



J's Clubhouse

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Mishawaka, IN

46544

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Hello!

Thank you for choosing us to be your childcare provider! We are here to assist you and your family during this transition and are excited to get to know you all. Please take a moment to read and fill out this packet in its entirety. **If something does not apply please put N/A.** We follow these policies and procedures closely to ensure an efficient and effective ship is ran here at J's Clubhouse. Please feel free to jot down any questions you may have and we'll be happy to assist you further. Again, thank you for choosing us and welcome!

Blessings,  
The Jamersons

### Enrollment Application

Name of Child(ren)

1	4
2	5
3	6

Child(ren) date of birth (please make sure dob match with the child numbers above)

1	4
2	5
3	6

**Print Name of Parent (1) / Legal Guardian**

Address

Phone Number (Home/ Cell)

Email Address

Employer

Work Hours

Phone Number (Work)

**Print Name of Parent (2) / Legal Guardian**

Address

Phone Number (Home/ Cell)

Email Address

Employer

Work Hours

Phone Number (Work)

**Marital status:** Married / Single / Divorced / Separated

**Child(ren) currently living with:** Mother / Father / Both / Guardian

**Who has legal custody?**

**May non-custodial pick up Child?**

If there is an issue with releasing the child to their non- custodial parent, ***please provide legal documents to support the above response.*** We will need a copy of the court ordered agreement recognizing the parent who has legal custody of the child as well as a visitation schedule; otherwise we have no choice but to release the child to the non-custodial parent.

To ensure the safety of the child, please list the other adults whom your child may be released to. Your child will only be released to the persons on this application. Any unknown person(s) will be asked for Picture ID at pick up. We will not accept permission via text to release your child to anyone who is not listed below. If you choose to add another person(s) you must provide a written statement with your signature and date and drop off in person to management.

1	3
2	4

Upon your first day of arrival we must have the following....

- ☐ Signed Parent Packet - 1 per family
- ☐ Birth Certificate
- ☐ Physical ( updated yearly)
- ☐ Shot Records (updated routinely)

On your first day please bring.....

- ☐ Extra Set of Clothes
- ☐ Blanket
- ☐ Pre-made bottles (daily for infants only)
- ☐ And a Family Photo!

**Employees**

Our employees are certified in CPR and First Aid. They **have** to pass a drug screening, TB test, physical and background checks. We also perform random drug screenings. Staff is required as well to report any criminal history or convictions before or during employment. They have been trained on the job and continually attend various childcare trainings throughout the year including Health and Safety, Child Abuse and Neglect, Early Learning Foundations and Safe Sleep Practices.

### **Philosophy and Goals for our Program**

We are serving a proudly diverse group of families and their children. We provide an inclusive and safe environment for your child's development. We are committed to their learning and believe that educators are important role models for them. Therefore, we use modeling as an essential tool in our classrooms. To maintain the atmosphere where children feel comfortable and confident, we use encouraging guidance and positive reinforcement.

### **Provider Responsibilities**

J's Clubhouse is an unlicensed registered child care ministry. We make available daily activities appropriate to the age, developmental needs, interests and number of children in our care. Including but not limited to both active and quiet play. We use safe, age-appropriate toys, games and equipment for indoor and outdoor play. Daily outdoor play as well as temperatures allow.

We will communicate with you daily on your child's day through daily sheets. Any information (ie. closings, events, special activities etc.) that needs to be shared will be posted on the Parent Board and communicated online and via email. We will inform you of any changes that may affect your child.

Each of our classrooms are staffed with a teacher who is vetted to be part of this team of childcare professionals. 50% or more of the staff will have child care credentials or equivalent training. They also have paid planning time during the day to create lesson plans and activities appropriate for their students.

### **Parent Notice**

J's Clubhouse is a childcare ministry not licensed under state laws of Indiana. Nonetheless, we are registered through the state and we comply with state rules concerning sanitation and fire safety.

## **Inclusion Policy**

We will work with parents to make modifications to the activities and environment to assist children with special needs. Service providers are welcome with open arms to come to serve your child, we ask to arrange such services in advance. This includes therapy visits, nursing, and breathing treatments etc.

## **Parent Responsibilities**

We expect that you will work with us to ensure that your child can develop to his or her fullest potential. We ask that you communicate often about your child's growth. Please inform us of any changes in the child's schedule, routine or home environment that will affect school.

Parents will provide any special instructions, in writing, for eating, sleeping, or napping, allergies, health issues, toilet training, etc. Parents will supply a clean, seasonally appropriate change of clothes, formula, and baby food. If your child is potty training, parents will supply training pants and several changes of clothing for accidents.

Parents please bring your child dressed and ready to play for all weather! They will play outside everyday and they will get dirty! Closed-in shoes are required to be worn all year.

Parents will immediately report any changes in address, phone numbers, employment (place and schedule), changes in persons designated to pick up your child, and any medical information. We must be kept up to date of all changes in case of emergency.

## **Privacy/ Confidentiality**

We will do all we can to protect your family's privacy. We keep all records and information about your child and family private and confidential unless I have written permission to share specific information. We also ask that you respect the privacy of other families as well.

## **Open Door Policy**

Anytime you feel the need to address a situation, ask a question or need assistance or just to sit and talk, please don't hesitate to contact us. You are ALWAYS welcome to come sit and visit with your child while they are in our care. You are encouraged to eat lunch with them or volunteer some of your time. If you have any complaints about care, please discuss it with the owner as soon as possible and we will do everything within our power to get matters taken care of.

## Child Abuse/ Neglect

It is law and our responsibility as a childcare provider to report any and all abuse or neglect performed and or suspected on a child. We cannot and will not turn our heads from a child that is being abused or neglected. A reporter does not need proof, just suspicion based on observation and 1<sup>st</sup> hand knowledge not hearsay. Therefore, we will notify child protective services and the police when it appears that a child in our care is being physically, sexually, or emotionally abused, neglected, or exploited. We will give our name, stick to the facts relying on what we have observed, time of call, person we spoke with and any other important information.

## Discrimination

We do not tolerate discrimination. Therefore, we will not discriminate against any child, parent, or family for reasons of race, color, sex, age, disability, national origin or public assistance status.

## Rest time

All children are with hope to lie down for a rest time each day (12pm-2:30pm) We **will not** force your child to sleep but are encouraged to lie down quietly. (Infants/ Toddlers do have the option to alter nap times, please see management to get our sleep schedule form.)

You may bring their favorite blanket to be used just for nap time. **Please do not bring other personal toys from home.** We will not be responsible for broken or lost items.

Infants are not allowed to use blankets in the cribs and will be put to sleep on their back to reduce the chance of Sudden Infant Death Syndrome (SIDS). **Sleep sacks and swaddling are not allowed!**

## J's Clubhouse Safe Sleeping Policy

We provide a Safe Sleep environment for your infant, 12 months and younger. In a safe sleep environment, a baby is placed on the back, alone, inside an approved crib, free of blankets, toys, or bottles. Our environment is also smoke free and at an appropriate temperature.

We allow babies to have their pacifier while sleeping. Tummy time is provided to stimulate growth and development. As the baby grows and develops, we will identify their ability to roll over.

**NO BABIES WILL SLEEP IN CAR SEATS, BOUNCERS, OR SWINGS.**

## THINGS YOU CAN DO AT HOME FOR YOUR BABIES

- ☐ Practice safe sleeping at home. Babies love **consistency**.
- ☐ Give your baby appropriate amounts of tummy time. This strengthens the muscles.
- ☐ Try to maintain a good sleeping schedule with the baby.

For more information on safe sleeping, please visit [www.ecalliance.org](http://www.ecalliance.org). Please acknowledge that you understand and accept our Sleeping Policy. We will follow all guidelines set forth by the Office of Early Childhood and Out of School Learning at all times, unless waived by a licensed physician with appropriate documentation. In addition, you received an additional brochure on safe sleep.

First and Last Name (1)

Signature (1)

First and Last Name (2)

Signature (2)

## Health and Safety Issues

We strive to provide a safe and respectable place for children and their families. All adults and children are expected to comply with the following rules while on our property:

\*Smoking/ Vaping is forbidden on our grounds. Please extinguish any smoking materials before entering the parking lot.

\*NO drugs, alcohol, illegal substances and unintended use of toxic substances allowed while on our property

\* Children are to arrive clean and fed, unless they arrive before mealtime. No outside food is allowed inside the building. Please be sure that your child finishes any food you have given them before they come inside.

\*You must come inside the building when dropping off or picking up your child everyday to check them in and out. No child can exit from the Play area. It must be from the lobby. Coming in also allows the staff to discuss the day with you. During these times, please do



not allow your child to leave until you leave.

\*Please lock your vehicle and do not leave personal belongings visible. J's Clubhouse will not be held responsible for lost or stolen items or vandalism.

\*Profanity is forbidden. If any J's Clubhouse member feels threatened by your verbal language or body language or behavior, the discussion is over, and you will be asked to leave the premises. If you do not adhere to these wishes, the Police will be called and childcare services for your child will be IMMEDIATELY terminated.

\* Effective communication is key! We welcome all questions, feedback or discussions of any kind that foster a positive outcome for your child. If there is a problem, complaint, or concern about the care your child is receiving, please discuss the matter with our leadership staff. Please know you're more than welcome to schedule a conference time to discuss any issues as drop off and pick up may not be good times for this type of conversation. Please come with an open mind and respect. We will do everything in our power to resolve any issue.

### **Minor Injuries/Medical Emergencies**

Minor bumps and scrapes are inevitable, but we will make every effort to keep your child safe through supervision and child proofing. Minor injuries will receive appropriate first aid and you will receive an injury report upon pick-up informing you of the incident.

If an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact you, we will call the emergency contact numbers. If you or an emergency contact cannot be reached, we will make the medical decision for your child. If necessary, your child will be transported by ambulance to the nearest hospital. You will be responsible for all costs involved in emergency medical treatment including transportation, if required.

If your child has an accident at home which results in bruising, etc., please let us know when you bring them in for the day. (See Child Abuse section)

### **Medications**

You must sign a medicine consent form for prescription and over the counter medicines. Handwritten directions, including exact times to be given and the medicines must be in the original container. All prescription medicines must be in the original container and must have the child's name and doctor's name on the label. We will not dispense medicines from a sibling's or other child's prescription.

## **Illness**

We do our absolute best to keep everything clean and sanitized to stop the spread of germs. Unfortunately, children get sick and need to be sent home or kept home because of illness. Please keep your child home if any of the following:

- Vomiting
- Rash or Lice especially with a fever
- Diarrhea with 3 or more watery stools in 24hrs
- An eye infection, pink eye or drainage
- Sore throat with fever or swelling
- Any fever over 100
- Severe runny nose with green or yellow snot
- Or if your child is not feeling well in general, lethargic, fatigued, no appetite

If your child comes to us with any of these symptoms the parents will be called immediately to pick up all children. If a parent is not available, we will go through the emergency contact list to reach someone who can pick up the child. Please have backup care for these instances because a sick child will need to be picked up immediately. All children in your household will need to be 24hrs symptom free before they can return.

## **Hand, Foot and Mouth policy**

If at any point your child has a diagnosis of hand, foot and mouth disease your child would need to be out of childcare for 7-10 days. HFMD is very contagious. Depending on the severity of the case your child may return if there is no fever, have no uncontrolled drooling with mouth sores, and feel well enough to participate in classroom activities. Talk with your child's healthcare provider if you are still not sure when it is okay for them to return. In some cases, the local health department may require children with HFMD to stay home to control an outbreak.

## **Respiratory Policy**

This information is to help people lower risk from a range of common respiratory viral illnesses, including COVID-19, flu, and RSV.

When you may have a respiratory virus. Stay home and away from others (including people you live with who are not sick) if you have respiratory virus symptoms that aren't better explained by another cause. These symptoms may include but are not limited to chest discomfort, chills, cough, decrease in appetite, diarrhea, fatigue (tiredness), fever or feeling feverish, headache, muscle or body aches, new loss of taste or smell, runny or stuffy nose, sneezing, sore throat, vomiting, weakness, wheezing.

You can go back to your normal activities when, for at least 24 hours, both are true:

- ☐ Your symptoms are getting better overall,
- ☐ You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precaution over the next 5 days, such as taking additional steps for cleaner air, hygiene, masks, physical distancing, and/or testing when you will be around other people indoors.

Keep in mind that you may still be able to spread the virus that made you sick, even if you are feeling better. You are likely to be less contagious at this time, depending on factors like how long you were sick or how sick you were.

If you develop a fever or you start to feel worse after you have gone back to normal activities, stay home and away from others until you are feeling better and have not had a fever (and are not using fever-reducing medication).

## **Emergency Procedures**

**Fire drills** will be practiced with the children monthly. In addition, tornado drills will be practiced with the children monthly during the tornado season which is April through October. Completion of all practice drills will be documented.

**In the event of a tornado warning**, the children will be taken to an inside wall. The attendance form and emergency contact information will be brought along. Parents will be notified that children are safe after the warning has been cleared.

**In case of an emergency that would require an evacuation**, children will be evacuated through the nearest safe exit to the side/sidewalk. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled across the side street. If we are unable to re-enter after a necessary evacuation, children will remain at this location and parents will be contacted.

If we should lose the use of heat, water or electricity, we will notify all families. Also post a notice on the door and send a notice via email and Facebook. If we should lose the use of heat, water or electricity while children are in attendance, we will contact parents and guardians to pick up their children within the hour.

Every effort will be made to keep each child in care. Please understand that unforeseen things happen, it will be the parent's responsibility to find alternate care.

If we receive a verbal or written threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

## **Damages**

It is expected that your child be respectful of the childcare property and furnishings. A certain amount of wear and tear is expected, but if your child intentionally damages through destructive behavior you will be liable for 100% of the replacement/repair cost. Regarding childcare toys and books, the child can either replace with a new item or bring a gently used replacement from home.

## **Communication with Employees**

To reduce the chance of misunderstanding, please communicate directly with the owner if you have any questions, concerns, if you desire to remove your child or any business-related topics.

## **Communication with Families**

We use the app called BRIGHT WHEEL, all parent communication goes through the app daily. You are allowed to message teachers directly and get real time notifications on your child's activities throughout the day. Staff does have the ability to change the time, we like to let parents know although we aspire to get them done the second it happens, sometimes things happen and we aren't able to at the moment. We can alter the time to let you know when it did happen.

**Parent Conferences and Parent Evaluations** We will conduct parent conferences on an annual basis. At that time your child's development will be discussed and we will set goals together for working with your child. Parents will also complete annual evaluations on our childcare services. This feedback will be used to improve our services to you.

## **Child Care Emergency Contact Information and Consent Form**

In the event of sickness or emergency pick up, we will make calls in this order:

### **Contact (1) Name**

Relationship to Child

Phone Number (Cell/ Home)

Work Phone

### **Contact (2) Name**

Relationship to Child

Phone Number (Cell/ Home)

Work Phone

**Contact (3) Name**

Relationship to Child

Phone Number (Cell/ Home)

Work Phone

**Consent for Medical Care**

I/We, parents/ guardians of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

do hereby give authorization and consent to J's Clubhouse to make provisions for any medical or surgical care that it deems necessary for my child during the period my child is in care at J's Clubhouse. The consent for medical or surgical care shall include, but not limited to, any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment at any hospital or medical center in St. Joseph County, or at a public or private clinic or office of a licensed medical practitioner.

Realizing that treatments and procedures by modern methods require the cooperation of numerous technicians, assistants, nurses and other personnel, I/we give further consent to administration of medical treatment for my child by all such qualified medical personnel who attend to my child. It is understood that this consent is given in advance of the need for any surgical diagnosis or treatment but is given to encourage the physicians, hospitals and clinics to exercise their best judgment as to the requirement of each such diagnosis, treatment or procedure. It is further agreed and understood that the undersigned person(s) shall be liable and obligated to pay for all medical services rendered on behalf of their child.

In consideration of the care, treatment and maintenance of the child, it is understood and agreed by the undersigned that J's Clubhouse, its employees and the medical practitioners and hospital care facilities above referred are released and absolved from any liability or responsibility they may incur as a result to the care and treatment of their child.

**First and Last Name (1)****Signature (1)****First and Last Name (2)****Signature (2)**

**Child's Preferred Source of Medical Care**

Physicians Name/Phone/ Address

Preferred Hospital Name/Phone/ Address

Dentist Name/Phone/ Address

Insurance Plan/ ID# and Subscriber's Name ( on insurance card)

Any special conditions, disabilities, allergies, or special medical information

As your child's caregiver, we strive to do the best job possible. Please share any other information that will be helpful in providing excellent care.

## **Childhood History- (one page for each child)**

Child Name

DOB

### **Experiences with Others**

Other childcare experiences have your child had?

Favorite toys?

Does your child play with children from other families often?

Does your child get his/her way with other children?

If not, how does your child react?

### **Routines**

What time does your child go to bed?

Wake up?

Does your child take naps when home?

Toilet trained?

Favorite foods?

Favorite snacks?

### **Health**

Any health issues we should be aware of?

Ever been hospitalized? If so, explain.

Currently taking medication?

Does your child have allergies?

Does your child get frequent ear infections or colds?

In general, how is your child's overall health?

## Permission to Share Information

Our priority is to protect your child's health and safety. To ensure that we are operating with your full understanding and agreement, please consent with your initials the activities you give permission to...

- \_\_\_\_\_ Placing photos of your child around the daycare
- \_\_\_\_\_ In albums, that may be viewed by other families, prospects, or the public.
- \_\_\_\_\_ Giving a copy of photos, that your child may be in, to another JC family
- \_\_\_\_\_ Posting photos of your child on the JC Facebook Page
- \_\_\_\_\_ Placing photos of your child in a printed advertisement
- \_\_\_\_\_ Posting artwork signed by your child around the daycare

## Meals and Snacks

We participate in the Child and Adult Care Food Program so only approved, healthy and nutritious meals and snacks will be served daily. Each child will be enrolled, and a separate form is signed. Meals will be served at the following times:

Breakfast 7am- 7:45am

AM Snack 9:30am- 10am

Lunch 11:30am- 12pm

PM Snack 2:30/3pm- 3:30pm

If your child is here during these times they will be served. If your child chooses not to eat, they will not be served until the next scheduled meal or snack. If they arrive after a meal, please feed them before they arrive as I cannot feed them outside at mealtime. The weekly menu is posted on the parent board. If your child requires a special diet due to allergies, medication, age, cultural/religious beliefs, We will need a letter from you **and** a doctor. It will be your responsibility to provide a well-balanced meal for your child daily outside of JC. We ask that it not contain candy, sweets, fast food etc. If your child drinks a bottle or sippy cup and is walking, they will only be allowed to drink at the table.

## Scheduling, Late Fee and After Hours Procedures

We are open to provide care 6am- 6pm Monday- Friday. A calendar with Holiday and Vacation closings will be on our website and the parent board. Full time care is provided for each child depending on the needs of the parents. If a daily option is needed, it must be let known the week before and only as available for the classroom. Part time care is not always available though we do our best to accommodate different needs and schedules. It is very necessary that your child is picked up and dropped off at their scheduled times due to staffing and ratio requirements. We do understand some parents do not have a consistent work schedule. If your child needs different hours of care each week, your schedule is due the Thursday or before.



Your child can not stay longer than 10 hours each day. If your child is not picked up by the 10th hour you will be subject to a \$10 late fee per child for every 5 minutes you are late.

If your child remains at the daycare one hour past pick up time and the parent has not made contact, and all emergency contacts are not able to pick up your child, We will call Child Protective Services at (574)236-5322 so that the child can be placed in Emergency Care.

Please be sure to communicate with us at least one hour before pick-up time if you are going to be late to pick up your child.

If we are not notified at least one hour before, the above late fee will be due at the time of next tuition. The Parent/Guardian who enrolls the child is responsible for paying late fee regardless of the failure of any designated person to pick up the child by the agreed upon pick up time.

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Pick Up					

### **Enrollment Fee**

At enrollment non voucher families will pay \$100 per family. Your deposit will hold your spot for up to 30 days. Enrollment fee does NOT go towards the first week of tuition.

### **Rates (Subject to Change)**

School age K-8 = \$195 full time/ \$65 day

PreK 3-5yrs and potty trained= \$220/ \$75 day

Toddler 12-36 months= \$265/ \$85 day

Infant 0-13= \$295/ \$95 day

\*Sibling discount = 10% off youngest child (state vouchers do not receive sibling discount)

## Payment Policy

Your weekly tuition is \$            per week. It is agreed all payments are due the Friday before care is provided. Families can only pay weekly via ACH (goes into effect January 2025) Any payment not made by 6:00pm Friday will incur a \$10 per day late fee (weekends included) with no exceptions. If late payments are consistent, your child is subject to termination.

**Payments are required whether your child is present or not. You will not receive any credit or refund for missed days.** If you are a CCDF voucher parent and you do not swipe for full time hours, you will be responsible for the difference in pay.

### First and Last Name (1)

### Signature (1)

### First and Last Name (2)

### Signature (2)

## Provider Vacation/ Holidays

We will be closed throughout the year for holidays. Exact days will be posted and communicated by October 31<sup>st</sup> of the previous year. **Parents are expected to pay for the full week even if we close for a holiday.** We will typically be closed the following holidays: New Year's Eve, New Year's Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day & Day After, Christmas Eve, and Christmas Day. If the holiday falls on a weekend, we may be closed the Friday before or Monday after. You are responsible for backup care for all vacations, holidays and emergencies.

## Absences

Please notify us, 24hr hours before or as soon as possible if your child will not be receiving care for the day or if your child is going to come in later than the regularly scheduled time. Please give notice in writing or email. Full tuition is still due if your child is out sick.

## Alternate Care/ Substitute Policy

In the event of provider illness, or serious injury, We will remain open and be managed by the next in command. We will contact parents if it is necessary via email or Facebook. If a teacher is out, we do have substitute staff that will cover a classroom for the day to ensure the class can stay open in its normal capacity. If we ever must close the building due to an

emergency, all parents will be contacted as early as possible. Parents are required to find alternate care for the child as staff is prohibited to care for children when we are closed. That will result in termination of your child(ren)

## **Parent Vacations**

Parents can take ONE unpaid vacation week per calendar year. This is 5 consecutive days Monday- Friday without paying for childcare. Your child must be in care for at least 6 months to use this benefit. If it is a planned vacation, please let us know 30 days in advance. You cannot use this time in daily increments.

## **Termination Policy**

A two-week notice is required (with payment) if you decide to remove your child from J's Clubhouse whether or not your child is present. This includes removing your child for breaks, camps, school, etc. The effective date will be 2wks from the receipt of notice. All payments must be paid before termination is effective. After 2 weeks of non-payment, we will settle in Small Claims Court and you will be responsible for all court costs. If you receive a CCDF voucher, all co-payments must be paid before termination is effective. If not, Bright Point will be contacted and the continuation of child care assistance can be in jeopardy.

We will terminate the childcare arrangement for any of the following reasons (but not solely limited to):

- Failure to comply with the contract and policies in this packet.
- Destructive or harmful behavior by the child even with parent cooperation.
- Non-payment of childcare services and/or recurring late payments.
- Failure to show up 5 days in a row without communication.
- Recurring late pick-ups/ payments.
- Failure to complete and provide required forms.
- Inability of JC to meet child's needs.
- If a parent brings an ill child knowingly.

If your child(ren) is terminated for any reason they are not eligible to re-enroll depending on the circumstance.

## **Field Trip Fees**

Here at JC we do go off site. This allows our children to have more enrichment activities and exposure. We will do our best to give 2 weeks' notice. Parents are always welcomed and encouraged to attend. If you choose to accompany, please let us know. If it is a trip for all children and for some reason you do not want your child to attend, please be prepared to find alternate care that day, as we may need all teachers to go on the trip.

## **Parent Conferences and Parent Evaluations**

We will conduct parent teacher conferences on an annual basis. At that time your child's development will be discussed and we will set goals together for working with your child. Parents will also complete annual evaluations on our childcare services. This feedback will be used to improve our services to you.

## **Discipline Policy**

Here at JC we take a proactive approach to discipline. We are successful at cutting down on negative behaviors by keeping our kids busy and engaged and them always being supervised. We use positive reinforcement and discuss behaviors in a language each child can understand. When children receive positive non-aggressive and understanding reactions from adults, they develop good problem-solving abilities and better self-discipline. We use the following techniques:

### **WE DO**

Communicate to children using positive statements on their level in a calm manner. Explain unacceptable behavior to children. Give attention and encourage children for positive behavior. Have consistent expectations and model appropriate behavior. Set up the classroom environment and appropriate ratios to prevent conflict. Provide alternatives and redirect children to acceptable activity. Give children opportunities to make choices and solve problems. Help children talk out problems and think of solutions. Listen to children and respect the children's needs, desires and feelings. Provide appropriate words to help solve conflicts. Use storybooks and discussion to work through common conflicts.

### **WE DO NOT**

Inflict physical force to the body as a discipline measure, including, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping. Use any strategy that hurts, shames, threatens, intimidates, embarrasses or belittles a child. Use food as a form of reward or punishment. Shame or punish a child if a bathroom accident occurs. Leave any child alone, unattended or without supervision.

Conferences will be scheduled with parents if disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Owner has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care. My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understood this policy.

**First and Last Name (1)**

**Signature (1)**

## **Contract and Policy Signature**

This Enrollment Contract and policies pertains to the contractual agreement set forth by J's Clubhouse. By signing this contract, you are indicating that you have read and agree to follow all policies and guidelines stipulated in this contract.

We may, at any time amend this Enrollment Contract at any time by giving you a copy of new policies at least 2 weeks before they go into effect. If we chose not to enforce one or more terms of the contract, that does not waive my right to enforce any other terms of the contract. We will also file with the division if needed, and post in a public location in the facility and provide each parent a copy.

This is a legal and binding agreement and signing obligates you to its terms.

**First and Last Name (1)**

**Signature (1)**

**First and Last Name (2)**

**Signature (2)**

**Date**

## CCDF Voucher Contract

The system has now changed to pay by enrollment! You are not required to do anything in regards to swiping, calling to approve time or etc. It now falls under the providers responsibilities to keep track of your children's absences.

Children are expected to attend our program full-time, unless they are out for illness, vacations, or emergencies. We are holding a full-time spot for your child.

Absences will be tracked against an excessive absence policy that states if a child reaches 45 absences within an enrollment year across all providers they attend, their vouchers will be terminated.

**Families will have to wait 90 days to re-apply for a child that was terminated due to excessive absences.**

Letters will be issued to families and providers after children miss 10, 20, 30 and 40 days and information will be available in the provider and parent portals. Outreach will be offered to help families who have children that are missing a lot of days.

Families are still required to do the application process online at early ed connect when applying for vouchers, and wait for the open enrollment process.

If switching providers you are still required to turn in the new provider form the Thursday before the intended week of care by 12pm in order for it to go into effect that next week.

Case updates are still needed when changing address, phone number, household info, recertification info etc.

And Lastly, you're still required to submit your reauthorization within 30 days of your end date. If your child is to fall off for whatever reason they will not be allowed to return to care until it is taken care of. **No exceptions.**

By signing, I agree and have read the CCDF Voucher policy for JC, and acknowledge, in the event of violation of this policy my spot will be terminated.

**First and Last Name (1)**

**Signature (1)**

## School Age Contract

School age students are provided care before 8:30am and after 230pm. This is subject to change based on Mishawaka School hours. PreK students can attend half day but JC transportation is only provided for full time students that get out at normal time. **JC will not pick up or drop off for extracurriculars.** Parents must have written permission for JC to transport the child. Your child will only be transported by an employee or volunteer who is at least 18 years of age, holds a valid drivers license, and the motor vehicle is properly licensed and insured.

JC provides transportation for mishawaka schools within a 5 mile radius. We are tight on our pick up and drop off schedules meaning we have planned in advance what order students will be picked up/ dropped off in. Please let us know at least 24 hours in advance if your child's schedule will be changing or they will not travel from us. **3 failed notices in a school year could result in us no longer picking up or dropping off your child for the remainder of the school year.** This is per child not per household

New student's may not be added to our route as again, we plan weeks in advance. It will be at the owner's discretion if we're able to fit them in.

We will notify you via the app that your child has arrived by checking them in. Please refrain from numerous calls and messaging checking child status as we need to keep communication open for emergencies.

If your child is enrolled in an out of district school, we will not be able to offer alternate break and daytime care outside those days/ hours. We will offer care during city wide snow days. Please take note of the JC holiday schedule and Mishawaka School schedules.

JC will NOT provide care for students who have been suspended, expelled, sent home early for behavior, sickness, etc. If they can not go to school, they can not come to daycare.

During the school year, the students will have a daily schedule that includes snacks, outside/ free play, homework help, etc. JC does assist with school work but does not guarantee it will be completed during care. Parents, please check homework at home each day.

We understand that the older children get, the less they potentially like being at childcare. We do our best to provide a fun environment for them to learn and play while parents work. The state ratio is 15-20 students to 1 provider. We do our best to keep our ratio to 10-15:1 in this age group.

To keep everyone safe, we require students to stay with their class. If your child refuses to stay with the class, we will ask for them to be picked up immediately. Our program discipline is also listed in this contract. If your child has an IEP or needs any special accommodations please let us know right away so we can make sure we can serve your family completely.

I am signing to state I understand and agree to the agreement above

**First and Last Name (1)**

**Signature (1)**