



Fun Farm Centers, Inc.

Family Handbook

2015-2016

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Fun Farm Centers Inc.
School Hours
6:30 am – 6:00 pm

Dear Parents,

What a privilege it is to welcome your family to Fun Farm Centers Inc. We are thankful you have chosen our Childcare center for your child's well being and early learning education. It is the desire of our hearts to provide all of our children with a loving environment where they are given exceptional care, and taught values, and the love of God.

We believe children are a special gift from God, and it is our desire and duty to help raise them in His beliefs. We are a non denominational affiliation, but believe in the Bible and its truth. Your child will learn about Jesus, and Bible stories at the center. We will also offer prayer time during our meals.

Fun Farm Centers Inc, is a licensed Day Care facility, licensed by the Department of Social Services, Commonwealth of Virginia. We will follow all of the recommended guidelines and will adhere to all policies set forth by the State.

The Parent Policy Handbook has been prepared with the purpose of serving as a guide and information resource for all our families as well as staff. Please familiarize yourself with the enclosed information, as I am sure it will be useful in the future.

Again, thank you for enrolling your child in our Center and becoming part of our Fun Farm Family. We look forward to a long and growing relationship with you.

Sincerely Yours,

Chris and Martha Conti, Owners

“But Jesus called the children to him and said, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.”

Luke 18:16

Mission Statement and Philosophy

We seek to provide safe, high quality child care which includes opportunities for all our children to grow and mature, at their own developmental level. Our center's main goal is to provide your family with a safe and nurturing environment. Additionally, we strive to offer a comprehensive learning program, which encourages children to be creative, and use a sensory approach to learning.

Fun Farm Centers Inc. is based on the foundation of learning, but most importantly on our principles of faith. We incorporate Bible stories, and prayer into our daily activities. We believe that children are a precious gift from God, and we provide the children with the fundamentals they need in life to grow spiritually, morally, physically, academically, and socially to his or her highest capabilities.

Non-Discrimination Statement

No person, on the grounds of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic is excluded, or otherwise subjected to discrimination in receiving services at Fun Farm Centers Inc., nor does FFC hire or assign staff based on race, color, national ethic, origin, or religion etc.

Enrollment

Fun Farm Centers Inc., enrolls students from age 6 weeks to 12 years of age. A Fun Farm, registration form must be filled out completely, and will be kept on file at all times.

Parents must provide proof of identity and age of the child. This may include certified copy of a birth certificate, birth registration card, notification from hospital, or midwife, or other child placement agency. Viewing the child's proof of identity may not be required when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (I, e. after school program).

Prior to enrollment, each child must have a school entrance physical exam and immunization certification form completed by a doctor. Original medical forms will be required for preschool children. A copy of the medical form used to start public school may be used for school age children. Each child is expected to receive necessary immunizations and vaccinations according to his age and provide a record of each immunization for his school file.

Center Information

Our child care center is regularly inspected by the Virginia Department of Social Services Licensing Division. We comply with all their rules and regulations, and also comply with all County and State fire and safety regulations. All Fun Farm lead teachers have a degree in the child care field, and must obtain continuing education from a college, or other source of schooling, such as, but not limited to, online courses, workshops, etc. All our staff is CPR and First Aid certified. We also have staff who are M.A.T. certified. In addition to the above training, our staff is also required by the State to have a minimum of 16 hours of additional training per year. The Center offers various workshops, and training to our employees, at all times.

Our Center is open Monday through Friday from 6:30 a.m. to 6:00 p.m.

The Center is open year round. The Center will be closed for the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

No allowances, credits, refunds, or make-up days shall be made for holiday closings. Tuition must still be paid in full.

Inclement weather and Emergency Closing Information

It is our intention to be open and provide child care services every weekday of the year, excluding the above mentioned holidays. However, situations out of our control such as inclement weather, natural/national disasters, or major building issues may disrupt service from time to time.

We ask that you call the center to ensure it is open during periods of inclement weather or other unusual situations. In the event of an emergency closing or inclement weather, we will post up to date information on our telephone voicemail. Please call the center at 804-769-2195. There are no fee adjustments when we close due to inclement weather.

Health Policy

All children will be examined upon arrival to center. If symptoms of illness are observed, or if the child becomes ill during the day, parents will be contacted to make arrangements to pick up the child. Children should be picked up within an hour after we make contact with the parent. If parents cannot be reached, emergency contact persons will be contacted. Any child showing symptoms of illness will be isolated until someone arrives to pick him up. Children should be symptom free for 24 hours before returning to the center.

Symptoms that are cause for keeping your child at home are: a cold, severe cough, flushed skin, ear ache, red eyes, chills, fever, headache, skin eruptions, sore throat, rash, nausea, vomiting, diarrhea, or any other ailment that may keep your child from participating in a group child care setting. Parents should call the center when a child is absent and report any ailments their child may have.

Virginia state licensing requires parents to inform child care centers within 24 hours or the next business day after his child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported within 24 hours immediately.

Medication

Non prescription drugs will be given to a child only with written consent from parents or guardians. Prescription drugs will be given only with a signed doctor's order or authentic prescription label and the parents' or guardian's written consent. Medication Administering forms will be made available to parents in each classroom. Refrigerated medicines will be stored and locked in a container in the kitchen refrigerator. Non-refrigerated medicines will be stored and locked in a container on a storage shelf in the kitchen. Diaper ointments etc, will be stored and locked in a container in the infant/toddler room. All medications must be taken home as soon as the medication is no longer being administered.

Food

Morning and afternoon snacks will be served to the children in the full day programs. Afterschool children will receive an afternoon snack.

Due to numerous food allergies, and children's food dislikes, we ask that parents pack a lunch for their child on a daily basis. This may consist of sandwiches, microwave meals, frozen meals, or leftovers. We require that all lunches be labeled with the child's name and date on each meal. Storage for cold items will be available in the kitchen refrigerator, marked with your child's class name. The center will provide all drinks.

The Center will have two catered lunch days per week, from a local vendor such as Pizza, Chicken, or Subs. We will have parents order these items ahead each week. The cost of the lunch will be added to your account. This is optional, as you can continue to pack on those two days if you would prefer.

Parents of infants should provide formula/and or milk and baby food as needed. All items need to be labeled with child's name and date.

Clothing

Washable play clothes are most suitable for children at the center. Each child must have a complete change of clothing, kept at the center. All children's clothes, including, coats, sweaters, hats, boots - anything that may be removed while at the center- **MUST BE LABELED.**

Enclosed shoes are best for safe play at our center. Please, no flip flops. Preferred shoes to wear while at the center are tennis shoes.

Children enrolled in the full day program must bring linens for nap time. Sleeping bags are not allowed. The center will provide sheets, and parents shall provide top cover. A small pillow may be brought from home, but must have a washable pillow case. All items should be labeled. Center will provide nap cots for Toddlers, and Preschoolers. All linens will be sent home on Fridays to be laundered and returned on Mondays. School Age children may bring a quilt or blanket for quiet time when attending a full day. All items should be labeled with child's name.

Parents of infants should bring them at least three changes of clothing per day. They will also need to furnish a top cover for the infants crib. Parents' will also need to furnish disposable diapers. The center will furnish unscented baby wipes.

Toys

Toddlers and Preschoolers are not to bring toys from home. Teachers may have show and tell day for their class. This will be posted on the monthly calendar to inform parents if this is to be done.

School age children may bring games or toys from home when attending a full day. Parents should use discretion in allowing children to bring in expensive items. The center will not be responsible for lost or broken items. CD/DVD player, and IPOD's are not allowed. Personal games such as Nintendo DS, PSP's etc. are allowed as long as games are rated E, or G. Teachers may limit amount of time the children use personal games.

Curriculum

The three different curriculum programs we use in our center includes: Scholastic readers featuring *Clifford the Big Red Dog*, *Creative Curriculum* by Diane Dodge and the *Stretch N Grow* physical fitness curriculum.

The *Clifford the Big Red Dog* scholastic readers are magazines that emphasize on character development and social/emotional growth by providing instruction for early language, reading, science and math skills. The magazines also feature activities for families so they could extend the learning day.

Creative Curriculum is educational program that focuses on real-life experiences. Students benefit from this type of learning because they learn to look at the world around them in a more creative way. Abstract, analytical, and conceptual thinking are incorporated into the daily lesson plans created by your child's teacher.

Stretch N Grow is an early childhood physical education, nutrition and wellness program that teaches children the importance of a healthy lifestyle through adventures with songs, use of equipment, stories and games.

Playground and Gym

Children will have playground and gym time in the morning and afternoon. Our 1,500 square foot multi purpose gym allows for Great fun in poor weather conditions.

Accident or Incident Procedures

Our responsibility is to the safety of the children and the guideline for all the daily events in our program. Adult supervision and safety proofing go hand-in-hand to ensure, to the best of our ability, that children can participate in daily activities without fear. However, all that we do to maintain a safe environment, children are going to get hurt. All accidents will be washed, iced (and bandaged, if necessary). It is our policy to notify at least one parent (or emergency contact person) immediately upon any major accident or incident. For questionable injuries or medical concerns 911 will be called first. For any minor injury or incident (boo boo), an Accident Report form will be given to you upon pickup from your child's teacher. The Accident Report form is completed by the staff and must be signed by parent or guardian.

Arrival and Departure

Please keep your child/children with you at all times, especially when exiting your vehicle in our parking lot. Do not leave children, regardless of age, unattended in your vehicle when dropping off or picking up. Please lock your vehicle, as we cannot be responsible for any personal belongings that could be taken from your vehicle, while on our property.

You must sign in, and accompany your child into his or her classroom, and let the teacher know that your child has arrived. Occasionally, if attendance ratios are low, we may gather the children into one/several rooms before actually departing into their actual classrooms.

When picking up your child at the end of the day, please remember to sign out. We ask that you make every effort to pick up your child before closing time. If you are going to be late, please call the center immediately. A verbal warning will be given after the first time late, after that a late fee of \$1.00 per minute will be assessed. If we do not receive a call from you, and cannot reach your emergency contacts, we may be required to call local authorities to assist with the situation.

Behavior Guidance Policy

The staff is to plan a positive and safe environment in which social, intellectual, and physical competencies can be developed, and where this is a minimum opportunity for unacceptable behavior.

The staff is to model appropriate behavior, which includes both verbal and non-verbal body language for children.

The staff is to set limits which reflect realistic expectations for the age and development of the child.

The staff is to provide an environment which encourages self respect and respect for others.

The staff is to be fair and consistent in their guidance of the behavior of children and in their use of management techniques that will encourage children towards self-discipline.

The staff is prohibited from the use of physical force (spanking, slapping, pinching, pulling hair or arms, jerking, etc.) as a discipline measure.

The staff is prohibited from the use of abusive language, yelling, screaming, teasing,

sarcasm, nagging or threatening or belittling remarks.

The staff is prohibited from using food as a discipline measure; withholding, forcing, or substituting.

The staff is prohibited from punishing a child for toilet accidents.

The staff shall first use redirection and/or verbal communication to help reinforce rules and encourage appropriate behavior.

When time-out is used as a discipline technique, it shall be brief and appropriate to the child's developmental level and circumstances. Time-out shall not be longer than one minute per age. Example: a two year old will receive time out for two minutes.

The staff shall comply with the Behavior Guidance Policy set forth by the Virginia Division of Licensing Programs.

Children will be given every opportunity to make good choices and to comply with our policies and expectations. If a child becomes unable to coincide with the group, they may be brought to the office. Once inside the office, the director, or other designated person will discuss the inappropriate behavior with the child, and discuss solution choices for resolution. Parents will receive a note from the office. It may become necessary to arrange a conference with the parent/teachers to discuss inappropriate behavior. Staff is required to report suspected child abuse and neglect to the local county or city welfare department. 1-800-552-7096

Dismissal of a Child

If a child cannot participate in the group, due to behavior issues, the child may be suspended or may be dismissed from the center completely, if the matter cannot be resolved.

When possible, a two week notice will be made to give ample opportunity for parents to both address the issue of dismissal and/or find other care. However, we reserve the right to immediately dismiss a child without notice, if it is in the best interest of the center.

Parental Participation and Communication

In order to assure the success of the children's experience at our center, communication, cooperation, and understanding between parents and staff is needed.

Daily and Weekly reports will be sent home allowing parents to be involved in the daily routine, and growth and development of their child. Feel free to discuss any concerns, with your child's teacher. Individual meetings or conferences may be scheduled at any time. Progress reports will be sent home quarterly to show the child's growth throughout the year.

Our center maintains an open door policy and parents and relatives are always welcome. Parents will be invited to attend events during the year. Parent bulletin boards are provided, in all our classrooms, letting you know "what's going on", such as our themes, curriculum, special activities, menu, etc. Parents may also access some of this information on our website.

Licensing Information

Fun Farm Centers, Inc. operates under a license from the Department of Social Services, Commonwealth of Virginia.

Standards for licensed day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Also required are criminal record checks and specific qualifications for staff and volunteers working directly with children. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to our facility by licensing staff within the Department of Social Services. A copy of the most recent visit to our center is posted and/or available upon request. If you would like additional information about the licensing of child day programs you can visit their website or contact their office.

<http://www.dss.virginia.gov/facility/search/licensed.cgi>

Emergency Preparedness Plan

A detailed plan is posted in each classroom at the center.

1. Fire Emergency and On Site evacuation plan

- A. Activate fire alarm/evacuate to safety zones outside of building/account for staff and children

Note: Monthly fire evacuation drills will be held at the center, to ensure and establish every classroom's individual safety zones.

2. Tornado Emergency Plan

- A. Staff will be informed verbally of tornado warning/watch/drill and proceed to Shelter in place, account for all staff and children.

3. Lock Down Emergency Plan

- A. Staff will be informed verbally. This plan will be put into effect immediately should the environment be deemed dangerous.
- B. Staff/Children will go to and remain locked into their classrooms.
- C. Facility will be locked and only authorized persons will be admitted.

4. National Disaster Emergency Plan

- A. Staff will be informed verbally. Staff/Children will remain in classrooms to wait for instructions.
- B. Emergency kits will be provided in designated areas.
- C. Center phone messages will reflect our intentions.

PARENTS MAY CALL THE CENTER TELEPHONE NUMBER FOR UPDATES DURING NATIONAL OR LOCAL EMERGENCY SITUATIONS. WE WILL MAKE EVERY EFFORT TO KEEP OUR PHONE MESSAGES UP TO DATE AND INFORMATIVE FOR PARENTS.

804-769-2195 Fun Farm Centers

Tuition Rates **Effective February 4, 2013**

ANNUAL REGISTRATION (Non Refundable): \$75.00 per child.

For parents with multiple children, a \$25.00 discount will be given for siblings.

Registration fees will be due upon enrollment and
annually thereafter to ensure continued enrollment.

Tuition is due on Mondays for that week. Payments received after 6 p.m. on Tuesdays are considered late and a \$25 late fee will be accessed to your account. Families with past due balances on Monday morning will not be admitted without payment in full. A \$25.00 return check fee will be applied for insufficient funds. After 2 NSF checks, all payments will be required in cash, Money Order, or certified funds.

Preschool Program:

Tuition Fees: (per week)

Infants (6 weeks to 16 months)	\$175.00
Toddlers (16 months to 24 months, or until potty trained)	\$175.00
2 year olds (2 yr until 36 months -potty trained)	\$150.00
3 and 4 year olds (until able to attend school)	\$140.00

Part-Time Rates: (per week)

Part time service may not be available at all times. Fun Farm Centers will try its best to accommodate all families. The following rates will apply if space is available:

Infant (two days per week)	\$ 90.00
Infant (three days per week)	\$135.00
Toddler (two days per week)	\$ 90.00
Toddler (three days per week)	\$135.00
2 year old- Potty trained (two days per week)	\$ 80.00
2 year old- Potty trained (three days per week)	\$120.00
3 and 4 Year Olds- (two days per week)	\$ 75.00
3 and 4 Year Olds- (three days per week)	\$115.00

NOTE: 2 days per week – Tuesday and Thursday
3 days per week – Monday, Wednesday and Friday

School Age Program:

Tuition Fees: (per week)

Before and After School	\$ 80.00
After School	\$ 70.00
School Age children full week	\$130.00

NOTE: In the event that schools should close, the before and after school rate will be charged an additional \$27.50 per day, until the regular weekly tuition rate is met. Ex: Normal rate of \$70.00 per week. School Closes for one day- additional \$27.50. Tuition due for week is: \$97.50. School closes for two days- additional \$27.50 per day. Tuition due for week is: \$125.00.

Discounts

Parents with multiple children enrolled at the center will receive a 5% discount on tuition rates for the second and third child. The discount will be applied towards the lowest tuition rates. For Example: Infant Child 175.00 (no discount), Preschooler 140.00- 5%, After School \$70.00- 5% Total would be: \$374.50

No fee adjustments will be made for absences, or when the center is closed due to inclement weather, holidays, or other circumstances beyond our control.

Vacation

Each family will be allowed to take one week of vacation and not pay tuition for this week. In order to qualify for this vacation week, your child/children must have attended the center for at least 6 months. The week must be redeemed in full, and not daily or for a partial week. Parents must submit a vacation request form so that the account can be adjusted accordingly.

Withdrawal

Parents must complete a withdrawal form in the office, two weeks prior to withdrawing your child/children from the center. Tuition will be due for the two week period.

Family Expectations

Just as we set guidelines for appropriate behavior of children, we must also ensure that parents and other adults who come to our center know what our expectations are in terms of their interactions with our staff, other children, and parents.

Please use appropriate language while on our property. Foul language of any type is not permitted on center grounds, which includes our parking lots and playgrounds.

SMOKING IS PROHIBITED ON ALL CENTER PROPERTY INCLUDING PARKING LOTS, AND PLAYGROUNDS.

We do not allow parents or their guests to use any type of corporal punishment on any child, whether enrolled in our program or not, while on our property. This includes our parking lots, playgrounds, and bathrooms.

Parents and their guests are also prohibited from addressing or disciplining a child that is not their own. If you have a concern about the behavior of another child at our center, please bring your concern to your child's teacher or director, who will address your concern and resolve the issue.

If a parent or other adult enters the school to pickup a child and appears to be intoxicated either by the smell of alcohol or his or her actions appear to be impaired, we may refuse to release the child to their care, and call another contact on the emergency contact list to pick up the child. If the intoxicated person becomes aggressive or unruly, the Director may notify the local authorities.



Fun Farm Centers, Inc. Family Handbook Acknowledgement

I have read the family handbook entitled “Fun Farm Centers, Inc. Family Handbook 2015-2016” and received a copy of the “Family Handbook”. I fully understand all of the Centers policies, rules, and regulations, and I agree to comply with the information in the handbook.

Parent or Legal Guardian’s Name (Please Print)

Signature (Parent or Legal Guardian)

Date

Child’s Name (Please Print)

Director’s Signature

Date