

A Parent's Guide To



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Dear Parents:

Welcome to the Funshine Children's Center! We are excited to be part of your extended family. By becoming part of our family you have made the decision to provide your child with excellence in education and safety, with nurturing caregivers and teachers.

The Funshine Children's Center is a small business for small children. The school was founded in 1983 to meet the ever growing need for a quality children's center. What we mostly found was either "day cares" or "preschools". Daycares were great because they were open longer hours for working parents. However; they didn't offer the academic programs that parents were looking for. The preschools we reviewed were strong in academics but closed by noon. We have combined what we feel is the perfect combination, a preschool that is open almost twelve hours a day for your convenience.

The information enclosed in this handbook will provide you with our policies and illustrate our commitment to your family for the care and safety of your child. As you review these policies, please do not hesitate to ask any questions that come to mind. We are committed to providing your child with a safe, fun, learning environment. We will always be here for you and your family at any time.

Welcome to the family!

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Let us all remember that young children need:

You - parents, teachers and/or friends to serve as models and as aides in helping them to develop desirable characteristics which will make their lives happy and rewarding experiences.

Opportunity - to explore and fulfill their curiosities and to develop their abilities to their utmost potential.

Understanding - of their development patterns, limitations, strengths, weaknesses and individual needs and desires.

Nurture - of their development patterns, limitations, strengths, weaknesses and individual needs and desires.

Group Participation - which permits the development of growth producing social relationships with children of their own age group.

Confidence - that they can successfully solve the situations and problems which are the importance in their daily lives.

Health - that radiates and inner glow of physical, social, mental and emotional well-being. A healthy mind in a healthy body is a goal worth striving for on the lives of all young children.

Initiative - to enter situations and strive for fulfillment of needs whether as a group leader, a follower or as an individual.

Love - for themselves as individual human beings. This individuality includes the child's appearance, racial identity, behavior, language, grooming habits, manner, life situation, etc....everything that makes the child the person that he or she is.

Discipline - that is fair, just and consistent. Young children need guidelines and acceptable limits within which they are free to make decisions. Discipline needs to be tempered with much love and understanding, and then administered in a firm consistent manner.

Respect - for themselves and for the roles which they play in their families, their schools and their communities.

Encouragement - to express themselves openly and freely whether it is through creative activities in a school setting or as a contributing member of a family or social group.

Nourishment - for their bodies and their minds. We, as adults, are responsible for providing this nourishment; hence, we must also accept the responsibility for the quality, quantity and the timing of the nourishment received by the child.

One can readily see by compiling the initial letters of each initial letters of each identified need that they spell "YOUNG CHILDREN." These small individuals are tremendously important to us as parents, as early childhood educators, and as members of our society. Many times we influence the lives of young children without being fully aware of the extent of the impression which we leave upon their lives. May these simple verses serve as an inspiration and a reminder to all who read them that the opportunity of guiding young children through their early years is a rare privilege not to be taken lightly, nor to be abused. Therefore, we thank you for the privilege of working with your child.

The Funshine Staff

Parent Handbook

Hours of Operation and Special Holidays

Funshine is open Monday through Friday from 6:30 A.M. to 6:00 P.M. We are closed six holidays a year: Memorial Day, July 4th, Thanksgiving Day, Christmas Day, New Year's Day and Labor Day. A holiday that falls on a weekend can be observed on either the preceding Friday or the following Monday to coincide with local custom. In the event of weather closure, please check local television Channels 6, 8 or 13 for announcements.

Philosophy

Everyone has a job to do. A child's job is to learn. At the Funshine Children's Center, our job is to provide enriched language and learning experiences in a happy, secure environment to help your child discover that "learning is child's play".

Specialty Classes

There is no extra fee for our specialty classes. Specialty classes are 15-30 minutes in length and are done in your child's individual room.

Spanish & Sign-Language: Basic Spanish & Sign-Language is taught during circle time each day by the Lead Teacher.

Music: Music class is held on Tuesday mornings. Our Music Teacher, Ms. Anna, instructs the children in using a combination of instruments, large motor activities, dance and a variety of songs. Anna is an experienced musician and artist and has many creative songs she sings with her children. Her CD is available if you are interested in singing the music with your child at home. This class is offered to children 1 - 5 years old and is free of charge.

Gym: Gym class is held each morning when the children are unable to play outdoors. Each class will go into our gym area and enjoy some lively physical activity in our jump-house and various gym equipment such as parachute, balls, hula-hoops, scooters etc.. that help sharpen gross motor skills. Your child's Lead Teacher instructs gym class.

Pike County Fire Department: Mr. Jim visits Funshine monthly to discuss topics ranging from fire safety to stranger danger. This class is offered to children ages 2-5 years old and is free of charge.

Clarian Health Partnership: Interns from the hospital visit monthly to discuss topics dealing with health and wellness. They bring props and games to engage the children. This class is offered to children ages 2-5 years old and is free of charge.

Indianapolis Park and Recreation: Ms. Brittany visits monthly to teach us about nature and various animals. She brings real animals for the children to watch during her visit. Twice a year the Nature Bus visits Funshine and the children tour the bus as they learn about Indiana's Habitat. Worksheets of key concepts learned are sent home for your child to review with you. This class is offered to children ages 2-5 years old and is free of charge.

In-Services

Family Time Entertainment: Magic Don visits monthly and spends an entire hour entertaining the children with books, jokes and magic. Laughter is the best medicine and Magic Don keeps us healthy and happy all year round. Please join us during these in-services if you are available. The cost of this special activity is \$3.00 per child.

Funshine Programs

The Funshine Children's Center offers a wide variety of educational opportunities for young children ages 12 months through Kindergarten. Our programs include the following:

INFANT CARE (6wks.-1yr.):

This program is designed for children ages 6wks.-1yr. Babies are encouraged to develop at their own pace. Teachers sing songs and read stories to encourage language acquisition; they pass balls and play games to develop motor skills; but most of all they spend lots of time cuddling and talking to babies to instill trust and provide comfort. Whether they want to feed their infant or play with their baby, parents are always encouraged to visit throughout the day.

TODDLER CARE (1-2 yrs.):

This program is designed for children ages 12-24 months. Their time at the center is planned to encourage them to interact with other children socially and emotionally. Age appropriate activities will be planned for them on a weekly basis. When your child turns two they move up to the Wee Care Classroom.

WEE CARE (2-3 yrs):

This program is designed for two year olds who are ready to enter into the social activities appropriate to their age. Our Wee Care staff will actively assist with potty training when the child indicates readiness.

Their time at the center is planned to encourage them to interact with other children and to provide nurturing enhancement of their social skills. At no time can we have pacifiers, bottles, sippy cups or diaper bags in this classroom. When your child turns three and is potty trained they will move up to the Jr. Pre Classroom.

JR. PRESCHOOL PROGRAM (3-4 yrs.):

The children in this classroom are ages 3 to 4 years old. The program is designed to encourage the growth and development of tactile and gross motor skills. Also emphasized is the continuing refinement of social skills, and independence. This is the time when we begin to help the children understand learning concepts and encourage the natural talent for learning.

PRE-KINDERGARTEN (4-5 yrs.):

The children in this class will be 4 to 5 years old and will be continuing the development of their fine and gross motor skills in preparation for entering into Kindergarten. Language development and mathematical skills are nurtured along with many hands on science, math, language and art experiences.

Receipts and Tax Statements

Any parent wishing to receive a receipt for payment on a regular basis should let the administrative staff know. Receipts will be placed in the child's classroom file folder. Tax statements will be given in the beginning of January.

Admission Policy

The Funshine Children's Center shall accept young children who indicate the emotional readiness for being separated from their parents for the necessary period of time. Parents are encouraged to observe the program, teacher and the children who will be directly associated with their child prior to making a decision to enroll him/her. Parents shall sign and return all forms prior to their child's admission into the program. These forms include family information, parent agreement, medical consent form, all about me and emergency information. It is very important the physical examination form be completed by the child's physician prior to attending. All children will be admitted for a probationary period of two weeks for the purpose of evaluating the child's aptitude for the program and the programs appropriateness for the child. When maximum capacity has been reached in the class, new applicants shall be placed on a waiting list and admitted into the program when an opening becomes available.

Divorced or Single Parents

State law requires all divorced and or/separated single parents who wish to restrict spouse or ex-spouse from contact with their children to file a copy of the divorce decree or restraining order with the office. Funshine does not wish to get involved with litigation regarding divorce proceedings. If court documents require Funshine's personnel to become involved in such

proceedings, the parent making such demands will be required to pay a fee which will cover a substitute teacher and/or for the document preparation time. Since it is in the best interest of all children in our care to maintain their daily schedule and be cared for by the same nurturing personnel, your cooperation in considering these matters will be appreciated.

Nap Time

Children staying all day will have a quiet time in the afternoon. For that time, we ask you to provide a small sofa pillow and crib sized blanket plainly labeled with your child's name. Children may also bring a small stuffed animal for comfort. These items should be taken home every Friday to be laundered and returned on Monday.

Health Rules

The policy for the state includes having a copy of the child's birth certificate, health exam and current immunization record on file.

Funshine prides itself on offering a safe and healthy environment for the children we serve. If medication is to be dispensed by the center, it must be sent in the original pharmacy container. If a nonprescription medication is to be given, such as aspirin, cough medicine, etc. **A DOCTOR'S ORDER WHICH PRESCRIBES DOSAGE MUST BE ON FILE.** This also includes over the counter items such as sunscreen, lip balm and cough drops. **THIS ORDER IS GOOD FOR ONE YEAR ONLY.** No medicine is to be given for any other reason, as it is our belief sick children need to be at home.

Since children who have been ill feel a need to be with their parents, please do not tell your child you will come pick them up if they feel ill. It is our policy to call parents only when children have a temperature of 101 degrees or show other signs of illness.

If your child becomes ill while in attendance, you will be called to come for him/her immediately. It shall be the responsibility of the parent to notify the Director immediately when a child has contracted a communicable disease. A Doctor's release shall be required before a child who has been absent due to a communicable disease or surgery can return. A child who has been exposed to a communicable disease or surgery can return. A child who has been exposed to a communicable disease outside the Center shall be excluded from attendance for such a time prescribed by the child's physician.

If any child is injured while in our care, first aid procedures will be followed and the parents will be notified. In case of a life threatening illness or injury, the child will be taken to St. Vincent's Hospital. The parents will be notified immediately; however, in the event a parent cannot be reached, a Funshine staff member shall go to the hospital in the parent's place. Medical costs for injuries to children while at school are normally covered by family health insurance, in the same way as costs of injuries sustained elsewhere. Funshine does not provide medical or accident coverage on children, nor does it administer any special plan for purchase by parents.

Reporting to Parents

Conferences afford one of the best ways in which teachers and parents can work together in bringing the best educational program for the child. Teachers are willing to discuss a child's progress at any time. Please feel free to call for an appointment. Evaluations of each child are made twice a year. Regular parent/teacher conferences will be held in the spring. Please watch for notification. Funshine also publishes a monthly newsletter to provide parent information. Please watch for your family's copy in your child's folder at the start of each month.

Funshine will report any suspected cases of child abuse or neglect to the appropriate state officials. Funshine staff may not discuss with parents or guardian information obtained from the child at school regarding abuse or neglect. In a case involving suspected child abuse or neglect, Funshine Children's Center will allow the proper officials to assume responsibility for notification. Funshine Children's Center may also allow an investigation to take place at the school in accordance with all state statutes and laws regarding the protection of young children.

Parents will be advised of any accident or incident that occurs at school, either in person or through written communication which will be placed in the child's file. Please be sure to check your child's file daily for ALL information and to collect your child's work.

We are required to keep all records confidential including parent information, phone numbers and personal information. We can not give out any information without prior consent in writing.

Clothing

Children should be sent to school in play-type clothing so they may be on the floor and outside without fear of ruining good clothes. **PLEASE LABEL ALL CLOTHING.** In hot weather, please dress your child so he/she will not be too warm. In cold weather, please dress your child in a coat, hat, boots and gloves. Children will be outdoors for a short period of time daily, even in cold weather, so please dress your child appropriately.

Show & Tell

Show and tell days will be designated by each teacher for a certain day each week. Please refer to your monthly calendar for the specific day in your child's class. This is an exciting part of the day at the Funshine Children's Center. It gives each child a chance to talk about specific family events and show some favorite toys. This is the only time the children should bring toys to school and we ask you do not allow them to bring more than one item. If a field trip is planned for their usual day, there will be no Show and Tell that week. Please take time to help your child select one special item to share with their peers. Also, be sure to watch the newsletter for ideas or requests from the teacher. Pets and animals are welcome as long as you notify the teacher in advance. We ask that you do not send glass containers or valuable items that are easily broken, as the Funshine Children's Center will not assume responsibility for any damage to these items. Please do not send videos unless you have previously discussed it with the teacher. Children are only allowed to watch videos that relate to the curriculum or special event.

Parties and Field Trips

On special days such as Halloween, Thanksgiving, Christmas and Valentine's Day, small parties will be held at school. There will be games, special treats and lots of fun. Parents are welcome to host a birthday party for their child at the school. The best time for a party is usually 3:30 p.m. Please discuss arrangements with your child's teacher. Any treats provided **MUST** be prepared in a commercial kitchen or bakery. Many parties are hosted throughout the year. In consideration for the health of the children, we strongly encourage you to bring healthy treats or miniature cupcakes for the children to enjoy rather than large cupcakes or a cookie sheet.

Funshine does take the children on field trips occasionally. Children that qualify for field trips are Funshine Pre-schoolers. If your child will be going on a field trip it will be posted on your child's classroom door and in your monthly newsletter. Field trip fees are additional to tuition and typically cost \$10.00 per child, plus the cost of a Funshine tee-shirt.

Lunch and Snacks

Healthy lunches and snacks are provided following state regulated policies. Breakfast is served between 7:30 - 8:00 a.m. and is optional. There is an additional cost and arrangements can be made in the office if you would like this service. If your child has an allergy or special medical need, a Doctor's note must be provided. Menus are posted on the Parent Board in your child's room. Any changes to the menu are posted at the Front Office.

Arrival and Departure

Upon arrival please walk with your child into the classroom. When leaving, please be sure to pick them up from the classroom. Your child's teacher will sign your child in/out by name, time and parent/family member dropping off and picking up for the day. Please make eye contact with and say a quick 'hello' to one of the teachers prior to dropping off and picking up your child. Your child has a folder in the room which needs to be checked daily. These files are for Funshine material only and should not be used by the parents for parent to parent communication.

If you have planned for someone else to pick up your child, it is the parent's responsibility to let us know. If this person has already been placed on your pick up list then a telephone call to notify us will do. If this is the first time this person has picked up your child, **A NOTE THAT IS DATED AND SIGNED MUST BE PROVIDED.** Please notify this person that a picture I.D. must be shown and they are required to follow our regular release procedures. Funshine will not release a child to any unauthorized person.

Children should be picked up by an adult or sibling at least 16 years old. Since the safety and security of all children is very important to us, it is mandatory a child NEVER be taken off the playground by lifting them over the fence or taken out through the gates.

Anyone showing signs of drug or alcohol abuse will be requested to refrain from driving a child home. A designated driver will be provided at the client's expense. In the event the service is refused, the Center may contact the appropriate law enforcement authorities.

Parking

Adequate parking is provided for all parents in the front of the building. Be sure to **LOCK** your car and remove your purse, valuables and children before entering the building, even if you are just staying **A SHORT TIME**. Please do not block the **Fire Zone** in front of the building. This area is designated for fire trucks only.

Office Hours

The office is staffed from 6:30 A.M.-6:00 P.M. Monday through Friday, to assist you if you need any help. If you have any questions, please call or come in and speak with a member of the administrative team.

Liability

Funshine Children's Center cannot recommend anyone for work outside of the Center and will not assume liability or responsibility for any actions by an employee outside of our jurisdiction. Funshine is fully insured for any incidents that may occur on our property from our negligence. Accidents that occur are covered by the parents individual insurance policies and are the not the responsibility of the Center.

Family Discounts

The first child enrolled **FULL TIME** will pay the full day care fee. Additional siblings enrolled **FULL TIME** will be given a \$15.00 per week discount.

Discipline Policy

It is our policy no person shall use corporal punishment or other cruel, harsh or unusual punishment or any humiliating or frightening method to control the actions of any child or group of children. No child of any age shall ever be shaken, hit or spanked. Children shall not be humiliated or subjected to abusive or profane language.

Exclusion Policy

Parents may be asked to withdraw a child from the Center at any time if it's determined by the staff that the child's presence is detrimental to him/her or others. A child may be excluded if fees are not paid when due.

Drug/ Firearm Policy

Use of alcohol/tobacco/firearms and illegal substances is strictly prohibited in or around the facility.

Payment & Fees

Upon first admittance, a nonrefundable registration fee of \$100.00 will be due. At that time, the child's schedule will be agreed upon by the parents and the Director and a weekly tuition fee will be determined. Weekly fees are to be paid on FRIDAY before services are provided. Anyone paying late will be charged a \$10.00 late fee per week. Late fees take effect Tuesday at noon.

Any change of schedule or notice to withdraw a child requires two week written notice in order for the Center to maintain proper class size and supervision.

In case of absence or vacation, parents agree to pay the first week of their child's absence and will pay one-half (1/2) of the regular fee for the second consecutive week. There is no charge for the third consecutive week, as long as the vacation fees are paid in advance of leaving.

Parents who pick up their child after our 6:00 p.m. closing time will be charged \$10.00 for the first 5 minutes and \$1.00 every minute thereafter.

If a check is returned for any reason, there will be a \$35.00 charge added to the next regular payment. After the second NSF check, Funshine will no longer accept payment by personal check. Subsequent fees must be paid in cash, by cashiers check or with a money order. Credit cards are not accepted at this present time.

12 Ways to Help Your Child Enjoy Funshine

1. Prior to your child's first day, discuss the school and give him/her some idea of what to expect. Be sure to visit before that time, if at all possible.
2. Plan to bring your child regularly, on a set routine
3. Children shall be brought into the building by parents or guardian. Be sure to take your child to the classroom where a staff person will greet you.
4. If your child seems upset at your departure, please leave and let the staff comfort him/her. Call back if you would like or request the Director to call you.
5. A complete change of clothing is to be kept at school. It is your responsibility to return clothing after it has been laundered. **PLEASE LABEL ALL CLOTHING AND BEDDING.**
6. Send your child in suitable clothing for indoor and outdoor play. The children will go outside except on rainy days or below 36 degrees.
7. A small blanket and half pillow should be kept for napping. It is your responsibility to pick it up each week to launder.
8. Children are not to bring money, candy, gum, jewelry or toys to school.
9. Class field trips may be planned at an extra expense above tuition.
10. Please check the lost and found occasionally.
11. Please watch for notes and notices on your child's classroom door.
12. Don't hesitate to contact the school or your child's teacher if you have any questions or comments. Remember, we are all here for the same purpose-to make this time in your child's life as happy and secure as possible.

I, _____ have read and agree to abide by the Funshine Children's Center Parent Handbook.

Parent signature

date

Parent signature

date