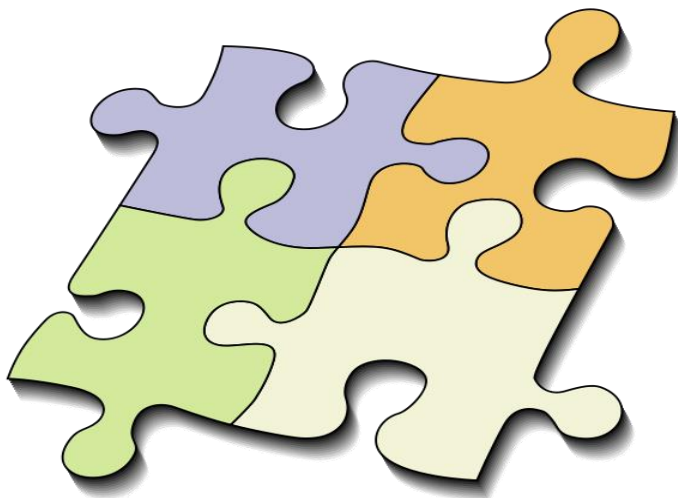


Parker Learning Center Parent Handbook



PARKER LEARNING CENTER TELEPHONE NUMBERS

PLC Director:

Telephone: 605-297-3456

Cell Phone 701-240-9246

Jodi.friman@k12.sd.us

Parker School District

Telephone: 605-297-3456

Fax: 605-297-3481

Site Coordinator Email:

Jodi.friman@k12.sd.us

The fee for attending PLC's Summer Care Program is \$40/day and \$25 for half of a day. This fee **MUST BE PAID IN ADVANCE**. We operate as a pay if you utilize care, so you do not have to pay for days your child does not attend PLC. However, you will be charged for a full day of care if you sign your child up for care and your child does not attend. In some circumstances such as emergencies and illness this fee can be waived.

LOCATION

The Parker Learning Center begins in the Parker High School Room 121. Activities may take place throughout the school building and schoolyard. City Park, City Pool and possibly other small field trips. A sign will be posted with a location and a contact number to call if you are here to pick up, and we are not in the building'

HOURS OF OPERATION

PLC is open Monday through Friday 6am to 6pm. See the calendar for holidays and days off for PLC.

REQUIREMENTS FOR ENROLLMENT

To enroll your child in PLC they must be attending Parker School for the 2025-2026 school year.

You must have an enrollment form filled out and signed prior to your child receiving care.

All allergies must be documented on an allergy action form

Your PLC account must be at a positive or zero 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. If you have a positive balance you will need to see the business manager for a refund, if you have a negative balance and do not pay a \$25 late fee will be assessed weekly until the balance is paid in full.

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 DSS/Local Law enforcement, 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 summer, 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 parent or guardian of the child. If failure to turn in an attendance calendar is a habit, the child will be considered a drop in, and you will be charged an additional \$20/ day. 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 childcare worker must be at least 18 years of age and supervised by director/program planner; Secondary childcare workers must be at least 14 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

Summer schedule will be posted in the PLC room. I will also send one home with your child or in an email if requested.

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. PLC staff may ask for photo identification if we are unfamiliar with the designated pick up person.

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 or the adult member that is at PLC with your child. 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 5 minutes late** beginning at 6:00 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.

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 to 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:

For minor infractions

1st referral: Conference with the child, Site Coordinator, and referring staff member

2nd referral: Conference with child, parent, Site Coordinator, and referring staff member

3rd 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)

For major infractions

1st referral: Parent will be contacted immediately by the site coordinator. You may be asked to pick up your child as soon as possible

2nd referral: Parent will be contacted immediately, and child will be suspended from PLC for the remainder of the week. If we are unable to reach a parent, we will begin calling emergency contacts.

3rd referral: Parent will be contacted immediately, and child will be suspended for the remaining of the summer.

Referrals will start over at the beginning of the 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. The 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.

NUTRITIONAL REQUIREMENTS

When a child is in care for four 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.

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 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. If your child has an allergy of any kind please fill out the Allergy Action plan that is attached.

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

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