

New Participant Procedures:

1. Pass out paper work, 5 forms
 - Health and Emergency Care form
 - Parent Release Form for Media Recording
 - Artist/Artwork Release form
 - Photograph Release
 - Fieldtrip permission form
2. Accept paperwork and review to make sure it is complete with email addresses and phone contact numbers.
3. Enter contact information into Outlook
4. Send a new parent letter out
5. Make sure all employees have read the new file
6. Enter contact information into constant contact
7. Send contact information to Mike Moriarty for the Parent Group.

Dail

Kiera

Martha

Kitty

Sarah