

Play Academy Learning Center

Parent Handbook

65 Riverside Avenue
Medford, MA 02155

Hours of Operation
Monday – Friday 8:00 a.m. – 5:30 p.m.

1-781-393-0022

July 2017

Play Academy Learning Center - Parent Handbook

Dear Parents and Family Members,

Welcome to Play Academy Learning Center! 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.

Further information about our philosophy, goals, policies, and practices are included in this Parent Handbook. Please read the “What to Bring” list for your child’s first day in the program.

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

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Statement of Purpose and Program Philosophy

Play Academy is a multi-aged center geared to meet the developmental needs of children ages 1 month to 5 years. We believe each child is unique; therefore, we aim to meet their individual physical, social, emotional and cognitive needs. These needs will be met based on the child's interests, abilities, culture, and learning style.

The Preschool curriculum will be based around Dr. Howard Gardner's theory of Multiple Intelligences. Dr. Gardner believes that each child has specific skills and talents – or intelligences – and that if we teach to these skills and talents, the student will have a better understanding of the material presented to them. There are seven Intelligences:

- Musical
- Bodily – Kinesthetic
- Logical – Mathematical
- Linguistic
- Spatial
- Interpersonal
- Intrapersonal

The curriculum will always touch on each of these intelligences. This is to ensure that each child is able to understand the lesson and excel in their own intelligences.

Licensing Authority

Play Academy Learning Center 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 "...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. The ages and backgrounds of our children will be of a wide range, which will make our classrooms beautiful rainbows of all shapes and sizes. The children's ages will range from 1 month through 5 years. Toilet training is not an eligibility requirement for enrollment.

Goals and Objectives

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

1. Foster young imaginations and creativity.
2. Develop fine and gross motor skills through play.
3. Promote good nutrition and health.
4. Encourage respect for each others' feelings, opinions, and personal property.
5. Teach fun and adventure through music, games, and creative activities.

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6. 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.
7. 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.

Transitions

The transition of a child from one classroom to the next depends on the age of the child, development of the child, as well as space in the next classroom. Generally, families will be notified about when their child will be moving onto the next classroom as the child nears the age required for the next room, if the child is also developmentally ready and there is space in the classroom, a date will be set. The Director will coordinate the scheduling of the transition and will work with the current and new teachers to facilitate the transition plan. A typical transition will take two to three weeks. Prior to the transition starting, families may be notified verbally of the transition. Verbal notification will be followed up by a written transition letter that is placed in the child’s mailbox. Families who have questions regarding their child’s transition should speak to the Director. Teachers will talk to the children transitioning each day a visit to the new classroom takes place, about when they will be visiting the new classroom as well as when they will be returning. Depending on the child’s age and ability to understand the teachers will have a send off for the child transitioning to the new classroom.

Families who are transitioning to another program or are moving onto Kindergarten will be provided with the most recent progress report for their child that will indicate the child’s development. Additionally, we will complete any transition forms that are requested to be completed by the parent or new program with the permission of the parent or guardian. Depending on the child’s age and ability to understand, classroom teachers will have a send off so that the child can say goodbye to their friends.

Position Titles and Responsibilities/Plan Administration Lines of Authority

The Department of Early Education and Care licenses Play Academy Learning Center.

Owner/Administrator/Lead Teacher – Maria Baker

Director/Lead Teacher- Katie Bloom

1. Safety and well-being of the children
2. Parent communication
3. Approval of weekly programming
4. Orientation, training, and supervision of staff
5. Design and philosophy of program
6. Setting policies and procedures
7. Social services education and referrals
8. Staff career development
9. Intake meetings with staff and families
10. Receives and records tuition payments
11. Maintains records of all staff and children enrolled at the center

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Lead Teacher – Responsibilities include:

1. Safety and well being of the children
2. Daily and weekly planning of curriculum and lessons
3. Supervision of staff, when director is unavailable
4. Parent communication
5. Daily attendance
6. Maintenance of classrooms
7. Evaluation of children

Teacher – Responsibilities include:

1. Safety and well being of the children
2. Constant supervision of the children
3. Daily and weekly planning of curriculum and lessons
4. Parent communication
5. Daily attendance
6. Maintenance of classrooms
7. Evaluation of children

Assistant Teacher – Responsibilities include (under guidance of teacher):

1. Safety and well being of the children
2. Constant supervision of the children
3. Daily activities
4. Parent communication
5. Maintenance of classrooms

Volunteers

Volunteers must pass a CORI/DSS background check and have an orientation with the director of the center and before working in direct contact with children. Each volunteer will be trained and supervised by a certified teacher within the classroom they are working. Documentation of volunteers will be kept in the 'Forms Binder' in the main office, and be maintained by Katie and/or Maria.

Provision for Temporary Absence of Administrator

In the temporary absence of the administrator, the administrator shall appoint a designee who shall meet the qualifications of a teacher, as required by the Department of Early Education and Care.

Enrollment and Intake Procedures

Parents or guardians interested in enrolling their child(ren) into Play Academy Learning Center should schedule a tour. During the tour, questions or concerns can be discussed and the family will be able to visit with the potential child's classroom.

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

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least one week prior to enrolling into the program. A non-refundable \$100 enrollment fee must accompany each enrollment. To enroll your child the following must be completed:

1. Enrollment Forms/Face Sheet
2. Developmental History Form
3. Authorization and Consent Forms (Medical)
4. Massachusetts School Health Form
5. Lead Screening (for children over 9 months)
6. Tuition Contract/Parent Handbook Agreement - 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.

Wait list procedures and enrollments for currently available spaces

When rooms are full, prospective families are encouraged to join the wait list for the classroom they desire. The cost of the being placed on the wait list is \$100 for the infant room and \$50 for the Toddler, Preschool & PreK classrooms. This fee is non-refundable and does not guarantee enrollment. Being placed on the wait list will enable you to be offered a spot when it becomes available. Families are placed on the wait list based on when their wait list application and fee have been received. Spaces will be offered out to families in this order and are not guaranteed for specific start dates. In the case where a family is looking for an enrollment in a classroom with a current opening and desires that spot to be held for their child, payment for the spot is required to hold the spot.

Parent/Teacher meetings

A Parent Conferences Week will be held each fall and spring. This is your opportunity to schedule a meeting with your child's teachers and discuss their development and daily routines at school. This is a great time to review progress reports and discuss any questions or concerns. Preschoolers and Toddlers will have bi-annual progress reports, which must be signed by the parent. Infants and children with disabilities will have progress reports every three months.

Please feel free to set up individual conferences with the director or with the teacher and director at any time.

Play Academy Learning Center encourages strong parental involvement, if it is reading a story to the class or being a volunteer on a field trip. Parents have the right to stop by their child's classroom at any time, unannounced to visit while their child is present. These visits will allow you to see your child's daily routine and activities.

Parental involvement is essential to having a successful and meaningful school experience. After all, you know your child best. Please feel free to come to the staff and the director with any input at all. If you have a suggestion and would like to remain anonymous, place the suggestion in the tuition box or use the suggestion box on our web page.

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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
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.

Lunch and Snacks

--PLAY ACADEMY LEARNING CENTER IS A NUT FREE SCHOOL--

Play Academy Learning Center will supply healthy snacks for the morning and afternoon along with water and milk for all children enrolled. Snack menus will be posted in each room.

Parents are responsible for bringing their child's lunch. There will be access to a microwave, refrigerator and freezer. Any lunches that require heating can take no more than 30 seconds in the microwave. Please introduce new foods to your child at home.

Meal time requests

Please:

1. Label all plastic containers and pre-packaged foods/snacks.
2. Introduce new foods to your child at home, especially nuts and shellfish to prevent allergic reactions.
3. Limit sugary foods, except for special celebrations.
4. No hard candy or gum, they are a choking hazard.
5. Morning snack will be served at 9:05 a.m., please keep this in mind when dropping off with breakfast. Morning snack will consist of cereal, muffins, bagels, toast, breakfast cereal bars, yogurt, applesauce or fruit.

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Lunch suggestions

Bologna/Cheese	Sandwiches	Tuna
Ham/Cheese	Turkey/Cheese	Grilled Cheese
Chicken/Cheese	Cheese	
	Cream Cheese	
	Meats/Seafood	
Cut up Hot Dogs	Cut up Steak	Chicken Nuggets
Cut up Turkey	Fish Sticks	Ham Slices
Cut up Chicken	Hamburger	Turkey Slices
	Pastas	
Ravioli	Lasagna	Macaroni/Cheese
	Others	
Rice	Cottage Cheese	
Pickles	Soup	
	Vegetables	
Boiled/Mashed Potato	Mixed Vegetables	Corn or Peas
Potato Puff	Green Beans	Broccoli or Asparagus
Carrots	Lima Beans	Cauliflower
	Fruit	
Melon	Bananas	Oranges (peeled or sliced)
Strawberries	Grapes (cut up)	Applesauce
Blueberries (cut in half)	Tangerines (peeled)	
Apples		

Special Needs Policy

Play Academy Learning Center will, based upon available information and parental input, identify in writing, the specific accommodations, if any, required to meet the needs of a child at the center, including but not limited to:

1. Any change or modification in the child's participation in regular center activities
2. The size of the group to which the child may be assigned and the appropriate staff/child ratios
3. Special equipment, material, ramps or aids

It is the right of Play Academy Learning Center to decline enrollment to any child, if enrolling the child will cause an undue burden to the Center. Parents will receive written notification within 30 days explaining the reasons for the decision. The notification will include information on the parental rights and the Department of Early Education and Care Regulation on the matter.

Play Academy Learning Center will decide whether or not accommodations are reasonable or would cause undue burden on the center based on the following:

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1. The nature of the cost of the accommodations needed to provide care for the child at the center
2. The ability to secure funding or services from other sources
3. The overall financial resources of Play Academy Learning Center
4. The number of persons employed by Play Academy Learning Center
5. The effect on expenses and resources, or the impact otherwise of such action upon the center

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 Social Services, pursuant of M.G.L.c. 119, 51A.
2. The Director will immediately report suspected abuse or neglect to the Department of Social Services.
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 Social Services investigation is complete and such further time, as the Office requires.

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

Typical day for Infants:

Infants develop best in a nurturing, secure environment. They flourish while having the freedom to explore their surrounding environments and by practicing newly acquired skills. Parents will generally guide the staff as to their infant's schedule. As the infant becomes older, closer to the toddler age, the toddler schedule will be incorporated into their schedule. **Please note:** The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. All children twelve months and younger are placed on their backs for sleeping unless the child's health care professional orders otherwise in writing.

Typical Day Toddlers:

8:00 – 8:45 Arrival time/ Free play/ Fine motor play

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8:45 – 9:00	Diapering and hand washing
9:00 – 9:30	Snack
9:30 – 9:45	Circle time, stories, finger plays
9:45 – 10:30	Art, Cooking, Science, Sensory
10:30-10:45	Walk to Park
10:45 – 11:30	Park or indoor gross motor activities
11:30 – 11:45	Walk back to school or indoor gross motor activities
11:45 – 12:00	Diapering and hand washing
12:00 – 12:30	Lunch
12:30 – 2:30	Nap
2:30 – 2:45	Diapering and hand washing
2:45 – 3:00	Snack
3:00 – 3:15	Walk to park
3:15 – 4:00	Park or indoor gross motor activities
4:00 – 4:15	Walk back to school or indoor gross motor activities
4:15 – 4:30	Diapering and hand washing
4:30 – 4:45	Music and movement
4:45 – 5:00	Story time
5:00 – 5:30	Free play/Clean up/ Departure

Typical Day Preschoolers:

8:00 – 8:45	Arrival time/ Free play/ Fine motor play
8:45 – 9:00	Toileting and hand washing
9:00 – 9:30	Snacks
9:30 – 9:45	Circle time, stories, finger plays
9:45 – 10:30	Art, Cooking, Science, Sensory, Learning Centers – Dramatic Play, Building, Library, Table Toys, Puzzles, Art, One-on-One Writing/Phonics with Teacher.
10:30- 10:45	Music - Toileting and hand washing
10:45 – 11:00	Walk to park or indoor gross motor activities
11:00 – 11:30	Park or indoor gross motor activities
11:30 – 11:45	Walk back to school or indoor gross motor activities
11:45 – 12:00	Toileting and hand washing
12:00 – 12:30	Lunch
12:30 – 2:30	Nap, Toileting and hand washing as children wake up
2:30 – 2:45	Quiet Activities – Puzzles, Books, Table Toys – Fine motor play
2:45 – 3:00	Snacks
3:00 – 3:15	Walk to park or indoor gross motor activities
3:15 – 4:00	Park/Gross motor activities
4:00 – 4:15	Walk back to school or indoor gross motor activities
4:15 – 4:30	Toileting and hand washing
4:30 – 4:45	Music and movement
4:45 – 5:00	Story
5:00 – 5:30	Free play/Clean up/Departure

All schedules are subject to change.

Napping/Quiet Activity Time

Naptime will be conducted regularly for two hours each day. If for some reason a child chooses not to sleep, that child will be allowed some books or quiet activities on their own

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mat, after resting for 45 minutes. Please leave a crib sheet, small blanket and/or pillow for your child to rest with. Sheets, blankets and pillows should be taken home at the end of each week to be washed, and returned at the beginning of the following week. Children will have their own mat to sleep on. The mats and cribs will be disinfected once a week. Crib sheets should also be brought in for your Toddler/Preschooler's mat. Crib sheets fit snug on the mats that we have. Infants under the age of 12 months cannot use a blanket, however they can use a sleep sack.

Arrival and Departure Procedures/Policies

Please accompany your child into the center and wait until your child is situated in an activity. It is hard for children to leave their parents, and making this transition comfortable for them is important. We ask that you do not drop your child off past 9:30. The only exception should be a doctor's appointment or family emergency, in these cases please call the center no later than 9:00 to let your child's teacher know. If your child is coming in late after an appointment or leaving for an appointment and coming back, they must arrive to school no later than 12:00. It is important to keep consistency and limit disruptions in the routine for all children. If your child is not attending school on a scheduled day, please call or email to let us know. Families pay as usual when your child is out for any reason.

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. You must tell your child's teacher or the Director 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.

Department of Early Education and Care requires certain teacher to child ratios. Because of these ratios, it is important that you drop off and pick up your child on time. **The late pick up policy also applies to early closings.** 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. We would also like to 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.

In addition to the late payment fee, there will be an additional \$15 fee charged for an excess of late pick-ups; any child picked up late 3 times or more in a 3 week period. For example, if a child is picked up late everyday M-F, in addition to the regular late fee each day, there will be a \$45 fee charged for W, Th & F (3 "excessive" late pick-ups x \$15 per occurrence). Payment of all late fees and additional charges are due within 5 days. If payments are not made in a timely manner, parents will be required to meet with the director to discuss the situation.

Parking

We have 4 spaces along East Transit Way that are designated for drop-off (8-9:30 am) and pick-up (4-5:30 pm). Please remember that these spots are limited to 15 minutes. Please

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make sure to pay the meter if you choose to park on Riverside Ave. or in the parking lots. Parking in the Fire Lane directly outside of the doors is prohibited and may result in a parking ticket by the City of Medford.

What to Bring

PLEASE LABEL ALL ITEMS BROUGHT TO THE CENTER WITH YOUR CHILD'S NAME.

Infants

Formula or breast milk in pre-made bottles (glass bottles **must** have a silicone sleeve), extra formula for emergencies, cereal, jarred food, sleep sack, crib sheet, pacifiers if used, diapers, wipes, ointment and 2 weather appropriate changes of clothes (including socks).

Toddlers

Lunch, blanket, diapers, wipes, ointment and 2 weather appropriate changes of clothes (including socks).

Preschoolers

Lunch, blanket, and 2 weather appropriate changes of clothes (including socks). If not potty trained, include diapers/pull-ups and wipes. Pull ups for nap time if used.

Seasonal items: We will be attempting to go outdoors every season. With this in mind, during the colder months, please be sure to have mittens/gloves, hats, and boots at the center for your child. During the hot summer months, please be sure to leave a bathing suit, towel, and water shoes for your child. Children will be given a cubby for their personal belongings.

Snow Emergencies & State of Emergencies

Play Academy Learning Center 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, PALC will decide and notify parents via our Facebook page and blast email. PALC is also closed when a state of emergency is declared. There are no refunds for snow days, etc.

Closing Due to Special Circumstances

If the Center needs to close early, open late or close for complete days due to an unforeseen emergency/circumstance, you will be notified as soon as possible. At anytime the center needs to close we require that parents pay their normal contracted tuition rates. If the emergency happens in the morning just 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.

Supplies Fee

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Annually, a supplies fee will be collected during September/October.

Door Policy

Our doors are always locked. Enrolled families and all employees have a key fob to enter the school as they need to. **Please do not hold the door open for any individual that may be a visitor.** Visitors may **ONLY** be allowed into the school by a staff member. We are sorry if this makes some families uncomfortable, but we cannot have strangers entering the school unannounced. Fellow families please do not take offense if a current family does not recognize you as an enrolled family and closes the door on you. If you feel comfortable talking with each other please ask if they are currently enrolled so you may hold the door if you really want to.

Key Fobs

PALC has in place a keyless entry system. Key fobs are used in order to gain entry. Families are required to purchase key fobs for individuals that will be doing pick up and drop off for their child. On the rare occasion that someone on your emergency contact list that does not have a key fob picks up your child, please inform them to ring the doorbell located by the front door and wait patiently for someone to let them in. Families are asked not to let other individuals in as they are coming or going from the center unless they recognize the person as a current family or staff member. This is for the safety of the children enrolled at PALC. Key fobs are programmed for currently enrolled families from 8:00 a.m. to 5:30 p.m. Key fobs cost \$10 each.

Holidays

PALC will be closed the following Holidays:
Please refer to our school calendar for specific dates

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	The day following
Presidents' Day	Labor Day	Thanksgiving
Good Friday	Columbus Day	Winter Break
Patriot's Day	Veterans Day	

Families pay as usual for the week in which a holiday occurs. Depending on when a Holiday falls, Play Academy Learning Center could either open late and/or close early and/or be closed on the day(s) before or after the holiday. **Please see the PALC School Calendar for a comprehensive view of scheduled closings.** A copy of this calendar is posted in each classroom, outside the front office and on play-academy.com. You may also request a copy of the calendar from the director.

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

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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 leave and then re-enroll will be charged the enrollment fee. Families desiring an increase in the number of days their child attends must notify the director in writing. Currently enrolled families may take priority on the wait list for the days they desire and will follow the guidelines outlined in the "Wait list procedures and enrollments for currently available spaces" section of this handbook.

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 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.

Grounds for Dismissal or Suspension of Child and /or Family

Play Academy Learning Center 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 classroom and ask the family follow suit in the home. We will then offer referrals to parents through consultants that are available to work one on one with their child at home or in the center. Teachers 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 etc. which may harm themselves, staff, or other children. We do realize that non-verbal children do have more of a tendency to express themselves physically; 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, as stated in the Parent Handbook.

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4. Differences in the childcare and educational philosophies between the parents and staff/director, which cannot be resolved.

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 at school, the situation will be resolved.

Play Academy prohibits;

- confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision
- excessive timeout – time out may not exceed one minute for each year of the child's age and must take place within an educator's view
- corporal punishment;
- 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

Diapering and Toileting Plan

No child shall be punished or verbally abused for soiling their diaper or clothing. No child shall be humiliated for not using the toilet. Each child's toilet training will be trained in accordance with the requests of the parents, and not be pushed to do anything they are not ready to do. No child will be made to remain in wet or soiled diapers or clothing. Each child will be changed when wet or soiled. A supply of clean, dry diapers will be kept at the center for each child along with extra clothing, both supplied by the parents. When a child is toilet training, please supply several changes of clothes. Children will be supervised in the bathrooms at all times.

Diapering Procedure:

1. Each child's diaper will be changed when wet or soiled.

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2. An individual disposable covering is used for every diaper change. This covering is to be discarded after every change.
3. Each child will be cleaned with individual cleaning materials during each change.
4. Disposable gloves will be worn for bowel movement diaper changes.
5. After changing, the child's hands will be washed with running water and liquid soap, using friction. Hands will be dried with individual disposable towels
6. Changing tables will be washed and disinfected after each use.
7. Staff will wash their own hands with running water and liquid soap using friction after diapering a child. Hands will be dried with disposable towels.
8. Soiled clothes and non-disposable diapers will be sealed in plastic bags, labeled with the child's name or initials and returned to the parents at the end of the child's day.

Toilet Training Procedure:

A toilet training child will be reminded and asked to go to the bathroom about every ½ hour, unless that child has asked to use the bathroom without accidents. If the child becomes upset or resists while being reminded, the child will be asked to tell the teacher when they have to go, so the teacher can bring them when they are ready. While attempting to go or a successful trip to the bathroom, the child will be encouraged and praised.

1. Each child will be given assistance when necessary.
2. Each child's clothing will be changed when wet or soiled.
3. Each child's hands will be washed with liquid soap and running water using friction after a toileting accident or a toileting success. Hands will be dried with individual disposable towels.
4. The changing table will be washed and disinfected after each use.
5. Staff will wash their own hands with running water and liquid soap using friction, after diapering a child. Hands will be dried with disposable towels.
6. Soiled clothes and non-disposable diapers will be sealed in plastic bags, labeled with the child's name or initials and returned to the parents at the end of the child's day.

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
- 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,

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physician assistant, or nurse practitioner stating otherwise (in some cases the director may still require a minimum of 24 hours before children can return). Any and all letters from physicians offices must be on official physicians letter head. The child should be able to keep up with his/her classroom's normal schedule. If your child needs Tylenol/Ibuprofen to keep their fever down, they are NOT allowed back at PALC until they have been fever free for 24 hours without medicine.

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

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. **Medications must be in the original box/container, with the prescription label attached.** The first dose of a medication cannot be administered at the program.

For non-prescription medication, a yearly consent which has been authorized by the child's physician will be required. 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. Refrigerated medication will be stored in a refrigerator with a child lock on it.

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 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

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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 will hold practice evacuation drills every month. Specific instructions for evacuation will be posted at each exit. Infants will be evacuated in the crib identified with a red heart. 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, 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:

Infant 1 and Infant 2

Place all young infants from Infant 1 classroom in the evacuation cribs. The three evacuation cribs are labeled with a red heart. Take the 5 youngest children from the Infant 2 classroom and also place them in an evacuation crib. There should be no more than 4 infants in each of the evacuation cribs. The fourth teacher and administrator will carry/hold the hand of the 4 oldest infants. Take the attendance forms and classroom binder, making sure to have the correct head counts. Wheel the crib out of the classroom heading for the front door, once outside take a right and cross the side street (East Transit Way) next to PALC. Once across the street meet at 75 Riverside Ave at the far end of the entry way of Winchester Hospital Blood & Specimen Collection Center. If the emergency is at the front of the center take two evacuation cribs and roll them into the Young Preschool classroom. Place one evacuation crib outside the door facing side street (East Transit Way) onto the sidewalk, one teacher hands the children from the evacuation crib in the classroom to another teacher waiting outside. That teacher will place the children into the evacuation crib outside the door. Once outside cross the street heading towards 75 Riverside Ave (Winchester Hospital Collection Center). If the emergency is towards Winchester Hospital Collection 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.

Toddler 1 & Toddler 2

Gather the children. Take the attendance forms and classroom binder, making sure to have the correct head counts. Proceed towards the front door. Once outside take a right and cross East Transit Way next to PALC. Once across the street meet at 75 Riverside Ave at the far end of the

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entry way of Winchester Hospital Collection Center. If the emergency is at the front of the building proceed to the Pre-K classroom and exit out of the emergency exit facing East Transit Way. Once outside cross the street heading towards 75 Riverside Ave (Winchester Hospital Collection Center). If the emergency is towards Winchester Hospital Collection 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.

Preschool

Gather the children. Take the attendance forms and classroom binder, making sure to have the correct head counts. Exit the classroom door into the hallway and proceed towards the front door through the Pre-K classroom. Once outside take a right and cross East Transit Way next to PALC. Once across the street meet at 75 Riverside Ave at the far end of the entry way of Winchester Hospital Collection Center. If the emergency is at the front of the building, proceed out of the emergency exit located in the Older Preschool classroom facing East Transit Way. Once outside cross the street heading towards 75 Riverside Ave (Winchester Hospital Collection Center). If the emergency is towards Winchester Hospital Collection 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.

Pre-K

Gather the children. Take the attendance forms and classroom binder, making sure to have the correct head counts. Exit the classroom door into the hallway and proceed towards the front door. Once outside take a right and cross East Transit Way next to PALC. Once across the street meet at 75 Riverside Ave at the far end of the entry way of Winchester Hospital Collection Center. If the emergency is at the front door of the building, proceed out of the emergency exit facing East Transit Way. Once outside cross the street heading towards 75 Riverside Ave (Winchester Hospital Collection Center). If the emergency is towards Winchester Hospital Collection 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 is deemed unsafe children will be transported to 22 Summit Rd, Medford.

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

After the evacuation the program director will go back into the center and check all classrooms and any potential "hiding spots" to be sure the building is clear of all children.

Immediately following the evacuation, the authorities will be contacted by the program director by dialing 911 on his/her cell phone which will be brought along as part of the evacuation process. All classroom first aid kits have emergency contact information cards, they will be collected and a designated person with a cell phone will contact the parents.

Shelter In Place & Lock Down Procedures

In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

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Anyone in the building will be asked to stay inside and not leave the building. Also, everyone will be instructed to not open any doors unless it is for emergency personal.

Children and staff in Toddler 1 & 2, Preschool & Pre-K will move through classroom doors into the back hall area. They will not enter the front hallway. Everyone will sit on the floors to be as far away from windows as possible.

Children and staff in Infant 1 & 2 will all gather in the Infant 1 classroom and stay down behind half wall, out of sight of windows. One teacher will pull closed the curtain separating the Infant 1 & 2 classrooms. They will only move through the front hall and into back hall if instructed to do so and it is deemed safe.

Before leaving all classrooms, staff will pull blinds shut and turn off the lights. All staff will take first aid kits and emergency contact information with them. Parents will be notified as soon as possible after any immediate threat has passed.

Administration will double check that all exterior doors are locked and closed securely.

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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. Please initial in the spaces provided below indicating that you have read each bullet point:

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

_____ Families pay as usual during weeks in which a holiday occurs and the December week that the center is closed.

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

Signature: _____ Date: _____

Tuition Contract

Weekly tuition rates are listed below. A non-refundable \$100 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.

	2 days/week	3 days/week	4 days/week	5 days/week
<u>Infant Rooms (1 month – 18 months)</u>	\$192.00	\$271.00	\$341.00	\$408.00
<u>Toddler Rooms (18 months – 3 years)</u>	\$163.00	\$237.50	\$298.00	\$351.00
<u>Preschool and Pre-K Rooms (3 years – 5 Years)</u>	\$141.00	\$202.50	\$251.50	\$301.50

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, other than the days your child normally attends, they will be billed at an additional daily rate of : \$97.00 Infant \$82.00 Toddler \$71.00 Preschool

Your first payment is due with this contract. A tuition schedule indicating the number of weeks in each month that should be paid is posted at each tuition box.

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: _____

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Developmental History and Background Information

Regulations for licensed child care facilities require this information to be on file to address the needs of children while in care.

CHILD'S NAME _____ **DATE OF BIRTH** _____

*Note: Please provide information for Infants and Toddlers (marked *) as appropriate to the age of your child.

DEVELOPMENTAL HISTORY

Age began sitting _____ crawling _____ walking _____ talking _____

*Does your child pull up? _____ *Crawl? _____ *Walk with support? _____

Any speech difficulties? _____

Special words to describe needs _____

Language spoken at home _____ *Any history of colic? _____

*Does your child use pacifier or suck thumb? _____ *When? _____

*Does your child have a fussy time? _____ *When? _____

*How do you handle this time? _____

HEALTH

Any known complications at birth? _____

Serious illnesses and/or hospitalizations: _____

Special physical conditions, disabilities: _____

Allergies i.e. asthma, hay fever, insect bites, medicine, food reactions:

Regular medications: _____

EATING HABITS

Special characteristics or difficulties: _____

*If infant is on a special formula, describe its preparation in detail _____

Favorite foods: _____

Foods refused: _____

* Is your child fed held in lap? _____ High chair? _____

* Does your child eat with spoon? _____ Fork? _____ Hands? _____

TOILET HABITS

*Are disposable or cloth diapers used? _____

*Is there a frequent occurrence of diaper rash? _____

*Do you use: oil powder lotion other _____

*Are bowel movements regular? How many per day? _____

*Is there a problem with diarrhea? Constipation? _____

*Has toilet training been attempted? _____

*Please describe any particular procedure to be used for your child at the center

What is used at home? Potty chair? _____ Special child seat? _____ Regular seat? _____

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How does your child indicate bathroom needs (include special words): _____
Is your child ever reluctant to use the bathroom? _____
Does the child have accidents? _____

SLEEPING HABITS

*Does your child sleep in a crib? _____ Bed? _____
Does your child become tired or nap during the day (include when and how long)?

When does your child go to bed at night? _____ and get up in the morning? _____
Describe any special characteristics or needs (stuffed animal, story, mood on walking etc)

Please note: The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. All children twelve months and younger are placed on their backs for sleeping unless the child’s health care professional orders otherwise in writing.

SOCIAL RELATIONSHIPS

How would you describe your child: _____

Previous experience with other children/day care: _____

Reaction to strangers: _____ Able to play alone: _____
Favorite toys and activities: _____
Fears (the dark, animals, etc): _____
How do you comfort your child: _____
What is the method of behavior management/discipline at home: _____

What would you like your child to gain from this childcare experience? _____

DAILY SCHEDULE: Please describe your child's schedule on a typical day.
*For infants, please include awakening, eating, time out of crib/bed, napping, toilet habits, fussy time, night bedtime, etc.

Is there anything else we should know about your child?

Parent/Guardian Signature

Date

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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)

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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

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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
ATTN: Director

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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: _____

Special Instructions: _____

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Program Year _____

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

Program: Play Academy Learning Center

Address: 65 Riverside Avenue Medford, MA 02155
75 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:

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

(Please see pages 9 & 10 of the Parent Handbook for schedule of activities)

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)