



PARENT HANDBOOK

Christine Crews- Director

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Part One: About the Center

Mission

The Academy is committed to providing an age and developmentally appropriate, high quality, safe, loving and challenging environment for pre-school children and at the same time we stimulate social, cognitive, physical, emotional growth and academic success. Funtastic Learning Academy® also enables and provides opportunities for families to be directly involved within their children's education and activities.

Hours of Operation

The Academy hours of operations are:

Lake Mary-7:00am-6:00pm

Winter Springs-6:30am-6:30pm

Days of Operation

Monday-Friday (excluding holidays) A list of holidays is available in this handbook, under "Child Care Center Closings" in Part Three.

Organization of the Center

Funtastic Learning is a for-profit childcare center. We accept all children regardless of race, creed or color, religion, national origin, age, physical ability or any other characteristic protected by law. Both of our locations serve children from 1 year to 12 years of age.

The Staff

All staff at Funtastic are required to have the DCF childcare training hours prior to employment. All VPK lead teachers have a staff credential; Assistant teachers have the mandated DCF hours. Each year all staff are required to earn 12 early childhood education units. All teachers must also undergo a background check and CPR training. We believe that teachers are the backbone of the school and we strive to employ only the best.

Security

Our campus is equipped with security cameras for video monitoring purposes. Due to confidentiality reasons, we do not share video footage. Our school is also equipped a keyless door entry, which requires all users to enter a pin in order to gain access to the school.

Core Beliefs (Philosophy)

1. Children learn through play in both their learning experiences and their environment.
2. Daily routines and meaningful experiences enhance children's learning.
3. Children develop every day in five main areas of development: health and physical development, social and emotional development, language development and communication, approaches to learning, and cognition and general knowledge.
4. Literacy and language development are encouraged daily in the classroom.
5. Opportunities for exploration and discovery encourage children to love learning.
6. A strong classroom community learning environment enables children to develop confidence, creativity, and lifelong critical thinking skills.
7. The teaching staff use developmentally appropriate practices in the classroom and take advantage of teachable moments.
8. The teaching staff will adjust in their teaching to meet the strengths, needs and interests of individual children.
9. Positive reinforcement and guidance are necessary for building relationships with children.
10. Parent partnerships are a key ingredient to childcare/school success.

Part Two: Enrollment

Admissions Policy

Enrollment forms are accepted year-round. Children will be admitted into the center on first-come, first-served basis depending on the availability within your child's age group and program.

Fees

Payment is to be made weekly or monthly. Weekly payments are due Friday prior to the week of service and is considered late by close of business Tuesday and will incur a \$20 late fee. Monthly payments are due on or before the 1st of each month and are considered late after the 5th of the month and will incur a \$20 late fee. All payments must be made in advance. Automatic payments can be made through Tuition Express using ProCare billing software. This is an automatic payment program that allows Funtastic to withdraw payments electronically from a checking/savings bank account. Enrollment in Tuition Express is Mandatory. Tuition will either be automatically collected each Monday for weekly tuition or the 1st of every month for monthly payers OR payment can be initiated by the parent each week or month via the website. Refunds will not be issued for tuition that is prepaid; you may use that toward the days as credit for your child's last day.

Enrolling

Funtastic Learning Academy accepts families year-round on a first come first serve basis beginning on January 2nd for the following Fall (August). Should a family decide they would like to enroll and have a space held; a

completed Registration Packet must be submitted along with a nonrefundable registration check of one week's tuition plus registration fee. (refundable under 30-day policy.)

Changes in Enrollment

Changes to the contract, desired by either provider or parent/guardian, must be made in writing and acknowledged in writing by the other parties at least 2 weeks before the desired change takes effect. A new contract may be signed at that time to reflect the changes.

Withdrawal from the Center

Enrollment may be terminated by either parent/guardian or provider by giving a 30-day written notice.

Dis-Enrollment Policy

LATE PAYMENT: Funtastic Learning Academy reserves the right to dis-enroll children whose financial obligations remain unpaid after the due date. If this occurs, he or she is withdrawn, and the current full week's tuition charges are due. In the event that the account is turned over to a collection agency, the parent will be responsible for all collections fees, lawyer and court fees acquired by Funtastic Learning Academy. Refunds will not be issued for tuition that is prepaid; you may use that toward the days as credit for your child's last day.

Re-Enrollment Termination

If, for any reason, your child misses more than two weeks without communication to our office, the child will be dropped from enrollment and the two-week tuition will be due. To re-enter, the account must be clear, and a new enrollment fee will be charged (pending the child's spot is still open).

Grievance Procedure

As a childcare center we are a community of children, parents, and staff all interacting and sharing our lives together. In a community, people work closely together and hopefully interactions are positive, helpful, kind and understanding. Yet it is to be expected that from time to time people will experience some conflict, some concerns, and some difficulties. We recognize that parenting is one of the most difficult, intense and rewarding experiences in your life. We want you to share your thoughts, hopes and dreams for your child. You want what is best for your child and we know it is your job to advocate and protect your child. We, as a staff, will make mistakes; create misunderstandings, and occasionally have miscommunications. When these mistakes occur, we want you to tell us. As a staff it is our goal to offer your family the best in childcare services possible. In order to meet our goal, we need your input, your suggestions, your questions, and concerns. When you have a concern, please remember....

o Teachers want the parents to feel very satisfied with the care their child is receiving.

- o Talk to the teachers directly whenever possible. If you feel comfortable, ask your child’s teacher first about any concern. Teachers prefer that you talk with them directly, but they do understand if you would prefer to talk with the Assistant Director or Director.
- o Realize that if you have a concern with a teacher, the Assistant Director or Director will need to investigate and talk with the teacher directly about your concern and deal with the issue in a straight forward manner so that the teacher can improve her performance and/or correct any mistakes or misunderstandings.
- o Be assured that teachers do not hold a grudge against your child or “take it out” on your child after you have expressed a concern. We would not hire anyone at our center that would react in such an inappropriate manner. After expressing a concern, your child’s teacher will be more conscientious about your issue and try to improve.
- o Consider using the “once is OK” rule. With minor issues, allow staff to make a mistake once or twice, but when it becomes a pattern, it is time to bring it to their attention.
- o On the other hand, don’t allow concerns to build up. As concerns occur, share them with the teachers. It is disturbing to find out “later” that a parent had several concerns and never expressed them.
- o Sometimes we cannot make changes you may request due to other restrictions, but we ALWAYS want to hear your suggestions. We promise to consider them seriously and respond to you in a timely manner.

Expulsion Policy

Unfortunately, there are sometimes reasons we must ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

Staff will try to redirect child from negative behavior.

Staff will reassess classroom environment, appropriate of activities, supervision.

Staff will always use positive methods and language while disciplining children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child will be given time to regain control.

Child’s disruptive behavior will be documented and maintained in confidentiality.

Parent/guardian will be notified verbally.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

The parent will be given literature or other resources regarding methods of improving behavior.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child’s parent/guardian will be advised verbally and in writing about the child’s or parent’s behavior warranting an expulsion. An expulsion action is meant to be a

period so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavioral changes required for the child or parent to return to the school.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payment.

Failure to complete required forms including the child's immunization records.

Verbal abuse to staff.

Parent threatens physical or intimidating actions toward staff members, other parents, or children.

CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time. Uncontrollable tantrums/angry outbursts.

Ongoing physical abuse to staff or other children.

Unable to toilet train in our three-year-old program.

A CHILD WILL NOT BE EXPELLED If child's parents:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent enough time to make other childcare arrangements.

Part Three: Center-wide Policies and Procedures

Child Care Center Closings

If a holiday falls on Saturday, we will be closed on Friday; if it falls on a Sunday, we will be closed on Monday. Care will not be provided, but payment is due, on the following holidays when they occur on a day the child(ren) is/are regularly scheduled for care:

New Year's Day

President's Day

Martin Luther King Jr. Day

Good Friday

Memorial Day

Independence Day

Teacher Workday-TBA (day before school year starts) example: August 7, 2020

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

Emergency Evacuation

In the event of an emergency, the children will be evacuated from the facility. The primary exit for evacuation is through the rear door of the school, which exits on to the playground. Should this exit be blocked, the exit out the front of the building will be used. If the school has become unusable, we will contact you for your child to be picked up.

School Transportation

Funtastic will provide transportation to local schools for before and after care. The school list will be updated each year based on the need.

Part Four: Policies-Comings and Goings

Daily Attendance

If your child will not be in attendance please call the office in the morning, by 9am so that we can inform the teacher. We are learning all day; however, most of our learning is in the morning. Children that will arrive after 9am must have a prior arrangement with the preschool office. No child will be accepted into the center after 10:30am, please make appointments and plans accordingly.

EARLY LEARNING COALITION OF SEMINOLE: School Readiness Program will allow a child to be absent up to 3 days per month without documentation. After the first three days the parent must provide written documentation regarding the absence and it will be the parent's responsibility to pay for the time missed. At the end of each month parents will be required to sign the attendance for verification purposes.

VPK PARENTS: The Early Learning Coalition states that you must follow Rule #6M-8.305 in Recording and Certifying Child in the VPK Program to receive this program for free. All VPK Students must be here at the scheduled time class starts and must follow the attendance policy. At the end of each month parents will be required to verify and sign the child's attendance on form OELVPK-035 or OEL-VPK031.

VACATION: Fees and policies for parent/guardian's vacation: On each annual anniversary date of enrollment, each child will qualify for 2 weeks' vacation time. Vacation days must be taken in 5-day increments and the child may not be in attendance. A written 2-week notice must be given. Form can be obtained from the front office.

Children's Arrival

Children must be physically brought in by an adult and signed in with their electronic fingerprint. The child needs to be taken to the designated arrival classroom and the teacher needs to be aware that the child has arrived.

Sign In /Out Sheets and Children's Departures

Florida state law requires families always sign their child in and out of preschool. Funtastic Learning Academy uses fingerprint sign in/out. Every family will be provided a unique four-digit front door code to enter the preschool. Preschool parents may sign their child in up to 5 minutes before their scheduled start time without adding early morning drop off. Please note that there are no grace periods for pick up times. Parents picking up their child after their predetermined pick up time will automatically have the next hour of care added. After the center closure time, a fee of \$1 per minute per child will be charged and is due to the staff remaining with your child until you arrive to pick them up.

Authorized Escorts

To ensure the child has been picked up by the authorized person, please make sure that the authorized person picking up the child has proper identification when picking up the child. If the person picking up the child is NOT on the authorized list and does not have proper identification, the child will NOT leave our center. Children under the age of 18 are not allowed to pick up their siblings unless prior authorization is obtained through the director.

Visitors to the Center

Family involvement is encouraged at our learning center. Family involvement may include eating lunch with your child, participating in school activities, conferences, etc. All visitors must check in with the front office prior to visiting the classroom or an event at the school. Funtastic Learning Academy has an open-door policy for our families, however, please understand that this can be disruptive to our structured learning environment, please see the office staff to schedule these visits.

Children's Clothing

No t-shirts with questionable pictures or writings will be allowed, such as devils, witches, rock groups, vulgar words, signs, etc. We suggest that you dress your child in appropriate clothing and shoes for the weather and make sure that the shoes they wear are closed-toed and rubber soled for safety. Children must always wear shoes. They will not be permitted to remove their shoes for any reason, including for nap time.

Toys from Home

Funtastic Learning Academy is not responsible for toys, money, jewelry, etc. which is lost or damaged in any way. Children are not allowed to bring ANYTHING to school unless it is requested by the director or teacher. These items may be for homework purposes example: items for letter bags. The Director reserves the right to take anything away from a child that may hurt another child in any way.

Field Trip /Transportation Procedures

On occasion, your child may participate in field trips or fundraising activities. You will be notified in advance of field trips and activities. A permission slip for your child to attend a field trip/activity will be given to you to be filled out. Please return these forms to the school in a timely manner, as your child will not be permitted to attend these activities without your written consent.

Birthday Parties

Parents are welcome to celebrate their child's birthday at school. Should you choose this option we ask that parents please provide store bought muffins or mini cupcakes for the entire class. Parents who do not want their child to participate in Birthday School celebrations are welcome to OPT out.

Naps

All preschoolers will be allotted nap time. Children will not be required to sleep; however, they will be asked to rest quietly on their cots/mats. Parents must provide the child with a toddler-sized blanket and a fitted crib-sized sheet for naptime. We ask parents not to bring pacifiers or other items that when lost are difficult to replace. If a pacifier is necessary for your child to rest well, any pacifier sent **MUST** be on a pacifier tether and attached to their clothing. Please note: To facilitate proper language and vocabulary development, pacifiers will be used as little as possible. Nap items should remain at school and will be sent home on sheet day, which is every Friday, to be laundered.

Children with Challenges or Special Needs

BITING: is not considered misbehaving for children two years old and under. It is, however, their way of expressing their frustrations. Teachers remain alert to bites and situations in which biting occurs. If biting continues after steps are taken to correct the behavior or if biting is aggressive, i.e., breaks the skin or the biting does not lessen within a reasonable period, the child may be asked to dis-enroll for a short time. If biting continues after returning, you may be asked to withdraw your child until he/she is older.

Photography and/or Video

Your child may appear in publicity photos taken on behalf of Funtastic Learning Academy or its affiliates. If for any reason you do not want your child's picture taken, it is your responsibility to notify the director in writing. There is a form in the enrollment packet on which you can make known your preferences.

Part Five: Program

Curriculum Overview

The Creative Curriculum® for Preschool is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

Learn Every Day is a comprehensive curriculum for toddlers and twos based on current research and written by national experts. The 36 units and more than 1,300 activities incorporate literacy, math, science, social studies, and the creative arts in ways that will enable your students to Learn Every Day!

Part Six: Guidance and Socialization (Discipline) Policy

During your child's time with us, we teach children to make the appropriate choices so that their behaviors are socially acceptable. We teach and redirect, we do not punish children. As teachers, we anticipate potential problems and redirect children to help them get out of these situations and how to handle themselves in an appropriate manner. Your child will never be subject to humiliation, frightening threats, spanking or other forms of physical punishment.

Verbal and/or physical abuse by your child to another child or staff member will not be tolerated. In the case of repeated behavior problems, the teacher will discuss the problem with the child to correct the situation. If this does not help, the child will be brought to the director. If further problems arise, a Parent/Teacher/Director conference will be arranged. Any problems that cannot be solved through this conference will result in the child's dismissal from Funtastic Learning Academy.

Part Seven: The Food Program

General Information

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

Mealtime Procedures

Breakfast is served until 8:15 am (brought from home or served by school) Children need to be in attendance by 8 am to make sure they have enough time to finish their breakfast. Daily meal counts are done by 9:30am each day for lunch and snack. If your child will be arriving late due to an appointment, etc. a parent needs to call the office so that the child will be provided with lunch/snack. No child is accepted into center after 10:30 am. Make appointments accordingly. Locations that serve food will serve breakfast, lunch and PM snack. If you are required to provide food parents need to provide breakfast, (if they did not eat at home) lunch and a PM snack, and drinks.

Food from Home

If you are at a location in which you must provide food, the containers must be labeled with your child's first and last name, date and ready to serve. Be mindful that you are serving your child nutritious food and following the meal pattern for children. The school does not have the facilities to wash and sanitize containers. They will be

sent home or if disposable thrown away. Any container that is not labeled or taken by the end of the day must be thrown away.

http://www.floridahealth.gov/programs-and-services/childrens-health/child-care-foodprogram/nutrition/_documents/new-meal-pattern-child-workbook-2-17.pdf

Part Eight: Parents in the Program

Parents' Rights and Responsibilities

It is a parent's right:

- To know about all aspects of the program
- To know all about their child's experience in the program
- To feel welcome visiting, calling, or observing
- To feel free to ask questions of the faculty (when they can respond without interrupting the program)
- To feel assured that their concerns, and values are sought and respected
- For children to feel an assurance of complete confidentiality (where appropriate) on all matters involving the welfare of children and families.

*If you are deaf or hard of hearing, a family member may be used to relay information to you.

It is a parent's responsibility:

- To read the Parent Handbook and follow all policies and procedures
- To keep all important information current, including contact information, medical exams, etc., and to respond to requests for information from staff
- To respect school staff as professionals who work with families to provide quality care.

Daily Communication

We encourage parents to talk with their child's teacher at drop off/and or pick up. It is important for the teacher to know information about your child, for example, how they slept the previous night, when they ate last, if they have any medicine, if they are teething, etc. The sharing of this information is important to best meet your child's needs.

Infants and one-year-olds will have a daily report for their parents outlining their day, including meals, naps, diaper changes, moods, etc. This report may be either electronic (via an app) or a standard paper daily report.

When you login to ProCare each morning to check your child in, there may be reminders for upcoming events, any balance due, or any other items related to your child, please read these messages, as they may be very important!

While these options will help to keep you informed of your child's daily progress and needs, a parent conference may be scheduled to have time to sit down with your child's teacher and cover more in-depth items regarding their progress.

Scheduled Conferences

The preschool program will have formal family/teacher conferences during fall and spring for VPK students. During the conference, the teacher will share results of classroom assessments and samples of your child's work. Together, you can make a plan to continue to encourage your child's growth and development. Communication with the teachers and other staff will be ongoing. All other age groups will have ongoing observations and assessments and their teacher will communicate any concerns. Family/teacher conferences can be scheduled anytime throughout the year to discuss progress or concerns.

Newsletter and Other Written Communication

A monthly newsletter will be given out between the months of August-May. Other written communication for special events, classroom parties, etc. will be given out as they arise.

Donations and Volunteering of Time

We love having extra hands to help us! If you would like to volunteer at school, please let us know. We will give you a list of possible duties that you would help with while you are here. If you have an area of expertise, culture, or other talent that you would like to share with us, that would be great! Please note: Any volunteers that participate in school activities for more than 10 volunteer hours per month are REQUIRED by DCF to be background screened.

DONATIONS- We use a variety of items in the classroom for all kinds of activities. Some useful items that you could donate include:

Paper Towel/Toilet Paper Rolls (cardboard)

Adult sized T-shirts (to cover children while getting messy!)

Items that can be used to pour/scoop

Snacks

School Supplies (crayons, paper, markers, etc.)

Sensitive Issues

Due to the sensitive nature of information related to families of our children, it is imperative that we keep sensitive information confidential. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Parents' Behavior at the Center

Parents are encouraged to conduct themselves as responsible adults while on campus. This includes using appropriate language, dressing appropriately, (no revealing clothing or clothing with profanity or images that might be frightening to the children, no pajamas) and using good manners when interacting with everyone else that is on campus. It is also requested that you refrain from using your cell phone during drop off and pick up. This time should be reserved for your child and their teacher, to allow for communication about your child.

Divorced or Separated Parents

The preschool is a safe place for your child- the center will not serve as a mediator between parents. If court documents are required for visitation, etc. this must be on file for us to enforce.

Parents under the Influence of Alcohol or Drugs

Parents that are suspected to be under the influence of alcohol or drugs will not be allowed to leave the center with their children.

Reporting Child Abuse and Neglect

All staff are mandated reporters. Any suspected child abuse or neglect will be reported to the abuse hotline.

Smoke Free

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it is our policy to provide a tobacco-free environment for all employees, children and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non-employee visitors.

Part Nine: Health Care and Emergencies

Children’s Health Record

ALL IMMUNIZATIONS MUST BE UP TO DATE. A student physical form (#3040) and an immunization form (#680) must accompany the child on the first day. The child will not be permitted to enter Funtastic Learning Academy if his/her shots are not up to date and the above forms are not present at enrollment. It is required that your child be up to date on his/her immunizations according to the schedule recommended by the State of Florida. If they are not appropriately completed, we may exclude your child for the protection of other children until such immunizations are current.

Medical Problems

Children with Medical Problems are welcome to apply to our center. However, entry into the program may be denied if our facility is unable to provide adequate care for the child, due to not being equipped for certain situations. All decisions regarding enrollment for children with Medical Problems will be made on a case-by-case basis.

Outdoor Policy

Classrooms are aired out frequently. The children play outdoors daily, weather permitting. Fresh air in the colder months does not cause or promote illness. It facilitates good health. Cold air is not related to making a child sick. If a child is in attendance during the outdoor time, he/she is healthy enough to then go outside with the rest of the children. All children in attendance during their classroom's outdoor playtime will go outside. Please do not ask for your child to stay inside during the outdoor time. If you feel your child cannot go outside, you will need to keep your child home from school. The toddlers will go outside unless it is raining; the heat index is over 90, or on winter days when the wind chill is below 50 degrees. Parents may not make requests for their child to stay inside while the rest of the group is outside, as this would cause staffing issues. Granting these requests is not feasible, practical, or fair to the other families and children. Programs are expected to include outdoor experiences in their daily activities during all seasons. Children benefit from the fresh air by breathing air that has fewer germs than indoor air, and outdoor exercise will increase their general fitness and resistance to infection. Colds and flus are more common during winter months because they spread easily when people spend more time in closed, heated, and stuffy rooms. Breathing warm, dry indoor air irritates tissues in the nose and throat, making it easier to catch a cold. Therefore, outdoor experiences help promote health, not illness. Taking the children outside is considered a healthy practice in a quality childcare program. Of course, sometimes toddlers are not as mobile and free to move and play. Taking them on short walks in the buggies and providing them with that fresh air and sunshine is what they need.

Sick Children

Our center is cleaned and sanitized daily to help control germs and bacteria. For the health and wellbeing of your child and of others at school, please keep your child home for the following reasons:

- o Fatigue (for any reasons), lethargic behavior

- o A fever {100.4° or higher} Child may not return until fever has been gone for 24 hours **without** use of a fever-reducing medication.

- o If your child has been prescribed antibiotics, they will need to be administered for 24 hours before a child can return. Fantastic Learning Academy cannot administer any medications without a written Physician's note.

- o Nausea, vomiting, diarrhea (a child should remain at home 24 hours after the last episode).

- o Red, "crusty," itchy eyes. Conjunctivitis or "pink eye" is a very contagious. (A child should remain at home for 24 hours while being treated with antibiotics and should only return to school if there is no discharge from the eyes.)

- o A runny nose if there is colored nasal mucous.

- o Skin rashes or Head lice (a child can return when there are no lice or nits). A child will need to have their hair inspected upon returning to the school by a qualified staff member, to ensure lice or nits are no longer present.

Exclusion from the Center

CHILDREN WITH FEVER, RASH, DIARRHEA, VOMITING, PINK EYE, LICE AND/OR NITS WILL NOT BE ACCEPTED INTO THE CENTER. If any of the above occurs after the child has been dropped off, the parent will be notified and expected to pick up the child IMMEDIATELY. This is for the protection of all children and

staff members. A child with any of the contagious disease symptoms must be 24 hours free of these before returning to school. The center may require you to provide a doctor's note to return to Funtastic Learning Academy, depending on the contagious disease that has required your child to remain home.

Policy for Payment of Absences due to Illness

Tuition is due weekly regardless of attendance. If your child(ren) has been out due to illness for more than 3 days in the same week, a credit for half of their tuition will be given. The parent must provide a doctor's excuse within 5 days of absence to receive credit to account.

Notification of Infectious Disease

The school will notify the parents in writing and provide some information based on signs and symptoms to look out for in the event we have an infectious disease within the school.

Medication Policy

Over the Counter Medications: Should your child need a non-prescription medication, parents or staff will be able to administer this with a specific note, including dosage, length of time the child will require the medicine (cannot be indefinite), how many times per day the medication should be administered, and what the medication is specifically for (cough, allergies, pain, congestion, etc.). Please understand parents or staff cannot administer an over the counter medication at the center unless it is accompanied by a current doctor's note.

Prescription Medications: We will be able to administer a prescribed medication to your child after you have given the first dose and it comes to us in the original container with the prescription label on it. The prescription label serves the same purpose as the doctor's note.

A medication authorization form must be filled out and signed by the parent for both circumstances described above. This form can be obtained from your child's teacher or in the front office.

Emergency Care Procedures

If your child becomes injured at the center, the teacher in charge will administer simple first aid, such as washing the injury, applying ice, and bandaging. The teacher will then fill out an accident report. If the child receives a serious injury that requires medical services, the following procedure will be followed:

1. Call parent or guardian
2. Call at least one of the persons listed on the emergency list
3. Call the child's physician for his/her advice
4. In the case that the above three fail, we will call an ambulance or paramedic team and have the child taken to the emergency room. A staff person will accompany the child in the paramedic's van or ambulance.

****All** expenses incurred under #4 will be the child's family or guardian's responsibility. If an injury is severe, procedures 1-3 will be waived and 911 will be immediately summoned. ******

Protecting Your Children from Harm

At Funtastic Learning Academy, your child's safety and security is our number one concern. Our staff will keep your child safe by:

- Always knowing the number of children they have in their care.
- Counting children before leaving the classroom, upon arrival to their destination, before heading back to the classroom, and again upon arriving back to their classroom.
- Ensuring the proper person is picking up your child. When in doubt, we will check the enrollment paperwork, and a phone call will be made to you to confirm the identity of the person in question.
- Knowing all emergency procedures.
- Conducting monthly fire drills so that the children know exactly what to do if a real fire situation ever arises.
- Supervising all classroom and playground activities to ensure children are practicing safety in their play.
- Keeping all CPR and First Aid certifications current.

In closing, we look forward to building a partnership with you, and helping your child grow and learn. If you have any questions, please do not hesitate to stop by the office and ask!