



Preschool and  
Learning Center

**PARENT HANDBOOK 2022-2023**

*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 ensure 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, prior to your child starting the program.

## **THE DAYCARE PROGRAM:**

**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.

**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.

**Kids' Club Program** (15months – 6 years) is a block of 10, 25, 50 or 100 hours purchased to be used if you need to extend your child's day on an occasional basis. It requires a minimum of 24 hours advanced notice and is dependent on available staffing. It can be used before their day or to extend their day until 5:30.

## **THE INFANT/TODDLER PROGRAM:**

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

Our Infant program is for children ages 3 months to 15 months (or up to 21 months if they are not walking independently at 15 months). This program follows the schedule of each individual family while gradually moving toward a consistent daily schedule by 15 months.

Each infant will have their own designated crib and all their belongings will be stored in their own cubby space. All bottles, utensils, clothes, etc., need to be labeled. Parents will provide Just For Kids with a feeding schedule as well as a nap schedule and any specific instructions they would like to be followed. Children will have tummy time and play time each day and will be moved frequently throughout their wake time to provide a variety of activities and stimulation to encourage development and reaching appropriate milestones. As they are able, art activities will be introduced, and they will have the opportunity to explore a variety of mediums and sensory activities.

When the children are ready to eat table food, parents may request lunches catered by Organic Life, to be offered to their child. When they are ready to move from breast or formula to whole milk, Just or Kids will provide the milk, however, parents will need to provide the bottle/cup and all utensils used each day. All bottles/cups/containers/utensils will be sent home each day for sterilization. Please make sure all items are labeled.

Once the children are walking independently, they will begin transitioning from a crib to a cot. They will need to be walking confidently and able to nap on a cot prior to transitioning to the toddler class.

### **New Infant Transition Schedule**

**Infants new to Just For Kids Preschool will schedule a time to transition into our Day Care setting prior to their start date.**

Parent (or present care giver) and child will attend the infant class for enough time for the child to be fed, diapered, have play time and nap time while in the class.

The goal is to allow the teacher to observe how the child is cared for to help give the most consistent care possible, as well as allowing the parent to observe their child's new environment and for the child to experience both parent and care giver together to help them have a greater sense of security.

Transition Schedule:

Day 1 (ALL new infants)

3-4 hours Parent will care for the child in the day care setting.

Teachers will observe.

Teacher and parent will have the opportunity to ask questions, share information, play with the child together, get to know each other.

Day 2 (6-9 months and younger if needed)

3-4 hours Parents and teachers share in the care of the child and observe each other.

Both play and interact together.

Opportunity to address any issues that may arise.

Day 3 (9-12 months and younger if needed)

3-4 hours Parents brings child to class.

Parent(s) and teachers care for the child.

Parent leaves for a short amount of time and returns.

Upon return parent, there is an opportunity to discuss any issues, questions, concerns, and successes while the parent was gone.

Parent takes the child home.

Day 4 (12-15 months and younger if needed)

Parent brings child to class.

After a short amount of time the parent(s) leaves for a longer period.

Upon parents return they pick up the child and go home.

Day 5 (Any age if needed)

Repeat day four with parent(s) leaving for a longer period, but still within 1-2 hours.

**Toddler Daily Schedule:**

Just For Kids Toddler Program is open to children who are at least 15 months old and are walking confidently and napping on a cot.

The emphasis of this program will be on building independence as they learn how to be away from home and parents, communicating (sign language will be used to help those not ready to talk), language development, following a routine, and exploration. They will enjoy age- appropriate stories, songs, finger-plays, creative movement, dramatic play, painting, sensory activities, and gross motor play. Brightwheel will be used to keep parents informed about feeding, napping, diapering, and daily activities.

## **THE PRESCHOOL PROGRAM:**

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

Our preschool program is for all children ages 15 months 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 Premium Daily Schedule** will include arrival, breakfast (if they arrive before to 8:30), play time, joining their preschool class, circle, table time/center play/art, snack, gross motor, music, reading time, lunch preparation, lunch (catered in by Organic Life), playtime, enrichment activities, nap/quiet time, afternoon snack, table/center activities or gross motor activities, end of day dismissal.

**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 able to verbalize the need to use the bathroom, are able to pull up/down their pants, and are able to clean themselves after going), 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.

The kindness program is an ongoing unit that will encourage the children to make good choices, treat others with kindness, have empathy and to care for themselves. They will have the opportunity to practice these skills through daily activities.

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.

#### **Program Enrollment and Payment Policies:**

A completed enrollment form and a \$100.00 Preschool **non-refundable** registration fees are due at the time of enrollment and are required to reserve a spot in a class. ALL children will need to be re-registered every January and the \$100 annual registration fee will need to be paid to secure their spot for the following year.

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 1st 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 completed 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 15th 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 reserves 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 Procedures**

#### **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 Rd. 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.

#### **General Arrival/Departure Policies:**

1. Daycare children may ring the bell upon their arrival and a staff member will let them in to sign their child in.
2. Preschool classrooms will open 5 minutes prior to the start time (8:55) 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 and should be done in the lobby.
4. It is the parent's responsibility to inform anyone picking up their child of the sign in/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 when leaving the building as cars will be moving in the parking lot.
8. Reinforce parking lot rules with your child. The teachers will go over these 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 exiting the building. (No child will be permitted to play in the parking lot area).
9. 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.
10. If your carpool changes, you will need to let the office know, in writing, so adjustments can be made.
11. All children MUST be buckled prior to leaving the parking lot. Once your child is buckled, please pull away carefully.

\*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.

#### **Sign In/Out Procedures:**

Once you have pulled into one of the designated drop spots, please take your child out of the car and bring them into the school where you will sign them in.

### **Sign In:**

1. Locate the Sign In/Out Binder on one of the tables that has the first letter of your Last Name.
2. Open the binder to the appropriate letter and find each child's individual page.
3. Find the appropriate date on the far-left column for the day you are signing in.
4. Please write in the time of drop-off (there is a clock on the bulletin board and in the office that can be seen through the window).
5. PRINT YOUR name next to the drop off time.
6. Sign your name (By signing your child in, you are confirming that they are free of any symptoms of COVID or any other communicable disease).

### **Sign Out:**

1. Locate the appropriate Sign In/Out Binder
2. Open the binder to the appropriate letter and locate each child's individual page.
3. Write the pickup time on the appropriate date line next to the drop off signature.
4. PRINT your name and then sign. (By signing, you acknowledge that your child will be in an appropriate car seat and buckled prior to leaving the parking lot)
5. Wait in the lobby for a staff member to bring your child to you.

### **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 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.
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 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.
9. Parents will be responsible for providing the assigned morning snack and drink for the entire class when their child's name appears on the monthly snack calendar. You may bring it in each assigned day or bring it all at the beginning of the week.
10. Afternoon snacks will be provided by Just For Kids.

### **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, with a fever of 100.4 or more, has contagious symptoms or is lethargic and not able to participate in daily activities, a parent will be called to pick up the sick child. If a parent is not able to be reached, the emergency contact person will be called to pick up the child.
6. If a child is injured while at school, a parent will be notified via Brightwheel and an injury report will be filled out for the parent to sign. If the injury requires advanced medical attention, parents will be called immediately.
7. 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.
8. If a parent is unable to be reached, the emergency numbers provided will be used.
9. 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.
10. In the case of an emergency, 911 will be called and then a parent and the child's physician.
11. 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 case of an emergency.
12. The parents' insurance will be the primary source of coverage for medical treatment. Just For Kids will offer secondary insurance coverage for accidents that occur on the premises.

### **Clothing and Supplies:**

1. Masks are optional for all children, staff, and guests. If you send your child with a mask, they will be required to wear it throughout their entire day (except snack, lunch, nap and outdoors).
2. Children's belongings must be labeled with their last name.
3. Just For Kids is not responsible for any lost items.
4. Lost and found items will be placed in a box in the lobby. If your child lost something, please check lost and found. At the end of each month, the items will be donated to a charity.
5. 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.
6. 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.
7. Please be sure to promptly replace any additional clothes that were used if your child has had an accident.
8. 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.
9. Please make sure your child is dressed appropriately for the weather each day. Students are expected to have appropriate winter clothing for outdoor play. If 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 bag is \$5.00 cash or check, made payable to "Just For Kids Preschool."

### **Birthdays/Holidays:**

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:**

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. 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 (such as 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. Any change in your child's schedule, payment information/questions, Kids Club reservations, or any other questions for the office staff, should be emailed to [justforkidspreschool4@gmail.com](mailto:justforkidspreschool4@gmail.com).

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.ipsd.org](http://www.ipsd.org)). If the district is closed, Just For Kids Preschool Program will most likely close or delay as well. However, Just For Kids reserves the right to determine if the weather warrants closure for our facility. 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 6:30a.m when a Brightwheel message will be sent to the entire school. Because during bad weather, not all areas are attended to equally, it is up to each family to decide if it is safe for them to attend that day. 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.

### **Referral Policy:**

We appreciate you sharing your experience at Just For Kids with your family and friends. If you are able, please leave a review on social media, it will help us get the word out to other families in need of care for their children. 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. You will also receive \$100 in JFK bucks for referring an individual who is hired onto our Just For Kids teaching staff. You can request a referral card at the office at any time.

### **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 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 parents either by telephone or in person. Together, the parents, 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 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 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 needs 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.