

# Funtime Pre-school / After-school

## Parent Handbook

Information in this handbook is subject to change at any time without notice.

**Current handbook is available on our website at  
funtimeclinton.com.**

### **Mission Statement**

Our mission at Funtime Preschool and Funtime After-school is to provide a premium level of care, for children ages six weeks through twelve years, which meets the safety, nutritional, developmental, social, emotional, and spiritual needs of the children we serve.

### **Philosophy**

We believe that children learn by doing. Therefore, we implement a thematic curriculum using a center-based, hands-on approach, based on Christian principles in order to prepare children for their future.

### **Statement of Policy**

May we state that we are keenly aware of our responsibility to the children, parents, and community we serve, to maintain the highest level of childcare available. We expect every member of our staff and every child enrolled to be of the highest level of character, conduct, and cleanliness. Our policies governing these expectations are strictly enforced. We strive to provide each child and each family with as much personal attention as possible to ensure every reasonable need of every child is met or exceeded.

### **Management**

#### **Walter Daniel**

Owner / After-School Director

Background includes: BS in Business Administration, Mississippi College, 1993. Formerly employed by the MS Attorney General's Office and the Mississippi Department of Environmental Quality.  
Phone: 601-291-6500

#### **Lesia Daniel Kemp**

Owner / Pre-School Director

Background includes: BS in Elementary Education, Mississippi College, 1990. Twenty years of teaching and childcare experience. Phone: 601-260-7644

### **Staff**

All members of the Funtime staff are carefully selected by checking references and conducting background checks. Teachers are thoroughly trained in teaching and managing children and are always highly supervised. All Management and Staff are

required to obtain a minimum number of CEU (staff development) hours each year. In addition, most of our staff members are certified in First Aid and CPR.

## **Curriculum**

Funtime uses, the benchmarks from MS State Dept. of Education and Ferguson & Florissant Skills & concept development checklist, a research-based, developmentally appropriate curriculum for preschoolers. Using this framework, our teachers are able to teach in the ways that best match the way in which we know young children develop and learn.

Children learn best by doing, and our *Curriculum* uses a developmental “hands-on” approach built around weekly or monthly themes. During each week we address all areas of development: social, emotional, physical (large and small motor), cognitive and language development. Lesson plans are prepared weekly and posted in each classroom.

There is a balance between teacher-directed and child-initiated activities. Our classrooms are set up in a learning center configuration, which allows each child to choose activities in the different classroom areas. The activities in each learning center are planned by the teachers to facilitate discovery learning.

Our daily schedule includes large group, small group, and individual activities as well as learning center times. The children are guided and encouraged to learn new self-help skills, think for themselves, make choices, experiment, explore, make mistakes, and have a lot of fun in the process. These centers are very similar to what you will find in area kindergarten classrooms.

## **POLICIES AND PROCEDURES**

### **Enrollment**

All enrollment forms must be completed before your child may attend. Applications are subject to review and approval by Funtime management. We reserve the right to deny any application due to enrollment limitations or medical or behavioral problems, or any other reason we feel that enrollment of a child is in any way not in the best interest of Funtime. **We do not discriminate on the basis of sex, religion, or race for the enrollment of children.** Please inform us of any changes in addresses, work and home telephone numbers, places of employment, or individuals authorized to pick up your child. In particular, the state requires for the health of all children that a current Immunization Form 121 be on file. This must be on the state approved Form 121 provided by area Health Departments or doctor offices.

### **Activities and Dismissal**

By enrolling your child at Funtime, you as a parent or guardian give permission for your child to be involved in the activities and events at Funtime. You further understand that Funtime is a private childcare center whose goal is to provide a positive, enriching pre-school and after-school environment. Although rare, a situation may arise in which it becomes evident that the needs of a child cannot be met effectively by our center. A decision to dismiss a child will only happen after we feel every option has been explored. Every measure will be taken to meet the needs of the child in

question, and our Director will assess each dismissal not only with regard to the individual child's needs, but also the needs of all the children served. The parent will be a central figure in the discussions regarding this issue, but the decision to dismiss a child must be left to the discretion of our Director.

## **Attendance and Tuition Charges**

**Tuition and other fees are to be paid in full without deduction for absences** of any duration or for any cause, and without substitution of other days of attendance as "make up" days. Please understand that this is because staffing and other operational costs are incurred on the basis of fixed levels of enrollment, and because few of these costs are eliminated when the child is temporarily absent. **Our tuition charges are "all-inclusive"**, meaning there are no additional charges for regular activities, regular field trips, snacks, meals, transportation, or supplies.

## **Payment Policy**

**Tuition is due in advance each Monday for the week.** Monthly payments in advance (based upon the number of Mondays in a month) are accepted and encouraged. For those parents paying weekly, if tuition is not paid by Wednesday evening, a \$10 late fee may be added to the balance due. Statements of your payments are available at any time. If your tuition check returns for any reason, \$30 will be charged to your account. In the event that you do not make payments or do not give 2 weeks written notice of withdrawal, you will be given a one-time written notice of charges owed. You will then have 15 days from that notice to pay or resolve any disputes with the management of Funtime. You agree to pay any reasonable attorney's fees or collection agency fees and court costs. Please refer to the current tuition agreement for prices. For your convenience, we accept cash, personal checks, Visa, and MasterCard as forms of payment.

## **Registration Fee**

There is an **annual** Enrollment Fee of \$50 per child for Pre-school children. After-School registration is \$50.00 for the school year and \$35.00 for Summer Camp.

## **Center Hours**

We are open Monday through Friday from 7:00am to 6:00pm. We ask that when picking up your child, you arrive no later than 5:55pm so that you may have time to gather your child's belongings and speak with your child's teacher. **We close at 6:00pm sharp.** Your child has had a long day by this point, and so have our teachers and staff.

**After 6:00pm there is a late pickup charge of \$10.00** for each 10 minutes or portion thereof. After repeated late pick-ups, you may be asked to find a center that better fits your schedule.

## **Vacation Weeks**

When you take your pre-school child on vacation, you pay half a week's tuition *in advance* to reserve your child's place. This option is available for one week during a calendar year. After one full year of enrollment at Funtime, you may take a full week off at no charge. Attendance for one to five days counts as a full week for tuition purposes.

For school-age children, a “free week” applies only to summer camp and is available to everyone enrolled whose account is current.

## **Holidays**

**Funtime observes and will be closed on the following holidays.**

**Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas**

**New Year’s Eve  
New Year’s Day  
Martin Luther King Day  
Good Friday  
Memorial Day  
Independence Day**

No discount from tuition will be made for holidays or other days on which the facility does not operate or opens late (i.e. snow days, etc.).

## **Inclement Weather**

In the event of unusual weather conditions such as snow or ice, you may call us at (601) 925-KIDS or 924-6500(after-school center). Though you may use the Clinton Public School closings as a general guideline, we will attempt to open or stay open later to accommodate our parents. Should schools close early for any reason, we will always make every effort to pick up our after-school children and get them back to the center for you to pick them up as soon as possible.

## **Notifying the Center of Your Intent to Disenroll**

From the date you start, your child is considered to be enrolled in our school until we receive written notice otherwise. A minimum two-week written notice addressed to the owner or Director is required prior to disenrollment (although we request 30 days if at all possible). The two weeks begins on the date we actually receive written notice. This notice is common among high-quality childcare providers and allows us to notify the family of the next child on our waiting list of an opening.

## **Computer Check In & Out (Pre-School only)**

The primary mechanism for ensuring the security of the school is strict adherence to established procedures for your child’s arrival and departure, including clocking in and out on the school computer. We ask that you *always* check your child in and out using the computer at the front desk. State regulations require us to know who is in the building at all times. The authorized adult is required to do the check in and out, not one of your children.

Please do not give others (like grandparents, babysitters, etc.) your password. Rather, have them identify themselves at the front desk before picking up your child. If another person will regularly pick up your child, we will be happy to assign them their own password to use.

You may use this computer to check your tuition account balance, and from time to time, you will receive other important messages here as well. For this reason, we ask that you read the main screen, as well as any messages that are posted for you.

Entering your personal pin number is acknowledgement that you have read the posted message(s).

Should our computer not be in service- you will sign your child in and out each day. Anyone who needs to pick up and sign out your child will be required to show a photo ID (unless and until staff is familiar with this person) and must be listed on your pick-up list.

### **Preschool Kiss and Go Lane**

Our preschool center provides a “Kiss and Go” area to protect you and your child from inclement weather. This is a no idle zone, which means your car should be turned off, even if you have another driver remaining in the vehicle. This is for the physical safety of our children and the reduction of exhaust fumes entering the building and applies anywhere in front of the center. If you will be spending extra time with your child or teacher, please park in one of the parking spaces allowing other parents to make use of the “Kiss and Go” lanes. Please wait for other parents to move their cars and do not drive in reverse, again for the safety of our children.

Please hold your child’s hand firmly while exiting the building. Moving automobiles and running children do not mix.

### **Arrival and Departure**

It is important that your child’s day begin on a positive note. Upon arrival, please sign your child in and make sure your pre-school child’s teacher knows your child has arrived. An authorized adult must accompany a child into and out of the building.

From time to time, your child may experience some separation anxiety. This is normal. Experts suggest you hug and comfort your child, let them know you are leaving and will see them later, then promptly leave the classroom. While leaving a crying child can be a difficult thing, most children stop crying within five minutes, and your lingering in the classroom most often makes matters worse. You are welcome to call or check our pre-school Internet Cameras to check on your child.

At pick-up, please sign your child out and check for any notes, messages, or permission slips you may need to sign.

### **Outdoor Time**

State licensing regulations require that children spend 2 hours per day outside. With the exception of an extremely cold or hot days or smoggy days in summer, understand that your children will spend time outside each day. If a child is not well, and you do not want them to go outside, they are not well enough to be at school and need to be kept at home that day.

### **Clothing and Personal Belongings**

Please leave an extra set of clothes for your child at all times. This applies to our all day children of any age. Accidents happen and this will save calling you from work.

Please label all clothing with your child's first and last name. We cannot be responsible for lost articles. Please send children to school in play clothes. Long dresses, jellies shoes, cowboy boots, and flip-flops can be dangerous. Rubber soled or non-slippery shoes are best for school.

We require that you leave all food, gum, and toys at home. A soft sleep toy is OK for naptime only. As seasons change, please send your child to school with appropriate jackets or coats labeled with their name.

### **Food / Birthdays**

Birthdays are important days for young children and we share your desire to make your child's day a special one. However, birthday celebrations are often over-stimulating to young children, and we ask that some limitations be respected.

We celebrate birthdays during regular afternoon snack times. Parents may provide a special snack for all the children, with advance notice and the approval of your child's teacher, and are encouraged to participate in the celebration.

Due to the fact that certain children have severe food allergies, please speak with the director ahead of time about the appropriateness of the snack. **Peanuts, peanut butter, and snacks with peanuts or peanut oil in them (i.e. candy bars, etc.) are prohibited due to the severity of allergies associated with that food.**

### **Access to Your Child's Classroom**

Parents are permitted access to their child's classroom and play areas anytime their child is present. We request cooperation, however, in not disturbing our program.

### **Procurement Fee for Hiring Our Teachers**

Hiring of our teachers by parents is highly discouraged because it presents a conflict of interest for the teacher. If a parent does hire a teacher for a position (i.e. nanny or caregiver) that competes with the center during enrollment **or** for a period of 12 months after withdrawal from school, then the parents shall have 30 days to notify the center and pay the center a \$2500 placement fee. This fee is common and in line with what many nanny agencies charge for placement. This does not apply for after-hours babysitting.

### **Class Directories**

From time to time, we may provide parents with a list of children in his/her classroom. This is mainly for birthday parties or special days. Unless you instruct us otherwise in writing, you agree to allow us to use your name and address for this purpose.

# HEALTH AND SAFETY POLICIES

## Immunizations

We ask that your child's immunization record (MS Form 121) be presented with enrollment forms. You must update and provide a new form as appropriate. Failure to maintain a current Form 121 will result in your child staying home.

## Illnesses / Medical conditions

Please understand that for your child's protection and the protection of our staff and other children, we strictly enforce our illness policy. We kindly request your full cooperation by not bringing in sick children, and picking up a sick child within *one hour* when you are called to do so. **We cannot allow children with contagious diseases in the Center. A child with fever, diarrhea, or vomiting, must go home.** You understand that if your child is ill, including, but not limited to a severe cough, undetermined rash or spots, boil, congestion, non-clear runny nose, pink-eye, head lice, temperature over 101 degrees, severe headaches, nausea, diarrhea, or severe sore throat, **he/she cannot be accepted into the center until well or has been without fever or other symptoms for 24 hours.**

In the event your child has a contagious disease, please notify the center immediately so we may notify other parents. A release form from a doctor may be required before your child re-enters the center. Funtime will notify parents if a contagious disease has been introduced into the center. A child who, due to a temporary health condition, cannot play outside should remain at home. For safety reasons, we are simply not staffed to watch a single child inside while the rest of the class plays outside. A child who is too sick to go outside is too sick to be at school.

Any child with special medical conditions or needs must have written documentation from a physician stating his/her individualized medical plan and protocol for action in an emergency.

## Medicines

Funtime does not administer medicine. Please do not send any medicine to school with your child. Parents and anyone on your pick-up list may come to the school and give your child medicine. Teething tablets are allowed for infants and toddlers.

## Emergency Information

It is incumbent upon parents to keep the center informed of how they can be reached at all times in the event of an emergency. This includes all work, home, and cell phone numbers for parents and any other emergency contacts. Because we strive to maintain a safe environment for your child, we make every attempt to be prepared to handle emergency situations. Many members of our staff are trained in first aid and CPR.

An emergency plan is posted in each classroom. We conduct regular fire and tornado drills. The local fire department makes annual inspections with recommendations for improved safety.

### **Accident Reports**

Although many precautions are taken to ensure a safe environment, occasional incidents do and will occur as children explore the world around them. If an incident or injury occurs, first aid is administered. Also, for pre-school children, an accident report is filled out, and a copy is given to you. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group care setting, we do witness most incidents, but occasionally there may be an incident which we do not see.

### **Emergency Medical Care**

Should your child become ill during the time that he/she is in the care of Funtime, or suffers a serious accident, the center will contact a parent or guardian immediately and shall be authorized to secure such medical attention, transportation, and care for the child as may be necessary (The parent shall assume responsibility for the cost of any such care). Funtime uses Baptist Hospital as its designated emergency care center.

We will make all attempts to contact you and other emergency contact numbers first, so it is important that you keep the center informed in writing as to changes in your telephone numbers (cell, pagers, work, home), as well as those of emergency contacts.

### **Building Safety and Evacuation Policy**

The Pre-school center is equipped with a weather band radio, fire alarm system, sprinkler system and fire extinguishers, as well as firewalls and other fire-prevention devices.

We conduct fire drills each month to insure that all staff and children are able to vacate our buildings quickly (under 2 minutes). We also conduct tornado drills. In the event of an evacuation, we will work with city and emergency officials in transporting the children to our other facility or First Baptist Church of Clinton.

### **Biting Policy**

In even the best pre-school settings, periodic outbreaks of biting occur between infants and toddlers. This is an unavoidable occurrence in groups of young children. When it happens, it can be very frightening, frustrating, and stressful for children, parents, and teachers.

Understand that this is not an unusual phenomenon among children who are going through the oral stage of their development. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, and attention. Children may be teething and biting may be a pleasant sensation to a young child. Knowing that their biting will hurt another person is not yet

part of a child's mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order to minimize biting. There are times, however, that a teacher cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

The biter is immediately removed from the group with a firm "NO". The bitten child is consoled and the bitten area cleaned. If necessary, ice is applied to reduce any swelling or bruising. The biter is talked to on a level that he/she can understand and then redirected.

A written bite report is given to the parents of all children involved when they are picked up that day. The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

We look intensively at the context of each biting incident for patterns, in an effort to prevent further biting behavior. We work with each biting child on resolving conflict or frustration in an appropriate manner. We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

## **Food and Nutrition**

Meals are included in the price of your tuition. Meals include a morning snack, lunch (for preschoolers), and an afternoon snack. School age children bring their own lunch during school holidays and summer. The lunch should be labeled with the child's name and should not require any special storage temperature or heating. We will serve milk or water for lunch or a drink may be sent with the child's lunch. Children are not allowed to share food. Our meals comply with the State and Federal Minimum Nutrition Standards. We use a menu that rotates on a regular basis. Menus are prepared and displayed each month so that the parents know what their child is being served. Children are encouraged to take at least one bite of each food offered; however, they are not forced to eat.

For safety reasons (i.e. children with severe allergies, etc.) and behavioral reasons (it is better if all children are served the same food), no other food is allowed in the center. If you miss your child's class breakfast or lunch, we kindly ask that you please provide a meal for your child before dropping them off, and that they finish that meal before entering the school.

In the case of special dietary needs as prescribed by a physician, parents must furnish the food items and/or make arrangements with the Director. Please notify the Director and your child's teacher of any food allergy your child may have, including the severity of such an allergy, and what to do in the event a child accidentally ingests such food. We will take your child's picture and post it in the kitchen and the classroom. Understand that we will make every reasonable effort to accommodate children with food allergies or other food restrictions, but there are limits to what can be done in a large group care setting.

## **Nap Time / Rest Time**

Adequate rest or quiet time is a very important part of a young, growing child's day. Infants are always allowed to nap as needed but as your child graduates to one nap per day beginning in our toddler rooms, a rest period will follow lunch each day. All toddlers are provided their own and are encouraged to sleep or rest for a period of time appropriate for their age. Blankets and/or stuffed animals that are special to your child are encouraged to help your child feel more comfortable and secure.

## **Toilet Training**

We will be happy to assist you in the toilet training of your infant. Parents are asked to initiate the training at home before starting at Funtime. Once training has begun, consistency is crucial. Please bring training pants with plastic pants or pull-ups and dress your child in easily manipulated clothing.

## **Diaper Changes**

Diapers are checked and changed as frequently as necessary to maintain the health and cleanliness of the child. Hand washing and area sanitization is performed before and after each change.

## **Water / Sun Safety**

Sun-safe practices will be followed to promote and ensure the safety of all children. Funtime will apply sunscreen to children as necessary. When children swim, lifeguards will be on duty and the staff/child ratio will be met. Funtime staff along with pool lifeguards will ensure all children follow all swimming rules

## **Discipline**

At Funtime we use a method of "redirection" to guide children toward appropriate behavior. If a child is engaged in behavior non-conducive to a safe and happy learning environment, the teacher will "redirect" the child toward appropriate behavior.

Use of physical punishment or harsh language is prohibited and we ask that parents and guardians refrain from such actions while at the center, including the parking lot.

We use the "red, yellow, or green light" system at the Pre-school as a way of keeping the children and parents informed of behavior. We will work with children and parents as much as possible to correct negative behavior patterns. School-age children receive written discipline reports for serious behavior problems. Three discipline reports within 12 months will result in the child being removed from our program.

**Behavior that invades the rights of other children, such as stealing, fighting, or using foul language, may result in immediate permanent removal from our program.**

**NEITHER CORPORAL PUNISHMENT NOR TOTAL ISOLATION SHALL BE USED AS DISCIPLINE MEASURES IN LICENSED CHILDCARE FACILITIES.**

## **Mandated Reporting Information**

Teachers and Directors are required by law to report evidence of child neglect or abuse. Those who fail to report according to state regulations can be held accountable under

the law. No one, including school management and/or a child's parents, can interfere with this reporting requirement.

## **Alcohol, Drugs and Tobacco**

The use or presence of alcohol, tobacco or illegal drugs is prohibited in the building or anywhere on the grounds by any staff, parent or visitor. Smoking is NOT allowed in the facilities or on the parking lot and we ask parents to not dispose of cigarettes on the grounds.

## **Homework**

After-school children, after snack and a short outside play time, will be required to work on their written homework assignments. Our teachers assist with homework until every child has completed his/her work and it has been checked for accuracy. We usually do not do homework on Wednesdays (skate day) and Fridays (field trip day).

## **Transportation**

Funtime Pre-school and After-school conducts regular field trips and provides transportation for such. Funtime After-School will pick up children from Clinton Park, Northside, and Eastside Elementary at their dismissal time daily. Parents will be responsible for informing us, before school dismissal, if their child is not at school or will not be riding our bus for any reason. A \$15.00 fee will be charged for failing to meet this requirement.

**Funtime will follow the transportation policy as stated below:**

- 1. All drivers will be appropriately licensed for the vehicle they are driving.**
- 2. All vehicles will have current safety inspection stickers, licenses and registrations, and proof of insurance.**
- 3. Children board or leave the vehicle from the curb-side of the street when applicable.**
- 4. Seat restraints will be used.**
- 5. Proper teacher/child ratio shall be met during transportation.**
- 6. After transporting children, the bus or vehicle will be checked by a teacher and the driver to ensure every child has exited the vehicle.**

## **Insurance**

Funtime Pre-school and Funtime After-school carries liability insurance only. It is the parent's responsibility to maintain a health and accident insurance policy for each child.

## □ **PARENT INVOLVEMENT AND COMMUNICATION**

### **Calendars**

Each month we print calendars for most age groups. These calendars are for the purpose of keeping parents informed about the following; snacks, meals, activities, weekly units, daily lessons, field trips, what to bring, holiday closings, picture day, and other important information. Please pick up and keep a current calendar at home so you can check it each day before coming to school. Calendars are available at the front check-in desk at the pre-school and the after-school centers.

### **Pre-school Daily Reports**

Each day in most pre-school classrooms, you will receive a Daily Report that contains details about your child's day, including how they ate, slept, played, and what they learned. For younger children, the report includes information on diaper changes.

### **Internet Cameras**

Included in your pre-school tuition is access via a secure Internet Server to the cameras in your child's classroom, playground, and our Kid's-Café so that you may view the activities and your child's participation in those activities. Access to our system is limited by password protection.

### **Parent Grievance Procedure**

If an issue arises that cannot be addressed by your child's teacher, we ask that you notify one of our Directors. If you still feel that your issue has not been addressed properly, please feel free to contact the owner. The owners of our centers are onsite daily and welcome your input.

### **School Pictures**

We have arranged with an outside vendor to take pictures of your child 2-3 times each year. You will be given advance notice of the schedule so that you can prepare your child. Purchase of pictures is optional and is made directly with that vendor.

### **Enrichment Programs**

From time to time, we will offer enrichment classes (dance, music, KinderTOTs, etc...) for children that are very popular with many of our parents. We will post information as these classes become available. These classes are over and above our regular curriculum and are generally taught by professionals from outside our center. Parents pay these professionals directly. Information will be posted at the front desk as classes become available.