

## Parent Handbook Index

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Developed 6/01, Updated 6/02, Revised 3/03, Revised 4/06, Revised 7/06, Revised 11/06

Liberty Center Inc. Telephone Phone Director's Office: 782-2386  
Program Director Cell Phone: 521-8522  
Executive Director: 782-2300 ext. 2705  
Hawthorne Hall: 376-7282 or 376-7284  
Field Trip Phone: 376-7281  
John Harris Elementary: 376-7284  
JFK Elementary: 376-7281  
Patrick Henry Middle School: 376-1494

## **Welcome to the Liberty Center Inc.**

### Mission Statement

Caring for Kids... Unconditional Love... Unlimited Possibilities...

### Vision Statement

Our mission is to provide high quality, inclusive out-of-school-time care for students with special needs and their siblings in the Sioux Empire.

### Beliefs

- All students deserve to be cared for in a safe, nurturing, fun environment
- All parents deserve positive options for alternative child care
- All students have value
- Full inclusion benefits all students
- All students deserve to have integrated opportunities in the community
- All families deserve affordable, accessible child care options
- Staff training and experience is critical to assure the delivery of high quality care
- Older students who continue to need care and supervision deserve care options designed for their age

### Operational Hours

The Liberty Center Inc. has two programs that are in operation throughout the year. The After School Program will be open from 3:00 – 6:00 PM Monday – Friday. On days when school is not in session, hours are adjusted to provide service. The summer program is in operation from 7:00 AM – 6:00 PM Monday – Friday, from the end of the public school year in the spring to the start of the school year in the fall.

Programs are closed the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Services will be available on days before or after a holiday subject to parent request.

Programs will be closed on any day in which the public school closes or dismisses early due to inclement weather.

## Enrollment

Liberty Center Inc. encourages students of all backgrounds to attend. The Program does not discriminate on the basis of disabilities, sex, race, color, creed, national origin or ethnic background.

Parents\* must complete an enrollment form and submit with a non-refundable, initial enrollment fee of \$30.00. A student may be enrolled in the program at any time. Students that are between the ages of 3 – 21 years of age are eligible for enrollment.

Parents must complete and return all required forms at least four working days before a student may attend. These forms must be kept current. Any additions or changes in information must be reported to the Program Director. The Physician Statement and Immunization Record are required by the State Department of Child Care Services and needs to be submitted to the Liberty Center Inc. before your student(s) may attend. If applicable, parents must also provide a copy of IEP/Section 504 plan or behavior management plan that are currently being used either at school or at home. Liberty Center must have these documents prior to the students scheduled start date.

The parent must provide these forms to the Program Director prior to attendance:

- Enrollment Form
- Immunization Record
- Arrival / Departure Form
- Emergency Medical Consent
- Physical Assessment
- IEP/ Section 504 Plan if applicable
- Behavior management plan

## Schedule of Care

Parents are required to complete the Monthly Schedule Form that is provided by the Program Director on a monthly basis. Parents must indicate the days that your student(s) will be attending Liberty Center Inc. for the coming month. Parents are responsible for returning the Monthly Schedule Form prior to each month of your student(s) attendance. The Monthly Schedule Form is considered a contract between parents and Liberty Center, Inc. and will be used to determine staffing patterns. Therefore, parents are expected to pay for the days that they indicated. If parents have a schedule change after the Monthly Schedule Form has been returned to the Program Director, please notify Liberty Center Inc. Liberty Center requests 24 hour notice to allow for proper changes to the staff schedules when **adding days** to the student's schedule. However, such additional day(s) must be approved by the Program Director. If less than 24 hour notice is given, a \$5.00 fee will be assessed to the families' account.

Liberty Center, Inc., allows 12 absences per calendar year (January 1 – December 31). Students who only attend partial year will receive one allowed absent day for each month of attendance. Specific situations will be examined on a case by case basis. These allowed absences do not carry over from year to year. Any absent days after that

point will be billed. "Absence" is defined as a day that was scheduled on the Monthly Schedule Form but the student did not attend.

The parent will be responsible to pay for any unscheduled days that the student attends. The full cost of these unscheduled days will be billed directly to the parent and will not be submitted to other payment sources. Payment for unscheduled days will be billed on the monthly statement and payment is due by the first week of the following month or sooner.

\* Please note: references to "parents" denote both parents and legal guardians.  
Policy updated and Board approved 11/9/06

### Arrival / Departure Procedure

Students will arrive at the Liberty Center Inc. and leave the program according to the hours indicated on the Monthly Schedule Form. Students will be allowed to leave with persons other than you only if you have given permission to the Program Director on the Enrollment Form or in writing by you. Students will not be allowed to leave with an unapproved person until Liberty Center has been properly notified. In the event of an emergency, the parents may call Liberty Center staff to arrange for alternate pick up. In this event, the Liberty Center Inc. staff will ask for a picture ID when another adult, is picking up a child.

A court order is required to be on file at the Liberty Center Inc. if one parent is prohibited from picking up your child. It is the parent's responsibility to obtain a copy of the court order to be placed in your student's file at the Liberty Center Inc. Otherwise, we will assume that both parents have equal rights to pick up their child.

### Transportation for Field Trips

Staff who have defensive driver training are permitted to drive CCHS vehicles for field trips. Students will use child passenger restraint systems following current SDCL and each vehicle will only carry the number of children allowed by vehicle passenger capacity (determined by the number of safety belts installed in the vehicle.)

### Parent Involvement

The close cooperation and understanding between parents and staff is vital for the success of your student's stay with us. Parents are an important part of Liberty Center Inc. Parents should feel free to talk with staff members, Program Director or Executive Director at any time concerning their child. Parents are invited to visit Liberty Center Inc. at any time and are encouraged to ask questions and make suggestions. Please consult with the Executive Director, Program Director or the staff should a problem occur at home or at the Liberty Center Inc. that may affect your child. Program staff will convey to you concerns about your child including health, development, and behavior. All concerns are confidential.

Parents will be informed immediately of any changes with the center's services or policies.

Parents are also encouraged to attend the annual BBQ/ party that occurs in June. Parents can talk to the Program Director if you are interested in being part of additional events / field trips that your student may be participating in.

### Fees and Payment Procedure

Billing will occur weekly for the following week. Payment must be received by the Friday prior to the week of service.

Daily rates are \$12.00 during the school year for the school days your child is scheduled in the School-year Program, as well as for any extra school days your child may attend; (this includes students attending full-time school during the summer – 5.5 student contact hours or more per day).

Daily rates are \$35.00 for the days your child is scheduled in the Summer Program and/or for non-school days that occur during the school year, as well as for any extra days your child may attend during those time periods. Parents may pay extra money and have a credit to their account.

In case of extreme medical emergencies involving the student, contact the Director in reference to weekly charges. The parent contract outlines parent responsibilities pertaining to the billing cycle. Refer to your parent contract for detailed information on fees and payment procedures.

Upon request, parents will be informed of any other financial support that may be available to assist with the costs of care. If the parent is currently receiving additional financial support, they must provide signed proof prior to the first scheduled day of attendance, or at any time the financial assistance is initiated.

If your student(s) is not picked up from the Liberty Center Inc. Program by 6:00 PM, a fee of \$10.00 for the first 15 minutes and \$15.00 for each additional 15 minutes will be charged.

Before students can move from one program to another (i.e., go from After School Program to the Summer Program and vice versa), all money past due needs to be paid. Liberty Center Inc. will provide an itemized statement for tax purposes.

### Data Privacy

The only persons permitted to see your student's record (name, address, phone, health information, and emergency information) will be you, child care employees, and state licensing workers. Information will not be given to others without your written consent.

### Outdoor Play

The Liberty Center Inc. will go outside regularly with consideration given to weather conditions. Please dress your child appropriately for outside play. Outdoor play will not be allowed when temperatures (including wind chill) falls below 0 degrees. If you do not want your child to go outside during cold weather, please inform Liberty Center staff in writing and this will be added to their personal file.

## Toys

The Liberty Center Inc. strives to provide a variety of toys and equipment that support the daily activity schedule. We ask that students limit the number of items that they bring from home. Parents need to understand that items that come to the Liberty Center Inc. will be available to all the students at the Program. We cannot guarantee that the toy will not be broken or lost.

On the same note, Liberty Center, Inc. is not responsible for lost, stolen or damaged items, including but not limited to clothes, toys and corrective devices.

## Snacks/Meals

Snack time is at 3:00pm or when the child gets to Liberty Center after school. Special snacks are permitted from home on holidays, birthdays, etc. Please notify the director or a staff member if you are planning to bring a special snack from home. During the summer and no school days, lunch is served at 11:00am. Parents are responsible for sending a sack lunch from home on these days. Sack lunches will be stored in the refrigerator. Microwaves are available for warming up lunches.

Snack will be regulated according to the nutritional requirements of the Food Guide pyramid. A snack schedule will be made ahead of time.

## Special Diets

A variety of afternoon snacks are provided to all students. Should your student(s) require a special diet, please advise the Director. It will be your responsibility to provide the special snack / meal.

## Liberty Center Staff

The Liberty Center Inc. staff receives on-going in-service training in the following areas:

- Basic First Aid, CPR,
- Program health & safety
- Child growth & development
- Learning Environments
- Guidance and discipline techniques
- Communication and relations with staff
- Detecting and reporting child abuse and neglect
- Identification & Prevention of communicable disease
- Procedures in the event of fires or natural disasters
- Program Management & Regulation
- Food Handling Techniques
- Cultural Diversity
- Nutrition for Children
- Age Appropriate activities & planning

- Professionalism
- Partnerships with Parents

Parents are asked to provide any special training required to meet the unique needs of your child.

### Child Abuse and Neglect

The Liberty Center Inc. staff is mandated by SD Law to immediately report suspicion of child abuse and/or neglect to the SD Department of Social Services, Child Protection or law enforcement. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

Liberty Center Inc. staff is screened by the South Dakota Central Registry for persons convicted of child abuse. No staff member or volunteer will have a substantiated report of Child Abuse and Neglect.

If an alleged incident has occurred, the alleged incident will not reoccur while waiting for the official investigation and for evaluating continued employment of any staff member determined to be involved in an incident of child abuse.

### Health & Safety

If your student has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Program Director knows what to do if a problem should occur during program hours. Please make sure any medication is provided and that the appropriate medical information has been provided.

If a student has any one of the following conditions, you will be notified and you will have to pick up your child immediately:

- Contagious disease
- Fever over 100 degrees
- Vomiting
- Diarrhea
- Accident requiring medical attention

If your child is ill, he/she will be isolated until you come to pick him/her up to lower the chance of other children becoming ill. All contagious diseases will be reported to the Department of Health.

In case of an accident or illness, you will be called immediately. In serious cases, your student will be taken by emergency vehicle for treatment and you will be called as soon as possible.

Documentation: Illnesses and injuries will be documented on parent OUCH reports. A copy of the report will be given to you.

## Medications

Whenever a student(s) is to be given prescription or over-the-counter medicine, you must provide the Program Director a completed, signed Medication Authorization Form. The medication must be provided in the original container. If medication is to be kept at Liberty Center Inc. for treatment of a chronic condition, no more than a one-month supply should remain at the Program at any time.

## Termination of Care

If you choose to terminate care for your student(s), a two-week notice is required. It is also your responsibility to pay all charges including those indicated on the Monthly Schedule Form.

The following are reasons that the Liberty Center Inc. can terminate care of your student:

- Habitual late payment of charges
- Habitual late pick-up of my student
- Consistent unmanageable behavior that is potentially harmful to themselves / others, despite the use of repeated behavior management intervention strategies.

If a student is removed from the program, parents are obligated to pay all outstanding charges through the date of removal.

## Fire / Severe Weather Evacuation

The Liberty Center Inc. is required to have a minimum of 4 fire drills and a minimum of 1 tornado drill annually.

There are posted plans for fire evacuation located at all exit doors and in the bathrooms.