



**2023-2024 School Year**

**Daycare Parent Handbook**

# Welcome Parents and Students to the 2023-2024 School Year!

We are so excited to have you as a part of our Fun Family this year! The Funplex has undergone a few changes and has much more to offer in this upcoming school year.

The Funplex's Mission is to inspire children to thrive, promote extended learning, and foster collaboration by listening, working together, and effectively communicating.

Our Vision is that youth experience quality care during after-school hours, summer, and other opportunities that allows for intellectual, creative, and healthy developmental growth.

**Note to all returning parents:** While there may be some obvious changes, we wish to remind you that your child(ren) are our first priority! Every child will begin their year with a fresh slate ready to fill with experiences and memories.

## The Funplex of Gulf Breeze

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## **Enrollment and Tuition:**

The Funplex Daycare Program admits children ages 3-4. This program will run from 7am-6pm. Children must be dropped off by 9am. Half-day rates are not available. **The Funplex Daycare program rate is \$190/week.** Sibling rate is \$167.20.

A registration fee of \$50 is due upon enrollment (of one child, \$80 per family). This is an annual, non-refundable charge. If a child withdraws and reenrolls in the next year, a new enrollment fee will be expected- whereas if he withdraws and reenrolls within the calendar year (Jan-Dec), the fee will be waived.

Tuition for care is due weekly. Tuition will be charged on Wednesday for the following week of care. Your entire balance must be paid in full by the beginning of each week or your child will not be permitted to stay.

### **To enroll, each child must turn in:**

- This signed packet
- Rules & Discipline agreement
- Program Registration form
- Emergency Card
- Pickup Authorization form
- Tuition Contract
- Medication form (If applicable)
- **Copy of immunization and physical form (by pediatrician)**

## **Fees:**

Anyone who fails to pick up before or at the time of closing (6:00pm) will be charged an additional \$20 per 15 minutes. A service fee of \$25 will be charged for any **returned checks.**

Any changes to your regularly scheduled days **must** be made at **least 24** hours prior to the change. Otherwise, regular tuition or payment will be required. Tuition prices do not change for months with holidays.

## **Drop In:**

Drop-in is unavailable for Daycare currently. You must be registered and attend on a regular basis.

## **Refunds/Credits**

Payment is still due even if your child does not attend our program any day of the week. There are NO discounts or credits for days missed. You are financially responsible for full payment for the days you originally signed up for.

\*Day care runs year-round and **will continue** running through the following dates:

Teacher Planning Day – October 6<sup>th</sup>

Veterans Day – November 10<sup>th</sup>

Thanksgiving Break – November 20<sup>th</sup> – 22<sup>nd</sup>

Winter Break – December 18<sup>th</sup> – 22<sup>nd</sup>

And December 27<sup>th</sup> – 29<sup>th</sup>

Teacher Planning Day – January 2<sup>nd</sup>

MLKJ Day – January 15<sup>th</sup>

Presidents Day – February 19<sup>th</sup>

Teacher Planning Day – March 11<sup>th</sup>

Spring Break – March 25<sup>th</sup> – 29<sup>th</sup>

**Summer camp begins Tuesday, May 28<sup>th</sup>.**

## **Withdrawal and Dismissal Policy:**

**A 30-day notice is required before withdrawing a child from the Funplex. Your account must be paid in full before withdrawing – including your child's tuition for the last month.**

The director of the Funplex reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent policy contract.

- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

Each child/family must have an active account with the Funplex. You can create an account by going to our website, [www.the-Funplex.com](http://www.the-Funplex.com) and click “Join our fun family”.

### **Communication:**

Proper communication between our parents and the staff at the Funplex is extremely important. Staff will be sending home information regularly. Concerns about any aspect of our program, or your child’s care, may be expressed to the center director. For daily notes and information, please pick up upon checkout.

Remember to communicate in writing any changes in your child’s schedule. **We must be informed, in writing, regarding any changes in the person picking up your child.** You may add or delete names of authorized adults allowed to pick-up your child on the *Child Pick-Up Authorization form*.

Please inform the front desk if there are changes that need to be made to any of the following:

- Address and/or phone numbers, or email address.
- Health/immunizations updates,
- Other pertinent information related to your child.
  - It is important to note that some children in care will not have immunizations.

### **Drop off and Pickup Policies:**

**Only the individuals listed on the *Child Pick-Up Authorization form*, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including**

**grandparents). If there is any concern, the Funplex staff reserves the right to deny a person’s request to pick up a child.**

Parents are expected to accompany their child into the Funplex. The staff will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for staff to maintain a watchful eye on all the children in his or her care. You are welcome to stay for a short period of time to help your child adjust to the transition. Notify the teacher when you are ready to leave, and they will assist as needed.

Parents are expected to assume full responsibility for their child once they are brought to them at the end of the day.

We discourage leaving your idling vehicle in the parking lot during drop off/pick up. In case of extreme cold or heat, please make your transitions brief so the vehicle is not left unattended for a long period of time. NEVER leave a child in an idling vehicle unattended.

### **Visitor Policy:**

Parents are always welcome in the classroom. Please be respectful of the teachers and the daily schedule. You are welcome to come in – provided you have the proper identification – to visit, volunteer, or meet with the teacher. For meetings regarding your children, please pre-plan a conference time with the teacher.

### **Building Security and Access:**

You will be required to show your I.D. upon pickup. If another parent is picking up your child who also has a child enrolled, you must call ahead and inform of the change.

### **Custody Orders:**

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The Funplex must be notified immediately of any changes in custody orders. Certified custody orders must be given to the Funplex director.

### **Unexpected Closures/Changes:**

On rare occasions, we may be forced to close our doors due to a situation beyond our control (power outage, hurricane, no water service, flooding, etc.). Every attempt will be made to inform parents of an emergency closing.

To stay informed on closures and other important information, please download the Remind app and enable notifications.

Use this link to enroll if your child is enrolled in the FunCare Program:

**remind.com/join/care3-4**

And use the class code: **care3-4**

### **Child Abuse and Neglect:**

Staff members are required by law to report any suspected child abuse or neglect. Teachers are trained in what to watch for and how to properly report it.

### **Treasures and Possessions:**

Sometimes children need to bring special toys or newfound treasures to use as a “bridge” between home and school. We understand the importance of soft transitions and wish to make this as smooth for your child and you as possible. However, if the item becomes an issue, we will not be able to allow items from home unless there is a special “show-n-tell” day.

**The Funplex is NOT responsible for any lost or damaged items and encourages all children of all ages to leave personal belongings at home.**

**There is to be absolutely no gum, toy guns, or candy (unless given permission in regard to a special holiday/celebration) brought to the program.**

**Prohibited items consist of (but are not limited to): guns/weapons, matches, fireworks, lighters.**

### **Clothing:**

Comfortable clothing that is washable and temperature appropriate. There are many activities that the children will be participating in daily such as painting, sand box play, gluing, coloring, eating, etc. Children will play outside daily – weather permitting. Please dress children accordingly. All clothing, including coats, boots, jackets, etc., must be labeled clearly with your child’s name. **You must send a change (or two) of clothing for your child in their backpack. Even if you are sure your child won’t need it.** Don’t forget the socks!

### **Diapers and Toilet Training:**

Children attending FunCare are **not** allowed to be in diapers. We do understand that development happens at different times, and we want to help in the potty-training process. Pull-ups are allowed but must be provided by the parent. Wipes will be provided by the Funplex. It is essential that the parent and staff communicate about the specific needs of their child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in “user-friendly” clothing. Overalls, zippers, and snaps are difficult for small children to manage- especially in a hurry! While children are training, parents are to provide multiple changes of clothing for their child a day.

### **Meals, Snacks, and Food Allergies:**

Parents are responsible for providing lunch for their child. The Funplex will provide a morning snack and an afternoon snack. There will be a monthly menu available to view. Parents are allowed to send a snack instead of their child receiving ours. It must be labelled in your child's lunch box. Absolutely no peanuts are allowed. Items that need to be microwaved are not allowed. Please label all lunchboxes with the child's name. If you have more than one child in the program, they will need separate lunch boxes. All allergies **must** be listed.

### **Medicine:**

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs and dates a medical form. The parents must provide all medications.

**Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision: never the Funplex staff. We will not administer cold medications to any child.**

Staff cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the

container. If the container reads, "Consult/see doctor", then a note from the doctor with the child's weight, and the dosage recommended, must be provided.

Medication will be stored per the manufacturer's recommendations.

### **Injuries and Accidents:**

Every consideration will be taken to ensure the safety of your child in our care. Should an injury occur, an Incident Report will be completed by the closest adult and signed by the director or appropriate person. A copy of this report will be sent home, and the Funplex's copy will require a parent/guardian signature upon pickup.

In the event of a major emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Emergency Card (or the closest hospital). The parent/guardian will be called immediately.

### **Closing:**

We are thrilled to have you and your child as part of our program! Please read the following ASAP rules with your child so we may endure a safe and fun-filled year!

## **Daycare Rules**

- **HAVE FUN!!!**
- **Participants must treat other students, counselors, and all staff with RESPECT. Speak kind words.**
- **Participants must listen and follow directions given by all counselors and staff.**
- **Participants must keep hands, feet, and other objects to oneself.**
- **Participants will not touch someone else's belongings.**
- **NO BITING**
- **Participants shall not intentionally cause or attempt to cause physical or emotional harm to another student or employee. BULLYING WILL NOT BE TOLERATED.**
- **Participants must treat Funplex equipment, supplies and facility properly and with care.**
- **Participants shall always remain with their groups. If a student needs to take a bathroom or water break, they MUST tell a counselor.**

## Statement of Acknowledgement

I have read the terms of this program and explained them to my child(ren) and we both understand and agree with what is written.

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Parent/Guardian Signature

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Date



# Discipline and Expulsion Policy

Children are expected and required to be respectful and kind to their coaches, peers, and themselves. Any child that does not meet and follow that expectation will be subject to expulsion following the steps listed below.

**Step 1 – Warning**

**Step 2 – Time-out/Write sentences.**

**Step 3 – Incident report**

**Step 4 – Contact parent immediately**

**Step 5 – Suspension decided by director \***

**\*Three suspensions result in expulsion.**

The director reserves the right to remove a child from the program without following all the aforementioned steps if that child poses a danger to himself or others.

The actions resulting in these steps include but are not limited to:

Talking back, disrespecting others, not following directions, name calling, threatening, leaving designated area without permission, biting, pinching, fighting, bullying (verbal or physical), destruction of property.

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have read and understand the above rules. I assume the responsibility for ensuring that my child is aware of these rules and understands the consequences if he/she does not behave appropriately.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* The child care facility shall adopt a discipline policy consistent with Section 402.305(12), F.S., including standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited.

The following discipline techniques shall be prohibited in the child care facility:

1. The use of corporal punishment/including, but not limited to:
  - a) Hitting, spanking, shaking, slapping, twisting, pulling, squeezing, or biting;
  - b) Demanding excessive physical exercise, excessive rest, or strenuous or bizarre postures;
  - c) Compelling a child to eat or have in his/her mouth soap, food, spices, or foreign substances;
  - d) Exposing a child to extremes temperature;
  - e) Rough or harsh handling of children, including but not limited to: lifting or jerking by one or both arms; pushing; forcing or restricting movement; lifting or moving by grasping clothing; covering a child's head.
2. Isolating a child in an adjacent room, hallway, closet, darkened area, play area, or any other area where the child cannot be seen or supervised.
3. Binding, tying or restrict movement, or taping the mouth;
4. Using or withholding food or beverages as a punishment;
5. Toilet learning/training methods that punish, demean, or humiliate a child;
6. Any form of emotional abuse, including rejecting, terrorizing, extended ignoring, isolating, or corrupting a child;
7. Any abuse or maltreatment of a child;
8. Abusive, profane, or sarcastic language or verbal abuse, threats, or derogatory remarks in front of the child or about the child or child's family;
9. Placing a child in a crib/portable crib for a time-out or for disciplinary reasons.  
"Discipline will never be related to food, rest, toileting or active play."  
*- Active play, both indoor and outdoor, must not be completely withheld from children who misbehave. For example, a child being left in the front office the entire time the rest of the children go outside to play would be unacceptable. Time-outs may be used during indoor or outdoor play provided an age appropriate time limit has been established.*

## Program Registration Form

Child 1	First Name	Last Name	Date of Birth	Sex (M or F)	Grade
<b>Circle the program your child will be attending:</b>					
Oriole Beach Elementary After School			Oriole Beach Elementary Before & After School		
Gulf Breeze Elementary After School			Funplex Daycare		
<b>Circle the day your child will be attending:</b>					
Monday		Tuesday		Wednesday	
		Thursday		Friday	

Child 2	First Name	Last Name	Date of Birth	Sex (M or F)	Grade
<b>Circle the program your child will be attending:</b>					
Oriole Beach Elementary After School			Oriole Beach Elementary Before & After School		
Gulf Breeze Elementary After School			Funplex Daycare		
<b>Circle the day your child will be attending:</b>					
Monday		Tuesday		Wednesday	
		Thursday		Friday	

<b>Parent (1) First Name</b>	<b>Last Name</b>	<b>Cell Phone #</b>	<b>Secondary Contact Number</b>
<b>Parent (2) First Name</b>	<b>Last Name</b>	<b>Cell Phone #</b>	<b>Secondary Contact Number</b>
<b>Street Address</b>		<b>City</b>	<b>Zip Code</b>
<b>Street Address 2 (if applicable)</b>		<b>City</b>	<b>Zip Code</b>
<b>Child lives with (Circle)</b>	<b>Mother</b>	<b>Father</b>	<b>Both</b>
			<b>Other (specify):</b>

### Emergency Card

Certificate Number: 11236 \* License Number: C01SR0101

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Family's Name:

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Home Address: \_\_\_\_\_

Program: \_\_\_ Funplex ASAP \_\_\_ Funplex Daycare \_\_\_ Summer Camp

Mother's Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Persons to contact in case of an emergency when the parent cannot be reached:

Name: \_\_\_\_\_ Relationship/Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship/Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship/Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship/Phone: \_\_\_\_\_

Family Doctor or Clinic: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*I give consent for the Funplex and personnel to have access to my child's information and records.**

\_\_\_\_\_

(Parent/Guardian Signature)

\_\_\_\_\_

(Date)

# Child Pick-Up Authorization

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**Child's Name:** \_\_\_\_\_

The following people are authorized to pick-up the above-named child at any time from the FUNPLEX.

I authorize the FUNPLEX to release my child into the care of the people listed below whenever they come to pick-up.

## Authorized Pick-Up Person

**Name:** \_\_\_\_\_ **Relation to child:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relation to child:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relation to child:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relation to child:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relation to child:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relation to child:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**I understand that:**

For the safety of my child the Authorized Pick-up person must have their I.D. readily available to present to the staff person.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

# Tuition Contract

At the time of your child's enrollment, and every August thereafter, you will be asked to sign a tuition agreement. Please sign and return.

## Tuition Payment Procedure

Your child's tuition is paid weekly. Payment is due on the Wednesday preceding the week of care. Tuition is considered late on the following Monday. All balances must be paid in full by Monday or the child will not be permitted to stay.

The weekly tuition will be \$ \_\_\_\_\_.

## Program

My child \_\_\_\_\_ is enrolled in the Funplex ASAP/Daycare (circle) program.

**If I fail to provide payment upon due date without prior proper notice and approval by the appropriate staff personnel, I willingly am surrendering my child's enrollment position in their current program and am immediately at risk of being removed from the program.**

I have read the regulations regarding Tuition Payment Procedures and agree to abide by them.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Director)

\_\_\_\_\_  
(Date)

# Authorization For Prescription and Non-Prescription Medication

No medication shall be given by childcare personnel without the signed permission of the parent or legal guardian. All medication must be in the original container with the child's name, name of the physician, medication name, and medication directions written on the label.

Non-prescription medication brought in by the parent or legal guardian can only be dispensed if there is written authorization from the parent or legal guardian to do so.

Medication which has expired or is no longer being administered shall be returned to the parent or legal guardian.

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

1. Medication Name: \_\_\_\_\_  
 Amount to be given: \_\_\_\_\_  
 Time to be given: \_\_\_\_\_

2. Medication Name: \_\_\_\_\_  
 Amount to be given: \_\_\_\_\_  
 Time to be given: \_\_\_\_\_

### Record of Medications Given:

1. Medication Name: \_\_\_\_\_

Date & Time	Amount	Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Medication Name: \_\_\_\_\_

Date & Time	Amount	Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*This authorization form must be maintained and is only valid for the duration of prescription.*

I hereby give permission to dispense the medication(s) listed above in accordance with the written directions on the prescription label or printed manufacturer's label.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date