



A children's learning
center for all.

Family Handbook 2022

The Gathering Place: A Children's Learning Center for All, Family Handbook Updated 12/29/2021

Gathering Place Families,

Welcome to Bozeman United Methodist Church and The Gathering Place: A Children's Learning Center for All. While we are owned and operated by the church, we are a secular, non-profit organization. Our goal is to provide a welcoming, safe and developmentally appropriate environment for every family and child. This handbook is designed to ensure that every family has a rewarding experience with our program. In this handbook we have tried to anticipate many of your questions about our program and outline our program's policies and procedures. We strive to work closely with families in a partnership that will facilitate the transitions between home and school. Daily communications and a sense of trust between families and teachers are vital. We strive to provide the highest quality care and education for children through a holistic approach- including: family and community partnerships, individualized play-based learning experiences, research-based curriculum, and more. We expect you to read this handbook and follow the policies and procedures outlined. We understand that nothing is more important than your child's early education and care experiences. We welcome your comments, questions, concerns and suggestions about your child's experience and our program. Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice through email or a hard copy. In addition, the handbook will be updated as needed.

We look forward to working together in partnership with you,

Samantha Stith

Director of Early Learning

406-551-7215

samantha@bozemanumc.org

121 South Willson

Bozeman, MT 59718

PROGRAM OVERVIEW MISSION STATEMENT

Our mission is to provide our community with affordable, quality early childhood education. We dedicate ourselves to empowering families, creating inclusive spaces, and fostering healthy child development with research based practice.

VISION STATEMENT

Our vision is to empower working parents in our community with a holistic style of child care. Our focus is to foster our students' natural ability to learn through play-based curriculum and provide for their most basic needs in a safe, nurturing environment.

CENTER PHILOSOPHY

The Gathering Place is an early learning center serving children 6 weeks to 5 years. We are a play-based program and approach our clients holistically by acting as a hub of resources. While we provide childcare, we also partner with community resources and allies to give our families whatever it is they need to be successful. We firmly believe that families are our children's first teacher and we strive to honor that and support them in that responsibility however and whenever possible. As a center, our teaching philosophy is progressive. We believe that we are constantly learning through our experiences. In our program, children are given the autonomy to choose activities based on their current interests. These interests direct our curriculum and how it is implemented amongst age groups. We believe that children learn best through play in a safe and nurturing environment. The play-based preschool philosophy is designed to enrich the whole child, including social, emotional, physical, cognitive, and creative development. We also include *emergent learning* which ties into their play through a curriculum that is closely connected to their interests and follows the Montana Early Learning Standards (MELS). It is a term used to describe a flexible pedagogical approach that relies on the children's interests and the circumstances of the day to dictate the learning content.

MANDATORY REPORTING

Childcare teachers and clergy in the state of Montana are mandated reporters of suspected child abuse. Teachers must report immediately to the police or CPS if there is any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse and/or child neglect or exploitation. Like all teachers and medical professionals, if The Gathering Place personnel observe injuries or behaviors of concern, they are required to report suspected cases of physical or sexual abuse or neglect to Child Protective Services (CPS) for investigation. This is not a choice or a matter of judgment, for the protection of children, we take this responsibility very seriously. Child abuse and neglect is a violation of children's human rights and an obstacle to their education and development. The consequences of child abuse and neglect will remain with a child 3 throughout his/her lifetime. Failure to report can result in a

gross misdemeanor charge and possible jail time. The Gathering Place will work with CPS and the families, as appropriate to ensure the health and safety of children in the program. When a report is made, The Gathering Place will continue to work with and support the child and family, the report will be treated confidentially. Part of our policy on mandatory reporting at The Gathering Place, is based off of the school guidelines for Montana state listed below.
<https://dphhs.mt.gov/Portals/85/cfsd/documents/SchoolGuidelinesChildAbuseandNeglect.pdf>
When you have information that leads you to suspect that child abuse or neglect may be occurring, call the MONTANA'S STATEWIDE TOLL-FREE CHILD ABUSE HOTLINE at 1-866-820-KIDS (1-866- 820-5437). This Hotline is available 24 hours a day, 7 days a week. If a report does not meet the criteria to warrant an investigation, at the very least, a record of the report will be made and kept. School employee's legal obligation as a Mandated Reporter will be fulfilled, and the investigative process, if required, will have been initiated. If an educator or other school employee fails to make a report, there may be no way for CFSD to know that a child might be in danger.”

ENROLLMENT

Applications for enrollment can be found in-person, at The Gathering Place or online at www.bozemanumc.org/gatheringplace. Applications are to be submitted to the program director or by email at samantha@bozemanumc.org The fee for applying is \$50 and is due at the time of application. An annual re-enrollment fee of \$50 is charged for all returning students at the beginning of our school year (September). Guardians will be notified as soon as possible if any additional information is required and if their child has been accepted or put on the waitlist. Parents/Guardians are encouraged to maintain communication with the facility as to the status of their child. Enrollment is determined on a first come, first serve basis.

CURRENT OPERATING HOURS

Due to pandemic-related challenges we have had to reduce our operating hours. Our current hours are 8:30-4:30 M-F, with the goal of returning to our normal operating hours of 7:30-5:30 in late 2022.

TUITION

Tuition is \$980/month and will be billed accordingly at the beginning of the month via Smartcare. Tuition can be paid via cash/check to The Gathering Place and submitted to the program director or be paid online (added fee) www.bozemanumc.breezechms.com/give/online, with the memo Gathering Place or via the Smartcare App (added fee). There will be a \$25 late fee after the five-day grace period. In the case of school holidays and other school-related closures or absences, the full tuition is expected and will not be prorated. \$35 fee will be charged for any declined payments and/or insufficient funds (bounced check, declined card, etc.) Additional 3% fee for all credit and debit card payments. \$50 annual re-enrollment fee for all returning students (September)

PRIVATE PAY

Families participating in the Private Pay option will be responsible for this amount to be paid in full within the first five days of the month. After the five day period, a \$25 dollar late fee will be applied.

BEST BEGINNINGS

THE GATHERING PLACE TUITION IS \$980/MONTH (\$49/DAY) To receive the maximum benefit from Best Beginnings, your child must attend full-time- 6+ hours a day and have no more than 2 absent days per month. Families that receive Best Beginnings Tuition will be responsible for paying their anticipated co-pay amount within the first five days of the month. Best Beginnings families will then be responsible for paying any remaining balance by the end of the following month. This includes fees not covered by Best Beginnings or other outside funding. Best Beginning's Currently Covers \$45/day for children 0-3 and \$40/day for children 3-6. Depending on your child's age, you will be responsible for paying the additional \$5-\$10 a day out of pocket, in addition to your copay. The Best Beginning' Program Reimbursement Rates can be seen in the table below:

2021 Provider Reimbursement Rates for Centers effective July 1, 2021

Infant/Toddler Age 0 up to 3		Preschool Age Age 3 up to 6		School Age Age 6 and over	
Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
\$27.00	\$45.00	\$24.00	\$40.00	\$22.80	\$40.00

YOU WILL BE BILLED FOR ANY TUITION AMOUNTS AND FEES UNCOVERED BY BEST BEGINNINGS. FAILURE TO PAY MAY RESULT IN LOSS OF THE BEST BEGINNINGS SCHOLARSHIP AND/OR TERMINATION FROM THE GATHERING PLACE!!

SPECIAL CIRCUMSTANCES

Families facing financial hardship or unique circumstances are encouraged to schedule a private meeting with the administration of The Gathering Place to discuss their balance to problem solve and implement any potential accommodations and supports- such as payment plans or sweat-equity agreements.

UNEXPLAINED OUTSTANDING BALANCES

Should a family have an unexplained outstanding balance for 30 or more days and fail to communicate with the Gathering Place to establish a plan for payment or make a special

arrangement, The Gathering Place will consider this a voluntary withdrawal and the family will be dropped from our program. The outstanding balance will be due at time of withdrawal or will be immediately sent to collections.

CLASSROOM STRUCTURE

Infants (0-23 Months) Care is provided following each infant's individualized State of Montana Infant Feeding Schedule. These are filled out by each infant's primary caregiver and updated as infant's feeding needs change. Caregivers wash hands before preparing/serving infants meals. Infants are held during bottle-feeding. If infants are able to self-feed, they are placed in an infant-safe chair and a teacher sits with the infant, until the meal is complete. Staff follow the state licensing requirements for diaper changing at a minimum of every two hours- or an as needed basis. Changing tables are cleaned and disinfected between each infant. Classroom teachers and parents meet a minimum of four times per year, to discuss children's progress and to set developmental goals. Milestones are communicated based on parent preference and teachers implement activities to support learning and developmental objectives based on the Creative Curriculum: Infant's, Toddlers, and Twos Edition and Montana Early Learning Standards. Montana Child Care Licensing and Early Head Start Standards require a maximum ratio of one caregiver per four infants. As a program we meet this standard at all-times, including an extra caregiver, whenever possible. Infants nap in their own crib, labeled with their name. Cots are provided only for infants 12 months or older, with signed parent permission. Bedding is changed and washed at a minimum of once weekly, or an as needed basis.

Toddlers (24-36 Months) Classroom teachers and parents meet a minimum of four times per year, to discuss children's progress and to set developmental goals. Milestones are communicated based on parent preference and teachers implement activities to support learning and developmental objectives based on the Creative Curriculum: Infant's, Toddlers, and Twos Edition and Montana Early Learning Standards. This includes a flexible daily schedule, supporting children in the early stages of a classroom routine. Meals are served family-style, with children and teachers joining in the meal together. Children nap on a cot, with their own labeled bedding. Cots are cleaned and sanitized after napping and bedding is washed at a minimum of once weekly, or an as needed basis. Staff follow the state licensing requirements for diaper changing at a minimum of every two hours- or an as needed basis. Changing tables are cleaned and disinfected between each child. Staff and primary caregivers work together to set goals and expectations for potty training. Montana Child Care Licensing requires a maximum ratio of one caregiver per six toddlers. As a program, we follow Early Head Start Standards, with a maximum ratio of one caregiver per four toddlers, including an extra teacher, whenever possible.

Preschool (3-5 Years) Classroom teachers and parents meet a minimum of four times per year, to discuss children's progress and to set developmental goals. Teachers implement activities to support learning and developmental objectives based on the Creative Curriculum: Preschool Edition and Montana Early Learning Standards. This includes a consistent daily schedule, supporting children in school readiness. 5 Meals are served family-style, with children and

teachers joining in the meal together. Children nap on a cot, with their own labeled bedding. Cots are cleaned and sanitized after napping and bedding is washed at a minimum of once weekly, or as needed basis. Bathroom breaks are incorporated into the daily schedule- or as needed. For children still learning potty training skills, teachers and primary caregivers will work together to set goals and expectations. Following state licensing requirements, pull-up's will be checked/changed at a minimum of every two hours- or as needed, with teachers supporting the children in self-help skills. Montana Child Care Licensing requires a maximum ratio of one caregiver per eight-ten preschoolers. As a program, we meet this standard at all times, including an extra teacher, whenever possible.

****Ages for classrooms may vary slightly from above depending upon developmental readiness of the individual child*

ATTENDANCE

The Gathering Place does not have an attendance requirement. However, families are encouraged to have an 85-90% attendance rate to maximize the benefits of our program for their child. Families that participate in Best Beginnings have an attendance requirement and must adhere to that policy as it applies to them. This can impact your ability to continue receiving these services.

COMMUNICATION

Parents are asked to provide notice to teachers and office staff of any pre-planned absences or changes in the child's schedule such as a doctor's appointment, family vacation, custody agreement, etc.. Parents are also asked to communicate to teachers via phone, email, or both, that their child will not be at school within an hour of their typical drop off time or as soon as a parent knows their child will not be present in class for all or any of the day. Teachers are required to contact families to confirm absences after an hour past a child's typical drop off time. Should the teacher not be able to reach the parent/guardian, and if the teacher has no prior knowledge of the child's absence, by the end of the day this will be considered a "no call/no show" and documented as an unexcused/unexplained absence via Smartcare and/or Best Beginnings.

UNEXCUSED/UNEXPLAINED ABSENCES

The Gathering Place defines unexcused absences as days that a child is not present in school AND no communication, warning, or excuse is provided (unexplained). 10 consecutive days of unexcused or unexplained absences will be considered a voluntary withdrawal from the program. Upon the voluntary withdrawal, families will be charged for the remainder of the month as well as responsible for any/all remaining balances on their account.

EXCUSED/EXPLAINED ABSENCES

Absences that are excused or explained are absences that have been communicated to and documented by the teacher or office staff either before or after the absence. Daily tuition is still required to be paid.

WITHDRAWAL POLICY

In the event that you choose to withdraw your child, we require 30-days written notice of termination of enrollment. Failure to provide this will result in being billed for another 30-days. All tuition and fees must be paid in full at the time of withdrawal, failure to do so will result in your account turned over to collections.

FAMILY/SCHOOL PARTNERSHIP

All staff members recognize parents as their child's first and most important teacher. Effective partnerships with families include clear, honest, and two-way communication. Staff members are very interested to hear from you about things your child is doing at home and to work together with you to address any concerns you might have. While we know a lot about children, we are aware that you know a lot about your own child. Working together, we can ensure that your child's early learning experiences are successful and beneficial for all involved.

VISITORS

Parents are welcome to visit their child's classroom. The program's "open door" policy means that parents are encouraged to participate in the program in any way that is comfortable. We believe that families and parents should choose the type and level of involvement that is meaningful for them and their child. For example, family members might enjoy volunteering time to read stories, come to school for lunch, talk to the children about different subjects, help teachers to make educational materials or accompany a child's class on field trips. Parents and others who volunteer in a classroom on a regular basis shall be required to complete a background check, orientation training and have CPR/First Aid certification for the safety and security of all students. Guardians are encouraged to visit and volunteer in their child's classrooms whenever they are able to. We believe and recognize that families are our child's first teachers and this is something we strive to incorporate. When visiting, parents need to sign in at the upstairs visitors station and get a name tag before going to their child's classroom. Upon leaving, they will need to sign out and discard their name tag.

VISITS BY SIBLINGS OR OTHER CHILDREN WHO ARE NOT ENROLLED

Siblings or other family members of children in the program may visit briefly when accompanied and fully supervised by parents/guardians. Due to liability and child care licensure requirements, children who are not enrolled in the program may not stay for classroom activities if unsupervised by their parent/guardian.

THE GATHERING PLACE RESERVES THE RIGHT TO SUSPEND VISITATION AT ANY TIME, FOR ANY REASON.

FAMILY EXPECTATIONS/ BEHAVIOR POLICY

As a center, our staff work hard to ensure the best care for every child in our program. We have a high expectation for respectful and professional behavior and have the same expectations for our families. Communication is necessary for all partnerships and that is how we view our relationships with families we serve- as partnerships. It is the position of The Gathering Place to provide a culture of respect for all children, families and staff. It is mandatory that families act with the same respect. Behaviors, including but not limited to: yelling, swearing, harassment, threatening, and more will not be tolerated. ***Behavior that staff deems inappropriate will lead to corrective measures up to and including termination from the program.***

CONFLICT RESOLUTION EXPECTATIONS

In our center, we expect our teachers and families to work together as a team on behalf of the child. However, a difference of opinion and experiences is expected. As a center, we expect the following steps to be taken when there is a conflict between teammates: - Introduce the conflict directly with the staff member at a time that is not disruptive to the classroom day, when both parties have time to give the topic their full attention. - Pick up/drop off times are appropriate for issues that are easily resolvable, such as a lost item, questions about the daily routine, etc. - Scheduling a phone call, meeting or sending an email would be appropriate for issues that need more attention such as a wanting to discuss a behavioral concern or the teacher's classroom management style - Assume positive intent - There is always a reason for behavior and just as we assume that you are doing your best, we expect that the benefit of the doubt is returned to us. Ask questions like why, what, and how before making any conclusions - As a last resort, should the problem not be resolved, we encourage you to bring it to our director in a respectful manner by scheduling an appointment or via email. If the director is unable to assist in resolution, the next step would be contacting the lead pastor of Bozeman United Methodist Church- as he oversees operations of The Gathering Place.

FAMILY RIGHTS

Legal guardians have the right to enter and inspect the childcare center where their children are receiving care without advance notice during normal business hours. Access to the facility can be denied when, in the opinion of center personnel, the parent or guardian is behaving in a way that poses a risk to children or staff within the facility or there is a current court-order in place preventing parent/guardian-child contact. If the need occurs, local authorities will be called at 911 to assist the staff at the center. Child Protective Services (CPS) may also be notified.

EVALUATIONS

Formal and informal evaluations are a method our center uses to communicate the growth and development of the children we serve. Occasionally, families will also be asked to complete evaluations to the best of their ability to provide more insight into the child's behavior and skills. Our program is currently transitioning to utilizing the Ages & Stages Questionnaire (ASQ) to assess and evaluate all program children. We are also implementing a tracking tool to progress monitor academic development.

PROGRESS AND PLANNING CONFERENCES

Progress and Planning Conferences will occur four times a year. These may take the form of in-center meetings, phone calls or virtual meetings. These conferences may include the child's teachers, family, and any additional supporting professionals or advocates (therapists, specialists, physicians, etc.). These conferences are designed to be progress updates to celebrate the child's development, to assess how the child is progressing toward their goals, and to set new goals. Families who wish to conference with a teacher (outside of these regularly scheduled conference periods) should plan to schedule a time that coincides with the teacher's preparation time or at another time that is convenient for both parties. Classroom instruction time may not be interrupted for unscheduled conferences. Families may schedule conferences through the office 406-551-7215 or by email communication with their child's teacher or center director.

DAILY/WEEKLY COMMUNICATION

Teachers will contact families in a variety of ways depending on the needs of the family. Regular communication is necessary for fostering healthy relationships and partnerships but we do ask that families (and teachers) respect each other's boundaries and try to keep non-emergent communication to the work day hours: Monday-Friday 8:30-4:30. Parents are asked to update their information such as their address, phone, and other means of contacting parents as it may change or during conference times with teachers.

HYGIENE PRACTICES

Students are assisted in developing self-help skills in toileting, washing hands, and brushing teeth. They may help in serving meals or snacks. Students will be assisted in washing hands frequently to help them develop healthy habits. Students will brush their teeth at least once daily and basic hygiene practices will be observed. Let the staff know of allergies or intolerances, as mandatory paperwork will need to be completed for appropriate accommodations. Staff will ensure the highest quality of personal care for all students. Families agree to provide all information for safety and to cooperate with implementing skills for independent toileting, if their student is not fully independent upon school entrance.

WEATHER

Weather in Montana is unpredictable and oftentimes severe. Weather may impact our operating hours (per the Bozeman School District) or children's opportunity to play outside. Children are given 20-60 minutes of outdoor exploration everyday depending on the weather and age groups. Classrooms may play outside of the church, walk across the street to the playground at XY Learning, or walk to a nearby park. Classrooms may use multi-seat strollers, safety ropes, hand holding, and other positive guidance strategies to safely transport children to and from locations. Teachers also have personal cell phones and hand radios with a radius of 5 miles, to communicate with the center. Alternatively, when the weather doesn't allow for our students to play outside, our indoor green space is available. To limit the spread of germs, we do our best to ensure that only one class may use this space at a time. However exceptions may be made depending on class size and teacher ratios. This space has matted flooring and developmentally appropriate materials for children to climb, run, and play. If school closing occurs, there will be notifications based on the Bozeman Public Schools Cancellation Schedule. These communications can be accessed through The Gathering Place office and may be available to specific email, telephone, text messaging or on the Smartcare timeline, as parents prefer. In the early morning hours during inclement weather, local radio stations will broadcast announcements of any school closings. In addition, worsening weather conditions may force the early dismissal of our center. In the event that the center will be cancelled or dismissed early, The Gathering Place will also contact all parents/guardians with one or more of these communication methods: phone call, text, and/or email. We encourage parents to have a back-up plan in the event that the center closes early; or if leaving work to pick up your child could be a problem.

BEHAVIOR

Appropriate behavior is fostered by helping children learn to regulate their own behavior and emotions and work out their conflicts. This is different from only relying on adults to manage their behavior. Positive management of students places emphasis on preventing problems by attending to the room arrangement, having age-appropriate expectations, providing interactive activities for play and learning, and active adult monitoring and supervision. Students are taught to use words and to be direct about their needs. Teachers support this by supervising and assisting when words are hard to remember. If there are very challenging behaviors, parents will be informed and will be included in planning for teaching appropriate behavior at school. This may also include Action Plan Documentation, as well as, signed permission from families agreeing to interventions from outside professionals (behavioral specialists, social-emotional consultants, etc.) Teaching staff shall respond to all challenging behavior, including physical aggression, in a manner that: - provides safety for all children - is calm and respectful - provides the child with skill building for acceptable behavior. Please note that The Gathering Place philosophy, as well as, Montana Child Care Licensure standards prohibits any form of physical punishment for preschool students. **In cases where a child's behavior is severely impacting the learning environment and/or the safety of themselves, peers, or teachers, the child may be removed from the program.** Please note that the decision to remove a child will only be made after all measures have been exhausted and/or a family refuses to allow interventions.

TRANSITION TO KINDERGARTEN

Each child in The Gathering Place: A Child Learning Center has a cumulative folder that follows him/her from the time they enter preschool, to when they move on to kindergarten. The cumulative folder includes important information such as copies of the student's immunization record, reports/assessments, and any other important information. Families are provided with information about registering for public school and helping a child to be "ready" for school. The class may visit Kindergarten classrooms in the Bozeman School District. The child's portfolio is given to the family at this transition time, and parents will be assisted in registering for kindergarten.

SPECIAL SERVICES

The Gathering Place: A Child Learning Center is an inclusive early education program, which means that the program serves children with and without disabilities in the context of a developmentally focused education program. The preschool staff will assist in obtaining screening, assessments, services and providing resources for students and families if needed. Specialists work closely and collaboratively with classroom staff offering a safe space to work in a room designated for therapy, or in the classroom as well. Families and individuals interested in knowing more about the services for children with disabilities are encouraged to speak to their child's teacher or the program director.

PICK UP/DROP OFF

Current operating hours are 8:30 AM-4:30 PM Monday through Friday. Child care licensure requires that a designated adult, parent, or guardian sign each student in and out daily. Unknown adults are required to provide a picture ID and must be listed on the child's approved pick up list. There are no exceptions. Changes to the list must be made in writing by the child's parent/guardian and not by the phone. If you have any questions or concerns you can call the preschool director at 406-551-7215. Operating hours are subject to change based on necessity and will be communicated via phone call, email, or text. Families are charged a late pickup fee of \$10 for every 5 minutes they are late for pickup. If children are not picked up by closing, appropriate persons may be notified (parents, emergency contacts, child protective services, etc.)

PARKING

When picking up or dropping off your child, you can park your car on the street. The Gathering Place does not have a parking lot. We ask that you please be courteous to our neighbors. Parking in Accessible (handicap) parking spaces without the proper documentation is illegal and unacceptable to our program. If you feel you would benefit from an accessible parking pass, we are happy to provide you with the resources and directions to do so. If it is reported to us that families are parking in the accessible parking space without the proper documentation disciplinary action can occur.

STAFF INFORMATION

All staff at The Gathering Place: A Child Learning Center have been fingerprinted and have current criminal background checks. All staff must be current on the Montana Early Childhood Project Practitioner Registry and have had experience in early childhood education or a related field. All staff receive professional development annually and are up to date on training for licensing in the state of Montana. All staff are Infant/Child/Adult First Aid and CPR certified, up-to-date on MMR/TDAP immunizations and have a signed statement of health.

RECORDS

The Gathering Place maintains all policies, records, and reports that are required by the Department of Health and Human Services/Montana Child Care Licensing. The Gathering Place reviews and updates these materials annually. It is required that The Department of Health and Human Services/Montana Child Care Licensing has access to these materials and the opportunity to copy these materials, whenever children are in care. This includes the following: (1) The facility must keep a daily attendance record of the children for whom care is provided. (2) The facility must have a master list of the name, address, and phone number of all children in their care and their parents. (3) If medications are administered at the facility, the facility must maintain a medication administration log. (4) Prior to a child being enrolled or entered into a child care facility, the following information, signed by the parent or guardian, must be on file: (a) written information on each child explaining any special needs of the child, including allergies; (b) a release or authorization of persons allowed to pick up the child; (c) necessary medical forms, including all medication authorization and administration logs, signed and updated immunization records, and the names of emergency contact persons; and (d) an emergency consent form. This form must accompany staff when children are away from the child care site for activities. (5) A record of each emergency drill conducted pursuant to ARM 37.95.124 must be on file. (6) The facility must maintain incident and injury reports which include the date, time of day, nature of the injury or incident, treatment or remediation, and whether the parent was notified for any injury or incident that occurs in the facility. If an injury requires the use of first aid or medical attention, the facility must provide a copy to the parent and keep a copy signed by the parent in the child's file. (7) The information supplied in (4) and (5) must be maintained on forms provided by the department and must be signed by the parent or guardian.

CLASSROOM ENVIRONMENT CHILD CARE LICENSING REQUIREMENTS

A copy of the Department of Health and Human Services-Child Care Licensing Requirements can be found at <http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=37%2E95>.

MATERIALS BROUGHT FROM HOME

Students are not required to bring any learning materials for school. Families are asked to keep at least one full change of clothes including shoes for their child at school in case of messy spills or other mishaps. Families will also be required to provide appropriate weather-related clothing

and shoes for their child. Families may be asked to save recyclable items such as paper towel tubes, buttons, etc., for school projects. To limit the spread of germs, prevent lost or broken items, and to allow a child to fully engage in their environment, we ask that toys be left outside of the classroom. Comfort items (blankets, stuffies, photos of loved ones, etc..) are allowed in the classroom with the intention of eventually teaching coping skills to replace the need for the comfort item- such as deep breathing, talking about feelings, having a preferred activity, establishing positive relationships with caregivers, etc. This decision is also dependent upon the individual classroom and developmentally appropriate practice.

SOCIAL EMOTIONAL DEVELOPMENT

Social and emotional development is fostered in a positive manner through children's participation in learning activities which are designed to be inclusive and developmentally appropriate for the children. The development of understanding for others and a respect for diversity are important skills in our society and contribute to success in later education. We foster social emotional development by engaging and demonstrating in self regulation exercises, introducing skills related to empath, and coaching kids through strong emotions and reactions. A specific way we support social emotional development is in our classroom environments. Classrooms are set up to include a quiet area or calm down space. This is a space children are allowed to enter to calm their bodies when necessary. This is a center designed to promote independent self regulation and emotional release. Children are encouraged to return to play when they feel ready to do so, then welcomed back into the group. The emphasis of the social-emotional curriculum is to assist students in learning skills to prepare them for success. We believe that coaching them through social situations, frustrations, and adversity will lead to resilient, emotionally intelligent, and compassionate members of society.

DAILY SAMPLE SCHEDULE

The basic schedule for the preschool program follows. The schedule may vary slightly at your child's specific classroom and their teacher. A schedule is posted in each classroom.

8:30-9:00	Arrival Free Play
9:00-9:10	Morning Circle (Welcome Song, Kid Count, Calendar, Weather) Transition Activity
9:10-9:15	Bathroom Teeth Brushing Hand Washing
9:15-9:30	Breakfast
9:30-9:45	Morning Jobs (Sign-In, Feelings Check-In, Choose Class Job)

Music and Movement

9:45-10:00	Circle Time Story Large Group Lesson Transition Activity
10:00-11:00	Free Play
11:00-11:10	Bathroom Handwashing Outside Clothes
11:10-11:45	Outside
11:45-11:55	Put Away Outside Clothes Bathroom Handwashing
11:55-12:00	Yoga/Calm Down Techniques Transition Activity
12:00-12:30	Lunch
12:30-2:30	Rest Time
2:30-2:45	Bathroom Handwashing
2:45-3:00	Journal
3:00-3:15	Snack
3:15-4:30	Free Play (classroom or basement) Good-Bye's

REST/NAP TIME

Students are provided with one hour minimum of rest time daily. Depending on the child's age and classroom, this may look different. Students who do not sleep will be provided with quiet activities. Sleeping mats/cots with sheets and blankets are provided and are individualized by child. Sheets and blankets are washed once a week or as needed if soiled. Child care licensure requires a minimum of one hour rest time daily. **Infant schedules are individualized based on feeding/sleeping schedules provided by Guardians.** Cribs with a firm mattress and fitted sheet are provided for infants on an individual basis. Child care licensure prohibits the use of blankets by children under 12 months of age. If requested, The Gathering Place can provide infants with a sleepsack.

MEALS

Meals are prepared on-site by our kitchen staff. Daily meals are served “family-style” for children ages 12 months and up and will include breakfast, lunch and snack. Menus will be sent out via Smartcare and posted in children’s classrooms. Parents may request recipes/ingredient lists from the office, as needed. Meals follow guidelines from the Department of Health and Human Services-Quality Assurance Division- Child Care Licensing and Child and Adult Care Food Program (CACFP) standards (see below). Infants will be fed according to their parent/guardian provided Montana Infant Feeding Schedule. Our center provides Similac Sensitive Formula as a standard for all children in our program. If your child uses a different formula, it is the responsibility of the parent to provide the correct formula. Formula and milk bottles will be prepared on-site to ensure freshness. Pre-made formula or milk bottles will be disposed of. Breast Milk may be provided by parents. Breast Milk containers or packaging must be labeled with the child’s name and expression date. Breast Milk must be transported in a cooler and can then be stored on-site in the classroom refrigerator/freezer. As infants begin transitioning to solids, parents will be required to update the Montana Infant Feeding Schedule accordingly. Solids and finger foods will be prepared on-site by our program cook and will closely follow the parent-provided feeding schedule.

“And Justice for All...” In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) Fax: (202) 19 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

INFANT AND TODDLER SAFE SLEEP POLICY

Adequate opportunities for sleep periods during the day are provided and suited to the infant's and toddler's individual needs. Unless the parent has provided medical documentation from a health care provider ordering otherwise, infants must be placed on their back and on a firm surface with no incline to reduce the risk of Sudden Infant Death Syndrome (SIDS). Each infant

is provided with a crib for sleeping. At the discretion of the parent and provider, a cot or mat may be used once a child turns one year of age as long as a safe sleep environment is provided. Children one year of age through 18 months who are placed on a mat must have a signed permission statement in the file indicating that the parent has given permission for their child to be placed on a mat. When cots and mats are used, an early childhood teacher must remain with the child while they are sleeping. Infants and toddlers are not allowed to sleep in a car seat, infant swing, or other infant apparatus. Cot or mat are made of material which can be cleaned with detergent solution and allowed to air dry. Cribs are made of durable, cleanable, nontoxic material, and have secure latching devices. All cribs meet the requirements for full-size baby cribs and non-full-size baby cribs as specified by the Consumer Product Safety Commission at 16 CFR Part 1219 (2011) and 16 CFR Part 1220 (2011), incorporated by these references. A copy of the requirements for full-size baby cribs and non-full-size baby cribs is available <http://www.dphhs.mt.gov/earlychildhood/cribrequirements.shtml>, or by contacting the Montana Child Care Licensing Program at P.O. Box 202953, Helena, Montana 59620; Phone: (406) 444-2012. Mattresses fit snugly to prevent the infant from being caught between the mattress and crib side rail. Crib mattresses are waterproof and easily sanitized. Cribs, cots, or mats are thoroughly cleansed before assignment to another infant or toddler. Cribs, cots, or mats are spaced to allow for easy access to each infant and toddler, adequate ventilation, and easy exit. Aisles between cribs or cots are kept free of obstructions while cribs or cots are occupied. All pillows, quilts, comforters, heavy blankets, sheepskins, bumper pads, stuffed toys, and other soft products are not allowed in cribs and must be removed from the crib when an infant is laid down for sleep. Sleep sacks and similar safe sleep clothing may be used if the item does not restrict the infant's arms. Infants under 3 months of age may only be swaddled if medical documentation from a health care provider is on file at the facility. Infants over 3 months of age may not be swaddled. Toddlers are provided a clean washable blanket or other suitable covering for their use while sleeping. Each child's bedding is stored separate from bedding used by other children. All cries of infants and toddlers shall be investigated. The facility must develop a written policy that describes the practices to be used to promote a safe sleep environment when children under age two are napping or sleeping. This policy is to be posted in all infant/toddler classrooms. All early childhood teachers must sign an acknowledgement indicating that they have read and understood the facility's policy.

FIELD TRIPS AND WATER-RELATED ACTIVITIES

The Gathering Place agrees to obtain written authorization from the guardian before children can participate in routine transportation, field trips, special activities away from the facility, and water-related activities. If within walking distance, buggies or walking buddies will be used. Field Trips which require driving will be arranged by the program director. Drivers may include program staff, parents/guardians, program volunteers, etc. All drivers will be required to provide proof of insurance and a copy of their current drivers license. Carseats and signed permission must be obtained by all children's parents/guardians, prior to transportation.

OUTDOOR GREEN SPACE

Based on the classroom daily schedule created by the teachers, outdoor play will be split up by age group to go across the street to the shared playground at XY learning center. This is an enclosed playground. Students will be offered the appropriate clothing and then escorted to the play space by the teachers. Classes will use the appropriate travel tools such as a group stroller (buggy) or walking rope while transitioning to the play space. Classes must have two teachers present at all times, when utilizing outdoor play spaces.

INDOOR GREEN SPACE

Based on the classroom daily schedule created by the teachers, indoor play will be split up by age group to go downstairs to the lower level of the Bozeman United Methodist Church building where The Gathering Place is located. There is 900 square feet of a matted play area with appropriate play and climbing structures. Children will be escorted down to the basement so that they may engage in the play space. Classrooms may choose to use the elevator or take the stairs as needed.

EMERGENCY DISASTER ACTION PLAN

Facility Name: Bozeman UMC DBA: The Gathering Place: A Child Learning Center

Facility Address: 121 S. Willson Avenue Bozeman, MT 59715 Facility

Phone: 406-551-7215, 406-586-5413

Facility Main Contact: Samantha Stith - Director of Early Learning (702-580-3522) and Rev. Eric Strader (303-886-3278)

Emergency Kit Location(s): Backpacks located in every classroom/office, large emergency kit and supplies located in basement (sprinkler closet)

Number of Children: up to 64

Emergency Contacts

Fire/Rescue (911)

Bozeman EMS Phone: 406-582-3200

Police (911) Steve Crawford Phone: 406-582-2031

Fire (911) Josh Waldo Phone: 406-582-2351

Hospital Bozeman HDH Phone: 406-414-5000

Poison Control Poison Center Phone: 1-800-222-1222

Local Emergency Gallatin County EM Phone: 406-548-0111

Electric Company NorthWest Energy Phone: 888-467-2669

Insurance Provider Church Mutual Phone: 888-554-2642

Staff Responsibilities

All natural or human-caused disasters such as a flood, fire, tornado, or responding to an intruder will be the staff's responsibility to gather their students, collect the proper emergency evacuation supplies and follow the procedure in place in case of these emergencies. Each classroom will have phones, hand-radios and a way to contact the director immediately of any emergency. An alarm will sound in the classroom of an emergency which will then be an immediate response by the Bozeman UMC staff to evacuate with their students. It is the staff's responsibility to take attendance of their classrooms and report to the director. When evacuated from the building in the neighborhood site, out-of-neighborhood site, or out-of-town site staff will have the responsibility to keep the children safe, calm, and controlled while waiting for further instructions from authorities or the director. Staff Training - All staff will be required to perform 8 fire drills and 2 non-fire drills a year. These include: fire evacuation, non-fire evacuation, lockdown, shelter-in-place, intruder and earthquake. - All staff will be trained in these procedures annually through videos, online training, and in person training learning.

Evacuations

Evacuating Infants/Toddlers - Children will be evacuated together in the infant room using rollaway cribs and/or by carrying these children. Children will be evacuated together in the toddler room by carrying or walking. Children will be evacuated together in the preschool classrooms by holding hands and walking in a line. The second level classrooms will walk down the hallway and down the stairwell closest to their classroom and meet the other classes outside in their designated spot. The downstairs classroom will walk down the ramp into the hall to the alley door and meet outside at their designated spot. In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.

Notifications

Once all children are safely evacuated: - 911 will be called - Parents will be notified of the evacuation.

Emergency Kits/Information

Emergency kits will be accessible throughout the building for assigned staff members to grab in case of an emergency or need to evacuate the building. Each classroom will have an emergency backpack with the following items: - Folder with classroom specific information (emergency contacts, allergies, etc..) - Diapers, wipes - First aid kit/emergency blanket - Handheld radio. These backpacks will go with classes whenever they leave the classroom for extended periods of time, such as going outside on walks or downstairs to play/eat.

Evacuation Sites

- Neighborhood (for fire & indoor weather-permitting space): First Baptist Church Lawn 120 S. Grand Avenue Bozeman, MT 59715 (406) 586-6743

- Out-Of-Neighborhood (indoor weather permitting space - explosion, flooding): Emerson Building (lawn) 111 S. Grand Ave Bozeman, MT 59715 406-587-9797
- Out-Of-Town (indoor weather permitting space - hurricane, widespread flooding): Bozeman Public Library 626 E. Main Street Bozeman, MT 59715 406-582-2400

Transportation to Evacuation Locations

Children will be pushed in cribs, walking or caregivers holding children to the neighborhood evacuation site and weather permitting to the out-of-neighborhood site via shuttle. - Children will be driven in personal vehicles or in a shuttle service, with or without car seats, to the out-of-town location.

Shelter-In-Place

In case of the need to stay put due to a tornado or notification from authorities, children will be taken to an interior room in the basement of the Bozeman United Methodist Church.

Intruder

Children in the main level classrooms will close the curtains of their windows, lock doors, and gather in a secure location until notified by the police, director, or pastor of Bozeman UMC to do otherwise. Children in the second level classrooms will close the curtains of their windows, lock doors, and gather in a secure location until notified by the police, director, or pastor of BUMC. Guardians will be notified by phone, text and email by the director, in the event of an intruder situation.

Emergency Supplies

Emergency kits with food (including formula), toys, and water are stored in the basement. - A first aid kit stored in the basement. - A battery-powered radio and NOAA radio is stored with the emergency supplies. - A cell phone will be brought to the basement. - Emergency contact sheets are kept with the supplies. - Supplies for sealing the room are stored in the basement.

Notifications

Parents/guardians will be notified once the immediate threat has passed.

Parent Reunification

In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contact designated by parent/guardian) as soon as it is safe.

Notification: - Parents/guardians are provided: - Information on each evacuation site. - Parent/guardian contact numbers are: - Stored in classroom phones, directors phone - Attached to emergency backpacks - Kept in emergency kits Release: Children will only be released to contacts listed on the child's form with proper identification. Child/Parent Information: For each child at our site are identified by their contact and emergency information. There will be copies of each child's information in all emergency kits.

HEALTH AND WELLNESS

Illness and Attendance

In order to maintain a healthy environment, children must be kept home when having the following symptoms or diseases: - Fever of 100.4 degrees or greater within the last 24 hours - Bacterial infections, until they have been treated with antibiotics for at least 24 hours - Frequent, hard coughing - Vomiting or diarrhea within the last 24 hours- regardless of cause - Head lice, until they have been treated and all nits removed - Generalized rashes, until they have been seen and diagnosed by a healthcare provider as non-contagious - Chicken pox, until all blisters have dried up and crusted over Your child may return to school once the above symptoms/diseases subside and/or a healthcare provider advises that your child is healthy enough to return to school. Please do your best to notify, The Gathering Place, when and why your child is not attending school. While we ensure child's health information is protected, the information is necessary for protecting the health and wellness of the young children in our program. **FAMILIES ARE RESPONSIBLE FOR GETTING A DOCTOR'S NOTE APPROVING THEIR RETURN/ABSENCE UPON REQUEST FROM THE GATHERING PLACE.**

Illness or Injury at School

In the case of illness or minor injury at school, The Gathering Place, will notify you to pick up your child from school. Your child will be kept comfortable at school, until you or authorized pick-up persons arrive. Guardians have one hour from time of receiving contact to pick up their child or arrange for pick up to be made. After one hour, teachers will notify the emergency contacts/authorized pick up persons. In the event where a child sustains a more serious injury, first aid will be administered, appropriate emergency medical personnel will be called, and the Parent/Guardian will be notified. Once emergency personnel take over the scene, they will determine if the child will require emergency transportation. If you are at the scene of the accident, you have the right to refuse emergency transportation for your child. Medication In most cases, program staff is prohibited from administering medication to children. If your child is in need of medication, that will need to be given via parent/guardian. For a teacher to administer medication, the center will need a document from the pediatrician specifying the amount to administer, how to administer, and when to administer the medication. Parents must also fill out a medication authorization form with the program directors. Medications must be labeled with the child's name and be in their original containers. Medications are stored in a locked container and kept out of reach of the children. *Medication administration will be decided on a case by case basis.

Immunizations

All children must be up-to-date and current on immunizations for their age group. This is determined based on Public Health in the 406: Montana Vaccine Requirements for Child Care Attendance.



MONTANA VACCINE REQUIREMENTS FOR CHILD CARE ATTENDANCE

						
By 3 Months	By 5 Months	By 7 Months	By 16 Months	By 19 Months	By 6 Years	By 12 Years
DTaP 1 dose	DTaP 2 doses	DTaP 3 doses	DTaP 3 doses	DTaP 4 doses	DTaP 4 doses ³	Tdap 1 dose ⁴
Hepatitis B 1 dose	Hepatitis B 2 doses	Hepatitis B 2 doses	Hepatitis B 2 doses	Hepatitis B 3 doses	Hepatitis B 3 doses	Hepatitis B 3 doses
Hib 1 dose	Hib 2 doses	Hib 2 or 3 doses ¹	Hib 3 or 4 doses ¹	Hib 3 or 4 doses ¹	Not Required after 5 years of age	
Polio 1 dose	Polio 2 doses	Polio 2 doses	Polio 2 doses	Polio 3 doses	Polio 3 doses ³	Polio 3 doses ³
PCV 1 dose	PCV 2 doses	PCV 3 doses	PCV 4 doses ²	PCV 4 doses ²	Not Required after 5 years of age	
			MMR 1 dose ⁵	MMR 1 dose ⁵	MMR 2 doses ⁵	MMR 2 doses ⁵
			Varicella 1 dose ⁵	Varicella 1 dose ⁵	Varicella 2 doses ⁵	Varicella 2 doses ⁵

¹Varies depending on vaccine type used and age started. See the Advisory Committee on Immunization Practice (ACIP) Catch-up Schedule.

²Varies depending on age started. See the ACIP Catch-up Schedule.

³One dose must be given on or after the 4th birthday. When following the ACIP schedule, children will have at least 5 doses of DTaP and 4 doses of polio vaccine.

⁴A child 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap or Td vaccine to become current per the ACIP Schedule.

⁵First dose must be given on or after the 1st birthday.

Note: A four-day grace period may apply, as appropriate, per the ACIP recommendations

Revised September 2018
Administrative Rule of MT: 37.95.140

The Gathering Place: A Child Learning Center agrees to provide full time child care for (name of child) _____ on Monday-Friday, 8:30am-4:30pm starting _____ and attendance will be taken daily through a sign in/sign out system.

I understand that there is a late fee of \$10 every 5 minutes that I am late picking up after 4:30pm and/or that appropriate persons may be notified (parents, emergency contacts, child protective services, etc.)

I understand that The Gathering Place reserves the right to modify operating hours based on emergency situations, unexpected staffing conflicts, global pandemics, and more.

I understand that my child will participate in the following meal plan based off of the Montana Child and Adult Care Food Program. They will receive breakfast, lunch, and an afternoon snack.

<https://dphhs.mt.gov/hcsd/childcare/cacfp>

I understand that my child will not be allowed to enter or leave the facility without being escorted by the Legal guardian(s), person authorized by the legal guardian, or facility personnel. I understand the importance of the child care facility's policies and procedures and will abide by these plans. I acknowledge it is my responsibility to keep the child's records current to reflect any significant changes as they occur; telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.

The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which includes my child as an immediate response.

I agree to send in a written 30 day notice of termination of enrollment at The Gathering Place: Child Learning Center all fees and tuition paid in full.

The Gathering Place: A Child Learning Center agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities.

I authorize the child care facility to obtain emergency medical care for my child when I am not available.

I have received a copy and agree to abide by the policies and procedures for The Gathering Place: A Child Learning Center at Bozeman United Methodist Church.

I understand that the facility will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs.

I also understand that my participation is encouraged in facility activities.

Signed: _____ Date: _____
_____ (Parent/Guardian)

Signed: _____ Date: _____
_____ (Facility Administrator/Director)

Child's Name: _____
DOB: _____

I (we) agree that \$980 tuition/copay is due by the 5th business day of every month and will be paid in full by cash, check, Smart Care (added fee for credit card) or pay online (added fee) at <https://bozemanumc.breezechms.com/give/online> After the 5th business day of the month, I understand I (we) will be charged a \$25 late fee. I (we) understand that there is no discount, refund, or other allowance for absence, illness, vacation, holidays, school closures, or any other reason. I (we) understand parents will be required to give one month's notice to terminate enrollment, submitted to the preschool director and turned in a withdrawal notice/schedule change request form. I (we) will pay tuition for the one month notice period, even if the child does not attend the school during that month. I (we) understand that school operational hours are Monday-Friday from 8:30am-4:30pm (with the exception of school holidays listed in the family handbook and other related school closures) and will not have prorated tuition. Tuition, waitlist fees, registration fees, late payment fees, late pick-up fees and all other fees are payable directly to The Gathering Place By signing below, each signatory declares to have read, understood, and come into agreement with the terms of this Preschool Tuition Contract.

Signature: _____
Date: _____

Signature: _____
Date: _____

The Gathering Place: A Child Learning Center Best Beginnings Tuition Agreement 2022

Tuition is \$980/month and is due the first of each month. Tuition can be paid via cash/check to The Gathering Place and submitted to the program director. Tuition can also be paid online (added fee) www.bozemanumc.breezechms.com/give/online, with the memo Gathering Place or via the Smart Care App (added fee). There will be a \$25 late fee after the five-day grace period.

This ensures that tuition is received on time and can fund the program. In the case of school holidays and other school-related closures or absences, the full tuition is expected and will not be prorated. Best Beginnings families will be responsible for the balance not covered by their copay and/or the Best Beginnings program reimbursement rates, as seen in the table below. In addition, Best Beginnings only covers up to two absent days per month. If your child is absent more than this, you may be billed for the days not covered by Best Beginnings. Failure to pay may result in loss of the Best Beginnings Scholarship and/or termination from The Gathering Place. I understand the tuition structure and will adhere to both the attendance requirements and the payment deadlines. I acknowledge failure to comply could result in termination from the program.

2021 Provider Reimbursement Rates for Centers effective July 1, 2021

Infant/Toddler Age 0 up to 3		Preschool Age Age 3 up to 6		School Age Age 6 and over	
Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
\$27.00	\$45.00	\$24.00	\$40.00	\$22.80	\$40.00

YOU WILL BE BILLED FOR ANY TUITION AMOUNTS AND FEES UNCOVERED BY BEST BEGINNINGS. FAILURE TO PAY MAY RESULT IN LOSS OF THE BEST BEGINNINGS SCHOLARSHIP AND/OR TERMINATION FROM THE GATHERING PLACE!!

Best Beginning's Scholarship Amount _____

Monthly Payment to The Gathering Place _____

Name of Child _____

Parent Name _____

Parent Signature _____

Date _____