

Justkidz
(An Early Childhood Learning Center)
www.justkidz.net



Parent Handbook
Aug 2017 – Jun 2018

Mission Statement

'A balance of discipline and academic enrichment' is our goal at **JustKidz**. We offer children the opportunity to learn and grow in an environment that promotes self confidence, discipline, social competence, and a **lifetime of love for learning**.

Justkidz is an independently owned and operated facility. It is not governed by Wake County School System policies and procedures, although we try to maintain parity wherever possible so students will have consistency as they graduate from Justkidz to WCPSS and other school systems.

Application for registration

During the time of enrollment, you must pay a deposit of **\$125**. The check will NOT be processed if your child is NOT accepted into Justkidz

Right of Admission Reserved

Justkidz reserves the right to refuse admission to anyone for any reason into the program.

Hours of Operation

Center timings are 9.15am-12.15pm. If your pick up is any later than 12.30pm, \$10 will be charged in your following month invoice.

Monthly Tuition

Tuition is payable before the **date indicated on the invoice for each month in full**, regardless of attendance, for the Full Month in advance, failing which a late fee of \$10 will be assessed. A check return fee of \$25 is payable if your check is returned by our bank for some reason.

Arrival and Pickup

- Only authorized people can pickup/drop the child.
- Please sign-in/sign-out on your child's Sign-in/Sign-out sheet at arrival and pickup.
- If pickup is delayed by more than **15 minutes**, late pickup fee of \$8 will be assessed in your following month invoice.

Schedule

9:15 - 9:30	Arrivals.
9:15 -9:45	Activity time.
9:45 - 10:15	Circle Time.
10: 15 -10:30	Snack Time.
10:30 - 11:15	Language Drill/ Craft Time
11:15 - 11:45	Whole class writing / lesson instruction (Preschool / Kindergarten Curriculum)
11:45 - 12:15	Activity Time/ Clean up/ small group work/ Language Drill/
12:15 - 12:30	Departures

Clothing

Please bring your child dressed in clean clothes, ready for the day. Dress your child in clothing appropriate for the weather. Do not send your child in their Sunday best.

We give out ONE Justkidz T-shirt during the first week of the class, which the child has to wear to the class every day. If you need extra T-shirts you can buy the same for \$10 each.

Emergency Procedures and First Aid

Minor accident: Justkidz will provide First Aid for minor injuries and Parents will be notified immediately.

Serious accident: In the event of a possible injury or illness, parents and the designated physician will be notified immediately. If parents cannot be reached, Justkidz will call an emergency-contact listed on your Emergency form. If the child requires immediate transport to the hospital, Justkidz will call an ambulance to take the child to the hospital.

Illnesses and Accidents

- Justkidz **ONLY** accepts children in good health. You must notify us if your child has been exposed to or has a contagious disease.
- Do NOT bring your child/ with fever over 100F, vomiting, diarrhea, unexplainable rash, head lice, nasal drainage or other obvious signs of illness.

- If your child is ill and receives an antibiotic, your child may not attend until s/he has been off the antibiotic for more than 48 hours.
- Children with fever, vomiting, or diarrhea may not attend until the fever is below normal for more than 8 consecutive hours or the vomiting and/or diarrhea is absent for more than 8 consecutive hours unaided by medication. If you cannot be reached, your contacts will be called in the order you list them, to pick up your child.
- If you cannot be reached in the event of an accident your child will be transported to the doctor/hospital listed on your enrollment form.

Circle time

Everyday we have circle time in our schedule - we talk about lessons, themes, do show and tell, projects, sing nursery rhymes, read stories, etc. Encourage your child to speak up and help them come up with ideas and thoughts, relevant to the weekly theme.

Show and Tell: We have regular show and tell connected to the weekly theme every Thursday; make sure your child has a book/ art/craft/ picture to share with us in the class.

Spanish, Music and Movement, Yoga

Justkidz offers Spanish, Music and Movement and Yoga as part of our curriculum as it gives an opportunity for the children to explore different facets of learning.

Toys and Candy

Please **do not** send **toys, candy, or gum** with your child. We cannot assume responsibility for the loss or damage to your child's personal items. If you are sending show and tell items connect them to the themes that run in the class.

Snack Time

During snack time we talk about their special interests, daily activities and home life. Parents are advised to send a nutritious snack and water bottle. Please avoid nuts in the snacks. We encourage parents to contribute snacks for other children in the class at least once every month.

Supplies

Parents are expected to provide all the supplies from the supply list that will be provided. Please check your child's cubby regularly to see if s/he needs any supplies.

Special Occasions & Contributions

We encourage parents to send snacks to share with their child's friends at least once a month. Please let us know in advance if you will be bringing in a treat to celebrate festivals or birthdays. Please note that some students may have allergy issues which should be respected.

Regular Attendance

Regular attendance is advised for children to follow lessons. If your child will be late or absent, please notify us no later than 9:15am. If the child is tardy more than 3 times in a row, it will be considered as a behavior issue and filed in the student record.

Worksheets

- All material and worksheets provided by Justkidz are created by Justkidz and hence should be considered as proprietary in nature. It is unlawful to copy or distribute material for any reason.
- Justkidz will not hand over Work Folders if the child goes to an after-care facility after Justkidz hours.
- Worksheets, need to be turned in for assessment every day. .
- Worksheets are an extension of the lesson imparted at Justkidz. Hence, if the student is absent for some reason, s/he will NOT be handed any worksheets.

Parent Communication

You are welcome to stop by after the class for a quick chat to discuss any relevant subject. If you need to discuss the progress of your child or any situation in detail, please schedule an appointment. Also, regular news letters / emails will give you an insight into the class activities, special mentions, etc.

The Bulletin Board

The Bulletin Board is used to display theme-based material, vacation schedules, messages, weekly lesson plan, and other important information directed at parents. Please look out!

News Letter

We send weekly newsletter / emails to update you about what is happening in the class, themes, child's progress, interesting articles and individual progress.

Discipline

Discipline improves, strengthens and helps a young child control his or her own actions. We must set an

example for the child to follow. Have consistent guidelines for the child/ren, give positive re-enforcement, provide acceptable choices, set realistic limits, encourage a child to express feelings with words when they are able to, and listen carefully to what our child/ren are saying to us. Discipline and guidance should nurture love, patience and concern; resulting in a secure child with high self-esteem and positive self-image. Please inform us of the discipline method **you** most prefer so we can work together.

Pictures

We will take pictures through out the year to share with currently enrolled families.

Child Vacation Policy

For more than **3 vacation days**, please use the Child-Vacation-Form on JustKidz.net to give at least a 2 week notice. If the child is going on vacation for more than 3 weeks a vacation form has to be submitted **2 weeks in advance**. Tuition will NOT be pro-rated for any vacation days.

Unscheduled Center Vacation

Justkidz vacation schedule is available on the Justkidz Academic Calendar. In the event of an emergency, we will post vacation information on the website and parents will be informed via email so they can make alternate arrangements

Termination of Services

You must give **4 weeks** notice before termination from Justkidz. You will be responsible for all final payments through the end of the month.

Justkidz reserves the right to terminate a student on any grounds including behavior, discipline or academic performance

Records

You are required to share a copy of your child's current immunization record with Justkidz. You must keep your child current on all required immunizations and update records accordingly. Justkidz welcomes any exchange of information that will help to better serve your child's needs. We welcome any parent who wishes to share their talents by helping with various projects to benefit the children at Justkidz.

Volunteering / Parent Involvement

Take at least 20 minutes every week and join us with either a story or a craft which you can bring in to share with the class. This will give a first hand look into how your child is doing in the class

Consent

I/We have read, understand, and by signing and returning this page do agree to the policies stated in this handbook. I/We understand that should there be updates to this handbook, I/We will be given a copy with updated information which I/We will fill out, sign and return with the enrollment form. By doing so, I/We are enrolling my/our child/ren in **JustKidz**.

Child's Name: _____

Date of Birth: _____

Signed _____ date: _____
(Mother or guardian)

Signed _____ date: _____
(Father or guardian)

Signed _____ date: _____
(Justkidz Administrator)