



just for kids

PARENT HANDBOOK



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Overview

Just for Kids Daycare, Inc. (JFKD, Inc.) serves infants, toddlers, preschool-age, and school-age children in and around the North Huntingdon and Irwin, PA area and has been for many years. Our staff is trained to care for children aged six weeks to 12 years old.

We are state licensed, qualified teachers and caregivers whose goal is simply to help your child learn and grow.

Breakfast is served until 8:30 a.m. We also provide nutritious lunches and snacks for each child.

Our facilities include an enclosed playground area. We provide daily activities that will stimulate your child's mind, helping them to learn while still having fun.

ALWAYS notify the office if there is a change of address, employment, or telephone number. Parents and visitors are welcome at any time, but if you wish to discuss your child's progress, please set up a conference with our staff (see PARENT CONFERENCES for more info).

Hours of Operation

Monday: 7:00 a.m. to 6:00 p.m.

Tuesday: 7:00 a.m. to 6:00 p.m.

Wednesday: 7:00 a.m. to 6:00 p.m.

Thursday: 7:00 a.m. to 6:00 p.m.

Friday: 7:00 a.m. to 6:00 p.m.

Saturday: CLOSED

Sunday: CLOSED

Our Philosophy

At Just for Kids Daycare, we believe the early years are the most formative. For this reason, we have developed an environment where children can realize their fullest potential by providing them with the opportunity to explore, create, and discover.

Various learning stations such as music, science, library, housekeeping, dress-up, and art, to name a few, are set up to encourage "hands-on" experience in self-discovery, creative expression, problem solving, and independent thinking in all areas of development. We feel children gain a sense of security by following a consistent daily routine. Children are grouped and materials are provided according to the developmental level of each child. The daycare's curriculum is planned around the interests and needs of the children.

We believe each child is unique, and for this reason, we strive to meet each child's needs on an individual basis. Teachers/caregivers act as facilitator by providing guidance, nurturing, care, encouragement, and support to a child.

The word "discipline" often implies wrongdoing, punishment, and teacher control, all of which have no place in a preschool/daycare setting. The word "guidance" is a more positive alternative. Children are provided with help when they encounter trouble dealing with situations that arise out of their normal feelings and behavior. All feelings are acceptable, but not all methods of expressing feelings are acceptable. Children are treated with patience and are given encouragement as they learn to better understand their own lives. Each child is respected as an important and worthwhile individual.



Tuition

While we are flexible with our attendance schedule, payment is due prior to attendance. Payment may be made either at the beginning of the month to cover the entire month (see Discounted Rates below), or your payments may be made each Friday to cover the following week your child will be in attendance. As long as we receive the payment prior to the service, there will be no late fee added to your bill.

A fee of \$5.00 per each day the payment is late will be added to your bill if you fail to pay prior to your child's care. No refund or credits can be made for days absent (see HEALTH POLICIES).

LATE Payments & Late fees

The late fees addressed here concern late payments. You may pay as late as Wednesday at 6:00 p.m. The lock-box is emptied on Thursday. If your payment for the current week is not there, a \$5.00 fee for each day late will be charged.

If you fail to pay the tuition for the days your child has been enrolled at JFKD, Inc., and a lawsuit is brought against you, you will be required to pay any and all court costs and legal fees. Signing the Confirmation Letter/Contract at the back of this Handbook makes this a valid contract between yourself and Just For Kids Daycare, Inc.

CHECKS

Checks are an acceptable form of payment. Make checks payable to one of the following: Just For Kids Daycare, Inc.; Just For Kids; or JFKD. There will be a fee for checks returned from the bank for "insufficient funds." The fee for the first and second returned check will be \$30.00. If you have had two (2) checks returned because of "insufficient funds," only cash payments will be accepted for payment for your child's tuition.

Tuition

DISCOUNTED RATES

There are two ways to receive the discounts offered:

1. Full-time families (attendance is five days/week throughout the year) are given seven (7) "personal days" per fiscal year. A fiscal year begins May 1 and ends April 30. Personal days, by definition, are days on which your child will not be in attendance at JFKD, Inc. AND you will not be charged. A maximum of two days may be used per month. JFKD, Inc. has a "no-carry-over" policy regarding personal days – in other words, "use it or lose it." Be sure to request the personal days for the month by using the request forms provided near the lock-box. They must be signed and dated. The requests must be in the lock-box by the 22nd of the previous month.

Those that are eligible must use personal days to avoid paying for the holiday in any given month.

When deducting for the personal day that you wish to take, use the amount designated under the "Monthly Rate" on the Rate Schedule provided. [For example: if your child is a Toddler, the amount to deduct is \$34; if your child is a Preschooler, the amount to deduct is \$31]

2. Full-time families also have the opportunity to pay a monthly rate that has been discounted. A discount is given for those families who pay for the entire month by the first working day of each month.

PART-TIME ENROLLMENT

Those who do not enroll their child full time (five days/week) must attend on either the three or four-day program. It is mandatory that the same days be chosen each week. If a holiday falls on one of your regularly scheduled days, you will have the opportunity to choose an alternate day by using the Request Forms and placing them in the lock-box.

Tuition

SWITCHING DAYS IS NOT PERMITTED; HOWEVER, YOU MAY ADD A DAY!!

There will be a \$55.00 fee for any additional days your child will need. If you have signed up for a three-day/week contract and you need a fourth day, you will be assessed a \$55.00 fee no matter what the age of the child. If you have signed up for a four-day/week contract, and need a fifth day, you will be assessed a \$55.00 fee for that additional day. You must call the director to get permission to add a day to your schedule. If you wish to change the number of days your child will attend JFKD, Inc. you must pay a re-enrollment fee. This withdraws your child from the original commitment. Then, you must re-enroll them into the appropriate program.

HOLIDAYS

When the daycare is closed on a holiday, all parents will be required to pay their regular weekly or monthly rate. Those that are eligible must use a personal day to avoid paying for the holiday. The part-time parents are required to choose their "lock-in" number of days within that week and pay their regular weekly rate.

Attendance Policies

It is important that your child attend every day they are well. This gives them some form of routine to follow.

Five THINGS TO REMEMBER ABOUT ATTENDANCE:

1. Call When Sick. If your child is ill and will not be attending the daycare on a day for which they are scheduled, please call by 8:00 a.m. that day. The phone number of the daycare is listed on the front cover.
2. Enrollment & Scheduled Days. When you enroll your child, a Fee Agreement is signed by the director and you. At that time, you are to designate the number of days per week your child will attend Just For Kids Daycare, Inc. If your child is to attend part-time, you must specify the designated days they will attend. You must lock in the days your child will be enrolled at JFKD. If they will be attending three or four days per week, you must specify the particular days to be held for your child each week. Additional days may be added at \$50.00 per occurrence, with the director's prior approval. If you are under contract for three days (M-W-Th) and one week you need Friday instead of Thursday, you will be charged your weekly rate plus \$55.00 for the additional day. **NO SWITCHING OF DAYS IS PERMITTED!! THERE WILL BE NO EXCEPTIONS!!!!**
3. Drop off. We ask that you drop off your child **NO LATER THAN 10:00 a.m.** There are scheduled activities that may be interrupted if you arrive between the hours of 10:00 a.m. and 2:15 p.m. each day.

To be certain your child is offered breakfast, arrival time to JFKD must be before 8:20 A.M. Breakfast is served between 8:00 and 8:30 A.M.

NOTE: make it a habit to check your child's pockets, hands, etc. for small objects that could possibly pose a choking threat. Items to check for: coins, earrings, small toys, etc.

Attendance Policies

4. Pick up. It is very important that the child be picked up by 6:00 p.m. The daycare clock is the clock used to determine the time. Failure to arrive by 6:00 p.m. will result in a fee of \$5.00 per 15 minutes late. (i.e., \$5.00 for 1-15 minutes late; \$10.00 for 16-30 minutes late; etc.)

5. Daily Sign In. When dropping off your child, you are required to sign your name, the child's first name, and the time of arrival on the "Sign-in/Sign-out" sheet provided. When picking up your child, find where you signed in, sign out the time of departure, and initial it. This will ensure that everyone who arrived has been picked up. Once the child is signed in for the day, JFKD, Inc. and its Staff assume the responsibility for your child. When you arrive to pick up your child, you are assuming the responsibility for your child. PLEASE COOPERATE WITH US TO ENSURE THAT THE SAFETY OF YOUR CHILD IS THE BEST IT CAN BE.

Arrival & Departure Procedures

State rules and regulations mandate that a safe pick-up/drop-off policy must be enforced. We ask you, the parent of the child, to pull into the parking area with caution. A child can easily run into your path. When parking your vehicle please be sure you are not blocking the entrance of the parking lot. *We do not advise leaving your car running while you are inside picking up your child – the car could shift out of gear and move while unattended.* The State rules and regulations prohibit cars to remain running while unattended. Please help our facility to remain in compliance with this rule in particular. This is for the safety of all children and staff.

If your child is in the playground area when you arrive, they will not be permitted to leave the area until you have entered the playground area and accompany them out.

If Someone Else Needs to Pick Up Your Child

The center must have prior knowledge if your child is to be picked up from the Center by someone other than the usual pick up person. If someone comes for your child, and we did not hear from you, we will not dismiss your child to that person until we are able to contact you. Even if the person is on the "Persons to Whom Child May Be Released" list, if we are not familiar with the person, we will refuse to dismiss your child to that person until we have made contact with you. Keep this list up to date. A photo driver's license is required of the specified person before the child will be released from the Center.

Arrival & Departure Procedures

If a parent or pick up person is not familiar to the staff on duty, a photo driver's license will be required for purposes of identification. This minor inconvenience is done to protect your child. The center's rights over the child overrides any person who is authorized to pick up the child other than the parent. The parent's rights override the center's rights. (Ex. If a person who is authorized to pick up your child is intoxicated by our standards, we will not release your child to them. However, if a parent is intoxicated we cannot stop them from taking their child, but we will call the other parent and notify the police.)

Withdrawing & Re-enrollment

You may choose to withdraw your child at any time. You are required, in writing, to give the director a two-week notice when you plan to withdraw your child. If the two weeks is not possible, you will be responsible for the tuition for two weeks from the date the director is notified. However, should you decide to re-enroll your child, there is a re-enrollment fee you will be required to pay. This fee is the same amount as the enrollment fee. If you wish to withdraw your child, please think carefully, as your child's position could be filled immediately or the number of staff available could change.

Health Policies

If your child is ill and will be absent, parents are to notify the daycare by 8:00 a.m.! If your child comes to the daycare ill, we will not be permitted to admit them. If your child becomes ill while at the daycare, you or another designated person will be required to come for them within the hour.

EXAMPLE: Should your child have two episodes of throwing up, or two occurrences of diarrhea, they will be sent home.

EXAMPLE: If your child has a fever of at least 101.0 degrees Fahrenheit (not related to teething), they will be sent home.

EXAMPLE: If any combination of two of the above occurs, your child will be sent home.

If you are contacted because any of the above has occurred, you are required to have the child picked up as quickly as possible. Not only is your child's health and comfort our concern, but the health and welfare of the other children and staff members is to be considered as well. ONCE YOU ARE CONTACTED ABOUT YOUR CHILD'S CONDITION, YOU MUST HAVE SOMEONE AT THE CENTER TO PICK UP YOUR CHILD WITHIN ONE HOUR!

If your child has a fever of 101.0 degrees Fahrenheit, has thrown up and/or has had diarrhea, they are not permitted to attend the daycare for a period of 24 hours from the time of the last episode. This will keep down germs and minimize the risk to the staff and children at the daycare. Your co-operation in this matter is greatly appreciated.

Health Policies

If your child is SUSPECTED of having any of the conditions as described above upon arrival, they will not be permitted to stay at the daycare. If it is noticed after they are dropped off, a parent will be called to have their child picked up IMMEDIATELY!!

If your child has contacted a communicable disease (i.e. impetigo, pink eye, worms, lice, etc.), parents are REQUIRED to notify the daycare immediately! A written physician's permission must be supplied before your child can be readmitted.

PARTIAL CREDIT

The Director must be notified if: a) your child is sick and will not be attending the daycare on their scheduled day(s), or b) your child will be absent from the daycare for an extended period of time. Partial credit will be given for days missed ONLY WHEN a physician's excuse (which must be kept on file) is provided. Partial credit means that \$10/day absent will be credited to your account. If no physician's excuse is provided, the full contracted fee will be charged for days missed.

ADMINISTERING MEDICINE

Both a parent and physician's WRITTEN PERMISSION are required before the staff members of JFKD, Inc. will administer prescription medicine. "Over-the-Counter" medicine will be administered only when a parent's written permission has been supplied. Parents MUST sign the appropriate sheet giving the staff permission to administer prescription and non-prescription medicine to their child.

Preschool

Preschool lessons are offered Monday through Friday during the academic year (September through May) from 9:00 a.m. to 11:15 a.m.

JFKD, Inc. offers preschool with and without extended daycare. Children between the ages of three and five that are enrolled at JFKD, Inc. and are potty-trained will be offered age-appropriate preschool curriculum followed by afternoon extended care.

Those who are looking for preschool for their three, four, and five-year-olds without the extended care will also be offered an age-appropriate curriculum between the hours of 9:00 and 11:15 a.m. All the children of these ages will be grouped together during the preschool hours. You can see the Director in reference to the rates for this service. All fees are expected to be paid prior to service.

Lessons include development of motor skills, letter and number recognition, shapes, colors, writing, and art. Class sizes are kept small to ensure each child gets the attention they need to develop and grow.

Children **MUST** be at least three years old **AND** potty trained to enroll in the preschool program at JFKD, Inc.

Summer Camp

Just for Kids Daycare, Inc. provides a daily summer camp program directed towards, but not exclusively for, children entering kindergarten through fifth grade living in or near North Huntingdon, PA or Irwin. Our summer camp is designed for maximum fun while still encouraging learning and growth in each child.

Each year, we begin the summer camp program with a "Getting Acquainted Week" so that your child can get accustomed to our staff and the other campers, and so that we can learn more about your child's needs, learning style, and personality. This is especially helpful for campers who do not use our daycare or preschool services and are unfamiliar with the facilities and staff, and for younger campers who may not be accustomed to being away from their parents during the day.

The program includes guest speakers, crafts, and games/challenges to keep your children busy and active. Some of our activities in the past have included a K-9 demonstration, marshmallow dodge ball, EMS/Rescue demonstrations, scooter races, parachute games, and much more.

Grouping of Children

Children are grouped by age as well as capabilities. Just because your child has had another birthday does not mean they will be moved to a higher age group (see "Advancement" below).

INFANT ROOM QUALIFICATIONS

To be permitted in the Infant Room, the child must be between the ages of six weeks and eighteen months. The parent will provide all baby-related items, i.e. diapers, wipes, ointments, formula, baby food, baby cereal, baby juice (if desired), and a change of clothes (which should remain at the daycare until they have been worn, no longer fit, or there is a change in season). Once the child is able to eat table food, the daycare will provide breakfast, lunch, and snacks.

TODDLER AREA QUALIFICATIONS

The child must be between 18 and 36-months-old, walking without assistance, and drinking from a sippy cup independently. The parent will provide any baby-related items, such as: diapers, wipes, ointment, and a change of clothes (which should remain at the daycare until they have been worn, no longer fit, or there is a change in season). A sleeping bag must be provided for your child's use at naptime. The sleeping bag must go home every Friday, and should be laundered and returned on Monday. All items must be labeled with your child's name.

Grouping of Children

PRESCHOOL AREA

The child must be 36 months and older, able to drink without a lid independently, able to use a fork and spoon independently, be potty-trained and capable of using the bathroom by themselves, and be able to pull pants up and down independently. The parent will provide a change of clothes, which should remain at the daycare until they have been worn, no longer fit, or there is a change in season. A sleeping bag must be provided for your child's use at naptime. The sleeping bag must go home every Friday, and should be laundered and returned on Monday. All items must be labeled with your child's name.

ADVANCEMENT

Regularly scheduled times for advancement are in September. However, should your child qualify for advancement outside of September, and there is room in the preferred area, the Director may choose to advance them at a different time. You will be contacted for your input on this decision. However, because of the ever-increasing enrollment at JFKD, Inc., the staff reserves the right to advance a child to the next area at our discretion.

Parents, please note that although your child may qualify, advancement is not always automatic due to a full capacity status in the preferred area. Once a slot does become available, your child will be advanced.

Daily Schedules

INFANT ROOM

Because each child has their individual schedule, we ask that you provide pertinent information to steer us in the right direction. Hints as to what makes them happy, how to soothe, when and how much to eat, nap schedules, and anything else that might make their day smoother is welcome and encouraged. Know that all children spend time outdoors (weather permitting). Infants are scheduled to go outdoors between 9:00 a.m. and 10:45 a.m. and/or between 4:00 p.m. and 5:00 p.m.

TODDLER AREA

7:00 a.m. to 8:00 a.m.	Arrival/TV time
8:00 a.m. to 8:30 a.m.	Breakfast
8:30 a.m. to 8:40 a.m.	Potty/Diapers
8:40 a.m. to 9:30 a.m.	Free Play
9:30 a.m. to 10:00a.m.	Snack/Potty/Diapers
10:00 a.m. to 10:45 a.m.	Outdoor Play*
10:45 a.m. to 11:30 a.m.	Group Time
11:30 a.m. to 11:50 a.m.	Lunch
11:50 a.m. to 12:00 p.m.	Potty/Diapers
12:00 p.m. to 2:30 p.m.	Nap
2:30 p.m. to 3:00 p.m.	Snack
3:00 p.m. to 4:00 p.m.	Organized Play
4:00 p.m. to 5:00 p.m.	Outdoor Play*
5:00 p.m. to 6:00 p.m.	TV Time/Departure

Daily Schedules

PRESCHOOL AREA

7:00 a.m. to 8:00 a.m.	Arrival/TV time
8:00 a.m. to 8:30 a.m.	Breakfast
8:30 a.m. to 9:30 a.m.	Free Play
9:30 a.m. to 9:45 a.m.	Snack/Bathroom
9:45 a.m. to 10:45 a.m.	Group Time
10:45 a.m. to 11:30 a.m.	Outdoor Play*
11:30 a.m. to 12:00 p.m.	Lunch
12:00 p.m. to 12:30 p.m.	Story Time
12:30 p.m. to 2:30 p.m.	Nap
2:30 p.m. to 3:00 p.m.	Snack/Bathroom
3:00 p.m. to 4:00 p.m.	Outdoor Play*
4:00 p.m. to 5:00 p.m.	Organized Play
5:00 p.m. to 6:00 p.m.	TV Time/Departure

*Weather permitting – During the summer months, if the weather is too humid or the sun is too scorching, the children will only be taken out for a 10-15 minute period. In the winter, if the temperature is 40 degrees or above, and it is not raining, the children will be taken outdoors. During the summer months, make sure your child has sunscreen. During the winter months, make sure appropriate clothing is worn on your child.

Holidays & Vacation Days

HOLIDAY PARTIES

The daycare celebrates Halloween, Christmas, Valentine's Day, and Easter. We will keep you posted through Parent Newsletters as to the dates and specific arrangements for these events. We also celebrate each child's birthday. On these days, parents are welcome to send in treats to be served during snack time. The children prefer cookies, cupcakes, doughnuts, or ice cream.

VACATION DAYS

Each family will be permitted two weeks of vacation – May 1 through April 30 being the calendar year. All parents may exercise this option. Vacation time must be taken in one of two ways: one two-week vacation, or two one-week vacations. Vacation cannot be taken one, two, three... days at a time. Should you choose to take more than two weeks of vacation per year, you will be billed your regular weekly rate for each additional week your child is absent – this will hold your child's space.

Be sure to request the vacation days for the month by using the Request Forms provided near the lock-box. The completed forms must be signed and dated. The requests must be in the lock-box by the 22nd of the previous month.

Vacation privileges are earned only after a client has been with JFKD for six months. Upon the completion of your sixth month, you will be allowed two weeks of vacation. JFKD has a "no carryover" policy regarding vacation – in other words "use it or lose it" inside our fiscal year, as stated above.

Closings & Delays

In the event of an emergency situation, such as severe weather conditions or a power outage, parents should listen to one of the following radio stations: WPGP 1250 AM or KDKA 1020 AM. For television viewers, the channels to watch are: WTAE or KDKA. You may also go online to the KDKA or WTAE website and click on the school closing link for information on our closing the facility. Additionally, you can access our website, **just4kidsdaycare.com**, and follow the link for "school closings and delays." If the daycare is closed for an emergency, you will be reimbursed or credited for the day or days the Center is closed.

Dress Code

Since many activities involve creative art projects and active play, children are encouraged to wear durable, comfortable clothes in which they feel free to play. In the case of potty training, we ask that parents dress their child in clothes that children can pull up and down independently. This encourages them to learn self-help skills, which they need to learn in order to advance to the other areas of the daycare.

Parent Conferences

It is our desire to cultivate a close working relationship with parents of the children through newsletters, notes, daily reminders, and verbal interaction. We choose to talk daily with each parent. If you feel that a conference is needed with your child's teacher or with the Director, please do not hesitate to make an appointment. Phone calls are encouraged to discuss happenings at the daycare, as well. Any conference concerning the child should be done in private, never in the child's presence. Please keep this in mind when planning such a meeting.

Smoking Policies

State law requires us to strictly enforce a non-smoking environment around our daycare facility. This is something that must be upheld by everyone – staff, clients, contractors, etc. We do not permit smoking in or around the facility! If you have a cigarette when you arrive, please be courteous and put the ashes and butt in the ashtray located inside your vehicle. If, for some reason, this is not possible, please extinguish the cigarette and throw it in the dumpster or garbage can on the right side of the building. State regulations mandate that we keep our property free from cigarette butts.

Confirmation Letter/Contract

I, THE UNDERSIGNED, HAVE READ AND AGREE TO UPHOLD THE RULES AND REGULATIONS THAT HAVE BEEN EXPLAINED TO ME IN THE JUST FOR KIDS DAYCARE, INC. PARENT HANDBOOK, WHICH HAS BEEN PROVIDED BY THE DIRECTOR OF JUST FOR KIDS DAYCARE, INC. IF I HAD ANY QUESTIONS, CONCERNS, OR COMMENTS, I PRESENTED THEM TO THE DIRECTOR AND THEY WERE EXPLAINED TO MY SATISFACTION. I UNDERSTAND THAT THIS PROCEDURE IS DONE YEARLY IN ORDER TO KEEP MY CHILD ENROLLED AT THIS DAYCARE CENTER.

PARENT'S/GUARDIAN'S SIGNATURE _____

DATE _____

THE ABOVE MUST BE READ, SIGNED, AND DATED AT THE TIME OF THE INITIAL REGISTRATION OR WHEN RE-REGISTERING AT JUST FOR KIDS DAYCARE, INC.

THANK YOU,
THE MANAGEMENT

Permission to Photograph

Throughout the year, the children enrolled in Just For Kids Daycare are involved in a variety of activities. We would like to be able to share your children's achievements and interests publicly with you via our website. Please initial the appropriate space below to give consent for the daycare to use your child's photo.

_____ I GIVE permission for the staff and management of Just For Kids Daycare to use my child's photograph on their website.

_____ I DO NOT GIVE permission for the staff and management of Just For Kids Daycare to use my child's photograph on their website.