

ENROLLMENT FILE CHECKLIST

- ENROLLMENT FORM
- IMMUNIZATION FORM (EXPIRES: _____ - _____ - _____)
- FINANCIAL AGREEMENT SIGNED
- UNDERSTANDING POLICIES REVIEWED
- PERMISSION SLIP FOR OINTMENT, SUNSCREEN, PETS, AND COMMERCIALS
- CCAP CONTRACT RECEIVED (IF APPLICABLE) RENEWAL DATE _____
- FOOD PROGRAM COMPLETED WITH INCOME
- FOOD PROGRAM PAPERWORK GIVEN TO DIRECTOR
- TUITION EXPRESS FORM ____ACH ____CREDIT CARD
- PARENT HANDBOOK SIGNED
- COPY OF TUITION EXPRESS FORM GIVEN TO DIRECTOR
- PROCARE COMPLETE
- CODES REGISTERED
- CLASSROOM LABELS
- INFO SHEETS PRINTED FOR: ____CLASSROOM ____EMERGENCY BOOK

ENROLLMENT FORM

**Parent/Guardian(s)**

Last Name First MI
SSN _____ - _____ - _____ Email _____ KES (Keyless Entry System) Code _____
Address _____ City _____ Zip _____
() Mailing () Physical () Both Date of Birth (MM/DD/YEAR) _____
Employer _____
Work Phone (_____) _____ - _____ Cell (_____) _____ - _____
Relationship to child _____

Parent/Guardian(s)

Last Name First MI
SSN _____ - _____ - _____ Email _____ KES Code _____
Address _____ City _____ Zip _____
() Mailing () Physical () Both Date of Birth (MM/DD/YEAR) _____
Employer _____
Work Phone (_____) _____ - _____ Cell (_____) _____ - _____
Relationship to child _____

Payment Mode:

() Private Pay () Private/Subsidized () Private/Military () Private/Foster

Tuition Amount \$ _____ /week

Physician:

Name _____ Phone (_____) _____ - _____

Child's Information:_____
First Name

MI

Last

Date of Birth (MM/DD/YEAR) _____

Authorized Pick Up/Emergency Persons:_____
First Name

MI

Last

Phone (____) ____-____ KES _____

Relationship to Child _____

First Name

MI

Last

Phone (____) ____-____ KES _____

Relationship to Child _____

First Name

MI

Last

Phone (____) ____-____ KES _____

Relationship to Child _____

Child's Allergies:

() None _____

() Medicine _____

() Food _____

Note: If your child has a food allergy, state requires JEEC to have a statement from the child's physician. Statement must include whether or not the child needs an EPI pen or not. If an EPI pen is needed, parent must provide JEEC with an EPI pen before the child is permitted to attend JEEC.

Additional Child Information:

Who has legal custody of the child? _____

Does the non-custodial parent have permission to pick the child up? () Yes () No

JEEC must be provided with any court issued documents/custody orders that clearly describe the custody arrangements. Any person granted custody in such papers may pick the child up during times that person has custody and may designate other persons who are authorized to pick up the child at such times, unless court papers state otherwise.

Has your child been cared for by anyone other than a parent? () Yes () No

Please let us know about your child (personality, temperament, fears, etc.)

How do you discipline your child at home?

Would you like to earn **\$50 cash**? Each person that you refer to JEEC, we will pay you \$50 cash four weeks after they start at JEEC. Just list their names and numbers below!

1. _____

2. _____

3. _____

How did you hear about us?

- ☐ Internet/Google Search
- ☐ Our Website
- ☐ Friends/Family
- ☐ Other

Please read each statement below and initial if you understand and agree:

_____ I agree to pay, in advance, each week's tuition

_____ I am aware that I will be charged a late fee for late pick-ups according to the Parent Handbook

_____ I have received my Parent Handbook electronically at www.thejourneyeec.org (or printed) containing additional policies and procedures.

_____ In case of an emergency where I cannot be reached, I give JEEC permission to call an ambulance for my child to be transported and be treated at _____ Hospital. JEEC will not be held financially responsible for any costs incurred related to this transportation, treatment and/or injury/accident.

_____ I agree to pay a \$50 nonrefundable registration fee when completed enrollment form is turned in to JEEC.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

JEEC Representative

Date



PARENT/PROVIDER FINANCIAL AGREEMENT

PLEASE INITIAL THAT YOU HAVE READ, UNDERSTAND AND AGREE TO EACH OF THE FOLLOWING:

____ I wish to enroll my child(ren) at JEEC beginning on MM/DD/YR ____/____/____

____ I have received and read a copy of the Parent Handbook via the website www.thejourneyeec.org. I understand and agree to comply with the policies withing the handbook and any addendums added thereafter.

____ I will pay in advance of services each week, tuition in the amount of \$____/week. I agree to pay the full amount if I am on any payment assistance program, should that program not pay, regardless of fault.

____ I agree to pay the weekly tuition whether my child is in attendance or not

____ I agree to pay the weekly tuition rate for weeks that contain holidays, although the center will be closed on the following holidays (New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Black Friday, Christmas Eve and Christmas Day)

____ The daily time slot I am needing care for my child is from ____ to ____

____ In the event that I want to withdraw from JEEC, I will provide in writing to the director a two weeks' notice. I understand that if I fail to provide a two weeks' notice, that I will be charged a fee equal to two weeks of tuition.

____ I understand that any past due or unpaid balances owed to JEEC will be turned over to a collection agency

Parent/Guardian

Date

JEEC Representative

Date



UNDERSTANDING POLICIES CHECKLIST

Please initial below that each of the following policies have been reviewed and are available for further review online at www.thejourneyeec.org and that you agree to comply with all policies contained therein

- ____ Enrollment Process
- ____ Trial Period
- ____ Tuition (hours, holidays)
- ____ Hours of operation
- ____ Withdrawal
- ____ Holidays we are closed
- ____ Annual supply fee
- ____ Illness and medications
- ____ Tax receipts
- ____ Financial Assistance options (if applicable)

Parent/Guardian Signature

Date

JEEC Representative

Date



COMBINED PERMISSION SLIPS

OINTMENT

_____ I give permission for my child, _____ to have _____

Ointment applied after every diaper change

SUNSCREEN

_____ I give permission for my child, _____ to have _____

Sunscreen lotion/spray applied before going outside to play.

Note: if you replace your child's ointment or sunscreen with a different brand, you will need to sign a new form. Please label ointment and/or sunscreen with your child's name.

Advertising for JEEC

_____ I give permission for my child, _____ to participate in commercials for advertising to be aired on social media platforms to promote JEEC.

Parent/Guardian

Date

JEEC Representative

Date



CHILD ENROLLMENT/INCOME APPLICATION
OUR DAILY BREAD CACFP

The Journey Early Education Center

1. Participant Information: (To be completed by Parent/Guardian)

This household receives SNAP/KTAP Benefits (If yes, input the number here:)

1 1

If a child is a SNAP/K-TAP recipient or a Foster/Head Start participant, the child is automatically eligible to receive free program meal benefits, subject to the requirements of 7 CFR 226.23. If your participant receives assistance from the item below, they are automatically eligible for free meals. (Please completed and skip to section 2. If child receives Head Start services, please proceed to complete Section 2. Household Income is not required.

Does the participant have a special diet? ☐ Yes ☐ No If so what is the special diet?

Participant's Name (Last, First)	Date of Birth	OPTIONAL Ethnicity Circle One for each participant H= Hispanic NH= Non Hispanic	OPTIONAL Race List the race/races that apply for each participant Examples include Black or African American; White; Native Hawaiian or Pacific Islander; American Indian or Alaskan Native, Asian; Unknown or Undeclared.	Normal Times in Care	Meals Normally Eaten (Circle all that apply)	HeadStart	Foster
		H NH			B AM L PM D LN		
		H NH			B AM L PM D LN		
		H NH			B AM L PM D LN		
		H NH			B AM L PM D LN		
		H NH			B AM L PM D LN		

Parent/Guardian works multiple shifts and participants may be in care different days/hours ☐ YES ☐ NO

2. Income Application Household Members and Monthly Income:

Names of Household Members Including Children Not Listed Above Last, First	GROSS MONTHLY Income From Work (Before Deductions)	MONTHLY Income from Welfare Payments, Child Support, Alimony	MONTHLY Income From Pensions, Retirement, Social Security, Unemployment Compensation	Any other MONTHLY Income Including Money Received from Kinship/Foster Child
1	\$	\$	\$	\$
2	\$	\$	\$	\$
3	\$	\$	\$	\$
4	\$	\$	\$	\$
5	\$	\$	\$	\$
Total Household Size:		Total Household Monthly Income:		

3. Signature and Social Security Number

I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal laws.

Printed Name:	Phone Number:	
Street:	City/State:	Zip Code:
Signature:	Social Security Number: ***-**-****	Date:

FOR SPONSOR USE ONLY, DO NOT WRITE BELOW THIS LINE

Application Approved For: ☐ FREE MEALS ☐ REDUCED MEALS ☐ PAID MEALS
☐ SNAP / KTAP ☐ FOSTER ☐ HOUSEHOLD INCOME

Signature of Determining Official:

Date:

7 CFR 226.15 (e) (2)

"The Richard B. Nussell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced-priced meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The last four digits of the Social Security Number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program of Food Distribution Program on Indian Reserve (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced-priced meals, and for administration and enforcement of the Program."

USDA Nondiscrimination Statement
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov This institution is an equal opportunity provider.

INFANT ADDENDUM TO ENROLLMENT

Dear Parent:

This child care center participates in the USDA Child & Adult Care Food Program (CACFP). This program provides reimbursement to the center for creditable components served to your baby while in our care. We want to work with you to provide the very best nutritional care for your baby. Under the CACFP regulations, the center may NOT charge you a separate fee for meals that are claimed for reimbursement.

We use the meal pattern below, which was developed by the USDA for centers participating in the CACFP. The type and amount of foods served vary according to the age of the infant. However, the actual foods we provide will be based on what you tell us about your baby's own food needs.

Age	Breakfast	Lunch and Supper	Snack
Birth through 3 months	4-6 fluid ounces formula or breast milk	4-6 fluid ounces formula or breast milk	4-6 fluid ounces formula or breast milk
4 months through 7 months	4-8 fluid ounces formula or breast milk 0-3 tablespoons infant cereal	4-8 fluid ounces formula or breast milk 0-3 tablespoons infant cereal 0-3 tablespoons fruit and/or vegetable	4-6 fluid ounces formula or breast milk
8 months up to first birthday	6-8 fluid ounces formula or breast milk 2-4 tablespoons infant cereal 1-4 tablespoons fruit and/or vegetable	6-8 fluid ounces formula or breast milk 2-4 tablespoons infant cereal and/or 1-4 tablespoons meat, fish, poultry, egg yolk, or cooked dry beans or peas or 1/2-2 ounces cheese, or 1-4 tablespoons cottage cheese, cheese food or cheese spread. 1-4 tablespoons fruit and/or vegetable	2-4 fluid ounces formula or breast milk or fruit juice 0-1/2 slice bread or 0-2 crackers

Talk with your health care provider and let us know whether you want to use breast milk or a formula while your child is in the center's care. We also need to know when you will introduce solid foods to your infant. You may choose for us to provide the formula, or you may provide the formula for your infant.

(Name of Daycare Center) _____

currently provides the following formula(s): _____

Please fill out the form below and return it to help us plan the meals for your infant. If this information changes, you will need to complete a new form.

Sincerely,

Sponsor Representative _____

Phone Number _____

Date _____

MUST BE COMPLETED BY PARENT/GUARDIAN

Infant Name _____

Infant Birthdate ____/____/____

Check all that apply:

- _____ **Parent** will breast-feed the infant at the day care center
- _____ **Parent** will provide expressed breast milk
- _____ **Parent** will provide iron fortified formula/breast milk and **Center** will provide additional baby food
- _____ **Parent** will provide iron fortified formula/breast milk and additional baby food.
- _____ **Center** will furnish all iron fortified infant formula
- _____ **Center** will furnish all iron fortified infant formula and additional baby food

Parent/Guardian and/or Client Signature

Date

*7 CFR 226.20(b)(5)

Revised FY2016-2017



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

WE ACCEPT THESE MAJOR CREDIT CARDS



COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date	CVV	
Cardholder Signature	Date		

SECTION B (Bank Account)

Your Name	Phone #		
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

Authorized Signature

Date

For Official Use Only

Date Received

Employee Signature

John Sample
Mary Sample
123 Nice Street
Anytown, USA

BANK OF THE WEST
555-555-5555

00226

Pay to the
order of

Attach Voided Check Here

\$

Deposits might not be accepted

Dollars

12345678901

18003308

0226

Routing Number

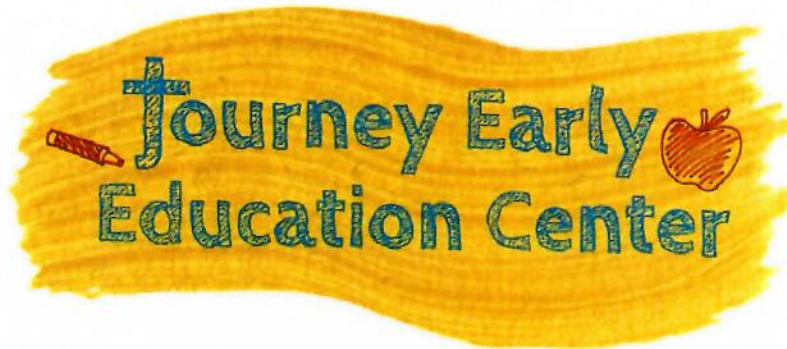
Account Number

Check Number

A service of



procure
SOFTWARE



PARENT HANDBOOK

September 2021
(Revised February 2022)

The Journey Early Education Center

2842 Leestown Road

Frankfort, KY

Mailing Address:

1237 White Oak Road

Stamping Ground, KY 40379

502-330-8993

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The Journey Early Education Center

Dear Parents,

This handbook has been prepared as an informative guide for parents so that they may know and understand our policies and expectations. Our purpose is to provide each child with the highest quality Christian based programming for his/her age and development level. We strive to provide all children with the best possible day they can have from the time they arrive to the time they depart.

We are a State Licensed Child Care facility in Frankfort with a total capacity of 70 children. Our policy is one of non-discrimination based on race, color, religion, sex, age, disability, national origin, or financial status. We adhere to all state requirements and will provide a copy of the laws and regulations that govern child care upon request.

Please read this handbook carefully and feel free to discuss with us any questions or concerns that you may have. JEEC reserves the right to make any changes, additions, or deletions from this handbook as situations arise. Parents will be informed in writing when changes are necessary. We appreciate the opportunity to serve your family.

Sincerely,

The Journey Early Education Center

Introduction to JEEC

JEEC upholds the belief that all children should have the opportunity to grow, learn, and develop to their fullest potential. We recognize and accept each child as a unique individual with his/her own strengths and weaknesses and having his/her own rate of growth and development. Our program is designed to care for the whole child as we strive to meet their individual spiritual, emotional, social, intellectual, and physical needs in a Christian atmosphere.

We believe that the family is the primary unit in the child's life, with day care being a secondary-supportive unit and a partner with the parents in sharing ideas and working through problems. Such a relationship gives the child a feeling of security, which will add to the benefits he/she receives from experiences in our care.

Our Center is staffed with professionals, students, and volunteers with varying degrees of education and experience. All staff members receive training prior to employment, as well as on-going training to develop and strengthen their skills. Staff at JEEC are certified in CPR and First Aid. Prior to employment, staff have criminal and Child Abuse and Neglect (CAN) background checks and National Finger printing that are on file at the Center.

We are thankful that you have chosen The Journey Early Education Center for your child's care and commit ourselves to maintaining high standards for you and your family.

Curriculum:

A quality curriculum is the difference between an education center and a daycare center. We have carefully selected and blended our curricula to create a rich environment conducive to learning, kindergarten readiness, and Christian character development. These curricula, in combination with our exercise, nutrition, rest, and play programs allow us to nurture your whole child – mind, body, and spirit.

As part of Christian education, we emphasize strong character and individual responsibility as we lead each child on a journey to become spiritually strong, self-disciplined individuals. Your child will receive the love, warmth, and guidance of Christian care givers, while receiving the eternal belief of biblical lessons and character-building exercises.

Enrollment:

A non-refundable enrollment fee of \$50.00 is charged at the beginning of a child's enrollment. This charge is per child and is a one-time fee. If there is a waiting list at the time of your enrollment application, the enrollment fee will be processed to add your child to the waiting list.

Enrollment of a child takes place by scheduling an enrollment appointment, usually lasting up to one hour. During your enrollment appointment, all required paperwork will be completed as well as receiving instruction on the keyless entry at the front door and the computer used to sign your child(ren) in and out each day. The following is a checklist of the items that will be needed on or

before your child's first day:

- Current Immunization Certificate (30 days)
- Blanket and soft sleeping friend (if desired except for the baby room) for nap time
- Full-sized crib sheet (not needed for infants)
- Two complete changes of clothing (including socks)
- Wipes/diapers if applicable
- Underwear/pull-ups if applicable
- Weather appropriate footwear and appropriate outdoor attire

Infants: Infants will need items listed below labeled with child's name:

- | | | | |
|-------------------|---------------------------|-------------|----------------------------|
| ○ Premade bottles | ○ Eating utensils | ○ Bibs | ○ Blanket (to be |
| ○ Diapers | ○ Bottle, nipple &
lid | ○ Pacifiers | used when
being rocked) |

Hours of Operation:

The Center is open from 7:00 AM until 5:30 PM - Monday through Friday. A late fee of \$10 will be assessed if your child is not picked up by closing plus \$1/min after closing.

Payment Procedures:

Your specific rates will be outlined in your Parent/Provider Financial Agreement. Payments are made automatically through **Tuition Express** and come out of your chosen account each Monday. Payments can be made from your checking, savings, or credit card (Visa or Master Card). **Tuition Express** is set up during your enrollment appointment. Should you need to change the original account you set up on **Tuition express** for any reason, you may do so by contacting the director. The change must be done one week prior to the scheduled payment. If an emergency arises (stolen card) and you need to cancel **Tuition Express** temporarily, it must be reported no later than 6:00 PM the Friday prior to the day payment is set to come out in order to avoid NSF fees.

Tuition is due regardless of the number of days or hours your child attends during the week. Payment must be made **EVERY** week to keep your child's place in our center.

NSF Fees:

If a payment or deposit is returned to us for non-sufficient funds, you will be required to pay a \$35.00 fee for the returned item and any other fees that we incur as a result of the returned item. Childcare services will be immediately halted until full payment of tuition and other charges have been made IN CASH. In addition, we will only accept cash payments from you until all debt is settled.

Annual Supply Fee:

An annual supply fee of \$60.00 per child is required, due October 1 of each year. The fee will be prorated at enrollment. The money is used to support your child's teacher in effectively and creatively implementing the curriculum in the classroom. It allows an added dimension to your child's learning experience.

Tuition Assistance Programs

Parents needing tuition assistance should speak with the Director to get contact information for the area coordinator of the Child Care Assistance Program. Eligibility is based on family size, work schedule, and income. Funding is typically available for low-income families and single parents.

Those who are receiving a state subsidy must adhere to all rules established by the Center and the Kentucky Department of Human Services. Parents need to make sure paperwork is completed in a timely manner and deadlines cannot be missed. If we provide any childcare that was not approved by the subsidy program, the parent(s) will be responsible for paying the full cost of care. Anyone with poor attendance will be dropped from the subsidy program because this negatively affects our reimbursement. You must also make your subsidy caseworker aware of any changes in your class or work schedule, as this will affect your eligibility for childcare and payments. Parents will be responsible to cover the use of any hours that are approved by the state.

Tuition Increases:

Because of the cost of living increases, we will compare childcare market prices yearly to determine if rate increases are needed. Parents will be notified **two months** if an increase is made to tuition rates.

Tax Receipts:

Please contact the director if you are in need of an end-of-year childcare receipt for your taxes.

Open Door Policy:

Parents are free to visit our center at any time during regular hours of operation. Some children have trouble separating from their parents, but most children adjust rapidly after the parent leaves. If your child is upset, please leave him/her with us, explaining that you will return for them. If, after a reasonable amount of time, the child does not seem to be adjusting well, the parents will be consulted for further action. Please take into consideration, when visiting, that children are napping approximately between 12-2PM.

Absences/Late Arrival

While not a requirement, please let us know if your child will not be attending the Center when expected either due to illness or a personal day. It is helpful to the staff to be notified if your child will not be attending that day. We regret that we are not able to allow children to substitute days due to maintaining proper teacher to child ratios.

Drop Off /Pick Up Policy

Our preferred drop off time for one-year olds and older is before 9:30 AM. Please notify the Director or teacher if your child(ren) will need to come later due to an appointment or extenuating circumstance. This policy is for the benefit of the children for whom we provide care. Everything JEEC does is from the perspective of what we feel is best for the children. Once children come out of our infant room and enter into the one-year old classroom and beyond, they are on a daily schedule and a curriculum that is designed to help them grow and learn.

Children must be dropped off to the teacher by an escort. Your child will only be allowed to leave with persons who are listed on your child's registration form. There can be no exceptions to this rule. If someone needs to be added or removed from the list, an amended form will need to be completed and placed in your child's file.

Any person other than a parent or guardian of the child must show their ID to the teacher before a child may be released. The teacher must confirm that the person who is picking up the child is on the approved list for that child.

Trial Period:

The first ninety days of a child's enrollment is a trial period for both the parents and the center. During the ninety day trial, if you, as the parent, feel that our center is not a good fit for your child OR the director finds that we are unable to care for your child's specific needs, we will work together to find a place more suitable to maximize your child's potential.

Holidays and Days the Center will be closed:

The following holidays are observed: New Year's Day, MLK Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, and Christmas Day. In the event that one of these holidays falls on a Sunday, it will be observed the following Monday. If a holiday falls on a Saturday, it will be observed on the previous Friday. Costs are averaged over the entire year, therefore there is no reduction in tuition for these holidays.

Emergency Closing:

In case of severe inclement weather, JEEC may open on a one or two-hour delay or be closed in rare circumstances should the weather pose a safety risk to you, your child, or our staff. If severe weather occurs during the day, the center may have need to close earlier than 5:30 PM.

Other highly unlikely circumstances requiring the need to close would be weather causing problems with the building such as lack of heat, water, or air conditioning. In such situations, the center would open as soon as the problem is resolved.

Information for the above situations would be announced on local television channels as well as posted on The Journey Early Education Center Facebook page. An email announcement will be sent to all parents with email addresses on file.

Nutrition:

Children are served breakfast at 8:30 AM, lunch is at 11:15 AM, and an afternoon snack at 2:30 PM. Menus are prepared weekly and are posted on the parent information board in the entrance and classrooms for your review. Our center participates in the Child and Adult Care Food Program (CACFP). The primary goal of the CACFP is to improve the diet of children. This program does not allow parents to restrict their child's diet while they are at the Center based on a child's dislikes or presumed allergies. We do allow food substitutes based on medical, personal, and religion reasons as explained further.

You are responsible for feeding your child if he/she arrives at JEEC after a mealtime. Please do not send candy, food, or drinks with your child. Teachers are to maintain a classroom schedule and extending meal times for late arrivals will only interrupt the daily schedules of the classroom. Per state regulations, parents are not permitted to leave drinks with their child. Our preference is for the children in our center to use the cups that we provide. However, if a specific cup is required for your child, the LABELED cup WITHOUT contents can be left for the teacher to use during meal time and throughout the day to serve water as needed. Our goal is to have each child transitioned to using the cups provided by JEEC within one month of enrollment.

Any child requiring a special diet due to medical reasons MUST fill out our form regarding food allergies and intolerances. Specific foods to be avoided must be listed on this form and it MUST be signed by a medical doctor. The parent must then list an appropriate substitute for that food.

According to the CACFP, soy milk is not considered a creditable source of milk. All milk should contain Vitamins A and D at levels specified by the FDA. Soy milk is creditable only if used as a substitution because of medical or other documented dietary needs.

Birthdays/Special Occasions:

Parents are welcome to bring a special snack for their child to celebrate his/her birthday. We ask that the snacks be nutritious, such as fruit, muffins, etc. If you choose cupcakes, please bring them with white icing (preferably). **Due to licensing regulation, all treats must be store bought and arrive unopened in original packaging from the store or bakery.** For safety reasons, we cannot allow birthday candles in the Center.

We want all children to have a similar birthday experience by sharing a special snack and singing to the child. However, the Center is not an appropriate place to have a birthday party. We ask you do not bring decorative cups, napkins, plates, or goody bags.

Please notify your child's teacher to schedule a time and to obtain the number of children who will be in attendance on that day. You are welcome to join your child during the snack time.

Classroom Transition:

Children transition from one classroom to the next based on age and milestone achievement. It is an important time for children and staff to work together to ensure your child eases into the new classroom. For all children under the age of three, classroom transitions take place over a full week so that by Friday, your child has spent most of the day in their new room, and by the following Monday, they will be accustomed to their new environment. When possible, we will try to move children in groups of two or more. However, if your child has to move alone, know that they are moving into a classroom with former classmates who have transitioned before them. Also, please note that your children see the staff members throughout their days. They are not moving into a stranger's room. For all children that are over the age of three, classroom transitions will take place on one day that will be designated by our Administration. You will receive notification from the Center explaining the details of this process and when your child will be scheduled to transition to the next classroom.

Toilet Training:

This will need to be addressed on an individual basis between provider and the parents. Our teachers will maintain open communication with our parents to help improve the success of the toilet training adventure. Children being toilet trained will need several pair of underwear and pants.

Naps and Quiet Time:

A time for rest will be a part of each day for all children. All children are provided a space to observe quiet/rest period per state regulation. Infants varying schedules will be accommodated.

Toys From Home:

Please discourage your child from bringing any toys from home as they create sharing problems and run the risk of getting lost or broken. We will not be responsible for toys brought from home. Children may bring a “nap friend” (stuffed animal), but it must be kept in their cubby until naptime. Remember to label items from home.

Illnesses:

Your child’s health is of major importance to us. Since we do not want to expose other children to your child’s illness, please do not bring a sick child to daycare. **It is important that parents have back-up child care in case a child is ill and cannot stay at our center on a particular day.**

Your child should not be sent to the Center when exhibiting any of the following symptoms. Likewise, you will be notified to come pick up your child if any of the following symptoms develop while at the Center:

- **Diarrhea (more than three abnormally loose bowel movements) in an 18 hour period or 2 loose stools in 1 hour.**
- **Temperature of 100.4 degrees Fahrenheit (must be fever free WITHOUT medication for 24 hours before returning)**
- **Conjunctivitis (pink eye) (24 hours on medication before returning)**
- **Evidence of lice (knot-free before returning), scabies, or other parasitic infections**
- **Vomiting – more than twice in 24 hours (child must have gone 24 hours without vomiting before returning)**
- **Any contagious diseases (Covid-19, TB, impetigo, chicken pox, whooping cough, mumps, hepatitis A, measles, rubella, shingles, herpetic gingivostomatitis/fever blisters, etc.) unless otherwise directed by a doctor**
- **Severe coughing**
- **Difficult or rapid breathing**
- **Untreated infected skin patches**
- **Unusual spots or rashes**
- **Strep Throat (24 hours on medication before returning)**

We rely on parents to make good decisions regarding their children’s health. The staff will assess and monitor the health of all children in the Center to determine if a child is too ill to attend. Please provide teachers with accurate information about your child’s health so they can make the best decision for the welfare of your child, as well as the other children in the Center.

Please notify the Center if your child has a communicable disease such as chicken pox, pink eye, strep throat, ringworm, etc. so that we can post a note informing others of their exposure to the illness. As always, your child will never be named by name.

COVID POLICY:

As it pertains to Covid19, the Division of Childcare governs the decisions for Covid requirements in daycare settings. Their leaders consider recommendations from the CDC, but may mandate stricter guidelines. Should someone in your home be exposed or test positive for Covid, please notify the director immediately. The Director will then notify the local health department for instructions on how to proceed. If JEEC is made to shut down a room due to Covid protocol, the Director will not charge tuition when there is a full week of closure. However, if the tuition has already been drafted, and JEEC is required to shut down during the week, tuition will not be reimbursed for the current week.

Administering Medication:

If medication MUST be administered at the Center, the following policy applies:

Medication that needs to be given to a child by a teacher MUST be in the original, labeled, doctor prescribed bottle. Over the counter medication may ONLY be administered if we receive a signed note from your child's physician with the following information: child's name, name of prescribed medication, explanation of condition requiring medication, date, and dosage.

Medication will be kept in a locked box in the child's classroom.

A "Medication Administration" form must be filled out and signed by the parent daily. This applies to cream and ointments as well.

Emergencies:

A first aid kit is available at all times. In the event of an emergency, parents will be contacted immediately. If we feel it is necessary, we will contact the Emergency Medical Service to assist us in first aid or transport the child to the nearest hospital, as they deem necessary. It is very important to keep your emergency medical information updated, as this is where we will get our information in case of any emergency.

Fire drills will take place monthly.

Lockdown, tornado, and earthquake drills will be practiced on a quarterly basis.

Accidents:

If your child is injured while in our care, we are not permitted by state regulations to transport your child to the hospital if needed. We will initially try to contact your child's emergency contact listed on the enrollment form to transport your child to the hospital. If that emergency contact is not available, we will contact an ambulance. JEEC will not be held liable in any way financially for any accidents at JEEC.

Discipline Policy:

Our goal as a child care provider is to help children learn to live comfortably with themselves and others. In order to achieve this, an individual needs to develop self-control, and learn to be responsible for their actions. There are many things we can do to help children recognize alternatives and consequences which affect him/herself as well as others. The way to guide children to this more mature and appropriate behavior is through discipline.

Our first efforts will be towards preventative discipline. Preventative discipline is:

1. Recognize age-level characteristics and needs of children. Plan the program to meet the children's needs.
2. Giving the child a choice only when you intend to leave the situation up to the child.
3. Arranging the classroom to promote protected space for cooperative play as well as privacy.
4. Clearly defining limits and consistently and fairly maintaining them.
5. Health and safety of children are a primary concern at all times.
6. Giving children time and the opportunity to solve problems for themselves.
7. Stating suggestion or directions in a positive, rather than a negative way.
8. Using only words and a tone of voice that will help the child feel confident and reassured. Use your voice as a tool.
9. Redirection is likely to be most effective when it is consistent with the child's own motive and interests.

When behavior gets out of bounds, ACTION needs to be IMMEDIATE:

1. Accept the child's feelings. Say that you know he or she is angry, worried, excited, etc.
2. Place limits on the child by telling him/her what he/she cannot do by using mild physical restraint, meaning holding arms or legs to avoid injury to him/herself and/or others.
3. Look for potential reasons that could contribute to behavioral problems - is the child needing adult help or attention - is he/she hungry, tired, unable to communicate verbally, or worried?
4. When discussion of a situation with the child is not adequate or is inappropriate, use "Thinking Time". Have the child sit in a thinking chair away from the group for a few minutes (one minute for every year of age). The teacher will allow the child space to think but will stay close enough for the child to be aware of the teacher's presence. When the child has regained his/her composure or their time limit has been reached, proceed to #5.
5. Help the child not only stop the unwanted behavior, but to understand that he/she can choose a way of action that will bring pleasant consequences. It is this way that he or she learns self-control. Sit with the child and discuss the situation and help the child come up with alternative scenarios of how the situation could have been handled. Always offer up at least two ways in which the situation could have been different in a positive way and let the child choose one of the two positive alternatives so that the child plays an active role in the decision-making process of the outcome for future events.

At JEEC we understand that children do not come in one size and shape. Our teachers and parents need to be able to have an open line of communication with each other so that the children can benefit in the long run. We all want to work together to help the children learn and grow in a healthy and caring environment.

Biting Policy:

It is not out of the ordinary for young children between the ages of 10 and 30 months of age to go through a period of biting. Biting occurs for a variety of reasons. Some of the most common reasons young children bite are due to: teething, a lack of ability to communicate, frustration, being overly tired or hungry, and/or a need for more attention. It is highly likely that all children between these age ranges will either bite or be bitten at some point while in a child care setting.

On the other hand, it is required by the Department of Social Services Child Care Licensing Division that JEEC maintain a safe and healthy environment for ALL children in care. Our teachers and administrators work closely and quickly to extinguish the undesirable behavior by following these guidelines for children who have been identified as having a biting habit:

- If your child bites 2 times (if the skin on the other person is not broken) on any day, your child will be sent home for the remainder of the day.
- If at any time the skin is broken due to a bite, then the child will be asked to go home Immediately.
- If a child has been required to leave the facility for the above-mentioned reason twice within a 5-day period, a parent/teacher/director conference will be held. During this conference, a formal plan of action will be developed.
- After the parent/teacher/director conference, if improvement is not seen, the parent will be required to temporarily withdraw the child from the Center.
- After the temporarily withdrawn child returns, if improvement is not seen, the child will be required to disenroll from the Center.

Some things that JEEC will do to minimize biting are:

- Shadowing the biter so that he/she is always near the providers or within arm's reach
- Providing language such as "biting hurts" and "we use our teeth for food".
- Provide either a teething ring, soft toy, etc. for those who need something to chew on.
- Provide supportive information to parents who are worried about their child biting.
- Offer suggestions of how to stop the biting habit.

Policy Regarding Dangerous Behavior:

AGGRESSION is defined as the habit or practice of exhibiting hostile action or behavior. Dangerous behavior is that action which can result in personal injury or is in direct controversy with our policy. A few examples of the kinds of behavior that fall into this category are hitting, kicking, scratching, and biting (non-age appropriate biting).

We are responsible for the safety and well-being of each child who attends The Journey Early Education Center. All decisions will be based on what is best for the majority. Each individual

child is important to us; therefore, we are available at any time to discuss a child's behavior and will be open to suggestion on preventative measures. When making suggestions, please keep in mind that we are limited in action by state regulations.

1. If a child is exhibiting aggressive behavior, we will notify the parents in writing.
2. Listed below are the preventative measures that will be used to discourage aggression:
 - a. Redirection
 - b. Discussion
 - c. Thinking Time
2. If a child is still displaying aggressive behavior after all preventative measures have been tried, we will call the child's parents. The parent will have one (1) hour to pick up the child. The child will be able to return the next day.
3. If aggressive behavior cannot be brought under control after employing the above methods, the child will be dismissed from our care.

Volunteers:

Having additional adults to spend time with our children can be a benefit for all. JEEC is blessed to have volunteers from The Journey who donate their time to read books, go for walks, and sing songs with the children. We also encourage parents to become involved if their schedule allows.

Child Abuse Prevention and Reporting:

The care and welfare of the children in our Center is our primary concern. The staff of The Journey Early Education Center is required by law to immediately notify the local children's protection agency if there is a suspicion of child abuse or neglect.

Communication:

We understand that you want what is best for your child and that it is your job to advocate and protect your child. We value a strong relationship with parents and we encourage communication between parents and those providing care. We welcome you to let us know anything that might help us work more effectively with your child. We want you to share your thoughts, hopes, and dreams for your child.

Confidentiality:

Confidentiality of information is a very important aspect of our program. We are committed to maintaining privacy related to all children's information and records. We will not discuss your child's information with another parent, nor will we discuss another child's information with you.

Fundraising:

We make every effort to provide a facility and experiences for your child that will leave a lasting impression on him or her. We want your child to leave the Center not only ready for kindergarten but also with a thirst for knowledge and a fascination with discovery. Creating such a program is costly. Therefore, from time to time, we may participate in various fundraising programs. We encourage you, as parents, to support us so we can all enhance the education of our children.

Withdrawal:

JEEC requires a two week notice of withdrawal. The withdrawal form can be obtained from the director in the front office. Please complete and turn back in to the director.

Termination Policy:

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay may result in immediate termination
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook and contract policies
- False information given by the parent (verbally or in writing)

Collection:

Please note that if you leave owing JEEC money for any reason (including the 2-week notice), we will refer the matter to a credit reporting/collection agency for handling, and they will add all processing and/or court fees to your bill.

Revisions to Handbook and Contract:

A contract will be signed by all families at the time of enrollment and addendums to the handbook will be handed out when changes are made. We reserve the right to make changes in rates and policies as we deem necessary. When changes are made and addendums are passed out to parents, the parent handbook will be updated with those addendums. The parent handbook is always available online on our website at www.thejourneyeec.org. If there are any questions or concerns regarding any clauses in this handbook please do not hesitate to bring it to our attention.

Helpful Hints:

1. Have your child wear play clothes - Our work can be messy.
2. Make sure to send your child to JEEC with the appropriate outdoor attire. We go outside twice per day unless it is actively raining or it is below 40 degrees F.
3. Tennis shoes or sneakers are preferred for safety measures.

Sign and return this page to the provider

By signing below, I consent that I have received and read Journey Early Education Center's Parent Handbook and agree to comply with all provisions contained therein.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Provider's Signature

Date

Permission to Photograph/Video Child

On occasion, JEEC teachers/staff take pictures/videos of the children in our center for the purposes listed below. Please initial next to the purposes to which you will allow your child(ren) to be in photograph/video. The photo/video will not be released to any other person for any reason. You will be entitled to a copy of any photo/video taken by JEEC. If you do not wish for your child to be in photograph/video we will gladly respect that wish.

Please designate your choice below and sign where indicated

- _____ Classroom bulletin boards (Birthday, special recognition, JEEC event)
- _____ JEEC Newsletter (Birthday, special recognition, JEEC event)
- _____ JEEC Facebook Page (Birthday, special recognition, JEEC event)
- _____ JEEC Facebook Commercial

Parent/Guardian Signature

Date