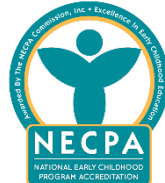


JUST US Kids

Early Learning Center

Parent Handbook



Carrie Justice, Director

(765) 463-6129

www.justuskidsinc.com

www.facebook.com/justuskidswestlafayette



Just Us Kids
Early Learning Center
Parent Handbook

Letter to Parents

Dear Parent:

Just-Us-Kids, Inc. is providing this handbook to inform you of the services provided at Just Us Kids Early Learning Center, 1494 Kalberer Road, West Lafayette, Indiana 47906.

No child will be discriminated against because of race, sex, national origin, age, or handicap. Openings in our facility are available on a first come, first serve basis.

Providing quality childcare in an enriched environment for your children is a combined effort between the childcare center and you, the parents. We will share your child's experiences with you as we hope you will share important events for your child, away from the center, with us.

This parent handbook is subject to change and families will receive any additions via email.

You may contact me at Just Us Kids Early Learning Center between 8:00am-4:00pm, Monday through Friday. General questions can be emailed to info@justuskidsinc.com. This email goes to all office staff for quick responses. My private email is carrie@justuskidsinc.com if you have a question or concern that you would like to be addressed specifically to me. I encourage you to call, email, or make an appointment anytime that you feel your child's welfare should be discussed. Our phone number is (765) 463-6129.

Carrie Justice
Director, Just-Us-Kids, INC.
1494 Kalberer Road



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Hours of Operation







1494 Kalberer Road, West Lafayette, Indiana 47906

Just Us Kids Early Learning Center is open from 6:30am to 6:00pm, Monday through Friday. Children may attend a maximum of 10 hours a day.

Please note that the infant room hours of operation are 7:30am to 5:30pm.

Holidays

Just Us Kids Early Learning Center will be closed on the following holidays. If a holiday falls on a Saturday or Sunday, staff is entitled to the Friday before or Monday after as a holiday. Childcare costs are not reduced during holiday weeks.

-  New Year's Day
-  Memorial Day
-  Independence Day
-  Labor Day
-  Thanksgiving Day and the Friday after Thanksgiving
-  Christmas Day plus one additional day (depending on which day Christmas is on)



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Weather/Emergency Closing

If the center must close during normal operating hours due to an emergency, parents would be notified and may be asked to pick up their child. If an emergency such as a fire exists, the children will be safely moved to Trailhead Park located right next door. All parents will be notified and asked to pick up their child immediately.

A weather emergency, prior to normal center hours, will be announced through Brightwheel and on our Facebook page. Please make sure we have your correct email and cellphone number that can be accessed at any time. We do not close unless the conditions are severe and travel for our employees is deemed unsafe. Fees are not adjusted for weather closings of two days or less.



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Fees

Non-Refundable Registration Fee

- There is a \$40 registration fee for enrollment in the Center. This fee is a one-time non-refundable fee that goes towards classroom supplies. We do not charge registration fees annually for children enrolled in a fulltime program.

Non-Refundable Deposit

- To secure your child's space, a non-refundable deposit in the amount of one week's tuition, along with the one-time registration fee of \$40. The deposit will be credited to your account for the child's last week of care, provided the center is given two weeks written notice of the child's withdraw from Just Us Kids Early Learning Center.

Discount

- A 10% discount is given for the oldest child of families with two or more children.

Current Rates

- See the director for the current fee schedule
- All fees are due on Fridays for current week of care
- Parents may choose to pay on a weekly, bi-weekly, or monthly schedule if they are paying ahead for care
- Rates are subject to change with a 30-day notice to parents

Late Pick-Up

- A minimum late fee of \$10 plus \$1 per minute beyond the first 10 minutes will be charged for children who are not picked up by 6:00pm. Second offences will start with a \$20 late fee plus \$1 per minute charges. Late fees will be assessed at the discretion of the director based on emergency situations. Persistent tardiness in pickup of children will result in the child's withdrawal from center programs.
- Police and/or Child Protective Services will be notified if children are left more than ½ hour past 6:00pm without parent communication. We will not notify authorities if we have parent communication of emergency situations.



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Fees (continued)

Elective Activities

- Parents may elect to enroll their child in Gym Bus, Crouching Tigers, or Soccer Shots at an additional charge through that vendor. These are not fees charged or collected through Just Us Kids Early Learning Center.

Vacations

- Fees will be one half of normal fees for up to two weeks of vacation per year. A child must be enrolled 6 months before using one week of a vacation and enrolled one year to use the second week of vacation. All fees for vacation will be paid prior to the child's absence. This will hold your child's space in the center while you are away. Vacation year dates begin with enrollment date. All other vacation days are paid at the full rate to maintain responsible operation of Just Us Kids Early Learning Center.

Items Parents Supply

- Parents are asked to provide one box of Kleenex and one box of wipes per child per month
- Parents are asked to provide diapers and wipes as needed for their child using diapers.

Indiana regulations state that: disposable diapers furnished by the parent shall be brought to the center in unopened packages, stored separately off the floor, and marked with the individual child's name. The center's consulting physical has approved the use of baby wipes as part of the skin care procedures at diapering time. Diapers and wet wipes must be provided for the child by the parent/guardian. Parents will be notified when the child is almost out of diapers and wipes. In case of an emergency, the center will have extra diapers on hand. No child will be left in soiled diapers because their individual supply is exhausted.



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Introduction

Just Us Kids Early Learning Center is a child centered and developmentally based childcare program for children ages 6 weeks through 12 years old. Its purpose is to provide high quality care and education for each child enrolled at the center. To that end, we are committed to the following quality considerations:

- ✚ A professional staff trained specifically for working with young children
- ✚ A developmentally appropriate curriculum based on how young children learn.
- ✚ A small group size and high teacher to child ratio.
- ✚ Constant program evaluations

This center is licensed by the Indiana Division of Family and Children.

The program operates year-round and the center is open Monday through Friday from 6:30am to 6:00pm. Our maximum enrollment is 200 children.

The curriculum at Just Us Kids Early Learning Center is based on the philosophy that children learn by doing. We believe that through active involvement with their environment that children make sense of the world around them. They learn by observing what happens when they interact with materials and other people. At the same time, we also believe that while children are interacting with the environment in ways that promote their cognitive development, they are also developing socially and emotionally. We also believe that our curriculum promotes gross motor and fine motor muscle development and physical skills.



Educational Philosophy Statement

The educational philosophy of Just Us Kids Early Learning is child centered and developmentally based. It is based on the belief that children learn by observing what happens when they interact with materials and people.

Young children learn by active exploration. Children need an environment that invites them to observe, to be active, to make choices, and to experiment. This is encouraged by arranging the classroom into learning centers. A child centered environment encourages competence and is initiated by setting clear and age-appropriate expectations for behavior and by letting children know what is expected of them. Children's concerns about doing things "right" diminishes because they are encouraged to learn from their mistakes, to explore, and to take risks.

Literacy development is encouraged through a whole language approach. We believe that children learn to read and write by experiences through drama, art, dance, science, math, music, and of course, reading and writing. We believe that normal reading and writing instruction that emphasize isolated skill development such as reciting the alphabet, instruction in letter formation, underwriting, and the use of a worksheet can be beneficial.

The curriculum that results from this education philosophy is experiential and environmentally based. It is purposely open-ended so that children are encouraged to explore and discover.



Goals and Objectives

The program at Just Us Kids views each child as an individual. To that end, we have the following goals and objectives for each child at the center.

- ✚ To promote the development of positive self-esteem and self-concept in each child.
- ✚ To promote the development of each child into self-confident, risk taking learners.
- ✚ To develop cognitive and creative skills in the areas of literacy, math, science, music, art, and language development in each child.
- ✚ To acquire concepts and information leading to a better understanding of the immediate world.
- ✚ To promote the development of positive communication skills in each child.
- ✚ To promote the development of positive social skills in each child.
- ✚ To promote the development of independence, self-reliance, and self-discipline in each child.
- ✚ To promote the appreciation of cultural diversity in the community by each child.
- ✚ To promote the development of fine and gross motor skills in each child.
- ✚ To promote the use of all senses to increase the physical capabilities of each child.
- ✚ To promote the development of sound health and nutrition practices in each child.



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Staff

The staff of Just Us Kids Early Learning Center consists of the following:

- ✚ Director
 - Director shall be at least 21 years of age and have a minimum education of an associate degree in Early Childhood Education.
- ✚ Assistant Director
 - Assistant Director shall be at least 21 years of age and have a minimum education of an associate degree in Early Childhood Education.
- ✚ Office Administrator
 - Office Administrator shall be at least 21 years of age and have a minimum education of a Child Development Associate Credential (CDA)
- ✚ Full Time Teacher
 - Full time teachers shall be at least 18 years of age. Just Us Kids Early Learning Center must meet a ratio that 50% of our teachers have a minimum education of a Child Development Associate Credential (CDA).
- ✚ Substitute/Floaters
 - Substitute/floaters shall be at least 18 years of age. Just Us Kids Early Learning Center must meet a ratio that 50% of our teachers have a minimum education of a Child Development Associate Credential (CDA).
- ✚ Cook/Kitchen Aid
 - Cooks shall be at least 18 years of age.
- ✚ Bus Drivers
 - Bus Drivers shall be at least 21 years of age and have a For Hire Endorsement or CDL License.



Reporting Child Abuse and Neglect

All employees are trained to recognize the signs of abuse and neglect of a child. Any child who is suspected of being a victim of abuse will be reported to the proper authorities. All suspected abuse will be documented including photos, if needed. It is required by law that all persons report suspected cases of abuse.

To report suspected abuse, please call 1-800-800-5556

Questions or concerns should be forwarded to the director immediately.



Licensure

Just Us Kids Early Learning Center is inspected annually and is licensed by the following:

- + State Division of Family and Children
- + Indiana State Fire Marshall

Licensing including the following areas:

- + Admission Policy
- + Program Activities
- + Staff Qualifications
- + Nutrition
- + Health Requirements
- + Physical Structure
- + Space Allocation
- + Child/Staff Ratios



Child/Staff Ratios

Below are the maximum child/staff ratios by age of child:

<u>Age of Child</u>	<u>Per Staff Member</u>
6 weeks to 1 years old (Infants)	4
1 years old (Toddlers)	5
2 years old	5
2 ½ years old	7
3 years old	10
4 years old	12
5 years old (Pre-K)	12
School Age Children	15

Child/staff ratios reflect only classroom staff that is in direct contact with the children. At any time, more adults may be present such as: volunteers, students (including student nurses), and other parents.



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Field Trips

Just Us Kids Early Learning Center maintains child/staff ratios during walks around the Trailhead Park located right next door.



Curriculum

The curriculum provided by Just Us Kids Early Learning Center is developed to meet the needs of each age group of children. Our staff will

work with each child to allow mastery of appropriate skills at their individual developmental level. The curriculum involves the following components:

- ✚ Preschool readiness activities
- ✚ Annual developmental assessments
- ✚ Tablets for children three years and older using only educational games
- ✚ A daily schedule-designed for flexibility to meet varying attention spans
- ✚ Self-expression is encouraged through art, music, language, and dramatic play
- ✚ Small group time to encourage peer communication
- ✚ Development of daily living skills
- ✚ Hands on weekly themes for new learning experiences
- ✚ Musical expression through singing, dancing, CD's, and instruments
- ✚ Infant and toddler programs tailored to the individual needs of each child



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Registration and Enrollment

Childcare will be provided on a first come, first-serve basis. If no openings exist at the requested time of service, parents may choose to put their name on the waiting list. The waiting list will be on a first come, first-serve basis according to available spaces.

- ✚ The center programs will be explained during registration and we will do our best to answer any questions you may have.
- ✚ All enrollment paperwork must be completed prior to the child's first day at the center.
- ✚ An annual update of parent and child information will be conducted by the center. Any changes in a child's emergency information must be conveyed to the center as soon as possible.



Infant Safe Sleep Policy

It is the policy of Just Us Kids Early Learning Center that all infants be placed on their backs to sleep. This is in accordance with safe sleep practices and licensing regulations. Staff may not place a child on their side or stomach for sleeping. Blankets and swaddles are not allowed at the center per state regulations.

All infant teachers must complete the following trainings and provide certification before going into the infant classrooms:

- ✚ Safe Sleep Practices: Reducing Sudden Unexpected Infant Death Module 1
- ✚ Safe Sleep Practices: Implementation in Child Care Settings Module 2



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Breastfeeding Policy

Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than the bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcomed to breastfeed in front of others if they wish.

A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breastmilk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

Staff shall be trained in handling breastmilk. All center staff will be trained in the proper storage and handling of breastmilk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, PTO leave may be used, or the employee can come in earlier or leave later to make up the time.



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Open-Door Policy

Just Us Kids Early Learning Center encourages communication between parents and staff. Either party is encouraged to initiate regular communication daily and may request a conference at any time.

Just Us Kids Early Learning Center maintains an open-door policy to parents and guardians. The center welcomes parents to visit throughout the day.

Your child will best benefit from our program if he/she attends regularly. If your child will be absent or late, please contact the center at least one hour prior to your child's scheduled arrival time. This allows the center to make an accurate meal count.

Parents/guardians should contact the director if any time they feel their child's needs are not being met. Conferences can be arranged at any time.



Conflict Resolution Policy

It is the policy and belief of Just Us Kids' administration that we work in a partnership with parents for the care of their children. It is our goal to incorporate the families' culture, beliefs, and philosophy in the daily program of each child. Parents are encouraged to share their wishes, concerns, and suggestion with the child's teacher and/or director. If the parent feels a private meeting is wanted, please contact the director to arrange it. Every effort will be made to meet with you within 24 hours. The director's office maintains an open-door policy. Please do not hesitate to stop in at the office to express concerns. All concerns are taken seriously. Immediate action will be taken to address your concern and you will be notified in person and/or in writing of how the concern was/will be addressed. Just Us Kids Early Learning Center will explain our policies, adjust our policies, correct inappropriate practices, and take further action deemed necessary or as required by law, to address each concern.



Helping Your Child Adjust

The following recommendations will help a child adjust to their life at the center and increase their enjoyment of their experiences:

- ✚ Talk to your child about the center before care begins. Use positive statements, visit, and take pictures. Bring your child for an extended visit to the center prior to their entry date.
- ✚ Show your place of employment to your child so that they may understand where you will be while they are at the center.
- ✚ Help your child understand your work schedule so that they understand the time they will arrive and the time they will be picked up.
- ✚ It is not helpful for you to stay with your child. It prolongs the process of your child accepting comfort from his/her teachers.
- ✚ Smile and show confidence that your child will have a good time at school. Your child may cry but he/she will also take cues from you. If you look worried and are apologizing for having to leave him/her, your child will be more worried and take longer to adjust.
- ✚ Establish a set routine for arrival and pick-up so that your child will feel safe. Please be on time. Children often fear desertion that is intensified by the parent being late.
- ✚ Children should wear comfortable clothing and safe footwear, which provides mobility and traction. Tennis shoes are preferred. Sandals are discouraged. Elastic waist shorts/pants help your child to feel self-sufficient while potty training, as many children need assistance with button and snaps.



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Health Policy

A copy of current immunizations and a physical must be signed by a physician, physician's assistant or nurse practitioner before your child begins at Just Us Kids. Immunizations should be kept current throughout enrollment in your care, as the child ages. If your child is not immunized, administration will contact our licensing agent for further information.

Please contact the center if your child will be absent due to illness. All communicable diseases must be reported to administrators. Just Us Kids follows the recommendations of the communicable disease chart provided by the health department.

The guidance provided below is from the FSSA Office of Early Childhood and Out-of-School Learning.

Children and staff who have symptoms of infectious illness, such as RSV, influenza (flu) or Covid-19, should stay home and be referred to their healthcare provider for testing and care. Staying home when sick with Covid-19 and other communicable diseases is essential.

The overlap between Covid-19 symptoms with other common illnesses means that some people with symptoms of Covid-19 could be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year. Although Covid-19, colds and flu illnesses have similar symptoms, they are different diseases. Children who have symptoms of infectious illness or certain symptoms of Covid-19 should not attend our program. We do encourage our families to be on the alert for the following sign of illness in their children and to keep them home when they are sick. Parents should pay particular attention to:

- ✚ Fever (temperature of 100.4 or higher).
- ✚ Sore Throat
- ✚ Diarrhea, vomiting or stomachache.
- ✚ New onset of severe headache.
- ✚ New cough that causes difficulty breathing (for a child with chronic allergic/asthmatic cough, see if there is a change from their usual cough).

The length of time the child should stay out of childcare depends on whether the child has Covid-19 or another illness. For those children that have been diagnosed with Covid-19, a return to the program can happen in the following ways:



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Adults and children aged five and up:

- ✚ Isolation at home for five days.
- ✚ Return to Just Us Kids on day six **IF** fever free for at least 24 hours without the use of fever-reducing medication and showing improvement in symptoms.
 - Adults and children should mask days six through 10 upon return.
- ✚ Children who **cannot** consistently and correctly mask should isolate at home for seven days and return on day eight.

Children aged two (24 months) to five years of age:

- ✚ Isolation at home for five days.
- ✚ Return to the program on day six if fever free for at least 24 hours without the use of fever-reducing medication and showing improvement in symptoms **IF** the child can correctly and consistently mask.
 - Children who **cannot** consistently and correctly mask should isolate at home for seven days and return on day eight.
 - Children who **can** consistently and correctly mask should mask days six through 10 upon return.

Children aged 6 weeks to 24 months:

- ✚ Isolation at home for seven days.
- ✚ Return to the program on day eight if fever free for at least 24 hours without the use of fever reducing medications and show improvement in symptoms.
 - Infants and toddlers (up to 24 months) **cannot** wear a mask, as it is a hazard for them. Because masking is not an option, children who test positive will need to isolate for seven days. This time has been shortened from 10 days to seven days because it is unlikely that the child will spread the virus after seven days of isolation.

Close contacts of persons with Covid-19

Quarantine in childcare is no longer recommended for exposure to Covid-19. However, those who have been exposed to a diagnosed case of Covid-19 should monitor for the development of symptoms.

Notification of positive cases

When a child or adult within a program test positive, administrators will notify staff and families of children who were close contacts as soon as possible that someone at Just Us Kids has tested positive.

Health Screening Process

In June of 2020, Just Us Kids implemented a health screening process that continues to be utilized for staff and children entering the building.



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All employees of Just Us Kids Early Learning Center, all children, and all vendors who enter our buildings must be screened for COVID-19 symptoms prior to or upon entry. Employees and parents or any person dropping off a child should self-screen prior to traveling to Just Us Kids Early Learning Center. That includes self-monitoring for COVID-19 symptoms and taking their own temperature and the temperature of their child. We reserve the right to screen any individual seeking admittance to our buildings, including taking their temperature with a touch-free thermometer.

- ✚ **Employees must stay home if they are sick.**
- ✚ **Children must be kept home if they are sick.**

Children will be screened by their teacher at time of drop off by the teacher. Employee must confirm their self-screen results prior to starting work. Per the CDC, the following method is acceptable:

Employees take their own temperature and self-monitor for any COVID-19 symptoms before coming to Just Us Kids Early Learning Center. Before arriving to work or immediately upon their arrival employee must:

- ✚ Confirm that their temperature is less than 100.4 degrees F and confirm that they are not experiencing coughing, shortness of breath, or other symptoms of COVID-19.
- ✚ Confirm that they have no visible signs of illness, which could include flushed cheeks or fatigue.

If fever or other symptoms are present or develop, or if there is a positive COVID-19 test, employee must stay at home and promptly call the office and speak with an administrator to report the symptoms. By clocking in, employees are confirming that they have self-screened and confirm they have none of the conditions listed above. Parents or other adults dropping off children should self-screen prior to drop-off. Please do not bring your child to the center if you are sick. Children will be screened for visual signs of illness and have their temperature taken prior to entering the classroom during the check in process through Brightwheel. Vendors will be screened for visual signs of illness and have their temperature taken prior to entering the building.

Mask Policy

Face masks are optional at Just Us Kids for children ages two and up or staff.

Infants and toddlers (up to 24 months) **cannot** wear a mask, as it is a hazard for them.



Toilet Training

Children must be toilet trained before entering the 3-year-old classroom, except those with special needs. All 2-year-old children will be assisted by staff with toilet training.

Medication Policy

In the State of Indiana, per licensing regulations, anything applied to the skin or taken orally is a medication. This includes **sunscreen, hand lotion, and diaper cream.**

Medication may be given to children under the following conditions:

- ✚ Parents must complete a permission slip for the child each day that oral medication needs to be given unless it is directed on a prescription.
- ✚ Prescription medication must be labeled for the child and in its original container.
- ✚ Over the counter medication can be given to a child with a physician's order.
- ✚ All over the counter medications may be left at the center, with the child's name written on the medicine container. Only medications with a written doctor's order will be given/applied to the child.



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Hand Washing/Hygiene Policy

Hand washing and proper hygiene is essential to limit the spread of germs. The staff of Just Us Kids Early Learning Center follows the universal hand washing procedures as outlined by licensing. You will find hand washing procedures next to every hand washing sink in the center. Please use proper hand washing procedures to help maintain a healthy center. Please wash your child's hands upon entering the classroom.

Emergency Information

All parent/guardian information must be kept current.

Provide at least 2 people in case of any emergency.

All emergency information plus those adults allowed to pick up the child must be submitted to the center in writing.

All persons must be at least 18 years of age to remove a child from the center.

All parents, whose job/school schedule has changing phone number, must provide the center with a job/class schedule.



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Pet Policy

Fish are the only pets allowed at Just Us Kids Early Learning Center. Children and staff who assist in the care of the fish are required to follow the universal hand washing guidelines that are posted at all hand washing sinks. Permission must be obtained through the director to bring animals into the center for any purpose.

Security

We have installed a security system that will help keep our children safe in this world of increasing violence.

Parents must be let into the center by a staff member only.

You may have your child picked up by other friends or relatives; however, they must ring the doorbell to be let in. Remind friends and relatives they may be asked to produce identification.

You must also be careful that a stranger does not enter the building with you. We will be able to open the door and address the stranger before he/she enters the center.

We want you to be able to have free access to the center and to your child. We also need to keep our children safe from harassment and danger. We hope you will all agree that any inconvenience is well worth the safety of our children.

Please ring the doorbell if an attendant is not at the front desk.



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Sign-in and Sign-out Procedures

All adults who bring in or pick up a child MUST sign the child in and out each day using the Brightwheel App on your cellphone or by using the tablets located at the front desk.

Please do not leave your child until your child's teacher is aware of his/her presence.

Any adult picking up a child must be able to provide identification with a photo if requested.

It is the center's policy that a person under the influence of drugs and/or alcohol shall not remove a child from the center. If the impaired person insists upon removing the child, the center staff shall immediately report the incident to the local police agency.



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Meals

Breakfast is served at 8:15am, lunch is at 11:15am, and afternoon snack is at 2:30pm.

Meals are prepared by our dietary staff and served in the classroom. Teachers may eat with the children to model good eating habits and promote good table manners.

Menus are reviewed by the Indiana Department of Education, Division of School, and Community Nutrition Programs.

- ✚ Cereals contain 6 grams of sugar or less
- ✚ Breading is whole grain whenever available
- ✚ Hot dogs are turkey or chicken
- ✚ Fresh fruit and vegetables are incorporated several times per week
- ✚ Water is readily available
- ✚ Whole Milk is served to toddlers
- ✚ 1% Milk is served to 2-year-olds and up

Any child's special dietary needs should be arranged through the director. Menus are posted in each classroom.

Vegetarian meals are provided upon request.

Food allergy information should be provided to the center's director and the classroom teacher in writing. Please remember to provide the information again as your child moves from one age group to another.

Parents who prefer to provide food items/special milk for their child are responsible for bringing food at the proper temperature. Please see the director for specific instructions.



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Special Celebrations

Parents may provide a special treat for all the children in their child's age group for birthday or other celebrations. The State Board of Health regulations require that all food brought to the center must be unopened, commercially prepared packages. The center's director can provide suggestions for your consideration. Birthday treats should be arranged with the classroom teacher. Please try to think of healthy treats and snacks.

Please remember we are a **peanut wise** facility. We ask that you do not bring items containing nuts into the center. Please ask about additional allergies that may be in your child's room before bringing a snack or food item.



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Screen Time Policy

Just Us Kids Early Learning Center adheres to the following recommended practices for the use of screen time:

- ✚ Definition of screen time: Use/viewing of television, video projector, laptop, computers, tablets, and smart phones. This does not include a teacher reading from E-Books or Smart Boards for interactive instruction.
- ✚ For children ages 2 years and under: No screen time is permitted in the Early Childhood setting.
- ✚ For children ages 3 through Pre-K: Screen time is limited to 30 minutes per week in the Early Childhood setting from all sources.
- ✚ When screen time is offered, children are given the opportunity to do an alternate activity.
- ✚ When screen time is offered, teachers talk with child about what they are seeing and learning.
- ✚ Screen time is not offered as a reward for good behavior.
- ✚ All videos must be education and advertising free.
- ✚ Teachers and staff receive professional development training on screen time.

Children 3 through Pre-K class: There are times when specific themes used in the classroom can be enhanced using an education video. All videos must be educationally based and related directly to the lesson being taught. Videos will be listed on the lesson plan that is posted in the classroom. Video viewing is limited to no more than once a month and may not be longer than 30 minutes. All videos must be rated G for general audiences.



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Discipline Policy

- ✚ The center will encourage and positively recognize all desirable behavior.
- ✚ Your child will be treated with respect.
- ✚ All rules and behavioral expectations will be clearly explained to children at the child's eye level, in a calm manner of speaking, using positive language, within their ability to understand. All rules will be applied consistently.
- ✚ Your child may be redirected to a new activity when needed to change a behavior from escalating. Positive examples will be provided for the child to explain desired behavior with clear choices given.
- ✚ Cool down areas are used occasionally for helping the child calm down. There are fine motor activities located in this area to help regain focus.
- ✚ Parents may offer suggestions to the teachers of effective techniques used at home concerning discipline strategies.
- ✚ Withdrawal of food or other basic needs may never be used as a form of discipline.
- ✚ Humiliation, threats, bribes, or isolation will not be used as discipline.
- ✚ Punishment may never be used for toileting accidents.
- ✚ In attempt to work through any behavior issues, Just Us Kids may request the child to have reduced hours for attendance if they feel that it is beneficial for the child to maximize the time in this environment.
- ✚ The staff of the center will work cooperatively and privately with parents on a plan for behavior management. The staff will recommend professional consultation when they feel a child's behavior warrants outside intervention. If parents or staff are unable to resolve behavior issues, you may be asked to make other arrangement for your child's care.
- ✚ Just Us Kids prohibits the use of corporal punishment, force, or intimidation in controlling a child's behavior. Use of such action by any staff member results in immediate termination.



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Prohibitions

Just Us Kids Early Learning Center has a drug and alcohol-free policy. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at the center.

Firearms are also prohibited from the center per licensing regulations.

All employees are subject to an initial drug screen as well as random drug screens throughout their employment. Any staff, parent, patron, or employee of Just Us Kids Early Learning Center that refuses to abide by these regulations will result in immediate termination or be evacuated from the premises.

It's center's policy that a person under the influence of drugs and/or alcohol shall not remove a child from the center. If the impaired person insists upon removing the child, the center staff shall immediately report the incident to the local police agency.



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Special Note

Just Us Kids Early Learning Center adheres to the policy of ethical conduct of the center and its staff. As such, we will not engage in or support exploitation of families. The relationship between Just Us Kids Early Learning Center and our families will not be used for private gain beyond providing the highest quality childcare nor will its staff impair the quality of the childcare it provides for private personal gain.

- ✚ Just Us Kids Early Learning Center cannot prohibit staff from accepting private employment from parents, but we do discourage such arrangements. Just Us Kids Early Learning Center does not provide real or implied endorsements of its staff for such purposes.
- ✚ Any staff person who enters a private business relationship with a parent/guardian will keep that relationship separate from Just Us Kids Early Learning Center and will not share privileged information nor provide unequal care at the center.
- ✚ All information provided to Just Us Kids Early Learning Center in the operation of the center is kept confidential and staff members, with access to this information, will not use it for personal gain or purpose through sales, donations, special business privileges, or other recruitment.
- ✚ Any family that feels their confidential trust is being violated should contact the director to address the problem.



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Promoting Physical Activity Policy

Early Learning Centers serve an important role in helping young children develop good eating and physical activity habits. Just Us Kids Early Learning Center cares about the health of the children that we serve. To improve the health of the children that we serve, we are implementing the following nutrition and physical activity policies in our Early Learning Center. Physical activity is important for children, as it helps keep them at a healthy weight, preventing many health problems that can come with being overweight, such as diabetes.

Physical Activity Standards

- ✚ Caregivers will interact with infants in daily physical activities that encourage active exploration of infant's environment.
- ✚ Children will engage in at least 60 minutes of structured/unstructured physical activity daily. Structured physical activity time will utilize evidence-based curriculum on a regular basis.
- ✚ Withholding physical activity time will not be used as a form of discipline.
- ✚ Children will not be sedentary for more than 60 minutes at a time except when sleeping.



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Special Needs Policy

Childcare programs provide public accommodation and therefore must comply with the American with Disabilities Act. Childcare programs should be committed to meeting the needs of all children, regardless of special health care needs or disabilities. As the numbers of children with chronic health conditions such as asthma, allergies, and diabetes increases, as well as the number of children with emotional or behavior issues, the ability of programs to plan for and include all children is critical. Inclusion of children with special needs has been shown to enrich the childcare experience for all staff, and children and families of enrolled children.

Procedure and practices, including responsible person(s):

- ✚ Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
- ✚ All families will be treated with dignity and with respect for their individual needs and/or differences
- ✚ Just Us Kids Early Learning Center will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in our program.
- ✚ Children with special needs will be given the opportunity to participate in the program as much as possible. To accomplish this, childcare program may consult with agencies/organization as needed, provided parental permission is granted (Authorization for Release of Information form). Inclusion of program staff in IFSP and IEP case conferences is desired to ensure the childcare program provides the most supportive environment possible.
- ✚ All staff will receive general training on the benefits on inclusion of children with special needs and training on specific accommodations that any child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements.
- ✚ The individual written plan for care for children with special care needs will be followed in all emergency situations. Parents are responsible for making sure the plan shall be updated annually, at a minimum.

Communication plan for staff and parents: Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the facility. All parents will receive a written copy of this policy in the parent handbook and a copy of this policy will be posited on the parent bulletin board in each classroom. Parents, staff, and volunteers will receive a written copy of any updates.



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CCDF Voucher Policy

Just Us Kids is paid by CCDF, OMWPK, LE vouchers a full month after care has been received. Therefore, it is very important that you clock your child in and out in a timely manner.

- ✚ It is the responsibility of a parent/guardian using the voucher program to log the child's attendance daily. Failure to maintain the required number of hours results in non-payment, or partial payment from the voucher program. It is vitally important for you to log your hours to ensure we receive payment for your weekly fees.
- ✚ All fulltime children must maintain no less than 25 clock hours per week. School age children during the school year calendar must maintain 10 clock hours per week and 25 clock hours per week during all school breaks. Missing your required hours means we only receive half a payment, therefore, leave you responsible for the other half.
- ✚ Entering late attendance for families is very time consuming. It is the responsibility of the parent/guardian to ensure they are logging the correct number of hours each week. You have 13 days from any current day to do previous check in or out, this does include the weekends.
- ✚ Any remaining balance unpaid through the voucher program becomes the responsibility of the parent/guardian. The parent is responsible to pay the balance left unpaid through the voucher program.
- ✚ Failure to log your attendance may put you at risk in losing your childcare space. Please do not let this happen! We care for you and your family!