

JustKids!

Christian Learning Center

Parent Handbook

2 Locations

6204 Prue Rd.
San Antonio, TX 78240
210-691-1244

3060 Olmos Creek Dr.
San Antonio, TX 78230
210-492-8840

Program Philosophy

JustKids! goal is to provide your children with the highest quality education and care in a warm and loving environment. We believe in honest and sincere communication between students, parents, staff, directors, and owners. We believe our staff is our greatest asset, and invest in its continuing education to ensure that each of our staff members possesses the skills and abilities needed to provide your children with the necessary tools to succeed in life.

Licensed Child Care Facility

JustKids! was established in San Antonio in December of 1994. **JustKids!** is licensed by the Texas Department of Protective and Regulatory Services and complies with all of the standards put forth by that department.

Staff

Our staff is our most important asset. The staff is trained in the area of child development and each member completes at least 15 hours of continuing education in child development training per year. Each staff member is also certified in 1st Aid and CPR.

Days & Hours of Operation

JustKids! operates from 6:30 AM to 6:30 PM Monday through Friday. **JustKids!** is closed nine days during the year, if a holiday falls on a Saturday the Center will be closed on Friday, if a holiday falls on a Sunday the Center will be closed on Monday.

The following holidays are observed:

New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving & the day after Thanksgiving, Christmas Eve, and Christmas Day

On weeks in which a holiday occurs full tuition is due. These are paid holidays for our staff.

Bad or Inclement Weather

In case of inclement weather, **JustKids!** will follow the decision of the Northside Independent School District (NISD).

Drop-off & Pick-up of Children

All children are to be escorted into the Center upon arrival each day. Adults are to sign the children in & out each day. As a courtesy, we ask that children NOT be dropped off

between the hours of 11:00 AM and 2:00 PM. Students will only be released to those persons designated on the admission information form. Individuals picking up children who are unfamiliar to staff or office personnel may be asked to show a picture ID for proof of identification.

Registration/Supply, Tuition, & Late Fees

A \$50 Registration/Supply Fee is due at enrollment and annually in September. Tuition is due on Monday (if the Center is closed on Monday due to a holiday, tuition will be due the first day of the week the Center is open). If payments are not received by close of business Tuesday a late fee of \$25 will be assessed. A \$1.00 per minute fee will be charged to families who pick up their students late after close of business.

Tuition must be paid on time. Enrollment may be suspended if an account carries an over due balance of at least one week's tuition.

Absences

Full-time enrolled students have a secured position in their classrooms as long as their account is current. Full tuition is to be paid whether the student attends school every day of the week or not. Students are allowed 2 vacation weeks per year where ½ tuition is required to maintain the student's position in the class. If a family chooses not to pay the ½ week's tuition they may re-enroll their child upon their return by paying the Registration Fee.

Admissions

JustKids! enrolls children from birth to 12 years of age. Classes are filled on a first-come/first-served basis. Prior to admission a standard application must be filled out completely. The only signature in the application that may not be signed by a parent or guardian is the Health Care Professional Statement. The Health Care Professional Statement must be signed by a registered physician.

Application

Each student is required by state regulations to have a completed application on file. Included in the application is an Admission Information form, a Health Requirements form (that consists of the student's up-to-date immunization records and health care professional statement that must be signed by licensed physician), and a Food Program Enrollment form.

The application must be completed prior to the student's first day of attendance.

Admission Information

Child's name, date of birth, home telephone no., home address, date of admission, hours and days of care, and parent's or guardian's names;

The name, address, and phone number of an emergency contact besides parents or guardians who may be contacted in case of an emergency when the parents or guardians are unavailable;

The names and phone numbers of authorized individuals (not including parents or guardians) who have permission to pick up the students from school;

Authorization for emergency medical attention must be indicated on the file with the names, addresses, and phone numbers of the student's physician and preferred emergency medical care facility;

Any special issues, such as allergies and existing or previous serious illness or injuries;

For school age children the name, address, and phone no., of the elementary school.

Health Requirements

The child's immunization record;

The health care professional statement; must be signed by a licensed physician. The statement basically indicates that the student is healthy enough to participate in childcare activities and has received a physical examination in the past 12 months;

The hearing & vision tests are only required for children who reach 4 years of age by September 1st of each year.

Signature Form

The signature form verifies the parent's or guardian's receipt of our Discipline and Guidance policies, Parent Handbook, Vision and Hearing screening requirements, and gives us permission to photograph the students for use in class projects or special event displays.

Food Program Enrollment Form

JustKids! is enrolled in a federal food program. As part of this program we are required to adhere to specific nutritional guidelines. As long as we follow the guidelines set out by the CACFP we may qualify for reimbursement for some of our food and grocery costs. The only method for us to receive reimbursement is for each family to completely fill out one form per child.

Page one of the form asks for the child's name, date of birth, enrollment date, times and days in care and meals normally served to the child while in care, and a parent's signature. At **JustKids!** we provide breakfast, lunch, and a PM snack.

Page two of the form asks for the child's name, date of birth, food stamp or TANF no. (if applicable), household information, parent's signature, and parent's social security number.

Both pages must be filled out completely for us to receive any type of reimbursement. The information provided is for the exclusive use of the Child Nutrition Program and is considered completely confidential.

Curriculum

JustKids! educational program is comprised of the A Beka and High Reach Learning curriculums, as well as a Christian element consisting of suitable Bible stories.

The curriculum is age appropriate covering a range of skills and concepts such as; vocabulary, social & emotional development, letters, numbers, shapes, colors, science, counting, problem solving, language development, and healthy habits.

Medication

Medication is administered at 8:00 AM, 12:00 PM, 2:00 PM, or on an "as needed" basis. The medication log is located at the front desk. Parent's wishing for their children to receive medication should write their child's name, type of medicine, dosage, and desired times. All prescription medicine must have the child's name on the label and be in its original container. We are not allowed to administer non-prescription medicine to students under 2 years of age.

Dress

Students are encouraged to wear comfortable clothes and closed toed shoes. All clothes should be labeled.

Students attending field trips are required to purchase and wear a **JustKids!** t-shirt.

Infant Room Instructions

Parents supply all of the following; formula, jar food, diapers, wipes, sheets, and blankets. Parents must also complete a feeding schedule form that must be updated monthly with any changes.

The Center will provide each child with a crib, mattress, and storage space for personal belongings. A daily sheet documenting the times a child eats, sleeps, and is changed is

sent home each day. The Center will provide all meals once a child is on regular table food and whole milk.

Food & Snacks

JustKids! serves breakfast between 6:30 AM and 8:00 AM, Lunch is served between 11:00 AM and 12:00 PM, and Snack is served in the early afternoon once the students awake from their nap. Menus are posted in the Center and available at request. If a child does not care for the food being served on a particular day, he/she may bring his/her own meal. Families may bring special treats on birthdays for the class as long as the desserts are store bought. It would be preferable if the food did not contain peanuts.

Confidentiality of Records

Student's records are open to their parents and guardians, teachers, the Center Director, and employees of the Texas Department of Family and Protective Services.

Transportation & Field Trips

JustKids! offers after-school transportation for elementary school-aged students. Parents should notify their child's school that their child will be picked up by **JustKids!**

Students 4 years of age and older may participate in field trips. All children under 5 being transported in the van are required to have a booster seat. **JustKids!** must receive written authorization from parents or guardians in order for their child to be transported and/or participate in field trips.

Water Activities

Parents or guardians must authorize their child's participation in water activities such as sprinkler play, wading pools, and swimming pools. While **JustKids!** does not have a swimming pool on premises, field trips to a properly supervised swimming pool during the summer for elementary school aged students may be scheduled.

Toys from Home

No toys are allowed from home except on Fridays for show & tell. Toys brought to the Center from home are brought at the owner's risk. **JustKids!** is not responsible for lost, broken, or stolen toys.

Returned Checks

A fee of \$25 will be charged on all returned checks. After two NSF checks are received from the same family, subsequent payments must be made by money order, cashier's check, or cash at least until a reliable record of payments has been established.

Refunds

No refunds of any paid fees will be given.

Texas Department of Protective and Regulatory Services

If you wish to contact Child Care Licensing for any reason their phone number and address are: 210-337-3399, P.O. Box 23990, San Antonio, TX 78223. The TDPRS phone number and web address are: 800-862-5252, www.tdprs.state.tx.us. A copy of the Child Care Minimum Standards is kept on hand at all times and are available to parents for review upon request.

Thank you for choosing JustKids! Christian Learning Center. We are delighted that you have entrusted us with the care and education of your children. We have an open door policy and encourage you to offer to us any suggestions that would help us better serve you and your children.

