

**2023/24**

## **Vision Statement**

Equip all students to flourish,  
spiritually, academically, emotionally,  
and socially to live a  
life of service for Christ.

## **Mission Statement**

To provide outstanding Christ-centered education by:

- engaging excellent Christ-following teachers, administrators, and supporting staff who are continuously advancing their education and training to ensure that all students learn to the best of their ability.
- researching, evaluating, and implementing innovative practices in education that raise the quality and breadth of programs offered at WCS.
- re-imagining and shaping the facilities, grounds, and resources at WCS to enrich each student's education.

# Welcome to Christian Education

Thank you for your interest in Willowdale Christian School. We are happy to be able to share some information regarding our school with you and hope you will give prayerful consideration to joining those who support the vision of Christian education at Willowdale Christian School.

Willowdale Christian Schools has offered quality Christian education for 50 years and serves Christian families from a large geographical area. Believing that the values of the home need to be reinforced and developed in the school and that all of life is to be lived for our Lord and Savior Jesus Christ, parents established and continue to support Christian education at WCS.

Willowdale Christian School is a uniquely Christ-centered school, where we strive to provide an education that develops the whole child, intellectually, spiritually, emotionally, physically and socially. All students are empowered to grow to their full potential in a faith-filled learning environment that mirrors God's love and inspires students to serve God.

We aim to stimulate a sense of wonder, to encourage children to discover how they are uniquely gifted and created in the image of God and to explore what it means to follow Christ in a world that does not acknowledge him. At Willowdale Christian School we hope to lead students to become wise citizens and good neighbours, who can think deeply and intelligently about issues in society, care for and respect other, and participate fully in God's plan for a hurting world. When parents choose to invest in Christian education, the benefits last a lifetime. Consider experiencing the difference God makes in education at Willowdale Christian School.

## What is a Christian School

**A Christian school is a school.** It's a place where teaching and learning happen; a place where students are prepared for further education and productive lives. It is students and teachers, desks and blackboards, texts and notebooks, computers and projectors, bells and recesses... just like other schools.

**A Christian school is Christian.** It's a place in which Christian love and concern are interwoven with the task of learning; where resources and gifts are regarded as given by God to be used in service and leadership. It's a place where Christian principles are integrated into all courses.

**A Christian school is a community.** It's a safe, caring environment, where children can discover, explore and learn about themselves, others and the world that God created. It is an extension of the Christian home and church where dedicated Christian teachers strive to nurture the whole person - head, heart and hands. It's a place where parental involvement is encouraged. It is a place to learn and glorify God individually and as a community.

"The Christian school is a community of faith. It is a place where students and teachers speak freely about God and His greatness... God's words are spoken in the classroom of a Christian school. His voice is also heard on the playground, in the hallways, in the principal's office, in the board room, and in the community to which the school witnesses. In even the smallest aspect of the Christian school, it is obvious that it is an institution that nurtures students in their faith, equipping them to eventually pass along God's truths to succeeding generations." Focusing the Vision, CSI brochure

**Christian schools shape not only our children's intellect, but their very character.**

# Willowdale Christian School

Willowdale Christian School is an independent Christian elementary school, equipping children for life by providing excellent instruction in a safe and stimulating academic environment. WCS is conveniently and centrally located just off Yonge Street between Finch and Steeles, at 60 Hilda Avenue. Students attending Willowdale Christian School come from all over the greater Toronto area (Aurora to the north, Scarborough to the east, downtown Toronto to the south and Vaughan to the west.). A school bus runs south from the north end of Richmond Hill along Yonge Street and another bus runs north from the Yonge and Lawrence area.

This year there are approximately 135 children enrolled in Junior Kindergarten to grade eight. Our families represent diverse cultures and churches, but all desire Christ Jesus to be acknowledged as Lord of all of life.

Willowdale Christian School celebrates 50 years of excellence in education and offers:

- High Academics
- Instrumental Music
- Creative & Dramatic Arts
- Computer Lab
- Grade 1-8 French
- Resource Support
- Dedicated, Certified Staff
- Small Classes
- Team Sports
- Retreats & Field Trips
- Service Projects
- Community Events
- Student Activity Council
- Extra Curricular Activities
- After School Care
- Full-day Kindergarten
- Science Fair & Speech Fest

At Willowdale Christian School parents are welcomed into active participation. Many opportunities exist for involvement in the development the school. WCS has volunteer committees and is managed by a parent run Board of Trustees.

WCS has an active Service Program that fosters school spirit, builds community involvement and provides many different opportunities for participation.

## A Brief History of WCS

The story of Willowdale Christian School goes back to Thanksgiving Day, October 1955, when a Christian School Society was founded and named the Calvin Christian School Society. A board was elected by some members of a small Christian Reformed Church in Toronto. A constitution was agreed on in the next few years and meetings were held to talk about location and budgets. A lot was purchased and a three-room school was built. It was dedicated and opened in 1959, with Mr. van Kessel as principal. Rapid growth necessitated an addition of five classrooms and a library. In 1979 a band program was begun. A further addition gave WCS a gymnasium. In 1983 Junior and Senior Kindergarten programs were added. Since then WCS has continued to expand achieving further growth in size and program offerings.

# Educational Creed

Believing that the Lord God, by graciously giving us the Scriptures, has revealed to His people ordering principles intensely relevant to education, and requires of us that we bring the word of God in all its power to bear upon education, we confess:

**Life** - That human life in its entirety is religion. We must serve God everywhere, and our children must therefore be educated to that end.

**Bible** - That the Bible as the written word of God is the Truth by which the Holy Spirit enlightens our understanding of God, ourselves and the world; and is the infallible authority by which He directs and governs all our activities, including the education of our children.

**Creation** - That the world in its origin, gracious preservation, and ultimate restoration, is the work of the Triune God; and that its purpose is the glorification of His Name. Hence we can understand the world rightly only in relationship to Him.

**Humanity** - That we were created in the image of God, to enjoy conventional fellowship with our Creator and to reflect in our persons and works the Excellencies of our Maker; and were instructed to exercise dominion over the world in strict and loving obedience to God and interpret all reality in accordance with His design and law.

**Sin** - That sin is disobedience to God's law and that we, by sinning forsook our office and task, estranged ourselves from God and our neighbour, and brought God's curse upon the Creation. As a result, humanity became corrupt in heart and blind to the true meaning of life, repressing and misusing the revelation of God in creation and Scripture.

**Christ** - That the Christ of the Scriptures, truly God and fully man, has reconciled the world to God and redeems our life in its entirety. Through His Spirit He renews our heart to love God and our neighbour; and redirects our understanding rightly to know God, ourselves and the world.

**The Kingdom of God** - That the Kingdom of God is His righteous and universal regime through Jesus Christ, whose rule in grace and power makes education possible and meaningful. In obedience to Christ we submit in every area of our life to love the Lord with all our heart and mind.

**Purpose of Education** - That the purpose of education is to direct and guide children to direct their hearts to Christ the Truth; to attain to understanding, wisdom and righteousness; and to perform competent and responsible service of the Lord in every aspect of life.

**Parents** - That God has given parents the responsibility to nurture and educate their children. Therefore, parents should establish and maintain schools.

**The Child** - That the child is entrusted to the parents by God. Children of the Christian home are a heritage of the Lord and share in the promises and demands of the Covenant. Needing direction, correction and instruction, these children also ought to receive Christian Education.

**The Teacher** - That the teacher, a servant of God, has the office of educating the child and exercises authority in the school.

**The Christian School** - That the Christian school is an educational institution established and controlled by an associate of Christian believers to function in total and voluntary submission to Christ, the King.

# WCS INTERNATIONAL STUDENT PROGRAM

Our world is becoming increasingly smaller through globalization. We are confronted daily by people of differing backgrounds and nationalities. Intercultural interaction forces us to look beyond the box and hopefully helps us to let go of our ethnocentric point of view. We are forced to evaluate our own values and those of others; an exercise that can draw us closer together and also closer to God.

As Christians it is our responsibility to become effective in cross-cultural interactions in order for our witness to become more effective in this world. By introducing international students to our school, we are providing a wonderful opportunity for cross-cultural understanding to develop, so we can become effective co-workers in bringing God's redemptive story to those who have not heard it.

## ASSUMPTIONS MADE ABOUT ENROLMENT

1. Enrolment of international students will be limited to no more than eight percent (8%) of the student population at any given time.
2. Students should be fully integrated into the school in terms of language, curriculum and extra-curricular activities before being considered outside the eight percent (8%) limit.
3. International students will live with a parent or a guardian in a home-stay environment that is consistent with the school's vision and enrolment policies.
4. WCS will provide students who are in Grades 4-8 with an English as a Second Language program. The cost of which is included in the tuition fees.

## PROCESS FOR ADMITTING INTERNATIONAL STUDENTS

Willowdale Christian School will:

1. Receive the Registration Form with all the necessary documentation as itemized on the checklist accompanying the application.
2. Determine the eligibility of the student.
3. Notify the applicant by letter informing them of their status.
4. Arrange for an interview with the student/parent/agent/guardian.
5. Upon acceptance:
  - Receive full tuition for the term of acceptance.
  - Issue a Letter of Acceptance (original copy and one photocopy to be given to the applicant and one photocopy for the student file).

## POLICY ON SHORT-TERM ABSENCE OF PARENTS

The safety of all our students is an ongoing concern. That includes international students who are residing in Ontario with their parents. According to Provincial and Federal laws **NO** minor children may live independently. If you are planning a short-term absence, it is **YOUR** responsibility as the parents to ensure that your children are in a safe home environment. The following process must be followed.

1. Inform the Willowdale Christian School office of your plans. The following options are acceptable for the care of your children:
  - a. Find a responsible ADULT to live with your children while you are away.
  - b. Arrange for your children to live with a family friend.
2. Submit a parental absence form to the school office (included with attached forms).

If these guidelines are not followed, we will have no other recourse but to contact Immigration authorities. Attached you will also find a Parental Absence Form for your use, if necessary.

# Curriculum

**WCS is happy to offer a full curriculum for students from the JK/SK to Grade 8 levels. Our students' progress in comparison to other schools is monitored using the Canadian Tests of Basic Skills which is administered to Grades 3-8 every other year. WCS compares very well with other OACS schools and is substantially ahead of the national average of the public and separate schools across the country.**

**Art:** Art work enables children to recognize, explore and develop creative talents. Students learn to use different media skillfully and apply concepts of line, colour, shape, form, space and value. In all grades, art is often interrelated with other areas of the curriculum.

**Bible:** The purpose of teaching Bible is to a) impart knowledge of the Bible, b) open up ways for children to know and love their Lord and c) move children to a deeper faith. The Story of God and His People, a Bible series developed by Christian Schools International, is used in all our classrooms. The curriculum focuses on the story of God and His people in every lesson at every grade level. The stories are presented chronologically to emphasize the relationship between individual stories and the overall theme of the Bible. Students are given opportunity to retell the story in a variety of ways, so they can remember the stories and share them with others. Students who complete all levels of the K-8 Bible program will have studied the Bible stories three times.

**Devotions:** Devotions are held daily in each class and usually consist of a Scripture passage or reading from a devotional book, prayer requests and praise through songs. Each day is concluded with prayer as well. A weekly community building assembly is held for all students and staff in the gym.

**French:** French is taught to students in grades 1-8. Our purpose is to learn to speak and understand the French language and to appreciate French culture. French is taught primarily through a conversational method. Vocabulary, pronunciation and grammatical structures are developed mainly through situation dialogues.

**Language Arts:** Since God's gift of language is intended for communication, enjoyment and praise, we affirm that students need skills in reading, writing, speaking and listening and thus develop their gifts to God's honour.

For Kindergarten, Language Arts emphasizes good speaking and listening habits and reading readiness skills. For grades 1-8, our Language Arts program includes literature (reading and comprehension of poetry, short stories and novels), phonics, grammar, spelling, vocabulary studies, creative writing, journaling (once or twice a week), silent reading and read-aloud time.

Penmanship may also be considered part of Language Arts. Cursive writing is begun in the latter part of grade 2 or in grade 3. Pens are used in grades 4 and up. Neatness is an aim. The typing program "Mavis Beacon" is taught in Grades 4 through 8 to ensure computer typing proficiency. Grade 6-8 students must use the computers for some assignments.

**Spelling:** As grade one students learn their phonics, they also use those skills for spelling. Grades 2-8 have lessons, using various different texts and workbooks. Spelling is related to the curriculum in other subjects. Grade 6-8 also may use Wordly Wise as they work on building vocabulary.

**Mathematics:** The Mathematics program emphasizes knowledge of the basic skills at all levels. Continuous reinforcement and drills of addition, subtraction, multiplication and division skills at the lower grade levels provide good building blocks for work at grades 5-8. Our Math texts emphasize math teaching from a "problem-solving" point of view. Concepts are introduced and reviewed from grade to grade. Students learn new skills by making practical and logical applications of those skills previously learned. We use "Math Makes Sense" in Gr. K-6, and "Math Power" in Gr. 7 & 8.

**Social Studies and Science:** Each grade unfolds different parts of God's great creation. Students are taught that our bodies are the temples of the Holy Spirit as they study healthy living. From grade 4 up the social sciences become more specific with geography units on parts of Canada, cultural studies of various other countries and historical background to where we are as a Canadian nation today. Science is taught as a separate subject to Grades 5-8. All students from grade 5 through 8 do a major science fair project and display board which is judged by science experienced community. In addition, the students participate in a formal Science Fair evening event.

**Music:** In the primary grades we concentrate on singing, rhythm and beat, using some Orff instruments and rhythm instruments. In the junior grades we continue with this and hope to accomplish part singing. The recorder is played in grades 4-5. Grade 6 students learn to play hand chimes as they continue to study theory, history and appreciation. Grade 7-8 students participate in a band program. The school owns the instruments.

**Physical Education:** The emphasis in Physical Education is on the use of physical activity as a development medium in which the prime goal is not the activity itself, but rather the achievement of personal potentials through the activity. In the primary and junior grades, the emphasis lies on the development of motor coordination, development of muscle tone and create movement as well as initial sports skills. The senior grades continue to develop these skills and focus on team sports skills such as softball, soccer, volleyball and basketball.

**Technology:** WCS has a full computer lab with 27 workstations to accommodate a one to one computer to student ratio for technology class work. Students learn about how to leverage technology using common programs for presentation preparation, responsible web surfing for research, website design and general computer competencies.

# DRESS CODE – As of May 11, 2023

## **BOYS**

### Pants

COLOUR: Tan, Brown, Grey, Black, Navy Blue.  
STYLE: Dress pants, cargo pants, Dockers, khakis.  
NOTE: No jeans. No sweatpants.

### Shorts

COLOUR: Tan, Brown, Grey, Black, Navy Blue.  
STYLE: Modest length. (Not above fingertips when arm is straight down.)  
NOTE: No jeans. No cut-offs.

### Shirts, Sweaters, Sweatshirts, Hoodies

COLOUR: Any solid colour.  
STYLE: Collared shirts (i.e. golf shirts, cotton oxford). Long or short sleeved.  
NOTE: No patterns. No logos.

### Footwear

STYLE: Running shoes, casual shoes, or dress shoes. No black soles!  
Proper sandals may be worn in warm weather. No beachwear ("flip flops").  
**NOTE: Students must have 2 pairs of shoes - INDOOR and OUTDOOR.**

## **GIRLS**

### Pants

COLOUR: Tan, Brown, Grey, Black, Navy Blue.  
STYLE: Dress pants, cargo pants, Dockers, khakis.  
NOTE: No jeans. No sweatpants. No yoga pants. No leggings.

### Shorts, Skirts, Jumpers, Dresses

COLOUR: Tan, Brown, Grey, Black, Navy Blue.  
STYLE: Modest length (Not above fingertips when arm is straight down.)  
NOTE: No cut-off shorts. Jumpers and dresses may be long or short sleeved.

### Shirts, Sweaters, Sweatshirts, Hoodies

COLOUR: Any solid colour.  
STYLE: Collared shirts (i.e. golf shirts, cotton oxford). Long or short sleeved.  
NOTE: No patterns or logos.

### Footwear

STYLE: Running shoes, casual shoes, or dress shoes. No black soles.  
Proper sandals may be worn in warm weather. No beachwear ("flip flops").  
**NOTE: Students must have 2 pairs of shoes - INDOOR and OUTDOOR.**

## **Grade 4 – 8 ONLY ~ GYM CLOTHES**

Grade 4 - 8 students are expected to wear a gym uniform as part of the Physical Education program. Gym uniforms are ordered through the office in September.



# INTERNATIONAL STUDENT REGISTRATION – PAGE 1

LAST NAME OF STUDENT: \_\_\_\_\_

GIVEN NAME(S) (As per Passport): \_\_\_\_\_

Canadian Name (If Applicable): \_\_\_\_\_

Gender (Circle): Male Female Birth Date: \_\_\_\_\_ Grade Applied To: \_\_\_\_\_  
Month / Day / Year

**NAME of AGENT:** \_\_\_\_\_

**PHONE # OF AGENT:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**END DATE:** \_\_\_\_\_

**Is ESL required?** \_\_\_\_\_

(NOTE: ESL is provided to students in Grades 4-8 only.)

\_\_\_\_\_ Student will reside with his/her parents in Canada.

\_\_\_\_\_ Student will reside with a guardian. (If yes, complete the Guardianship Form)

**Information re: Contact Person **IN CANADA** who is responsible for student:  
(This MUST BE THE INFORMATION FOR **WHERE THE STUDENT IS LIVING!**)**

**Name of Parent OR Guardian:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Canadian Address:** \_\_\_\_\_

**Canadian Phone:** \_\_\_\_\_

**Parent or Guardian Email (Whomever is living in Canada with student):** \_\_\_\_\_

Complete Other Side....

# INTERNATIONAL STUDENT REGISTRATION – PAGE 2

## Family Information

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address in Home Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## MEDICAL INFORMATION **(The following 2 questions must be answered.)**

Does this child have any medical conditions, Learning Disabilities, mental health issues, difficulties with speech, hearing, or sight, or any behaviour problems that the school should know about?

Is your child able to participate in a full Physical Education Program?

### **TUITION** (Includes ESL Program and Registration Fee)

Tuition for Full School Year (Sep-Jun) – 1 Student	\$ 15,500
Tuition for Full School Year (Sep-Jun) – 2 Students (Same Family)	\$ 23,250

**The tuition is due prior to the student starting classes**

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

- **PROVIDE COPY OF PASSPORT or STUDENT VISA**
- **PROVIDE CURRENT IMMUNIZATION RECORDS**
- **PROVIDE COPIES OF CURRENT REPORT CARDS**

# STUDENT/FAMILY PARTICIPATION AGREEMENT – PAGE 1

Willowdale Christian School wishes to provide a challenging program for students in our International Program. Our prayer is that students will grow in their faith and find out what it means to live in a global community. There are, however, certain expectations of our students and their families. These expectations include important obligations on the part of each student accepted to study at our school. Each student and the guardian or the parent(s) of each student that is accepted into our program must read the following statement and must, by signing it, agree to be bound by and to honour its terms.

## **Statements for the Student:**

### **1. Law, Rules and Regulations**

I agree that I will abide by all the laws of Canada, the Code of Conduct and policies as outlined in the Parent Handbook of the school. I understand that violation of the above will result in my dismissal from the school. I understand, that in the case of dismissal, I will be sent home at my parents' expense and there will be no refund on tuition paid.

### **2. Attendance**

I understand and accept the obligation to attend all classes in the educational program provided to me. I agree that all absences must be explained by a note from my parent/guardian and that unexplained absences may lead to my dismissal from the program.

I have read the above and agree to fulfill all my obligations as set out. I also agree to both the medical release authorization and the release clause below.

---

Name of Student

Student's Signature

Date

## **Statements for Parents/Guardian:**

### **3. Parents Residing with their Children**

I understand, as the parent of my child(ren) enrolled in the International Student Program, that according to Provincial/Federal laws all children under the age of 18 must live with a responsible adult. I understand that if I wish to visit my home country, I will inform the Willowdale Christian School office of my plans by submitting a Parental Absence form before departure and will arrange for a responsible adult to live with my child(ren) while I am away.

### **4. Refund Policy**

In the event that I am unable to obtain a Student Authorization or decide not to attend or decide to leave the International Education Program, I agree that only a portion of the paid tuition fee will be refunded. In all cases, the application fee will be retained to cover administrative expenses. The following refund policy will apply for each school year for which a student is registered:

- a. Full refund except the application fee, if the student authorization application is not approved. (Original copy of rejection letter from the Embassy is required).
- b. If the student withdraws prior to date of attendance, 2/3 of tuition is refundable.
- c. If the student withdraws within one (1) month of attendance, 1/2 of the tuition is refundable.
- d. No refund on fees after one month of attendance at school.

# STUDENT/FAMILY PARTICIPATION AGREEMENT – PAGE 2

## 5. Medical Authority and Release

We as parents/guardians of the above student do hereby authorize the school staff and the sponsoring guardians to consent to any X-ray examinations, anesthetics, medical or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is rendered under the general supervision of any licensed physician or surgeon, whether such treatment or diagnosis is rendered at the office of said physician or surgeon or at a hospital.

It is understood that this authorization is not given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of the school to give specific consent to any and all such diagnosis, treatment or hospital care which the aforesaid mentioned physician or surgeon in the exercise of his/her best judgment may deem advisable.

## 6. General Release

We, the undersigned to waive and release all claims against the school for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the international education program. We also release the school and agree to indemnify them, with regard to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in the international education program at Willowdale Christian School.

We understand that the school is not responsible for any loss or injury suffered by the applicant during periods of travel. If the applicant becomes ill or incapacitated, the school may take such actions as it considers necessary, including securing medical treatment and transporting the applicant home at his/her own expense. We release the school from all liability related to such actions. We understand that the applicant's participation in the program may be terminated at the discretion of the principal without any refund of fees, and that the applicant may be sent home at his/her own expense if he/she does not adhere to the school's guidelines and rules as set out by the code of conduct, student handbook and the participation agreement. This agreement with the school cannot be modified or interpreted except in writing by the Board of Trustees of the Willowdale Christian School.

I/we the parents/guardians of the student signing above have read all the above including both the medical release authorization and the agreement and release and I/we agree that we will use our best efforts to ensure that our child honours all the obligations set out and we agree to be bound by the release and authorizations.

\_\_\_\_\_  
Name of Parent/Guardian      Parent/Guardian's Signature      Date

\_\_\_\_\_  
Name of Parent/Guardian      Parent/Guardian's Signature      Date

# GUARDIANSHIP FORM

IN THE MATTER OF the agreement of accepting responsibility/custodianship for

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Student's English Name)

I/WE \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Occupation)

of \_\_\_\_\_  
(Address)

in the City/Township of \_\_\_\_\_ in the Province of Ontario do  
solemnly declare:

1. That I am/we are Canadian citizen(s) or permanent resident(s) of Canada and are over the age of 19 years;
2. That I/we have agreed to assume responsibility and custodianship for the welfare and affairs of: \_\_\_\_\_  
(Student's Name)
3. That the parents of \_\_\_\_\_ have appointed us as  
(Student's Name)  
the custodians and adults responsible for their child(ren)'s affairs during his/her period of study at: Willowdale Christian School.
4. Our telephone number is: Home: \_\_\_\_\_  
Business: \_\_\_\_\_  
Cell: \_\_\_\_\_
5. I/We make this declaration in support of an application for the student to attend Willowdale Christian School.

\_\_\_\_\_  
(Parent Name)

\_\_\_\_\_  
(Custodian Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Custodian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

# PARENTAL ABSENCE FORM

I/We \_\_\_\_\_  
(Legal Name)

Currently residing at \_\_\_\_\_  
(Address)

Will be leaving Canada\* \_\_\_\_\_ and returning \_\_\_\_\_  
(Date of Departure) (Date of Return)

My children \_\_\_\_\_  
(Legal Name)

\_\_\_\_\_  
(Legal Name)

\_\_\_\_\_  
(Legal Name)

will be in care of \_\_\_\_\_  
(Legal Name)

residing at \_\_\_\_\_  
(Address)

Phone number of caregivers: Home: \_\_\_\_\_

Business: \_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Signature of Caregiver)

Approved by \_\_\_\_\_  
(Signature of Coordinator)

\_\_\_\_\_  
(Signature of Principal)