



PARENT HANDBOOK

Revised July 2022

JUST LIKE HOME II CHILDCARE CENTER

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Georgetown, KY 40324

(502) 868-KIDS (5437)

www.jlh2.com

Dear Parents,

This handbook has been prepared as an informative guide for parents so that they may know and understand our policies and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements that are necessary to ensure that there are no misunderstandings between either party. Our purpose is to provide each child with the highest quality programming for his/her age and development level. We strive to provide all children with the best possible day they can have from the time they arrive until the time they depart.

We are a type-1 State Licensed Child Care facility with a total capacity of 49 children. Our policy is one of non-discrimination based on race, color, religion, sex, age, disability, national origin, or financial status. We adhere to all state requirements and health guidelines and will provide you with a copy of the laws and regulations that govern child care upon request.

Please read this handbook carefully and feel free to discuss with us any questions or comments that you may have. We appreciate the opportunity to serve your family.

Sincerely,

Just Like Home II
Childcare Center

PHILOSOPHY

Our philosophy is the belief that all children should have the opportunity to grow, learn and develop to their fullest potential. We recognize and accept each child as a unique individual with his/her own strengths and weaknesses and having his/her own rate of growth and development. We intend that this include children with disabilities to the extent that we can meet their needs.

Every child grows and develops physically, intellectually, emotionally, and socially. A child grows physically through active participation in motor activities; develops intellectually (becomes a thinker) through problem solving experiences; develops emotionally and socially by becoming aware of his/her own feelings and those of others while interacting with peers and adults.

From this philosophy the following goals have been established for our Center:

Goal 1: Assist the child in acquiring speaking (expressive) and listening (receptive) skills necessary for thinking and problem solving.

Goal 2: Assist the child in developing visual and auditory perception (sensory-perceptual) skills necessary for interpreting the world around them.

Goal 3: Assist the child in developing large (gross) and small (fine) motor skills necessary for maximum participation in the physical aspects of life.

Goal 4: Assist the child in acquiring social (interpersonal) skills necessary for interacting with others.

Goal 5: Assist the child in acquiring self-care (intrapersonal) skills necessary for achieving independence and emotional security.

Active participation takes place in a warm, friendly and caring atmosphere, guided by experience and training.

We believe that the family is the primary unit in the child's life, with day care being a secondary, supportive unit and a partner with the parents in sharing ideas and working through problems. Such a relationship gives the child a feeling of security, which will add to the benefits he/she receives from experiences in our care.

POLICIES AND PROCEDURES

Tuition/Fees:

At JLH, tuition payments are processed every Friday from your bank account, in advance of the next week, automatically through Tuition Express. If your tuition payment does not clear, your child will not be permitted to return on Monday until arrangements have been made to pay the tuition. A NSF of \$35 will be added to your account and will be withdrawn from your bank account with the following weeks tuition. Tuition increases by \$5 every October.

At your enrollment appointment, you are responsible for your child's first week of tuition, a one time enrollment fee of \$100 for your first child and \$25 for subsequent siblings and an annual supply fee of \$75/child (infants are excluded until they age up to the one year old classroom). The supply fee is assessed upon enrollment and the first billing day in March. Children enrolled in January and February will not be assessed the supply fee upon enrollment, but will be charged in March.

Communication

We understand that you want what is best for your child and that it is your job to advocate and protect your child. We value a strong relationship with parents and we encourage communication between parents and those providing care. We welcome you to let us know anything that might help us work more effectively with your child. We want you to share your thoughts, hopes, and dreams for your child. The importance of being able to communicate openly between the JLH management team, staff and parents is paramount. We strive daily to provide the safest, healthiest, comfortable and loving environment for our kiddos. If you find that we can improve in any area, please don't hesitate to bring it to our attention.

Assessments/Conferences

Your child will be assessed within the first 30 days of their enrollment at JLH. We assess developmental milestones and learning progress using Brigance and the CDC's milestones for development. It is our goal to have spring and fall Conferences with our parents to discuss your child's assessment. JLH strongly urges parents to be involved and to attend each of these assessments. As your child ages up to next classroom, their assessments file will follow them. This provides a better understanding for your child's new teacher so she can focus on helping them reach their goals.

Enrollment:

The following is a checklist of the items that will be needed on or before your child's first day. All items must fit in your child's cubie tote allowing the lid to close.

- All enrollment forms
- Immunization records
- Sheet and blanket and soft sleeping friend (optional) for nap time
- One complete change of clothing

Infants: Infants will need the forms listed above as well as:

- Food/formula
- Eating utensils
- Blankets
- Bibs
- Diapers
- Wipes
- Pacifiers
- Change of clothes

Hours of Operation:

Georgetown Location: Open from 6:00 a.m. until 6:00 p.m. Monday through Friday. Late fee of \$10 will be assessed if your child is not picked up by their scheduled pick-up time plus \$1/min thereafter. Date Night hours are from 7-11p.m. once per month on predetermined dates announced each month and posted near the front sign-in computer.

Absence/Late Arrival:

Please call us at 502-868-5437 to let us know of any changes in your regular schedule. It helps us in teacher scheduling if we know a child is going to be early, late, or absent.

Drop Off Policy:

We will no longer allow children to be dropped off after 8:30 a.m. The only exception will be if your child has been to the doctor/dentist and a doctor's excuse will be required.

Emergency Closing

Should unforeseen circumstances require the closing of Just Like Home II Childcare Center we will contact you with as much advanced notice as possible. Closings due to public health, COVID 19, or inclement weather are beyond our control and no refunds will be given. Tuition will still be billed each Friday. Closing due to bad weather conditions will be announced on television channels 18, 27 and/or 36.

Open Door Policy:

Parents are free to visit our center at any time during regular hours of operation. Some children have trouble separating from their parents, but most children adjust rapidly after the parent leaves. If your child is upset, please leave him/her with us, explaining that you will return for them. If, after a reasonable amount of time, the child does not seem to be adjusting well, the parents will be consulted for further action.

Holidays and Vacation Allowance:

The following holidays are observed: New Years Day, Martin Luther King Day, Good Friday (In Staff training day), Memorial Day, Independence Day, Labor Day, Veterans Day (In Staff training day), Thanksgiving Day and Black Friday, Christmas Eve and Christmas Day. In the event that one of these holidays falls on a Sunday, it will be observed the following Monday. If a holiday falls on a Saturday, it will be observed on the previous Friday. Cost are averaged over the entire year, therefore, there is no reduction in tuition for these holidays.

Supplies:

Parents should provide formula, cereal (infants only), baby food, disposable diapers, disposable wipes, pull-ups and at minimum one complete change of clothes (please remember to include undershirts and socks). Children toilet training will need several pairs of underwear and pants. All children should have changes of clothes in case of emergency and a sheet/blanket for nap time. All children will need to have an age appropriate cup for water at all times. Water cups must be provided for each child enrolled by the parent. When your child is running low on supplies, it will be noted in Procure Connect App.

Toilet Training:

This will need to be addressed on an individual basis between provider, teacher and the parents. We prefer to know and understand the techniques and language being used at the child's home so that we can incorporate the same methods and terminology here at JLH.

Curriculum:

We incorporate a weekly theme based curriculum for our babies, ones and twos that enables us to help them meet their developmental milestones. Praying before meals and singing christian songs are also incorporated into our classrooms.

Our preschool classroom uses My Father's World curriculum. This is a homeschool based curriculum that incorporates learning about God and prepares the preschool children for kindergarten. All of our weekly lesson plans for each class are posted in your child's classroom along with that classes daily schedule. Please feel free to check and see what we are teaching your children!

Nutrition:

Children are served Breakfast between at 8:30 a.m., Lunch is at 11:30, and afternoon snack at 2:30 p.m. Menus are prepared weekly and are displayed on the parent bulletin board for your review. Our center participates in the Child and Adult Care Food Program (CACFP). The primary goal of the CACFP is to improve the diet of children.

You are responsible for feeding your child if he/she arrives at JLH after our scheduled start times for meals. **You can NOT drop your child off with outside food and expect a staff member to sit with that child outside of their classroom.** Please do not send food, candy or drinks with your child. Teachers are to maintain a classroom schedule and extending meal times for late arrivals will only interrupt the daily schedules of the classroom. Per state regulations parents are not permitted to leave drinks with their child. If a specific cup is required for your child, the cup without contents, can be left for the child with the teacher to use during meal time and throughout the day to serve water as needed.

If your child has allergies to certain food items please be sure to bring a doctor's statement.

Naps and Quiet Time:

A time for rest will be a part of each day for all children per state regulations. All children must rest quietly during this period on their mats. Infants varying schedules will be accommodated.

Toys From Home:

Please do NOT bring any toys from home as they create sharing problems and run the risk of getting lost or broken. We will not be responsible for toys brought from home. Children may bring a "nap friend" (stuffed animal), but it must be kept in their cubby until naptime. Remember to label items from home. Exception to the rule: If your child's teacher has a set share day, then your child may bring a toy to share with classmates.

Classroom Transition:

Children transition from one classroom to the next based on age and milestone achievement. It is an important time for children and staff works to ensure your child eases into the new classroom. For all children under the age of three, classroom transitions take place over a full week so that, by Friday, your child has spent most of the day in their new room and by the following Monday, they will be accustomed to their new environment. When possible, we will try to move children in groups of two or more. However, if your child has to move alone, know that they are moving into a classroom with former classmates who have transitioned before them. Also, please note that your children see the staff members throughout their days. They are not moving into a stranger's room. For all children that are over the age of three, classroom transitions will take place on one day that will be designated by our Administration. You will receive notification from the Center explaining the details of this process and when your child will be scheduled to transition to the next classroom.

Withdrawal:

Just Like Home II requires a two week notice of withdrawal form to be given to the director. If a child is absent for five days without the parent contacting us or if we are unable to contact the parents the child will be withdrawn and charged tuition for the absent week as well as the two weeks termination notice.

Illnesses and Medication:

Your child's health is of major importance to us. Since we do not want to expose other children to your child's illness, please do not bring a sick child to day care. **It is important that parents have back-up child care in case their child is ill and cannot stay at our center on any particular day.**

JLH has been trained to recognize the common signs of communicable diseases and will observe each child every day as he/she arrives.

If a child exhibits any of the following signs or symptoms of illness, the child will be isolated until the parent can be contacted. **Children must be picked up in within one hour or less. This is a new state regulation. Children should be kept out of day care until they have been symptom free for 24 hours.** The child will be discharged should the following be observed:

- **Temperature of 100.4 degrees Fahrenheit.**
- **Conjunctivitis (pinkeye).**
- **Evidence of lice, scabies, or other parasitic infections.**
- **UPDATE due to COVID-10: if your child exhibits any of the following symptoms they must be picked up immediately.**
 - **Fever (100.4) or chills**
 - **Shortness of breath**
 - **Cough**
 - **Sore throat**
 - **Loss of taste or smell**
 - **Nausea, vomiting, or diarrhea**

If a child exhibits any of the following signs or symptoms of illness, we will contact the parent and make him/her aware of the situation and possibly ask the parent to come for the child:

- **Yellowish skin or eyes**
- **Untreated infected skin patches**
- **Unusually dark urine and or gray or white stool**
- **Stiff neck**
- **Unusual spots or rashes**
- **Complaints of earache, stomachache or other pain**

When a child has had a communicable disease, we ask that you notify us immediately. Written notification from the child's doctor is required for the child to return to day care after the child has had a communicable disease.

State regulations require that medication can only be administered with written orders from a physician or daily written instruction from a parent. The medication label must have the child's name and an expiration date. Samples may not be given. A medication administration form is available. Medication **WILL NOT** be given unless the form is dated, indicates dosage, time to be administered, and is signed by the parent. Over the counter medication that does not indicate specific dosage for the child's age and weight, must be accompanied by a note from the child's physician. It is our policy to give over-the-counter medication for no more than five (5) consecutive days.

Emergency:

A first aid kit is available at all times. A staff person is always on duty that is trained in first aid and CPR for adults, children and infants. In the event of an emergency, parents will be contacted immediately. If we feel it is necessary, we will contact the Emergency Medical Service to assist us in first aid or transport

the child to the hospital selected on your child's enrollment forms, as they see necessary. It is very important to keep your emergency medical information updated, as this is where we will get our information in case of any emergency.

We are required by law to immediately notify the local children's protection agency if there is a suspicion of child abuse or neglect.

Emergency drills (fire, tornado and earthquake) are practiced on a monthly basis and/or quarterly basis per our emergency preparedness plan that is submitted to the proper authorities each year.

Accidents:

If your child is injured while in our care, we are not permitted by state regulations to transport your child to the hospital if needed. We will initially try to contact your child's emergency contact listed on the enrollment form to transport your child to the hospital. If that emergency contact is not available, we will contact an ambulance. JLH will not be held liable in any way financially for any accidents or injuries at JLH.

Discipline Policy:

Our goal as a child care provider is to help children learn to live comfortably with themselves and others. In order to achieve this, an individual needs to develop self-control, and learn to be responsible for their actions. There are many things we can do to help children recognize alternatives and consequences which affect him/herself as well as others. The way to guide children to this more mature and appropriate behavior is through discipline.

Our first efforts will be towards preventative discipline. Preventative discipline is:

1. Recognize age-level characteristics and needs of children. Plan the program to meet the children's needs.
2. Giving the child a choice only when you intend to leave the situation up to the child.
3. Arranging the classroom to promote protected space for cooperative play as well as privacy.
4. Clearly defining limits and consistently and fairly maintaining them.
5. Health and safety of children are a primary concern at all times.
6. Giving children time and the opportunity to solve problems for themselves.
7. Stating suggestions or directions in a positive, rather than a negative way.
8. Using only words and a tone of voice, which will help the child feel confident and reassured. Use your voice as a tool.
9. Redirection is likely to be most effective when it is consistent with the child's own motive and interests.

When behavior gets out of bounds, ACTION needs to be IMMEDIATE:

1. Accept the child's feelings. Say that you know he or she is angry, worried, excited, etc.
2. Place limits on the child by telling him/her what he/she cannot do. If needed, use mild physical restraint (meaning holding arms or legs to avoid injury to him/herself and/or others).
3. Look for reasons that contribute to behavior problems - is the child needing adult help or attention - is he/she hungry, tired, or worried?
4. When discussion of a situation with the child is not adequate or is inappropriate for the situation, use "thinking time." Have the child sit in a chair away from the group using one minute per years of age (not to exceed five minutes). When the child has regained his/her composure, proceed to #5.
5. Help the child not only stop the unwanted behavior, but to understand that he/she can choose a way of action that will bring pleasant consequences. It is in this way that he or she learns self-control.

Policy Regarding Dangerous Behavior

AGGRESSION is defined as the habit or practice of exhibiting hostile action or behavior. Dangerous behavior is that action which can result in personal injury or is in direct controversy with our policy. A few examples of the kinds of behavior that fall into this category are hitting, kicking, scratching and biting.

We are responsible for the safety and well being of each child who attends Just Like Home Child Care Center. All decisions will be based on what is best for the majority. Each individual child is important to us, therefore, we are available at any time to discuss a child's behavior and will be open to suggestion on preventative measures. When making suggestions, please keep in mind that we are limited in action by state regulations.

1. If a child is exhibiting aggressive behavior, we will notify the parents in writing.
2. Listed below are the preventative measures that will be used to discourage aggression:
 - Redirection
 - Discussion
 - Thinking time
3. If a child is still displaying aggressive behavior after all preventative measures have been tried; we will call the child's parents. The parent will have one (1) hour to arrive and discipline the child.
4. If aggressive behavior cannot be brought under control after employing the above methods, the child will be dismissed from our care.

Termination Policy:

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay will result in immediate termination
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook and contract policies
- Serious illness of child or provider
- False information given by the parent (verbally or in writing)

Parents/guardians are required to give a two week written notice when you decide to terminate childcare. These two weeks will be paid in full, regardless of whether or not your child is in attendance. We will also give a two week written notice of termination for which full tuition is due, whether or not your child is in attendance. We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of children in attendance. In this situation, the two week payment of tuition is still required. Termination notices will not be accepted while provider is on vacation.

Helpful Hints

1. Have your child wear play clothes - Our work can be messy.
2. Send or have the child wear a sweater or heavy long-sleeved shirt on cold days. Dress appropriately for the weather as we go outside every day as long as the temperature is 32 degrees or higher and it is not actively raining outside.
3. Tennis shoes or sneakers are preferred for safety measures. We ask that the children do not wear hard-soled, pointed toe shoes (cowboy) or opened toed shoes.

Sign and return to the provider

I/We have received and read Just Like Home II Childcare Center's Parent Handbook and agree to comply with all provisions contained therein.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

JLH Representative Signature

Date

Permission to photograph child

On occasion, we like to take pictures of the children in our center to decorate our bulletin board in our classroom, for our website, Facebook, FaceBook commercials and possibly in the future to add them to our family newsletter for daycare members only. The photos will not be released to any other person for any reason. You will be entitled to a copy of any photo taken by us. If you do not wish for your child to be photographed we will gladly respect that wish.

Please designate your choice below and sign where indicated.

_____ Yes, I give my permission for my child to be photographed for the purpose listed above.

_____ No, I do not give permission for my child to be photographed.

Parent/Guardian Signature

Date