



## CHILDREN'S VILLAGE - BURTON ROAD

### PARENT HANDBOOK

(EFFECTIVE 5/9/18)

[www.childreenvillageinc.com](http://www.childreenvillageinc.com)

Children's Village - Burton Road  
2904 NE Burton Road  
Vancouver, WA 98662  
(360) 944-0123

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**OUR MISSION** Children's Village's mission is to provide educational, intellectual and physical stimulation while offering a safe, caring and nurturing environment for children in their formative years.

**OUR PHILOSOPHY** We believe that children learn best through hands-on play and activities. Children learn through their senses of touch, smell, taste and sight, as well as through visual, auditory and physical experiences. By planning activities with senses and learning in mind, we allow children to learn in their own way. We want to help children become excited to learn.

We use *Creative Curriculum*, an emergent curriculum. Activities vary depending on age level and abilities within each classroom. We believe that classroom activities must be varied so that children learn at their own pace. Teacher-directed

activities lay the ground work for learning, pointing children in the direction of the lesson while also allowing for conversation and rich language development. Child-directed activities allow children to experiment and learn on their own.

Our classrooms are set up as centers. Centers that you might find in our classrooms are: dramatic play, block area, art, math/science, sensory play and a manipulative area. Children are permitted to move through the classroom, choosing activities that interest them. We plan our environment and activities to address all areas of development: social, emotional, cognitive and physical. The following are ways that our curriculum encourages positive growth and development in these areas:

**Social** Our goal is to prepare children for kindergarten and beyond. We encourage children

to interact positively with one another, guiding and modeling behavior.

**Emotional** We create environments where children can feel safe expressing their individuality, emotions and beliefs. Activities are planned to help children learn to identify and express their emotions.

**Cognitive** We create opportunities for children to scaffold knowledge known to build up to new skills. By creating activities that allow children to test ideas, ask questions and be successful, we are creating lifelong learners.

**Physical** We provide activities that build small and large muscle skills. These activities may be in the form of playing with toys, with construction sets or on a playground structure.

**NON-DISCRIMINATION** Consistent with state and federal law, Children's Village does not discriminate in employment practices or client services on the basis of race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion or disability.

**MEETING SPECIAL NEEDS** It is our goal to meet the needs of each child in our care. Children with special needs are enrolled on a case-by-case basis. The Director will consult the parent/guardian as to their child's specific needs. We cannot accept a child into our program if we lack the appropriate training, equipment or facilities to meet the child's developmental needs.

**EARLY ACHIEVERS** Because Children's Village is committed to providing high-quality early childhood education and care, we participate in the Early Achievers program. Early Achievers is Washington's quality rating and improvement system. If you would like to learn more about Early Achievers, please let us know.

**CONTINUING EDUCATION FOR STAFF** Several members of the Children's Village team are taking classes related to early learning through scholarships made possible by Early Achievers. Degrees and programs include:

- Child Development Associate (CDA)

- Stackable certificates
- Associates degrees
- Bachelor's degrees in Early Childhood Education (ECE)

**ENROLLMENT AND ADMISSION** We enroll children for a minimum of 2 days/week, full-day openings only. School-aged children using before and/or after school care are considered full-day during the school year. Participation in our summer school-age program is available for a minimum 2 day/wk schedule.

When you enroll your child you will need to provide or complete the following items before we can schedule the required family orientation:

- Enrollment application
- Child profile
- Consent for medical care and treatment
- Permission to transport (school-age only)
- Immunization record
- DSHS authorization (if applicable; DSHS will email this directly to us)

We will make all necessary forms available to you, assist you as needed, and answer any questions you may have.

After all items have been received, and after you have read through this handbook, we will schedule your family orientation. At the orientation an enrollment specialist will review the enrollment forms, discuss the fee schedule, and address any questions or concerns you may have. The enrollment process may take up to three days and must be completed before your child may attend.

We will gladly schedule a trial visit of up to 2 hours before enrollment. An ideal time for a trial visit is 9:00 a.m. to 11:00 a.m. We must have a completed registration application before the trial visit.

### **TUITION AND FEES**

**Tuition** Private-pay tuition is due each week that your child is enrolled. Tuition is billed and due each Monday for the current week. A \$10 late fee will be charged if payment is not made in full by Wednesday at closing.

**DSHS Subsidies** Children's Village accepts payments from the State of Washington Department of Social and Health Services (DSHS). To see if you qualify for benefits through DSHS, call 877-501-2233.

DSHS tuition co-payments are due on the day of enrollment and on the 1st of every month. A \$10 late fee will be charged if the copayment is not received by the 3rd of the month.

If you are receiving DSHS childcare benefits it is your responsibility to notify DSHS of any changes in your employment, schedule or other personal information within 10 days of the change. Children's Village will attempt to remind you before your childcare benefits end, but ***it is your responsibility to maintain your benefits and submit your paperwork to DSHS so there is no lapse in benefits. If your childcare benefits lapse you will be billed at our current private-pay rates and you must pay each Monday.***

DSHS will determine how many days and hours per day you are eligible for child care. If you use more care than DSHS authorizes, your account will be billed at private-pay rates. It is your responsibility to pay for the extra services, including overtime days (over 10 hours per day) or contact DSHS to request that they cover the charges. If DSHS does not pay for the additional services, it is your responsibility to pay.

If you use childcare for reasons other than DSHS-authorized activities, you will be responsible for paying for that care at our regular private-pay rates. If your child is absent due to family vacation you will be required to pay 50% of private tuition rates for the first two weeks of vacation per year in order to hold your child's place. Additional vacation absences during the 12 month period will require payment of 100% of private tuition rates.

**Annual Registration Fee** A \$50 per child non-refundable enrollment fee is charged at enrollment and annually thereafter. An extended absence of 60 days or more will require re-enrollment and a new registration fee.

**Discounts** Families paying regular private-pay rates who enroll two or more siblings receive a multi-child discount on tuition. Discounts do not

apply to charges for overtime, late pickups, discounted vacation tuition or incidental charges such as field trips, diapers and extra clothes. Accounts with past due balances are ineligible for all discounts.

**Absences and Closures** No credit will be given for days absent, holidays or staff development days. You will not be charged for winter closures.

**Vacations** Families may take two vacation weeks every 12 months tuition free. Tuition free vacation may be taken after six months of continuous enrollment. Less than 5 days vacation in one week will be considered one week's vacation. Families attending part-time will get two partial weeks vacation. Additional vacation absences will be billed at 100% of private-pay tuition rates.

**Summer Breaks for School-Aged Children** A school-aged child's place is not held for him/her if the child does not attend during summer breaks unless full tuition is paid. If the child does not require care during the summer break and the child's place is relinquished, the child will need to be re-enrolled in the fall, if space is available.

**Canceling Enrollment** For all families, payment of tuition (including tuition copayments) and fees ensures that the child's place is held for him or her. If the child does not attend and/or tuition is not paid for 10 consecutive days, the child's place may be forfeited without notice and another child enrolled in his/her place.

**HOURS and DAYS OF OPERATION** We are open Monday through Friday from 6:00 a.m. to 6:30 p.m. We are closed most major holidays and for staff development days. A schedule of closures is posted in our main lobby and on our website.

**Late Pick-up** We close at 6:30 pm. Your child must be picked up by this time. If you pick up after 6:30 pm you will be charged a late pick-up fee.

**Inclement Weather** When the Vancouver School District is closed due to winter weather we will also be closed. When the Vancouver School District has a 2-hr delayed start we will also have a 2-hr delayed start, opening at 8:00 am.

If winter weather issues become a concern throughout the day, we reserve the right to cancel transportation services. You must plan to pick up your child at school if the weather becomes severe while he is at school.

**Early Dismissal** On late-start and early-release school days you may be billed for the extra care of your school-aged child.

**Daily Schedule** The following is a general outline of a typical day for your child at Children's Village. Each classroom has a posted schedule and lesson plan.

Morning (8:00 - 11:30)

- Free play with opportunities for small group interaction
- Large group activities including circle time, music or games
- Restroom breaks and hand-washing
- Snack
- Outdoor playtime

Lunch (11:30 - 12:30)

Naptime (12:30 - 2:30)

- Length of time varies depending on child's age. Naptime is offered to children in Toddler through Pre-Kindergarten classes.

Afternoon (2:30 - 6:30)

- Free play with opportunities for individual and small group activities
- Outdoor playtime is scheduled for all age groups
- Restroom breaks and hand-washing are provided as needed.

Our regular preschool program is from 8:30 a.m. to 11:30 a.m. Please see your child's teacher for more information about your child's curriculum. All preschool children (toddler through pre-kindergarten) must arrive before 11:30 a.m. or wait until after 2:30 p.m. to come in to the center.

**ECEAP and EARLY HEAD START** We offer an ECEAP (Early Childhood Education and Assistance Program) preschool program and an Early Head Start program for infants/toddlers. Please inquire

at the front desk for information about the program.

**MEALS** Healthy, balanced meals and snacks are served throughout the day at no additional charge. We participate in the USDA Child and Adult Care Food Program and the meals and snacks we serve meet the nutrition standards of that program. We will make reasonable menu accommodations, at no additional charge, for children who are considered to have a disability. Please refer to the "Food Preparation" and "Food Allergies" sections in this packet.

**Food Preparation** All food served to the children will be prepared in our facility, purchased from a food service company or grocery store. Children's Village is a nut-free center. All employees preparing and serving food hold a Washington State Department of Health food handler's permit. All dishes and utensils are washed and sanitized after each use. Children are taught and encouraged not to share dishes or eating utensils.

Parents of infants must provide their child's bottles for the day. The bottles must have covers and the child's name and date on the side of the bottle. Giving a child a bottle containing milk at naptime is very detrimental to the development of the child's teeth; only water will be offered at naptime.

**Breast Milk and Breastfeeding** We support and encourage the breastfeeding mother's decision to continue breastfeeding her child. Mother's may either bring breast milk to our center or may come to the center to breastfeed. Our staff is trained on how to store, handle and feed breast milk. Please bring breast milk in unbreakable, single serving sized containers which are labeled with your baby's first and last name and the date it was brought in. Frozen breast milk will be stored for no more than 2 weeks.

**Food Allergies and Dietary Restrictions** We will make reasonable accommodations for children who are considered to have a disability. Parents must provide a Medical Disability Statement which is signed by the child's doctor. This statement will indicate which foods are to be omitted from the child's diet and which foods are to be substituted.

Children's Village is a nut-free center. Children with a food allergy must have a doctor's note identifying the allergy and appropriate food substitution.

**Milk** We are required by the U.S. Department of Agriculture to offer milk at breakfast and lunch. If your child is allergic to fluid milk, a doctor's letter must be provided stating the allergy and appropriate substitute.

**Other Foods** Parents should review our menus. If your child is allergic to a particular food, we must have a doctor's note stating the allergy and possible side effects. You must also complete an "Individual Plan of Care" before your child may attend.

### **MEAL TIMES**

7:00 am – 8:15 am	Breakfast
9:15 am – 9:45 am	AM snack
11:15 am - 12:15 pm	Lunch
3:00 pm - 3:30 pm	PM snack (preschool)
3:00 pm - 3:45 pm	Supper (school-age)
5:00 pm - 5:30 pm	Evening snack

A typical breakfast will consist of cereal, milk and fruit. A typical lunch is spaghetti with meat sauce, garlic bread, green beans, oranges and milk.

Two snacks are served daily. Children in care more than 8 hours will be offered an additional snack. Snacks shall consist of, but are not limited to, two of the following items: milk, fruit and/or vegetables, 100% fruit or vegetable juice, whole grain or enriched breads or cereal products and animal or vegetable protein.

A menu of breakfast, lunch and snacks is posted on the menu board outside the kitchen at least one week in advance. Copies are available. All meals and snacks comply with requirements of the Child and Adult Care Food Program administered by the State of Washington and the U.S. Department of Agriculture and contain adequate nutrients for a meal that is well-balanced and tasty. Meals are served in portions appropriate to the age and size of the children who are being served.

**DIAPERS AND CLOTHING** You must provide diapers and an extra set of clothing for your child.

You will be charged for all diapers and clothing provided by us.

**SPECIAL ACTIVITIES** Optional field trips and special activities may require extra fees which will be billed to your account and must be paid that week.

**WITHDRAWALS AND REFUNDS** We require two weeks' written notice of withdrawal. Accounts will be billed tuition at regular rates if the required notice is not given. If Children's Village terminates the enrollment of a child, any unused tuition will be refunded.

**RETURNED CHECKS** Returned/dishonored checks will incur a returned check charge. We may require accounts to be paid by cash after a returned check.

**DISASTER PREPAREDNESS PLAN** Our disaster preparedness plan is posted in the lobby and in each classroom.

**TRANSPORTATION** We transport school-aged children to area schools in vans and buses in safe operating condition. The driver will have current first aid, CPR and STARS training. Good behavior is required on our vehicles to ensure the safety of all passengers. Inappropriate behavior will be reported to parents and may result in suspension or termination of transportation services. If your child will be transported in a Children's Village vehicle, you will receive a copy of the Transportation Policies and Procedures. You are responsible for reviewing the information with your child, signing the acknowledgment and returning the signed acknowledgement to the front desk personnel.

We will transport your child to and/or from school based on the schedule you give us. If Children's Village is transporting your child to school in the morning, he/she must arrive at Children's Village no later than 7:30 am. If your child is scheduled for pick up after school and you have made other arrangements for that day, or if your child did not go to school, you must notify us by 2:00 pm. This is to prevent us from searching for a child who is absent or has already been picked up by parents.

If your child is normally scheduled for before and after school transportation, and he/she does not

attend CV in the morning, we will assume he/she does not require transportation after school. You must call us to arrange afternoon transportation in this case. Your cooperation is extremely important. You will be charged a bus "no show" fee for failure to notify Children's Village of changes to your child's transportation schedule. You will also be charged for unscheduled transportation to or from school.

**Children's Village – Burton Road** transports to Peter S. Ogden, King, Harney, Roosevelt, Truman, and Walnut Grove elementary schools.

**SUSPENSION/TERMINATION** Children's Village reserves the right to suspend or terminate enrollment if a child's attendance creates a hazard to any person at the center. This includes, but is not limited to, excessive biting, inappropriate behavior on school vans/buses, physical abuse, bullying or excessive inappropriate language. Intentional misuse of school property may result in parental liability for damage caused and/or termination of enrollment.

Children's Village must have a positive relationship with guardians and other people who are authorized to pick up your child. If that relationship is compromised, Children's Village reserves the right to terminate your child's enrollment.

In order to ensure a positive line of communication with Children's Village, please discuss any concerns or suggestions you may have with your child's teacher or a supervisor. If you would like to schedule a meeting with your child's teacher or the director, please contact the school.

**SIGNING IN AND OUT** State of Washington code requires that the parent or other person authorized by the parent to take the child to or from the school, sign the child in on arrival and out when leaving, using a full, legal signature. Parents will also sign in and out on the computer. Be prepared to show your picture identification each time you come in.

A parent or other authorized person must accompany your child into and out of the center. A child will only be released to authorized persons over 18 years of age. Please complete a Notice of

Change to specify persons authorized to pick up your child. Our staff will ask for picture identification before releasing a child. When a child leaves the center to attend school as authorized by the parent, we will sign the child out and back in upon his return to our center.

***If we release a child to a parent or other authorized person who appears to be under the influence of drugs and/or alcohol, Children's Village is obligated to notify the police.***

**VISITORS** Visitors must sign in at the front desk. Parents may have access at anytime to areas of the school which are used by the children. Enrolling parents will have unsupervised access only to their own child. Visitors must be authorized by the enrolling parent and will not be allowed unsupervised access to children.

**ABSENCES** Please call by 9:00 am on days that your child will be absent. No tuition credit will be given for absences.

#### **SANITARY HEALTH CARE PROCEDURES**

**Hand-washing procedures – children** Children are encouraged and taught the importance and proper methods of hand-washing. They will be taught to wash their hands immediately upon arrival at school, after using the bathroom, before meals and before cooking activities.

**Hand-washing procedures – staff** Staff will wash their hands at the following times:

- Immediately upon arrival at school
- After diaper changing or toileting
- After coming into contact with body fluids
- Before serving or preparing meals
- After using the bathroom
- After attending to a sick child
- At other times as needed

**Soiled Clothing** Soiled clothing will be placed, without rinsing, in a plastic bag and returned to parents. Please provide a change of clothing for your child to keep in his/her cubby.

**Diaper Changing** Diapers are to be provided by the parents. Cloth or disposable diapers may be used. The following are the diapering procedures used by Children's Village staff:

- Wash hands
- Gather necessary materials
- Change diaper without leaving child unattended
- Dispose of diaper – disposables in covered container, cloth diapers in a plastic bag to be sent home. Cloth diapers are treated as soiled clothing (see above procedure).
- Disinfect changing table with chlorine solution
- Wash child's hands
- Staff washes hands

**Toilet Training** Toilet training is initiated when the child indicates readiness and in consultation with the child's parent. During toilet training, Children's Village will provide appropriate equipment, which shall be sanitized after each use. Parents are to supply training pants, plastic pants and extra clothing during toilet training.

**First Aid** A staff member having completed a certified first aid course approved by the State of Washington, as well as a course in cardiopulmonary resuscitation (CPR) shall be present in all areas at all times. A complete first aid kit is kept on hand, both at the center and in each van/bus.

The following procedures will be followed in the event of a medical emergency:

- Appropriate first aid will be administered immediately to the injured child
- Emergency rescue (911) will be called if needed
- Parents will be immediately informed of the situation
- If parents cannot be reached another authorized person will be contacted
- A Children's Village Accident/Incident Report will be completed and signed by the teacher on duty at the time of the injury. Accident/Incident Reports will be reviewed and signed by the Director and the parent or legal guardian.

**Reporting of Incidents** Children's Village is bound by Washington state law to report to proper authority evidence of any of the following:

- A death, serious injury requiring medical treatment or illness requiring hospitalization of a child in care, by telephone and in writing to the parent, licenser and the child's social worker, if any.
- Any instance when the licensee or staff has reason to suspect the occurrence of physical, sexual or emotional abuse, neglect or exploitation as required under chapter 26.44 RCW, by telephone, to Child Protective Services and/or local law enforcement. We may not notify parents when the police or Child Protective Services are called about possible child abuse, neglect or exploitation; this will depend on the recommendation of Child Protective Services when they are called.
- Any occurrence of food poisoning or communicable disease, as required by the State Board of Health, by telephone, to the local public health department.

### **MEDICAL CARE**

**Health Care Consultant:** Larry Benedict, R.N.  
2904 NE Burton Road  
Vancouver, WA 98662  
(360) 944-0123

### **Hospital Used For Emergencies:**

PeaceHealth SW Medical Center  
400 NE Mother Joseph Place  
Vancouver, WA 98664  
(360) 256-2000

**Emergency medical care** Children's Village staff will call for emergency medical assistance whenever they feel it necessary to ensure the safety and well-being of a child. This may be done with or without the parent/guardian's consent.

**Illnesses** Children complaining of illness, or found to be ill, will be allowed to rest in a room separate from other children. Parents will be notified immediately. Depending upon the severity of illness, parents may be required to pick their child up as soon as possible. Our health room is small and accommodates one ill child at a time. Due to the limited space, we ask that your child be picked up within an hour of being notified. When a child must be picked up from our center due to an

illness or medical concern, Children's Village may require a doctor's note indicating that the child may return before the child is brought back to our center.

Any child determined to be carrying a communicable infection (measles, chicken pox, head lice, etc.) shall be isolated from others until such time that parents are able to pick the child up. Parents will be requested to pick the child up immediately in these situations.

We ask that you not bring your child to the center if they are aware of any of the following:

- Fever of 100 degrees (axillary) or higher
- Vomiting on two or more occasions within the past 24 hours
- Diarrhea – three or more watery stools in a 24-hour period
- Open or oozing sores, unless properly covered or 24 hours on antibiotic treatment
- Suspected communicable skin infection such as impetigo, pink eye and scabies (the child may return 24 hours after starting antibiotic treatment)
- Lice or nits
- Rash
- Eye discharge or pink eye
- Fatigue that prevents participation in regular activities

**Prescription Medicines** Under penalty of state law, Children's Village can accept medicine in the original container only, labeled with the child's first and last name, the date the prescription was filled or the medication's expiration date, and legible instructions for administration (dosage and time to be given). The Director or the staff in charge will give the medicine. **According to our Health Policy, we must have a 3-day supply of prescribed medication to be kept with our disaster kit in case of an earthquake or other disaster.**

Children's Village will:

- Keep medication inaccessible to children
- Store external medication separate from internal medication
- Keep a record of medication dispensed
- Return to the parent or other responsible party, or dispose of, medications no longer being taken.

Parents must complete our Medication Log each day that medicine is to be given, authorizing our staff to administer it. The required information includes:

- Child's first and last name
- Child's date of birth
- Name of medication
- Dosage amount and frequency
- Date and time medication is to be given
- Reason for giving medication
- Expected side effects
- Parent's signature

If a child will remain on the same medication more than 30 days, a long-term authorization form may be used.

**Non-Prescription Medicines** The following classifications of medicines can be given with written parent consent only at the dose, duration and method of administration specified on the manufacturer's label for the age or weight of the child:

- Diaper ointments and powders intended for "diaper rash"
- Antihistamines
- Non-aspirin fever reducer
- Cough suppressants
- Decongestants

Sunscreen must be administered before the child arrives at Children's Village or the parent/guardian may come in and administer it.

**IMMUNIZATIONS** To protect staff and all children in our care, and to meet state health requirements, children must be immunized or in the process of being immunized.

Children need to be immunized for the following:

- DaPT (Diphtheria, Tetanus, Pertussis)
- IPV (Polio)
- MMR (Measles, Mumps, Rubella)
- Hepatitis B
- HIB (Hemophilus Influenza Type B)
- Varicella (Chicken Pox)
  - o Children 19 months of age up to kindergarten entry attending



licensed child care centers or preschools

- Children attending Kindergarten
- Children attending 6<sup>th</sup> grade under 13 years of age

Children may attend childcare without an immunization when:

- The parent signs the back of the CIS form stating they have personal, religious or philosophical reasons for not obtaining the immunization(s), OR
- The health care provider signs that the child is medically exempted.

Children who are not immunized will not be accepted for care during an outbreak of diseases which can be prevented by immunization. This is for the un-immunized child's protection and to reduce the spread of the disease. Examples are a measles or mumps outbreak.

**SUPPLIES NEEDED** Following are items to be provided by families:

- One complete change of clothes (shirt, pants and underwear) labeled with child's name
- Diapers, training pants, plastic pants (if applicable)
- Five clean bottles with nipples and caps (infants only; to be brought daily)
- One crib-sized sheet which will become CV property and will not be returned
- One crib-sized blanket labeled with your child's name. Please do not bring oversized blankets as your child's cubby is not big enough for it. Please take your child's blanket home each Friday for laundering.

**NO TOYS FROM HOME** We have a "no toy" policy at Children's Village. To prevent items from being lost, stolen or broken, do not bring toys or other personal items from home; Children's Village cannot be responsible for these items. The only exception is items for "show and tell" on scheduled days—and, again, Children's Village cannot be responsible for these items.

## **TRANSITIONS**

**Home to Children's Village** We know that the transition from home to childcare can be difficult for children and parents. To help with this transition, we encourage parents to come in for a tour of our center with their children, multiple times if desired. Prospective parents can utilize a two-hour trial visit for their child, at no cost.

**Classroom to Classroom** As children are progressing in abilities and stages, Children's Village will work with parents on transitioning them to the next class. This might involve phone conversations, parent meetings or progress reports. We will start with visiting the "new" class with short visits, taking the lead from the child. If possible, a familiar face from the "old" class will visit with them, to help ease the transition.

**Moving to Kindergarten** Children's Village is excited to be part of the journey to Kindergarten. Our preschool program is designed to help children prepare for Kindergarten, both socially and academically. We provide opportunities for social development, academic success (honoring different learning styles) and experiences with expectations that come with school (i.e. circle time, taking care of belongings). As April arrives and parents are enrolling for Kindergarten, we will assist with copies of immunizations, evaluations that need to be completed and posting "Kindergarten round up" dates for the schools in our area. As school approaches, we have the future Kindergarteners take a ride on the bus to their new school so they know what to expect the first day.

## **EXPULSION / ENROLLMENT TERMINATION**

Children's Village works to create an environment where children can succeed and be safe. There are times when we have to examine whether Children's Village is the right place for a child.

The following steps could be taken if there are concerns for the success and safety for a child:

1. Incident report home to parent
2. Conference with parent via phone or in person
3. Running record, evaluation or other documentation of the child's day
4. Behavior plan
5. Sent home for day or suspended
6. Seek expert evaluation/advice (e.g., ESD 112, physician, early childhood evaluation)

## 7. Enrollment termination