

Just Us Kids Child Development Center



PARENT HANDBOOK

Dear Parents:

Welcome to Just Us Kids Child Development Center (JUK).

Our Parent Handbook is intended to be used as a guide while your child is attending JUK. The information about JUK's policies and operating procedures will enable you to assist your child while he/she is with us and to answer any questions you might have.

A contributing factor to the success of JUK is the communication system we try to maintain between parents and the center. In an effort to keep the program running smoothly and efficiently, thus meeting the needs of all our children, we ask your cooperation in a number of areas. Please read this handbook carefully, become familiar with all the rules, procedures, and requirements of enrollment, and keep it as a reference throughout your association with JUK. The Board of Directors welcomes any written comments regarding the Center's policies and procedures for consideration in future handbook revisions.

We encourage you to visit the Center at any time. Our staff is available to help you in any way they can. We look forward to having your child join us and working with you as a partner in meeting your child's developmental needs.

Sincerely,

Just Us Kids' Board of Directors

The policies contained herein are current as of March 2021 and supersede any prior versions of the JUK Parent Handbook.

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GENERAL INFORMATION

Just Us Kids Child Development Center (JUK), sponsored by the Department of Justice, opened in May 1992. It is private non-profit corporation run by a Board of Directors comprised of current JUK parents, Department of Justice employees, the Center's Director, and others from the community. The Center is licensed by the GSA and the District of Columbia Office of the State Superintendent of Education (OSSE), and follows standards set and is accredited by the National Association for the Education of Young Children (NAEYC).

Center Philosophy

We believe that when children are away from home, they need a special community where they feel safe and well-cared for. Just Us Kids is dedicated to the developmental philosophy that children learn by doing; and that they prosper when their individual, social, emotional, intellectual and physical developmental needs are recognized and supported.

The Center is designed to provide a safe, nurturing environment that will best ensure that the developmental needs of children are met and that their stay at the Center is both enjoyable and beneficial. We support family relationships and encourage families to become actively involved in Center activities. The Center operates in accordance with all federal and D.C. nondiscrimination laws and does not discriminate on the basis of religion, gender, disability, race, color, creed, national origin, sexual orientation, marital status, or pregnancy.

Mission Statement

Just Us Kids will:

- Provide a healthy, safe and secure environment for children ages three months through five years.
- Encourage each child in his/her developmental growth by providing an environment that encourages learning through action, inquiry, and exploration.
- Help each child gain better control and understanding of his/her body through interaction with the environment, materials, and equipment.
- Help each child develop language skills that will enable him/her to express thoughts and feelings as well as to increase knowledge.
- Promote a good self-image within each child through an environment that encourages independence, decision making, caring for, and sharing with others.
- Help each child develop social skills so s/he can successfully interact with other children and adults.
- Encourage staff to be cooperative and informative partners with parents in their child's development and to be sensitive to the family's child care needs.

Program Goals and Objectives

Just Us Kids will provide children with a well-integrated, developmentally-appropriate curriculum. Staff trained in early childhood education will observe both individual children and their class groupings to accommodate the social, emotional, physical, and intellectual needs and interests of each child. JUK utilizes the *Creative Curriculum for Infants Toddlers and Twos* and the *Creative Curriculum for Preschool*, a comprehensive, developmentally appropriate system that promotes children's social-emotional development and learning in

the core areas of literacy, mathematics, science, and social studies.

In the Infant Program, staff will seek to provide a calm, supportive environment that is tailored to each infant's individual needs and schedule, as age-appropriate, and understanding that as the baby grows, their needs and schedules adjust to meet that growth. Individual sleep and eating routines will be followed by a caregiver specifically assigned to each child. Opportunities for daily walks, music and language enrichment, physical exploration, and quiet/active play will be interspersed into consistent, nurturing care. Staff will communicate daily with parents on details of their child's schedule, health, and developmental milestones.

Staff in the Toddler Program will engage children in an expanding array of challenging activities. To support toddlers' increasing mobility and exploration, staff will provide opportunities for extensive daily outdoor play and a physically safe but stimulating indoor environment. As toddlers strive for greater independence, staff will encourage language expression and extend vocabulary with stories, songs, and finger-plays. Staff will encourage toddlers to develop their self-help skills to feed and dress themselves and care for their environment.

As children enter the Twos Program, (young preschool age), in addition to the *Creative Curriculum*, staff will begin to expose them to "Museum Magic," a museum-based curriculum developed for the Smithsonian Early Enrichment Center, and licensed for use at Just Us Kids. Museum Magic uses fifteen content areas or units to foster children's critical thinking and problem-solving abilities. Staff will have extensive training and use of curriculum resources to implement such topics as "Clothes We Wear," "Around The World," and "Transportation." Using a hands-on approach to learning, staff may use the extensive facilities of the Smithsonian Institution to expand and enrich content areas with older preschoolers, and may also include the enriching opportunities of the greater Washington community.

As preschool children encounter increasingly complex social and group situations, staff in our Threes and Fours Programs will support their ability to interact with others in an appropriate, constructive fashion. The Center's curriculum will continue to support their expanding development.

Each year, we will provide parents with a Parent Survey, so that you can give us input on how we are doing meeting these program goals and objectives. We greatly appreciate your constructive feedback.

ENROLLMENT

Waiting List

Parents may apply to get on our waitlist as soon as you know you are expecting or have begun the process of adopting a child. Applications are kept in chronological order of when families apply to JUK and families are ranked by application date within the priorities below. A non-refundable application fee is required at the time of application in order to place a child of any age on the wait list. Please see our website for more information at www.just-us-kids.org.

Priority for Enrollment:

Factors for Selection of New Enrollees

Consistent with best practices among child development centers in determining selection of new enrollees, JUK considers *many* factors when administering the enrollee selection process, of which waitlist application date is only one. The priority categories for enrollment at JUK are:

1. Children with at least one sibling currently enrolled at the Center **and** one parent or legal guardian currently employed by the Department;
2. Children with at least one parent or legal guardian currently employed by the Department;
3. Children with at least one sibling currently enrolled at the Center and one parent or legal guardian currently employed by any other federal agency;
4. Children with at least one parent or legal guardian currently employed by any other federal agency;
5. Children with at least one sibling currently enrolled at the center and with no parent or legal guardian employed by other federal agency; and
6. Children with no parent or legal guardian employed by any federal agency.

The factors that JUK will consider *include*:

1. A child's category of priority;
2. The age range the Center needs to fill within the classroom where a vacancy occurs (a young toddler departing the Center may need to be replaced with an older toddler for reasons relating to grouping of age cohorts);
3. The planned schedule for movement of children throughout the Center to the next classroom up, taking into account age and developmental progress;
4. The permitted number and ages of children in each classroom, as regulated by the District of Columbia and the National Association for the Education of Young Children;
5. A child's waitlist application date compared with that of other similarly situated children.

JUK reserves the right, in its sole discretion, to interpret and administer the above guidelines in a manner consistent with the best interests of JUK and the children in

its care.

Admissions Policy

- a. A child must be three months old before being admitted into the Center.
- b. To ensure continuing enrollment for each child in an age-appropriate classroom each year, enrollment for each age group will be limited.
- c. Once an offer for enrollment has been extended, the prospective parent(s) must accept or reject such offer, including submission of an enrollment agreement, payment of a non-refundable, one-time enrollment fee (per family), and payment of a security deposit (per child, which is refundable only in the circumstances described below), within seven (7) calendar days, absent extenuating circumstances as determined by the Director in the Director's sole discretion.
- d. If an offer for enrollment is accepted, it is expected that the child will enroll on a date specified by the Director, as determined in the Director's sole discretion after consultation with the parents. The parent(s)' responsibility to pay tuition begins on the enrollment date, regardless of when the child begins physical attendance at the Center.
- e. If an offer for enrollment is accepted and the child is withdrawn before the enrollment date specified by the Director, the security deposit is refundable only if the parents notify the Director of the child's withdrawal from the program AT LEAST FOUR WEEKS prior to the assigned enrollment date, absent extenuating circumstances determined by the Director in the Director's sole discretion.
- f. Once a child has enrolled at the Center, the child may continue to attend the Center until such time as the child matures beyond the ages served by the Center, so long as the continued enrollment of the child remains in the best interests of the child and the Center, as determined by the Director in the Director's sole discretion.

Children shall be eligible for admission to JUK without regard to the child's religion, gender, disability, race, color, creed, or national origin, and without regard to a parent or guardian's religion, gender, disability, race, color, creed, age, national origin, sexual orientation, marital status, or pregnancy.

Enrollment

After a child is selected for enrollment and the family has submitted its enrollment agreement and paid their enrollment fee and security deposit(s), the parent(s) will be required to submit a medical and developmental history, a release authorization, and emergency information forms for each child. No child will be admitted to JUK without the appropriate paperwork in

place.

All children are required to have a physical examination form completed annually by a licensed medical professional in order to attend JUK. The physical examination form must be updated throughout the year to include the child's current immunization records.

Children whose immunization records are not up to date per the recommendations of D.C. Department of Health and the American Academy of Pediatrics will not be admitted to JUK. Immunizations may be waived for certain reasons. Parents are required to have a waiver on file in place of an immunization record so that JUK can maintain compliance with licensing regulations.

Children age three and above are required to have a dental assessment form completed annually by a licensed dental professional.

JUK may temporarily suspend a child's enrollment until appropriate medical, immunization, and dental records are in place. In this instance, parents will be required to continue to make tuition payments to ensure continued enrollment of their child.

JUK cannot temporarily enroll alumni children for drop-in care on days when their regular school may be closed.

Withdrawal

Parents may withdraw their child from the program at any time. Upon withdrawal, the security deposit is only refundable if tuition payments remain current and if the parents notify the Director of the child's withdrawal from the program **AT LEAST FOUR WEEKS** prior to the child's withdrawal from the program.

Withdrawal and subsequent re-enrollment will entail submitting a new registration form and fee as well as being placed on the bottom of the waiting list within the parent's registration category.

Tuition

Tuition is due every two weeks on the Friday of the Federal pay week. The first payment upon entering the Center will be a two-week payment if enrollment begins on the Monday following the Federal pay period. If enrollment begins on the Monday of the Federal pay week, the first payment will be a one-week payment. Parents are responsible for the payment for each week the child is officially enrolled in the Center whether or not the child has been in attendance.

JUK offers a tuition assistance program to families who meet qualification guidelines. For tuition assistance information, please ask the Director or Assistant Director.

A late fee of \$5.00 per day will be assessed for late tuition payment, unless a prior arrangement has been made with the Director.

JUK requires that all families participate in the Center's electronic payment system, Tuition Express. After an initial grace period of thirty (30) days, families who fail to enroll in the system will be assessed a \$25.00 check processing fee for each tuition period in which they do not participate. If the automatic payment processed "bounces" due to insufficient funds, the family must cover any fees JUK incurs by that transaction.

Tuition is not adjusted for Center closures for staff training, weather, or situations beyond the Center's control. Parents must still pay tuition during the Center's one-week closure for staff training, which typically occurs during the week just prior to Labor Day.

Tuition is set at least annually by the Board and may be adjusted more frequently if necessary. Families will be given prior notice to any adjustments that are made to the tuition rates.

Returned Checks

If a check made payable to Just Us Kids is returned from the bank without payment due to insufficient funds, the parent is responsible for a penalty charge in the amount the bank charges the Center for processing the check as well as an administrative fee charged by Just Us Kids. If checks are returned more than twice, personal checks will no longer be accepted. Money orders will be required for any further payment made.

Hours of Care

Tuition rates cover the enrollment of children for their 9 ½ hours of contracted care on each Center day of operation. Parents are encouraged to pick-up their children promptly after completing their work day.

Contract Hour Violation Fees

When a child enrolls at Just Us Kids, the parents determine the Contract Hours of care, 9 ½ hours per day. Contract hours are necessary to ensure teacher staffing patterns comply with required child-staff ratios. Parents may be fined at the rate of \$1.00 per minute for dropping off in advance of or picked up after the chosen contract hours. If a parent develops a pattern of early drop off or late pick up, the child's enrollment may be terminated.

Parents may request an occasional extension of their contract hours to cover an unusual circumstance without a fine being imposed. Requests should be made at least 24 hours in advance of the need to the Director and Lead Teacher of the child's class.

Late Pick-Up Fees

The center closes at 6:30 p.m. After 6:30 p.m., there is a \$5.00 per minute late charge. Please call if you find you will be late. Cash payment must be made at the time you pick-up the child. If a parent demonstrates a pattern of tardy pick-up, the child's enrollment may be terminated.

Termination of Enrollment

Just Us Kids reserves the right to terminate a child's enrollment with two-week's written notice if the Director determines that the child's placement in JUK is not beneficial to the child or the Center and/or the family violates the code of conduct policy. JUK will make every reasonable attempt to work with the family and the child to help resolve any problems prior to termination.

In addition, the Director may terminate a child's enrollment in JUK effective immediately. Examples of situations that may result in immediate termination include, but are not limited to, the following:

- In the judgment of the Director, the child's behavior makes continued enrollment detrimental to the child or the program;
- A parent fails to pick-up a child who the Director determines must be removed from the Center for behavior issues within one hour of notification;
- Tuition or late fees are not paid within two days following written notification of payment due;
- A child is picked up late without notification to the Center more than two times within a 30-day period;
- A child is ill when brought to the Center more than three times within a 30-day period;
- A parent fails to promptly pick up a sick child more than three times within a six-month period;
- A parent, family member, or other person responsible for picking up a child violates the JUK code of conduct, is disrespectful to staff, or refuses to follow Center's policies and procedures.
- A parent, family member, or other person responsible for picking up a child violates the security procedures listed under the section entitled "Parent Responsibilities for Safety."
- A parent, family member, or other person responsible for dropping off or picking up a child does not maintain constant supervision of that child prior to signing the child into the classroom or after the child has been signed out of the classroom.

If enrollment is terminated due to the child's behavior, you will receive a refund of the deposit, and a portion of the tuition fee, pro-rated on a daily basis for the period remaining that bi-weekly period. If enrollment is terminated immediately for any other cause, the Center will refund the appropriate portion of the remaining bi-weekly tuition fee, but will not refund the deposit.

CENTER OPERATING POLICIES & PROCEDURES

Hours of Operation

The Center is open Monday to Friday, 12 months a year, from 6:45 a.m.–6:30 p.m.; except that the Center will be closed on all federal holidays and the week preceding Labor Day (to conduct in-service training for Center staff). Additionally, the Center at a minimum follows the guidance provided by the Office of Personnel Management (OPM) for the Washington, DC metropolitan area for unscheduled closings. The Director, in consultation with the President of the Board, may determine any additional closings or delays necessary for the Center.

No refund or credit against the tuition will be made for scheduled holidays, the in-service training week, or for unscheduled closings. No refund or credit against tuition will be made if circumstances beyond the Center's control require the Center to be closed, for example, a plumbing problem.

The Center will close at 5:15pm on the first Friday of each month for Staff Meetings.

Closings, Delayed Arrival and Early Departure

Just Us Kids generally follows the guidance of OPM as to the federal government's operating status in the National Capital Region, and the Center's default operating status in the event of various OPM operating status' is listed below. OPM lists the operating status at www.opm.gov. However, the Director, in consultation with the President of the Board, ultimately determines the operating status of the Center based on the information available to her about teacher availability as well as projected commuting conditions. While parents should generally expect JUK to follow the guidelines below, parents will be notified via email as well as the automated notification system (One Call Now) of JUK's operating status as soon as practical, which will ultimately supercede these general guidelines.

The below guidelines are revised in light of recent years' experience, with the goal of providing greater transparency and certainty for parents on inclement weather days when the Center is open. The guidelines—including the later start times—are the Center's effort to make it as likely as possible that every child will have space at JUK on the inclement weather days that the Center is open. Even with our best efforts, however, there may be instances where JUK will not be able to accommodate all children on those days.

Many teachers at the Center rely solely on public transportation and/or have children whose schools may be closed during inclement weather. Thus, teachers may not be able to get to work on an inclement weather day, even if the federal government is on a delayed opening or operating under a liberal leave policy.

Teacher availability is crucial because JUK is required by D.C. licensing regulations to maintain certain staff-to-child ratios. JUK makes every effort to track and maintain teacher availability. Teachers must call JUK on inclement weather mornings as early as possible and let the Center know whether they can make it in and, if so, their estimated arrival time. JUK attempts to secure substitute teachers to compensate for reported teacher absences,

although on inclement weather days JUK is competing with other D.C. daycare centers for the limited pool of substitute teachers.

GUIDELINES

If the OPM Announcement is:

- “Federal Offices are Closed to the Public – Emergency and Telework-Ready Employees Must Follow Their Agency’s Policies” (or similar)
 - JUK will be closed
- Open with Option for Unscheduled Leave or Unscheduled Telework
 - JUK will use its best efforts to open at 10:00 am.
- Open – XX Hour(s) Delayed Arrival – Employees Must Report to Their Offices No Later Than XX:XX – With Option for Unscheduled Leave or Unscheduled Telework
 - JUK will use its best efforts to open at 10:00 am, or at the time the government is scheduled to open, whichever is later.
- Open – XX Hour(s) Staggered Early Departure
 - Families will be notified via email and through One Call Now that JUK children should be picked up promptly. Late fees will go into effect 30 minutes after the latest time federal employees are released. Teachers are released as dictated by staff/child rations, so prompt pick up is imperative to allow JUK staff to commute home.
- Immediate Departure – Federal Offices are Closed
 - Families will be notified via email and through One Call Now that JUK children should be picked up promptly. Late fees will go into effect 30 minute after the latest time federal employees are released. Teachers are released as dictated by staff/child rations, so prompt pick up is imperative to allow JUK staff to commute home.

Parking

There are four spaces in front of the JUK entrance on D Street that are reserved for drop-off between 6:30 am and 9:30 am, and pick-up between 3:30 pm and 6:30 pm. Each family may request two JUK parking placards, which must be displayed on the dash of your vehicle when parking in one of the four spaces. Two placards are issued so that each parent may maintain one in their vehicle, but parents should not park two vehicles in the drop off spaces at the same time. **Parking is limited to 15 minutes.** Please be courteous to the other families in the Center and make every effort to move your vehicle as quickly as possible. JUK will not intercede on behalf of families with the D.C. parking enforcement officials if you receive a ticket for parking longer than fifteen minutes or park outside of the authorized reserved times without paying for parking.

Arrival and Departure

Parents must escort their child(ren) into the Center and to his/her classroom. Help to see that his/her coat and belongings are placed in his/her cubby or closet. Avoid rushing. It is important for your child to start the day in a relaxed fashion to ease the transition from home to the Center.

All children (except Infants) are required to wash their hands upon entry to the classrooms. Parents should apply non-aerosol sunscreen to their child if the weather calls for it.

Before departure, we ask your help in seeing to your child's needs and in taking the time to review your child's day, read the parent bulletin board, chat briefly with the teachers, and ease your child's transition from the Center to home. This also ensures that teachers are aware of the child's presence and that the parents are preparing to leave.

Be sure you or the designated person signs your child in on the attendance sheet in the child's classroom upon arrival and signs out upon departure. The sign in/sign out procedure must be repeated each and every time your child arrives to or departs from the Center, even for a short period of time. The Center relies on the sign in/out sheets for emergency evacuations. It is important that we know exactly which children are on the premises at all times.

Before a parent signs their child in and once a parent signs their child out, the parent is responsible for supervising their child while in JUK space.

Parents may not allow their child(ren) to wander unattended through the hallways, classrooms, Rain Room, Play Space, or kitchens. This is a licensing violation. Additionally, older siblings are not allowed in the Infant room. Similarly, younger siblings may not play unattended in the older child's classroom during drop-off or pick-up.

Stroller and Car Seats

JUK provides space on our lower level for strollers and car seats to be stored during the day. Please be sure to fold up strollers and place in the designated area.

These procedures may be temporarily adjusted by the Director or through an addendum to this Handbook.

Authorized Release

You are required to advise JUK where you, or a responsible adult, can be reached at all times during the times when your child is at the Center. This is particularly important should your child become ill or injured. At the start of each school year (September) you will be required to update your child's Emergency Form and other required forms to insure we have up to date contact information. **Parents are required to promptly inform the Center's Director of any changes in contact information.**

A child can only be released to parents/guardians having legal custody of the child or to persons designated by parents/guardians, in writing, in advance of the release. A release form authorizing a specific person to pick up the child must be filled out and signed by the parent and/or legal guardian. JUK staff will check the designated person's identification at pick up.

In the event that custody of a child has been decided by a court, a copy of the custody papers must be kept in the child's folder in the Director's office in order to safeguard the rights of the child. JUK cannot limit the right of access to one parent merely upon the request of the other parent. Unless legal documentation is submitted to the contrary, JUK will assume that both parents have equal rights to drop-off or pick up a child. In the event of a conflict, JUK staff will contact the Federal Protective Service and DOJ security.

To protect a child from any potential danger arising from releasing him or her to a parent or authorized person who, in the opinion of senior staff members present at the time, is intoxicated or under the influence of drugs, JUK has a policy of attempting to notify any other parent or guardian of the situation and requesting that the person not drive the child home. The staff member will offer to call another relative, friend or a taxi service to drive the person and child home.

School Dress

We ask that your child come to school in attire that is appropriate for the many activities in which s/he may want to participate. Clothing should not have drawstrings.

For infants, simple clothing which can be put on and removed easily, and which allows freedom of movement, is best. Walking children must wear shoes. For toddlers and preschoolers, play clothes and sneakers or rubber-soled walking shoes are preferred. Flip flops, loose-fitting shoes and open-toed sandals are not permitted as they can be dangerous on the play equipment and on outings. One-piece outfits are difficult for children using the bathroom. Dress your child so s/he can become independent in self-care.

The children will be going outside every day, weather permitting. Please dress your child adequately for the cooler weather and label each item.

Below is a list of what parents must provide for children in each classroom. All items must be labeled with your child's first and last name.

Infants parents must provide:

- Disposable diapers
- Wipes and ointments
- Crib sheets (2) and blanket – to be taken home and washed weekly
- Two full sets of seasonally appropriate extra clothes, bottles, and food

Toddlers and Twos parents must provide:

- Disposable diapers, if necessary
- Wipes and ointments
- Blanket, washed weekly
- Two full sets of seasonally appropriate extra clothes, including shoes

Preschool parents must provide:

- Blanket, washed weekly
- Full set of seasonally appropriate extra clothes, including shoes (Two sets if not secure in toileting)
- Toothbrush and toothpaste

Seasonal Items required in all programs include:

- Boots
- Mittens, scarves, hats for winter
- Sun hats, bathing suits, towels, rubber footwear
- Non-Aerosol Sunscreen

Personal Belongings

Children may bring personal belongings to the Center. In fact, it is often very helpful for the child to have a favorite sleeping toy, blanket, book, or other items for nap times or moments of insecurity or sadness. Parents are asked, however, to label everything that is brought – particularly items of special value to the child. Teachers are not responsible for keeping track of children's special toys

All clothing and other personal belongings must be labeled with your child's name.

Birthdays

A child's birthday is a wonderful time for special recognition. Parents should consult their child's classroom teachers about appropriate arrangements and refreshments for a celebration. **DO NOT BRING BALLOONS TO THE CENTER**. Burst balloons are a choking hazard.

Parents may provide food for parties and special occasions, for the Toddlers, Twos, Threes, & Fours classrooms. Prior to bringing in any food you would like to share with others, please speak with a member of the teaching team or administration about serving sizes and classroom dietary requirements. All prepackaged food items must be in their original packaging with an ingredient list. Please also provide a complete ingredient list for all homemade items. If a boxed cake mix is used, please bring in the ingredient label from the box.

Due to infant feeding considerations, parents may not bring food into the Infant classroom for anyone other than their own child.

Visitors to the Center

Visitors may not be brought into the Infant Room without the prior approval of the Director or Assistant Director. Infant's schedules are easily disrupted and they have lowered immunity. You are welcome to pick up your child and take them to your office or out to lunch so that your friends and family may spend time with him or her.

Visitors, such as close friends and grandparents, are welcome to come to birthday parties with prior notice to the Director and classroom teachers, but we require you to limit visitors to a small number. Unfamiliar adults in the children's environment can cause anxiety, and we want the parties to be a fun experience for all.

Parents may not bring visitors in and give them a tour of the Center without prior approval of the Director or Assistant Director as this can be disruptive to classroom routines.

Rest Periods

Infants are on a self-demand sleep schedule. Children in the Toddlers, Twos, and Preschool programs will have a regular daily rest period scheduled by the classroom staff. Consult the individual classroom schedule for specific times.

Each child will have his/her own cot. We ask that you provide a small blanket for your child's use during naptime, and that you wash the blanket as often as necessary for cleanliness, but at a minimum once a week.

Appropriate arrangements will be made for children who wake before their classmates.

Water Play

The Infants, Toddlers, and Twos typically participate in water play on the patio during the summer. Precautions will be taken to ensure that communal water play does not spread infectious disease. Children will not be allowed to drink the water. Children with sores on their hands will not be permitted to participate in communal water play. Fresh potable water is used. When each group of children completes water play, the water will be completely drained and the table sanitized.

The Threes and Fours participate in a swimming program during the summer. JUK provides detailed information regarding this program to families prior to the program's start each year.

The Center will follow all OSSE guidelines for engaging in water play or swimming.

Illness

Just Us Kids will take a clear position with regard to the health of each child (as well as staff members) who attend the Center. With this in mind, please read and follow our policy on health and help us keep your child healthy. (Attached as Appendix A).

Emergencies & Injuries

Minor injuries (scrapes, bumps, etc.) will be treated with first aid by staff members, who are trained in First Aid/CPR. First Aid treatment rendered will be reported by phone and/or per the "Ouch Report" given to parents.

In the case of a severe injury or medical emergency:

1. The Fire & Rescue Department will be called;
2. The parents will be contacted immediately;
3. The child will be transported to the nearest hospital, accompanied by the child's teacher/Director, along with the parent-signed Emergency Medical Release Form to ensure that necessary immediate care is given prior to the parent's arrival at the hospital; and
4. The Department of Justice, GSA, and OSSE will be informed pursuant to our licensing agreements.

FOOD & NUTRITION

JUK strives to provide healthy and nutritious foods for the children. All snacks and lunches are catered fresh daily from Good Food Company. Monthly menus will be provided to all families. Eating the proper foods and developing social skills at the table are an integral part of our daily curriculum. All meals are served with children sitting at table to promote good manners and socialization skills.

Children will be encouraged to taste everything.

The kitchen areas are for staff members only, although parents may enter the kitchen to leave food in the refrigerators. All food items, sippy cups, and water bottles must be labeled with the child's first and last name. If you need assistance in the kitchen, please ask one of the teachers. No JUK/Good Foods food or snack items are to be taken from the kitchen without permission from the staff. Liquids and foods that are hotter than 110 degrees Fahrenheit are to be kept out of children's reach.

Parents may provide food for parties and special occasions in the Toddlers, Twos, Threes, and Fours classrooms. Due to infant feeding considerations, parents may not bring food into the Infant classroom for anyone other than their own child. For more information about bringing in food for birthdays and special occasions, please see the "Birthdays" section of the handbook.

JUK never uses food as a punishment or reward. Children will never be denied participation in lunch or snack time for behavior reasons. Similarly, children will not be given special treats for "good behavior."

Food Allergies

Due to the extreme nature of allergic reactions, peanuts and tree nuts, and products obviously containing those items are not served at JUK or permitted into the classrooms or cubbies. Parents are asked to bring only nut-free products into the Center. Any nut products brought into the Center WILL NOT be served and parents will be requested to provide a replacement.

For the safety of your child, parents are required to provide notification of any allergies (food or otherwise), with instructions for treatment, should a child have an allergic reaction. Please provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diet, wheat free/gluten free diet). JUK's *Chronic Illness and Dietary Restriction Form* must be completed to ensure JUK staff has appropriate information to keep your child safe. The *Chronic Illness and Dietary Restriction Form* requires the signature of the child's physician. Information about a child's dietary restrictions will be posted in the kitchen and in the child's classroom. If a child outgrows a food allergy, the parent must update the *Chronic Illness and Dietary Restriction Form* before the child will be served a food item containing the allergen.

Parents whose children have a known food allergy are required to review The Good Food's monthly list of snack and lunch items and indicate which items are appropriate snack items for their child. It is not the responsibility of JUK teachers to review food labels for potential

allergens.

Infant Room

Parents are required to prepare and supply all bottles and baby food for their child(ren). All food items, including bottles, baby food, and snacks, must be labeled with the child's full name and dated. 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 of bottles. Prepared bottles must be stored in the refrigerator and will be warmed in a crock pot prior to feeding. No bottles will be microwaved. Please take home bottles each night for cleaning. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food after a feeding will be discarded. Please send any breastmilk or formula in a sealed bottle. Staff will not serve breastmilk or formula in sippy cups. We cannot accept glass bottles for feedings.

Parents should complete a feeding schedule in writing for their child on a weekly basis, or 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. Parents should discuss feeding issues with the classroom teachers if there are issues or concerns.

JUK supports breastfeeding by:

- a. accepting, storing and serving expressed human milk for feedings;
- b. accepting human milk in ready-to-feed sanitary containers labeled with the infant's name and date and storing it in a refrigerator for no longer than 24 hours or in a freezer at 0 degrees Fahrenheit or below for no longer than two months;
- c. ensuring that staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk; and
- d. providing a comfortable place for breastfeeding and coordinating feedings with the infant's mother.

Infant Table Food

When developmentally appropriate as determined by parents and teachers, parents may provide table food to be served according to the child's feeding schedule. All food brought into the classroom must be tried at home first and must be cut pieces no larger than 1/4 inches. All food items must be cooked at home and be soft enough to pierce easily with a fork.

Good Foods Center Food for Infants

Although the majority of food served to children in the infant classroom is brought in from home, JUK does provide Good Foods Center Food to infants in the following two situations.

A child may be eligible to eat Good Foods **snacks** when the child meets the following criteria:

- a. At least 9 months old
- b. Has been eating table food brought from home at the Center for at least 30 days prior to starting Good Foods snack
- c. Is determined to be developmentally ready for table food (as determined by the Infant Lead Teacher & Director)

- d. Is ready to be on a group feeding schedule (approx. 9:30 AM snack & 3:30 PM snack)
- e. Has tried each food being offered and the parent has dated and initialed "Foods Tried Checklist"

A child may be eligible to eat Good Foods **lunch** when the child meets the following criteria:

- a. At least 12 months old
- b. Has been eating table food at the Center (i.e. snacks & home food) for at least 4 months prior to starting Good Foods lunch
- c. Is determined to be developmentally ready for table food (as determined by the Infant Lead Teacher & Director)
- d. Is ready to be on a group feeding schedule (approx. 12:00/12:30 lunch)
- e. The child has tried each food being offered. The parent must indicate which foods have been tried at home on the "Lunch Foods Tried Checklist"

Toddler Room

The "Foods Tried Checklists" (for snack & lunch) will follow a child from the Infant classroom to the Toddler classroom. Families who are new to the Center will be asked to check, date, and initial each food that their child has eaten outside of the Center before it is served to their child in the classroom. Please note, bottles and pacifiers will not be used in the Toddler Program.

Older Classrooms

JUK provides all children eating table food a morning snack between 9:30 – 10:00 a.m., lunch around 12:00 – 12:30 pm, and an afternoon snack around 3:30 – 4:00 p.m.

Menus of the Good Foods lunches and snacks are made available to parents each year at the beginning of September or upon enrollment. Additionally, the current menus will be posted in the classroom monthly. If there are snack or lunch items you do not want to be served to your child, please discuss with the classroom teachers. You may need to provide a substitute item.

If your child does not have time for breakfast before leaving home in the morning, and arrives at JUK before 8:00 a.m., he or she may eat breakfast provided by you in the classroom.

If your child has special dietary needs that are not met by the Good Foods menu, parents must provide alternative foods. Please contact the Director to discuss alternative lunch and snacks for your child. Any foods brought to the Center for your child must be labeled with your child's full name and dated.

Special dietary restrictions for medical or religious reasons should be reported on the child's *Chronic Illness and Dietary Restriction Form*. These will be noted in the kitchen and classroom. If an allergy or preference changes, it must be updated in writing in your child's file.

DISCIPLINE & CHILD PROTECTION

At JUK, discipline is considered a process of assisting a child to learn socially acceptable behavior and self-control. Praise and encouragement of appropriate behavior, redirection, and problem-solving with children are the primary means of facilitating positive, pro-social behavior. Natural or directed consequences that are related to a child's misbehavior are used whenever appropriate to the child's developmental stage. A child may be separated from a difficult situation for a reasonable amount of time in order to reduce conflict, and have time to regain self-control. Discipline will vary depending on the developmental level of the child involved. We try to address discipline and guidance issues through thoughtful planning, modeling appropriate behavior, and setting clear, consistent, and appropriate limits.

Teaching staff is responsible for setting limits so that:

- a. A child may not hurt him/herself or others.
- b. A child may not use words or actions to hurt another child's feelings.
- c. A child may not destroy equipment or materials.
- d. A child may not disturb an activity in which other children are engaged.

At JUK, discipline never involves the use of threats, spanking, nagging, yelling, lecturing, scolding, use of shame, or forcing an apology.

No matter how much we try to prevent challenging behavior, it will still arise. If a child is displaying a negative or inappropriate behavior, we employ the following techniques:

- a. Telling the child what TO do, instead of what NOT to do.
- b. In simple terms, explaining to the child what he/she did that we did not like.
- c. Redirection - guiding the child's attention to another activity or provide a duplicate or alternative toy.
- d. Channeling behavior - coming up with an appropriate way for the child to use the behavior she is displaying.
- e. Problem solving - help the child to use his words to solve the problem or have the child discuss the problem and let him choose a solution.
- f. Enforce logical consequences.

If the listed strategies have failed and the family or teachers feel a further behavior management program is needed, a conference with the family, teachers, and Director will be convened. If in the judgment of the Director, a child's behavior is consistently inappropriate and disruptive to the program or presents a danger to any child or staff member, the parent may be contacted to take the child out of the Center for the remainder of the day. The parent will be expected to pick up the child within one hour of the notification. JUK may also enact an immediate suspension of up to three (3) days.

Biting

JUK recognizes that while biting is a developmentally appropriate behavior for children in the Infants, Toddlers and Twos Program, it is socially unacceptable. Parents with children in these programs should expect that their children may be bit, or will bite another child. Teachers understand that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is developmentally appropriate behavior. Children at this age are very oral; still using their mouth to explore their environment. Teachers will work diligently to identify situations which provoke, or elicit, this behavior so it can be prevented in the future. Teachers will not harshly punish children in the Infants, Toddlers and Twos Programs for biting behavior. Teachers responses may include but not be limited to: talking to the child about the effect the biting has on their friend, encouraging the child who bit to use other ways to express her feelings, giving the child something that IS appropriate to bite, like a teething ring. Parents are expected to work with teachers to identify methods and strategies to curb this behavior.

Children three and older, may occasionally be involved in a biting incident. For children in this age group who bite, teachers 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 teachers to help their child control this behavior.

Parents will be notified by a phone and/or "Ouch Report" that a biting incident occurred. Teachers 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 teachers of JUK cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their doctor if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Reporting Child Abuse

JUK employees are required by law to report all suspected incidents of child abuse and/or neglect to the proper authorities. They also receive specific guidance and in-service training in this area. 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 JUK are considered mandated reporters under this law. The employees of JUK are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We 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.

Mandated reporters cannot be held liable for reports made to Child Protective Services that are determined to be unfounded, provided that 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 made the child's parent/legal guardian
- Improper clothing relating to size, cleanliness, season.
- Transporting a child without appropriate child restraints.
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol.
- Not providing appropriate meals, including a drink 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 that would typically require the child to be kept at home until the symptoms subside.
- Children who exhibit behaviors consistent with an abusive situation.

Photographs and Publicity

From time to time, JUK is asked to supply photographs of the children participating in our program. These photographs may appear in newspapers, magazines, brochures or other publicity materials for JUK. When you enroll your child at JUK, you will be asked to supply permission for your child to be included in such photos without compensation. If you do not wish your child to be photographed, please indicate so on the Photo Permission Form in the enrollment package. Teachers also routinely take photographs and post them through the Tadpoles app to parents. If you do not want your child photographed at all, please indicate so on the Photo Permission Form.

Confidentiality

Within JUK, confidential and sensitive information will only be shared with employees of JUK 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. Confidential information includes, but is not limited to: names, addresses, phone numbers, personnel related issues, disability information, and HIV/AIDS status or other health related information of anyone associated with JUK.

Outside of JUK, 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 JUK, persons with whom the information will be shared, and the reason(s) for sharing the information.

You may observe children at our Center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of JUK are strictly prohibited from discussing anything about another child with you.

Parent Responsibilities for Safety

Parents are required to follow all safety procedures at all times. These procedures are designed not as a mere inconvenience, but to protect the welfare and best interests of the children and teachers of JUK. Please be particularly mindful of the JUK entrance. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter JUK.

To permit JUK access, JUK parents are issued a DATAWATCH key upon enrollment. If the key is lost, a \$12.00 fee is required to obtain a replacement key. JUK teachers and staff also have a DATAWATCH key.

You may not allow anyone entrance into JUK that you do not know. If the person is another JUK parent or a JUK teacher, they have a key to let themselves in. Former JUK teachers may not be allowed access to JUK without the express permission of the Director or Assistant Director.

Parents may not allow any delivery people or workmen into JUK. Parents may not sign for any package or delivery for JUK. The Director, Assistant Director or Administrative Assistant must be notified to handle any deliveries or contractors.

Emergency Preparedness and Evacuations

FIRE/EMERGENCY DRILLS

JUK conducts fire and emergency/evacuation drills. Some are scheduled, some will be a surprise. Parents, staff and children will not be made aware of surprise drills, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans. If parents are on-site during a drill, please exit the building immediately.

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 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 school 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. Children must be picked up within one hour of the telephone call.

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 during these important and critical situations.

Please refer to the Occupant Emergency Plan located at APPENDIX B.

PARENT/TEACHER CONFERENCES, ASSESSMENTS AND COMMUNICATION

Parents are welcome to visit the classrooms at any time during the day.

The teachers will be communicating with you daily. All classrooms utilize an electronic daily report system called "Tadpoles." Parents will receive their child's daily report via email upon pick-up. In addition, the Infants, Toddlers, Twos, Threes, and Fours teachers will provide a monthly newsletter to keep parents apprised of curriculum topics and themes.

Our teachers will be assessing your child daily by observing and interacting. We will be meeting with you to learn about your child's development upon enrollment. As your child moves into each new classroom, a transition meeting will be held to review your child's developmental portfolio. At least twice a year, the teachers will provide a written progress report for your review and input. For any problems, concerns, or desired information, an immediate conference may be scheduled with the teacher and/or Director at anytime.

JUK utilizes assessment tools of the *Creative Curriculum* so that we can track the progress of your child and meet their individual needs. The staff will be observing and interacting with the children to assess them. We also collect work samples from your child and make notes of things they do throughout the year and we place this information in your child's portfolio. We will have meetings and discussions with you throughout the year to collect family input and discuss your child's goals for the future. The information that we gather will be used to meet the individual needs of your child.

Parents are encouraged to communicate with teachers and staff about their child's progress daily. If you need to speak to a staff member on a non-emergency matter during the work day, please leave a message with the office or on voice mail. The staff member will call you during their lunch or planning period. **Please do not interrupt classes to discuss your child's progress. It is unfair to the other children and it interferes with the staff's responsibilities to the other children in the class.**

Parents are also encouraged to visit the Center at lunch time or others time during the day if their schedule permits. No notice is needed for parents to visit the Center, unless you are going to take your child out of the Center and you want staff to have your child ready. It is helpful for the staff to know if you will be coming to the Center during nap time, so they can keep your child up from nap if you are coming to get them or play with them. Parents are encouraged to consider the timing of any visit to minimize disruption of your child's day and minimize the chance that your child is upset at the end of your visit. Additional guidance is provided below in the Visiting the Center section.

We will have an Annual Parent Meeting with all parents at the start of the new school year to discuss any changes in our policies and procedures and the upcoming plans for the new school year, as well as to announce the results of the annual Board elections.

Evaluations and Conference

As discussed earlier, staff will keep anecdotal records of the children's daily activities and developmental milestones. Based on these records and daily notes to parents, staff will do periodic reports of each child's developmental progress. Formal conferences will be held at least twice a year to share this information with parents. Both parents and staff may request additional conferences at any time.

Transitions from Classroom to Classroom

JUK is organized and staffed to minimize the number of group, teaching staff and classroom transitions experienced by an individual child during the day and program year. Our program year is September 1 through August 31. Most children will transition from a younger group to an older group in September. Children must be developmentally able to participate in the routines of the older group. Children moving from the Twos Program to the Threes Program do not necessarily need to be fully potty-trained. The process can continue in the Threes Program if needed. A second, mid-year transition typically occurs in early March. This is usually smaller group of children. JUK strives to balance the developmental needs of each child with the necessity of maintaining full enrollment. Depending on enrollment levels within JUK, other transition decisions may be made.

JUK typically staggers Infant enrollment over the course of a few weeks. This is to not overwhelm the babies or staff, and to allow each party to become more familiar with each other. Also, newly enrolled children must also follow a transition schedule provided by JUK to support their transition into the classroom.

Parent Communication with the Center

It is imperative that parents and staff work cooperatively and communicate freely with each other. Each day many things affect you and your child at home and away from the Center. We would like to know any possible reasons for changes in mood or behavior so that we can be responsive and accommodate your child's needs. The staff will in turn share with you your child's daily routines and activities while at the Center.

Messages for Staff

If you need to contact your child's teacher during the day please call the classroom phone line listed below:

| Classroom | Classroom Line | Classroom Cell Phone |
|------------------|-----------------------|-----------------------------|
| Infants | 202-353-3346 | 202-532-5714 |
| Toddlers | 202-353-3351 | 202-532-5715 |
| Twos | 202-353-3348 | 202-532-5716 |
| Threes | 202-353-3358 | 202-532-5717 |
| Fours | 202-353-3360 | 202-532-5718 |
| Summer Camp | 202-353-3365 | 202-532-5719 |

Teachers may need to wait until their breaks to return phone calls to parents so that they may minimize the disruption to their class. Please understand that teachers must focus their attention on the children so lengthy discussions should be scheduled in advance rather than on an impromptu basis.

If a class is out on excursion, parents may call the class cell phone to locate and meet them. Please do not text class cell phones, as this could lead to taking a teacher's attention away from the children.

To speak with Infant staff, you may call at any time since infants are on a demand sleep schedule. For Twos, Toddler and Preschool classrooms, staff prefer that you call during regular nap time or leave a message which the teacher may return. If there is an emergency or pressing concern, please call the Director at any time.

Parents may leave notes for their child's teacher in the Tadpoles app. Parents may also email or call the Director, Assistant Director, or other administrative staff to communicate any messages.

Absence from the Center

If your child is going to be absent from JUK, we would appreciate your letting the Center know. A phone call helps us in food preparation, staffing, and planning activities for the day. Please call your child's classroom before 9:00 a.m. Parents may also email the Director and/or Assistant Director and/or alert the Center by providing information via the Tadpole system.

Classroom Bulletin Board

Often items of interest, e.g., newsletters, lesson plans, lunch/snack menus, newspaper articles, and important information are displayed on the bulletin boards. Please take the time to check the boards frequently.

Visiting the Center

We encourage you to visit the Center and observe your child as he/she is involved in daily routines and activities.

Infants: Infants in worksite child care can benefit greatly from the proximity of parents to the Center. Drop-in visits during the day to feed and/or nurse, to interact and play, and to converse with staff assist in everyone's adjustment to group care.

Toddlers and Twos: Toddlers often have difficulty understanding that when parents come to visit during the day, they must go back to work! They do not have a clear idea about time, and are just learning that they are indeed separate people from their parents. It is often wise to check with staff first before visiting to see whether they feel a visit might upset your child. Toddlers and Twos do outgrow this separation difficulty!

Preschoolers: We encourage you to join your child for lunch or take him/her out to lunch

when it is convenient.

Field Trips

For neighborhood trips (to the museums, library, etc.), there is a general permission form in the enrollment package which must be signed by a parent.

Throughout the year, the preschool classes will go on several excursions to extend classroom experiences and to learn from others about our community. You will be notified prior to any such trip. Notification will include the destination, date, time, reason for the trip, and the mode of transportation. Any fee required for the trip is the responsibility of the parent(s). If public transportation is used for a trip, parents will be needed to accompany their child's class on the outing. We have a 1:2 (one adult to two children) ratio on public transportation.

Daily Activities

We believe the strength of the Center is based on the quality of staff/parent interaction. Parents talk with the staff at the beginning and end of each day. Recognizing that these are busy times, the Center encourages parents to discuss their child's development at individual conferences they schedule or by telephone calls to the Lead Teachers. In addition, the Director and the Board organize periodic group discussions on curriculum or aspects of development. Each day you will find a written account of your child's day, via the electronic "Tadpole" system. _

Please take the time to read it. The information will keep you informed of routine events, and help you discuss with your child her/his activities and involvement during the day.

Fundraising Policy

Throughout the year, the Board will sponsor fundraising activities. Families are strongly encouraged to support, participate in, and help coordinate Center fundraising events. Money earned from these fundraising activities is spent on tuition assistance, program enrichment (including special activities, dance/music programs, sports, etc.), and Center upgrades and supplies as otherwise directed by the Board. The Board may also implement a fundraising fee to raise funds for these programs.

Donated Time

There are many wonderful opportunities for parents to participate in the center's program. On occasion, parents will be asked to donate their time and talents to assist the center with a specific activity.

We ask that all parents participate in some way to help maintain the quality of the center and its programs. We understand that your time is limited and appreciate any help that is offered.

Please see the list of volunteer opportunities available at APPENDIX C.

Staff Employment and Babysitting Services

As of September 1, 2017, JUK employees are prohibited from accepting outside employment absent permission from the Center Director. This includes babysitting and childcare services for current and former families. Violation of this rule may subject the employee to discipline, and repeated violation of this rule may result in termination of the child/children's enrollment at JUK.

Therapists and Specialists

JUK encourages supporting children in all aspects of development. If a family chooses to use the services of an outside therapist or specialist at JUK, the Center will do its best to support and accommodate the schedule of outside service providers for sessions during Center hours. However, please note that a JUK employee may not always be present during the session, and the therapist may take the child out of the classroom to another part of the Center. It is also the sole responsibility of the family to schedule, confirm, and follow-up on sessions that take place at JUK.

Special Needs

If your child requires special care or has specific medical needs, please provide written information and training to staff. This supports the Center in providing the best care for your child.

PARENT CODE OF CONDUCT

One of the goals of JUK is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this environment is a shared responsibility among the parents, teachers, and staff of JUK. Please abide by the following rules of conduct while in the center or if you are out with the children for a school activity. Violations of this code of conduct may be grounds for termination of enrollment or restricted access to the center.

Inappropriate Language

No parent or adult is permitted to curse or use other inappropriate language in the Center whether in the presence of a child or not. Speaking in a raised voice/shouting is also prohibited.

Threats

Threats of any kind will not be tolerated.

Physical Punishment at the Center

Corporal punishment of children is not permitted in the child care 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 teacher 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 inappropriate 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, or a staff member.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to a classroom teacher, lead teacher, or the Director's attention. At that point, the teacher 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 staff 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.

Smoking

For the health of all JUK employees, children and associates, smoking is prohibited anywhere in the center. Parents are prohibited from smoking in the building, on the grounds, and in the parking area of JUK. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking area.

APPENDIX A - JUST US KIDS' HEALTH POLICY

Each child is required by the District of Columbia's OSSE regulations to have a current physical examination (within the last 12 months) and all necessary immunizations prior to attending JUK. This physical must be updated annually. Additionally, annual dental examinations are required once a child has reached the age of three (3). Children without annual physical and/or dental health forms on file may not be permitted to return to JUK until the forms are submitted.

CHILDREN WHO ARE SICK MAY NOT BE BROUGHT TO THE CENTER.

Children who exhibit symptoms of an illness upon arrival will not be allowed to attend the Center that day. The symptoms of illness for which D.C. regulations require that a child be excluded from the center include the following:

- a. Diarrhea, i.e. runny, watery or bloody stools, two or more times in a 24-hour period;
- b. Vomiting (two or more times in a 24-hour period);
- c. Body rash with fever;
- d. Sore throat with fever or swollen glands;
- e. Eye drainage with thick mucus or pus draining from the eye;
- f. Pink eye, i.e., colored drainage, eye pain and/or redness of the eye ;
- g. Yellowish skin or eyes;
- h. Fever accompanied by rash, vomiting, diarrhea, earache, irritability or confusion;
- i. Continuous irritable crying that requires more attention than the Facility can provide without compromising the health and safety of other children; or
- j. Any other symptoms indicative of a reportable communicable disease (see "Disease Required Exclusions" table below).

If your child begins to show any of the above symptoms, you will be notified to pick up your child within one (1) hour of notification. Meanwhile, the child will be isolated and made comfortable away from the other children.

We reserve the right to send a child home or refuse to admit a child to the Center with any of the above symptoms.

A fever alone unaccompanied by any other symptoms may not necessarily be a reason to exclude a child from child care. A child with a fever of 100.4 degrees orally or its equivalent will generally be sent home unless the Director, in her/his discretion determines otherwise.

Just Us Kids will exclude a child from the Center when the child has any of the following that indicate a contagious illness or an immediate need for medical evaluation:

- a. Fever and behavior changes, including but not limited to, vomiting, diarrhea, unusual drowsiness, extreme fussiness, persistent or excessive crying, wheezing, uncontrolled coughing, difficulty breathing, complaining of severe pain, unable to play at all;

- b. The child does not feel well enough to participate comfortably in the usual activities of the program which includes outdoor play; or
- c. The staff cannot care for the sick child without interfering with the care of the other children.

A child can return to the Center if he/she has been free of symptoms for 24 hours without medication or has been on antibiotics and has a doctor’s permission to return. **Children sent home with a fever may not return until the temperature has been normal for 24 hours without medication.**

If your child has been diagnosed as having a communicable disease, you must notify the Center immediately. The chart below lists communicable diseases and the required days of exclusion from the center. JUK may require a doctor’s note stating when a child may be allowed to return to the Center and indicating that the child is no longer contagious.

DISEASE REQUIRED EXCLUSIONS:

| | |
|-------------------------------|--|
| Chickenpox | 7 days after onset of symptoms |
| German Measles | 7 days after onset of symptoms |
| Hepatitis A | Until physician advises return |
| Impetigo Contagiosa | 5 days after onset of symptoms |
| Hand, Foot, and Mouth Disease | Until physician advises return |
| Head Lice (Pediculosis) | When nit free |
| Meningitis, Hemophilus | Until physician advises return |
| Meningitis, Meningococcal | Until physician advises return |
| Mumps | 9 days after onset of symptoms |
| Measles | 4 days after onset of symptoms |
| Pink Eye | Until physician advises return |
| Salmonellosis | 5 days after onset of symptoms |
| Scabies | Until physician advises return |
| Scarlet Fever | 7 days after onset of symptoms |
| Shigellosis | Until physician advises return |
| Strep Throat | Until 12 hours after beginning antibiotics and fever free 24 hours |
| Whooping Cough | Until physician advises return |

| | |
|----------|-----------------------------------|
| COVID-19 | As described in COVID-19 Addendum |
|----------|-----------------------------------|

THE CENTER’S DETERMINATION OF A CHILD’S ABILITY TO PARTICIPATE IN THE PROGRAM SUPERCEDES A DOCTOR’S NOTE OF PERMISSION.

If in doubt about your child’s symptoms or illness, please call your doctor before sending the child to the Center – not only because of contagion factors but for your child’s health and safety as well.

We recognize that children may be recovering from an illness and parents may wish to request that their child remain indoors rather than participate in outside play. However, if a child is not well enough to participate in the day’s program, which includes outside play, then another day at home may be warranted to facilitate a full recovery.

Regular attendance at the Center is important. However, when symptoms of disease present themselves, or if the child has had an upsetting experience, it may be best for him/her to remain at home.

Allergies and Other Medical Needs

If your child has any type of allergy or other medical needs (including, but not limited to, diabetes or celiac disease) , it must be reported to the Center and recorded in the child’s records.

Medication

No medication, including over the counter medication, will be given to any child without the OSSE Medication Administration Form filled out and signed by both the doctor and parent. It must state the child’s full name, the medication, the dosage, the time and duration it is to be given. A new form is required for each course of treatment and/or annually as applicable. All medicine to be administered at the Center must be in an original container bearing the child’s name as well as the date of the prescription. Sample bottles must be labeled with the same information.

Each medicine container must also include the name of the medicine and written directions for dispensing. **ONLY MEDICINE IN AN ORIGINAL CONTAINER WILL BE DISPENSED.**

All medicine will be returned to the parent/guardian after the course of treatment has ended.

Children who must take medicine on an ongoing basis or need to have medicine available in case of an emergency, must have the Chronic Illness and Dietary Restriction Form completed by their doctor in addition to the OSSE Medication Administration Form. The form requires specific instructions regarding the use of the medication and the doctor’s written permission on file for the Center staff to administer the medicine.

Teachers will administer over the counter diaper creams, over the counter creams for

rashes, and sun block without a Medication Administration Form if the parents provide appropriate directions on a signed Diaper Cream/Sun Block Form.

APPENDIX B - EMERGENCY PROCEDURES

Emergency Operations Plan

This Emergency Operations Plan sets forth procedures for Just Us Kids (JUK), Child Development Center, located at 625 Indiana Ave., NW, Washington, D.C. It is an all-hazards approach to emergency operations accounting for a variety threats and hazards that the Center may face and is intended to safeguard the health and safety of the children and staff in the event an emergency.

Lessons learned from school emergencies highlight the importance of preparing school officials and first responders to implement emergency operations plans. By having plans in place to keep students and staff safe, schools play a key role in taking preventative and protective measures to stop an emergency from occurring or reduce the impact of an incident. Although schools are not traditional response organizations, when a school-based emergency occurs, school personnel respond immediately. They provide first aid, notify response partners, and provide instructions before first responders arrive. They also work with their community partners, i.e., governmental organizations that have a responsibility in the school emergency operations plan to provide a cohesive, coordinated response. Community partners include first responders (law enforcement officers, fire officials, and emergency medical services personnel) as well as public and mental health entities.¹

It is incumbent that every parent, staff member and/or occupant of the JUK facility know and follow the procedures outlined in this plan should an emergency occur.

The plan identifies threats and hazards, assigns responsibilities and establishes methods of communication to ensure that all children are kept safe and procedures set in place for reunification of parents with children in an emergency.

The responsibility for determining that an emergency exists and for notifying personnel to evacuate all children, faculty and staff at JUK in the event of an emergency rests in the Director (or Acting Director) of JUK.

¹ U.S. Department of Education, Office of Elementary and Secondary Education, Office of Safe and Healthy Students, *Guide for Developing High-Quality School Emergency Operations Plans*, Washington, D.C. 2013.

Duties and Responsibilities of JUK Director, Assistant Director and the Board of Directors

- a. Maintain security checklist for emergencies.
- b. Meet periodically with security personnel, (within DOJ, the 625 Indiana Avenue Building Security Committee, and hold regular security committee meetings within JUK) to stay abreast of potential issues and to take appropriate preventative measures, to ensure that JUK children receive highest quality experience within the restrictions necessary to ensure their safety.
- c. Maintain Multiple Communication Method Systems to ensure redundancy and consistency to all emergency procedures and evacuation locations set forth in this plan. (i.e., e-mail message to announce and update all parents regarding security information; dedicated line covered by recorded message; cell phones/2-way radios.)
- d. Conduct planned and surprise evacuation drills on a regular basis to ensure that the plan is familiar to all parents, staff, and children and that JUK is consistently well prepared for a real emergency evacuation.
- e. Maintain a contingency plan (i.e. designate a trusted alternative “person-in-charge” with a second set of keys and alarm codes in case the Director is unable to tend to her duties at the Center.
- f. Maintain a supply of goods, materials, and equipment necessary for continuity.

Duties and Responsibilities of Parents, Faculty and Staff:

- a. Memorize the emergency code (helpful in time of crisis, but not essential) used to identify that you are a parent or staff wanting emergency information about a child.
- b. Know the preparedness and evacuation procedures set forth in this plan.
- c. Complete and submit to JUK all requested emergency contact numbers; Automated Telephone Calling System forms; and Back-Up Parent forms.

Emergency Procedures:

Identified below are three evacuation scenarios available to JUK in the event of an emergency. Primary, secondary, and “lock-in” evacuation locations have been identified. Each scenario will be identified by a corresponding code, which in turn will be used by JUK to notify parents via multiple communication methods. They are the following:

CODE A

Primary Location: The Liberty Square Building (LSB, located at 450 Fifth St., NW), is JUK primary evacuation location. It will be used in the event of a localized problem in the 625

Indiana Avenue building such as fire, major plumbing leak, or loss of power. In the event of such an evacuation, the children would be taken to the Lower Level of LSB, where there is space in a conference room. Adequate necessary supplies would be available (snacks, water, diapers, wipes). This plan will be identified to parents via the multiple communication method system as **CODE A**.

CODE B

Secondary Location: The Georgetown University Law Center Child Care Center (located at 2ND and F Streets, NW) is JUK's second evacuation location. In the event that the Patrick Henry Building is evacuated or is deemed unsafe, the Georgetown University Law Center Child Care Center will provide a safe evacuation site for JUK children and staff. This scenario will be communicated to parents via the multiple communications method system as **CODE B**.

CODE C

Shelter In Place Location: JUK Lock-In situation: In the event that a catastrophic disaster occurs which prevents most from being outdoors, all children and staff will remain inside the JUK Center, (See details re Chemical Attack and Biological Attack) and maintain as close to a normal routine as possible. This scenario will be communicated to parents via the multiple communications method system as **CODE C**.

CODE C: Information & Checklist - Chemical Attack

If outside, find shelter immediately -- the first unlocked door. If at JUK, alert building engineer to take steps to turn off all heating, ventilation, and air-conditioning systems that draw air from outside. Seal windows, doors, and ventilators with plastic sheeting and duct tape. Most chemical agents will find the lowest ground, so move all children and staff to highest inside space (Rain Room). If on an excursion, use emergency pack supplies.

CODE C: Information & Checklist - Biological Attack

Follow same procedures as a Chemical Attack and also follow same procedures for sealing JUK facility windows, doors, and ventilators. Wash hands and other exposed skin with soap and water. Don't panic. Biological agents can take from three to fourteen days to act, and there is time to notice the exposure and treatment. If on an excursion, use emergency pack supplies.

Checklist for Necessary Supplies:

The following is a checklist for suggested goods, supplies, and materials for storage in the Rain Room for all children and staff regarding CODE C scenarios. A modified version should be maintained in emergency evacuation backpacks.

General Use Items: First Aid Kit; duct tape; plastic sheeting; water; food; plastic utensils; plastic cups; paper plates; face masks; flashlights; extra batteries; light bulbs; battery

operated radio; work gloves; tri-fold shovel; plastic containers with tight lid; portable potty; bleach; trash bags; whistles.

Classroom Specific Items: Diapers, wipes, formula, jar baby food, pacifiers, Pedialyte, extra clothes, blankets, etc.).

Multiple Methods of Communication include:

Automated Telephone Calling/Text/Email System: Ensure new parents are entered into the system immediately.

Outgoing Email Message that designates CODE A, B, or C information.

Voice Mail Message that designates one remote number on which the Director or designee records CODE A, B, or C information.

Programmable call forwarding for the main JUK phone line will forward message on case Director or designee is unable to get to main line phone.

Cellular Phones and Walkie Talkies: these rechargeable units with a handheld walkie-talkie feature will be critical at a time where all other hard line communications are jammed or not operating.

Back-Up Parents Forms: Parents must fill out a Back-Up Parent form as part of the JUK emergency procedures and update it as necessary.

PLEASE PUT THIS INFORMATION IN YOUR WALLET FOR REFERENCE IN AN EMERGENCY

JUST US KIDS EMERGENCY & EVACUATION PROCEDURES

JUK Director will designate one of the following Codes; Send an email message; create a voice mail message; and Initiate first phone tree calls to each classroom. Walkie-Talkies will be engaged.

- CODE A: Liberty Square Building, 450 Fifth St., NW Use Cell Phone #s
CODE B: Georgetown University Law Center Child Care Center Gewirz
Building 2ND and F Streets, NW
CODE C: Just Us Kids (Shelter In Place) Rain Room

Main JUK Phone #:202-353-3300

JUK Director Email: sumaira.justuskids@gmail.com

Board President Email: JUKBoardPresident@JUKChildDevelopmentCenter.onmicrosoft.com

JUK Website: www.just-us-kids.org

Cell Phone #s: All (202)

Director: 532-5712

Assistant Director: 532-5720

Office Manager: 532-5713

Infants: 532-5714

Toddlers: 532-5715

Twos: 532-5716

Threes: 532-5717

Fours: 532-5718

Summer Camp: 532-5719

APPENDIX C - VOLUNTEER OPPORTUNITIES AT JUST US KIDS

It is parent involvement that makes Just Us Kids such a special place. There are many opportunities to contribute and most of them don't take a great deal of time or effort. It's a great way to meet the other parents and make new friends.

Board of Directors: Help provide oversight to the Center's operations and coordinate fundraising events. Two parent members are elected each year by the other families in the Center. Board members serve a two-year term. The Board typically meets the second Wednesday of the month at 12:15 PM in the Library of the Center.

Room Parents: One or two parents for each classroom serve as a liaison between the teachers and the parents. Room parents coordinate teacher appreciation week, birthday gifts for teachers, classroom auction donations, and various other events. Room parents also help coordinate the Halloween party volunteers, and other periodic events.

Jumble Sale: Our annual "tag sale" of gently used children's items held each Fall and Spring.

- a. **Chairperson(s):** Coordinates with Director to schedule dates, gets volunteers, sends out reminders, and takes leftovers to charity.
- b. **Sorting and set-up:** Several volunteers are needed for pre-sale sorting and pricing of items.
- c. **Provide baked goods:** We have several bakers provide goodies to entice the buyers.
- d. **Sales Staff:** Assist customers in finding the items they are looking for; keep an eye on the sale tables to make sure they're tidy; and assists with customer check-out.
- e. **Clean-up Crew:** Several people needed at the very end of the sale to box items up for charity, fold the tables, and clear the Rain Room for use the next day.

Silent Auction: Our biggest fundraiser of the year, held each spring.

- a. **Chairperson(s):** Ideally, we'd have two folks sharing responsibility for Chairing the Auction. All of the Auction Chair work is behind the scenes so this is perfect for you if you're good at organization and rallying the troops. Auction work is sporadic, but it does start in the fall.
- b. **Envelope Stuffing:** Several volunteers are needed to help get the fundraising letters out to potential donors.
- c. **Business Solicitations:** Follow-up calls and/or emails to the businesses who already received letters. Solicit donations (in person, via e-mail or website forms, or on the

phone) from new businesses in the area or businesses who have not previously donated.

- d. **Pre-auction publicity:** Create and distribute an auction flyer and auction catalog. Make and distribute auction tickets. Arrange to have auction posters displayed in DOJ buildings prior to sale day and a DOJ-wide email sent through the JCON network.
- e. **Auction item pick-up:** Periodically picking up items from businesses who have agreed to donate.
- f. **Set-up Crew:** Set out the items and bid sheets the day before or morning of the auction.
- g. **Baking Crew:** Bake your favorite dessert and drop it off the day before or morning of the auction.
- h. **Food Crew during auction:** Assist in prepping and serving lunch to our bidders. (You'll still have plenty of time to attend the auction yourself.)
- i. **Check-in Crew:** Collect/sell tickets, assign bid numbers, sign-in parents.
- j. **Floor Crew:** Roam the floor and answer questions and, when bidding ends, highlight the winners. (You can bid while you roam.)
- k. **Check-out Crew:** Collect payments from winners and distribute gift certificates. If you are good with a calculator and cash box, this is the job for you.
- l. **Break-Down Crew:** Restore JUK to its usual status. Put the upstairs classrooms back in order and fold down the auction tables.
- m. **Parent Donations:** Donate your talents or an item to be auctioned off.

Coordinate Community or Fundraising Event

Help strengthen JUK's community by coordinating and planning a luncheon, JUK family night out, or other event to either help with fundraising or just to spend time with the community! Reach out to the Director or a Board of Directors member to get involved.

ACKNOWLEDGEMENT OF RECEIPT

I/We, _____,

the parent(s)/legal guardian(s) of _____,

acknowledge that I/We have received a copy of the Just Us Kids 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 Just Us Kids and the parents.

Just Us Kids 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: _____