



# PARENT POLICIES & PROCEDURES

JUST FOR ME FAMILY CENTER LLC.

MELISSA WAYLAND

## **WELCOME**

Just For Me Family Center, LLC is a state licensed group childcare center. We provide lots of one on one time in a safe and caring environment for 66 children ages 1 year to eleven years. We are open Monday through Friday, January through December, 6:30 am to 6:00 pm.

Our license is posted on the wall next to the office on the main floor. Underneath the license are any rule violations cited by the Department of Children and Families, recent inspections, any notice of enforcement action including revocation and non-renewal. You may contact the state-licensing department at 266-2900.

Copies of all of JFM's policies and a book of state licensing rules are located on the wall near the office, first floor.

**JUST FOR ME FAMILY CENTER, LLC.  
148 W Klubertanz Dr.  
Sun Prairie, WI 53590**

**608-825-8800**

**[justformesp.com](http://justformesp.com)**

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## **Just For Me Philosophy**

Just For Me's principal goals are to promote the learning and development of young children through active play in a High/Scope program and to support and train educators and parents as they help children learn and grow.

The educational approach of High/Scope is a set of guiding principles and practices used by adults as they work with and care for children. These principles are intended as an "open framework" that teams of adults are free to adapt to the special needs and conditions of their group, their setting, and their community.

"Active learning"- the belief that children learn best through active experiences with people, materials, events, and ideas, rather than through direct teaching or sequenced exercises- is a central tenet of the High/Scope approach for all age levels.

JFM staff supports active play by encouraging children to pursue their own personal interest and to make choices about materials and activities throughout the day. As they pursue their choices and plans, children explore, ask and answer questions, solve problems, and interact with classmates and adults.

JFM teachers are trained to participate as partners in children's activities rather than relate to children primarily as managers or supervisors. JFM and High/Scope trainings emphasizes positive interaction strategies, for example; sharing control with children, focusing on children's strengths, forming authentic relationships with children, supporting children's play ideas, and adopting a problem-solving approach to social conflict.

Parents of JFM are encouraged to support their children and participate in JFM's program by; volunteering time in the class, sharing information with the teacher, reading monthly newsletters and activity calendars, attending family functions, welcoming new families and taking the time to get to know other parents and their children, etc.

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## **ADMISSIONS**

All children are welcome into our program regardless of race, sex, handicap, color, national origin or age for participation. The child must be emotionally capable for participation in an all-day program.

Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from other child care in the program.

### **Enrollment Procedure:**

Enrollment WILL NOT be accepted over the phone. Prior to the child's first day, the parents are required to meet with the Director to:

- Visit and tour center
- Discuss policies, Center Philosophy and ask questions.
- Discuss the Rates and Fee schedule
- Receive all Enrollment Forms

**\*\* Enrollment is based on first come, first served.**

### **Enrollment Forms:**

The following forms must be returned 1 week before the first day of attendance per licensing standards:

- 1) Child Care Enrollment Form
- 2) Health History and Emergency Form – updated every 6 months
- 3) Authorization to pick up form (if applies)
- 4) Intake for children under 2 years (if applies) – updated every 3 months
- 5) Completed, signed contract and \$40 enrollment fee
- 6) Policies and Procedures reviewed and signed
- 7) Photography Consent Form
- 8) Authorization to Administer Medication if applicable

The Health Report and Immunization record must be completed and returned within 1 month of your start date.

*During the year, paperwork will be returned periodically for you to update. These forms need to be returned to Just For Me within 2 weeks. Forms turned in after 2 weeks may be assessed a \$10 late fee to the child's account.*

### **Physical Exam and Immunizations:**

Wisconsin state law requires every child to have a physical examination form signed by a doctor. The examination may be not more than six months prior to, nor later than three months after admission to a child care program. JFM requires the Health Report on file within 30 days from the start date. Subsequent physical exams will be required:

- Children under the age of two must have a physical exam and updated form on file every 6 months
- Children two and over must have a physical exam and updated form on file every 2 years

An immunization form indicating dates of all shots is also required. It is the parent's responsibility to keep the immunizations updated and inform the Center as additional immunizations occur.

### **Adjustment Period:**

All families are accepted on a trial basis. An adjustment period of 20 business days is to determine the right placement for your child. During this period either party (parent/guardian or provider) has the right to end enrollment without penalty. After this period, termination notice must be given. The parent/guardian will be responsible for the payment during this adjustment period.

## **ENROLLMENT**

State required forms must be turned in to the office 1 week prior to the child's first day of attendance. In addition, the signed contract, enrollment fee of \$40 and signed Parent Policy.

Parents will be given an access code to be used to enter the building. This code is not to be given out to anyone other than the direct parents. If someone else will be picking up your child, they will need to use the buzzer and wait to be let in.

### **Items Parents Must Provide:**

- Diapers & wipes if needed
- Sleeping Bags – parents are responsible for providing and laundering weekly
- Lunch – in an insulated lunch box with ice pack
- Full change of seasonally appropriate clothing, including socks & underwear.

### **Schedule and Attendance**

At enrollment, parents will provide JFM with a set schedule of days that their child will attend. Parents will be charged a set weekly rate based on this schedule. Full-time is considered 4 or more full days. Part-time is 3 or less full days. ***Parents are responsible for full payment even if the child does not attend, unless parents use a vacation or sick day.*** Each teacher will keep accurate attendance records with names, birthdates, arrival time and departure time for each child. This attendance record will be kept with the teacher at all times including outside times and field trips.

### **Absence or Late Arrival**

If your child will be absent or will be arriving late, please call the Center **608-825-8800** within 30 minutes of their scheduled arrival. If you know in advance that your child will be absent, please notify the office or teacher. **There is no refund for absences.**

We are required by state law to contact parents if their child has not arrived at their scheduled time. All attempts to contact the parents will be documented in the center's attendance book. (One hour of time will be allowed for parents to return calls to the center before documentation is made.)

If there is no communication of absence from the parent, Just For Me has the right to un-enroll your child after 1 week and the parent will be responsible for re-enrolling the child and will need to pay the enrollment fee.

- School-age parents must inform JFM if their child/children will not be picked up from school prior to the 2:45pm van run. If the child/children are not at school and the parent did not notify JFM a verbal warning will occur the first time. If it happens again the child's account may be charged with a \$5.00 fee.

## **Parking Procedures**

1. Vehicles ***MUST*** be TURNED OFF, even in the winter. This is a Wisconsin State Licensing Rule.
2. Parking is limited. If you will be parked in the lot for more than 7 minutes, please park on the road.
3. **DO NOT** park in front of the white van. The white van needs to transport children to school in the morning and is on a tight schedule. Please be mindful and leave room for this van to exit the lot.

## **Drop-Off Procedures**

In accordance to state licensing rules and JFM policies, drop-off procedure are as follows:

1. Vehicles ***MUST*** be turned off. Even in the winter
2. Walk your child into the building and to the appropriate class. Do not allow your child to walk through the parking lot or enter the building by themselves.
3. Make verbal contact with the teacher of the class.

These procedures are in place to ensure the safety and supervision of each child.

## **Pick-Up Procedure**

In accordance to state licensing rules and JFM policies, pick-up procedures are as follows;

1. Vehicles ***MUST*** be turn off.
2. Go to your child's cubby to pick up any necessary items
3. Read over the parent board for information on up-coming events or activities done that day
4. Check your child's parent pocket or basket
5. Make verbal contact with your child's teacher.
6. Keep your child in sight and sound at all times when leaving the center.

Remember, your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment.

These procedures are in place to ensure the safety and supervision of each child. Our concerns are for your child's safety, both physical and emotional, we ask that once your child has been released to your care at day's end, your child not be permitted to run in the hallways, roam unattended or leave the building unattended.



To ensure pick-up and drop-off procedures are followed, JFM director and staff will be supervising the parking lot at drop-off and pick-up times. Parents will be given 1 verbal warning about their drop-off procedure, then 1 written warning, and then 1 day of suspension. Parents are responsible to pay their rate during this suspension. If drop-off procedure is not improved, families may be terminated.

### **Authorization To Pick Up**

At enrollment, Parent(s) may fill out an “*Authorization To Pick Up*” form. This is a list of people, other than the parents, who are authorized to pick up your child at any time. Your child will only be released to the authorized people. Authorized people will be asked to show identification at time of pick up.

JFM also provides an *Authorization to Pick Up On Specified Date*. Parents who allow people to pick up their child/children on a one-time basis may use these forms. The forms need to be filled out prior to, or the day of, the child/children will be picked up by someone other than the authorized people. Forms are located on parent boards or in the office.

In order to provide the best protection for your child, please keep the staff informed if someone else is picking up your child.

### **Late Pick-up:**

The center closes at 6:00 pm. Parents will be charged a late fee of \$1.00 per minute for every minute late after 6:00 pm. The clock next to the payment box will determine the time parents are late. Late fee will be determined, once parents are physically in the building and leaving with their child. Parents will receive a Late Pick-Up fee form. Payments are paid directly to the staff member that stayed late with your child and must be paid within 48 hours. If payments are not made, services will be suspended until the bill is paid in full. Parents will be charged for that week, even if suspended.

After a half hours’ time, and staff have attempted to contact parents and emergency contacts, social services will be called.

### **Under The Influence Of Drugs And Alcohol:**

Just For Me staff members are required by state licensing department and Just For Me to call the police to report any parent, guardian or authorized person suspected of driving while under the influence of drugs and/or alcohol. Staff members will encourage the impaired person to wait until a sober parent, guardian or authorized person can be contacted or a taxi called.

If this occurs at closing time, a late fee will be charged to the parents/guardians. No exceptions.

**If the parent leaves with the child, Just For Me will immediately call the police to ensure the safety of the child.**

## **FEES, SCHEULES and RATES**

Please refer to the JFM Tuition sheet (separate attachment). All accounts are billed on Mondays, either weekly, bi-weekly or monthly depending on the Parent Contract.

All payments are due by 6:00 P.M. Monday evening for current week's tuition. If your child does not attend the center on this day, then payment is to be made the first day of attendance that week. When other payment arrangements have been made with your contract, then payments will be made accordingly. Payments made after 6:00 P.M. will be assessed a late fee of \$10. Parents will have until the following Monday at drop-off time to pay their bill in full, which includes the current payment, prior week payment and the \$10 late fee. If payment in full is not made on the 2<sup>nd</sup> Monday, parents will receive a \$25 late fee charge and services will be suspended until either payment is made in full or you have discussed a payment arrangement with the Director.

\*\* A \$25 fee will be charged for every returned check, along with a \$25 late fee. Payments may need to be made by cash or money order in the future.

\*\* Additional fees may include, but are not limited to, late payments, late pick-up, food policy charges, etc.

### **Holding Fee**

Holding fee is used when your child will be out for an extended period of time greater than 4 weeks but not to exceed 3 months. Vacation time cannot be used during the Holding Fee period. Holding fee payment is due prior to the period beginning. The Holding Fee amount is \$25 per child, per week.

### **Vacation/Sick Days:**

Every year (Sept. to Aug.) each family that is enrolled *full-time* will receive five vacation/sick days to use at any time except during termination period. Anything over the five days will be charged at the regular rate. These days may not be carried over from year to year. Part time families will receive three vacation/sick days. Full Time families that enroll after February receive 2 ½ days of vacation time and part time families receive 1 ½ days. There is no vacation days for part-day families.

***Written notice must be given*** to provider when using these vacation/sick days. Please fill out "Vacation/Sick Day Notice Form" located on each classroom parent board and return it to the office. If no notice is given, the parent/guardian will be charged their regular rate.

## **Holidays:**

The center will be closed on:

- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve, Christmas Day, and the day after
- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- 4 floating holidays\*\*

\*\* *Floating Holidays:* One before Labor Day and Memorial Day. The other two floating holidays will be scheduled throughout the year. These may be used by the director and staff members as continuing education days or work days in the center. All floating holidays will be planned and scheduled every August for the entire year (Aug. to Aug.). Parent/guardians will be given notice of these four floating holidays every September.

**If your child is scheduled to come on a holiday or a floating holiday that the center is closed, parent/guardian will be charged full price for the day. Closing of the center:**

In the event of an emergency that causes the center to shut down, all parents will be contacted by the director, staff member in charge or our emergency contacts. If your child is present that day but sent home before 12:00 pm parents will not be charged for the day. However, if your child is present that day and sent home after 12:00 pm parents will be charged for the day.

## **Snow Days**

JFM will close if the Sun Prairie school district closes for snow only. JFM will remain open for days the Sun Prairie school district closes for icy roads or temperature. Once JFM opens it will remain open unless in the event of an emergency.

## **Suspension of Services**

Services may be temporarily suspended if full payment is not made on the 2<sup>nd</sup> Monday until the bill is fully paid. This means that your child cannot attend daycare. While services are suspended, charges that are specified in your childcare contract will still apply. JFM will only be hold your child's space during suspension for 2 weeks while you get the account caught up. After 2 weeks your child's space will be terminated and offered to another child on our waiting list. You will need to find alternate child care arrangement for your family. If any amount remains unpaid after termination of services, parents will need to set up a payment plan with the director. If payments are not made as agreed upon, the account may be turned over to collections or a case will be filed in small claims court. We do understand that unforeseen events happen. Please set up an

appointment to discuss any payment difficulties prior to the payment date so arrangements can be made.

*JFM reserves the right to suspend services to any families for, but are not limited to: outstanding balances, children with aggressive behaviors, failure of parents to follow state licensing requirements or JFM policies. Parents are responsible for payment during the suspension time.*

## **CCPI**

Families enrolled in the state aid program for child care must have authorization prior to enrolling children. Co- pays are due every Monday. If authorizations end, families will have two weeks to update their case or services will be discontinued.

**\*\*Families will be required to pay for any hours the child is authorized for but does not meet. For example: If you are authorized for 30 hours, but your child only attends 25 hours, the state will only pay for the 25 hours attended and YOU will be responsible to pay for the other 5 hours.**

## **Refund Payment**

At times a refund may be necessary. Refunds may be issued for closing of the center by owner (see "Closing of Center" policy) and any over payment. Refunds may not be issued for enrollment fee, late payment fee, late pick up fee or other fees that may occur.

## **TERMINATION:**

### **PARENT TERMINATION OF SERVICES:**

Two-week notice is required to terminate this contract and/or reduce the amount of days committed to. If parents cannot give a two-week notice, parents are responsible to pay the equivalent of a two week notice before the child's last day of care.

### **PROVIDER TERMINATION OF SERVICES:**

The daycare reserves the right to terminate the contract at will. Except for reasons of non-payment or safety, the daycare will also give the parents a two week notice to find other care arrangements for their child. Reasons the provider may choose to terminate the contract include, but are not limited to, the following:

- If we (JFM) feel we are unable or unqualified to meet the needs of the child without additional staff.
- If the child's behavior is destructive, uncontrollable, violent, or threatening to the other children or staff at the care facility. (This determination is made at the sole discretion of the provider.)
- If a parent's behavior is threatening or abusive to the children or staff at the care facility.
- If parents fail to pay daycare bills on time.
- If parents fail to complete required forms and submit them on time.
- If the child demonstrated that they are unable to adjust to the daycare setting.
- If the parents fail to cooperate with or abide by daycare policies and contract.
- If parents knowingly bring a child to daycare ill or medicated to mask a fever or illness.

In the event that the provider decides to terminate the child care relationship due to repeated contract violations by the parent or legal guardian, the provider reserves the legal right to terminate the child care relationship without notice. To avoid the unfortunate situation from occurring, parents and legal guardians are required to thoroughly read the entire child care contract. Parents and legal guardians are required to ask for a detailed explanation of any child care rules and regulations they do not clearly understand prior to enrolling the child in the child care center.

## **Communication with Parents:**

Communication is the key, to provide the best care for your child. Open communication between parents, staff members and directors is very important. To help keep the line of communication open parents of infants and toddlers will receive daily sheets from their child's teacher with information about the child's day and activities. Butterfly, Lightning Bug, Grasshopper and Dragonfly rooms will have a daily note about the class activities hanging on the parent board. All classes will send home monthly newsletters about upcoming events at the center and/or in the classrooms. Parent information boards are located in each classroom where you will find daily schedule, lesson plans, menus, activity calendars, medical sheet, daily notes, articles, etc.

Just For Me also has a webpage, [justformesp.com](http://justformesp.com). Here you can find newsletters, activity calendars, snack menu, forms, policy book, etc. There is also a Facebook page.

Just For Me understands the demands of a working parent. Other ways that communication can be shared is through texting, emailing, phone calls, at drop off and pick up times, and notes. If any of these methods of communication do not work for you, it is up to the parent to inform the staff or director of other possible ways to keep the line of communication open that works best for your family.

Fall and spring conferences will also be held for all children ages 2 to 5 years of age. Parents are strongly encouraged to sign up and attend. These conferences provide opportunities for parents and teachers to discuss the child's strengths and develop goals to continue the child's educational and developmental growth.

## **Confidentiality:**

Each staff person a JFM is required to respect each family's confidential information and to protect the rights of the children and their families.

Individuals who will have access to the children's file will be; the director, administrative assistant, teachers, licensing specialists, social services, and public health department, and police. Parents also have access to their child's written records. Parents must give written permission before any information may be given out regarding their child.

Staff members may not discuss a child with anyone other than the child's own parents under any circumstances.

### **Assessment of Child Progress:**

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning.

Our teachers observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic setting that reflects children's actual performance. Our center uses variety of methods such as observations and rating scales. The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral or other intervention is used.

Our formal assessments are done once a year in May. All our assessments are kept in the child's portfolio, which follow the child from group to group to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with our program curriculum and philosophy. Our families are part of assessment process with regular communication, partnership and involvement. Once the formal assessments are completed the head teacher will schedule a parent conference.

## HEALTH AND SAFETY

### GUIDELINES FOR EXCLUSION OF SICK CHILDREN

Our teachers are alert to any sign of illness in your child. Should your child become ill while in our care we will:

- Isolate the child from the rest of the children, but within sight and sound of a staff member.
- Notify the parent immediately of the child's condition. If unreachable, the designated emergency contact will be called.
- Children must be picked up immediately if their temperature is 100 degrees or higher, if vomiting or diarrhea occur more than twice in an hour, if there is evidence of lice or any communicable disease or if a child exhibits behavior that indicates they are unable to function within the program.

We understand it is difficult to balance school, work and family. We are here to help in every way we can; but we do not have the facilities to care for ill children. Please keep your child home if you observe any of these symptoms:

Fever	Diarrhea
Face/Body Rash	Abdominal Pain
Reddened Eyes	Vomiting
Upset Stomach	Sore Throat
Heavy Nasal Discharge	Severe Congestion
Difficult or Rapid Breathing	Constant Cough

**The child may return after he or she has been free of fever (without the use of fever reducing medication), vomiting, or diarrhea for 24 hours or until he or she has been on antibiotics for 24 hours. A certificate of health signed by a health care professional may be required if under 24 hours. Such a certificate should address the child's ability to infect other children as well as his or her capacity to tolerate the day's activities.**

### Medication

No prescriptive medication or non-prescriptive medication such as, but not limited to, aspirin, cough medicine, or nose drops may be given to a child except under the following conditions:

- A signed, dated, written authorization of the parent is on file.
- Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date, and physician's name. Dosage amounts and times cannot be changed without a doctor's written permission given to the staff.
- Non-prescriptive medication must be in the original container, labeled with the child's name and includes the dosage and directions for administering.



A written report, including type of medication given, dosage, time, date, and the name of the person administering medication shall be kept in the center medical log. Medication shall be kept inaccessible to children, by means of a labeled, covered container. Medication can only be kept at the Center for the amount of time it is to be given. Medication requiring refrigeration shall be kept in a designated separate covered container, clearly labeled, "medication".

**It is important that you notify the provider if any medication has been administered to your child within the last 24 hours. Should there be a medical emergency it is crucial to report whether or not the child is on medication.**

### **Communicable Diseases**

When a child is diagnosed with having a communicable disease, the center should be notified immediately so that other parents can be notified. A child may be readmitted without a statement from a physician after having had a communicable disease only if the child has been absent for a period of time equal to the longest usual incubation period for the disease. JFM reserves the right to have a doctor's written permission for a child to be readmitted. JFM will report any reportable communicable diseases to the Dane County Health Department. A notice will be posted if a communicable disease occurs in a child at the center. Please notify us if your child is exposed to, or develops any communicable disease.

Examples of communicable disease include but are not limited to:

Chicken Pox	Measles	Lice
Impetigo	Mumps	Strep Throat
Influenza	Whooping Cough	Pink eye
Scarlet Fever	Rubella	Tuberculosis

### **Accident or Injury**

JFM Staff will take whatever steps may be necessary to obtain medical care. These include, but are not limited to the following:

Injury to a child procedure: (If the injury requires no outside attention)

- All universal or standard precautions will be taken. Gloves are available.
- Standard first aid procedures will be used. Treatment of minor injuries will consist of:
  - washing the injury with soap and water and cover with a band-aid if needed, or apply ice.
- Injuries are recorded in the Medical Log book by the staff member in whose care the child was at the time of the accident/injury. The Medical Log Book is available upon request for parental review.
- Parents will be notified of the injury when the child is picked up from the Center.

### **Emergency Medical Procedure:**

If a medical emergency arises, the child care provider in charge will first attempt to contact the child's parent/s, and then, if parent/s cannot be reached, will attempt to contact the child's designated emergency contact person. If contact is unsuccessful, and immediate medical attention is necessary, the Administrator/designated staff member may transport the child to Meriter Hospital, if the staff can get the child there faster than the ambulance. However, if unable to move the child, 911 will be called. The Center will continue to try to contact the parent/s or emergency contact person. Off premises injuries will be handled in the same manner.

The Parent/s will be held responsible for all incurred fees related to the injury requiring any outside attention.

Every precaution is taken at JFM, to assure the safety of the children. If, however, a child should be injured and medical attention is required, please file any expenses incurred with your medical insurance carrier or with Medical Assistance. The JFM insurance policy has a liability insurance policy which only covers personal injuries for which JFM is legally liable. It does not pay for injuries that are the result of accidents.

### **Shaken Baby Syndrome**

Shaken Baby Syndrome Prevention Training is required for all employees and volunteers prior to beginning employment with Just For Me. The State of Wisconsin requires training in this area.

Shaken Baby Syndrome (SBS) occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. The neck muscles in a baby or young child are underdeveloped and weak and are unable to support the baby's large head. When a child is violently shaken, the brain bounces back and forth inside the skull, tearing blood vessels and causing damage to the brain.

Have a plan to cope with your baby's crying. Crying is how babies communicate their need of hunger, attention, discomfort, frustration, sleepiness, boredom or sickness.

Have a plan to reduce your stress. Proper diet, exercise and rest, along with a good support system will help minimize stress levels. Talk with everyone that cares for your baby and make sure they know the dangers of shaking a baby. Tell them how to cope with your baby when he/she cries. And remember to ask for help when you feel frustrated or need a break. Never shake your baby.

### **Sudden Infant Death Syndrome (SIDS):**

Per licensing standards, all providers, employees, substitutes, emergency backups, and volunteers of a provider who provide care and supervision for children less than two years of age shall receive training in the most current medically accepted methods of preventing sudden infant death syndrome (SIDS) before the date on which the provider is certified or the employment or volunteer work commences.

## **Abuse And Neglect:**

All staff members at Just For Me have been, and continue to be, educated in abuse and neglect laws. They are trained how to identify children who have been abused or neglected and are mandated by the state to report child abuse and neglect to the proper authorities. All staff members receive training in abuse and neglect every two years.

## **Child Guidance:**

Child guidance helps young children learn which behaviors are acceptable and safe and which ones are not. At JFM child guidance begins with the classroom environment. The environments are set up for the children to be able to independently move through the room from activity to activity with minimal teacher help. Several different learning centers divide up the environment to meet each child's unique interest and to non-verbally provide limitations. Each center provides a variety of materials for all the children to independently explore and learn with. Every two weeks the classroom environment, materials and themes change to continue to stimulate and challenge a child's cognitive development.

Child guidance continues with the teacher of the classroom. Each teacher plans a daily schedule for their group of children to ensure smooth transitions and consistency. Children shall be given a five-minute warning before transitioning to another activity. Schedules include:

- Meeting the needs of the children (Ex: diaper changes, snacks/meals time, rest time)
- A balance between quiet and active times
- Teacher directed and free choice time
- Age appropriate expectation (Ex. 10 min. circle times for smaller children)

Teachers will have set classroom rules to help children develop a sense of security. All rules will be clearly explained to the children and kept consistent throughout the year. Limitations will also be displayed nonverbally throughout the classroom environment to help children appropriately function in a group center with minimal teacher help. Some non-verbal cues could be: one art smock at one art easel, two trays set up at the art table, four chairs set at the cooking table.

Children will be encouraged to independently solve their own conflicts with peers, when appropriate. Teachers are always there to teach problem solving skills and to support children during their conflict. This helps children to gain self-respect, learn to respect others and develop self-control as they work and play together.

Teachers will be kind, patient, and understanding. They will role model positive behavior such as: using good manners, showing good listening skills, and showing respect to others, adults and children. Throughout the day teachers will use gentle reminders with children to be polite, wait their turn, use good manners, share, use good listening skills, use words etc. Good health and safety will also be taught throughout the day such as: hand washing, nutrition, not harming others and care of the property.

Teachers shall plan several learning activities that offer open ended exploration and meet the needs of the children's different learning styles. Teachers should spend ample amounts of time observing and recording each child's interests and behaviors throughout the day- this will provide information for teachers to create a lesson plans that are developmentally appropriate and stimulating.

Positive reinforcement, Redirection, natural consequences, stop the world, and 123 Magic are other guidance techniques that can be used in the classroom environment.

A time away from group may be used for behaviors that are cruel, abusive and disruptive or endanger the safety of the child or another. Time away from the group will be used for children three and older and will never exceed two minutes. The reason for a time away will be explained to the child. On completion of the time away, the teacher will discuss the issue with the child and redirect the child to a positive activity.

JFM believes in working with parents to solve continuous harmful or disruptive behaviors. Parents and staff members will meet to talk about the behaviors and to create a positive correction plan with a correction time limit. Re-evaluations of the child's behavior will be conducted at the end of the correction time period. Daily reports will also be given to the parents on the child's progress. Documentation of incidents that may occur, improvements the child has made, and communication made with parents, teachers or other people involved with working with the child, will be made by the child's teacher or other people involved.

In accordance with the Wisconsin rules for group day care licensing, punishment that is humiliating or frightening to a child such as hitting, spanking, verbal or sexual abuse, withholding or forcing food, binding or tying to restrict movement, enclosing a child in a confined space such as a closet, basement, locked room or box (or similar cubicle), or any punishment for lapses in toilet training will never be used, even at the parent's request.

Staff members that are working with children with special health care needs including physical, emotional, social or cognitive disabilities will keep a binder with the child's paper work, resources, guidance techniques used, special instructions and other important information pertaining to the child in the class room. This will be used to share information with other staff members who will be working in the classroom.

Each teacher shall provide a classroom environment and a teaching style that will allow a child to flourish socially, emotionally, physically and cognitively. With these guidance techniques JFM will provide a positive and productive environment for all children.

### **Managing Crying, Fussy or Distraught Children and Infants**

JFM understands that there will be times when a child will become distraught, fussy or won't quit crying. JFM staff member's first reaction in these situations will be to attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort or it may just be that the child needs some extra attention. Staff members understand that crying is normal and that all babies will have times when they cannot stop crying. At these times, JFM staff members will remain calm and do whatever they can to soothe the child in their classroom. However, there also

may be times when staff members may need advice or assistance and are encouraged to seek help from other staff members or call parents if necessary.

### **Biting**

Biting cannot be ignored. Staff members will take prompt action to eliminate biting in our classrooms. Biting is a behavior that is frightening and alarming to parents, teachers and the child who is bitten. Biting cannot be ignored.

Children bite for many different reasons such as frustration, hunger, tired, affection, feeling threatened, etc. Staff members will try to help the child recognize their feelings and learn to use words to express themselves. We will use positive words to help the child understand that biting is not okay, like, "We use our words to tell our friends....." To assist in solving the biting problem a teacher will talk with the child's parents to develop a correction plan. A correction plan may include assigning a teacher to work one on one with that child and document times of the day that incidents are occurring, provide multiple toys for the room, teaching sign language, provide frozen teething rings for all children in the group, cold wet wash clothes and so forth for the child to chew on. If the correction plan does not produce positive results, the severity or frequency of the biting incidents increase or JFM and biting child's parents cannot agree on a positive and supportive correction plan that is carried out at home as well as at school then JFM may terminate the child.

## **DAILY ROUTINE**

6:30 – 8:15	Arrival/Free Play
8:15 – 8:30	Clean Up Time
8:30 – 8:45	Wash Hands/Diapers
8:45 – 9:00	Snack Time
9:00 – 9:15	Circle Time
9:15 – 10:15	Art / Activity/Center Time
10:15–10:35	Clean Up Time
10:35–11:15	Outside/ Large Motor
11:15–11:30	Clean Up Time
11:30–11:45	Bathroom/Diapers/Hands
11:45–12:15	Lunch
12:15 – 2:30	Nap/Quiet Time
2:30 – 2:45	Clean Up – Bathroom/Diapers
2:45 – 3:05	Snack Time
3:05 – 4:00	Free Choice
4:00 – 5:30	Outside Time / Free Choice
5:30 – 6:00	Carpet Choice / Departure

### **Early Am and Late Afternoon Care:**

During the arrival and departure times of the day the children may have open free play either in the classroom, on the playground or teacher lead group activities. Staff to child ratios will be kept in accordance with the state licensing regulations.

### **Learning Activities:**

Examples of developmentally appropriate activities that children of certain ages group may do during the day at Just For Me.

#### **Toddlers:**

string large beads, read stories, sing songs and finger plays, dance to music, color, paint, play with play dough and other sensory items, build with blocks and Duplo, begin counting and color matching, stepping stools, push and pull toys

**Preschool:** continue with number and color learning, begin recognizing names, shapes, and letters, learn patterns, play games with simple rules, explore a variety of art materials, string medium size beads. dancing and moving bodies in creative ways, playing ball or tag, large and small group activities

**Pre-kindergarten:** begin to write numbers and letters, draw simple shapes, do simple science experiments, rhyming activities, work with clay and other art mediums, explore movement through music, play games with more rules, cooking projects, large and small group activities

**School-age:** group games, extended art activities, sensory play, simple self-done science projects like pop the cork or volcano, small manipulative projects like beading and sewing, independent cooking, math and reading activities.

### **What To Wear**

Parents should think of their child's comfort and provide simple clothing that is free of complicated fasteners. Think of the messy art materials and other messy activities and provide clothing that is washable and inexpensive, this includes footwear. JFM is not responsible for clothing, material or footwear that is stained, torn or broken.

Parents should consider the changeable weather and dress their child appropriately. It is much easier to remove an unneeded item than to be without. Dress in layers!

Label as much as possible, this includes hats, mittens, boots, coats, snow pants, scarves, backpacks, extra clothing brought in for your child, etc. JFM is not responsible for any lost or stolen items.

### **Footwear**

Appropriate and safe weather appropriate footwear is required for outdoor play. In the winter, proper snow boots will be required. In the fall and summer sneakers or closed toed shoes. If your child wants to wear other shoes to school, please make sure that he/she has a pair of sneakers to change into for outdoor play. Sandals, "crocs" and flip-flops hinder a child's ability to participate and often create safety hazards.

### **Toys From Home**

Except for comfort items, JFM asks that parents leave their child's toys at home or in the car. If an item is brought to school, it may get lost or broken and hurt feelings will arise. JFM is not responsible for any broken, lost or stolen items. If a child has a special book or CD that he or she would like to share, please speak to the class teacher.

Occasionally, the class will participate in "show-and-tell" or special days that they can bring things in. The teachers of the classroom will send home notices of these days either on the activity calendars or posted in the classroom.

## **Outdoor Time:**

When weather permits, all children will spend time outdoors. Please make sure to dress your child appropriately for the weather. A variety of large and small motor activities will be available. For example; swinging, bikes, blowing bubbles, play dough, coloring, stories, ball play etc.

“Inclement weather” is defined as temperatures below zero degrees including wind chill for children two years and older and temperatures below twenty degrees including wind chill for children less than two years of age.

## **Rest Time**

Children who are at JFM for longer than four hours and are under five years of age are required by state licensing to have a nap or rest time. Children who do not fall asleep after thirty minutes or who have awakened, will have an opportunity to participate in quiet activities that do not disturb the other children who may be resting. Each child over the age of one year is to have a sleeping bag for rest time.

- A **sleeping bag** is a protective "bag" for a person to sleep in, essentially a blanket that can be closed with a zipper so that three sides are closed.

Sleeping bags are stored in the classroom closets or nap shelves. Sleeping bags must be taken home weekly and laundered, this is a Wisconsin State licensing rule. If a child has a special blanket or other comforting object this should be stored with their personal items on their hook.

## **Religion**

Just For Me Family Center does not provide religious activities for the children. During holidays, such as Christmas or Easter, we may do commercialized activities. Examples; Rudolf magnets or colored eggs.

## **Cultural Diversity**

Children at JFM will be exposed to a variety of cultures through peer interactions, classroom activities, books, music, posters, foods, dress-up clothes, babies, etc. Parents will also be encouraged to come and share their family's traditions and cultural backgrounds.



## **Diapering and Potty Training Procedures**

JFM staff members will follow the state licensing requirements when changing a child's diaper. Gloves will be available to change diapers. Diaper and gloves will be placed in a foot activated container. Staff members will then wash their hands with soap and running water and help the child wash his/her hands. All wet/soiled clothes, sleeping bags or bedding that belong to the child, will be placed in a plastic bag and sent home with the parents.

In coordination with the parents, children at JFM may begin potty training at two years of age. Around the age of two or when the child shows any kind of interest, the child can be asked occasionally if he or she would like to sit on the potty. Eventually, it will become part of the diapering routine. Once the child shows consistent use of the potty, verbally communicates diapering needs, independently pulls up and down their pants and can get on and off the potty seat without assistance, the child can then be placed in underwear.

## **MEALS AND SNACKS**

Parents must provide a noon lunch for each child they have enrolled in JFM's full day program. Per state regulations, the noon meal must consist of at least four healthy items, one item from each of the following categories (see page 26 for proportion requirements);

- Protein sources (meat, poultry, fish, eggs, cooked peas or beans, cheese or peanut butter). There needs to be 10 or more quarter sized pieces or bigger to count as one protein source.
- Two vegetables or one vegetable and one fruit or two fruits.
- Cereal or whole grain or enriched bread products.
- Grade A Vitamin D or 1% milk, or 100% juice- will be provided by JFM at all snacks and meals.

*To meet state licensing requirements, JFM will provide lunch items for children missing healthy lunch items (4 healthy items). A dollar an item will be charged to parents' accounts for every healthy lunch item provided.*

JFM does not cook lunches, only re-heats. Items that need to be prepared prior to attending school are, but not limited to; easy mac, Raman noodles, box soups, TV dinners or frozen dinners, etc.

A thermal lunch bag will be necessary, as the child's lunch will be stored in their personal cubby. All lunches should be labeled with the child's name.

JFM will provide a morning and afternoon snack. The snack will consist of at least two of the following: milk or milk product, fruit or fruit juice, vegetable, peanut butter or other protein or whole grain enriched bread or cereal.

A snack menu will be handed out to parents at the beginning of each month. It will also be posted in the classroom and in the kitchen. Snack menus will be kept on file for three months. Any changes in the menu as planned will be recorded on copies of the menu kept on file and posted for parents. Provider will be notified by the parents of any food allergies that a child may have. It will be posted in the classroom and the kitchen.

Parents with a child still on formula, cereal, and/or baby food are required to provide these items.

## **Food Allergies**

If a child has a food allergy or must limit consumption of a certain kind of food (i.e. dairy products), a written request of the parent must be on file with JFM. These allergies will be posted in the classroom and staff members will be informed of the allergy.

Parents of a child with a food allergy need to provide a detailed Health History form to ensure staff members know the correct procedure to follow in case child comes into contact with food item.

In certain cases, allergies may be severe and a classroom may become “Dairy Free Zone”. A note will also go out to parents with children in the same classroom notifying them of the allergy in the classroom and to refrain from bring these food items into the center.

## **Birthday Celebrations**

Birthdays will be celebrated at JFM. Parents should check with their child’s teacher about bringing in a special treat (gum, hard candy or balloons are not allowed). Teachers will provide families with appropriate ideas. Birthday invitations can be placed in a child’s mailbox by the teacher.

## CACFP Meal Pattern Requirements—Children and Youths (Ages 1 through 12+)<sup>i</sup>

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement. The required serving sizes are of foods/beverages in prepared or ready to eat form.

Child Care Guidance Memorandum	Ages 1 & 2	Ages 3, 4, & 5	Ages 6 through 12+ <sup>i</sup>
<b>BREAKFAST (3 Components)</b>			
1. Milk, fluid <sup>d</sup>	1/2 cup	3/4 cup	1 cup
2. Fruit(s) or/and vegetable(s), Fruit or/and vegetable Juice <sup>a</sup>	1/4 cup	1/2 cup	1/2 cup
3. Grains/Breads <sup>b</sup>			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. <sup>b</sup>	1/2 serving	1/2 serving	1 serving
Cereal, cold dry	1/4 cup or 1/3 oz <sup>c</sup>	1/3 cup or 1/2 oz <sup>c</sup>	3/4 cup or 1 oz <sup>c</sup>
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
<b>LUNCH OR SUPPER (4 components – 5 food items including 2 different items from the vegetable/fruit component)</b>			
1. Milk, fluid <sup>d</sup>	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+1/2 oz	2 oz
Alternate protein products <sup>e</sup>	1 oz	1+1/2 oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
Egg	1/2 egg	3/4 egg	1 egg
Cooked dry beans or peas	1/4 Cup	3/8 cup	1/2 cup
Peanut butter or other nut or seed butter	2 Tbsp.	3 Tbsp.	4 Tbsp.
Peanuts or soynuts or tree nuts or seeds	1/2 oz = 50% <sup>d</sup>	3/4 oz = 50% <sup>d</sup>	1 oz = 50% <sup>d</sup>
3. Vegetable and/or fruit <sup>a</sup> (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads: <sup>b</sup>			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. <sup>b</sup>	1/2 serving	1/2 serving	1 serving
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cereal, cold, dry	1/4 cup or 1/3 oz <sup>c</sup>	1/3 cup or 1/2 oz <sup>c</sup>	3/4 cup or 1 oz <sup>c</sup>
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
<b>SNACK (Select 2 of the following 4 components)</b>			
1. Milk, fluid <sup>d</sup>	1/2 cup	1/2 cup	1 cup
2. Fruit(s) or/and vegetable(s), Fruit or/and vegetable Juice <sup>a,f</sup>	1/2 cup	1/2 cup	3/4 cup
3. Grains/Breads <sup>b</sup>			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. <sup>b</sup>	1/2 serving	1/2 serving	1 serving
Cereal, cold dry	1/4 Cup or 1/3 oz <sup>c</sup>	1/3 cup or 1/2 oz <sup>c</sup>	3/4 cup or 1 oz <sup>c</sup>
Cereal, hot cooked	1/4 cup	1/4 cup	1/2 cup
4. Meats or meat alternates			
Meat, poultry, fish, cheese	1/2 oz	1/2 oz	1 oz
Alternate protein products <sup>e</sup>	1/2 oz	1/2 oz	1 oz
Egg, Large <sup>h</sup>	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 Cup	1/8 cup	1/4 cup
Peanut butter or other nut or seed butter	1 Tbsp.	1 Tbsp.	2 Tbsp.
Peanuts or soynuts or tree nuts or seeds	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

<sup>a</sup> Must be full strength fruit or vegetable juice.

<sup>b</sup> Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour. Refer to the CACFP Grain/Bread Chart for more serving size information on different grain items.

<sup>c</sup> Either volume (cup) or weight (oz), whichever is less.

<sup>d</sup> No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts & seeds must be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry or fish.

<sup>e</sup> Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than 1/2 of this requirement.

<sup>f</sup> Juice may not be served when milk is the only other component.

<sup>g</sup> Alternate protein products may be used as acceptable meat alternates if they meet the requirements (See page 2).

<sup>h</sup> One-half egg meets the required minimum amount (one-ounce or less) of meat alternate.

<sup>i</sup> Youths ages 13 through 18 must be served minimum or larger serving sizes than those specified for ages 6 through 12+.

<sup>j</sup> Fluid milk must be fat-free (skim) or low-fat (1%) milk for children 2 years and older.

## **TRANSPORTATION & FIELD TRIPS**

### **Transportation for School Year**

JFM will provide transportation to and from school for those children that require it but space is limited. JFM staff will be the drivers for before and after school drop off/pick up. 4k students are required to use the bussing system provided by the school district unless they are attending SPNS. JFM will provide transportation for Northside and SPNS via walking and Bird, Westside, and Eastside by the Center van.

### **Field Trips:**

JFM participates in field trips by walking, biking or center vehicles. Parents will receive written notification, whether through newsletters, activity calendars, posted notes etc. prior to class field trips. There will also be permission slips sent. These slips will need to be signed and returned before or the day of the field trip in order for your child to participate.

### **School-age Transportation for Field Trips:**

School-agers attending Just For Me Family Center may be transported for some field trips. Volunteer staff members and parents may be used to transport children. All Drivers will provide proof of insurance on vehicle and allow JFM to obtain a current driving record from the Wisconsin DMV. Drivers will also be required to read and understand the center policies and the licensing rules on transporting children.

All lead teachers are responsible for keeping accurate attendance records and providing above and beyond supervision of all the children in their class. Classroom clips boards will be taken whenever and wherever the teacher and the class may go. To ensure the safety of all children, staff members and parents are required to take verbal and physical attendance, meaning teachers and parents are required to make physical eye contact and place their hand on the child's shoulder as he/she is taking attendance. Attendance will be taken prior to getting into the vans, in the vans before the vans leave, and directly after the children exit the vans. Once children exit the vans, staff members and parents will physical check every passenger seat. JFM does carry non-owned vehicle liability insurance.

### **Walking Field Trips:**

Children pre-k and younger will take some field trips around the neighborhood. These field trips will be within walking distance of the center. Parents will be given a two-week notice of all field trips and are invited to attend.

### **Volunteering for Field Trips**

Any parent, guardian or adult who wishes to chaperone or volunteer at Just For Me will be required to complete a Criminal Background Check that must be turned in and cleared 1 week prior to the event

### **Child Car Seat**

State law requires all children under the age of eight or 80 pounds or 57 inches must be in appropriate car seats per their age, weight and size. JFM will supply booster seats for those children who need them. If your child requires a 5-point harness car seat, you will need to leave your child's car seat for field trips.

# **CONTINGENCY PLANS**

## **Fire Emergency Plans:**

Fire drills will be done monthly to practice safe exiting and procedures. Teachers will talk with their children when they return to their rooms about the fire drill and discuss the positives and improvements of the drill. Attendance record and emergency contacts will be carried along. Accurate attendance will also be taken once the children reach their meeting point. Children will practice quietly listening for their names and respond by saying "Here".

Evacuation diagrams are posted near exits in each classroom. Children will also practice STOP, DROP, and ROLL.

If there is a real fire the director or staff in charge will call 911. They will check all classrooms and bathrooms for children. Children will then be escorted to the nearest neighbor's house or to the elementary school across the street.

## **Tornado Procedures:**

Just For Me will use a Public Safety Alert Radio for any hazardous weather. Tornado drills will be practiced every month during tornado season. Diagrams are posted in the classrooms. All children and staff will go to the lowest room of the building in the event of severe weather warnings. 1st aid kits, flash lights, weather radio and batteries will be kept on the premises. Teachers will talk with children about tornado drills and being safe. Attendance and emergency contact information will be carried by the teacher.

## **Power Blackouts or other Emergencies:**

Children may be evacuated if necessary and parents will be notified. Flashlights and extra batteries are kept on the premises. Staff will remain with children until they are picked up.

## **Missing Child:**

This situation will receive immediate emergency attention. A search of the premises will be completed by the director or the staff member in charge. Remaining staff will stay with children. Parents and 911 will be call, if necessary. State Licensing will be notified of the incident.

## **FAMILY PARTICIPATION**

We encourage parents to become involved in the Center. We hope you will visit your child's room and get to know the teachers. Feel free to come in and observe the center at any time. You are always welcome to visit your child. Get to know other families by participating in classroom activities and family events. Look for information about scheduled family events in the Classroom Newsletter.

As parents you can enrich the program of the Center with your participation. If you can fit any of the below into your busy schedule the children and staff would be most appreciative. Please consider:

- Playing a musical instrument
- Doing a cooking experience
- Leading the children in an exercise or movement activity
- Reading a story to the children
- Assisting with a creative expression activity
- Doing a science experience
- Sharing information about a hobby or career

Please see your child's teacher or administration if you are interest in any of the above.

## **Recycled Materials and Donations**

The Center staff welcomes the use of recycled materials for our art and group projects. Many of the materials are household and business discards. Below is a partial list of items we collect.

When in doubt, save it, clean it and bring it to the Center!

Any kind of paper	Envelopes
Oatmeal Containers	Berry Baskets
Foam Trays (Please Clean)	Lace/Ribbon/Trim
Fabric, Buttons	Thread Spools
Cooking Oil	Flour/Salt/cornstarch
Scarves, Purses, Old Hats	Wood Scraps
Magazines	

## **Volunteering:**

Volunteers are always welcome! Any volunteers at JFM must have a background check and an orientation done prior to spending anytime with children in the classroom or on a fieldtrip. Background Information Disclosures are available in the office.



### **Parent Board:**

JFM has created a committee of parents that meet once a month with the director. The committee helps plan fundraising activities, staffing work days, contribute to staffing interviews, etc. All parents are encouraged to join.

### **Reading Program:**

JFM has a yearly reading program that starts in September of each year. Each month a fresh batch of library books will be available for your child to check out. It's easy, select a book, sign it out on the sheet by the bookshelf and take home and read. When you bring it back please remember to write the title and your child's name on a train car. JFM will have yearly goals so be sure to check it out.

### **Fundraisers:**

JFM encourages parents to be involved in the variety of different fundraisers. Fundraising money is used to buy materials needed for your child's classroom and for center programs. Fundraising is important because it helps keep the cost of child care down while still providing materials for JFM.

## **MISC.**

### **Smoking Policy**

There is a policy of no smoking within the Just For Me building and on the facility grounds. This policy is in accordance with DCF 251 Group Child Care licensing regulations.

### **Conceal & Carry Policy:**

Wisconsin Administrative Code DCF 251.06(2)(c) prohibits the possession of any dangerous items including, but not limited to, firearms, ammunitions, knives, and explosive devices on the premises of a state licensed child care facility.

*This policy also applies to any person legally licensed under Wisconsin State Law to carry open or concealed weapons (excluding law enforcement acting in their official capacity). Families violating this policy will be subject to termination of enrollment.*

### **Pets:**

Parents will be notified verbally or by letter if a classroom will be introducing a class pet or if other pets will visit the center.

### **Insurance:**

Just For Me Family Center does carry liability, and hired and non-owned auto insurance coverage on the business and the premise.

## **STAFF**

### **Staff Orientation:**

Each staff member, volunteer and substitute will receive an orientation with the director prior to the first day of working with children. The orientation will be documented on a form and kept in the employee's file. The items covered will be, but not limited to: center policies, licensing rules, emergency and 1st aid procedures, evacuation plans including tornado, the names and ages of children in their care and the responsibility of the classroom clip board, supervision, Shaken Baby Training, SIDS, overall daily schedule, recognition of childhood illnesses and infectious diseases control including hand washing procedures and universal precautions for handling bodily fluids, child guidance techniques and special health needs of children in their care, use of fire extinguisher, job responsibilities, and snack preparation.

Emergency back-up providers will receive an orientation every time an emergency occurs and before being left alone with children. This includes names and ages of children, who are authorized to pick up, where children's files are, and SIDS.

### **Internet**

Although communication is a big part of our program, Just For Me also feels that staff members have the right to privacy. For this we ask that parents and staff members are not communicating on personal social media sites (ex. Facebook, My Space, Twitter, etc.) unless the staff member has a professional site that is only used as a way to communicate with parents about work related activities.

### **Staff Hired By Parents**

We strongly discourage our employees from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with a Just For Me employee to babysit for your family outside of the employee's normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Just For Me employee. We cannot be responsible for our employees away from school, outside their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children.

# **ACKNOWLEDGEMENT:**

**I acknowledge that I have received and read the Just For Me Parent Policy dated August 2016.**

I agree to abide by the written policies and procedures.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_