

Parent Handbook



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MISSIONS STATEMENT AND PHILOSOPHY

Another Fun Day-Care values early childhood education as the foundation for lifelong learning. We believe that each child is a unique individual and should be viewed, respected and treated as such. As the welfare and wellbeing of each child is paramount, we strive to provide holistic support of the child's exclusive requirements and interests in a nurturing, familial environment that fosters the child's development across all developmental domains. We believe that the child develops in an orderly manner by passing through stages of development, which occur in predictable sequential fashion according to his or her physical, social, emotional and cognitive growth. We provide experiences in dramatic play, math, art, music, language, pre-reading and pre-writing. These experiences nurture and facilitate growth at each stage of a child's development. Verbal skills are encouraged through group discussions and through one-on-one conversations between teacher and child and among children. These verbal activities enable children to develop the critical-thinking skills necessary to further learning. One of the teacher's roles in this process is to ask the right questions at the right time to spark the interest and desire to pursue a line of inquiry. Partnerships with families provide us with invaluable information relating to cultural backgrounds and heritage. We strive to build the relationships with families based on co-operation and a mutual respect for the reciprocal roles that each play in the lives of the children. Moreover, Another Fun Day-Care's open door policy aims to facilitate an open flow of communication while maintaining confidentiality and respect of the privacy and wishes of each family, resulting in the highest levels of customer service. Finally, children are assisted in identifying and participating in activities that will help better the larger communities and world in which they live. As a child develops from an egotistical self to one with more concern for others, the curriculum emphasizes thought and activity directed toward the other members of the community. In pursuing these objectives, the major task and calling of the teacher is to nurture the self-esteem of each child. Children who are secure and have a strong sense of self-worth develop into whole persons, are ready to tackle any future learning activity and are able to give of themselves. The mission of Another Fun Day-Care is to nurture the whole child in the areas of intellectual, physical, emotional, social and spiritual development. Our passion is to instill in each child, a love for learning as we partner with the family in building a foundation for life-long education. We are committed to providing a safe, loving, environment where children are valued and receive appropriate opportunities to learn, explore and grow.

Curriculum

Another Fun Day-Care is based on an approved curriculum where we offer both teacher-directed and child-initiated age based foundational learning.

Staff

Each of our teachers have fulfilled the state required training in childcare. The staff have been fingerprinted and have had background checks child abuse/neglect clearance with the state and federal government in compliance with the state regulations. In addition, all of our staff are certified for First Aid/ CPR, ADA, emergency preparedness and SIDS.

Enrollment Policy

There are several forms that I must have completed and returned to the daycare before we can assume the responsibility of caring for your child. NO EXCEPTIONS. You are required to keep us informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of forms please feel free to ask.

Two- Week Trial Period

The first two weeks of a child's enrollment is a trial period for both the parents and the center. During the two- week trial, the parent or the provider can terminate the childcare contract without reason or notice as listed below in the termination of childcare agreement. No childcare payments are reimbursed in the event of termination.

Termination of childcare agreement

Another Fun Day-Care requires a two week written notice from parents if they intend on removing their child from the center. Payment is due for those two week regardless if the child attends or not. In the event payment is not made, late fees will be charged in accordance with the above policy for a total of 30 days. Anyone who terminates childcare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days, legal actions will be pursued such as but not limited to turning account over to a collections agency regardless of amount owed and reporting account to all credit reporting agencies.

Another Fun Day-Care reserves the right to terminate a childcare agreement at any time. We will give a two week notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give the written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance. In the event that your care is terminated immediately, there are NO REFUNDS.

Reasons for the termination can include but are not limited to:

- Violation of contract or policy and procedures with the contract
- Failure to complete the required forms
- NSF checks
- Child Behavior
- Inability to meet the child's needs
- Lack of Parental Cooperation
- Physical or verbal abuse of any person or property
- Habitual tardiness

Non-Discrimination policy

Another Fun Day-Care welcomes all families, regardless of, race, religion, disability, national origin, sexual orientation, gender, ancestry, marital or parental status.

Parent/Teacher Communication

Our mornings go by very quickly, we will be very busy welcoming and caring for the children; therefore, we encourage parents to communicate through telephone or email instead of lengthy discussions and visiting at arrival and/or pick-up. Parents may request a meeting at any time. This can be arranged by telephone. We will be happy to work with you to find an appropriate time for you to meet with you as requested.

Financial Policy

Tuition payments are due every Monday, prior to care (except when Monday is a holiday, then tuition is due on Tuesday). Payments made after Monday 6:00pm (close of business) will incur a \$20.00 late fee on Tuesday morning.

IF PAYMENT AND LATE FEE PAYMENTS ARE NOT RENDERED TUESDAY MORNING, YOUR CHILD WILL NOT BE ACCEPTED.

Another Fun Day-Care accepts all major credit cards (with a 2.5% surcharge), cash, and Zelle. If you are granted 100% daycare assistance and it does not cover Another Fun Day-Care rates, you will be responsible for the difference, a Copay. Copays are due Monday prior to care. Copays will be assessed anytime there is a change in voucher. If copay is not paid, childcare will be terminated.

Late Pick up

Picking up a child after 6:00 p.m will result in a late fee of \$3.00 per minute. If your child is receiving part-time child care, the late fee obligation still applies if your child/children are not picked up by the scheduled pickup time. The late fee must be paid at pick up with **NO EXCEPTIONS**. Please call if you know you will be delayed from picking up your child at the scheduled time so we may reassure your arrival.

Reserving Space

To secure a space for less than a month, a two-week fee (nonrefundable) deposit will hold your child/children's space. In order to hold a space for more than a month, 75% of the tuition per month will hold the space. This fee is nonrefundable and applies to children that are both enrolled/not yet enrolled.

Medications

Another Fun Day-Care will only administer prescription medicine. Prescription medicine must be in the original bottle and labeled with the child's name, date, and dosage, the name of the medication and the doctor's name. Doses of prescription medication cannot exceed recommended dosage for any age without a doctor's written consent. Written permission and directions from the parent are required before administering any medication. The medicine is kept in a locked container that is inaccessible to the children. Please give all medications to the teacher to ensure proper storage. Never leave medication out on the counter or in a child's diaper

bag. When a child is enrolled, parents will complete forms authorizing emergency medical aid and list a minimum of one local emergency contacts other than the child's parents.

Ointments for diaper rash, eczema creams or over the counter preventatives for rashes or skin irritation, must be applied by the parent prior to daycare.

Wellness Policy

In order to protect the children in our center and offer excellent childcare, we need to ensure that we have policies in place addressing health and safety standards. Please help us by cooperating with the following policies for dealing with sick children in a group care setting:

- Please call the center if a child is going to be absent due to illness.
- If he or she has been diagnosed with something that may be contagious, we especially need to know so other parents can be notified. Parents will be alerted if the children have been exposed to anything contagious. Once parents are notified that the child has become ill during the day, they will be expected to pick them up promptly (within 1 hour). If parents cannot be reached or cannot leave work, we will need to notify the people designated to pick the child up in an emergency.
- Please keep in mind that, although a child's symptoms may subside, they may still not feel well enough to return to group care. Children who cannot fully participate in center activities should not return to care.
- Our exclusion from care is based on recommendations from the public health department and include, but are not limited to the following:
 - Fever: Children should be kept home if they run a temperature of a high fever. They may return to care after being fever free without medication for fever reduction for at least 24 hours. Please do not medicate children to bring a fever down in order for them to attend. Children must be free of fever and other symptoms without medication for twenty-four (24) hours prior to return to school.
 - Vomiting: A child who cannot hold stomach contents down, must be excluded from care until they have had normal meals and the vomiting has subsided for at least 24 hours.
 - Diarrhea: This is defined as loose watery stools that cannot be contained. If a child has three stools in a period of 2 to 3 hours that cannot be contained in the diaper or clothing, parents will be notified. Numerous germs can be passed through feces and if it is uncontainable there is greater danger that it will spread, potentially infecting several children. The child may return to care once they have normal stools while eating regular meals.
 - Nose & Eye discharge: Children who have thick, green, excessive discharge will need to be excluded from care until they have seen a doctor and it is under control.
 - Conjunctivitis: Commonly known as pink eye, this is a condition that is very contagious. A child whose eyes are inflamed, red, itchy or draining with mucus needs to be removed from care. They may return once the child is on medication for 24 hours and there is no further drainage.
 - Open blisters or sores: Any open place on a child's skin that is bleeding or oozes bodily fluid can be hazardous. The child needs to be excluded until the skin is crusted over.
 - Skin rashes: All skin rashes need to have a doctor's note indicating the child is not contagious in order to return to care.
 - Sore Throat: A child who has a sore throat especially if accompanied by fever or swollen glands should be kept at home. A child with strep throat must have had at least 24 hours of an antibiotic to return to the center.

- **Respiratory Symptoms:** This includes difficulty in breathing, or continuous coughing to the point that the child cannot rest comfortably. Administration will give parents a copy when they are called to pick up that child. If the child is sent home one day because symptoms appear that require exclusion from care, they may not return the following day. Please understand we do not have adequate facilities and staff to meet the needs of both the ill child and the other children in the group. Therefore, we have no choice but to exclude ill children from group care. This also serves to protect all the children and staff members in the center from contagious diseases. Your cooperation is appreciated.

Clothing and Supplies

Please label all clothing and provide at least 2 full changes of clothing in case of accidents.

Parents are responsible for providing diapers, wipes, and formula for younger children.

CONFIDENTIALITY

Confidential and sensitive information will only be shared with employees who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as to Another Fun Day-Care protects everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and health related information. Outside of Another Fun Day-Care, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the program, persons with whom the information will be shared, and the reason(s) for sharing the information.

Celebrations

Children love to celebrate; so, do we at Another Fun Day-Care! Teachers will send notices home concerning scheduled party details. In planning favors, treats, etc. we do ask that our policies about particular holidays be honored. Any questions regarding celebrations may be directed to staff.. Costumes may be worn, but please no ghost, witches, or other scary Halloween symbols.

Birthday Celebrations

Parents may provide special snacks for their child on their birthday. All snacks must be store bought, not homemade. Parties will be after 3:00pm during the week. If you plan to pass out invitations, please have enough for every child. Parents should make arrangements with staff prior to the child's birthday. Please check with the staff concerning any food allergies before bringing food to the childcare center.

Another Fun Day-Care Discipline Policy

The policy of Another Fun Day-Care is to guide children in a positive way by letting them know they are accepted, setting limits, and giving respect. A young child needs to feel totally and unconditionally accepted, setting limits and giving respect. Limits are necessary to help them learn self-control. The limits help us to live and work safely in a world with others. Staff set

these limits the first week of school and through consistency the children learn them. Reasonable limits give children an opportunity to choose their behavior. All children need to know they are important, respected, and loved. Discipline within the center's setting will seek to:

- Reinforce the positive behaviors of the child,
- Listen carefully to the child as they express their feelings,
- Model appropriate Christ-like behaviors (actions, words),
- Provide choices with realistic limits, and
- Provide logical, natural consequences (as described below)

Discipline Techniques

Praise and Encouragement”- Positive, kind words that acknowledge appropriate behavior will be spoken to reinforce future practice of the desired behavior. **Modeling**-Staff members seek to model, appropriate behavior and words. So much of behavior is "caught than taught".

Redirection- This action is used to help a child move to another activity when the teacher sees a problem about to occur.

“Peace Table”- Children sometimes need to be removed from an area to a quiet place to think about their actions. This action is taken after the teacher has spoken to the child about his/her behavior. The child sits in the calm down area to think about their actions. The child sits for 2-4 minutes depending on the age of the child. At this time, the teacher talks to the child about the inappropriate behavior better solutions to the problem **Parent Involvement**- The staff will at times communicate with the parents about the child's behavior. Working together usually helps the child want to change their inappropriate behavior. **Sending the child home**- This is done only if the child is behaving in an uncontrollable manner an example would be biting more than once a day. This is the last option when all other methods have failed. **“Parent Involvement”**- The teacher will at times communicate with the parents about the child's behavior. Working together usually helps the child want to change their inappropriate behavior. **“Dismissal of a Child**- The program reserves the right to dismiss any child if, after entering, his/her behavior is not acceptable or is disruptive to the total group experience or if tuition and fees have not been paid according to the financial policy.

Meals and Snacks

Facility name participates in the USDA food program. We offer a balance meals and snacks. Lunch and snacks are provided by the day care. They are served as follows:

8:00 – 9:00 Breakfast (small light meal)

10:30 am Snack

11:30 am Lunch

2:30 -3:30pm Afternoon Snack

Children need to arrive before the cut off for all meals. Children play and learn better on a full stomach. If your child has allergies and/or restrictions to certain foods, extensive diet please bring an alternative breakfast, lunch and/or snack for your child. Any food brought from home must be clearly labeled with the child’s name and current date. Please do not send candy or

gum with your child. Birthday and special occasion treats are ok. Please be aware of diet restrictions so that treats can be provided for all children. Please notify teachers in advance if you are planning to send special foods.

Holidays/Vacation

We take two weeks (with sufficient notice given) of **50% paid** vacations annually, and we observe all major holidays (**paid**).

A calendar of holidays and vacation dates for the coming year will be provided for all parents by December 15 of the prior year.

Should you take any holiday or vacation, you must still pay for care, since I will be reserving your child's space. Please give at least two weeks' notice of any planned absences.

Another Fun Day-Care Observes the following Holidays:

Thanksgiving (and after)

Christmas (before and after)

New Year's Eve

New Year's Day

Dr. King Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor day

Veterans Day

We will be closed for all holidays listed above. Full tuition **will be due for any week containing a holiday.**

****** These are paid holidays included in the weekly tuition.**

Vacation Time: We allow one week vacation per year with notification, when you will be taking your child out of daycare. A vacation week is when your child is consistently absent for 5 days. You will not be charged for this week; However, if your child is absent the following week, you will be charged. In order to hold your child's space we must charge you for any additional weeks your child is not present. Vacation weeks Do Not roll over into the following year. Every child is allowed 1 week vacation starting from January through December regardless of the enrollment date.

***Sufficient notice will be provided to parents in advance if the center will be closed.**

Signature page

I _____ agree to cooperate with the general policy of the Another Fun Day-Care, to perform the obligations of parents and guardians as set forth in the PARENT HANDBOOK, and to abide by the rules and regulations as set forth by Another Fun Day-Care.

My signature below indicates that I have read and understand all of the policies set forth in this handbook.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Child's Name _____

Child's Name _____

Child's Name _____

Child's Name _____