

The Acorn – A School for Young Children

Information and Required Forms for the 2016-2017 School Year

Thank you for reading this important information and completing all required forms. Please make sure that every space on each form is filled. Rather than leaving something blank, please write NONE or NOT APPLICABLE. All forms need to be completed and ready to give to your child's teacher at the home visit.

Letters for Parents:

- Class introductory letter
- Policy Information
- Allergy letter
- Extended Day Verification: If you have enrolled your child in one of our extended day programs, please verify with your child's teacher at your home visit.

Forms:

- Student Directory Information
- Permission Slip, Acknowledgment of Receipt of Policies
- Health Form, as required (sent to you in the spring; available in "Print out Your Forms" on the website)
- Emergency Information Card
- Parent Questionnaire
- Volunteer Waiver Form: one per person

The Acorn - A School for Young Children
3501 Broadway SAT 78209; (210) 826-8804; acornschool@satx.rr.com
Monday Wednesday Friday AM Class

August, 2016

Dear Parents,

If your child is starting school at The Acorn for the first time, we would like for you and your child to come to school Thursday, September 1st, at 8:45, for about an hour. This will give your child a chance to see his or her classroom and be with his or her teachers before the full class meets on the first day of school. If, on the first day of school, you feel your child needs for you to stay for part or all of the day, please feel free to do so. After the first day or two, however, most of the children will be ready to stay on their own; we encourage you to drop off your child as the teacher greets you at your car near the gate.

Your child's first day of school will be Wednesday, September 7th. This will be a special day, lasting only two hours from 8:40 - 10:40. On Friday, September 9th, we will begin the regular class time: 8:40 - 11:30. Please remember there will be no extended session for lunch on the first day of school, Wednesday, September 7th.

The Three Day Class (Monday, Wednesday, Friday AM Class) will be using our downstairs classroom, and your child's Head Teachers are Mary Ellen Melville and Maria Corona. They also teach the Two Day Morning Class. Mary Ellen taught with us for six years in the Two and Three Day Morning Classes when her children were younger, and returned to teach with us again thirteen years ago. She holds her degree from Incarnate Word. She is deeply committed to creating the best possible experience for her students, and brings lots of child-centered activities to the classroom. She also enjoys building closer relationships with all the parents. You will enjoy her insight into the young child and her gentle positive, shining outlook. Her daughter, Melanie, is an Incarnate Word graduate. Her Acorn graduate, James, will graduate in December with his Masters in History and World Religions. She and her husband, Tom, enjoy relaxing, reading, and walking.

This will be Maria's twelfth year at The Acorn. Her knowledge of Child Development is an asset to the program. She has held Site Supervision, Lead Teacher, and Program Director positions in the past. Her pleasant attitude makes everyday a treat for all around her. She gives each child such individualized attention and they respond to her with glee. Her observations and keen insight help create an enriching classroom experience. And her organization skills keep everything running smoothly. Maria and her husband, Carlos, have two children. Jessica is attending college at Texas A&M here in San Antonio, pursuing a degree in Marketing. Her son, Joseph, attends Alamo College.

Mary Ellen and Maria will introduce your child's other teachers in their September newsletter. More information about your child's teachers, as well as pertinent contact information, will be given to you on the home visit.

The first day of school we would like for you to bring a change of clothing for your child, which we will keep here all year, just in case we need it. Please include underpants, socks, a shirt, and pants, and put them inside a zip-lock bag with your child's name clearly marked on it. If your child ever needs these clothes and wears them home, please return them the next day to replenish their bag. For day-to-day wear, please dress your child in play clothes so that he or she can move around freely and comfortably and participate in all motor and outdoor activities without worry. Every child will get dirty on the playground or in the art room from time to time, so please expect it and dress your child so it won't matter to you. Please have your child wear closed toe sport type shoes, as they are the safest footwear. Crocs, sandals, or boots are not safe for play.

Many thanks; we do appreciate your cooperation! We are really looking forward to classes beginning on September 7th.

Enjoy the rest of the summer and we'll see you soon!

Rich, Jo and Wendy



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Tall Oaks from Little Acorns Grow

2016 – 2017 Policy Information

Welcome to The Acorn!

As the school year begins, there is a great deal of information we need to pass on to you. We urge you to read this entire booklet and save it to refer to throughout the year. If you ever have any questions regarding The Acorn policies or your child’s program, please feel free to call us.

In this brochure please find information on the following:

- Calendar
- Home Visits/Children’s Records
- Arrival and Dismissal - Carpools
- Visiting and Observing
- Teacher Pre- and Post- Sessions
- Late Fees
- Parent/Teacher Communication
- Tuition Payment
- Children’s Appropriate Dress for Play
- Outdoor Play
- Absences /Attendance /Health Policies and Illness
- Nutrition Policy
- Allergies
- Photographs, Media, Web site
- Birthday Gift Traditions
- Personal Belongings
- Child Safety
- Guidance and Discipline
- Parking
- Parent Participation
- Subbing Opportunities
- Field Trips

Smoking is prohibited everywhere on The Acorn property, including in vehicles and on field trips.



Acorn Calendar for the 2016-17 School Year

Sept.	1	New Child Orientation	See Class Letter for Scheduled Time
	5	Labor Day	No School
	6	First Day of Class	
	TBA	Family Picnic at Kiddie Park	4:30 - 7:00; Potluck - Details TBA
	30-Oct. 2	Kindergarten Campout	Lost Maples State Natural Area
Oct.	3	Kindergarten Day Off	Preschool Classes in Session
	TBA	Dad's "Dawns"	Details TBA
	10	Columbus Day	No School
Nov.	5	Tour for Prospective/New Parents	10:00 a.m. (1 3/4 hr.; adults only)
	7	Parent Conferences Start	Scheduled through mid-January
	21-25	Thanksgiving Holiday	No School
Dec.	22-Jan. 6	Holidays	No School
Jan.	6	Staff Work Day	No School
	9	Classes Resume	
	16	Martin Luther King Day	No School
	17	Enrollment for 2016-17 Begins	Current Families
	21	Tour for Prospective/New Parents	10:00 a.m. (1 3/4 hr.; adults only)
	26,27	Alumni Enrollment for 2016-17	
Feb.	1	Enrollment for New Families	by Appointment
	6-10	Grandparents' Week	Days TBA soon
	20	Presidents' Day	No School
Mar.	3	Acorn Fundraiser	7:00 p.m. San Antonio Country Club
	13-17	Spring Break	No School
Apr.	14	Good Friday	No School
	17	Teacher In-service	No School
	24-27	Class Fiesta Events	See Class Letter for Scheduled Time
	28	Battle of Flowers Parade	No School
May	6	Tour for Prospective/New Parents	10:00 a.m. (1 3/4 hr.; adults only)
	6	High School Reunion	1:00 p.m.
	8-12	Mother's Day Celebrations	Days TBA soon
	19	Last Day of Classes	
	22,23	Parent Conferences	As Scheduled

Home Visits/Children's Records

Each child will receive a home visit from his/her Head Teacher to help make the transition to school a successful one. The home visit gives the opportunity for your child to get to know his/her teacher in the comfort and security of their own home. (If a child has attended the same class in which he/she is enrolled for the upcoming year, and has had the same head teachers, the family has an option of attending a "classroom visit" day, rather than scheduling a home visit.)

This policy book is one of several informative letters and forms for your child's records. They are available on our website, theacornschool.net, so you can download, print, and complete them before your home visit. This will allow time for you to gather all necessary information. Please complete all forms IN TOTAL, so they will be ready on your home visit day. The teacher will be picking up the completed forms, which are required for each student's file.

These forms include:

- **Health and immunization form**, completed by a physician, including an attached immunization record, with DTP, polio, MMR, Hib, Hep A, Hep B, and varicella. Please note that children four years of age and older need an annual vision and hearing screening. This form was given to you in the spring; you may have already returned it to the school.
- **Emergency card**; Please include all information required on the form. If a space is intentionally left blank, please write "NONE". Please do not skip any spaces. The Texas Licensing Board requires an alternate person (**not mom or dad**) be listed as a contact in case of emergency. You must complete the section "Persons Other Than Parents to Be Notified In Case of Emergency When Parents Cannot Be Reached". Please make sure to bring any food allergies, such as to milk products, peanuts, wheat, etc., or any other chronic or contagious conditions to the attention of your child's teacher.
- **Student Directory Information**
- **Field Trip/ Water Activity/ Photography & Art Permission**
- **Parent Questionnaire**
- **Volunteer Waiver Form (All Parents need to complete and sign)**

It is imperative that you complete these forms in total. Texas Child Care and Health Standards legally require that each preschool child have this information on file at school within one week of admission in order for that child to participate in the program. To ensure that we will not have to exclude your child from classroom activities, please make sure required school records ARE COMPLETE by the first week of school. We appreciate your cooperation in this matter.

Arrival/Dismissal Procedures

Due to the large number of children arriving and departing at the same time, we will be using a drop-off and pick-up system so the parents do not need to get out of their vehicles. Never leave your vehicle in the car line. If you choose to leave your vehicle, you **must park** to allow for the continued flow of traffic in the driveway. (See Parking). The school driveway is a one-way, so please enter from Avenue B and exit onto Broadway. Please remember to pull forward as far as possible to the gate or the car in front of you. This will help keep vehicles off of Avenue B and minimize waiting times for all involved. Please do not use your cell phone or audio visual players during this time. This is for safety reasons and also allows you to greet your child and have brief communication with the teacher. If you need to speak at length to your child's teacher, a time to call can be arranged. Thank you very much.

We ask that all children stay buckled up in their car seat until a teacher comes to greet and escort your child to their destination. **There should be no lap sitting or standing in the vehicle while moving.**

If you arrive late for drop-off, you will need to bring your child inside the building and make certain he/she is met by one of the teachers. See your child's Arrival/Departure Schedules.

Departure times can be a bit confusing in the beginning until we learn to recognize the vehicles and get the carpools straight. Please be patient. Until this time we ask that you roll down your window, so the teacher can see you clearly. The glare from the sun hinders the teacher from seeing through the windshield.

If you arrive late for pick-up, your child will be brought to the office, where you may pick him/her up. See your child's Arrival/Departure Schedules, pg. 6-7. Please expect to pay your late fee at that time. (See Late Fees.)

In case of rain, all children will be dismissed from the covered porch off the drive.

A child will be released only to his/her parents, family, or those whose names are on the emergency card, unless other prior notification has been made. A parent should write a note or call us personally in a pinch. We will not accept calls from secretaries, employees, etc., only mom or dad. We appreciate your cooperation and patience as we try to make pickup time go as smoothly as possible.

Dismissal times for the preschool and Kindergarten classes are staggered to help with traffic flow. If your family or carpool is picking up children in both preschool and Kindergarten, please be prepared to pick up your preschool child, then park and wait for the Kindergarten student to be dismissed from class. You are welcome to supervise your own child or carpool briefly on the playground, but know that the teachers will be going back inside to complete their classroom duties.

Carpools

Past experience has taught us that it is best to avoid carpooling the first few weeks or so of school, or perhaps longer, to ease the transition of starting school. If you are interested in forming a carpool, a map is displayed in the office on which the residence of each family at The Acorn is marked. You can find those who may live in your area who you could contact to see if arrangements might be made.

On the subject of carpooling and sharing rides, because of our teacher's duties for forty-five minutes before, and for an hour after school, it is our policy that teachers cannot bring any other children to school or keep them after school prior to going home. (See Teacher Pre & Post Sessions.) Thank you very much for your understanding.

Kindergarten Arrival/Departure Schedule

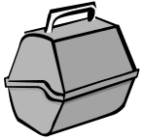
Kindergarten teachers will greet their class from 8:40 to 8:55 on the driveway each morning. On Mon., Thurs., and Fri., pickup time is 12:00. Starting the second week of school and throughout the first semester, dismissal on Tues. and Wed. will be at 2:00 from the playground. Thurs. will be added as a longer day in the second semester the last week of January, with dismissal at 2:00. These longer days will allow for field trips and more extended activities. Please pack a nutritious lunch for your child on these days. (Please refer to our Nutrition Policy.) A late fee will be charged for those arriving after these times. (See Late Fees.)

Morning Preschool Arrival/Departure Schedules

The morning preschool classes are scheduled from 8:40 to 11:30. There will be a teacher outside to greet the children and take them out of the cars from 8:40 - 8:55. Pickup time is 11:30. A late fee will be charged starting at 11:45. (See Late Fees.)

Afternoon Preschool Arrival/Departure Schedule

The afternoon preschool classes are scheduled from 12:40 - 3:30. There will be a teacher outside to greet the children and take them out of the cars from 12:40 - 12:55. Pickup time is 3:30. A late fee will be charged starting at 3:45. (See Late Fees.)



Tuesday, Wednesday Extended Day/ Early Thursday Lunch

Lunch Bunch days begin the second week of school. If your child is enrolled in Lunch Bunch, please pack a nutritious lunch for your child on these days. (Please refer to our Nutrition Policy.)

For morning preschool children enrolled in the Tuesday and/or Wednesday extended session, you may pick them up any time before 2:00. For children new to this program, these extended hours can be long. Please be sensitive to your child's needs and pick him/her up earlier if needed, especially during the first few weeks of school.

For afternoon preschoolers enrolled in the Thursday early lunch session, arrival time is 11:10, unless it is raining. In that case, please wait and arrive at 11:50, when the morning children should be gone, thus allowing room for the afternoon children to be inside. Since we are limited to a certain number of children which can occupy the building by fire codes and licensing laws, it is unlawful to have both the morning and afternoon classes inside at the same time. Thanks for your cooperation! Please note that the last day for ALL Lunch Bunch groups is the week of May 8th; there are no lunch bunches the last week of school.

Except for rainy days, if you are running late and arrive after 11:45 for early Thursday lunch, please plan to feed your child lunch before their arrival, since the Lunch Bunch children will have finished up eating and will be involved in activities by this time. Thanks!

Visiting/Observing

Although our normal arrival and departure system is outdoors, we want to urge you to park and bring your child inside as often as you want. We want you to see what is going on inside and to be involved in your child's school program. If you would like to observe without being seen by your child, the upstairs classroom has observation areas with one way mirrors, where you can watch unnoticed. Downstairs and in the Kindergarten classroom you might be more easily seen, but welcome nonetheless. Please inform the teachers or office when you wish to observe.

After the children have arrived and during class hours, you may enter the building through the main entrance by the office and kindergarten. Those doors lock automatically when closed, and, on the home visit you will be given a code number that will unlock the doors and allow you entry any time during the school day. When you do enter, please make sure to close the door behind you. Do not allow access to any other unfamiliar people as you are entering. In addition, there is a video monitor and doorbell located at each entrance on the north side of the building, which will alert us to greet you.

If you visit the school at any time during the year and you have other siblings with you, we appreciate your keeping them under your supervision. The teachers are involved with their classes and are unable to keep an eye on visiting children. This is especially true on the playground where the children's safety is so important. There may be a time when you are waiting on the playground for arrival or dismissal time with a sibling; please

be aware that when classes come outside to use this space, it is necessary for you to give them priority when using the equipment and activities. If needed, you may have to leave the playground. Please put any toys used away when you are done. (The equipment is not intended for use by older children.) When classes are not in session, the playground is closed.

Teacher Pre- and Post- Sessions

All staff meet before the children arrive for a pre-session and setup. During that time we discuss interest areas, small groups, and activities to be offered that day and talk about the most effective ways to present them. After the children are picked up, the staff meets for post-session to discuss how the children responded to all activities, the gains they are making, and the areas in which we can plan to help each child. We keep written anecdotal records for each child which the teachers update during post-session. And we give our staff feedback so they can constantly improve their teaching techniques. These pre- and post- sessions are extremely important to our program.

Late Fees

There is a late fee for lack of punctuality, similar to that charged by other preschools. In general, a late fee of \$5.00 will be charged for the first 10 minutes that a family is late to pick up their child or carpool. A fee of \$1.00 per minute will be assessed thereafter. This fee will be added to your next month's tuition bill. If you are late, you can pick up your child in the office.

Please note that late fees will DOUBLE on all Fridays, the last day before vacations, and the entire week before our annual fundraiser. We have noticed a tendency for parents to run late on Fridays and the last day before vacations, and that's also a time when the teachers and office staff are participating in post-sessions and are looking to get on with their plans. The week before the fundraiser is hectic in the office and we have neither the time nor the space to handle children whose parents are late. We hope that everyone will be punctual and that we won't have to use this arrangement. Thanks for your cooperation and understanding!

Parent/Teacher Communication

The children will call all the adults by their first names, and we invite you to do the same. We believe in building a close, "family oriented" relationship with everyone at The Acorn.

Newsletters from the office and each class (or a link to news on the website) will be emailed to parents. You can always access the website for information.

Parent/Teacher conferences are scheduled twice a year with each family. Fall/Winter conferences will be scheduled starting mid-November through early January. Final conferences will be in May during the week after the children finish school. Additional individual conferences may be scheduled anytime, as needed. Feel free to e-mail or telephone your Head Teacher after school or in the evening to discuss any concerns or questions you may have. We strongly believe in maintaining clear lines of communication, and your teacher wants to hear from you.

Please inform us of any events in your child's life that might affect his/her behavior, such as serious illness or a death in the family (including pets), separation of parents, parents traveling, etc. We may be able to help your child at such a time, and an awareness of what is going through his/her mind is important to us. In addition to your child's Head Teacher, you are free to call Rich, Jo or Wendy anytime. Please remember that while this communication is important, pickup time does not allow time for a lengthy conversation. You are welcome to park and speak briefly to your child's teacher on the playground to schedule a convenient time to call or visit.

At times during conferences, recommendations are made to parents that will help further the development of the child and be beneficial for his/her successful school and family experiences. We appreciate open, honest communication with the parents, as we know everyone has the best interest of the child in mind. Follow-through with such recommendations can offer the child a chance to succeed in areas in which there may be difficulties. If a family continually rejects recommendations made and it is reflected in the child's classroom behavior such that their behavior negatively affects the learning environment for the other children, then we reserve the right to terminate that child's enrollment.

Tuition Payment

We request that you pay your child's tuition in full for the semester, through December, if you are able; it helps the schools' cash flow immensely. If this is not possible, you may pay by the month and tuition will be due on or before the first of each month. Please mark your calendars with a reminder for your payment.. Tuition not received by the 10th of the month will incur an additional \$25 late fee. The school also reserves the right to terminate a child's enrollment for nonpayment of tuition. Should that be necessary, the family would still owe all tuition and late fees due, and would be responsible for paying interest at 12% per annum until it is paid off. If a check is returned with insufficient funds, we will charge a \$25 fee. If a second check is returned, an nsf charge of \$30 will be made, and tuition due after that must be paid in cash.

Please mail your check or bring it directly into the office; please do not send it with your child or give it to a teacher. Credit card payments need to be made in the office. Another method of payment would be to set up a recurring check payment with your own online banking establishment. There are no refunds for missed days, whether due to sickness, your own vacation time, or cancellation of school due to some natural disaster (like flooding, snow, or ice in San Antonio!). Please remember that once paid, enrollment fees, annual fees, and tuition are non-refundable for any reason. If a child drops out, the family is responsible for paying tuition until another child takes his/her place.

Dress for Play

For day-to-day wear, please dress your child in play clothes so he/she can move around freely and comfortably and participate in all motor and outdoor activities without worry. Every child will get dirty on the playground or in the art room from time to time, so please expect it and dress your child so it won't matter to you. Sandals or crocs are not appropriate, as the children are uncomfortable wearing them on the sandy playground and they can be a safety hazard; sports shoes work best. Also, please leave cowboy boots at home, since it's hard to participate in motor activities in them and accidentally stepping on others fingers, etc. is quite hurtful. We also recommend that if your child wears earrings or other jewelry, please refrain from hoops or dangling items that could interfere with their play or pose safety issues while moving about.

Outdoor Play

Our outdoor play time is very important and an integral part of our total program. It is a wonderful opportunity for large motor development and social interaction. We plan to play outside every day in all kinds of weather. The only exception would be a hard rain. Whether it be for the heat, drizzle, or cold, make plans now to dress your child appropriately for all kinds of weather. It is essential that you clearly mark all outer clothing, including sweaters, jackets, etc. with your child's name. Every year our lost and found is bulging with good clothing that was never labeled, which, if unclaimed, we donate to a local charity.

Absences /Attendance /Health Policies and Illness

We want to urge everyone at the outset of school to be aware of keeping your child home from school if he/she is obviously getting sick or is not yet sufficiently recovered from an illness to return. As a child is recovering from an illness, the recommended practice is that he/she be fever or contagion-free for 24 hrs. before returning to school. If a child is listless, feverish, recently vomited or had diarrhea, or is showing signs of illness, sometimes he/she will still say they want to go to school. Even so, they need to stay home. No one likes to miss school, but it is unfair to all the healthy children to be exposed. When you do keep your child at home, please call ahead to inform us, as it will help us to plan for the day. You can call your Head Teacher the night before at home, or call school in the morning. Also, if your child contracts something very contagious, like chicken pox, please remember that in this example the most contagious period is the 48 hours before your child breaks out. Therefore it is very important to notify the school about that timing, as well as calling the parents of friends your child played with so they can be on the lookout for symptoms. Another possible contagious situation which children are occasionally exposed to in public places is head lice. Contracting head lice is not shameful, nor is it due to uncleanliness. Lice are spread by person to person contact, or by sharing infested clothing, hats, helmets, etc. While it is very inconvenient and a nuisance, it poses no serious health threat. Nevertheless, it is important that we are informed at school. If we are informed of a case in the school, we will immediately remove all hats, helmets, and soft elements in the exposed areas and place each child's outer wear in individual plastic bags on their coat hook. Parents will be notified as necessary. In the past, when a few Acorn children have had head lice from an outside source, it has never spread further at the school. There are several online resources for more information.

While absences due to illness are necessary, we ask that you consider consistency in attendance, especially in Kindergarten, as you plan family trips and vacations. History has shown that students benefit from regular attendance. We appreciate your cooperation in this matter.

If you know in advance your child will be absent on a given day for an appointment or a family vacation, please send a note with your child as far in advance as you can. Thanks!

The Acorn will not dispense any medication at school. No medication should be sent to school with your child. Thank you for your cooperation in this matter. Exceptions can be pre-arranged for emergency situations only; forms and legal requirements for documentation are available in the office.

Nutrition Policy

Snacks, whether provided by The Acorn or brought from home, will be nutritious and wholesome. This applies to snacks, lunches, and foods for special events, such as birthdays, Valentine's Day, Halloween, piñata goodies, field trip snacks, etc. We ask that you refrain from sending cookies, ice cream or frozen yogurt, cakes, cupcakes, sugared or flavored drinks, or any other sweets. Instead, we like for the children to bring their favorite food or snack (other than dessert). Some ideas might be fruits, cheeses, vegetables, sandwiches, pasta, casseroles, chicken legs, tortillas and beans, pizza, etc.; any food your child especially likes that he/she would like to share with friends at school. Beverages need to be whole juices or milk. This is a wonderful opportunity to instill the idea that many foods are special, not just sweets. The children get to try many new foods over the year that they might not otherwise. This is a school-wide policy, so please avoid putting your child's teacher in an awkward position by asking about providing an inappropriate food.

Parents count on us to keep this policy a consistent one, continually offering nutritious foods. We appreciate your cooperation in resisting the urge to send a sugary snack. Please consult your child's teacher in advance,

to verify the date, time, and your idea for your child's birthday snack, and we appreciate your cooperation in adhering to this policy. Your teacher may be able to help you with ideas, or let you know if we've had four days straight of pizza or muffins. Variety is always appreciated!

Allergies

There are times when in a class or lunch group a child is enrolled who has a particular food allergy or sensitivity. As you are made aware of these, we appreciate your cooperation in avoiding sending any foods that might affect the health of one of your child's classmates. If there are numerous children with critical allergies, or the level of severity requires it, this may affect the entire school. This year we will once again provide a nut free environment. (Please refer to our Nutrition Policy.)

Photographs, Media, Web site

Throughout the school year the teachers will be taking pictures for class scrapbooks or projects. As parents visit and observe their child at play with their friends, they may be taking photos for their own personal memories. In addition, from time to time throughout the years, we have had opportunities to have local media visit the school to photograph or video the children in action. Generally, these are quick candid shots in which the children remain anonymous. In the past the children have participated in answering questions about their special mom's before Mother's Day, interacting with animals, "voting", playing with grandparents on Grandparents Day, enjoying the rides at Kiddie Park at our fun fest, planning a class donation to the Red Cross or Food Bank, playing with the Spurs Coyote, or participating in the school anniversary celebrations. If we receive advance notice of any such event, we will, of course, inform you beforehand. But sometimes we do get very last minute notice of such opportunities, in which case you could be informed after the fact.

Also, The Acorn has a community web site with both public pages and private parent pages in which calendars, newsletters and school events will be posted. The private site will feature photographs of the children in action as examples of some of the fun activities here at school. This private area is a secure site, which can only be accessed by those to whom we have given class pass codes. This could include current families and teachers, and Acorn alumni. Some photos and a slideshow will be available to the public - we ask that you initial your approval on the permission slip to allow your child's images to be included in this Acorn promotional material. The web site address is theacornschool.net.

If you would prefer that your child not be included in photographs, you must give us a written note stating your wishes; otherwise, it will be assumed to be acceptable. Thanks!

Around the third week of school we will publish a student directory in the private section of our website, including names, addresses, phone numbers, and e-mail addresses of all students at The Acorn. We assure you that this list is for parents only; it would never be sold or used for advertising or other purposes and we ask that you honor this as well.

Birthday Gift Traditions

At The Acorn we have a tradition of the children giving a favorite book, manipulative toy, Lakeshore or educational store gift certificate, poster, or other educational item to the school on their birthdays. This has been such a success, and it goes hand in hand with our goal of helping the children think about what they can do for others, rather than what they are going to ask for and "get" for themselves. The children have been really excited about giving their gifts. Of course, this practice is voluntary. It need not be an expensive item. You may ask your child's teacher or check the wish list on the website. These gifts in honor of your child's birthday are greatly appreciated and help build our libraries and supply of classroom materials. Thanks!

Personal Belongings

We request that children leave their candy, gum, and favorite toys at home. Certainly, guns, aggressive action figures and toys have no place at school. These and some favorite toys are not appropriate for school and can be very disruptive to our planned activities. Also, it's very difficult to get these things back to you at the end of the day. However, we love to have them bring things to show their friends like shells, leaves, bugs, etc. These we can usually keep at school. Most classes have show and tell times, and your child's teacher will let you know what types of things can be brought.

Please note that due to the plumbing in the school building, we cannot accept personal wipes for any child to use. Thanks for understanding.

Child Safety

Texas law requires all teachers to report suspected cases of child abuse, molestation and neglect. The state also requires that parents are informed of this law. Also, as required, background checks are run on all staff and they receive annual training regarding these matters. We want everyone to be assured that child safety is of the utmost concern to us all.

Copies of the Texas Minimum Standards and our Licensing Report are available for review in the office.

Texas Department of Family and Protective Services: 337-3399

Child Abuse Hotline: 1-800-252-5400

Texas Licensing requires that we inform you of our school emergency policies. The Acorn teachers are trained in first aid and CPR, and will handle minor medical injuries. In case of a health emergency concerning a child, we would call 911, call the parents, and transport the child to the emergency facility specified on the emergency card. In case of an evacuation, we would relocate south of the school in the neighboring lot. In case of extreme weather conditions, we would gather in the downstairs hallways away from windows, or in the basement. Security procedures are in place with the staff, and fire/evacuation drills are conducted as required by licensing.

Guidance and Discipline

The Acorn handles all of our guidance and discipline in a positive manner, and, in fact, we are careful to phrase everything positively. If a child needs redirection, we suggest alternate appropriate behaviors; we also set reasonable limits, and are consistent in enforcing those limits. Guidance is individualized and appropriate to the child's level of understanding. A teacher may separate a child from the group to speak privately or to help him/her gain composure. Teachers and parents can consult to encourage consistency in handling certain situations. As teachers, educators, and parents, our goal is to help each child achieve self-control, good decision making, and the ability to make good choices.

Parking

When visiting or attending parent meetings, etc., please park in the paved parking lot, or in the slanted parking off the driveway in front of the school. When parking behind the playground off Avenue B, please avoid keeping your vehicle at the rear space, while blocking an empty space in front of you. Also, unless you are just staying for a short time, please refrain from parking behind the teacher's cars that are marked with an Acorn window placard. They have staggered schedules, with some leaving mid-day, and you may be blocking them in. Please, always avoid parking behind any car and leaving the school grounds for a field trip, picnic, or any reason. This might prevent someone from leaving for hours! For parents whose children attend school in

the morning, we need for you to adhere to our dismissal times. Because our morning teachers and staff already take up a number of parking places, we need to have enough available parking places for our afternoon teachers. We have designated a number of spaces behind the playground along Avenue B as afternoon teacher parking from 11:00-4:00. Please avoid using these spots during these times. Also, if parents linger on the playground taking up parking spaces, it creates a problem. Also, please note that our neighbor's drive at the back of the playground is his private property; there is no Acorn parking allowed in his drive at any time. Thanks!

Parent Participation

The Acorn is a non-profit, tax exempt, educational nursery school offering programs to 143 children from the age of 2 years 9 months old through Kindergarten (age 6). We have one teacher for every five or six children in our classes, which enables us to individualize with the children and ensures a great deal of personal nurturance and enrichment for each child daily.

As a result of our low student/teacher ratio and the high quality of the entire program, The Acorn operates at over a \$60,000 yearly deficit. The school has 501 (c)(3) charitable status from the Internal Revenue Service, and we cover our deficit and raise funds through donations from parents, grandparents and alumni, etc., and through our annual school fundraiser.

As a non-profit school, we count on parent involvement in helping with our fundraisers as well as with other volunteer opportunities that help The Acorn. If you are in a position to make a monetary donation, that will be greatly appreciated. Please note that all volunteers are required to complete a release and waver form.

There are also many ways to donate your time and abilities to help, too. We expect each family to participate in our big annual fundraiser; there are opportunities to chair committees or to be involved with organization and prep, physical setup, etc. All parents help sell tickets to the event, obtain prizes, and attend the event.

In the classroom, parents can volunteer to be a substitute teacher when the need arises, be a room parent, and help with special classroom events or with day to day activities. If you have any office skills, there are opportunities to help with computer work, filing, phone calls, filling book orders or similar, etc. We need your help and we expect all families to be involved. As you can see there are many ways in which you can volunteer your time and talents to help your child's school. We certainly appreciate everyone's efforts and participation.

Subbing Opportunities

There are occasions when, due to illness or events in their families, that teachers need to miss a day in the classroom. In order to keep our excellent teacher/child ratios, we have a list of potential substitute teachers that we contact as needed. If you would be interested in helping out at times as a sub, please give us a call in the office. You can let us know what mornings or afternoons you might be available for us to call; usually you would be phoned early in the morning of the day we would need assistance, or sometimes the night before. Parents most often use this as a way to volunteer in the classroom and help the school, and this is the assumed way it is handled. But, certainly, if you would like to be paid for the subbing times, please let us know. Thanks! Teachers will provide guidance regarding the day's activities, and you will look to them for dealing with guidance, discipline, and issues with other children.

Field Trips

The field trips we take require parents to drive. We need to ask every family to drive at least once during the year, while it will be necessary for some to drive twice or more. At times we are limited to a certain number

of chaperones at events, due to seating, space available, or cost of admission. But don't worry; everyone will get a turn. You will be asked to help out at various times during the year! A notice will be sent home before each outing to inform you of your child's activity. Each child must have his/her own seat belt or appropriate restraint seat (provided by the parent) as required by law for all trips.

When you accompany your child's class on a field trip, we ask that you make other arrangements for siblings, so you will be able to devote all your attention to assisting the teachers. They will be counting on you to help with the entire group; ushering the children, perking their interest in the surroundings and subjects being discussed, serving snack, etc., so in effect you are an assisting teacher that day. Also, some of the trips may not be appropriate for younger children, so it is best to leave them where they will be more content. This is a school-wide policy, and we appreciate your cooperation in this matter. Each class may, at times, schedule a "family" type event which other family members might attend, but for the most part, educational field trips require your full attention to the class rather than your other children. Thanks for your understanding! Also, our no smoking policy will apply to any field trip chaperone. In addition, we ask that you refrain from making or taking cell phone calls while on a field trip, so all of your attention can be dedicated to the children. We also ask that all auto video players remain OFF during any field trip.

For the first few weeks of school, as well as on field trips and some other occasions, the children will wear name tags. If by chance your child wears his/hers home, please send it back the next day.

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The Acorn Board of Directors serves to support and maintain the ideals and practices of The Acorn – A School for Young Children, and to insure its financial security and continuance into the future.

Notice of Non-Discrimination

The Acorn - A School for Young Children, Inc., a Texas non-profit corporation, 3501 Broadway, San Antonio, admits students and hires teachers on the basis of merit alone. All are afforded the rights, privileges, programs, and activities generally accorded or made available to students and teachers at the school. The Acorn does not discriminate on the basis of any prohibited characteristic in administering any of its educational policies, admissions and hiring policies, scholarship and loan programs and athletic or other school-administered programs.

2016-2017 SPECIAL ALLERGY ALERT

In addition to being a nut-free environment for the safety of some of the children with nut allergies, The Acorn will also be Dairy and Egg free on certain days. We have a student with a severe dairy and egg allergy who will be attending in the afternoon sessions and in order to keep this child safe, we are going to be dairy and egg free on Monday, Tuesday, Thursday, and Friday of each week in the afternoon sessions. This allergy is triggered by contact, so if another child eats a piece of cheese and touches this classmate, or if a child were to drop a goldfish cracker that gets ground up and this child touches the crumbs, or if a child eats an egg taco and hasn't washed hands yet and slides down the fire pole and this child follows after, there is the possibility of anaphylactic shock.

You can help us by ensuring that if your child has spilled milk on their clothes or has recently consumed a milk or egg product, that we are informed and can change their clothes and make sure they wash their hands. Children are naturally friendly and touchy so we wish to avoid accidental contact with food residue. The same applies for a child who may have had peanut or tree nut product before school.

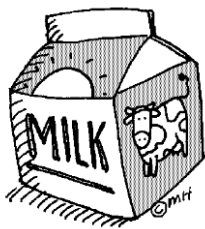
While this will eliminate some of everyone's favorite foods, we are confident that we can provide nutritious, healthy, and safe snacks. Labels need to be checked carefully for these ingredients that you may not expect to be in a product and to avoid cross-contamination as we plan birthday and special snacks.

How this affects your child:

- If your child attends The Acorn on a Monday, Tuesday, Thursday, or Friday, all afternoon sessions will be dairy and egg free.
- All other sessions will use special caution and clean up procedures if dairy and eggs are brought in a lunch or used in class.

As a reminder, all sessions are tree-nut and peanut free.

Thank you for understanding as we work to provide a safe learning environment for all our students. Please call the office if you have any questions. 826-8804



Tuesday Lunch Bunch

(If Applicable; Please verify enrollment at the home visit)

As a reminder, there is no extended day session the first week of school. Extended day will start on Tuesday, September 13th. The children stay to eat their sack lunches, and are dismissed no later than 2:00. Any child left after 2:00 will be brought to the office and the parent will be charged a late fee. Please remember to send a nutritious lunch and avoid sweets or any sugar desserts.

If you are informed about other children having food allergies or sensitivities, we appreciate your cooperation in refraining from sending foods that would affect your child's classmates. (See Nutrition Policy section of Policy Information.)

The first few extended days we would recommend coming to pick up your child between 1:00 and 1:30, since those first lunch days can seem very long to the children. Also, the heat and hard play takes a lot out of them so they can get quite tired. If you find your child is still full of energy, you can visit with other parents while he/she continues to play. Most of the children will wear out earlier than usual those first few weeks, though.

Should you decide not to keep your child's space, we would appreciate your informing us as soon as possible, as there is a waiting list for the positions. Thank you very much!

Rich, Jo and Wendy

Wednesday Lunch Bunch

(If Applicable; Please verify enrollment at the home visit)

As a reminder, there is no extended day session the first week of school. Extended day will start on Wednesday, September 14th. The children stay to eat their sack lunches, and are dismissed no later than 2:00. Any child left after 2:00 will be brought to the office and the parent will be charged a late fee. Please remember to send a nutritious lunch and avoid sweets or any sugar desserts.

If you are informed about other children having food allergies or sensitivities, we appreciate your cooperation in refraining from sending foods that would affect your child's classmates. (See Nutrition Policy section of Policy Information.)

The first few extended days we would recommend coming to pick up your child between 1:00 and 1:30, since those first lunch days can seem very long to the children. Also, the heat and hard play takes a lot out of them so they can get quite tired. If you find your child is still full of energy, you can visit with other parents while he/she continues to play. Most of the children will wear out earlier than usual those first few weeks, though.

Should you decide not to keep your child's space, we would appreciate your informing us as soon as possible, as there is a waiting list for the positions. Thank you very much!

Rich, Jo and Wendy

Thursday Lunch Bunch

(If Applicable; Please verify enrollment at the home visit)

As a reminder, there is no early lunch session the first week of school. Early lunch will start on Thursday, September 15th. For the Thursday early session, you may bring your child at 11:10, unless it is raining. In that case, please wait and arrive at 11:45, when the children from the morning classes should be gone, thus allowing room for the afternoon children to be inside. It is against the fire code and the licensing law to have both the morning and afternoon classes inside at the same time. If it is raining and you arrive at 11:10 we have to ask you to come back at 11:45 as our policy states, no exceptions. Please remember to send a nutritious lunch and avoid sweets or any sugary desserts.

If you are informed about other children having food allergies or sensitivities, we appreciate your cooperation in refraining from sending foods that would affect your child's classmates. (See Nutrition Policy section of Policy Information.) Except for rainy days, if you are running late and arrive after 11:45, please plan to feed your child lunch before bringing him/her to school. The other lunch bunch children will have finished eating and will be involved in activities by that time.

Please note that there will be **NO THURSDAY LUNCH BUNCH** on 5/18. This day is very congested, as the Two Day Morning Class is dismissing before the end of the year. Thank you very much!

Rich, Jo and Wendy

Thursday Afternoon Adventure Club

(If Applicable; Please verify enrollment at the home visit)

As a reminder, there is no club session the first week of school. Adventure Club will start on Thursday, September 15th. Their adventures will be led by Kindergarten teacher, Lisa Turpin. They will be dismissed no later than 2:00.

Any child left after 2:00 will be brought to the office and the parent will be charged a late fee. Please remember to send a nutritious lunch and avoid sweets or any sugar desserts.

If you are informed about other children having food allergies or sensitivities, we appreciate your cooperation in refraining from sending foods that would affect your child's classmates. (See Nutrition Policy section of Policy Information.)

Remember, this program is offered for the first semester, September through December only.

Should you decide not to keep your child's space, we would appreciate your informing us as soon as possible, as there is a waiting list for the positions. Thank you very much!

Rich, Jo and Wendy

Please print clearly.

Student Directory Information: Please complete the following information, USING NAMES BY WHICH YOU AND YOUR CHILD ARE CALLED, which will be included in our Student Class Lists. It will be published in the PRIVATE section of our website. Thank you very much. (The Acorn Student Directory is for personal use only, for parent communication, friendships, birthday parties, carpools, etc. The list MAY NOT be sold, used for solicitation, or anything other than school purposes.) Newsletters and information will be emailed to families, as well as being posted on The Acorn website. Please indicate below to which email addresses you would like these sent.

Child's First Name		Child's Last Name	
Child's Address		City	Zip Code
Mother's First Name		Mother's Last Name	Title (Mrs., Dr., etc.)
Mother's Address (if different from child's)		Mother's Preferred #	
City, Zip Code		Alternate/Home/Work #	
Father's First Name		Father's Last Name	Title: Mr., Dr., etc.)
Father's Address (if different from child's)		Father's Preferred #	
City, Zip Code		Alternate/Home/Work #	
Primary e-mail: <u>Please circle</u> Mother Father send newsletters to this email: Please circle: Yes No			
Secondary e-mail: <u>Please circle</u> Mother Father send newsletters to this email: Please circle: Yes No			

Permission Slip/Written Operational Policy Receipt	
Child Name: _____	
<ul style="list-style-type: none"> ◆ I give my permission for my child to go on any field trips deemed appropriate by The Acorn. It is permissible for my child to be driven by others on such trips. ◆ I give my child permission to participate in playground water activities which could include a shallow wading pool. ◆ I give permission for my child to be photographed by The Acorn teachers, parents, or, on occasion, the media, as stated in the school policy information. ◆ PLEASE INITIAL _____ I give permission for images of my child at play to be used in the public portion of The Acorn website or in a publicly available slideshow. (Leave blank if you do not give permission.) ◆ I give permission for my child's artwork to be shown in school sponsored gallery displays at area museums or businesses. ◆ I give The Acorn staff permission to apply mosquito repellent or topical lotions, as needed, if insects or itching are bothersome to my child. ◆ I acknowledge receipt of the operational policies including those for discipline and guidance. ◆ I agree that I will hold harmless The Acorn and its owners, employees, agents, and volunteers from any liability (including liability under any theory of negligence) for any activities covered under this permission slip. ◆ 	
Date	Signature

The Acorn – A School for Young Children: Emergency Information

Child Last Name		Child First Name	DOB	Gender
Child Address, City Zip		Primary Ph. #	Alt. #	Other #
Mother's Name		Mother's Home Address, Zip (if different than child's)		
Mother's Employer	Mother's Mobile #	Mother's Business Address	Mother's Business #	Employment Hrs.
Father's Name		Father's Home Address, Zip (if different than child's)		
Father's Employer	Father's Mobile #	Father's Business Address	Father's Business #	Employment Hrs.
Persons other than Parents (carpools, nannies, other programs, etc.) to Whom Child May be Released from School				
Name	Relationship	Primary #	Alt. #	

Physician	Address, Zip			
Physician Phone #	Hospital Preferred for Emergency Treatment (✓check or write name) <input type="checkbox"/> closest OR hosp. name			
Health Insurance Co.	Group/Subscriber #			
Allergies				
Current Medications				
Persons Other Than Parents to be Notified in Case of Emergency When Parents Cannot be Reached (at least one required; may be out of town) ✓Check if child may also be released to person from school				
Name	Relationship	Address, Zip	Primary #	Alt. #

I HEREBY GIVE PERMISSION TO THE ACORN – A SCHOOL FOR YOUNG CHILDREN (THE ACORN) TO SECURE EMERGENCY MEDICAL TREATMENT FOR MY CHILD WHILE IN THEIR CARE. I AGREE THAT I WILL HOLD HARMLESS THE ACORN AND ITS OWNERS, EMPLOYEES, AGENTS, AND VOLUNTEERS FROM ANY LIABILITY (INCLUDING LIABILITY UNDER ANY THEORY OF NEGLIGENCE) FOR SECURING OR ATTEMPTING TO SECURE SUCH EMERGENCY TREATMENT.

Parent Signature	Date

Parent Questionnaire: Page 1

Child's Name	Birthdate
Does your child have any allergies? Any chronic or contagious conditions? If yes, please describe.	
Does your child have any special needs? Are there any unique circumstances in his/her birth and/or development? If yes, please describe.	
Does your child now receive any special services (speech, motor lab, etc.) or has he/she received any in the past? If yes, please describe.	
Is your child extremely afraid of anything?	
What special interests, favorites, does your child have? (dinosaurs, insects, sports, trains, etc.)	
Any themes you would rather we avoid?	
What hobbies/interests/professions do you have that you might share with the class?	
How many seat belts for children does your vehicle have for field trips? How many car seats in vehicle?	
What family passes do you have? Zoo? The Witte? Botanical Gardens? Children's Museum? The McNay?, etc?	
Any other pertinent information regarding your child/family? (family traditions and celebrations, grandparents live at home, single parent family, frequent travel, etc.)	
FOR YOUNGER CHILDREN:	
Please describe your child's toileting habits/words used.	
What are your child's favorite songs/games/toys?	
What comfort techniques do you use with your child?	

Grandparent Information	
Maternal Grandmother	Nickname
Address, city/state/zip	Email address
Maternal Grandfather	Nickname
Address, city/state/zip	Email address
Paternal Grandmother	Nickname
Address, city/state/zip	Email address
Paternal Grandfather	Nickname
Address, city/state/zip	Email address

Parent Participation: As a non-profit school we count on parent involvement to help in many areas to assist in keeping down the operating costs through the year and to raise funds to cover our annual operating deficit. We appreciate your participation; there are many areas in which you can offer your time and talent.

Please check the following areas in which you are interested in helping:

- Class Helper:** help coordinate special days, events in your child's class.
- School Resource:** library, laminating, activity prep, gardening, sewing, extra "hands" in classroom, etc.
Areas willing to help: _____ days available: _____
- Substitute Teachers:** There are occasions when, due to illness or events in their families, that teachers need to miss a day in the classroom. In order to keep our excellent teacher/child ratios, we have a list of potential substitute teachers that we could contact as needed. Parents most often use this as a way to volunteer in the classroom and help the school, and this is the assumed way it is handled. But, certainly, if you would like to be paid for the subbing times, please let us know. Thanks! Times/Days available: _____
- Handy Helpers:** From time to time we need assistance with fixing bikes, plumbing, carpentry, toys, and other items around the school. We'd appreciate your help in this area if this is one of your talents.
- Office Support:** filing, typing, copying, laminating, phone calls, etc. Days available: _____
- Mixed Bag Fundraiser (Sept. – Oct.)** _____ **Book Orders (app. every 6 weeks)** _____
- New Parent Coffee (Oct.)** _____ **Library Help, Data Entry** _____
- Fall "Fun Fest" or Picnic:** an event for the entire family _____
- Fundraising** - our annual fundraiser **NEEDS EVERYONE'S HELP** to make it a success. We depend on this event to raise approximately \$35,000 - \$40,000 to help cover our over \$60,000 annual operating deficit. Every family helps by selling tickets to the prize raffle and with gathering prizes. If there is a particular area that you would like to help assist with or coordinate, please let us know. Please check... **I would like to assist with:**

___ Silent auction/Prizes ___ Data Entry ___ Set-up/Clean-up ___ Help during party ___ Thank you's ___ Alumni Mailing

RELEASE & WAIVER OF LIABILITY

Important: Each adult volunteer must read and sign (on behalf of his/herself and any minor children attending any volunteer activities) this “Release and Waiver of Liability” before volunteering at an Acorn event or site. Please complete this form and hand it in to an Acorn staff member before you volunteer for your first event. It will remain in effect thereafter on any subsequent volunteer activities.

This Release and Waiver of Liability (the “Waiver”) executed on this ____ day of _____, 20__, by _____ (the “Volunteer”) in favor of The Acorn – A School for Young Children, Inc., a Texas nonprofit corporation, and a partner with various other non-profit ventures, and/or their respective directors, officers, employees, owners of any premises where activities occur, fellow Acorn parents or volunteers, vendors and agents (collectively, “The Acorn”).

I, the Volunteer, desire to contribute as a volunteer for The Acorn and engage in the activities related to being a volunteer. I hereby freely and voluntarily, without duress, execute this Waiver under the following terms:

1. Complete Waiver & Release. I, the Volunteer, indemnify, release and forever discharge and hold harmless The Acorn and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer work with The Acorn, including any harm to minor children I may bring with me to such volunteering activities.

I understand and acknowledge that this Waiver discharges The Acorn from any liability or claim that I, the Volunteer, may have against The Acorn with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation in The Acorn volunteer work. I also understand that The Acorn does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage. **I UNDERSTAND THAT THIS WAIVER & RELEASE IS COMPLETE AND APPLIES EVEN IF INJURIES, ILLNESS, DEATH OR OTHER DAMAGES ARE CAUSED IN WHOLE OR IN PART BY A PRE-EXISTING DEFECT, THE NEGLIGENCE (WHETHER SOLE, JOINT OR CONCURRENT), GROSS NEGLIGENCE, STRICT LIABILITY OR OTHER LEGAL FAULT OF THE ACORN.**

2. Insurance. I, the Volunteer, understand that I expressly waive any such claim for compensation or liability on the part of The Acorn beyond what may be offered freely by the representative of The Acorn in the event of such injury or medical expense.

3. Medical Treatment. I hereby release and forever discharge The Acorn from any claim whatsoever that arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with any volunteer activity with The Acorn.

4. Assumption of the Risk. I understand that my time with The Acorn may include activities that may be hazardous to me, including, but not limited to, playground activities with small children, food-preparation activities, loading and unloading of heavy equipment and materials, and local transportation to and from activities. I hereby expressly and specifically assume the risk of injury or harm in these activities and all liability for injury, illness, death, or property damage resulting from the activities of my time with The Acorn.

5. Photographic Release. I grant and convey unto The Acorn all right, title, and interest in any and all photographic images and video or audio recordings made by The Acorn during my work for The Acorn, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

6. Other. I expressly agree that this Waiver is as broad and inclusive as permitted by Texas law, and that this Waiver shall be governed by and interpreted in accordance with Texas law. I agree that in the event that if any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

Volunteer’s Signature _____
Date

Print Volunteer’s Name _____
Organization (if applicable)

Street Address _____
City State Zip code