

Fun House Inc.

Parent Handbook

(updated 2017/1/1)

BEHAVIOR POLICY

The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program. To provide a safe and caring environment where children can play and learn, limits are set on behavior. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children and adults. A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on The Fun House Inc. property. Adults are expected to model the desired behavior that is expected of the child. Profanity, threats, or disruptive behavior towards children or adults will not be tolerated.

CHILD ABUSE, REPORTING SUSPECTED

The Fun House staff is trained to recognize and report suspected child abuse. We are required by law to report suspected child abuse. If a staff member suspects child abuse a report will be made to the Department of Social Services.

HOLIDAYS AND HOURS OF OPERATION

The Fun House will observe the following holidays: Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, Easter, Memorial Day, and July 4th. (Unless otherwise posted). The Fun House reserves the right to change hours of operation without notice. The center closes when the last child leaves each day. Parents should notify the center if they will be late and a fee of \$5 for the first five minutes and a dollar per minute after may be charged. Withdrawal from full days/days open when school is closed, with three days or less notice will result in being charged full daily rate. Part time requires 24 hour notice to attend or withdraw. Withdraw with 24 hours or less notice is subject to current daily rate.

ILLNESS

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an

hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from the program and a report being submitted to the Department of Social Services. Any contagious illness may require a doctor's note for re-admission. Staff will instruct children on proper hand washing, in an effort to reduce contagious illness.

INSURANCE

The Fun House Inc. does not provide accident or medical insurance. All children must be covered by a personal policy held by parents. Parents will need to provide a copy of their insurance card before a child can be enrolled.

MEDICAL EMERGENCIES

In the event of a medical emergency that cannot be handled by staff, EMT personnel will be called. Physician and hospital preferences will be taken directly from the application completed at the time of enrollment. Then the following people will be contacted in this order: Parent or Guardian or Emergency Contact Person. It is imperative that each parent provide current, up-to-date phone numbers and physician and hospital preferences on the application.

MEDICATION ADMINISTRATION

Should it be necessary for your child to receive medication at the center, the procedure below should be followed. The parent must complete the Medical Administration Consent Form. Medicine must be brought in its original container. The child's name must be on the container. The parent must provide clear and concise written directions for administration of medication to administration; medication should not be brought in by the child.

SIGN IN/OUT PROCEDURE

Parents must sign in and out with the date and initials for their child each day. Children are not to be dropped off; a parent should accompany the child into the building. A child will be released only to the person(s) (minimum 16 years of age) designated by the parent/guardian on the enrollment form. Once a child is signed out by a parent/guardian The Fun House Inc. is no longer responsible for that child. If a child is to be released to anyone other than the people listed, the director must be notified and the family must share their door code with the authorized person. All families are responsible for submitting a door code to the director prior enrollment. Parents sharing custody may share or request a separate code. A code is required to enter the building, as the door will not be opened without a code during business hours. The door will not be opened during business hours without a code. I.D. will be required if someone unfamiliar to staff arrives for your child. Administration may call the parent to verify any written authorization to release a child to someone else.

ABSENCES

Parents should contact the program if a child will not attend The Fun House Inc. on a regularly scheduled day. Please contact the director by phone or email prior to opening hours. A two week notice must be given before dropping from the program. Accounts will be billed until a child is officially dropped.