

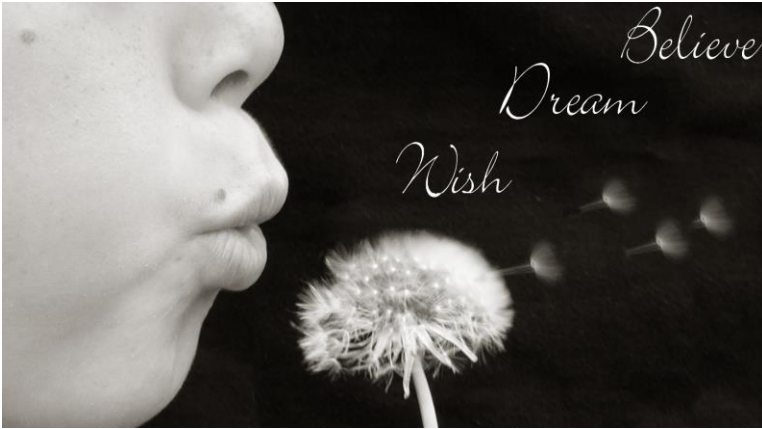


Parent Handbook 2023

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INTRODUCTION

We are delighted that you have chosen Parker Academy Child Care and Learning Center INC to be your childcare provider. We are committed to providing a loving, nurturing and fun experience for all children. Parker Academy Child Care and Learning Center Inc. is designed to meet the needs of children in a safe, stimulating and wholesome environment.

Parker Academy Child Care and Learning Center Inc. is a licensed day care center and a copy of the NYS regulations is located at the front desk.

This handbook will assist you in understanding the philosophy, policies, and procedures of Parker Academy Child Care and Learning Center Inc. Please read the handbook carefully and retain it for future reference. If you have any questions, please contact the main office at 821-7704.

Again, Welcome!



Jamie Lee Parker
Executive Director

MISSION/VISION STATEMENT Parker Academy enriches academic achievement through tutoring, remediation, enrichment, and the arts. Our vision is to engage and empower children to reach their highest potential.

Parker Academy' Goals:

- Ensure the safety of all of our children during all routines and activities and to be alert and attentive at all times
- Develop cognitive abilities to the fullest
- Provide physical activities that support large and small muscle development
- Provide age-appropriate activities that encourage curiosity and use of the five senses
- Support social and emotional development through positive guidance and interactions
- Develop caring and sharing partnerships with all parents
- Continue to grow as professionals and to be a positive role model

COMMUNICATION Good communication between parent and provider is essential to the program. When a new family joins our class, it is imperative we communicate openly about any concerns or questions that may arise, as well as share a similar child care philosophy. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for your child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours.

ENROLLMENT POLICY There are several forms that we must have completed and, in our possession, before we can assume the responsibility of caring for your child. As required by the local licensing authority if applicable, each child must have a completed:

- Child Care Enrollment Form
- Medical Statement (Preschool Only)
- Current Immunization Records
- Parent Handbook Signature Page
- Signed Tuition Contract Agreement

If your child has an allergy or requires a special diet, please speak with the director prior to your child's first day. You may be required to provide an Individual Health Care Plan, Individual Allergy Emergency Plan, and a Medical Consent Form.

You are required to keep us informed of any change of addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

ACCOMMODATION PROCESS/SPECIAL NEEDS In order for Parker Academy to provide the best experience for your child, we ask that you consult with the director regarding any special needs required by your child prior to registration. We will assess the support needed and discuss with you the benefits of our program to make reasonable accommodations or determine alternatives available.

MEDICATIONS We are able to administer medication to your child as long as the proper forms are filled out. You will be required to complete the Written Medical consent form (OCFS-LDSS 7002) and an Individual Healthcare plan (OCFS-LDSS 7006) will be composed with the director. If your child receives any special instructions from the doctor they must be included. We cannot administer any medication without this consent.

ADMINISTRATION AND STORAGE OF MEDICATION

➤ Prescription Medication for Children: When prescription medicine is to be administered to a child at the center, the medication must be presented in the original bottle with a label affixed by the pharmacy or physician showing the child's first and last name, the dosage and schedule of administration, what the prescription contains, the date purchased and the physician's name. In addition, a medical authorization form must be signed by the parent in each case.

➤ Non-Prescription Medication for Children: When non-prescription medicine is to be administered to a child at the center, it must be accompanied by a medical authorization form signed by the parent in each case. In addition, a letter detailing the type of non-prescription medication and dosage signed by the child's physician must be on file at the center; this letter must be renewed, signed and dated annually.

➤ Topical Non-Prescription Medication: Topical non-prescription medications such as sunscreen, insect repellent, petroleum jelly or other ointments may be applied to a child only with written parental authorization via a signed consent form. This form must be renewed annually.

When the above conditions have been met, administration of medication to children shall be limited to staff certified in medication administration (MAT-trained). All medication is stored out of reach of children at all times. After the medication administration window is complete, all remaining medicine shall be returned to the parent.

TUITION/PAYMENT PROCEDURES Tuition may be paid weekly or monthly. Weekly payments are due the Friday before the week's service is provided. Monthly payments are due by the third of every month. A late fee of \$25.00 will be charged if weekly tuition is not paid by Tuesday at 12:00pm for weekly payers or by the third day of the month for monthly payers. If you keep your child home for any reason (illness vacation), you will still be required to pay your tuition on time and in full. Your child will not be allowed to attend the center if your account is not current and paid in full. Repeated late payments may be grounds for termination.

CHILD CARE ASSISTANCE Parker Academy Child Care and Learning Center INC accepts NYS child care assistance. Applications are available in our office or online at [Day Care | Social Services \(erie.gov\)](#).

AUTOMATIC PAYMENT Credit card (Visa or MasterCard) automatic billing may be set up for weekly payment, charged out on Monday morning. To set this up, please see our director.

LATE FEES All children must be picked up by or before closing. If an emergency should occur and the family is unable to arrive on time, it is very important that the Academy be called and information given about the whereabouts of the parents and what will be the parent's expected time of arrival.

A late pick-up fee will be charged ten minutes after closing. The late fee is \$1 per minute. It is expected that the late fee will be paid upon the same day as the late pick-up incident. If the parent is unable to pay the fee at the time of the incident the late fee must be paid no later than the next day. Frequent late pick-ups may result in a child's termination.

NSF CHECKS If a check is returned for non-sufficient funds, you will be required to pay all fees that are incurred as a result of the returned check and subject to a \$25.00 service charge. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, we will only accept cash or credit card payment from that point forward.



HOURS OF OPERATION Normal hours of operation are Monday through Friday from 7:30a.m. – 6:00p.m.

Add-ons or schedule changes may be accepted to our daily schedule only if there is a position open for that day, and they will be accepted on a first come, first serve basis. Please provide as much notice as possible, so that we can accommodate for meals, sleeping arrangements, and any changes in activities that may need to occur.

ARRIVALS and DEPARTURES

No child can be released from Parker Academy to any person other than his or her parent, a person(s) currently designated in writing by such parent to receive the child, or another person authorized by law to take custody of a child. No child can be released from the child day care center unsupervised except upon written permission of the child's parent.

Photo ID will be required by the person picking up your child as well if the staff member is not familiar with that person. Please let any individuals other than parents who may pick up the children that they will be asked for picture ID in order to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will have to locate you to confirm that this is in fact permitted, as well as see a picture ID of that individual to confirm their identity.

CUSTODY ORDERS Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the director.

ABSENCES There will be no refunds or adjustments made for days missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis, so **it is necessary for you to pay for all days scheduled whether or not your child is in attendance.** Due to ratio constraints, make-up days are allowed only if there is room on another day. Make-up days do not apply to paid holidays.

BLIZZARD/SEVERE WINTER WEATHER The director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the Academy early or cancel care for the following day. The director will be responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

EXTENDED ABSENCES In the event that a child needs to take an extended absence, such as a summer break or maternity leave, and wishes to return to the program after a period of time, a fee of 50% of the weekly tuition must be paid each week the child is not present. More than two consecutive weeks of non-payment and no contact with the director could result in termination of enrollment. Extended absences must be approved by the director and need to be made at least 30 days before an extended absence.

CLOSED HOLIDAYS The following is a list of the paid holidays that Parker Academy will be closed for each year:

- New Year's Day
- Martin Luther King Jr. Day
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day & Day After
- Christmas Eve
- Christmas Day
- The Day After Christmas



If the holiday falls on a weekend day, we will close during the week. For example, if New Year's Day falls on a Saturday, Parker Academy may close on Friday or Monday.

VIDEO CAMERAS are located on our building, in the Fellowship Hall and our hallways. These are recording for the purpose of programming safety. If you would like to know the exact locations, please ask any staff person.

PHOTO/VIDEO POLICY Parker Academy takes photos/videos of enrolled children to document day-to-day activities, special events and/or field trips. These images may appear:

- INTERNALLY: in classrooms, for portfolios/assessments, on bulletin boards or in center displays (the use of photo/video documentation is required by our accreditation standards);
- EXTERNALLY: on our website, social media; also in newsletters, local media or for promotional purposes

A parent who does not want photographs or videos of their child used externally must provide the director at which their child is enrolled with written notice that photographs or videos of their child are not to be used for such purposes.

GROUP SIZES AND RATIOS

PRESCHOOLERS

Age Of Children	Teacher/Child Maximum Ratio	Maximum Size Group
3 years	1:7	18
4 years	1:8	21
5 years	1:9	24

SCHOOL- AGE CHILDREN

Age Of Children	Teacher/Child Maximum Ratio	Maximum Size Group
through 9 years	1:10	20
10-12 years	1:15	30

CONFIDENTIALITY Parker Academy keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of the Academy unless written permission has been obtained from the parent(s).



PRESCHOOL CLOTHING/ATTIRE Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please do not dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. You will be expected to provide an extra change of clothing for your child. Accidents will happen, and it is always helpful that when they do, there is clothing that we can change your child into. **No flip-flops or slides allowed.**

PRESCHOOL SUPPLIES You are responsible for supplying a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. We will request certain items for different times of the year, such as boots or snowsuits. All items need to be labeled with your child's initials. You must maintain these items at all times.



NAPS/QUIET TIME There will be a designated nap/rest time each day (see Daily Schedule). All preschool children must either nap or rest quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not very happy when they go home in the evening. Children nap in their classrooms. Cots are placed in the rooms to allow for movement around each cot, away from doorways, and not blocking emergency exits. Each child has their own cot labeled with their name.

Parents are asked to provide a small blanket for preschool age children and are requested to launder their child's blanket over the weekend and return it on Monday.

PERSONAL BELONGINGS We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

DAILY SCHEDULE A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off their children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

SCHEDULE OF DAILY PROGRAM ACTIVITIES

TIME	PRESCHOOL	SCHOOL- AGE
7:30am-8:00am	Arrival/Free Play	Arrival/ Independent Activities
8:00am-8:30am	Free Play/Breakfast	Breakfast
8:30am 9:00am	Breakfast/Morning Meeting	Dismissal
9:00am-9:45am	Circle Time/Fine Motor Activities	
9:45am-10:10 am	Gross Motor Activities	
10:10am-10:30am	Snack	
10:30am-11:15am	Story Time/Letter of The Week	
11:15am- 2:00pm	Outdoor/Indoor Play	
12:00pm-12:30pm	Lunch	
12:30pm-2:00pm	Rest/Quiet Time	
2:00pm-2:30pm	Snack	
2:30pm-3:00pm	Gross Motor Activities	
3:00pm-3:30pm	Arts & Crafts	Arrival/ Snack
3:30pm-4:30pm	Centers	Homework Help/ Gross Motor Activities

4:30pm-5:00pm	Outdoor/Indoor Play	Outdoor/Indoor Play
5:00pm-5:30pm	Snack	Arts & Crafts/STEM/ Center Activities
5:30pm-6:00pm	Quiet Time/Clean Up/Dismissal	Quiet Time/Clean Up/Dismissal



FIELD TRIPS Our normal daily schedule does not include any trips and any field trips planned will be given with written consent, several weeks in advance.

TRANSPORTATION Parker Academy Child Care and Learning Center Inc. will utilize one of the professional bus companies to provide safe and well-maintained vehicles for transporting children for special events and trips. Children are expected to follow these rules for bus safety:

- Enter and exit in an orderly fashion
- Sit in seat facing front with seat belt fastened
- Keep body inside the vehicle (no head, arms, etc., out the window)
- Place all unsecured objects under their seats
- No objects thrown in or outside the vehicle
- Noise **MUST** be kept to a level as not to disturb the driver
- Children shall not have body parts or items in the aisle
- Code of Conduct for all participants must be followed

The rules **MUST be followed for the safety of everyone. Violations will be handled as follows:**

1. Verbal warning to student
2. Written report to parent/student
3. Suspension from transportation for the following trip

MEALS We provide all food at no extra charge. Meals will consist of a breakfast, lunch and afternoon snack. Children who arrive after meal times (see Daily Schedule) should be fed before they arrive. Menus will be posted on the bulletin board. Copies of the menu are provided to parents upon request.

CLEANLINESS/HYGIENE We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. Staff washes their hands frequently and also uses antibacterial gel. Children use separate cups, plates, bowls and eating utensils. This maintains healthy sanitary conditions, while also providing the benefit of personal space for each child.



EXPERIENCE PRESCHOOL CURRICULUM (also known as Mother Goose Time) is a comprehensive research-based curriculum for children ages 3-5 years. Serving teachers in childcare centers, family childcare homes and homeschooling families since 1987, we use a

combination of books, art, music, playful manipulatives and games to support preschoolers' growth across all stages of development.

Every day you will receive a Daily Letter; a basic synopsis of your child's day. We encourage you to discuss with your child what things he or she learned during the day. This not only opens communication between you and your child, but will also help your child recall activities, a valuable skill needed in formal schooling. Children learn through repetition and the additional enforcement they get from home, the more beneficial our program will be to them.

BIRTHDAY PARTIES Birthdays are a special time and we like to really celebrate them! We welcome students to share their special day with others in the program during program hours. Please consult your child's teacher regarding party scheduling and food restrictions. No home-baked goods are allowed. If food is brought into the center, it must have an ingredient label attached so teachers can clearly read that no peanuts or peanut products are in the ingredients, as well as to know all ingredients in the item for other allergies that may exist within your child's classroom.



INDOOR/OUTDOOR PLAY

Indoor play: We provide a variety of age-appropriate toys for indoor play. These activities help promote good health in our children. We try to instill a love for physical movement early on, so that they carry it with them into adulthood.

Outdoor play: We will play outdoors everyday that weather permits. Our outdoor activities will include walks within the neighborhood, playground time at Cazenovia Park, and water play (splash pad during the summer). When weather does not permit outdoor play, great lengths will be taken to do more music and movement and physical activities inside.

Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times. **No flip-flops or slides.**

HEALTH GUIDELINES

In the event that a minor injury occurs, first aid will be administered and an Incident/Accident Report will be completed.

In the event that a major injury occurs or health problems arise, the following will take place:

- First Aid will be administered by a staff person until professional services arrive

- 911 will be called and parents will be notified. If the parent cannot be contacted, the emergency contact person will be notified. Please keep your Emergency Contact information updated. If changes occur, please report them immediately
- A staff person will accompany your child to the hospital and remain there until you or your emergency contact person arrives. Parker Academy does not pay for ambulance transportation.
- The incident will be recorded on an Incident/Accident Report Form and any first aid given will be documented.

ILLNESS If a child is too sick to attend the Academy, please keep him/her home. If your child will not be attending daycare due to illness or any other reason, please let someone at the Academy know as soon as possible, as well as the reason they will not be attending.

If a child becomes ill at the center, parents will be called and requested to come for the child as soon as possible. The child will be separated from the group until the parent picks up.

COVID- 19 SYMPTOMATIC STUDENTS

In the event a confirmed case of Covid- 19 enters the site, staff and students who have contact with the confirmed case will be identified. All families will be notified. However, the identity of the confirmed case will be kept confidential.

Some of the common conditions for which a child will be sent home are as follows:

1. **Temperature** - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center. His or her activity level and appetite should be back to normal as well.
2. **Diarrhea** - A child who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections however bacteria and parasites (Giardia) may be the cause. If your child has an allergy or condition that regularly causes diarrhea, please alert the staff to this during orientation. The child must be diarrhea-free for at least 24 hours before returning to the center.
3. **Vomiting** - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The child must not have vomited for at least 24 hours before returning to the center.
4. **Impetigo** - This skin infection is characterized by crusted sores, which may appear anywhere but usually first in the facial area. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center and all lesions should be dry before returning to the Center.
5. **Conjunctivitis** - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, children with this condition must have taken at least one dose of the prescribed antibiotics before returning to the center, and all discharge must be gone.
7. **Scarlet Fever** - Is a strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to the center.
8. **Chicken Pox** - Children can attend the center after exposure or during the incubation period (11-20 days after contact.) Your physician is the best person to consult if there is any doubt concerning your child's contagiousness during this illness. Please notify the center if you suspect that your child has been exposed to chickenpox so that we may notify the other parents.
9. **Head Lice** - Is characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to the center after they have had one head lice treatment.

BEHAVIOR MANAGEMENT The following acceptable child guidance techniques will be used for behavior management:

- Redirect. In a conflict, give an alternate toy or activity to one of the children competing for the toy. Have multiples of popular toys.
- Focus on “Do” rather than “Don’t.” For example, “We walk inside” instead of “Stop running inside.” Offer choices: “You can either sit on the rug or at the table for story time.”
- Encourage children to use friendly words rather than physical acts. For example, suggest using the phrase, “I was playing with that toy.”
- Praise positive behavior: “Thank you for using your words.”
- Model desired behaviors in order for the children to learn by example.
- Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities will help prevent conflict.

Under NO CIRCUMSTANCES will there be any physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

We understand that abusive treatment of children is prohibited by law and by the licensing regulations with which a child care provider or authorized agent is required by law 26-6-102, C.R. S 1973. To report evidence or knowledge of suspected child abuse or child neglect, call the New York Statewide Central Register of Child Abuse and Maltreatment (SCR) at 1-800-342-3720. The SCR is open 24 hours a day, seven days a week.

EMERGENCY PROCEDURES Evacuation drills are conducted monthly during various hours of operation. Parker Academy maintains a record of every drill conducted whether fire, shelter in place or evacuation.

In the event of an emergency concerning the safety of the children in our care, such as a fire, flood or evacuation of the Academy for any natural or unnatural reasons, we will take the children out of the affected area. Staff and children will be notified of the emergency via emergency pull stations. Our staff will carry their emergency folders and use name to face count to track children. The director will notify parents immediately by telephone, text, and/or email to where the children will be taken. A written notice will also be placed on the main door (unless an immediate threat precludes us from doing so).

Our primary relocation site is Indian Church Day Service- People Inc, 24 Indian Church Road, Buffalo, NY 14210. If for some reason this is not far enough, our secondary relocation site is Friends of the Cazenovia Library at 155 Cazenovia Street, Buffalo, NY 14210. Both sites are in walking distance from the Academy.

Shelter in Place drills are becoming more common as individuals continue to attack schools and school grounds. In the case of an intruder or other criminal emergency, we will take the children to the Fellowship Hall, and call 911. All windows and doors will be locked and secured until law enforcement assures us that it is safe to come out. During lockdown, parents can be contacted but will be unable to pick up or drop off children.

TERMINATION POLICY We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms

- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations

Parents are required to give two weeks written notice when they decide to terminate childcare.

TAX INFORMATION We will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated. You may request a statement at any time.

RECALLS On a regular basis, www.cpsc.gov/ website will be checked for the list of product recalls that may be found within our Academy. Any toy, equipment or furnishing found to be on this list, will be removed from the building immediately.

REVISIONS TO THE HANDBOOK/CONTRACT All families will sign a yearly revision to this handbook and the accompanying contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

To file a complaint about this facility, contact:

The Childcare and Resource Network/Registration Department maintains a line for complaints about day care programs. Call this number during normal working hours and a staff person will take the information. If you wish to make a complaint call: 716-877-6666.

Parent Handbook- Family Copy
(your copy to keep)

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

I/We _____ have read the parent handbook for Parker Academy Child Care and Learning Center INC and understand all the information, policies and procedures outlined in the handbook. I/We have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement I/we consent to all the handbook policies and procedures and agree to them, including payment, photo/video policies and late fee procedures. By signing this agreement, I/we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____

PARENT COPY



PARENT HANDBOOK SIGNATURE PAGE

After reading the Parent Handbook, please sign the appropriate lines below and return with enrollment forms.

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

I/We _____ have read the parent handbook for Parker Academy Child Care and Learning Center INC and understand all the information, policies and procedures outlined in the handbook. I/We have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement I/we consent to all the handbook policies and procedures and agree to them, including payment, photo/video policies and late fee procedures. By signing this agreement, I/we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____