

# FUN FACTORY BEFORE & AFTER SCHOOL & ALL DAY SUMMER RECREATION PROGRAM PARENT HANDBOOK

Welcome to the Fun Factory Before/After School & All Day Summer Recreation Program. It is the goal of the staff to provide a quality environment for your child to unfold and develop, encouraging his/her intellectual, social, emotional, physical and creative growth.

Through the structuring of a stimulating environment, our staff strives to facilitate space and time for your child to explore new ideas and meet new friends in a safe atmosphere. Our curriculum places special emphasis on building self-esteem, teaching decision-making skills, exposure to different cultures and provides opportunities to practice good sportsmanship. Each day, time is set aside for homework assistance. Once a week special fun activities are organized that focus on drug and alcohol abuse prevention, pre-employment skills, career exploration and community service projects.

The Fun Factory Program is organized into different activity areas to offer space for arts and crafts projects, reading, games and always has accessibility to outdoor play areas.

The before and after school programs are directed by the City of Elko Parks & Recreation Department. The before and After School and all day Summer Fun Factory programs are held at Mountain View Elementary Multi-Purpose Room (servicing all Elko Grade Schools) with transportation provided to and from your child's school. This program is funded by parent fees, fundraisers, grants and donations. Our entire staff is committed to keeping the fees as low as possible without sacrificing quality in our curriculum, supplies or materials. The recreation program also offers scholarships for those who qualify.

## CONFIDENTIALITY

All records and documents pertaining to a participant and his/her family status are kept in the office files. Written permission will be obtained to use photographs or release confidential information or phone numbers.

## ADMISSION POLICIES

Hours: 6:00-8:15 a.m. (before school) & 3:00-6:00 p.m.(after school)

6:00am-6:00pm (all day summer program)

Monday - Friday, closed on all holidays unless otherwise notified.

Maximum enrollment: 70 children

Ages: Kindergarten thru 6th grades

Fees: Before school \$4.75 per day (child must be registered full time, 3-5 days per week); After school \$6.75 per day full-time & \$2.50/\$3.00 extra for early out days, per child; All day summer program is \$18.00 per day (all children must be registered full time, 3-5 days per week)

Fun Factory Programs require a \$20.00 registration fee per family.

## DISCOUNT: HALF PRICE FOR EACH ADDITIONAL CHILD IN THE SAME FAMILY

The Fun Factory Program is operated on a non-discriminatory basis. Our programs give equal access to services without regard to race, color, creed, religion, or national origin. Services are provided for children entering kindergarten through 6th grade. Children who are physically handicapped or emotionally disturbed shall be accepted, provided it is determined that there shall be no adverse affect upon other children, either through direct behavior of the child or through requiring staff time needed by other children, and the activities are able to meet the individual needs of the child. The Fun Factory has a staff/child ratio of 1 instructor for every 15 children and we have staff certified in C.P.R. and First-Aid present at all times.

## Fees

The Fun Factory Program requires a \$25.00 registration fee. The fees charged cover our instructor's wages, program supplies and operating expenses. **All fees must be paid at the end of each week or when due. If you would like to arrange bimonthly payments, please do this in advance.** All fee payments must be receipted through the recreation office or at the Fun Factory site. Please let us know if there is a problem with payment of fees. We realize that unforeseen crisis do occur and we are willing to work with you at all times.

## Late Payment Fees

A \$5.00 (per week) late fee will be charged to any account that is over two (2) weeks of the due date. ***Your child could be terminated for continuous late payments.***

## Late Pick-ups

Our program officially ends at 6:00 p.m. and if you make an effort to contact the main office (777-7260) before 2:00 p.m., Dawns' cell phone (934-8414) before 3:00 p.m. or Dawn at home (744-4545) after 4:00 p.m., a short grace period may be arranged. Parents will be charged a rate of \$1.00 for every minute a parent is late picking up their child(ren). Please realize that our staff members often have other jobs, activities or classes to attend to, as well as families of their own.

## Illness & Absence

The Fun Factory staff asks that you keep your child at home from the onset of cold symptoms, nausea, fever, weepy eyes, severe cough/sneezing and be kept at home until these symptoms are gone, just as you would do for school. If your child is ill or becomes ill during the program, he/she will be helped to rest quietly until he/she is picked up by a parent or other person listed on your emergency pick-up list. Should your child develop a contagious illness, please notify the center so other parents can be notified of possible infection.

## PARENT INVOLVEMENT

We encourage you to talk to the instructors on a daily basis about things happening in your child's life. It helps us to understand your child's behavior. Please do not let any upsetting circumstances go without discussion. We can set special time away from activities and other children to talk to you regarding your child. Feel free to ask the instructors about the day your child has had with us. Parents are invited to observe at any time. Please realize that when you come to pick up your child, they have usually already finished their organized activity for the day. Please try to come in early some day so you can see your child during the planned activity portion of our curriculum. We welcome -

you to share your ideas and talents. Parents often have access to resources the children would enjoy. You also may share your talents by participating in parent workdays and fund raising projects, or any other ideas you may have.

## **PARENT GRIEVANCE**

All parents who feel that they have a grievance, he/she shall take up the matter with the immediate supervisor within (5) days after the parent becomes aware or should have become aware of the event giving rise to the grievance. The immediate supervisor shall make every attempt to reach an acceptable solution to the problem within (5) days after it has been submitted to him/her. Any grievance settlement shall be approved in writing by the Department Head and the City Manager, or designee. If the grievance is not settled during the informal discussion, the City Manager or City Officials may proceed with the matter.

## **ADDITIONAL ACTIVITIES**

If your child is involved in activities other than the Fun Factory Program, it is the parents responsibility to see to the child's transportation to and from these activities and or appointments. If these additional activities fall on the days when we will be on a field trip, and away from the center, the parents need to make other arrangements for their child's care for that day.

## **NUTRITION**

Each day the Fun Factory serves a snack. Parents are required to bring a **LARGE** snack per month for our snack closet. Parents will be charged an additional \$35.00 per month if the monthly snack has not been brought. If you bring it at the beginning of each month it is easier for staff and parent to remember.

## **DISCIPLINE POLICY**

An effective discipline program is essential in the teaching/learning process. The staff at Fun Factory has established an educational environment in which children can comfortably learn at their own level and with maximum satisfaction. Each student has a right to learn and play at fun Factory without disruption or antagonism from other students.

The staff is committed to teaching and reinforcing appropriate student behavior. Courtesy and respect is practiced by all staff members and students. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others.

We believe the success of a school discipline program is dependent upon your support and shared responsibility. Please help us ensure the success of our program by periodically reviewing and discussing the importance of the "Fun Factory Student Rules Of Conduct" and "Gym Rules" outlined in this handbook. With your cooperation and help, we can provide a positive, productive learning environment for your child.

In dealing with inappropriate or unacceptable behavior, staff members will give a child a "time out" so that he or she may gain self-control. Staff members will evaluate the problem with the child to find a better manner of behavior and/or method of handling the situation. If the problem continues, the site leader will contact the parent to discuss the situation. If the problem persists, the child will be sent home for one day and a discipline report will be placed in the child's file. A continuation of the problem will result in the child's dismissal from the program. If a child harms another child, damages school or Fun Factory property, etc., parent will be called to come and get child and child may not return to Fun Factory until the following day.

## **SEXUAL HARASSMENT OF ANY KIND IS STRICTLY PROHIBITED AND WILL BE DELT WITH UNDER SCHOOL DISTRICT POLICY**

### **FUN FACTORY STUDENT RULES**

1. Food or drink allowed only in approved areas. Absolutely **NO** gum allowed at school.
2. Students should keep hands, feet, and body to themselves. (ie: **NO** fighting, pinching, hitting, striking, shoving, kicking, tackling, wrestling, etc.)
3. Swearing, cursing, gross language, name calling, threatening and teasing of any form will not be allowed.
4. The throwing of any objects, other than approved playground equipment, is not allowed anywhere on school property.
5. Playground and Park equipment is to be used correctly and safely.
6. Students are **NOT** to bring toys, games, balls, electronic toys, cd players, etc. from home. Do not bring any unnecessary money or wear expensive jewelry because the Fun Factory will not be responsible if they are lost, stolen or broken.
7. Dangerous weapons or objects of any kind (ie: blades, guns, knives, slingshots, daggers, etc.) are not allowed on school grounds and will result in suspension from Fun Factory.

**\*\*RECREATION DIRECTOR & LATCHKEY LEADERS, HAVE THE RIGHT TO DECIDE IF A STUDENT RULE HAS BEEN BROKEN AND THE NECESSARY ACTION TO BE TAKEN, (REFER TO THE ABOVE DISCIPLINE POLICIES).\*\***

## **PHONE CALLS**

Occasionally, you may need to call your child at the center. Families are asked to limit phone use to absolute necessities only. Please call the recreation office at 777-7260 before 2:00 p.m. with any messages and the message will be forwarded to the Fun Factory site.

## **HOLIDAYS/VACATIONS**

The Fun Factory Programs will be closed on all school holidays. The program may offer a full day of activities during holiday vacations if there are enough participants interested and enough staff available. You will be notified of the exact dates and programs.

## WITHDRAWAL/TERMINATION

### Withdrawal

If a parent decides to withdraw their child from our program, we require a two-week notice prior to the child's last day.

### Termination

The first month of your child's enrollment at the Fun Factory is considered to be the initial trial period. We try to fit all children into our program. However, if there is a problem, we reserve the right to terminate a child from the program. We will use the following reasons for guidelines:

- \*\*\*\* 1. Continued lateness in a child being picked up by parents.
- \*\*\*\* 2. A child's behavior is having adverse effects on other children in the program.
- \*\*\*\* 3. Continued parental failure in properly signing a child in and out on a daily basis or not following the calendar schedules properly.
- \*\*\*\* 4. A child's behavior problems require excessive staff time or added staff for one on one attention for more than two weeks.

Our staff will try to give a parent a two-week notice if it is decided that a child shall be dismissed from the program. Every effort will be made through parent conferences, positive behavior modification, etc, to avoid this circumstance.

- 5. Continued lateness in making payments to Fun Factory.

## DAILY PROCEDURES

### BEFORE SCHOOL:

- 6:00 a.m. - Children arrive anytime between the hours of 6 & 8 a.m. Organized activities such as games, movies, balls, etc.
- 7:00 a.m. - Snack Time
- 7:45 a.m. - Bus student are released to be delivered to their schools
- 8:10-8:15 a.m. - Mountain View students are released for school

### AFTER SCHOOL:

- 3:00 - 3:05 p.m. - Mountain View students arrive & have free play time until bus students arrive
- 3:00 - 3:40 p.m. - quiet homework time
- 3:20 - 3:30 p.m. - Bus students arrive
- 3:30 - 3:40 p.m. - circle time & get ready for snack
- 3:40 - 4:00 p.m. - Snack Time
- 4:00 - 4:45 p.m. - Scheduled activity such as arts & crafts, drug awareness, organized games, etc.
- 5:00 - 6:00 p.m. - Clean up & get ready to leave

### ALL DAY SUMMER PROGRAM:

- 6:00 - 8:00a.m. - Children arrive anytime between the hours of 6 & 8 a.m. Organized activities such as games, movies, balls, etc.
- 9:00 a.m. - Morning Snack Time
- 10:00-11:30a.m. - Organized crafts & activities
- 12:00-1:00pm - Lunch
- 1:00 - 3:00 p.m. - Organized games/Arts & crafts
- 3:00 - 3:30 p.m. - Afternoon Snack
- 3:30 - 5:00 p.m. - Outside play/Park
- 5:00 - 6:00 p.m. - Clean up & get ready to leave

### Please pay careful attention to the following admission procedures:

1. Parents, Fun Factory Staff or a designated drop-off person must check in with the Fun Factory Staff and sign in their child(ren) on the sign-in sheet so the staff is aware of the child's arrival.
2. Parents or designated pick-up persons (only designated people are allowed to sign out) must check in with the Fun Factory Staff and sign the child out on the sign-out list before their child(ren) can be dismissed.

### Parents or designated pick-up person will be required to show a picture ID until staff recognizes said person.

3. When your child is taking medication prescribed by a physician and needs to be given some while at the center, parents are required to administer the medication. Fun Factory staff is **not allowed** to administer any type of medication.
4. Please keep the Recreation office or your Fun Factory Leader up-dated on current emergency phone numbers and any other registration changes.

Thank you for entrusting your child(ren) to us. We hope the Fun Factory Before and After School Recreation Program will be a positive and rewarding experience for all of the participating families.

# FUN FACTORY

**REMOVE THIS HANDBOOK FROM  
FORMS AND TAKE WITH YOU!!**

# LATCHKEY PROGRAMS POLICIES & PROCEDURES PARENT HANDBOOK