

## **FUNSHINE PRESCHOOL**

### **“Where learning and fun are one.”**

The philosophy of Funshine Preschool is to provide quality childcare and preschool education for children of working parents. We provide a stimulating learning environment to meet the individual needs of children and their families. Our major emphasis is learning through play. Within our classrooms, children can learn from several settings: learning centers, large group activities, small group activities and individual time with the teacher. Our learning centers offer choices from areas including easel painting, blocks and props, housekeeping/dramatic play, puzzles, books, music, art, manipulatives, science, sensory exploration, and sand and water play. Large and small group times are used to foster skill development through songs, games, language development, and fine gross motor activities. Although we use a thematic approach in our curriculum, our staff is sensitive to follow the interests of the child and allow for spontaneous discovery of the world around us.

Funshine emphasizes daily activities that supply good and healthy building blocks for self-esteem and self-confidence with the belief that the child will carry this strong self-image through out their lives. Our qualified staff fosters this strong self-image by encouraging children to talk about themselves and their families. We teach children to have self-respect and to respect the right of others. Children are encouraged to “use their words” to express their joy and anger. We discourage violent and aggressive play and toys that often lead to aggressive behavior such as play guns and other weapons.

Children typically begin reading when they are close to five or six years of age. We believe children will learn to read when they are ready. We use the Whole Language Approach to foster a child's development in reading and writing. In addition, opportunities for children to learn reading readiness skills such as letter and number recognition, sound/symbol association, language and motor development are provided. A firm foundation and supportive environment is maintained to promote the social, emotional, physical, and cognitive development of each child.

Our staff, comprised of teachers and aides, guides the children through activities that stimulate creativity, and encourage independence, problem solving and constructive play with others. The main focus of our staff is to provide a happy, positive, loving, warm environment for the children they care for each day.

# **CHILD CARE GOALS**

## **OVERALL PROGRAM GOALS**

- To provide superior child care and preschool education for children
- To provide opportunities to enhance each child's growth in all areas of development: language, social/emotional, cognitive and physical
- To provide communication regarding each child's developmental progress
- To be a professional resource for parents in problem solving during the preschool years
- To be a positive element in the lives of children and parents
- To provide outstanding childcare services to the community

## **INFANT PROGRAM GOALS**

- To provide a warm, loving, secure atmosphere that closely approximates their individual family life
- To provide an individual daily schedule for each child in conjunction with parents' wishes
- To provide a responsive environment to enhance early learning which includes sensory stimulation, exploration, and creation of the child's imagination, discovery of his/her capabilities and development of a secure sense of identity
- To provide daily written and verbal communication regarding milestones in the infant's development, feeding, personal care activities, and precious moments

## **PRESCHOOL PROGRAM GOALS**

- To provide opportunities for each child to develop to his or her fullest potential
- To provide experiences for children to pursue their emerging individual interests, talents, and strength
- To foster each child's growth in independence and self help skills
- To build a positive self image
- To provide activities for the children to learn about and participate in the world around them
- To teach each child how to maintain his or her own safety
- To provide a firm foundation to prepare children for kindergarten by fostering cognitive and social development through language, exploring individual creative endeavors, providing activities to promote fine and gross motor development, and providing a supportive environment to foster each child's emotional growth

## GUIDELINES

ABSENCE	Parents are requested to inform the school when their child will be absent.
ABUSE	Virginia law requires the center to report any suspected incidents of child abuse or neglect
ACCIDENTS	A minimum of one staff member per shift is Child and Infant CPR certified and trained in Basic First Aide. First Aide kits are accessible throughout the center. In the case of an emergency our staff is instructed to immediately notify emergency personnel and the child's parent. It is important that emergency contact and insurance information which you provide the center be kept up to date.
AGES	We provide care for children 3 months to 6 years old
ALLERGIES	Funshine will work with each family to coordinate Allergy Action Plans as they pertain to the needs of the child, with a medical diagnosis of allergies. Funshine also will have coverage from MAT certified teachers/staff during all hours of operation. It is up to the parents and the center to follow the guidelines accordingly. Funshine is not liable if there is not a medically diagnosed allergy and no allergy action plan initiated on the part of the parents.
ARRIVAL/DEPARTURE PROCEDURE	<p>Parents must sign their child in and out daily on the sheet posted in the classroom to comply with VA state and Arlington County licensing regulations. For the safety of the children, parents are asked to check in with one of their child's teachers at drop off and pick up.</p> <p>If a parent needs an individual other than himself or herself to pick up their child, they <b>MUST</b> list the person on their child's registration form. A written note granting permission for someone not listed on the registration form is acceptable. A copy of the note should be left in the office and with the appropriate teacher. Photo ID will be required of individuals other than parents. Funshine will not release a child to any individual without prior and proper authorization from the parent.</p>
BIRTHDAYS	If you wish to send in a special treat on your child's birthday, please coordinate this with your child's teacher. Please do not bring in balloons. We encourage you to donate a book to the Funshine Library in honor of your child's birthday.
COMMUNICATION	Parents receive a calendar and a letter from the classroom teacher each month. The calendar contains the monthly theme and some of the planned activities for each day. In addition, a summary of the learning center and small and large group activities is provided. This summary gives parents details of the daily events and reveals any additional spontaneous activities that may have been created due to the interest and enthusiasm of the children. Other activity and curriculum

information may be provided weekly. A newsletter highlighting events at Funshine, around town and parent education information is sent home from the office every other month.

Parents with children two years old and younger receive daily reports which provide details of the child's day including eating, sleeping, and diapering. We encourage parents to keep an open line of communication with our staff. Special consultations can be scheduled during the child's nap time.

## CONFERENCES

Parent/Teacher conferences are provided twice a year. Parents are encouraged to use this time to gain more information on their child's developmental progress. Additional conferences can be scheduled if the teacher, parent, or director finds it necessary.

## DISCIPLINE

Our focus is behavior management rather than discipline. We have found that the most successful technique for young children is redirecting their attention to a more appropriate activity. Our teacher's main focus is to help children develop good problem solving skills and foster independence by teaching them appropriate word choices and guiding them to express their feelings in a socially acceptable way.

The only method of discipline that is acceptable at our center is *time out*. Teachers use *time out* to remove children from a potentially harmful situation to a quiet area where they may discuss the inappropriate behavior. The goal of *time out* is for the child to learn appropriate ways to behave in similar situations. *Time out* is used as last resort.

A child may be asked to withdraw from Funshine if he or she is in constant need of behavior modification, poses a threat to other children or staff and/or our director feels that this preschool setting does not meet the child's needs. The directors are required to give the family a two-week notice for withdrawal.

## DISMISSAL

Funshine reserves the right to terminate your child's enrollment for any reason. The following are examples of situations, which might precipitate a dismissal:

- Funshine judges that your child's behavior threatens the physical or mental health of the children or the staff;
- Funshine is unable to meet the developmental or special needs of your child;
- The parent and/or child do not abide to the terms of the enrollment agreement and parent handbook.

## GENERAL FOOD POLICY

Funshine provides daily: morning and afternoon snacks as well as lunch. Snacks and lunches follow USDA, State and County regulations. All parents will receive a monthly menu outlining our snacks and lunches. If a child cannot eat what is on our menu due to medical or religious reasons, the parent must supply his or her meals for the day. When food is brought from home it **MUST** be labeled with the child's name and date on it. Any unused portions of food must be discarded or taken home each day, except for beverages.

## HOLIDAYS

We are closed on Federal holidays and the Friday following Thanksgiving. During the week between Christmas and New Years our hours of operation are 8:00AM to 5:00PM. On the work day before the Christmas Day holiday and the work day before the New Years Day holiday, the center closes at 1:00pm. The center's closings are subject to change with ample notice.

## HOURS

The center is open year round from 7:00AM to 6:00PM  
Monday through Friday

## HOW TO REGISTER

We invite families to take a tour of our facility and meet our directors and staff prior to registration. If there is an opening in the child's age group and the family decides to enroll, the director invites the family to visit the classroom a few hours for a couple of days prior to enrollment. If an opening does not exist then the family may be interested in the wait-list.

The wait-list is used when a class is full and outside families are interested in enrolling. A child will be placed on a list according to their age and date of the wait-list form. There is a \$75 non-refundable fee to be on the list. When an opening occurs in the class the directors will use the list to fill the position. Families will be contacted in a chronological order and offered the position. There is no guarantee as to when an opening will occur. Siblings of children already enrolled in the school are given priority on the wait-list.

Once a family enrolls at Funshine there is an annual registration fee of \$140.00 This fee is used primarily for the cost of our liability insurance. The registration fee is paid annually each September and is non-refundable.

When a family enrolls they will receive an enrollment packet containing registration forms to be completed prior to their child's first day.

## ILLNESS

A child cannot attend school for 24 hours following the last sign of illness. The signs of illness include, **BUT ARE NOT LIMITED TO:** a fever of 100 or higher, vomiting, diarrhea, a green discharge from eyes or nose, white plaques or blisters in the mouth, unusual irritability or discomfort, lethargy, persistent cough and swollen lymph nodes.

This policy must be followed in order to keep in agreement with Virginia State Regulations. The policy is in effect to help prevent others from being infected and to preserve your child's best interest.

If your child develops symptoms of an illness while at the center, a teacher and/or the center director will call you and ask you to pick up your child. It is important that you be reachable during the day and that you be able to pick up your child within **ONE HOUR** of the call. If your child is sent home during the day due to illness, he or she will not be permitted to attend the center the next day.

If your child or anyone is diagnosed with a communicable disease/infec. (e.g. strep throat, chicken pox, pink eye, roseola, fifth disease, head lice, etc.) it is expected that you notify the school as soon as possible. The child must be excluded from the center until he or she is no longer contagious as specified by a physician and/or school policy. It is the duty of all parents to watch for symptoms and help prevent the spread of illness. With your help our school can sustain a healthy environment for all the children and their families.

#### INSUFFICIENT FUNDS

There will be a \$30 fee assessed for each returned check

#### LATE PAYMENTS

A late fee of \$20 will be assessed if tuition is paid after 6:00pm on Wednesday.

#### LATE PICK UP

Our center closes at 6:00PM. We are not licensed to operate the center after 6:00PM and our staff is not paid overtime. All parents arriving after 6:00PM will be assessed a fee of \$15 per 15-minute increments. For instance 5 minutes late fee = \$15, 20 minutes late fee = \$30. The fee should be paid to the office the next business day. Funshine will in turn reimburse teachers who stayed late. Excessive lateness may cause a parent to forfeit their child's space in the center.

If a child is not picked up by 6:15PM an attempt will be made to call the parent. If the parents cannot be reached, the emergency contacts listed on the child's registration form will be called and asked to pick up the child(ren). To avoid having emergency contact phoned, we request parents to call the center if he or she will be late. If a parent and the emergency contact persons cannot be reached, then Funshine will contact the appropriate authorities.

#### MEDICATION

Written permission is required for the center to administer any medication, prescription or otherwise. This is a state licensing regulation.

Prescription medicine must be in the original container with the prescription label affixed. The parent must complete a *Medication Authorization* form and include the child's name, name of the medication, dosage and time to be given. Please note that the center is only authorized to administer the dosage prescribed. Medical authorization

forms are valid for 10 working days. If your child requires long term use of a prescription drug, a physician's note is required and is kept in your child's file.

Medications that do not require refrigeration are stored during the day in a locked medication box in the office. Medication that needs to be kept cold can be stored in the locked medication box in the Funshine refrigerator. It is the parent's responsibility to pick up the medication at the end of the day.

Non-prescription medicine will not be administered without the authorization of a physician. Because acetaminophen/Tylenol can mask many symptoms of illness it is our policy to administer acetaminophen only when a doctor's note states a specific reason for the medication.

#### PARKING

The parking lot is available to Funshine for drop off and pick up only. It may not be used as a commuter lot. Parents are encouraged to use caution with their children when walking in the parking lot.

#### PARENTAL VISITS

We have an “open door” policy. Parents are always welcome to visit their child's class and participate in the activities and special events.

#### PERSONAL ITEMS

Parents are requested to provide a tote bag containing a sheet and blanket for naptime and a complete change of weather appropriate clothing including pants/shorts, shirt, underwear, and socks. Any item brought to school must be labeled with the child's name. A “cubbie” is provided to store these items.

Soft, comfort toys may be brought in for naptime. We discourage bringing other toys to school because they may be easily misplaced or broken. Funshine and its staff are not responsible for items brought from home. Our director and teachers reserve the right to accept or reject certain toys in the classrooms.

#### SNOW DAYS

We follow Arlington County Public School policy for the first two consecutive school closings. On the third day, parents should call the center's answering machine to find out if the school will be open.

**Early closings and Delays:** If Arlington County Public Schools open one or two hours late, we will open one hour late. If they close early, we will close at 2:00PM. This is in the interest of safety for your children and our staff.

#### WITHDRAWAL

A notice in writing is required two weeks in advance when withdrawing your child from the school. If a two-week notice is not given a regular charge of two weeks tuition will be levied.

## **HOLIDAY SCHEDULE**

The center primarily follows the Federal Government for holiday scheduling. Currently, the following days are considered holidays for the center:

Martin Luther King Jr. Day  
Presidents Day  
Memorial Day  
4<sup>th</sup> of July  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Thanksgiving Friday  
Christmas Day  
New Years Day  
Presidential Inauguration Day  
Last Friday in August (Funshine Teacher Work Day)

Please remember that the center closes early on the workday before Christmas Day and New Years Day. We also have reduced hours of operation the week between Christmas and New Years.