



Parent Handbook
Camp Yahweh
Prime Time

The PARC
402 Eldridge Rd.
Sugar Land, TX 77478
281-634-8926
www.theparc.org

Sugar Land First United Methodist Church
431 Eldridge Rd.
Sugar Land, TX 77478
281-491-6041



Mission Statement

It is the intent of Prime Time and Camp Yahweh to insure a physically, spiritually and emotionally healthy environment for children.

Prime Time and Camp Yahweh is a Christian program that will help children grow and prosper while learning to respect others in work and play.

Dear Families,

Welcome to the PARC (Perry Abernathy Recreation Center).

The PARC offers several programs for school age children.

Prime Time: Extended after school care for children K-6th grade.

Camp Yahweh: Our summer day camp program designed for children K-6th grade.

We are please to be able to offer a safe and fun-filled environment for your children.

This handbook has been developed to help facilitate the relationship between staff and parents, providing you with specific information about our programs. We hope that this handbook will reinforce the activities and procedures that you as parents will observe during the summer and school year. You will find this handbook beneficial, informative, and helpful in making you more familiar with the programs policies and procedures. I hope everyone is anticipating a wonderful year!

If you have any questions or concerns, please feel free to talk with either of the directors.

Sincerely,

Elaine Jones, Director

Hours of Operation:

Prime Time After-School Program . We serve children ages 5 – 12 years of age. Your child must be 5 years old at the beginning of the school year.

Monday—Friday 3:00—6:30 pm on school days

Monday—Friday 7:00 a.m.—6:30 pm on School holidays

Holidays, Staff Development Day and Early Dismissal Prime Time 2009-2010 School Year

Closed

September. 7	Labor Day
November. 26-27	Thanksgiving Thursday and Friday
December. 24-31	Christmas
January. 1	New Years
March 19	Friday of Spring Break
April 2	Good Friday
May 31	Memorial Day
June 5	Summer 2010 prep day
July 5	Monday – 4 th of July

Open 7:00 am – 6:30 pm

November 25	Thanksgiving
December 21,22,23	Cristmas
January 18	MLK Day
February 15	President's day
March 15,16,17,18	Spring Break

Early dismissal pick up 10:40 am- 6:30 pm

Thursday, October. 15

Wednesday, February 10

Summer 2010 7:00 am – 6:30 pm Monday - Friday

Monday, June 7 – Pending the start of FBISD

In the event that the PARC has a policy and procedure change you will be notified in writing and by email.

Sign In/Sign Out Procedures: code 746.631, 746.4101, 746.4103

Parents are welcome to visit the PARC programs at any time to observe, join activities and to volunteer in the program. Please check daily for information flyers, fieldtrip information and other communication tools. We ask you to share at any time your program expectations, suggestions, idea, and comments on ways to improve our service to you and your family. All parents wishing to volunteer at the PARC are required to file a criminal history report with the TDFPS

All children must be signed in and out daily by a parent or person 16 years or older.

Identification is required by any person picking up your child. The staff is required to ask for ID. No child in our care will be released to a person not authorized by the enrolling parent.

We need written documentation for someone to pick up your child that is not on the authorization list. We need written documentation to add a person to your child's pick up list.

All of these policies will be followed to ensure a safe environment for your child.

In the event that there is a custody issue in a family, the PARC will only follow Court Ordered Documents signed by a Legal Judge from the State of Texas.

In the event that a parent or caregiver arrives and exhibit signs that they are under the control of an unknown substance, the PARC will not release the child.. Another contact person will be contacted to pick up the child. In the event that there is a disagreement with the Director's concerns the Sugar Land Police department will be contacted.

Illness and exclusion

Your child will not be allowed to attend PARC activities:

In order to protect the health of other children please keep your child at home if you notice the beginning of an illness or anything contagious. A child will be sent home if they begin vomiting or running a fever. If your child runs a fever, they must be fever free (without the help of tylenol or other fever fighting medication) for 24 hours before returning to Prime Time/Camp Yahweh. If your child has been vomiting during the night or early morning, he/she should not come to the PARC.

Code 746.3601,746.3603

Has a fever of 99 degrees or over.

Has diarrhea or more than two loose stools during the day.

Have symptoms of a communicable disease.

Has a sore throat or constant cough.

Has a thick, discolored nasal mucus discharge.

*** Please notify the PARC if your child has a contagious illness so we can notify the other parents in the program.**

*** You will be notified immediately if your child has been exposed to a contagious illness or disease.**

Childhood Diseases:

Chicken pox and hand, foot & mouth seven days have elapsed since the first crop of vesicles, or all blisters have crusted over.

Diarrhea May return when stool is firm

Fever Must be fever free for 24 hours before returning

Lice May return after medicated shampoo is used and the director has examined your child's head and scalp.

Impetigo May return after your child's doctor has written permission to re-enter our program.

Measles May return after your child's doctor has written permission to re-enter our program.

Mumps May return after your child's doctor has written permission to re-enter our program.

Pinkeye May return after your child's doctor has written permission to re-enter our program, or the eyes are clear.

Pinworm May return after 2 doses of medication

Rashes (unknown origin) May return after rash has disappeared or child has been seen by a doctor.

Ringworm May return to the PARC after treatment has begun. The Ringworm must be covered with a bandage

Fifth Disease The fever has subsided and your child has written doctor's permission to re-enter school. (Your child should be seen by a Doctor to rule out a diagnosis of measles)

Absence from School

If your child is absent from school he may not come to the PARC for after care.

Strep 24 hours have elapsed since an antibiotic treatment was started and the fever has elapsed. Children with scarlet fever must have a doctor's written permission to re-enter the program.

Hepatitis your child's doctor written permission to re-enter program

Infectious Mononucleosis your child's doctor written permission to re-enter program

Flu – Any flu that has been diagnosed by your child's doctor. May not return until doctor has given written permission to re-enter our program.

Dispensing Medications:

Code 746.3801, Code 746.3803 , Code 746.3805

Prescription medication may be given only if the proper paperwork has been filled out and the medication is in the original container and has the child's name on it, name of medication, date, time and amount of medication given. Only the director in charge may give the medication.

Accidents, Illness, Emergencies, Medication:

Code 746.701, 746.3607

The directors and counselors are training in CPR and First AID. In the event of a serious accident or medical emergency, 911 will be called and your child will be taken to the nearest hospital. You will be notified immediately. Child Care licensing will be notified immediately.

First Aide will be administered for minor cuts, scrapes and bruises.

Tylenol or like medication will only be administered if a parent has given approval on the registration form. The Director in charge will call the parent before the over the counter medication is administered.

Code 746.707

An incident report will be filled out in for all incidents. The parent will be given a copy to sign and return to the PARC, all incident reports are kept in the child's file

In the event that the PARC has a policy and procedure change you will be notified in writing and by email.

Emergencies:

Code 746.5203, 746.5205, 746.5207

In the case of an emergency in the building such as fire or gas leak, the children will be evacuated across the street to the Great Hall on the corner of Eldridge Rd. and 7th street. We take attendance after we evacuate the building and again after we arrive at the Great Hall. You will be called by a PARC representative to let you know that your child is safe. Evacuation maps are place in every room of the building. There are two exits in each room. One exit may include a window. The PARC has emergency lighting throughout the building. The building is checked annually by the Fire Marshall.

In the case of bad weather we monitor the weather on a daily basis. The children will remain in the building away from all windows and exterior walls.

All exit doors except the main entrance remained locked at all times. No one will be allowed to enter the building unless they use the front door.

Code 746.5405 A Gas leak inspection is completed every two years. Carbon Monoxide detectors are installed and checked annually.

Admission Policy and Procedures:

We welcome children without regard to race, creed, sex, nation/ethnic origin or disability. Within the limitations of our resources, we are committed to assessing the needs of each child who applies for admission and accepting the child if it is beneficial to the child, the other children at the PARC. The progress will be closely monitored so participation in the program can be adjusted if necessary for the benefit of the children and the PARC.

Registration:

Effective for the 2009-2010 school year and summer. You must give two week's notice in writing if your child will not attend afterschool or summer camp. If you do not notify PrimeTime or Camp Yahweh you will be financially responsible for the tuition and the Specialty Camp that your child committed to.

Daily rate for school holidays will be \$45.00 a day. After school drop in will be \$15.00 per day.

Registration for Prime Time after school program will begin the second week of July. There is a \$40.00 Registration Fee per family. These fees apply to all families returning or new and are non-refundable.

Summer registration is \$75.00 per family. The PARC requires a \$50.00 deposit per child per week your child will attend. At least half of the deposit must be paid in order to select your child's specialty camps. All registration and deposits are non-refundable.

Parent Volunteers:

The PARC is very happy to have parents help with all the activities, special events and field trips. Parent volunteers must undergo a required criminal history check before volunteering at the PARC.

Program Evaluation:

An annual evaluation form is given to all parents. We hope you will use this tool to give us feedback on how we are doing and how we can continue to provide quality service in the care of your children. Your cooperation is greatly appreciated and needed for a happy, safe environment for everyone.

Parent Behavior:

It is important to the achievement of our goals that staff and parents work cooperatively. Parents are welcome to address any issues or concerns directly with the Director or by calling the office. We understand that your children are your highest priority, and that issues that affect them can elicit strong emotions. However, parents are not permitted to bully or harass staff or students in person, via telephone or email, or in any other manner. Any threat of physical violence toward a child, staff member or another parent, explicit or implied, will be reported to police and will result in the child's dismissal. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected.

Parents may not have contact with other students without permission from the Director. Under no circumstances may a parent discipline, interrogate, or reprimand someone else's child. Parents who fail to follow procedures and policies, interfere with the program's normal operation, or impede the staff in the completion of their normal tasks may have their child dismissed from the program.

We will not discuss or attempt to mitigate issues between parents or guardians—custodial or otherwise.

Conduct and Discipline:

Please make certain that both you and your child are completely familiar with these policies. A director, upon notification to parents, may suspend or terminate all activities and participation in the program for the following misconduct.

- Leaving the premises without permission, or going into unauthorized areas
- Using foul language or being rude or discourteous to staff and campers
- Defacing PARC property or field trip facilities
- Engaging in fighting
- Bringing or using illegal substances.
- Stealing or defacing another child's property.
- Intentionally injuring another child
- Refusing to remain with the group during outings
- Refusing to follow basic rules of safety
- Bringing weapons or firearms to the PARC

The PARC Programs will not enforce consequences imposed by parents or school staff for infractions committed at school or at home.

Disciplinary Procedures:

code 746-2801, 2803, 2805

Self Management skills and positive social interactions with the other children and adults are encouraged to maximize everyone's enjoyment of the programs. PARC programs use positive guidance methods including redirection, distractions, reminders, and logical consequences.

1st incident—Disciplinary write-up, time out in chair, 2 walking laps (cool off) around the inside of the gym

2nd incident— Parent Notification

3rd incident—Action taken is at the discretion of the PARC Director after appropriate consultation with the parent.

In the event that the PARC has a policy and procedure change you will be notified in writing and by email.

Lunch and Snack

code 746.3301, 3303, 3307

Lunch is required at Camp Yahweh and school holidays unless you are notified by email or notice.

Snacks are provided at Camp Yahweh and Prime Time. A child may bring a healthy snack from home. Water and juice will also be provided. We take all necessary precautions to insure your child is protected against allergic reactions if they have a food allergy please let us know. All children and staff are required to wash their hand before eating lunch or snack.

Immunizations

Code 746.625 A signed statement from the child's parent that the child's immunization record is current and on file at or child's school. The statement must be dated and include the name, address and telephone number of the school.

TB testing

Code 746.627 TB testing is only required if our regional Texas Department of Health or local health authority requires TB testing for children in our child-care center.

Vision and Hearing Screening

Code 746.629 A signed statement from the child's parent that the child's screening records are current and on file the school the child attends. The statement must be dated and include the name, address and telephone number of the school.

Forms

Code 746-605

The registration form is a vital tool to the success of the programs at the PARC.

It is important that you take a few minutes to fill out the form completely and neatly.

The following information is required by Child Care licensing.

Information about the child: Code 746-605

Child's name

Date of Birth

Address, city, state, zip code.

Home phone number

Date of admission.

Verification of enrollment in school (parent signature)

Name of current school attending

Address of current school attending.

Phone number of current school attending.

Name of current school attending

Address of current school attending.

Phone number of current school attending.

In the event that the PARC has a policy and procedure change you will be notified in writing and by email.

Emergency Information: Code 746-605

Emergency contact (other than parents)

Emergency contact phone number (other than parents)

Physician's Name

Physician's phone number

Emergency Medical Care Facility preferred

Emergency Medical Care facility phone number

Child's Allergies/Treatment

Child's special problems or health issues

Recent hospitalizations during the past 12 months

Authorized people to pick up your child and contact numbers

Other requirements: Code 746-605

Authorization to transport your child to and from school

Authorization to transport your child on field trips

Authorization for your child to participate in water activities

A statement understanding that you understand the registration fee and that you have received and read this document

You will also be asked to sign a statement acknowledging that neither the PARC or their representatives will be held responsible in the event of an accident, injury or accidental death. You understand that all precaution will be taken to insure the safety and health of your child.

Transportation Code 746.5601

Childcare licensing regulates transportation that is provided by the PARC. Childcare licensing does not regulate the type of vehicle that is used. Vehicles are maintained in safe operation conditions. The following safety precautions will be followed when loading and unloading children from the vehicle.

- Children must be loaded and unloaded at the curbside of the vehicle or in a protected parking area or driveway.
- Children will not be allowed to cross a street unless the child is accompanied by an adult.
- All children will be checked off with an attendance sheet.
- The vehicle is checked thoroughly before the driver exits the vehicle
- Each vehicle is equipped with a fire extinguisher, first aid kit, emergency packet with contact information, emergency release signature for each child.
- Each driver is trained in CPR and First Aid.
- Children and the driver are required to wear a safety belt.
- Each driver carries a cell phone or walkie talkie
- Drivers are screened for criminal history and have a valid driver's license.
- All vehicles are insured as stated by the State of Texas.

What topics may be included in transportation safety training?

Topics may include:

- Your program's operational policies related to transportation such as:
 - a) Specific equipment and documentation to keep in vehicle
 - b) Emergency procedures
 - c) Communication between program and driver before, during, and after transport
 - d) Pick up and delivery of children
 - e) Maintenance and inspection of vehicles
 - f) Field trip procedures
- Minimum Standard requirements for transportation and field trips
- Supervision of children
- Child passenger safety seat information
- Safety in and around vehicles
- School zones, railroad crossings
- Parking and backing procedures
- Unloading and double-checking vehicles after unloading
- Specific vehicle safety (i.e. bus, 15 passenger vans)

A develop training that covers transportation safety using the training requirements outlined in the minimum standard rules (§746.1317, §747.1315) that includes:

- Specifically stated learning objectives
- A curriculum, which included experiential or applied activities
- An evaluation/assessment tool
- A certificate of successful completion from the training source

Water Activities Code 746.2105, 2109, 2111,2113

When the children go swimming the parent will be given 48 hours notice. Ratios for water activities over two feet are 1 trained adult to 12 children. The PARC as 2 trained adults to 12 children. We have a certified lifeguards on duty and the staff is trained in CPR and First Aid and they know how to swim.

Field Trips Code 746.3001, 3003, 3005

You have signed a permission form for all field trips when you enrolled your child at the PARC. We take a written list of all the children that are attending the field trip, copies of the medical consent forms and emergency contact information for each child. We carry a first aid kit and staff is trained in CPR and First aid. Each child must wear the PARC shirt that has the phone number on the shirt. Each staff member will have a cell phone or walkie talkie.

A notice will be posted 48 hours prior to the field trip. You will be given the departure and the returning time. We always have extra staff in attendance when we go on a field trip

Field trips take us to a variety of new and different locations. Therefore, in the interest of safety and order, exemplary behavior is required and expected of every child in attendance. If a child engages in any disruptive or otherwise problematic behavior, the parents will be notified and the student will not be allowed to attend the next field trip. If a pre-existing disciplinary or behavioral issue can reasonably be expected to pose a risk on a field trip, the child in question may not be allowed to attend.

Animals Code 746.3901 You will be notified in writing that animals will be on the premises.

We will ensure the animals do not create unsafe or unsanitary conditions. We will ensure that all the animals are healthy and free from disease. The children will be required to wash their hands before and after handling the animal, their water bowl, food bowl and cages.

Parent Conferences

A parent or parents may request a conference with a teacher and/or the Director whenever needed. The teacher and/or Director may also notify the parents to set up a conference if special circumstances or problems are affecting your child.

Grievance

The PARC is a not for profit organization. The Directors of Prime Time and Camp Yahweh report to the Chief Executive Officer of the PARC and a Board of Directors. If you have a grievance with Prime Time or Camp Yahweh please follow the following procedures:

1. Make an appointment with the Director of Prime Time or Camp Yahweh via email or phone call. Elaine@theparc.org or 281-634-8926
2. If you are not satisfied with the response you receive, you may call or email Ben Lohmer. Ben@theparc.org or 281-634-8925

Parent Volunteers, Visits and Behavior

All parents and visitors must stop by the office and check in before entering the area where children are. You may not enter any other door except for the main entrance on the West side of the building facing Eldridge road.

Parents are welcome to come visit the PARC programs any time during normal operation hours. Please be aware that the Director in charge may not be available for drop in conferences. We encourage parents to come eat lunch with their child and their friends. We also encourage parents to attend a field trip with the PARC. Please be aware that all parents who are on PARC property for any amount of time may be requested to fill out a criminal history report.

After a parent has reviewed the Parent handbook we encourage all parents to talk to the Director about any concerns or questions. We have an open door policy at the PARC. It is important to the achievement of our goals that staff and parents work cooperatively. Parents are welcome to address any issues or concerns directly with the Director or by calling the office. We understand that your children are your highest priority, and that issues that affect them can elicit strong emotions. However, parents are not permitted to bully or harass staff or students in person, via telephone or email, or in any other manner. Any threat of physical violence toward a child, staff member or another parent, explicit or implied, will be reported to police and will result in the child's dismissal. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected. Parents may not have contact with other students without permission from the Director. Under no circumstances may a parent discipline, interrogate, or reprimand someone else's child. Parents who

fail to follow procedures and policies, interfere with the program's normal operation, or impede the staff in the completion of their normal tasks may have their child dismissed from the program. We will not discuss or attempt to mitigate issues between parents or guardians—custodial or otherwise.

Child Care License

The PARC is a state regulated child care facility. We are in partnership with The Texas Department of Family and Protective Services Licensing Division. Our goal is to provide a healthy, safe and protected environment for your child. A copy of the Minimum Standard Rules for Licensed Child Care Centers is available for your review. You may also request a copy of these standards from your local day care licensing office. A list of these offices may be found on their website:

www.dfps.state.tx.us or 832-595-3082

Our licensing representative, to assure that we are in compliance with these Minimum Standards set out by the state, inspects the PARC regularly. We are also inspected by the Fire Marshall, and the City of Sugar Land Health Department.

Reporting Child Abuse

- **Child abuse and neglect are against the law in Texas, and so is failure to report it.***
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Protective and Regulatory Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse?

Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

What is Neglect?

Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It's important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
 - Name, age, and address of the child
 - Brief description of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents names and names of siblings in the home

Will the person know I've reported him or her?

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liabilities for innocent persons who report even unfounded suspicions, as long as your report is made in good faith.

Your identity is kept confidential.

Finally Err on the side of caution. If you have reason to suspect child abuse, but are not positive, *make the report*. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

*** Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.**

CHILD ABUSE HOTLINE 1-800-252-5400

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Tuition

Prime Time tuition is \$260 a month and is due by the 15th of the month. There will be \$25.00 charge on the 16th of the month. The PARC reserves the right to terminate childcare services if tuition is not paid by the 16th of the month.

Parents are encouraged to communicate with the Director regarding any unforeseen difficulty in meeting the financial obligations. A payment plan or financial assistance will be discussed when necessary.

Late Charges

The PARC closes at 6:30. If you are unable to pick up your child because of the weather, please call and no late fee will be applied.

After 6:30 a charge of \$2.00 per minute per child will be assessed. Habitual lateness in picking up your child will lead to dismissal from the program.

If a child is not picked up and no designated contact person can be reached, Children's Protective Services can be called after one hour.

Absent children: Prime Time After School Care

Please notify us by phone if your child will be absent from school and/or the program. Your child is our responsibility and if they do not get on the van or the bus, we must take time contacting you or speaking with teachers or principals. Therefore, please contact us before 2:30 pm on the day your child will not be attending Prime Time. In order to keep this problem under control, we will be assessing a \$5.00 fee each time we are not notified.

Religion

The PARC is part of the community of Sugar Land First United Methodist Church. We welcome children of all faiths. The PARC does teach religion, but does not teach doctrine. The church believes that each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially and spiritually to the fullest potential. Children see in their counselors such attitudes as thankfulness, sharing, patience, love, joy, fairness and obedience.

Change of family information

Parents must keep the PARC informed of any changes of address, telephone number, cell phone numbers, etc. of your family's home and work information.

The PARC childcare programs will require parents to review/or fill out new paperwork each school year.

Specialty Camps

Children will be required to stay with their chosen specialty camp unless a parent had made other arrangements with a Director.

Personal Belongings

The PARC, Camp Yahweh and Prime Time will not be responsible for lost or stolen items; therefore, we encourage you **not** to send toys, electronics, collectible cars or video games with your child. During video game camp, participants may bring games from home but are asked to keep them in the office until time to play. **MP3** devices such as **IPODs** are **not** allowed at Camp Yahweh and Prime Time. Students may have **cell phones** but they are to be kept in their backpack or purse and may be used with permission only.

Birthday celebration and party invitations

You may celebrate your child's birthday at the PARC. Please talk to the Director about providing birthday treats for the children. Birthday treats must be store bought and must be for everyone.

Birthday invitations may be given to the Director to pass out to the parent of the child invited. The Director may not give out addresses or phone number of children.

Frequently Asked Questions:

What does my child need to bring each day for Camp Yahweh?

Your child will need a lunch daily. On fieldtrip days, they need to wear their Camp Yahweh t-shirt. On Many Fridays, the children will be getting very messy and we so have them wear old clothing and bring their bathing suits, towel and sun screen.

What should me child wear to Day Camp?

Your child should wear cool clothing like shorts and a t-shirt. All children MUST wear tennis shoes. For their protection, please do not send your child to camp wearing sandal, flip flop or the like. Please remember to label all of your child's belongings. If clothing is deemed inappropriate for school then it is not allowed at Camp Yahweh. Any apparel advertising alcohol, tobacco, or sexual subjects are prohibited.

What about fieldtrips?

You will be notified 48 hours in advance for Field trips. We will also put reminders up for your convenience.

Field trips take us to a variety of new and different locations. Therefore, in the interest of safety and order, exemplary behavior is required and expected of every child in attendance. If a child engages in any disruptive or otherwise problematic behavior, the parent will be notified and the student will not be allowed to attend the next field trip. If a pre-existing disciplinary or behavioral issue can reasonably be expected to pose a risk on a field trip, the child in question may not be allowed to attend.

Socializing with PARC Staff

The PARC will not allow staff to transport your child. We do not encourage staff to babysit for your family. We do not encourage staff to date parents or family members of Prime Time or Camp Yahweh families. If you would like to recognize one particular staff member please advise the Director in charge.

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Revised 1/2010

In the event that the PARC has a policy and procedure change you will be notified in writing and by email.

**Parent Signature Page to signed and returned to the PARC.
Agreement and Understanding**

Once you have read the PARC Parent Handbook, please sign this sheet and return it with your forms and information needed to complete enrollment requirements.

The Parents of _____
(Please print the name of your child)

Have read the PARC Parent Handbook and agree to abide by the policies and procedures as outlined in the handbook. We further agree to communicate with the teachers, staff and Director if we have questions, concerns or need more information.

Signed _____
(Parent or Legal Guardian)

Date _____

I acknowledge that the PARC, PrimeTime or Camp Yahweh are not responsible for lost, stolen or damaged Cell Phones, C.D.s, C.D. Players, Video Games, MP3 players or any other items of value. We encourage the student **not** to bring these items from home.

Signed _____
(Parent or Legal Guardian)

Date _____

I acknowledge **two weeks** written notice is required if my child will not attend Prime Time (After School) or Camp Yahweh Sessions (Summer). I acknowledge that if I do not give two weeks written notice, I will be financially responsible for the tuition and the Specialty Camps (Camp Yahweh).

Signed _____
(Parent or Legal Guardian)

Date _____

Parent Information:

Please sign this form if you **DO NOT** want information, pictures, etc. shared with others, including addresses and telephone numbers. Also including pictures and website pictures and including pictures viewed by others down the hallways, video taping the children with their friends here at the PARC.

Signed _____
(Parent or Legal Guardian)

Date _____