



Family Handbook

Information About...

- Our Organization
- Enrollment/Billing
- Daily Procedures
- Curriculum
- Health and Safety
- Family Resources/Support

Welcome to Just Kids Early Care & Education Centers!

Updated 09/11

Parents – You are responsible for reading this handbook and becoming familiar with its contents. Please contact us if you have any questions. We are happy to be serving your family!

Contact Information:

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Investing in a Child is Believing in Tomorrow

Visit us on the web at www.justkidsinc.org!

Just Kids is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, or national origin.



Listed below are the names and titles of the administrative professionals at Just Kids, and their areas of expertise:

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I. Welcome/Introductory Information

Welcome to Just Kids!

We would like to welcome your family to Just Kids Early Care & Education Centers. We want every child in our care to have the chance to develop to their full potential. We will work to achieve this by striving to build self-esteem and self-confidence through many carefully planned and selected activities. Your child will develop at his or her own pace and we will be there to guide them and care for them in a positive, gentle, and nurturing way.

The information in this handbook should answer most of your questions regarding our services, policies, and fees. We have designed these policies to make certain that all students and parents are treated fairly and equally and to make sure the center operates smoothly. Upon enrolling children, parents are required to sign the application that states that you understand and will abide by the policies listed in the Family Handbook. We welcome all questions about the policies, however, the best time to clarify the rules is before signing the application and enrolling your child(ren). This will eliminate any problems that may arise later. All policies will be enforced.

Our Programs

Just Kids takes pride in providing quality early care and education services that create the right atmosphere to guide children as they learn, grow, and play. Our programs offer challenging learning activities and exciting opportunities designed to meet the developmental needs of the children we serve. Our educational programs promote physical and mental health, and prepare children lifelong success. We provide exceptional experiences for children 3 months – 12 years through early care and education, preschool and school-age programs.

Days and Hours of Operation

Just Kids is open from 5:45 a.m. until 5:30 p.m., Monday through Friday for children ages 2 through 12. The Infant/Toddler rooms are open from 6:45 a.m. until 5:00 p.m. We are open year round with the exceptions of Memorial Day, Independence Day, Labor Day, and Thanksgiving Day. Tuition remains the same during these weeks. We are closed the week between Christmas and New Year's Day. Some sites may remain open for all enrolled families. That decision and the exact dates will be posted during the month of October.





II. Program Orientation/About Just Kids

Just Kids Mission

We exist to invest in children and families and be a leader in early childhood advocacy through providing affordable, accessible and high-quality early care and education services. Just Kids is dedicated to providing our children and families the best, highest quality services. We eagerly pursue current research on best practices and continually incorporate what we learn into our programs. We do everything we can to build partnerships within the community and with our families and to ensure our children grow up healthy, nurtured, safe and well educated.

Just Kids Philosophy

Just Kids takes pride in providing quality care and creating the right atmosphere to guide children to learn as they play. We offer challenging learning activities and exciting opportunities designed to meet the developmental needs of children. We offer a child development program to promote good physical and mental health and prepare each child for formalized school experiences.

Just Kids Goals

We believe early childhood experiences shape a young child's future and should:

- Center around developmentally appropriate principals and practices.
- Build a foundation for lifelong enthusiasm and appreciation for learning.
- Be respectful of the needs, rights, abilities and interests of each individual child and their family culture.
- Develop an appreciation for human similarities and differences, human interdependence, rights and responsibilities.
- Encourage developing independence and self control.
- Foster healthy self-esteem and positive self-concept.
- Help children build strong friendships.
- Promote healthy emotional development.
- Develop language and literacy skills (listening, speaking, reading, writing, and an appreciation for literature).
- Develop math skills (patterns, relationships, number concepts, operations, spatial relations, and measurement).
- Develop scientific thinking skills (observing, investigating, questioning, and predicting)
- Foster physical development (gross and fine motor development, personal health and safety).

- Develop skills and appreciation for creativity, artistic expression and representation.
- Prepare children for lifelong success.
- Promote use of imagination and

Licensing / Ages / Ratio

Just Kids is licensed for 200 children between the ages of 3 months and 12 years by the State of Illinois. All state guidelines for child care are met. Ratios for all Just Kids sites are:

3 months – 14 months	1 teacher for every 4 children
15 months – 2 years	1 teacher for every 5 children
2 year olds	1 teacher for every 8 children
3 - 5 year olds	1 teacher for every 10 children
5 – 12 year olds	1 teacher for every 20 children

Group Size

Teddy Bears	Infants (3 months-15 months)	8 children
Cuties (Little Duckies)	Infants (3 months-15 months)	8 children
Leap Frogs	Toddlers (15 months-2 years)	15 children
Ladybugs	2 year olds	16 children
Turtles	2 year olds	6 children
Caterpillars	Preschool (3-5)	20 children
Busy Bees	Preschool (3-5)	20 children
Suncatchers	Preschool (3-5)	20 children
Grasshoppers (South)	Toddlers (15 months-2 years)	15 children
Butterflies (South)	Preschool (3-5)	20 children
Lightning Bugs (South)	2 year olds	16 children
School-Age	5-12 year olds	44 children
XPAC	2 – 5 year olds	26 children

Collaborative Program Partnerships



Just Kids has partnered with the Rock Island County Regional Office of Education and the Early Childhood Coalition to provide enhanced educational programming, support and assistance for families with children 2-5 years. *The Prevention Initiative (PI)* and *Early Learning Quad Cities (ELQC)* programs are grant-funded by the Illinois State Board of Education and provide certified teachers in early childhood education. These programs provide parent education, family activities and additional support services for families - free of charge! You will receive additional information about these programs upon your child's enrollment.

Quality Rating System

The Illinois Quality Rating System (QRS) is a voluntary system that offers progressive levels which providers can achieve depending on the type of care they provide. Specific quality criteria must be met to achieve a level and Just Kids is proud to be a QRS recipient. Because of this accomplishment, Just Kids has been recognized by the State of Illinois for committing to provide high quality care.

Understanding the Diverse Needs of Children

Although we pride ourselves on serving a diverse client population with a variety of needs, families must understand that we cannot maintain enrollment for a child/family that requires more time and attention than we can reasonably provide. Although some children may occasionally require extra time and attention, we cannot continue to provide services for a child that is unable to function within the classroom routine and/or within Just Kids' ratios. Some examples include: a child that needs continuous one-on-one care; displays chronic aggressive behavior (beyond what is typical); cannot manage transitions or the daily routine; or cannot function or behave appropriately in a social setting. We understand that, as a parent, you are concerned about the welfare of your child but, as a center, we need to be concerned with the welfare of ALL CHILDREN enrolled in our program. Be assured, however, that it is NOT our goal to exclude children and families from our program. On the contrary, **it is our goal to work with families in providing the best possible care for your children.**





III. Enrollment and Billing Procedures

Enrollment Procedures

Before a child starts at Just Kids, we give each family a tour of our facility, introduce them to the teaching staff and give them an opportunity to ask questions of the administration. The following paperwork will be explained during your tour and must be completed before your child may begin:

- Enrollment Forms (Signed and dated)
- Physical Examination, (within past six months) including:
 - *Complete record of immunizations
 - *TB test (If your child is changing centers they must have a new one)
 - *Lead screen test
 - *Physician's signature
 - *Hepatitis B vaccine
 - *Varicella
- Emergency Card
- Copy of Birth Certificate
- Application/Income Verification—if eligible for sliding fee
- CCFP Food Program Form – annual
- DCFS licensing form
- Background Information Form
- Infant Daily Information Form (if applicable)

It is the responsibility of parents to notify the center of any change in information concerning your child. Please notify the center in writing of changes in address, phone numbers, emergency numbers, child's diet, allergies, releases, etc.

Tuition & Fee Information

Tuition is due on or before Friday of each week. If you receive subsidy tuition assistance your co-pay is due the first week of the month. Accounts two weeks past due will result in suspension. Payment in full must be submitted within two weeks from the first date of the suspension, or your child(ren) will be unable to return to the program. Just Kids is a not-for-profit organization and is unable to extend credit. An annual registration fee of \$20.00 per family is posted to accounts during the month of September. Please make payment by check or money order. Please refrain from submitting cash. There is a \$10.00 Returned Check Fee for each check returned due to non-sufficient funds.

If you have any questions in regard to tuition, please notify the administrative office. We provide assistance to families through our sliding fee scale, United Way funds, hardship funds and the Just Kids Scholarship Fund. We are happy to assist families who have experienced financial hardship and are working to improve their financial circumstances for their family. We are grateful for the support we receive from the community to make our services affordable for families of all income levels.

Absences

Please call the center by 8:00 a.m. if your child will be absent. No allowances or reimbursements will be made for absences. Children who have had a contagious illness will need a doctor's note to return to the center. Children receiving financial assistance for child care are expected to attend a minimum of 80% of their scheduled time each month. (Example: a full time child that attends 5 days a week must attend 4 days to meet 80% attendance.) If a child is consistently absent and does not meet this requirement, we have the right to ask you to find alternative child care arrangements. We understand that illness and other circumstances may arise that you cannot control. We will take this into consideration for each circumstance.

Vacations

Just Kids does not have a special fee for families not attending due to vacation. Full tuition is due during all absences. Just Kids would appreciate knowing when your child will not be in attendance. Please tell us in advance whenever possible since this makes it easier for us to schedule staff. Efficient staffing allows us to keep costs under control and limits the possibility of future rate increases.

Dismissal

A child may be dismissed from Just Kids for the following reasons: the child is not yet ready for a group experience, the child does not benefit from the type of care offered by the center, or the child's presence is detrimental to the group. A conference with the child's teacher, administrator and parents will be scheduled to try to derive a solution. If a solution cannot be reached after a reasonable trial period, a dismissal may be in order. If so, the center will give the parents reasonable notice and assistance to place the child in a setting where his/her needs will be met. See our Discipline Procedure for further information. Just Kids is an equal opportunity provider. Applications for enrollment and the dismissal of children are without regard to race, religion, sex, or national origin.

Withdrawing Your Child

If you wish to withdraw your child from our center for any reason, a written notice must be given two weeks in advance of departure. You may be requested to perform an Exit Interview Survey upon withdrawing your child.

Refund Policy

Just Kids has a simple refund policy. Customers can submit a request for refund by phone, fax, or mail correspondence. Families receiving assistance must wait until all payments are received from the State of Illinois. The account must be paid in full prior to any refund disbursement.





IV. Daily Procedures and Curriculum

Arrival and Departure

All children must be signed in and out of the center each day. Please make sure your child's teacher is aware of your child's arrival and departure. Your child will only be released to the parent and any other persons to whom you have given advance permission for release. These people will sign the in- and out-sheet when they pick up your child. They must also have proper picture identification before your child will be released to them. Please inform them of our sign-in and out procedures as well as the fact that we will check for identification. The information checked must match the information on your child's enrollment form. It is helpful if you send a note to the center letting us know who will be picking up your child. This must be someone that your child will recognize and go with willingly. The individual who enrolls the child is the only person who is authorized to add or delete someone from their pick-up list.

There is a late pick-up fee of \$10.00 for every 15 minutes for those children left after closing hours. This includes our infant/toddler rooms which close at 5:00 p.m. sharp! If a parent is late four times, they will be asked to remove their child from the center. The Milan Police Department will be notified when children are left at the center 45 minutes past closing.

Since the parking lot is a busy place at arrival and pick-up time, we insist that you turn your vehicle off and do not allow children to leave the building unattended.

Please remember that saying good-bye is tough for most of us because "good-bye" arouses a mix of feelings. A gradual separation is best for young children. Understand that the child may feel sad, angry or afraid. It is especially important for children to be able to tell you about their feelings and for you to accept them.

Just Kids requests that cell phones not be used anywhere inside the our facility, including classrooms. Please finish all cell phone conversations before entering the building.

Procedures for Each Location

Main Building / South / XPAC

Children up to eight years of age and/or 80 pounds must be transported in a car seat. It's the law. At the Main and South campuses, use the one way entrances (south end of the lot near the bus stop at Main; the 20th Ave. entrance at South) and exits (north end of the lot nearest the front door at Main; south end by the garage at South). NEVER LEAVE A CHILD UNATTENDED IN A CAR! At XPAC, use the main child care door located inside the fenced yard. Please close the gate as you enter and exit the center. UNATTENDED AUTOMOBILES IN THE PARKING LOT MUST BE TURNED OFF DURING DROP OFF AND PICK UP. Families who choose not to comply with the above policies (which are in place to protect the safety of all the children and families we serve) are putting their continued enrollment at Just Kids in jeopardy.

School Age

Please use the drive behind the church during arrival and departure times. Enter at the south end of the church and drive north and then up and around to the service road to exit. This is not an official one-way for all traffic, but we ask that Just Kids families drive this direction. Please do not drive faster than 5 mph. Never leave a child unattended in your vehicle when dropping off or picking up children. Parents must accompany their children when arriving and departing the center. All vehicles should be turned off when the driver is not present.

At the park

School-Age - A colorful flag is hung on the traffic sign near the road indicating that we are at the park. A plaque will also be hung on the sign by the drive. Instead of turning into the drive, continue straight and park along the street in front of the park. Parents must walk up the hill where a teacher will meet you to sign your child out.

Main Building – Parents can check the sign board at the entrance to see the names of the classes on a walk or at the park. Parents must park along the street in front of the park then walk up the hill to sign out children.

South - A sign will be posted at the front door indicating the classes that are at the park or on a walk. Parents must park along the street in front of the park then walk up the hill to sign out children.

Before and After School

When a child attends Just Kids II before school in the morning, our staff expects them to return on the bus after school. If your child will not be returning, please write in the notebook near the sign-in sheet ahead of time or call our answering machine during the day (787-1321) and leave a message. If we do not have a message, we will call the parents first, then go down the list of people on the emergency contact list. If we are unable to locate your child, and do not hear back, we will then call their school to see if they may have missed the bus. Finally, if still unable to locate your child, we will call the police. This procedure is in place to ensure the safety of your child at all times. If your child has been left at school for any reason, you must make arrangements to pick up your child. The Just Kids staff cannot drive children anywhere.

Curriculum

Creative Curriculum

The Creative Curriculum is built on the philosophy that young children learn by doing. It centers on theories of development in young children - that all children learn through active exploration of their environment. The environment plays a critical role in learning. The goal of The Creative Curriculum is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment. The curriculum also helps the teacher take a closer look at each child's unique abilities, interests and needs.





The Creative Curriculum approach balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. It provides clear guidance on the teacher's role in addressing content in literacy, math, science, social studies, the arts and technology, yet never loses sight of the primary importance of social/emotional development in children's learning. The Creative Curriculum identifies

goals in all areas of development: Social/Emotional, Cognitive, Physical and Language. The planned activities, the organization of the environment, the selection of toys and materials, the planning of the daily schedule and the interaction with the children are all designed to accomplish the goals and objectives of the curriculum and give each child successful years in school.

Project Approach

Just Kids uses the Project Approach, which is a method of covering curriculum content that encourages children to develop their skills as scientists and explorers while "turning on" their brains and enthusiasm for learning. A project is an in-depth study by a child or group of children of a topic worth knowing more about. With support from teachers, children set out to discover answers to their questions through research, fieldwork and interviews with experts. A topic is studied for a long period of time - from weeks to months. Topics are selected because they are accessible, meaningful, and of interest to children and their life. Children go into great depths studying topics - often at a level higher that adults expect.

Work Sampling

The Work Sampling System is a widely recognized and research-based performance assessment system used to document children's skills, knowledge, behavior and accomplishments across a variety of curriculum areas on multiple occasions in order to enhance teaching and learning. Work Sampling consists of three elements: Developmental Guidelines and Checklists, Portfolios, and Summary Reports. Developmental Guidelines and Checklists give teachers a set of observational criteria based on national standards and knowledge of child development at each age or grade level. Teachers use explicit criteria and professional judgment to make decisions about children's behavior, knowledge, and accomplishments in the curriculum domains of Personal and Social Development, Language and Literacy, Mathematical Thinking, Scientific Thinking, Social Studies, The Arts, and Physical Development. Their observations are recorded on individual Developmental Checklists. Portfolios are collections of two types of work samples intended to display the individual nature and quality of children's work, progress and achievements over time. Core items show growth and work quality within specific domains. Individualized Items portray the unique characteristics of each child from any domain.

Focused Portfolios

Our infants and toddlers also use the Creative Curriculum. They use an assessment tool called Focused Portfolios. The focused portfolios process is a framework for creating early childhood portfolios. A portfolio is a collection of documentation about a child. Documentation is evidence of a child's experience and includes photos of the child in action or work samples that the child produced. Teachers collect specific pieces of documentation over several months. Two times a year teachers pull together what they have collected and prepare an evaluation of the child's accomplishments and progress.

Family/Teacher conferences will be held twice a year.

Open Door Policy / Security Measures

We want you and others within your immediate family to feel free to visit the center at any time. Our open door policy encourages family visits. As an important security measure, we ask that you bring your child into the center and see that (s)he is under supervision before leaving the center. Equally important is that you re-enter the building when picking up your child at the end of the day. Children are not allowed to exit the building without you. You are required to sign your child in and out upon arrival and departure.

Your child can only be released to persons 16 and older, designated by you in writing. Identification may be requested from the designated person. Just Kids abides by all legally served court orders. We must have a notarized court order on file regarding parental custody matters. We are required by law to report suspected child abuse and neglect to the proper authorities.

Your child's classroom may be located in a secured facility with an access code. Procedures for access will be explained at the time of enrollment.

Birthdays

We would love to help make your child's birthday special. If you would like to send a treat for your child's classmates, please talk to the teacher a day or two in advance. Any food brought to be shared with the class must be store purchased and in the original sealed package.

Clothing

Please make sure your child wears adequate clothing suitable for outside play, painting and other potentially messy activities. Wash and wear clothing is best. Young children should not be concerned with keeping their clothes clean. We participate in messy activities daily. Although we try to keep clothes neat, they often get dirty. For safety reasons, we recommend that tennis shoes be worn. The children will be safer running and playing in conventional shoes, however, we will allow sandals or open toed shoes inside the building. We do require that children have adequate shoes for outside.

We recommend that you bring or leave tennis shoes at the center for times that your child wears shoes not allowed on the playground.

Please bring a complete extra set of clothing for your child regardless of the child's age. These clothes should remain at the center in case of accidents or spills. Remember to label all items with your child's name and to change these items as the seasons and your child's sizes change.

Weather permitting, we will go outside every day. As the seasons change, we ask that you send appropriate outerwear for your child. In the winter, this includes winter coat, waterproof gloves/mittens, snowpants, hat and boots.

Outdoor Play

We try to go outdoors every day for at least a short time. Just Kids does not have adequate staff due to teacher/child ratios to move children to another group when they are unable to go outdoors. If your child has been out sick with an illness and has a doctor's note we will let them stay in for a day. If your child has been seriously ill or hospitalized, we will review each case individually.

On days when the temperature is 25 degrees or over and seems comfortable to the staff, we will go outside. In warmer weather we will go outside unless the temperature exceeds 90 with heat index (85 for infants and toddlers).

Be sure to have appropriate clothing for all seasons for your child, remembering that outdoor play can be messy. We carefully monitor outdoor play and provide adequate water and shade.

Holiday Celebrations

As we provide a well-rounded learning experience, it is difficult to make holidays meaningful for very young children. Most holidays are based on concepts that are beyond young children's understandings. Often, holidays are extremely amplified. Children see signs of the major commercialized holidays everywhere, so they ask questions and families make choices. Each family has the opportunity to involve their child in the aspects of a holiday they feel are in keeping with their family beliefs, values, and traditions. If families are celebrating in their own homes, in their own personal way, we feel it is more effective to expose children to information and activities that parents might not have the time or resources to facilitate as a family. At Just Kids, we constantly evaluate how we will spend our time, energy, and resources, and how we will meet our curriculum goals. As a staff, we are committed to investing time in meaningful experiences, and hence will not celebrate holidays. Instead, we allow families to celebrate holidays as they desire. Please note staff dress code: In keeping with our holiday policy, clothing depicting holidays will not be worn. Families will have opportunities to spend time at our centers at various family nights, events and programs often associated with seasons, school readiness and literacy.

Just Kids Key Phrases

Key phrases are positive ways of verbally guiding children's behavior. For example, we say, "Use your inside voice" instead of "Don't shout".

- Gentle hands
- Bottom (instead of butt)
- Use your words. Tell him/her what you need.
- Up the ladder, down the slide
- Use your inside voice
- Use your walking feet
- Keep your hands and feet to yourself
- How does that make you feel?
- How would you feel?
- Use nice (kind) words
- Criss-cross apple sauce

Conscious Discipline

Just Kids uses Conscious Discipline. Conscious Discipline is a comprehensive classroom management system and social/emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline embraces the concept of a school family. Children are taught ways to help keep their school family safe. Children learn the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to the needs of others, and getting along with others. This is done through a variety of activities. Children may choose to go to or be sent to the safe zone – an area in the classroom where a child can go to regain composure when they become angry, upset or frustrated. The safe zone provides the opportunity for children to remove themselves from the group in order to become calm and maintain control when angry, upset, or frustrated. Children come to the safe zone in order to be helpful and not hurtful to themselves or others. An intervention plan can be developed to assist families and teachers in attaining a desired outcome.



Discipline Guidelines

Just Kids places a high value on respect, self-discipline and good behavior. Therefore, Just Kids has established the following guidelines in regards to discipline:

Verbal Harm

Verbal disruption

Unnecessary noise, yelling, shouting, etc.

Verbal disrespect

Disobeying, talking back, name calling, etc.

Use of Inappropriate/Profane Language

Bodily Harm

Causing physical harm to self, others (ex. pushing, shoving, hitting)

Disrespect of Property

Throwing/kicking objects

Destroying

When a child's behavior becomes difficult to manage in the classroom, he/she will be brought to the office. If or when this happens, a parent will be notified and have the opportunity to talk to his/her child. When the child has regained control, he/she may return to the classroom. When children are unable to participate constructively in a classroom setting, and are brought back to the office for a second time during the same day, a parent/guardian will be notified to pick up their child.

After three incidents in a week, (six visits to the office), we will require some source of intervention (child's physician, professional resource, etc.) to assist our staff and your family. An incident report will be completed by the teacher and must be signed by the parent/guardian. Just Kids is committed to the well-being of each and every child. In order to provide a safe, caring and stimulating environment for all children, we ask for cooperation from all children and parents/guardians.

As a last resort, dismissal may be in order. If so, the center will give parents reasonable notice and assistance to place the child in a setting where his/her needs will be met.

School Age Discipline Guidelines

Any act of disrespect

Any behavior that may cause disruption of the center or possessions of the center

Any behavior that may cause disruption of personnel

Any behavior that may cause disruption to other children

Any act of open defiance

Failure to follow directions

Leaving the room/designated area without permission

Any use of inappropriate language/gestures

Use of hurtful words

Use of profane language/profane written material

Use of profane or inappropriate hand gestures

Any act of inappropriate physical contact

Any unwanted physical contact

Any inappropriate physical contact

The following guidelines are in place to handle disciplinary matters, however the administration and teachers have the discretion to evaluate disciplinary matters on a case-by-case basis and make decisions based on the severity of each case.

First Offense

Minimum: Redirection , temporary separation from group, incident report

Maximum: Parental contact-phone call to inform parents of incident or behavior

Second Offense

Minimum: Redirection, temporary separation from the group, incident report, parental contact - phone call to inform parent of incident or behavior

Maximum: Phone call or child to be picked up, conference with parents, assistance from outside resources.

Further Offenses

Minimum: Redirection, temporary separation from group, parental contact - phone call to inform parents of incident or behavior.

Maximum: Phone call for child to be picked up, conference with parents, intervention plan, suspension from center, dismissal from center.

Field Trips

We will require your permission for your child to accompany us on field trips. Safety is our number one priority, inside and outside of the classroom. If a staff member/teacher feels that the safety or well-being of any child may be jeopardized while on a field trip, we reserve the right to require a parent/other adult to accompany the child. We do not want any children to be excluded from these opportunities, but we need to keep the safety of the children in the forefront of our minds (as stressed on page 7 of this handbook). During the months of June and July, PreK families will be charged \$20/month per child for fieldtrips. School-age families will be charged \$7/week per child during June and July for fieldtrips and in-house activities. Just Kids shares the costs of these activities with families. You will be notified in advance of all field trips.

Food

Just Kids participates in the Illinois Child and Adult Care Food Program (CACFP). The number and type of meals to be served shall depend on the length of time children spend at the center and time of arrival and departure. Food shall be served at well-spaced, regular intervals so that no child goes without nourishment for long periods of time.



Children receive breakfast, a hot lunch, and an afternoon snack to meet daily nutritional requirements as set by the Department of Children and Family Services (DCFS) and the CACFP. Our kitchen is state licensed by the Department of Health and is supervised by a State Certified Food Handler. Menus are posted on the bulletin board outside each classroom. Children will be encouraged, never forced, to try all foods served, and we attempt to serve

culturally diverse foods periodically while still maintaining nutritional standards. Drinking water is readily accessible to the children. Just Kids and the CACFP are available to all eligible children without regard to race, color, national origin, sex, age, or handicap. Any person who believes that (s)he has been discriminated against in any ASDA related activity should write immediately to the Secretary of Agriculture, Washington, DC 20250.

Food Substitutes

We are required by DCFS licensing and the CACFP to provide all of the required meals throughout the day for the children enrolled at Just Kids. This means that it is not permissible for parents to restrict their child's diet based on dislikes or presumed intolerances. We will allow food substitutions for medical, personal, and religious reasons. Any child requiring a special diet due to a medical condition must fill out a form regarding food allergies and intolerances. Foods to be avoided must be listed on this form, and it must be signed by your child's physician. Unless we have this form, your child will be served all food components. NOTE: According to the CACFP, soy milk is not a creditable source of milk. Soy milk is creditable only if used as a substitution because of medical or other dietary needs. A statement signed by a physician must be on file for your child to be served soy milk.

Infant Meals and Rest

Infants who are not eating table food have the option of being served HyVee-brand formula and HyVee-brand baby food, provided by the center. If you want to provide your own food and do not want to participate in the food program, you need to sign a release that is available in the administrative office. If the child is not using these brands, families must provide their own breast milk or formula and baby food from home. We recommend that at least one extra bottle a day be brought in case the baby is extra hungry that day. DCFS licensing regulations require a clean bottle for each feeding. Just Kids does not have the ability to properly sanitize bottles. Please put your child's initials with permanent marker on the bottom of their bottles. Bottles can only be filled with formula, breast milk, whole milk, or water, unless accompanied by a physician's note. Juice can only be served to children in a cup. Baby food will be served from a serving dish. Leftovers can not be returned to the original container.

Unused portions still in original containers will be dated, returned to the refrigerator, and served the next day. We must serve the unused portion within 24 hours or it must be taken home. Infants will be fed on demand and according to their own individual schedule. DCFS regulations state that children may not walk around with a bottle or a cup.

DCFS also states that children must be placed on their backs. If your child has a special condition and must sleep upright or on their stomach, or is old enough to roll over, you will need to sign a release form. If your child cannot roll over, you will need to submit a physician's note.

Treats

Please do not send food items to the center with your child unless it is to be shared by the entire class. Any "treats" brought to be shared with the class must be store purchased and in the original sealed package. If you would like to provide a treat for the entire class, please speak with your child's teacher first.

Rest Time

Children who take naps will have their own cot with their name marked on it and a sheet provided by the center. Bedding is washed by the center on a weekly basis. Infants will have a crib with their name marked on it. Infants may be moved to a cot at 15 months old. There will be no sharing of bedding without the effected bedding being properly cleaned between each child's use. All children who have not entered elementary school will be required to rest for a portion of the afternoon. Children who are awake after one hour will be allowed access to quiet activities until the other children are awake.

Hygiene

Good personal hygiene is practiced by all persons in the center and children are assisted with their personal care and cleanliness in all respects. Wet and soiled clothing is changed immediately and placed in plastic bags to be sent home. Hand washing is a very important aspect of our day. Among the numerous times children and teachers wash their hands throughout the day, we ask parents to help their children wash them upon arrival at the center. Children also must wash their hands:

- After using the toilet
- After being diapered
- Before meals and snacks
- After meals and snacks
- Before playing with common toys and items like finger paints, clay, water, etc.
- After handling an animal



V. Health and Safety

Drug and Alcohol Abuse

Just Kids is committed to providing its employees and volunteers with a safe workplace. Both on-the-job and off-the-job involvement with alcohol and/or drugs can have an adverse impact on the workplace. Therefore, employees are expected to report to the workplace with no alcohol, illegal drugs or illegal drug metabolites in their body. In addition, employees and volunteers are prohibited from possessing any illegal drugs. Employees or volunteers who suspect that another employee or volunteer is impaired due to alcohol or drugs should immediately report this suspicion and reasons therefore to his or her supervisor.

Illness

Just Kids is licensed to provide care for healthy children. There are no available facilities or medical staff to care for sick children. Therefore, sick children will not be allowed to stay at the center. If your child becomes ill during the day, a parent or guardian will be contacted. Your child must be picked up within the hour. While waiting to be picked up the child will be isolated from the play space. He/she will rest in a safe spot on his/her cot in a visible area and made as comfortable as possible until pick-up. This policy is enforced to ensure that children and staff are exposed as little as possible to infectious diseases and illness. We ask that you have alternate child care available if your child is requested to leave the center due to illness. We will ask you to pick up your child or request that you keep your child at home if she/he exhibits any of the following symptoms:

- Fever (101 degrees F or above OR 100 degrees F with flu-like symptoms including sore throat, cough, runny nose, aches, chills, tiredness)
- Vomiting
- A chronic “hacking cough”
- Red, matting and itching eyes
- Two diarrhea episodes (a foul smelling loose stool), when:
 - (1) children seem sick and have loose stools
 - (2) stool is so runny or so large in volume that it does not stay in the child’s diaper
 - (3) older children who cannot reliably get their stool in the toilet.
- Unidentifiable skin eruptions or rash
- Green or yellow nasal drainage(which has lasted more than 2 weeks)
- Sore throat
- If the child cannot participate comfortably in center activities

When your child has been sent home due to a fever, vomiting or diarrhea, your child may not return to the center until they have been symptom free for 24 hours. If your child visits the doctor due to illness, please bring a doctor's release for when your child may return to the center. This release must state the doctor's diagnosis and the doctor's permission for the child to return to the center. If your child has had a contagious disease they will not be allowed to return the center without this note.

Contagious Diseases

The following guidelines are enforced for contagious diseases:

- Chicken Pox: Your child will be allowed to return to the center after all pox are crusted over (5-7 days)
- Conjunctivitis (pink eye): Your child will be allowed to return to the center 24 hours after proper medication is administered.
- Flu/H1N1: Your child will be allowed to return to the center when his/her fever has decreased below 100 degrees F for 24 hours without the use of fever-reducing medications.
- German Measles (Rubella): Your child may return to the center seven days after the rash begins.
- Giardia, salmonella, Shigella, Campylobacter: Your child will not be allowed to return to the center until there is documentation of two negative stool cultures after treatment.
- Head Lice: Your child may return to the center the day after treatment begins and hair is nit free.
- Hepatitis A: Your child may return to the center one week after the illness has started and (s)he is free of fever.
- Herpes Simplex Infections: Your child may return to the center after the sore is completely dry.
- Hib Disease (haemophilus influenzae): Your child may return to the center when (s)he is well and also has completed a four-day course of Rifampin or equivalent drug.
- Impetigo: Your child may return 24 hours after treatment begins. The sore needs to be covered.
- Measles (Rubeola): Your child may return to the center four days after the appearance of the rash.
- Meningococcal Disease (Neisseria Meningitidis): Your child may return to the center when he/she is well and also has completed a two-day course of Rifampin or equivalent drug.
- Mumps: Your child may return to the center nine days after the swelling appears.
- Otitis Media (Ear Infection): Children may return to the center immediately after being diagnosed with otitis media if they are fever free and a signed and dated note is obtained by the doctor. The child must be able to participate comfortably in center activities.

(Continued)

- Pinworms: Your child may return to the center the day after treatment begins. The area needs to be covered.
- Ringworm: Your child may return to the center 24 hours after treatment begins. The area needs to be covered.
- Roseola: Your child may return to the center when (s)he is rash and fever free.
- Rotovirus: Your child may return to the center when the diarrhea is gone and (s)he is fever free.
- Scabies: Your child may return to the center the day after treatment begins.
- Shingles: Your child may return to the center when all sores are crusted.
- Strep Throat/Scarlet Fever: Your child must be on an antibiotic 24 hours and be fever-free before returning to the center.
- Tuberculosis: A child diagnosed with active TB disease must be excluded from the center. Children with TB disease may return after they have begun treatment and their doctor states they are not contagious.

A release from the doctor must be turned in to the center before your child may return if having any of the above contagious diseases. It must state the diagnosis and the doctor's permission to return.

If a child develops any of these symptoms while at the center, the parents will be notified to pick up their child. Please do not bring your child to the center with any unidentifiable symptoms. Please report any contagious diseases immediately to an administrative staff member. All families will be contacted when a contagious disease is circulating among the children.

Medicine Policy

Prescription Medication

Prescription medication must meet the following conditions:

- Medication has been prescribed by a physician and is in the original container.
- Medication is labeled with your child's name, name of prescribing physician, name of drug store where prescription was filled, date the prescription was filled, prescription number, name of medication, and instructions for use, dosage strength, and duration.
- A parent or legal guardian completes the written portion of the Medication Release Form and provides a signature for each medication to be given.

Under no circumstances will we administer medication that does not meet the above conditions. We also will not administer the first dose of any medication or medication that has expired. Documentation will be kept at Just Kids showing the name of the medication, the amount, time(s) given and who administered it. All medications will be stored in a locked box or cabinet that is inaccessible to children.

Over-the-Counter Medication

Spray sunscreen, lip balm, body and hand lotion, diaper cream, or Vaseline requires a completed Medication Release Form filled out by a parent or legal guardian. These products must also be in the original container and labeled with your child's name (but do not require a physician's prescription).



Over the counter medication can be administered with a written note from the doctor. The doctor's note must contain the specific name of the medication to be administered. The medication must be in its original container.

We will not allow parents to come into school and administer prescription/non-prescription medication to their child. We cannot take responsibility in the event that a child might have an adverse reaction to medication. Prescription medication will only be administered upon completion of the Medication Release form.

Breathing Treatments

The staff of Just Kids prefers to not administer breathing treatments to children. If a child needs to have a breathing treatment while at the center, the parents will be encouraged to come themselves or make arrangements for someone to come to the center to administer the treatment. At the time of the treatment, the individual administering the treatment needs to sign the Authorization to Administer Medication sheet and provide name of the medication given and dosage as well as the time of the treatment. If this is not possible the staff will administer 1 breathing treatment a day. In the unfortunate event of a child needing medical attention, this will allow Just Kids to give accurate information to the medical team.

Sunscreen

We recommend that sunscreen be applied to your child during outdoor play. This is a requirement for all children under the age of 2 years during the summer months. Parents must sign a 'permission to administer sunscreen' form. The note will be put in the child's cubby. Parents may provide the sunscreen. The bottle needs to be labeled with the child's name and date. Just Kids does provide sunscreen for the entire summer at a minimal cost.

Accidents and Injuries

A consent form for medical care must be signed as part of enrollment. For each accident or injury that occurs, an accident report is completed. These forms are prepared by the teacher, signed by an administrative staff member and then given to the parent to be read and signed. Any serious injury is reported immediately to the parent or to

an emergency contact person if a parent cannot be reached. Children will be transported by ambulance to the nearest hospital in case of serious injury or illness.

Special Instructions/Concerns

Any special instructions should be written and given to the child's teacher or to an administrator when the child is brought to the center. These may include if your child is to remain inside due to doctor's request, if a different person will be picking him/her up, or being picked up early.

Also, please notify the staff if there is a change in a child's normal home routines. These could include a parent traveling, death, divorce, illness, new child, etc. At all times, the staff is available to help you in working through problems that affect your child and his or her behavior.

Mandated Reporter

If the staff at Just Kids has reasonable cause to believe that a child is being abused or neglected, they are required by law to report it to The Department of Children and Family Services. This includes any person attempting to pick up a child under the influence of alcohol or drugs. As mandated reporters we are obligated to notify someone else on your child's pick up list if we suspect any of the above conditions.

Emergency Preparedness and Evacuation

Just Kids has well-defined plans for fire, weather/disaster and emergency evacuations. Fire and tornado drills are held regularly. Emergency Exit Plans are posted in each classroom. **In the event of a severe weather, power outage or heating/cooling failure and we must close the center, please watch KWQC, Channel 5 / 6. It is also possible that we will open the center 2 hours late in the event of severe weather.** In the event of an evacuation, teachers will lead classrooms to their designated locations: the Main Building should proceed to the First Presbyterian Church, XPAC should proceed to the Apogee building, South should proceed to the Main Building and School-Age should proceed to the Main Building. All staff and children will evacuate on foot; no personal vehicles may be used. Parents will be contacted by phone (either at the designated emergency location or via teacher cell phone) to be made aware of the situation. This evacuation procedure is to be used for all evacuations of prolonged length including fire, power/heat/cooling failure, structural/flood, water or health hazards. When appropriate, staff will work in conjunction with disaster personnel as required.

Pesticides

Just Kids contracts with Iowa/Illinois Pest Control to provide safe and effective pest control for our facilities. Technicians service Just Kids every 2 months and do so after we have closed for the day. We will place a sign at the entrance indicating when the technician is coming. The chemicals used are approved for a child care setting. If you have questions about our pest control policy, please contact the administrative office.

Parent Involvement and Support

It is required that all parents whose children are ages 3-5 years participate in our program a minimum of four times per year. For example: attending a field trip, attending parent/child activity, spending time in the classroom, etc. Just Kids is required to have the parent sign a family participation form or sign-in sheet any time they participate.

Just Kids and our partners at the Regional Office of Education provide children and parents with support services including a stuffed animal lending library for children 2-5 years old and a library of child-development resources for families (books, videos and articles). Please talk to someone in the administrative office if you desire specific resources. If your request is unavailable at Just Kids, we are able to access additional resources through early childhood association databases or through other area child-development agencies.

Occasionally Just Kids will host parent meetings and seminars to discuss issues of importance to families. We offer child care for nearly all parent trainings and meetings. We also hold open houses and events (such as our annual Jingle Jamboree) that serve as informal and social family events. The dates and times of these events will be distributed within the classrooms. We also hold clothing drives at least once a year at our Main Building where families are free to donate and take clothing free of charge.

Just Kids seeks to provide families with information on various support services based on the needs of your individual family. We have developed relationships with various agencies in our area that provide numerous means of assistance and we have a directory of these resources available to all families. Please see the administrative office if you have questions about how we can connect you to appropriate resources for your family.

Fundraising

Just Kids is a not-for-profit organization and it is necessary for us to have fundraising activities to meet budget guidelines. Just Kids has adopted a bi-annual fundraising schedule with one in the fall and another in the spring. In asking for your help only twice a year, we are hopeful to keep participation high and avoid "burn-out." All proceeds go directly into classroom materials and supplies.

Grievance Policy

Suggestions for improving Just Kids are always welcome. At some time, you may have a complaint or question. You have the availability of using our suggestion box which is located next to the administrative office door at the Main Building. If you would like to voice your comment/concern in person, we ask that you take it first to the administrative office, requesting to speak to one of the administrators. Within a week of the occurrence, bring the situation to the attention of the administrative team, who will then investigate and provide a solution or explanation. If the problem persists, you may put it in writing and present it to the Executive Director who will investigate and provide a solution or explanation. It is recommended that you bring the matter to the Executive Director as soon as possible after you believe that the coordinators have failed to resolve the matter. If the problem is not resolved, you may present the problem in writing to the Board of Directors of Just Kids who will attempt to reach a final resolution. This procedure, which we believe is important for both you and Just Kids, cannot result in every problem being resolved to your satisfaction. However, Just Kids values your input and wants you to feel free to raise issues of concern, in good faith, without the fear of retaliation.

Religious Instruction

Just Kids respects that our families have different backgrounds, lifestyles and religions. If your child has specific religious instructions you want them to follow, such as diet restrictions, please inform us in writing and we will respect your instructions. Many classrooms will have a special poem or ritual to begin mealtimes or other activities. Ask your child's teacher about these rituals if you have questions.

Potty Learning

A consistent toileting routine at school and at home is essential for successful potty learning. Those within the center and home must keep communication open and work together during this important developmental step in your child's life.

First of all, it must be understood that potty learning should begin when a child shows signs that (s)he is developmentally ready. When the family or center sees signs of readiness, a conference will be held to discuss expectations and set a plan of action.

A Child is Ready to Begin Potty Learning if he/she:

- can sit and walk easily
- can remove and pull on loose fitting pants and underwear
- can understand and will follow simple instructions
- remains dry for several hours at a time, particularly overnight
- is aware when (s)he has eliminated

Successful Potty Learning Can Occur When:

- the teaching team and family agree the child is developmentally ready
- the child is dressed appropriately (sweat pants, elastic waist pants or shorts - avoid one piece outfits, bib overalls, belts, and snap/button jeans)
- everyone involved is consistent
- the child receives praise in the form of hugs, smiles, etc. instead of "bribes" such as food or stickers
- the child receives positive attention and everyone understands that accidents will happen and it is not a big issue

NOTE: We discourage the use of pull-ups unless they are able to be refastened.

Upon beginning potty learning, the adults must consistently assist the child in the bathroom by removing/replacing diapers and clothing and helping with the child's hygiene. When the child is successful with a maximum of one accident per day, the child may attend the center wearing underwear. We will enforce this policy due to the time involved to completely take off and replace wet clothing as opposed to changing just a diaper. We need to ensure that your child's potty learning does not jeopardize the adult interaction of the other children in the class. Children are considered potty learned when they have a maximum of one accident per week. Please note that we are one of a very few centers that take children that are not potty learned. Children who are not in the process of being potty trained at 36 months of age will have to remain in the 2 year old classroom. Any further actions to be taken will be decided upon by the administration.

In Closing...

The role and influence of parents/guardians is a fundamental component that makes our programs succeed. Just Kids seeks to work with parents to form a trustworthy community where we can work together for the benefit of young children. We want you to share your thoughts, hopes and ideas for your child because you are his/her first teacher.

Generally, we find that children may need a few weeks to adjust to his/her new schedule and environment. Don't be alarmed if your child seems to adjust during the first few days and then becomes upset at your leaving. Children exhibit different reactions to separation and our staff will be happy to work with you on your child's adjustment.

Often we have found that pre-enrollment visits help children with the adjustment of beginning their time at Just Kids. It gives the family something to talk about in preparation for their first day. You may stop in at any time to visit or call at any time, but please schedule a time with your child's teacher if you have a specific concern. We hope you enjoy your experience with **Just Kids Early Care & Education Centers** and we thank you for sharing your child with us!





Early Care & Education Centers

www.justkidsinc.org

Main Building

1800 West First Street
Milan, IL 61264
(309) 787-6303

Just Kids II

1st Presbyterian Church
1620 West First Street
Milan, IL 61264
(309) 787-1321

Just Kids @ XPAC

808 East 8th Street
Building 5
Milan, IL 61264
(309) 787-6407

Just Kids South

110 W. 20th Ave.
Milan, IL 61264
(309) 787-9460

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