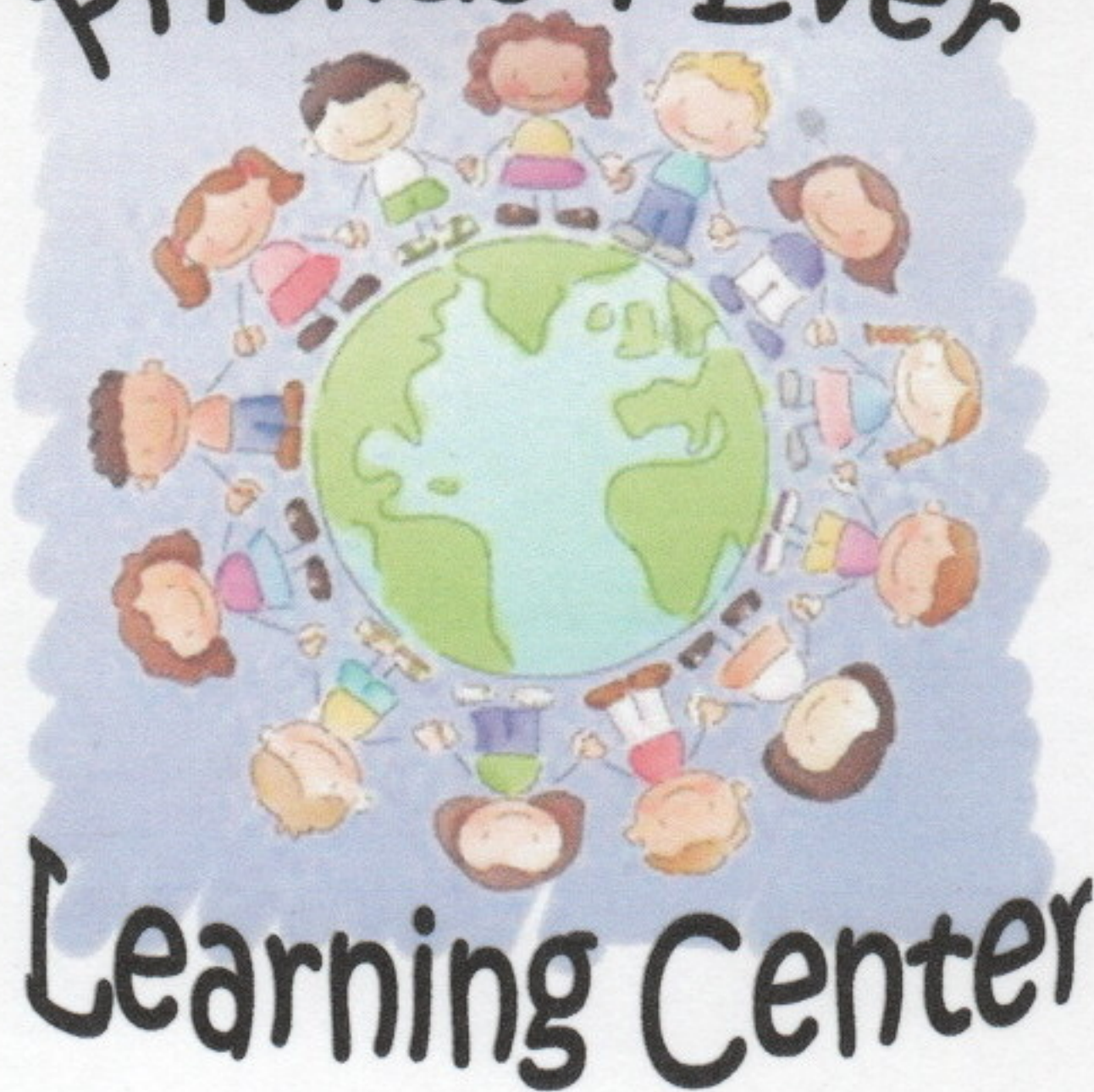


Fun Time Day Care, Inc. **Friends 4-Ever**



PARENT HANDBOOK

Honey Bee's Daycare I
340 Highway 44 east
Shepherdsville KY 40165
(502) 543-9298

Honey Bee's Daycare II
10512 National Turnpike
Fairdale, KY 40118
(502) 363-KIDS (5437)

Friends 4-Ever Learning Center I
5351 N. Dixie Hwy (31-W)
Elizabethtown, KY 42701
(270) 982-1386

Friends 4-Ever Learning Center II
8319 Old 3rd Road
Louisville KY 40214
(502) 365-4123

**Children and Parents Rights
Pursuant To KRS 199.898**

- (1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certifies pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:**
 - a. The right to be free from physical or mental abuse;**
 - b. The right not to be subjected to abusive language or abusive punishment; and**
 - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.**
- (2) Parents, custodian, or guardians of these children specified in subsection (1) of this section shall have the following rights:**
 - a. The right to have access to their children at all time the child is in the care and access to their provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;**
 - b. The right to be provided with information about child-care regulatory standards; and how to file a complaint;**
 - c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and**
 - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.**
- (3) The child-care provider who is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall Post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.**

Fun Time Day Care, Inc.

This handbook is prepared for the parents of all children enrolled in Fun Time Daycare, Inc. It is designed to explain the programs, and show how you can help your child make initial and continuing adjustments to time away from home.

We will not discriminate on the basis of race, color, national origin, sex, age or disability.

Philosophy

The programs of Fun Time Day Care, Inc.

Will provide a learning environment in which a child is helped at his or her own level to learn how to plan his own life-actions: Where a child receives love, security, acceptance, values, self control, independence, protection, and guidance. Where teachers earnestly try to involve a child in the excitement of learning.

The curriculum of each class encircles the vital objective of helping a child to develop a positive self- image. A wide variety of experiences are planned in order that each child has opportunities for success.

The program provides for the total child: His/Her particular needs within their social, emotional, physical, and mental development.

Social - To help the child:

1. Grow in ability to work and play with others.
Play is the work of children. Play allows children to learn. Learning is fun!
2. Respect personal and property rights of others.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others.
4. Accept appropriate individual and social responsibility in their group.
5. Build problem-solving skills.

Emotional - To help the child:

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.

Moral and Spiritual - To help the child:

1. Become aware and knows that God and Jesus loves and cares for them.
2. Lay the groundwork for a personal and lasting relationship with Christ.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others.

Mental - To help the child:

1. Develop a love for learning.
2. Develop independent thinking, draw conclusions, make choices and experiment.
3. Broaden his/her range of interest.
4. Develop his/her language powers and self-expression.
5. Grow in an ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills

Physical - To help a child:

1. Participate in a variety of both fine and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

Fun Time Day Care, Inc. is a pro-social program. Each day the schedule offers a wide variety of activities that include rhythm, music, art, literature, physical education, and creative

movement. Our curriculum also includes play. Play belongs to childhood. Through play, a child works his/her way into joy, and into a more mature capable person, ready for the next step in his/her growing development.

Center Policies

Hours of Operation

Honey Bee's Daycare I (Shepherdsville) is open from 5:30 am until 12:00am hours vary according to demand

Honey Bee's Daycare II (Fairdale) is open from 6:00am until 6:00pm hours vary according to demand

Friends 4-Ever Learning Center I (Elizabethtown) is open from 6:00am until 12:00pm and Saturdays hours vary according to demand

Friends 4-Ever Learning Center II (Louisville) is open from 6:00am until 6:00pm

Monday through Friday and is subject to change. We want to provide you with service that best fits your needs, and would like to offer a schedule of your selection. That will give you up to 10 hours of care a day. However, a charge of \$10.00 for every fifteen (15) minutes, per child past your selected time schedule will be imposed and due immediately. Continued tardiness in picking up children could result in dismissal from the program.

You will be asked to bring your child before certain cut off times to avoid disruption of class schedule.

Eligibility – Children may enroll between the ages of 6 weeks up to 12 years of age.

Tuition Fees and Payment – Fees are subject to change with written notice.

There is a one time non-refundable \$25.00 (1) one child \$40.00 multiple children registration fee child/children enrolled in our program.

There is a yearly supply fee of \$15.00 per child due in January.

There is a \$15.00 per child activity fee due each June for all students Toddler age and older.

There is up to a of \$75.00 charge on all returned checks.

Tuition is to be paid each Monday morning on a continuous basis until the child is withdrawn (must give 2 week notice) from the center. You may pay in advance on Fridays for the following week if you choose to do so. There will be a \$5.00 per day charge if you will be paying late, unless other arrangements have been approved by management.

There is no refund for daily absences.

There is no reduction for holidays. New Years Day, Memorial Day, Labor Day, Fourth of July, Thanksgiving Day and the day after, and Christmas Day. *The day after Thanksgiving and Christmas Eve. Only if the center has too few kids to remain opened.* The center will close at 4:00 pm on Christmas Eve or *Christmas Eve eve.* The Owner/Board will make decisions as to center closing should these days fall on the weekend or in the event of other closings. Parents will be notified in advance of such decisions.

When a child is hospitalized for a week or more, tuition will be suspended for the first week. **Full tuition** must be paid for additional absence if the child's place is to be reserved (**note temporary withdrawal procedures.**)

Note: If by Wednesday of the second week, the previous week's fees are not paid there is a mandatory meeting of parents and the Director. If there is no payment by the end of the second week, the child may not return to the program unless some acceptable payment arrangements have been made. We cannot permit ongoing delinquent tuition.

Vacation Policy – One week of tuition free vacation is given after child has been enrolled for one year.

Withdrawal – The center requires two weeks notice of the child's permanent withdrawal from the center.

Temporary Withdrawal – Temporary withdrawal is available for those parents who deem it necessary. A deposit of one month's tuition must be paid to reserve a place for your child with notice of the expected return date. Upon the child's return, two weeks of the deposit will be credited toward tuition.

If a child is withdrawn and re-enters the program (except for temporary withdrawal plan), the registration fee will again be charged.

The program reserves the right to remove a child from the program if the child, parent/guardian is unable to adjust and function within the program.

Meals: Infants requiring baby food are to provide their own formula/food. We will provide Formula, Baby cereal and baby food fruit. Ask the director the brand formula we provide. Parents are to bring the food and bottles properly labeled and sealed. Bottles/formulas are to be prepared at home and stored in unbreakable bottles with nipple covers. Bibs and baby's spoon should be included with the child's food and written instructions provide to the teacher. Please mark all items with your baby's name.

All other children will be provided meals and snacks that meet the USDA federal food guidelines.

A doctor's statement is required for all children who have food allergies, so adjustments to the menu can be made.

Clothing: Infants need several complete sets of extra clothing, including socks, each day. Diapers and wipes should be sent daily or weekly. A plastic bag in the diaper bag for soiled clothes is always helpful. To avoid confusion, all clothing should be labeled with the child's name.

Children being toilet trained need six to eight pairs of disposable training pants. Clothing should have snaps in the legs or be styled to take up and down easily.

All children need an extra set of clothing to be kept at the center, or included each day in the child's bag. A plastic bag for soiled clothes is always helpful. To avoid confusion, all clothing should be labeled with the child's name. Other items of clothing such as a sweater, jacket, hats, mittens, etc., should be clearly labeled.

Transportation: Fun Time Day Care, Inc. does provide transportation service. If this is needed please ask the Director for details.

Rest Time: Each child is expected to rest (sleep when possible) after lunch each day for a reasonable period, not to exceed two hours. Mats and sheets are provided for this period. Each child needs a **favorite blanket** for rest time. **Two (2) sets of sheets** and a small blanket will be needed and they must be child size and **label all items** with the child's name with permanent marker. We will send home your Childs blanket and we will wash the sheet here at the facility so that we have extra in case you forget to return the blanket on Monday! Please whenever possible; avoid picking up your child during rest times. If you do need to pick up your child during this time, please advise the teacher in advance to keep from disturbing the other children.

Play: Play is a vital part of a child's growth. Children will be taken outside each day except when it's too cold, wet, or extremely hot or the pollution index is considered dangerous. When you child's class goes outside, everyone goes outside. If for some reason you feel your child must not be outside, please discuss this with the director or assistant director.

Field Trips: The children will occasionally be taken on an excursion that will enhance their classroom experience. You will be notified each time in advance of a field trip with a note and permission slip requiring your signature. The signed permission slip must be returned for your child to participate. Along with field trips, we often arrange for special guest to come into the program to share with the children

Immunization: Each child is required to have a current up-to-date immunization certificate on file in the office prior attending the program. Updated certificates should be provided to the program as a child receives further immunizations. This certificate must be on file two weeks from enrollment date.

Birthdays: This is a special day in a child's life. Please make arrangement with your child's teacher for this special day. You may send a treat for this special occasion, however due to health regulations; they must be store bought rather than home made. We encourage you to join us for the celebration if at all possible.

Toys: Children should be discouraged from bringing personal toys and books to the program, which may promote a conflict with other children. The program cannot be responsible for personal items, which may be damaged or lost. It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made.

Discipline: The goal of Fun Time Day Care, Inc. is to teach children self-discipline. The guidance techniques used are on the developmental level of the child and include: positive reinforcement, redirection, time-out, and helping the children solve their own problems. Children are made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used. Physical discipline such as spanking is not permitted by staff or parents on the center's property. Should continual behavior problems occur, a meeting between program staff and the parents will be held in order to determine an appropriate course of action that is agreeable to all.

Communication: Fun Time Day Care, Inc. considers it essential for the home and center to work as partners to encourage the maximum growth in all areas of your child's development. It is vital for parents to check in with teachers regularly to stay informed. Daily reports will be available each afternoon. If there are concerns, we will be happy to schedule a conference with you. Due to the care we must provide it is important that you schedule a conference so that we can provide adequate supervision to the children at all times we would prefer not discussing behavioral problems in front of the children. In the event private conversations are needed, we will be glad to meet with you. In emergency, please see the director.

Parent meetings may be scheduled from time to time. You will be notified in advance of the time and place. A phone call can be arranged for a specific time.

The teachers cannot accept verbal messages from children. Please send a note or telephone the program office at Honey Bee's Daycare 543-9298 Bullitt or 363-5437 Fairdale. Friends 4-Ever 270-982-1386 Hardin 502-365-4123

Newsletters will be issued to inform you of your child's activities. Each class of children between 1 1/2 – 5 will have a monthly calendar to keep you informed of daily activities.

Arrival and Departure: These times will be schedule to your specification. Once this schedule is provided, it will be your responsibility to adhere to that schedule, not doing so will result in a **charge of \$ 10.00 for every fifteen (15) minutes** past your scheduled pick-up time and the amount will be imposed and due immediately. **Continued tardiness in picking up children could result in dismissal from the program.**

A responsible adult should always escort the children into and out of the building. All children must be signed in and out on a daily basis.

A parent or an authorized adult must pick up each child. No child should be removed from the building without teaching staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent will be picking up the child. A person, who is not known at the center, will be required to show a drivers license for identification and must be listed on the child's information sheet as being an authorized alternative. No child will be released to an unauthorized adult.

Health and attendance polices: Your child's safety and well-being is important to everyone. In order to keep illness to a minimum, please take note of the following information.

Children should remain at home if they have any of the following symptoms:

- ❖ A fever (may return to care when child has been fever free for 24 hours)
- ❖ Acute cold, coughing, sneezing, and/or runny nose
- ❖ Sore throat
- ❖ Earache
- ❖ Skin eruptions or rashes
- ❖ Nausea and/or vomiting
- ❖ Headache
- ❖ Diarrhea

Please notify the center if your child or family member contracts any communicable diseases.

Disease	Incubation Period	Return to Program
Chicken Pox	7-21 days	when all pox marks are scabbed over
German Measles	14-28 days	One day after rash completely disappears
Pink Eye		When eyes are free from discharge
Impetigo	2-5 days	when child is under doctor's care
Head Lice		When child has a doctor's note stating He/she is nit free. (or Health department)

Our procedure will include a thorough inspection from our program personnel to ensure your child is nit free.

Accidents or emergencies: In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child's registration form should be **UP TO DATE AT ALL TIMES** including the physician's name, phone number and hospital of preference. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for both parents as well as an alternate contact person are vital.

Illness: Children with any form of illness should remain at home. If a child arrives at the center with a temperature, the parent will be asked to return home with the child. A child may return to the center when they have been fever free for at least 24 hours. When a child becomes ill at the Center, the parent will be requested to take the child home within an hour of being notified. A parent will be asked to pick up a child with a temperature of 100* or more. The center is not allowed to dispense over the counter medication without a doctors note indicating dosage.

Medication: *The program will dispense medication prescribed by a physician if the medicine is in the original container and has clear instructions. Medication is given only when the medication permission form has been completed and signed by the parent. Parents must sign off daily for continuous medication use. Medication permission forms may be obtained from the Administration office and all medicines must be given to the proper authority. You will be instructed to follow procedure and not doing so will void our commitment to administer medication to your child. Please take note that we must follow strict procedure according to state regulations. We will need your support on the policies regarding administering drugs.*

Policy for Custody Dispute: Children will only be released to adults listed on the registration form. In case of a custody dispute, the center will not undertake the decision of legal and physical custody of a child, but will rely on the information provided by the enrolling parent. You will be asked to supply copies of legal documents regarding custody and will be maintained in the child's file.

Fire, tornado and earthquake: Each month the program will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado and earthquake drills will be held as well. In the event of severe weather, it is safer for both parents and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such an emergency.

In the event of complete evacuation of Honey Bee's daycare and the surrounding area, the children will be transported to Honey Bee's Daycare (Bullitt Co.) or Honey Bee's daycare II (Fairdale) and may be picked up there. Emergency number 502-396-0130

Right of Dismissal: Fun Time Day Care, Inc. reserves the right to dismiss a child due to non-compliance of the policies by the parent. The child will be dismissed with two weeks notice. In extreme circumstances immediate dismissal will be given at the discretion of the director and owner. Refer to fee schedule of this handbook for financial obligation dismissal. The program always reserves the right to dismiss a child if circumstances warrant.

Licensing: Fun Time Day Care, Inc. is licensed by the Cabinet for Health and Family Services. The center has also been inspected and by the Jefferson County health department and the state fire marshal's office. We are currently licensed for **93 children in Fairdale, 39 children in Bullitt and 68 in Elizabethtown. 20 children in Louisville.**

Curriculum: Each age group has established units of basic skills, which are age appropriate. Curriculum is planned for the month and parents will receive a calendar indicating the themes and concepts being worked on each month. Curriculum calendars will also be posted in each classroom along with the daily schedule.

Sample Daily Schedule

Bumble Bees Class Schedule

- 8:30- Diaper changes
- 9:00- Finish breakfast: children can free play during this
- 9:15- Circle Time/Calendar and Group talk (SELECT Helper of the day)
- 9:30- Outside play/Centers, clean up
- 9:45- Come inside /Potty break
- 10:00- Art time, clean up after done
- 10:15- Free play, Read a story/Act out a Role Model
- 10:30- Diaper Changes/Potty time (Free Center Play)
- 11:00- Wash hands, Prepare for lunch Use your helper of the day)
- 11:15- Lunch Time
- 11:40- Clean up lunch, Bathroom break/ Diaper changes Children can lay on mats, Story time /Quiet Time
- 12:30- Naptime
- 2:30- Wake up/put up nap stuff/ Bathroom break/Diaper changes (helper)
- 2:45- Snack time, clean up
- 3:00- Go outside and play,
- 3:45- Come inside, Water Break, Group activity (Select helper of the day)
- 4:00- Diaper changing time
- 4:20- Song time, Dance time, Story time
- 4:40- Free center time
- 5:00- Circle time
- 5:30- Bathroom break/Diaper changing time (Helper of the day)
- 6:00- Dinner time/clean up dinner
- 6:30- Dramatic play/Group Play
- 6:45- Go outside/Free Centers
- 7:15- Come inside, clean up, Potty time/Diaper changing time
- 7:30- Center time, clean up Centers
- 7:45- Art time, clean up mess when finished, Wash hands (Use helper)
- 8:00- Snack time
- 8:15- Clean up snack, Go potty, and Diaper changing time, Wash hands (helper)
- 8:45- Story time
- 9:00- Bed time!

This is a sample schedule actual schedules vary by age group and class.

Skills and concepts: The following is a list of skills and concepts that are age appropriate and may be included in the curriculum.

2-Year Olds

- | | |
|---------------------------|---|
| Numbers | Introduce numbers 1-5 through games, songs, and hands on activities |
| Colors | Introduce 8 basic colors: red, blue, green, yellow, orange, purple, brown, black |
| Shapes | Introduce 4 basic shapes: circle, square, triangle and rectangle through games and puzzles. |
| Small Motor Skills | Improve hand coordination through play using a variety of materials: play dough, puzzles, finger plays and art. |
| Large Motor Skills | Involve the children in activities such as running, hopping on two feet, and climbing. |
| Language Arts | Improve language skills through play, listen and discuss stories, and become aware of general body parts. |
| Weather/ Seasons | Introduce concepts of what we wear and why.
Introduce characteristics of weather, wind, rain, snow, and sun. |
| Art/Crafts | Make simple crafts and participate in activities using a variety of materials. |

3-Year Olds

Numbers

Begin to recognize numbers 1-10 and simple counting of objects.

Colors

Begin to recognize and name 8 basic colors: red, blue, green, yellow, orange, purple, brown, black

Shapes Begin to recognize and name 4 basic shapes: circle, square, triangle and rectangle through games and puzzles.

Alphabet

Begins to recognize and name upper case letters. Recognize his/her own name.

Small Motor Skills

Improve eye-hand coordination with finger plays, cutting, painting, molding and building.

Large Motor Skills

Involve the children in activities such as running, jumping on one and two feet, and climbing.

Language Arts

To speak and enunciate clearly for age, use "finger plays" recognize some upper and lower case letters, recognize own name, know "opposite", see "likeness" and "difference" in objects, know the meaning of the "est" words (longest, shortest), use manners, and know general and specific body parts.

Weather/

Know what we wear, seasonal characteristics of animals and how they live in various seasons. Know the days of the week and begin to know months of the year.

Art/Crafts

Show originality and creativity by independently using a variety of colors and materials.

4 & 5-Year Olds

Numbers

Identify numbers 1-20 by grouping into set, simple addition and subtraction, and matching correct number to a set of objects.

Colors

Identify ten 10 basic colors: red, blue, green, yellow, orange, purple, brown, black, pink, and white.

Shapes Identify six basic shapes: circle, square, triangle and rectangle, oval and diamond through games and puzzles.

Alphabet

Begins to recognize some letters of the alphabet, including upper and lower case and beginning phonics.

Small Motor Skills

Master cutting with scissors, holding a pencil and crayon correctly, molding with clay/playdough, piecing together puzzles, tracing inside and outside of a stencil.

Large Motor Skills

Master running, jumping, hopping on one and two feet, climbing, and skipping. (Skipping is not always possible until age 5 or 6).

Language Arts

To speak and enunciate clearly for age, use "finger plays" recognize and know some upper and lower case letters, recognize own first & last name, know "opposite", see "likeness" and "difference" in objects, know the meaning of the "est" words (longest, shortest), use manners, and know general and specific body parts

Weather/ Seasons

Be aware of what we wear, seasonal characteristics of animals day of the week. as well as some months.

Art/Crafts

To work in a group and individually with aid from the teacher using a variety of colors and materials.

Fun Time Day Care, Inc

Fun Time Day Care, Inc. agrees to provide child care for:

(First and last names please)

(First and last names please)

The child care rate will be \$ _____ per week.

Parents agree to the following:

1. The registration fee is due by the first day of attendance and is non-refundable.
2. Weekly fees are due each Monday morning for that week of care.
3. There will be, up to a \$75.00 charge on each returned checks. Payments can be made by with; Visa, MasterCard, Discover , a check or money order.
4. If my child is ill or does not attend the program for any reason, I understand that the **full amount** of the weekly fee remains due.
5. One week of vacation, for which no fee will be charged, will be provided after each one year of continuous enrollment in the program.
6. Upon receipt of the set schedule that you selected. Fun Time Day Care, Inc. and you agree that at _____ PM/AM. A late charge of \$10.00 per child for each fifteen minute interval past _____ PM/AM will be assessed and due immediately. Day shift cut of time is 9am. 2nd shift cut off time is 4:30pm. We are currently opened for 2nd shift in Bullitt and Hardin Counties. You can not leave your child here for more than 10 hours daily. On limited occasions, you can be approved for over time at no extra charge. Documentation from work must be provided for State regulation files. Your schedule will be from _____ am/pm to _____ am/pm daily.
7. Fun Time Day Care, Inc. is closed on **up to 9 but not less than 6** holidays per year (see handbook). When a holiday falls on a weekday and the program is closed, I understand that the full amount of the tuition fee remains due. Weekend holidays will be observed on the Friday before or the Monday after the holiday.
8. I agree to phone the program by 8:30AM for day shift and 3:30PM for second shift if:
❖ My child will not attend or my child will be arriving later than usual.
9. If I should find it necessary to withdraw my child from Fun Time Day Care, Inc. I Agree to give the program 2 weeks notice in writing. If notice is not given, fees will be charged.
10. I have read the Fun Time Day Care, Inc. Parent handbook and agree to abide by the policies and procedures stated within.

Parent Signature: _____ Date: _____

Master Revised 3-2010