JUST 4 KIDS LEARNING ACADEMY

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Just 4 Kids Learning Academy is committed to excellence in early childhood education. We strive to provide an environment which supports children as they grow socially, emotionally, cognitively, physically and spiritually. Just 4 Kids offers a quality center where parents can leave their children and be worry free.

Our goal is to prepare children for school life in a friendly and safe environment. We also strive to lay a solid foundation of learning within an environment that projects learning as an enjoyable experience.

We are a Licensed Day Care & Pre-School through the Texas Department of Family and Protective Services. We meet or exceed all state requirements. If you have any questions or concerns please call 713-940-5200. Parents can view a copy of the minimum standards and the center’s most recent licensing inspection report at the center or by visiting the website of the Texas Department of Family and Protective Services at [www.dfps.state.tx.us](http://www.dfps.state.tx.us/).

***UNDER THE TEXAS PENAL CODE, ANY AREA WITHIN 1000 FEET OF A CHILD CARE CENTER IS CONSIDERED A GANG-FREE ZONE.***

***Enrollment Requirements (As set forth by the state of Texas)***

* Admission/Enrollment information forms completed
* Emergency Medical Care Authorization form signed
* Copy of Immunization Record
	+ Must include the signature or stamp of the physician or other health care professional who administered the vaccine.
	+ Children who are four years of age or older by Sept. 1st of that year will require a hearing and vision screening within 120 days of enrollment.

***Fees and Tuition***

For families with multiple children enrolled **full-time**, a 10% discount will be taken off of the tuition of the oldest child.

Activity fees are charged for some special events such as field trip activities or special functions taking place at the school. These fees are to be paid in cash. These fees are not part of Just 4 Kids’ income and will not be added into our income account. Field trip and special event fees are used the same week they are paid and must be paid in CASH on the Monday prior to the field trip or the event scheduled.

All checks should be made payable to Just 4 Kids Learning Academy. Receipts will be given for cash payments and should be saved as proof of payment.

As per signing this agreement you are agreeing to pay in advance each week a tuition fee of $\_\_\_\_\_\_\_\_\_\_\_\_. Tuition is payable in advance on Monday morning and is non-refundable. You also agree to pay a registration fee of $\_\_\_\_\_\_\_\_\_\_\_\_\_at the time of enrollment. Registration fees are non-refundable and are due every January.

 A $20.00 fee will be assessed if tuition is not paid in full by 6:30 pm on Tuesday of the week tuition is due. Tuition and late fees must be paid by Wednesday morning of the week tuition is due in order for your child to retain his/her spot at Just 4 Kids. There will be NO EXCEPTIONS.

A $30.00 fee will be charged for returned checks. Returned checks cannot be paid with another check from the same account. After two returned checks you will be required to make future payments in cash or money orders.

Tuition cannot be refunded or pro-rated should your child become ill or is absent.

If your child is absent one week or more, half of the regular tuition is due as a holding fee per each week absent. ANY ATTENDANCE DURING A WEEK CONSTITUTES A FULL WEEK. Half payment only applies if your child has been absent for the entire week, and we were notified in advance.

\*After your child has been with Just 4 Kids for a year, one week of vacation per year may be taken without tuition due. However, we must have two weeks notice in writing so that we can adjust our budget and staff work hours accordingly.

Fees are subject to change at least on a yearly basis. Two weeks written notice will be given before any changes are made. Always know that the smallest feasible increase will be taken.

***Hours of Operation***

Just 4 Kids will be open Monday thru Friday, 6:00 am to 6:30 pm. After 6:30 pm a late pick-up fee of $1.00 per minute will be charged per child. We do not pay our teachers after closing time. Therefore, this late fee will go directly to the teacher for providing extended care to your child. This fee must be paid to the teacher that evening upon arrival or first thing the following morning. Children will not be accepted the next day if your late fees are not paid. Children can only be in our care for a 10 hour period. **PLEASE BE PROMPT IN PICKING UP YOUR CHILD.**

***Center Closings/Holidays***

Just 4 Kids will be closed the following Holidays:

* New Year’s Day
* Good Friday
* Memorial Day
* Independence Day (July 4th)
* Labor Day
* Thanksgiving Day
* Friday after Thanksgiving
* Christmas Eve
* Christmas Day
* Day after Christmas

Typically, early dismissal takes place the day before the holiday*. A notice will be posted*. If the holiday falls on a weekend, we will be closed the day before or the day after, depending on when the holiday is being observed by other local businesses and schools. In addition, we may be closed because of severe weather conditions, emergencies such as a lack of utilities or if the district’s schools must be closed. Please consult radio and television stations for official word concerning school closings. In case of an emergency we will contact you as soon as possible. No tuition discount will be given for these emergency and/or holiday closings.

***Transportation***

Just 4 Kids offers before and after school care and transportation to nearby public schools and planned field trips. Just 4 Kids’ mode of transportation is a licensed, insured vehicle equipped with a safety belt for each child. Vans are driven by a licensed and insured staff member. Parents are to notify Just 4 Kids if their child will not need transportation by one of our vans. There will be a $5.00 non-notification fee charged to your account.

If a child is regularly transported to and/or from school by Just 4 Kids and school is out of session due to school holidays, weather days, etc., an additional fee, above the regular tuition will be charged for the child to attend Just 4 Kids on those days.

***Special Activities***

Just 4 Kids offers field trips extra-curricular and water activities. Most field trips will take place during the summer or when public schools are closed for holidays and/or spring break. Field trip information is posted at the front desk. Parents must sign a field trip permission form for your child for each scheduled field trip. Location, time, and arrival are located on all release forms. Field trips are posted 72 hours prior to the scheduled event.

***Screen Time Policy***

Television will be used as a tool to help children unwind and relax. We usually watch television during breakfast time from 6:30-7:00 a.m. and during the last 45 minutes of the day. The exception may be if there is a rainy day or if a special TV program is included in the teacher’s lesson plan to incorporate as a learning activity. Viewing will be limited to child-friendly, education-style videos. We carefully screen everything the children watch.

***Meals***

Just 4 Kids provides a hot, well-balanced lunch which is one-half of your child’s daily nutritional needs, breakfast until 8:00 a.m., and an afternoon snack. Breakfast will be served only between 6:00 am & 8:00 am. Please remember that breakfast is over at 8:00 am, and outside food should not be brought into the center after this time. The menus are posted monthly on the parent’s bulletin board. Edible items for holidays and birthday parties should ONLY be store purchased and unopened. Please notify the office and the teacher if your child has any food or beverage allergies. Parents are responsible for furnishing food when a child requires a special diet.

Parents are allowed to provide their children with a lunch/snack to replace our meals. However, the parent understands that Just 4 Kids is not responsible for the meal’s nutritional value or for meeting the child’s daily food needs.

***Breastfeeding***

Parents have the right to breastfeed their child while the child is in care. A comfortable chair within a classroom will be provided. In addition, you may also choose to provide breast milk while your child is in care.

***Arrival and Departure***

Upon arrival, your child must be brought in through the front door to a staff member. Please do not send your child/children into the school alone. Please sign your child in every day.

Children will not be accepted between 11:00 a.m. and 2:00 p.m. This is our naptime and drop-off at this time is a disruption to the teachers on duty and the children who are napping.

When picking up your child, make sure a staff member knows he or she is leaving and sign your child out. Please check your child’s cubby/folder for any papers or notices being sent home that day.

If your child is to be picked up by anyone who is not listed on the enrollment form or on the Sign In-Sign/Sign-Out sheet, you MUST make prior arrangements with the Front Office. Written or faxed permission will be granted for releasing a child with the parent’s signature and a current phone number. Driver’s License Identification (With Picture) will be required of the person picking up your child.

***Absences***

**When a** student is **going to be absent**, parents are encouraged to leave a message on the answering machine after or before our operating hours. Please call the center EACH day **your child** is **absent**, and **notify us** well in **advance** for PLANNED absences.

***What To Bring***

Each child will need several changes of clothes including socks that fit the child and the season.

Infants need an ample supply of diapers, wipes, baby food, and bottles with formula and/or juice for each.

Toddlers need covered sip cups, and an ample supply of diapers, wipes and several pairs of underwear and socks if being potty trained.

Every preschool child will have an afternoon rest/nap period as required by state law. All children may bring a **small** blanket, a soft cuddly toy and a pacifier if needed for naps. Please be very sure that **all** items are clearly labeled with your child’s name.

***What Not To Bring***

Items of personal, sentimental or monetary value should not be brought to school. Valuable jewelry, money and special handmade items such as blankets or clothes could be easily damaged or misplaced and should be left at home.

Toy weapons or action figures that promote violent play are strictly forbidden. Snack foods, candy and gum are also not allowed.

When your child wishes to bring something to school, it should be approved in advance by the teacher. **Please do not allow your child to bring toys to school**. Sharing toys can be very difficult when they are brought from home.

***What To Wear***

Children will be encouraged to play outdoors on the playground daily, except during intense heat or inclement weather. Children should come to school properly prepared for the weather. During the cold months please send a sweater, coat or jacket labeled with the child’s name to wear outside. Clothes should be suitable for messy activities such as creative art, cooking, mud and sand play.

Only **closed-toe shoes** with non-slip soles such as tennis shoes are permitted. Flip-flops and the like are very dangerous shoes for the children to play and run in on the playground. Boots, sandals, jellies or fancy dress shoes are not appropriate for school and outdoor play and should not be worn to school.

Children should dress in comfortable clothes that provide freedom of movement and will permit them to manage by themselves in the bathroom. Please remember to label all of your child’s belongings.

***\*Health Requirements***

A medical form provided by the school, must be completed and signed by the parent before your child may attend class for the first time. The medical form must be signed by a physician within a year of the child’s enrollment date. Texas Licensing requirements state that all immunization records must be current at the time of enrollment. ***Please note that your child’s immunization record must include the signature or stamp of the physician or other health care professional who administered the vaccine***. As your child receives new immunizations, please bring the doctors written verification to us so we can update our records. In addition, keep us informed about any allergies your child may have.

At this time, a tuberculin skin test is not a requirement for enrollment.

***Illness***

Any child with a temperature of 99.4 degrees or above constitutes a sick child according to the state of Texas law. Children must be kept home if they have fever, cough, sore throat, vomiting, diarrhea or other symptoms of contagious disease. Children must be free of symptoms for 24 hours before returning to school. Depending upon the severity of the illness, a doctor’s release/permit may be required before the child can return to the facility. If your child displays symptoms in the afternoon or evening, he/she should not be in attendance the next day. Children who become ill during the day will be isolated and the parent will be contacted immediately. Please pick up your child as quickly as possible. If a classmate has contracted a contagious disease we will notify parents. If your child will be out sick, please call us and let us know.

***Medications***

When medication is to be given, parents must sign the Medicine Authorization Chart at “sign in”. All medication, both prescription and non-prescription, must be in its original container labeled with child’s name, dosage and date of administration. Over the counter medications with instructions requesting a doctor’s consent will not be administered without a letter from a doctor. Medications will only be given at 11:00 am and 3:00 pm. A staff member will administer the medication according to its label instructions.

***Accidents***

Just 4 Kids must have the parent’s written consent/permission to administer first aid or to obtain emergency medical treatment in the child’s best interest. First aid will be administered for all minor injuries. Should there be a major medical problem, 911 will be called and you will be notified immediately. For accidents requiring medical attention, an Accident/Incident Report will be filled out, signed by the appropriate parties and filed in your child’s file. We strive to prevent accidental injury to all of our children. Just for Kids assumes no responsibility for accidents on the premises. Our staff is trained in CPR/First-Aid and certification is kept updated. **Please be sure that all phone numbers and emergency information in your child’s file are always current.**

***Emergency Preparedness Plan***

Our staff at Just 4 Kids is committed to ensuring the safety of your children. Therefore, we have discussed and implemented an emergency preparedness plan to make sure your children are safe in case of any and all emergencies.

***Behavior Management/Discipline***

Teachers are empathetic and understanding in dealing with each child as he or she learns to play and work with others. Our teachers know that your children make mistakes and experience occasional difficulties in their “trial and error” efforts to master and control their feelings and to understand and live within our complex social system. Children are encouraged to develop and grow in self-control by many means; praise and encouragement of good behavior, reminding a child of behavior expectations, redirection, use of logical and natural consequences, and individual and group discussions. Physical punishment is NEVER permitted.

We will make reasonable accommodations for children with physical, developmental or behavioral disabilities. Should management or the parent determine that a child has not adjusted to the daily program the child may be dropped/withdrawn from our facility. Parents will be given and must give one week’s notice prior to withdrawal.

***Reporting Child Abuse and Neglect***

All employees are required to attend annual training that teaches methods for increasing awareness of issues regarding child abuse and neglect. This includes methods such as warning signs, prevention techniques, and strategies for coordination between the center and appropriate community organizations, and actions that the parent of a child who is a victim should take to obtain assistance and intervention. If you suspect your child to be a victim of child abuse or neglect, you can contact the DFPS child abuse hotline at 1-800-252-5400 or DFPS website at <https://www.txabusehotline.org>.

***Notifications***

Parents are notified of upcoming events and activities through newsletters, individual letters or posted letters. Copies of all letters are also posted in your child’s classroom.

You will be notified by either written or posted notice of any changes to our operational procedures and/or policies. Parents will receive a two week’s notice prior to the enforcement of changed policies.

***Visiting Just 4 Kids***

Please feel free to visit during the day to observe your child and our operation. Parents are always welcome and the office is open to any cares or concerns you may have. If you have any questions or concerns about our policies and procedures or would like to participate in our operation, please contact our office. Phone conferences are also acceptable. Parents/Volunteers who are regularly or frequently present at the center must comply with minimum standards set forth by the state of Texas. A background check will also be required of these parents.

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JUST 4 KIDSLearning Academy

Parent Agreement

Acknowledgment of Receipt and Understanding

I acknowledge that I have received a copy of the Just 4 Kids Learning Academy Parent Agreement and that I have read and understand the contents of this agreement in its entirety. I further acknowledge that I am responsible for the information in this agreement as it is essential to the continued enrollment of my child at Just 4 Kids.

Parent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_