



## **PARENT BYLAWS / CENTER POLICY**

1. Parents must be working, attending school, in training, referred by a proper agency, incapacitated, homeless, or seeking work.
2. Children 3 (if toilet trained) through 9.11 (or entrance to 4th grade -- whichever comes first) are eligible. Enrollment is based upon criteria and priorities established by the State Department of Education.
3. Equal Opportunity: The Palermo Children Center operates on a nondiscriminatory basis -- all children meeting enrollment requirements have equal access to services without regard to race, color, creed, religion, or national ancestry. Admittance of the physically handicapped or emotionally disabled, however, is dependent upon the ability of the Center to implement any special provisions indicated.
4. Parents are notified of their rights and of District confidentiality, attendance, and fee policies upon entrance.
5. Enrollment is tentative until all appropriate records are returned: physicals, health histories, two emergency cards, parent employment, schooling, welfare, or medical verifications, as applicable. Parents have two weeks from admission date to return all necessary documentation, except in noted extenuating circumstances. \* NOTE: Child must have complete immunization proof prior to entrance.
6. Changes in family status (marriage/separation, AFDC/Medical, job site, wage/income, schooling/training, or home address/phone) must be reported promptly for re-certification. Otherwise re-certification is due every twelve months.
7. Parents are allowed sixty days (not to exceed thirty hours per week) of Palermo Children Center service to seek work, before termination.
8. Hours of enrollment are those in which the parent is employed, seeking work, or in school, plus a reasonable amount of travel time to and from the Palermo Children Center -- unless referred by a medical or public agency.
9. Children are to be picked up at contracted time. Failure to be reasonably consistent may result in refusal of Palermo Children Center service. Mandatory staff/child ratios are based on parent contracts; do not modify your own contract without checking. We are funded to help you work, not play or shop.