

Barrels Of FUN

EXPLORATION CENTER, LLC

FAMILY HANDBOOK

School Year 2023-2024

BARRELS OF FUN FAMILY HANDBOOK

This handbook is intended to familiarize parents/guardians with current Barrels of FUN Explorations Center’s policies, practices, and standards. Barrels of FUN reserves the right to revise its policies, practices and standards as deemed appropriate by the Executive Director. Parents/guardians will be notified of updates to the parent/guardian handbook as they occur.

MISSION STATEMENT

At Barrels of FUN, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child’s own individual social, emotional, physical, and cognitive development. Utilizing child-led learning inspired through Reggio Emilia and Montessori principles, children will learn and grow in their own unique way.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, both indoor and out, which fosters a child’s natural desire to explore, discover, create, and become a lifelong learner.

PHILOSOPHY

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. The following poem is excerpted from “The Hundred Languages of Children”. This serves as the foundation for our program.

No Way. The Hundred is There.

The child
is made of one hundred.
The child has
a hundred languages
a hundred hands
a hundred thoughts
a hundred ways of thinking
of playing, of speaking.
A hundred always a hundred
ways of listening
of marveling, of loving
a hundred joys
for singing and understanding
a hundred worlds
to invent
a hundred worlds
to dream.
The child has
a hundred languages
(and a hundred hundred hundred more)
but they steal ninety-nine.
The school and the culture
separate the head from the body.
They tell the child:
to think without hands

to do without head
to listen and not to speak
to understand without joy
to love and to marvel
only at Easter and Christmas.
They tell the child:
to discover the world already there
and of the hundred
they steal ninety-nine.
They tell the child:
that work and play
reality and fantasy
science and imagination
sky and earth
reason and dream
are things
that do not belong together.

And thus they tell the child
that the hundred is not there.
The child says:
No way. The hundred *is* there.

---Loris Malaguzzi (translated by Lella Gandini)

HOURS OF OPERATION

Barrels of Fun is open Monday through Friday from 6:30am to 5:30pm. The facility is closed for the following holidays:

New Year's Day (January 1 st)	Memorial Day (May 29 th)	Independence Day (July 4 th and 5 th)
Labor Day (September 4 th)	Thanksgiving (November 23 rd and 24 th)	Christmas Day (December 25 th)

Barrels of FUN reserves the right to close up to an additional 5 days during the school year. Dates will be posted in advance.

LICENSING

The Pennsylvania Department of Human Services (DHS) (www.DHS.pa.gov) certifies our childcare program. Facilities are inspected yearly to ensure the health and safety of the children. Certificates of Compliance and regulations are posted. The childcare programs of the Barrels of FUN Exploration Center participate in the Keystone STARS quality initiative statewide program. Care is available for children from infancy to 12 years of age. Information for DHS regulations for childcare programs can be found at:

<https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx>

PARENTAL OBLIGATIONS

As a parent with children attending a childcare facility operated by Barrels of FUN, you may be coming into contact with other children and families participating in the program. As a member of this childcare community, your responsibilities are to respect the childcare professionals, other families and their children, and the childcare facility.

As a stakeholder, your suggestions and comments are important to the quality of programming we provide for your children. We welcome your suggestions regarding: programming, curriculum, communication, transitions and overall operations of our program. Parents are invited into the program to share their experiences or share special moments with their children. Parents are also invited to participate in conferences with their child's teacher to discuss their progress.

Pets: Please do not bring pets into the center without prior approval by the Executive Director. This is to ensure the health and safety of the center.

PROGRAMS: What a Wonderful World

Barrels of FUN – 518 N Center Street

- Grow Room: ages birth to one
- Rainbow Room: ages one to two
- Friends Room: Before and After School Care (ages Kindergarten to age 12)

Barrels of FUN – 302 Reddinger Street

- Sky Room: ages two to three
- Bloom Room: Preschool: ages three to going into Kindergarten

RATIOS

At Barrels of FUN, we maintain the following staff-to-child ratios at all times in our classrooms:

Age of Children: Minimum Ratio of Staff to Children

Infant – 4:1; maximum group size of 12 with 3 staff
Young toddler – 5:1; maximum group size of 20 with 4 staff
Older toddler – 6:1; maximum size of 24 with 4 staff
Preschool – 10:1; maximum size of 36 with 3 staff
Young school-age – 12:1; maximum 12 with 1 staff

If a situation arises where mixed ages are in one room, ratio maximum will be based on youngest child in the room

Naptime Ratios

Young toddler – 10:1
Older toddler – 12:1
Preschool – 20:1

Staff are hired and report to work based on the ratios set by the state. In order to remain in compliance with the state, any changes of pick up or drop off time need to be communicated as soon as you know of any change.

If your child remains in the program after it closes and no contact has been made to Barrels of FUN, there will be an additional charge of \$5 every minute.

If your child is not picked-up by 5:45 PM, and no prior arrangements have been made, parents and emergency contacts will be called.

If no contact has been made between the center and the child's parent/guardian or emergency adult by 5:45 PM, the local police department will be contacted to assist the program staff in locating a guardian for the child.

On a normal schedule, your child will only be released to you, the parent, or until the person designated by you as an alternative pick-up guardian. As our staff becomes familiar with the families and the children being served, we will be asking for photo identification prior to the children being signed out from the childcare program. In the event of an emergency, an adult not on the pick-up emergency card needs to pick up your child, you must speak to the Executive Director, Director, Assistant Director, OR child's teacher and give the name and address of the person picking up your child. You must also message the child's teacher in BrightWheel with the adult's name and address. The child's teacher will complete the Verbal Request To Release Child form and add it to the child's file.

Photo identification will always be required of the emergency pick-up adult before the child is released. Children will not be permitted to leave the facility with a person under 18 years of age. If an emergency arises, and there is a need to telephone 911, our staff will do so and then will immediately call the parent. If a parent cannot be reached, the staff will call all the numbers on the EMERGENCY CONTACT FORM until an adult is reached. It is very important for us to have a current home and/or work number, and address, where you and an alternate adult pick-up can be contacted in case of an emergency or illness of your child. Please provide us with a phone number where you can be reached while your child is in our care, especially if it is not your regular work or home number.

CURRICULUM

Barrels of FUN is unlike any daycare or preschool. The Executive Director is ever so proud of this program and is beyond excited your child is enrolled. Combining Reggio Emilia and Montessori principles this child-led learning program will enhance your child's ability to explore, create, and navigate their environment.

Kindergarten readiness can be achieved by the layout of this program, however not in the typical way we are used to. Children will spend large parts of their day exploring the outdoors, they will lead their learning enhanced by staff, and if they desire, get messy with paint, water, and dirt! They will be learning.

Strict lesson plans will not be enforced due to the ever-changing desires of children; however, lesson schedules will be implemented and followed. Art, music, drama, large motor, small motor, communication, planting, growing, life skills, ABC's, 1- 2-3's... Children will have access to their hundred languages.

They will also have access to our community! With written parent permission, students will venture our Ghost Town Trail, explore Lake Rowena, and so much more!

ATTENDANCE

In the case of your child's absence or delay: To ensure we have adequate staff to serve the needs of the children please report your child's change of schedule (absence or delay) before 8:00am on the BrightWheel app.

Arriving earlier OR staying later than the time you wrote on your Financial Agreement? Please message in the BrightWheel app at least one day before so there is adequate staff to ensure ratios are met. If there is an emergency and you need to pick up later, please message at your earliest convenience.

PARENTAL ACCESS: A parent of a child in our care is permitted full access, whenever children are in care unless a court has limited a parent or guardian's right of access. As a courtesy to all children in the program, we ask when visiting, the adult not disrupt the normal schedule of the program.

COMMUNICATION:

- Parents may call the program at any time during the day to check on their child(ren).
- Parents may also use the BrightWheel App to communicate with the teachers regarding their children. If there is an emergency, please call the Executive Director (814-419-4858). Teachers are expected to be engaging with the children. There will be time in the teacher's day to update BrightWheel.
- A monthly newsletter and/or information is distributed detailing upcoming events, important dates and other information about the childcare center and program.
- To enhance communication between the program staff and each child's family the BrightWheel app is used to report eating habits, diapering/toilet training times, needs, newsletters, and other information.

WEATHER-RELATED CLOSINGS

Barrels of FUN will remain open during most severe weather. The Executive Director will monitor the weather and local news stations to determine when it is appropriate to close the childcare center early or cancel care for the day.

If Barrels of FUN closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home. Tuition rate will remain the same.

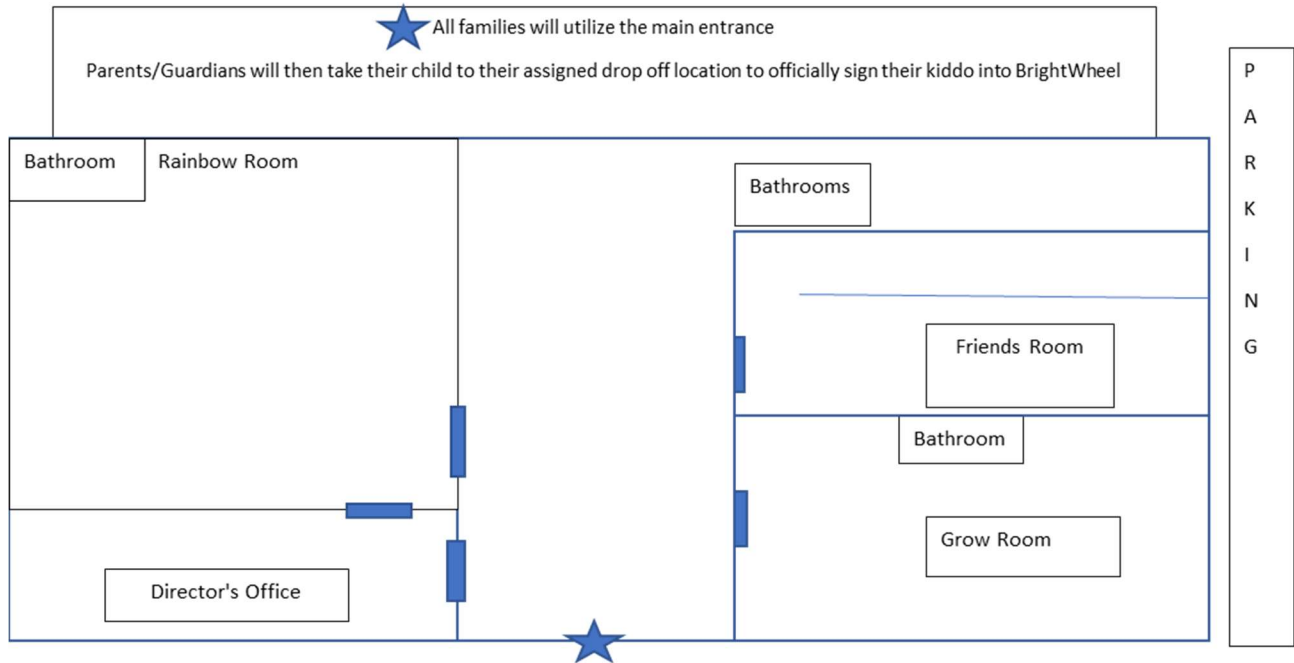
SCHEDULING, ARRIVAL AND DEPARTURE

Barrels of FUN is a tuition-based program; therefore, your spot is always available for your child based on your agreement. In order for our teachers to be prepared for the arrival or absence of your child, please inform the teachers of any changes in your schedule as soon as you can. Plan to arrive each day with enough time to give the teachers any necessary information to properly care for your child.

Parents must accompany the child to the classroom door and sign the child in at the BrightWheel tablet or by using the

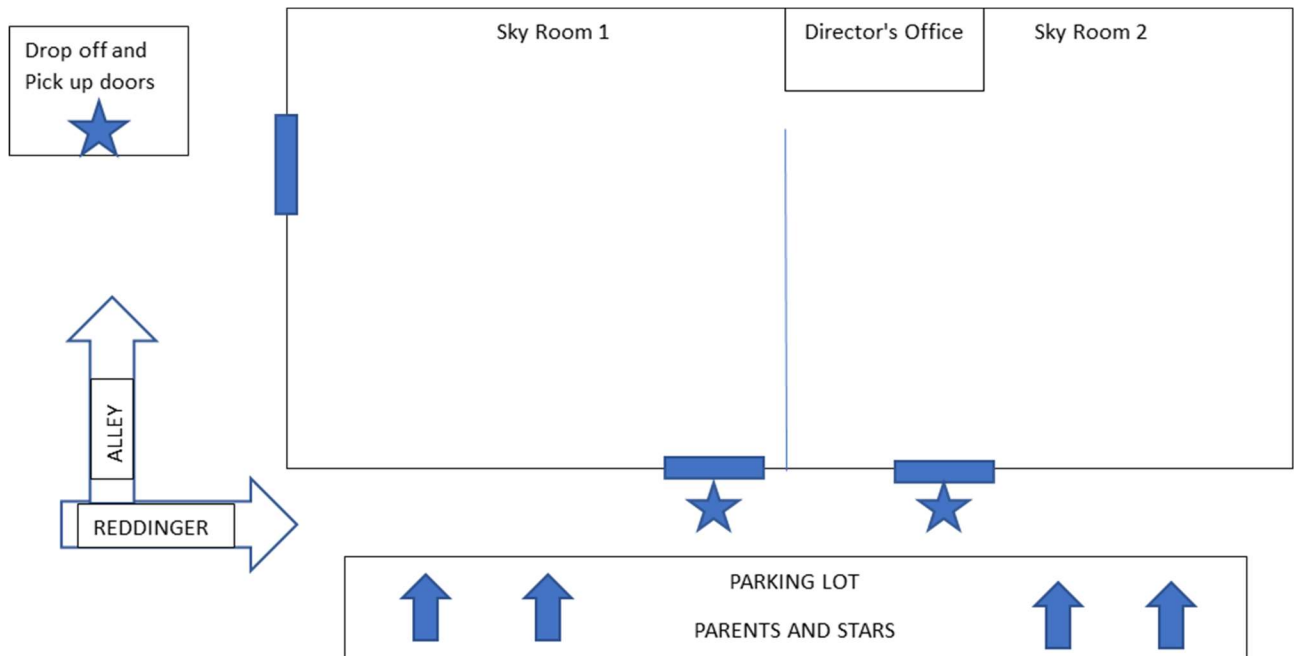
QR code in your child’s room. The parent must drop-off and pick-up the child at agreed upon times. At the end of the day, the parent must sign-out the child. If you fail to sign your child in or out, you will be contacted. This process is mandated by the state and must be enforced. **When dropping off your kiddo, if you bring any diaper creams, lotions, medication, etc- these items must be directly handed to the teacher in the room as these items must be locked upon arrival.**

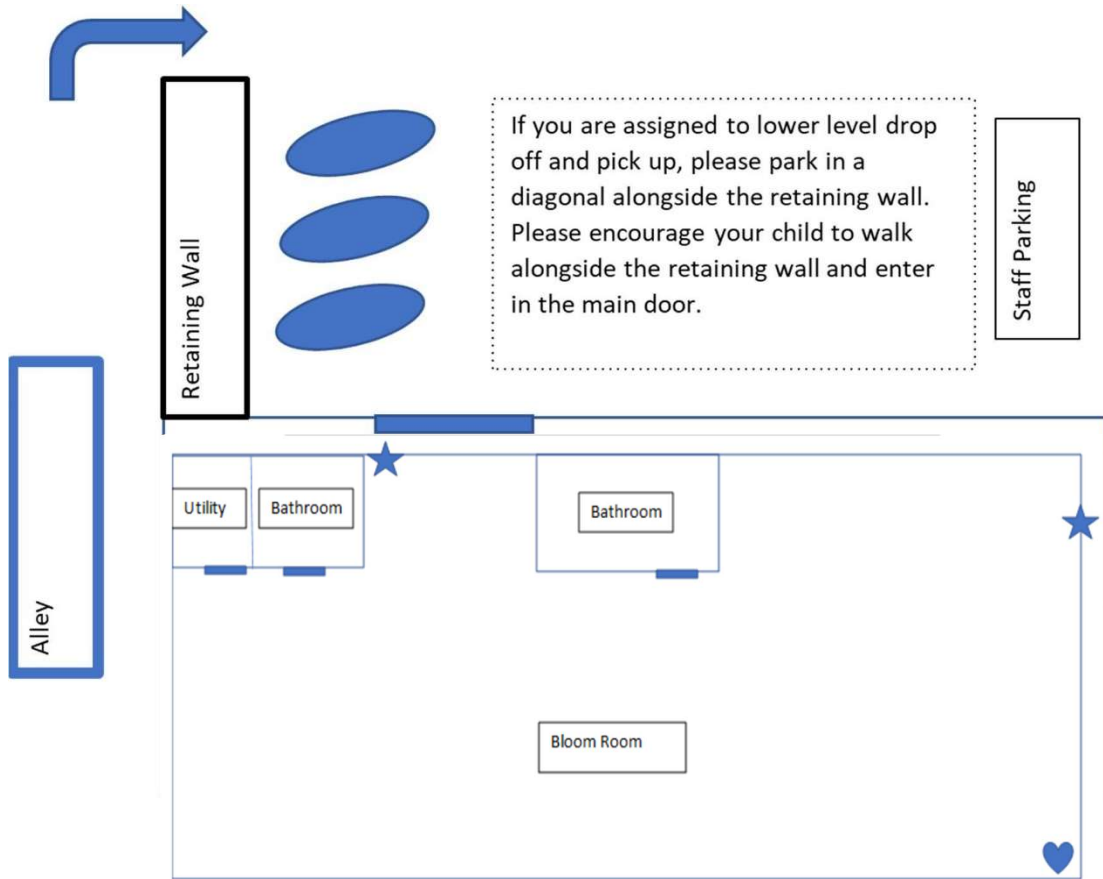
518 N CENTER STREET – PICK-UP AND DROP-OFF PROCEDURE



STATE REGULATIONS: Cars must be turned OFF when you exit the car. Children under the age of 15 are not allowed to stay in the car during drop off and pick up

302 REDDINGER STREET – PICK-UP AND DROP-OFF PROCEDURE





STATE REGULATIONS: Cars must be turned OFF when you exit the car. Children under the age of 15 are not allowed to stay in the car during drop off and pick up

EMERGENCY INFORMATION

Fire/Emergency drills are conducted every 30 days. In the case of a true evacuation emergency, the daycare children will be relocated to the lot beside Barrels of FUN. If an emergency does occur, and we cannot return to our regular facility, you will be contacted by one of our staff members who will explain the emergency pick-up location and procedures, you will still be required to sign-out your child before taking them home. Barrels of FUN also complies with the Day Care Emergency Operation Plans outlined by the Pennsylvania Emergency Management Agency.

DISCIPLINE POLICY

Barrels of FUN does not use any form of physical punishment as a form of discipline. Teachers are trained and follow a classroom management plan, implementing various, research-based classroom management techniques. If behavior has not been controlled after following a plan, your child’s teacher/director will schedule a meeting to discuss alternatives and to collaboratively develop a plan of action to follow.

BEHAVIORAL ACTION PLAN

Barrels of FUN follows a behavioral action plan to encourage a healthy and safe environment for all children in our care along with the safety of our staff members. Below are the steps we follow utilizing the Stoplight Stages and Redirection:

- Step 1 – Verbal Warning to the child
- Step 2 – Redirection
- Step 3 – Move to yellow and utilize redirection
- Step 4 – Time by themselves (5 to 10 minutes) and utilize redirection
- Step 5 – Move to red, utilize redirection and message is sent to parents in BrightWheel
- Step 6 – Time by themselves (5 to 10 minutes) and utilize redirection
- Step 7 – Message parents via BrightWheel and/or or phone call on appropriate options for next steps
- Step 8 – Child is sent home

Please note that if a child is being unsafe to themselves, other children and/or staff members we will go directly to Step 7

EXPULSION AND SUSPENSION POLICY

Barrels of FUN Exploration Center is a Reggio Emilia and Montessori inspired childcare center (daycare) and preschool age program designed to give children an adventurous, child-led learning experience like no other! With our open floor plan learning classroom and our ‘no walls’ outdoor classroom, Barrels of FUN Exploration Center is not designed for all learning styles. However, to include as many children as possible, teachers will be trained accordingly to help teach these independent and listening skills!

Why? Because safety comes first! Barrels of FUN children will not be guaranteed all learning adventures. Learning adventures will be added to each child’s day after they are evaluated and reach certain skills to ensure the safety of themselves and others.

All Barrels of FUN children will be guaranteed outside learning adventure time inside the fenced in area. Skills a child must obtain before attending all learning adventures outside of the fenced in area:

1. Listening
2. No hitting, biting friends, or yelling
3. No running away

We do our best to create the best, safest, hands-on learning day. We understand that expulsion and suspension do not help the child learn and can create a negative view of childcare and future education. We, Barrels of FUN Exploration Center, believe the basis for this success is to develop a solid relationship with the families and the support agencies in our community. Giving the child and the family the best help for future success.

If a child’s behavior is concerning to the Staff, and if after the following steps are taken, and your kiddo is not a good fit for the Barrels of FUN Exploration Center learning style, he or she will be expelled from the program.

1. Behaviors will be documented: What happens before the behavior, the behavior, and after the behavior; where did the behavior take place. A reflection statement will be documented, and the document will be shared with the parent at pick up or via email.
2. Specific professional development will be assigned to the Teacher’s in the room, based on the behavior exhibited.
3. A Child Developmental screening will be completed on the child (for example, ASQ-SE).
4. Evidence-based practices to help and support positive social emotional environment will be documented and tried for the kiddo; and shared with the parent. (for example, Second Step or PATHS)
5. Parent Conference with the Executive Director, Director, Assistant Director, and/or Lead Teachers in the child’s classroom will be held.
6. Executive Director, Director or Assistant Director will seek outside assistance including but not limited to:
 - a. Contacting the Quality Coach
 - b. Contacting IECMH at www.surveymonkey.com/r/PAExpulsionHelp
 - c. Contacting our local Intervention Unit- 1-800-CONNECT

SAFE SLEEPING PRACTICES

Infants are not permitted to sleep with blankets of any kind. Full zip sleep sacks are recommended.

- Full Time infants will have their own crib/pack and play. One will be provided if you do not have an additional one to leave at Barrels.
- Part Time infants will share their pack and play with the child they share the week with - inserts/sheets will not be shared.

It is recommended that ages 1-2 also sleep with a full zip sleep sack and not a blanket, however this is left up to the parent or guardian's discretion.

Nap mats with sheets, blanket, and pillow in one are highly recommended for children over the age of 1. Please note, we must follow the manufacturer's age recommendation. Please ensure your children's pillow is not too fluffy for their age!

Children ages 1 and up are permitted to bring their 'snuggie' or item to sleep/rest with.

Children ages 3 and up are required to bring a sleeping bag for rest time. If the child chooses, they can also bring a small pillow.

Sleeping items will go home at the end of each month and need to be returned the next day the child attends Barrels of FUN. If you would like to wash your child's sleeping items more often, please communicate to the teacher so they can accommodate this.

NUTRITION

Parents must pack lunch and a snack; breakfast is optional. Refrigerators are available to keep perishable foods cold. Microwaves are available to heat up already cooked food. Styrofoam is not allowed to be used. UNCOOKED/RAW MEAT IS NOT ACCEPTABLE.

If any child in the class has an allergy to a food, the classroom parents/guardians will be notified, and that room will be free of that allergen depending on the severity.

Children will not be forced to eat. If there are dietary concerns, the parent or guardian will be notified. Withholding food/snacks will never be a punishment.

Infants must have nutrition supplied. A handwritten note from the parent or guardian explaining infant's eating schedule must be provided and updated as the child's needs change. Microwaves are not allowed to be used to heat milk.

DIAPERING/TOILET LEARNING

Families are responsible for supplying diapers, wipes, and any diapering creams. Reminders for supply needs will be sent through Brightwheel's daily communication. If you do not supply Barrels with diapering materials, an additional charge of \$10/day will be billed until diapering materials are brought to your child's classroom.

Toilet learning usually takes place between the ages of 2 and 4. It may take days, weeks, or months until your child is completely out of diapers. There is NO correct age for children to master this skill. The child may be good at toileting at home but may have difficulty at Barrels of FUN for many reasons.

The child may become busy while playing and forget to tell the teacher of their needs. The child must be able to verbalize to the teacher their need to use the toilet. Our staff will assist with toilet learning ONLY after a discussion

between teacher and parent has occurred concerning the readiness of the child. Please keep the child's best interest in mind in all developmental decisions. The childcare professionals will explain, in detail, and demonstrate the procedures used in this center for diapering and toilet learning. These procedures are regulated by the Department of Human Services for childcare centers. To avoid confusing your child, we recommend you follow the same procedures at home.

Your child will never be punished for having toileting accidents.

TOYS

Barrels of FUN has an adequate supply of toys and learning materials. These items are sanitized on a regular basis. **DO NOT SEND TOYS FROM HOME TO THE CHILD CARE PROGRAM.** Children may bring in items by the request of your child's teacher on special instruction days. The children will not be permitted to engage in play using guns, swords, or bows and arrows.

INFANT TOYS: We understand parents may want their baby to have their own toys/teething toys. Please understand that any items brought into Barrels has a chance of going missing. Teachers will do their best to keep track of all items, but it is not guaranteed.

Large items, such as bouncers, do take up a significant amount of space and if brought in may also be used by other kiddos. Teachers do their best to sanitize and wipe down all items between babies!

CLOTHING AND SHOES

Multiple changes of clothes are encouraged to be left at Barrels of FUN... they will get messy learning! Please do not send fancy/favorite items as your child will be learning and exploring as they see fit... which will include paint, markers, dirt, rocks, water, etc!

Children are also encouraged to choose their outfits at home... if they want to wear striped shorts with a plaid shirt; or a Halloween shirt in March, let them explore! Please just make sure they are dressed appropriate for the weather!

As your child learns to be more and more independent, they will be working on putting on their own shoes! In an effort to teach this skill and also keep our play areas clean, please send in a pair of indoor shoes to be kept at Barrels of FUN. Shoe type can be left to your discretion! Velcro recommended!

ADDITIONAL CLOTHING ITEMS

Children are expected to go outside daily when the forecast/temperature/wind chill are above 25 degrees, **the forecast temperature/heat index is less than 90 degrees**, there is no precipitation falling, and there is no current air quality alert. It is understood that given these parameters, there may be portions of some days that do not meet the conditions of "weather permitting" since forecasts are generally targeted to "a point in time" in the day. Even if weather conditions are poor during a portion of the day, there will be ample opportunity for outside time!

As stated above, we WILL be outside! Rain boots, raincoats, snow pants, snow boots, hats, gloves - items for the weather - are required. For your convenience items may be left at Barrels of FUN so your child is always prepared!

If you are unable to purchase additional items, please contact the Executive Director for assistance.

Lotion sunscreen and bug spray, that is not expired, should also be at Barrels of FUN for your child. Hats are encouraged! Barrels of FUN is not responsible for any lost or stolen items, and we recommend having your child's name in or on their items will also assist the teacher in ensuring their items are returned!

MEDICAL/HEALTH CARE INFORMATION

Only prescription medicines will be administered. The parent can authorize the teacher to administer the medicine by completing a Medication Log. All medications must be in the original container with the child's name, the name of the medication and instructions for administering the medication, the date prescribed, and the name of the Physician who prescribed the medication.

The childcare providers will dispense over the counter medications (such as Children's Tylenol or Children's Motrin) with a prescription, signed by a physician, dated within a two-week period, and specifying the exact dosage and reason for medication.

Each Doctor's prescription will only be acceptable for a 7-10 day period and will be returned. Medication is not to be stored at Barrels of FUN.

Child Health Assessment:

All enrolled children must have an age-appropriate health report on file no later than 30 days after enrollment. This information is mandated by the state and CARE CAN BE DENIED FOR FAILURE TO OBTAIN THE DHS REQUIRED HEALTH ASSESSMENT FORM.

Documented copies of immunizations are required. Physicals are acceptable if they are current and signed by a physician, HOWEVER, the required addendums or health assessment form must be signed and dated. It is the policy of Barrels of FUN to deny care for failure to submit the Health Report or proper Immunization Report as recommended by the Department of Health (DHS) and Human Services Center for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP).

The children enrolled in the childcare facility at Barrels of FUN are screened daily and the results are recorded on a spreadsheet in their morning binder. When screened the staff evaluate children for the following: asthma/wheezing, behavior change with no other symptom, diarrhea, fever, respiratory (cold, cough, runny nose, earache, sore throat, pink eye), headache, rash, vomiting, stomachache, urine problem, fatigue, bruises, scratches and/or red marks. By using this form, the staff can better tend to your child's needs.

IF YOUR CHILD IS ILL AT HOME...PLEASE KEEP THEM AT HOME!

Barrels of FUN is not equipped to provide care for sick children. If your child is too ill to participate in program activities, we cannot care for them. If your child becomes sick during their stay at our program, all attempts will be made to make your child comfortable.

If your child becomes ill while in our care, you, or the emergency contact persons stated on the EMERGENCY CONTACT FORM will be called to pick your child up from the childcare facility.

Alert the staff if your child has been diagnosed as having meningitis, measles, chicken pox, mumps, pneumonia, strep infections, or scabies.

Children with the following symptoms should not be present in our facility until the symptoms are gone, or when the doctor provides written documentation stating your child can return to childcare: Severe coughing, Pinkeye, Diarrhea, Rashes, Earache, Sore Throat, Breathing Problems, Vomiting and/or Fevers - A fever of 100.4° or higher.

When personnel of Barrels of FUN suspect a child have been infected by Head Lice/Bed Bugs/Fleas, they will:

- Telephone the parent/guardian of the child and confidentially discuss the situation and treatment options.
- Families will be required to pick up their child as soon as possible.
- The child may return to our facility after the child is free of all traces of insects.

We must follow the CDC guidelines for fevers. If your child has a fever and if any of the following conditions exist, you will be called to pick-up your child:

- A child under four months with a temperature of 100.4° or higher
- A child with a temperature of 100.4° or higher, with a history of complications
- A child with a temperature of 100.4° or higher and is vomiting
- A child with diarrhea (three or more episodes)
 - If your child is on medication that causes loose stool or is experiencing diarrhea due to teething or another medical situation, and is under the care of a physician, please supply written documentation from the doctor to verify permission for continued attendance in the childcare program if no other symptoms are present.
- A child with a temperature of 100.4° or higher who has been ill for several days
- A child with a temperature of 100.4° or higher who looks and acts sick or seems to worsen quickly

Illnesses spread quickly among young children. Remember, if you are called it is because we feel your child is sick; we are acting in the best interest of your children. To return to Barrels, your child must be fever free for 24 hours without fever reducing medicine.

COVID Pandemic Policies and Procedures

Barrels of FUN’s primary concerns are for the health and safety of staff and the children in our care. We all must share the responsibility of engaging in preventive practices and refraining from coming to the childcare center when symptomatic as identified by the Centers for Disease Control (“CDC”) for this particular infectious disease.

Barrels of FUN will continue to follow the latest CDC guidelines as it relates to the COVID Pandemic. If your child has been exposed to someone with COVID, has tested positive or they are experiencing symptoms related to COVID, please notify the Executive Director right away. We will follow the protocol stated by the CDC at that time of the incident and advise on next steps at that time.

MANDATED REPORTERS

In accordance with the Commonwealth of Pennsylvania, Pennsylvania Code, section 3270.19, if a staff person has reason to believe that a child has been abused, they are required to report that suspected child abuse to ChildLine as mandated by the Child Protective Service Law.

After discussing and recording the suspicion of child abuse with the Executive Director, the staff person responsible will immediately notify ChildLine at 1-800-932-0313 or Children and Youth Services at 814-539-7454.

INCIDENT FORMS/BOO BOO Forms

Incident forms will be issued to a parent for any serious situation or injury the children acquire while in our care. The parent will be asked to sign the “Incident Report” form and discuss the incident with their child.

Boo Boo forms will be issued to a parent for any minor situation or injury the children acquire while in our care. The parent will be asked to sign the “Boo Boo” form and discuss the incident with their child.

*You will be notified of any alarming incidents via BrightWheel messenger and a picture may be sent depending on the incident.

ADDITIONAL FORMS

Barrels of FUN has specific forms that need to be filled out and added to a student’s file. Those forms are noted below. It is the responsibility of the parent/guardian to notify the Executive Director of any changes as soon as possible. All

forms can be requested from the Executive Director as well:

- Emergency Card Form (Due in August and February)
- Child Health Form (Due in August and February for infants-2; Due in August for ages 2 and up)
- Child Service Report (Will be given in August and February)
- Financial Agreement
- Child Onboarding Packet

SMOKING AND PROHIBITED SUBSTANCES

Smoking, vaping, and use of prohibited substances shall be forbidden in all areas of the classrooms, restrooms, hallways, parking lots, and outdoor areas.

WEAPONS

No guns or potential weapons will be permitted on the program site. If a weapon is found, the parent/guardian and the proper authorities will be notified immediately. Appropriate action will then be taken.

TERMINATION OF SERVICES

Children can remain enrolled through 12 years of age. There are circumstances when a child may be withdrawn. Please notify the teachers of all schedule changes. Child Care services may be terminated if the child fails to adjust to the program after a reasonable length of time; or if the parent does not adhere to established policies of fee payment, health appraisal schedules, or arrival and departure times.

If you are withdrawing your kiddo from Barrels of FUN, for any reason, parents must provide at least 45 days written notice to the Executive Director. Tuition will be collected during the 45-day notice period and a Change in Care Form will be sent and ask to be completed for the exact date of disenrollment.

EQUAL OPPORTUNITY

Barrels of FUN does not discriminate. Reasonable accommodations will be made if necessary. Complaints of discrimination may be filed with the U.S. Department of Health and Human Services' Office of Civil Rights (OCR), the DHS Bureau of Equal Opportunity (BEO), and/or the Pennsylvania Human Relations Commission (PHRC).

I have read and understand the Family Handbook for Barrels of FUN. I agree to follow, abide and adhere to all rules and regulations at all times:

Child Name: _____

Child's Date of Birth: _____

Enrollment Date: _____

Parent/Guardian's Name: _____

Signature: _____

Date: _____