children, even when they are recovering from an illness. When children are well enough to return to the center, they are also well enough to benefit from mild exercise outdoors.

### Medication

HCDC will administer medications only with written authorization from a physician and the parent. This includes both prescription and over-the-counter medications. All medications must be dispensed from their original containers. Prescription medications must display a label that clearly states the child's name, date, doctor's name and the prescribed dosage.

Authorization forms are available from each classroom. These forms will allow staff members to administer over-the-counter medications for a six-month period with the parents' approval. At the end of those six months, a new form must be completed even if the medication has not changed.

Medications are to be carried into the Center by the parent and handed directly to the lead teacher or director. For safety, medication is stored in the kitchen at all times.

Please note: Sunscreen, chapstick and diaper ointment are considered an over-the-counter medication and require a completed medication form.

### Injury/Accident Reports

You will receive an incident report any time your child gets a bump, bruise, scrape or other minor injury. The report will explain what occurred and the actions taken. If a child is seriously injured and needs emergency medical treatment, we will call 911 and then contact parent immediately.

## DISCIPLINE POLICY

### Redirection Techniques

Rules and consequences are a reality of everyday life. Discipline is NOT punishment, but a means to encourage self-control and personal responsibility for one's own actions. The staff at HCDC work hard to maintain consistent, reasonable rules and boundaries for the children, as well as to model and encourage appropriate behavior.

At no time will physical punishment such as spanking, pinching, or slapping be used on any child while in care. Staff members will not intentionally humiliate or shame a child. Children will never be denied meals, snacks, rest, or use of toilet facilities as a means of punishment.

Staff members will use the following techniques to help children develop appropriate behaviors:

- Positive reinforcement- Staff members will focus on things children are doing right, rather than on negative actions.
- Choices- Children are given a choice of two or three desirable behaviors. Example: If a child throws sand at another child, the choices offered would be "You can keep the sand in the sandbox OR you may play on the slide."
- Positive phrasing- Staff will comment in a positive rather than a negative phrase. Example: "Walk in the classroom" instead of "Stop running."
- Supervision- Staff members will keep close supervision so they may intervene and stop a negative behavior from occurring.
- Problem solving- Staff will support children in finding alternative methods for expressing feelings and desires.

To promote problem solving and conflict resolution, the staff will:

1. Approach the situation calmly and stop any hurtful actions.
2. Acknowledge children's feelings.
3. Gather information, focusing on that what the problem is rather than understanding the reasons behind it.
4. Restate the problem
5. Ask for solutions and choose one with the children involved.
6. Give follow-up support as needed

Adults respect children's ideas for solving problems, even if the options they offer don't seem fair to adults. What's important is that children agree on the solution and see themselves as competent problem-solvers.

### Problem Solving Steps by Staff and Families

1. Observation of a concerning behavior will be documented and assessed using the Ages and Stages/Social-Emotional (ASQ) assessment tool.
2. If the observed behavior falls into a category of concern and/or the behavior persists for more than two weeks, the family will be contacted for an in person conference with the Director and their child's teacher. This is an important part of the problem solving process as this allows open communication between staff and the family, and provides a forum to discuss solutions.

3. Staff and the family conference, with open communication. Teachers provide documentation of concerning behavior as well as relevant anecdotal notes.
4. If a recommendation is made for outside services or evaluation, the family has 30 days to follow up on recommendations.
5. Staff and the family reassess within 30 days of the first conference.
6. If the family does not follow up within the 30 day period, and the behavior persists, causing harm to staff or other children, HCDC reserves the right to terminate enrollment.

### Parental Concerns/Questions

Our staff is instructed to address questions or concerns about a child's behavior in the absence of children present. We want to foster a climate of respect by giving you, and anyone who might hear us talking, positive feedback. If we have any concerns about your child, we will call you during the day, leave a message or send a message via email. If you have any questions or a concern, call the Center or send your child's teacher or the Director an email. Communication is usually returned within the same business day, however, please allow 24 hours for a reply. If questions or concerns cannot be resolved through informal communication, a face to face conference with your child's teacher and the Director can be arranged.

## FOOD PROGRAM

### Food Service

HCDC provides breakfast, a morning snack, lunch, and an afternoon snack; there is no additional fees for meals. The menu is posted near the entrance. Please inform the center if your child has any known food allergies.

- BREAKFAST has three components: 1) milk, 2) a fruit or vegetable, and 3) a cereal product (e.g., milk, OJ, and Cheerios).
- LUNCH has five components: 1) milk, 2) a grain product, 3) a fruit, 4) a vegetable, and 5) a protein (e.g., milk, bagel, apple, broccoli, and meatloaf).
- SNACK has two of the following components: 1) milk, 2) a grain product, 3) a fruit or vegetable, and/or 4) a protein.

All food and beverages provided by parents and brought into the center must be labeled with the child's first and last name and date. All perishable food will be returned to parents at the end of the day or discarded.

### Non-Discrimination Statement

- In accordance with Federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
- The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)
- If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form.
- You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of

Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

- Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).
- USDA is an equal opportunity provider and employer. (Rev. 6/2013)

## HCDC STAFF MEMBERS

### Staff

HCDC staff members are committed to providing children with quality care and developmentally appropriate opportunities. All staff members have completed a State Police Criminal History Search and a Child Abuse/Neglect Central Registry clearance, and their qualifications exceed the requirements of the State of Michigan Children and Adult Licensing Division. It is HCDC's policy to go above the state of Michigan's licensing standards by requiring staff members to obtain 24 hours of annual professional development training, of which 3 of the hours focus specifically on cultural competence and inclusive practices.

### Health Requirements of Staff

Each member of the staff undergoes a health screening, including a tuberculin skin test, as is required by licensing. Staff members will follow the same guidelines as expected of children when determining when to be excluded from the work place due to health concerns.

### Hiring Staff Outside of HCDC Policy

The hiring of HCDC staff persons by parents for employment including, but not limited to, child care/baby-sitting outside of the Center is strongly discouraged. HCDC assumes no responsibility for actions of employees outside of the scope of their employment at HCDC. Any problems or disputes that arise between a parent and a staff member or between a child and a staff member outside of HCDC could lead to professional conflicts for staff members, compromise confidentiality of personal information, lead to favoritism, and/or create an environment where coercion of the staff member occurs.

### Child Abuse or neglect Reporting

HCDC staff members are mandated to report all suspected cases of child abuse and/or neglect to the appropriate authority as required by law.

HASLETT CHILD DEVELOPMENT CENTER PARENT POLICY  
AGREEMENT

I/We \_\_\_\_\_ and \_\_\_\_\_  
(please print) (please print)

hereby acknowledge receipt of Haslett Child Development Center Parent Policies and

Procedures. As parents/guardians of \_\_\_\_\_

we understand it is our responsibility to adhere to all policies and procedures outlined in  
the Parent Policy Handbook.

\_\_\_\_\_  
Parent of guardian signature Date

\_\_\_\_\_  
Director signature Date

\_\_\_\_\_  
Parent or Guardian signature Date

\_\_\_\_\_  
Assistant Director signature Date