

FUN TIME EARLY CHILDHOOD ACADEMY FAMILY HANDBOOK



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W E L C O M E

Dear Parents:

The Executive Director and staff welcome you and your child to Fun Time Early Childhood Academy. We are very happy to have the opportunity to share these early years of your child's life. Fun Time Early Childhood Academy is committed to providing a safe, healthy, and quality education environment for all children. It is vital that we have your support and involvement as parents to help us succeed in achieving our goals. Being involved in your child's school activities will encourage, build pride, and increase his/her self-esteem as your child journeys through life.

Please do not hesitate to make constructive suggestions that you feel will benefit our program here at Fun Time Early Childhood Academy because children are our investment for a better future.

Sincerely,
The Board of Directors
Fun Time Early Childhood Academy

**Fun Time Early Childhood Academy
is a Non-Profit Organization
Licensed by
The Florida Department of Children and Families Services
Certificate #C20CO0035**

As an employer and childcare service provider, we adhere to the policy of making employment and enrollment decisions without regard to race, color, age, sex, religion, national origin, disability, or marital status.

Fun Time Early Childhood Academy, Inc.

MISSION STATEMENT

The purpose of this organization is to provide safe, quality, affordable education and care to children and parents of low-income working families and to prepare the children for kindergarten, ready to read and ready to learn!

Vision

Fun Time seeks to provide an environment in which each child can reach her or his full potential. Specific goals include respect for self and others, appreciation of individual differences, non-violence, sharing and health awareness. We recognize the uniqueness of each child and that parents know their children best. The staff is committed to working with parents to provide the most appropriate care for their child. The daily communication between parents and staff further enhances the opportunity to meet the child's needs. The Academy views its role as that of an extension of the family, not as a substitute. With a professional and caring staff, we hope each child will benefit from the Academy and its program.

Children from diverse socio-economic and ethnic backgrounds will attend Fun Time and become early literacy learners who are socially integrated and foundationally prepared with high expectations for a successful life of self-sufficiency.

Philosophy and Program Goals

The goals of Fun Time are:

- to promote the social, emotional, moral, cognitive, language and physical development of each child by:
 - providing support and resources for families
 - by forming and enhancing nurturing relationships between each child and teacher where each child is valued for his or her own unique qualities
 - by creating a rich developmentally and culturally appropriate curriculum
- to build partnerships with families through mutual respect, open communication, and opportunities for active participation
- to facilitate interactions between and among families
- to model, convey and promote high quality developmentally and culturally appropriate practices in early care and education to families, professionals, and the community-at-large
- to create a nurturing and responsive environment that provides resources and supports the personal and professional growth of the Academy staff

Curriculum and Programs

Fun Time provides meaningful and purposeful early care and education curricula—Creative Curriculum and the Early Literacy and Learning Model (ELLM). The curricula follow developmentally appropriate practices of the National Accreditation Commission for Early Care and Education Programs with an emphasis on early literacy, integrated in the way young children naturally think and learn. Florida School Readiness Performance Standards, Florida Voluntary Prekindergarten and Federal Head Start Performance Standards provide additional guidance for the content of the curricula. The Academy is a nationally accredited program and achieves the highest national standards for early childhood education programs.

In addition, Fun Time Early Childhood Academy offers an academically rich Voluntary Pre-Kindergarten program (VPK) for 4-year-olds prior to their kindergarten year and is a *Collier County Public Schools* contracted community site for 10 children enrolled in the free Pre-Kindergarten Head Start Program. Students of income-eligible families qualify under Federal Head Start guidelines. Fun Time's education

and care program addresses children's needs individually and developmentally in a setting that is safe, nurturing and intellectually stimulating. Children engage in a wide variety of interesting activities to promote optimal growth and development in the physical, cognitive, language and social/emotional domains.

As an employer and child-care service provider, we adhere to the policy of making employment and enrollment decisions without regard to race, color, age, sex, religion, national origin, disability, or marital status. Fun Time adheres to all rules & regulations mandated by the Florida Department of Children and Families to include all Fun Time personnel as mandated reporters for any known or suspected cases of child abuse and neglect.

Funding

Fun Time Early Childhood Academy, Inc. is a nonprofit National Accreditation Commission accredited academy. The Naples Children & Education Foundation (founders of the Winter Wine Festival) generously granted Fun Time matching funds, enabling us to build our new larger, state-of-the-art building and to serve many more families and children. Since then, NCEF has generously supported our program with tuition assistance for families who might not otherwise be able to afford our quality educational program for their children on an annual basis.

In addition, we receive numerous donations from local churches, civic organizations, foundations and individuals. These donations assist the Academy with the operational costs for educational materials, books and supplies which enhance our program, as well as the ability to offer tuition assistance to families in need and to hire highly credentialed staff.

Board of Directors and Other Volunteers

The Board of Directors of Fun Time Early Childhood Academy is comprised of volunteers who work to see that your child is receiving the best possible early education and care. The Academy's Board of Directors provides "collaborative governance" for the Academy. The Board considers all points of view as it develops the Academy's major policies and strategic plan. These points of view include Academy families and potential families and Academy staff.

Throughout the year supervised trained volunteers work in the classrooms and individually as literacy tutors with the children to meet the children's individual needs. All of these volunteer resources are vital to the financial welfare of our program and the academic welfare of the children at Fun Time Early Childhood Academy.

Parent Participation Commitment

As parents you are essential and influential in promising your child future success. We welcome you as our partners in a positive educational experience. It is important and necessary that parents participate in the program at Fun Time Early Childhood Academy. We realize that by enrolling your child in Fun Time Early Childhood Academy you are concerned about the quality of our child's preschool education. Your involvement will assure you that we are providing the quality program you would expect for your child.

We welcome a partnership with parents and guardians and encourage your ongoing involvement. We would like you to give volunteer time to the Academy. Throughout the year the staff will provide opportunities for your participation. We ask you to suggest ways you might like to be involved in our program as well.

In many cases the staff will identify convenient times for parent visits and participation and provide sign-up sheets in the classrooms. Parents are expected to attend all scheduled Fun Time parent/teacher meetings. You may be asked by the staff to work with us cooperatively in our classroom in a behavior management plan for your child.

Fun Time provides many enjoyable family events that encourage parents and children to participate together in academic activities. It is our hope that you will attend the evening events and discover more about your child's learning experiences at Fun Time. Members of the Board may be present at the meetings.

Parent education nights will be offered during the year. To keep all parents well informed about their children's education process at Fun Time, parents will be expected to come to those meetings. All parents are encouraged to participate in our parenting discussion groups throughout the year.

In addition, we offer many daytime opportunities when you may visit your child's classroom to join a special school event or be our special classroom guest.

PATCH (Parents Actively Teaching Children at Home)

In response to the most recent research on child development and the critical brain development that occurs between the ages of birth to five years old, Fun Time Academy is expanding our parent education program. Research has shown us that the first five years of life are linked to the future success or challenges of children, and we want to ensure that our students are provided with the best opportunities for success. Parents are their child's first teacher and is an enormous responsibility. We want to provide our parents with the knowledge and skills to ensure their child's future is successful.

As a condition of enrollment, all parents of children attending Fun Time Early Childhood Academy will be required to attend a minimum of 6 parent education classes OR family involvement events per school year. Parents will be required to attend 3 events between August and December as well as 3 events between January and May. Parent attendance will be tracked to ensure compliance with this policy. A monthly calendar of available parent training/events will be provided to you along with weekly reminders. Various dates and times will be offered each month to try to accommodate all schedules. It is our intent to provide parents with opportunities to better understand children's growth and development and effective strategies for learning.

Admission Procedures/Registration/Enrollment

Each parent registering a child at Fun Time Early Childhood Academy will receive an enrollment packet. This packet will include many required forms including an area for updated emergency contact and emergency treatment information. Please be sure to fill out completely and accurately the entire packet. **It is required that you keep all contact and emergency data current and up to date.** Also, upon enrollment, you will receive the Tuition Fee Agreement, Discipline Policy, Parent Participation Commitment and Parent Handbook Verification Form. All forms in the enrollment packet must be completed and returned prior to the child entering the Academy.

Each enrollment is a 50-week period for the calendar year. The program will be closed one winter week (closed between Christmas and New Year) and one summer week (closed the week that includes July 4th) as well as the designated holidays. There will be no tuition fee for the two weeks Fun Time is closed. Payment for designated holidays and teacher in-service training days is the parent's responsibility and will be included in the weekly tuition fee.

Prior to your child's first day at Fun Time, you are asked to schedule a "play date" at Fun Time for you and your child together. Your family will be introduced to the classroom teachers, and you will be invited to play and become comfortable with your child's new environment. It is our experience that the "play date" helps your child adjust to our school and the teachers prior to the official first day of attendance.

Medical Records

Chapter 65C-22.006(2), Florida Administration Code requires Fun Time Early Childhood Academy to retain current annual physical and immunization records on each child enrolled in the program. These

records include a current physical examination on the Children and Families (yellow or white) form 3040 and a current immunization record on the Children and Families (blue or white) form 680 or 681. You will be required to maintain current records throughout your child's attendance at Fun Time, necessitating timely medical appointments. **Your child will not be permitted to attend the program unless the medical information on your child is current.** If the records become outdated, you will be asked to make other childcare arrangements until the information is updated at which time your child is welcome to return.

It is the parent's responsibility to inform Fun Time of any allergies or special needs that the child may have. The parents may be asked to provide Fun Time a doctor's note to accompany requests for special accommodations. We will make every reasonable effort to accommodate your request.

Fee Structure/Tuition Payments/Late Payments/Refund Policy

Fun Time is a non-profit school. Tuition is vital to the continuance of our program at Fun Time Early Childhood Academy. Therefore, parents must have a clear understanding of the expectations we have regarding payments and attendance.

Tuition fees are due in full each week on Friday for the following week of service. While early payment is accepted, all tuition fees must be paid on Friday for the upcoming week. If tuition is not paid in full on Friday, a late payment fee of \$10 will be added to your account. Returned payments due to insufficient funds will be charged an Insufficient Funds Fee of \$10 as well as the Late Fee of \$10, totaling \$20. Fun Time accepts payment by credit/debit card through Tuition Express. A completed form for Tuition Express should be returned to the front office for automatic payments. Tuition Express payments are processed on Fridays. No cash will be accepted at any time. Excessive late payments will result in your child being terminated from our program.

Fun Time Early Childhood Academy uses a flat rate to determine weekly rates. The Executive Director and the Board of Directors have set a flat rate of \$190 per week for all ages. For VPK the fee is a flat rate of \$130. You are required to notify Fun Time Academy immediately of any changes to your household income. Fun Time Academy will also be auditing families' income twice per year (June-December) and will be asking for income information during this process. During the audit process your copayment may be adjusted when necessary. If you are requesting a reduced tuition rate from Fun Time, you may be asked to apply for subsidized state tuition. Our office staff will assist you in the process.

If your child is absent from the Academy (i.e., illness, vacation, etc.) when the program is in session, you will be expected to continue to pay the full tuition weekly fee to retain your child's place in the Academy. If your family is experiencing a financial hardship, you are encouraged to discuss it with the Executive Director rather than avoiding payment. Temporary financial arrangements will be made when justified.

If your child is in the School Readiness or VPK program and you receive tuition or VPK assistance through the Early Learning Coalition your child can only be absent 3 days per month. If your child is absent more than 3 days per month you must notify Fun Time Academy as well as the Early Learning Coalition for approval prior to the absences. If the absences beyond the 3 days are not approved by the Early Learning Coalition, **you will be required to pay Fun Time Academy \$25 per day of unapproved absence.** This amount is in addition to your weekly parent fee.

For students who are VPK only, absences are based on an 80/20 rule. You cannot miss more than 20 percent of the 540 hours required (36 days) to complete the VPK program.

Unintended prepayments or any refunds will be credited to your account or paid out to you as requested.

Hours of Service/Holidays/Days of Operation

For your convenience, Fun Time Early Childhood Academy opens at 7:30 a.m. and closes at 5:30 p.m. Monday – Friday except for designated holidays. **It is expected that you will have your child into his/her classroom prior to 8:30 a.m.** when the academic portion of the schedule begins. **You must call Fun Time Academy immediately if you have an emergency that would cause your child to arrive after 8:30am and receive permission for late arrival.**

If you have scheduled a doctor's appointment and must bring your child late, **it is your responsibility to call Fun Time before 8:30 a.m.** and notify the administrative staff **or your child may be denied entrance to Fun Time for that day.** Please **bring a note from your child's physician confirming the appointment.** Please be advised that it is Fun Time's procedure to deny entry to our program after 11 a.m. even with a doctor's note.

If your child will not be attending the program for the day, you are required to call Fun Time prior to 8:30 a.m. We account for every child daily and we require your support in helping us with that important task. Our phone number is 239-261-8284.

Please be on time for pick-up. **There is a \$15.00 charge for every 15-minute period when a child remains at the Academy after 5:30 p.m.** If there is more than one child per family, that charge is for each child. Your child will not be permitted to return to school until late fees are paid in full. Following the third offence your child may be terminated from the program. Lateness more than one hour past closing will result in notification of Law Enforcement as required by Florida Department of Children and Families.

Fun Time is closed the week between Christmas and New Year's and the week that includes July 4th (closed the entire week that includes July 4). Parents will not be charged tuition for those two weeks.

In addition to the above-mentioned closings, we will be closed on the following days/holidays:

- **August:** Two days for Teacher In-Service
- **September:** Labor Day
- **November:** Thanksgiving Day & the day after Thanksgiving
- **December:** Day before Christmas & Christmas Day
- **January:** Day before New Year's Day & New Year's Day
- **January:** Dr. Martin Luther King Jr. Day
- **February:** President's Day
- **March:** Three days for Spring Break
- **April:** Good Friday & Easter Monday
- **May:** Memorial Day
- **July:** Independence Day

****Teacher In-Service Days:** This allows time for teachers to receive necessary training and prepare the classroom for the new school year. These days will be included in the parent's weekly tuition fee.

****In addition, we will have ONE early release day** per month and pick-up will be at 12:30pm. Please see the annual and monthly calendars for updates on early release days.

Emergency Preparedness Plan

On **Hurricane Days**, or in other emergency situations, the Academy will also close, and all parents will be called to come and get their children as soon as possible. **It is imperative therefore that your emergency pick-up list is updated and always accurate.** Please be advised that Fun Time will close if the Collier County public elementary schools in Naples have closed. During summer months only Fun Time's emergency closings will be announced on WINK and FOX news (radio and tv).

If the Academy is closed due to “acts of God” (hurricanes, tornadoes or for any other public safety reason), we do not reimburse, discount, or prorate tuition. Please let us know if you are experiencing any unusual hardship and we will make compassionate judgments on a case-by-case basis.

Head Start Program

Eligibility and enrollment for Head Start is determined through Collier County Public Schools. Fun Time’s classes for the Head Start program are from 8 a.m. to 3 p.m. Monday- Friday. All children must be picked up by 3 p.m. unless approved for extended/wrap-around care. Wrap-Around Care can be purchased for \$40.00. In addition, the Head Start program follows the Collier County Public School calendar and the classroom will be closed for those who qualify for Head Start on those days unless wrap-around care is purchased.

Drop-Off/Pick-Up Procedures

All children must be escorted to and from the classroom by their parent/guardian or authorized adult only. These designated persons are listed on each child’s registration form. It is the parent’s responsibility to keep this list current and accurate. **The person dropping off and picking up children must be 18 years of age or older.** Please notify the program in advance if someone other than those listed will be picking up your child. You will be asked to add them to the pick-up list at that time. Individuals can be added or deleted from the list by you at any time. We must make copies for the record of personal identification of all individuals picking up children. If you add a person to your list that day, they will be required to show identification.

When dropping off or picking up your child, your cell phone needs to be put away. Adults and children should not be coming into Fun Time Academy on their cell phones, and you will be asked to put it away before entering the school.

Make sure the teacher is made aware that your child has arrived in the morning and that the teacher is made aware that you are leaving with your child at the end of the day. In addition, it is essential that you **accurately “clock in and out”** with your child’s code at those times in the Procure computer system in our front entry. Please do not share your code with anyone else.

For safety purposes and to encourage autonomy and school-appropriate behaviors, we ask that you allow your child to **walk by themselves** and that you do **not carry** your child when inside the building.

It is expected that your child arrives at school alert and ready to participate. If it is apparent to staff upon arrival that your child is unable to participate due to illness or lack of sleep, your child will not be admitted to our school for the day. Please refrain from bringing your child when the child is not able to participate.

It is your responsibility to supervise your children as you enter and leave the classroom. Please always accompany your children when in the building and the parking area. Your child’s safety is our greatest concern. **Please do not allow your children to exit our building without you. Your children must always be under your control and supervision when entering and exiting Fun Time.**

Parents may not leave minor-age children unattended in vehicles on Fun Time’s property. Please make sure to park in our turn-around area in front of the school and **turn off your car’s engine.** We would appreciate you parking outside of the turn-around so other parents can drive past your vehicle and accommodate emergency vehicles if needed. **Please do not park in the staff parking lot.**

Only authorized persons listed in the child’s file may pick up a child from the Academy. Picture identification is required of all people picking up children. The child’s parent is welcome to add to or delete names from the list at any time. **The person picking up children must be 18 years of age or older.**

In an emergency, a parent can call the Academy to request that an individual, not previously listed in the child's file, pick up the child. The parents must identify themselves by their child's full name, your code, the child's birthday, and other identifying information that our administration may ask of you. When the individual arrives to pick up the child, the person **must present an official picture identification**. When possible, you will be asked to fax your request to the school in addition to phoning it to us.

An employee of the Academy can only pick up a child if the employee has been included on the pick-up list beforehand by the parent of a particular child. That should only occur if the employee is clearly off duty. If it were to occur during the employee's normal working hours, the employee should be "on leave."

Visitation Policy

A parent or guardian is permitted to visit Fun Time at any time, announced or unannounced, while their child is in our care.

To ensure the safety of our children and staff, access to the classroom and playground area is limited to those having a purpose for being there.

School Uniform

With your child's enrollment fee, you will receive two Fun Time uniform shirts and a jacket. You may purchase as many as you would like after receiving your initial two. **Your child must wear the school uniform every day to Fun Time**. You are required to purchase khaki, navy blue, or black pants or shorts elsewhere since we do not provide them at Fun Time. If summer shirts are provided, they may be worn only during the summer program. For safety reasons we also ask that your child wears rubber-soled sneakers and socks every day as part of the uniform requirement.

Appropriate Dress for School

Fun Time maintains a **mandatory** uniform policy. Uniforms are to be worn every day unless you have been notified to the contrary. **No exception**.

If you would like your child to wear an additional layer of clothing, you may purchase a Fun Time uniform sweatshirt or you may have your child wear a warmer shirt from home under the Fun Time shirt.

Please remember that we go outdoors each day and children should be dressed according to the weather. Please send a sweater or jacket when needed for outdoor play. **Mark all items with the child's name in permanent ink. Each child should have one change of clothing stored in their cubby or backpack**. Clothing as well as the backpack should be marked with your child's name in permanent ink.

Sneakers/tennis shoes with laces or Velcro and socks are required for activities that we provide. **Children are not permitted to wear open-toed shoes of any kind including flip-flops, slippers, Crocs and boots**.

Please leave your child's toys at home. We have plenty of educational toys in our program. If a toy is brought to the program, the toy will be put away until your child leaves the center.

Necklaces, bracelets, and rings can be unsafe for children. The children should not wear them to Fun Time. Stud earrings, not hoops or dangles, are permitted.

Meals and Snacks

Fun Time Early Childhood Academy provides a nutritious breakfast, lunch, and afternoon snack to each child at no charge. Breakfast ends promptly at 8:30 a.m. and academic instruction begins. **It is important to have your child in the classroom prior to 8:30a.m so they have adequate time to eat their breakfast**. If a doctor's appointment or other factors cause you to enter after 8:30 a.m., it is your responsibility to provide breakfast prior to bringing your child to the program.

Food from home is not permitted in the building. We follow weekly menus approved by the USDA Food Program. Weekly menus are posted throughout the building and are available to parents. Please discuss your child's special dietary needs with the administrative staff. If your child has a special medical dietary need, please fill out a Medical Statement for Meal Modifications and have it signed by your physician so alternate provisions can be made for children with allergies and/or other special nutritional needs.

Children are encouraged to participate in setting the table to gain skill in using utensils. Teachers sit with the children during meals and converse with the children during the family style meals. We serve a variety of food representative of various cultures and encourage children to taste one bite of a new or disliked food. We want to make meals a pleasant, social time. Food is never forced upon or withheld from your child.

Our youngest children are served their meals at low tables with toddler-sized chairs. They too are encouraged to become independent eaters.

Illness Policy

If your child is ill and not feeling well, we ask you not to bring them to school. This is for the protection of all the children at Fun Time Academy as well as your own child's well-being. If your child becomes sick at school, you will be contacted. If we cannot contact you, we will use the emergency contact numbers you have provided. **It is essential that you keep the emergency contact list up to date with current phone numbers. Your child must be picked up within an hour after receiving a call.** Please remember that we cannot keep a sick child at school. Until your arrival your ill child will be supervised by staff away from the other children (i.e., the multipurpose room or a designated area in the classroom). A child may not return to the Academy until **fever free for 24 hours without fever-reducing medication and symptom free.** This is to protect the child who is sick and other children attending the Academy.

If your child is diagnosed with a highly contagious illness such as influenza, strep throat, pin worms, chicken pox, mumps, scarlet fever, ring worm or impetigo, **you must report it** to the administrative staff immediately. If a child exhibits symptoms of a chronic condition or possibly a contagious condition, we may request a note from the doctor. The doctor's written recommendation will be honored by the program.

Some common conditions for which a child may be sent home or should not attend:

- | | |
|------------------------------|-------------------------------|
| diarrhea (twice) | head lice |
| impetigo | fever of 100 degrees or above |
| severe coughing | chicken pox |
| conjunctivitis (pink eye) | vomiting (twice) |
| difficult or rapid breathing | measles |
| ear infection | strep throat |
| ring worm | |

****Please note that if your child is sent home with diarrhea two days in a row, you will be required to bring a note from the doctor before your child is admitted back to school.**

A child beginning antibiotics and other treatments such as pink eye medication must be kept at home for the first 24 hours. Fun Time does not dispense medications either over the counter or prescription to the children.

The doctor's written decision to allow the child to return to the Academy, indicating no harm to the child or to the other children, will be honored. The exception to this is if the child cannot participate in the program, i.e., crying continuously and needing to be held, lethargic and not wanting to participate.

Fun Time follows "best practice" as defined by the Early Learning Coalition of Southwest Florida, Child Care of Southwest Florida, and the Collier County Health Department nurse.

Emergency Contacts

It is mandatory that you keep the Academy informed of current address and phone numbers, including emergency contact numbers. There should be **at least three people** in addition to your home, cell, and work numbers available for each child. If your address or phone number should change, notify the administrative staff immediately.

Accident/Incident Reports

Precautions are taken to ensure the safety of the children in our care however, minor scrapes, bumps, and bruises do occur from time to time. Minor accidents are treated by the person in charge and recorded on an accident/incident report required by the Department of Children & Family Services. **You will also be informed of any unusual or concerning incidents.** A copy of this report will be given to the parents. The parents should sign the report indicating that they were notified of the accident/incident. In addition to the staff report, you may be contacted by our administration about the occurrence.

Parents will be notified immediately if a serious injury occurs. To facilitate this important procedure, **it is required that you keep your phone numbers and emergency contact numbers current.**

Administering Prescription and Nonprescription Medication

Fun Time Early Childhood Academy staff does not administer any medication of any kind, prescription or over the counter. If needed, medication should be given to the child at home before bringing your child to Fun Time or at the end of the day upon leaving the Academy. The parent is welcome to visit the child at the program and administer the necessary medication. Exceptions in very rare cases may be made by the Executive Director or the Director of Education, as supported by the Early Learning Coalition of Southwest Florida nurses.

Fun Time has been designated by the Florida Asthma Coalition as an asthma-friendly childcare center. Parents of children diagnosed with asthma must provide the Director of Education the inhaler or epi-pen as prescribed by the child's physician for emergency purposes only.

Behavior

Parents should note that biting is a common problem among toddlers. This problem can be difficult to stop in some children. The Academy will make every effort to prevent this from occurring, however bites do occur. Excessive biting cannot be tolerated. If a child continues to bite other children, you may be asked to find accommodations elsewhere.

Child Discipline & Expulsion Policy

Fun Time Early Childhood Academy has a formal Positive Disciplinary Policy that teachers must follow. Children will never be subjected to discipline that is severe, humiliating, frightening, associated with food, rest, or toileting. Spanking is prohibited. Developmentally appropriate social-emotional and behavioral health practices, as well as discipline and intervention procedures are set in each classroom to ensure safety for all children. Each child will be taught rules and expectations. Preventative and discipline practices will be used as learning opportunities to guide children's appropriate behavioral development.

When a child is having difficulties in the classroom, our staff will:

- redirect child from negative behavior
- reassess classroom environment, appropriate activities, supervision
- use positive methods and language while disciplining children
- praise appropriate behaviors
- consistently apply consequences for rules
- give verbal warnings
- give time to regain control by using the Safe Space in the classroom
- document the behavior and maintain confidentiality
- notify the parent/guardian and provide written copies of the disruptive behaviors that that might lead to expulsion

If the behavior should continue:

- 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.
- the director will share a list of community partners and resources with family.
- recommendation for evaluation.

We will work with the parents on resolving troublesome behavior. If 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 of time 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. If temporary expulsion and promotion of positive behaviors through literature and other community resources does not remedy the behaviors, then termination can be considered.

Additional Requirements During Toilet Training

Each child's cubby should include at least one (1) set of clean clothes each day. For the pre-trained children, the appropriate number of disposable diapers, pull-ups and wipes should be provided. Please provide enough products for the entire week. Please mark all clothing with your child's name in permanent ink. Fun Time does not apply creams and lotions, as advised by the Early Learning Coalition nurse. We are happy to have conversations with you about how we can support you with toilet training. Look for signs that your child is ready for potty training such as showing interest in using the toilet or wearing real underwear. This typically happens between 18 to 24 months, however if your child is not ready at that time, do not force him/her. Forcing a child to use the toilet or getting upset over accidents can cause stress for the child connected to the toileting process.

Birthdays and Special Occasions

Fun Time Early Childhood Academy celebrates birthdays and special occasions. If you wish to bring in something special for your child's birthday, please plan this in advance with the staff. Any celebration involving food at the Academy must come from a store only and must be served after lunch. No home-made goods are allowed to be brought into the Academy. Your child might be given cake, cookies, and ice cream during celebrations. If you do not want your child to eat foods like these, then you must let us know. Otherwise, all children will join in the celebration. Please share your celebration plans with your child's teacher prior to party day for program approval. No candy or gum will be given to the children at Fun Time at any time.

Phoning the Staff

If you would like to contact the teacher by phone, your call will be directed to the Executive Director or Director of Education and the content of your message will be given to the teacher by them. This procedure is followed to limit interruption of the flow of the classroom activities.

Concerns and Complaint Procedures

If at any time you are concerned or have questions about your child's care and education, please see the Executive Director or the Director of Education for clarification and comments.

Parent-Teacher Conferences

Formal conferences are offered to parents twice a year. Your child's progress and overall development will be discussed. Teachers will also share observations and written assessments. An additional conference or meeting may be scheduled at your request or at that of administration. The Education Director or other outside professionals will be included at the request of the parent or teacher. It is our

intent to work as a team with all families to provide excellent care and education for your child. We welcome your perspective, input, and suggestions.

Withdrawal Procedure

Parents may withdraw their child from the Academy after giving two weeks of notice. If you leave without giving the required notice, we will expect you to pay for the two weeks following your child's early withdrawal.

If you participate in the state tuition assistance program and you plan to transfer your child to another program, you are required by the state to have proof of a zero balance at your existing program. Please ask our Accounting Manager to provide you with the required letter.

Please note: Administration staff are available to all parents and guardians to ensure your child's experience at Fun Time is a positive one. Please make an appointment with us if you have questions or concerns about the program at all.

To provide a safe healthy learning environment for your children, you are asked to abide by our policy of NO SMOKING & NO TOBACCO ON FUN TIME PROPERTY AT ANY TIME (including inside our building and in our parking lot). Neither illegal drugs nor firearms are permitted on Fun Time property.

The **use of cell phones is not permitted** in the Fun Time building. Please complete your cell phone call before entering the school.

We thank you for bringing your children to Fun Time Early Childhood Academy.