

# Summer Camp

## 2023

### Parent Packet

## 1. Paperwork

The following paperwork needs to be on file for your student to participate in this Summer Camp:

- Enrollment Addendum
- Physical (current (last required by the school district) w/TB test & Lead Screen-can be waived)
- Immunizations
- Emergency Card-Updated
- Kids Club Liability Waiver
- Health Requirements, Bite Policy, Discipline Policy, Attendance Policy, DCFS Rules Summary
- Parent Handbook Agreement
- Financial Agreement and Addendum
- Copy of Certified Birth Certificate
- USDA Food Program Application-Updated

## 2. Security Entrance

- A. The building is locked down at all times in the morning, and during the day. There will be a staff member at the front desk to let you in the front door.

## 3. Attendance

- A. Attendance Policy Students should arrive no later than 8:30 a.m. each day. We build our lunch count and daily attendance from these numbers. If your student is going to be absent or late, please call the office at (309)693-5757 or email [daycaresdirector@clubsatrivercity.com](mailto:daycaresdirector@clubsatrivercity.com)
- B. Disenrollment Kids Club Academy requires a (2) week written notice to discontinue. Please email your notice to [daycaresdirector@clubsatrivercity.com](mailto:daycaresdirector@clubsatrivercity.com)

## 4. Meals

- A. We can make special accommodations for students with allergies and religious restrictions only with a note from a Physician.
- B. We are unable to make accommodations for “picky eaters” or based on food dislikes.
- C. USDA Food Program: Kids Club partners with the USDA Food Program. We serve nutritious, well-rounded meals, similar to a public-school setting. Each student is offered a full serving of each food group, with seconds offered if they are available.
- D. If children choose to bring a lunch, no peanuts or nuts of any kind are allowed.
- E. We will provide pizza on Fridays for the children.

## 5. Bullying & Disruptive Behavior

- A. There will be no tolerance of disrespect, physical aggression, bullying or any other behaviors.
- First occurrence: student will be spoken to about situation.
  - Second occurrence: parents will be contacted, meeting scheduled if necessary.
  - Third occurrence: termination of care.
- B. The child will be sent home for the day if the behavior puts other children, the staff, or themselves in danger. It is our number one priority to keep ALL children safe.

# Camp Facts

## Dates

Summer Camp officially starts on May 30th and runs through August 11<sup>th</sup>. Our hours of operation are 6:30 AM to 5:30 PM.

## What to Bring

- |                |                     |                    |
|----------------|---------------------|--------------------|
| ✓ Swimsuit     | ✓ Sunscreen         | ✓ Insect repellent |
| ✓ Water bottle | ✓ Extra Clothes     | ✓ Tennis Shoes     |
| ✓ Beach towel  | ✓ Goggles(optional) | ✓ Hat (optional)   |

## Do Not Bring

These items will be confiscated and returned to the parents at pick-up. Kids Club Academy is not responsible for lost or stolen items.

- |                        |                 |                       |
|------------------------|-----------------|-----------------------|
| ✓ Money                | ✓ Make-up       | ✓ Cell Phones         |
| ✓ Toys                 | ✓ Trading Cards | ✓ iPod/iPad           |
| ✓ Portable video games | ✓ Candy/gum     | ✓ Music or headphones |

## Swimsuit

We will swim outside daily from 10 AM – 11 AM. We ask that you bring your child in their swimsuit every day, with clothes over the top. After they swim, they will change from their swimsuit to their normal clothes. This allows us to spend less time in the locker rooms changing, and more time enjoying the pool. Please make sure to pack a full set of clothing to change into after swimming.

## Sunscreen

Each student is required to have sunscreen at Kids Club every day. Students are not allowed to share sunscreen. Please place a bottle or can of sunscreen in your student's cubby with their name on the first day of camp. We will let you know when/if they are running out.

## Field Trips

Field trips are scheduled throughout the summer. Tuesdays the 5 – 8-year-olds are scheduled for field trips. The 9 – 12-year-olds will go on Thursdays. Field Trips will cost an additional \$10 a week. Field Trips are subject to change.

Field Trips are as follows:

### 5 – 8 Year Olds

| <i>Location</i>    | <i>Date</i>                     | <i>Departure Time</i> |
|--------------------|---------------------------------|-----------------------|
| Peoria Zoo         | Tuesday, June 6th               | 12:30 pm              |
| FonDuLac Farm Park | Tuesday, June 13 <sup>th</sup>  | 12:30 pm              |
| Fired Up Pottery   | Tuesday, June 20 <sup>th</sup>  | 12:30 pm              |
| Landmark Movie     | Tuesday, June 27 <sup>th</sup>  | TBD                   |
| Elevate Peoria     | Wednesday, July 5 <sup>th</sup> | 12:40 PM              |
| Hult Center        | Tuesday, July 11 <sup>th</sup>  | 12:30 pm              |
| Riverfront Museum  | Tuesday, July 18 <sup>th</sup>  | 12:30 pm              |
| Mt. Hawley Bowling | Tuesday, July 25 <sup>th</sup>  | 12:30 pm              |

### 9 – 12 Year Olds

| <i>Location</i>        | <i>Date</i>                     | <i>Departure Time</i> |
|------------------------|---------------------------------|-----------------------|
| Kartville              | Thursday, June 8 <sup>th</sup>  | 12:30 pm              |
| Blazin' A Trail Riding | Thursday, June 15 <sup>th</sup> | 12:30 pm              |
| Fired Up Pottery       | Thursday, June 22 <sup>nd</sup> | 12:30 pm              |
| Landmark Movie         | Thursday, June 29 <sup>th</sup> | TBD                   |
| Elevate Peoria         | Thursday, July 6 <sup>th</sup>  | 12:40 pm              |
| Hult Center            | Monday, July 10th               | 12:30 pm              |
| Riverfront Museum      | Thursday, July 20 <sup>th</sup> | 12:30 pm              |
| Mt. Hawley Bowling     | Thursday, July 27 <sup>th</sup> | 12:30 pm              |

#### **Participation**

All children are expected to participate in ALL activities. Please keep your child home if they are not up to participating in all scheduled activities. If your child's class is scheduled for a field trip and your child is not participating, we will be unable to care for him/her at school that day. All extra staff will be on the field trip.

#### **Attire**

All children will participate in activities that require running, or other gross motor skills. It is important that the children are dressed appropriately and comfortably. Closed toed shoes are required! If a child is wearing sandals or flip flops, they will be asked to sit out of the activity. If dresses or skirts are worn, we ask you put shorts underneath.

**Tuition**

We charge a one-time, nonrefundable registration fee of \$30 per child or \$50 per family of 2 or more children. The weekly rate is \$230 a week. Payment is due at drop off Monday for the current week's tuition. If payment is not made, you will not be able to drop off your child. Automatic withdrawal is preferred. This would be run the Friday before. We accept debit/credit cards as well as checking accounts. We can accept cash, however, do not prefer it.

**Child Care Connection**

*Change of Provider/New Approval:* It is the responsibility of the parent to request a transfer of provider or submit a new application to SAL Child Care Connection. Child Care Connections applications cannot be submitted prior to 4 weeks before the expected start date. If your child starts prior to approval, you will be charged \$50 a week until approval is received. If you get denied, you will be responsible for the full amount from the date you started. If payment is not received, your account will be turned into collections. Once approval is received, your account will be adjusted.

*Co-pay & Tuition Difference:* Your monthly co-pay is broken down into weekly amounts. This amount comes from the monthly co-pay divided by 4.33 (weeks in a month). There is a \$20 tuition difference per in addition to your co-pay per child or \$30 for family.

# Summer Camp 2023 Questionnaire

Parent/Guardian Name(s): \_\_\_\_\_

Phone Number(s) 1<sup>st</sup> to call \_\_\_\_\_

2<sup>nd</sup> to call \_\_\_\_\_

3<sup>rd</sup> to call \_\_\_\_\_

Student's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Grade Entering: \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Does your child have any food restrictions? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\*\*\*If you answered yes to either of these questions, please provide a note from a doctor (this is a DCFS regulation) so we can provide a food substitute.

Does your child have any medical conditions we need to know about? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Will your child need to have any medication administered while at camp?

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Estimated Schedule of Care: (please remember we have a 10-hour maximum rule)

| Hours: | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
|        |        |         |           |          |        |

Is there any further information that we need to know to provide care for your child this summer?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Emergency Information

|               |               |        |
|---------------|---------------|--------|
| Child's name  |               |        |
| Date Enrolled | Date of Birth | Gender |

### Contact Information

|                       |                            |
|-----------------------|----------------------------|
| Mother/Guardian       | Date of Birth              |
| Address, City, Zip    | <b>*Cell Phone</b>         |
|                       | <b>*Cell Phone Carrier</b> |
|                       | Alternate Phone            |
| Place of Employment   | Work Phone                 |
| <b>*Email address</b> |                            |

|                       |                            |
|-----------------------|----------------------------|
| Father/Guardian       | Date of Birth              |
| Address, City, Zip    | <b>*Cell Phone</b>         |
|                       | <b>*Cell Phone Carrier</b> |
|                       | Alternate Phone            |
| Place of Employment   | Work Phone                 |
| <b>*Email address</b> |                            |

**\*\*MUST provide cell phone number with texting capability and email address so Fun-N-Fit can send an alert to all families at once.**

*Authorized Pick-ups and Emergency Contacts (additional contacts on back)*

|            |                 |
|------------|-----------------|
| Name       | Relationship    |
| Cell Phone | Alternate Phone |

|            |                 |
|------------|-----------------|
| Name       | Relationship    |
| Cell Phone | Alternate Phone |

### Medical Information

|   |       |
|---|-------|
| Physician's Name  | Phone |
| Address   |       |
| Hospital of Choice  |       |
| Insurance Company & Policy #  |       |
| <b>In the case of an emergency, I give permission to Fun-N-Fit and the Clubs at River City to obtain medical care for my child.</b> |       |

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

*Contingency List of Contacts-Authorized to Pick Up Occasionally*

|            |                 |
|------------|-----------------|
| Name       | Relationship    |
| Cell Phone | Alternate Phone |

|            |                 |
|------------|-----------------|
| Name       | Relationship    |
| Cell Phone | Alternate Phone |

|            |                 |
|------------|-----------------|
| Name       | Relationship    |
| Cell Phone | Alternate Phone |

|            |                 |
|------------|-----------------|
| Name       | Relationship    |
| Cell Phone | Alternate Phone |

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| Name       | Relationship    |
| Cell Phone | Alternate Phone |

|            |                 |
|------------|-----------------|
| Name       | Relationship    |
| Cell Phone | Alternate Phone |



# Enrollment Addendum

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

## Parent Handbook Receipt

I have received and read the Fun-N-Fit parent handbook. I agree to uphold the standards and policies set in place and know that a violation of them could be cause for dismissal.

## Permission for First Aid and CPR

I give permission to the staff at The Clubs at River City and Fun-N-Fit to administer first aid and/or CPR if needed. I understand that in an emergency, Fun-N-Fit staff will make every attempt to contact individuals on the emergency form. I give permission to the staff of The Clubs at River City and Fun-N-Fit to make the decision to contact emergency services if reasonable in the circumstances.

## Photo Permission

- I give permission for my child's photo to be taken and used within the Fun-N-Fit building.  
 I give permission for my child's photo to be taken and used within the Athletic Club.  
 I give permission for my child's photo to be taken and used in advertising.  
 I **DO NOT** give permission for my child's photo.

## Special Occasion Celebrations

I give permission for my child to participate in secular holiday and birthday celebrations. Any exceptions or special instruction are listed below:

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## Activities Permission

As part of our curriculum, children participate daily in different athletic activities. Activities are held within The Clubs at River city and are to be taught by the Clubs at River City instructors. I give permission for my child to participate in the daily athletic activities planned into my child's curriculum. I accept full responsibility for my child's use of any and all facilities, privileges, and services owned and operated by the Club at my own risk, and I hereby release this Club, its shareholders, director, officers, employees, representatives, and agents from any and all loss, claim, injury, damage, or liability sustained or incurred by my child resulting there from.

- |   |                                       |                                     |
|---|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Swimming (3yrs and up) | <input type="checkbox"/> Yoga         | <input type="checkbox"/> Soccer     |
| <input type="checkbox"/> Gymnastics             | <input type="checkbox"/> Basketball   | <input type="checkbox"/> T-Ball     |
| <input type="checkbox"/> Pee Wee Tennis         | <input type="checkbox"/> Floor Hockey | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Kickball               |                                       |                                     |

## After School Care Transportation Permission

My child attends \_\_\_\_\_ School. As part of the After School Care, I give permission for my child to be transported from school on the Fun-N-Fit bus during the school year.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

## Discipline Policy

1. Staff will set up the classroom and routines to help promote positive interactions.
2. Staff will set clear limits and consequences that children understand.
3. Children will be given a chance to work out their own conflicts before an adult step in, unless children are physically aggressive or in any danger.
4. For children under two, firm statements about behavior and redirection are the only acceptable discipline techniques.
5. For children over two, redirection should always be tried first. If a child's behavior escalates and removal from the group is warranted, it shall be no more than one minute per their age.
6. The following are strictly prohibited by any adult in the childcare setting:
  - a. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to introduce physical pain or fear.
  - b. Threatened or actual withdrawal of food, rest, or use of the bathroom
  - c. Abusive, or profane language
  - d. Any form of public or private humiliation, including threats of physical punishment
  - e. Any form of emotional abuse, including shaming, rejection, terrorizing, or isolating a child
  - f. Discipline for toilet accidents
7. If a child's behavior becomes disruptive, an individual behavior plan will be set up between the staff, director, and parent.
8. If a child's behavior becomes a danger to the staff and/ or children, the director has a right to remove the child from the program.
9. Parents are not to use corporal punish on their own children while on the property.

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Parent Signature

Date

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Director's Signature

Date

# Health Requirements

In order to maintain a healthy and safe environment for children and staff, a child may need to be excluded from the program for the following reasons:

1. Illness which prevents the child from participating comfortably in the program activities.
2. Illness which calls for greater care than the staff can provide without compromising the health and safety of the other children.
3. Unusual lethargy, persistent crying, difficulty breathing, or other signs of possible illness.
4. Fever above 100.5 degrees, must be fever free for 24 hours without a fever reducer.
5. Diarrhea: if the child has more than one episode, they will be sent home. Must be symptom free for 24 hours in order to return to school.
6. Vomiting: must be symptom free for 24 hours in order to return to school.
7. Mouth sores associated with child's inability to control his/her saliva.
8. Head lice must be nit and egg free.
9. Purulent conjunctivitis (pink eye), until 24 hours after treatment has been initiated.
10. Impetigo, until 24 hours after treatment has been initiated.
11. Strep throat, until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours.
12. Chicken Pox, until at least 6 days after the onset of rash, as well as rash has dried or scabbed over.
13. Any other communicable disease that may pose a health risk to staff or children.

If your child is sent home from Fun-N-Fit for any of these reasons they are required to stay home for at least the entire next day, be symptom free, and /or have a doctor's note stating that they are non-contagious.

Please ensure that all your contact and emergency numbers are up to date. Also, once you have been contacted, please have your child picked up from the center within an hour.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

# 22-23 Fun N Fit Preschool Parent Handbook

## Welcome

We would like to welcome you to Fun N Fit preschool center. Choosing a facility that fits your family is never easy, so we are honored you have chosen ours.

If there is ever anything we can help you with, please ask.

Dan O'Connell -- River City President  
Taylor Davis – Daycare Director  
8615 N. University Street  
Peoria, IL 61615  
309-693-5757  
daycaredirector@clubsatrivercity.com

## History of The Clubs at River City

The Clubs at River City have been a leader in the community for 50 years. It originally began as a small racquet club with only four courts. Currently, it has multiple facilities that offer an athletic club, racquet club, youth fitness club, and Fun N Fit preschool. In the Club's commitment to remain a leader in the industry and to be on the cutting edge of lifestyle improvements, Fun N Fit was started to fulfill the need for quality early childhood education.

## Mission Statement

Our mission is to instill self-confidence, a desire for learning, and a healthy approach to life in every child we are able to teach. We do this through creative, hands-on, language-based learning experiences in the classroom and daily athletic activities.

## Daily Program/ Curriculum

### Infants

Infants are all on their own schedule, so the room is flexible to the needs of the children. They are encouraged to naturally develop by being on the floor free to move about. Developmental toys are accessible within the child's reach. Time in restrictive equipment such as, swings, exco-saucers, and bouncy seats is limited to a minimum. Weather permitting, the children are taken outside daily to enjoy the sights, sounds, and smells of nature. Basic care times are not treated as tasks to be completed, but as one-on-one time with the caregiver.

## **Toddlers**

Toddlers are at the in-between stage – no longer an infant, but not yet a preschooler. Toddlers go on a set, daily classroom schedule alternating small motor and large motor activities. They are given chances to participate in group circle times and story times. Weather permitting, they spend time outside each day where they can run, ride on push toys, and participate in sensory activities. Toddlers are encouraged to be independent by feeding themselves with spoons and sippy cups. They come together at mealtime and sit at the table with chairs to encourage social interaction and table manners.

## **Twos**

Two-year-olds have reached the “I do it” stage. The daily curriculum incorporates this attitude by giving them activities they are independently able to do such as open-ended art activities, age-appropriate manipulatives, and peg puzzles. Children participate daily in group times where they learn songs and finger plays, read stories, work on numbers, letters, colors, and shapes. Potty training is built into the daily activities, and children are given the chance to use the “big kid potty” on a regular basis. Twos go outside daily until the weather drops to 32 degrees so they can run, jump, and climb. Twos are receiving daily age-appropriate fitness activities offered by the Youth Fitness Club.

## **Threes/Fours**

The three-year olds are encouraged to develop their prewriting and reading skills with art activities, daily reading, and letter recognition. Math and science skills are promoted through number recognition, age-appropriate manipulatives, sensory activities, and experiments. Children participate in a daily group time where they will go over the calendar, letter of week, sing songs, and read stories. Children sit together at mealtime, and food is served family style where children are encouraged to serve themselves. This is also the perfect time for talks about nutrition, and teachers model manners and table etiquette. Children go outside every day until the weather drops to 32 degrees where they climb, run, and ride bikes. Three-year olds participate daily in athletic activities including, but not limited to gymnastics, swimming, and peewee tennis.

## **Fours/Pre-Kindergarten**

Kindergarten readiness is important for today’s children. No parent wants their child to start school already behind. For this reason, the fours/pre-kindergarten curriculum is built with kindergarten in mind. Fours are encouraged not only to know their letters, but also the sounds they make. They learn not only their numbers, but also the value of those numbers. Fours have a chance every day to participate in open-ended art activities, writing activities, math activities through manipulatives and puzzles, science activities through sensory activities and experiments. They come together for group time where they discuss the calendar, read stories, sing songs, and talk about the class events. Meals are served family style. and children are encouraged to serve themselves. Teachers sit with children to model manners and table etiquette. Children go outside daily until the weather drops to 32 degrees where they can stretch their muscles with climbing, running, and bike riding. Fours will also participate daily in athletic lessons such as swimming, gymnastics, and tennis.

### **Kindergarten/1<sup>st</sup> Grade**

Our Kindergarten program is unique. To work best with our parents, we offer transportation to and from school for our half-day students. Because Kindergarten is such a big step in your student's future, we work with the school districts to continue what they are doing educationally and support each individual with extra assistance. First Graders are also welcome in our classroom once the school day is finished, to participate in our afternoon activities. Teaching children educational materials as well as proper health and fitness is top priority in our Kindergarten/1<sup>st</sup> Grade classroom.

### **School Age: 2<sup>nd</sup> Grade- 7<sup>th</sup> Grade.**

Our School Age program is everything a parent can ask for in an after-school program plus much, much more! With busing to and from school to many of the surrounding schools, we make it as easy as we can to provide your student with a comfortable environment. We incorporate homework time, fitness opportunities, Art activities and social interaction between students so the classroom will never be dull and boring. Our Fun N Fit School Age program is a wonderful program built with the older student in mind.

### **Enrollment Requirements**

To enroll your child in the center, the following must be turned in:

- Enrollment form
- Enrollment addendum
- Financial agreement
- Emergency form
- Health requirements (signed)
- Current physical with current immunizations, TB test, and lead screening
- Discipline policy (signed)
- Bite policy (signed)
- Child information sheet
- DCFS licensing summary (back page signed)
- Birth Certificate

### **Hours**

6:30 a.m. – 5:30 p.m. -- Monday through Friday

### **Holidays**

The center will be closed on the following holidays. If the holiday falls on Saturday or Sunday, the holiday will be celebrated on Friday or Monday.

- New Year's Day
- Memorial Day
- July 4
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve Hours 6:30 – 11:30

- Christmas
- New Year's Eve Hours 6:30 – 11:30

If a holiday falls on the child's scheduled day, full payment is due.

## **Meals**

We provide a tasty, nutritious breakfast snack, lunch, and daily afternoon snack. Menus are planned ahead of time in accordance with USDA child nutrition standards. Menus are posted in the front foyer, and copies are available by request. The center will do its best to accommodate allergy and religious requests, but the center cannot accommodate food dislikes.

If your child has a food allergy, please inform management of the allergy and any reaction they may experience in writing at time of enrollment.

If your child is not here during a meal, the meal will not be saved. Meals are scheduled, and it is the parent's responsibility to make sure the child is here during mealtime or fed before coming.

## **Parent and Staff Communication**

Parent and Staff communication is essential in ensuring the best experience for your family. The best way to do this is through person-to-person interaction. If your schedule and your child's teacher's schedule never seem to coincide, they can call you at work or at home if you have questions. We also communicate through daily reports highlighting your child's day, bulletin boards outside the classrooms, monthly newsletters, and notices that are sent home. The director's door is always open if you need any help or have any questions or concerns.

## **What to bring**

- Diapers, wipes, and diaper ointment (if your child is not yet potty trained)
- Extra change of clothes that is season appropriate.  
    Shirt, pants, underwear, and socks
- A blanket for rest time. Infants are only allowed to have a receiving style blanket in their crib.
- A security item if needed for rest time.
- Swim attire and towel for those children participating in swimming.
- Sunscreen
- Hat, gloves, and jacket depending on weather.

To help in preventing items being sent with the wrong child, please label all personal items. Also, if soiled items are sent home, please send clean items as soon as possible.

Children are asked to leave toys and other personal items at home to ensure they will not be lost or broken.

## **What to wear**

Children will be spending their day running, jumping, and being creative. We recommend your child wear comfortable, washable, weather appropriate play clothes. If your child is potty

training, elastic waistbands are suggested to help your child with gaining independence. Since open-toed shoes are not safe for running we ask children wear only closed-toed, rubber-soled shoes -- athletic shoes are best. Flip flops or thong style shoes are not allowed, per DCFS regulations.

### Potty Training

Becoming potty trained is a big step in every child's life. When you and your child are ready, please speak with your child's teacher to come up with an individual plan that supports what you are already doing at home.

### Arrival and Departure

When you arrive at the center, you are required to sign in at the front desk and then escort your child to their classroom. Separation anxiety can sometimes become a problem for any child. We suggest a hug and tell them you are leaving but you will be back to pick them up and then leave. The longer you stay in the classroom, the harder it is on the child as well as the adult. We ask that children be dropped off by 9:30 am. If for any reason they need to be dropped off later, please email or call.

At pick-up time, you will be required to sign your child out at the front desk and then pick up your child in their classroom. If your child will be departing for a mid-day appointment, please advise the center so we have your child ready to go when you arrive.

Your child cannot be released to anyone other than those you list on the enrollment form. For any special arrangements, the center must be notified. Anyone not known to the staff will be asked for identification at the door.

When there is a custody agreement, please indicate this at enrollment as well as the conditions of this agreement and supply us with a copy that will be kept in your child's confidential file. This will help us to ensure the agreement is upheld without question.

### Field Trips

In an effort to expose children to different learning experiences, field trips may be taken. Parents will receive prior notification, and permission will be required. For transportation, the center will rent a school bus and licensed driver from a local bus transporter.

### Confidentiality

All family information is strictly confidential and will not be released without the parents' written notification.

### Emergency Policies

If a child becomes injured at the center, staff will apply the proper first aid, document the incident, and, if needed, contact the parent.



If the injury requires more medical attention, then the staff is trained for, we will make every attempt to immediately contact the parents or emergency contacts and, if needed, Emergency Services will be contacted.

Children will be transported to the hospital by either the parent or Emergency Services only.

### Special Occasion

Children love to celebrate birthdays and holidays. You are welcome to bring food to celebrate a special occasion; however according to DCFS rules, food must be purchased from a health department regulated kitchen such as a bakery or grocery store.

### Hand Washing Policy

Children's hands are routinely washed with soap and water throughout the day. Hand washing is the leading way to stop the spread of illness. DCFS requires children wash their hands upon arrival at the facility. This helps to keep spreading home germs into the school. We ask parents either wash their child's hands or instruct their child to wash their hands when they arrive.

### Weather Emergencies

In the case a weather emergency forces us to close, you will be notified immediately. It will also be broadcasted on radio and television stations.

### Discipline Policy

Staff is trained to use a positive attitude towards discipline and guidance and set up environments and routines that help promote positive interactions. Children will be encouraged to use their words and solve their problems first to help teach independence and promote self-esteem. Staff may need to intervene with firm words and redirect children. If a child is over two and the action is aggressive or inappropriate, the child may need to be segregated temporarily from the group.

### Health and Medication Policies

Unfortunately, at some point, a child will become ill. To help protect your child and the other children in the center, we ask you do not send your child when they are ill. What only seems like a cold in one child may be more serious to another child. If your child does become ill at the school, you will be immediately notified, and the child will need to be picked up within the hour. Temperatures reaching 100.5 degrees Fahrenheit and above will result in the child being sent home. In order for the child to return they must be fever free for 24 hours without the use of a fever reducer. Any child who has 3 episodes of diarrhea will also be required to be picked up and remain diarrhea free for 24 hours upon return to the center.

Medication can be administered by the center with the written permission of the parent through a medication authorization form. We are required to follow the manufacturer's instructions or physician's prescription. A fever reducer cannot be given to keep the child in the center when they have a fever. All unused medication will be sent home at the end of the day or for a continuous medication, it will be sent home on Friday or the child's last scheduled day of the week.

For topical products such as sunscreen or diaper rash cream, a sunscreen/ topical ointment authorization form will need to be filled out. For these products, please first try them at home to ensure your child will not have an allergic reaction.

### Dismissal

River City reserves the right to dismiss any family who does not comply DCFS standards and/or our policies of the Fun N Fit Preschool or The Clubs at River City.

I have read and agree to the terms of the Fun N Fit Academy Parent Handbook.

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Parent Signature

# Financial Agreement

## Registration fee

A \$60 Individual OR \$85 Family non-refundable registration fee and (1) week of tuition are due with admission forms. This fee will reserve your child's place in the program. Registration fees and security deposits are not refundable for any reason. If you terminate your enrollment and then wish to re-enroll in a new school year, you again will be assessed a registration fee. Should a family wish to take an extended vacation of 3 weeks or longer, the \$60 Individual or \$85 Family registration fee must be paid before the vacation occurs to hold the child(ren)'s spot. Should disenrollment occur because of a documented medical reason, the re-enrollment fee then shall be waived. Re-enrollment is based on classroom and bus availability.

## Weekly Tuition

Tuition rates are charged by the classroom, not the child's age. Tuition is based on the schedule below and does not fluctuate by the week. If your child is absent, full tuition is still due, as we are holding your spot. Full tuition is due on weeks in which a state/federal observed holiday or school holiday falls (ex. Labor Day). It may be necessary to close the facility due to unforeseen circumstances (ex. snow day, power outages). Full tuition is due in these instances as well.

| <u>Classroom</u>       | Full Week<br>(4 days or more) | Daily   |
|------------------------|-------------------------------|---------|
| Infants                | \$310.00                      | \$80.00 |
| Toddlers               | \$280.00                      | \$70.00 |
| Twos                   | \$240.00                      | \$65.00 |
| Threes/Fours           | \$230.00                      | \$60.00 |
| Pre-K                  | \$230.00                      | \$60.00 |
| School-age-B&A School  | \$130.00                      | \$25.00 |
| Summer Camp/E-Learning | \$230.00                      | \$50.00 |

Access to the building requires a key fob. These are \$10.00.

Childcare Connection is a \$20 copay tuition difference for one child, \$30 for two or more children.

## 2023 Holiday Schedule

|  |                         |
|--|-------------------------|
| <b>Friday, April 7<sup>th</sup></b>  | <b>Good Friday</b>      |
| <b>Monday, May 29<sup>th</sup></b>   | <b>Memorial Day</b>     |
| <b>Tuesday, July 4<sup>th</sup></b>  | <b>Independence Day</b> |
| <b>Monday, September 4<sup>th</sup></b>                                    | <b>Labor Day</b>        |
| <b>Thursday, November 23<sup>rd</sup> &amp; Friday the 24<sup>th</sup></b> | <b>Thanksgiving</b>     |
| <b>Monday, December 25<sup>th</sup></b>                                    | <b>Christmas</b>        |
| <b>Monday, January 1<sup>st</sup>, 2024</b>                                | <b>New Year's Day</b>   |

Fun-N-Fit reserves the right to observe a holiday on either the day before or the day after should the holiday fall on a weekend.

## Schedules & Attendance

Part-time schedules are based on availability. Part-time schedules will be filled only if there is availability in the classroom. Full week schedules will be given priority. If we have a family who needs full time, you will be given a 3-week notice.

**NOTE:** Children may not be under Fun-N-Fit's care more than 10 hours/day. An additional charge of \$10 will apply for each occurrence.

## Payment Options

*Payment is due no later than each Friday for the upcoming week.*

Payment must be made by credit/debit card or bank account Electronic Funds Transfer. Current EFT information must be on file before your child will be allowed to attend Fun-N-Fit. You may choose to pay weekly or monthly in advance. Should the frequency of payment need to be changed, a (2) week advance notice must be given.

## Late payment fees/EFT/NSF Check Fees

Any EFT that is returned unpaid or that is declined will be assessed a \$10 return fee. Please remember, it is your responsibility to keep credit card or debit card information current with our office. Any check which is returned unpaid from the bank will be assessed a \$10 returned check fee.

If payment is not received by Friday, a \$10 per week late fee will be assessed. If payment is not received by Friday at 5:30 p.m., your child will not be allowed to return until the current week as well as the following week is paid in full. If your child disenrolls due to non-payment, another registration fee will be charged upon re-enrollment.

# Financial Agreement

Collections

In the event your account is past due, you will be turned over to a small claims court. You will be responsible for the uncollected tuition as well as all collection fees.

Gym Membership/Lesson Benefits

If your student is enrolled at Fun-N-Fit full time, you are eligible to receive ½ off athletic club membership at the Clubs at River City. Please see FNF Director for authorization form. FNF students also receive discounts on lesson programming.

Late Pick-up fees

Fun-N-Fit closes at 5:30 p.m. If you arrive at the center past 5:30 pm to pick up your child, you will be charged a \$1.00 per minute, per child late fee, with a minimum fee of \$5.00. \*Please notify the center if you will be late so we do not call emergency contacts. If you are late, the center will make every attempt to contact the parents and/or the emergency contacts. Please make sure contact numbers are always up to date. Every five minutes, we will call all contact numbers. If there is no response after 30 minutes, we then will have to contact DCFS. The parent being late is not the responsibility of the child. As such, staff will continue to care for the child, and the situation will not be discussed with the child.

Additional Fees

From time-to-time children will participate in field trips. Parents will be responsible for the extra fee associated with these trips.

Discontinuing Care

If you wish to discontinue your care, we require a (2) week written notice. Disenrollment forms are available in the office. If no written notice is given, you will be responsible for (2) weeks of tuition. Failure to pay will result in being turned over to small claims court.

Weekly Tuition Fees

|                  | Name | Room | Fee    |  |
|------------------|------|------|--------|--|
| Child #1         |      |      |        |  |
| Child #2         |      |      |        |  |
| Child #3         |      |      |        |  |
| Child #4         |      |      |        |  |
| Registration Fee |      |      |        |  |
| Bus Fee          |      |      |        |  |
|                  |      |      | Total: |  |

To be completed by party responsible for financial arrangements

|                |
|----------------|
| Name (printed) |
| Address        |
| Phone          |

I have read, understand, and will adhere to this financial agreement and agree to the terms set forth herein.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

|                      |      |
|----------------------|------|
| Director's Signature | Date |
|----------------------|------|