



PARENT
HANDBOOK



Fort Funnigan is a state certified “camp” program designed for children ages 3-10. Our program offers children a chance to develop new skills, interests and friendships in Sunriver’s unique environment. Each program has a fun theme that depicts the activities and crafts that will be facilitated throughout the program. Some programs have additional costs due to the special activities that are affiliated with that program (see each day’s description).

Fort Funnigan is working with Destination Hotels & Resorts’ *Destination Earth* initiative to become more environmentally friendly. By making an effort to be more resourceful and incorporate more reusable materials in our daily creations, Fort Funnigan is doing its part to minimize Sunriver Resort’s footprint on our changing environment.

Age Group Designation:

Preschool-age child means a child who is 36 months (3yrs) of age to currently enrolled in kindergarten and during the months of summer vacation from school, eligible to be enrolled in the first grade of the next school year. *We cannot accept a child who is not exactly 3 yrs old. All children must be fully potty trained, we are unable to accommodate children in diapers or pull-ups.*

School-age child means a child that is currently enrolled in first grade up to 10 yrs old. Children who are transitioning from kindergarten to first grade during the summer months still fall under the preschool age group designation for our program.

Special Needs Children

If your child “requires a level of care over and above the norm for his/her age due to physical, developmental, behavioral, mental or medical disability” please make that known at the time of reservation. We welcome the opportunity to discuss a plan for your child’s needs that will allow us to include as many aspects of the program as possible.

Registration/Cancellation Policy:

Pre-registration is required through the Sunriver Resort Concierge, (541) 593-4609. We recommend at least one week in advance as space is limited and some sessions are very busy. Meet at the Fort Funnigan Facility, located next to the Sunriver Resort Bike Shop.

Cancellations for reservations must be made 48 hours prior to registered start time of the program or full program fee will be charged.

Programs are subject to cancellation if no prior reservations are received.

Parents will be required to fill out waivers for **each** child. Please make sure you bring emergency contact information and that you are prepared to place in writing the name of anyone who will have permission to pick up your child other than yourself. A driver’s license will be required for any individual visiting or picking up their child(ren) at Fort Funnigan.

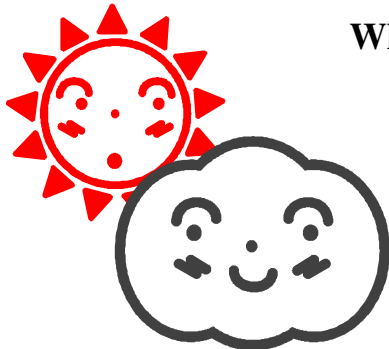
Other Important Policies/Procedures

We prefer that the child is dropped off at the beginning of the program, as that is when we do our introductions and it is distracting to the group to have children join at different times. However, with advance notice we can make arrangements. Please call (541) 593-3722.

Let us know if you will pick-up your child(ren) earlier than the program ending time to ensure that the group will be back from any scheduled field trips. Children cannot be picked up from field trip locations, so please plan accordingly.

With advance notice in special circumstances, we are usually able to make arrangements for a child to be dropped off earlier or stay later than the planned program, with an additional \$20/per hour per child cost. Arrangements **must** be pre-approved by the Fort Funnigan Director at (541) 593-3722. ***If not pre-approved, a fee of \$15/per child will be charged if parents are more than 15 minutes late. Thereafter, an additional \$5 will be charged for every 5 minutes the parent is late.***

All children enrolled in the all day (9am-4pm) program will be required to have a 20-minute rest period following lunch. Children will each have a mat and a movie will be shown during that time.



What to Bring to Each Program

Most Important: Please make sure to review the description of the program that your child will be attending. The description will tell you what activities your child will be participating in throughout the day. Make sure to note field trips as you may be required to bring a bike for the school-age children or a car seat for preschool age children.

We are very active in all of our programs and recommend clothing that allows the children to move comfortably and participate in all the scheduled activities (*dresses and slip-on shoes are strongly discouraged*). We will always do our best to protect the children's clothes, but Fort Funnigan is not responsible for replacing clothing items that may get ruined from the activities or crafts done throughout the program.

Take into consideration that our mornings and evenings are cool even in the summer, so a jacket or sweater is always a good idea. In the winter, please be sure to bring a coat, hat and gloves, as we will go outside for periods of time daily. On days that the children go to the pool, please make sure to bring a swimsuit, towel and sunscreen. Fort Funnigan will provide sunscreen and apply to the children prior to leaving and throughout the day. You are welcome to provide your own sunscreen for your child(ren).



Please do not send electronic games or other toys that may be broken or lost. You are welcome to send your child's favorite stuffed animal or blanket for them to have for the rest period that follows lunch.

Childcare Ratios



Post Labor Day to Mid-June

Program will be offered with the Preschool-age and School-age groups combined. If the program has more than 20 children enrolled; the children will be separated into their specific age group designation.

Ratio: 1 teacher to up to 7 children

Mid-June to Labor Day

Preschool Age Group Ratio: 1 teacher to up to 7 children*

School-Age Group Ratio: 1 teacher to up to 8 children*

**Oregon Child Care Division ratios are 1:10 for preschool age children and 1:15 for school age children.*

Swimming Pool Ratios

See Field Trip Section for pool designation by age and swim ability.

Preschool Age Group Ratio: 1 teacher to 7 children*

School-age Group Ratio: 1 teacher to 8 children*

**Oregon Child Care Division ratios are 1:8 for preschool age children in a pool less than 24" deep and 1:15 for school age children with beginning swim skills in a pool that is 24"-48" deep.*



Staff Qualifications

Our goal is to send your child home with wonderful memories that they won't soon forget. We want our parents to feel assured that they have left their child(ren) in a safe and fun environment.

Our Fort Funnigan staff is unique in the experiences that they bring to our program, not to mention they are friendly, interactive, and energetic. The staff has backgrounds in early childhood development, elementary education, YMCA programs, Parks and Recreation Department camps and other child-related areas. They are given specific training for the programs and activities that they are facilitating. The staff is also encouraged to incorporate their own creative ideas and games into the programs that in turn give each child a memorable experience every time they come back.

Specific Qualifications:

Current Child CPR Certification

Current First Aid Certification

Food Handlers License

Oregon Criminal History Registry (background check)

Guidance and Discipline Policy

It is very important to us that our programs offer a fun but safe environment for everyone in the program. We discuss acceptable behavior as a group at the beginning of every program and ask the children to be “accountable” to those behaviors. Below are some examples:

- Respecting each other
- Being patient
- Keeping your hands to yourself
- No pushing or shoving
- Good Sportsmanship
- Staying together as a group
- Treating nature with respect
- Listening and not interrupting when someone is giving instructions

Most children respond well to our “accountability chart”. If disruptive behavior does occur we will review acceptable behavior and give positive re-direction. If the behavior persists or is deemed dangerous to other children then you will be asked to pick-up your child immediately. Disruptive behavior is a distraction to everyone and can prevent us from successfully participating in activities. We appreciate your assistance by reinforcing acceptable behavior with your child(ren).

Child Abuse and Neglect Policy

Our staff has all received training in recognizing child abuse and neglect. They are required by law to report to the Department of Human Services any “reasonable suspicion” of child abuse and neglect. Oregon recognizes the following types of abuse:

- * Physical Injury
- * Neglect
- * Sexual Abuse and/or Exploitation
- * Threat of Harm
- * Mental Injury
- * Child Selling

Meals



All meals served at Fort Funnigan are catered from one of Sunriver Resort's culinary outlets and all snack items are individually packaged. Milk and 100% apple juice is offered at all snacks and meals. Water is freely available to children throughout the program.

9am-4pm (All Day) Program

Mid-morning snack served at 10:30am

Lunch served at 12pm

Afternoon snack served at 3pm

9am-12pm (Half Day) Program*

Mid-morning snack served at 10:30am

**Note: lunch is not provided as part of half-day programs*

1pm-4pm (Half Day) Program*

Afternoon snack served at 3pm

**Note: lunch is not provided as part of half-day programs*

5pm-9pm Program

Dinner served at 5:30pm

6pm-9pm Program

Evening snack served at 7:30pm




Snack will consist of items such as cheese, crackers, milk and fruit juice. Snack items may vary daily. Lunch consists of a sandwich (PB&J, turkey, ham or cheese choice), applesauce, carrot sticks, string cheese, cookie, milk and fruit juice. Dinner consists of cheese pizza, fruit cup or fresh fruit, carrot sticks, cookie, milk and fruit juice.

We are aware that many children have allergies to nuts and dairy products. We take extra precautions with placement of children during meals and clean-up when children with these types of allergies are participating in our program.

Field Trips

Most of our programs are designed to include at least one field trip or outing that will take them away from the Fort Funnigan building. We feel that we have an environment around us that offers exciting and safe excursions that make our programs unique.

 *Nature Walks and Scavenger Hunts*-We often will take the kids on a nature walk around the Sunriver Resort “core”, which includes the bike paths, lawns and trails around the Great Hall Complex and Lodge. We have rules and procedures in place and we discuss them with the children to keep the kids safe during these outings.

Swimming Pool Visits- Swimming is an important aspect of our programs as summer days can be hot and the children love going to the pool. However, we feel in order to keep the children safe at the South Pool, which can be very crowded in the summer, we need to have restrictions in place to maximize fun and safety.

Pool Visit Rules/Procedures:

- 1.) All non-swimming school-age children and all Pre-school aged children will remain in the designated “wading pool”.
- 2.) School-age children that can demonstrate swimming ability will be kept near the shallow end of the big pool (which has stairs and a small slide and a lifeguard stand).
- 3.) Children will not be allowed to utilize the big slide on the deep end of the pool.
- 4.) One staff member will remain out of the water at each pool location to monitor the children in the water at all times. (There are also lifeguards on duty at all times. The number of guards will vary based on the number of occupants in the pool.)



Sunriver Stables- There are two programs that include visits to the stables. When the children go for pony and trail rides there are specific age restrictions for each activity. Children 6yrs and under will be allowed to ride a pony and children 7yrs and older will be permitted to take a trail ride. Children are not required to participate in this activity, but will still go to the Stables with the entire group. The pre-school group will be transported in a van and the school age group will ride bikes. All children in the evening program will be transported in a van to Sunriver Stables for the evening hay wagon ride. Both age groups will participate in the hay wagon ride together. *Please see the “Transportation” section for specific details about our policy for bike riding and van transportation with your child.*

High Desert Museum- This is one of two off property field trips. The High Desert Museum is located 10 miles north of Sunriver just off Highway 97. The Museum features exhibits, wildlife and living history highlighting the unique high desert surroundings. *Please see the “Transportation” section for specific details about our policy for transporting your child.*



Sunriver Marina- The school age group will bike to the Sunriver Marina to paddle in the lagoon. Each child will be required to wear a life jacket at all times. The Fort Funnigan staff will teach basic canoe safety and paddling strokes to the children prior to loading the children in canoes. The staff accompanies the children on the water and spends time practicing strokes and if skill level permits, they will also play relay activities. In addition, there is a marina staff person on the dock that is also prepared to assist as needed. *Please see the “Transportation” section for specific details about our policy for bike riding with your child.*



Fall River Fish Hatchery- This is one of two off property field trips. The Fall River Fish Hatchery is located on the Fall River 15 miles away on the Cascade Loop Highway. The fish hatchery offers an educational component as well as the opportunity to feed the fish which; is a highlight for many of the children. *Please see the “Transportation” section for specific details about our policy for transporting your child.*

Transportation



Bike Riding- Children in the school age group will ride bikes on pre-designated days. Children must be able to ride a bike efficiently on their own, without the use of training wheels. Trail-along bikes will not be used as it prevents the staff from being able to properly supervise the children while pedaling. Children that are not able to ride a bike will be transported to the destination via a Fort Funnigan van. **Bikes rentals are not part of the Fort Funnigan program fees, but bikes may be rented at the Sunriver Resort Bike Shop located next to Fort Funnigan. All children under the age of 16yrs are required to wear a helmet.*

*Van Transportation-*Many of our programs have field trips that require van transportation for the children. All children that are 8 yrs and under or are under 4’9” regardless of weight, must have a proper car seat provided to Fort Funnigan for use during the field trip. Read below for the law that pertains to your child.

Oregon Child Car Seat Law:

- a) A person who is under four years of age and weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055 for child safety systems designed for children weighing 40 pounds or less;
- b) A person who weighs over 40 pounds must be properly secured in a booster seat until they are age 8 **OR** 4’9” in height; or
- c) A person who is age 8 or older **OR** are taller than 4’9” must ride properly secured with the safety belt system.

**These are amendments of ORS 811.210 and 811.215 were effective July 1, 2007.*

Contact ACTS Oregon Child Safety Seat Resource Center for information on Oregon law or answers to child passenger safety questions:
503-643-5620 or 800-772-1315.

Health Policy

Your child's well-being is important to us as is the well being of all the other children and staff in our facility. Fort Funnigan is a very active program and is designed to care for healthy children. Please read the guidelines below for assessing your child's ability to participate in our program.

It's extremely important that you make us aware of any allergies or health conditions that your child(ren) may have or medications that your child(ren) may be taking.

Symptoms that will prevent participation in Fort Funnigan:

- ❖ Fever over 100 degrees or lethargic look/feel
- ❖ Runny nose or eyes that have a green or yellow color discharge
- ❖ Diarrhea, vomiting and/or nausea
- ❖ Coughing, sneezing, wheezing or difficulty breathing
- ❖ Measles, mumps, rubella, chicken pox, strep throat, staph or impetigo
- ❖ Contagious rash, infection, skin or eye lesions
- ❖ Complaints of severe pain anywhere on the body (internal or external)
- ❖ Stiff neck and headache with one or more symptoms listed above

Symptoms that will require you to pick-up your child from Fort Funnigan:

If any of the above symptoms are experienced while the child is at our facility he/she will be isolated from the other children and you will be asked to pick up your child immediately.

In addition, if we come across other symptoms that are of concern such as, pulling at ears, serious headache, foul odor or strange color to feces or urine, itching, soar throat or unusual eating or drinking behaviors, we will ask that you pick up your child from the program.

In case of severe symptoms, immediate medical attention will be given. Based on the severity of the medical situation, your child will either be driven to the High Desert Family Medical Center in Sunriver or the Sunriver Paramedics will be called to transport to St. Charles Medical Center in Bend. You will be notified immediately and arrangements of where to meet will be made.

High Desert Medical Center
57057 Beaver Drive
(541) 593-5400

St. Charles Medical Center
2500 NE Neff Road
(541) 382-4321

We do not dispense over the counter medicines. If a child needs to take a prescription medication while in our care, a permission form must be filled out and the medication must be in the original bottle with the doctor's prescribed instructions.

Our staff will not administer any needle related medications, such as epinephrine or diabetic injections unless a child becomes physically unable. Your child must be sufficiently trained to administer these types of injections in case of need or an emergency situation.

Evacuation Plan

Sunriver Resort's evacuation procedures are closely tied to the community of Sunriver's plan that is facilitated by the Sunriver Police Department. There is an emergency alert system in place and a siren will signal the initiation of an emergency evacuation situation. There are various levels of evacuation and we will notify you when we are certain of when and where our evacuation will take place. When advance notice to you is not feasible, your child will be kept in the care of the Fort Funnigan staff.

There are several types of evacuations that may occur:

1. Fort Funnigan facility evacuation
2. Field Trip evacuation
3. Property evacuation

In all cases, identification will be required to pick up your child(ren) from the evacuation location. If you are unsure of where your child has been taken, please call (541) 593-1000 for the Sunriver Resort Operator.

Fort Funnigan Facility Evacuation: Children will exit the building through the nearest emergency exit point and all children will be brought to the Sunriver Bike Barn, located down the path from the Fort Funnigan facility. In extreme danger the children will be moved to the Sunriver Resort Lodge. *You will meet your child at either the Bike Barn or the Sunriver Resort Lodge.*

Field Trip Evacuation: Children that are on a field trip at the time of an evacuation will remain with the Fort Funnigan staff and be evacuated in accordance to the Police Department's directive. Children that are on bikes will be picked up as soon as possible in Sunriver Resort Company vehicles. Predetermined evacuation meeting locations are listed below.

Property Evacuation: In accordance to the directive from the Sunriver Police Department, we will transport the children in Sunriver Resort Company vehicles. Evacuation sites may vary based on the nature and location of the emergency situation. The Sunriver Police Department will ultimately direct the evacuation process. Predetermined evacuation meeting locations are listed below.

Evacuation Meeting Locations:

1. If we are directed to the North end of the Sunriver, we will meet at the Woodlands Golf Course Pro Shop.
2. If directed North out of Sunriver then we will meet at the Lava Lands Visitors Center.
3. If we are directed to the South end of Sunriver, we will return to the Fort Funnigan Facility.
4. If directed out of Sunriver through the Southeast exit, we will meet at the Three Rivers Elementary School located in the Business Park just outside Sunriver.

We thank you for choosing to visit Sunriver Resort and allowing your child to join us at Fort Funnigan.

Below are a few more important details that you should know.

State of Oregon Child Care Division- If you have a concern regarding the quality of care or safety of any child in our program please contact Amy Adams at (541) 548-8196, ext. 322. For general comments or suggestions about our program please contact our childcare director, Emily Savko at (541) 593-3757.

As a parent, you have a right to visit or observe your child at the Fort Funnigan Facility anytime while your child is enrolled in one of our programs. You will be required to show proper identification prior to being admitted to the childcare area. The only individuals permitted in the childcare area during operating hours are parents, staff that is currently registered with the Oregon Criminal History Registry (background check), County Sanitarian, County Fire Marshall and the Child Care Division.



P.O. Box 3609, Sunriver, Oregon 97707
541-593-1000