

# welcome



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## Your South Hadley Family Center

### A cooperative playgroup where caregivers meet and young children play:

Welcome to the South Hadley Family Center. We are so glad that you have visited our play and learn group. The Family Center is a place where you and your child can play and meet others in your community and where we all receive support and affirmation in our roles as parents, grandparents and caregivers of all kinds.

The Family Center is a cooperative playgroup. We count on all visitors to participate in the upkeep and running of the Center. At every playgroup there is a clean up time. At this time please encourage your child to put away the toy that they are currently playing with. Then parent and child should spend a few moments helping to put the remaining Center toys away.

Beyond the general day-to-day upkeep of the

Center, parents can support the Center and its mission by lending their talents, skills and energy. Please feel free to share your comments, ideas and suggestions with the coordinator or any member of the Parent Advisory Council (PAC.)

Each month the PAC, a governing volunteer team of parents/caregivers, meets to plan programs and discuss ways to make the SHFC the best it can be. Consider joining the PAC and letting your voice be heard. Another aspect of the PAC is our committees. You do not have to be a member of PAC to join a committee. Ask the Coordinator or PAC members more about them.

We are a non-profit organization not affiliated with any religious organization. We receive funding from the Massachusetts Department of Early Education and Care through a grant administered by the Collaborative for Educational Services, as well as generous community support. Any donation you can make is needed and will be appreciated.

The registration information you provide when you check-in is used for our grant applications and you have the option of giving your email address to receive our monthly newsletters and updates or reminders of fun activities that are going on.

Sincerely, Jen Fernandes, PAC President 2013

**"The Center is such a wonderful resource in our community - for both me and my children!"**

*Sonya, Fiona and Jimmy's Mom*



### OUR MISSION

The mission of the South Hadley Family Center is to provide a safe, nurturing, fun and welcoming learning environment for children age 5 and under and their caregivers. We fulfill this mission through weekly playgroups as well as by sponsoring speakers, discussion groups, social events and facilitating sharing of resources.



Open Monday-Thursday  
9:30a -11:30a  
September - June

*We follow the South Hadley Schools' calendar. The Center is closed if they are closed or delayed.*



**RESTROOMS? DIAPERS?**

For sanitation reasons please do not change your child in the play rooms. Bathrooms are located in the main hallway entry area. There are changing tables and diaper pails in the Men's & Women's - and step stools too!

**DAILY & SPECIAL ACTIVITIES? BABIES?**

Each day there is a craft planned and a closing circle with songs. The calendar on the wall offers a look ahead to special activities and upcoming field trips. While babies are always welcome - they are especially encouraged to visit on Tuesday mornings when there is a First Year play group scheduled. (And yes, the Center is breast feeding friendly!) Everyone is encouraged to come and go as your schedule allows!

**WHAT DO WE DO WITH DIRTY TOYS?**

Closing circle with songs is held each day at 11:15 am - everyone is welcome to participate! Everyone is also asked to participate in cleaning up - whenever they depart. There is a sweeper and bleach wipes are available, as well as a Dirty Toy Bin for items that need to be cleaned before "returning to service."

**Frequently Asked Questions**

**WHERE ARE YOU LOCATED? PARKING?**

The Family Center is located in the lower level of the All Saints Episcopal Church at 7 Woodbridge Street (Rt. 116). The church is located across the street from the post office in South Hadley Center. Limited parking is available in the lot behind the church; however, there is plenty of free parking along Woodbridge Street. The Center entrance is off the parking lot on the lower rear level of the church building.

**HOW DO WE CHECK-IN?**

During your first visit we'll ask you to complete a registration form for our records. After that there is a sign-in sheet by the door. Please sign in each time you visit - this information is used to support our grant funding. Your email will be added to the newsletter list. Name tags are available too! Please be sure to keep ALL hallway doors closed as you arrive/ depart for the safety of our children! To protect the carpets, please leave your stroller outside the building.

**IS THERE A FEE?**

No. All are welcome and no one will be turned away if they are unable to make a donation. However the Center is a non-profit organization and a \$2-5 donation is suggested per visit. Monthly or annual memberships are available - see the Coordinator for more information! You may also make in-kind donations for items we frequently use - for example tissues, paper towels, clorox wipes, or craft supplies... please see the Wish Bowl for more ideas!

**CAN WE BRING A SNACK?**

Yes, please feel free to bring your own healthy snack & beverage to eat in our designated snack area. Please note - in an effort to limit the risk for children with allergies, we are a NUT-FREE zone!

**WHERE CAN I FIND OUT ABOUT UPCOMING EVENTS? LOCAL RESOURCES?**

When you first enter there is a bulletin board with a calendar, upcoming event information, and Center announcements. We also have a small resource lending library.

**Policies to Note**

**Health**

The South Hadley Family Center is committed to providing a clean and healthy atmosphere for young children and their families. We ask that you please read the following guidelines and help keep the Center an enjoyable, healthy place for us all.

*You should not attend if:* anyone has had any fever, vomiting or diarrhea in the last 24 hours, anyone has an uncontrolled or continuous cough, or a large amount of nasal drainage.

*Specific Condition Guidelines:* Head lice - must be nit and lice free to be able to visit the Center. Strep throat - must have been on antibiotics for 24 hours before visiting the Center. Chicken pox - all lesions must be dried and scabbed over before attending (approx. 5-7 days) Conjunctivitis - must be treated for 24 hours before coming to the Center. Impetigo - must be treated for 24 hours before coming to the Center.

If there is any doubt about whether a person is contagious, please consult a physician.

Please note - we are NUT-FREE!

**Behavior**

Each parent or caregiver is responsible for the well-being and appropriate behavior of their child(ren). In the event of continuous unsafe behavior (biting, hitting, etc.), the Family Center reserves the right for the Coordinator to request that the family in question leave the Center for the day. The Family Center Coordinator and Advisory Board are not responsible for injuries or accidents that may occur while children are at the Center.

If an injury should happen please see the Coordinator to complete an accident report.

**Non-Discrimination Policy**

The South Hadley Family Center will be inclusive to all the families of young children that reside in the service area. The Center will not discriminate on the basis of color, race, national origin, religion, sex, disability, sexual orientation, political beliefs, or marital, family, or economic status.

**We want to hear from you!**  
Amy Beaulieu, Center Coordinator  
Jen Fernandes, PAC President

We welcome your suggestions and hope you will want to become involved. Let's talk soon about ways you can help out that would fit your schedule, skills, & interests!

