

PAPERS RECEIVED FOR NOTIFICATION OF ENROLLMENT AT
“JUST WEE KIDS”

Please sign an X by the received forms:

_____ **Welcome Letter**

_____ **DHS Medical Form**

Separate form needed for each child, to be filled out by
DOCTOR only and returned by START DATE at Just Wee
Kids

_____ **Application/record of child information**

_____ **Consents to daycare providers – Medical care**

_____ **General Field Trip Permission Slip**

_____ **Enrollment Form (for Illinois Food Program) Carbon**
Please only use PENCIL / Information Sheet per USDA meal

_____ **Late Pick-Up Policy**

_____ **Preschool Curriculum – Currently FunShine Express**

_____ **Just Wee Kids Rates**

_____ **General Daily Activities**

_____ **Just Wee Kids Policy Statement**

JUST WEE KIDS POLICY STATEMENT

HOURS AND OPERATION:

Just Wee Kids is open from 7:15 – 5:00 p.m. (SHARP) Monday – Friday.

HOLIDAYS/CLOSED DAYS:

New Years Day & Weekday following
July 4th

Thanksgiving & Weekday following
Christmas Eve ½ day (open till 1:00)
Christmas Day & Weekday following
New Years Day & Day following

SUBSTITUTE

When possible or in an emergency situation, I can attempt to give you substitutes phone numbers. The substitute will follow my schedule and will conduct the child care service in a similar manner. If no substitute can be provided, you will need to make other arrangements.

ATTENDANCE

Please sign the attendance log-in sheet daily upon your child (children's) arrival. Please also Sign-out when picking up your child.

CONTAGIOUS CHILDREN

I do not accept children who are possibly contagious. Signs of a contagious illness may include vomiting, fever, diarrhea, bad colds, flu, as well as symptoms of common childhood diseases. If your child is sick enough that you find yourself wondering if I will accept him or her, it is best to keep the child home. If all parents cooperate with this rule, you will be protecting one another's children and your own. In addition, any school aged children are required to be in school when open. If a child is too sick to attend district school he/she is too sick to attend Just Wee Kids. Children can return when symptoms have been gone for at least 24 hours. **NO SIGNS OF ILLNESS!**

PERSONAL BELONGINGS

I encourage children to bring a favorite item from home to help from separation and ease at nap time. No small parts or pieces will be accepted. No weapons of any kind are allowed, money, or small items.

FOOD PROGRAM

Just Wee Kids will provide food for all children ages 1 and over. If you are enrolled at Just Wee Kids you are also enrolled in the food program as well. I provide nutritious foods in accordance with the recommendations of the USDA.

TOILET TRAINING

I will work with you to develop a plan when your child is ready for toilet training. During this time, please provide underwear and plastic protection. Extra clothes will be a must. Children should begin this process around 2 years and mastered by 2 1/2 – 3 years.

PHOTOGRAPHS/FIELD TRIPS

I frequently take photos or video of the children for display and special events. Permission to do so is in your enrollment papers.

EMERGENCY INFORMATION

The emergency card you fill out with your enrollment papers **MUST** be kept up-to-date. Please keep me informed of new phone numbers, address, Emails or job changes.

RELEASE OF CHILD

Your child will only be released to you or persons whose names are on the emergency information card. Under no circumstances will anyone else be allowed to pick up your child unless I have permission from you.

EDUCATIONAL PROGRAM

I conduct a program based on modern educational techniques that are considered to be appropriate for your child. I will help all children with pre-reading, writing skills; identify the letters of the alphabet, writing of their name, knowing home phone number, numbers 1 to 20, colors and shapes. I use extra homework sheets to go along with this program. Skills are learned and encouraged through play, art, music, language and other learning activities planned throughout the day.

PRE-SCHOOL PROGRAM

An additional curriculum program is available to students ages 2 thru 5. This is a pre-school curriculum and used to teach children the beginning readiness for kindergarten. Many hands on activities will be included. This preschool program **costs \$30 per month** for this program. Please let me

know at time of enrollment if your child will be added to this 9 month program. **Payment is due 1st of each month September – May.**

FIRE DRILLS/TORNADO DRILLS

Drills are conducted once a month. The children will be shown what and where to go in case of an emergency. Plans are available for all persons who assist at Just Wee Kids.

DISCIPLINE

I use positive methods of discipline. I teach safety and rules for keeping safe. We continue daily to work on being kind, taking turns, sharing and helping others. Time-outs will be given after the same situation has been issued more than three times. One minute per age of child will be given.

BIRTHDAYS

When it's your child's birthday, we would like to celebrate. You may bring in a birthday treat. **Please no chocolate and ask about allergies prior.** Games and songs will also be a part of your child's special day.

ASSISTANT

Currently Ashley Castelo is working at Just Wee Kids as a full-time employee assistant. She has been CPR certified and First Aid certified. She's enrolled at Joliet Junior College, and continuing her education in child psychology.

CPR AND FIRST AID/TRAINING

Just Wee Kids and its employees will be CPR and First Aid trained. In addition, a minimum of 15 hours per year of in-service training hours in early childhood development will be required.

TERMINATION

Just Wee Kids will give you a two weeks notice upon cancellation or termination of enrollment. For each child enrolled a two weeks notice per child is needed or payment is due.

PHILOSOPHY

My philosophy is that all children be treated with respect and love. All children at Just Wee Kids will have a safe and caring place to develop new skills and expand their love for learning.

JUST WEE KIDS RATES

Full-time Enrollment (4 or 5 days): Just Wee Kids charges a flat rate of **\$37.00 per day** for any age child enrolled.

Part-time Enrollment 2 or 3 days): Just Wee Kids charges a flat rate of **\$40.00 per day** for any age child enrolled.

Payment is to be make **payable to:** **Karen Weyand**
Payment is **due on:** **Monday** of each week or prepayment
Payment accepted: **Check or cash**
Late Payment policy: **\$5.00** per day increase will be added

Late Pick-Up Policy: **\$5.00 first 15 minutes**, \$1.00 per minute after 15 minute late pick-up. After 30 minutes Emergency contact people will be contacted. If no pick-up, police or DCFS will need to be notified. See attached form.

VACATION FOR PROVIDER:

Two weeks vacation per calendar year is allotted. **FULL** payment is due prior to closing dates of vacation time scheduled. At least a two week notice will be given prior to vacation schedule for clients at Just Wee Kids to help plan accordingly.

SICK DAYS FOR PROVIDER

Your provider is allowed 5 days per calendar year for sick days. **FULL** payment is due at this time. I will notify substitute providers for you if needed.

BAD WEATHER CLOSINGS

You must notify us as soon as possible if your work closes early or is closed for the day. You will be notified as soon as possible if the day care is closing or will be closed due to inclement weather. **Just Wee Kids is closed when district #202 is closed due to weather conditions.**

PROFESSIONAL DEVELOPMENT DAYS

We may take up to **five paid professional development days per year** which will **not** rollover the following year. As a requirement through DCFS, all staff of Just Wee Kids Daycare must accrue a minimum of 15 hours per calendar year of continued education hours (professional development). These days will be used to allow staff to attend local and national conferences, trainings, and workshops relating to early childhood education, child development, business management, etc. Information from all conferences will be provided to families.

VACATION TIME FOR CHILDREN ENROLLED

A TWO week vacation per calendar year at **1/2 RATE** will be given. Any time taken over two weeks, **FULL** payment is due. For clients whose parents are teachers, please see policy below for vacation schedule.

VACATION TIME FOR CHILDREN ENROLLED – WHO’S PARENTS ARE TEACHERS

Your vacation time is summer. Payment for school holidays and time off during the school year is expected in **FULL** payment. During the summer time **NO** payment is due at this time. Your payments during the school year will hold your placement for the fall session.

HOLIDAYS/CLOSED DAYS:

New Years Day & Weekday following
July 4th
Thanksgiving & Weekday following
Christmas Eve ½ day (open till 1:00)
Christmas Day & Weekday following
New Years Day & Day following

MANDATED REPORTER

Due to working with children, all staff of Just Wee Kids daycare are mandated reporters of child abuse and neglect. A mandated reporter is an individual who holds a professional position (as of social worker, physician, teacher, or counselor) that requires him or her to report to the appropriate state agency cases of child abuse that he or she has reasonable cause to suspect. For example, if any staff has reason to suspect that a child is being abused or neglected, they must report the abuse and/or neglect even if allegations cannot be proved.

All staff is educated on child abuse and neglect signs and symptoms. For more information, please go to:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

PRIVACY POLICY

Please know that we do all we can to protect your family's privacy and will follow Illinois privacy law. All records and information about your child/ren and your family is private and confidential, unless I have your written permission to reveal specific information. Please respect the privacy of our family by not sharing any information you learn about my family without our written permission. Please feel free to contact us directly with any questions pertaining to our privacy policy.

PERMISSION TO SHARE INFORMATION

The first priority is to protect your child/ren's health and safety. To ensure that we are operating with your full understanding and agreement, we ask that you grant permission to conduct the following activities.

Please initial each item for which you consent:

- _____ Placing photos of your child/ren around my home.
- _____ Giving copies of photos of your child/ren to other families in my care.
- _____ Placing photos of your child/ren in photo albums that are viewed by prospective clients and other families in my care.
- _____ Using photos of your child/ren in my marketing flyers.
- _____ Using photos of your child/ren on the day care's website.
- _____ Posting artwork and craft activities signed by your child around my home.
- _____ Occasionally involving any neighborhood children in the indoor and outdoor activities with the children in my care.
- _____ Using an electric monitor to listen to your child/ren in another room.

EQUAL OPPORTUNITY

We do not discriminate against any child, parent, or family for reasons of race, color, sex, age, disability, national origin, sexual orientation, or public assistance status.

NON-REFUNDABLE DEPOSIT FOR ENROLLMENT

Please note a **\$50.00 non-refundable** deposit for enrollment is due upon registration of enrollment at Just Wee Kids.

Please sign below as agreement of Just Wee Kids policy and statements:

_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Provider	Date

TERMINATION

Early Termination Fee

When either party decides to terminate this agreement, they must provide the other party sufficient notice. Length of notice varies per family pending on how many children are enrolled.

- A minimum of two (2) weeks notice is required when one child is enrolled.
- A minimum of three (3) weeks notice is required when two children are enrolled.
- A minimum of four (4) weeks notice is required when three children are enrolled.
- When four or more children are enrolled, eight (8) weeks notice is required.

Unless you provide such notice, your normal _____ week payment must be made before the last date of care.

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Payment is **due on:** **Monday** of each week or prepayment
Payment accepted: **Check or cash**
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Please sign below as agreement of Just Wee Kids Rates and procedures.

_____ Name	_____ Date
_____ Name	_____ Date
_____ Provider	_____ Date