

## Parent Handbook Policy

---

Attention Parents,

The Parent Handbook has been updated to add new policies and practices in place addressing inclusion, confidentiality of child records, and family engagement. Please read carefully and keep it for future reference.

### Inclusion

I believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. I will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

### Confidentiality

Unless I receive your written consent, information regarding your child will not be released, with the exception of that required by our regulatory and partnering agencies. All records concerning children in my program are confidential.

### Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. Nursing parents are welcome to nurse and feed their infants. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times. Visit our classroom, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children.

### Family Activities

#### At-Home Learning Activities for Children

Our Family Connections activities offer parents fun ways to extend their child's learning opportunities beyond the classroom. These are activities done at home, for infants through school-age children and parents. The activities cover key developmental and academic areas, including social skills, language acquisition, science, math, learning to read, and more.

### Parent Teacher Organization - PTO

Our program offers a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role. Our PTO meets quarterly to discuss any concerns about child development, methods for handling educational situations in the home, and provide input into our plan for the program.