

family fun fx

DAY CARE CENTERS

Parent's Handbook

Family Fun Daycare
Child Care Philosophy

To create a safe, loving, and positive environment that will foster the physical and intellectual well being of every child while encouraging their individuality.

Classes

Currently our classes are divided into three age groups. There is an infant / room (6 weeks to 18 months), toddler room (1 to 2.5 years), and a preschool (3 and 4 years). Children must be potty trained in order to move into the preschool class. Children will be switching classes each September. However, if a child is not developmentally ready for an older class they may need to remain in their current classroom. We will meet with the parents and discuss this should this situation arise.

Our school day starts off with group free play. The remainder of the morning is utilized for learning activities. Children have circle time, projects, learning centers, etc. Our classes also break for a morning snack, lunch, and nap. The afternoons are full of fun and interesting activities. The children go outside for gross motor activities twice per day. Weather permitting they have a half hour outside in the morning and again in the afternoon.

Parent-Teacher Conference

Conferences are held in early winter and late spring to keep parents actively involved in their children's progress. We encourage parents to discuss their children at any time. Teachers will be sending out monthly calendars and newsletters as well as daily reports to keep parents informed. Any questions, comments, or concerns are welcome and may be discussed with the director at any time.

Parent Involvement

We ask that parents be actively involved and supportive in their children's learning experience. Parents should check the bulletin board and cubbies daily. They will often contain notices about upcoming events as well as the children's projects. Daily reports will be put in the child's cubby by the end of every day.

Children's Attire

Children's clothing should be comfortable and easy to clean. Children may come home messy from time to time but that's part of the fun of learning. In the winter months

please dress your child warmly and provide heavy outerwear so that the child may go out and enjoy the fresh air. In the summertime the clothing should be light and loose fitting. Bathing suits should be brought in for water play activities. All clothing should be labeled with the child's name. Sneakers make a good shoe no matter what the weather. We also ask that all children have a complete change of clothes. Those who are not potty trained are also asked to bring in diapers and wipes. Naptime bedding is required for each child and must be brought home for washing weekly.

Things From Home

Two snacks are provided and we ask that breakfast and lunch be brought from home. Snacks may be brought from home if required by a dietary restriction or requested by the teacher. Our center provides a wide variety of toys and entertainment for the children so it is not necessary to bring in toys or jewelry from home unless required for show and tell. Family Fun Daycare will not be responsible should something from home be lost or broken.

Arrival and Pick Up

Please escort your children into the classroom each morning and make sure their teacher has noticed their arrival. Also make sure your child's belongings are in his or her cubby. When picking up your child please be sure to check the bulletin board and your child's cubby for memos, and be sure the teacher sees that your child is leaving. If you cannot pick up your child please notify us in writing who will be picking up the child. Any person picking up your child with whom we are not familiar will be asked to present photo identification. I understand that my child will not be released to any person should the center staff suspect that person to be under the influence of drugs or alcohol. I also understand that without a court order my child may be released to the parent/ custodian whether or not they are listed on the application with approval of local authorities. Family Fun closes promptly at 6. Late fees will be charged if your child is not picked up by that time.

Absences and Late Arrival

Please notify us as early as possible if your child will not be attending class. Classes begin promptly at 9 AM. If your child is consistently late they will be disrupting the classroom and more importantly they will be missing out on learning experiences. Please try to ensure that your child arrives no later than 9 AM.

Sickness

We ask that you keep your child home if he or she is sick in order to prevent the spread of germs. Your child is considered too sick to be in school if they have fever, vomiting, diarrhea, or an undiagnosed rash. Your child should be symptom free for 24 hours before returning to school. If head lice are reported in your child's classroom you will be notified immediately and asked to follow the procedures to inspect your child's head. If your child has lice or nits they will not be admitted for 24 hours after treatment and after all nits are removed. A staff member will inspect your child's head prior to them returning to class. Parents are required to pay full tuition for when their child is sick up to one week. Subsequent consecutive days out for the same illness will be charged at half price. Please call the center when your child will miss attending due to illness. A physicians note is required in order to return to the center.

Medicine and Medical Forms

All medical forms must be returned to the center within 2 weeks of registration. If your child needs to receive medication during the school day you will be asked to fill out a medicine form. All medication must be properly labeled and in its original container. Fever reducing drugs will not be administered.

Emergency Contacts

It is important for us to be able to reach you in the event of an emergency. If you will be away from home or work for an extended period of time please let us know. Please keep emergency contact information updated.

Field Trips

Our center has various trips planned throughout the year. Depending on the distance we will either provide private transportation or hire a bus. From time to time we may require additional chaperones. If you accompany your child you may be assigned other children.

Meals and Snacks

Two snacks will be provided by the center. Please notify us if your child has any allergies or special eating habits. Breakfast will be served at 8 for those children who bring breakfast to the center. Please ensure that your child arrives by 8 if you would like them to enjoy breakfast at the center.

Naptime

Children rest between 11 and 2:30 pm. Each child is given a cot and we ask that you provided bedding for your child. Naptime varies by age group and children will nap in their respective classrooms. All children will be supervised. During this period lights will be dimmed and soft music will be played.

Tuition

There is a one-time \$75 registration fee due when you enroll your child in our program. There is also a \$35 re-enrollment fee due every September. Tuition is due the Friday before the week of attendance. If tuition is not paid by Monday at pick up a late fee of \$15 will be charged. Your child will be withdrawn from the program should your account be two weeks delinquent. Your child will not be readmitted until the entire balance is paid including any applicable late charges. We cannot guarantee your child's position in the center should they be withdrawn. If you are on a voucher program it will be your responsibility to renew or be responsible for any outstanding balance due.

Refunds

There will be no refunds for days missed due to weather, vacation, holidays, or illness. Full tuition is due each week your child is enrolled.

Holiday Schedule

Our center will be closed the following days:

New Years Day	Martin Luther King Day	Presidents Day	Good Friday
Easter Monday	Memorial Day	Independence Day	
LaborDay	Teacher in-service	Thanksgiving	
Friday after Thanksgiving	Christmas Break		

Parents pay normal tuition for weeks with Holidays.

*these dates may be subject to change.

Closings

This center closes for inclement weather. Please listen to KYW 1060 for #558 or view the news on television. You can also go on [KYW 1060.com](http://KYW1060.com), click on school closings, and put in our school closing number for school closings updates. Should Pennsauken schools remain closed for more than one day you will receive a call from the director letting you know when we reopen. At times we close the center early due to snow/ice. Parents pay normal tuition when we are closed due to inclement weather. We do our best to cancel some minor holidays when we close because of weather.

We hope that you find this handbook helpful. Should you have any questions please feel free to contact the director or your child's teacher.

I have received the parent handbook from Family Fun Day Care. I have reviewed Family Fun's policies and procedures and agree to abide by them.

Child's Name: _____

Teacher's Name: _____

Parent's Signature: _____

Date: _____