PARENT HANDBOOK FOR PARK LAKE PRESBY. CHURCH CHILD CARE
TABLE OF CONTENTS

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: WELCOME POLICY NO.: 1

CHILDCARE COMMITTEE: APPROVED DATE: 2019 - 2020 School Year

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1. Welcome Letter

WELCOME

We are pleased that you have chosen Park Lake Presbyterian Church Childcare to share in the care and development of your child. This handbook has been prepared to help acquaint you with our program goals and policies.

Since 1969, Park Lake Presbyterian Church Child Care has been offering opportunities for children to begin their educational experience in an environment that nurtures their individuality, provides appropriate social interactions, and ensures successful learning experiences.

Park Lake Presbyterian Church Childcare appreciates and supports the relationship between children and their families. We strive to preserve those relationships and provide a learning environment that will enable children to achieve their full potential in an atmosphere of trust and respect.

We encourage parents to form a close relationship with their child's teachers. Open communication helps to insure the most appropriate care for your child. You are, therefore, cordially invited to visit anytime, email, or call to share your thoughts or concerns with our staff and administration.

In accordance with Federal Law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Welcome to Our Family!

Updated and Approved August 2022 - 2023

Park Lake Presbyterian Church Child Care

309 East Colonial Drive

Orlando, Florida 32801

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: MISSION STATEMENT / PHILOSOPHY POLICY NO.: 1.1

CHILDCARE COMMITTEE: Approved DATE: 2022-2023 School Year

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MISSION STATEMENT

The mission of Park Lake Presbyterian Church Child Care Center is to enable each and every child to reach their full potential as a child of God.

PHILOSOPHY

Park Lake Presbyterian Church Child Care Center believes in the value of human diversity and seeks to provide a place where children can come together to reach their full potential, under the care of individuals who provide love and nurturing. We appreciate and support the relationships between children and their families and we strive to preserve those relationships.

Our Goals are to:

- Provide a child oriented, developmentally appropriate program for Infants through Pre-Kindergarten.
- Enable children to experience success and achievement, using a literacy-rich curriculum, taught within an intentional play-based setting.
- Provide centers of discovery designed to promote children's learning and the mastery of early childhood readiness skills.

Park Lake Presbyterian Church Child Care believes that children require and deserve daily planned meaningful experiences that will stimulate success in all areas of their early development: physical, social, emotional, spiritual, and cognitive.

Park Lake Presbyterian Church Child Care Center pledges to create opportunities for children to transition with confidence into the future.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: NON-DISCRIMINATION STATEMENT POLICY NO. 1.2

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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1.2 **Non-Discrimination Statement**

Park Lake Presbyterian Church Child Care Center is an equal opportunity center. All enrollment and employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, age, national origin, marital status, sexual orientation, pregnancy or disability.

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PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: PARENT RIGHTS & RESPONSIBILITIES POLICY NO. 1.3

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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Rights:

(1) Parents have the right to access their child at any time and the right to require their child only be released to persons whom they have authorized.

(2) Parents have the right to expect that all staff members have been fingerprinted and background screened, according to State Statutes.

(3) Parents have the right to expect that the childcare facility is safe and secure, all staff members have been trained in Emergency Preparedness, and all staff are certified in CPR/AED, First Aid, Fire Safety and Blood Borne Pathogens.

(4) Parents have the right to expect all staff to be trained in Early Childhood Standards and in Appropriate Practices for children. All staff shall or be in process of receiving a Florida Child Care Professional Credential or college degree.

(5) Parents have the right to notification in writing of any accident or incident involving their child, an immediate phone call for any serious accident or injury, and to expect 911 will be called if necessary.

(6) Parents have the right to expect that their child will be assisted, as appropriate, with eating, hygiene needs, and supported emotionally while at the center.

(7) Parents have the right to expect that their child will be served nutritious balanced meals and snacks. Any special dietary requirements will be respected, and allergies clearly posted for staff.

(8) Parents have the right to expect that an educational program that includes cognitive, language-literacy, social-emotional, physical gross-fine motor, self-help skills and periodic screenings that will support individualized learning activities for their child will be given daily.

(9) Parents have the right to request a parent-teacher conference and to express concerns, negative or positive to your child's teachers or to center directors.

(10) Parents have the right to confidentiality at all times.

Responsibilities:

(1) Parents are responsible for signing their child in upon arrival and out upon departure. All children must be picked up from the center prior to 5:31 pm.

(2) Parents are responsible for providing a current Medical Examination and Immunization Record by their child's enrollment date. All expired forms must be updated on or before the expiration date as required by Florida Statutes.

(3) Parents are responsible for keeping their child home when exhibiting symptoms of a contagious disease. Children will be sent home for exhibiting any of the following: fever over 101 degrees, more than one diarrhea, Pink Eye, head lice, open skin lesions, difficult or rapid breathing, or any unusual signs of illness. Parents are responsible for picking up their child *within one hour of notification*.

(4) Parents are responsible for advising staff of any condition, situation or information regarding their child that could affect the child's physical or mental state while in attendance at the Center.

(5) Parents are responsible for providing personal items: diapers, diaper cream, wipes, a change of clothes, socks, extra shoes, jacket or sweater appropriate to the season.

(6) Parents are responsible for timely payment of tuition. **Tuition payments are due in advance of service**. If paying weekly,

tuition is due on for the upcoming week on the Friday of the previous week. Tuition paid bi-weekly or monthly is also due in advance of service.

(7) Parents are responsible for advising the center whenever their child will be absent.

(8) Parents are responsible for adhering to the Parent Code of Conduct as outlined in the Parent Handbook, and to act in a manner consistent with decency, courtesy and respect.

(9) Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Parents may not verbally abuse or administer corporal punishment to their child while on center property.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: LICENSING AND ACCREDITATIONS POLICY NO.: 2

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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2. Licensing Information

2.1 STATE LICENSED

The Department of Children and Families being satisfied that this child care facility has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and authorized in sections 402.301 – 402.319, Florida Statutes has granted annual license to Park Lake Presbyterian Church Child Care. We have been a fully licensed facility since 1969.

2.2 NAC ACCREDITATION

We are accredited by NAC, the National Accreditation Commission for Early Care and Education Programs. NAC Accreditation is offered through the National Association of Child Care Professionals (NACCP) This accreditation recognizes centers who demonstrate excellence in early care and education programs for children.
For additional information on NAC Accreditation www.naccp.org

2.3 GOLD SEAL OF EXCELLENCE

Department of Children and Families awards the Gold Seal Quality Care designation to childcare facilities that have exemplified an increased quality of care for children and exceed the State's minimum licensing requirements. In addition, Gold Seal Centers have lower than state child-to-staff ratios and the centers require higher qualifications for staff.

2.4 VOLUNTARY PRE-KINDERGARTEN

Licensed VPK Site since 2005, PLPCC has consistently earned outstanding scores, based upon the test scores of students entering Kindergarten.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: ENROLLMENT POLICY NO.: 3

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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3. Enrollment

Enrollment at Park Lake Presbyterian Church Child Care is open to children from age 6 weeks through Pre-K. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Park Lake Presbyterian Church Child Care by completing the Enrollment Application and/or by placing their child on the Center Waiting List.

Actual enrollment is contingent upon receipt of the completed enrollment application, emergency card, a signed fee agreement, media release, parent handbook receipt, and payment of the annual registration fee.

A current Medical Release (yellow form) and current Immunization Record (blue form) is required prior to enrollment. Thereafter, an updated medical release must be provided every 2 years, *and* an updated Immunization Record must be provided to the center by the indicated expiration date. If either of these forms are not provided, your child will be restricted from attendance until a current form is received.

An initial Registration Fee will be collected at the time of enrollment for the current school year. An annual registration fee is due and payable in September of each subsequent year of enrollment.

Park Lake Presbyterian Church Child Care reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at PLPCCC is contingent upon the family and/or their representatives, and the child's adherence to the policies and procedures of PLPCCC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify PLPCCC immediately, should any emergency contact information change.

A withdrawal notice of two weeks is required to avoid additional charges.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: HOURS OF OPERATION/HOLIDAYS POLICY NO.: 3.1

CHILDCARE COMMITTEE: APPROVED DATE: 2021 – 2022 School Year

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3.1 Hours of Operation Holidays

Park Lake Presbyterian Child Care Center's Hours of Operation are:

Monday through Friday 7:30 am to 6:00 pm

Children may be dropped off at 7:30 am or any time thereafter. However, all children must be picked up no later than 6:00 pm. Children may be picked up and returned to the center during the hours of operation if a parent needs to access their child for any period of time during the day.

Park Lake Presbyterian Child Care Center is open January through December, except for the following: (Holidays and 4 teacher workdays)

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas - New Year's Break

Martin Luther King Day

President's Day

Good Friday

Memorial Day

Juneteenth

Fourth of July

Teacher In-Service/Work Days - *(August, October, March)*

During the Winter break, the public schools are closed for 2 weeks. We will be open some days during that 2 weeks depending on the calendar and where Christmas falls and you will be charged only 1 week of this Christmas break time.
We charge only 51 weeks of the year, because of Christmas break.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: TUITION POLICY NO.: 4

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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4. Tuition

All custodial parents and/or legal guardians are provided a Fee Schedule prior to the enrollment of their child at Park Lake Presbyterian Childcare. Parents are required to indicate to whom all billing information and correspondence is to be addressed.

4.1 Payment Schedule

Full tuition is due each week your child is enrolled. We accept cash, check, or money order. We are unable to accept credit card payments. We can also accept a drop check from your banking institution. See the Director for details.
Payments by Credit card may be made only through the SmartCare App, however, there is a transaction fee charged.

Tuition is due in advance. Tuition for the week is due on the Friday before and tuition will be considered late if not received by Wednesday of the tuition week.

Receipts will be given for tuition payments made by cash. All cash payments must be handed directly to the Center Director or to the Assistant Center Director. Your canceled check will serve as your receipt for any payments made by check however, receipts are always available upon request, and payments can be viewed in the SmartCare App.

** If you are planning to pay every two weeks or monthly, these payments must be paid in advance the same as those paying on a weekly basis.*

4.2 Late Payments

If, tuition payments become more than two (2) weeks in arrears, the family will be contacted by the Director. A Late Fee of $25.00, may

be applied to any account that becomes 30 or more days delinquent.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at PLPCCC. If you anticipate difficulty with paying your tuition on time, please immediately discuss the matter with the Center Director.
If an alternative arrangement for payment is approved, you will be notified by the Center Director.

4.3 Returned Checks

There will be a $25.00 fee applied to your account for any check returned by your bank.

Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing another check. There will be a maximum of three returned checks allowed for each family.

After that, any future payments must be made in cash, certified check or money order.

4.4 Absenteeism Policy

Because our program policy and licensing requirements mandate us to engage staff based on the number of children enrolled, we cannot give tuition refunds or credit for days your child is absent.

4.5 Childcare Subsidies

Park Lake Presbyterian Church Child Care **does** accept childcare subsidies. Parents of a subsidized child must complete all required paperwork on time in order to continue enrollment at Park Lake Presbyterian Church Child Care Center. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

4.6 Multiple Child Discounts

Park Lake Presbyterian Church Child Care offers a multiple child discount for one or more siblings, enrolled during the same school year.

The youngest sibling will pay the full tuition rate and any other older siblings will receive a 10 percent discount.

Discounts may only be applied when tuition payments are made on time.

The full tuition rate plus any additional late fees will be charged when the tuition payment is late, as the late tuition policy states above.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: CONFIDENTIALITY POLICY NO.: 5

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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5. Confidentiality

Within Park Lake Presbyterian Church Child Care, confidential and sensitive information will only be shared with employees of Park Lake who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Park Lake Presbyterian Church Child Care strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Park Lake Presbyterian Church Child Care.

Outside of Park Lake Presbyterian Church Child Care, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of PLPCCC, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that you may assume feel inappropriate. You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Park Lake Presbyterian Church Child Care are strictly prohibited from discussing anything about another child with you.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT — POLICY NO.: 6

CHILDCARE COMMITTEE: APPROVED — DATE: 2019 – 2020 School Year

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6. Mandated Reporting of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Park Lake Presbyterian Church Child Care are considered mandated reporters, under this law. The employees of Park Lake Presbyterian Childcare are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Park Lake Presbyterian Church Child Care take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As a mandated reporter, the staff of Park Lake Presbyterian Church Child Care can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: PARENT CODE OF CONDUCT POLICY NO.: 7

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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7. Parent Code of Conduct

Park Lake Presbyterian Church Child Care requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Park Lake Presbyterian Church Child Care is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of PLPCCC it is also the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

7.1 Swearing/Cursing:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language directed toward members of the staff be tolerated.

7.2 Threatening of Employees, Children, Parents or Adults Associated with Park Lake Presbyterian Church Child Care:

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

7.3 Physical/Verbal Punishment of Your Child or Other Children at PLPCCC:

Park Lake Presbyterian Church Child Care does not support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about a behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

7.4 Smoking:

For the health of all PLPCCC employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of PLPCCC. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

7.5 Violations of the Safety Policy:

Parents are required to follow all safety procedures at all times. These procedures are designed to protect the welfare and best interest of the employees, children and associates of Park Lake Presbyterian Church Child Care. Please be particularly mindful of Park Lake Presbyterian Church Child Care entrance procedures. We all like to be polite. However, we need to be

careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

7.6 Confrontational Interactions with Employees, Other Parents or Associates of PLPCCC:

While it is understood that parents may not always agree with the employees of PLPCCC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

All conflicts and concerns will be addressed and handled by the Director of the center. If a parent needs further resolution, a written request may be made to the Child Care Committee for review. In most cases the decision of the Director will be supported but the Child Care Committee reserves the right to amend that decision, if warranted. The Child Care Committee decision is final.

7.7 Violations of the Confidentiality Policy:

Park Lake Presbyterian Childcare takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with PLPCCC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

PARK LAKE PRESBYTERIAN CHILDCARE

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS POLICY NO.: 8

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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8. Parent's Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Park Lake Presbyterian Church Child Care, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) PLPCCC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Park Lake Presbyterian Church Child Care, **both** parents shall be afforded equal access to their child as stipulated by law. We cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, PLPCCC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. PLPCCC Staff have been instructed to contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the childcare facility only at the discretion of the Center Director. An employee of Park Lake Presbyterian Church Child Care will accompany visitors at all times, throughout the center.

The Center will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, PLPCCC can not have a child at the agency when the child's parent is prohibited access. PLPCCC will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: DISMISSAL POLICY NO.: 9

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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9. Dismissal

Park Lake Presbyterian Childcare reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within ten days of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 10 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within 24 hours of the dismissal.

Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. PLPCC will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: WITHDRAWAL POLICY NO.: 10

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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10. Withdrawal

Two weeks written notice is required when withdrawing a child for any reason. If the required notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for up to two additional weeks.

The parents and child, following their last day of enrollment, are considered visitors and are not permitted to re-enter agency property without permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: ARRIVAL PROCEDURES POLICY NO.: 11

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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11. Arrival Procedures

Upon arrival at PLPCCC, the parents or the adult dropping the child off must sign the child into the kiosk located in the lobby. Children are required to be escorted, by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

PLPCCC discourages parents from sneaking away from their child. Some children exhibit separation anxiety when it is time for their parent to leave. We believe it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of PLPCCC are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day. Parents are required to follow the school's medication policy if their child must receive medication during the course of the day.

Park Lake Presbyterian Church Child Care provides a morning breakfast for children. Any child arriving at the center after the posted mealtime, will not be provided breakfast. Parents who bring their child later than mealtime are required to feed their child a nutritious and filling breakfast prior to arriving at PLPCCC. Parents who send their child to school without having been fed breakfast will be considered to be neglectful of their children's nutritional needs and will be reported to the appropriate authorities as provided for in the Child Protective Services Act.

11.1 Notification of Absence

Parents are required to inform the center, if their child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If a child is absent from the center for a period of two weeks and tuition has not been paid, nor the office notified, your child will be discharged from the center

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Park Lake Presbyterian Childcare will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

11.2 Agency's Right To Refuse Admission

Park Lake Presbyterian Church Child Care reserves the right to refuse admission to any child at any time with or without cause.

Park Lake Presbyterian Church Child Care strives to maintain an ample list of substitutes in anticipation of staff absences, however, should there ever be a time when substitutes are not available, classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to be in attendance.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at PLPCCC if the child were to be present at the center.
5. Parents' failure to provide accurate, up to date records, such as medical examinations and immunizations.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: DROP OFF / PICK UP PROCEDURES POLICY NO.: 12

CHILDCARE COMMITTEE: APPROVED DATE: 2021-22 School Year

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12. Pick-Up Procedures

Parents or other authorized adults are required to check their child in and out of care on the kiosk located in the lobby.

Once a child is signed out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle any person or business issues prior to signing out their child; and are required to directly exit the building once they have signed their child out of care. Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or with another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

12.1 Late Pick-Up:

Park Lake Presbyterian Childcare closes at 5:30 PM. All children should be picked up by 5:30 PM. A parent is considered late, any time after 5:30 on the time clock in the lobby. If some emergency should delay timely pick-up, please call the center and inform the staff you will be late. A late charge of $ 5.00 per minute will be assessed and applied to your tuition statement.

A child's services may be able to be terminated should the child be picked-up late on three occasions within a six-month period. After 3 late pick-ups a conference will need to held with the Director to determine continuation of services. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

12.2 Persons Appearing to Be Impaired Because of Drugs/Alcohol At Pick-Up:

The staff of Park Lake Presbyterian Church Child Care will contact local police and/or the other custodial parent should a parent appear to the staff of PLPCCC to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, PLPCCC staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of Park Lake Presbyterian Church Child Care to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of PLPCCC will contact the child's parents, local police and/or Child Protective Services to notify them of the situation.

12.3 Emergency/Alternate Pick-Up Forms:

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from the center. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the

child's day with them. We will assume that all persons are considered "In Loco Parentis" unless indicated differently on the pick-up form.

The persons on the Emergency/Alternate pick-up form will be required to provide a valid Driver's License with photo or Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Park Lake Presbyterian Church Child Care reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION POLICY NO.: 13

CHILDCARE COMMITTEE: APPROVED DATE: 2019 - 2020 School Year

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13. Emergency Closings- Inclement Weather, Pandemic and Communicable Diseases Information

In the event of an emergency closing and/or inclement weather, Park Lake Presbyterian Church Child Care will follow the same directive as the Orange County Public Schools or other government authority. If Orange County Public Schools closes because of a hurricane or weather-related emergency, so will Park Lake Presbyterian Church Child Care. In the event that Park Lake deems that we are able to re-open before Orange County would re-open, we will notify parents by text of the date. Keep tuned in to your local TV or Radio station for information related to School Closings.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made.

In the case of a pandemic or other disease related closing, we will follow the Health Department and CDC recommendations for closures and time-frame recommendations for closures.

Park Lake has designated the Parlor and hallways on the first floor as the primary safe location and will then use the Church Sanctuary as the Alternative safe Location in the event of a weather-related emergency. This location will be used to house the children in cases where the primary physical site is uninhabitable. Such scenarios include but are not limited to: fire, flood, toxic spill, and/or fumes. The Director or Assistant Director will make the determination to evacuate children from the Center and proceed to the Alternate Safe Location. Staff will notify the parents or the emergency contact person at the time of the call, of the exact pick-up location, should the children need to be evacuated from the Child Care Center.

If for any reason, the Church Sanctuary cannot be used as the Alternate Safe Location, children will be taken to the Lake Highland Preparatory School for safekeeping until all parents can be contacted for pick up.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of two school days or less. If the closure extends beyond two school days, parents will have their tuition reduced as per the following: a prorated daily amount will be credited for any days past the initial two that the center has been closed.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: PROGRAM INFORMATION POLICY NO.: 14

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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14. Program Information

14.1 Staff To Child Ratios

	STATE	NAC	VPK
Infants	4	3 - 4	
Toddlers	6	4 - 5	
Twos	11	5 - 6	
Pre-K 3's	15	8 - 9	
Pre-K 4's	15	8 - 9	
Pre-K 5's	20	10 – 12	11

14.2 Class Assignments

Descriptions

Infant	6 Weeks to 12 Months
Toddler	12 Months to 24 Months
Two	24 Months to 36 Months
Pre-K Threes	36 Months to 48 Months
Pre-K Fours	42 Months to 59 Months
Pre-K Fives	48 Months to 70 Months
VPK	Must be 4 years on or before September 1st

NOTE: Children will be promoted from one class level to the next level based upon multiple considerations: the child's age, the child's maturational level, and space permitting.

14.3 Nap Time

Children are given an opportunity to rest after lunch each day. In recognizing that all children are different and have different needs. We do not insist that all children fall asleep. However, it is necessary for them to rest quietly on their cots during this time period. If a child does not sleep, they will be given the opportunity to look at books or quietly entertain themselves while the other children are resting. Parents may send a small blanket and /or a small, soft toy for sleeping. There are some blankets available at the center, if needed. We ask that parents take home your child's belongings each Friday, wash the blanket and restock used items for the following Monday for use that week.

14.4 Nutrition and Physical Activity

At Park Lake Presbyterian Church Child Care Center we support children's healthy eating. We serve a nutritious Breakfast, Lunch, and Snack daily to all children encouraging them, but not forcing them to eat healthy. Park Lake teachers will role model positive nutritional behaviors, by sitting with the children and eating the same meals.

All food is prepared on the premises by our cook, who holds a Serve-Safe Certification, accredited by the American National Standards Institute (ANSI) as a Certified Food Manager. The foods used are chosen and prepared according to the guidelines of the Federal Child Care Food Program. A Vegetarian alternative is available upon request. A menu is posted each Monday morning detailing the meals for that week.

Children who have a Milk, Food Allergy, or Intolerance are required to complete a form documenting this information. Reasonable modifications will be made for children with special needs that restrict their diet.

Children of parents who have a non-medical Milk or Food preference for their child must provide a written statement of their preferences. Park Lake will honor parental preferences however the child care facility is not required to provide modifications. Whenever possible the facility may provide a substitution to accommodate.

Park Lake provides nutritional education to staff and children to teach them how to make healthy choices.
Park Lake provides access to drinking water at all times, clearly visible for children indoors and outdoors.

All age groups:

For the safety of your child, parents should always provide written notification of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Park Lake Presbyterian Church Child Care never uses food as a punishment. Children will never be denied participation in meals or snack time for behavior reasons.

Food items may not be given to children as a reward for good behavior, nor can food items be withheld from children as a punishment. Food may be used for classroom lessons, or teaching moments.

Infants (6 weeks through 12 months):

Park Lake Presbyterian Church Child Care provides two types of formula, milk-based and soy-based, bottled water, jarred foods, and cereals for all infant meals. If the parent chooses to provide breast milk or an alternative formula they may, however all food items brought into the center for consumption must be prepared and labeled each day for the child in attendance. This includes formula/breast milk bottles, baby food, snacks, and any juice bottles. All pre-filled bottles must be stored in the infant designated refrigerator and if needed, will be warmed in a water bath prior to feeding. All bottles must be taken home each night by the parents to be sanitized. Licensing prohibits any microwave use.

Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food jars. Food will be placed in a individual bowl for serving each child. Staff will mix baby cereal just prior to feedings. All unused food remaining after feeding will be discarded. Feeding is based on each infant's schedule as well as hunger and fullness clues.

Parents are required to complete a feeding schedule for their child and update as their child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Mothers are welcome to breastfeed in the classroom area or they may elect to use a more private space. If you desire to come to the center to breastfeed your child, please make the classroom aware of your preference.

Parents may provide food from home while their child is the Infant room, once the child transitions to the Toddler Room they will be served center provided menu items.

12 months and older:

Park Lake Presbyterian Church Child Care offers all children breakfast at approximately 8:30 a.m., and lunch beginning with Toddlers at 11:30 a.m. and ending at 1:00 p.m. with the Pre-K. An afternoon snack is served to all children at approximately 2:30 p.m.

All meals are served family style with the children and teachers, sitting at tables together, to promote good manners, eating habits and socialization skills. Meals are well balanced and include low sodium, low sugar and as few preservatives as possible. Milk is served with breakfast and lunch.

Park Lake Presbyterian Church Child Care will provide a healthy snack. Water or juice will be served with snack when 2 components are served.

A current weekly menu is posted in each classroom and in the lobby for parents to review.

Peanut Free Center:

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, Park lake Presbyterian Church Child Care prohibits peanuts and/or foods containing peanut products. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Birthday and Holiday Celebrations

For birthday and special holiday celebrations, the following list below are foods that you are allowed to bring for the Celebration.

Mini Cupcakes
Angel Food Cake w/fruit
Mini Muffins
Yogurt cups
Cookie
Cheese squares (no sticks or cubes)
Fruits
Vegetables
Non- Dairy Whipped Topping
Popsicles
Crackers

(If your child has an allergy to any of the above foods, please let the teacher know)

REMINDER – Please no items with NUTS

Classrooms will celebrate class birthdays on a monthly basis, the second Friday of the month. Parents may participate by sending party favors, paper products, and/or one of the above items from the approved list.

Remember, we emphasize healthy eating at Park Lake which is why we only celebrate Birthdays once a month.

Licensing regulations do not permit home-made food items to be brought into the childcare center. "Celebration Foods" must be store bought and in the original packaging.

BPA-free Plastics

At Park Lake we strive to make sure that our children are safe, therefore please be advised that all our plastic food containers and serving dishes are FDA approved and BPA free for use in eating. We will never use plastics that are not approved as food storage containers.

The following plastics are safe to use in food storage or serving containers.

- **Plastic #1: PET or PETE – (Polyethylene Terephthalate)**
- **Plastic #2: HDPE – (High Density Polyethylene)**
- **Plastic #4: LDPE (Low Density Polyethylene)**
- **Plastic #5: PP – (Polypropylene)**

Plastics that you should avoid using as food storage containers include:

- Plastic #3: PVC – (Polyvinyl Chloride)
- Plastic #6: PS — (Polystyrene)

Other

Plastic #7: Other – (can contain various plastics, such as Bisphenol A (BPA))

Physical Activity

To promote lifelong physical activity, Park Lake provides planned daily physical activity that is safe, engaging and appropriate for each child to safely support their physical development and health. All children are provided outdoor time daily, weather permitting.

Teachers include fun and engaging daily physical activities in their lesson plans both inside and outside. Infants are given multiple opportunities to participate in tummy time activities, buggy rides and outside time on a daily basis.

Screen Time

The use of screen time for children over the age of two is limited to only a few times a year for a special occasion or to enhance a theme-based activity. Screen time is not appropriate for children under the age of two.

14.5 Photographs

Photographs of children participating in our program may be taken from time to time. Photos will be used within the center for school or classroom projects. If photos are used on our website or any form of social media no children's names will ever be used. Your permission for photographs is included in your enrollment package.

14.6 Parent Communication

One of the most important forms of communication is the Parent Bulletin Boards. Bulletin boards display the weekly menu, licensing certificates and general information for parents. E-mail blasts are sent to families when important information needs to be transmitted. Texts are sent when important information needs to be imparted quickly. An informative newsletter about their children's weekly activities and center-related activities is published monthly. The Director may provide copies of communications she receives, to lets parents know about issues that may affect our childcare and the education of young children.

If parents have any questions or concerns, the Director and/or the Curriculum Director are always available. Parents may telephone, e-mail or personally discuss any issue or complaint they may have. If there is a need for further resolution, concerns may be expressed to the Child Care Committee for further investigation. The Child Care Committee will determine the final outcome.

14.7 Parent Teacher Conferences / ASQ Assessments

Annual Parent-Teacher conferences are held during September/October and April/May. Additional Parent-Teacher conferences can be arranged at any time by calling or leaving a note for the Director indicating your request. We are always available to exchange thoughts and information regarding your

child. Children within the center are periodically assessed using the ASQ. This form of assessment is sent home with parents for their input as to their observations regarding their child's progress.

14.8 Pre-kindergarten Graduation

All children and parents are invited to participate in a short graduation ceremony with breakfast, followed by a picnic at the park on Graduation Day. (Graduation is usually the Friday before Memorial Day)

14.9 Curriculum

Park Lake Presbyterian Child Care uses *HighScope Curriculum* guidelines to implement developmentally appropriate practice in our program, educating young children in a play-based setting, with centers for interest and exploration.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: DISCIPLINE POLICY NO.: 15

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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15. Discipline Code

Park Lake Presbyterian Church Child Care teachers will never physically punish any child, nor do we consider discipline a punishment. The ultimate discipline comes from within and should not depend upon reward or punishment to insure appropriate behavior.

An important part of our teaching task involves helping children to develop inner self- discipline. This means we must provide reasonable rules, logical consequences (not punishments) for breaking those rules and be willing to give more responsibility to the children as they are able to assume it. Teachers may not physically force children to participate or to follow directions.

The use of positive discipline techniques, gentle guidance and redirection are used to help motivate children throughout their day. The anticipation of any potential problems will help to insure, that all children have a safe and harmonious environment in which to learn. Teachers are encouraged to use positive words of encouragement to help reinforce children's positive behaviors. Negative words or demeaning words are never appropriate. Park Lake teachers will spend quality time with each child after an incident, offering counseling and reflection. Children are then given an opportunity to continue their activity, or they may choose to select an alternate activity.

Children are a reflection of what they experience; patience is a skill that is learned through sharing.

Our discipline policy is consistent with Section 402.305(12), F.S, and includes standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited.

15.1 Guidance

Children need guidance. This guidance comes in many forms. It is having a routine for them to follow so they always know what to expect. It is clear directions given to the children. Your guidance leads them through the many storms that they will encounter and helps them manage their path to success.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: DISCIPLINE POLICY NO.: 15.1

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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15.2 Expulsion Code

Unfortunately, there are instances in which we may need to be remove a child from our program either for the day, on a short-term basis or even on a permanent basis. Removal from the program will be initiated only when absolutely necessary and to ensure the safety of all concerned.

CHILD ACTIONS THAT MAY CAUSE SUSPENSION OR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/ angry outbursts.
- Excessive biting
- Unsafe or reckless behavior, running away or not following directions as related to child safety.

IMMEDIATE CAUSES FOR EXPULSION

- A child is at risk for causing serious harm or injury to themselves, other children, or to a staff member.
- A parent exhibits threatening or intimidating actions toward the teaching staff or administrative staff member.
- A parent is observed verbally or physically abusing their own child or someone else's child.

Prior to Expulsion, a parent will be called and correspondence will be sent home indicating the concern. Every option will be explored by the center and the parent to resolve the concern. Assistance may be requested from the Early Learning Coalition to determine if there are any intervention options.

If the center determines that we can no longer meet the child's needs or provide the necessary accommodations the child will be removed from the center.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: ITEMS FROM HOME POLICY NO.: 16

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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16.Items from Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in items or toys from home, unless specifically requested by the classroom teacher for use as part of the class curriculum. Toy guns, knives, and any weapon related items are strictly prohibited from the center. Parents are responsible for enforcing this policy with their child.

Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy. If the parent fails to enforce these policies with their children, the staff will call the parents and require that they come to the school and retrieve the item.

Children are not allowed to bring food items into the center at anytime.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one soft, non-musical item with which to nap/rest. This item is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time. The item should be small enough to fit in your child's cubby.

All items brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Park Lake staff for safety and age-appropriateness and may be prohibited at the sole discretion of Park Lake Presbyterian Church Child Care.

Costumes are welcome during our Harvest Festival however only non-violent costumes will be allowed.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: DRESS CODE POLICY NO.: 17

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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17. Dress Code

17.1 Children:

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. If your child chooses wears a skirt or a dress to school, it is required that they wear shorts or leggings.

Parents are requested to limit dressing children in a onesie, overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to potty training and toileting.

Coats, hats, gloves, scarves and appropriate footwear must be provided in the winter months. Teachers will help change the children into their jackets when they go outdoors.

Children are not permitted to wear open toed shoes, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers, tennis shoes, or shoes with non-slip soles. In the summer months, during “water play activity” sneakers or rubber shoes may be worn, however, water shoes are preferred, as they will better protect their feet from injury. No Flip Flops, open toed or open heel shoes are permitted. No crocs, due to safety concerns.

Children ages 3 through 5 are required to have one complete seasonably and size appropriate change of clothing at the center at all times. Children under 3 years of age are required to have two complete seasonably and size appropriate, changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items should be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, bathing suits, towels and shoes. Park Lake is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Park Lake cannot to be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry, if it is discovered after the parent leaves.

Hair accessories like beads, barrettes and bobby pins are considered to be safety hazards. When choosing accessories for your children, please be mindful of the potential safety issues they may present not only for your child, but also for the other, especially younger children attending Park Lake.

Park Lake Presbyterian Church Child Care is not responsible for damage to or loss of and articles of clothing.

17.2 Parents:

Clothing:

Parents are required to wear appropriate clothing while at the center or involved in any center-sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see-through articles of clothing. Anything with suggestive or vulgar language, anything with drug related or violent content is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door, prior to entering the classroom.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: PARENT PARTICIPATION/VOLUNTEERS POLICY NO.: 18

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

18. Parent Participation/Volunteers

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate at the child care center. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events. Park Lake Presbyterian Church Child Care has an active Parent Committee that works throughout the year on fundraisers and school projects. Opportunities for participation may be found on the parent bulletin board and/or in the monthly newsletter.

Any parent who wishes to volunteer in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to work in the classroom.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesday and Wednesday, then parent will only be able to volunteer on those days. Parents with" visitation only" (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

PARK LAKE PRESBYTERIAN CHURCH CHILD CARE

POLICY: HEALTH AND SAFETY POLICY NO.: 19

CHILDCARE COMMITTEE: APPROVED DATE: 2019 – 2020 School Year

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19. Health and Safety

19.1 Pre-enrollment Requirements:

Each parent is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance.

Enrolling children are required to have a physical examination form filled out by a licensed medical professional prior to enrollment. An updated Physical Examination form must be provided to the center every 2 years to remain in attendance, as required by Florida State law.

Enrolling children are also required to have proof of up-to-date immunizations prior to enrollment. Immunization records must be always be kept current to remain in attendance, as required by Florida State law. This follows the standards and policies of the American Academy of Pediatrics, The Center for Disease Control, and the American Council on Immunization and Prevention.

Park Lake Presbyterian does not accept Religious Exemption Certificates in lieu of immunizations.

Medical exemptions will require a letter from your child's physician explaining the exemption, which will be reviewed by the school's medical consultants. The medical consultants will then make a recommendation to our commission, who will make a decision regarding enrollment.

19.2 Children with Severe Allergies:

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a

copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the center director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Park Lake from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided PLPCCC exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

19.3 Communicable Diseases:

Children, especially those who are new to a childcare setting, are expected to be sick 8-12 times a year. In subsequent years of childcare and school attendance, the number of illnesses should decrease as exposure to infectious agents (i.e., bacteria and viruses) leads to rapid development of the immune system. Though, sickness is common in childcare, there are conditions that require exclusion from childcare/school.

A child should remain home, and may otherwise be sent home, if the illness:

1. *Results in a need for one-on-one care that is greater than staff members can provide without compromising the health and safety of other children.*
2. *Prevents the child from comfortably participating in activities due to irritability, persistent crying, difficulty breathing, and/or a spreading rash.*
3. *Results in a fever (temperature of 101F by any method). Children excluded from the program due to a fever may not return to the program until they are fever free,* ***without fever reducing medication****, for a full 24-hour period. Therefore, when your child is sent home, due to a fever, he/she is not permitted to return to the program until the second day following the fever at a minimum.*
4. *Results in excessive diarrhea or vomiting (2 or more times with a 24-hour period). Children may return to the program after 24 hours (one full day out) providing normal bowel movements have resumed.*

Park Lake Presbyterian Church Child Care follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is available on-line for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification. If a parent is contacted, but unable for any reason to pick-up their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick-up with someone else, preferably already listed on the child's emergency contact card. The staff will **not** continue to call persons listed on the emergency contact list once a parent has been contacted. However, if a parent cannot be reached, the staff will continue to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. If a child shows symptoms of a possibly contagious nature, the child will remain isolated, in the Director's office until picked up. If a child is not picked up as required, more than once, the center reserves the right to remove the child from the program.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Park Lake Presbyterian Church Child Care reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Park Lake Presbyterian Church Child Care Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

COVID-19 Pandemic Illness Policy

During this current pandemic we have had to amend our illness policy to be in alignment with what the CDC says about how to determine whether or not a person may have COVID-19. This particular virus manifests itself like many other everyday illnesses, therefore making it more difficult to determine whether a person has COVID-19 or the common cold, flu or other respiratory illness. Only testing can determine whether or not it is COVID-19.

Most common symptoms include:

- Fever
- Dry cough
- Tiredness

Less common symptoms:

- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- a rash on skin, or discoloration of fingers or toes

Serious symptoms:

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech of movement

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.
On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days

If a child has any of the above symptoms, the parent will be asked to pick them up from the Center and **watch them for up to 72 hours** to determine whether or not there needs to be testing done. The Director will work together with the parent in determining what the next steps need to be in order for the child to return. These steps may include: monitoring the child for 3 days, taking the child to the doctor or getting a PCR Covid test.

19.4 Biting:

Park Lake Presbyterian Church Child Care recognizes that biting is a developmentally appropriate behavior for children in the infant through 2-year old classroom. Parents with children in these classrooms should be aware that their child may be bitten, and/or that their child may bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you

remember that this is a developmentally appropriate behavior, and that the staff is working to identify situations which may provoke, or elicit this behavior, so that it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to aid in reducing the frequency of this behavior. Continued biting, severe or uncontrolled biting may result in a child's services being terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use appropriate discipline procedures as outlined in the discipline section of this handbook, as well as observe the child to determine what may provoke or elicit the behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's services terminated.
Furthermore, children who bite multiple times in a school year may have their services terminated, since the safety of all the children in the program is of the utmost concern of Park Lake Presbyterian Child Care Center.

Parents will be notified by incident/accident report that a biting incident has occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Park Lake Presbyterian Church Child Care cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

19.5 Dispensing Medication:

Park Lake Presbyterian Church Child Care will **only** dispense over-the-counter and/or prescription medication that is in the original, labeled container, and date is not expired and is accompanied by a doctor's note with explicit dosage and administration instructions. Park Lake will not administer the initial dosage of any medication. Park Lake will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the inclusive dates the medication is to be given. Medicines must be kept in the Director's office and may only be administered to a child by someone who has been

trained to administer medicine. At this time, only staff members who hold a Director Credential are permitted to administer medicine.

Parents are required to complete a Medication Form each week that medication is to be dispensed. Medication Forms can be found both in the classroom and in the director's office. Medication Forms, doctor's notes and medication are to be turned into the center director at the end of each week.

Park Lake Presbyterian Church Child Care will **not** dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) **without** a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply a bottle of the fever reducing/pain medication in the original container, clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Staff will inform the parent or emergency contact person if it becomes necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

For medications delivered by device, *(i.e. Epi pens and Nebulizers)* parents must provide written instructions and indications for use that include signs and symptoms that medication is needed. Parents must demonstrate use of the device and any special care after use. Documentation for use of and administration of is included on the medication form, including date and staff person who administered the medication. Medications, delivered by device, may only be administered by a staff member who holds a current Director Credential and has been instructed in the use of the device.

19.6 Fire/Emergency Drills:

Park Lake Presbyterian Church Child Care conducts monthly emergency drills. They include Fire/Emergency Evacuation, Shelter-in-place and Lock Down procedures. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of our fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child in or out of the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher if the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick-up policy, children must be picked up within 45 minutes of the telephone call.

19.7 Alternative Safe Location:

Should the administration of Park Lake Presbyterian Church Child Care or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the sanctuary of the church. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.
If for any reason, we are unable to use the first Alternate Location (inside the sanctuary) we will use the second Alternate Location which is The Lake. Lake Highland School. Parents will be advised of where their child is being held and the directions for pick-up at the time of phone notification.

19.8 Incident/Accident Reports:

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be folded and clipped to the sign-out sheet. Please sign this form and return to your child's teacher. A copy of the incident/accident report will be provided to the parent at the time of signing.

Parents or persons designated to act "in loco parentis" may sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

19.9 Firearms and Weapons:

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

20 Staff Employment by Client's

Parents are prohibited from soliciting any staff member for the purpose of "permanent employment". Parents who seek to employ PLPCCC staff during center hours of operation will have their services terminated. PLPCCC staff who choose to accept employment by current or former clients of PLPCCC that interferes with their job requirements at PLPCCC will be terminated.

"Permanent employment" refers to any relationship outside of the agency's services, which involves an employee of PLPCCC to interact with a current or former client's of PLPCCC in a capacity that would affect their current employment with PLPCCC.

This does not refer to occasionally evening or weekend baby-sitting/nanny services. However, if an employee will be picking-up or dropping-off a child (children) to the center, the employee must be authorized on the Parent Emergency Card, and the parent must sign a form that indemnifies Park Lake Presbyterian Church Child Care from any liability.

20.10 Anti-Idling Policy

Park Lake Presbyterian Child Care Center has instituted a *vehicle idling policy* at the school. All persons operating vehicles at the school should adhere to the following guidelines:

- When waiting for students to be picked up, all engines should be shut off.
- All drivers should turn off engines when they arrive at school and when they expect to be parked for more than 10 seconds.
- If idling is necessary for temperature control, please restrict it to no more than 5 minutes.

We are implementing this policy to reduce the students' exposure to air toxics emitted in the exhaust of idling vehicles.

Idling vehicles contribute to air pollution and emit ***air toxins,***
which are pollutants known or suspected to cause
cancer or other serious health effects*.*

We encourage you to eliminate unnecessary idling not only at our school but anywhere you are waiting for more than 10 seconds. This simple change will improve the air our children breathe, as well as the air quality in our neighborhoods.

FORM B **Park Lake Presbyterian Church Child Care Center**

AUTHORIZATION FOR EMERGENCY CARE OF CHILDREN WITH SEVERE ALLERGIES

Date:_____

Dear Health Care Provider,

Your patient,_____ is enrolled in Park Lake Presbyterian Church Child Care Center and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at Park lake Presbyterian Church Child Care Center so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Park lake Presbyterian Church Child Care Center.

PART I (to be completed by a Licensed Health Care Provider)

Child's Name:_____Child's Birth Date:_____
_____

Known Allergens: (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

_____ Bee Sting

_____ Other Insect Bite(s): (identify):_____

_____ Animal(s): (identify): _____

_____ Food Allergy: (all foods or groups of foods that must be avoided):

_____

_____

_____Other: (identify): _____

SYMPTOMS: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

_____Shortness of Breath

_____Swelling of the Face or Lips
_____Hives

_____Vomiting

_____Diarrhea

_____Other: (explain):_____

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

_____Administer the following Medication: (provide name, dosage, and method of administration):_____
_____

_____Administer EPI-PEN: (provide instructions for administration)

_____Call Emergency Medical Services (911)

_____Call the child's parent or guardian

_____Other (explain): _____

_____DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities. [ ] yes [ ] no

2. Recreational Activity Restrictions: [ ] none [ ] some restrictions (explain recreational activity restrictions): _____
   _____
   _____

HEALTH CARE PROVIDER INFORMATION:

Office: _____

Name: _____

Address: _____

Phone #: _____ Fax #: _____

Signature: _____ Date: _____

PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)

By signing this form, I/We authorize Park Lake Presbyterian Church Child Care to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every two (2) years, or sooner if my/our child's needs change.

PARENT(S)/LEGAL GUARDIAN(S):

Name: _____ Relationship: _____

Address: _____

Phone #: _____Cell Phone #: _____

Emergency Contact #: _____

Signature: _____ Date: _____

Name: _____ Relationship: _____

Address: _____

Phone #: _____Cell Phone #: _____

Emergency Contact #: _____

Signature: _____ Date: _____

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Park Lake Presbyterian Church Child Care Center] on _____ (date).

This Form must be updated _____ (date).

Received By: (Print Name) _____

Signature: _____

Title: _____

FORM B-1 **Park Lake Presbyterian Church Child Care Center**

RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this _____ day of _____, 20___, by and between Park Lake Presbyterian Church Child Care Center and _____ , _____ (Parent(s)/Legal Guardians) whom are the Parent(s) and/or Legal Guardian(s) of _____ (child's name).

WHEREAS, Park Lake Presbyterian Church Child Care Center provides child care services and the Parent(s)/Legal Guardian(s) have engaged Park Lake Presbyterian Church Child Care Center to provide child care services for ____ _____ (child's name);

WHEREAS, Park Lake Presbyterian Church Child Care Center has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Park Lake Presbyterian Church Child Care Center's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Park Lake Presbyterian Church Child Care Center and its employees or agents from any liability arising in law or equity as a result of Park Lake Presbyterian Church Child Care's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies From" (hereinafter referred to as the

"Authorization"), provided that Park lake Presbyterian Church Child Care Center has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.

2. This Release shall be governed by the laws of the State of Florida which is the location of the facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications) that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Park Lake Presbyterian Church Child Care center shall include Park Lake Presbyterian Church Child Care its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Representative: (print) _____

Signature: _____

Title: _____

Date: _____

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

FORM B-2 **Park Lake Presbyterian Church Child Care Center**

RELEASE AND WAIVER OF LIABILITY FOR EXTRA-CURRICULAR EVENTS ON CAMPUS

This is a RELEASE AND WAIVER OF LIABILITY FOR outside companies that Park Lake chooses to have on their campus, such as, but not limited to, Martial Arts classes, Lake Highland drama club event, Park Lake VBS program, etc. (hereinafter, referred to as the "Release")

Made this _____ day of _____, 20___, by and between Park Lake Presbyterian Church Child Care Center and _____ , _____ (Parent(s)/Legal Guardians) whom are the Parent(s) and/or Legal Guardian(s) of _____ (child's name).

WHEREAS, Park Lake Presbyterian Church Child Care Center provides child care services and the Parent(s)/Legal Guardian(s) have engaged Park Lake Presbyterian Church Child Care Center to provide child care services for ____ _____ (child's name);

WHEREAS, Park Lake Presbyterian Church Child Care Center has been requested by the Parent(s)/Legal Guardian(s) to offer extracurricular activities all in accordance with and subject to Park Lake Presbyterian Church Child Care Center's policy for children on campus.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Park Lake Presbyterian Church Child Care Center and its employees or agents from any liability arising in law or equity as a result of Park Lake Presbyterian Church Child Care's employees or agents providing extracurricular events/programs, provided that Park lake Presbyterian Church Child Care Center has provided reasonable care in accordance with their Parent Handbook.
2. This Release shall be governed by the laws of the State of Florida which is the location of the facility in which the child is enrolled, excluding its choice of law Provisions.

3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Handbook that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Park Lake Presbyterian Church Child Care center shall include Park Lake Presbyterian Church Child Care its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Representative: (print) _____

Signature: _____

Title: _____

Date: _____

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____