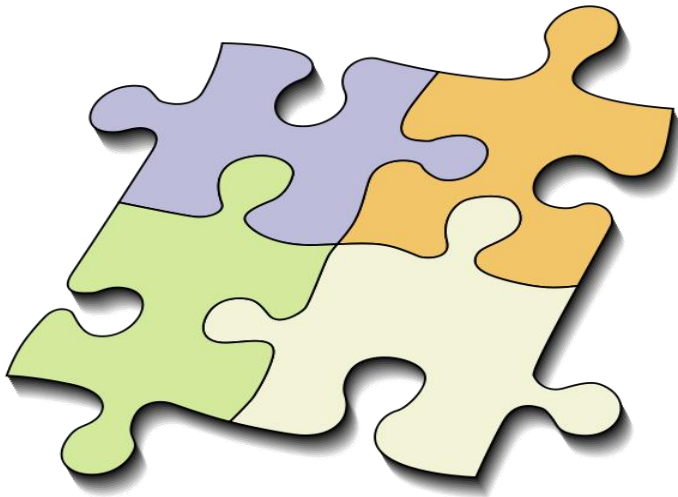


# **Parker Learning Center Parent Handbook**



## **PARKER LEARNING CENTER TELEPHONE NUMBERS**

**PLC Director:**

**Telephone: 297-3456**

**Email:**

**[Donavan.DeBoer@k12.sd.us](mailto:Donavan.DeBoer@k12.sd.us)**

**Parker School District**

**Telephone: 297-3456**

**Fax: 297-3481**

**Site Coordinator Email:**

**[Jodi.friman@k12.sd.us](mailto:Jodi.friman@k12.sd.us)**

## **FEES/CHARGES \*\*\*\* FEES ARE SUBJECT TO CHANGE\*\*\*\***

### **Please see enrollment form for summer PLC.**

The fee for attending PLC's before and after school program is \$8/ a day before school hours, \$12/ a day after school hours, \$34/ all day, \$22/ half-day Friday/early dismissal care. This fee **MUST BE PAID IN ADVANCE**. All credits and refunds will need to be made through the business office.

## **LOCATION**

The Parker Learning Center begins in the Parker High School FACS Room (#103). Activities may take place throughout the school building and schoolyard. A sign will be posted with a contact number to call and or location to go to when we are out of the playroom.

## **HOURS OF OPERATION**

PLC is open Monday-Thursday from 6:00am -7:45 am and 3:45pm until 6:00 pm. PLC is open Fridays from 6:00 am to 6:00 pm.

On days when school has been called off before school starts (i.e. due to bad weather), the before/after school may NOT be open. PLC will follow the same inclement weather policy as the school does. The only exception to this is **if school is already in session, but is dismissed early due to inclement weather, students that are already signed up for that day will be sent to PLC when school is dismissed, they MUST BE PICKED UP ASAP.**

## **REQUIREMENTS FOR ENROLLMENT**

To enroll a child must have attended his/her first day of kindergarten and parents must fill out enrollment forms. You will also need to ensure that your balance is at \$0 or a positive balance.

## **TERMINATION OF CARE REQUIREMENTS**

Your account must be paid in full and you must notify the PLC Site Coordinator that you will no longer need PLC services.

## **REPORTING OF CHILD ABUSE/NEGLECT**

South Dakota Law mandates that any suspicion of child abuse and/or neglect be reported immediately to the South Dakota Department of Social Services or the Law Enforcement officials. All of the center's caregivers are screened by the Department of Social Services and are required to sign a statement that defines child abuse/neglect and reporting requirements. Any staff member or volunteer who feels that a child in placement may have been abused or neglected at home or in the center is to immediately report her/his feelings to the director or to the individual who is designated as the supervisor. After verbally reporting the incident to the

director or his/her designee, the employee/volunteer is to document in writing what she/he observed. This report is to include the date of the incident, time, those involved, and a statement of what was observed. This written report is to be given to the director or their designee. Upon receiving the verbal report the director/designee is to immediately report the incident to the Department of Social Services or Law Enforcement. In case of in-center child abuse, the staff member/volunteer will be terminated immediately. In case of suspected in-house child abuse/neglect, determining if the children are safe pending the investigation. If a staff member/volunteer is involved, suspension may occur to protect children. Cooperation with the Department of Social Services and/or Law Enforcement throughout the investigation.

Any changes of circumstances which may affect ability to comply with licensing rules i.e. new program location, building renovations or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director will be reported to DSS.

Parents will be notified when a significant change happens with center services or policies.

### **FAILURE TO REPORT TO PLC**

If a child fails to report to PLC during the school year, we will first check the classroom, and school for the child. Then we will check the calendar to verify the attendance is correct. If no calendar is provided, or is blank for the day in question we will then call the guardian of the child. If failure to turn in an attendance calendar is a habit, the child will be considered a drop in. If we do not have the staff to accommodate the staff to child ratio we will have to turn your child away.

### **PLC STAFF REQUIREMENTS**

Each primary child care worker must be at least 18 years of age and supervised by director/program planner; Secondary child care workers must be at least 16 years of age and work under the direct and constant supervision of an adult. The person planning the center programming must have a CDA credential or higher. Volunteers used to fill staff member positions must meet the requirements for the position they are filling. No staff member or volunteer will have a substantiated report of child abuse or neglect. No staff member will have a conviction of a felony within the past five years, a sex offense, or a crime of violence or crime against children. No staff members name will be located on the national sex offender registry.

### **HANDLING OF BIO-COMTAMINANTS**

Staff will use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply. Use of sterile gloves when hand contamination with blood may occur. Use of vinyl or latex gloves for contact with mucous membranes. Change gloves between contacts with children. Do not reuse surgical or examination gloves. Use of general-purpose gloves for housekeeping chores involving potential contact with blood and for instrument cleaning and decontamination procedures. Cleaning of vomit, urine, feces, use a commercially available cleaner that will not spoil the surface being

cleaned. Remove nasal secretions with tissues and throw them in the ordinary trash, for spills involving blood or other body fluids, remove all visible soil, and then disinfect the surface with freshly prepared diluted bleach.

### **EMERGENCY PREPAREDNESS AND RESPONSE PLAN**

A plan has been developed and is available for review upon request.

### **DAILY SCHEDULE**

Friday Schedule and summer schedule will be posted in the PLC play room. I will also send one home with your child if you are interested.

### **PICK UP POLICY**

Parents are required to pick up their children by 6:00 pm. We will not release your child to anyone who is not on your authorized list, unless you call or email ahead of time with specific instructions on the person picking your child up.

**ALWAYS BE ON TIME TO PICK UP YOUR CHILD FROM PLC.** If you are going to be late due to an emergency, you must notify the Site Coordinator (605-297-3456, Extension 4). If your child has not been picked up by five minutes after the program ends, our staff will try to contact you and/or anyone listed on the registration form. A late pick fee of **\$5.00 for every late pick up and \$5 for every 5 minutes late** will be assessed that day. Suspension from PLC could result if this is a continued problem.

### **MONTHLY CALENDAR**

A monthly calendar **MUST** be filled out for each PLC participant. If a child fails to show up on the designated day that the parent has documented on the calendar there will still be a charge for the day unless the Site Coordinator has been notified that the child will not be in attendance before 12pm.

### **CONFIDENTIALITY**

Student records, discipline issues, and health issues are confidential and cannot be shared with other people or other parents.

### **DISCIPLINE POLICY**

PLC students are expected to follow the rules in the school student handbook, and any other site-specific rules that are established by the Site Coordinator. Discipline for children in care will be: use positive guidance, redirection and offer clear-cut limits. Prohibit peers from administering discipline. No child will be placed in an environment that would be harmful or dangerous to the child's physical or emotional health. Staff will not, withhold or force snacks or meals, use substances such as soap or pepper or hot pepper for punishment, hit, pinch, shake, spank or inflict corporal punishment, restrict movement or bind in enclosed or confined space, use verbal abuse, threats, or derogatory remarks about child or family.

In order to maintain a safe and fun environment, PLC will work closely with you and your child to ensure proper behavior. If, however the problem persists, a discipline report will be written. You and the Site Coordinator will receive a copy of the report. Consequences are as follows:

**1<sup>st</sup> referral:** Conference with the child, Site Coordinator, and referring staff member

**2<sup>nd</sup> referral:** Conference with child, parent, Site Coordinator, and referring staff member

**3<sup>rd</sup> referral:** Conference with child, parent, Site Coordinator, referring staff member, and Site Coordinator. (Depending on the severity of the behavior problem, suspension from PLC could result).

Referrals will start over at the beginning of every school year.

### **ASSESSMENT**

Your comments and suggestions are important to us. As PLC participants, you and your child may be asked to fill out surveys and/or assessments. Information gained from these surveys is strictly confidential. The information is used to help improve the program and to ensure continued funding.

### **ILLNESS POLICY**

If a PLC participant becomes ill a parent or authorized person will be called to pick up the child and must be picked up within 1 hour. If your child is injured while at PLC you will receive written documentation of the incident, if injury seems to be more severe we will call the child's parent immediately.

### **COMMUNICABLE DISEASE**

If a child in care contracts a communicable disease it must be reported to the Department of Health. The Program shall follow the Department of Health's recommendations for addressing a situation involving a communicable disease.

### **EMERGENCY/HEALTH INFORMATION**

Parents are asked to provide emergency and health information on the PLC enrollment form. Information on the form includes home and employment telephone numbers, names and phone numbers of family physicians, health problems the child has, if any, and direction as to handling emergency child illnesses and injuries. It is important that the PLC has this information and that it IS CURRENT AT ALL TIMES. IF YOUR EMPLOYER CHANGES, for example, PLEASE NOTIFY PLC AT THE SAME TIME YOU NOTIFY THE ELEMENTARY SCHOOL OFFICE.

**IMMUNIZATION RECORDS** Records will be maintained through the school office.

**TRANSPORTATION** Transportation is provided by PLC only to field trips in which a school vehicle will be used.

## **NUTRITIONAL REQUIREMENTS**

When a child is in care for four hours consecutive hours, the child will receive a snack or meal, whichever is appropriate for the time of day. When a child is in care during any normal mealtime hour, the child will receive a meal appropriate for that time of day. Meals and snacks served at PLC will consist of a variety of nutritional foods and will be sufficient amounts to meet each child's needs. Menus will be posted on a weekly basis. On Fridays during the school year the child is to bring their own sack lunch. During the summer PLC program, we will provide breakfast, lunch and snack Monday-Friday.

## **FOOD ALLERGIES**

PLC requires staff to be trained in the area of food and allergic reactions. PLC requires all parents to complete an enrollment application and if there are allergies, to list those allergies. When a parent lists any allergy, they are required to complete a document that lists the allergy, what the allergy is related to (food, pet, etc.); what the signs and symptoms of distress are should the child have an allergic reaction; and what the process is any for assisting the child should they be in distress due to a reaction. Each staff person who is associated with this child (teacher, cook etc.) is provided an overview of the situation, an overview of the allergy document and the instructions for preventing a reaction; and instruction for handling a reaction.

## **MEDIA RELEASE**

The PLC staff may photograph, videotape, audiotape and publish pictures of members and others participating in the program. Any or all of these forms of media may be used at the discretion of the Parker Learning Center for working with and promoting the program. If you DO NOT want your child's photograph or work published, please check "NO" on the PLC Parent Handbook Checklist included in the enrollment packet.

## **MEDICATION**

If your child requires medication during the PLC program hours, an authorization form must be completed. The Site Coordinator will be able to provide you with the proper form.

All medications must be kept in ORIGINAL containers. Information regarding dose and time of administration must be completed. Any contagious disease will be reported to the state per the state reporting guidelines.

**\*\*WE ENCOURAGE MEDICATION HOURS TO BE ARRANGED OUTSIDE OF PLC AFTER-SCHOOL PROGRAM HOURS, IF POSSIBLE \*\***

## **CHILD CARE ASSISTANCE**

The PLC Program would like all children to attend, so please consider applying for assistance, if needed. We are a licensed facility. You can pick up a Child Care Assistance form from the Site Coordinator. You have to show proof of assistance before your child may attend. If you would like help with your application, please ask the Site Coordinator, and you will be guided in the right direction.

**CONTACT INFORMATION:**

[E-Mail-jodi.friman@k12.sd.us](mailto:jodi.friman@k12.sd.us)

Phone: 605-297-3456 Extension-4

In an emergency you may contact me by text or phone call 701-240-9246