

# Parent Handbook

For

# KIDS JUNCTION



*Where Kids & Quality Care Meet*

## *KIDS JUNCTION EARLY LEARNING CENTER*

### **POLICY: MISSION STATEMENT**

### **POLICY NO. 1**

Kids Junction's mission is to provide a quality, comprehensive early childhood environment for nurturing and facilitating the growth and development of young children.

### **POLICY: WELCOME**

### **POLICY NO. 2**

Welcome to our Kids Junction Family. Kids Junction is a child's "Home Away From Home". This means that we provide and ensure:

- ❑ Quality & Comprehensive care
- ❑ Loving relationships
- ❑ A safe and healthy environment for children
- ❑ Patience, warmth and understanding
- ❑ Open communication between parents and staff to help reinforce parent-child relationships.
- ❑ Individualized care to meet the physical, social, emotional, and intellectual needs of all children

The purpose of this handbook is to communicate what you can expect of the Kids Junction team. It also provides information regarding our expectations of your family. After reading this handbook. If you have any questions, please contact the Director.

### **POLICY: PROGRAM PHILOSOPHY**

### **POLICY NO. 3**

Our philosophy is based on the knowledge that children grow and develop when given opportunities to explore, create and problem solve with materials that are appropriate for their age and development.

Our goal is to provide a quality environment for nurturing and facilitating the growth and development of young children. We will achieve this through on going training, education, and experiences of our early childhood team and utilization of community resources.

Kids Junction is a play-based program, and is designed to provide a positive early childhood experience. We recognize that each child is a unique individual developing at their own pace.

The children will be offered enriching activities and materials that allow them to develop knowledge and practice skills in each of the developmental domains: physical, social, language, emotional and cognitive. This planning includes both

child-directed and teacher direct activities. Age appropriate activities will be planned for each age group, keeping in mind each individual child's special needs.

We believe that the single greatest factor in the quality of care your child receives is a comprehensive collaboration between parents, staff and the Director. This requires a commitment from all parties to strong, consistent communication. We encourage our parents to take a few minutes each morning and afternoon to exchange information with their child's teacher. We accept our responsibility of your child's early education with great reverence.

#### POLICY: LICENSING INFORMATION

#### POLICY NO. 4

Kids Junction is licensed by the State of Michigan Department of Human Services Bureau of Family Services, which means it meets or exceeds all requirements for Child Care Centers. These standards relate to the facility, staff, health and safety procedures, nutrition, teacher/child/ratios, and record keeping. The center is subject to inspection by state and city health, fire and licensing officials.

#### POLICY: ENROLLMENT

#### POLICY NO. 5

Enrollment at Kids Junction is open to children from 8 weeks until 8 years old. Applications for enrollment are accepted without regard to race, religion, sex or national origin.

All children are enrolled on a first come, first serve basis. A waiting list will be made when the age group has reached its capacity. As an opening arises, the first child at the top of the list will be given an opportunity to secure placement within the center. As openings arise, the next child on the list will be contacted and so forth.

All enrollments are subject to a one-month trial period to assure the appropriateness of the child care center's environment. Our staff will work closely with the parent and child during the adjustment period.

Parents can apply for enrollment of their child in Kids Junction by completing the Enrollment Agreement and paying a registration fee of \$75.00 for their child. The Registration Fee is non-refundable. This is an annual fee.

Initial enrollment is contingent upon receipt of the completed and signed enrollment agreement, registration fee, deposit, emergency information, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Kids Junction reserves the right to dismiss any parent or child at any time for failure to adhere to the policies set forth here.

Continued enrollment at Kids Junction is contingent upon the parent's emergency contact persons' and child's adherence to the policies and procedures of Kids Junction as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Kids Junction immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child (ren) being dis-enrolled from the program and forfeiture of any deposit.

## POLICY: TUITION

## POLICY NO. 6

### 6.1 PAYMENT SCHEDULE

Tuition is due on Friday by 6:00 p.m. before the week of care to be provided. Please make checks payable to Kids Junction LLC

### 6.2 LATE TUITION PAYMENTS

A late fee of \$20 will be charged if tuition is not paid by Friday at 6:00 p.m.

Once an account is more than one week in arrears, the child/children may not return until the account is paid up to date, including the current week.

There is no credit given for absences or holidays.

Children enrolled full time (for one year) will be allowed 1 week vacation per year. Vacation week must be taken (M-F) consecutive. The standard tuition rate is calculated to account for some absences. Fixed costs of staffing, rent, insurance, equipment, supplies, and utilities prohibit tuition adjustments due to: holidays, vacations and illness. This includes part-time enrollments.

Two weeks written notice is required for withdrawal from the program.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Kids Junction; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Director. A written contract with the terms of this agreement will be signed by both the parents and the Director.

### 6.3 INSUFFICIENT FUNDS

There will be a \$35 returned check fee charged for all insufficient funds charges. If at any time the bank returns a parent's check, all future tuition payments must be made by a money order.

### 6.4 SUBSIDIZED CARE

Kids Junction does accept childcare subsidies. However, a parent is responsible for all payments until an authorization letter has been received. After the calculation has been made of what amount will be covered by Family Independence Agency, the parent will be responsible for the remaining portion of tuition. Parents are responsible for completing all required paperwork on time. Once an authorization expires, parents will be responsible for full payment of tuition under the guidelines of the enrollment agreement until a new authorization is received. Parents receiving a child care subsidy are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

## 6.5 MULTIPLE CHILD DISCOUNTS

Kids Junction offers a multiple child discount for families with more than one child enrolled full time. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 10% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

### POLICY: CONFIDENTIALITY

POLICY NO. 7

Within Kids Junction, confidential and sensitive information will only be shared with employees of Kids Junction who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Kids Junction strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Kids Junction.

Outside of Kids Junction, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Kids Junction, persons with whom the information will be shared, and the reason(s) for sharing the information.

### POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

POLICY NO. 8

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Kids Junction are considered mandated reporters. Under this law, the employees of Kids Junction are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held

criminally responsible if they fail to report suspected abuse or neglect. We at Kids Junction take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Kids Junction can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ❑ Unusual bruising, marks, or cuts on the child's body
- ❑ Severe verbal reprimands
- ❑ Improper clothing relating to size, cleanliness, season
- ❑ Transporting a child without appropriate child restraints: car seats, seat belts, etc.)
- ❑ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ❑ Not providing appropriate nutrition for your child
- ❑ Leaving a child unattended for any amount of time
- ❑ Failure to attend to the special needs of a disabled child
- ❑ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ❑ Children who exhibit behavior consistent with an abusive situation

## POLICY: PARENT CODE OF CONDUCT

## POLICY NO. 9

Kids Junction requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Kids Junction is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Kids Junction, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on Kids Junction property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

### 9.1 SWEARING/CURSING;

No parent or adult is permitted to curse or use other inappropriate language on Kids Junction property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

## 9.2 THREATENING OF EMPLOYEE, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH KIDS JUNCTION:

Threats of any kind will not be tolerated. In today's society, Kids Junction cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated. Kids Junction will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

## 9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT KIDS JUNCTION:

State regulations prohibits any type of corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the Director and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an appropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or the Director.

Furthermore, it is totally inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

## 9.4 SMOKING

For the health of all Kids Junction children, employees and associates, smoking is prohibited anywhere on center property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Kids Junction. Parents who are smoking in their cars must dispose of the cigarette before entering the parking lot. **This is a State of Michigan mandated regulation.**

## 9.5 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF KIDS JUNCTION

While it is understood that parents will not always agree with the employees of Kids Junction or the parents of other children, it is expected that all disagreements be handled in a calm, professional and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

## 9.6 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Kids Junction takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Kids Junction. Any parent who shares any information considered confidential, pressures employees or other parents for information that is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

### POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

### POLICY NO. 10

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Kids Junction, as provided by law.

In cases where the child is the subject of a court order, (e.g., custody Order, Restraining Order, or Protection from Abuse Order) Kids Junction must be provided with a CERTIFIED Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent (s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Kids Junction, both parents shall be afforded equal access to their child as stipulated by law. Kids Junction cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Kids Junction suggests that the parent keep the child with them until a court order is issued, since our rights to retain the child are secondary to the other parent's right to immediate access. Kids Junction staff will contact the local police should a conflict arise.

## 10.1 VISITORS

Visitors are asked to schedule appointments with the Director, and are allowed in the childcare facility only at the discretion of the Director. An employee of Kids

Junction will accompany visitors at all times, throughout the center. Parents of children enrolled may visit at any time.

**POLICY: DISMISSAL**

**POLICY NO. 11**

Kids Junction reserves the right to terminate enrollment at any time for failure to adhere to the policies stated in this handbook.

The child may be dismissed from the program for, but not limited to, the following reasons:

- a. They are consistently absent.
- b. They do not meet with the health requirements.
- c. The parent fails to follow the program policies.
- d. The program at the Center is determined to be an inappropriate setting for that child.
- e. Payment is more than (1) week behind.

Once dismissal has occurred, any past due balances must be paid within 30 days. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Kids Junction will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Kids Junction.

**POLICY: WITHDRAWAL**

**POLICY NO. 12**

Two weeks written notice is required when withdrawing a child for any reason. Please notify the Program Director if planning to withdraw your child from the Center. A minimum of two weeks prior written notice is required. Parents are required to pay all fees for the program in which their child is scheduled if a two-week notice is not provided. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal.

Parents who wish to change their child's days or times of enrollment at Kids Junction must submit a request to do so two weeks in advance of the proposed change.

The Director will notify the parents within three working days if that schedule change is an available option. A schedule change will not be considered final until a new fee agreement is signed. If the requested schedule is not available, parents may choose to continue with the current schedule until the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Director receives the schedule change will be used to toll the two weeks notice required for withdraw.

**POLICY: COURT ORDERS EFFECTING  
ENROLLED CHILDREN**

**POLICY NO. 13**

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Kids Junction must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Kids Junction administration, both parents shall be afforded equal access to their child as stipulated by law. Kids Junction cannot, without a court order, limit the access of one parent by where one parent does not want the other parent to have access to their child. Kids Junction suggests that the parent keep the child with them until a court order is issued.

**POLICY: ARRIVAL PROCEDURES**

**POLICY NO. 14**

Upon arrival we ask that you bring your child into the Center. Parents are asked never to drop children off and allow them to enter the Center unattended. Please sign your child in on the sign-in sheet located in the reception area. Please help your child put away their belongings and be settled for the day.

Some children exhibit separation anxiety when it is time for their parent to leave. Kids Junction believes it is best for parents and child to develop a consistent routine for parental departure. (An example would be telling the child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure.) The employee present in the classroom will comfort and assist the child through the anxious time. It is best to stick with the agreed upon plan even when the child is exhibiting signs of distress. The professional employees of Kids Junction will contact the parent to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or the director. These special instructions include but are not limited to: Early Pick Up. Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware to best meet the needs of your child throughout the day.

#### 14.1 NOTIFICATION OF ABSENCE

Parents are asked to contact the center if a child will be arriving late or not attending that day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Kids Junction will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from the center.

#### 14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

Kids Junction reserves the right to refuse admission to any child at any time for the following reasons:

1. Staff deems the child too ill to attend.
2. Parent's failure to maintain accurate, up to date records.
3. Parents' failure to complete and return required documentation in a timely fashion.
4. Parent's failure to make timely tuition payments.

#### POLICY: PICK UP PROCEDURES

#### POLICY NO. 15

Parents or other authorized adults are required to sign their child out. The sign out sheet is located in the reception area. Once a parent signs their child out. The parent is then solely responsible for supervising their child while on center premises. The parent may not allow a child to wander through the center, bathrooms, other classrooms and/or playground.

Parents are requested to handle all business issues before signing out their child. Since children are proud of their accomplishments, we encourage parents to allow a few minutes at the end of the day to review their child's accomplishments and provide appropriate praise. Please check in your child's designated area (cubbies or baskets) for project and notes to take home.

Parents or persons designated by parents are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. The parent may discuss the issue with the Director immediately. A telephone or on site conference may be scheduled at a more appropriate time.

#### 15.1 LATE PICK-UP:

There are state regulations that require a specific caregiver/child ratio at all times. In order to comply with the ratios as amended in the state licensing regulations, our caregivers' start times are coordinated according to the children's scheduled arrival times. Therefore, we request that you adhere to the scheduled arrival and pick-up time that you have established to assist us in ensuring the required ratios.

If you know you are going to be detained at the end of the day, please notify the Center's Director so that reassurance can be made to your child.

Please remember, all care beyond 6:00pm is considered extended care and will require a late fee. The late fee is (\$1.00/minute) per child and must be paid directly to the staff member caring for your child upon arrival. A child's services can be terminated should the child be picked-up late more than 3 times in one month. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

#### 15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff at Kids Junction will contact local police and/or the other custodial parent should a parent appear to the staff of Kids Junction to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Kids Junction staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff to be under the influence of drugs and/or alcohol will be denied access to

the child. The staff of Kids Junction will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### 15.3 EMERGENCY FORMS

At enrollment, parents will be presented with an Emergency form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Kids Junction. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Emergency form will be required to provide a photo ID before the center releases the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Kids Junction reserves the right to refuse/ban any person listed on the Emergency Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency Form of the policies/procedures contained herein.

POLICY: CENTER CALENDAR

POLICY NO. 16

### 16.1 HOURS OF OPERATION

Kids Junction Early Learning Center is open year round. The center offers childcare from 7 a.m. to 6 p.m., Monday through Friday.

### 16.2 HOLIDAYS

Kids Junction will observe the following days as holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. If the holiday falls on the weekend, the program will close in accordance with local observances.

FULL TUITION IS CHARGED FOR THE ABOVE HOLIDAY WEEKS.

The Center Director may choose to close the center between Christmas and New Years. The Director will poll the families to see if there is a need for the center to remain open during this time. If there is not enough need, the center will close. If the center chooses to close during this time, payment is expected for the above holidays and not the other days closed. As much notice as possible will be given to our families.

### 16.3 PROFESSIONAL TRAINING DAY

Our staff will attend NAEYC (National Association for Education of Young Children) an Early Childhood Workshop in Grand Rapids, Michigan. It is usually the first Friday in March. \*\*Prior notification is given regarding the specific Friday in March NOTE: The rates will remain the same during the weeks in which this training day falls.

### 16.4 VACATION

Children that attend the center full-time (five full days) will be allotted one week of vacation after one year of enrollment. A two-week notice is required to receive the vacation week free of tuition. This week must be taken all at once.

### POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

POLICY NO. 17

In instances when the center is closed due to inclement weather, Holidays, or Acts of God, tuition will be charged as usual so that we may continue to maintain the facility and pay our staff. All efforts will be made to keep these days to a minimum, however, when they do occur, we will contact the local media, television and radio to inform the parents or legal guardians.

Should the center need to close in the middle of the day, the center staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Kids Junction has a great concern for the health and safety of the children, parents, and staff as they travel to and from the center, particularly in winter. Kids Junction will therefore close the center on days that **Utica Community Schools** close for inclement weather or dangerous temperatures, or if there is a power outage or other "disaster" beyond our control. If Utica Community Schools is already closed due to Winter break, etc., and the closings due to inclement weather would not be listed, then Kids Junction families will be notified by phone or text. As always please feel free to contact our Director/Mary at 586-801-7697.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 3 school days. If the closure extends beyond 3 days, parents will have their tuition credited to their account.

## POLICY: CURRICULUM INFORMATION

## POLICY NO. 18

Our center provides children with the chance to interact with their environment and express themselves through art, blocks, dramatic play, science, open-ended activities, music and socialization. Your child is provided with an environment in which he/she can learn through play. The program is designed to create an atmosphere that encourages social interactions and self esteem among children.

Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

Our qualified, caring staff will be positive role models, interactive facilitators, and trusting resources for the children as they experience our rich, child-based curriculum. They will accomplish this by planning and implementing developmentally appropriate activities that meet individual and group needs through quality literacy experiences, creative expression, hands-on experiences, a balance of quiet and active times a balance of indoor and outdoor activities, and a balance of individual, small and large group activities.

### 18.1 DAILY SCHEDULE OF ACTIVITIES

Individualized schedules are available for each age group.

### 18.2 STAFF TO CHILD RATIOS

Infant/ young toddler-	(2 months - 29 months)	1 adult:	4 children
Older toddler-	(30 months - 36 months)	1 adult:	8 children
Young Preschool	(3-4 years)	1 adult:	10 children
Preschool	(4-5)	1 adult:	12 children
School age	(5-8 years)	1 adult:	20 children

This is the maximum number of children per caregiver as required by the State of Michigan Department of Human Services Bureau of Family Services.

We as a family center will do our best to maintain lower ratios

### 18.3 BIRTHDAY/HOLIDAY CELEBRATIONS

Kids Junction enjoys the celebration of the birthday of any of our extended family members including children, faculty and parents. Parents may send in special

treats for the class for birthday celebrations and special occasions. Please inform your child's teacher of your plans a few days prior to the occasion so that they may plan accordingly. The teacher will create a special birthday crown for the child to make this a special time.

Special holidays (Thanksgiving, Christmas, Valentine's Day, etc.) will be recognized and/or celebrated at the Center. Parents will be notified in advance of designated "celebration" days and special plans for the children.

#### 18.4 PARENT/TEACHER COMMUNICATION

Teachers are always available to discuss your child's progress, accomplishments, and/or difficulties at home and at the Center. Parents are encouraged to meet individually with their child's teacher at least twice a year for a more in depth discussion of their child's progress.

A Daily Report will be maintained by the respective caregiver reflecting sleeping patterns, food consumption, urination and bowel movements, and developmental progress. Parents will be kept abreast of all developments and "milestones".

Preschool and school age children will have a classroom "daily agenda" documenting the activities and learning that transpired that day.

We feel that communication between the center staff and parents is essential. We appreciate your sharing with us any insight into your child's life that could influence his or her progress at the center. We make every effort to communicate to you daily, the kind of day that your child had at the center.

Our monthly newsletters keep parents informed of our center activities. The newsletter includes announcements, notes regarding upcoming events and news about group activities.

#### PHOTOGRAPHS AND PUBLICITY

From time to time, photographs of the children participating in our program may be taken and appear in local newspapers or brochures. Your permission for photographs including your child's name is necessary to be kept on file.

**State of Michigan licensing states the following regulations regarding discipline:  
R400.5107 Rule 107 Discipline**

1. Staff shall use developmentally appropriate positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation.
2. Staff shall be prohibited from using the following as a means of punishment:
  - a. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
  - b. Restricting a child's movement by binding or tying him or her.
  - c. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
  - d. Depriving a child of meals, snacks, rest, or necessary toilet use.
  - e. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
3. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.
4. A center shall have a written policy regarding the discipline of children. This policy shall be furnished to parents and staff.

We at Kids Junction believe that the best form of discipline evolves from having the following components in each classroom:

1. Consistent, knowledgeable and profession staff
2. A clear and positive set of classroom rules developed with participation from the children.
3. A consistent and predictable daily routine/schedule.
4. A well-organized and labeled classroom equipped with an adequate amount of developmentally appropriate materials.
5. The classroom is arranged in a way that facilitates learning.
6. Developmentally appropriate expectations for children.
7. Positive redirection
8. Logical and appropriate consequences.
9. Model appropriate behavior.
10. Ignore minor misbehaviors
11. Stay consistent.
12. Teach children problem solving techniques
13. Treat children as individuals and respect their needs, desires and feelings.
14. Acknowledge when children are making good choices.
15. Teamwork and communication with parents.

Positive developmentally appropriate discipline will be used when necessary to reinforce appropriate behavior. Staff shall never make a child feel a lack of self-esteem or self-worth. There is no form of physical punishment that will be deemed acceptable.

**APPROPRIATE FORMS OF DISCIPLINE THAT MAY BE USED:**

Discussing with the child what type of behavior is acceptable.

Review the choices that the child has made.

Discuss what choices are appropriate.

Redirect inappropriate behavior.

Loss of privilege of participating in activity where inappropriate

behavior occurred.

Group problem solving with teacher and children who are having a conflict.

POLICY: ARTICLES FROM HOME

POLICY NO. 20

Children are encouraged to bring a favorite blanket or stuffed animal to the Center. Oftentimes this helps the child feel comfortable and secure during the initial transition period. Please be sure that your child's name is clearly marked on all items brought to the center. So that we can minimize the loss of personal belongings. In the event of a missing item, please notify us promptly. The Center, however, will not be responsible for lost blankets or articles should they be taken home by mistake.

Children who may reside in dual households often have items that need to be transported to and from these homes. For the safety of the children and their belongings, these items must be labeled and left in the office.

POLICY: DRESS CODE

POLICY NO. 21

### 21.1 CHILDREN CLOTHING:

Dress your child for action!

Comfortable play clothes, appropriate for climbing, floor play, exercise, experiences with water, paint, clay, paste, or sand are must suitable. Smocks will be worn during painting and every effort will be made to keep glue and markers off of clothing, however, accidents do happen. Children will be learning to dress themselves, including putting on their own shoes. Choose sizes and styles of clothing and shoes that your child can handle him or herself. We encourage independence in dressing, most especially to go outdoors, and this will ease many frustrations. Tote bags or backpacks are also handy to carry items to and from the center for the children. Rubber sole tennis shoes are recommended and socks must be worn at all times. Open toed sandals and "jelly" shoes do not always stay on feet, however, can be worn with socks.

Since the program does include playtime outdoors, send daily outerwear. This would include hats, gloves, snow pants, and boots in the winter and jackets and sunscreen for spring and summer.

Outdoor play is required unless a documented medical reason is given. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Children are required to have two seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks and shoes. Teachers will post

reminders for parents to update changes of clothing as the weather begins to change.

**All clothing items must be clearly labeled** with the child's first and last name. This includes, coats, hat, gloves, scarves, snow pants and boots. Kids Junction is not responsible for lost or damaged items of clothing.

## DIAPERS

Parents are responsible for providing an adequate supply of disposable diapers and diaper wipes. Please label with your child's name and given to staff members upon request. Infants and toddlers must have two complete changes of clothing, including socks, left in a labeled bag at the center for staff use in an appropriate situation. Wet or soiled clothing will be bagged by the staff and must be taken home by parents daily. Please provide any diaper ointments, or powders that you wish to be used on your child. Staff will monitor inventory of supplies and will give as much notice as possible when supplies need to be replenished.

## TOILET TRAINING

Kids Junction believes that toilet training should be started at home by a child's parents. We will support your efforts to help your child become toilet trained. Staff will encourage and assist your child in his or her attempts at independence and will offer praise when your child tries or is successful. We make every effort to follow your directions to ensure consistency between home and the center whenever possible.

We require the use of pull-ups during toilet training. When a child is toilet training extra changes of clothing should be on hand and furnished by the parents.

## JEWELRY

It is not recommended that children wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. Please see director for additional information if your child has pierced ears.

## 21.5 PARENTS

Parents' will be required to remove their shoes before entering the infant/toddler area. This will reduce the risk of injury to a child on the floor, will help to reduce illness and maintain a clean floor. Parents can simply leave their shoes outside the classroom before entering.

Parents are invited and encouraged to be involved in their child's school activities. We would like the Center to be thought of as an extension of your home and family and thereby welcome every opportunity to make you feel that way too!

Any parent who volunteers in the classroom on a regular basis (regular defined by licensing regulations as "someone who has contact with the children at least 4 hours per week for more than two consecutive weeks.") will be required to pay for and secure all criminal background checks, physical and TB tests as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions, and/ or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

### 23.1 PRE-ENROLLMENT REQUIREMENTS

A completed pre-enrollment packet of information is required for each child. This packet is to be returned to the center's office before the child's first day of attendance.

- Information Card– all spaces completed.
- A copy of your child's immunization record
- Health Appraisal Form (both sides filled out)
- Registration fee, one-week deposit and first week's tuition.
- Signed Tuition Policy Agreement
- Signed Receipt of Parent Handbook
- Birth Certificate
- Food Policy
- Medical Policy Consent Agreement
- Infant Policy Agreement (if applicable)

### CHILD INFORMATION CARD

The Child Information Card is kept on file for each child enrolled at Kids Junction. In case of illness or injury, these cards are used to notify you, or the person designated by you, of your child's status. It is important that this information be kept current, especially with correct telephone numbers. Please provide names of at least two other adults that have permission to pick up your child in case of emergency. In an emergency situation the child's parent will be

called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached. Only the person(s) named on this card will your child be released to. If this person is unfamiliar with us, photo type identification must be furnished when calling for your child (for example, a valid Michigan Driver's License or state issued ID Card).

## IMMUNIZATION RECORD

All children are required to have a complete up to date immunization record on file at Kids Junction. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Director for an immunization waiver form. Immunizations may be waived for certain reasons. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

## HEALTH APPRAISAL FORM

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Kids Junction. The Physical Examination Form, indicating the child's fitness to attend Kids Junction, must be completed by a licensed healthcare professional and returned to the Director within the first 30 days of enrollment. The physical is valid for one year. A new form must be completed annually.

## 23.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization Emergency Card for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director.

Parents must also execute a "Release and Waiver of Liability for administering Emergency Treatment to Children with Severe Allergies form. This form releases Kids Junction from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Sever Allergies" form, provided Kids Junction exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

## 23.3 COMMUNICABLE DISEASES

To protect your child, the staff, and the other children, we request that your child not be brought to the child care center when any of the following occur:

The child shows any one of the following symptoms:

Sluggishness or unusual drowsiness without explanation

Extreme irritability or inconsolability

Difficulty with breathing

Diarrhea

Blood or mucus in stool

Vomiting

Conjunctivitis (Pink Eye)

Mouth sores or drooling

Unexplained rash

The child has an oral temperature of 100' F or more.

The child cannot participate comfortably in routine activities.

The child needs more care than the staff can give while they care for the other children.

Kids Junction follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within one hour of notification by phone. If a parent is reached, but cannot pick their child up within one hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. A doctor's note stating they are no longer contagious and can return to the program maybe required. Kids Children who are ill with a contagious disease may not attend Kids Junction. If your child becomes ill while attending the center, you will be called to take your child home. Until you arrive your child will be separated from the other children and under staff supervision will be kept comfortable.

The director of Kids Junction will determine if a child is too ill to remain at the center. Any child experiencing any of the following symptoms will be sent home:

Vomiting

Diarrhea

Conjunctivitis (eye infection commonly referred to as "Pink Eye")

Any unidentified rash other than diagnosed allergy.

Excessive cough or nasal discharge  
Any type of communicable diseases, i.e., Chicken Pox, Bronchitis, Measles, Impetigo, Influenza, Lice, etc.)  
Fever of 100°F or higher

#### RETURNING TO CENTER AFTER ILLNESS

If your child is sent home with a fever or diarrhea, he/she must be fever or diarrhea free for 24 hours (\*without medication aid) before he/she may return to the center. Kids Junction reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

A child diagnosed with a bacterial infection must be on antibiotic for 24 hours before returning. A child with excessive cough or nasal discharge must be free of excessive cough, green or yellow nasal discharge.

Any rash must have subsided or must be determined not to be contagious by a doctor in writing) before the child may return.

Children are required to be excluded from the center for loose bowel movements that occur two or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child is sent home from Kids Junction, he/she may not return for 24 hours (not the next morning) Unless you have a physician's note stating that your child is not contagious and may return to the center.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Kids Junction will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information. By law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school

#### 23.4 BITING

Kids Junction recognizes that biting sometimes occurs in young children. Toddlers, especially, will often use biting as a form of communication. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. Kids Junction will strive to minimize biting accidents. The Program Director will inform the parents of the biting child and work with them and their child to change this behavior. Biting is very serious and is

unacceptable. If the biting is aggressive, breaks the skin, and does not lessen within a reasonable period of time, or diverts an inordinate amount of staff time away from the other children and the program, Kids Junction Early Learning Center may temporarily disenroll the child until the biting has stopped.

Children older than 3 years of age may be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed. The staff of Kids Junction cannot discuss the medical history of any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

### 23.5 DISPENSING MEDICATION

Kids Junction will only dispense over-the-counter and or/prescription medication that is in original labeled containers.

Parents are required to complete a Medication Form weekly for the medication that is to be dispensed. Medication Forms can be found in your child's classroom.

#### PRESCRIPTION MEDICATION

Medication will be given only after a medication permission form has been filled out. The medication must be in its original container with the following information on the label: child's name, pharmacy name and phone number, physician's name and dosage.

All medications (both over-the-counter and prescription) must be signed in on the center's medication form. All medications are stored in a locked area inaccessible to children. Medications will be administered and logged on the medication form. The center cannot administer medication that is expired or prescribed for another person. Kids Junction will store all medication in a locked cabinet. Medication that requires refrigeration will be kept in the refrigerator of the kitchen.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced before the expiration date.

Parents are encouraged to request the pharmacist provide two prescription labeled bottles when filling the prescription. For the convenience of the parent, this allows one bottle to stay at home and one to stay at the center.

## OVER-THE-COUNTER MEDICATION

Written permission from the parent is necessary to administer any over-the-counter medication. Written permission must be current and for the specific illness or pain prevention. All medications must be in its original container and labeled for the specific child. Tylenol (or any fever reducing medication) will not be given to bring fever down so child can remain at the center. If a medication form is on file at the center for your child fever reducing medications can be given to reduce fever until parent arrives. Parents are required to supply an unopened bottle of the fever reducing, pain medication clearly labeled with their child's name. Before administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact or, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

An individual Medication Form must be filled out for each medication and signed by the parent or legal guardian.

## TOPICALS

Topical applications, such as diaper rash ointment, petroleum jelly, sunscreen, and insect repellent can be administered with the written consent and instruction of the parent that correspond to the manufacturer's direction with the label. All bottles and jars should be clearly labeled with the child's name.

## 23.6 EMERGENCY/FIRE DRILLS

Kids Junction conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into/out of the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designate will inform each classroom teacher that the center will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real/fire emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration.

### 23.7 INCIDENT/ACCIDENT REPORT

Should your child be involved in an incident/accident during the course of the day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in the family's mailbox.

Parents or persons designated to pick up the child are required to sign any incident/accident reports from the day at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. The parent may meet with the Director immediately. The parent may also schedule a telephone or face-to-face meeting at a more convenient time.

### 23.8 EMERGENCY CARE

In the event of serious illness or injury to your child while at the Center, the following procedure will take place:

Staff will administer necessary first aid

Parents will be contacted immediately

If situation warrants, child's physician will be contacted for medical direction.

If emergency warrants, an ambulance will be contacted, and child will be taken to hospital emergency room.

The Program Director and staff are required to take an emergency first aid course, as well as a Cardiopulmonary Resuscitation (CPR) course within the first few months of employment and annual refresher

### 23.9 FIRE ARMS AND WEAPONS POLICY

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

INFANT / TODDLERS

Parents are responsible for providing baby food, breakfast, am snack, lunch, pm snack and all formula, milk and juice.

Children enrolled in the infant through 2 ½ year old class must have all formula/breast milk, milk, bottles prepared and labeled with the baby's name and date each day the child is in attendance. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a container of warm water before feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Children will not be fed directly from baby food jars. Solid foods such as fruits, cereals, vegetables, etc., should be sent unopened in the original jars. If you send food prepared at home by you, you must label the container identifying what is in the jar, in addition to the date and your child's name. Refer to Infant Policy Agreement for additional information.

Parents are required to complete a feeding schedule for their child as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

PRESCHOOL AND OLDER CHILDREN

Parents are required to provide breakfast, lunch, snacks, milk, juice. Please do not allow your child to bring sodas.

**SNACKS:** Some suggestions for snack are: fresh fruit such as grapes or apples, grain products such as cereal mix, graham, saltine or cheese crackers, yogurt, and whole milk or 100% fruit juices.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Our preschool children are given an opportunity at setting the tables and serving themselves, which often develops assurance, responsibility and a feeling of importance.

Kids Junction never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Kids Junction offers children breakfast at approximately 8:00-8:30 am, a morning snack at approximately 10:30 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 3:30 p.m.

Juice, milk, etc. MUST BE STORED in original carton and labeled with child's name and date opened. (For children age 2 ½ and older). This follows childcare licensing rules.



Kids Junction is a Peanut-Free/Nut Free Zone. For the safety of children who have life-threatening peanut/nut allergies, please do not bring peanuts or nut products into the center. Thank You.

#### POLICY: REST TIME

#### POLICY NO. 25

Infants under age 12 months will rest in cribs. A labeled pacifier and/or article are welcome. Toddlers (if appropriate) and preschoolers will rest on cots designed for children of these ages.

A fitted crib sheet and blanket (BOTH CLEARLY LABELED) for naptime should be brought to the Center for your child to use and they will be sent home weekly to be laundered. We discourage sleeping bags for sanitary and storage purposes. It is not convenient to launder sleeping bags weekly.

Forced naptime is not practiced at Kids Junction. If a child is not tired, they are not forced to sleep but will be expected to rest quietly. Soft music or a story are offered daily during rest time.

#### POLICY: PHOTOGRAPHS

#### POLICY NO. 26

There may be photographs taken periodically of children at the Center for special promotions or internal displays. The Photograph Authorization is described on the Contract Agreement Form, required prior or at the time of your child's admission.

#### POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY

#### POLICY NO. 27

Kids Junction understands and supports maintaining a happy and balanced family. A vital component of this is parents taking care of their own needs. This often includes the need for someone to care for your child outside of your working hours. On occasion, Kids Junction will offer parents evenings out. On these evenings, we will provide care from 7pm-11pm. These evenings will be posted one month in advance and space will be limited on a first come first serve basis.

We understand that arrangements may be made by parents for staff to provide after hour care outside of Kids Junction. Kids Junction cannot be held responsible for the conduct or services provided by the individual providing services.

Kids Junction Early Learning Center  
8111 Wiloray  
Shelby Twp., Mi 48317  
(586) 726-2005

Director: Mary Myers  
**Email:** [kidsjunction@gmail.com](mailto:kidsjunction@gmail.com)

KIDS JUNCTION EARLY LEARNING CENTER  
8111 WILORAY  
SHELBY TWP., MI. 48317  
(586) 726-2005

FORM A

Parent Handbook Confirmation of Receipt

I/We, the parent(s)/legal guardian(s) of, acknowledge that I/We have received a copy of Kids Junction Early Learning Center's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understand the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/ We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Kids Junction Early Learning Center and the parents. Kids Junction Early Learning Center reserves the right to alter, amend or otherwise modify these guidelines, in its sole discretion, without prior notice.

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

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

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

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

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

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



"We don't stop playing because we grow old: We grow old because we stop playing."

~George Bernard Shaw~