



KITTY LOUNGE CHILD CARE
PARENT HANDBOOK

(Please print clearly in blue or black ink)

Starting Date of Care _____ Trial Period Ends _____

Child's Name _____ DOB _____ Age _____

Child's Name _____ DOB _____ Age _____

Child's Name _____ DOB _____ Age _____

Mother/Guardian Name _____

Home Address _____

Home Phone _____

Work Phone: _____ Cell Phone _____

Email Address: _____

Father/Guardian Name _____

Home Address _____

Home Phone _____

Work Phone: _____ Cell Phone _____

Email Address: _____



The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing. The contents of this contract and all forms required for enrollment are non-negotiable.

ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to me before I will assume the responsibility of caring for your child. No Exceptions! All forms must be updated at least every year, sometimes sooner according to need. Please inform me immediately of any changes. Listed below you will find the list of forms that you need to return to [KITTY LOUNGE CHILD CARE](#) before your child's first day. The Forms needed are as follows:

- *Parent Handbook
- *Financial Agreement
- *Registration Form
- *Copy of valid State Photo ID of Parent(s)/Guardian(s)
- *Health Inventory (State Form)
- *Emergency Form (State Form)
- *Parent's Guide to Regulated Child Care Brochure (State Form)

BATHROOM WILL NOT BE AVAILABLE FOR USAGE TO PARENTS or etc.

DAILY DROP OFF/PICKUP

Parents MUST wear mask at all times and Parents will hand child to provider at the front door.

AGES SERVED

The ages of the children I serve are from ages 4 weeks up to 12 years old. I am occasionally available for drop-in care to care if space allows. Arrangements must be made in advance. Please keep in mind I do not provide transportation to and from school and my home at any time.

CHILDCARE RATES

Your weekly childcare rates are outlined in your Financial Agreement. You must pay weekly fees by cash or Zelle only. Payments must be made on each Monday by 6:00 p.m. **If payment is not received by 6:00pm each Monday, a \$30.00 per day late fee (including weekends) will be charged. If payment is not received this will result in immediate suspension until all fees and late fees are paid. Continuing to pay late fees will result in immediate termination of your contract and you will lose your position at [KITTY LOUNGE CHILD CARE](#).**

Rates will not be adjusted for late arrival, early pick-ups or child's missed days. There will be **no refunds or adjustments made to your child care fee** for your time missed due to closings such as bad weather (ex. snow days), illness, holidays, or your child's absence. Weekly fee is due and payable on time Monday's for the following week of care regardless of the child's attendance.

REGISTRATION FEE

Upon acceptance into [KITTY LOUNGE CHILD CARE](#), and the signing of the contract, you will be required to pay a non-refundable \$75.00 registration fee. Before your child is admitted into [KITTY LOUNGE CHILD CARE](#), or to hold a future spot, a registration fee must be paid.

LATE FEE'S / ADDITIONAL FEE'S



You are scheduled for childcare for the hours listed in your *Financial Agreement*. If you drop off before or pick up after these times, you will be charged a late/ early fee. (Examples: If 4:30 p.m. is your pick-up time, your late fees will begin at 4:31 p.m. even though childcare is open until 9:00 p.m. If 8:30 a.m. is your drop-off time and you drop off earlier than 8:30 you will be charged an early fee even though childcare is open at 7:00 a.m.)

The late fees will be as follows: You will be charged an overtime rate of \$15.00 for the first 15 minutes and \$1.00 for every minute after. Calling to inform me that you will be unavoidably late does not waive late fees. Payment is expected, in CASH, at the time of pick up or drop off. If cash payment is not made at this time, you will be given a bill due on or by your next regularly scheduled fee payment due date. These rules will be strictly enforced, and habitual tardiness may result in termination of services. The above late fees will also be charged to you if another person is supposed to arrive to pick up your child is late.

Bad traffic or weather will not be an accepted late excuse and you will be billed accordingly. In cases of extreme bad weather a phone call from you would be expected to let me know you are on your way. I would not want you to put yourself in danger in rushing to my home to be on time, but I would still expect to be reimbursed for late fees as indicated. Job-related lateness will not be excused for any reason. Continued late pick-ups will mean breach of contract and you will forfeit your child's position in the child care.

TRIAL PERIOD

The first two weeks of your child’s enrollment are on a trial basis. During those first two weeks either parent or provider may terminate this agreement at a moment’s notice. The important topic here is that both parties feel this is the best situation for the child(ren) involved. After the initial two weeks, a two-week written notice by either party is required to terminate this agreement unless there is a violation of this Parent Handbook or other required forms.

DAYS AND HOURS OF OPERATION

KITTY LOUNGE CHILD CARE is open Monday - Friday. Childcare is never offered on weekends or holidays. Childcare hours are 7:00 a.m. to 9:00 p.m. Please remember that your fee is based on the hours you contract for, not the hours that I am open. You are responsible for paying all fees for your contracted days regardless of whether you bring your child or not. You are required to notify me no later than one hour in advance if your child will not be coming for the day or if you will be late in arriving.

DAILY SCHEDULE

7:00 - 8:30 a.m	Arrival / Breakfast
8:30 - 9:30 a.m	Free play
9:30 - 11:00 a.m	Circle time
11:15 - 12:00 p.m.	Go Outside (<i>weather permitting</i>)
12:00 - 12:30 p.m	SNACK
12:30 - 2:30 p.m	Nap Time
3:00: - 4:00 p.m	Story Time/Educational Media
4:15 -4:30 p.m	Cleanup/Departure
4:45 - 5:00 p.m	Free play
5:15 – 6:00p.m	1:1 educational review
6:15 – 7:00 p.m	Snack time
7:15 - 8:00 p.m	Educational media
8:15-9:00 pm	Departure

This schedule is just an example of our day,nd is followed as closely as possible. At rest time the children do not have to sleep, but they will have to lie down on their mat quietly, so they do not disturb the other children. In the event that your child needs to be picked up or dropped off at rest time, please make arrangements beforehand so we do not disturb the other children. Thank you!

SIGN-IN SHEETS



All parents are required to sign in and out for pick-ups and drop-offs each day. The sign in/out sheet is located by the door for your convenience. This allows for a written record of the child's attendance, hours, as well as a record of who brought and/or picked up the child each day. If anyone other than a parent, guardian or approved person is coming to pick up your child, you are required to call in advance to inform me of the person's full name. That person must provide a valid state photo ID when they arrive to pick up your child, or your child will not be released and late fees will apply.



ABSENCES / LATE ARRIVAL

Please remember that this is a business not a babysitting service. If your child will be absent or late, you are required to call no later than an hour before arrival to let me know. If you do not arrive on time, and have not called, you risk me not being available to accept your child. This will help us plan our day.

It is important that arrival and departure times are punctual and brief so that we can all get settled and proceed with our daily activities. **Children will not be allowed to arrive after 10:00 am without a letter from a physician's office for a medical/dental appointment.** Late arrival does not justify late departure. Rates will not be adjusted if your child arrives late, you are still required to pick up your child on time as scheduled.

As a reminder, your child care hours are outlined in your contract, if you are scheduled to arrive for pick up at 4:30 pm, you must stick to this schedule or a late fee will be charged. If you suspect that you may be late in picking up your child, you will need to arrange for a back-up person to come in your place. Please don't assume that I will be available to stay with your child. In the event that you use a backup person to come for your child, please call me in advance and instruct this person to show me their photo identification upon arrival.

HOLIDAYS

KITTY LOUNGE CHILD CARE is closed on all major holidays. The following are observed holidays:

- *New Years Day
- *Martin Luther King Day
- *Presidents Day
- *Memorial Day
- *Juneteenth
- *Independence Day
- *Labor Day
- *Columbus Day
- *Veterans Day
- *Thanksgiving Day
- *Day after Thanksgiving
- *Christmas Eve (12/24) thru New Years Eve (12/31)

Please arrange for back-up care if needed. **These are paid holidays and your fee will not be reduced during daycare closure.** Depending on the day of the week that certain holiday's fall, I may also close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, I will be closed the Friday before or the Monday after. Generally this would be the same day that most businesses observe.

MEALTIMES

Children are never expected to clean their plate, but are asked to try everything just once. If your child has any allergies please let me know. Please allow your child time to finish all uneaten food prior to arriving inside **KITTY LOUNGE CHILD CARE**. If your child wishes to bring an occasional treat, please call me to verify quantity and approved foods. All treats etc must arrive in sealed packages. Children will help set tables when possible. Children will also help unset the table and clean up afterwards.

FULL TIME (FT)

Full-time childcare is defined to be 4 or more days (25-50 hours) per week up to 10 hours per day total. Weekly rate is due and payable by 6:00 pm on each Monday for the following week of care regardless of the child's attendance.



PART TIME (PT)

Part-time childcare is defined to be 3 or less days (1-25 hours) per week up to 5 hours per day total. Weekly rate is due and payable by 6:00 pm on each Monday for the following week of care regardless of the child's attendance.

AFTER SCHOOL CARE (AC)

After School Care (AC) childcare is defined as childcare service from 1 to 4 hours per day total. Children will be instructed to begin homework when they arrive. I will try to assist with homework whenever possible; however, you will be responsible for completing, checking and approving homework each day with your child.

DROP-IN CARE

Drop-ins are considered to be an odd day when care is needed. The adult to child ratio in Provider's home is regulated by the state of Maryland, and as such, drop-in care may not always be available. Reservations for drop-in care will be accepted on a first requested, first served basis. Cancellation of a drop-in reservation with less than 24 hours notice will result in the Parent being invoiced \$20 per child per occurrence.

INFANT FORMULA AND BABY FOOD

Infant formula and baby food will be provided by you for your child until he/she turns age 1.

If your child is taking breast milk, there are a few extra steps that you will need to follow.

#1 Please make sure your child has made the transition to a bottle prior to their first day at daycare.

#2 Please send more than enough breast milk for us each day.

#3 All breast milk should come in tightly sealed bottles ready to feed.

#4 Bottles must be packaged in a spill proof zipped bag.

#5 Refrigerator is available for storage of milk.

#6 All breast milk/supply bottles will be sent home with you each evening.

EMERGENCIES

In the event of an emergency with your child, you will be called, and if necessary the child will be transported by ambulance to the nearest hospital. You will be responsible for all medical treatment necessary for your child's well being. This is not limited to emergency room care, ambulance visits and co-pays to your insurance company.

ILLNESS AND SICK CARE

The health and well being of all of the children here are of utmost importance. It is for the protection of the children that I must insist on strict adherence to my Health Policy. Please read it carefully. If you have any questions or doubts, regarding the statements it contains please discuss them with me now. Do not wait until your child is sick to think about what would be best for all concerned. Even with all of our precautions children do get sick and or hurt. Due to my concern for all of the children enrolled in my childcare there are certain guidelines that I require my clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to child care. I will furnish you with the proper form. This is to ensure that a child does not return to childcare when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

There are a number of immunizations required by law before your child may attend childcare. Upon application for enrollment you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.



Children with minor illness may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort. There are also some illnesses that by law exclude the child from attending childcare. Some of those illnesses are but not limited to:

- Infectious Conjunctivitis
- Infectious Diarrhea
- Impetigo
- Chicken Pox
- Hepatitis A
- Scarlet Fever
- Scabies
- Lice
- Ringworm
- Strep throat
- Flu Virus

Weekly rate will not be reduced if child does not attend child care due to illness. **Weekly fee is due on time in order to avoid late fees and to hold child's space.** I would be happy to discuss the details of any of these infections with you at your request. When a child has certain symptoms, he/she must be kept home. Some of these are:

FEVER

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. For example, if nothing else is wrong and the child had a DTP shot, the fever is not cause for the child to stay home unless it directly affects his or her ability to handle normal daily activities. There are certain times when a fever means a child should stay home. These include: An infant up to 4 months with a temp of 100 degrees or higher. A child 4-24 months with a temp of 101 degrees or higher. A child over 24 months with a temp of 101 degrees or higher. In the event of this type of temperature, the child should not return until the temperature has been gone for 24 hours without the aid of fever reducing medications such as Tylenol. If your child awakes with a high temp and you administer a fever reducer, this generally only lasts a few hours and I will have to call you when you arrive at work to come pick up your child. In the meantime the other children have possibly been exposed to an undiagnosed illness.

VOMITING OR UPSET STOMACH

A child who has been vomiting can easily spread germs through vomit. The child may also need my help. The added time to clean up after the instance takes my attention away from the other children. If your child vomits while at childcare, you will be expected to come immediately to remove your child from childcare. If you are not able to come as soon as you are called, please arrange for someone else to pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

DIARRHEA

When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the childcare setting and this child must remain home. Sometimes a child may get diarrhea from antibiotics or eating something different or too much of something. If they feel well and do not need extra attention and are able to participate in normal daily activities they do not need to stay home. Children with diarrhea, who look or feel sick, or have a fever along with their diarrhea, need close attention. They should stay home until 24 hours have passed with only one bowel movement.

RUNNY NOSE

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, then rub them on their own and others clothing and on surfaces and toys. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child.



These instances will be handled on a case by case basis. Your cooperation will be greatly appreciated. Other symptoms of illness that will cause some concern are: Gray or white stool, infected skin patches, difficult or rapid breathing, pink eye, severe itching, sore throat, severe coughing, yellowish skin or eyes, spots or rashes, dark urine, headache/stiff neck, and unusual behavior.

It is my wish that we may work together to keep our children happy and healthy. Some of the features that help insure your child's health are:

- *No smoking on the premises
- *No shoes can be worn in selective areas
- *No bags are to be left over night in the home (absolutely no exceptions)
- *Blankets and sheets must be taken home each Friday to be cleaned and brought back each Monday
- *My health policy is strictly adhered to.
- *Current immunizations are required
- *Good hygiene is stressed at all times
- *Other than small infants, pacifiers are not allowed.
- *Children do not bring toys from home.
- *Children are prevented from sharing cups, utensils and food.
- *Every attempt is made to keep toys and play area's sanitized.
- *Napping is done on individual cribs, cots or mats.

MEDICATIONS

If your child is on medication and it must be administered while at childcare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. I will also have a form for you to sign giving me permission to administer the medication to your child. Medication will be given at the time or with the meal you specify. A written record will be kept.

CLEANLINESS & HYGIENE

I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. Infants sleep in separate cribs or pack and plays with clean sheets and blankets (which you are required to provide) used only by them. Beginning at about age 2, washable nap mats are used. Each child has a separate nap mat. You are required to take sheets and/or blankets at the end of each week on Fridays to wash and return on Mondays. High chair trays, tables, etc. are clean and disinfected after each use.

DIAPERING

Latex gloves are used when changing diapers. Soiled diapers, wipes, gloves are immediately thrown away. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications. Cloth diapers are not used at [KITTY LOUNGE CHILD CARE](#).

REST TIME

Infants nap at varying times and their personal schedules take precedence. By the time a child reaches one year of age, they are generally into the same nap routine as the rest of the child care group. We have rest time each afternoon from 12:30p.m. to 2:30p.m. Children are not required to fall asleep, but many do. Please understand that no child is allowed to be excluded from rest time. Cots and/or mats are supplied for the children, as well as travel cribs for those that still require them. If you arrive during rest time, please call or text time of arrival so we can your child ready for pickup at the entry door.



INFANT SLEEP ARRANGEMENTS

State Child Care Regulations state that all infants must sleep on their back. No wedges or blankets may be used to prop the child. All recommendations by the SIDS **Back to Sleep Program** are followed when caring for a sleeping infant. Please remember, your infant does need tummy time to strengthen their arms and back while awake. Back positioning is recommended for sleeping only. Infants are slept on their backs in a travel crib with nothing but a light blanket for warmth when needed. Failure to adhere to SIDS rules & regulations may result in immediate termination.

DAILY SUPPLIES NEEDED FOR YOUR INFANT (UP TO 23 MONTHS)

- *Bottles
- *Pacifiers until age 1 year
- *Infant formula
- *Infant food
- *Diapers and wipes a full bag and please watch their bags for refills
- *A COMPLETE change of clothing for each child must be available in diaper bag

Please be sure to replenish all supplies daily. Please be sure to label all items with child's name. We will not be responsible for any lost items.

DAILY SUPPLIES NEEDED FOR YOUR CHILD (24 MONTHS – SCHOOL AGE)

- *Pull-ups if not potty trained
- *Wipes please watch their bags for refills
- *Blanket for nap time
- *Crib fitted sheet
- *A COMPLETE change of clothing for each child
- *Ziploc 1 gallon plastic bags

Please be sure to replenish all supplies daily. NO items will be allowed to be left overnight in the home (no exceptions). Also, please be sure to label all items with child's name. We will not be responsible for any lost items.

PROPER ATTIRE

Child's play is messy work. Your child will be painting, playing on the grass, water, and various other activities. Please do not expect me to keep your child's clothes clean and free from stains. The latest fashions are cute and appropriate for fancy dress and photographs but not for childcare. The children will participate in all activities regardless of their dress. Please remember to replace your child's clothing in their daily bag at least every 6 months to assure we have a garment that fits. Children (and parents) do not wear shoes when inside the home. They must take them off and keep them in the entry with their coats. This helps to keep carpets clean and the floors more sanitary for crawling infants and children. It also helps when your child has easy on/off shoes that they can do with minimum assistance.

BOTTLES, DIAPERS AND TOILETRIES

For infants you must furnish bottles. If your baby requires a special formula or must be on formula past one year of age, you must also provide that. I will coordinate with you when to start the child on solids; generally this is around 4 months unless the child has medical reasons for a delay.

For children of all ages, I will allow you bring some baby Tylenol/Motrin or a similar product to store in their bags daily. Baby Tylenol/Motrin will not be used without your written approval. It should be left on hand for emergencies as teething and sudden fevers are best treated as soon as symptoms start.

I also request that you furnish sunscreen for your child who will be playing outside a lot in the warm weather. If you wish me to use any type of diapering ointment (with the exception of powder) please supply this also.



TOYS AND PERSONAL ARTICLES FROM HOME

No Toys are allowed to be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. I am not responsible for lost, broken, or stolen objects that are brought from home.

VACATIONS

Each year I will take two to two week's off for vacation. You will be notified at least 1 month in advance as to which weeks that **KITTY LOUNGE CHILD CARE** will be closed. You will be charged for both weeks of vacation. Child care payments for my paid week of vacation must be left the Friday prior to the start of my vacation and will be held until the scheduled payment due date. You are required to arrange and pay for your own back-up care. Please notify me at least 3 weeks in advance as to your Family vacations. **Child care payments must be left with me prior to your vacation departure and will be held until the scheduled payment is due.**

PROVIDER ILLNESS AND EMERGENCY TIME OFF

Although I will make every attempt to be available each day, however, you will be notified as soon as possible if Covid systems has entered the home then the childcare will be closed down to protect the health of the children. When I must be away for a short time (ex. appointment or to run an errand), backup care will be provided by one of my substitute providers. My substitute provider is authorized to carry out the terms of this contract.

TOILET LEARNING

I am always willing to assist a child with toilet learning. However, your child must be ready and willing as well. Training takes both daycare and home participation. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at daycare as well. **All children 2 ½ years and older will be charged an additional \$25 per week until the child is completely toilet trained.**

OUTSIDE PLAY

When weather permits, we will play outside every chance we get. Please send appropriate clothing, if we have even one person lacking the appropriate clothing we will all be staying inside. Please label all attire with your child's name. When weather is below 30 degree's in the winter children younger than school age will not be playing outdoors. Please send your child in play clothes. We have lots of fun outdoors and don't want to worry about grass stains on our new clothes.

DISCIPLINE

The following methods of discipline will be used:

- Encourage children to solve problems themselves
- Intervention and discussion
- Re-direction to another play area
- Loss of privileges
- Time out

Physical punishment will not be used, even if requested by the parent. If there is a chronic behavioral issue that needs attention, I will let you know as soon as possible. These types of behaviors might include such things as biting, spitting, use of bad words, chronic hitting, etc. I hope together we can create a behavior management strategy, which will control the behavior. You may be called to remove your child if his/her behavior prevents me from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

As a home care provider, I have a responsibility by law to recognize and report any evidence of child abuse--physical or emotional-or neglect. This is strictly for the benefit of your child.



EMERGENCY PREPARDNESS PLAN (EPP)

My goal is to keep your child(ren) safe at all times when he/she is in my care. With recent world and local events, I have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. The specific type of emergency will guide where and what special care will be provided. This includes evacuation to another site, method to contact parents, and emergency ends/reuniting with children. The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren).

TERMINATION FROM KITTY LOUNGE CHLDCARE

If you decide to remove your child from [KITTY LOUNGE CHILD CARE](#) a two-week written notice is required. You are required to pay for these two weeks. If I decide I can no longer provide care for your family I will also provide you with a two week written notice. If violations of this agreement occur, you may be given immediate termination from [KITTY LOUNGE CHILD CARE](#) and all security / holding deposits will be forfeited by you. Examples of why I would terminate your child’s care include: (but are not limited to)

- #1 Failure of parents to pay weekly rate and/or accumulated fees.
- #2 Failure to complete and sign any required forms.
- #3 Lack of parental cooperation.
- #4 Failure of child to adjust after a reasonable amount of time.
- #5 My inability to meet the child’s needs without additional staff.
- #6 Gross misconduct and/or disrespect on the part of the parent or child.
- #7 Excessive behavior (such as biting, spitting, hitting, vulgar language etc)
- #7 Parent’s failure to adhere to the guidelines of outlined in the agreement(s) as well as SIDS rules and regulations.

GOALS

The primary goal of my daycare program is to provide a loving, safe, stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child’s needs. I look forward to a long and rewarding friendship with your child and family. As a provider, I reserve the right to make changes in the child care environment without advance notice to parents, as long as any change remains within state licensing requirements and regulations. There may be updates to this parent handbook occasionally. I will give you a separate updated copy as the need arises. Communication is the key; please feel free discussing your concerns with me. Thank you for your interest in finding the best possible care for your child!

Welcome to [KITTY LOUNGE CHILD CARE!](#)

AGREEMENT

I have read (all 10 pages) and fully understand this [KITTY LOUNGE CHILD CARE](#) Parent Handbook. I now agree to enter into this agreement with [licensed provider/owner](#) of [KITTY LOUNGE CHILD CARE](#). I understand that the contents of this contract may be changed at anytime by [KITTY LOUNGE CHILD CARE](#) provider/owner. Anytime a change is made, I will be given a new contract if I intend on continuing childcare at [KITTY LOUNGE CHILD CARE](#). I have received a copy of this Parent Handbook for my own records.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Provider Signature _____ Date _____

Co-Provider Signature _____ Date _____