

Sunset Montessori Community Parent Handbook
3525 E Sunset Rd, Las Vegas, NV 89120
(702) 433-6044
sunsetmontessoricommunity.com



Updated 5/24/2023 Information is subject to change

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Welcome to Sunset Montessori Community!

School Info:

Address: Sunset Montessori Community
3525 E Sunset Rd.
Las Vegas, NV 89120

Phone: 702-433-6044

Website: <https://www.sunsetmontessoricomunity.com>

Administration:

Head of School- Victoria Martinez
School Administrator- Tascha Victor
Email- sunsetmontessoricomunity@gmail.com

Hours: 7:30am-5:00pm M-F

7:30 – 8:30 am Early Care/ 3:30 – 5:00 pm After School Care
8:30 – 3:30 School Day Hours

Daily Schedule:

Infant Room: Magui

7:30 – 8:30	Drop off.
8:30 – 9:00	Outside play
9:00 – 9:30	Breakfast/bottles/diaper changes
9:30 – 10:00	Morning circle
10:00 – 10:30	Montessori time
10:30 – 11:00	Music/Movements
11:00 – 11:30	Diaper change/clean up.
11:30 – 12:00	Lunch time/bottles
12:00 – 2:30	Nap time (1.5 – 2.5 hours)
2:30 – 3:00	Snack/bottles
3:00 – 3:30	Closing circle
3:30	Pick-up

****DIAPERS ARE CHECKED PERIODICALLY AND ARE CHANGED AS NEEDED****

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Pre-Primary: (Theresa, Lead and Marcela, Assistant)

7:30 – 8:30	Drop off.
8:30 – 9:00	Outside Play
9:00 – 9:30	Snack time/Songs
9:30 – 10:30	Montessori Work Cycle
10:30 – 11:00	Outside time
11:00 – 11:30	Yoga/Meditation/Music
11:30 – 12:00	Lunch (12:30 Half Day Dismissal)
12:00 – 2:00	Nap/quiet time
2:00 – 2:30	Afternoon snack
2:30 – 3:00	Montessori Work Cycle
3:30	Pick-up

Room 6: (Luz, Lead and Alé, Assistant)

7:30 – 8:30	Drop off.
8:30 – 9:00	Outside Play
9:00 – 9:15	Snack time
9:20 – 9:45	Circle time
9:50 – 11:30	Montessori Working Cycle
11:30 – 12:00	Outside play
12:00 – 12:30	Lunch
12:30	Half Day Dismissal
12:30 – 2:30	Montessori Working Cycle
2:30 – 3:00	Story time
3:00 – 3:30	Closing circle
3:30	Pick-up

Room 5: (Vicky and Lorena)

7:30 – 8:30	Drop off.
8:30 – 9:00	Outside Play
9:00 – 9:30	Circle time/Snack time
9:30 – 11:30	Montessori Work Cycle
11:30 – 12:00	Outside time
12:00 – 12:30	Lunch
12:30 – 1:00	Free play
1:00 – 1:30	Yoga/Meditation/Music
1:30- 3:00	Montessori Work Cycle
3:00 – 3:30	Closing circle
3:30	Pick-up

Philosophy

Sunset Montessori Community believes that all children are naturally curious, enthusiastic, ambitious, creative, and eager to acquire new experiences and knowledge. It is our responsibility as educators to foster these feelings and, in doing so, to provide an educational experience maximizing each child's potential. We believe that all children's needs must be addressed academically, socially, and physically. We strive to consider the total child while we provide a warm and nurturing environment. *Sunset Montessori Community* does not discriminate relative to race, color, national origin, sexual orientation, religious and political beliefs, marital status, or disability with respect to the admission of students or the employment of faculty and administration staff.

Learning Areas:

Sunset Montessori Community provides students tools by which they may meet their potential, fostering a lifelong desire to learn and grow. Our learning centers include areas for development of concepts in sensorial, language, reading, and writing (including a library), mathematics, science, social studies, cultural studies, and practical life activities. We maintain a balance of indoor and outdoor activities to encourage self-expression, socialization, and muscle development.

Parent Responsibilities:

Please read the following policies, fees, and tuition schedules carefully. Your commitment and adherence to them is necessary for the smooth, successful operation of our school.

By signing the enrollment application form, you acknowledge that you have read and understand the admissions, tuition, behavior, and other policies set forth in this handbook; and you agree to abide by these policies.

Program

Hours of Operation:

Sunset Montessori Community follows an academic year calendar, with an optional summer camp program. Our school maintains a high quality of programs, curriculum, and teaching staff year-round. *Sunset Montessori Community* is open from 7:30am to 5:00 pm, Monday through Friday. Our academic program is from 8:30am to 3:30pm. **Students need to be in no later than 9:00 a.m.** We offer additional Before School Care, 7:30am to 8:30am, and After School Care, 3:30pm to 5:00pm.

Arrival:

Please avoid discussion with classroom staff during arrival. By the time you arrive, their focus will be directed to the children. Email in advance, send a message on Dojo, or plan to give a note directly to your child(ren)'s teacher or leave it with the staff person who greets your child at the entrance. Conversations about your child should not happen with them present.

Do your best to routinely arrive on time as chronic lateness or absence is often problematic for the child. Firstly, your child will simply miss important lessons and moments in the classrooms or on the playground. Secondly, we ask parents to consider the importance of modeling punctual arrival as a life skill, and a respectful commitment to the community. Finally, the work atmosphere of the group is disrupted when children arrive throughout the first hour of the school. It can be difficult for a child who is frequently absent to stay connected with the group work they begin with their peers.

Pick-Up:

Your child(ren)'s departure is an important finish to their school day. Please be "present" and free from distractions when you are reunited with your child(ren). We allow a five-minute grace period after the designated pick-up time. Please call ahead if you know you are going to be late picking up.

Age Criteria:

Sunset Montessori Community accepts children from the age of 6 weeks through third Grade. For admission to kindergarten, children must be 5 on or before September 30th. Developmental readiness is considered in room and program placement.

Transportation / Field Trips:

Sunset Montessori Community does not transport children to or from local elementary schools. In the event of a planned Field Trip, parents will be required to sign a Field Trip Transportation Form for their child to participate in the Field Trip.

Admissions

Process:

Sunset Montessori Community's registration fee is \$200.00. Upon receipt of the registration fee, the child will be assigned to a developmentally appropriate classroom. An annual non-refundable re-registration fee of \$100.00 will be charged each August to ensure your child's placement for the following school year.

Enrollment:

Before the child's first day of attendance, we must have in our possession the following information, dated, and signed:

- | | |
|--------------------------------------|--|
| ___ registration form | ___ immunization record |
| ___ financial agreement/initial fees | ___ copy of birth certificate (Kindergarten) |
| ___ pre-admit health evaluation. | |

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Records:

All information in the enrollment packet **must** be kept current. Parents must notify the school of any changes concerning phone number, address, parent employment, or any other emergency information. Students will be released to only those persons who are named on the identification and emergency information form. Identification will be required of people picking up a child. Parents must advise the school in advance (in writing) if a person not listed on the enrollment forms is to pick up the child. When calling to arrange an emergency pick-up, the parent's driver's license number must be given to match that on the file for identification. The only persons permitted to see a child's record will be the parent or legal guardian who enrolls the child, appropriate school employees, and licensing agency personnel.

All students are to be signed in and out using the ProCare App, as required by Child Welfare Licensing. Upon arrival, you must escort your child to the front gate where a staff member will greet them. Further, staff must be notified by the parent or authorized escort when the student arrives and departs each day.

Financials

Tuition:

Sunset Montessori Community collects tuition monthly. Tuition is to be paid in full according to the payment schedule (typically the 1st Monday of the month), but ALWAYS by the first Wednesday of that schedule. Automatic payment, Checks and Money Orders, or cash are accepted and should be made payable to *Sunset Montessori Community* for the exact amount owed. We also have set up Zelle payments as an easier option. If paying with cash, please give the exact amount as SMC does not provide change; overpayment will be credited to account. If using Zelle we are listed under sunsetmontessoricomunity@gmail.com. ****Tuition is due throughout the academic school year regardless of attendance.** ** Any changes to the original set schedule must be made two weeks in advance and approved by a Sunset Montessori Community Office Administrator. Failure to provide notice will result in regular tuition charges.

Late Payments/Fees:

A \$50.00 late fee will be assessed on a tuition balance not paid in full by Wednesday of the 1st week of the month. Any account past due after Friday of each week may result in suspension, pending payment in full. Additional late fees of \$75.00 will be applied to your account, for each week thereafter until tuition is paid in full. We do not prorate or adjust tuition for absences, as we budget accordingly. A child may take vacations during the summer months only on a weekly basis without paying tuition, provided they give the school at least a 2-week' notice.

Any checks returned to us for Non-sufficient Funds will be assessed a \$25.00 fee. If two checks are returned for Non-sufficient Funds, we may request that all future payments be made by money order.

Occasionally your child may participate in special programs or activities. Additional fees, if any, resulting from these activities are due before the scheduled activity.

Deposit:

A one-week tuition deposit is due at registration and will **ONLY** be applied once a two week notice of withdrawal has been submitted in writing.

Withdrawal:

Withdrawal notice must be made a month in advance of the planned withdrawal date. Failure to provide two weeks' notice will result in tuition charges and forfeit of deposit. Two weeks' notice must be done in writing and given to the office.

Before and After School Programs:

The various before and after school programs may be contracted at the time of enrollment or added on later. Pre-Arranged occasional use of these programs is charged at the rate of \$5.00 per half hour, or portion thereof that a child is in attendance after their scheduled pick-up time. After the closing hours of the school, overtime fees are charged at the rate of \$15.00 per 15 minutes, or portion thereof, that a student remains at the school. Overtime fees must be paid before a child is allowed to return to the center. Once the school closes, at 5:00pm, attempts will be made to contact parents or other authorized escorts. If a student is not picked up by 5:30pm, the proper authorities (i.e., Police, Child Welfare) will be called.

Lunch and Snacks:

Parents provide a snack and lunch. **WE ARE A PEANUT FREE SCHOOL.**

Please include a water bottle (cleaned and refilled daily) with fresh water (non-water beverages are not allowed) and eating utensils. All snack and lunch items brought to school will either be consumed or returned in the lunch bag/box that they came in. This allows parents to observe which lunch items were hit and which ones weren't enjoyed as much. Please pack all lunch items in resealable containers. Individually packaged lunch items are discouraged (including foil or plastic-topped containers and cups, squeeze tubes and pouches, bars, etc), as these items are often messy and difficult to repack and return.

If including hot foods, an insulated food container will be sufficient to keep them hot until lunch time. You can also include a small freezer pack in your child's lunch bag/box to keep their lunch cold throughout the morning.

Preparing Lunches Together

Prepare your child's lunch the evening before and with your child, if possible. They'll delight in the opportunity to undertake such an important role (and you'll appreciate one less thing to do in your morning routine). Giving children a chance to choose from appropriate options respects their food preferences and usually creates a higher probability that the food will be eaten!

Infant/Toddler:

Formula, baby food, drinks, diapers & wipes are supplied by the parents from home. All food & drink items must be labeled daily with your child's first & last name & date. Prepared bottles are preferred, but we will accept labeled bottles of water with powdered formula. If your child is eating food, please provide at least one bowl & spoon, labeled with your child's name, to remain at school. Please take your entire bottles home at the end of each day for washing & sanitizing.

SAFE SLEEPING: BLANKETS & PILLOWS OR ANY OTHER OBJECT THAT COULD BE CONSTRUED AS CAUSING SUFFOCATION ARE NOT ALLOWED IN THE INFANT CLASSROOM. NO EXPECTATIONS. THIS IS LICENSING REGULATION, AS WELL AS SMC POLICY.

Calendar and Attendance

School calendars are given out at the beginning of each year as well as posted on classroom Dojo prior to the start of the school year. Dates are subject to change, and if so, new ones will be posted, printed, and handed out.

Holidays and Summer: Sunset Montessori Community will be closed for traditional holidays and teacher training days. Regular tuition is due for weeks that include holidays when Sunset Montessori Community is closed. We reserve the right to close for additional days as needed; written notice will be provided. Tuition free vacation may be taken on a weekly basis only during summer months. Please submit plans in writing 2 weeks in advance. Tuition is due throughout the academic school year regardless of attendance.

Attendance:

Consistent attendance creates the most successful learning environment for a child. Kindergarten students must provide a written note of excuse for any absence during the academic school year. Excessive absences, excused or unexcused, may result in loss of grade level completion.

The tardy and absence policy utilized at *Sunset Montessori Community* is consistent with the Clark County School District code which states that tardy is defined as when a student is not physically present in the classroom at the start of the instructional day. A tardy becomes a ½ day absence if more than 1 hour and 55 minutes are missed and becomes a full day absence if more than 3 ¾ hours are missed on the instructional day. An elementary student may be required to repeat the current grade if the total number of absences exceeds twenty (20) for the school year. Absences are calculated by combining the number of days missed.

Parents must place a request to the Office staff about schedule changes. Once approved those changes will go into effect the following month/tuition cycle.

****Should your contracted tuition schedule offer make-up days, the make-up day must fall within that same week. Failure to communicate ahead of time with the office will result in a forfeit of the day missed and it may not be made up. ****

Illness:

By law, any students showing signs of illness are not allowed in school. A child who is sent home with a fever, or other sign of illness, may not return to school until he/she has been fever and symptom free for 24 hours (without the use of medication) or with a doctor's note.

Prescribed medication may only be administered when accompanied with written parental permission; and the prescription must be in the original pharmaceutical container. Over the counter medications will be administered when accompanied by a note from the doctor and written parental permission. Parents must fill out and sign the medication log and give the medicine to office personnel ONLY. Knowledge of exposure to communicable diseases must be reported to the Director.

In the event of illness or serious accident during school hours, you will be called to pick up the student within one hour of notification. In the event a parent, guardian, or authorized escort cannot be contacted immediately, or shall fail or refuse to remove.

the child affected; the appropriate authorities may be contacted to remove your child from the center. If the accident or illness is deemed serious, the staff will secure any necessary aid and/or treatment from the appropriate medical facility.

During school and playground activity, accidents may occur, however the school assumes no liability. If a student is involved in an accident on our premises, the parent's/student's personal insurance must be utilized first, then our insurance may be available, under certain circumstances. As the parent, you agree that you are responsible for any expenses connected with an accident including, but not limited to, examination, diagnosis, treatment, and removal of your child.

Behavior Guidance

The staff of *Sunset Montessori Community* assists each child in becoming a productive member of our learning community. We establish the classroom environment to encourage cooperation and sharing, with no tolerance for aggressive behaviors. Discipline and behavior guidance will always be constructive, positive, and suited to the age of the child. We utilize a guidance program that centers on positive role modeling by adults, intervention techniques, redirection, and positive reinforcement. There are times when students, because they are "testing the limits", may endanger themselves or others by their actions. Due to these actions, specific behavior guidance techniques have been set up and will be followed by the staff.

Guidance Techniques:

Our behavior guidance techniques include: **Modeling**, **Redirection**, **Logical Consequences** (a student who intentionally spills food may be required to assist in the cleanup), **Verbal Guidance** (talking with the student to develop conflict resolution strategies), **Break** (an opportunity to calm down and redirect thinking, by remaining within sight of staff, but away from the group for a brief time, no longer than the age of the student in minutes, i.e., for a 4 year old, it would not be longer than 4 minutes). We will notify the parents if the child has received excessive breaks within a day,

or within a week. If necessary, a conference will be scheduled with the parents to discuss solutions to assist the child's behavioral choices.

Sunset Montessori Community complies with all federal, state, and other relevant laws, which prohibit corporal or abusive punishment in a school setting.

Sunset Montessori community believes that parents and staff must work together to address persistent behavioral issues. Parents will be contacted for a conference when a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behaviors. If the child is having difficulty meeting our behavior standards, we

will work with the child and the parents to resolve the situation. If this is not successful, withdrawal may be required.

Action Plan for Misconduct:

Behavior	Low Severity	Severe	Persistent
Inappropriate Language	Teacher conferences with student	Teacher call/email home and/or parent/teacher conference	Parent conference with administration and behavior plan
Minor Fighting	Teacher conferences with student and written warning sent home	Parent/Teacher conference	Parent conference with administration and behavior plan
Disrespectful to adult/peers	Teacher conferences with student and written warning sent home and apology written to other individual	Parent/Teacher conference	Parent conference with administration and behavior plan
Inappropriate clothing	Call home requesting change of clothes and/or provided a change of clothing on campus	Parent/Teacher conference	Parent conference with administration and behavior plan
Initiating or spreading	Verbal warning	Parent/Teacher	Parent conference

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Rumors		conference	with administration
Taking Others' belongings	Teacher conferences with student and notifies parent	Parent/Teacher conference	Parent conference with administration and behavior plan
Cheating or Plagiarizing	Teacher conferences with student and notifies parent	Parent/Teacher conference	Parent conference with administration and academic probation
Not following directions of staff; defiance	Teacher conferences with student	Parent/Teacher conference	Parent conference with administration and behavior plan
Classroom disruption	Teacher conferences with student	Parent/Teacher conference	Parent conference with administration and behavior plan
Incomplete assigned tasks	Loss of privileges; teacher conferences with student	Parent/Teacher conference	Parent conference with administration and academic probation
Inappropriate use of technology	Teacher conferences with student; verbal warning	Parent/Teacher conference; loss of computer privileges in the classroom	Parent conference with administration and complete loss of computer privileges for the academic year
Major fighting		Parent conference with administration and behavior probation; possible suspension	Withdrawal
Harassment, bullying, and intimidation		Parent conference with administration and behavior probation; possible suspension	Withdrawal
Sexual misconduct		Withdrawal	
Weapons on campus		Withdrawal	
Threats of bodily harm		Parent conference	Withdrawal

		with administration and behavior probation; possible suspension	
Defacing school property		Parent conference with administration and behavior probation; possible suspension	Withdrawal
Drugs and Alcohol on campus		Parent conference with administration and behavior probation; possible suspension	Withdrawal

Withdrawal and Dismissal:

We require two weeks’ notice if you plan to withdraw your child from the facility. Written notice must be given to the Director when discontinuing enrollment. Tuition will be due through the end of the two-week notice period.

Sunset Montessori Community reserves the right to terminate any child’s enrollment at any time, for any reason, not prohibited by law, if in our sole judgment, the child is not meeting our program’s goals or standards, endangers the safety of others, or if the school is not able to meet the needs of the child. *Sunset Montessori Community* also reserves the right to decline services to parents or guardians who, in our sole judgment, are uncooperative, abusive to school staff, or will not be satisfied with our best efforts. Withdrawal may also be required if tuition and late fees are not paid on a timely basis as per the financial agreement. Any tuition payment past due on a Friday is also cause for dismissal. Records will not be forwarded or released unless all obligations are current. If after normal channels of collection are followed, we are forced to refer your account for collection, you will pay the cost of collection, including, but not limited to, attorneys’ fees.

Parental Involvement:

All parents enrolling at *Sunset Montessori Community* agree to involve themselves in their child’s education. For new students, your reassuring trust in this new environment is essential. We will schedule a time for your child to meet with their teacher before their first day in the classroom.

We offer several opportunities to engage with your child in their classroom. After the first couple months of school, we welcome and encourage parents to come observe in their child(ren)’s classroom (primary and elementary only). Observing before your conference with the teacher provides a foundation for your conversation and questions about what your child is doing while at

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school. Please review the observation guidelines provided by the front office before you enter the classroom. Observation signups will be offered online.

Parents whose children are in the infant and pre-primary classrooms will be offered opportunities to come read to the children or participate in a craft activity. These sign-ups will be offered online.

We love it when parents can share aspects of their heritage or career with the children at our school. Please speak with the front office about scheduling a time to share your talents/hobbies. We also help families stay engaged with the school by providing monthly school events such as parent nights, school volunteer meetups, and an end of the year potluck in the park.

Communication:

Sunset Montessori Community parents will be regularly informed of the program's plans through a daily schedule, given with the enrollment package, a tentative year long calendar, posted notices on the Classroom Dojo App, and memos sent home. Parent conferences will be scheduled online. Parents may request a conference with the Director at any time. It is imperative that the school be notified by the parents of any family, work, or lifestyle changes that may affect the student's behavior or attitude.

Should you have a compliment, concern, or complaint about our school, please contact our director. Verbal requests are welcome; however, if your child has a disability, or you have a personal request, please fill out a Teacher Communication Form (ask a staff member for a blank copy) and give it to the office staff, as this will help ensure that your request is accommodated. We believe that, with communication, most problems can be resolved. If further communication is needed, the office staff will be happy to contact you with our administrative director.

Birthday Celebrations:

If you'd like to provide a treat in celebration of your child's birthday, we ask that you bring in your child's favorite fruit. Please contact your child's teacher for any further information on birthday celebrations for their class.

If you choose to have a party outside of school, it is our policy that invitations may not be brought to school unless all the children in your child's class are invited, to avoid hurt feelings and class disruption.

Daily Needs:

Students with Disabilities:

Sunset Montessori Community will use its best efforts to provide reasonable accommodation to all children with a disability. *Sunset Montessori Community* requires all children who experience a disability to provide doctor's instructions on the manner of care necessary before admission is granted.

Once this medical information is received, the school can make an individualized assessment for the child's needs. After initial assessment, the school reserves the right to accept or refuse admission. All information will be kept confidential. In most cases, our staff will use universal health and safety standards to care for children with disabilities. However, if additional care is needed, it is the responsibility of the parents to meet with the Director, prior to admission, to design a plan for such care. *Sunset Montessori Community* aims to provide a safe and nurturing environment for all children served. *Sunset Montessori Community* may, at its sole and absolute discretion, dismiss any child whose activities are deemed detrimental to other children, or the school itself.

School Attire:

Children are required to wear closed toed shoes with appropriate socks. During the regular school year, shirts should have full shoulders or sleeves, no spaghetti style straps should be worn. Boys must have an outerwear shirt, as undershirts may not be worn as the child's shirt. **All children in the Primary and Elementary classrooms are required to wear a "school shirt" that must be purchased through Campus Club Uniforms. ** Children must have a complete change of clothing, labeled with the child's name, kept in school for emergency use. All spare clothing, blankets, cups, bottles, etc. brought to school must be clearly labeled with the child's name.

Toilet Training:

Sunset Montessori Community will work with parents to successfully toilet train their child. During this process, the child must come to school dressed in appropriate training clothes. Pants or shorts should have elastic waists and wide leg openings. If shoes are not slip-off, pants and shorts must easily go over the shoes that are worn, as pull-ups tear for removal; but the child must redress when putting on a new pull-up.

Items from Home:

All children under kindergarten age may bring a small blanket, labeled with the child's name for use at rest time. Blankets must be taken home on Fridays and laundered. Toys and items of value are to remain at home. We do not assume responsibility for items brought from home. Please consult with your child's teacher about bringing an

item (such as a souvenir from a trip or item found in nature) or book to share with the class. All cups and bottles must be taken home daily to be washed. If a student damages or destroys school property, the parent will assume full responsibility.

CPR & First Aid Policy

All staff members must become certified in CPR and first aid within three months of the hire date.

Smoking Policy

Sunset Montessori Community is a smoke-free facility. There is no smoking allowed in the facilities, or elsewhere on school property. Please extinguish all smoking materials upon arrival.

Licensing

As required by Nevada Revised Statute 200.502, "All childcare workers are mandated reporters of suspected child abuse and neglect."

As required by Nevada State Regulation 432.A350, *Sunset Montessori Community*:

1. Provides for the special needs of each child.
2. Requires written parental permission for trips and activities outside the facility.
3. Provides for parental involvement in their child's day.
4. Requires parents to acknowledge that NO SMOKING is permitted in the facility.
5. Requires that staff always have current Sheriff's Cards and Health Cards. All staff have training in CPR, First Aid, and Recognizing Signs of Illness.

Sunset Montessori Community is licensed by:

State Of Nevada Childcare Licensing (702) 486-7918
Nevada Department of Education (775) 687-9200

The Licensing and Department of Education agencies have permission to enter this facility whenever they see fit to perform their duties. You, as a parent, have the right to contact this agency at any time to voice a compliment or concern.

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Emergency Preparedness

Safety skills are taught in the classroom and practiced regularly. Included in this are fire, earthquake, out-of-sight, playground guidelines, and safety and security procedures. A detailed description of our Emergency Procedures can be available upon request.

Sunset Montessori Community has a plan in effect for Fire or Natural Disaster. In the event of an emergency requiring evacuation, Sunset Montessori Community will immediately attempt to contact our parents by phone and via the classroom Dojo app.

In case of evacuation, we will relocate to the following:

Green Valley Library
2797 N Green Valley Pkwy
Henderson, NV
(702) 507-3790

Or

Sunset Park
2601 E Sunset Rd
Las Vegas, NV 89120
Next to Splash Pad

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(Please remove this page from the Handbook and return signed to a staff member)

I, _____ understand that SMC uses a licensed pest control service monthly.

Signature: _____ Date: _____