



After School, Inc.

## FAMILY HANDBOOK

## **WELCOME TO SERIOUS FUN!**

Serious Fun After School, Inc. began providing arts enrichment in 2008. Since then, thousands of children have enjoyed enrichment in art, music, dance, drama and STEAM, and made new friends along the way. We encourage both our students and team to try new things because we know the value of a challenge, and we are excited about both the challenges and rewards that come from being a part of your child's extended day.

Serious Fun is known for our variety of enrichment partners and programs, and our flexibility to fit family schedules, while providing reasonably priced child care in our community. We value our families as partners, and believe in trust, respect, and understanding; when families and caregivers are on the same page, everyone benefits – especially the children. Serious Fun is a strong proponent of an open-door policy and we invite every family to come talk to us about their concerns and comments.

We look forward to a wonderful year of exploration and thank you for choosing Serious Fun!

### **Our Vision**

**Providing all children the opportunity to explore their inner artist to create a kinder, more empathetic world.**

### **Our Mission**

**Inspiring creativity while creating opportunity:**

- We create space for children to engage in hands-on exploration of the arts.
- We collaborate with families, artists, and schools to incorporate the arts as an integral part of a holistic education.
- We develop the artist in every member of our team.

### **Our Values**

**We Foster Excellence** – We cultivate an environment of accountability, with a commitment to mutual respect, clear communication, and growth.

**We Create Fun** – We encourage creativity, humor, and the celebration of our Serious Fun children, families, and team.

**We Are Kind** – We nurture positivity, empathy, support, and patience while guiding and leading through example.

**We Believe in Balance** – We appreciate that a well-balanced life requires both the “Serious” and the “Fun” for our team, our children, and our families.

### **Overview of Our Family Handbook**

This Handbook has been written to serve as the guide for the Serious Fun/Family relationship and we hope that you find it useful. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions or are unsure about any policy or procedure, please ask your Site Director or Site Supervisor.

Serious Fun reserves the right to create, amend, supplement, modify, or rescind, in whole or in part, any policy, procedure, or provision of this Handbook, in its sole and absolute discretion, with or without notice. These changes may be communicated by e-mail or through other means. If ever there is a discrepancy between this Handbook and the applicable law, generally, the law governs.

Please review the following policies of Serious Fun, designed for your child's safety and protection. We look forward to serving your family!

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## **GENERAL INFORMATION**

### **Licensing Information**

Each Serious Fun site is licensed by and registered with the New York State Office of Children and Family Services as a School Age Child Care (SACC), and overseen by the New York City Department of Health and Mental Hygiene. Registration certifies that Serious Fun has met all the conditions set by New York State and the City of New York to qualify as a child care center.

Our license requires that Serious Fun maintains on file at the program accurate and current records for every child in our care, and that all our team members undergo a comprehensive background check, meet specific qualifications for their role, and participate in ongoing child care training, including child abuse recognition and reporting.

### **Confidentiality**

Confidential and sensitive information will only be shared with employees on a “need to know” basis to care for your child most appropriately and safely. Confidential information includes, but is not limited to, names, addresses, phone numbers, custody agreements, special needs and health-related information of any child or adult associated with Serious Fun. Confidential and sensitive information about employees, other parents/guardians, and/or children will not be shared with parents/guardians.

### **Enrollment and Admission**

Enrollment is contingent upon the completion of the registration materials, payment agreement and payment authorization, registration fee and tuition, recent medical record, individual health care plan (if applicable), Individual Educational Plan (“IEP”) (if applicable), and an online acknowledgement of understanding and/or signed receipt of Family Handbook.

Parents/guardians are required to notify Serious Fun immediately of any changes in any of the information that we have on file: i.e., home or work telephone numbers, cell phone numbers, emergency contacts, address, payment information, etc. All changes and/or additions to emergency/alternate pickup form must be made within your Serious Fun online profile, as well as your child’s on-site documentation to be dated and signed. Only custodial parents have the right to make changes or additions to the form.

The registration application is not meant to serve as a contract guaranteeing service for any duration. Continued enrollment at Serious Fun is contingent upon the parents’, guardians’, emergency contacts’, and the child’s adherence to Serious Fun’s policies and procedures as outlined in this handbook.

### **Right to Refuse Admission**

Serious Fun reserves the right to refuse admission to any child at any time with or without cause. Possible reasons for the refusal of admission include, but are not limited to:

- Team member deems the child too ill to attend.
- Domestic situations that present a safety risk to the child, team members, or other children enrolled at Serious Fun if the child were to be present at class.
- Abusive or dangerous behavior on the part of the parent/guardian or child during the program or on the school premises.

### **Parent/Guardians’ Right to Immediate Access**

Parents/guardians of children in our care are entitled to immediate access, without prior notice, to their children whenever they are in care at Serious Fun, as provided by the law.

In cases where a child is the subject of a court order (e.g., Custody Order, Restraining Order, Protection from Abuse Order) Serious Fun must be provided with a Certified Copy of the most recent order and all amendments. The orders of the court will be strictly followed unless the custodial parent/guardian requests a more liberal variation of the order in writing. In the case where both parents/guardians are afforded shared/joint custody by order of the court, both parent/guardians must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Serious Fun, both parents/guardians shall be afforded equal access to their child as stipulated by law. Serious Fun cannot, without a court order, limit the access of one parent/guardian

by request of the other parent/guardian, regardless of the reason. If a situation presents itself where one parent/guardian does not want the other parent/guardian to have access to their child, Serious Fun suggests that the parent/guardian keep the child out of classes until a court order is issued, since our rights to retain a child are secondary to the other parent/guardian's right to immediate access. Serious Fun will contact the local police should a conflict arise.

Visitors are allowed in the child care facility during Open Classes, Mid-Year, and End of Year Performances. All visitors must sign in and out on the Visitors Log. An employee of Serious Fun will accompany visitors at all times, throughout the facility.

## **Unscheduled Closings**

In the event of unscheduled closing, parents/guardians will be notified by email and through a service called Remind. Families will receive information from their Site Director or Site Supervisor regarding enrollment in Remind upon registration. In general, Serious Fun closes when the NYC Public Schools close, and follows the directives of the Chancellor regarding cancellation of school and/or after school activities.

## **Attendance**

If a child will not attend class on a particular day, parents/guardians are required to notify Serious Fun ahead of time by email, or by calling/texting the site cell number on the day of classes.

## **Missing Child Procedure**

If Serious Fun has not received prior notification of a child's absence from the program for an enrolled day and the child has not arrived within 10 minutes of their expected arrival time, Serious Fun team members will:

1. Contact the child's teacher, school office, and school transportation coordinator to determine if the family has made alternative plans.
2. Call the child's parent/guardian to confirm the whereabouts of the child.
3. If we still have not determined the whereabouts of the child, and the child normally travels by bus, Serious Fun will contact the bus company to have the child returned to Serious Fun.
4. If the whereabouts of the child are still undetermined, the Site Director or Site Supervisor will call 911 to report a missing child and will initiate a search of the school and immediate vicinity while ensuring proper supervision ratios for the other children in the program.
5. Steps 1-4 will take place in no longer than 20 minutes, so that all steps are completed within 30 minutes of the child's expected arrival time.

## **Reporting of Suspected Child Abuse and/or Neglect**

Under the Child Protective Services Act, child care workers are mandated reporters and are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Serious Fun are not required to discuss their feelings or suspicions with parents/guardians prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Service Act is designed to protect the welfare and best interest of all children.

As Child Abuse Mandated Reporters, any suspicious injury such as pattern bruising or injuries occurring on both sides of the body will be noted and reported. Serious Fun does not tolerate or in any manner condone an act of abuse or maltreatment by an employee, contract teaching artist, volunteer or any other person working for Serious Fun. A report of child abuse or maltreatment involving a child while in attendance at Serious Fun will result in the immediate dismissal of the employee, volunteer or other person who is the subject of the child abuse or maltreatment report and a full investigation of the report.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Children who exhibit behavior consistent with an abusive situation.

Voluntary reporters (for example, neighbors, relatives and concerned citizens) may also use a statewide, toll free number to make reports. If you suspect a child has been harmed or is at risk, please dial 1-800-342-3720, to report what you have seen or heard. If you are deaf or hard of hearing, call TDD/TTY at 1-800-638-5163 or have your Video Relay System provider call 1-800-342-3720.

## **HEALTH AND INFECTION CONTROL**

### **Medical Records**

Each child must have a medical record form completed by a licensed health care provider, in compliance with the New York State Office of Children and Family Services regulations. This includes a complete physical, age-appropriate immunizations, and lead screening test. This form must be uploaded to your Serious Fun Online Profile. Failure to provide Serious Fun with this medical form or to update expired medical forms later in the program year may make it necessary for Serious Fun to deny your child access to the program until the forms are updated.

Any child identified as having special health care needs must submit an [Individual Health Plan](#) prior to the child being in attendance at the program. Any child with a known allergy must also submit a written [Individual Allergy and Anaphylaxis Emergency Plan](#), which must be appended to the child's Individual Health Care Plan. Please note that Serious Fun cannot administer medication or manage, supervise, or be responsible for any medication or testing needs during the Serious Fun program, except for emergency allergy relief as described in [Medication Administration](#).

### **Individual Health Care Plans**

A parent/guardian must submit an Individual Health Care Plan for any child identified as having special health care needs prior to the child attending the program. The Individual Health Care Plan must provide all information needed to safely care for the child, and must be developed with a parent/guardian and the child's health care provider.

### **Individual Allergy and Anaphylaxis Emergency Plan**

Any child with a known allergy must have a written Individual Allergy and Anaphylaxis Emergency Plan attached to the Individual Health Care Plan. Serious Fun will work with the parent(s)/guardian(s) and the child's health care provider to develop written instructions outlining what the child is allergic to and the prevention strategies and steps that must be taken if the child is exposed to a known allergen or is showing symptoms of exposure. The Individual Allergy and Anaphylaxis Emergency Plan will be reviewed and updated at least annually or more frequently as needed.

### **Daily Health Checks**

Team members will conduct a daily well child health check when taking attendance at the beginning of each day's class. The team member will include in each child's health check log notes for each child of any visible scratches, bruising or other injuries, as well as note the child's overall demeanor if the child seems lethargic or otherwise "under the weather." Using age-appropriate language and demeanor, the team member will ask each child to explain as best they can the origin of any injuries, if known. For any minor injuries of unknown origin, the team member will interview the parent/guardian at pick up to either determine if the parent/guardian knows of the injury or to inform the parent/guardian of the minor injury. Any minor injuries that occur at the Serious Fun site will be noted in the child's health log and the parent/guardian will be informed at pick up. Daily health logs will be kept in a locked file with the children's confidential records.

Parent/guardians should let Serious Fun know of any serious injuries, especially those that might require activity adjustments for the child in class.

### **Well Child Health Policy**

Serious Fun will accommodate well children only. Parents/guardians should not bring a child to a Serious Fun class if the child seems "under the weather." Any student that arrives to the program that has had a fever or vomited during the school day will not be admitted to the program.

### **Well Child Exclusion Criteria**

Any child exhibiting the following exclusion criteria will not be permitted to attend class. We will contact the parents/guardians if the child becomes ill and will keep the child comfortable in a separate, quiet area until the

parent/guardian can arrive to take the child home. If the team member is unable to reach a parent/guardian, s/he will contact the individuals listed on the Authorization for Release of Child and Emergency Medical form submitted at the time of registration.

Children with the following symptoms may not attend class:

- **Temperature:** An axillary temperature of 100 degrees or more. The child must be fever free for at least 24 hours before returning to class.
- **Respiratory Infections/Severe Colds:** Respiratory infections, such as colds and bronchitis, are usually caused by viruses. A persistent “loose” cough and/or a runny nose is considered a severe cold. The parents/guardians will be directed not to bring the child to class until he or she is symptom free.
- **Vomiting or Diarrhea:** The child cannot return to class until at least 24 hours after vomiting or diarrhea has stopped.
- **Other Contagious Diseases:** The child must be symptom free or have verification from a health provider that he or she is no longer contagious. Communicable diseases include, but are not limited to: COVID-19, chicken pox, Coxsackie’s virus, German measles, haemophilus influenza, measles, meningococcus, mumps, strep throat, conjunctivitis, impetigo, tuberculosis, whooping cough, giardia lamblia, hepatitis A, salmonella, shigella, lice, and scabies.

Serious Fun reserves the right to require verification from a doctor that the child is not contagious before allowing him or her to return to the class. If the child has recently visited Serious Fun and becomes ill with a contagious disease, parents/guardians are required to inform Serious Fun so that we can notify other families whose children may have been exposed. Serious Fun will provide information regarding the type of communicable disease, symptoms, and precautionary measures that may be taken, in addition to information about when an infected child may return to class.

## Team Member Health Policy

All Serious Fun team members are required to submit proof of up-to-date vaccinations prior to beginning work with children.

Team members exhibiting any of the following criteria will not be allowed to come to work:

- **Temperature:** An axillary temperature of 100 degrees or more. Team members must be fever free for at least 24 hours before returning to class.
- **Respiratory Infections/Severe Colds:** Respiratory infections, such as colds and bronchitis, are usually caused by viruses. A persistent “loose” cough and/or a runny nose is considered a severe cold. Team members will not return to class until symptom free.
- **Vomiting or Diarrhea:** Team members cannot return to class until at least 24 hours after vomiting or diarrhea has stopped.
- **Other Contagious Diseases:** If the team member develops symptoms of a contagious disease, the team member is required to submit verification from a health provider that he or she is no longer contagious. Communicable diseases include, but are not limited to: COVID-19, chicken pox, Coxsackie’s virus, German measles, haemophilus influenza, measles, meningococcus, mumps, strep throat, conjunctivitis, impetigo, tuberculosis, whooping cough, giardia lamblia, hepatitis A, salmonella, shigella, lice, and scabies.

Serious Fun reserves the right to require verification from a doctor that the team member is not contagious before allowing him or her to return to work. If the team member has been working at Serious Fun and becomes ill with a contagious disease, Serious Fun will notify families whose children may have been exposed. Serious Fun will provide information regarding the type of communicable disease, symptoms, and precautionary measures that may be taken, in addition to information about when an infected team member may return to class.

## **Infection Control Procedure**

Prior to each day's program, team members will wipe down all table surfaces with disinfectant wipes. Team members must thoroughly wash their hands with soap and running water at the beginning of each day, when they are dirty, after toileting, after contact with any bodily secretion or fluid, and after coming in from outdoors.

Children will be instructed in personal hygiene practices, including coughing and sneezing into the elbow, as well as washing their hands with soap and running water at the beginning of each day, when they are dirty, after toileting, after contact with any bodily secretion or fluid, and after coming in from outdoors. Tissues, hand disinfectant and wipes will be available and accessible in all rooms.

## **Medication Administration**

Generally, Serious Fun will not administer medication to children. The only exceptions to this general rule are epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers.

No child is allowed to independently administer medications, with the exception of an inhaler for a child with asthma or other diagnosed respiratory condition, or an epinephrine auto injector for anaphylaxis. A school-aged child may carry and use these devices during the program hours if Serious Fun has received the following from the parent/guardian: written permission of such use by the child's health care provider, parent/guardian consent, and a completed [Individual Health Plan](#) for the child.

Parents/Guardians are responsible for providing Serious Fun with epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers labeled and the original package. Parents/guardians are required to update all New York State OCFS Medication Consent Forms, and provide all epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers as they expire, each registered year. These medications will be kept in a secure location by the Serious Fun Site Director or Site Supervisor. Medication will be returned to the parent or guardian when it is no longer required by the child or, with the permission of the parent or guardian, be properly disposed of by the program.

## **Written Medication Consent**

If a child may require the administration of an epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers, a Written Medication Consent Form will need to be completed and signed by a licensed provider and by the parent/guardian, and submitted to the Site Director or Site Supervisor. A separate form is required per each medication. Serious Fun will not administer epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers without having the completed New York State OCFS Medication Consent Form on file.

## **Injuries Requiring First Aid**

For injuries requiring first aid only, team members will administer first aid. The Site Director or Site Supervisor will inform the child's parent/guardian of the nature of the injury when the parent/guardian picks up the child at the end of class.

## **Medical Emergencies**

For injuries that require medical attention, Serious Fun will call the parent/guardian as soon as possible. If the parent/guardian cannot be reached, Serious Fun will call the emergency medical contact person specified on the Authorization for Release of Child Form and Emergency Medical Treatment Form. Team members will also continue to try to contact the parent/guardian. If the parent/guardian is not immediately reachable and the Site Director or Site Supervisor feels that medical attention is imperative, they will contact the child's physician, and the Site Director or Site Supervisor will accompany the child to a local hospital while the teachers stay at the site with the other children. An ambulance will be called to transport the child. The cost of any emergency medical treatment and related transportation for the child will be the parent's/guardian's responsibility. It is the Site Director or Site Supervisor's responsibility and discretion to call 911 for the child in the event of a medical emergency.



## **NUTRITION**

### **Food Preparation**

Serious Fun team members will not prepare or share personal food with children. A light snack will be offered each day of the program. To avoid possible emergency medical reactions, team members will not bring any nuts or nut products into the Serious Fun program area. We ask that all parents and guardians observe the same policy.

## **SUPERVISION OF CHILDREN**

### **Serious Fun Child Supervision Policy**

Team members are primarily responsible for maintaining the safety and security of the children while they are in the Serious Fun program. Team members must:

- Monitor daily attendance of each child upon arrival and note absentees and late arrivals,
- Document a daily health check of each child upon arrival,
- Be aware of and responsible for the ongoing activity of each child,
- Ensure that all children are within their range of vision and are near enough to respond when redirection or intervention strategies are needed, including during classes and transitions (e.g. moving from indoors to outdoors, room to room, and using bathrooms),
- Promote children's physical, intellectual, social, cultural, and emotional well-being,
- Monitor and document each child's departure time, and
- Ensure the child is picked up from the program by authorized individuals only.

### **Arrival Procedures**

Children enrolled in the full after school program may arrive any time after school dismissal; those children enrolled will be brought to Serious Fun by the classroom teacher or aide. If you, or another guardian, bring your child to the program, please make every effort to bring your child to the program or enrichment class on time, as lateness disrupts programming. Serious Fun is responsible for your child only after he or she has been signed into the program by a Serious Fun team member.

Once students are signed into Serious Fun and the team member has completed the [Daily Health Check](#), children will put away their outerwear and backpacks, and be escorted to the bathroom to wash their hands before a light snack.

Parents/guardians are asked to notify the Site Director or Site Supervisor of any special instructions or needs for the child's day. The parent/guardian should present the special instructions in written form: a letter, note, or email is sufficient. These special instructions include, but are not limited to: early pickup, health issues that need to be observed, or general issues that the child care providers should be aware of to best meet the needs of the child throughout the program.

### **Pickup/Dismissal**

Serious Fun will NOT release a child to any person who is not listed on the signed Authorization for Release of Child form. Please make sure to keep your list of authorized adults up to date within your online Serious Fun profile, as well as notifying the Serious Fun Site Director or Site Supervisor by email when the update is completed.

Children can be picked up at any time before 5:45 PM. If picking up your child before 5:45 PM, please anticipate a wait time of up to 15 minutes for your child to be brought to the dismissal area.

Please note that there is no bus service at the conclusion of the Serious Fun program. All children must be picked up and signed out at the end of the program.

### **Late Pickup**

Our program ends at 5:45 PM. Please make your travel plans to arrive no later than 5:45 PM. This will provide you surplus time that will enable you to accommodate unforeseen circumstances such as street traffic, interruptions in public transportation services, and departures from your routine. Late pickups after 6:00 PM incur a late fee of \$25 (twenty-five dollars).

The following policy applies to all late pickups:

- The first pick-up after 6:00 PM will incur a late fee of \$25 (twenty-five dollars) plus an additional \$25 (twenty-five dollars) for every 15 minutes after 6:15 PM, and a verbal warning will be given.
- The second pick-up after 6:00 PM will result in a late fee of \$25 (twenty-five dollars) plus an additional \$25 (twenty-five dollars) for every 15 minutes after 6:15 PM. Additionally, at the discretion of the Site Director or Site Supervisor, you may be asked to withdraw your child(ren) from the program.

Please note that the school building closes at 6:00 PM. For your child's safety, any child who has not been picked up by the time the school building closes may be accompanied to the nearest police precinct by the Site Director or Site Supervisor and another Serious Fun team member. A Serious Fun team member will stay at the precinct with the child.

## **BEHAVIOR MANAGEMENT**

### **Serious Fun Behavior Management Policy**

Serious Fun is committed to providing an environment where children feel safe, comfortable, and have a great time. Children and team members will be expected to treat each other with respect and dignity at all times. Behavior management policies shall be followed in order to protect the safety of all children and team members. Team members shall ensure that each child is provided with a positive model of acceptable behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviors. Serious Fun understands that children need to:

1. Know the rules of the program.
2. Know what happens if they choose to not follow the rules.
3. Understand their choices, talk about their feelings, and use their words.
4. Be encouraged to cooperate.
5. Learn from mistakes and be encouraged to try again.

Serious Fun believes the best behavior management policy is positive and proactive reinforcement, rather than punishment. We are mindful of two components that greatly impact student behavior: physical space and caregiver approach.

### **Physical Space**

Serious Fun approaches each learning space with the goal of encouraging positive behavior. In open play areas, we provide a variety of games and activities and help the children find something else to do when they get frustrated with an activity. In enrichment classes, children are given ample personal space to encourage full expression. In homework and story times, tables and chairs are slightly closer so that children have a physical sense of support.

### **Team Member Approach**

Serious Fun team members use even tones and clear instructions and refrain from agitated voices when speaking to children. Children are encouraged to get along with others and given gentle reminders when they do not. We use the child's name as much as we can, and praise them by name when they are modeling positive behavior. Gentle reminders start by calling the child by name, looking at him/her at eye level (so the child knows we are speaking to him/her) and saying,

- "Emma, sit in your chair." (Instead of, "Emma, if you stand in the chair you might fall and hurt yourself.")
- "Max, touch John's back gently." (Instead of, "Max, if you hit John hard on his back, that might hurt him.")

Serious Fun team members help children talk about their feelings and encourage children to use their words.

### **Challenging Behaviors**

Serious Fun believes that children's behavior is a form of communication, and we are conscious that a child exhibits challenging behavior because s/he is communicating a need that s/he has not learned an appropriate way to express. Many challenging behaviors happen during transitions, or when children are not engaged in an activity. We believe the best course of action is prevention. Serious Fun team members will provide advance notice of

transitions to allow children time to adjust and prepare. Children will be given simple, clear instructions of what behavior is expected. Activities will be varied and engaging. When situations occur which require intervention, team members will:

1. Address the child by name and make a clear statement of the expected behavior with a reference to past positive behavior, "Lilly, we're lining up now. Show me how you stood so still in Statues again!"
2. If at any time in the moment the child is too disruptive for instruction to continue, a team member will move the child from the group to another part of the room while determining an appropriate response. A team member will keep the child in view at all times, and at no time will a child be left alone.

In keeping with the Serious Fun policy for respect and dignity for team members and children, the following behavior on the part of the CHLD is considered unacceptable:

- Using language that threatens, humiliates, or frightens another child or team member.
- Physical handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching or hitting another child or team member.
- Any behavior that threatens his own and the safety of others in class, and/or the smooth operation of the program.

If a child is displaying persistent, unacceptable behavior, the Serious Fun team members will first work together to determine what the child is communicating and try to address the need.

We start by reviewing the circumstances surrounding the behavior: What is the child experiencing? What is the child's perspective on the situation? What, when, where, how, and with whom is the behavior occurring? What does the child achieve from the behavior?

1. Direct attention (even if it's negative) from the team member.
2. Release from an activity.

Once we determine what the child achieves from the behavior, we can determine if there is a course of positive action that would achieve the same result for the child.

If Serious Fun is not able to re-direct or re-engage the child and the child persistently engages in behavior that threatens his safety and the safety of others in class, and/or the smooth operation of the program; the parent/guardian will be called and asked to pick the child up from the program. If the problem persists, the Site Director will contact the child's parent/guardian and the parent/guardian will be informed that the measures have not worked and the child will have to be removed from the program.

In keeping with the Serious Fun policy of respect and dignity for team members and children, TEAM MEMBERS must adhere to the following policies:

- Methods of discipline or interaction which frighten, demean, or humiliate a child are strictly prohibited.
- No child shall be subjected to emotional abuse, which includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.
- No child shall be isolated a child in a closet, darkened area, or any are where the child cannot be seen and supervised by a team member.
- No child shall be denied food, rest, clothing or medical care as punishment for unacceptable behavior.
- No child shall be separated from the group as a means of behavior management, unless the child's behavior harms or is likely to result in harm to the child, others, or property, or is likely to disrupt group interaction. Any separation must be only for as long as is necessary for the child to regain enough self-control to rejoin the group. The child must be placed in an area where he or she is in view of, and can be supervised and supported by, a team member. Interaction between a team member and the child must take place immediately following the separation to guide the child towards appropriate group behavior.
- No child shall be subjected to corporal punishment. Corporal punishment means punishment inflicted directly on the body including, but not limited to, physical restraint, spanking, biting, shaking, slapping, twisting or squeezing; demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures; and compelling a child to eat or have in the child's mouth soap, foods, hot spices, or irritants.

- No child shall be subjected to physical restraint. Physical restraint is the act of using force to extremely limit a child's body movements for a lengthy period of time. It involves holding a child against his/her will and putting pressure on the child's chest and/or extremities in an effort to significantly restrict his/her movement, thereby making it extremely difficult for a child to move. It may also involve holding a child flat on the ground and restricting his/her body from movement.
- Physical intervention is permitted. Physical intervention is the act of using bodily contact as a short-term immediate response to prevent children from incurring substantial or serious injury to themselves or injuring others. It may involve: picking a child up and moving him or her away from danger or conflict, holding the child's hands or gently touching the body to direct their movement, rocking a child to soothe them, blocking a child's path when they are about to injure themselves or others or destroy property. This technique allows the child to regain self-control as quickly and safely as possible. A consultation with a child's parent/guardian is required if the child is not receptive to physical intervention.

## **SAFETY**

### **Evacuation Drills**

Serious Fun conducts monthly evacuation drills as required by the NY State Office of Children and Family Services. Parents/guardians, team members, and children will not be made aware of fire or emergency/evacuation drill dates or times, as this is the most effective way to assess the effectiveness of evacuation plans.

### **Shelter In Place Drills**

Shelter In Place drills must be conducted twice annually, as required by the NY State Office of Children and Family Services. Parents/guardians will be notified of Shelter in Place drills no later than two weeks prior to the completion of drill.

### **Emergency Closing & Pickups**

In the event of an emergency closing during the program, the Site Director or designated team member will inform the Serious Fun team that the program will be closing. At this time, any parent/guardian waiting to drop off their child will have to leave the premises with their child.

Serious Fun will first attempt to reach each child's parents/guardians to arrange for pickup by phone or text. Should the team member reach a parent/guardian, and the parent/guardian is unable to pick up the child, it is then the responsibility of the parent/guardian to arrange for their child to be picked up by an alternate on the emergency list. Should the team member be unable to reach a parent/guardian, the persons listed on the emergency contact form will be called until pickup arrangements can be made. Children must be picked up within 45 minutes of the telephone call.

If the children needed to relocate to an [Alternate Safe Location](#), Serious Fun will notify the parents/guardians or the emergency contact persons of the pickup location. It is important for parents/guardians and team members to work together, remain calm, and cooperate with the fire/emergency personnel and school administration during these important and critical situations.

### **Alternate Safe Location & Safety Plan**

Should the administration of Serious Fun or any emergency services personnel determine the school building to be too dangerous to be occupied, the team members and children will be taken to one of the Alternate Safe Locations on file in the Serious Fun Office. Once the children are assembled there, the team members will begin contacting parents/guardians or emergency contact persons for pickup.

A Safety Plan that includes the location of emergency shelters and further details of procedures in the case of emergency is kept on file in the Serious Fun office.

## **SERIOUS FUN FAMILY HANDBOOK ACKNOWLEDGEMENT**

Child Name(s): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

This Handbook reflects a general description of the policies, procedures, and rules followed by Serious Fun and supersedes any previous version. Serious Fun reserves the right to revise any part or all of the materials in this Handbook at any time.

By signing below, I indicate the following:

- I acknowledge that I have online access to this Handbook throughout the duration of my child's enrollment in Serious Fun.
- I understand that I may request a printed copy of this Handbook at any time during my child's enrollment in Serious Fun.
- I acknowledge receipt of this Handbook and understand and agree that it is a general information guide and is not to be construed as a contract or guarantee of continued service.
- I agree to adhere to all policies and procedures contained within this Handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_