

Just Like Home Nursery & Preschool

Policy Handbook

Welcome to Just Like Home, a childcare center dedicated to providing a safe, loving and educational environment for children. Just Like Home offers an academic based program where children will have hands-on experiences in a small group setting to foster learning. All the while having the "Just Like Home" feeling of comfort.

We are happy to have you as an extended part of our family! We ask that upon enrollment that you communicate your desired childcare needs so we have a clear understanding of the care you expect for your children.

We hope that this handbook and accompanying forms will provide you with the basic understanding of JLH and the services we provide. Please read it carefully and refer back to it if you have questions regarding policy or procedures.

The formative years of our children are most critical. Our goal is to provide a quality setting that is loving, creative, and enriching.

We look forward to working with you! If you have any questions please feel free to reach out.

Thank you for choosing Just Like Home and Welcome to our family!!!!

Admission and Enrollment Procedures

Just Like Home provides care for children 8 weeks to 5 years of age.

- We do not discriminate based on race, national origin, sex, or religion.

Enrollment Forms:

Before a child is admitted for care at JLH, we must receive all paperwork. We can not begin care until all fees, paperwork and supplies are received. All information will be kept confidential and is for our records only. Below is a checklist of necessary paperwork and supplies you will need to bring with your child on his/her first day.

Paperwork

- *Child registration form
- *Tell us about your child (example likes dislikes feedings sleeping ect)
- *Emergency Contact
- *Authorization to administer medication
- *Transportation to field trip permission (children will not leave site without advanced notice)
- *Media Authorization-JLH social media is private and for our current families only
- *Permission to use sunblock
- *Health evaluation form
- *Immunization form
- *Client contract
- *Policy handbook checklist
- *Covid Agreement

***Parental disclosure COVID related**

Fees

\$50.00 registration fee

Supplies: A 1 time fee for Equipment- such as a crib cot, or sleeping mat (individual use for each child) \$55.00 Due Upon enrollment

School bag/pencil case filled with a full year of craft and school supplies \$30.00 due each September-(COVID Related-children can no longer share items siblings must have their own)

Needed Items for school

***Two sets of clothing are required for all children (weather appropriate). For children potty training more clothes will be required.**

***Food/Formula**

***Diapers/wipes**

***crib sheet/ small blanket**

***Sunblock (if needed)**

***We ask that each family donate 1 box of tissues and 1 container of clorox wipes 1 pack of wipes for projects**

(SEPT., NOV., JAN., MAY. And July)

Health Forms:

Upon admission JLH must receive a completed health form signed by a physician and a current copy of the child's immunization records. We do not accept children who have not received their immunizations as prescribed by the Health Department.

Signed Contract:

Before a child is admitted for care the provider must receive a signed client contract and Handbook agreement page.

Termination Policy:

A two week written notice is required to withdraw your child from JLH. If less than 2 weeks are given, payment in full is still expected.

In the event JLH should ever find it necessary to end our agreement, the parent will be given a 2 week written notice. Except for reasons such as, but not limited to;

- *Destructive uncontrollable or violent behaviors
- *Habitual tardiness in pick up of child/Excessive late arrivals
- *Lateness of payments or nonpayment
- *Lack of parental cooperation

These situations will be grounds for immediate termination. If it ever becomes necessary for JLH to take legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by Just Like Home Nursery & Preschool.

Renewals:

Emergency contact:

Emg. contact forms must be updated every six months from your child's start date. Any changes that take place in your family should be reported immediately so we can keep forms current.

Contract Renewal:

Agreements will be renewed every 6 months from your child's start date. Any changes that take place in your family should be reported so we can make changes on the childcare forms immediately.

Policy and Handbook:

Anytime a change is necessary to the policy handbook parents will receive a two week notice and a new agreement will be required.

Health and Immunization Forms Update:

The immunization record must be updated according to the age requirements of the child as stipulated by the Health Department. Everytime your child receives vaccines we need an updated form. For every child under the age of 1 years old, we need an updated health assessment every 6 months. For every child over the age of 1 years we will need an updated health assessment annually. Your child can not attend our program without updated information

Tuition and Payments:

Childcare fees are due the first day of the week your child attends school. Clients need to keep in mind that they are contracted for specific days and times. To reserve a spot for their child tuition will need to be paid whether or not it is used. **We also ask that you stick to the drop off and pick up times you contracted to since we staff according to those numbers.** No deductions or refunds will be made for days your child is sick or absent or if the school is closed. All accounts need to be current in order to continue care. Each family signs a contract for full or part time.

Weekly Tuition-Rates are based on a 10hr day-

Tuition is considered a private matter between the client and Just Like Home Preschool. **Our rates are based on a 10hr day.**

Music Classes-

Once a week we have a visit from Music Paw Patrol. There is a \$25.00 a month fee if you would like your child to attend. It is a 45 minute long class for all age groups. The children have so much fun!!!!

Late Payment Policy:

To avoid late fees tuition must be paid upon drop off the first day of the week your child attends. A \$5.00 per day late fee will be assessed for late payments. Continued late payments could result in termination. Tuition needs to be paid in full in order to attend the program.

Checks:

Payments may be made by cash/checks or Venmo. Any returned checks will result in a \$30.00 check fee. After 1 returned check we will require a different form of payment. All checks payable to Just Like Home.

Late Pick Up:

A pick up after 6pm will result in a late fee of \$5.00 for every 5 minutes late.

Rate Increases

JLH reserves the right to review child care rates and to raise them periodically to accommodate increasing business costs. We will provide 2 weeks notice to the parents in the event of a rate increase.

Hours of operation Monday - Friday **7:00am to 5:30pm**

Daily Schedule

7:00 am to 8:30 am Parents drop off /Breakfast (parent provides)

8:30am to 9:00 am Drop off/free time

9:00am to 9:30 am clean up/ bathroom/diapers/ morning snack

9:30am to 10:00am circle time

10:00 to 10:30 am project/teacher instructed activity

10:30 to 11:00 outside time/large muscle

11:00 to 11:30am-teacher instruction/guided reading/read aloud/shared reading

11:30 bathroom

11:45am -Author's chair/journal

12:00 lunch

12:30 to 2:30 nap/rest

2:30 to 3:00pm bathroom/hand wash/diapers

3:15 to 3:30 afternoon snack

3:30 to 4:30pm- teacher instructed activity- shared outside time

4:30pm to 5:30pm- free play pick up

Attendance

If your child is absent please notify the school. If your child is sick please share symptoms with JLH to ensure the health and safety of all children in our program.

Arrival Time:

All children **MUST** be in attendance by 9:30am **NO LATER** it is important for us to stay on schedule. If you have a doctor's appointment we ask that you bring a note from Dr. and please

arrive no later than 11:30 am . Breakfast is given up until 8:30am a snack will be provided at 9:15am

Holiday Closings

New Years eve-early dismissal at 1:00pm

New years Day -Closed

Martin Luther King Day-closed

February-Presidents Day -closed

April -Good Friday closed

May- Friday before holiday early dismissal 1:00 pm closed
memorial day

June- Juneteenth closed

July- 4th closed (an early dismissal 1:00 pm the day before
holiday depending on what day it falls on)

September.- Labor Day closed - early dismissal the Friday before
@ 1:00 pm

November- Thanksgiving Day / day after thanksgiving

November-Veterans day

December- Christmas day/Day after Christmas--- early dismissal
christmas eve @ 1:00pm A 2 WEEK NOTICE WILL BE
PROVIDED IF ANY HOLIDAY CHANGES OCCUR

A monthly calendar will be sent home with updates reminders or
changes

Health & Illness Policy

We understand the difficulty in missing work but it is important we maintain and keep a healthy environment at the school. We work very hard to keep the facility as germ free as possible, so please have a plan in place for alternative means of care if your child is sick. We also ask for the well being of others to share any signs or symptoms if your child is absent with an illness.

If your child has diarrhea, an intestinal virus, pink eye, open sores on skin or a temperature, he/she cannot attend our program.

If your child has 3 loose stools or vomits while in school you will be called to pick him/her up.

Your child will need to be sent home with a fever of 100.4 degrees or higher. Your child will need to be a full 24 hours symptom free (without medication) prior to their return.

A doctor's note is required for the following: 3 or more days absent due to illness, any undiagnosed rash or any contagious illness. This is to ensure the health and safety of the other children. Should your child have anything that is possibly contagious they will need a physician's note stating that your child has been diagnosed and treated and is healthy to return to a school environment. **JLH will contact families if there is an illness that is diagnosed by a licensed physician and is considered contagious.**

To keep the spread of any illness contained we ask that if we call for a sick child please have them picked up within an hour of being called.

Medication Administration Rules- AT THIS TIME WE CAN ONLY ADMINISTER LIFE SAVING MEDICATIONS -INHALER/EPI PEN

Due to state requirements, we are no longer allowed to distribute medicines such as Tylenol, Motrin, and/or any other pain/fever reducers along the lines to children under the age of 2 years old without a doctor's note. The note would need a doctor's approval to use the medicine along with the exact dosage that would be required.

Medicines such as Benadryl (and other antihistamines) are not allowed to be used on children under the age of 2 years. Children over 2 years old that require these meds will require a doctor's note showing the approval to use the medicine as well as the dosage that would be required for the child.

Any medication must be in the original box and have clear age appropriate directions. **PLEASE DO NOT SEND ANY MEDICATION INSIDE YOUR CHILD'S DRINKING CUP**

Any Child who needs prescription medication (such as inhalers,ect) must have the following:

- *The original packaging bearing the original pharmacy label
- *Prescription name & Number
- *Patients name
- *Name of medication
- *Expiration date
- *Physician's name
- *Directions for dosage
- *Date the prescription was brought to provider

Children on medication must remain out of care for 24 hours from the time of the first dose of medicine before returning to school. This is to protect the child in case of allergic reactions. **NO EXCEPTIONS WILL BE MADE**

A medication release form **MUST** be signed by the parent upon drop off in order for JLH to administer any type of medication. A staff member will assist you upon drop off.

Child Abuse Reporting

Just Like Home is required by state law to report any incidents of suspected abuse or domestic violence. Every employee is required to complete Mandated Child Abuse Reporting training upon employment and update every 5 years. All Clearances/certifications are also updated every 5 years

Biting Policy

JLH is required to enforce a strict biting policy.If a child bites or begins to bite they will have four weeks to work together to help

correct the behavior. JLh understands that biting in young children is typical in normal early childhood development. However, we do believe it is in the best interest of the children placed in our care to set limits for behaviors such as biting, that have the potential to harm others. Biting can occur for many reasons such as;

***Anger *Frustration * Over stimulation * Fear *Teething *Lack of Language *Attention *Reaction * Curiosity**

It is Just Like Home's goal to recognize triggers that cause biting and try to redirect the child before the incident occurs.

Transportation & Field Trips

Occasionally JLH may take the children on a field trip by foot or bus. A permission slip with more detail must be completed before the child can attend.

Lunch & Snacks

JLH will provide 2 snacks a day (9:15 am/3:15 pm) JLH does not provide lunch. Parents must pack lunch. We ask to limit the amount of containers and if any fruit is packed please skin or cut up in advance. We will provide utensils, plates, bowls and cups.

Quiet Time/Rest Period

All children under the age of five are required by the Daycare licensing division to rest while in childcare. Our rest period is from 12:30pm to 2:30pm. If you need to pick up during quiet time please call ahead and we will have your child ready for your arrival.

Weather/Snow

JLh will follow the Philadelphia Public School system in the event of bad weather.

Toys From Home

Please refrain from bringing toys from home unless it is a scheduled share day. **NO TOYS WEAPONS ALLOWED**

Diapering

Parents provide wipes/diapers (disposable only)

Behavior Management

The state of PA requires that parents be notified of the disciplinary practices used while in child care prior to admission. JLH promotes 2 positive reinforcements prior to placing a child on a timeout. The age of the child designates the amount of time they have for the timeout. We will address the behavior and share expectations for positive interactions.

Any form of physical punishment is prohibited. Discipline shall not be associated with food, rest or toileting. Children will never be subjected to discipline that is humiliating or frightening. Please always feel free to reach out with questions or concerns.

JLH- Staff is not permitted to interact with clients on any private or personal social media platforms. All contact with JLH teachers should be made through our Procure system , Justlikehomepreschool@gmail.com or 215 465 5470 during business hours.

Your feedback is very valuable to the success of our program.

Parent Signature _____ Date _____