



POLICIES & PROCEDURES

Motto: "Where kids learn to believe in themselves"

Hours: Monday thru Friday 6:30 a.m. to 6:00 p.m.

Ages 6 weeks thru 12 years

Mission Statement: We are in business to provide a safe, secure, nurturing and stimulating environment for Children, where they can safely explore, learn, play and develop in all areas of growth at their own level. Physically, emotionally, socially and intellectually. We endeavor to provide a quality childcare experience for children and their families.

Goals for your child:

- Your child will develop a positive view of themselves and others
- Your child will develop an appreciation for the difference among people
- Your child will learn how to cooperate and be a positive member of a community
- Your child will develop the basic skills preparing them for the next level of learning
- Your child will learn to develop an ability to express thoughts, ideas and feelings
- Your child will develop a ability to be creative and use their own ideas
- Your child will develop self-esteem, self-confidence and self worth

ENROLLMENT & ADMISSION:

Just 4 Kids Adventures serves children 6 weeks to 12 years old. No child is denied admission on the basis of his or her race, religion, or special needs. We do reserve the right to deny admission if all the available spots for a particular age group are filled.

You reserve a spot for your child when you enroll him/her. This spot is for your child, our fees will remain the same whether your child is in attendance or not. No credit is given if your child is sick or absent.

No spot is held until a registration fee and 2 weeks tuition is paid. This spot will be held for 2 weeks.

ENROLLMENT PROCEDURES:

In order to enroll your child you need to complete an enrollment packet, we will not assume care until all required paper work and fees are paid. All information submitted is kept confidential. If there will be more than one person responsible for the tuition bill. Both parties need to fill out an Enrollment packet (only 1 registration fee will be charged per family)

HOURS & OPERATION:

We will be open from 6:30 a.m. to 6:00 p.m. Monday thru Friday. If your child is not picked up by 6:00 p.m. late fees will occur. See attached info on late fees. Rates are based on a 10-hour day even though we are open longer than 10 hours each day.

LATE FEES:

Late fees will accrue when you are late. This fee will be charged to your account. The Late fees are as follows:

6:00 to 6:05 p.m = \$.50 per minute

6:05 to 6:10 p.m \$1.00 per minute

6:10 to 6:30 pm = \$2.00 per minute

Please be aware of the time and be on time to pick up your child. They are ready to go home after a long day.

ATTENDANCE:

Payment obligation is based on the hours and days you agree to use childcare not on the actual hours you attend. Both full time and part time fees are based on the days you contracted for. **Tuition will not be discounted due to missed days, Holidays or Vacations.**

If you are not going to be attending for the day or if you are going to be arriving later than your normal Time you need to notify the center by 10 a.m. If you do not notify the center, we reserve the right to not allow you to attend the center for the day due to staffing purposes and lunch preparation.

Your pick up time needs to be adhered to otherwise there will be overtime charges that apply.

If you are having another person pick your child up, you need to notify the center so we will allow your child to be released to that person.

If you are absent for more than 2 days with no phone call then it will be means for us to un-enroll your child.

ABSENCES:

Because fees are based on weekly attendance, there is no discount given when we are closed due to a Holiday. If you are part time and a Holiday falls on one of the days you contracted for, you may not change days to allow for the Holiday time off if that holiday falls on one of your part time days. If there is availability for another day then you can add another day for an additional charge.

The following Holidays we are closed:

New Years Day-----Presidents Day-----Memorial Day-----July 4-----July 24-----Labor Day-----
Thanksgiving Day---Day after Thanksgiving-----Christmas Day-

Early day closures will be Christmas Eve at 1:00 p.m.

New Years Eve at 3:00 p.m.

(Late fees for these early closures will be doubled.)

If a Holiday falls on a Saturday then we are closed on the Friday before. If a Holiday falls on a Sunday we will be closed on the Monday after. These are paid Holidays, there will be no discount in fees for the weeks in which these holidays occur. Reminders are posted for these Holidays.

If the **power is out** for more than 2 hours then we will close. We will call you to come pick up your child.

Snow Days: If the schools and city offices close down due to a storm and we feel like the safety of our children would be at risk. We will close as well. We will notify you if this should happen.

VACATION TIME:

If you are enrolled for 6 months or more. Each family may take a one-week vacation per calendar year and this vacation time does not accrue from year to year, There must be a 2 week notice and a vacation form filled out to receive this credit.

PROPER DRESS:

Please bring your child dressed and in appropriate play clothes for the weather. Occasionally when peating, playing and doing art projects clothes get dirty. We allow the children to explore and be creative in their projects and don't want that to be hampered by trying to keep them clean, however we try to keep this to a minimum. If you need your child to change into better clothes at the end of the day, we will be glad to have them change prior to your arrival.

SUPPLIES NEEDED

The following items need to be supplied and labeled with a permanent marker.

- Complete change of clothing, it is your responsibility to make sure we have them at all times.
- Sippy cup or bottle to leave at the center
- 2 blankets one that will go under them and one to go over them at quiet time.
(If you have an old crib sheet it works excellent for under them.)
- Diapers and wipes. If you forget to bring diapers and we supply them there will be a additional charge per diaper.
- Shoes every day
- Proper outerwear for outside play, we will spend time outside every day.
 - * Sunscreen: if they are under 5, we will apply sun screen (with a signed permission slip)
 - * If your child is over age 5, they have to apply their own sunscreen (State guideline)

Please make sure your child comes prepared for the day.

PLEASE DO NOT BRING ANYTHING ELSE FROM HOME.....

Please do not bring and leave sippy cups at the center daily with your child, we will keep one at the center for your child.

Do not have your child bring any toys from home except on Friday it is Show n Tell day. We cannot Keep track of items they bring and cannot make sure they do not get lost, broken or stolen. Toys cause problems in the classroom with other students. We are not responsible for lost or broken toys.

BIRTHDAYS AND CELEBRATIONS

We will observe special days with your children with special activities. You are welcome to bring treats for your child to share with her classmates please make sure you have enough and that they are store bought.. Birthdays are a great day to bring treats as your child loves to share them with their friends. We also make it a special day in the classroom for the child to be the helper for the day.

DISCIPLINE

Just 4 Kids Adventures discipline policy is to encourage appropriate behavior and to always keep your Child's self worth as our number one priority in dealing with your child. Children are encouraged to use Self-control and problem solving in working out their differences. We will use Re direction, intervention and time out as forms of discipline. Please inform us if there are unusual activities going on at home that could affect their behavior so we can Work with them to help get them through this time, its easier to help them when we understand what is going on behind the scenes

If a behavior persists or becomes an issue we will work with you to help solve the problem and if it persists Then it would be grounds for dismissal from childcare.

MEDICAL AND OTHER EMERGENCIES

We have a concern for all the children and staff at Just 4 Kids Adventures and must follow State Licensing guidelines on illness. Children, Staff, Parents and/or volunteers are excluded from the classroom if any of the following are noted:

- * Fever
 - * Persistent Cough
 - * Discharging from the eyes
 - * Unusual Drowsiness
 - *Nausea
 - *Vomiting
- * Skin Sores
 - * Diarrhea
 - * Pink Eye
 - * Unable to participate in daily activities
 - * Earache
 - * Sore Throat
 - * Persistent green runny nose
 - * Impetigo
 - * Swollen glands

If your child becomes ill while in our care we will call you to come pick up your child (with in 1 hour) if your child is not picked up within 1 hour then late fees will accrue until you are there to pick them up, unless given special permission,

If your child has more than 2 diarrhea diapers then you will be called to come pick up your child.

Children that require a prescription medication for an illness must stay home until he/she has been on medication for 24 hours. Some illness will require your child to be out longer than 24 hours. If a child is sent home ill, they cannot return for 24 hours, unless you have a Doctors note saying they are not contagious.

Just 4 Kids Adventures will not administer prescription medication to a child. We will administer over the counter medication only after a medication release form is filled out. The medication has to be in the original container and labeled with the child's name and date on it. All medications are kept secured away from the children and checked by a director before given to a child.

ARRIVAL AND DEPARTURE

At the front desk sign in and out prior to taking your child to their class.

If you do not sign them in or out there will be a \$5.00 charge per time added to your bill.

Drop off and pick up times can be very stressful to your child and the other children in the classroom. The sooner you say your good -byes the quicker your child will adjust to the situation. Your child may not want to say good bye to you when you drop them off and they may not want to go home when you pick them up this is a natural occurrence. As soon as the door closes and you are gone they almost immediately are having a great time in their class. Each child will have a cubby box assigned to them. Please make sure you help your child put their belongings in their box. Make sure all items are labeled with their name on it.

At pick up time we will make sure all their belongings are in their cubby box and ready to go. It will be the parents responsibility to check your child's cubby. Every Friday everything needs to be removed from the cubby boxes so the cubby boxes can be sterilized over the weekend.

RELEASE

Children will only be released to parents and authorized persons indicated on the admission forms. No child is released with out the parents permission first. When arrangements are made for someone else to pick up your child and they are not on the admission release form you will need to call us first and then that person will have to show proper ID before we will allow the child to leave with them. Please call us if someone else will be picking up your child up for the day. If they are on the pickup list we will not require permission before they are allowed to go with them.

MEALS AND SNACKS

An essential part of your child's growth and development is good nutrition. We are part of the USDA Food Nutrition program. We serve meals according to their guidelines. We have designated meal and snack times. If your child is going to miss a meal, please make sure they have eaten before you bring them. If your child has food allergies we require you to bring in the special diet foods, we also need to have a doctors note so we do not feed them those food items they are allergic too.

We will not prepare any food items for your child, they may bring lunch from home but it has to be ready to eat items.

If you bring a snack from home to share with the class, it has to be commercially prepared. Remember your child loves to bring items to share with their classmates it is a great learning experience for them.

QUIET TIME / REST TIME

We will have quiet time every day which consists of nap time for younger children and as they get older we will watch a video after listening to music for 15 minutes for the children to rest too. A child can spend this time reading but they do have to be quiet and still at this time. It is important for children to have a quiet /rest time on a daily basis. If you need to pick your child up during this time, please be considerate of the children having quiet time and also to the staff as this is their time to get items prepared for the next day. If you need to drop your child off at this time remember it is quiet time and your child will still be expected to have quiet time. A staff member will bring your child out to you if it is quiet time.

TUITION:

Tuition is due the Monday that care is provided. If you do not pay this fee on Monday, Late fees start at \$5.00 per day and accrue daily until paid in full. If you do not pay tuition by Friday then your child will not be allowed to attend Just 4 Kids until the Tuition is paid in full and ahead by 1 week. If tuition is not paid for that week then your bill will be sent to Collections and you will be responsible for all fees associated with it.

2 WEEKS NOTICE to Un enroll your child

We require 2 weeks notice for un-enrolling your child. If we do not get a 2-week notice, you will still be charged for 2 weeks of care regardless if your child attends or not. If this amount is not paid then it will go to collections.

IN GENERAL

- *We have to be notified by 10 a.m. if your child will not or will be attending for the day, we plan the day according to how many children attend, if you do not call and bring your child in later than 10 a.m. there is a big possibility your child will not be able to attend care for the day.
- *It is your responsibility to keep us updated on your phone, address and other pertinent information. If there was to be an emergency, we need to be able to contact you immediately.
- *Parents are responsible to look at the bulletin board, door, or counter for any information you will need.
- *Parents are responsible to pay their tuition when it is due.
- *Parents are responsible to make sure your child's items are labeled. We cannot help you find lost items if there is no label on the item.
- *If you have a complaint please talk to a director or leave a message with the teacher to have a director give you a call or set up a time to meet with you. You can email Shellie at shellcare@msn.com

Just 4 Kids Adventures reserves the right to enforce these policies at will. Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect.

We are here to provide a supplement to the love and care you give your child at home and to make them feel like they are home with the love and support in what they do at Just 4 Kids Adventures. We consider it a privilege to have been entrusted with the care of your child and we will always treat your child with love and respect.

If there are ever any concerns, special needs, or complaints please do not hesitate to let us know as we Truly care about the happiness of your child. If you have any suggestions or ideas please bring them to our attention. You may place any notes or suggestions in the check box located by the front door.

I have read the Just 4 Kids Adventures policies and procedures, and understand and agree to the Policies of Just 4 Kids Adventures.

I give permission for my child to be photographed YES _____ NO _____

I give permission for pictures of my child to post on bulletin boards and in art projects. YES _____ NO _____

I give permission for pictures of my child to posted on Just 4 Kids website and brochures YES _____ NO _____

I have read the Just 4 Kids Adventures policies and procedures, and understand and agree to the policies of Just 4 Kids Adventures Inc.

Parent /Guardian signature _____ Date _____

Director Signature _____ Date _____

The following items are needed before my child can attend Just 4 Kids Adventures Inc.

- Schedule of care & payment agreement
- 2 weeks paid tuition
- Admission agreement
- Health History
- Nutrition forms
- Immunization forms
- Transportation forms (School Age)
- Get to know you form

Supplies needed:

- Diapers, wipes, bottle or sippy cup to leave at the center
- Change of clothes if under 5
- A blanket and a crib sheet to go on the cot if under 5
- (If you do not have a crib sheet another blanket will be ok)

REMEMBER TO LABEL EVERYTHING

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