

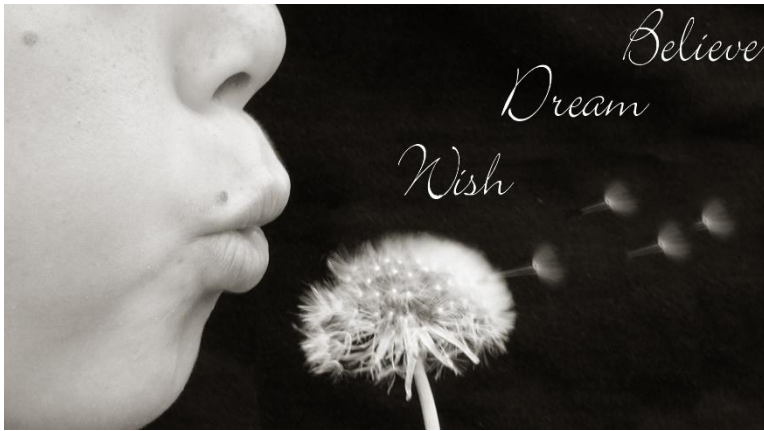


Parent Handbook 2025

49 Indian Church Road Buffalo, NY 14210
Phone: (716) 821-7704
Fax: (716) 821-0127
Parkeracademy1@gmail.com
Parkeracademy1.com

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INTRODUCTION

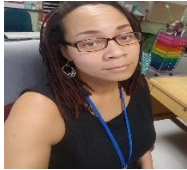
We are delighted you have chosen Parker Academy Child Care and Learning Center, Inc. as your childcare provider. We are committed to providing all children a loving, nurturing, and fun experience. Parker Academy Child Care and Learning Center Inc. is designed to meet the needs of children in a safe,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

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

This handbook will help you understand Parker Academy

Child Care and Learning Center Inc.'s philosophy, policies, and procedures. Please read it 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

PROGRAM HISTORY

Established in 2015, Parker Academy is dedicated to enhancing academic achievement through a comprehensive range of tutoring, enrichment, and the arts. We provide preschool services, before-and-after care, and summer camps for children aged 3 to 12. Parker Academy is a community partner of PS 67 Discovery School and has implemented after-school programs across multiple Buffalo Public Schools. In response to the COVID-19 pandemic, we acted as a virtual learning center, supporting 90 students during this challenging period.

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's Goals:

- Ensure the safety of all of our children during all routines and activities, and 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 the 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 be a positive role model

PARKER ACADEMY'S PHILOSOPHY

OUR FOUNDATION

At Parker Academy Child Care and Learning Center, we believe every child deserves a nurturing, stimulating, and safe environment to discover their unique potential. Our approach is built on the understanding that early childhood is a critical period for developing cognitive abilities, physical skills, social competence, and emotional well-being.

HOLISTIC DEVELOPMENT

We are committed to fostering the whole child through:

- **Cognitive Growth:** Providing age-appropriate activities that stimulate curiosity, critical thinking, and problem-solving skills
- **Physical Development:** Supporting both large and small muscle development through structured and unstructured play opportunities
- **Social-Emotional Learning:** Guiding children to develop positive relationships, self-regulation, and emotional intelligence
- **Creative Expression:** Encouraging children to explore their creativity through the arts, music, and imaginative play

LEARNING THROUGH PLAY

We recognize that children learn best through play and hands-on experiences. Our curriculum balances structured learning activities with plenty of time for exploration and discovery, allowing children to follow their natural curiosity and interests while building foundational skills for future academic success.

COMMUNITY OF CARE

Our center functions as a community where:

- Children feel safe, valued, and respected
- Staff members serve as positive role models who continuously grow as professionals
- Families are essential partners in their children's development
- Diversity is celebrated, and inclusion is practiced

FAMILY PARTNERSHIPS

We believe meaningful partnerships with families are essential to providing children the best care and education. We foster open communication, mutual respect, and collaborative relationships with parents and guardians, recognizing that they are their child's first and most important teachers.

SAFETY AND WELL-BEING

The safety and well-being of children is our highest priority. We maintain stringent health and safety practices, creating an environment where children can confidently explore and learn while developing healthy habits that will serve them throughout life.

INDIVIDUAL GROWTH

We recognize and respect that each child has a unique temperament, interests, abilities, and developmental timeline. We provide personalized attention and support to help each child develop at their own pace while reaching their fullest potential.

PREPARATION FOR THE FUTURE

Our ultimate goal is to help children develop the skills, confidence, and love of learning they need to successfully navigate their educational journey and become capable, compassionate, and contributing members of society.

COMMUNICATION Good communication between parents and providers is essential to the program. When a new family joins our class, we must communicate openly about any concerns or questions that may arise and share a similar childcare philosophy. We welcome questions, feedback, or discussions toward a positive outcome for your child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours.

Parent(s) or guardian and their child(ren) must schedule and attend a visit to the Academy. This visit will allow you to tour the facilities, meet our staff, and better understand our programs and policies. The Director can politely decline admission for any child if their behavior could affect the safety and well-being of other children, staff, or themselves. The Director may also ask parents for references, the names and addresses of previous daycare providers, and reasons for leaving those places.

ADMISSIONS POLICY

We must have completed several forms before assuming responsibility for caring for your child. As required by the local licensing authority, if applicable, each child must have a completed:

We must have completed several forms that are 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)
- ASQ Questionnaires (Preschool Only)
- Current Immunization Records
- Parent Handbook Signature Page
- Signed Parent Contract and Rate Agreement
- Paid Registration Fee

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

You must keep us informed of any change of addresses, telephone numbers, and other pertinent information listed on any of the above forms. If you have any questions regarding completing these forms, please ask.

ACCOMMODATION PROCESS/SPECIAL NEEDS For Parker Academy to provide the best experience for your child, we ask that you consult with the director regarding any special needs your child requires before registration, **including existing 504 plans or Individualized Education Programs (IEPs)**. We will assess the support needed and discuss with you the benefits of our program to make reasonable accommodations or determine alternatives available. Sharing these documents helps us understand your child's needs and ensures we can properly implement the required accommodations and support services to create an inclusive learning environment.

MEDICATIONS We can 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), composed by the director. If your child receives 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, the parent must sign a medical authorization form 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, which must be renewed annually.

When the above conditions have been met, medication administration 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, 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 Monday at noon for weekly payers or by the third day of the month for monthly payers. If you keep your child home for any reason (illness or vacation), you must still 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.

CHILDCARE 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 and 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. Suppose an emergency should occur and the family cannot arrive on time. In that case, it is imperative that the Academy be called and information about the parents' whereabouts and expected arrival time be given.

Ten minutes after closing, a late pick-up fee of \$1 per minute will be charged. The payment must be paid on the same day as the late pick-up incident. If the parent cannot pay the fee at the time of the incident, it 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 insufficient funds, you will be required to pay all fees incurred as a result of the returned check, and are subject to a \$25.00 service charge. Childcare services will be immediately halted until full tuition and NSF charges are paid in cash. In addition, we will only accept cash or credit card payments from that point forward.



HOURS OF OPERATION are Monday through Friday from 7:30 am – 5:30 pm.

Add-ons or schedule changes may be accepted to our daily schedule only if a position is open for that day. They will be accepted on a first-come, first-served basis. Please provide as much notice as possible so we can accommodate 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 anyone other than their parent, a person 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.

The staff member picking up your child will also require a photo ID if the staff member is not familiar with that person. Please let any individuals other than parents who may pick up the children know that they will be asked for picture ID 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 the staff is unaware of it, we will have to locate you to confirm that this is permitted and see a picture ID of that individual to confirm their identity.

FAMILY INVOLVEMENT We value family involvement and maintain a welcoming environment for parents and guardians. Our balanced access policy encourages family participation while maintaining a structured, safe learning environment.

Visiting Our Center

- **Drop-in Visits:** Families can visit their child during operating hours. While no formal appointment is necessary, we appreciate a brief courtesy call or message when possible.
- **Check-in Procedure:** For everyone's safety, all visitors must sign in at the front desk and wear a visitor badge during their stay.
- **Classroom Observations:** Parents are welcome to observe classroom activities. To minimize disruptions, we ask that observations be limited to 30 minutes unless participating in a special event.
- **Scheduled Conferences:** We encourage you to schedule a meeting with your child's teacher or the director for in-depth discussions about your child's development.

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: No refunds or adjustments for days missed due to illness, holidays, or days off will be made. A place has been reserved for each child that cannot be filled on a short-term basis, so **you must 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 also contact parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

EXTENDED ABSENCES If a child needs to take an extended absence, such as a summer break or maternity leave, and wishes to return to the program after some time, a fee of 50% of the weekly tuition must be paid each week the child is absent. More than two consecutive weeks of non-payment and no contact with the director could result in the termination of enrollment. Extended absences must be approved by the director and made at least 30 days before the 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
- President’s Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth
- Founder’s Day (August 23rd)
- Independence Day
- Labor Day
- Thanksgiving Day & Day After
- Christmas Eve
- Christmas Day
- The Day After Christmas



If the holiday falls on a weekend, 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 in our building, the Fellowship Hall, and our hallways. These are recorded for programming safety. Please ask any staff member if you want to know the exact locations.

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, in newsletters, local media, or for promotional purposes

A parent who no longer wants photographs or videos of their child used externally must give the director written notice that they do not want them 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 information on file regarding children and families that may be considered personal. 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 many messy activities, so ensure 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. Be sure to include hats, mittens, boots, and coats in cold weather. You will be expected to provide your child with an extra change of clothing. 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 complete change of clothing (including socks and underwear) appropriate for the weather, as well as any other supplies your child may need. Soiled clothing will be sent home, and a clean change should be brought back the next day. We will request specific 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 movement around each cot, away from doorways, and not blocking emergency exits. Each child has their 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 individual items. All personal items must be 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, remembering 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 please note that children may be sleeping when they do. 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 ends.

SCHEDULE OF DAILY PROGRAM ACTIVITIES

TIME	PRESCHOOL	SCHOOL-AGE
7:30 am-8:00 am	Arrival/Free Play	Arrival/ Independent Activities
8:00 am-8:30 am	Free Play/Gross Motor Activities	Breakfast
8:30 am 9:00 am	Breakfast/Morning Meeting	Dismissal
9:00 am-9:45 am	Circle Time/Fine Motor Activities	
9:45 am-10:10 am	Gross Motor Activities	
10:10am-10:30am	Snack	
10:30 am-11:15 am	Story Time/Letter of The Week	
11:15 am- 11:45 am	Outdoor/Indoor Play	
11:45am-12:45pm	Lunch/Free Play	
12:45pm-2:30pm	Rest/Quiet Time	
2:30pm-3:00pm	Snack/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 regular daily schedule does not include any trips, and any planned field trips 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 a seat facing front with the 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 so as not to disturb the driver
- Children shall not have body parts or items in the aisle
- The Code of Conduct for all participants must be followed

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

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

Parents are welcome to volunteer on field trips, but they must let us know if they plan to attend. If there is enough space on the bus, parents can ride with the group. If the bus is full, parents must use their own transportation. Parents will also need to pay any admission fees required for adults.

MEALS We provide all food at no extra charge. Meals will consist of breakfast, lunch, and an 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 to dry hands, so children do not have to use the same towel. Staff wash their hands frequently and also use 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.



Ages & Stages Questionnaires® (ASQ Online)

For more than twenty years, the ASQ has been used to help parents identify their children's strengths or areas where they may need additional support. It provides a quick look at how children are doing in important areas of development.

At what age should a child sit up, hold on to a toy, or say their first words? Parents have natural questions about how their child is learning, developing, or behaving, and wonder if there are any concerns. The ASQ-3 questionnaire includes questions about your child's communication, gross motor, fine motor, problem-solving, and personal social skills.

The ASQ screening can help identify your child's strengths and areas where your child may need support. As a parent or caregiver, you know your child best. That's why the ASQ screening is designed to be filled out by you. It's quick and easy. You will only need 10-15 minutes. The results will be used to modify our daily lessons.



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 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 every day that the 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 the weather does not permit outdoor play, great lengths will be taken to do more musical movement and physical activities inside.

Please ensure your child is always appropriately dressed (see Clothing/Attire section) for outdoor play. **No flip-flops or slides.**

HEALTH GUIDELINES

If a minor injury occurs, first aid will be administered and an Incident/Accident Report will be completed.

If a significant 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. The emergency contact person will be notified if the parent cannot. Please keep your Emergency Contact information updated. If changes occur, please report them immediately
- A staff person will accompany your child to the hospital 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 at 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. 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 his/her temperature is 100.4 degrees or higher. Before returning to the center, the child must be fever-free for at least 24 hours without using acetaminophen (Tylenol) or ibuprofen (Motrin or Advil). His/her activity level and appetite should also be back to normal.

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 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 the 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 antibiotics for at least 24 hours before returning to the Center, and all lesions should be dry before returning to the Center.

5. Conjunctivitis is a contagious eye infection characterized by redness and tearing, yellow discharge from the eyes, or eyelashes stuck together. When prescribed by a physician, children with this condition must have taken at least one dose of the antibiotics before returning to the center, and all discharge must be gone.

7. Scarlet fever is a strep throat with a red rash and a sandpaper feeling. Your physician should be consulted when your child returns to the center.

8. Chicken Pox - Children can attend the center after exposure or during incubation (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 inform the other parents.

9. Head Lice is characterized by a 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 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 sit on the rug or at the table for story time.”
- Encourage children to use friendly words rather than physical acts. For example, you might say, “I was playing with that toy.”
- Praise positive behavior: “Thank you for using your words.”
- Model desired behaviors 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 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 operating hours. Parker Academy records every drill, 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 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 this is not far enough, our secondary relocation site is Friends of the Cazenovia Library, 155 Cazenovia Street, Buffalo, NY 14210. Both sites are within walking distance of the Academy.

Shelter-in-place drills are becoming more common as individuals 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 it is safe to come out. Parents can be contacted during lockdown but cannot 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 the 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 must 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 in January each year. You may request a statement at any time.

RECALLS The www.cpsc.gov/ website will be regularly 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 daycare programs. Call this number during normal working hours, and a staff member will take your 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 it. I/We have also received a copy of these policies and procedures for our 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 provided below is true and accurate.

Signature of Parent/Guardian_____

Date_____

Signature of Parent/Guardian_____

Date_____

P A R E N T C O P Y

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 it. I/We have also received a copy of these policies and procedures for our 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 provided below is true and accurate.

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____