

JUST FOR KIDZ ACADEMY  
LICENSED CHILDCARE  
2824 CENTRAL DR #331  
BEDFORD TX, 76021  
(817)571-7717

## **DAYCARE OPERATIONAL POLICIES**

REVISED MAY 2019

### **MISSIONS AND GOALS:**

WELCOME TO JUST FOR KIDZ!! WE OFFER BOTH PRESCHOOL EDUCATION AND EXTENDED HOURS FOR YOUR CONVENIENCE! WE ARE HERE TO PROVIDE A HAPPY, HEALTHY, AND SAFE ENVIRONMENT FOR YOUR CHILDREN WHILE YOU ARE AT WORK OR JUST OUT AND ABOUT! WHILE AT THE CENTER YOUR CHILD WILL HAVE TIME TO SOCIALIZE AND MAKE NEW FRIENDS, BE CREATIVE, ACCUMULATE MOTOR, SOCIAL, KNOWLEDGE SKILLS, AND HAVE A GREAT TIME LEARNING AND PLAYING!

WE ARE HERE TO TEACH AND HAVE A GOOD TIME! THE CURRICULUM USED FOR OUR PRESCHOOL PROGRAM HELPS OUR LITTLE ONES DEVELOP INTO YOUNG THINKING MACHINES AND OUR PRESCHOOL PROGRAM HELPS GIVE A JUMP START INTO THE KINDERGARTEN TIMES!! ALL CLASSROOMS, AGES 18 MONTHS THROUGH 5 YEARS, BASE THEIR DAILY LESSON PLANS USING FUN SHINE EXPRESS CHRISTIAN CURRICULUM. WE UTILIZE ALL MEANS NECESSARY TO BE WHAT WE ARE KNOWN FOR.....JUST FOR KIDZ!!

### **LICENSURE:**

WE ARE LICENSED BY D.F.P.S. PLEASE FEEL FREE TO REFER TO OUR POSTED LICENSES IN THE CENTER FOR OCCUPANCY LIMITS, LICENSED INSPECTIONS, AND OUR ACTUAL LICENSE. JUST FOR KIDZ IS LICENSED FOR A CAPACITY OF 123 CHILDREN BETWEEN THE AGES OF 18 MONTHS TO 12 YEARS. ALL TRANSPORT VEHICLES ARE ALSO PART OF OUR INSPECTIONS!

### **JUST FOR KIDZ RESPONSIBILITIES:**

\*ALL STAFF AT JUST FOR KIDZ ARE TO ATTEND OUTSIDE TRAINING TO MEET OR EXCEED STATE STANDARDS! ALL STAFF ARE CPR, 1ST AIDE CERTIFIED, HAVE HAD TB TESTING, BABY SHAKE TRAINING AND ARE LICENSED BY THE STATE OF TEXAS. EMPLOYEES HAVE CRIMINAL BACKGROUND CHECKS AND FINGERPRINTING UPON HIRE AND ACCORDING TO STATE STANDARDS.

MANAGEMENT AT JUST FOR KIDZ WILL PERFORM RANDOM DRUG SCREENINGS ON ALL EMPLOYEES ANNUALLY AND ALL TEACHERS WILL RECEIVE A FLU SHOT EACH YEAR. TEACHERS USE "FUN SHINE EXPRESS" CURRICULUM TO CONDUCT CLASSES AND HAVE SEVERAL TRAINING HOURS TO ENSURE PROPER EDUCATION

REQUIREMENTS AND EXECUTION OF THEIR CURRICULUM.

\*PLEASE DO NOT ASK US TO "GROUND" YOUR CHILDREN. WE APOLOGIZE, BUT WE ARE NOT ABLE TO CARRY OUT PUNISHMENTS FROM HOME. ALL CHILDREN ARE ELIGIBLE FOR THE SAME ACTIVITIES AND OPPORTUNITIES. OUR ACTIVITIES ARE PRE APPROVED BY OUR STATE REPRESENTATIVE AND ARE SET ACCORDINGLY!

\*STAFF MAY NOT CARE FOR CHILDREN FROM THE CENTER OUTSIDE OF OUR FACILITY AT ANY TIME. FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN DISMISSAL OF THE CHILD AND TERMINATION OF THE STAFF MEMBER. PLEASE DO NOT ASK FOR THEM TO BEND THE RULES.

## **TOURS**

JUST FOR KIDZ DOES NOT REFUSE FOR A PARENT TO COME IN TO VIEW OUR CENTER AT THEIR CONVENIENCE, HOWEVER IN ORDER TO GET A PROPER WALK THROUGH WITH A STAFF AVAILABLE TO ANSWER YOUR QUESTIONS, WE ASK THAT YOU CALL AHEAD OF TIME TO SCHEDULE AN APPOINTMENT OR TO CHECK IF THERE IS A STAFF AVAILABLE AT THE TIME YOUR ARE REQUESTING.

## **OUR HOURS OF OPERATIONS ARE AS FOLLOWS:**

MONDAY- FRIDAY 6:45 A.M. - 7:00 P.M.

WE ARE CLOSED ON WEEKENDS!

\*JUST FOR KIDZ CLOSSES PROMPTLY AT THE TIMES LISTED ABOVE. A LATE FEE WILL BE IMPOSED IN THE AMOUNT OF \$1.00 PER MINUTE, PER CHILD BEGINNING 3 MINUTES AFTER THE CLOSING TIME. TIME WILL BE CALCULATED ACCORDING TO OUR HANGING OFFICE CLOCK.

IF JUST FOR KIDZ WILL BE CLOSING EARLY, THE LATE FEES WILL APPLY TO ANY TIME AFTER OUR POSTED CLOSING TIME! ALL LATE FEES ARE DUE AT PICK UP. IF THESE FEES ARE NOT PAID AT PICK UP, AN AUTOMATIC \$5.00 CHARGE WILL BE ADDED IMMEDIATELY AND A \$5.00 PER DAY LATE FEE WILL BE ADDED TO THE BALANCE UNTIL IT IS PAID IN FULL OR YOUR CHILD WILL NOT BE ADMITTED UNTIL THE FULL BALANCE AND FEE TOTAL IS PAID.

## **PICK UP AND DROP OFF RULES AND THINGS TO KNOW:**

\*STATE REQUIRES THAT WE KEEP A LOG OF CHILDREN'S ATTENDANCE USING A SIGN IN SHEET. PLEASE BE SURE TO PROVIDE ACCURATE INFORMATION IN CASE OF EMERGENCY AND FOR OUR ATTENDANCE LOG. THIS SHEET IS LOCATED ON THE COUNTER AT THE FRONT. YOU WILL NEED TO SIGN IN AT DROP OFF AND PROVIDE A TIME OUT WHEN YOUR CHILD IS PICKED UP.

\*EACH FAMILY WILL BE GIVEN A SPECIFIC CODE TO GAIN ACCESS INTO THE

FACILITY UPON ENROLLMENT. DOORS WILL REMAIN LOCKED FROM THE OUTSIDE DURING BUSINESS HOURS AND ONLY YOUR FAMILY'S CODE MAY BE USED TO ENTER THE FACILITY. THE CODE IS NOT VALID AFTER OPERATION HOURS.

\*IF YOU SEND IN SOMEONE TO PICK UP YOUR CHILD, PLEASE BE SURE THAT WE HAVE THE PROPER INFORMATION TO RELEASE YOUR CHILD. THIS PERSON WILL NEED TO PROVIDE IDENTIFICATION BEFORE THE CHILD WILL BE RELEASED TO THEM. WE WILL NEED THE PERSONS FULL NAME, CONTACT PHONE NUMBER, AND DRIVERS LICENSE NUMBER. IF THIS PERSON IS NOT ON YOUR REGISTRATION CARD AS AN AUTHORIZED PICK UP, WE MAY ASK FOR ADDITIONAL INFORMATION.

\*JUST FOR KIDZ MAY NOT WITHHOLD A CHILD FROM A PARENT OR LEGAL GUARDIAN WITHOUT A COURT ORDER PROVING CUSTODY. IN ANY CASE THAT THIS PAPERWORK IS PROVIDED AND AN ISSUE ENSUES, WE WILL NOTIFY THE POLICE AND CALL THE AUTHORIZED PARENT IMMEDIATELY.

\*MONDAY THROUGH FRIDAY WE HAVE OUR REGULAR PRE SCHOOL SESSIONS. THIS MEANS ANY CHILDREN THAT WILL BE ATTENDING FOR THE DAY MUST BE DROPPED OFF BEFORE 9:00 A.M. OR AFTER 3:00 P.M.

\*CLASS TIMES ARE 9:30 A.M. - 11:00 A.M. AND 3:30 P.M. - 5:00 P.M.

\*ALL ITEMS BROUGHT IN FOR YOUR CHILD MUST BE LABELED WITH A PERMANENT MARKER BY THE PARENT. THIS INCLUDES FOOD, CUPS, BLANKETS, CLOTHING, ETC. WE ARE NOT RESPONSIBLE FOR ANY LOST, STOLEN OR BROKEN ITEMS BROUGHT TO THE CENTER. PLEASE DO NOT BRING OUTSIDE TOYS, GUM OR CANDY.

\*DINNER AND EVENING SNACK WILL BE SERVED AT 5 PM. IF YOU WISH FOR YOUR CHILD TO EAT DURING THIS TIME, PLEASE PROVIDE THEM WITH PREPARED MEALS OR SNACKS AT DROP OFF LABELED WITH THE DATE AND YOUR CHILD'S NAME. CHILDREN HERE AFTER 6 PM ARE ENCOURAGED TO BRING FOOD ITEMS TO BE SERVED AT THAT TIME. PLEASE DROP THESE ITEMS IN THE OFFICE OR PUT THEM IN THE REFRIGERATOR IN THE UTILITY ROOM.

\*UPON ENROLLMENT, EACH CHILD WILL BE ISSUED T SHIRTS AS PART OF THEIR CLASSROOM UNIFORM AND WILL BE REQUIRED TO WEAR THESE MONDAY THROUGH THURSDAY. CLOSED TOED OR TENNIS SHOES ONLY. NO HEELS OR BACKLESS SHOES WILL BE ALLOWED. ADDITIONAL OR REPLACEMENT SHIRTS MAY BE PURCHASED FOR \$8/EACH. **(PLEASE REFER TO AMENDMENT BELOW)**

\*\*\*\***AMENDMENT**: AUGUST 2017 - ALL CHILDREN ENROLLED IN PRE-K 1 AND PRE-K 2 CLASSES WILL BE REQUIRED TO WEAR RED OR BLUE SHIRTS (ANY SHADE, ANY DESIGN OR PRINT), PANTS OR SHORTS, AND CLOSED TOED OR TENNIS SHOES MONDAY THROUGH THURSDAY. FRIDAY IS FREE DAY. ALL OTHER CLASSES WILL BE ASKED TO WEAR CLOSED TOED OR TENNIS SHOES AND OTHER CLOTHING ITEMS ARE FLEXIBLE.

## **FIELD TRIPS:**

\*A VAST MAJORITY OF OUR FIELD TRIPS ARE "IN HOUSE". THIS CONCEPT ALLOWS FOR MORE FREQUENT ACTIVITIES FOR OUR KIDDOS AND MORE AFFORDABILITY FOR OUR FAMILIES. THESE FIELD TRIPS INCLUDE VISITS FROM FIRE, POLICE AND EMERGENCY RESPONDERS, KONA ICE, A MAGIC SHOW, QUICK WALK TO "WHATS POPPIN TEXAS", AND OTHER THINGS SIMILAR IN NATURE.

## **PARENTS, VOLUNTEERS, SUBSTITUTES AND CONTRACTOR REQUIREMENTS:**

\*SUBSTITUTES COUNTED IN THE CHILD/CAREGIVER RATIO, WHETHER PAID OR UNPAID, ARE CONSIDERED CAREGIVERS AND MUST COMPLY WITH MINIMUM STANDARDS THAT APPLY TO EMPLOYEES AND CAREGIVERS.

THIS MEANS THAT SUBSTITUTES MUST MEET THE SAME QUALIFICATIONS WHEN THEY HAVE RESPONSIBILITY TO THE DIRECT CARE OR SUPERVISION OF CHILDREN IN ORDER TO PROTECT THE HEALTH, SAFETY AND WELL-BEING OF CHILDREN IN CARE. THE RISK TO CHILDREN FROM AN UNQUALIFIED CAREGIVER IS THE SAME WHETHER THE CAREGIVER IS A PAID OR UNPAID SUBSTITUTE OR VOLUNTEER.

\*ANY VOLUNTEERS FOR FIELD TRIPS, PARTIES, ETC. ARE TO BE SCREENED WITH A BACKGROUND CHECK AND CLEARED BEFORE PARTICIPATING IN THESE EVENTS.

\*ANY PARENTS ARE WELCOME TO VISIT THEIR CHILDREN WHILE THEY ARE IN CARE AT THE CENTER. HOWEVER, ALL PARENTS ARE REQUIRED TO EITHER SIGN THEIR CHILD OUT TO RELEASE SUPERVISION AND RATIOS FROM JUST FOR KIDZ OR LIMIT ANY VISITS TO A MAXIMUM OF 10 MINUTES PER DAY. IF THERE ARE COURT PAPERS STATING OTHERWISE, WE WILL HAVE TO HONOR THE PAPERS PROVIDED TO US AS OUR GUIDELINES OF VISITATION AND PICK UP. JUST FOR KIDZ DOES HAVE THE RIGHT TO REFUSE A PARENT VISITATION IF IT IS CAUSING DISRUPTION OF THE STAFF OR THE CHILDREN IN CARE.

\*REGULARLY SCHEDULED CONTRACTORS, ENTERTAINERS, PICTURE PEOPLE, ETC. ARE TO BE PRE SCREENED BEFORE WORKING IN THE CENTER WITH THE CHILDREN.

## **\*CHILDREN AGES 18 MO. - 3 YR. NEED TO BRING A DIAPER BAG THAT HAS THE FOLLOWING THINGS DAILY:**

- \*EXTRA CHANGE OF CLEAN CLOTHES(SHIRT,PANTS,SOCKS)
- \*DIAPERS OR PULL UPS (MINIMUM OF 4 PER DAY) AND WIPES
- \*SMALL BLANKET FOR NAP TIME
- \*A SMALL SNACK OR DINNER (READY TO EAT)
- \*A PAIR OF TENNIS SHOES EVERYDAY FOR OUTSIDE

**-----YOUR CHILD WILL BE ASSIGNED A CUBBY AT THE ENTRY OF THE CLASSROOM, PLEASE BE SURE ALL ITEMS FOR YOUR CHILD ARE PLACED INSIDE.**

**\*CHILDREN AGES 4 YR AND UP NEED TO BRING A BACKPACK BIG ENOUGH TO HOLD ENTIRELY THE FOLLOWING ITEMS:**

**\*ALL children 4 years of age and older are required to be fully potty trained (does not have to be reminded to go to the bathroom, out of diapers or pull up and does not have accidents)**

\*EXTRA CHANGE OF CLEAN CLOTHES (SHIRT,PANTS,SOCKS,UNDERWEAR)

\*A SMALL BLANKET FOR NAP TIME

\*A SMALL SNACK OR DINNER (READY TO EAT)

\*A PAIR OF TENNIS SHOES EVERYDAY FOR OUTSIDE

**PARENT REMINDERS:**

\*PLEASE CHECK BAGS ON A DAILY BASIS TO DETERMINE IF YOUR CHILD IS NEEDING A CLEAN CHANGE OF CLOTHES, ADDITIONAL DIAPERS OR WIPES, ETC.

\*ALL BAGS/ITEMS ARE TO BE TAKEN HOME ON FRIDAYS TO BE SORTED THROUGH AND ITEMS INSIDE WASHED.

\*IF YOUR CHILD HAS ITEMS THAT ARE LEFT AND NOT CLAIMED BY PICK UP FRIDAY, WE MAY DISCARD THOSE ITEMS DUE TO HEALTH REGULATIONS.

\*DO NOT BRING TOYS FROM HOME. THIS INCLUDES BUT IS NOT LIMITED TO MAKE-UP, NAIL POLISH, PLAY GUNS OR KNIFES, ETC. THEY WILL BE THROWN AWAY.

\*ALL CHILDREN MUST COME IN FULLY DRESSED, WITH SHOES, IN CLEAN CLOTHES AND A DRY DIAPER, PULL UP, OR UNDERWEAR.

\*ANY SIPPY CUPS OR PACIFIERS MUST BE CLEARLY LABELED OR THEY WILL BE THROWN AWAY.

\*NO GUM OR CANDY, IT WILL BE THROWN AWAY.

\*PLEASE MAKE PRIOR ARRANGEMENTS FOR CAR SEATS, BOOSTER SEATS, STROLLERS, ETC. WE DO NOT HAVE SPACE TO STORE THEM AT OUR CENTER AND THEY MAY NOT BE LEFT OUT FRONT OF THE FACILITIES DOORS.

**CLOSING DATES:**

\*JUST FOR KIDZ WILL FOLLOW THE SAME POLICIES AS THE H.E.B. SCHOOL SYSTEM. IF THE SCHOOLS ARE CLOSED, CLOSE EARLY OR ARE DELAYED DUE TO INCLEMENT WEATHER, WE WILL BE ALSO.

\*WE WILL BE CLOSED THE FOLLOWING HOLIDAYS EVERY YEAR:

NEW YEARS EVE	NEW YEARS DAY	GOOD FRIDAY
MEMORIAL DAY	JULY 4TH	LABOR DAY
THANKSGIVING DAY	DAY AFTER THANKSGIVING	CHRISTMAS EVE
CHRISTMAS DAY	MLK JR DAY	COLUMBUS DAY

\*IF WE HAVE ARRANGEMENTS TO CLOSE FOR ADDITIONAL DAYS, THEY WILL BE POSTED WITH AT LEAST 24 HOURS NOTICE. THERE WILL BE NO DISCOUNTS ON TUITION FOR WEEKS THAT INCLUDE CLOSED HOLIDAYS OR INCLEMENT WEATHER DAYS!

**SIGN UP FEES: \*ALL SIGN UP FEES APPLY TO ALL AGE GROUP CHILDREN\***

\*\$50.00 REGISTRATION FEE PER FAMILY (AT SIGN UP AND RENEWED ANNUALLY/JANUARY)

\*\$50 SUPPLY FEE EACH CHILD (TO BE PAID TWICE PER YEAR - AUG/SEPT & MAR/APRIL)

\*\$10.00 MAT FEE PER CHILD (IF YOUR CHILD'S MAT GETS RIPPED OR TORN, YOU WILL BE CHARGED AN ADDITIONAL \$10.00 FOR A REPLACEMENT NAP MAT) (TO BE PAID TWICE PER YEAR - AUG/SEPT & MAR/APRIL) (*PRESCHOOLERS ONLY*)

**FORMS TO ENROLL:**

**NOTE THAT ALL FORMS ARE AVAILABLE ON OUR WEBSITE:**

**[WWW.JUSTFORKIDZ.BIZ](http://WWW.JUSTFORKIDZ.BIZ)**

\*ALL FORMS ARE DUE UPON ENROLLMENT OF YOUR CHILD AND ARE TO BE UPDATED ANNUALLY, THESE FORMS ARE REQUIRED BY STATE, NO EXCEPTIONS!!

\*REGISTRATION CARDS- IN THIS FORM WE ASK FOR SPECIFIC CONTACT, DOCTOR, HOSPITAL AND PARENTAL INFORMATION. PLEASE MAKE SURE THIS FORM IS COMPLETE AND INFORM JUST FOR KIDZ STAFF, ROBIN SMITH, IF THERE ARE ANY CHANGES TO ANY OF THESE CATEGORIES THROUGHOUT ENROLLMENT OF YOUR CHILD.

\*SHOT RECORDS- A COPY OF THE MOST CURRENT SHOTS ADMINISTERED IS TO BE TURNED IN AT ENROLLMENT. ANY SHOTS GIVEN TO YOUR CHILD AFTER ENROLLMENT NEED TO BE DOCUMENTED AND RECORDED THROUGH OUR SYSTEM, PLEASE BE SURE THAT YOU BRING US A COPY!

\*DOCTOR PERMISSION SLIP- THIS FORM IS TO BE TURNED IN AT ENROLLMENT. THIS CAN EITHER BE COMPLETED ON OUR FORMS OR A DOCTORS FORM AS LONG AS WE HAVE WRITTEN OR SIGNED DOCUMENTATION FROM YOUR CHILD'S PHYSICIAN STATING THAT YOUR CHILD HAS BEEN SEEN IN THE PAST YEAR AND IS HEALTHY TO ATTEND DAYCARE.

\*MEDICAL AUTHORIZATION FORM-IF YOUR CHILD HAS ANY ALLERGIES, CONTINUAL ILLNESSES OR REQUIRES MEDICATION ON A REGULAR BASIS, PLEASE BE SURE TO INFORM OUR STAFF SO THAT WE CAN GET YOU THE PROPER PAPERWORK COMPLETED.

\*C.A.C.F.P. ELIGIBILITY FORM-WE AT JUST FOR KIDZ ARE ON A STATE FUNDED FOOD PROGRAM SERVICE THAT PROVIDES US A PORTION OF OUR FOOD COSTS EACH MONTH, THIS FORM SIMPLY PUTS YOUR FAMILY INTO OUR FREE, PAID OR REDUCED CATEGORIES TO HELP DETERMINE THE AMOUNTS WE RECEIVE. YOU MAY BE CHARGED A SEPARATE FEE DEPENDING ON THE ELIGIBILITY OF YOUR FAMILY.

\*FOOD PROGRAM ENROLLMENT FORM-WITHOUT HAVING A FOOD PROGRAM ENROLLMENT FORM, WE ARE NOT APPROVED TO CLAIM YOUR CHILD, IF WE DO NOT HAVE ONE OF THESE ON FILE FOR YOUR CHILD, WE WILL ASK YOU TO PROVIDE MEALS AND SNACKS FOR THEM DURING THEIR STAY.

\*DISCIPLINE AND GUIDANCE FORM- THIS FORM IS TO BE SIGNED IN AGREEMENT WITH OUR STANDARDS AND POLICIES. BY SIGNING THIS YOU AGREE THAT YOU HAVE READ AND UNDERSTAND THE CONDITIONS IN OUR JUST FOR KIDZ POLICIES HANDOUT.

\*PHOTO RELEASE AUTHORIZATION- THIS FORM GIVES JUST FOR KIDZ PERMISSION TO TAKE PHOTOS OF YOUR CHILD WHILE THEY ARE IN OUR CARE. WE MAY HAVE BIRTHDAY PARTIES, CLASSROOM PARTIES, CLASS PICTURES, LIFE TOUCH PORTRAITS, PROJECTS, PROMOTIONAL ADVERTISING, DISPLAYS ON OUR WEBSITE, DISPLAY ON OUR DAYCARE CENTER FACE BOOK PAGE ETC. IF YOU DO NOT WISH FOR US TO TAKE PHOTOS OF YOUR CHILD, YOU MAY DO SO.

\*PARENT POLICY AGREEMENT- THIS IS SIGNED BY THE PARENT ACKNOWLEDGING THAT THEY HAVE READ AND UNDERSTAND ALL POLICIES FOR JUST FOR KIDZ.

\*TRANSPORT AUTHORIZATION - IT IS A POSSIBILITY THAT ANY CHILD MAY NEED TRANSPORTATION FOR FIELD TRIPS, NEED SCHOOL DROP OFF OR PICK UP AND IN CASE OF EMERGENCY. THIS FORM ALLOWS JUST FOR KIDZ TO TRANSPORT YOUR CHILD AND RELEASES JUST FOR KIDZ OF RESPONSIBILITY FOR ANY INJURIES OR ACCIDENTS OCCURRING WHILE AWAY FROM THE CENTER.

\*CREDIT CARD AUTHORIZATION - THIS FORM IS USED IN PLACE OF A PAYMENT PLAN FOR PARENTS NOT ABLE TO PROVIDE CASH, CHECK OR MONEY ORDER BY MONDAY, THIS IS TO BE DETERMINED FOR USE BY ROBIN SMITH.

\*\*JUST FOR KIDZ DOES HAVE SURVEILLANCE FOR OUR CHILDREN, STAFF AND FAMILIES PROTECTION. ANY PARENTS AND CHILDREN ENROLLED IN OUR PROGRAM WILL BE MONITORED AT THE ENTRY, THE MAIN HALLWAYS AND IN THE CLASSROOMS.

**\*\*PARENTS PLEASE MAKE SURE ALL MAINTENANCE IS UP KEPT ON YOUR CHILD'S FORMS!! THIS INFORMATION IS VERY IMPORTANT FOR YOUR CHILD'S SAFETY AND WELLBEING.**

**PAYMENT METHODS:**

\*CASH

\*MONEY ORDERS

\*VISA, MASTER CARD AND DISCOVER

\*\*\*NO CHECKS ACCEPTED\*\*\*

\*EACH CHILD/FAMILY WILL BE ASSIGNED AN ENVELOPE AT SIGN UP. PAYMENT SLIPS ARE TO BE COMPLETED, PAYMENT AND THE SLIP ARE TO BE PUT INSIDE THE UNSEALED ENVELOPE AND DROPPED INTO THE PAYMENT BOX OUTSIDE THE OFFICE DOOR EVERY MONDAY. RECEIPTS WILL BE ISSUED AND PLACED BACK INTO THE ENVELOPE AND INTO THE TOWER AT THE FRONT. PLEASE CHECK YOUR ENVELOPES AFTER EACH PAYMENT TO ENSURE ACCURACY FOR YOUR ACCOUNT! STATEMENTS ARE AVAILABLE UPON REQUEST. ANY PAYMENT INQUIRIES, PLEASE ASK THE OFFICE STAFF, REQUEST A STATEMENT AND YOU MAY ALSO CONTACT ROBIN AT 817-884-7334 IF YOU HAVE ANY ADDITIONAL QUESTIONS.

**PARTIES AND MISCELLANEOUS:**

\*WE WILL HAVE PARTIES FOR THE KIDS ON MOST MAJOR HOLIDAYS. THERE WILL BE POSTINGS AT THE FRONT FOR EACH FAMILY TO SIGN UP TO BRING ITEMS FOR THEIR CHILD'S CLASS OR TO PAY A SMALL FEE. PLEASE PREPARE TO BRING GOODIES FOR UP TO 20 CHILDREN.

\*IF YOUR CHILD WISHES TO HAVE A BIRTHDAY PARTY WITH THEIR FRIENDS HERE, YOU MAY BRING IN A CAKE, CUPCAKES, ICE CREAM, DRINKS, SUPPLIES, ETC. FOR THEIR CLASS. YOU MAY ALSO BRING IN A CAMERA FOR PHOTOS!

**TUITION FOR FULL TIME PAYMENT OBLIGATIONS:**

BEGINNING JANUARY 1, 2017, ALL TUITION PAYMENTS WILL BE DUE EVERY MONDAY, TUESDAY A \$35 LATE FEE WILL BE ADDED AND THE CHILD WILL NOT BE ALLOWED TO BE ADMITTED ON WEDNESDAY UNLESS ALL FEES ARE PAID IN FULL. IF YOUR FAMILY HAS A BALANCE AND IS REFUSED CARE BECAUSE THE OUTSTANDING FEES, YOU WILL NEED TO SET UP A PAYMENT PLAN IN ORDER TO CONTINUE CARE. IF YOU HAVE A BALANCE AND ARE REFUSED CARE, YOU WILL STILL BE BILLED FOR THE WEEKS OF SERVICE AND ALL LATE FEES THAT YOUR CHILD IS ABSENT UNTIL THE BALANCE IS PAID IN FULL.

\*A 2 WEEK WRITTEN NOTICE WILL HAVE TO BE SUBMITTED IN YOUR PAYMENT ENVELOPE IF YOU PLAN TO WITHDRAW FROM THE DAYCARE CENTER. IF THE NOTICE IS NOT GIVEN AND THE CHILD IS ABSENT (NO CALL, NO SHOW) AND/OR WITH A PAST DUE AMOUNT YOU WILL BE CHARGED FOR 30 DAYS FOLLOWING

THE FINAL WEEK OF CARE PLUS ALL ACCRUED LATE FEES.

\*IF YOU FORMALLY WITHDRAW YOUR CHILD FROM THE CENTER, YOU WILL BE REQUIRED TO PAY ALL REGISTRATION, SUPPLY FEES AND MAT FEES AS A NEW SIGN UP IF AND WHEN YOU RETURN.

\*YOU MAY RECEIVE 2 WEEKS OF HALF WEEK TUITION PAYMENT IF YOU MEET THESE QUALIFICATIONS:

- YOUR CHILD HAS BEEN ENROLLED FOR A MINIMUM OF 60 DAYS
- YOU SUBMIT A 2 WEEK WRITTEN NOTICE BEFORE THE WEEK OF VACATION
- YOUR CHILD HAS A NOTE FROM THEIR PHYSICIAN EXPLAINING THAT THEY MAY NOT ATTEND DAYCARE FOR THE ENTIRE WEEK.
- YOUR ACCOUNT IS CURRENTLY AT A \$0.00 BALANCE
- YOUR DISCOUNTED RATE IS RECEIVED BEFORE THE VACATION BEGINS

\*THERE WILL BE NO DISCOUNTED VACATION RATES DURING HOLIDAYS OR SPRING BREAK.

\*ONLY 1 LATE FEE CHARGE MAY BE WAIVED FOR EACH FAMILY PER YEAR.

\*IF YOUR TUITION RATE IS LESS THAN THE LISTED WEEKLY FEE, YOU WILL NOT BE ELIGIBLE FOR ANY DISCOUNTED RATES.

\*THERE WILL BE NO DISCOUNTS ON WEEKLY TUITION. IF YOUR CHILD IS ENROLLED IN OUR FULL TIME PROGRAM YOU MAY NOT SWITCH FROM WEEKLY TO DAILY OR HOURLY CARE WITHOUT THE PROPER NOTICE TO WITHDRAW FROM THE FULL TIME PROGRAM. NO EXCEPTIONS!

\*PLEASE BE SURE THAT ALL INFORMATION ON YOUR REGISTRATION CARD IS VALID AT THE TIME OF DROP OFF AND THAT THE NUMBER LEFT ON THE SIGN IN SHEET IS ONE THAT WE MAY CONTACT YOU, ANOTHER PARENT OR GUARDIAN IN CASE OF AN EMERGENCY.

\*IF WE PROVIDE TRANSPORTATION FOR YOUR CHILD FROM SCHOOL PLEASE BE SURE TO INFORM US IF THEY ARE PICKED UP EARLY OR ABSENT FOR THE DAY. IF WE DO NOT RECEIVE A PHONE CALL AT LEAST AN HOUR BEFORE PICK UP TO INFORM US THAT YOUR CHILD IS NOT AT SCHOOL, THERE WILL BE A \$15.00 FEE INCLUDED IN YOUR WEEKLY TUITION FOR EACH OCCURRENCE.

\*ALL C.C.M.S FAMILIES MUST BRING THEIR SWIPE CARD EVERYDAY FOR CLOCKING IN AND OUT. IF ANY ERRORS ARE MADE OR DAYS ARE NOT CLAIMED FOR PAYMENT, THE PARENT WILL BE RESPONSIBLE FOR ANY PAYMENT NOT PAID THROUGH CHILDCARE ASSOCIATES. ANY OTHER PARENT FEES ARE DUE THE FIRST OPERATING DAY EACH MONTH BY PICK UP OR THE WEEKLY AMOUNT (MONTHLY FEE DIVIDED BY 4) DUE EACH MONDAY BY PICK UP. . LATE FEES WILL ALSO APPLY TO THESE ACCOUNTS IF PAYMENTS ARE NOT RECEIVED

ACCORDINGLY. PAYMENT FOR ANY NO SWIPE DAYS WILL BE DUE IMMEDIATELY TO AVOID LATE FEES. ANY UNPAID FEES MAY RESULT IN A VIOLATION BEING SENT TO C.C.M.S. FOR YOUR FAMILY OR REFUSAL TO ACCEPT YOUR CHILD(REN).

\*IF FOR ANY REASON YOUR ACCOUNT BECOMES OUTSTANDING FOR MORE THAN 30 DAYS, WE WILL TURN OVER THE BALANCE TO THE ATTORNEY GENERAL'S OFFICE FOR COLLECTION OF STOLEN SERVICES. YOU WILL BE RESPONSIBLE FOR ALL DAYCARE FEES, LATE FEES AND ALL LEGAL AND COLLECTION FEES.. IF YOU HAVE A CREDIT CARD ON FILE EITHER FOR AUTO DRAFT OR WEEKLY TUITION PAYMENT, YOU GIVE PERMISSION TO JUST FOR KIDZ TO ATTEMPT TO COLLECT THE BALANCE USING THAT CARD INFORMATION UNTIL THE BALANCE IS PAID IN FULL.

\*THERE WILL BE NO CASH REFUNDS FOR ANY PAYMENTS MADE. ANY REMAINING MONIES ON AN ACCOUNT WILL BE USED AS A CREDIT FOR THAT FAMILY. THIS CREDIT WILL BE EXPIRED A YEAR FROM THE TIME OF WITHDRAW AND MAY NOT BE TRANSFERRED TO ANOTHER FAMILY.

**FULL TIME WEEKLY RATES ARE AS FOLLOWS:**

1 CHILD: \$175.00  
2 CHILDREN: \$315.00 (2 FULLTIME)  
3 CHILDREN: \$455.00 (3 FULLTIME)  
4 CHILDREN: \$555.00 (4 FULLTIME)

\*ANY CHILDREN UNDER 2 YEARS ARE \$175/WK

**AFTER SCHOOL CARE RATES:**

1 CHILD: \$85.00 (FULL TIME \$125)  
2 CHILDREN: \$170.00 (FULL TIME \$250)  
3 CHILDREN: \$255.00 (FULL TIME \$375)  
4 CHILDREN: \$340.00 (FULL TIME \$500)

**\*PLEASE CALL FOR BLENDED RATES**

\*IF YOU ARE CONCERNED WITH NOT BEING ABLE TO AFFORD FULL TIME OR AFTER SCHOOL CHILDCARE, PLEASE SPEAK WITH ROBIN AT 817-884-7334 SO THAT WE MAY DISCUSS YOUR OPTIONS. YOU MAY BE REQUIRED TO PROVIDE SPECIFIC INFORMATION.

\*JUST FOR KIDZ ACCEPTS C.C.M.S. WE ARE PAID A CERTAIN PREDETERMINED AMOUNT THROUGH C.C.M.S. AND YOU WILL BE REQUIRED TO PAY THE REMAINDER OF FULL TUITION AMOUNT, YOUR C.C.M.S. ASSIGNED PARENT FEE. ALL C.C.M.S. PARENT FEES MAY BE PAID EITHER THE FULL MONTHLY

AMOUNT BY THE FIRST BUSINESS DAY OF THE MONTH, OR EVERY MONDAY IN A WEEKLY AMOUNT (MONTH FEE DIVIDED BY 4). ANY FEES NOT PAID IN FULL EITHER MONTHLY (BY THE 1ST BUSINESS DAY OF THE MONTH) OR WEEKLY (ON MONDAYS) WILL INCUR A \$35 LATE FEE AND CARE MAY NOT BE PROVIDED UNTIL ALL FEES ARE COLLECTED.

**AFTER SCHOOL RATES DURING SCHOOL HOLIDAYS:**

\*THERE IS NO EXTRA CHARGE FOR AFTER SCHOOL CHILDREN WHO ATTEND OUR CENTER FOR 1 FULL TIME DAY DUE TO A SCHOOL HOLIDAY, TEACHER WORK DAY, EMERGENCY CLOSING, EARLY DISMISSAL, ETC.

\*AFTER SCHOOLERS ATTENDING OUR FACILITY FOR A WEEKS TIME DUE TO SPRING BREAK OR MORE THAN 1 FULL DAY OF A HOLIDAY, OR SUMMER VACATION WILL BE CHARGED THE REGULAR FULL TIME RATE.

**TUITION FOR DAILY CHILDCARE OBLIGATIONS: (CALL TO SEE IF DAILY CARE IS AVAILABLE)**

\*REGISTRATION FEE OF \$50.00 PER FAMILY DUE UPON SIGN UP AND JANUARY EACH YEAR.

\*IF YOUR CHILD IS ATTENDING MORE THAN 10 DAYS PER MONTH, YOU WILL BE CHARGED A \$50 SUPPLY FEE TWICE PER YEAR.

\*YOUR CHILD MUST COME IN CLEAN AND FULLY DRESSED DAILY AND WITH A CLEAN CHANGE OF CLOTHING IN CASE OF AN ACCIDENT.

\*PLEASE DO NOT BRING IN OUTSIDE TOYS.

\*YOUR CHILD WILL NEED TO BRING A BAG CONTAINING THE FOLLOWING ITEMS:

- CLEAN CHANGE OF CLOTHES
- DIAPERS, WIPES, PULL-UPS OR UNDERWEAR (WHICHEVER APPLIES)
- SNACKS AND MEALS FOR THE DURATION OF THEIR STAY

\*PLEASE BE SURE THAT ALL INFORMATION ON YOUR REGISTRATION CARD IS VALID AT THE TIME OF DROPOFF AND THAT THE NUMBER LEFT ON THE SIGN IN SHEET IS ONE THAT WE MAY CONTACT YOU, ANOTHER PARENT OR GUARDIAN IN CASE OF AN EMERGENCY.

\*ANY FAMILIES THAT ARE CONTINUALLY CAUSING PROBLEMS WITH PAYMENTS, MAY BE ASKED TO FIND ANOTHER CENTER TO BETTER SUIT YOUR NEEDS. PLEASE DO NOT ASK TO GET LATE FEES WAIVED OR FOR DISCOUNTED RATES.

**DAILY TUITION RATES:**

\$50 PER CHILD

## **MEALS, SNACKS, AND SERVING TIMES:**

\*JUST FOR KIDZ PROVIDES BREAKFAST, AM SNACK, LUNCH AND P.M. SNACK. TIMES FOR THESE FOODSERVICES ARE AS FOLLOWS:

### **MONDAY THROUGH FRIDAY ONLY**

BREAKFAST: 7:30 A.M. - 8:30 A.M.

AM SNACK: 9:30 A.M. - 9:45 A.M.

LUNCH: 11:30 - 12:30

P.M. SNACK: 3:00- 3:15 / 3:30 - 3:45

\*\*DINNER: 5:00 P.M. - 5:30 P.M.

**\*WE DO NOT PROVIDE MEALS FOR DINNER.** YOU MAY BRING ANY FOOD ITEMS FOR US TO STORE FOR YOUR CHILD. ALL ITEMS MUST BE FULLY PREPARED AND READY TO EAT. IF YOUR CHILD WILL BE ATTENDING THE CENTER UNTIL OR AFTER 6:00 P.M., THEY WILL NEED DINNER OR SNACKS AVAILABLE TO THEM BROUGHT FROM HOME. ADDITIONAL FEES MAY APPLY IF WE HAVE TO PROVIDE A DINNER FOR YOUR CHILD.

\*MEALS AND SNACKS WILL ONLY BE PROVIDED AT THE ABOVE TIMES! IF YOU BRING YOUR CHILD AFTER THESE MEAL SERVICE TIMES, PLEASE BE SURE THEY HAVE ALREADY EATEN BEFORE THEY GET TO THE CENTER AND ARE PREPARED TO WAIT FOR THE NEXT MEAL SERVICE TIME. DO NOT BRING OUTSIDE FOOD IN AFTER MEAL TIMES TO BE EATEN AT THE CENTER, THIS DISTURBS CLASSES, NAP TIME, ETC.

\*WE ARE ENROLLED IN THE CHILD AND ADULT CARE FOOD PROGRAM WITH THE STATE OF TEXAS. BEING ENROLLED IN THIS PROGRAM ENSURES THAT ALL MEALS AND SNACKS SERVED DAILY MEET THE REQUIREMENTS OF THIS PROGRAM. IF YOU HAVE ANY QUESTIONS OR WOULD LIKE MORE INFORMATION, PLEASE VISIT [WWW.SQUAREMEALS.ORG](http://WWW.SQUAREMEALS.ORG) OR SPEAK WITH ROBIN SMITH OUR C.A.C.F.P. REPRESENTATIVE.

\*IF YOUR CHILD IS ALLERGIC OR IS NOT ALLOWED TO EAT ANY FOODS FROM OUR MENU, YOU WILL NEED TO SUBMIT A WRITTEN NOTICE FROM A DOCTOR TO ROBIN SMITH UPON ENROLLMENT SO THAT WE MAY SUBSTITUTE THAT ITEM FOR ANOTHER THAT IS EQUALLY NUTRITIOUS.

## **SAFETY:**

\*ANY CHILDREN WITH DISABILITIES WILL BE ASSESSED INDIVIDUALLY, AS WE ARE NOT EQUIPPED TO HANDLE CHILDREN WITH DISABILITIES AND WOULD NOT WANT TO RISK ACCIDENTS, INJURIES OR PROVIDE INAPPROPRIATE CARE FOR ANY CHILD. IF JUST FOR KIDZ STAFF OBSERVES A CHILD WITH DISABILITIES THAT IS CAUSING INJURY TO THEMSELVES. OTHER CHILDREN OR STAFF. WE WILL

REQUEST THAT THE CHILD BE REMOVED FROM OUR FACILITY. PLEASE MAKE SURE YOU CHECK THE POLICIES REGULARLY FOR ANY CHANGES. THE POLICIES ARE ALWAYS AVAILABLE UPON REQUEST!!

\*JUST FOR KIDZ WILL NOT RELEASE A CHILD TO ANY ADULT WHO APPEARS TO BE INTOXICATED. IF YOU CHOOSE TO DRINK, PLEASE ENSURE THAT THERE WILL BE A DESIGNATED DRIVER IN YOUR PARTY.

\*WE WILL ONLY RELEASE A CHILD TO A PARENT, GUARDIAN, OR EMERGENCY CONTACT. THESE PERSONS ARE LISTED ON YOUR REGISTRATION CARD AT SIGN UP. IF ANY OF THESE CONTACTS OR NUMBERS CHANGE PLEASE INFORM JUST FOR KIDZ STAFF. ANY CHANGES CAUSING YOU TO HAVE TO SEND AN ADULT NOT ON THE LIST, NEED TO BE THOROUGHLY DISCUSSED WITH EITHER ROBIN SMITH OR ROBIN SMITH. ALL PARTIESSENT WILL HAVE TO HAVE A STATE ISSUED I.D. OR DRIVERS LICENSE IN HAND, AND WE WILL NEED TO KNOWVEHICLE DESCRIPTIONS, ETC.

\*EACH CHILD WILL HAVE A WELLNESS CHECK ON A DAILY BASIS DONE BY THEIR TEACHER TO CHECK FOR ANY SIGNS OF ILLNESS, ABUSE, NEGLECT, SCRATCHES, BRUISES, BUMPS, BITES, ETC. IF THERE IS SOMETHING THAT THE TEACHER NEEDS TO BE AWARE OF BEFORE HAND, BE SURE AND INFORM THEM AT DROP OFF. PLEASE BE AWARE THAT A CHILD COMING IN DIRTY, UNPREPARED (NO DIAPERS,WIPES, EXTRA CHANGE OF CLOTHES AND ADDITIONAL CLASS SUPPLIES), CONTINUALLY SLEEPING IN CLASS, ETC., ARE SIGNS OF NEGLECT AND MAY BE REPORTED TO CHILD PROTECTIVE SERVICES FOR FURTHER INVESTIGATION.

\*PLEASE NOTE THAT IF FOR ANY REASON YOUR CHILD IS HERE PAST OUR LICENSED HOURS AND WE CANNOT REACH ANY PERSON ON YOUR CARD, JUST FOR KIDZ STAFF WILL HAVE TO CALL CHILD PROTECTIVE SERVICES TO HAVE THE CHILD PICKED UP. WE ARE ONLY APPROVED FOR LICENSED DAYCARE HOURS!\*\*\*

### **DISMISSAL OF A CHILD:**

\*FOR THE SAFETY OF ALL CHILDREN IN CARE, ANY CHILD DISPLAYING AGGRESSIVE BEHAVIOR WILL NOT BE TOLERATED. ANY STAFF MEMBER RESERVES THE RIGHT TO ASK THAT THE PARENT REMOVE THE CHILD FROM THE CENTER IF THE CHILD CONTINUES TO BE DISRUPTIVE, DESTRUCTIVE OR ABUSIVE.

THIS INCLUDES BUT IS NOT LIMITED TO:

HITTING, SPITTING, PINCHING, CUSSING OR FOUL LANGUAGE, RACIST REMARKS,BITING, THROWING TOYS, PUSHING, ETC. IF A CHILD CONTINUES THIS TEMPERAMENT HE/SHE WILL BE DISMISSED FOR THE AFTERNOON AND WRITTEN UP, THE FIRST TIME. HE/SHE WILL BE WRITTEN UP, HAVE A PHONE CALL TO THE PARENT AND SUSPENDED FOR THE DAY OF AND THE NEXT DAY THE SECOND TIME AND WILL BE WRITTEN UP AND DISMISSED ENTIRELY FROM THE CENTER

THE THIRD TIME.

\*OUR ONLY FORMS OF PUNISHMENT ARE REDIRECTION, TIME AWAY, DISCIPLINARY ACTION FORMWRITE UPS (3) AND DISMISSAL SO WE ASK THAT PARENTS ARE SERIOUS IN REGARDS TO THIS MATTER.

\*IT IS A POSSIBILITY THAT YOUR CHILD MAY BE VIDEO TAPED FOR DOCUMENTATION.

\*ANY PROPERTY DESTROYED OR BROKEN AT JUST FOR KIDZ BY A CHILD IS TO BE REPLACED ORPURCHASED BY THE PARENT OR GUARDIAN! THESE INCIDENTS WILL BE DISCUSSED WITH THE PARENT BY THE STAFF TO ACKNOWLEDGE THE DAMAGE. THE OWNER WILL SUBMIT A BILL TO THE PARENT FOR PAYMENT OR REPLACEMENT. THE PARENT HAS 3 BUSINESS DAYS TO COMPLY. ANY BALANCES UNPAID INCLUDING THESE FEES WILL INCUR ADDITIONAL LATE FEES! NONPAYMENT CAN RESULT IN DISMISSAL OF YOUR CHILD.

\*PARENTS ARE NOT ALLOWED TO SPANK OR USE ANY FORM OF DISCIPLINE INSIDE THE CENTER. YOU WILL HAVE TO SIGN OUT AND REMOVE YOUR CHILD BEFORE ANY FORM OF PUNISHMENT.

### **ILLNESSES:**

\*TO PROVIDE SAFE CONDITIONS FOR YOUR CHILD, AS WELL AS OUR CAREGIVERS, ANY CHILD THAT APPEARS ILL, HAS FEVER, SEVERE COUGH, DIARRHEA, VOMITING, A RASH OR ANY COMMUNICABLE DISEASE OR ILLNESS WILL NOT BE ADMITTED. IF YOUR CHILD BECOMES ILL WHILE VISITING JUST FOR KIDZ, THEY WILL BE SEPARATED FROM THE OTHER CHILDREN UNTIL YOU OR YOUR EMERGENCY CONTACTS CAN PICK THE CHILD UP. YOU WILL BE EXPECTED TO ARRANGE PICK UP FOR YOUR ILL CHILD IMMEDIATELY! DUE TO TEXAS DEPARTMENT OF PUBLIC HEALTH, JUST FOR KIDZ WILL NOT ALLOW YOUR CHILD TO RETURN UNTIL A MINIMUM OF 24 HAS PASSED SINCE THE LAST EPISODE OR IF THE CHILD HAS BEEN ON ANTIBIOTICS FOR AT LEAST 24 HOURS OR WITH A DOCTORS NOTE.

\*ALTHOUGH OUR STAFF IS CPR AND FIRST AIDE CERTIFIED, WE CAN ONLY TEND TO MINOR INJURIES SUCH AS CUTS AND BRUISES. SHOULD A MEDICAL EMERGENCY ARISE, THE APPROPRIATE EMERGENCY MEDICAL PERSONNEL WILL BE CONTACTED AND YOUR CHILD WILL BE TRANSPORTED TO AN EMERGENCY MEDICAL FACILITY IF DEEMED NECESSARY BY THOSE MEDICAL PERSONNEL.

\*IF YOUR CHILD REQUIRES MEDICATION, YOU WILL BE REQUIRED TO SIGN A MEDICATION AUTHORIZATIONFORM THAT WILL INCLUDE THE TYPE OF MEDICINE, THE DOSAGE NEEDED, THE TIME IT NEEDS TO BE ADMINISTERED AND A PARENT SIGNATURE IF JUST FOR KIDZ STAFF AGREES TO ADMINISTER THE MEDICATION IN QUESTION. IF THE MEDICATION IS PRESCRIBED BY A PHYSICIAN, WE WILL NEED THE DOCTORS NOTE AND CONTACT INFORMATION. THE PARENT IS TO PROVIDE THE TYPE OF MEDICINE IN THE ORIGINAL BOTTLE WITH ORIGINAL

LABELS AND THE CHILD'S NAME. IF ANY STAFF DOES NOT FEEL COMFORTABLE ADMINISTERING MEDICATION, THEY ARE NOT REQUIRED TO DO SO. NEITHER JUST FOR KIDZ OR JUST FOR KIDZ STAFF ARE RESPONSIBLE FOR ANY COMPLICATIONS DUE TO THE ADMINISTERING OF MEDICATIONS DIRECTED BY PARENTS.

\*IF A CHILD APPEARS TO CONTINUALLY BE UPSET OR UNHAPPY DURING THEIR STAY AT JUST FOR KIDZ, WE WILL CONTACT YOU SO THAT YOU MAY COME AND PICK UP YOUR CHILD. SOMETIMES THAT IS A SIGN OF ILLNESS, TEETHING, OR SEPARATION ANXIETY. IF SEPARATION FROM A PARENT IS NEW FOR YOUR CHILD, WE HIGHLY SUGGEST THAT YOU ALLOW YOUR CHILD TO COME FOR SHORT PERIODS OF TIME TO HELP THEM ADJUST. WE WANT YOU AND YOUR CHILD TO HAVE POSITIVE EXPERIENCES AT JUST FOR KIDZ!

\*IF YOU ARE REQUESTED BY JUST FOR KIDZ TO PICK UP YOUR CHILD DUE TO SICKNESS, YOU WILL NEED TO HAVE THE CHILD PICKED UP WITHIN 30 MINUTES FROM THE PHONE CALL.

\*THERE WILL BE NO DISCOUNTS GIVEN DUE TO AN ILL CHILD BEING SENT HOME OR MISSING DAYCARE, THE FULL AMOUNT DUE AND ALL APPLICABLE LATE FEES WILL STILL BE REQUIRED!

#### **TAX TOTALS:**

\*IF YOU ARE ENROLLED IN OUR FULL TIME OR AFTER SCHOOL PROGRAM AS OF EACH JANUARY, WE WILL AUTOMATICALLY PROVIDE YOU WITH YEARLY TOTALS NO LATER THAN FEB. 28. YOU WILL BE REQUIRED TO SIGN FOR THIS RECEIPT IN ACKNOWLEDGEMENT THAT IF YOU PROVIDE INFORMATION OR AMOUNTS THAT ARE FALSE, JUST FOR KIDZ WILL TAKE LEGAL ACTION. ONLY 1 RECEIPT WILL BE PROVIDED PER FAMILY.

\*IF YOU HAVE CHILDREN ENROLLED IN OUR PROGRAM THAT ARE HOURLY OR DAILY OR THAT HAVE BEEN WITHDRAWN FROM OUR PROGRAMS, YOU WILL NEED TO EITHER KEEP RECORD OF YOUR RECEIPTS AS SERVICES ARE RENDERED OR YOU MAY REQUEST A TAX TOTAL. IF YOU REQUEST THAT WE PROVIDE YOU WITH A TAX RECEIPT, THIS COULD TAKE UP TO 2 WEEKS AND WILL BE AN ADDITIONAL \$25.00 CHARGE.

IN ORDER TO RECEIVE YOUR TAX RECEIPT FOR THE YEAR, ALL BALANCES MUST BE \$0.00. NO RECEIPTS CAN BE ISSUED FOR ANY CHILDREN/FAMILIES IF THERE IS AN OUTSTANDING BALANCE FOR THAT YEAR.

**\*\*\* JUST FOR KIDZ RESERVES THE RIGHT TO REFUSE SERVICE FOR ANY REASON!\*\*\***

#### **REVIEW OF OPERATIONAL POLICIES & MINIMUM STANDARDS:**

\*IF YOU WOULD LIKE MORE INFORMATION OR HAVE QUESTIONS REGARDING THESE POLICIES, PLEASE CONTACT ROBIN SMITH AT THE DAYCARE. A TIME WILL THEN BE SET UP FOR YOU TO REVIEW POLICIES HERE AS WELL AS THE OPERATIONAL POLICY AND PROCEDURE MANUAL FOR JUST FOR KIDZ AND THE MINIMUM STANDARD RULES AS SET BY THE STATE.

PLEASE DO NOT ASK OTHER STAFF MEMBERS TO REVIEW POLICIES AND STANDARDS WITH YOU, THEY ARE AWARE OF THESE RULES AND REGULATIONS BUT MAY NOT BE ABLE TO ANSWER ALL QUESTIONS AS THOROUGHLY AND PROPERLY AS MANAGEMENT. THERE WILL ALWAYS BE AN UPDATED COPY OF THE OPERATIONAL POLICIES ATTACHED TO THE INSIDE COVER OF THE SIGN IN SHEET ON THE FRONT COUNTER AT THE FACILITY.

IF YOU HAVE ANY OTHER QUESTIONS, CONCERNS, OR COMPLAINTS PLEASE CONTACT ROBIN SMITH, ROBIN SMITH. THEY WILL BE HAPPY TO ASSIST YOU. ALL FAMILY ACCOUNTS NEED TO BE DISCUSSED WITH ROBIN SMITH. IF SHE IS UNAVAILABLE, PLEASE LEAVE A MESSAGE OR REQUEST THAT YOU WANT TO BE CONTACTED. PLEASE BE ADVISED THAT POLICIES ARE SUBJECT TO CHANGE AT ANY TIME!

**IF YOU HAVE ANY QUESTIONS, COMPLAINTS OR CONCERNS PLEASE E-MAIL US AT:**

JUSTFORKIDZ12@GMAIL

**BUILDING FOR THE FUTURE:**

THIS CHILDCARE FACILITY RECEIVES FEDERAL CASH ASSISTANCE TO SERVE HEALTHY MEALS TO YOUR CHILDREN. GOOD NUTRITION TODAY MEANS A STRONGER TOMORROW! MEALS SERVED HERE MUST MEET NUTRITION REQUIREMENTS ESTABLISHED BY T.D.A.'S CHILD AND ADULT CARE FOOD PROGRAM

QUESTIONS? CONCERNS?

FOOD AND NUTRITION AT 1800-TELL TDA (835-5832)

OR

YOUR CHILD CARE FACILITY CONTRACT ORGANIZATION AT  
(817) 571-7717 / (817) 884-7334  
ROBIN SMITH

**CHILD ABUSE OR NEGLECT:**

TEXAS STATE LAW REQUIRES THE STAFF OF THIS CHILDCARE FACILITY TO REPORT ANY SUSPECTED ABUSE OR NEGLECT OF A CHILD TO THE TEXAS DEPARTMENT OF PROTECTIVE AND REGULATORY SERVICES OR A LAW

ENFORCEMENT AGENCY.

CONFIDENTIAL REPORTS MAY BE MADE BY CALLING:

1-800-252-5400

FAILURE TO REPORT SUSPECTED CHILD ABUSE IS PUNISHABLE BY FINES UP TO \$1,000.00 AND/OR CONFINEMENT UP TO 180 DAYS.

**CHILD CARE PAYMENT ASSISTANCE (C.C.M.S.):**

CHILD CARE ASSOCIATES  
TARRANT COUNTY CHILDCARE MANAGEMENT SERVICES  
2804 RACE ST  
P. O. BOX 7675  
FT. WORTH TX 76111  
817-222-6548  
817-831-0374

Non-Discrimination:

Just for Kidz prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, or sexual orientation.

*\*LAST REVISION AUG 2017\**