



Family Handbook

Just 4 Kids Preschool - Hesperia



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| POLICY: | ENROLLMENT |
| POLICY NO.: | 1.0 |
| EFFECTIVE DATE: | September 01, 2020 |

Enrollment at JUST 4 KIDS PRESCHOOL is open to children from 3 years old to 12 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability

Parents can apply for enrollment of their child at JUST 4 KIDS PRESCHOOL by completing the Enrollment Application and paying the Enrollment Fee. The Enrollment Fee is non-refundable and cannot be applied to tuition payment.

Initial enrollment is contingent upon receipt of the completed enrollment application packet, signed fee agreement (Financial Agreement), enrollment fee, deposit, immunization records and signed Parent Handbook acknowledgement.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

JUST 4 KIDS PRESCHOOL reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at JUST 4 KIDS PRESCHOOL is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of JUST 4 KIDS PRESCHOOL as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify JUST 4 KIDS PRESCHOOL immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.





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| POLICY: | TUITION |
| POLICY NO.: | 2.0 |
| EFFECTIVE DATE: | September 01, 2020 |

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child at JUST 4 KIDS PRESCHOOL. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$2.00 per page copying fee will be charged accordingly.

JUST 4 KIDS PRESCHOOL requires all families to set up Auto Pay billing via our childcare management app, BrightWheel. This will allow an automatic deduction from checking, savings, or a credit / debit card on file. This service will allow us to process our payments quickly and is a safe, secure, and convenient payment option. Parents will be asked to complete a BrightWheel Auto Pay application for automatic withdrawal of funds from your checking or credit card account at the time of registration.

Tuition does not include fees for field trips and extracurricular activities.

LATE TUITION PAYMENTS

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at JUST 4 KIDS PRESCHOOL, however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director and / or Front Office Manager immediately. If alternative arrangements for payment are approved, you will be notified by the Front Office Manager.

Tuition is due on the first day of attendance each week. If not received by 6:30PM on that first day of attendance a late fee of \$20.00 will be added to your account. If





we still do not receive a payment by closing of the second day, your child will not be allowed to return to school until the full week's tuition and late fee are paid. Every new parent will sign a financial agreement when they enroll. This policy will state the number of hours, times, and days the child will be attending. Once your child's times have been scheduled and approved, the office must approve any deviations from that schedule. If the office does not approve the change, you may be liable for extra fees. If [VAN1] you wish to change your child's schedule, you must let the office know in writing as soon as possible. Changes are subject to classroom availability

JUST 4 KIDS PRESCHOOL does accept childcare subsidies.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at JUST 4 KIDS PRESCHOOL. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies. Parents of subsidized children are also responsible to pay the difference in tuition payment not covered by the financial assistance and / or tuition and other charges that accrue prior to receiving the financial assistance.

JUST 4 KIDS PRESCHOOL offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 5% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

JUST 4 KIDS PRESCHOOL also offers a 10% discount for active military, police, and firefighters.





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| POLICY: | CONFIDENTIALITY |
| POLICY NO.: | 3.0 |
| EFFECTIVE DATE: | September 01, 2020 |

Within JUST 4 KIDS PRESCHOOL, confidential and sensitive information will only be shared with employees of JUST 4 KIDS PRESCHOOL who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as JUST 4 KIDS PRESCHOOL strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with JUST 4 KIDS PRESCHOOL.

Outside of JUST 4 KIDS PRESCHOOL, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of JUST 4 KIDS PRESCHOOL, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e., biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of JUST 4 KIDS PRESCHOOL are strictly prohibited from discussing anything about another child with you.



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| POLICY: | MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND / OR NEGLECT |
| POLICY NO.: | 4.0 |
| EFFECTIVE DATE: | September 01, 2020 |

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of JUST 4 KIDS PRESCHOOL are considered mandated reporters, under this law. The employees of JUST 4 KIDS PRESCHOOL are not required to discuss their suspicions with parents 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 at JUST 4 KIDS PRESCHOOL take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of JUST 4 KIDS PRESCHOOL cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

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
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time





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- Failure to attend to the special needs of a disabled child
 - Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
 - Children who exhibit behavior consistent with an abusive situation



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| POLICY: | PARENT CODE OF CONDUCT |
| POLICY NO.: | 5.0 |
| EFFECTIVE DATE: | September 01, 2020 |

JUST 4 KIDS PRESCHOOL requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of JUST 4 KIDS PRESCHOOL is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of JUST 4 KIDS PRESCHOOL but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH JUST 4 KIDS PRESCHOOL:

Threats of any kind will not be tolerated. In today's society JUST 4 KIDS PRESCHOOL cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.





PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT JUST 4 KIDS PRESCHOOL:

While JUST 4 KIDS PRESCHOOL does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

SMOKING:

For the health of all JUST 4 KIDS PRESCHOOL employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of JUST 4 KIDS





PRESCHOOL. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of JUST 4 KIDS

PRESCHOOL. Please be particularly mindful of JUST 4 KIDS PRESCHOOL entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF JUST 4 KIDS PRESCHOOL:

While it is understood that parents will not always agree with the employees of JUST 4 KIDS PRESCHOOL or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

VIOLATIONS OF THE CONFIDENTIALITY POLICY:

JUST 4 KIDS PRESCHOOL takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with JUST 4 KIDS PRESCHOOL. Any parent who shares any information considered to be confidential, pressures employees or





other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.



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| POLICY: | PARENT'S RIGHT TO IMMEDIATE ACCESS |
| POLICY NO.: | 6.0 |
| EFFECTIVE DATE: | September 01, 2020 |

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at JUST 4 KIDS PRESCHOOL, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) JUST 4 KIDS PRESCHOOL must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with JUST 4 KIDS PRESCHOOL, both parents shall be afforded equal access to their child as stipulated by law. JUST 4 KIDS PRESCHOOL cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, JUST 4 KIDS PRESCHOOL suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. JUST 4 KIDS PRESCHOOL staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director and are allowed in the childcare facility only at the discretion of the Center Director. An employee of JUST 4 KIDS PRESCHOOL will always accompany visitors throughout the center.

JUST 4 KIDS PRESCHOOL will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, JUST 4 KIDS PRESCHOOL cannot





have a child at the agency when the child's parent is prohibited from accessing it. JUST 4 KIDS PRESCHOOL will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.



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| POLICY: | DISMISSAL |
| POLICY NO.: | 7.0 |
| EFFECTIVE DATE: | September 01, 2020 |

JUST 4 KIDS PRESCHOOL reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within Two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file and / or refunded via the BrightWheel app. Any past due balances will be invoiced via BrightWheel app and must be paid within 30 days of the dismissal via Auto Pay. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. JUST 4 KIDS PRESCHOOL will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by JUST 4 KIDS PRESCHOOL.





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| POLICY: | WITHDRAWAL |
| POLICY NO.: | 8.0 |
| EFFECTIVE DATE: | September 01, 2020 |

Two weeks written notice is required when withdrawing a child for any reason. Parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at JUST 4 KIDS PRESCHOOL. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at JUST 4 KIDS PRESCHOOL, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee of \$100.00.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be final until a new fee agreement is signed. If the schedule change requires a registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks' notice required for withdrawal.



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| POLICY: | CHILD CUSTODY |
| POLICY NO.: | 9.0 |
| EFFECTIVE DATE: | September 01, 2020 |

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) JUST 4 KIDS PRESCHOOL must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with JUST 4 KIDS PRESCHOOL administration, both parents shall be afforded equal access to their child as stipulated by law. JUST 4 KIDS PRESCHOOL cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, JUST 4 KIDS PRESCHOOL suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, JUST 4 KIDS PRESCHOOL is obligated to follow the order for the entire period it is in effect. Employees of JUST 4 KIDS PRESCHOOL cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. JUST 4 KIDS PRESCHOOL will report any violations of these orders to the court.



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| POLICY: | ARRIVAL PROCEDURES |
| POLICY NO.: | 10.0 |
| EFFECTIVE DATE: | September 01, 2020 |

Upon arrival at JUST 4 KIDS PRESCHOOL, the parents or the adult dropping the child off must sign the child into care on the BrightWheel app. Families under financial assistance from subsidizing agencies must sign both the BrightWheel app and the subsidizing agency's sign-in sheet located in the Front Office. Children are required to be escorted by their parents or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the childcare facility. Parents are required to help children put away their outerwear and get settled for the day. The cut off time for drop off is 10:00am. If your child has a pre-arranged appointment and will need to be dropped off later than 10:00am, please notify a member of center leadership.

JUST 4 KIDS PRESCHOOL discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. JUST 4 KIDS PRESCHOOL believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of JUST 4 KIDS PRESCHOOL are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are





not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware of to best meet the needs of your child throughout the day.

NOTIFICATION OF ABSENCE

Parents are required to inform the center on or before 8AM if a child will not be at the center on a scheduled day. This will enable the center to maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on three (3) occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. JUST 4 KIDS PRESCHOOL will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center on or before 8AM to maintain the appropriate number of employees to ensure ratios are met when the child arrives at school.

CHILD'S ANNUAL VACATION CREDIT

Vacation Credit is given after your child has attended the school for one continuous year, breaks, such as during the summertime, drops or re-enrollment





will start a new time date with the center. Vacation credit is one week, no charge at your current tuition rate. Please give the office a two-week written notice when requesting your time off.

AGENCY'S RIGHT TO REFUSE ADMISSION

JUST 4 KIDS PRESCHOOL reserves the right to refuse admission to any child at any time with or without cause.

JUST 4 KIDS PRESCHOOL strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at JUST 4 KIDS PRESCHOOL if the child were to be present at the center.
5. Parents failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

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| POLICY: | PICK UP PROCEDURES |
| POLICY NO.: | 11.0 |
| EFFECTIVE DATE: | September 01, 2020 |





Parents or other authorized adults are required to sign their child out of care on the BrightWheel app. Families under financial assistance from subsidizing agencies must sign their child out both from the BrightWheel app and the subsidizing agency's sign-in / sign out sheet located in the Front Office. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care. Parents must take home all papers in the child's cubby or school bag each day. Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

LATE PICK-UP:

All measurements of time are to be according to the JUST 4 KIDS PRESCHOOL clock located in the front lobby.

If you are late picking up your child, a late pickup fee of \$1.00 per minute per child will be charged. The late fee will need to be paid in cash to a member of center leadership.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of JUST 4 KIDS PRESCHOOL will contact local police and/or the other custodial parent should a parent appear to the staff of JUST 4 KIDS PRESCHOOL to be under the influence of drugs and/or alcohol. The parent's right to immediate





access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, JUST 4 KIDS PRESCHOOL staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of JUST 4 KIDS PRESCHOOL to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of JUST 4 KIDS PRESCHOOL will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, during events, may at one time be asked to pick-up their child from JUST 4 KIDS PRESCHOOL. We also require parents to include in BrightWheel additional authorized pick-up persons. In an emergency the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident





reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick-Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide a government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing on licensing form 700 and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

JUST 4 KIDS PRESCHOOL reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

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| POLICY: | TRANSPORTATION POLICY |
| POLICY NO.: | 12.0 |
| EFFECTIVE DATE: | September 01, 2020 |

While on the van, everyone is expected to follow the rules, without fail. Anyone who is unwilling or unable to do so will be asked to make other arrangements for transportation.





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1. Each child and adult is required to wear seat belts and to follow all safety laws and center rules.
 2. Children must always remain seated.
 3. Children must speak quietly.
 4. Carry-on items are to be placed under your seat – hands empty.
 5. Food and drinks are not allowed.
 6. Children must stay in their space – keep hands and feet to themselves.
 7. Back door is to remain locked.
 8. Any device with headphones (CD, MP3 player or the like) is not allowed.
 9. The use of tobacco, in any form, the use or possession of alcohol, illegal substances or unauthorized potentially toxic substances, firearms (pellet or BB gun) loaded or unloaded is prohibited on the van.

FIELD TRIPS: We take several field trips with all the classes above the age of five during Holidays and Adventure Summer Day Camp. You will need to sign your child's name and your full name on the permission slip for each event. A child may not attend if the parent does not sign the permission slip.

TO AND FROM SCHOOL: Transportation to and from select schools can be made. The release must be filled out on the child's master card stating the school year, which school and whether drop off and/or pickup is authorized. This form must have the parent's signature. Children are only released to a duty teacher at school.

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| POLICY: | SCHOOL CALENDAR |
| POLICY NO.: | 13.0 |
| EFFECTIVE DATE: | June 15, 2021 |

School Calendar will be provided separately each start of the school year or during the first month of your enrollment.







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| POLICY: | HOLIDAY SCHOOL CLOSURES |
| POLICY NO.: | 13.1 |
| EFFECTIVE DATE: | June 15, 2021 |

Just 4 Kids Preschool will be closed during the holidays listed below:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day After Thanksgiving Day
5. Christmas Day
6. New Year's Day
7. Martin Luther King
8. President's Day
9. Good Friday
10. Memorial Day
11. Veterans Day
12. Staff Holiday Party (This will be occur on one Friday in the month of December)

If an observed holiday falls on a weekend, JUST 4 KIDS PRESCHOOL will be closed on the closest business day BEFORE the observed holiday.

Please be advised that JUST 4 KIDS PRESCHOOL will have four (4) teacher in-service days per year. The Administration Team will let families know what day these in-service days will be held a minimum of two weeks in advance. In-service days will NOT be full center closure dates and we will require families to pick children up no later than 2pm.





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| POLICY: | EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION |
| POLICY NO.: | 14.0 |
| EFFECTIVE DATE: | September 01, 2020 |

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by BrightWheel messages, email, and phone text message.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick-up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than Ten (10) school days. If the closure extends beyond Ten (10) school days, parents will have their tuition reduced at 25% for Ten (10) school days.



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| POLICY: | CURRICULUM INFORMATION |
| POLICY NO.: | 15.0 |
| EFFECTIVE DATE: | September 01, 2020 |

The items below related to the curriculum will be provided at the start of the school year OR within the first two weeks of your child's enrollment.

- DAILY SCHEDULE OF ACTIVITIES
- CLASS ASSIGNMENTS
- NAP/REST TIME
- EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED
- BIRTHDAY/HOLIDAY CELEBRATIONS
- PARENT/TEACHER CONFERENCES/COMMUNICATION
- GRADUATION



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| POLICY: | DISCIPLINE |
| POLICY NO.: | 16.0 |
| EFFECTIVE DATE: | September 01, 2020 |

Behavior Management at Just 4 Kids Preschool is developed with support and encouragement of positive behavior through a planned environment which provides a variety of activities from which the children may choose. Methods include reinforcement such as verbal praise, smiles and pleasant attention for appropriate stated alternatives when a conflict situation occurs.

The following methods of discipline are prohibited by anyone on the premises of Just 4 Kids Preschool, any use of the described practices shall be grounds for immediate termination of staff or volunteers.

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by either staff, volunteers, or parents while on center property.
- Prohibited actions include but are not limited to yelling, slapping, spanking, yanking, shaking, pinching, requiring a child to exercise, placing a child into uncomfortable positions, exposing a child to extreme temperatures and other measures producing physical pain, putting anything in a child's mouth, using abusive or profane language including telling a child to shut up.
- No child, or group of children, shall be allowed to discipline another child.
- Unsupervised isolation of a child is never allowed.
 - The withholding of food, water, a nap or rest, or bathroom facilities is to never be used as punishment for a child
- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
- An adult shall never address a child harshly, with intimidation or ridicule.
- Adults are never to discuss a child's behavior with another adult in the presence of other children or other parents. Written or verbal reports to parents regarding conflicts or disagreements between



children shall not include the name of the child who hit, bit, or pushed their child.

Just 4 Kids Preschool staff maintain a safe, non-threatening environment. Our staff fosters creativity, encourages children to explore, and allows them to make discoveries. When inappropriate behavior occurs, it is dealt with immediately. Teachers individualize responses to the children's behavior, in relation to the particular child and the situation. They try to identify the cause of the inappropriate behavior and recognize that repeated problem behavior may be the child's way of signaling that he needs help in dealing with a certain task or situation. Teachers can then modify the learning environment and/or activities to help resolve the situation. We set limits and encourage self-discipline, because boundaries reassure young children and because order and stability are as important to a child as freedom.

To enforce the boundaries and rules at the center, the adults use the following techniques with the children:

- Clear statement of the limit. ("Blocks are for building; balls are for throwing.")
- Stating expectations positively. ("The blocks are for building.")
- Redirection. ("Let's go see what Camryn is cooking in the kitchen.")
- Supporting problem-solving and negotiation between the children. ("How could you use your words to tell Trevor that you would like to have a turn with that truck?")
- Logical consequences or choices. ("You are having a hard time playing with the blocks without throwing, you need to make another choice, do you want to play with play dough or to read a book?")
- Modeling effective ways to express feelings and emotions. ("I don't like it when you grab the book from my hands. Which words can you use to let me know that you need something that I have?" with toddlers, give the appropriate script such as, "Leah, say, Can I have the book, please?")



There are times when all the above-mentioned techniques have been used and the problem persists. It is at these times that we might ask a child to sit quietly with a book or activity until that child can return to play appropriately. This is a time to regroup. Even as adults, we sometimes need time alone to “pull ourselves together.” Children also need this, especially when they have been in a group situation most of the day.

There are times when these actions will still not stop the undesirable behavior. In these situations, we will follow the following steps:

1. If the behavior does not improve, the child will be brought to the director. The director will talk to the child and try to find the root of the issue. A behavior report will be written for the parent explaining the situation and steps taken.
2. If the child displays repeated inappropriate behavior and shows little progress toward changing that behavior, the director will call upon the child’s parent(s) to work cooperatively in developing strategies that will meet the child’s individual needs. A behavior action plan will be documented in the child’s file.
3. If the child still exhibits the inappropriate behavior after we have followed these steps, and it becomes a detriment to the classroom environment and an ongoing, constant interruption of activities, then the Director will request a conference with the child’s parent(s) explaining and documenting steps we have taken, and that the action plan has not been successful in changing the child’s behavior. The child will be suspended from care for three days at this point.
4. After a child returns from suspension, and the situation has not improved and the child is still restricting the productivity of the classroom, the parent will be asked to remove the child from care.
5. If at any point a child’s behavior escalates to a violent or threatening nature, requiring one on one direct care to keep himself, other children, staff, and parents safe, then the parent will be called and asked to pick up their child immediately.



This will be documented in the child 's file.

- a) A second occurrence within a 1-month period will result in a 3-day suspension period.
- b) A third occurrence within a 2-month period will result in termination of care.



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| POLICY: | TOYS FROM HOME |
| POLICY NO.: | 17.0 |
| EFFECTIVE DATE: | September 01, 2020 |

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by JUST 4 KIDS PRESCHOOL staff for safety and appropriateness and may be prohibited at the sole discretion of JUST 4 KIDS PRESCHOOL.



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| POLICY: | DRESS CODE |
| POLICY NO.: | 18.0 |
| EFFECTIVE DATE: | September 01, 2020 |

CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present challenges for children in relation to toileting.

Coats, hats, gloves, scarves, and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors, if necessary.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to always have one seasonably and size appropriate complete change of clothing at the center. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.





All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. JUST 4 KIDS PRESCHOOL is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, JUST 4 KIDS PRESCHOOL will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are violations of SAFETY POLICIES and will result in dismissal from the program.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are safety hazards. When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending JUST 4 KIDS PRESCHOOL.

JUST 4 KIDS PRESCHOOL is not responsible for damage to or loss of and articles of clothing.

PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at JUST 4 KIDS PRESCHOOL or involved in any JUST 4 KIDS PRESCHOOL sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see-through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children





under 2 ½ years of age. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Jewelry:

While volunteering in the classroom or at any JUST 4 KIDS PRESCHOOL sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.



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| POLICY: | FIELD TRIPS |
| POLICY NO.: | 19.0 |
| EFFECTIVE DATE: | September 01, 2020 |

JUST 4 KIDS PRESCHOOL frequently supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.

JUST 4 KIDS PRESCHOOL provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a JUST 4 KIDS PRESCHOOL sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of \$ 65.00, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.





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| POLICY: | PARENT PARTICIPATION / VOLUNTEERS |
| POLICY NO.: | 20.0 |
| EFFECTIVE DATE: | September 01, 2020 |

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

JUST 4 KIDS PRESCHOOL reserves the right to make Volunteer assignments. JUST 4 KIDS PRESCHOOL does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.





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| POLICY: | HEALTH AND SAFETY |
| POLICY NO.: | 21.0 |
| EFFECTIVE DATE: | September 01, 2020 |

PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at JUST 4 KIDS PRESCHOOL. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, to attend JUST 4 KIDS PRESCHOOL. The Physical Examination Form, indicating the child's fitness to attend JUST 4 KIDS PRESCHOOL, must be completed by a licensed healthcare professional, and returned to the Center Director within the first 30 days of enrollment.

CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Allergy Health Care Plan" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Center Director and / or the Operations Manager.





If your child needs medication such as an Epi-Pen to manage their allergies, parents will also need to sign a "Medication Authorization Form".

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases JUST 4 KIDS PRESCHOOL from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided JUST 4 KIDS PRESCHOOL exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

COMMUNICABLE DISEASES

JUST 4 KIDS PRESCHOOL follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee.

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached, but cannot pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the





American Academy of Pediatrics, the Center for Disease Control or the local Public Health Agency. Children must present a doctor's note stating they are no longer contagious and can return to the program. JUST 4 KIDS PRESCHOOL reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 2 or more times in a 24-hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. JUST 4 KIDS PRESCHOOL will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

BITING

JUST 4 KIDS PRESCHOOL recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be





upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of JUST 4 KIDS PRESCHOOL.

Parents will be notified by incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of JUST 4 KIDS PRESCHOOL cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

DISPENSING MEDICATION

JUST 4 KIDS PRESCHOOL will only dispense over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. JUST 4 KIDS PRESCHOOL will only give medication to the child for whom the doctor's note is





written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be requested from the Front Office. Medication Forms, doctor's notes and medication are to be turned to the Front Office and endorsed to the Director.

JUST 4 KIDS PRESCHOOL will dispense over the counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis. If over the counter medication is required for longer than a week, parents will need to provide a note from the physician. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name, in the original packaging. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

HOSPITALIZATION/MEDICAL TREATMENT AND SICK DAYS

There will be no credit given for a child who is out due to illness. However, if your child is out for 5 consecutive days or more, you must provide a doctor's note upon their return. The note must state that your child is no longer contagious and may return to regular activities. If your child is going to be out for medical treatment/hospitalization this is the only time the center will allow a 50% discount on one (1)





week tuition. A copy of your child's admitting papers must be provided to the front office. This hospitalization reduction is only given out one time.

FIRE/EMERGENCY DRILLS

JUST 4 KIDS PRESCHOOL conducts monthly fire and emergency/evacuation drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.





ALTERNATE SAFE LOCATION

Should the administration of JUST 4 KIDS PRESCHOOL or any emergency services personnel determine the building which houses the childcare agency to be too dangerous to be occupied, the staff and children will be taken next door to our neighboring location. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and put in the child's cubby.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident Report in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.





FOODS

We offer morning snack, breakfast, lunch, and afternoon snack to all of our students. Our rotating menus are posted at the center and available to you upon request.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e., lactose intolerance, vegetarian diets, wheat free/gluten free diets)

JUST 4 KIDS PRESCHOOL never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e., lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

Infants:

Children enrolled in the infant through 2 ½ year old classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.



Once your child turns one year of age, we will offer them snack and lunch from our menu, with modifications to make their meal developmentally appropriate (e.g. applesauce instead of apple slices).

Parents must provide and label all utensils and bowls necessary for feedings. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Toddler- School Age Classrooms:

JUST 4 KIDS PRESCHOOL offers children breakfast from 6:00am-7:00am, morning snack from 9:00am-9:30am, a half-hour lunch at approximately 11:00-11:30am, and afternoon snack from 3:00-3:30pm.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

JUST 4 KIDS PRESCHOOL prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.





NUT-SAFE ENVIRONMENT

Due to the extreme nature of allergic reactions to nuts and products containing or processed in a facility that may contain nuts, JUST 4 KIDS PRESCHOOL prohibits nuts and/or foods that are processed in a facility that may contain or process nuts. This also pertains to products that are purchased by JUST 4 KIDS PRESCHOOL property, and/or at JUST 4 KIDS PRESCHOOL sponsored events. These nut allergies can be so severe that exposure to nuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling nuts on someone's breath, or touching peanut oil residue left on a countertop, not only from consuming nuts or nut products.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), JUST 4 KIDS PRESCHOOL does not allow homemade snacks at the center. While JUST 4 KIDS PRESCHOOL understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at JUST 4 KIDS PRESCHOOL.

Since JUST 4 KIDS PRESCHOOL is a Nut Safe environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson. Only JUST 4 KIDS PRESCHOOL utensils, bowls, and bakeware may be used to prepare these foods.

PEANUT FREE FOOD IDEAS

Carrot
Sticks

Celery

Peppers

Oreos

Chips Ahoy (Large
Cookies)

Teddy Grahams
Broccoli





| | | |
|---|---------------|---|
| Shortbread | Melon | Jelly (Not contaminated by peanut butter) |
| Applesauce | Chicken Salad | Tuna |
| | Raisins | Fish |
| Rice Krispy Treats (Original Flavor) | Dried Fruit | Egg Salad |
| Grapes | Plain | Pretzels |
| | Cheerios | Potato Chips (Not Fried in Peanut Oil) |
| Fruit By the Foot | Cashews | Goldfish |
| Oranges | Pistachios | Crackers |
| Fruit Gushers | Yogurt | Graham Crackers |
| Apples | Cheese | Popcorn |
| Nutri Grain Fruit Bars | Lunch Meat | Jell-O |
| Bananas | Cream | Pizza |
| | Cheese | Popsicles |
| Full Size Ritz Crackers (Not Ritz Bits) | | |

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.



FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.



ATTACHMENT A

Emergency Contingency Plans

Evacuation Procedures

- 1) Staff will remove the children for whom they are responsible from the building. Floor plans indicating the evacuation routes are posted by the doorway in each room. Sign in/out sheets will be taken including water containers and cups. Infants are placed in the cribs with the sturdy, large casters and wheeled out of the building.
- 2) They will go to the evacuation site: Starbucks Corona Cerritos Plaza
- 3) Center Site Director/Person in Charge checks all rooms including bathrooms for stragglers or sleeping children, taking sign in/out sheets that may be left behind and the office red Emergency Binder for phone numbers.
- 4) At the evacuation site, attendance of children and staff is taken.
- 5) Staff will be prepared to move the children to another site (cafeteria) for traffic, weather, and/or emotional reasons.
- 6) A final decision to evacuate the area and/or to re-enter the building will be the responsibility of the commander on the scene of the Corona Fire Dept. and Security Services.
- 7) Parents will be contacted if circumstances warrant.
- 8) Evacuation drills are conducted monthly, in conjunction with the Corona Fire Department, may schedule evacuation drills outside of the Center's monthly drill process. Advance notice of a few hours is given on some drills, while others are unannounced.



Fire Procedures

The Center's fire alarm procedure is to provide for the safe and speedy evacuation of the building during an actual or suspected fire. Employees are aware of the closest fire alarm pull station and fire extinguisher in their work area as well as with the following fire rules.

If you discover fire or smoke:

- 1) Pull fire alarm
- 2) Dial 911 and give the location of the fire
- 3) Evacuate the building (see evacuation procedures)

If you hear the fire alarm:

- 1) Evacuate the building (see evacuation procedures)

Natural Disasters – Flood, Blizzard, Earthquake

- 1) If a natural disaster is forecasted in advance, the Center will close, open late, or close early based on the recommendations of the Governor, i.e., a State of Emergency.

- 2) If, during the day, the potential of a natural disaster was predicted with limited notice, the Center Site

Director/person in charge would contact security regarding the best place to keep the children and staff safe.

- 3) If a natural disaster occurs unpredictably, the Center Site Director/person in charge would call for an evacuation (see above procedure); however, instead of bringing the children outside, the Center Site Director should consider the safest alternative, i.e., the middle room of the building, cafeteria, etc.

Loss of Power, Heat, Water

- 1) Just 4 Kids Preschool will contact property manager Carol to report the situation and request immediate

assistance. The loss of power would affect heat, hot water, and light.

- 2) An estimate will be given of when the power, heat or water will return.

- 3) Based on the above estimate and weather conditions, the Center Site Director, in consultation with the Director of Child Care Services, will determine whether to close the Center.





If the Center does need to close, the Center Site Director will call the parents as soon as possible.



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