



FunShine Early Learning Center
2700 South College Ave
Fort Collins CO 80525
970-377-2824

FunShine Early Learning Center Policies & Procedures

INTRODUCTION TO OUR PROGRAM

Our childcare program and its staff would like to welcome you to FunShine Early Learning Center. At FunShine, our mission is to provide affordable, quality, and flexible childcare for all of our families. We are open days, nights, and late on weekends. We offer full-time child care and drop-in rates for your convenience. Please take a moment and read through this policy and procedure manual as we find it beneficial to parents and childcare providers. FunShine will adhere to the Colorado Department Rules and Regulations for Child Care Centers.

PHILOSOPHY AND PURPOSE OF FUNSHINE

We believe that each child is unique, so we provide care that encourages exploration, sensory play, creativity, movement, and socialization in a safe and educational setting. We encourage your children to be messy and active, and we love to do all the things you don't want to do at home! ☺

PROGRAM STRUCTURE

FunShine has a curriculum that encourages the children to have fun, learn, get messy and active and make friends in a clean, safe and friendly environment. Through our curriculum children will get to learn through sensory play, interactive play, fine-motor and large motor activities and through imaginary play. Since we do not have an outdoor area we do LOTS of gross-motor activities to keep the kids active. These activities include yoga, music and movement, limbo, musical chairs, exercises, obstacle courses, hopscotch, bean bag toss, move like an animal, balance beam, dance, balls, scavenger hunts, and many more fun activities.

And, don't forget we have Preschool time each day between 8am and noon!

HOURS OF OPERATION

Monday – Thursday	8:00am-9:00pm
Friday	8:00am-11:00pm
Saturday	9:00am-11:00pm

Holidays Closures: FunShine is closed for the following holidays: Christmas Eve, Christmas Day, Easter Sunday, Father's Day, Fourth of July, Halloween (close at 6pm), Labor Day, Memorial Day, Mother's Day, New Years Eve, New Year's Day, and Thanksgiving Day. Our center will operate normal hours on Martin Luther King Day and Presidents Day.

ATTENDANCE

FunShine is a childcare center that welcomes parents to drop their child(ren) off anytime. We offer full day child care without the hassle of scheduling. You can literally drop-in ANYTIME! Our center is licensed for children 1 to 13 years of age and has a maximum capacity of 38 children.

STAFFING & EMPLOYEE QUALIFICATIONS

Our energetic staff is carefully screened, and highly trained to provide a quality, nurturing environment. They go above and beyond to create a positive, fun, and inclusive experience for every child, every visit. Upon hire each staff member is required to complete the following: background check, CBI and FBI fingerprinting, CPR & First Aid training, Standard Precautions training, Orientation, and to get practice in the classrooms. Each staff is then required to complete 15 training hours of continuing education annually.



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STAFFING RATIOS

Age Range	Ratio For Center Based Care in Colorado
12 months to 36 months	1 staff member to 5 toddlers
24 months to 36 months	1 staff member to 7 toddlers
2-1/2 years to 3 years	1 staff member to 8 children
3 years to 4 years	1 staff member to 10 children
4 years to 5 years	1 staff member to 12 children
5 years and older	1 staff member to 15 children
Mixed age group 2-1/2 years to 6 years	1 staff member to 10 children

GUIDANCE STRATEGIES

At FunShine we believe in creating and supporting a positive environment, positive relationships with each child, and helping children to create positive relationships with their peers and families. We know that each child is unique and some may need more attention or guidance than others. Please help us to get to know your child by providing information about their personality and how we can make their visit great.

Our goal is to create and maintain a socially and emotionally respectful early learning and care environment. Sometimes little ones have a hard time adjusting... during these times we like to use many tools to help your child keep their self safe and others safe. Some of the tools we use are redirecting, communication, giving space, or if needed some time to their self in their own area. Sometimes a timeout may be needed (up to one minute for each year of age, never exceeding 5 minutes), and in extreme circumstances parents will be called or notified.

We support and follow the Department of Human Services by providing individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. We will also provide contact information or reach out to an early childhood mental health consultant or other specialist as needed.

We take many steps before considering suspension or expulsion. For this to happen, a family would need to break the policy and procedure rules, not pay, or a child would not be a good fit for the center (which is very unlikely). We document everything and stay in constant contact with parents to provide the best care that we can for each child.

ILLNESS, ACCIDENT & INJURY POLICY

FunShine has a strict sick policy and we strive to keep the center clean and germ free. With that said, we ask that you do not bring your child in for care if they have had a fever, diarrhea, or vomiting for at least 24 hours. Also, if they are sick with a cold, flu, chicken pox, pink eye, or other contagious illnesses they will not be allowed in the center. If your child is contagious, please keep them home until they are feeling better and able to be in our care. If staff are concerned they may require a doctor's note that states that your child is okay to be in our care. If your child gets sick while in our care, we will call you immediately and you will need to pick your child up within thirty minutes. During those thirty minutes we will provide a quiet area away from other children for your child to rest. We



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strongly follow this procedure to adhere to the Colorado Health Department regulations for the safety of your children and other children.

In the case of a minor accident or injury in our center staff will administer basic First Aid. We clean minor injuries with soap and water, apply bandages when needed and give lots of hugs. We will notify parents by letter, phone or at pick up.

In the case of a major injury, allergic reaction or life threatening situation emergency services will be called immediately and then parents/guardians will be notified. All serious injuries and incidents will be reported to the State Licensing Department.

All illnesses, accidents and injuries are documented and kept in the child's file.

MEDICATION POLICY

Any routine medication, prescription or non-prescription (over-the-counter) must be administered only with a current written order of a health care provider with prescriptive authority and with written parental consent. Home remedies, including homeopathic medications cannot be administered in our child care center.

The written order by the person with prescriptive authority shall include:

- a. Child's name;
- b. Licensed prescribing practitioner name, telephone number, and signature;
- c. Date authorized;
- d. Name of medication and dosage;
- e. Time of day medication is to be given;
- f. Route of medication;
- g. Length of time the medication is to be given;
- h. Reason for medication (unless this information needs to remain confidential) ;
- i. Side effects or reactions to watch for; and,
- j. Special instruction

Medications:

*Must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label.

*Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name.

*In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized on an at least annual basis. Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label. Verbal orders taken from the licensed prescriber may be accepted only by a licensed registered nurse.

*Acetaminophen or ibuprofen is able to be used multiple times with one (1) current, signed multi-use medication order for up to three (3) consecutive calendar days if the order is specific about when the medication is to be given. The child specific multi-use medication order must be renewed with the child's updated health statement.

* If a medication is out of date or left over, parents are responsible for picking up the medication. If parents do not respond, the center is responsible for the disposal of medications.

* A written medication log will be kept for all children that require medication.



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Emergency medications are stored in a room temperature unlocked box in the front office. Staff will have easy access to all medication in case of an emergency. If medication requires refrigeration, we will have a separate area in the refrigerator to keep the medication in a leak proof container.

Upon enrollment you will be provided a Medical Permission Sheet that you will need to have signed from your child's physician. This form is required to be filled out annually to ensure that we are up to date on your child's medication needs. We do not accept epipens and inhalers that are expired or if they are not in their original packaging.

All of our staff have First Aid and CPR training, Standard Precautions training and are trained to use an epipen and inhaler if needed. Although, only staff members who have medical administration training may administer medication. We have at least one staff member on at all times who has medical administration training. If an epipen is used on a child suffering from an allergic reaction we will first contact emergency services and then call the child's parents/guardians immediately after.

ENROLLMENT POLICY

Upon enrollment you will be required to submit a Child Enrollment Form, immunizations and a General Health Appraisal for each child. If your child has a medical or personal exemption for immunizations, please notify staff they can help you get the correct paperwork for you or your physician to sign. Children will not be able to utilize our child care services until we receive all needed forms required by the Colorado Department of Human Services.

Upon arrival each child gets a sticker put on their back that has their names, pick up time, cubby number, and whether they brought their own food or if they will eat the food that the center provides. If the child has allergies they will get a second, brightly colored sticker that states their allergies.

Staff members are responsible for supervising children at all times. We provide head counts every 30 minutes to ensure all children are accounted for. In the event of a missing child, emergency services and parents/guardians will be notified immediately.

CHECKING IN & OUT

Upon drop off you will be asked to sign your child in on our Sign In and Out Roster. You will need to provide information needed for your child's visit, a phone number that you can be reached in case of an emergency, and provide us with diapers, wipes and any food or drinks that you would like your child to have during their visit and during our meal and snack times.

At pick up you will be required to show identification and sign your child out on the Sign In and Out Roster. Once you are all signed out our staff members will bring your child out and let you know all about their fun day.

If someone other than a parent or guardian is picking up, you will need to notify the staff and they will also be required to show identification and say your password. Others allowed to pick up must be at least 18 years or older.

LATE PICK UP POLICY

Since we are already open late for your convenience, we ask that you pick up on time. Children are allowed to be in our care up to 10 hours per day. If your child is not picked up by closing there will be an additional charge of \$1 per minute for each child in our care after hours. These after hour fees will be need to be paid directly to the staff in **CASH at time of pick up**. If you have not been in contact with us by closing time and we are unable to contact you, the local police department will be called. Upon closing, each staff member will check each room in the center to ensure there are no children remaining in our care.



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VISITOR POLICY

All visitors that enter the center must sign in on our visitor log and provide identification. Tours may be scheduled in advance through the center Director or Office Manager.

REGISTRATION & FEES

Upon enrollment we require a \$50 registration fee. This registration fee is an annual fee that is due each year on your enrollment date.

Pay As You Go Rates

1 Child \$10.75 2 Children \$14.25 3 Children \$17.25 4 Children \$20.25
 Toddlers (children under 2 ½ years of age) - \$1.00 additional per hour
 Special Needs Children or children needing one-on-one care - \$2.00 additional per hour
 All rates are prorated and rounded to the nearest quarter hour.

PrePaid Rates:

10 hours

1 Child \$95.00 (\$9.50) 2 Children \$130.00 (\$13.00) 3 Children \$160.00 (\$16.00) 4 Children \$190.00(\$19.00)
 Toddlers: Add an additional \$10.00

25 hours

1 Child \$225.00 (\$9.00) 2 Children \$312.50 (\$12.50) 3 Children \$387.50 (\$15.50) 4 Children \$462.50(\$18.50)
 Toddlers: Add an additional \$25.00

50 hours

1 Child \$425.00 (\$8.50) 2 Children \$600.00 (\$12.00) 3 Children \$750.00 (\$15.00) 4 Children \$900.00 (\$18.00)
 Toddlers: Add an additional \$50.00

100 hours

1 Child \$800.00 (\$8.00) 2 Children \$1150.00 (\$11.50) 3 Children \$1,450.00 (\$14.50) 4 Children \$1,750.00 (\$17.50)
 Toddlers: Add an additional \$100.00

Full time Rates (optional)

Regular rate for 1st child :	Toddler rate:	Second child:	Additional children
Weekly \$300	Weekly \$400	Weekly \$300	Weekly \$300
Monthly \$1100	Monthly \$1200	Monthly \$900	Monthly \$800

If second child is a toddler then: \$400 per week and \$1000 per month.

Reservations highly recommended as we have a capacity of ten children in our Toddler Room and 28 Children in our Main Room.

If you wish to drop in please call ahead to ensure a space is available.

SPECIAL NEEDS POLICY

Please inform our staff if your child has any special needs that we need to be aware of. If one-on-one care is needed there is an additional charge of \$2 per hour and we may ask that you call in advance, 48 hours, so that we can obtain appropriate staffing. We will have you complete a form to better get know your child and to help provide the best care that we can.



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Payment is required at time of service. Payment includes care, registration, food, and any additional fees. All payments, including pre-paid plans, are **nonrefundable** for any reason. If payment is not paid at time of service a \$10.00 fee will be added daily until monies are paid. This will start the day that services are not paid.

We accept all forms of payment **except** checks. This includes Visa, MasterCard, Discover and cash.

MEALS & SNACKS

8:30am Breakfast
10:00am Snack
12:00pm Lunch
3:00pm Snack
6:00pm Dinner
8:00pm Snack

Each meal costs \$4.00 and includes a main dish, fruit, and milk. Children will be allowed to eat unlimited amounts within reason. Each snack costs \$2.00 and may include yogurt, cheese, or a type of cracker served with fresh fruit and water. Water is available at all times through the day as well. Sugary snacks are only allowed on special occasion.

You are welcome to bring meals and snacks for your child(ren), but please keep in mind that we are a **PEANUT FREE ZONE**, and we cannot cut, heat or prepare any food brought into the center. We do refrigerate all food and ask that you bring all food in an insulated bag or container. Food provided will need to meet current USDA child and adult care food program meal pattern requirements.

We ask that all children stick to our eating schedule. We can provide FunShine food up to 30 minutes after meals and snack times have started and you are welcome to bring your own food in up to 30 minutes after meals and snacks times have started. We will not be able to feed children after these times. If your child is in the center during meals and snack times we will be required to feed them so please bring your own snacks and meals if your do not wish to pay for ours.

EMERGENCY TRANSPORTATION/MEDICAL ATTENTION POLICY

During the event of an emergency we ask that you sign the area on the Child Enrollment form that gives authorization for emergency medical care and transportation: In the event of an emergency, permission is needed for child care staff to access emergency medical services for your child, including transport to the nearest healthcare facility, to receive emergency medical or surgical care and treatment. It is understood that a conscientious effort will be made to locate you.

Our center does not take children on field trips or provide transportation to or from school.

EMERGENCY PREPAREDNESS PLAN

FunShine staff want to make sure that your children are always safe, so we practice and prepare for all emergency procedures. We want you to know what to expect and what will be happening in the event that a crisis or emergency happens at our center. Please view the following:

- **Inclement and excessively hot weather:** We will be indoors and provide extra water.
- **Winter weather:** We live in a snowy state so it is important for you to keep up with the weather during the winter months. For the safety of the staff or children we may decide to close the center early or close the center for the day. If we close the center early we will be sure to notify parents/guardians as soon as we can so that you can pick up your children. Please check our website and social media for center closures.



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- **Fire:** Staff members will gather all children and everyone to a safe designated area outside of the building. Parents/guardians will be notified immediately and will be instructed on a designated area to pick up their child(ren).
- **Tornado:** In case of a tornado watch, staff will monitor the weather and be on standby. If we are under a tornado warning staff members will gather all children and provide shelter in the back hallway of the building.
- **Abandoned Child:** In the case that a child is left at the center past closing and we are unable to contact parents/guardians or emergency contacts then the local police department will be notified.
- **Intoxicated parent/guardian:** If a parent/guardian arrives intoxicated to pick up their child we will advise that you do not drive. We will ask that you find a different way of transportation, but if the parent/guardian chooses to drive intoxicated with their child(ren) our staff members will contact the local police department and social services.

In the event of an evacuation, children will be led to: **Crossfit DNR** (2716 S. College Ave), **Moot House** (2626 S. College Ave), or **Corepower Yoga** (2700 S. College Ave). Our center is equipped with an emergency wagon to safely assist with toddlers and/or disabled children.

CHILD ABUSE

As required by law, all child care workers are mandated reporters. If any of our staff have suspicion that a child is being abused they will report it. "How to Report" forms are available for all parents, as required by Colorado Law. If at any time you or someone you know suspects child abuse please call your local police department or you can call 1-844-CO-4-KIDS (1-844-264-5437).

QUIET TIME POLICY

Our quiet times are at 12:30pm and at 8:30pm. During quiet time we allow the children to rest their bodies, read a book or do a quiet activity. Children are welcome to bring their own blankets, pillow, or cuddle toys. FunShine will provide mats, pillows and blankets.

MEDIA & TECHNOLOGY

While in our care we believe that children should be learning, interacting and engaging in play. Therefore, technology and media is limited. We will allow up to two 15 minute increments a day for your child to play on their device if you allow it, but we do have a few restrictions. Children are not to be on social media or take pictures, and we ask that all games be age appropriate.

DIAPERING AND TOILETING POLICY

Please notify staff members if your child is in diapers, pull ups, or potty training. We will have you fill out a *Daily Diaper Changing Schedule* at each visit. While children are in diapers or pull ups we ask that you bring them in dry and with a clean, disposable diaper. We ask that you do not bring children in cloth diapers. While in our care we require our Toddler teacher to check every child's diaper every thirty minutes to an hour and change them at a minimum of every two hours. You can provide your own diapers, pull ups and wipes or you can pay an additional fee to use ours. Diapers can be purchased for \$1.00 each and pull-ups can be purchased for \$1.50 each.

Diaper rash ointment can be used by filling out a form prior to drop off. We cannot apply ointments on an open wound.

Potty training is a huge step and we will help with the process, however, we ask that you bring your children) in diapers or pull-ups until they are fully potty trained for sanitation purposes. For children who are no longer on the diaper rate and have an accident, there will be a \$2.00 fee that goes to the staff member that helped clean them up. This fee will need to be paid in cash at time of service.

Children potty training under the age of 2 ½ will be guided by Front staff to the main play area to use the restrooms.



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CLOTHING AND POSSESSIONS POLICY

As we all know, kids love to get messy and sometimes accidents happen. We ask that you bring extra clothing to keep in your cubby in case an extra set of clothing is needed. We also have extra clothing that can be checked out and returned at your next visit.

We do allow children to bring in special toys and lovies, however, please make sure that they are not a choking hazard and know that we are not responsible for these items brought into our center. Items left behind will be put in the Lost and Found bin located in the foyer. These items will be donated on or around the 1st and 15th of each month.

PHOTOGRAPHS AND MEDIA POLICY

FunShine is big on confidentiality, but we also love to show off all those cute, little faces. If you would like your child to be on our social media pages or on our website please ask us about filling out a Photography Consent/Media Release form.

Thank you for reading our Policies and Procedures! We look forward to getting to know you and your family!