



2025

PARENT HANDBOOK

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WELCOME!

We want to be the first to welcome you and your family to the Fun Factory Learning Center. Our team considers it a great honor for you to entrust your little one into our care. We are excited to have your child with us and will do everything possible to make his or her time here a memorable one.

Our learning center is under the umbrella of Life Church School which is an extension of Life Church of Kirksville. In 1987 almost 37 years ago, we as a church body envisioned a church facility that wasn't just opened on Sundays but throughout the whole week. Part of that vision included serving families in our church and in our community by serving their children. It is our desire to provide a loving, Godly center where we can train young children "in the way they should go." We consider it our mission to love the little ones well, help them develop, and teach them about Christ in all things.

Our staff consists of a team of individuals whose hearts align with this mission. Everyone who works at the Fun Factory believes that your child is a blessing from the Lord that should be handled as such. They pray for your children both in and out of the learning center and look for every opportunity to share the love of Jesus with them. Our staff is also dedicated to helping your child achieve their full potential through a curriculum that hits all the major areas of development. Your child matters to us and it is our hope that this would become evident to you through the care we provide.

We hope this handbook is a helpful tool for you, as it addresses our policies, fees, structure, and general protocol. Please read it thoroughly and ask us any questions that might arise as you look over it. If you do have additional questions, we would be more than happy to answer them in person!

On behalf of the Fun Factory family and the wider Life Church family, thank you for allowing us the privilege of serving you and caring for your children. If there is anything we can do to make this experience better, do not hesitate to reach out to us.

Thank you!

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Our Approach

The heart of the Fun Factory's care and instruction is expressed in Proverbs 22:6- "Train up a child in the way they should go and when they are old they will not depart from it."

Our mission is to serve our community by providing a safe, secure, Godly environment where we partner with parents in Biblical training and education of children through fun-filled learning experiences and a space where their imagination can grow as they learn about God and His Word

The purpose of the Fun Factory is to develop the whole child which includes academic, physical, emotional and spiritual development in a Christian environment. Our activities are based on principles of early childhood development and encourage self motivation and self discipline. We help children learn through their senses . Language , problem solving skills and motor-perceptual skills are important areas of focus. A basic understanding of God, the Bible and behaviors related to love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control are encouraged and integrated into all activities of the school.

We are committed to providing the very best in quality childcare. We do this by providing:

- a fun and loving environment in which children grow through the daily activities we do.
- play stations and creative learning designed to promote growth and positive learning experiences.
- a curriculum with added materials that covers all the major areas of development and prepares children through all their stages of growth.
- a childcare facility that is safe, comfortable, and appealing to young children.
- a staff that is well prepared, kind, gentle and that displays good character.
- an atmosphere that is loving and fun.

As an extension of Life Church of Kirksville, the Fun Factory learning center is founded on certain Christian tenets. For a full description of the tenets that Life Church of Kirksville affirms, please reference: <https://lifechurchkv.org/what-we-believe>

Enrollment

Admission

The Fun Factory only accepts applications for full-time enrollment at this time. No part time applications will be considered. The majority of enrollment openings occur in the fall. However, people occasionally make life changes that can result in an unanticipated opening for a child. As a result, we encourage you to join our waiting list as soon as you become interested in our program. Once an opening for enrollment occurs, families on the waiting list will be given priority along with siblings of current students.

Requirements for Admission:

- **Conference:** Parents must meet with the director for a pre-admission consultation
- **Forms:** All enrollment forms must be completed before the child will be accepted.
- **Medical Exam:** Preschoolers must have a medical examination report signed by a doctor or nurse practitioner. The examination report must have been completed no more than 1 year prior to admission.
- **Current Immunization Records:** Children are required to have complete, age-appropriate immunizations as required by law.
- **On-Boarding Period:** There is a four-week on-boarding period during which touch-points will happen between staff and parent(s)/guardian(s) to determine continued placement.

Non-Discrimination Policy

The Fun Factory does not discriminate on the basis of race, color, ethnic origin or faith in administration of its educational and admission policies. We are willing to serve students with special needs if the school is equipped to handle the child's needs. We are willing to be trained.

Schedule

The Fun Factory Daycare is open Monday through Friday from 6:30 a.m. - 5:30 p.m.

The Fun Factory Learning Center will be closed and no fees will be charged for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving & Black Friday
- December 24th -25th

When the holiday falls on a weekend, the Fun Factory will be closed either the Friday before or the following Monday. Parents will be notified in advance of what day will be

taken. At times other than these, the Fun Factory will be open Monday through Friday each week.

In the event of a closing due to an emergency situation or inclement weather, the Fun Factory will make announcements on the local radio stations (KTUF, KIRX, KRXL, KLTE) and the local TV Station (KTVO) in the early morning hours. Parents will not be charged for these types of closing.

Child Illness

Children with a contagious illness or fever of 100.4 degrees will be sent home. If a child is found to have a contagious illness, parents will be notified and will need to arrange for the child to be picked up immediately. The child should be picked up within 30 minutes of notification. Children cannot return to the Fun Factory for at least 24 hours and until they are symptom-free, fever free without the aid of medication or have a doctor's note stating that they are not contagious. The sick child will be isolated from the other children but will be with a daycare worker until a parent arrives. The daycare worker will give a child waiting to be picked up age appropriate fever reducing medication with the permission of a parent. **Please see Addendum 1 Re: Reportable Illness.

Symptoms that would qualify a child to be sent home from the Fun Factory include

- Temperature of 100.4 degrees or more
- 2 loose stools
- Vomiting 2 times
- Severe coughing or whooping
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Pink-eye, redness of eyelids lining, eye irritation, unusual discharge from eyes
- Severe sore throat or trouble swallowing
- Any infected skin patches, crusty, bright yellow, dry or gummy areas of skin
- Unusually dark, tea-colored urine
- Gray or white stools
- Headache and stiff neck
- Severe itching of the body or

Medication

If a child needs medicine during the hours he/she is at the preschool and daycare, the parent must fill out and sign a medication form and provide the medicine in the original container with the labels intact bearing the child's name. Medicines will never be in the child's possession.

Prescription medicine will only be given to the child for whom it is prescribed. Medication forms must be completed each week to administer medication. All medications must be taken home at the end of the prescribed treatment. In case of an emergency, the Fun Factory will call 911 and/or the doctor specified on the enrollment form. The parents will be notified immediately.

Continued Enrollment / Dismissal

We ask that all Fun Factory families who are intending to come back the following year, commit this intention in writing. This allows us time to plan transitions and vacancies accordingly. In the event that enrollment should be terminated by the learning center or by the parent, a two-week courtesy notice will be given by either party.

Sometimes it is in the best interest of a child or the other children to cancel an individual child's enrollment. Dismissal from the learning center can result from the following:

- Non-payment of tuition for two consecutive weeks with no set understanding of a payment plan with the Fun Factory director (waives the two-week dismissal courtesy notice)
- Required forms and health records are incomplete or are not kept current
- Handbook policies are not followed
- The child's behavior creates a threat to self or others
- Parent conduct threatens the safety and welfare of the children, staff, families or volunteers
- Arrival or pick up of the child after school consistently exceeds the scheduled 15-minute limit

Classroom Descriptions

0-1 Year Olds

This room says "welcome home, baby!" The nursery is designed with your baby in mind. It is a safe space for crawlers, cuddlers, swaddlers, and explorers alike. Additionally, the room incorporates shapes, ABCs, and colors appealing to your child. Learning is introduced through songs, reading, and engaging staff members. Every baby in our nursery is given the utmost care in a loving environment with teachers who love what they do.

- Items Families Should Provide: diapers and wipes, preferred milk (formula, breast milk, or whole milk), 3 extra changes of clothes, bedding, 2 bottles or 2 sippy cups, 2 pacifiers
- Items Fun Factory will provide: we will provide 2 snacks and a hot lunch when your infant makes the transition to solid foods, high chairs, bibs, swings and bedding.

2 and 3 year olds:

This room is designed to be a haven for young children. Play stations are set up throughout the room that include age-appropriate materials and are set up to be free-flowing. A goal of this classroom is to continually cultivate a love for learning and a growing understanding of how to interact with others.

This class has a structured learning time that lasts anywhere from 15-30 minutes each

day. During this time, children are introduced to a letter, number, color, and shape they will study that week. We also believe that creativity is important and will therefore have a weekly art activity. Our teachers and families will also work together to set children on the potty training track.

- Items Families Should Provide: Blanket and snuggly toy (crib sheet to cover the cot is optional), 2 changes of clothes, water bottle, backpack, jacket, waterplay attire during summer months
- Items Fun Factory will provide: lunch and snacks

4 and 5 year olds:

This class takes learning to the next level! Children will start to work more on gripping a pencil and go from scribbling to coloring. They learn their ABCs, becoming familiar with both the letters and the sounds, and additionally, they learn to recognize numbers and count up to 100. They also review shapes and colors. Children also learn to sit longer in their chairs, develop good manners, and to give more focused attention to their work.

- Items Families Should Provide: Blanket and snuggly toy (crib sheet to cover the cot is optional), 2 changes of clothes, water bottle, backpack, jacket, waterplay attire during summer months
- Items Fun Factory will provide: lunch and snacks

Staff to Child Ratios

Our learning center recognizes that children need care and attention. We strive to make sure that each age group receives this by following the recommended child and staff ratio.

0-23 month olds: 1 staff for every 4 children

2 year olds: 1 staff for every 8 children

3-5 year olds: 1 staff for every 10 children

Daily Communication

Communication between parents and staff is vital if we are to provide the best care for children. We want to talk to parents about their children and the care they are receiving. A convenient time to talk would be at drop-off in the morning or pick-up in the afternoon. If a longer conversation with fewer interruptions is needed, a meeting may be set up by making arrangements with the director.

The Fun Factory also uses the following forms of communication:

- The Factory Report will be sent home daily to provide a description of the child's day and any notable activities
- Accident Report will be sent home in the event of an accident
- Oops I Forgot will be sent as a gentle reminder if an item is needed for a child
- Medication Form will be filled out when the child is dropped off when a child has a prescription medication that needs to be administered through the day

Curriculum

Our curriculum incorporates all areas of development, assisting children in growing cognitively, emotionally, physically, socially and spiritually. We believe that much of learning happens organically and can overlap but we do strive to see development in the areas listed below:

- Cognitive Development: A major part of our preschool program includes language readiness, math readiness, science, and heritage (in history, music, cultural topics, community roles, etc).
- Emotional Development: It is important for children to begin learning emotional intelligence as well as emotional regulation. This extends into personal health as well as relational health. Therefore, we are committed to providing opportunities as they arise for children to learn more about their emotions, how to be safe and regulate their emotions, and how to safely interact with others.
- Social Development: We encourage the children to interact with adults and other children in both free play and structured learning time. The primary goals are for the children to make friends and to learn to treat others with kindness and consideration.
- Gross and Fine Motor Development: Activities are provided daily that promote development in both areas, including running, jumping, climbing, as well as scissor skills, handwriting, puzzles and peg boards.
- Character Development: We teach children that Jesus loves them, is always there with them, that He cares for them, that they can talk to Jesus in their prayers, and that they can serve Jesus. Children will learn the Bible through stories, verses, and songs during circle time in the morning. Christianity is a vital part of our daily lives and therefore will be taught within the context of daily activities. These teachings help reinforce qualities such as honesty, integrity, compassion, and a genuine love for others.

Lunches and Snacks

Lunch is intended to be a pleasant experience. Children learn to serve their friends, dish up their own food, and set the table. Our goal is that the children learn table manners and to take turns as the food is passed around the table. Snacks are a little more relaxed. Children eat a variety of healthy snacks. These are not intended to replace breakfast or dinner. The per-date rates also include lunches. A menu listing daily lunches and snacks will be posted on the information board. If a child requires a specialized diet, and our menu does not fit the necessary dietary requirements, appropriate food items will need to be supplied for each day's attendance.

Naps

Calm-down time is the period before naps when the kids go to the bathroom, get cots out, and often have story time. During naps music is played softly, and lights are dimmed.

Special activities

We love parties and birthdays. Parents are invited to provide party food and supplies for their child's birthday. Arrangements should be made ahead with the child's teachers. We will also celebrate holidays. Parents will be notified in advance of parties and special holiday festivities.

Policies

Dress Code

Children should be dressed in clothing that is loose enough and provides coverage of the body to allow free movement and safe play. Clothing should be mindful of the season and weather. Please send a light-weight sweatshirt to be kept at school for your child to slip on when he/she gets cold indoors.

Fall and Winter Clothing

- A lightweight jacket as the weather begins to cool down
- Warm coat, gloves, hat, and snow boots. (We will send a note home to announce a special snow play day.)

Spring and Summer Clothing

- Swimming suit, t-shirt, and towel

Shoes

No crocs, flip flops, open-toed, or open back shoes. (Velcro shoes are recommended). This is for safety and insurance reasons.

Personal Items

Each item of a child's personal property should be marked with your child's name (coats, book bags, lunch boxes, etc.). Cubbies and/or hooks are provided for all personal property items. However, necessary personal property is the responsibility of the child/family. Nonessential personal property, such as toys, electronics, etc., are not allowed at school.

Discipline

At the Fun Factory, we believe that many disciplinary situations can be prevented by reducing conditions that lead to irritability and by increasing pleasant and child-appealing activities. Some negative elements that often lead to discipline problems are tiredness, hunger, boredom, an abundance of 'don't touch' items, and loneliness. We attempt to minimize these factors. Meals and snacks are planned approximately every three hours. We prevent boredom by having a wide variety of age-appropriate activities available.

The Fun Factory is designed with the child in mind, and 'no-no' items are kept out of the child's reach and are not seen, so there is no temptation. The daycare has been furnished with child-sized furniture, toys, and learning stations to produce an effect of child's appeal and hands-on learning. If children do not think anyone is paying attention to them, they can feel alone even in a large group. Our staff is here to listen, interact, and play with the children and not just supervise them. Our commitment is that every child is genuinely cared for and not just taken care of.

Even when all of these things are done, situations requiring disciplinary intervention still arise. Many of these can be handled by a firm “no”. Sometimes it will be necessary for a child to take a “time out”. Time Out’s are sitting alone for an age appropriate amount of time, separate from the group’s activities to help the child think about why he/she is in timeout. As a teacher has a child take a time out they will gently explain the reason and then after a few minutes the teacher will lovingly talk with the child to help him/her change the behavior and rejoin the class.

The Fun Factory staff does not administer spankings or other physical punishments. If, after other disciplinary measures have been taken, a child continues to be willfully disobedient, parents will be contacted and asked to discipline their child personally. Willful disobedience would include things like spitting on a child or teacher, deliberate hurting of another child, and direct defiance toward a teacher.

The Fun Factory staff endeavors to provide a safe and wholesome environment for every child. If parents have any questions or concerns related to the disciplinary process they are welcome to set up a meeting with the director to further discuss this process.

Tuition & Fees

Tuition Cost

Registration fee: There is an annual registration fee of \$50 for each child.

Insurance fee: There is an annual insurance fee of \$10 for each child.

Childcare fee:

Up to 1 year old - \$225 per week, which is \$45 per day

1-2 year old - \$200 per week, which is \$40 per day

3-5 year old - \$175 per week, which is \$35 per day

Enrollment reserves a spot for your child Monday - Friday.

Late Pick-Up Fee

There is a late fee of \$20 per child for every fifteen minutes or portion thereof that a child is dropped off earlier than his/her scheduled arrival time and for children picked up later than his/her scheduled pick-up time. The only exception to this will be severe weather with road conditions that cause parents to be unavoidably late. If we are notified 24 hours in advance of tardiness on a certain day, the office may be able to make arrangements, and parents will only be charged according to the normal fee schedule instead of by the penalty rate.

Absences

If a child must be absent from the Fun Factory due to illness, appointments, vacations, etc., payment is still due for the days missed. Payments reserve children's slots at the daycare. Fees will be charged according to the enrollment time agreed upon at the time of admission.

Late payments

Please remember, full payment for the week is expected on Mondays. Failure to pay for services will result in a \$5 per day later fee. If your account is unpaid for more than 5 days, you may risk your child's immediate dismissal. Unpaid childcare fees tend to amass quickly and can cause financial strain as well as unnecessary stress in the family. We desire that none of our families will experience such a situation due to mounting childcare fees. We will endeavor to inform families quickly of any unpaid balances in order to avoid additional late fees and unnecessary confusion with billing.

Methods of payment

We accept payment on a weekly or monthly schedule. Weekly payments are due on Monday for the current week. Monthly payments are for the current month and are due on the first of each month. ACH payment has a processing fee of .30. Credit card payments are accepted with a 2.3% processing fee. You can do these payments online at <https://lifechurchkv.churchcenter.com/giving> and select Fun Factory as the option to pay. If you choose to do online payments, please note this means you will need to click to cover the processing fee. Cash and checks are accepted as well. There is a \$35.00 fee for a returned check. Payment will still be required with a further check or other method of payment. If other payment options are needed this can be discussed and considered during the admission process.

Withdrawal Policy

The Fun Factory requires a two-week notice of all withdrawals on a Fun Factory withdrawal form submitted to the Fun Factory director. Enrollment is considered continuous until written notice of withdrawal is given. Proper notification gives the staff ample time to finish the necessary details before a child's last day and gives the staff and child time to say goodbye.

Forms

All forms referenced in the handbook along with the handbook can be found on the website listed below:

<https://lifechurchkv.org/fun-factory-learning-center>

Addenda to the Fun Factory Handbook

Addendum 1 Reportable Illnesses

We comply with state regulations regarding the reporting of communicable illness. The illness must be reported to the Health Department and a parent of all children possibly exposed to the illness. Following is a list of the illnesses which are most likely to be seen at a daycare facility. This list is not exhaustive. You may see the full list of reportable illnesses, which include all contagious illnesses a child might have been exposed to in their home, at

<https://sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c20-20.020pdf>

Coronavirus (Covid, SARS-Cov2)
Influenza (A, B, Haemophilus)
Hepatitis (A, B, C)
HIV
Measles
Meningitis
Pertussis (Whooping cough, Croup)
Rubella
Staphylococcus
Streptococcus
Tuberculosis
Varicella (Chicken Pox)