



**Husky House
Children's Center**

**FAMILY HANDBOOK
POLICIES AND PROCEDURES**

**3855 Happy Valley Rd.
Mailing Address: P.O. Box 839
Lafayette, CA 94549**

925-283-7100
www.huskyhouseforkids.org

*Non-Profit and State Licensed
License # 073401984*

Revised 2019

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WELCOME

Welcome to Husky House, Inc., a state-licensed before and after school childcare and enrichment program. We are proud to offer children safe and rewarding programs in their out-of-school time. We wish to serve as a safe, comfortable environment and we are dedicated to creating a positive experience for each child in our care. We provide a secure environment where children are encouraged, accepted and honored as individuals and as part of a community.

Husky House offers a variety of activities and classes in a relaxed home-like atmosphere, where freedom of choice is encouraged within an age appropriate structure. We are a non-profit organization, run by a Board of Directors comprised of Husky House parent volunteers who meet quarterly to set program guidelines and policies. The Board sets policies with the Executive Director for Husky House in accordance with applicable laws, in order to ensure a high quality program. The on-site director is responsible for the day-to-day operations of the program. The staff report to the Executive Director/Assistant Director, and the Directors report to the Board.

At Husky House we have a team of teachers and aides experienced in managing the many particular needs of school-aged children. Husky House teachers are college students and graduates with backgrounds/degrees in child development, psychology, physical education, fine arts and teaching. Employees of Husky House pass and FBI and CA Dept. of Justice criminal record screening, have required health records on file and are certified in pediatric first aid & CPR. In areas of staff expertise and ratios of staff to children, we exceed the expectations established by our licensing agency.

We have two buildings exclusively for our use as well as access to school facilities as needed.

If the policies and procedures in this Handbook are revised in any way, you will be notified in a separate letter. We welcome your suggestions and look forward to your family's involvement in our program.

We encourage you to ask questions and be involved as it is important for you to know about the policies and program, and gives you the opportunity to be involved in your child's life at Husky House. We look forward to working with you to ensure that your children receive the best possible enrichment opportunities and care.

Sincerely,

Anne Reardon, Executive Director
and
Husky House Board of Directors

**Husky House Children's Center is committed to
supporting the individual growth of the whole child.
Through connection and collaboration we nurture the development
of responsible, independent, creative and thoughtful citizens.**

GENERAL PROGRAM INFORMATION

Our Board of Directors

A Board of Directors, composed of parent volunteers, meets quarterly along with the Executive Director to establish, define and monitor the program's operational policies and procedures. Parent/Guardian participation is encouraged. Bylaws are available to review upon request.

Hours of Operation

Husky House offers childcare on a year-round basis, including many school holidays. During regular school days and summer camp, we are open from 7:30am to 6:00pm, Monday through Friday, excluding major holidays. Please see school year registration forms for time blocks available for before and after school care. When school is closed but Husky House is open for an All-day Program/Party Day, hours of operation are 8:30am to 5:00pm. The school-year calendar is available on our website.

Eligibility and Enrollment

Husky House Inc. accepts applications for enrollment without regard to race, religion, sex, national origin, color, creed, physical or mental disability or any other protected status.


Children 4 years, 9 months through 12 years of age are eligible to enroll. Enrollment is granted based on space available.

Our state licensing agreement allows us to enroll 120 children and our overall teacher/child ratio is 1 teacher to 14 children in accordance with State Licensing guidelines.

Enrollment packets and related materials are available online (www.huskyhouseforkids.org) as well as on-site. A completed and signed enrollment packet, emergency card and licensing forms must be received before the child may start. It is necessary for us to have a file for each child. A child's file includes: all forms required by State Licensing as well as Husky House forms (e.g., personal and social history form, Parent/Child Rights, enrollment agreement, etc.)

Transitional Kindergarten & Kindergarten Information

Our kindergarten program is active-learning and center based. We strive to keep our kindergarten ratios to 1 teacher for every 10 children. Kindergartners will be escorted to and from their classrooms daily by our staff. Husky House offers a separate program for kindergartners in the morning and during the mid-day operation of the program. A balance of free play, planned activities and rest period are all components of this program. In addition, kindergartners who remain at the program after 3:00pm will have the opportunity to take part in afternoon program time consisting of an array of activities planned especially for them.

 **SCHEDULE NOTE:** From time-to-time, Happy Valley Elementary will alter the TK and/or Kindergarten class schedules for special events. For example, "...all Kindergarten classes will attend class from 8:15-11:45 due to a field trip...". There is no refund for missed care due to the school altering hours of attendance. Husky House may be able to accommodate these adjusted hours on a limited basis at the Add-on rate of \$10/hour. **Please notify us before an altered-schedule day if your child will not attend. Thank You!**

First through Fifth Grade information

Our program for older students offers a balance of cognitive, creative and active choices. This group may join us for breakfast before school and child-directed activities. After school 1st through 5th grade children walk directly to us from school, check in with the director, enjoy a healthy snack then select an afternoon activity which can include: homework, art, cooking, building, games, directed and/or free-play outdoors. Teachers strive to support children's development in all areas with a special focus on social emotional learning and self-efficacy.

Husky Pup (TK & Kindergarten) Program Schedule

Morning Kindergarten Program

7:30 – 8:15	Children arriving to Main Room – Breakfast and Indoor Play/Exploration Activities
8:10	Early Bird Ks and Rooster TKs escorted to class
8:15 – 9:15	Centers - Children make individual choices of activities offered. Centers are designed to support development in language, math, fine motor, gross motor, sensory and social awareness. Choices may include: <i>building, arts & crafts, science, cooking, music & movement, dramatic play</i>
9:10	Owl TKs escorted to class
9:15 – 9:25	Closing Circle Time
9:25	Late Bird Ks escorted to class

Mid-day Kindergarten Program

11:45	Husky House Teachers Greet ROOSTER TKs at class
12:00	Hand-washing and Lunchtime – NO NUTS! or heat-ups
12:45 – 12:55	Husky House Teachers Greet Early Bird Ks and Owl TKs at Husky Crossing
12:55 – 1:30	Outdoor Play at Primary Playground

Mid-day Kindergarten Program for 2:30 Departures

1:30 – 2:10	Main Room Centers for children leaving at 2:30 - Children make individual choices of activities offered. Centers are designed to support development in language, math, fine motor, gross motor, sensory and social awareness. Choices may include: <i>building, arts & crafts, science, cooking, music & movement, dramatic play</i>
2:10 – 2:15	Cleanup of Main Room and transition to HVE turnaround for pickups and end-of-day story time

Mid-day Kindergarten Program for Scheduled Departures at 4:00 or later

1:30 – 3:00	K Room Centers - Children make individual choices of activities offered. Centers are designed to support development in language, math, fine motor, gross motor, sensory and social awareness. Choices may include: <i>building, arts & crafts, science, cooking, music & movement, dramatic play</i>
2:00 – 3:00	Child-directed Snack Time - children wash hands and eat snack if they like
2:00	Husky House Teachers Greet Late Bird Ks at Husky Crossing and walk down to Husky House to join K Room Centers

Afternoon Kindergarten Program

3:15 - 4:00	Outdoor child-directed play - child-directed play on the main playground
4:00 – 4:30	Circle Time - Stories, games and discussion related to the current theme
4:30 – 5:15	Afternoon Programming - thematic learning may include social skills, gross motor, science, arts, crafts and/or cooking
5:15 – 6:00	Outdoor Play on Husky Playground or Indoor Play in Main Building

This schedule may change based on program needs

Huskies (1st-3rd) & Wolf Pack (4th & 5th) Morning Program Schedule

7:30 - 8:15 Children arrive and are signed-in by a caregiver, **serve themselves** breakfast (typically cereal and milk) if they are hungry. When they are finished eating, children can participate in teacher-supervised free play. At 8:15 children are released to school.

Huskies (1st-3rd) & Wolf Pack (4th & 5th) Afternoon Program Schedule

2:42 – 3:00 Children arrive from school, hang up belongings on the deck, **Check-in** and **serve themselves** snack if they are hungry. When they are finished with snack, children can participate in teacher-supervised free play. Afternoon activities will be explained then children may be escorted, by a teacher, to sign-up in the main room, then go to their chosen activities.

3:00 – 4:00 Activity offerings (may include art, cooking, crafting, engineering, gross motor games, homework help, science, etc) in different spaces.

4:00 – 4:45 New & Continued activities in all spaces. Snack will be available at the kitchen table from 4:15-4:45. All children and teachers participate in group cleanup at 4:45.

5:00 – 5:15 Rotation of teachers lead daily group gathering/reflection.

5:15 – 6:00 Easy clean activities and homework in Main Room. Outdoors with limited equipment can be an option at teacher discretion. Program closes at 6:00.

REGISTRATION * RATES & TIME BLOCKS

Registration

Priority in registration is determined by factors such as: returning Husky House families, date paperwork was submitted, siblings in the program, number of hours used, and year-round use (minimum of 3 weeks of summer camp). New families are required to complete licensing forms and a registration packet. Children may begin the program as early as space and ratios allow. A \$75.00 materials fee is required per child, upon entrance to the program, regardless of month of enrollment. A family that drops the program and re-enrolls within the same school year will be required to pay a \$25.00 per child re-entry fee.

A waitlist is maintained by the Husky House office and is designed to be as equitable as possible. Names on the list are taken and fulfilled on a "first come, first served" basis. As openings become available, a representative from Husky House will call.

Tuition

Children are contracted on a monthly basis with rates based on volume of hours used per week. Parents choose days of the week and time block(s) needed, and pay the corresponding flat rate in advance of each month. A 10% sibling discount applies to tuition for the 2nd, 3rd etc. child using equal or fewer hours. All school year months (with the exception of August and June) require 100% tuition, regardless of school vacation, periods or holidays. August is charged at a prorated amount as determined by our board of directors. Please see your Enrollment Agreement for specific prorated amount.

Tuition Payment

Tuition and other outstanding fees are due in advance of each month, and no later than the last working day of the previous month. Statements are sent from our online billing system Curacubby via email on or around the 21st of each month. Parents must notify Husky House if they prefer to receive a paper statement in the in-house family file rather than by email. **It is parent responsibility to check account balance and pay all fees due by the last business day of the month. Pay by credit card or bank transfer through Curacubby or by cash or check at HH. A \$10 late fee will incur if not paid by end the date due.** Termination of care may result if payment is not received by the 15th of the month for which it is due.

Returned Check

There will be a \$25.00 penalty for each returned check. Two or more returned checks require future payment via money order or cashier's check.

Adhering to Time Blocks

Children must be picked up promptly at the end of the time block for which you've contracted and should also not be dropped off earlier than their contracted time block. A fee of \$12.00 (paid to the full hour) will be charged for late pick-ups/early drop-offs not previously scheduled. Unexpected children put our ratios and program in jeopardy. Infractions in time block usage, occurring more than three times in a month, will necessitate a permanent schedule change to add the time block being affected.

Before 7:30am Protocol

Our program opens at 7:30 a.m. The opening staff has a myriad of duties in advance of this hour to prepare for arrivals and the day. Please expect that our doors will not open until 7:30 a.m.

2:30 Early Bird Kindergarten Time Block

In order to help alleviate the Happy Valley afternoon traffic, our 2:30 Kindergarteners will be escorted to the school's main turn-around by 2:15. Husky House staff will help facilitate the pick-up of the 2:30 group. Parents should have their Name Signs visible as they drive up. Our staff will sign-out on the roster on the

parents' behalf. For families with older siblings not attending Husky, there is limited availability for an extension of your 2:30 pickup time to allow sibling sign-out. If available, this additional quarter hour is billed with your monthly tuition. Note: older siblings may sign-out with written notification

After 6:00pm Protocol

Parents contracted until 6:00 p.m. who arrive late will incur late charges of \$12.00 per child from 6:00 – 6:15p.m. After 6:15pm, late charges of \$2.00/minute per child will be assessed. Late charges will be posted with the next month's tuition. *Staff members may not transport your child anywhere and should not be asked to stay to wait for you.* Staff will attempt to contact parents/emergency back-up people at five minutes past 6:00 p.m. (It is the parent's responsibility to provide Husky House with at least three local back-up people who may be called in emergency.) If we've been unable to reach you, we'll contact your local back-up person(s) to pick up your child(ren). The closing staff will then place a note outside our front door alerting you to the whereabouts of your child(ren). Repeated late pickups may result in your family's termination from the program.

No credit will be given for absences due to any reason including: illness, after-school activities such as play dates, enrichment classes, sports, scouts, etc. All school year months (with the exception of August and June) require 100% tuition, regardless of school vacation, periods or holidays.

Withdrawal from Program

Ten working days notice is required IN WRITING to drop your child(ren) from the program. Without this notice, you will be charged the full tuition for the next month. Re-entry into the program will be dependent on space availability and will require a processing fee of \$25.00 per child. Note: Refunds/credits on tuition are not given for the month currently in use.

ADD-ON/DROP-IN CARE * CHANGES TO CONTRACT

Add-on Protocol for Adding Time Blocks

On regular school days, there is an "ADD-ON" request form to make any additions to your child's contracted schedule. This form should be turned in to the office staff at least three days in advance of the date(s) requested. The rates for each block of time are noted on the form and calculated at \$10.00/hour for the first child and an additional \$9.00/hour for siblings. These added hours will be billed with the following month's tuition. Your ability to add blocks beyond your contract will depend on our staff/child ratios and available space. You must receive clearance prior to the "add-on" date requested for your child to attend. Should you need to cancel after the request is submitted, a \$5.00 cancellation fee applies.

Drop-in Care *(For NON-contracted families, OR contracted families who are giving less than 48 hours notice)*

Note: Available only as space permits

Families who need inconsistent hours and days and/or last minute childcare, may opt for Drop-In care usage. Drop-In usage is designed in blocks of time, as noted on the "Add-on/Drop-in" request form. This sign-up form should be filled out as early as you know your needs. Families wanting to use this service need to have all necessary forms on file prior to their child(ren) dropping-in for a day. Call or stop by to check for Drop-in care availability. Payment should be made in advance and will be held on account. Drop-in rates are \$12.00/hour for the first child and \$10.50/hour additional for siblings. Should you need to cancel after the request is approved, a \$5.00 cancellation fee applies.

Changes to Monthly Contract

Families may add (as space permits) or subtract from their contracted days/blocks on a monthly basis as long as the following criteria are met:

- 1) A Schedule Change form must be submitted by the 15th of the month prior to the month you wish the change to be effective for. *(Without this amount of notice, you will be charged at the "add-on" rate.)*
- 2) A fee of \$15.00 per family/per change will be charged for each schedule change request.

SCHOOL VACATIONS * HOLIDAYS * CLOSURES

All Day Programs/Party Days

All Day Programs when Husky House is open and school is closed are called Party Days. We are happy to offer specially themed childcare from 8:30 a.m.- 5:00 p.m. over periods when Happy Valley school takes in-services and/or vacations. A separate sign-up sheet will be made available at our sign-in counter and on our website if you need care over these days. We have limited capacity during these days, so for best chance of ensuring a spot sign up by the deadline date. If we need to decrease hours of operation based on sign-ups, we will notify those families that may be affected by the change. Please see the calendar for the specific All Day Program dates. (Hours for the Wednesday before Thanksgiving are 8:30-3:30.)

All-Day Program Payment

Time block charges for contracted families during holiday/vacation programs are as follows:

- \$22.00 for 4 or fewer hours per day/per child, OR
- \$35.00 for 4.25 or more hours per day/per child.
- Special multiple day rates may be offered when there are consecutive All Day Programs

Time block charges for non-contracted families during holiday/vacation programs are as follows:

- \$30.00 for 4 or fewer hours per day/per child, OR
- \$55.00 for 4.25 or more hours per day/per child.
- Special multiple day rates may be offered when there are consecutive All Day Programs

Refund/Cancellation

The sign-up forms will state the date by which refunds/credits are issued for Party Days. After the date noted, no refunds or credits will be issued unless Husky House has cancelled days/hours due to lack of enrollment.

Holiday Closures

Husky House is typically CLOSED on the following holidays and center-prep days:

- The day before school starts
- Labor Day
- Thanksgiving and the day after
- Christmas Eve and Christmas Day
- New Years Eve and New Years Day
- MLK Jr. Day
- President's Day
- Memorial Day
- The Thursday and Friday of the last week of school

Please see school year calendar for specific dates.

COMMUNICATION

General Communication

Communication is one of our most important avenues toward safety and quality. Please do not hesitate to bring even small issues to us. We are always willing to help in any way we can. Prompt communication may prevent problems from accelerating. There are several avenues for communication at Husky House.

- **Phone:** Our phone number is 283-7100 and our fax is 283-7104. **(Please reserve requests to send messages or to speak with your child by phone for emergency purposes.)** Your concerns, questions, etc., will be responded to in a timely fashion. After-hours or when no one can be reached, you may leave a message on our voice mail.
- **Email:** You can reach us through email at officestaff@huskyhouseforkids.org or our Executive Director - anner@huskyhouseforkids.org. **If you have something of great importance regarding your child's attendance, please call if you don't get a response acknowledging your email.**
- **Mailbox:** We have a mailbox in the school main office for hand-delivery, but USPS mail should be sent to:
PO BOX #839
Lafayette, Ca 94549
- **Husky Sign-in Desk:** There is a Parent Communication Notebook at the sign-in counter where messages to Husky House staff can be written. These messages are read and acted upon, daily. ***Please do not** leave notes in the children's roster. Each family has a file in the appropriately marked box on the sign in/out counter. The files are maintained as a place for you to receive program information or communication about your child's day. Please check your **"Family File"** at least twice a week, and instruct other guardians/older siblings who pick up to do the same. Otherwise you may miss important deadlines and information.
- **Formal and Informal Conferences:** If you would like to discuss an area of concern, please schedule a conference with the directors.
- **Website:** Our website contains important information for both you and your child. Check it for licensing, registration and enrollment forms, all-day program sign-ups and information about on-site enrichment and our summer program.
- **Notices and Updates:** May come in the form of newsletters, email blasts, or special informational postings at Husky drafted by Husky House staff. The newsletter will be sent electronically and available on our website. The newsletter contains up to date info about our program, calendar and other important news. If you are not receiving our emails please confirm that we have your correct and current address.

We ask that any time-sensitive, same-day messages (add-ons, drop-ins, different pick-up person, extra-curricular activities, etc.) be conveyed only through phone.

Arrival and Departure

State Licensing requires that a parent/guardian must sign the child in and out each day. For regular school days, Husky House Staff will sign children "out" when departing Husky for school in the morning and "in" when coming from school in the afternoon.

Written notice is required for Husky House to release a child to anyone other than the parent/guardian unless the designee had been previously identified as part of the authorized persons on the licensing form. For a single occurrence pick-up, the Parent Notes Binder is available to use for written notification. Whenever you have a "new" person designated to pick up your child they must provide a Photo ID to staff at time of pick up.

Signing In and Out

Children arriving in the morning before school and upon pick up must be signed in and out by a parent or caretaker who has been authorized to pick up. Staff members may not sign your child in except upon arrival from school. **For your child's protection and by law, the actual arrival and departure times and full legible signature must be noted on our roster.** Note: If the staff member in charge makes a determination in his/her best judgment that the parents/pick-up people might be incapable of safely driving their motor vehicles, he/she has the responsibility to detain them and take any action that would ensure the safety of the child(ren) involved.

For your child's protection and by law, the actual drop-off/pick up time and full signature must be noted on our roster. If the time or signature is missing you will be billed to opening time (7:30am) for arrival or to closing time (6:00pm) for departure. Infractions of this policy threaten our licensing standing and can result in fines for our center. Repeated offenses may result in the dismissal of a family from the program. To ensure strict adherence to this policy, Husky House will assess the following penalty fees for non-compliance:

1st time: Strong warning about safety issues

2nd time: \$15 penalty

3rd time: \$50 penalty and your school year contract may be terminated

After School Attendance & Notification of Absence

The staff takes responsibility for your child from the time he/she arrives at our facility. For your 1st-5th grader's safety, your child should be instructed to come immediately after school to Husky House. Children are signed-in individually by a staff member. We look for all children who do not arrive promptly, unless they were absent from school. Your prior notification of a schedule change can save us time and worry. If your child is not on the school's "sick list" we will promptly attempt to contact you and then, your back-up contacts.

Notify the directors or other staff member on duty (by phone, fax, email or in writing) of any change in your child's schedule, such as absence for illness/vacation/other. An answering machine will take your message during non-business hours. In order to ensure the safety of your child, it is imperative that you inform us when your child will not be attending Husky House on their scheduled days. We are understandably concerned about your child's safety therefore; we have established a policy that we hope ensures your cooperation in notifying us of your child's absences from the program. To ensure strict adherence to this policy, Husky House will assess the following penalty fees for non-compliance:

1st time: Strong warning about safety issues

2nd time: \$15 penalty

3rd time: \$50 penalty and your school year contract may be terminated

If you are alerting us to an absence with fewer than 24 hours notice, you will need to call and speak with a staff member directly or leave a message on our voicemail BEFORE the child's scheduled release from school. If you are contacting Husky House about future absences, an email or other notification will suffice.

Ice Cream Truck

We are aware that during the school year there is an ice-cream truck that parks on the street along Happy Valley Elementary. This truck introduces a safety hazard for Husky House children. Children who visit the truck after school are often late coming down to Husky House. We end up spending considerable time tracking down these "missing" children. Additionally, the ice cream truck sometimes parks farther from the school, which includes crossing the street for the children interested in purchasing treats.

Because we cannot ensure that foods coming from the ice cream truck are nut-free or come from a nut-free processing facility, we will not allow treats from the ice cream truck to be brought into our program. We encourage you to speak with your child about refraining from visiting the truck after school. As an alternate, the Happy Valley Parents Club offers “Frozen Fridays” every Friday with treats that may come to Husky.

Extra Curricular or Classroom Activities

If your child participates in extracurricular activities not associated with Husky House (such as soccer, baseball, scouts, language classes, etc.) during their scheduled Husky House hours, **an Extracurricular Permission slip must be submitted to Husky House**, filled out with the specific schedule and returned. *Children will not be released without this prior authorization.* Note: if your child has been asked to help a teacher in the classroom during their scheduled Husky House hours, (whether in am or pm) we need your written approval, allowing your release along with arrival/return specifics.

Husky House cannot assume responsibility for children signed out of the program for extra-curricular activities on campus or elsewhere. Husky House is not responsible for the children until their return. No child will be released without authorization by parent or guardian.

Authorized Pick-up Persons

Any person to whom you wish your child released must be noted on the authorized persons list within your licensing papers. This includes situations where an older sibling may be picking up a child. Please immediately inform us of any changes or additions to these people. Children will not be released to anyone but those listed on your authorization list unless permission is given to us by you, in written form.

Staff Babysitting Policy

Hiring our staff for your personal babysitting needs is not condoned. All arrangement with Husky House staff for your personal babysitting or transporting needs must be conducted away from the Husky House facility. *Staff may not receive calls of this nature at our facility and will be instructed to give families a release form to sign, related to personal hiring of Husky House staff for babysitting AND/OR transportation needs.*

HEALTH, SAFETY AND NUTRITION

Healthy Child Policy

All children must be in good physical health to be admitted to Husky House. Children who are ill (runny nose, continuous cough, red/sore throat, unexplained rashes, swollen glands, headache or stomach ache) or who have had a fever within the last 24 hours should be not brought to Husky House. If a child has symptoms of a contagious illness, we reserve the right to refuse entrance that day. In accordance with state law, sick children, children who are infectious or children who show any of the following symptoms will not be allowed to attend Husky House:

- Oral temperature of 100 degrees or higher
- Vomiting
- Liquid stools
- Uncontrollable and persistent cough
- Appearance of acute illness
- Complaint of severe pain
- Undiagnosed skin rash
- Watery or inflamed eyes

If a child has been exposed to a contagious disease and is displaying symptoms, the child should be kept at home and Husky House informed. (Strep throat, pin worms, chicken pox, scarlet fever, lice etc. are among those conditions categorized as contagious). If a child has exposed other Husky House children, we will post a sign to inform families.

Illness while at Husky House

If your child does not feel well while at Husky House, the child will be isolated from the other children and their temperature taken. If it is assessed by the staff that a child is ill, a parent/guardian will be called to come for the child. If we cannot reach the parent/guardian we will contact someone from your registered list of emergency contacts. Note: children should not return to the program until fever is absent for 24 hours.

Injury/Emergency Procedures

- Basic first aid is used for scrapes and minor cuts. Soap and water are used for cleaning and a sterile bandage will be applied. Husky House cannot use antiseptic solutions or first aid creams.
- For insect bites, bee stings, bumps or swelling, ice is applied.

Any minor injuries will be communicated to you with an Accident Report in your Family File. In case of a serious emergency, as determined by Husky House staff, 911 will be called and parents/guardians will be notified immediately. The parent/guardian will be responsible for all costs incurred in such emergencies. If we cannot reach you, we will call your designated emergency contacts.

Husky House will practice fire/earthquake drills and evacuations periodically. Emergency cards are on file and first aid supplies and non-perishable food items are stored in the school's earthquake container. Husky House staff is trained in CPR and first aid procedures.

Administration of Medicine

Medication can be administered at the center. An "Administration of Medication" form must be filled out and submitted by the parent. The "Administration of Medication" form is available on our website and at our sign-in desk. The medicine must be in its original container, labeled to include the name of the child, date, dosage, name of the medication and method of administration. Over the counter medications must be in the original container with instructions for administration. Please attach your child's name, dosage and frequency to the container. Husky House staff may not administer any type of medication on an "as needed" basis. (exception: asthma inhaler, diabetic needs, etc., with doctor's note.) Our staff will sign and

date the form when administered and that form will be kept in your child's file. The full Medication Administration Policy is listed below:

With the safety of your child in mind, we would like to make you aware of the Medication Administration Policy for our child care facility. This detailed policy is comprehensive and involves the ideas of child care providers and directors in accordance with legal regulations.

If you need medication administered to your child while they are in our care, please remember that all of the following are required:

1. Updated emergency contact forms.
2. Permission form (Lic.9221 "Consent For Administration Of Medications And Medication Chart") for EVERY medicine that includes
 - a. Name of child
 - b. Name of medication
 - c. Time the medication should be given and how often
 - d. How to give the medicine
 - e. How much medicine to give
 - f. Written consent must be provided by the parent or legal guardian, permitting child care facility to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.
3. All prescription and nonprescription shall be maintained with the child's name and the date supplied.
4. Prescription and nonprescription medications must be stored in the original bottle or packaging with unaltered label. Medications requiring refrigeration must be properly stored.
5. Prescription and nonprescription medications shall be administered in accordance with written instructions, both by parent and by child's physician if a prescribed medication.
6. Prescription medications, including Epi-Pen (with or without Allergy Medication Protocol per physician's instructions) and Inhaled Medications (rescue inhalers) REQUIRE written instructions from the child's physician.

Husky House will not give medicine that is:

1. Expired
2. Not in original container
3. Without written permission
4. Beyond the expiration of parent/guardian consent
5. Without written instructions from a physician for prescription medicine
6. In a manner that does not match the medicine container or prescription
7. Prescribed for someone other than that child.

Types of incidental medical services to be provided at Husky House are:

1. Administration of Prescription (RX) and Nonprescription (OTC) Medication
2. Administration of Inhaled Medication
3. Administration of Epi-Pen
4. Carrying out Medical Orders

Medicine will be stored in a locked container that is inaccessible to children and stored at proper temperature (medication requiring refrigeration shall be stored in main room refrigerator, inaccessible to children). Any medicine left 72 hours after authorization or completion of treatment will be returned to you or discarded.

Any medicine administered by Husky House will be recorded on the Lic.9221 "Consent For Administration Of Medications And Medication Chart" which will show the child's name, date, time, amount and type of medication given, as well as the signature of the person who gave medicine. Only staff members who have completed Pediatric CPR & First Aid Training shall administer medication. There will always be two staff

members onsite at any time a child in our care requires medication be given at either scheduled administration or PRN/"As Needed" for children who have inhaled medication and/or Epi-Pen. Trained staff members will follow Universal Precautions and hand hygiene. Staff training in Pediatric CPR & First Aid shall be provided by certified instructors qualified in the state of California to provide training as required by our State Licensing Agency. Staff training records shall be maintained in the office "Safety/First Aid" binder.

Should an emergency situation occur requiring children to be relocated away from the facility, labeled & safely stored medications shall be transported in our Emergency Staff backpack which contains supplies necessary to ensure incidental medical services (the administration of prescribed medicines) are not interrupted. Similarly, when children requiring medication travel with the program on a fieldtrip, all necessary medications and supplies will be transported and monitored by a trained staff member. Each occurrence of incidental medical service for your child will be documented on their Medication Chart as previously specified. This chart will be posted for staff viewing during the specific dates of written instructions for a medication. Spills, reactions and refusals will be noted on this document. At the completion of treatment, the Medication Chart will be transferred to the child's file. Note: any situation requiring the use or potential use of an Epi-Pen for a child will be immediately brought to the attention of parent or guardian. Need for an Epi-Pen injection is considered a life-threatening event, we will call 911 before we call parent and will follow reporting requirements for serious incidents by also notifying the Department of Social Services Licensing Office within 24 hours.

Allergy Alert List

Husky House will keep a current list of any attendees with allergies. These lists will be strategically posted throughout our center. Please inform us of any new allergies your child may develop so that we can update our allergy list.

Nutrition

A child's early years are a critical time for physical and mental development. As a commitment to your child's health, we ask that you join us in honoring the following guidelines:

- We will serve foods of high nutrient value. We will limit high fat, high sugar foods that are low in nutrient value, in an attempt to help children enjoy healthy foods. We ask that parents refrain from sending the following:
 - Soda
 - Candy, Chocolate
 - Fast Food
 - Cookies, cakes, donuts
- We regard any food containing more than 9 grams of sugar as a dessert and ask that if your child eats lunch in our presence that there be only 1 food that falls into this category.
- Children will always have access to water and will be reminded to stay hydrated throughout the day.
- We encourage parents to pack lunches that have a variety of healthy foods with emphasis on plenty of fresh fruits, vegetables and protein.
- We will never pressure a child into eating. Children may sit down together at meal or snack times, but we acknowledge that the child's role is to decide how much or even whether to eat.

There are occasional times, such as a Snack Shack Friday, when celebrations occur and we allow the children to have a sweet treat.

Meal Times and Snack

A light breakfast is available in the early morning (7:30-8:00am). During regular school days, there will be two afternoon snack periods at 2:00/2:42pm and 4:30pm. A third snack is provided on All Day Programs. If

you wish, you may send a snack with your child as well. We ask that snacks (and lunches for children who eat lunch with us) be of good nutritional value. If your child eats their lunch at Husky House it is your responsibility to send a nutritious lunch and beverage. Please do not send lunch items to be heated or cooked. If a child does not have a lunch, we will call to alert you. If we cannot reach you, we will provide your child with food that we have on-hand. A charge of \$4.00 will show on your next monthly fee posting. These lunches are for emergencies only and are not a regular option.

NOTE: Husky House is a “nut free” environment! Please do not send peanut or tree nut products for the safety of children with severe allergies!

Mandated Reporters

The State of California Licensing Agency, Community Care Licensing, requires that all staff be Mandated Child Abuse reporters. We are required to report any suspicions of child abuse. The Agency has authority to interview children or staff and to inspect and audit child or facility records without prior consent. The Agency has authority to observe the physical condition of the child including conditions that could indicate abuse, neglect or inappropriate placement.

Emergency Plan

In the event of an emergency we will evacuate or shelter-in-place as necessary. In the case of an earthquake, we will move to the HVE field. If we evacuate the premises or move to another evacuation site, the updated location will be posted at our facility. We will begin contacting parents/guardians. If we are unable to reach you we will begin calling emergency contacts as specified on emergency cards. If a minor accident/injury occurs, we will administer basic first aid. You will be advised of any incident and/or treatment provided. If emergency medical treatment is needed we will first call 911, then contact the parent/guardian.

SPECIAL PROGRAMS

Homework Help

Husky House offers a supervised homework/study hall. This component of the program takes place Monday through Thursday from 2:45-4:00pm, provided there is sufficient interest. The use of this study hall time can include a written agreement between parent, child and sometimes the classroom teacher. Parents, along with their child, may sign-up for scheduled "Homework Help" time with the form available at our sign-in counter or website. If your child does not finish their homework during the designated homework time they may also continue doing homework during other activity times.

Night Clubs

Several times a year, we make evening care available for families, typically offered on Fridays until 9:30pm. A variety of activities and dinner for the children are included in the reasonable price. Themes have included: dodgeball, superheroes, rock'n'roll, etc. Sign-up forms are available on the website and our sign-in desk.

On-site Enrichment Classes

Periodically throughout the year, at an additional cost, Husky House participants may choose to participate in optional on-site enrichment classes taught by specialists. As classes become available, we will notify families through email and at the sign-in desk. These classes are offered in addition to the many activity choices offered by our talented staff.

Field Trips

Occasionally, during the school's winter and spring vacations, we plan off-campus trips, as well as during our summer camp months. We keep a 1:8 ratio on these trips and children are transported via a private bus line. Families will receive detailed information in advance of each trip and must complete a permission form before children may attend trips. Summer camp field trip information comes under separate cover.

Summer Program

Our popular summer day camp is engineered through the hard work and creativity of our staff. While the themes and activities vary year to year, there are a few constants such as: sports, projects, field trips, visitors, and party jumps. A complete summer packet is available and on our website by the spring.

Educational Videos and Movies

Videos/DVD's are periodically shown at Husky House. We may show G and PG rated movies, but only those that have been screened for appropriateness. Alternate activities are always offered to the children. Please alert staff in writing if you do not wish for your child to participate in this activity choice.

Snack Shack

Is a money-math opportunity typically offered weekly on Friday. Participants are expected to practice their polite and kind customer skills. Children may spend up to \$1.50 (\$1.00 for Husky Pups) and only \$1.00 (\$.50 for Husky Pups) may be spent on sweet treats. If a child forgets their money, they may request a loan of \$.50 which should be repaid the following week. In what Husky House offers, we adhere to our nutrition policy by limiting sugar content and additional chemicals such as food coloring. Husky House reserves the right to cancel snack shack if children as a group, have not demonstrated good management of our environment and community through their snack-shack responsibilities and citizenship.

Clubs

Occasionally, Husky House will offer specialty clubs (such as: Wolf Pack film club, drawing club, etc.) which are developed out of children's interests.

CONDUCT AND CONCERNS

Behavior Policy and Termination

A Child Behavior Agreement will be distributed for you to review with your child(ren) and sign. The children, parents and staff members all have responsibilities to one another. Mutual respect and communication will allow for a smooth running program. Our program encourages conflict resolution where children are encouraged to take responsibility for their actions and to problem solve with other children. Husky House reserves the right to dismiss for cause any child/family from the program at any time. Dismissal of a family from the program would be due to any abuse of staff members, any behavior that impedes the staff from performing their jobs as well as continued infraction of other Husky House policies.

Problem Solving Techniques

Husky House staff have been trained in conflict resolution and positive problem solving methods. Children are guided to use words to solve their problems and misunderstandings. The teachers are moderators to help the children talk about situations. All children are responsible to bring problems to a teacher. At this point both children are guided in talking about the problem, expressing feelings, agreeing on a solution or a strategy for next time.

Parent/Guardian Grievance Procedure

Issues you may have related to individual staff members or other children in the program should be brought ONLY to the attention of the Director or Assistant Director. We ask that you DO NOT approach individual staff members or other children to discuss these matters on your own. If after conferring with the directors the parent is not satisfied, the parent will submit the grievance in writing to the President of the Board.

Toys from Home

Due to the potential for breakage and loss of toys brought from home to childcare, we request that all toys stay home. There will be special days throughout the year when children will be allowed to bring in certain items to play with/share. In these cases you will receive advance notice. Toys from home are not to be traded at Husky House. Under no circumstances will violence-related toys be allowed in the program.

Mobile Phones & Personal Electronics

Mobile phones and personal electronics are not permitted while children are in our care. Any such items brought to school should be stored in the child's backpack.

BEHAVIOR GUIDELINES AND POLICY

Responsibilities

Husky House is a community and therefore works best when all of us recognize our responsibilities to each other.

Parent Responsibilities

In order to make our program the best possible, we ask for your cooperation concerning the following responsibilities:

- Notify Husky House if your child will be absent.
- Notify Husky House prior to any schedule changes.
- If your child takes medication, you must fill out an "Administration of Medication" form for each medication.
- If your child becomes ill, you will be called immediately to pick them up. If you cannot come in a reasonable time frame, you must arrange for another person to pick-up. If you cannot be reached, we will call someone from your authorized list to pick up your child. If your child is sick at school, they must stay at school until you pick them up.
- Keep us informed of current phone numbers, address, pick up contacts, etc.
- If your child is attending extracurricular programs (sports, theater, scouts, etc.) instead of attending Husky House during their regularly scheduled time, notify Husky House of the cancellation.
- Submit payment on time.
- Share concerns with the Director if the program is not meeting your needs.
- Listen to concerns staff may have about your child's behavior. Help to work through agreeable solutions to problems.
- Read policies, newsletters and postings at Husky House.
- **Pick up your child at your scheduled time.** Call if you will be late.
- Sign in and out with your full signature and note time of drop off/pick up.

Husky House Responsibilities to Parents:

- Husky will provide a quality enrichment and recreational program in a supervised, safe, secure and familiar environment.
- We will strive to meet the goals we've set to help your child experience a positive and fun extension of school.
- We will keep parents informed of Husky's programs and activities.
- We will inform parents when their child is having a problem and work together to resolve problems.
- We will listen and respond to parent concerns.
- We will ensure that our program meets all applicable state and federal laws and regulations.

Children's Responsibilities

- Always remain in sight of a teacher and within set boundaries.
- Know and follow all rules at Husky House.
- Use positive words and talk about problems that arise.
- Respect and care for Husky House property and equipment. Return all equipment and materials to their proper place.
- Participate in clean up; take pride in your surrounding environment.
- Only bring toys and games from home come to Husky House on designated days.
- Report to Husky House immediately after school!

Husky House Responsibilities to Children

- To provide a safe and comfortable environment.

- To respect children's ideas and feelings.
- To allow children to express their anger, frustrations, disappointments and joys in an appropriate manner.
- Ensure that children are safe from put-downs, name-calling and teasing.
- To provide a program that offers a variety of choices for children to explore and be introduced to new ideas and activities.
- We will respect their rights to express opinions, concerns and interests to staff.
- To provide staff who care and enjoy being with children and who are willing to help children.

Discipline

Husky House believes that children need to have guidance and direction. We believe that discipline is to be used as a means to teach responsibility. The motivation of inappropriate behavior must be taken into consideration when discipline is needed.

Discipline Techniques Used at Husky House

- Ignoring: Not all negative behavior is significant enough to bring to the attention of the child.
- Redirect: If a child is having difficulty, direct the child to another activity before problems occur.
- Talking about the problem: Discuss with children ways to resolve the problem.
- Verbal Warning: This alerts children and gives the child a chance to work out the problem him/herself.
- Time Outs: Taking a cooling-off period from the activity. After talking about the behavior many children are able to start again with a positive behavior. (Note: Husky House does not use the term "time out" with children.)
- Reward System: Chart for improved behavior may be used if appropriate; can help guide the child to work toward a goal of positive behavior.

Corporal punishment is forbidden under any circumstances. Mental abuse, ridicule, coercion, interference with daily living such as eating, toileting, shelter, medication or aids to physical functioning are never allowed.

Periodically, Husky House reviews its policies and procedures to ensure that they are fair, clear and comprehensive. To clarify our practice for responding to allegations of intentional physical aggression or other inappropriate behavior, the following are examples of inappropriate behavior, and include, but are not limited to biting, kicking, scratching, hitting, spitting or shoving. In addition, sexual innuendos or anything that can be perceived as sexual harassment is considered inappropriate.

If a child is determined to have intentionally exhibited any inappropriate behavior, Husky House will immediately follow up with the appropriate discipline as determined by the Director. Consequences will be in keeping with the severity of the behavior and age of the child and will be based on the guidelines followed by Husky House and/or Happy Valley Elementary School. In all cases an Incident Report will be prepared by the staff and a parent/guardian of the child will be notified. (You will see a note in your sign-in remarks area asking you to check your family file and/or a phone call will be made.)

Husky House reserves the right to skip or repeat stages based on the severity of the behavior. Suspension or expulsion from Husky House requires approval by the Husky House Board of Directors. Any and all disciplinary action is confidential and will not be discussed or shared with the injured parties.

Consistent Behavior Problems

Children at Husky are expected to abide by the standards of behavior as established by Happy Valley School and Husky House. Husky House reserves the right to dismiss for cause any student from the program at any time. If such actions are taken, all monies are forfeited. Failure to comply with program rules will

result in discipline measures being enforced as outlined previously. In the course of behavior management, there will be ongoing dialogue with parents concerning their child's behavior. If your child is having an extremely bad day, you will be called to pick them up.

Suspension

Upon suspension from Husky, a conference with the parents and the Director may be arranged to discuss continuance in or expulsion from the program.

Termination

Husky House reserves the right to dismiss for cause any student from the program at any time. The enrollment agreement may be terminated by the center at any time. The following are some of the reasons for termination:

1. Parent/Guardian has not cooperated with the program regarding the child's discipline needs.
2. Child's behavior is unmanageable in the program setting.
3. Parent/Guardian has not met the contracted financial agreement as specified in the enrollment agreement.
4. Child needs more supervision than one teacher to fourteen children ratio and therefore, puts him/her self and/or others at risk.

Husky House Rules

- Control your behavior and feelings so that your actions and words do not hurt others.
- Remain in plain view of teachers at all times.
- Understand there are consequences for your actions.
- Respect Husky House and school property.
- Report to Husky House right after school.
- Follow through on the activities you have selected.
- Respect the staff at Husky House and speak kindly when problems arise.
- There is no rock or stick throwing on the playground or in the center.

Currently enrolled families have already completed the two following documents. They are included here for reference.

Husky House, Inc.
CHILD'S BEHAVIOR PHILOSOPHY AND POLICY



Our Philosophy:

The safety and well being of all children at Husky House is our foremost responsibility. Positive behavior is encouraged and expected. Mutual respect between children and staff, as well as parent support are all necessary ingredients needed for a smooth running program. Throughout the year, our goal is to teach children to make responsible choices, use communication and utilize problem solving skills. We encourage children to gain insight into their feelings and those of others as a tool toward effective conflict resolution. In this way, children learn that:

- 1) I cause my own outcomes
- 2) I have more than one option in any situation
- 3) I have the power to choose the best option

Behavior Infractions:

- 1) When behavior may result in physical and/or emotional hurt to the other child(ren)
- 2) When damage to or theft of property occurs
- 3) When behavior is disrupting an activity and spreads or causes discomfort to others
- 4) When rudeness or offensive language is displayed
- 5) When a child shows blatant disrespect for a staff member
- 6) When the rules of safety are not honored

Staff intervention modes will include:

- 1) Guiding the child away from the area of conflict and/or redirecting to another activity and later assisting the child in reintegrating into the activity or in choosing another option.
- 2) Giving the child time by him/herself with staff presence and guidance
- 3) Asking children involved to talk through possible solutions together.

Please note:

- We will use our child development knowledge and resources to help all children succeed at Husky House.
- At the Director's discretion, parents may be called to pick up their child related to, but not inclusive of, the BEHAVIOR INFRACTIONS noted above.
- Children may be withdrawn immediately from our program for cause.

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CHILD BEHAVIOR AGREEMENT

Please sign and return the agreement below to Husky House:

I understand that there are specific rules of conduct which must be followed at Husky House. I further understand that withdrawal from the program may result for cause.

Child's Name

Date

Child's Signature

Parent's Signature

PARENT AGREEMENT

I have received my copy of the Husky House Parent Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand it is my responsibility to communicate to my child(ren) the rules and regulations of the program, will read with my child(ren) the Husky House behavior guidelines, sign and return with them the Child Behavior Agreement. I understand that my failure, or my child's failure, to comply with the above regulations may result in termination.

I have thoroughly read this Parent Handbook and I agree to abide by all policies set by Husky House. (Please sign and return this page to the Husky House office)

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Guardian Name

Date

Guardian Signature