

Family Handbook

· Joyful Education ·



Funshine Children's Center

· Since 1983 ·

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Sunshine Children's Center Family Handbook

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Dear Parents,

On behalf of our staff, We would like to WELCOME you to Funshine Children's Center! We are excited to be part of your extended family. Your family has made a valuable decision to provide your child with a quality educational program in a safe and nurturing environment.

Funshine Children's Center is a privately owned school which was founded in 1983 to meet the need for a quality educational program for children. We are an Indiana State Licensed Preschool (FSSA) and a Level 3 in Paths to QUALITY™, Indiana's voluntary quality rating and improvement system.

In order to reach Level 3 we have committed to providing a quality program for your child by planning activities that lead to school readiness, additional staff training and to encourage family involvement.

Our dedicated staff is committed to each child and their family. We are confident your family will create lifelong memories as your child engages in age-appropriate activities in a safe and fun learning environment.

The information included in this handbook will provide you with our school's policies and procedures. Should you have any questions after reviewing our Parent Handbook, please don't hesitate to see a member of our staff.

Welcome to our Funshine Family!

Ally Hagenbuch & Jennyfer Lingbeck

Welcome to Funshine Children's Center!

The information contained in this Parent Handbook will introduce you to the philosophy and organization of the center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a positive and rewarding experience.

Funshine Children's Center is a privately owned licensed preschool that was founded in 1983 to meet the need for a high quality educational program for young children. We look forward to working with you to provide a secure foundation for your child to ensure success in education and well-being

Philosophy

At Funshine Children's Center our goal is to provide a safe and nurturing learning environment in which children develop self-confidence and discover the joy of learning and of friendships. We strive to build partnerships between our families and staff as well as positive partnerships within our community.

Funshine Curriculum

We offer a child-centered and developmentally appropriate program. Funshine implements the play-based learning framework of Creative Curriculum for Preschool. Creative Curriculum is a comprehensive system of learning based on research and knowledge regarding all areas of child development – Social/emotional, physical, cognitive and language. The program is designed to be inclusive of all children, including those with identified disabilities and special learning and developmental needs.

The Center's program is designed to include both planned and spontaneous activities in response to children's interest. Experiences with music, movement, art, language and building are incorporated into daily plans. Regularly scheduled snacks, meals, rest time, indoor and outdoor play, and routines in physical caregiving promotes security.

Play allows children to learn about the world around them and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. Creative Curriculum for Preschool provides extensive guidance for teachers in the content areas of literacy, math, science, social skills, and the arts.

Funshine Programs

Funshine Children's Center offers a wide variety of educational opportunities for young children ages 6 weeks through Pre-Kindergarten. Our programs include the following:

Infant Care/Waddlers (6wks.-1yr.):

This program is designed for children 6 weeks -1year old. Infants are encouraged to develop at their own pace. Teachers sing songs and read stories to encourage language acquisition. Children participate in daily activities to enhance their motor skills, which include passing balls and playing a variety of games. In addition, teachers play games that develop each infant's cognitive skill development such as

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“peek-a-boo” and “where is the rattle?” (object permanence), puzzles, shapes, and sized-ring stacking (problem solving and one to one correspondence), and stacking and linking blocks (cause and effect). Most importantly, our teachers provide children with individualized attention and spend time cuddling and talking to each infant to instill trust and to provide comfort. Parents are always welcome to visit their infant in the classroom when possible throughout the day.

Jr. Toddler Care (12 mo – 16mo):

This program is designed for children ages 12 months to 16 months. The Jr. Toddler classroom encourages children to explore the world around them through participating in developmentally appropriate activities. Children will learn many independent skills such as eating at the table with a spoon, sleeping on a cot, and following a nap schedule. Our Jr. Toddlers also begin to participate in circle time activities reading books, learning songs, and developing shape and color recognition. Our Jr. Toddler program includes sensory rich activities that emphasize the importance of their surroundings and relationships. Our Jr. Toddlers also begin to participate in circle time activities, reading books, learning songs, and developing shape and color recognition.

Toddler Care (16 mo-2 yrs.):

This program is designed for children 16 mo. to 2 years old. The toddler classroom is organized to encourage children to interact with one another. Age-appropriate hands-on activities are planned daily. Children will continue to learn to eat at the table with a spoon and to drink from a regular cup prior to transitioning to the next classroom. Bottles, jarred baby food and diaper bags are not permitted in this classroom. Our Sr. Toddlers will enjoy hands on sensory experiences such as “cooking” (exploring textures and mixing and measuring ingredients), scooping and pouring rice and sand, “writing” in whipped cream and pudding, and squishing play dough and finger paint. All of these activities are not only messy good fun, but also help to strengthen fine motor muscle development and early mathematic reasoning skills.

Wee Care (2-3 yrs):

This program is designed for children 2 to 3 years old. Children in this program participate in interactive lessons and daily social activities appropriate for their age. All children in this classroom will use “pull-ups,” as our Wee Care staff will actively assist with potty training when a child indicates readiness. This program is planned to encourage children to interact with one another and to provide nurturing enhancement of their social skills. Our two-year olds will have comprehension of shape and color recognition, as well as begin to understand that numbers and letters have meaning before transitioning to our Jr. Preschool Classroom.

Jr. and Sr. Pre-School (3-4 yrs.):

These classrooms are designed for children 3 to 4 years old. Children in each program continue their growth and development of tactile and gross motor skills. Some of the many skills developed in this program include letter recognition, spelling their first and last names, number recognition, enhancing problem solving skills, and fine motor skills such as cutting, gluing, and writing. Appropriate manners, safety, and refinement of social skills and independence is emphasized in this classroom. Children must be potty-trained prior to transitioning to the Pre-Kindergarten Program.

Pre-Kindergarten (4-5 yrs.):

This program is designed for children 4 to 5 years old. Children in this program will be continuing the development of their fine and gross motor skills in preparation for entering into Kindergarten. Positive social and emotional skills are nurtured along with many hands on science, math, language and art experiences. Children complete book reports, journal writing, and workbook assignments. A Graduation Ceremony is celebrated in May for children advancing to Kindergarten in the fall school year. Our goal when children graduate from our program is that they have not only the educational tools to succeed, but are also good citizens that can follow directions and be kind and respectful to others.

Enrichment Programs

We offer many specialty classes and enrichment programs in addition to our excellent academic and social and emotional experiences offered in the classroom:

Spanish & Sign-Language: Children at Funshne use sign language and Spanish from our infant class through our preschool program. In the infant and toddler classes sign language is used to express feelings, to communicate needs and build fine motor skills. As children grow, sign language and Spanish is incorporated into our daily curriculum. Children learn colors, numbers, letters, conversational phrases and theme related vocabulary each week.

Music: Early exposure to music not only develops rhythm skills in children, it also helps them build self-confidence, enhances complex reasoning, and focuses listening skills. Research also shows that when children are exposed to a variety of music at an early age they perform better academically and it has cognitive benefits in many areas of the brain. A highlighted feature at our center is our “Music and Movement” center. This center, which is shared in each classroom daily, holds a multitude of familiar and multi-cultural instruments, as well as dancing streamers and scarves, and a variety of musical CD’s for children to explore.

Music Program: Ms. Anna teaches music classes each Tuesday for each of our classrooms. It is the goal of our music program to provide children with early exposure to active, participatory musical experiences to help establish a foundation of expressive, receptive and creative music skills. The program incorporates a wide and varied repertoire of songs, fingerplays, and music activities that are age appropriate and highly engaging. Each year the children perform in a Christmas musical and a spring musical that offers parents the opportunity to see their children perform a variety of songs they have learned in music class.

Family Time Entertainment: Family Time Entertainment brings several fun shows for the children throughout the year. They include shows such as: The Magic Science Show, Dr. Seuss Tribute, The Water Show, Holiday Shows and The What’s that Sound Show. These experiences are not only fun, but can be educational to the children as well.

Field Trips: Field Trips provide children at Funshine ages 3 and up an excellent opportunity to learn about the community around them, and enjoy hands on educational opportunities and activities. We have enjoyed field trips to Traders Point Creamery, The Children’s Museum, The Indianapolis Zoo, Holliday Park Nature Center, Local Parks and have each Fall we enjoy a tour of Stuckey Farm Orchard. We invite families to attend as Chaperone’s on each field trip.

Indy Parks: The Indy Parks environmental education staff comes monthly to provide hands-on

experiences and educational tools that help to build a curiosity of nature and the opportunity to explore their senses and gain knowledge about plants, animals and insects. The Naturalists of IndyParks bring resources to help the children develop a love of nature and a desire to preserve our natural resources.

Community Visitors: Several times throughout the year community leaders come to Funshine to discuss important topics such as dental health, stranger safety, fire safety and Health and Nutrition.

St. Jude Trike a Thon: Funshine has participated in St. Jude's Trike a Thon for over 18 consecutive years. Each May children learn valuable safety lessons about bicycle riding throughout a one week safety curriculum. At the end of the week children bring their riding toys to school to celebrate the lessons they have learned and the fundraising success for St. Jude.

Splash Day: During the summer months we extend our curriculum in outside play. The children enjoy time outdoors participating in "splash day". Each classroom has a specified day of the week to use our outdoor splash area to develop gross motor skills, explore and participate in various water fun activities and experience fun water activities with friends!

Summer Garden: Children at Funshine are able to participate in hands on gardening activities that help them to develop a love of nature, appreciation for wildlife and learn about healthy eating! At the end of the season children enjoy the fruits of their labor by enjoying fresh vegetable from the garden.

Bookmobile: The love of reading and early literacy skills are developed at Funshine through several experiences. The children are able to pick out their own books to read throughout the week each Wednesday on the bookmobile. During the summer we participate in the summer reading program in which the children earn prizes to take home based on the number of books they read at school!

Soccer Shots*: Soccer Shots offers youth soccer development for children ages 2+. Their program was created under the guidance of childhood education specialists, professional soccer players, and experienced and licenced soccer coaches. Soccer Shots offers developmentally appropriate lessons that are tailored specifically to the three distince age groups they teach. This program is a weekly course offered on Thursdays throughout the school year.

Crouching Tigers Martial Arts*: Crouching Tigers is a mobile fitness and martial arts program offering a curriculum devoted to the physical, emotional, and social development of children. The weekly activities are designed to improve balance, coordination, and other sensory stimuli while reinforcing great social skills in a group environment. Children two years and up will enjoy kicking and punching while learning awareness techniques, traditional martial arts, fitness, and life skills. These courses are ongoing every Wednesday morning.

*10 per week charge

Class Placements and Transitions

Children are assessed for placement into older classes by chronological ages and in terms of their overall development. Availability of an open place at a particular time will also affect transitions. Parents will be notified of transitions 2 week before the transition and encouraged to schedule a transitional conference with their child's new teacher. Children will given the opportunity to become acclimated to

their new classroom by visiting prior to their date of transition.

Child Assessment

All age groups are assessed formally and informally to ensure that the curriculum goals and activities support individualized learning.

Teachers observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from daily activities, worksheets....

Assessments are used to benefit children by informing decisions about lesson planning, program improvements, teaching, and are used to identify concerns. If a concern is identified, families will be notified and a plan of action will be agreed upon by the Director and family. This may include follow-up, referral or other interventions that would best benefit the child

Formal assessments are done in the Fall and Spring and shared with families through scheduled conferences. Additionally, Speech and hearing screenings are available onsite each year for a small fee.

Family Involvement

Funshine Children's Center build positive partnerships with families by being familiar with their unique characteristics, strengths and issues that are important to each of them. We create a welcoming environment and many opportunities for involvement

Our Center gathers information during the enrollment process by asking parents questions and collecting the following items: enrollment form, health history, child and families background information. All data is kept strictly confidential in the child's file and kept locked in the director's office.

In addition we schedule visit days to meet the family members and create a smooth transition for the child enrolling. Our center has an open door policy. Parents and family members are welcomed at all times and a private area is available for mothers wishing to breastfeed their child.

Communicating with Families

In addition to daily verbal communication and bi-annual parent/teacher conferences and assessments, there are many ways to keep you knowledgeable about your child's classroom and events

Ways in which we communicate:

- Daily Connect: Web based parent communication and family involvement application. Provides families with real time updates throughout the day. We share information about your child's learning experiences, what your child ate/drank, diaper changes and when they slept throughout the day. We also share photos of your child's experiences throughout the day and provide opportunities to stay in touch with your child's teacher.
- Weekly lesson plans are distributed
- Monthly Classroom Newsletters are distributed
- Monthly Calendars are distributed
- Academic Calendar is distributed

- Telephone Calls as needed
- Email
- Notices left in cubbies as needed
- Classroom Journals
- Parent Board provides easy access to community resources, Center events and notices

Parent Advisory Board

We invite families to join our parent advisory board to take part in the planning and implementation of activities, goals, and decisions at our center.

Hours of Operation & Holidays

Funshine Children's Center is open Monday through Friday from 6:30 A.M. to 6:00 P.M. We are CLOSED six holidays a year: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day.

Emergency Closures

In the event of inclement weather Funshine will make every attempt to remain open for our regular hours. However, to preserve the safety of our staff and families we will close if conditions warrant such action. Funshine Children's Center families will be notified as soon as the decision is made in the following ways:

- An alert sent out via Daily Connect (text message)
- WTHR news channel
- Center voicemail will be updated

Every effort will be made to remain open for working parents; however, if we find it necessary to close, no credit or discounted tuition fees will be applied.

Arrival and Departure

Parents are responsible for checking children in and out with his/her classroom teacher. Upon arrival or departure please walk your child into his/her assigned classroom and ensure that your child's teacher makes a verbal acknowledgment of your child being dropped off or picked up.

If you have planned for someone else to pick up your child, it is the parent's responsibility to notify the school office. 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 to report to the office and that a picture I.D. must be presented. Funshine Children's Center will not release a child to any unauthorized person.

Children may only be picked up by an adult or sibling at least 18 years of age. Please refrain from giving the door security code to anyone that occasionally picks up your child. For the safety and

security of all children it is mandatory a child NEVER be taken off the playground by lifting them over the fence or taken out through the gates. No child will be released to an individual appearing to be intoxicated or under the influence of drugs or alcohol.

Please ensure that your child is dropped off before 10:00 a.m. to limit distractions to the classroom learning environment, and maximize the development of each child at Funshine Children's Center. If on occasion it is necessary that your child arrive later than 10:00 a.m., please advise the teacher, or front office ahead of time. Please be especially courteous of our nap periods of 1:00 – 3:00 each day. Children should not be dropped off between those times as it is disruptive to the other students sleep schedules.

Security System

The doors to the center are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents. The front vestibule has a keypad that will, when a code is entered, release the magnetic lock on the inner doors. To leave the center, you need to press first the green exit button and the door at the same time.

When you enroll your child, you will be given the number combination to enter into the keypad for independent entry. There is a front doorbell should you forget the procedure. Please do not give out the entry code to others who are authorized to pick up your child. Photo I.D. is required and kept on file for who is authorized to pick up your child.

Admission Policy

Funshine Children's Center accepts 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 should complete 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 Contact Information. Additional documents which must be submitted include the child's birth certificate, immunization record, and health/physical examination form. Licensing regulations require an up to date record of immunization records (unless specific documentation is provided for underimmunized children) and documentation of annual physical (for children under 3 years of age) to be updated annually. 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 Children's Center 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.

Illness Policy

Funshine Children's Center prides itself on offering a safe and healthy environment for the children we serve. To ensure the health of all the children under our care we follow the state licensing medication and illness policy for excluding and admitting children to school.

Medication Policy:

If medication is to be dispensed by the center, it must be sent in the original pharmacy container with a physician's note. If a nonprescription medication is to be given, such as aspirin, cough medicine, etc. A DOCTOR'S ORDER WHICH INDICATES PROPER 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.

Excluding Children With Illness

Children will be excluded from attending for the following reasons:

- Fever: 101.0 degrees and above
- Diarrhea (2 or more episodes): child may return after 24 hours of a firm stool
- Vomiting (2 or more episodes): child may return after being vomit free for 24 hours
- Rash: unless a physician has determined it is not contagious
- Purulent Conjunctivitis (Pink Eye): child may return after taking antibiotics for 24 hours
- Strep Throat: child may return after taking antibiotics for 24 hours
- Head Lice: Child may return after all nits are removed
- Chicken Pox: all lesions have dried and crusted

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 (within 1 hour). 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 outside the Center shall be excluded from attendance for such a time prescribed by the child's physician.

Excluded Children May Return

- A child is free of fever, vomiting and diarrhea for a full 24 hours
- A child has been treated with an antibiotic for a full 24 hours
- A child with a communicable disease may be required to bring a doctor's note stating he/she may return to school

The final decision about whether a child is excluded will be made by the Director and in accordance with state licensing regulations.

Serious Illness/Injury

If a child is injured while at the center, first aid procedures will be followed and the parents will be notified at pick-up or by telephone. In the event a child's illness or injury appears serious or life threatening 911 will be called and the child will be taken to St. Vincent's Hospital. The parents will be

notified immediately. However a Funshine Children's Center staff member will accompany the child until a parent is by the child's side. 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 Children's Center does not provide medical or accident coverage nor does it administer any special plan for purchase by parents.

Emergency Procedures

Every precaution is taken to ensure the safety of children while in the care of Funshine Children's Center. Emergency drills are conducted regularly and procedures are in place for foreseeable emergencies. In the event that children would be safer indoors, each classroom has a designated "safe zone" in which they would seek shelter. If our building is not considered safe, we would relocate to a designated space using our emergency evacuation procedures practiced monthly. Next we would contact parents to advise them of our location and request that children be picked up as quickly and safely as possible. This would involve a group text via the phone number provided when registering for Daily Connect, then we would begin calling parents individually. For cases where parents cannot be reached, we would begin to call your emergency contact numbers.

What your Child will Need - Checklist

Children should be sent to school in play-type/comfortable clothing and closed toe shoes. PLEASE LABEL ALL CLOTHING. In cold weather, please dress your child in a coat, hat, boots and gloves. Children will be outdoors daily when temperatures are above 28 degrees or below 98 degrees, please dress your child appropriately.

Infants:

- Supply of unopened diapers
- Supply of unopened wipes
- Tube of diaper rash cream (must include doctors signature)
- Medication (must include doctors signature)
- 2 portable crib sheets (pack n play sized)
- Prepared and labeled breastmilk/formula (see breastmilk procedures)
- 16 qt. tub to include
 - Labeled sleep sack
 - Bibs and burp clothes
 - Extra clothing
 - Family photo
 - Pacifier
- Sippy Cup (older infants)
- Unopened baby food and cereal (older infants)

Toddler and Twos:

- Supply of unopened diapers (must be pull ups in Wee Care)
- Supply of unopened wipes
- Tube of diaper rash cream (must include doctors signature)

- Sunscreen (must include doctors signature)
- Medication (must include doctors signature)
- Closed toe shoes
- Blanket and travel sized pillow
- 6 qt tub to include:
 - Extra clothing
 - Pacifier (if needed)
 - Family photo

Preschoolers:

- Sunscreen (must include doctors signature)
- Medication (must include doctors signature)
- Closed toe shoes
- Blanket and travel sized pillow
- 6 qt tub to include:
 - Extra clothing
 - Family photo

Parties, Field Trips and Toys from Home

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 and are to be in its original unopened package. 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.

Field trips serve as excellent tool in enhancing curriculum and concepts taught in the classroom. Children 3 years of age or older (and potty trained) are eligible to participate in field trips. Communication regarding each field trip will be distributed 2 weeks before the date of the field trip and be included on the academic calendar. Field trip fees are in addition to tuition and typically cost from \$15.00 to \$20.00 per child, A Parent Permission Slip and any fees must be returned for each child prior to attending any field trip.

We prefer that children do not bring toys from home. Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away in your child's cubby. The exception to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities (if requested by your child's teacher). We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

Lunch & Snacks

Nutritious meals and snacks are provided throughout the day. Breakfast is served between 6:30 – 7:30

a.m., a mid-morning snack at 9:30, lunch at 12:00, and a mid-afternoon snack at 3:30. Our lunch menu was developed by a nutritionist and consists of a variety of food designed to be nutritious and appetizing. Daily menus may include a hot entrée with beef, chicken, fish or a vegetarian option. 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 classroom.

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 Children's Center 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.

Discipline Policy

Funshine provides positive guidance and discipline. It is our policy that children are supported, encouraged, comforted and given positive guidance as they learn and develop. At no time is corporate punishment, cruel, harsh or humiliating methods of discipline used and time outs are not used. Our teachers use positive guidance and discipline techniques and teach self-management and problem solving skills to children. In the event that a child's behavior is likely to result in harm to that child, others or property, or seriously disrupts group interaction, the child may be separated briefly from the group where he/she can be supported and gain self-control until they can rejoin the group. In the event of extreme behavior or safety concerns a parent will be notified via a phone call, and a plan of action will be agreed upon by the Director and parent. 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.

Steps for Addressing Challenging Behaviors

1. The behaviors of children shall be addressed by classroom staff as outlined by the discipline policy. This could include positive reinforcement for appropriate behavior, redirection, reminders of classroom rules, modifying the classroom environment and/or daily schedule, and providing a supervised quiet time for the child to gain control. Classroom staff shall observe all children and document these observations to help ascertain any patterns or precipitating factors of the challenging behavior. At no time shall staff use shaming, the withholding of food, or physical punishment of any kind.
2. When a child exhibits a challenging behavior on a continual basis that is not resolved through appropriate behavior management strategies, the classroom staff will meet with the center director to document the problem behavior and ask for further guidance.
3. If the challenging behavior is still not resolved, the center staff shall request a meeting with the child's parent(s), to discuss the behavior. The center staff and parent(s) will collaborate on the development of strategies to resolve the behavior. During this process, the classroom staff will keep the center director and child's parent(s) informed of progress in resolving the challenging behavior. Classroom staff will provide information to the parent(s) in written form with copies kept in the child's file. If a child's behavior results in an injury to another child or staff member,

the child's parents will be notified as soon as possible and written documentation of the incident will be provided to the parent(s) and placed in the child's file.

4. If the center staff feels that they need further assistance in resolving the challenging behavior, the program may, with the parental permission, request the assistance of an outside party. If the center staff feels that the problem may be a result of a special need, the program may, with parental permission, refer the child for evaluation. If the parental permission is refused and the behavior continues, the continued enrollment of the child will be reconsidered.
5. If the results of an outside evaluation suggest the need for accommodations for special needs, the program will provide these or other appropriate, accommodations as long as they are not an undue hardship on the program as outlined in the Americans with Disabilities Act (ADA).
6. If all of the above steps fail to resolve the challenging behavior, the program may ask the parent(s) to obtain care for their child at another center. The program will provide the parent(s) with 4 weeks notice, except where such notice is not reasonable because of safety concerns, and will try to assist the parent(s) in obtaining alternative care.
7. Written documentation of all of the above steps will be provided to the parent(s) and placed in the child's file.

TERMINATION POLICY

The Center may terminate your child's enrollment under the following circumstances:

1. Non-payment for child care services and/or lack of adherence to tuition payment policies.
2. Parents falsify information on enrollment forms or otherwise knowingly falsify information.
3. Parents do not agree or do not follow and comply with the policies set forth in this Handbook.
4. Lack of parental cooperation with the Center's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
5. Inappropriate or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians or other parties toward the Center staff, other parents or children.
6. Inability of parents to deal in a professional manner with Center personnel or other parents and children at the center.
7. The continued enrollment of the child poses a risk to the health and/or safety of other children, parents or center staff members or continued enrollment of the child constitutes an undue burden on the Center's resources.

Procedures for Termination of Enrollment

Step 1: If appropriate given the circumstances, the Center Director will provide the Parents a verbal warning notifying them of the circumstance above that warrants termination and providing them an opportunity to correct the situation.

Step 2: If the parent fails to correct the situation in a timely manner or the circumstances warrant

immediate termination, the Center Director will notify the Parents in writing, as well as provide the opportunity for a face-to-face meeting, that the child's enrollment will be terminated.

Under most circumstances the Center will provide Two weeks written notice of enrollment termination. However, where the particular circumstances warrant, the Center reserves the right to terminate enrollment immediately or less than Two weeks' notice.

Child Abuse Policy

All staff of Funshine Children's Center are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment of a child. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to The Indiana Department of Child Services at the mandated number: 1-800-800-5556

Negotiating Differences

Funshine Children's Center is always open to suggestions and feedback to improve the way we serve you and your family. When a parent has a concern about any aspect of our childcare program we take every step to resolve the issue as promptly as possible, keeping the safety and well being of the child and staff as a priority.

Staff Hired by Parents

We strongly discourage our employees from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with a Funshine Children's Center employee to babysit your family outside of the employee's normal work hours and/or outside of school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Funshine Children's Center employee. We cannot be responsible for our employees away from school, outside their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children. If you hire an employee from Funshine within six months of being enrolled at Funshine, you agree to pay Funshine a \$2,500 placement fee.

Parking

Adequate parking is provided for all parents in the front of the building. Be sure to LOCK your car and remove your children and valuables before entering the building, even if you are just staying for a short time.. Please do not block the Fire Zone in front of the building. This area is designated for fire trucks only. In order to maintain high air quality, we ask that you do not allow your car to remain idle in the parking lot.

Drug/ Firearm Policy

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

Payment & Fees

Tuition is payable weekly on Friday before childcare is provided. Accepted forms of payment include checks (payable to Funshine Children's Center), cash, money order, or electronic payments set up through an authorized financial institution.

Upon first admittance, a nonrefundable registration fee of \$100.00 and a deposit (two week tuition ages 1+/four weeks for Infants) will be due. At that time the child's start date and schedule will be agreed upon by the parents and the Director and a weekly tuition fee will be determined.

Anyone paying late will be charged a \$10.00 late fee per week. Late fees take effect Tuesday at noon. Tuition charges and other fees will continue until the date indicated by the parent as the date of withdrawal from the program.

If your child will attend Funshine on a part time basis of three or four days per week, we require those days to be specified before beginning our program. If you would like to bring your child on an unscheduled day, the daily rate will apply. The daily rate for children adding days to their part time schedule is as follows: *One and Two year olds - \$70 per day, Three and Four year olds - \$50 per day.

Any change of schedule or notice to withdraw a child requires a two week written notice for children ages 1 and up, and a 6 month notice of withdraw for infant. There are no tuition credits for absences for any reason (illness, vacations, or holidays). If the child is withdrawn without prior notice, the security deposit will not be returned.

A bi-annual material fee of \$70 will be assessed for children ages 1 and up. In the interest of each child's wellbeing and to maintain appropriate child/staff ratio an extended day fee of \$20 will be assessed for each child if in attendance greater than 10 hours per day.

Parents who pick up their child after our 6:00 p.m. closing time will be charged \$20.00 for the first 5 minutes and \$2.00 every minute thereafter. In consideration of our employees and families, please allow enough time to gather your child's items and leave by 6:00 p.m.

Family Discounts (excludes infants). The first child enrolled FULL TIME will pay the full weekly tuition fee. Additional siblings enrolled full time EAR ROUND will be given a \$20.00 per week discount.

Receipts & 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 on the child's cubby. Tax statements will be given in the beginning of January per parents request.

Closing Statement

Funshine Children's Center Family Handbook

We want to take the opportunity to thank you for choosing our center and to let you know that we would like you to consider Funshine as being your “home away from home.” We are grateful to care for and educate your children and take such reward and pride in our work as Early Childhood Professionals. Thank you again for choosing our center and we look forward to making many joyful memories with your family.