



Muncie, Indiana

Childcare Policies and Procedures

Amended December 2024

Because the safe and proper care of the children at Westminster Presbyterian Church (WPC) is of the highest priority, a clear and specific set of rules and guidelines must be established and followed by everyone who provides care to children in any capacity at WPC. Prevention of harm is certainly preferable to dealing with the aftermath of abuse. WPC seeks to have a profoundly positive impact on the children entrusted to the Church's care. It is of the utmost importance that every child care worker follows the rules and guidelines set forth in these policies and procedures.

The only thing that is worse than having no rules or guidelines is having rules and guidelines which are not followed. Indiana state laws pertaining to Duty to Report, Consequences of Failing to Report and Immunity for Reporter must be followed exactly as written.

Matthew 25:40 ESV

**And the King will answer them, 'Truly, I say to you,
as you did it to one of the least of these my brothers,
you did it to me.'**

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Child Care Policy

Child abuse (sexual, physical, and emotional) or neglect will not be tolerated by Westminster Presbyterian Church. Anyone who has been convicted of, confessed to, or committed child abuse is not eligible for employment or volunteer service as a teacher, leader, mentor, helper, or chaperone in any activity involving youth. If currently serving, they will have their involvement immediately suspended at Westminster Presbyterian Church.

1. In order to prevent child abuse, Westminster Presbyterian Church addresses child safety through appropriate screenings.
2. Anyone who is known or determined to have committed abuse of a child under the age of 18 or of a mentally or emotionally handicapped person at any time during his/her adult life is not eligible for service as an employee or a volunteer. If currently serving, they will have their involvement immediately terminated at Westminster Presbyterian Church
3. Anyone who has committed child abuse or neglect before the age of 18 will be evaluated on a case-by-case basis by the Session, taking into account such factors as age, seriousness of the offense, acknowledgement of responsibility, and effective treatment.
4. Any employee or volunteer whose dependent children have been determined to have committed child abuse or neglect will be asked to follow through with the action plan in place to resolve the causes and effects of the abuse, taking into account such factors as age, age difference between offender and victim(s), seriousness of the offense(s), acknowledgement of responsibility, and effective treatment. Failure to do so will result in the dependant child being restricted from youth activities until an evaluation, effective treatment and other factors listed above have been conducted.
5. The Westminster Presbyterian Church “Child Protection Policy” will be utilized in determining appropriate administrative actions for anyone accused of or found to have committed child abuse or neglect.
6. If a person is found guilty of abuse or neglect, they will not be allowed to voluntarily resign. In cases where corroborating evidence shows that a person who was previously a paid employee or unpaid volunteer at Westminster Presbyterian Church committed child abuse while in the service of Westminster Presbyterian Church, their personnel file will reflect such and they will be considered ineligible for re-hire as either a paid employee or as a volunteer.
7. Failure to follow the Child Protection Policy or the Code of Conduct will result in disciplinary action up to and including termination and/or cessation of the ministry.
8. No portion of this policy can be amended by any individual, nor can any individual grant permission to deviate from the policy. Any change must be approved by the Board of Elders and no one else, with recommendations coming from the church insurance provider, legal counsel or those changes which are mandated by law.

Definition of terms

- **Child Abuse :** A child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian, or custodian.

The child is a victim of any of the following offenses:

- Hazing
 - Battery, domestic battery, or aggravated battery
 - Strangulation
 - Genital mutilation
 - Criminal neglect of a dependent child
-
- **Child Neglect:** A child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision

Neglect is further defined as a failure to provide for a child's physical and educational needs. This includes lack of supervision, inappropriate housing or shelter, inadequate provision of food, inappropriate clothing for season or weather, abandonment, denial of medical care, education and inadequate hygiene. [moved within text of document

Physical Abuse is further defined as any non-accidental injury to a child. This includes hitting, kicking, slapping, shaking, burning, pinching, hair pulling, biting, choking, throwing, shoving, whipping and paddling with the understanding that *reasonable corporal punishment* is allowable in Indiana by affirmation of the Indiana Supreme Court in Willis v. State of Indiana No. 49S02-0707-CR-295. Corporal Punishment is a responsibility of a child's parents and will not be administered by Westminster Presbyterian Church or any church employee/volunteer.

Sexual Abuse is further defined as any sexual act between an adult and child. This includes fondling, penetration, intercourse, exploitation, pornography, exhibitionism, child prostitution, group sex, oral sex, forced observation of sexual acts.

Emotional Abuse is further defined as any attitude or behavior which interferes with a child's mental health or social development. This includes yelling, screaming, name-calling, shaming, negative comparisons to others, telling them they are "bad, no good or worthless or a mistake". It may also include the failure to provide the affection and support necessary for the development of a child's emotional, social, physical and intellectual well-being.

Child Protection Procedures

Screening

Thorough screening of any applicant for employment or volunteer work is essential and should include all of the following.

- *Appropriate criminal* background checks (Background checks will be conducted on all paid employees as well as any volunteer who will have any contact with children under the age of 18)
- A volunteer must have attended Westminster Presbyterian Church faithfully for a minimum of six months and make a credible profession of faith before leading children and youth ministries.
- Volunteers under the age of 18 will have a screened adult overseeing them at all times.
- Indication that the applicant has received and read this policy.

Additionally, applicants for employment will complete an application and a personal interview.

Reporting Procedures

If a person witnesses or suspects abuse or neglect, the witness first will notify the Indiana Department of Child Services (Referred to as DCS) 1-800-800-5556. The witness reporting should make an appropriate report to DCS. (see below) Secondly the witness will notify the specific ministry leader or event coordinator *immediately following the call and reporting to DCS*. (The notification information needs to match also on the last page of this document.) Just reporting the abuse or neglect to a ministry leader is insufficient by itself. The witness and ministry leader will together report the incident to designated staff. Designated staff will notify pastoral and Chair of Administrative Commission of the Session.

Acting on suspicions

It is much easier to report abuse or neglect when you hear firsthand from a child or see visible signs of abuse or injuries. The most important decision to be made is when there is a suspicion of abuse but with no proof. You should be ready to share pertinent facts in your report, what you see and what you have been told by a child, date and time, etc. Never allow an explanation of the incident or the family involved to cloud judgment and decision. If suspicious, do not try to *investigate*. It is best to err on the side of reporting suspicions through the procedures outlined in this document.

Remember...We are all mandatory reporters when it involves crimes against children.

The witness must complete a “*Westminster Presbyterian Church Concern of Abuse/Neglect Report*” and submit the report to a church leader.

It is highly likely that the witness will be asked to discuss the incident with a church leader to ensure the facts of the incident are properly documented.

The witness must either file a report with the DCS or local law enforcement.

The hotline phone number for reporting suspected child abuse is: 1-800-800-5556.

The information contained in a report of abuse/neglect is confidential and will not be disseminated to others who have no need to know.

Note: See the appendix for a copy of the Indiana legal code regarding this reporting of abuse or neglect.

Age appropriate and one-on-one guidelines

The “Two Adult” Policy

This policy suggests that no fewer than two adults be present at all times during any church-sponsored program, event or ministry involving children and youth. However, it is expressly understood that Sunday school classrooms will not always be staffed with two adults. When classrooms are not staffed with two adults, a “roamer” will be used, who will move in and out of the classrooms during the program, event or ministry. See below for age specific requirements. Other exceptions to the two adult policy will be considered by the nursery coordinator and the diaconate; however, such exceptions will only be considered upon the submission of a liability release waiver signed by one of the child’s parents.

If a classroom is only staffed by one adult, the door to that classroom should remain open. See “Guidelines for Working with Youth B IV below.

Drop off, release and pickup of children and youth

All nursery age children (two years old and under) shall be signed in and out of the nursery on a registration log. A parent or responsible adult is to register and pick up the child. A parent must write on the registration log if another person is picking up their child. For all other children and youth, it is always preferable when children and youth are dropped off at a ministry that they are left with the ministry leader. If someone other than a parent or guardian is picking up the child/youth the ministry leader must be notified of this when the child/youth is dropped off. The child/youth will not leave with another child/youth/parent/guardian unless permission is given and the ministry leader is made aware of the change.

General operations

- A. Workers should dress modestly and use appropriate language.
- B. Workers should be in the assigned location before the start time of a church service or event.
- C. Workers who are ill should not work in the nursery or teach children.
- D. No inappropriate touching.

Medical procedures

- A. The Nursery Coordinator will provide materials and measures for dealing with dirty diapers, blood or other urgent medical needs.
- B. Any items needed for precautionary measures will be provided by Westminster Presbyterian Church.

Guidelines for Working with Children (Nursery through Grade 5)

Conduct

- A. Ordinarily, two (2) or more adults must be in the room at all times; see above (“The ‘Two Adult’ Policy”) for exceptions and further clarifications.
- B. Doors
 - I. Room doors with glass panels may be closed but the glass may not be covered.

- II. Room doors without glass panels must remain open during the activity or event. Open Dutch doors are acceptable.
- III. Doors may not be locked during the activity or event.
- IV. Under no circumstances will a child be alone behind closed doors with one adult.

C. When a child is taken to a restroom outside of the classroom or activity site, a worker must first check the bathroom before the child is permitted to enter to ensure it is safe.

Physical boundaries

- A. Touching to comfort or affirm a child in an age-appropriate manner is permitted.
- B. Children in first grade or older will not sit in the lap of workers.
- C. Refer to the *Code of Conduct Policy* for specific prohibited behaviors.

Discipline

Westminster Presbyterian Church desires to foster a sense of both fun and learning in the children's ministry. Workers should work, play and communicate with children in a cooperative manner. At times, discipline may be necessary to maintain order and respect for workers within the classrooms and within Westminster Presbyterian Church.

In these cases, workers will take the following steps:

- A. Verbally redirect the child to a more appropriate behavior.
- B. If the child continues to act out, the child will be given "time out," allowing the child to return to the group when the child is ready to act in a cooperative manner.
- C. If a child's uncooperative behavior persists, the worker will contact the parents, and a Pastor or Elder who will provide help and guidance. Together, they will agree to a plan that will encourage more cooperative behavior.

Monitoring of activities

- A. During onsite ministry activities or events, a screened worker will be assigned to roam to ensure all safety and security practices are being observed. This monitor will also assist with a class if the teacher/leader must be out of the room.

Parent/Guardian Communication

- A. Parents/guardians are welcomed to observe an activity/event provided that the presence of the parent is not disruptive to the child. *Parents who routinely or regularly observe activities or events will be required to undergo an appropriate criminal background check.*
- B. Parents of pre-school aged children will receive a copy of the *Nursery Code of Conduct* guidelines.

Guidelines for Working with Youth

Conduct

- A. For any Westminster Presbyterian Church sponsored activity or event a worker who is at *least* five (5) years older than the oldest participants in an assigned group will be present. The youth leader must be notified of any possible exceptions.

B. The ratio of adult to youth must be appropriate for the event and will be determined by the Youth Director or other Session delegated ministry leader.

C. One-on-one meetings between an adult and a youth of opposite gender should be avoided. One-on-one meetings between an adult and youth of the same gender may take place, but only with written permission from a parent or guardian (texts or email communication does satisfy this requirement). Such meetings must take place in a high visibility area or with an open door, preferably with a desk or table between the adult and youth.

D. Staff and volunteers may only drive alone with a single *student or child with written parental consent* (text and email communication does satisfy this requirement). *See travel policy below.*

Physical Boundaries

A. Workers may not date youth.

B. Hugging of opposite gender youth should be side-by-side hugs. Hugging of any youth when alone should be avoided.

Training Required

A. Some events involve workers from other churches. These workers must receive a copy of the *Code of Conduct* and a copy of the policy. The Christian Education Committee may choose to train all worker participants prior to this event on these provisions.

B. Training will be provided on use of equipment, including tools and other equipment, appropriate to an event. Adequate training is required to ensure appropriate adult supervision at the activity.

Discipline

A. Physical discipline is forbidden.

B. If a youth exhibits inappropriate behavior, the worker will contact the parents, and Pastor or Elder. Together they will agree to a plan that will encourage more cooperative behavior.

C. If the youth is from another church the Director, and or Pastor/Elder, will contact the appropriate church official of the participating church and together they will determine the appropriate action.

D. If the youth have no church affiliation, the parents will be notified.

Offsite Events/Travel

A. There should always be an adult of both genders over the age of 25 at an offsite event.

B. The Pastoral Staff will determine the appropriate ratio of workers to youth, based on the type of offsite event.

Driver's License and Insurance

Workers and volunteers who agree to transport youth or children on any church-sponsored event must have a valid driver's license in order to drive. In addition, workers and volunteers should not transport youth or children in a vehicle unless they have liability insurance on the vehicle they are using. Whenever possible, drivers should be adults over the age of 21.

Seatbelts

Seatbelts and/or age-appropriate child restraints will be used by all participants during any church-sponsored event that requires transportation in a vehicle.

Overnight Events

A. There will always be an adult over the age of 25 at any overnight event. If students of both genders are present for the event, then at least one adult of each gender must be present for the event.

B. No workers will be allowed to sleep in the same bed with youth. In the event of a parent and child, an exception is permissible.

C. In a hotel or dormitory setting, living assignments will be made based on age-appropriate considerations. When possible, information regarding housing facilities should be known in advance of arrival.

D. Workers will determine and communicate to the youth where workers will be located during lights-out as well as during other activities.

Dressing, Changing Clothes and Showering

This is often necessary at offsite or overnight events. When necessary, every effort should be made to be discreet when dressing, changing clothes, or showering. Adults should never dress, change clothes, or shower in the presence of any child/youth in their care.

Social Media

As ministry leaders employ new ways to reach out to young people (and others), questions may arise as to the proper use of technology and social networking media. Additionally, communication technologies and the Internet will continue to evolve and staff personnel, religious educators, and youth ministry leaders will need to keep pace with the latest tools and potential threats. Interactions in the virtual world need to be transparent with healthy boundaries and safe environment practices must be adhered to as they are in the “physical” world.

Workers should not send direct and/or private messages to students or children without written permission from a parent or guardian (text and email communication does satisfy this requirement).

Workers should never post pictures of any minor (anyone under the age of 18) to social media without the express permission of the parent or guardian of the child.

The same boundaries observed in oral/personal communication should be adhered to when communicating via social media. Social media can be saved or forwarded to others. Avoid engaging in any posting or communication that could be misconstrued or misinterpreted.

All communication sent digitally should be considered **non-confidential**. Nothing should be communicated through technology that would not be shared “face to face”.

Westminster Presbyterian Church

Concern of Abuse/Neglect Report

Child's Name: _____ Sex: ☐ M ☐ F Age: _____

Parents Name: _____

Address (If Known): _____

Other children in the household: _____

Type of abuse: (Check all that apply)

☐ Physical ☐ Sexual ☐ Mental or emotional ☐ Neglect ☐ Other (Explain)

Explain signs of abuse: _____

Explain in detail why you suspect child abuse: _____

Did child disclose abuse? ☐ Yes ☐ No

If yes what information was disclosed by the child? _____

Names of others present when abuse was discovered or suspected: _____

Name(s) of Church leader to whom information was reported: _____

Was report made to Division of Child Services (DCS)? ☐ Yes ☐ No

If yes, when and by whom _____

If no, state reason: _____

Was report made to law enforcement? ☐ Yes ☐ No

If yes, when and by whom _____

If no, state reason: _____

Report completed by: _____

Date of report: _____

Time of report: _____

Westminster Presbyterian Church

Child Protection Code of Conduct

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

As a Westminster Presbyterian Church children's ministry worker, I will strive to make Westminster a safe place for children under the age of 18. I therefore certify that:

- A. I belong to or have regularly attended Westminster Presbyterian Church for at least six months, and I have made a credible profession of the Christian faith.
- B. I have submitted to a state background check completed within the last year.
- C. I have never been convicted of or pled nolo contendere (no-contest) to physical or sexual abuse of a minor or adult and have never attempted any physical or sexual abuse of a minor.
- D. If I have been charged with physical or sexual abuse of a minor or adult but have had the charges dismissed or have been found innocent or not guilty, I have discussed my situation with the pastor.
- E. If I myself have been physically or sexually abused and have not resolved any issues that might negatively impact my participation in child-related ministries I have discussed my situation with the pastor.
- F. The age group(s) checked below is (are) the only age group(s) I am currently involved with at Westminster Presbyterian Church at this time or will be with in the foreseeable future. If I should decide to serve with another age group, I agree to go through the course again and complete age-appropriate training at a future date.
 - () Preschool (0 – 5 years)
 - () Grade School (Kindergarten – 5th Grade)
 - () Teens (Junior/Senior High)

I pledge to uphold the following standards of behavior while serving in any Westminster-related ministry:

1. I will not physically abuse children in any way. I acknowledge that physical abuse is defined as any action which causes injury to a child or puts a child at risk for injury.
2. Corporal punishment is prohibited by any staff or volunteer worker.
3. I will not physically or sexually abuse children in any way. I acknowledge that sexual abuse includes any form of sexual contact or exploitation in which a minor is used for the sexual stimulation or gratification of the perpetrator.
4. I will exercise good judgment regarding any kind of physical contact with children, as I know that innocent behavior can be misinterpreted. Any displays of affection will be made in a public setting in front of others. A side hug is preferable instead of a front or rear hug.
5. I will avoid any situation which could put me or a child in a risky position. I will conduct classes and activities in a room with a window, or I will leave the door open at all times.
6. I will never schedule a meeting alone with a child without his or her parent's permission.
7. If an impromptu encounter with an individual child should occur, I will take precautions by meeting in an open area or a room with windows and/or an open door.
8. I will make the church staff aware of all scheduled ministry activities, both on church property and away from the building.
9. I will obtain written parental permission and medical release forms when an event involves traveling or placing a child in a potentially dangerous situation, such as swimming, bicycling, rock-climbing, or skating.
10. When transporting children on church-related activities, I will, whenever possible, make sure that all drivers are at least 21 years old. I will make it known that all drivers shall be properly licensed and insured and that all passengers wear seatbelts or approved child restraints.
11. I will try not to be alone with a child/youth. If it is necessary to be alone in a car with a child/youth, I will take special care by not sitting close to the child, avoiding physical contact, not stopping the car to talk, and turning on the inside light of the car if I must stop for a period of time at night.
12. If I observe or suspect any abuse to a child/youth or any abusive actions by either another child or adult, I will immediately report the facts to DCS, a supervisor or pastor so that the child/youth may be removed from the situation.

13. If I experience or suspect any sexual overtures or gestures toward an adult by a child/youth, I will immediately report the facts to DCS, my supervisor or the pastor so that the child/youth may be removed from the situation.
14. I will not date any minor church member or youth activity participant at any time.

Indiana Code Regarding Duty to Report Child Abuse or Neglect

Indiana Code is abbreviated as IC followed by the code number (Title, Article, Chapter, and Section)

IC 31-33-5-1

Duty to make report

Sec. 1. In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article.

As added by P.L.1-1997, SEC.16.

IC 31-33-5-2

Notification of individual in charge of institution, school, facility, or agency; report

Sec. 2. (a) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.

(b) An individual notified under subsection (a) shall report or cause a report to be made.

As added by P.L.1-1997, SEC.16.

IC 31-33-5-2 Report; notification of individual in charge of institution, school, facility, or agency Sec. 2. (a) This section does not apply to an individual required to make a report under this article in the individual's capacity as a member of the staff of a hospital licensed under IC 16-21-2. An individual required to make a report under this article in the individual's capacity as a member of the staff of a hospital licensed under IC 16-21-2 is subject to section 2.5 of this chapter. (b) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately make a report to: (1) the department; or (2) the local law enforcement agency. After making the report, the individual shall notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency that the report was made. [Pre-1997 Recodification Citation: 31-6-11-3(b) part.] As added by P.L.1-1997, SEC.16. Amended by P.L.1

IC 31-33-5-3

Effect of compliance on individual's own duty to report

Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

As added by P.L.1-1997, SEC.16.

IC 31-33-5-4

Immediate oral report to department of child services or law enforcement agency

Sec. 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- (1) the department; or
- (2) the local law enforcement agency.

As added by P.L.1-1997, SEC.16. Amended by P.L.234-2005, SEC.107.

Consequences of Failing to Report

IC 31-33-22-1

Failure to make report

Sec. 1. (a) A person who knowingly fails to make a report required by IC 31-33-5-1 commits a Class B misdemeanor.

(b) A person who knowingly fails to make a report required by IC 31-33-5-2 commits a Class B misdemeanor. This penalty is in addition to the penalty imposed by subsection (a).

As added by P.L.1-1997, SEC.16.

IC 31-33-22-2

Obtaining child abuse information under false pretenses; knowingly falsifying records or interfering with an investigation

Sec. 2. (a) An individual who knowingly requests, obtains, or seeks to obtain child abuse or neglect information under false pretenses commits a Class B misdemeanor.

(b) A person who knowingly or intentionally:

(1) falsifies child abuse or neglect information or records; or

(2) obstructs or interferes with a child abuse assessment, including an assessment conducted by a local child fatality review team or the statewide child fatality review committee; commits obstruction of a child abuse assessment, a Class A misdemeanor.

As added by P.L.1-1997, SEC.16. Amended by P.L.70-2004, SEC.17; P.L.131-2009, SEC.54.

Immunity for Reporter

IC 31-33-6-1

Immunity from civil or criminal liability

Sec. 1. Except as provided in section 2 of this chapter, a person, other than a person accused of child abuse or neglect, who:

(1) makes or causes to be made a report of a child who may be a victim of child abuse or neglect;

(2) is a health care provider and detains a child for purposes of causing photographs, x-rays, or a physical medical examination to be made under IC 31-33-10;

(3) makes any other report of a child who may be a victim of child abuse and neglect; or

(4) participates in any judicial proceeding or other proceeding:

(A) resulting from a report that a child may be a victim of child abuse or neglect; or

(B) relating to the subject matter of the report;

is immune from any civil or criminal liability that might otherwise be imposed because of such actions.

As added by P.L.1-1997, SEC.16.

IC 31-33-6-2

Exception for malice or bad faith

Sec. 2. Immunity does not attach for a person who has acted maliciously or in bad faith.

As added by P.L.1-1997, SEC.16.

IC 31-33-6-3

Presumption of good faith

Sec. 3. A person making a report that a child may be a victim of child abuse or neglect or assisting in any requirement of this article is presumed to have acted in good faith.

As added by P.L.1-1997, SEC.16.

Acknowledge and Signature

If a WPC staff or volunteer witnesses behavioral changes in a child or signs of physical abuse or neglect the individual will immediately complete a “*Westminster Presbyterian Church Concern of Abuse/Neglect Report*” and document all pertinent information regarding what they observed or heard. The individual will then contact either a pastor or the Clerk of Session. The individual will not leave the building without reporting this information and completing a “*Westminster Presbyterian Church Concern of Abuse/Neglect Report*” You have a duty to report to the Department of Family Services and/or local law enforcement.

My signature below verifies that I have read and I understand the Child Protection Policy and Indiana Code regarding reporting child abuse or neglect. I understand I have a legal obligation to follow these guidelines. I further understand it is the expectation of Westminster Presbyterian Church that these guidelines be followed, in the manner outlined, by all volunteers and staff of the church working with children.

Signature: _____

Printed Name: _____

Date: _____