

Parent Handbook School-Age Programs

Updated July 2024



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Our Philosophy

At Scribbles Center for Learning, Inc., we believe that by providing our children with quality child care services, fun learning and play environments, and enriching opportunities, we will be giving them a head start on learning. We have a play-based curriculum aligned with the state's early learning standards that will provide our children with a solid learning foundation. Our center is one that instills the values of love, joy, peace, tolerance, patience, kindness, goodness, gentleness, and self-control. We will expect these attributes of both our staff as well as any parent wishing to use our day care services.

Our goals clearly reflect these values and include:

Goals for the child

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences that contributes to the developmental needs of the child.
3. To develop confidence and self-esteem with each child through:
 - a. Interaction with supportive adults
 - b. A structured setting
 - c. Developmental activities
 - d. The use of positive discipline techniques
4. To provide opportunities for meaningful play that is based on the child's individual needs, interests, abilities and disabilities and that will build important foundations for all future academic pursuits.

Goals for the parents

1. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interests and needs of children.
2. To provide optimal care for the child while the parents must be away.
3. To provide opportunities to grow in the understanding of child development and parenting skills.

Goals for the community

1. To help meet the needs of our community for an early childhood education facility on the northeast side of Bloomington/Normal.
2. To contribute to the wholesome growth and development of the future citizens of our community.
3. To provide opportunities for community members to enrich their knowledge and parenting skills by offering programming beneficial to these goals.
4. To help raise the standard of care and the level of understanding of what quality care entails.

5. To form meaningful and productive partnerships with community organizations including the local school districts, higher education institutions, social service agencies and other community venues.

Organizational Structure:

The organizational structure of Scribbles is designed to provide the optimal care and learning experiences for your child. A view of the organization is displayed below.

Andrew Hunt	Company President
Leanne Macrowski	Program Director
Audriana Nechkash	School-Age Director
Allyson Uphoff	Assistant Director of School-Age
Kensey Perry	Assistant Director of Business Management

Each Program has a Lead Teacher and 1-6 Assistant Teachers.

Parent Participation

Staff members at Scribbles Center for Learning, Inc. believe parents, legal guardians and family members are the most important influences in a child's life. Our goal, at every age level, is to partner with parents and legal guardians in keeping children safe, promoting good health, providing loving care, and developing optimal learning opportunities. Research proves that children thrive when parents and legal guardians are interested and actively involved in their lives. **Parents, legal guardians and approved family members are free to visit Scribbles Center for Learning, Inc. at any time.** Parents and legal guardians are invited to attend and participate in activities, center-wide events and parent meetings.

Enrollment

Enrollment Information

When applications are received, the child's name is placed on a waiting list in the order received. If an opening is there or occurs in the child's age group, parents are contacted and given 24 hours to accept or decline. If the opening is declined, the child's name will move to the bottom of the list with no guarantee as to the next available opening. Applications will remain active for the remainder for the school year. We will make every effort to accommodate a family's need for care, but parents may need to consider an earlier opening or may need to wait for space to become available.

A **nonrefundable** application fee shall be paid upon application. Upon accepting a space, we require a \$100 security deposit, which will be held for the last two weeks of tuition provided a minimum of two

weeks' notice is given. The deposit will remain on the account as long as the child is in continuous enrollment throughout the year.

Families using funding through the Department of Human Services (DHS), the Department of Children and Family Services (DCFS), or Child Care Aware of America (CCA), are responsible for payment of tuition until approval has been received at the Center. It is the responsibility of the parent/guardian to complete and submit all application paperwork to DHS, DCFS or CCA prior to enrollment so coverage will begin as of the first day. Attendance must remain above 70% for DCFS and 80% for DHS to be enrolled and to allow for full payment from DHS/DCFS. Families will be responsible for any remaining account balance not covered by DHS/DCFS/CCA.

The enrollment packet includes forms that are required by the Department of Children and Family Services (DCFS) and must be in our files before a child's first day. Enrollment will not be considered complete until all the necessary forms have been received. Effective May 2010, The Department of Children and Family Services requires that parents submit a certified copy of the child's birth certificate per The Missing Children Records Act.

Children with special needs are admitted based on our ability to meet their needs in the context of a large group care program. Parents will be asked to share professional evaluations during the enrollment process when necessary to determine how best to meet the needs of the child. All enrollment decisions for children with special needs are made cooperatively with the family, the child's therapists, and Scribbles teachers and administrative team.

Prior to starting, families have the option to attend an orientation. During this time, a program administrator will review all paperwork and materials with the family.

Termination of the Agreement

A child may be dismissed from the center for any of the following reasons;

1. Parents or legal guardians of the child allow their account to become delinquent.
2. Failure of the parents or legal guardians to honor the obligations listed in this handbook or in any rules, regulations, or manuals provided by Scribbles Center for Learning, Inc.
3. The Center in its' sole and unfettered discretion determines that it is unable to meet the needs of the child.
4. The Center in its' sole and unfettered discretion determines that it is not in the best interest of the center or other children enrolled at the center to have the child in attendance.
5. Failure of the child's parents or legal guardians to cooperate with the Center which the Center determines in its' sole and unfettered discretion is serious enough to warrant termination.
6. The Center in its' sole and unfettered discretion determines that the parents or legal guardians of any child are a detriment to the Center or its reputation.
7. If dismissal occurs for any reasons listed in #3 above, referrals will be made to help with replacement care.

Procedure

In exercising its discretion under numbers 2,3,4 and 5 above, the center may require the child and/or the child’s parents or legal guardians to attend a conference(s) with the school personnel regarding the matters that potentially warrant termination of the agreement. The child’s parents or legal guardians may request a conference with school personnel regarding the matters that potentially warrant termination, but Scribbles Center for Learning, Inc. shall have no obligation to grant any such request. The President, Director and staff of Scribbles Center for Learning, Inc. shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this agreement.

Modification Clause

This agreement may be modified whenever any of the circumstances covered by this agreement change. Such modifications may only be made in writing, and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition. This document was revised on 7/9/24 and supersedes all preceding versions of this agreement.

Other

This provides that:

The parties to this agreement are aware of the Department of Children and Family Services’ right to interview the child and the school staff, and to inspect and audit all records maintained by Scribbles Center for Learning, Inc., without securing the prior consent of anyone. The parties are also aware of the licensing agency’s right to observe the physical condition of the child, including conditions indicating abuse or neglect, and to have a license medical professional physically examine the child.

Covenant Not to Compete

1. Families agree not to solicit or accept employment by any employee employed by Scribbles Center for Learning, Inc.
2. Families agree not to solicit or accept employment by any former employee of Scribbles Center for Learning, Inc. for a period of at least 60 days from separation of employment at Scribbles Center for Learning, Inc.
3. Families agree not to compete with Scribbles Center for Learning, Inc. in the practice of child care or early childhood education while attending Scribbles Center for Learning, Inc. and for a period of 60 days after separation of care with Scribbles Center for Learning, Inc.
4. For purposes of this covenant not to compete, competition is defined as soliciting or accepting employment by, or rendering professional services to, any person or organization that is or was a client of Scribbles Center for Learning, Inc.

Arrival and Departure

Benjamin/Pepper Ridge/Hudson Sites

Parents must drop off and pick-up in the area where the children are located i.e., gym or cafeteria. Children will be escorted to proper areas at the end of the morning session (if at Hudson for Before School). In the afternoon, children will come to the program from their classrooms. We cannot be held responsible for getting your child to our program. We are responsible for your child when they arrive at the program, until they are picked up. Please make sure to notify your child's teacher about their after-school plans. If your child is enrolled in an after-school activity that requires them to leave our program early or arrive late, an after-school activity form must be completed and turned into the School-Age Director or the School-Age Assistant Director.

Scribbles Site

Parents must drop off and pick-up in the classroom or area where the children are located. You will need to sign-in and out at the keypad. In the afternoon, children will be picked up on the Scribbles bus and brought to the center. Please notify Scribbles administration via phone call by 1:45 pm if your child will not be picked up on the bus. If your child is signed up for early dismissal days, please notify Scribbles administration via phone call by 9:30 am if your child will not be picked up on the bus. Emails are not an approved method of calling your child out.

All Sites

Your child will be allowed to leave only with persons listed on the authorization form you completed. If someone else will be picking up your child, please write a note to the teacher/administration. If teachers are unfamiliar with the person picking up a child, they will request a photo ID. If older siblings are to be picking up, they must be listed on the emergency form and show photo ID as well. Please call and let us know of last-minute changes.

Camp

Parents must drop off and pick-up in the classroom or area where the children are located. They may not be dropped off at the door or in the foyer. It is your responsibility to make sure the teacher knows your child has arrived or departed. You will need to sign-in and out at the keypad.

Children cannot be dropped off or picked up during field trips. If your child is not here when the class leaves, you will need to wait until they return to drop off your child. For timing, safety, security, & consideration of our venue hosts, children may not be dropped off or picked up at field trip sites.

Program Schedules

We follow the Unit 5 calendar for the school year which decides our first and last days for the year as well as the full day camp schedule. We will also provide coverage for un-scheduled late starts due to extreme cold temperatures. We will not provide coverage for any un-scheduled late starts due to snow/ice or other access-related decision from Unit 5 in order to ensure the building and parking lots are

safe for staff and families to enter. Families are expected to pay for all days whether their child is present or not. Before/After school will not be charged for full weeks off for winter break and spring break. Tuition credits will not be given for days off school including early dismissals, institute days, school carnival days, etc. as we are required to pay our teachers and pay for the building space on these days. Care is not provided at Benjamin, Pepper Ridge, or Hudson for un-scheduled early dismissals.

We will close at 4:45 pm for after school care on the day of the school carnival for Pepper Ridge. We will **not** offer after school care the day of the Benjamin and Hudson school carnivals. Dates to be determined and announced annually.

We will offer early dismissal care at our center on a first come, first served basis. The sign up for these days will be available in the school age enrollment packet and on our website. We will pick up children from Grove, Northpoint, Prairieland and Towanda Elementary Schools and bring them back to our center if they are signed up for early dismissal camp days. After school care will not be provided at Benjamin, Pepper Ridge or Hudson Elementary Schools on early dismissal dates. Tuition credits will not be given for days off school including early dismissals. Early dismissal camp programming is a separate program from the after-school programs. Additional fees will be charged for early dismissal camp attendance. Dates to be determined and announced annually.

In the case of Unit 5 needing to transition to remote learning, we will adjust as necessary. More information will be sent out following Unit 5's announcement.

Authorization to Pick Up Child

No child will be released to a person not authorized by a parent to pick the child up. We must have written or verbal authorization for changes in this respect. All persons picking up any child must have a driver's license/photo ID. If the designated pickup person does not have his or her license/photo ID, they will not be allowed to pick up the child. This does include older siblings.

Obligations of Parents or Guardians

1. Parents and legal guardians shall abide by the parking rules of the school, including parking in marked spaces and not directly in front of the building or around the buses.
2. Parents and legal guardians shall refrain from reprimanding children of other families while on Scribbles Center for Learning, Inc. premises.
3. Parents and legal guardians will remain calm at all times while on the premises, refraining from raising their voice to any children, including their own, or any adults. The use of derogatory language will not be tolerated at any time.

Daily Routine Information

Each child shall be given assistance with personal care as needed. Please note, teachers cannot go into the restrooms with school age children.

What to Wear

In determining how to dress your child for Scribbles, consider the following:

- Think of your child's comfort and provide simple clothing that is free of complicated fastenings.
- Think of the messy art materials and other messy activities and provide clothing that is washable.
- Think of our playground and provide clothing that is sturdy.
- Think of the changeable Illinois weather and dress your child warmly.

Provide sweaters and jackets even on the first sunny fall days. It is much easier to remove an unneeded item than to put on something you do not have. Provide appropriate outer clothing including hats, mittens and boots for winter. We will have outside playtime in all but the most severe weather. Please label all outerwear with your child's name. ***No open sandals***, please. (dirt, gravel, wood chips, sand = stubbed toes.) Extra clothing should be provided in your child's backpack in case of an accident.

Nutrition

SCRIBBLES IS A NUT FREE CENTER! NO ITEMS CONTAINING ANY FORM OF PEANUT, TREE NUT, OR COCONUT, OR PROCESSED IN A FACILITY THAT ALSO PROCESSES NUTS ARE ALLOWED IN THE SCRIBBLES BUILDING, BENJAMIN, PEPPER RIDGE, OR HUDSON PROGRAMS.

We serve a healthy and nutritious morning snack and an afternoon snack. If your child arrives in the early morning, you must provide them with breakfast before arriving. **No outside food or drink can be brought into the classroom as per DCFS.** Occasionally, your child may have the opportunity to cook or otherwise prepare special food for a snack or a meal.

Parents may provide substitutions for children who, for medical reasons, may be unable to eat certain menu items. Substitutions provided by the parent must be accompanied by a doctor's note stating the nutritional requirements are still being met. Staff will not serve any food, even when accompanied by a physician's note, if it is considered a choking hazard for the child's age or does not meet nutrition policies set forth by us or DCFS. Food and beverages from home must be labeled with your child's name and date.

Cakes, candy, chocolate, and other "junk food" is not served at our program.

Birthday Information

Birthdays are special days and can be celebrated during the snack period. Your child's teacher will add special stories, songs, and so forth, to make this a special time for your child. Snacks must be prepackaged and not contain nuts. Please schedule birthday celebrations with your child's teacher at least a week in advance. If your child's birthday falls during a time when they do not attend, please feel free to schedule an "un-birthday" celebration.

We do not allow balloons as they can be extremely dangerous for young children. We also will not distribute "goody bags" as they often have candy or items considered choking hazards. These items are best reserved for your child's birthday party outside of the center.

Items from Home

We ask that you leave your child's toys at home or in your car, including any and all electronic devices such as iPads, Kindles, etc. If an item is brought to the classroom, it will be held by the teacher or administration for safe keeping until a parent picks it up. We are not responsible for lost or broken items brought from home. When items or toys are brought in for a school event, they must remain in your child's backpack while in the before/after school program.

Wellness Policy Information

Children's physicals are required to be updated annually. Immunizations are required to be up to date. A child overdue on immunizations may be excluded until he/she is brought up-to-date. Every staff member should be aware of any physical disabilities or other physical requirements a child has.

The Health and Safety of Your Child

Your child's health is very important to us. Upon enrollment, you must submit a physical form signed by a physician. We also require each child to have certain standard immunizations, TB clearance and lead screening. If you choose an alternate immunization schedule, and a vaccine preventable disease is documented to be in the area, your child will be excluded from care. In this case, parents/guardians will be contacted immediately to remove the child(ren) from the center until the threat has been eliminated. Your child(ren) may be sent home if any symptoms of illness appear during the day. In such cases, your child(ren) will be isolated as needed from others and you will be contacted. Parents are expected to pick up their child(ren) within one hour. Siblings are excluded to reduce the risk of spreading illness to additional classrooms.

Scribbles Center for Learning, Inc. will notify parents and legal guardians in the event of suspected exposure to a communicable disease.

Keep Your Child Home If He or She:

- Has a fever or has had one during the previous 24-hour period
- Has taken an antibiotic within the last 24 hours
- Has a constant cough
- Has a heavy nasal discharge
- Has symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever)
- Has had diarrhea (loose or watery stools) in the last 24 hours
- Has a rash of any kind until cause is determined by a physician and with a written notice of clearance
- Has a temperature of 100 degree or higher (then must be fever free without medication for 24 hours before return)

- Has unusual tiredness, fussiness, crankiness, crying, problems breathing (denting in of chest, fast breathing, nasal flaring), or generally out of sorts
- Has vomited in the last 24 hours
- Has mouth sores (until written clearance received from physician)
- Has impetigo (until written clearance received from physician)
- Has strep throat (until on medicine for 24 hours and fever-free for 24 hours)
- Has head lice (until the morning after the first treatment)
- Has scabies (until the morning after the first treatment)
- Has chicken pox (until all blisters are scabbed and has been fever-free for 24 hours)
- Has whooping cough (Pertussis) (until written clearance received from physician)
- Has pink eye (until written clearance received from physician or drainage gone)
- Has any other condition that the staff feels warrants medical attention

If center staff feels that the child should be seen by the child's physician because of severity of illness, the child will not be allowed to return to the daycare until seen by the physician and given written clearance to return to the center. If a child is sent home for any reason, they are not allowed to return the following day. In case of contagious diseases, please follow your physician's advice in returning your child to Scribbles. Please notify the center at once if your child contracts a communicable disease (see the wellness policy for more information regarding illness and return policies when your child has been sent home for illness).

Scribbles Center for Learning, Inc. reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the center. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and wellbeing of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations, nevertheless, it is up to our discretion when your child may return to school.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or the paramedics. Until the arrival of a parent, the physician, an ambulance or paramedics, the director or an assistant will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any resultant expense not covered by insurance. The school will maintain a parent's signed consent form agreeing to this provision. It is in your child's benefit that you keep the school up to-date on phone numbers, emergency numbers, and other pertinent information. Our director and staff are certified in first aid and CPR.

Outside play is an essential part of the program. Weather permitting, children go outside daily. Parents are asked to provide outdoor clothing that is appropriate for the season. Parents are also expected to provide one or more changes of clothing so wet or soiled clothes can be changed as necessary. Because

of staffing requirements, it is not possible to allow a child to remain indoors. If a child is well enough to come to the center, the child is well enough to play outside.

Any weather conditions that pose a danger to the children will be considered by the staff at Scribbles to be inclement weather. This includes, but is not limited to, temperatures well below freezing, high winds (including dust and debris storms), extremely hot temperatures and of course any weather that prompts a weather service advisory. It is our philosophy that children should be able to enjoy the outdoors whenever it is safe to do so.

Medication Policy

Scribbles staff will administer medication to children for whom a plan has been made and approved by the director. Because administration of medication poses an extra burden for staff, and having medication in the facility is a safety hazard, families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the childcare facility. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Parents or legal guardians may administer medication to their own child during the childcare day.

An Administrator will give medication only if the parent or legal guardian has provided written consent, the medication is available in an appropriately labeled and stored container, and the facility has on file the written or telephone instructions of a licensed physician to administer the specific medication.

- 1) For prescription medications, parents or legal guardians will provide caregivers with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name of the medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the medication's expiration date, and administration, storage and disposal instructions. For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container.
- 2) Instructions for the dose, frequency, method to be used, and duration of administration must be provided to the child care staff in writing (by a signed note or a prescription label). This requirement applies both to prescription and over-the-counter medications. No medication will be given "as needed" with the exception of those needed for emergency purposes.
- 3) A physician may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition. The instructions should include the child's name, the name of the medication, the dose of the medication, how often the medication may be given, the conditions for use, and any precautions to follow. A child with a known serious allergic reaction to a specific substance who develops symptoms after exposure to that substance may receive epinephrine from a staff member who has received training in how to use an auto-injection device prescribed for the child. A child may only receive medication with the permission of the child's parent or legal guardian and when the staff person who will give the medication has the skills required.
- 4) Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant, closed container that is inaccessible to children and prevents spillage.
- 5) Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to

prescribe medication. Instructions that state that the medication may be used whenever needed will be renewed by the physician at least annually.

- 6) A medication log will be maintained by the facility staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on the log.
- 7) Topical, non-prescription products applied to the skin (sun block, diaper ointment, etc.) must be in the original container and labeled by the parent. Parents must complete and sign a form indicating how much and how often to apply.

Guidance and Discipline

Staff members at Scribbles encourage acceptable behavior and help the children understand what is expected of them. A teacher is always nearby to lend support when needed – to help the children when they momentarily lose control of materials, equipment, or even their emotions. Our goal is to help each child develop self-control by discovering acceptable ways to interact with other children and class materials. Some methods used include redirection to an appropriate activity, modeling of appropriate behavior or words, role-playing and discussions to help children understand one another's actions, or removing the child from the situation when necessary to calm the child.

Raised voices, verbal abuse and corporal punishment are not used at Scribbles. The teacher will let the child know when she disapproves of an action. Parents will be notified when behavior problems are occurring. A child who becomes violent and for any reason harms another child can be sent home and temporarily suspended from care, at the director's discretion. We reserve the right to discharge a child from our program if their behavior becomes detrimental to the group. If this becomes necessary, we will refer the parent to other agencies for service. When the behavior is resolved the child will be allowed to return.

Summer Camp

In the summer camp program, students will be in groups of 20-30 children. The maximum teacher/student ratio is 1:20.

Raised voices, verbal abuse and corporal punishment are not used at Scribbles. The teacher will let the child know when she disapproves of an action. Parents will be notified when behavior problems are occurring. Children who are aggressive toward other students or teachers, are unable to stay with the group, or are disruptive to the program will receive a strike. After three strikes, your child will be dismissed from the program immediately. Depending on the situation, you may be asked to pick up your child for the remainder of the day on the first or second occasion. Parents must pick up their child within 30 minutes.

If your child has an IEP at school, we require that a copy be provided to the administrative staff at Scribbles. This will help us continue to provide the same support to your child during the summer as

he/she is receiving during the school year. If your child requires one-on-one assistance at school, this is not the best environment for him/her. We cannot provide teacher assistants for individual children.

Parent/Teacher Communication

Daily contact is normally established between both the parent and teachers, and the teachers and the director. Communicating with the teachers is one of the best ways to ensure a positive experience for your child. Parents are their child's first teachers, and your individual experiences provide valuable insight into behaviors, learning styles, motivations, and other unique facets of your child. The teachers, in turn, will share both their knowledge and experience as educators.

As parents, teachers, and caregivers, we will all be more effective if the lines of communication are strong. We will keep you informed about our classroom activities and curriculum. We ask that you keep us apprised of any changes at home that may affect your child. Experiences such as the birth of a baby, a serious illness, the death of a pet, travel, or a separation or divorce can have a profound effect on a child's ability to process stimuli in the classroom. If we are made aware of these changes, we will be able to respond more appropriately, and provide support and guidance. Confidentiality in all cases will be maintained. If deemed necessary, the director may initiate a conference with parents to discuss observations and ideas for encouraging or optimizing development. Parents are invited to request conferences at any time necessary.

There may be times when information is sent home for you to add to your child's information, such as general questionnaires about the family. These materials are meant to add to the teacher's knowledge of your child and family and to assist them in getting a complete picture of your child's overall development.

If parents have any immediate concerns regarding the classroom, we ask that you first speak with your child's teacher. If the problem cannot be resolved, you may request a meeting with the director or President, Andy Hunt. Our goal is to resolve any problems quickly in order to continue to provide an optimal environment for your child.

Holiday/School Closures

Holidays include Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day. The center will close on the Friday preceding or the Monday following a holiday if the holiday falls on the week-end. The center also closes at 4:00pm on New Year's Eve. In addition, the Center will close two days per year for teacher training.

Emergency Procedures

Scribbles Center for Learning, Inc. conducts annual safety drills to prepare for weather, fire, intruder, or evacuation procedures. Child emergency forms will be taken with us in case of an emergency to contact parents as soon as possible.

Confidentiality of Information

Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to facility staff designated by the director and DCFS representatives unless the parent or legal guardian has granted written permission for disclosure.

Security Camera and Recording Retention Policy

The purpose of this policy is to create a governance and usage framework that will apply to all security cameras used to monitor or record indoor and outdoor spaces owned, occupied, or controlled by Scribbles Center for Learning, Inc.

The primary purpose of utilizing security cameras is to enhance the safety and security of members of the Center and Center property while preserving individual privacy and freedom of expression. The framework created within this policy seeks to ensure that security cameras used by the Center community are operated in a manner that is consistent with the Center principles and in compliance with all applicable policy and legal requirements.

The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise. Additionally, while Scribbles Center for Learning, Inc. makes reasonable efforts to ensure its security cameras are functional/operational, this policy is no guarantee of this.

This policy applies to Scribbles Center for Learning, Inc. property, all faculty, staff, and contractors employed by the Center. This policy shall not apply to use of cameras for reasons unrelated to security surveillance activity. Furthermore, this policy does not apply to video technologies that are used by devices such as laptop computers, tablets, small, unmanned aircraft systems, smart phones or similar devices, unless such devices are used primarily to view or record video images for more than a short-duration or incidental basis.

This policy also does not apply to cameras used by law enforcement in carrying out law enforcement functions.

Monitoring Guidelines: Neither the installation of security cameras nor this policy constitutes an undertaking by the Center to provide continuous live monitoring of all locations visible through such cameras. Cameras may be monitored in “real time” when safety or security concerns, event monitoring, ongoing investigations, alarms or other situations warrant such monitoring.

Access to and Retention of Recordings

1. Access to or distribution of any security camera recording requires express written permission of the Director or President of Scribbles Center for Learning, Inc. The Director or President will make determinations in a manner consistent with this policy and in consultation with the appropriate legal or insurance representatives, as necessary. Requests should be submitted to the Director in written form or via email. In certain instances, a subpoena may be required to obtain video footage due to adherence to privacy laws.
2. Security camera recordings will generally be retained for a period of time between 30-60 days
3. Requests to preserve a security camera recording from deletion should be submitted in writing to the Director, and should include the reason for the preservation request.
4. Unless required by authorities, review or capture of camera footage by parents, staff, relatives, contractors or other personnel will be at the sole discretion of the Director or President of the Center.
5. In general, recordings or real-time monitoring of cameras is to be used for staff training purposes or to determine a cause of injury or inappropriate behavior in cases where teacher supervision is unable to provide such information or could be the cause of such a situation.

Insurance

Scribbles Center for Learning, Inc. carries liability insurance through Summer & Associates, Ltd.