

Parker Learning Center

Parent Handbook

Before School Program~ After School Program~ No School Days~
Summer Program



Parker Learning Center

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Welcome to Parker Learning Center (PLC)!

We are excited to partner with your family to provide a safe, engaging, and supportive environment for children before school, after school, on scheduled no-school days, and throughout the summer.

Our goal is to create a program where children feel welcomed, build friendships, explore new interests, and participate in meaningful activities that support their growth and development.

This handbook has been designed to provide families with important information about our programs, policies, procedures, and expectations. Please take time to review it carefully and keep it as a reference throughout the year. If you have any questions, we encourage you to contact our staff. We are always happy to help.

Thank you for choosing Parker Learning Center. We look forward to a wonderful year with your family!

About Parker Learning Center

Parker Learning Center (PLC) is a licensed school-age childcare program serving children enrolled in the Parker School District. PLC provides quality care before school, after school, on scheduled no-school days, and during the summer months.

Our program is designed to provide a safe, welcoming, and engaging environment where children have opportunities to learn, play, build friendships, and develop important life skills through a variety of age-appropriate activities. We strive to create a positive atmosphere where children feel supported, encouraged, and valued while participating in experiences that promote social, emotional, physical, and academic growth.

At Parker Learning Center, we believe children thrive when families and staff work together. We are committed to building positive relationships with families through open communication, mutual respect, and a shared commitment to each child's success. Our goal is to provide families with peace of mind, knowing their child is in a safe, caring, and nurturing environment each day.

Program Options

Parker Learning Center (PLC) offers a variety of childcare programs designed to meet the needs of families throughout the school year and summer months. Each program provides children with a safe, supervised, and engaging environment where they can learn, play, build friendships, and participate in age-appropriate activities.

Before School Program

The Before School Program provides a safe and welcoming environment for children before the start of the school day. Children have opportunities to participate in quiet activities, socialize with friends, and prepare for a successful school day before being dismissed to school.

Hours: Monday–Friday, 6:00 a.m. – 7:45 a.m.

After School Program

The After School Program provides children with a structured environment where they can relax after school, enjoy a nutritious snack, participate in a variety of activities, complete homework (if applicable), and spend time with friends under the supervision of caring staff.

Hours: Monday–Thursday, 3:45 p.m. – 6:00 p.m.

Friday Program

The Friday program provides full-day care on Fridays during the school year. Children participate in a variety of planned activities, indoor and outdoor play, crafts, games, and other age-appropriate experiences throughout the day.

Hours: Friday, 6:00 a.m. – 6:00 p.m.

Summer Program

The Summer Program provides children with a fun, active, and engaging summer experience through planned activities, outdoor play, themed learning opportunities, special events, field trips, and other enriching experiences. Weekly schedules and activity calendars will be shared with families throughout the summer.

Hours: Monday–Friday, 6:00 a.m. – 6:00 p.m.

Program Availability

Program availability follows the Parker School District calendar and may vary due to school holidays, teacher in-service days, inclement weather, or other circumstances. Families will be notified of schedule changes through Procure, written communication, or other methods of program communication.

Tuition & Payment Policies

Parker Learning Center strives to provide quality childcare services at affordable rates for families. Tuition is based on the program in which your child is enrolled.

Current tuition rates are outlined below.

WEEKLY RATE	
Weekly rate M-F 4/5 days	\$160
Weekly Half Day (6hr or less)	\$120
Sibling Discount 1 st sibling	\$150
Sibling Discount 2 nd Sibling	\$140
3 DAY RATE	
Full Day	\$100
Sibling Discount 1 st sibling	\$90
Sibling Discount 2 nd Sibling	\$80
Daily Rate	\$35
DROP IN RATE*	\$65
DROP IN IS DEFINED AS CARE WITH LESS THAN 24hr NOTICE	
Drop in rate will be charged to anyone that does not fill out attendance calendar. All invoices will be sent on Fridays and must be paid by the following Monday. A late payment fee of \$15 will be added to the invoice weekly if not paid in full. Late pick up fee will start at 6:01 and will be charged at a rate of \$1 per minute.	
IN ORDER TO UTILIZE SUMMER PLC YOUR PLC BALANCE MUST BE AT A POSITIVE OR ZERO	

Payment Information

Tuition is due according to the payment schedule established by Parker Learning Center. Invoices are sent on Fridays and payment is due by the following Monday.

Accounts that are not paid in full by the due date will be assessed a \$15.00 late payment fee.

Credits and refunds will be processed through the Parker School District Business Office in accordance with district procedures.

Families utilizing the Summer Program must maintain a zero or positive account balance in order to attend summer programming.

Child Care Assistance

Parker Learning Center is a licensed childcare program and accepts Child Care Assistance for families who qualify. Families interested in applying for assistance are encouraged to contact PLC staff for additional information regarding eligibility and the application process.

Hours of Operation

Parker Learning Center (PLC) provides childcare services throughout the school year and summer months. Program hours are as follows:

Before School Program

Monday–Friday

6:00 a.m. – 7:45 a.m.

After School Program

Monday–Thursday

3:45 p.m. – 6:00 p.m.

Friday Program

Friday

6:00 a.m. – 6:00 p.m.

Summer Program

Monday–Friday

6:00 a.m. – 6:00 p.m.

Inclement Weather & School Closures

Parker Learning Center follows the Parker School District's decisions regarding weather-related delays, cancellations, and early dismissals.

- If school is canceled before the start of the school day, Parker Learning Center may also be closed. PLC staff will communicate program closures or changes with families through Procure.
- If school is dismissed early due to inclement weather or another emergency, children who are scheduled to attend Parker Learning Center will report to the program following dismissal. Parents/caregivers are expected to pick up their child as soon as it is safe to do so.
- Any additional schedule changes or updates will be communicated to families through Procure or other appropriate program communication methods.

Daily Activities & Schedules

Parker Learning Center provides a variety of age-appropriate activities and experiences throughout the day. Activities may include indoor and outdoor play, educational and curriculum-based activities, arts and crafts, games, social activities, meals and snacks, and opportunities for rest or quiet time.

During the Summer Program, additional activities and special experiences may be offered, including community outings, swimming, field trips, and other planned activities.

Daily and weekly schedules may vary based on children's needs, planned activities, weather, special events, and other program circumstances. Current schedules and activity information will be shared with families through Procure, posted within Parker Learning Center, or provided through other program communication methods.

Transportation & Walking Trips

Parker Learning Center may participate in walking trips to nearby locations as part of planned program activities. During the Summer Program, this may include walking to the Parker swimming pool, local library, businesses, or other nearby community locations.

Parker Learning Center does not currently provide regular vehicle transportation to or from the program.

Transportation may be provided for planned field trips or other program-sponsored activities. Families will be notified in advance of planned out-of-town field trips and will be provided with any additional information needed for participation.

Parent/caregiver permission for participation in field trips and program-provided transportation will be obtained through the child's enrollment materials or other required permission forms.

Children will be supervised by Parker Learning Center staff during all program-sponsored walking trips, field trips, and activities.

Enrollment

To enroll in Parker Learning Center, children must be at least 5 years of age and attending Junior Kindergarten (JrK) or Kindergarten at Parker Elementary School.

Prior to attending, the following must be completed:

- Enrollment forms
- Emergency contact information
- Health and medical information
- Authorized pick-up information
- Any additional forms required by Parker Learning Center or the Parker School District

Enrollment forms must be completed **annually** for each school year to ensure Parker Learning Center has the most current information for every child. Families are also responsible for notifying Parker Learning Center throughout the year of any changes to

contact information, emergency contacts, authorized pick-up individuals, medical information, or other enrollment details.

Enrollment is considered complete once all required forms have been submitted and approved.

Program Withdrawal

If your family no longer requires Parker Learning Center services, please notify program staff as soon as possible. Accounts must be paid in full before services are discontinued. Any credits or refunds will be processed through the Parker School District Business Office in accordance with district procedures.

Attendance & Scheduling

Regular attendance and accurate scheduling help Parker Learning Center provide appropriate staffing and ensure the safety of all children.

Families are responsible for communicating their child's attendance schedule using the methods established by Parker Learning Center, including monthly calendars, Procure, or other communication methods as directed by program staff.

Attendance Changes

If your child's schedule changes or they will not be attending on a scheduled day, parents/caregivers are asked to notify Parker Learning Center as soon as possible.

If a child is scheduled to attend but will be absent, notification should be provided **before 12:00 p.m.** to avoid being charged for the scheduled day, unless other arrangements have been made with program staff.

Failure to Report to Parker Learning Center

If a child who is scheduled to attend Parker Learning Center does not arrive as expected, program staff will take appropriate steps to determine the child's whereabouts.

Staff will verify the child's attendance schedule and contact the parent/caregiver if the child's whereabouts cannot be confirmed.

These procedures are in place to help ensure the safety and well-being of every child.

Drop-In Care

Drop-in care is available based on space and staffing availability.

A **drop-in** is defined as childcare requested with **less than 24 hours' notice**. Drop-in requests cannot be guaranteed and are subject to available space, staffing and licensing requirements.

Attendance Expectations

Families are encouraged to submit attendance information accurately and on time. Repeated failure to provide attendance information may affect the program's ability to accommodate childcare requests, particularly during periods of high enrollment.

Arrival & Departure Procedures

The safety of every child is a top priority at Parker Learning Center. To help ensure a safe and smooth transition at the beginning and end of each day, families are expected to follow the procedures outlined below.

Arrival (Drop-Off)

Parents/caregivers are required to escort their child into the Parker Learning Center building each day. Children should never be dropped off outside the building or allowed to walk into the program unattended.

Parents/caregivers are responsible for supervising their child until they have been checked in and are under the supervision of Parker Learning Center staff. Before leaving, parents/caregivers should ensure their child has been greeted by a staff member.

Departure (Pick-Up)

Parents/caregivers are required to enter the Parker Learning Center building to pick up their child.

Children will only be released to a parent/caregiver or an individual listed as an authorized pick-up person on the child's enrollment forms. Children will not be released to walk outside to waiting vehicles or meet parents/caregivers outside the building.

Once a child has been signed out and released to a parent/caregiver or authorized individual, supervision becomes the responsibility of the parent/caregiver.

Authorized Pick-Up

If someone other than a parent/caregiver or authorized pick-up person will be picking up your child, Parker Learning Center must be notified in advance through Procure, by phone, or by another method approved by program staff.

Program staff may request photo identification before releasing a child to an individual they do not recognize.

Schedule Changes

If your child's attendance or pick-up arrangements change during the day, please notify Parker Learning Center as soon as possible so staff can safely prepare for your child's departure.

Late Pick-Up

Parker Learning Center closes promptly at **6:00 p.m.**

If an emergency or unexpected situation will prevent you from arriving by 6:00 p.m., please notify Parker Learning Center staff through Procure as soon as possible.

Beginning at **6:01 p.m.**, a late pick-up fee of **\$1.00 per minute** will be assessed until the child has been picked up. Late fees will be added to the family's account.

Repeated late pick-ups may result in a conference with program staff and may affect continued enrollment in the program.

Parent Communication

Parker Learning Center believes that open and consistent communication between families and program staff is essential to providing a safe and positive experience for every child.

Procare

Parker Learning Center uses **Procare** as its primary communication platform. Families are encouraged to download the Procare app and enable notifications to receive important program information.

Procare may be used to communicate:

- Program announcements
- Schedule changes
- Weather-related updates
- Attendance information
- Messages between families and program staff
- Reminders and other important program information

Communication with Families

Families are encouraged to communicate any questions, concerns, schedule changes, or important information regarding their child as soon as possible.

Depending on the situation, communication may occur through:

- Procare
- Telephone
- Email
- Written communication
- In-person conversations

Changes to Family Information

Families are responsible for notifying Parker Learning Center promptly if any of the following information changes:

- Home address
- Telephone number(s)
- Email address
- Emergency contacts
- Authorized pick-up individuals
- Medical information
- Any other information that may affect a child's care

Confidentiality

Parker Learning Center respects the privacy of every child and family. Information regarding children and families is treated as confidential and is shared only when necessary to provide appropriate care or as required by law.

Program staff are committed to maintaining the confidentiality of all personal, medical, and enrollment information.

Families are asked to respect the privacy of other children and families. Questions or concerns regarding another child or family cannot be discussed by program staff.

Records containing confidential information will be maintained in accordance with applicable licensing requirements and school district policies.

Health & Illness Policies

The health and well-being of all children attending Parker Learning Center is a priority. To help maintain a healthy environment for everyone, families are asked to keep children home when they are ill and notify program staff of any communicable illnesses.

Illness During the Program

If a child becomes ill while attending Parker Learning Center, a parent/caregiver or authorized emergency contact will be notified and must arrange for the child to be picked up within **one hour**.

If a child becomes injured while attending the program, staff will provide appropriate first aid and document the incident. Parents/caregivers will be notified of any injuries. In the event of a serious illness or injury, staff will follow Parker Learning Center's established emergency procedures and make appropriate notifications.

Communicable Diseases

If a child is diagnosed with a communicable disease, families should notify Parker Learning Center as soon as possible.

Parker Learning Center will follow the recommendations and reporting requirements of the South Dakota Department of Health regarding communicable diseases and will take appropriate steps to help protect the health and safety of children and staff.

Emergency & Health Information

Parents/caregivers are required to provide current emergency contact and health information during enrollment.

Families are responsible for notifying Parker Learning Center immediately of any changes to:

- Emergency contacts
- Telephone numbers
- Medical conditions
- Allergies
- Healthcare providers
- Any other information necessary to provide safe care

Keeping this information current helps staff respond quickly and appropriately in the event of an emergency.

Immunization Records

Immunization records will be maintained through the Parker School District in accordance with applicable state requirements.

Medication Administration

Parker Learning Center understands that some children may need medication during program hours. Whenever possible, families are encouraged to schedule medication outside of program hours. Medication will only be administered by authorized Parker Learning Center staff and in accordance with required medication procedures.

If medication must be administered while a child is attending Parker Learning Center, the following requirements apply:

- A completed medication authorization form must be provided by the parent/caregiver.
- All medications must be in their original container with the child's name, medication name, dosage, and administration instructions clearly labeled.
- Medication will be administered only as authorized and in accordance with program policies.
- Medication should never be left in a child's backpack, lunchbox, or personal belongings. All medication must be given directly to Parker Learning Center Staff.
- Medication will be stored safely and out of the reach of children.

Any changes to a child's medication or medication instructions must be communicated to program staff as soon as possible.

Food Allergies

Parents/caregivers are responsible for notifying Parker Learning Center of any known food allergies and providing all necessary documentation and instructions regarding their child's allergy.

For children with a known food allergy, an individual food allergy emergency plan must be provided and maintained. The plan should identify the food(s) to be avoided and include instructions for responding to an allergic reaction, including any required medications.

Parents/caregivers are responsible for notifying Parker Learning Center of any changes to their child's allergy information, emergency plan, or medication.

Parker Learning Center staff will work with families to help support the safety and well-being of children with known food allergies.

Nutrition

Parker Learning Center is committed to providing nutritious meals and snacks that support children's health, growth, and well-being.

School Year Programs

Children attending Parker Learning Center will receive meals and/or snacks based on the length of time they are in attendance and the time of day.

Children attending the **Friday Program** are required to bring a nutritious sack lunch from home unless otherwise communicated by Parker Learning Center.

If a child arrives without a lunch, program staff will work with the family to ensure the child has a meal available.

Summer Program

During the Summer Program, breakfast, lunch, and an afternoon snack are provided. Meal and snack times may vary based on the daily schedule, planned activities, field trips, and other program needs. Families will be notified of any changes or additional food-related information as needed.

Water Bottles

Children should bring a labeled water bottle each day. Having a personal water bottle readily available helps children stay hydrated throughout the day while supporting active supervision by allowing children easy access to water during both indoor and outdoor activities.

Dietary Needs

Parents/caregivers should notify Parker Learning Center of any dietary needs or restrictions that may affect meals or snacks provided by the program.

Guidance, Behavior Support & Safety

Parker Learning Center is committed to providing a safe, respectful, and positive environment where all children can learn, play, build meaningful relationships, and develop important life skills. Our goal is to guide children's behavior in a way that promotes responsibility, self-control, respect for others, and problem-solving skills.

Staff use positive guidance strategies that are developmentally appropriate and focus on teaching expected behaviors while helping children learn from their experiences.

Positive Guidance Practices

Program staff use a variety of positive guidance strategies, including:

- Building positive relationships with children
- Establishing clear expectations and consistent routines
- Redirecting inappropriate behavior
- Encouraging problem-solving and conflict resolution
- Providing choices when appropriate
- Recognizing and reinforcing positive behavior
- Using logical and natural consequences when appropriate
- Helping children identify and express their feelings in appropriate ways

Behavior Support Process

Parker Learning Center recognizes that all children continue to learn and develop social-emotional skills throughout childhood. When challenging behaviors occur, staff will work with children to understand the situation, teach appropriate replacement behaviors, and help them make positive choices.

When behavior concerns arise, staff will generally follow these steps:

Step 1: Teach & Redirect

Staff will use positive guidance strategies such as redirection, reminders of expectations, problem-solving, conflict resolution, and coaching appropriate behaviors.

Step 2: Communicate

If behaviors continue or become a pattern, staff will communicate with parents/caregivers to share concerns, gather information, and work together to support the child's success.

Step 3: Develop a Plan

If additional support is needed, Parker Learning Center may meet with the family to develop strategies that support the child's success while maintaining a safe and positive environment for all children.

Safety

While Parker Learning Center is committed to helping children learn appropriate behaviors, the safety of all children and staff remains our highest priority.

If a child's behavior presents an immediate safety risk to themselves or others, program staff may contact a parent/caregiver to discuss next steps, including the possibility of the child being picked up early for the remainder of the day.

Repeated or serious safety concerns may require additional meetings with the family to determine appropriate supports or whether Parker Learning Center can continue to safely meet the child's needs.

Prohibited Practices

To ensure the safety, dignity, and well-being of every child, Parker Learning Center staff will not:

- Use corporal punishment, including hitting, spanking, shaking, pinching, or any other form of physical punishment.
- Use verbal abuse, humiliation, threats, or derogatory remarks toward a child or their family.
- Withhold or force food or beverages as a form of discipline.
- Place a child in an environment that is harmful or unsafe.

- Restrict a child's movement by binding them or confining them in an enclosed space.
- Allow children to discipline other children.

Child Abuse & Neglect Reporting

Parker Learning Center is committed to providing a safe environment for every child.

In accordance with South Dakota law, Parker Learning Center staff are **mandatory reporters** and are required to report any reasonable suspicion of child abuse or neglect to the appropriate authorities.

Reports are made to help protect the safety and well-being of children and are handled in accordance with state laws and reporting requirements.

Parker Learning Center will cooperate with the South Dakota Department of Social Services, law enforcement, and other appropriate agencies as required by law.

Emergency Preparedness & Response

Parker Learning Center is committed to maintaining a safe environment for children and staff. PLC maintains an Emergency Preparedness and Response Plan to guide staff in responding to emergency situations.

In the event of an emergency, Parker Learning Center staff will follow established emergency procedures to help ensure the safety and well-being of all children in care.

Families will be notified of emergency situations and any changes affecting program operations through Procure, phone, written communication, or other appropriate communication methods.

The Parker Learning Center Emergency Preparedness and Response Plan is available for review upon request.

Media Release

Parker Learning Center may take photographs, videos, or audio recordings of children participating in program activities, special events, field trips, or other experiences. These materials may be used to share program activities and promote Parker Learning Center.

Parents/caregivers may choose whether their child has permission to be photographed, recorded, or have their work shared by indicating their preference on the appropriate enrollment forms.

Parker Learning Center will respect the media preference selected by each family.

Family Feedback & Program Assessment

Parker Learning Center values feedback from children and families as part of our commitment to providing quality programming.

Families and children may occasionally be invited to participate in surveys, assessments, or other opportunities to provide feedback about their experience with Parker Learning Center.

Information collected through these opportunities will be kept confidential and may be used to help evaluate and improve the program.

Families are encouraged to share questions, suggestions, or feedback with Parker Learning Center staff at any time.

Parent/Guardian Handbook Acknowledgement

I acknowledge that I have received and reviewed the Parker Learning Center Parent Handbook. I understand that the handbook contains important information regarding program policies, procedures, expectations, and family responsibilities.

I understand that it is my responsibility to become familiar with the information contained in this handbook and to contact Parker Learning Center staff if I have questions or need clarification regarding any policy or procedure.

I understand that Parker Learning Center policies and procedures may be updated as needed and that families will be notified of significant changes.

By signing below, I acknowledge that I have read and understand the Parker Learning Center Parent Handbook and agree to follow the policies and procedures outlined within it.

Child(ren)'s Name(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

