



**Husky House
Children's Center**

**FAMILY HANDBOOK
POLICIES AND PROCEDURES**

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*Non-Profit and State Licensed
License # 073401984
Tax ID - 68-0430189*

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WELCOME

On behalf of the Board of Director and Staff of Husky House, we would like to welcome your child and family to our child care program. We strongly believe in the importance of play and offering meaningful choices to children within an age-appropriate structure.

Our teaching team has a depth of experience in managing the many needs of school-aged children. In areas of staff expertise, ratios of staff to children, and teacher qualifications, we exceed the expectations established by our licensing agency - Community Care Licensing, Department of Social Services. The Husky House Team is dedicated to creating a positive learning experience for each child in our care as we support *their* individual developmental path. We continuously work to expand our understanding of best practices to be able to do so.

We encourage you to ask questions 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. 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.

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

Daily Operation and Calendar

Husky House currently offers child care from 7:30am-6:00pm during school days and 8:30am-5:00pm on non-school Party Days and Summer Camp. Please see school year registration forms for time blocks available for child care. Our current school-year calendar (available on our website) aligns with Lafayette School District (LAFSD) calendar and reflects our Party Days and Summer Camp. Our yearly hours of operation may adjust dependent on enrollment.

Staff

We encourage teachers to continue training at the college level, attend field related workshops/classes, and provide additional in-service training. to continually increase and update teacher knowledge of developmentally appropriate practice so that they may better serve young children.

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. Bylaws are available to review upon request. Family participation is encouraged. Board members are not required to know everything about nonprofit management, but they are expected to act prudently and in the best interests of the organization. Experience or expertise is often needed in legal, human resources, or finance. Parents who would like to join the Board of Directors are encouraged to contact the program director for more information.

Child Abuse Prevention (Mandated Reporters)

Based on our ongoing concern for the safety and well-being of each child enrolled in our program, we have adopted policies pertaining to child abuse prevention. Husky House discourages our staff from being alone with child participants at any time. We follow strict reporting requirements. The State of California Licensing Agency, Community Care Licensing, requires that all staff be Mandated Child Abuse reporters. Child care employees are required to immediately report suspected child abuse to a child protective agency by telephone and in writing within 36 hours.

Social Emotional Development

Apart from the physical and emotional safety of the children in our care, our primary goals are inclusion and social-emotional learning. We celebrate and practice positive social development by highlighting pro-social traits. We organize our work in social emotional development around the 5 competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

The Husky day is a blend of child-initiated and Teacher-initiated activities including group time, free choice times, outdoor play, and snacks. Our curriculum provides opportunities in several basic areas:

Language and Literacy – Children are encouraged to talk, sing, make-up rhymes and listen to stories. Teachers provide supplies and opportunities for children to experience written material, dramatic storytelling, dictations and puppet play.

Writing - Children are given opportunities to work on the fine motor skills needed to hold writing utensils correctly. Children begin to create their own books as they learn that words create stories that can be read aloud.

Mathematical Thinking - Children are encouraged to develop a sense of number, quantity, value, and time awareness. Children learn math concepts more quickly when they can use concrete objects to visualize the concept. Math tools like calculators, scales, rulers, tape measures, and measuring cups add additional opportunities for exploration.

Scientific Thinking- Children are naturally curious. Allowing investigations and exploring science concepts helps children understand the world around them. Knowledge grows from the child's innate need to discover. We base our science experiences around the natural world such as habitats, plant life, comparing, using the senses, questioning, predicting and analyzing results.

Social Studies – Children explore the roles of relationships in their world. Examples are dramatic play, block building, recognizing similarities and differences in people, families and professions, and understanding the reasons for social expectations. Strategy-building, creative problem solving, playing fairly, friendship and taking turns are some of the skills that are being developed through game play.

The Arts - Children are encouraged to express themselves, to share their thoughts, feelings, and ideas through visual art, dance, and music. Children mix paint, shape clay, and are provided additional opportunities to build their understanding of a wide variety of ideas as well as the things they see every day.

Dramatic Play - Children create understanding of their world by imitating adults, learn about different life skills and occupations, giving them opportunities to dream big and try on different manners of being.

Engineering - Engineering opportunities like playing with blocks helps children learn engineering concepts, such as balance and spatial awareness. Block play and building also require a lot of social skills. Children learn to share their materials and to respect each other's hard work.

Personal and Social Development – Children are encouraged to develop a self-concept and self-management through interacting with others, problem solving, and conflict resolution.

Physical Development – Children are given many opportunities for large & small motor development, understanding of personal health and safety. Working on large motor skills helps children gain strength and confidence in their bodies

Transitional Kindergarten & Kindergarten Program – The “Husky Pups”

Our kindergarten program encourages active-learning through developmentally-appropriate curriculum centers. 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. For the most days, Husky House offers a separate program for kindergartners in the morning and during the mid-day operation of the program. A balance of child-directed play, planned activities, and rest period are all components of this program supporting a child's development of social skills and sense of independence. 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 Drop-in rate. **Please notify us before an altered-schedule day if your child will not attend. Thank You!**

The curriculum will be enriched through the use of community resources. Local groups such as the fire department, musicians, artists and dentists may be invited to visit. If you have a special interest, hobby or talent you would like to share with the children, please let us know.

First through Fifth Grade Program – “Huskies” and “Top Dogs”

Our program for older students offers a balance of cognitive, creative, and active choices. Depending on enrollment, 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 their classroom, 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, community building, and self-efficacy.

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 special themed childcare over periods when Happy Valley school takes in-services and/or vacations. These days may include special visitors, a field trip and/or larger projects that we cannot typically offer on a regular, shorter day.

A separate sign-up is available through our online system. Capacity is limited. For best chance of ensuring a spot, sign up by the deadline date or at least 3 weeks before. 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 and online system for specific All-Day Program/"Party Day" details.

NOTE: The sign-up deadline by which refunds/credits are issued for Party Days is typically 3 weeks before the Party Day. 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 & Christmas
New Years Eve and New Years
President's Day

MLK Jr. Day
Memorial Day
The Thursday & Friday of last week of school
Juneteenth
Fourth of July

Please see school year calendar for specific dates.

POLICIES & PROCEDURES

Registration

Registration for programs will typically open 5 or 6 months before program start. ex. School Year registration - Priority in registration is determined by factors such as: returning Husky House families, siblings in the program, number of hours used, year-round use (minimum of 3 weeks of summer camp), and date paperwork was submitted. Children may begin the program as early as space and ratios allow and all required forms have been submitted. An enrollment fee is required per child, upon entrance to the program, regardless of month of enrollment. The Husky House Board of Directors determines the enrollment fee annually. A family that drops the program and re-enrolls within the same school year will be required to pay a per child re-entry fee.

When the program is full, 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.

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 registered to enter TK or 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 is available online (www.huskyhouseforkids.org). Completed and signed licensing forms must be received before the child may start.

Tuition

Children are contracted on a monthly basis. Rates and Time Blocks are noted on the annual rates sheet. Families 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) require 100% tuition, regardless of school vacation, periods or holidays. August is charged at a prorated amount as determined by our Board.

All school year months (with the exception of August) require 100% tuition, regardless of school vacation periods or holidays. 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.

Tuition Payment

Monthly Tuition and other fees are due in advance of each month, and no later than the last working day of the previous month. A late fee of \$10 will be added if payment has not been received by the 5th of the month. Automatic payments are recommended and can be set up online. Statements are sent from our online billing system via email on or around the 21st of each month. Families must notify Husky House if they prefer to receive a paper statement in the in-house family file rather than by email. **It is family 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 our online billing system or check at HH. A 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. Checks may be mailed to Husky House at P.O. Box 839, Lafayette CA 94549.

Returned Check

A penalty fee of \$25 will be charged for a 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 if using morning care. A fee at the Drop-in rate (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.

If enrollment allows for morning care, 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 early.

2:45 TK & Early Bird Kindergarten Time Block

This time block was created for Husky Pups with older siblings at Happy Valley Elementary. To help alleviate the Happy Valley afternoon traffic, our 2:45 Kindergarteners will be escorted to the Husky Hideout by 2:30. Siblings may come down at school dismissal to sign out their Pup with the PIN through the online system.

End of Day/Late Pick-up Protocol

Families contracted for the end of day pick-up, who arrive past closing time will incur late charges at the Drop-in rate, per child for the first 15 minutes. After the quarter hour, late charges of \$2.00/minute per child will be assessed. Staff will attempt to contact family/emergency back-up people at five minutes past the pickup time. (It is the family'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.

Attendance & Notification of Absence

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 we were notified of their absence from school. If your child does not promptly arrive, we will need to contact you or your back-up contacts to confirm the child is safe and accounted for.

Notify Husky (by phone, email or in writing) if your child will not attend on their scheduled day, such as absence for illness/vacation/other.

Because your child's safety is our highest priority, we have established a policy that we hope ensures your cooperation in notifying us of your child's absences from the program. 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.

Sign-in & -out Procedures

Authorized Pick-up people must sign their children in (before school) and out (after school) daily.

Authorized Pick-ups must sign a legible legal signature with first and last name as part of our compliance with Community Care Licensing regulations.

TK & Kindergarten children will be picked up from the classroom by Husky House staff and escorted to the Husky House program. Children in 1st through 5th grade walk from class to Husky and are signed-in by staff.

Children will not be permitted to leave with someone whose name is not an Authorized Pick-up person. If a friend or neighbor will be picking up your child, please provide us a note, email or phone call in advance. Those designated to pick up children should be prepared to present a photo ID to staff.

For your child's protection and by law, the actual drop-off/pick up time and full signature or PIN must be noted in our system. If the time or signature is missing you will be billed to opening time for arrival or to closing time 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

Extra-Curricular or Classroom Activities

We are happy to support your child's participation in Extra-curricular Activities that coincide with their timing in the program. *Children will not be released without prior authorization.*

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 the family.

Additional Care

You may submit a "Drop-in" request for time beyond your child's contracted schedule. This request should be communicated to the office staff at least two days in advance of the date(s) requested. If approved, 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.

For NON-contracted families

Available only as space permits

Families who need inconsistent hours and days and/or last-minute childcare, may opt for Drop-In care usage. Families wanting to use this service need to have all necessary forms on file prior to their child(ren) dropping-in for a day. Contact us through email to check for Drop-in care availability. Payment should be made in advance and will be held on account. Drop-in rates are charged by time block. Should you need to cancel after the request is approved, a cancellation fee applies.

Changes to Monthly Contract

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

A Schedule Change request must be submitted by the 1st 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 "drop-in" rate.)* A \$15 per family/per change fee will be charged for each schedule change request.

Withdrawal from Program

Ten working days notice is required IN WRITING to drop your child(ren) from the program. Any tuition already paid will be returned in a prorated refund. Re-entry into the program will be dependent on space availability and will require a re-entry fee per child.

COMMUNICATION

General Communication

Monthly newsletters, event calendars, and snack calendars provide families with information regarding upcoming events and activities. If you do not have an email address, we are happy to provide you a hard copy. Whether dropping off or picking up your child, we invite you to check out our sign-in desk and bulletin boards on a regular basis.

It is always helpful for Teachers to know when major changes happen in a child's life. These changes could include something like moving to a new residence, loss of a parent's job, a parent away for business, a death in the family, someone from the immediate family moving out of the home, etc. Children are often worried about these incidents but do not know how to express their concerns. We are better able to assist your child when we are aware of these changes in the home. We are here for you and your child, so do not hesitate to communicate with us. Please check with a Director as to the best times for extended conversations.

- Phone: 925-283-7100. Fax: 925-283-7104. Director's mobile: 925-658-2506. **Please reserve requests to send messages or to speak with your child by phone for emergency purposes.**
- Email: You can reach us through email - officestaff@huskyhouseforkids.org , our Executive Director - anner@huskyhouseforkids.org , our Program Director – monica@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.**
- Mail: 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: Each family has a file at 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.
- Website: www.huskyhouseforkids.org
- Notices and Updates: 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. 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 (drop-ins, different pick-up person, extra-curricular activities, etc.) be conveyed only through phone call.

HEALTH, SAFETY & 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 not be 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:

- 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 there has been an exposure in the program, we will inform families immediately.

NOTE: In light of the COVID-19 Pandemic, Husky House developed safety protocols and policies aligned with county, state, and federal health agencies that allowed us to successfully operate and offer care for families through 2020-2021. Those procedures are available on our website.

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 have their temperature taken. If it is assessed by the staff that a child is ill, a family member/guardian will be called to come for the child. If we cannot reach the family member/guardian, we will contact someone from your registered list of emergency contacts. Note: children should not return to the program until fever is absent without the use of fever-reducing medication for 24 hours.

Injury

- The staff is trained and certified in pediatric CPR and first aid 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. By our licensing regulations, 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 family members/guardians will be notified immediately. The family member/guardian will be responsible for all costs incurred in such emergencies. If we cannot reach you, we will call your designated emergency contacts.

Administration of Medicine

Medication can be administered at the center. An "Administration of Medication" form must be filled out and submitted by the family. The "Administration of Medication" form is available on our website and at our sign-in desk. Prescription 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 medication is 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 family 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 family 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 family member/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 family member or guardian. Need for an Epi-Pen injection is considered a life-threatening event, we will call 911 before we call a family member and will follow reporting requirements for serious incidents by also notifying the Department of Social Services Licensing Office within 24 hours.

Medical Condition & Allergy Alert Information

Husky House will maintain a current list of any attendees' medical conditions or severe allergies. Food allergy alerts will be strategically posted in our center. Please inform us of any new allergies your child may develop so that we can update our allergy list.

Sun Safety

It is strongly recommended that children wear sunscreen to prevent sunburn. During Party Days and summer camp, families should apply sunscreen of SPF 30 or higher before children come to Husky House. When we will be out in the sunshine for more than 30 minutes, we will help children apply sunscreen. Husky House will keep a supply of sunscreen on hand for reapplication. Please use the Sunscreen Permission during registration to notify us in writing if you do not wish for sunscreen to be applied to your child. Please communicate through email if your child's sunscreen needs change. Staff will also remind children many times throughout each day to drink plenty of water.

Meal Times and Snack

A light breakfast is available for children joining us before school. During regular school days, there will be two afternoon snack periods at 2:15/2:42pm and 4:45pm. A third snack is provided during All Day Programs and summer camp. If you anticipate your child being a "picky" eater, you may send additional, nut-free snacks with your child. If your child eats their lunch at Husky House it is your responsibility to provide 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. If possible, we will procure a lunch for your child from the school's hot lunch provider.

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!

Nutrition

We will serve foods of high nutrient value. We will limit artificial colors, high fat, high sugar foods that are low in nutrient value, to help children enjoy healthy foods. We ask that families 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 should bring a reuseable water bottle daily. We will provide hydration breaks and reminders throughout the day.
- We encourage families 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.

Clothing & Personal Items

Sturdy and comfortable play clothes that are easy to manage help children to become self-sufficient. Play shoes that are low-heeled, lace-up, or have Velcro closure, and a rubber sole are recommended.

We recommend labelling all clothing with your child's name. There is a Lost and Found Box at the center. Please help your child check it regularly for lost items. Clothing should reflect the season and temperatures. Husky House will maintain a small supply of alternate clothing for emergencies.

Weather

On days of extreme temperatures (cold or hot) the amount of time outside may be reduced, but nonetheless, children will spend some time outdoors. On days of poor air quality, children's active outdoor activities will be restricted.

Confidentiality & Licensing Access

The use or disclosure of all information pertaining to the child and their family shall be restricted to purposes directly connected with the administration of the program. Written consent is required if families want Husky House to share information regarding their child to another agency (school district, health provider). The California Department of Social Services has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The Department also has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement. Appropriate identification from the Department will be obtained prior to the interview.

Emergency Plan

Husky House has an emergency plan with posted emergency evacuation instructions (Licensing Form 160). If the school closes due to safety or emergency reason, Husky House will be closed until the school district deems the school safe to be re-opened. If for any reason husky House is without power or water, we are required to close, and you will be asked to pick up your child.

Husky House will regularly practice fire/earthquake drills. An Emergency Information Page is on file for all attendees. If we evacuate the premises or move to an evacuation site, the updated location will be posted at our facility, and we will begin contacting family members/guardians.

ADDITIONAL INFORMATION & PROGRAMS

Homework Help

Husky House offers a supervised homework/study hall. This component of the program takes place after school, Monday through Thursday, provided there is sufficient interest. We do not force children to do homework. However, we can encourage them to sign up for homework time at the family's request. When homework time can be offered in the Happy Valley library, children 3rd grade and older may be able to use the school computers for assigned homework. If your child does not finish their homework during the designated homework time, they may also continue doing homework during other activity times.

Mobile Phones & Personal Electronics

Mobile phones, smart watches 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.

Personal Items

Due to the potential for breakage and loss, we request that all personal 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.

A Note About War Play Related Games and Toys:

We help children develop rules for indoor and outdoor play that ensures safety and positive development. **Husky House promotes the development of imaginative and creative play (rather than imitative play).** War play has an impact not only on the children involved but also on all the children in the area. To work through deep issues and needs in a meaningful way, most children require direct help from adults. Husky House helps children move beyond narrowly scripted play that focuses on violent actions and helps children gain skills and move on to new issues. Aggressive play has the potential to threaten the emotional or physical safety of some children. It's up to our staff to create and maintain a community of care for one another and to provide a safe space for all children to play, grow, and connect.

Clubs

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

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: games, projects, field trips, visitors, and water play. Summer information is available on our website by the spring.

Field Trips

Occasionally, during Party Days and summer camp, we plan off-campus trips. We keep a 1:8 ratio on these trips and children either walk to local destinations or are transported via a private bus line. Families will receive detailed information in advance of each trip.

Night Clubs

Several times a year, at families' requests, we make later-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 price.

Past themes have included: dodgeball, superheroes, rock'n'roll, etc. Sign-ups will be available as the dates come closer.

Educational Videos/Movies & Snack Shack

Videos/DVD's are periodically shown at Husky House. We may show G and PG rated movies 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 occasionally offered to 1st-5th grades on a Friday. Participants are expected to practice their polite and kind customer skills. Children may spend a limited amount of money, typically less than \$1.50. 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. Please alert staff in writing if you do not wish for your child to participate in this activity choice.

Music

Husky House will provide a collection of music for children to enjoy that is both appropriate and fun. If there is a particular music that your child would like to share or have added to our music library, please clear it with office staff first! Staff will review the music and determine whether it is appropriate for the many ages & stages of children that attend our program.

Family Lending Library

To be of service to our families, we have assembled a Family Library. This library includes books regarding subjects like behavior guidance, contemporary issues, school, and child development. We encourage our families to stop by the front counter and use this library as a resource. We have provided a library card inside the front cover of the book. Please use these books for as long as you need and return them to Husky House when you are done. If you have recommendations for additions to our collection, please let us know.

Additional Resources

Under the "Philosophy" page of our website, there are additional resources (articles, videos and links) divided by topics. For ease of discovery, resources have been categorized to align with our Mission Statement.

Staff Babysitting Policy

Hiring our staff for your personal babysitting needs is not encouraged. Any 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.*

BEHAVIOR GUIDELINES AND POLICY

Responsibilities

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

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.
- To respect children's 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.

Children's Responsibilities

- Always remain in sight of a teacher and within set boundaries.
- Know and follow group agreements.
- 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.
- Keep toys and electronics from home in backpacks.
- Report to Husky House immediately after school.

Husky House Responsibilities to Families:

- 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 families informed of Husky's programs and activities.
- We will inform families when their child is having a problem and work together to resolve problems.
- We will listen and respond to family concerns.
- We will ensure that our program meets all applicable state and federal laws and regulations.

Family Responsibilities

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 at time of drop off/pick up.

Behavior Management

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

Disciplinary Techniques Used at Husky House

- Ignoring: Not all negative behavior is significant enough to bring to the attention of the child.
- Redirection: If a child is having difficulty, direct the child to another activity before problems occur.
- Discussion: Guiding a conversation with children in ways to resolve the problem.
- Verbal Warning: This alerts children and gives the child a chance to work out the problem him/herself.
- Take a Break: 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.)

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.

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 some cases, an Incident Report will be prepared by the staff and the family/guardian of the child will be notified

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 are expected to abide by the standards of behavior as established 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 disciplinary measures being enforced as outlined previously. In the course of behavior management, there will be ongoing dialogue with families 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 Family 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. Family/Guardian has not cooperated with the program regarding the child's behavior needs.
2. Child's behavior is unmanageable in the program setting.
3. Family/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 themself and/or others at risk.

Husky House Rules

- Manage 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 people at Husky House and speak kindly when problems arise.
- There is no rock or stick throwing on the playground or in the center.

Behavior Policy and Termination

The children, family 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.

Family/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 Directors. 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 family is not satisfied, the family will submit the grievance in writing to the President of the Board.

FAMILY AGREEMENT

Every family will receive a copy of the Husky House Family Handbook. It is the family's responsibility to read and familiarize yourself with the policies and procedures contained in the handbook.

It is your responsibility to communicate to your child the expectations and regulations of the program. The family's failure, or the child's failure, to comply with the above regulations may result in termination.

By enrolling in our program, you are agreeing to abide by all policies set by Husky House.