



Preschool and  
Learning Center

**PARENT HANDBOOK 2021-2022**

*Established in 2003*

**2575 Plainfield/Naperville Rd., Naperville, IL 60564**

**(630) 357-8749 (630) 357-9076 fax**

[www.justforkidspreschool.com](http://www.justforkidspreschool.com)

[justforkidspreschool4@gmail.com](mailto:justforkidspreschool4@gmail.com)

Operating Hours: M - F 7:00am – 5:30pm

Office Hours: M – F 8:30am – 4:30pm

Dianne Grosso - Owner

Majel Capiccioni –Managing Director

Dale Grosso – Facility Director

Pam Prosser –Office Manager

Welcome to Just For Kids Preschool and Learning Center!

Just For Kids Preschool facility offers 3 or 5 hour preschool classes that provide a structured learning environment for children ages 15 months to 6 years old. We offer an outstanding curriculum that will encourage the development of cognitive, motor, social, self-help, creative, and language skills. The curriculum, along with a low student-teacher ratio, a stimulating environment, and a professional staff, will insure the best possible program for both the children and their parents.

Just For Kids Preschool and Learning Center also offers our Preschool Advantage Program, which allows our families to take advantage of before or after preschool care. For those needing all day care, we offer our Preschool Premium Program for children ages 3 months to 6 years. With our various programs, you will surely find the right fit for your family.

Our main goal at Just For Kids is to provide every child with the opportunity to explore their world within a safe structured environment and to allow them to find a true love of learning and self-worth. Our commitment is to provide a program that encourages the growth of children in cognitive, language, social and motor development. Together, with parents, we will nurture the growth of each child.

Included in this Parent Handbook you will find valuable information concerning Just For Kids Preschool programs as well as Day Care. Please read all the information carefully and contact us if you have any questions or concerns about the information provided.

There is a *signature line* on the enrollment form that requires a signature of the parent or guardian confirming that you have read, understand and will comply with all the policies and procedures of Just For Kids Preschool and Learning Center. You may sign this any time after you have read the handbook. There is also an Enrollment Agreement that must be read, initialed and signed by you and the Just For Kids Administrator. These consent forms need to be signed prior to your child's start date.

## **THE PRESCHOOL PROGRAM:**

### ***Daily Schedule:***

Our preschool program is for all children ages 15 month to 6 years of age. All morning preschool classes will begin promptly at 9:00am. Depending on your child's class, they will end at either 12:00pm or 2:00pm. Every child registered at Just For Kids, whether they are registered in our Preschool, Preschool Advantage or Preschool Premium Program will be placed in the age appropriate Preschool classroom and will benefit from our outstanding Preschool curriculum.

**The Preschool Daily Schedule** will include arrival, circle, table time/center play/art, snack, gross motor, reading time, and dismissal.

### ***Two's Preschool Program:***

Just For Kids' Two's program is open to children who are at least 2 years old and independently walking. This class is offered M-F from 9:00a.m. – 12:00p.m. or 9:00a.m. - 2:00p.m.

The emphasis of this program will be on socialization, learning how to share, communicating, listening, following a routine, creativity and exploration. They will enjoy age- appropriate stories, songs, finger-plays, creative movement, dramatic play, painting, games and structured activities. Those who are not toilet trained will be introduced to the bathroom, when ready, and instructed in its use and taught independent hand washing. All children will be encouraged to develop their unique skills and interests. Daily communication through Brightwheel with parents will help keep parents informed about their child's day.

### ***3 Years- old Program:***

At Just For Kids those children who will be three by September 1<sup>st</sup> **and** are toilet trained, register in our 3 year-old class. They may register for the half day a.m. program or we also offer an extended 5hr/day class which includes a healthy organic lunch followed by an hour of enrichment. This extended day is a school year commitment.

The 3 years-old program emphasizes social interaction, emotional growth and fine motor skills. The children will practice their listening skills while enjoying stories and finger plays during circle time. They will have time to play and interact with their classmates, thus practicing their emerging social skills. The curriculum will include introducing shapes, colors, letters, name recognition, counting, number recognition, and independence in dressing. A "Star of the Week" program is also incorporated to build confidence and self- worth. The development of fine motor skills will be an integral part of this program, preparing the children for writing in the future. They will enjoy an art project each day working on cutting, gluing, coloring, and painting.

The curriculum will be supplemented with a variety of themed centers to reinforce skills being introduced in the classroom. The children will participate in a gym curriculum. This program will introduce locomotion skills such as walking, running, hopping, crawling and climbing, as well as balance, flexibility, ball skills, dance, and games.

Literature, music appreciation, art appreciation, nutrition & health, and STEM are special units introduced in our classrooms to supplement the daily curriculum. The children will engage in age-appropriate activities, such as color mixing, storytelling, musical expression, and making healthy food choices.

#### ***4/Pre-K Program (4&5 yr. old):***

Those children who will be entering Kindergarten the following year may choose MWF, M-TH, or M-F.

The classes offer a 3hr. or 5 hr. option. The 5hr. extended will include a healthy organic lunch followed by an hour of enrichment. This flexible schedule allows you to choose the best program for your child and will be a school year commitment.

The Pre-K curriculum is activity centered, focusing on following multi-step directions, participating in group activities, working with a partner, and involving both the teacher and the children in the learning process.

The weekly activities focus on the “Letter of the Week” where the proper formation of the printed alphabet will be practiced and the letter sounds will be introduced using the Jolly Phonics program. Phonics and whole language techniques will be introduced to give those who are ready the chance to begin reading. Many of these skills will be reinforced as they work on age-appropriate centers during table time. Participation in the “Star of the Week” program will also encourage thinking, speaking, and listening skills.

Math concepts will be practiced daily through games and activities planned in the classroom. The children will also have a chance to expand their knowledge as they engage in math centers available to them. The literature curriculum will introduce the children to storytelling and highlight authors and illustrators to instill a love of reading. They will have an opportunity to explore writing skills and act out stories.

Students will also participate in gross motor development and creative movement. An opportunity for both structured and unstructured physical activity will be offered each day including both inside and outside play. The gym units will introduce basic gross motor skills, ball skills, tumbling, dance, and childhood games.

The curriculum will be supplemented with special units such as, STEM, literature, nutrition, and music and art appreciation.

STEM education will include activities in science, technology, engineering, and mathematics. The children will engage in age-appropriate activities such as color mixing, magnetism, constructing, and buoyancy, etc.

The children will also participate in a music unit that will introduce songs, beats, instruments, and rhythm. They will have an opportunity to listen to a variety of music and create their own musical expression.

The health unit will provide the children with basic nutrition knowledge to promote good eating choices for a healthy diet, as well as, activities encouraging proper hand washing, exercising, and other healthy habits.

This program will provide new challenges and build self-confidence, allowing the children to reach their potential and offer them a successful transition into kindergarten.

#### ***Day Care:***

**Preschool Advantage Program** (15months - 6 years) is a before/after school care for those families needing a few extra hours a day on a consistent basis. Hours are offered 7am-9am and/12pm-2pm/2pm-4pm.

**Preschool Premium Program** (3 months - 6 years) is for our families needing *all day care*. Part time premium is less than 30 hours/week or 2/3 days. Full time premium is 30-45 hours/week or 4/5 days.

**Preschool Premium Plus** (3 months - 6 years) is for families needing *all day care*. Premium Plus is 46-52 hours/week.

## Program Enrollment and Payment Policies

A completed enrollment form and a \$100.00 Preschool **non-refundable** registration fee are due at the time of enrollment and are required to reserve a spot in a class. Families with multiple students will receive 50% off the second \$100 registration fee after the first \$100 registration fee is paid. Ten tuition payments are collected monthly with the first one due with the completed paperwork by August 1<sup>st</sup>. The remaining 9 payments are due on the 1<sup>st</sup> of the month September through May. The tuition is calculated according to the number of days the selected program is in session for the year. The Preschool Premium payment is due the first day of attendance each week.

### Enrollment:

1. All enrollment forms must be completely filled out and returned before a child begins a preschool class.
2. A registration fee must be paid at the time of enrollment to hold a spot in the class. This is a **NON-REFUNDABLE FEE**.
3. Parents agree to give a two-week written notice if they need to withdraw from the program.
4. Parents understand that once their child is placed into a class they are not guaranteed a spot if they choose to change to a different room or time.
5. Children must be registered each year. Prior enrollment does not guarantee them placement the following year.
6. Parents understand it is their responsibility to provide Just For Kids Preschool and Learning Center with a current medical form including their immunization record and a current TB and lead screening.
7. Parents understand it is their responsibility to provide JFK with an original birth certificate which will be copied and kept on file. The original will be returned.

### Payment Policies:

1. No spot will be reserved without payment of a registration fee.
2. The fee for each Preschool program is a daily rate multiplied by the number of days the child's class is scheduled to be in session per year.
3. **Tuition:** Preschool and Preschool Advantage payments are to be paid in 10 monthly installments. Preschool Premium payments are paid weekly. Any alternative payment schedule must be approved by management.
4. **Multiple students in the same family:** The lowest monthly tuition amount paid by the family will be discounted 10%.
5. **Payments:** The first tuition payment is due with other enrollment forms from the school packet on the date stated in the packet email. Preschool and Preschool Advantage tuition payments are **due on the 1<sup>th</sup> of each month**, September through May. Just For Kids accepts cash, check, automatic withdrawal from your checking, bill pay through your bank, Master Card, Visa, and DISCOVER. A 3% service fee will be added to all MC, VISA, and DISCOVER transactions. Payments can be put in the pocket of your child's school bag, dropped in the outside mailbox, or mailed directly to Just For Kids. If payment is not received by the 15<sup>th</sup> of the month, you will be notified and a late fee will be assessed.
6. **Late Fees:** Tuition payments received after the 15<sup>th</sup> of the month are late and will be charged a delinquent fee of **\$25.00 monthly**. Any account that is more than 30 days past due will be charged interest in the amount of 5% on the outstanding balance. If your account is delinquent for more than one month and no payments arrangements have been made, your child will lose his spot in the class. Once the account is current your child will be able to return if a spot is available.
7. Parents understand that the full tuition amount is due regardless of whether your child has attended every day. The fee is NOT adjusted for personal vacations or illness.
8. Just For Kids Preschool management reserve the right to increase tuition costs up to 3% per year.
9. Returned checks will be assessed fees payable in cash or money order for:
  - The full amount of the check
  - A \$25.00 service fee
  - Any additional fees incurred by Just For Kids as a result of the collection of these fees.
10. **Lunch:** Our lunch provider reserved the right to increase lunch costs by 3% per year. In the event this occurs, there will be a 3% lunch service fee added to extended day students' tuition payments.
11. Just For Kids will follow the District #204 calendar for National holidays, winter and spring breaks, and we will be closed on those days. National holidays are accounted for when figuring tuition and you are not charged for these days. However, this will not include district 204 in-service days. A Just For Kids school calendar is available on the website.

### **Cell Phones:**

Illinois State Law prohibits cell phone use in school zones. Please remember we are a school zone and for the safety of the children, cell phone use is strictly prohibited in the drop off and pick-up line.

### **Daily Arrival and Departure Options**

**\* Temporarily changed due to Covid-please see Amendment**

#### **Traffic Flow for entering and leaving Just For Kids Preschool and Learning Center:**

Please go to the stop light at the corner of Plainfield Naperville Rd. and Leverenz and turn west toward Traverso's. Make a left turn onto the road behind Traverso's Restaurant and the strip mall. Continue straight and drive behind the strip mall to the Just For Kids' parking lot. Please stop and be cautious when approaching the far end and look for cars coming straight in from Plainfield Naperville Rd. Turn into the curbside line or drive into the parking area if you are walking your child into school. When exiting you may exit directly onto Plainfield Naperville Rd.

A **curbside drop-off** option is available to any parent who is interested. If you would like to use curbside drop off service upon arrival, you would only need to follow the procedures listed under arrival for curbside option.

All a.m. classes will be required to use curb side pick up at the 12:00p.m. dismissal. This is necessary to ease traffic flow and for the safety of the children.

### **Walk in Option**

**\*Temporarily changed due to Covid-please see Amendment**

#### **Arrival:**

1. Those parking and walking in, use any available parking space. Come through the gate at the back-play area and enter the building through the back-gym door (unless otherwise directed by a sign on the gate).
2. Preschool classrooms will open 5 minutes prior to start time for children to begin entering the class.
3. Teachers will be at the door to greet the children each day upon arrival. Parents are asked to encourage their child to enter the classroom independently. "Kiss and run" is the best policy. The longer you linger the harder it is on your child.
4. It is the parent's responsibility to inform anyone picking up their child of the sign out procedure.
5. Only those designated on the consent form on file will be permitted to pick up a child. Advanced written notice giving consent is required for another individual to pick up. You must provide the name, a brief description of the person, and a photo ID will need to be presented at the time of pick up.
6. NO child will be released to another child.
7. Please make sure you have your child's hand and use the designated crosswalk when crossing the parking lot.
8. Reinforce parking lot rules with your child-teachers will go over procedures with the children the first week of school.
  - a. Child must be with a teacher or parent before walking out of the building.
  - b. Children must be holding an adult's hand when crossing the parking lot.
  - c. Children must get into the vehicle immediately upon crossing the parking lot ( No child will be permitted to play in the parking lot area).

## All Arrival and Departure will be done Curb- Side

**\*Please refer to Covid Amendment**

### Arrival:

1. You may drop off at the curb any day you choose by pulling into the drop off line against the curb.
2. Please pull forward to the end of the sidewalk when possible.
3. Your child must be in the rear passenger side seat for drop off at the curb and buckled until the car is parked.
4. A Teacher will start with the front car and open the door for the child and help them out (parents **please** remain in the car and your child **must** remain in the car until a teacher is present).
5. The children will be walked to the front door and directed to their classroom.
6. Please pull away slowly after your child is safely away from your vehicle.
7. Please watch for children and parents walking through the parking lot.
8. Pull your car as far forward as possible, after other cars have moved away.
9. The classroom teachers will be at the classroom door to greet the children as they arrive.
10. Curbside drop off service will only be provided until **15 minutes** after class start time. If you are late, you will have to park and walk your child to the building.\*

### Departure:

1. You **MUST** have a Curb Side form filled out in the office prior to your child starting.
2. Pull your vehicle forward to the end of the sidewalk or to the vehicle in front of you.
3. Have your child's name card (given to you by Just For Kids) visible in the front passenger side windshield.
4. A teacher will bring your child to the vehicle and have you check them out.
5. Buckle your child into their seat and pull away carefully.
6. If you have a carpool, all children being picked up must have a form on file in the office which states those included in the carpool.
7. If your carpool changes, you will need to let the office know, in writing, so adjustments can be made.
8. All children **must** be buckled prior to leaving the parking lot.

\*If you are late (more than 15 minutes after dismissal), please park and come in to get your child. Your child will be waiting for you in the office. Additionally, a late fee will be charged to your account as follows: 15 minutes after dismissal, \$15.00 fee, each additional 15 minutes, \$15.00.

### Late Pick up Policy:

Our first concern is for your child, and therefore, if you have an emergency and are going to be a few minutes late to pick up your child, we ask that you call and let us know so that we can reassure him/her that you are on your way and they have not been forgotten. We will gladly keep your child safe and happy. However, if we are not made aware of your situation and have agreed upon a solution, and you are more than 15 minutes late, Just For KIDS will attempt to call your home and cell numbers. If we are unable to reach you at these numbers, your emergency contact will be called to pick up your child. These emergency contact persons must be on your authorization to pick up list. It is the responsibility of the parent or guardian to keep emergency numbers updated on your child's registration form. In the event all emergency numbers have been attempted at least two times and all are unavailable, we will care for your child for 30 minutes, before outside authorities will be contacted in an attempt to find someone to care for your child. You will receive two warnings for being late 10-20 minutes. After two warnings, you will be charged a late pick up fee of \$15 after the first fifteen (15) minutes, and an additional \$15 for every 15 minutes after that. Just For KIDS will verbally inform you of any late fees incurred and a statement will be generated with the dollar amount and due date. The Just For KIDS staff will not discuss lateness with your child. Thank you for your understanding and cooperation.

### Daily Snacks:

1. Parents are responsible for providing allergy information and food restrictions for their child to Just For Kids Preschool.
2. A monthly snack menu will be sent home prior to the beginning of the month and shall be posted in each classroom, the kitchen, and on the bulletin board in the front lobby.
3. Water from the water fountain is available to the children at any time. **\* Closed due to Covid**
4. **All** snacks **MUST** be *peanut and tree nut free and manufactured in a peanut /tree nut free facility.*
5. **All** snacks **MUST** be store bought.
6. **Parents** may provide a special birthday treat to celebrate your child's birthday. It **must** be *peanut and tree nut free and manufactured in a peanut/tree nut free facility.*
7. You will be informed through the monthly calendar and newsletter when we will celebrate your child's birthday.
8. An allergy/food restriction list will be posted in each classroom, the kitchen, and on the bulletin boards in the front lobby.

### **Medical Information:**

1. Parents will notify Just For Kids if their child has had a contagious disease as soon as possible.
2. Parents will be notified of any contagious disease incident and a notice will be posted in the foyer.
3. A child will not be allowed to attend school if they have a fever, diarrhea, or other contagious symptoms. Please use common sense and courtesy when determining whether to send your child to school.
4. Medication can be given by designated staff personnel only if it is in its original container, labeled with your child's name, has complete written instructions and there is a signed authorization form in your child's file and accompanying the medication.
5. If a child becomes ill or is injured while at school, a parent will be called immediately.
6. A Food Allergy action plan must be completed for all children with severe allergies. A copy will be kept in the child's file as well as with the epi pen or medication provided by the doctor.
7. If a parent is unable to be reached, the emergency numbers provided will be used.
8. A staff member in the front office will attend to an ill child, where a cot will be used for the child's comfort until a parent arrives.
9. In the case of an emergency, 911 will be called and then a parent and the child's physician.
10. It is the responsibility of the parent to inform the staff if their child is exempt from medical treatment for religious reasons. A plan of action will be devised to care for the child in the case of an emergency.
11. The parent's insurance will be the primary source of coverage for medical treatment. Just For Kids will offer a secondary insurance coverage for accidents that occur on the premises.

### **Clothing and Supplies: \* Please see Covid Amendment**

1. Children's belongings must be labeled with their last name.
2. Just For Kids is not responsible for any lost items.
3. Lost and found items will be placed in a box in the staff room. If your child lost something, please ask to check lost and found. At the end of each month, the items will be donated to a charity.
4. Personal belongings are not to be brought to school unless requested by the teacher for special occasions. Please discourage your child from bringing toys from home as they get very upset when they are left, lost, or broken.
5. Each child will be required to have a complete change of clothes including pants, shirt, socks, and underwear in a Ziploc bag labeled with their name, class and room. These are to be left at school in case of an accident.
6. Please be sure to promptly replace any additional clothes that were used if your child has had an accident.
7. Parents will provide disposable baby wipes, tissues, glue sticks, markers, and other classroom supplies at the beginning of the school year and after winter break per Just For Kids Preschool's request.
8. Please make sure your child is dressed appropriately for the weather each day. Students are expected to have appropriate winter clothing for outdoor play. As long as the wind chill temperature is above 0, we will have outside play. This is in line with District 204's outside play policy. Please label all children's outerwear, including hats, mittens, boots with their first name and last initial.
9. Parents will purchase a JFK School Bag for their child. The cost of the JFK bag is \$5.00 cash or check, made payable to "Just For Kids Preschool."

### **Birthdays/Holidays: \*Please see Covid Amendment**

Birthdays are a very exciting time for children. At Just For Kids we want this to be a special day, so we celebrate each child's birthday by presenting them with a birthday crown, singing Happy Birthday, sharing a birthday snack and giving them an opportunity to choose a special book to read on that day. If you would like to participate in the celebration, you are invited to read your child's special book at the end of the day and provide a safe peanut/tree nut free snack. All snacks must be store bought and prepackaged.

Just For Kids will celebrate special holidays with classroom parties. **\* Some restrictions may apply during COVID**

October	Halloween Costume Party
November	Thanksgiving Feast
December	Winter Celebration
February	Valentine's Party
March	St Patrick's Day Party
May	End of the year picnic

Parents will be assigned an item to provide for the Thanksgiving Feast. Parents may also sign up to provide a snack or an activity for the children at the party. Sign- up sheets will be available on "Meet Your Teacher Day."

**Field Trips: \* Some restrictions may apply due to COVID**

Field trips will be planned throughout the year for various classes. Some trips will require leaving the school, while others will be special programs that are brought in for the enjoyment and education of the students. Just For Kids will not transport any child to or from a field trip site. ALL transportation will be the responsibility of the parents. Field trips are always optional, however, all teachers will attend, and therefore, no regular school will be in session on that day. Many field trips may require a minimal fee. You will be informed of the fee in advance and will be given an opportunity to decide whether you would like your child to participate. Some field trips and special programs may include, but are not limited to, the fire station, library, pumpkin farm, children’s museum, plays, puppet shows, etc.

Just For Kids would like to encourage participation by parents and offers parents the opportunity to share their interest or profession with the children by scheduling a day for a presentation. Parents may also volunteer to help in the classroom on special occasions.

**Parent Communication:**

Communication between teachers and parents is crucial to providing the best care for the child. Brightwheel is a preschool and childcare app that integrates everything you need. We utilize the digital check-in/check-out for staff and students. Each authorized person receives a secure pin code. Classroom teachers send a weekly newsletter via Brightwheel informing parents of the activities enjoyed that week. It will also provide information on upcoming events, reminders, requests for items needed for projects (usually recyclables), some fun information about what the children learned, and suggestions for reinforcing skills at home. It is important to read these regularly so you don’t miss important information throughout the entire year, including summer. Parents will also receive in their child’s school bag a monthly lunch and snack calendar.

Just For Kids Preschool teachers will conduct parent/teacher conferences to discuss the child’s adjustment and progress in the program. The teacher will schedule these once a year or parents may request one at any time. Personal information about a child will be kept confidential and a release signed by the parent is required before information will be shared with other professionals. Teachers will use Brightwheel to communicate with parents. Just For Kids will also provide information on the web site, [www.justforkidspreschool.com](http://www.justforkidspreschool.com), about upcoming events, programs, and special features. Please use Brightwheel for all communication with teachers. Messages are private between the parent, teacher/administration.

In cases of bad weather or dangerous road conditions, school closings will be announced in the local media and as a News item on the home pages of all District 204 Web Sites ([www.ipds.org](http://www.ipds.org)). If the district is closed, Just For Kids Preschool and Learning Center will be closed. If the roads are safe for adequate staff to get to the school, Preschool Premium parents will be contacted and informed at what time they may bring their child for daycare. Information will be available by 6:00a.m. Make up days for any day(s) school is closed due to inclement weather will be decided upon at the owner’s discretion.

If a parent has concerns about a situation or behavior of any individual associated with Just For Kids Preschool, please address those concerns with a teacher through Brightwheel or the director, administrator, or owner through email at [justforkidspreschool4@gmail.com](mailto:justforkidspreschool4@gmail.com) or phone at 630-357-8749. All concerns will be handled with discretion and confidentiality.

Indian Prairie School District 204 uses the following radio and television stations to inform parents of such closings as quickly and in as wide an area as possible:

Radio	Television
WBBM 780 AM	WMAQ Channel 5
	WLS Channel 7
	WGN Channel 9
	FOX Channel 32
	CLTV--Cable

### **Referral Policy:**

Just For Kids families that refer a friend to register for any of our Preschool programs, Day care, or Infant Care will receive \$100 in JFK bucks to be used for any JFK program including preschool tuition.

### **Pest Management and Radon Inspection:**

Integrated pest management is a method for managing damage by pests with the least possible hazard to people, property, and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticides, and fungicides.

Integrated pest management also requires that parents or guardians have a right to prior written notice of pesticide applications. This information will be found on the preschool registration form.

The facility performs radon inspections to ensure the health and safety of our children. A current Radon Inspection report is displayed in the office for your review.

### **Discipline Policy:**

Children will be encouraged toward appropriate behavior through positive reinforcement. Verbal reminders of acceptable behavior will be used when inappropriate or disruptive behavior occurs. The child will then be redirected to a new activity or area.

Children will be reminded daily of the following expected behaviors:

- 1.) During circle and story time, the children will use “Classroom Manners”, they consist of-
  - Hands in your lap
  - Eyes watching
  - Ears listening
  - Feet still
  - Quiet mouth
- 2.) Treat others like you want them to treat you – with a kind heart
- 3.) Use kind words to communicate your needs
- 4.) Take turns
- 5.) Use inside voices
- 6.) Always walk in the classroom
- 7.) Throwing and running are for gym time and outside play only
- 8.) Be a good listener

Inappropriate or disruptive behavior will first be met with a reminder of an acceptable alternative action and it will be explained why the behavior was not appropriate. If the child repeats the behavior, they will again be reminded of an acceptable behavior followed by re-direction to a more positive activity. If a child’s behavior endangers others or the inappropriate behavior is repeated after three reminders with in the day, they will be given time to process the situation under the supervision of a teacher. This “time out” or “thinking time” will be away from the other children, but always within a few feet of the teacher. This will give the child an opportunity to regain control where the teacher is available to assist them in processing the consequences of their actions.

Inappropriate behaviors that pose a danger to the child or others such as, biting, hitting, out of control tantrums, etc., are considered serious and will be addressed immediately by the director. These situations will be discussed with the parent either by telephone or in person. Together, the parent, teacher, and director will decide on an appropriate plan of action.

Discipline will always be handled with respect for the child. It will be used as a means to help the child develop internal control so they can manage their own behavior in socially acceptable ways.

Inappropriate forms of discipline such as corporal punishment, screaming or humiliating a child, using abusive language, withholding emotional support or affection, or withholding food are NOT PERMITTED to be used by anyone in our facility, including parents.

### **Discharge Policy**

A child may be discharged from our program for any of the following reasons:

1. If the child continues to be disruptive or uncooperative after the appropriate disciplinary actions have been implemented and a plan has been developed.
2. If it is determined that the child's needs are not being met at the school.
3. If the parent fails to comply with the school policies and procedures such as, failure to pay, failure to pick up the child by closing time, etc.

The Director and staff will make every effort to work with the parent and child to find a resolution to any problem. If all attempts at a resolution are unsuccessful and a child's need are unable to be met by the program at Just For Kids Preschool, we will assist in finding a program that will meet the child's needs. The child will then be transitioned to a more appropriate program after the following steps have been met:

1. The Director and staff have met with parents to discuss behaviors and developed a plan agreed upon by both staff and parents.
2. The Director, staff, and parents have met together with a professional to help develop a plan to help meet the child's needs.
3. A plan has been developed to help meet the parents' needs.
4. In the event these actions are unsuccessful, Just For Kids Preschool will assist parents in finding a program that will better meet the needs of the child and provide an appropriate transition into the new program.

Discharge will always be a last resort. If you have any questions or concerns regarding this discipline policy, please talk to the Director or administrative staff. There is a signature and date line on the enrollment form for a parent or guardian signature stating that you read, understand, and agree to this policy. It must be signed prior to your child's start date.