

# LINKS for Learning Parent Handbook

## Summer 2018

### General Rules for Participants

- All school rules, as defined by the Student School Handbook, will be enforced.
  - Respect all staff, other participants, and property.
  - No inappropriate language, fighting, or stealing.
  - Follow all directions first time given.
  - Participants must always sign out upon leaving at the end of the day to ensure their safety.
  - Children must be toilet trained and able to clean up bathroom accidents themselves. LINKS staff is unable to toilet children on a regular basis.
- \*If a child is unable to respond to redirection on a continual basis or their behavior is disruptive to the point they are unable to successfully join the rest of the class, an incident report will be filled out and parents will be immediately contacted as well as the Program Director. After the third incident, the child will be asked to leave the program. A child may be removed from the program for a single severe incident or if the child leaves the premises.

### Attendance Policy

Attendance is taken daily of all children attending LINKS. Parents are responsible for notifying LINKS staff when their child will be absent from LINKS. Notification can take place in the form of an email, text or phone call by 9:00 a.m. The LINKS phone number is 223-5288. Consistent and regular attendance is an important part of LINKS programming. Due to increase demand, 2 unexcused absences will terminate your child's summer enrollment.

### Illness and Injuries

The staff is certified in CPR/First Aid. If a child experiences a minor, non-emergency injury, a staff member will inform the parent at pick-up time. Depending upon the severity and circumstances of the injury, an incident/accident report may need to be filled out. In case of serious injury or illness, emergency procedures will be followed. Appropriate staff will administer basic first aid. If necessary, 911 will be called and an ambulance will be sent for. Parents/legal guardian and/or emergency contacts will be called. LINKS staff will accompany the child to the emergency facility. Parents will be called if a child becomes ill (nausea, fever, etc.) and parents will be asked to pick up the child as soon as possible.

## **Emergency Protocol**

School protocol will be followed if there is ever an emergency. In the case of an evacuation, Activity Coordinators will contact parents as soon as the children are safe and secure. If a medical emergency occurs while on a field trip, 911 will be called immediately! Then the parent/guardian will be called as well as the Program Director. Children will be loaded on the bus to meet the ambulance in route. LINKS' staff will perform any necessary first aid/CPR until a medical professional is able to take over. The parent is responsible for payment of all emergency medical treatment.

## **Field Trips**

LINKS for Learning believes it is important to provide opportunities for children to visit various locations and participate in enriching activities throughout the area. Transportation is provided in busses or if the site is within walking distant, we will walk as a group. Parents are informed in advance of all field trips. Parents sign a universal field trip form at the beginning of the summer; however Activity Coordinators will post reminders of planned trips on or near the classroom door. A child's behavior in the program and on field trips determines their ability to attend future trips. Emergency forms accompany the group on all field trips.

## **Transportation**

Transportation is the responsibility of the parents/guardians. For a child's safety it is necessary to have direct communication between parent/guardian and LINKS' staff before a child may be released to walk or bike home from the site. This may occur by written note, an email or phone call to the LINKS' staff. LINKS' staff may only transport a student in a case of a life threatening emergency. An example of this would be on field trips that are out of town (Pine Creek, etc.) and no bus is at the site. Transportation of this sort is only applicable in extreme situations! Parents are responsible for transporting their child/children to and from other activities such as swimming lessons, etc. Parents are expected to communicate with the LINKS staff when such activities take place and to sign their child/children out and back in when returning to LINKS.

## **Sign Out Policy**

Parents or other authorized persons must sign their child out of the program each day. Sign-out sheets will be located by the door of each classroom. Authorized persons are specified by the parent/guardian and are the only people allowed to pick up. Staff members may ask for proper identification until they become familiar with persons authorized to pick up your child.

## Communication

There will be times in which the LINKS' staff will need to communicate upcoming events and changes. We will post notices by the sign-out sheets. We will also communicate with you through either email or text messaging, which ever you prefer. Another way you can keep up on events and activities is to "like" us on Facebook

**Please fill out the following information and return to the  
LINKS for Learning office.**

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I have received and understand the policies listed in the LINKS for Learning Parent Handbook. I understand that I am responsible for inquiring about any questions I may have concerning LINKS for Learning policies and/or invoicing. I understand questions can be addressed to the Activity Coordinators or to the Program Director, at 223-5288.

Parent Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

I would prefer to be contacted by:

Email, my email is \_\_\_\_\_

Text messaging, my phone number is \_\_\_\_\_

Both so I will be sure to get the message!