

Play Academy Learning Center After School Program

Parent Handbook

75 Riverside Avenue
Medford, MA 02155

1-781-393-0022

September 2013

Play Academy Learning Center After School Program - Parent Handbook

Dear Parents and Family Members,

Welcome to Play Academy Learning Center After School Program. We are pleased to have you and your child as part of our program. We want you to feel welcome and we will do everything we can to make your child feel at home. We look forward to getting to know you and your child.

We believe in working in collaboration with parents and family members so that we can become your partner in the care and education of your child. You are welcome to visit any time. We invite your feedback and suggestions on how to make the program work even better for you and your child. Please feel free to bring any of your questions or concerns to the caregivers or director.

The after school curriculum offers diverse, age-appropriate educational and recreational activities based on children's interests. The program aims to enhance development in the areas of self-confidence, independence, academics and friendships.

Further information about our philosophy, goals, policies, and practices are included in this Parent Handbook.

Again, we welcome you to our program and hope your time here meets your goals and expectations.

Sincerely,

Maria Baker
and Staff of
Play Academy Learning Center

Play Academy Learning Center After School Program - Parent Handbook

Statement of Purpose and Program Philosophy	4
Hours of Operation	4
Licensing Authority.....	4
Characteristic of Child Served/Non-Discrimination policy	4
Goals and Objectives	4
Staff	4
Volunteers.....	4
Enrollment and Intake Procedures	5
Parent Involvement.....	5
Child's Records	5
Amending a Child's Record.....	6
Referral Services	6
Child Guidance	6
Snacks	7
Child Abuse and Neglect Statement	7
After School Program Schedule:.....	7
Departure Procedures/Policies	8
Parking.....	9
Snow Emergencies	9
Closing due to an emergency.....	9
Holidays.....	9
Change in Schedule and Withdrawal Policy	9
Transportation	10
Grounds for Dismissal or Suspension of Child and /or Family.....	10
Bullying Policy	10
Health Care Policy	10
Calling Out Policy	11
Administration of Medication	11
Procedures for Emergencies.....	11
Procedures for Evacuation of Center in an Emergency	12
Evacuation Drills	12
Appropriate Clothing	12
Homework Policy	13
Progress Reports	13
Parent Handbook Agreement.....	14
Tuition Contract	14
Child's Registration Form	15
Medication Consent Form	16
First Aid and Emergency Medical Care	17
Consent Form.....	17
Physician Statement	18
Emergency Card Information	19
Off-Site Activities Permission Form.....	20

Play Academy Learning Center After School Program - Parent Handbook

Statement of Purpose and Program Philosophy

Play Academy Learning Center After School Program is a multi-aged program geared to meet the developmental needs of children from kindergarten through 5th grade. We believe each child is unique; therefore, we aim to meet their physical, social, emotional and cognitive needs. These needs will be met based on the child's interests, abilities, culture, and learning style.

Hours of Operation

School Year: Monday – Friday 2:30 p.m – 5:30 p.m
Early Release Days: Times and days to be determined based on enrollment
February, April and Summer Vacations 8:00 a.m. – 5:30 p.m.

Licensing Authority

Play Academy Learning Center After School Program is licensed under the Department of Early Education and Care. Parents have the right to contact EEC for information regarding PALC's regulatory compliance history.

Department of Early Education and Care
360 Merrimack Street, Bldg, 3rd Floor
Lawrence, Ma. 01843
978-681-9684

Characteristic of Child Served/Non-Discrimination policy

Play Academy Learning Center After School Program "...shall not discriminate in providing services to children and their families, or in hiring staff, on the basis of race, religion, cultural, heritage, political beliefs, national origin, marital status, sexual orientation, or disability." Diversity will be celebrated and honored.

Goals and Objectives

The goals and objectives of Play Academy Learning Center After School Program are as follows:

1. Foster young imaginations and creativity.
2. Promote good nutrition and health.
3. Encourage respect for each others' feelings, opinions, and personal property.
4. To be role models for positive relationships – student to teacher, teacher to teacher, teacher to parent – to increase the children's confidence and self-awareness.
5. Support and strengthen the family unit by focusing on communication among friends and family, and increasing the children's sense of community with other families

Staff

Experienced Site Coordinators, Site Coordinators / Teachers, Lead Teachers and Assistant Teachers staff the after school program. Additionally, community service students, high school, college students and parents may assist with homework and other program components. The average adult to child ratio is 1:13.

Volunteers

Volunteers must pass a CORI/DCF background check and have an orientation with the director of the center and before working in direct contact with children. Each volunteer

Play Academy Learning Center After School Program - Parent Handbook

will be trained and supervised by a certified teacher within the classroom they are working. Documentation of the days, hours and responsibilities of volunteers will be kept in the 'Forms Binder' in the main office, and be maintained by Kristine and/or Maria.

Enrollment and Intake Procedures

Parents or guardians interested in enrolling their child(ren) into Play Academy Learning Center After School Program should schedule a tour. During the tour, questions or concerns can be discussed.

After the initial tour, if space allows and the family would like to enroll the child(ren), a New Parent Orientation should be scheduled during business hours. Children should register at least one week prior to enrolling into the program. A non-refundable annual school year \$35 enrollment fee must accompany each enrollment. To enroll your child the following must be completed:

1. Registration Form
2. Authorization and Consent Forms (Medical)
3. Tuition Contract/Parent Handbook signed

Admission to Play Academy Learning Center is based on the date of the application and space availability for the family and the child's needs. There is a waiting list for the children who cannot be accommodated at that particular time. Families will be notified immediately when there is an opening. Families that re-enroll will be required to pay the enrollment fee.

Parent Involvement

Parents/guardians are welcome to visit the program at any time. If a parent/guardian's schedule permits, he/she is invited to participate in after school activities. While there is no set schedule for conferences, a parent/guardian may request one at anytime. Pick-up time provides a convenient opportunity for parents/guardians and teachers to exchange information. Parents are encouraged to share relevant concerns with the Site Coordinator/Teacher and/or Director.

If you have a suggestion/feedback and would like to remain anonymous, you can log onto our web site at www.play-academy.com and submit your feedback in the box located on the top left corner of the home page.

Child's Records

Information contained in a child's record shall be privileged and confidential. The licensee shall not release any information in a child's record to anyone who does not directly care for the said child without the written consent of the child's parents/guardians. The parents/guardians will be notified if the child's record is subpoenaed.

The child's parents/guardians, upon request, have access to their child's records at reasonable times. If such request cannot be met at the time of request, the record will not be delayed for more than two business days.

Every time information is released from a child's record the following information shall be recorded:

1. The name, signature, and position of the person releasing the information

Play Academy Learning Center After School Program - Parent Handbook

2. The date
3. The portions of the record released
4. The purpose for releasing the records
5. The signature of the person the record is being released to

This recorded log will be available to the child's parents and the director.

Amending a Child's Record

Parents/guardians have the right to add or delete any information, comments, data or any other relevant information to the child's record.

Referral Services

The teacher working closest with a child will observe each child if there is an indication that a referral is needed. Any concern about speech, language, hearing, vision, physical, cognitive, social or emotional development will be documented and presented to the director. If, after reviewing the documentation and observing the child, the director feels the child is in need of an evaluation or additional services, a conference will be set up with the parents/guardians to discuss the observations, recommend a plan of action or make a referral. A written statement will be given to the parents/guardians with a recommendation for services and a summary of observations. The statement will also include efforts of Play Academy Learning Center After School Program to accommodate the child's needs. Before a referral is made, written parental consent will be required. An updated list of community resources is available for the parents/guardians and the staff to use. This list will also be included in the Health Care Policy. If the referral agency determines that the child is not in need of services, we will review the child's progress every three months in order to determine if another referral is needed. All conferences and referrals will be documented in the child's file.

Child Guidance

Classroom management will focus on protecting the children and setting ground rules that will strengthen their self worth, development and relationships. Where appropriate and feasible, children shall participate in the establishment of such rules, policies and procedures.

For children unable to participate in defining rules, policies and procedures, the staff will be sure to discipline based on the individual needs and development of each individual child, offering choices and providing children an opportunity to verbalize their feelings.

Said rules will be reviewed with the children daily in positive and simple terms. Staff will be sure the children have a clear understanding of why such behavior is not acceptable. In the event of a child trying to hurt him/herself, the staff will remove that child from the situation immediately, to a part of the room unoccupied by other children. Consistent problem behavior will be brought to the parent/guardian's attention, as well as the director's. Hopefully with consistency both at home and the after school program, the situation will be resolved.

Play Academy prohibits;

- corporal punishment;
- confining a child to any piece of equipment in lieu of supervision (restraint prohibition)

Play Academy Learning Center After School Program - Parent Handbook

- excessive time-outs (not to exceed 1 minute per age)
- subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment;
- depriving children of meals and snacks or force feeding children
- disciplining a child for soiling, wetting or not using the toilet, or forcing a child to remain in soiled clothing, forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting

Snacks

Play Academy After School Program provides a nutritious snack every day. The snack consists of juice or water and a choice of crackers, cereals, popcorn, cheese, and fruit.

Child Abuse and Neglect Statement

The staff of Play Academy Learning Center, as mandated reporters, will report any in-center, or outside the center, suspicions of abuse or neglect. These procedures will include, but are not limited to:

1. All Staff are mandated reporters and shall report suspected child abuse or neglect to the Director or the Department of Children and Families, pursuant of M.G.L.c. 119, 51A.
2. The Director will immediately report suspected abuse or neglect to the Department of Children and Families.
3. The Director shall notify the Department of Early Education and Care immediately after filing a 51A report or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during program related activity.
4. The staff of Play Academy Learning Center will cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program. Failure to cooperate may be grounds for suspension, revocation or refusal to renew a license.
5. The Director shall develop and maintain written procedures for addressing any suspected incident of child abuse or neglect, which includes, but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Children and Families investigation is complete and such further time, as the Office requires.

Definitions published by the Department of Children and Families will be used as guidelines for reporting child abuse and neglect.

After School Program Schedule:

July and August:

- Full day school age programs

September through June - P.M. after school program:

- 2:45-3:30 - Arrival
- As children arrive - Toileting/Hand washing
- 3:00-3:30 - Snack
- 3:30- 4:00 - Homework/Quiet Time

Play Academy Learning Center After School Program - Parent Handbook

- 4:00-5:30 - Free Choice Time
- 5:30 - Pick Up

Full Day Program:

- 8:00-9:00- Arrival
- 9:00-9:15 - Toileting/Hand washing
- 9:15-9:45 - Morning Snack
- 9:45-10:15 - Morning Activity
- 10:15-11:15 - Outdoor Time
- 11:15-11:30 - Toileting/Hand washing
- 11:30-12:00 – Quiet Time/ Reading
- 12:00-12:30 - Lunch
- 12:30-12:45 - Tooth brushing
- 12:45-2:00 - Afternoon Activities
- 2:00-2:15 - Toileting/Hand washing
- 2:30-3:00 - Afternoon Snack
- 3:00-3:45 - Afternoon Activity
- 3:45-5:30 – Free Choice
- 5:30 - Pick Up

Departure Procedures/Policies

There may be times that you are unable to pick up your child up from the center. On the enrollment forms there is ample space to write names of family and friends able to pick up your child. A picture ID is required for anyone unfamiliar to the staff. There are times a staff member may ask to see a parents ID even if you have picked up numerous times before, if the staff member is unfamiliar with you, they are required to ID you. You must tell the Site Coordinator that another person will be picking up your child, either in writing or verbally, even if we are familiar with this person. Nobody will be allowed to take your child unless you have given permission. Parents/guardians must notify staff in writing when person(s) other than a parent/guardian is picking up a child and the name is not listed on the family's registration form. Additional names can be added at any time during the school year. The individual must show a photo ID before the child will be released.

We also ask that parents please be mindful of the time it takes to get you and your child out of the building, and that ideally we ask that all families be out of the building by 5:30 so that the center can be closed out and teachers can go home as close to 5:30 as possible.

Children may be picked up any time prior to 5:30 p.m.; however they must be picked up NO LATER than 5:30 p.m. Parents/guardians who are unable to pick up their children on time on a regular basis, may lose services of the program. Children will be released only to those persons listed on the family's enrollment forms. If you have not picked up your child and we have not heard from you by 5:35 p.m., your emergency contact(s) will be called. In any case, a late fee will be assessed and you will receive an invoice – The late pick up policy is a fee of \$1.00 per minute, per child for the first 15 minutes. From the sixteenth minute to the thirtieth minute it will be \$2 per minute, per child, and from the thirty-first minute on it will be \$3 per minute, per child for late pick up. The invoice must be paid for within seven days.

Play Academy Learning Center After School Program - Parent Handbook

If we have not heard from you or your emergency contact(s) by 6:00 p.m., we will contact the Police Department and have your child transported to the local station. **Continual tardiness may result in termination from the program.**

Parking

There is ample parking located directly in front of the main entrance of Play Academy Learning Center After School Program.

Snow Emergencies

Play Academy Learning Center After School Program will be closed on the same days that the Medford Public Schools cancel school due to snow or inclement weather. Please watch the local news for announcements of school closings. If there is snow or inclement weather during a week the public schools are on vacation and we are open, please check the PALC web site for closing details. There are no refunds for snow days.

Closing due to an emergency

If the After School Program needs to close early or for complete days due to an unforeseen emergency, you will be called at home the night before and there will also be a message on the web site with details. If circumstances require an immediate evacuation from the building (fire, toxic fumes, etc.) the children will be evacuated and brought to PALC located at 65 Riverside Ave. and parents will be notified by phone to pick up their child. At any time the center is forced to close we require that parents pay their normal contracted tuition rates. If the emergency happens in the morning before opening time we will do our best to call and inform you of the situation or a sign may be posted on the doors.

Holidays

The After School Program will be closed the following Holidays:

New Years Day- N/A	Patriots Day- 4/16/12	Veterans Day 'Observed'-
Martin Luther King Day- 1/16/12	Memorial Day - 5/28/12	11/12/12
Presidents Day- 2/2/12	Independence Day -7/4/12	Thanksgiving Day -11/22/12
Good Friday- 4/6/12	Labor Day- 9/3/12	The day following
	Columbus Day -10/8/12	Thanksgiving- 11/23/12
		Winter Break - 12/24-1/1/13

Depending on when a Holiday falls, Play Academy Learning Center After School Program could either open late and/or close early and/or be closed on the day(s) before or after the holiday.

In addition to holiday closings, Play Academy Learning Center After School Program will be closed the week falling between Christmas and New Years. If we are open on either Christmas Eve or New Year's Eve, the center will close early.

Change in Schedule and Withdrawal Policy

A FOUR WEEK WRITTEN NOTICE OF WITHDRAWAL OR REDUCTION IN SCHEDULE IS REQUIRED. Payment is due during the withdrawal period regardless of your child's attendance. Children who are re-enrolled will be charged the enrollment fee. Families desiring an increase in the number of days their child attends must notify the director in writing.

Play Academy Learning Center After School Program - Parent Handbook

Transportation

Play Academy Learning Center After School Program is not responsible for transportation. The parent/guardian is responsible for a child's transportation home or to an extracurricular activities outside the after school program building that children may attend. Staff is not permitted to transport children or any family members. A relative or friend of the family must be at least 16 years of age to pick up an after school child. Note: A child nine years of age or older may walk home if parent authorization and consent is on file.

Grounds for Dismissal or Suspension of Child and /or Family

Play Academy Learning Center After School Program reserves the right to ask for the withdrawal/suspension of a child or family from the program if conditions do not prove satisfactory for both or either party. Play Academy will work with families first by meeting with the parents to discuss the child's behavior. We will discuss what strategies the teachers have offered in the after school program and ask the family follow suit in the home. Staff will also offer any 'handouts' they may have received from trainings. If termination is unavoidable, we will work with families to prepare the child for his/her last day here. Such conditions include, but are not limited to:

1. Aggressive behavior, such as excessive biting, kicking, spitting etc. which may harm themselves, staff, or other children. Every effort will be made to rectify the situation before termination.
2. Delinquent payment of services rendered.
3. Non-compliance to the policies and procedures of Play Academy Learning Center After School Program, as stated in the Parent Handbook.
4. Differences in the educational philosophies between the parents and staff/director, which cannot be resolved.

Bullying Policy

It is Play Academy's policy that teachers are responsible for intervening when signs of bullying are apparent. It is a combined effort with families and children to report any instances of alleged bullying to the Play Academy Learning Center's Director. For example, children should report any type of bullying to the after school program staff, parents should report to the Director of Play Academy as well as the after school program staff. This includes but is not limited to cyber bullying, bullying, intimidation and retaliation. We will follow the 'Grounds for Dismissal or Suspension of Child and /or Family' policy if the bullying does not stop.

Health Care Policy

Please keep your child at home or you will be notified by telephone to pick your child up from school if he/she:

- Has a fever of 101 degrees or higher
- Is vomiting
- Has greenish discharge from the nose or eyes
- Has had 3 diarrheas (unless caused by an antibiotic) – or 2 bouts in 1 hour
- Has a rash
- Has lice
- Has any symptom of a communicable disease

Play Academy Learning Center After School Program - Parent Handbook

- Is complaining of not feeling well

For any of the above stated illnesses, please allow a period of 24 symptom free hours. YOUR CHILD WILL NOT BE ALLOWED BACK INTO THE CENTER BEFORE THE 24 HOURS HAS EXPIRED, unless you obtain a letter from a physician, physician assistant, or nurse practitioner stating otherwise. Any and all letters from physicians offices must be on official physicians letter head. The child should be able to keep up with the program's normal schedule.

A complete copy of the Health Care Policy is located in the First Aid Kit in the green room. If you would like a copy please ask the director.

Calling Out Policy

If your child will not be attending the after school program due to being sick, having an appointment, etc. the parent/guardian MUST call Play Academy to let someone know your child will be absent. If we do not hear from the parent we will call the designated phone number provided on the registration form.

Administration of Medication

As stated in the Department of Early Education and Care Regulations; An authorized member of the staff may administer prescription or non-prescription medication to a child only with the written parental and physician's authorization. Forms will be provided for this purpose. The label on the prescribed medication, indicating the name, dosage, name of the child and the physicians name will be suitable for the physician's signature. The first dose of a medication cannot be administered at the program.

For non-prescription medication, a yearly consent which has been authorized by both the parent and the child's physician will be accepted. The consent will be valid for no more than one year from the date signed. Parents will also be required to fill out a weekly consent form every time non-prescription medication is to be given. Parents will be notified before such medication is administered.

The center will keep written records of the administration of any medication given to each child in the child's file. Any unused medication will be returned to the parent. Medication will be stored on the upper shelves of the teacher's cabinet in each room. Medication that needs to be refrigerated should be provided in a cooler bag with an ice pack and given directly to a staff member upon arrival.

Procedures for Emergencies

Every effort will be made to contact you, the parent/guardian, in the event of an emergency requiring medical attention for your child.

Please fill out the authorization and consent form completely so in case of an emergency where you cannot be reached, someone else close to the child can be reached and can be with the child to comfort and reassure until the parent/guardian can be reached. In the case of an emergency, an authorized staff member will administer necessary First Aid to the child. If the child needs to be hospitalized, an ambulance will transport the child to

Play Academy Learning Center After School Program - Parent Handbook

the nearest hospital. An authorized staff member will accompany the child, with the child's entire file, including his/her signed authorization and consent forms and any information in regards to allergies immunizations and emergency contacts. This said staff member will stay at the hospital until the situation of the child is under control.

In case of an emergency during a field trip, an authorized staff member will administer First Aid immediately until the ambulance arrives. The child will be transported to the nearest hospital for necessary treatment, accompanied by said staff member, parents will be notified immediately. If a parent is not available, the next individual on the emergency contact sheet will be called.

Procedures for Evacuation of Center in an Emergency

Evacuation Drills

Play Academy Learning Center After School Program will hold practice evacuation drills every month. Specific instructions for evacuation will be posted at each exit. Daily attendance records of children will be maintained and used in the case of an evacuation, to be sure all children are accounted for along with head counts before and after evacuation. Documentation of the date, time, and route used, number of children and effectiveness of each drill will be maintained by the director.

***We are enrolled in both voicemail and email notifications through the City of Medford to stay informed of any potential emergencies. In the case of power outages, the director will check email notifications on his/her cell phone. If cell phone use can not be obtained, the director will walk to City Hall to obtain necessary information. ***

Room by room evacuation plans are as follows:

Take the attendance forms and after school binder, making sure to have the correct head counts. Lead the children out of the building heading for the main entrance (door that faces the parking lot), once outside take a left and follow the sidewalk all the way around to Riverside Ave, cross East Transit way and head into Play Academy Learning Center located at 65 Riverside Ave. If the emergency is at the main entrance walk the children to the rear door that leads out into the corridor, take a left and exit the building through the two sets of clear glass double doors. Once outside take a right, cross East Transit Way, go right down east Transit Way towards Play Academy Learning Center at 65 Riverside Ave and head inside. If the emergency is towards Play Academy Learning Center, cross Riverside Ave and walk down City Hall Plaza and head towards City Hall. We will meet on the front entrance steps of City Hall. In the case that Medford Square or City Hall Plaza is deemed unsafe children will be transported by car to 22 Summit Road, Medford.

Children with disabilities will be evacuated through the front door with assistance.

Appropriate Clothing

Please be aware that we will be going outside on days that allow so please be sure that your child is wearing weather appropriate clothing as well as appropriate footwear for walks to the park. During the cold weather months children should have a coat/jacket, hat, mittens and

Play Academy Learning Center After School Program - Parent Handbook

or gloves as well as boots if it is snowing. Sneakers and rubber soled shoes are the safest type of footwear for children and are required for after school activities. Children may not wear clothing such as shirts, hats or pants that have offensive language or artwork. If your child has said clothing on a day they attend the after school program parents will be notified to pick up their child immediately.

Homework Policy

There is a scheduled time at the start of the program each day for homework for all students in grades one through five. We request that each family sign off on the homework policy on the registration form. Please note that we cannot ensure that a child completes his/her homework or force a child to do it if they choose not to (children whose parent/guardian indicates that homework should be worked on will be given the option to read a book or sit quietly until homework time is over). Staff does not provide one-on-one tutoring. Parents are encouraged to talk to staff with any questions regarding this policy.

Progress Reports

Progress reports will be done on each child enrolled in the after school program. Parents/guardians will be offered a time and day to discuss the report.

Play Academy Learning Center After School Program - Parent Handbook

Parent Handbook Agreement

Child's name _____

I have read the PALC's Parent Handbook concerning policies and procedures. I agree to the terms of this Handbook. Please keep in mind the following policies sometimes overlooked by parents these are listed on page 13 of this handbook. Please initial in the spaces provided below indicating that you have read each bullet point:

_____ A FOUR WEEK WRITTEN NOTICE of withdrawal or reduction in schedule is required. Payment is due during the withdrawal period regardless of your child's attendance.

_____ Families pay as usual during weeks your child is absent.

_____ Families may not swap days.

Signature: _____ Date: _____

Tuition Contract

Weekly tuition rates are listed below. A non-refundable \$35 enrollment fee must accompany each enrollment. If more than one family member is attending PALC, a family discount of 10% will be deducted from the lower tuition. Tuition payments are due in advance for the upcoming weeks. A \$5.00 per day fee will be added for each day that payment is late. A \$25.00 fee will be charged for any returned checks or Intuit Payment Network returned transactions.

Daily rates are as follows (program ends at 5:30 pm):

2:30 dismissal days: \$20.00

12:00 dismissal days: \$35.00

1:30 dismissal days: \$25.00

8:00 start time Full days: \$50.00

Please circle days attending

Monday Tuesday Wednesday Thursday Friday

I agree to pay at the above rate that corresponds to my child's schedule.

If additional days are scheduled on an emergency needed basis they will be billed at the above rate plus \$5.00 per day.

Your first payment is due with this contract.

If you choose to pay weekly, tuition is due on Monday for the week. If paying monthly, tuition is due the first of the month.

I have read the tuition contract and agree to the terms.

Signature: _____ Date: _____

Play Academy Learning Center After School Program - Parent Handbook

Parent/Guardian Signature

Date

Medication Consent Form
102 CMR 7.05(2)(c)

Name of child: _____

Name of medication: _____

Prescription: _____ Non-Prescription: _____

Dosage: _____

Date(s) medication to be given: _____

Times medication to be given: _____

Reasons for medication: _____

Possible side effects: _____

Name and phone number of prescribing physician:

Directions for storage: _____

I, _____, (parent or guardian) give permission to authorized staff member(s) to administer medication to my child as indicated above.

Parent/Guardian Signature

Date

Doctor's Signature _____
(for non-prescription medication)

Play Academy Learning Center After School Program - Parent Handbook

First Aid and Emergency Medical Care Consent Form 102 CMR 7.09(3)

Child's Name: _____ Date of Birth: _____

I authorize staff in the child care program who are trained in the basics of first aid to give my child first aid when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to _____, and to secure necessary medical treatment for my child.

Child's Physician Name: _____

Address: _____

Phone Number: _____

Child's Allergies: _____

Chronic Health Conditions: _____

Emergency Contacts (In order to be contacted)

1. Name: _____

Address: _____

Relationship to Child: _____ Phone #: _____

Do you give permission for child to be released to this person? Yes No

2. Name: _____

Address: _____

Relationship to Child: _____ Phone #: _____

Do you give permission for child to be released to this person? Yes No

3. Name: _____

Address: _____

Relationship to Child: _____ Phone #: _____

Do you give permission for child to be released to this person? Yes No

Health Insurance Coverage: _____

Policy #: _____

Parent(s) Name: _____ Phone(w) _____ Phone (h) _____

Parent(s) Name: _____ Phone(w) _____ Phone (h) _____

Parent/Guardian Signature

Date

Play Academy Learning Center After School Program - Parent Handbook

Physician Statement

Dear Physician: _____
(Child's Name)

is enrolled in an early childhood program licensed by the Department of Early Education and Care. The Department of Early Education and Care's regulations require at the time of admission a written statement from a physician as evidence of each child's annual physical examination, **immunizations** and lead screening in accordance with Department of Public Health's recommended schedules. A prompt response is appreciated.

Evidence of a physical exam is valid for one year from the date the child was examined and must be renewed annually thereafter.

IDENTIFICATION

Name of Child: _____ Date of Birth: _____

Address: _____ Phone # _____

Name of Parents: _____

Address: _____

Date of Examination of Child: _____

What is your opinion concerning the child's general health and appearance:

Has this child been screened for lead poisoning? Yes _____ No _____

If Yes, date screened: _____

Has this child been immunized according to general practice? Yes _____ No _____

If Yes, please attach a listing of immunizations.

If No, please indicate if there is a reason or plan to immunize.

Does this child have any disabilities or chronic medical problems (allergies, limited vision, etc.) which require special consideration or care by the child care provider? If so, please detail below:

Physician's Signature: _____

Date: _____ Comments: _____

Please return to Program: Play Academy Learning Center
65 Riverside Avenue
Medford, MA 02155

Play Academy Learning Center After School Program - Parent Handbook

ATTN: Director
Emergency Card Information

Child's Name: _____

Date of Birth: _____

Child's Home Address: _____

Phone: _____

INSTRUCTIONS TO REACH PARENT/GUARDIAN

1. _____
(Name, Address, Phone #)

2. _____
(Name, Address, Phone #)

PEDIATRICIAN OR SOURCE OF HEALTH CARE

1. _____
(Doctor's Name, Address, Phone#)

EMERGENCY CONTACT PERSON(S)

1. _____
(Name, Address, Phone #)

2. _____
(Name, Address, Phone #)

MEDICAL EMERGENCY TREATMENT

I hereby give _____
(Name of program)

permission to administer basic first aid and/or CPR to my child _____
(Name)

and/or take my child _____, to a hospital for medical
(Name)

treatment when I cannot be reached or when delay would be dangerous to my child's health.

Parent/Guardian Signature

Date

INSURANCE INFORMATION (OPTIONAL)

Company Name: _____ Policy # _____

Participating Hospital: _____

Play Academy Learning Center After School Program - Parent Handbook

Special Instructions: _____

Program Year _____

Off-Site Activities Permission Form
Section 7.34(5)(c)

SACC Program: Play Academy Learning Center

Address: 65 Riverside Avenue, Medford, MA 02155

Child's name: _____

I _____, give permission for my child to participate
(Parent/Guardian's name)

in all of the regularly scheduled on-going activities located at the following off-site facilities:

McNelley Playground, 48 Ash Street, Medford, MA 02155
McGlynn Elementary School Playground, Freedom Way Medford, Ma. 02155
Medford Public Library, 111 High Street, Medford MA 02155
75 Riverside Ave. Meford, Ma. 02155
Walks around the neighborhood

(Parent/Guardian Signature)

(Date)

Photo Permission Form

I _____, give permission for the following:
(Parent/Guardian's name)

For the staff of PALC to use PALC owned cameras to take pictures to be displayed on/in
the following: (please initial on line)

_____ Center
_____ Website
_____ Face Book Page

(Parent/Guardian Signature)

(Date)