

**LA AIR ROUTE  
TRAFFIC CONTROL  
CENTER CHILD  
CARE ASSOCIATION**



2555 E. Avenue P  
Palmdale, CA 93550  
(661) 267-1304

***Parents Hand Book/Contract***

*( Lic. No. 197405988 & 197405989)*

***NAEYC accredited since 2002  
Revised March, 2023***

*This institution is an equal opportunity provider  
And  
Proud to be Eco-Healthy Child Care*



## **MISSION STATEMENT**

Through a partnership with FAA parents and a highly-qualified staff, we provide a safe, nurturing environment that meets young children's unique developmental needs and values family traditions.

## **WELCOME**

The Board of Directors and the Staff of Just Plane Kids would like to welcome you and your child to Just Plane Kids. We hope that all of your experiences with us are happy ones. If you are ever unhappy with our care, please notify us and we will attempt to rectify the situation.

Just Plane Kids is a non-profit child care center run by the Board of Directors of the Los Angeles ARTCC Child Care Association, Inc. When a board position is vacated, the board will solicit volunteers.

Just Plane Kids was granted accreditation by the National Association for the Education of Young Children, March 29, 2002. This prestigious recognition has been achieved by approximately 7% of early childhood programs nationwide. We are the only center in the Antelope Valley accredited by NAEYC. NAEYC accreditation is a rigorous, voluntary process by which early childhood programs demonstrate that they meet national standards of excellence.

The heart of NAEYC accreditation focuses on the child's experience. The greatest emphasis is on the children's relationships with the staff and how the program helps each child grow and learn intellectually, physically, socially, and emotionally. Just Plane Kids is an organization which values the children in our care, their parents and our employees. We continually strive to earn the trust placed in us while ensuring the quality childhood each child deserves and have made a commitment to excellence for our children and their families.

## **PHILOSOPHY OF JUST PLANE KIDS**

We see the child as an individual, a complex human being. Each child is unique and must be given the opportunity to learn and grow at his or her own rate. We believe that physical and emotional well-being is absolutely fundamental to the healthy growth of each child, including children with special abilities. We see teachers as facilitators and believe that they are in the classroom to offer guidance and experiences.

We believe in educating the whole child in an open classroom environment. Children are free to move about the room from center to center, so that they may choose the experience they would most like to explore. We believe that learning must be based on

actual experience and participation. Play is the medium used by children to translate experience to meaningful learning.

The staff of Just Plane Kids believes that children need time to be children. They need time to be themselves. As teachers we offer rich, age appropriate learning opportunities combined with enough time for children to enjoy and experience those opportunities to the fullest.

### **LICENSE TO OPERATE**

Just Plane Kids has a License Number: 197405988 serves children between the ages of two through five and has a toddler option with the capacity of 72 children. License Number 197405989 serves school age children 5-12 years capacity of 28 children. Kindergarten classroom is under school age license and operate 8:00 AM to 2:00 PM and serve 14 children. Both of the licenses are operated by Department of Social Services Child Care Licensing Division, State of California.

### **CURRICULUM/ASSESSMENT**

Just Plane Kids practices Developmentally Appropriate Practices including Alignment of California Preschool Learning Foundations (Common Core State Standards) for toddler/preschool and kindergarten including NAEYC Standards. Curriculum is also influence by Reggio Emilia approach. Desired Results Development Profile (2015) (DRDP) assessment is done to correspondence with California Preschool Learning Foundation. Children are observed by teachers on on-going bases in all aspects of their developmental areas and the first evaluation takes place upon completion of 45 days. Based on the observations, teachers hold two parent/teacher conferences a year and/or as needed to discuss your child's progress/challenges, then family is provided with a written report about their child' development and learning. As of September, 2010, JPK has included Ages and Stages Questionnaires (ASQ-3 Ages 3rd Edition) and Ages and Stages Questionnaires: Social-Emotional (ASQ:SE-2nd Edition) into our practices which ASQ are done twice a year: first one is done upon entry of the child and second one is done after six months of enrollment. This process will help all parties (teachers, parents/caregiver) to keep track of your child's developmental growth, as well as help make appropriate referrals if necessarily. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

1. Children learn through dynamic investigation
2. Children instigate their own learning
3. Learning comes from open-ended experiences
4. Adults are facilitators of children's learning

The purpose of assessment is to gather relevant information about children' performance or progress: to determine student interests to make judgments about their learning process. It helps JPK to better out curriculum, improve our teaching practices, set out in-service training for the areas; staff need help in and to bring appropriate resources to meet children/teachers unique needs and set a goal for overall improvement. For examples: to

get professional growth in the areas we need help in, to better JPK's curriculum to meet child/ren needs at their level and to adjust distribution of program resources.

Classrooms have different stations in the classroom and children are encouraged to learn the following from different stations:

### **The Technology Area**

Through Technology children learn to:

- Use scientific inquiry skills
- Demonstrate knowledge of the characteristics of living things
- Demonstrate knowledge of the physical properties of objects and materials
- Uses tools and other technology to perform tasks

### **The Social Studies Area:**

Through Social Studies children:

- Demonstrate knowledge about self
- Show basic understanding of people and how they live
- Explore change related to familiar people or places
- Demonstrate simple geographic knowledge
- Interactions with Adults: The developing ability to respond to and engage with adults
- Relationships with Adults: The development of close relationships with certain adults who provide consistent nurturance
- Interactions with Peers: The developing ability to respond to and engage with other children
- Relationships with Peers: The development of relationships with certain peers through interactions over time
- Identity of Self in Relation to Others: The developing concept that the child is an individual operating within social relationships
- Social Understanding: The developing understanding of the responses, communication, emotional expressions, and actions of other people
- Recognition of Ability: The developing understanding that the child can take action to influence the environment
- Expression of Emotion: The developing ability to express a variety of feelings through facial expressions, movements, gestures, sounds, or words
- Empathy: The developing ability to share in the emotional experiences of others
- Emotion Regulation: The developing ability to manage emotional responses with assistance from others and independently
- Impulse Control: The developing capacity to wait for needs to be met, to inhibit potentially hurtful behavior, and to act according to social expectations, including safety rules

## **The Mathematic Area**

Through Mathematics children learn to:

- Use number concepts and operations (counting, quantifying, and connecting numerals with their quantities)
- Explore and describe spatial relationships and shapes
- Compare and measure
- Demonstrate knowledge of patterns
- Use critical thinking skills
- Understand math (understanding of numbers and quantity as children draw multiple images)
- Classify (classification is constructed when children's knowledge of attributes enables them to place similar objects in groups)
- Enhance concepts
- Memory that developing ability to store and understand Math

## **Music and Movement**

Through Music and Movement children learn to:

- Participate in a group (social-emotional)
- Express anger, joy, and other emotions (creating a happy dance to celebrate)
- Recognize that music and dance express moods and feelings
- Enhance self-concept by sharing the music and dance of each child's culture (multi-culture awareness)
- Further development of listening skills
- Develop new vocabulary and concepts through songs and movement (language development, learning body parts by singing "Head, Shoulders, Knees, and Toes")
- Explore cause and effect (experimenting with musical instruments for creating sounds)
- Develop large motor skills, improve balance, coordination, and rhythm through dancing and other movement activities
- Improve small motor skills (learning finger plays and playing musical instruments)
- Perceptual Development: The developing ability to become aware of the social and physical environment through the senses
- Gross Motor: The developing ability to move the large muscles
- Fine Motor: The developing ability to move the small muscles

## **The Block Area**

Through the Block Area children learn to:

- Engage in cooperative dramatic play. Children learn to respect each other's space and each other's creation (social interaction skills)

- Strengthen creativity skills (children start with ideas and build anything their imaginations conjure up)
- Language and vocabulary skills are advanced as children talk about their structures and engage in cooperative play
- Differentiate between sizes (bigger than, smaller than), add (two small blocks equal on large block)
- Develop large muscles as they carry and haul big blocks. Small muscles are developed as the small blocks are carefully put into place
- Recognize safety and the dangers of throwing blocks and building too high (cause and effect)
- Experience social science by developing farms, towns, cities in their constructions
- Develop an immediate sense of accomplishment (self-esteem)

### **The Manipulative Center**

Through Manipulative skills children learn to:

- Coordinate the actions of their eyes and hands (reading and writing readiness)
- Complete a task (study habits and self-esteem)
- Match and classify (math)
- Use problem solving skills (creativity and logical thinking)
- Create something new
- Use creativity and use of imagination
- Enhance active learning
- Gain independence and self-control
- Take initiative and assert themselves in socially acceptable
- Make decisions how they will use the material, that experience teach them a sense of control over their lives

### **The Science/Sensory Center**

Through Science/Sensory children learn to:

- Sharpen observation skills
- Use their senses for investigation
- Develop problem solving skills
- Understand the world around them
- Recognize cause and effect (science and logical thinking) The developing understanding that one event brings about another
- Get along with others (social skills)
- Understand volume and weight concepts
- Problem Solving: The developing ability to engage in a purposeful effort to reach a goal or figure out how something works
- Imitation: The developing ability to mirror, repeat, and practice the actions of others, either immediately or later
- Memory: The developing ability to store and later retrieve information about past experiences

## **The Art Center**

Through Art children learn to:

- Express thoughts, feelings, and ideas (creativity and self-esteem)
- Develop fine and large motor skills
- Plan and carry out task (study habits, independence, and a sense of achievement)
- Recognize how materials change (science)
- Use symbols (symbolic representation occurs when an object is used to represent another, i.e. cotton for bunny tails, clouds, etc.)
- Understand math (understanding of numbers and quantity as children draw multiple images)
- Classify (classification is constructed when children's knowledge of attributes enables them to place similar objects in groups)

## **The Library Area**

In the Library Area children learn to:

- Expand their imagination and creativity
- Learn about the importance of print as means of communication
- Gain information and adjust to new experiences by reading and listening to stories on such topics as the birth of a sibling, moving, going to a new school, etc.
- Deal with difficult events, such as death of a pet, divorce, etc.
- Learn about social responsibilities such as how to be a good friend, how to care for the environment, share and take turns, and how to behave in specific social situations
- Become familiar with different literary genres, including poems, rhymes, folk and fairy tales etc.
- Interest in Print: The developing interest in engaging with print in books and in the environment

## **The Dramatic Play**

Through Dramatic Play children learn:

- To replay events that has happened until they understand them. Children work through emotional conflicts this way. They try on new roles (problem solving, social emotional development)
- To develop language (language skills and social skills are developed as children interact with one another. Children learn to be flexible and cooperative with others by negotiating and playing together) Knowing how to pretend helps children become better planners. It allows them to anticipate how they feel and act in certain real-life situations.
- Receptive Language: The developing ability to understand words and increasingly complex utterances



- Expressive Language: The developing ability to produce the sounds of language and use vocabulary and increasingly complex utterances
- Communication Skills and Knowledge: The developing ability to communicate nonverbally and verbally
- To use hand-eye coordination skills and visual discrimination skills as they put away props and materials in a properly labeled area
- Interest in Print: The developing interest in engaging with print in books and in the environment

## **Writing Center**

Through the Writing Center children learn to:

- Demonstrate phonological awareness
- Show basic understanding of the alphabet
- Demonstrate knowledge of print and its uses
- Demonstrate emergent writing skills
- Letter formation
- Communicate their idea through drawing and through print

## **SECURITY**

Just Plane Kids is located on federal property at the Federal Aviation Administration, Los Angeles Air Route Traffic Control Center (FAA, LA ARTCC).

Anyone who would like to enter the facility must gain access by ringing the door bell located out of the main door. There is also an intercom system in case Just Plane Kids unsure of who may be. There is a security system monitoring 24 hours a day, 7 days a week. New parents have been comforted by knowing that they can view their child without interrupting learning. It is reassuring to see that first-day anxieties are easily resolved in the classrooms. You may also listen through classroom intercoms to what interactions are happening in the classrooms. Security guards are located just outside our fence, 24 hours a day, and are available anytime in case of any incident.

## **ENVIRONMENT HEALTH/SAFETY**

Just Plane Kids takes pride in taking care of the environment. We are an Eco-Healthy Childcare. We work with children and families to have them aware of recycling practices and conservation practices. In pest management, we do not use any harmful chemical exposure inside the building at all; instead, when pesticides are needed, integrated Pest Management (contract by FAA) uses the least toxic to human and non-target organisms outside of the facility boundaries.

Every caution must be taken to guard against accidents to children and staff. It is the responsibility of every staff member to rectify unsafe conditions such as liquid on the floor, spilled food, tripping hazards etc. All employees are required to report unsafe conditions and fire hazards immediately. At the same time Just Plane Kids uses fragrance free, and Eco-Healthy products only and we follow NAEYC cleaning, sanitizing and

disinfecting frequency table, Center for Disease Control and Prevention (CDC) Guideline and recommendation for Child Care and stay within Department of Social Services Licensing guidelines. If you (Parent/caregiver) appear to be IMPAIRED or INTOXICATED then your child will not be release to you and authorities will be called.

### **STAFF TO CHILD RATIO AND GROUP SIZE**

Classroom	Group Size	Classroom
Teddy Bears - 1:6	12	3 Teachers
Busy Bees - 1:10	20	3 Teachers
Brown Bear - 1:10	24	3Teachers
Kindergarten- 1: 14	14	2 Teachers
Dolphins' - 1:14	28	2 Teachers

Just Plane Kids follow licensing activities guidelines for nap time. A teacher child ratio of one teacher supervising 24 napping children shall be permitted provided that remaining teachers necessary to meet overall ratio (specified in Section 101316.5) are immediately available at the center. Also, the State of California Ratio is 1:12 for pre-k and 1-6 for toddlers.

### **EVACAUION PROCEDURE**

Evacuation procedure; Child staff ratio will be maintained and the children will be evacuated to North Parking lot of (across from the guard check) the FAA building at 2555 East Ave P Palmdale, Ca. 93550.

### **EMERGENCY PROCEDURES**

It is very important for Just Plane Kids to have all emergency information on file and current. The staff must be able to contact a parent or alternate adult in case of an emergency situation. Parents whose children are transported to and from school must make sure that the schools have Just Plane kids listed on their emergency cards at school.

We ask that you do not call the school in the case of a major natural disaster. The phone lines will be needed for outgoing calls. Please do not enter and take your child under these circumstances. We will release the children one at a time through the normal sign-out procedures. This should eliminate any panic and disorder. Please realize we understand your concerns for your child, and we will reunite you as soon as possible. We will not release your child to anyone not listed on his/her emergency form.

State law requires that you sign your child in when seeing them off and sign them out when leaving. No one under the age of 18 is allowed to sign siblings out. All sign in/out

books are located at the front desk. Your child will not be released to anyone not given written authorization by the parent in advance. In case of an emergency, anyone not on the emergency list will need proper picture identification to receive children in our care.

### **EMERGENCY RESOURCES**

In case of parent need any resources to meet your basic needs, Just Plane kids will provide you contact information and/or will help you connect with those resources to meet your basic need: such as WIC program, Child Care Resources Center for child care needs, Early Intervention program, Health Care Needs etc. All this information is also available for you at the parent's board or just asks the front desk.

### **TUITION/REGISTRATION**

A registration/association membership fee of \$120.00 per child and \$180.00 per family (nonrefundable) is due every August 15<sup>th</sup> for the following school year. Tuition is due in advance either monthly, bimonthly or weekly. If you use drop-in care, tuition is due at the time of service. Tuition rate is the same for everyone regardless of subsidized child care or non-subsidized child care. Please make a note that we do not practice any religious instruction/worship as a part of our child care service. In case of National, State Emergency or Pandemic parents/caregivers are responsible to pay their full tuition whenever the center is open or close.

### **DROP-IN CARE**

Drop-in care will be available on a space -available basis and you must schedule drop-in care 24 hours in advance. If your child attends full time, we request that you call and let us know if your child will not be attending (each day) so that the space may be used for a drop-in child, if necessary. It is important that parents adhere to the original contracted schedule. This allows us to stay within our child/teacher ratios and know if a class in question can accommodate a drop-in child. Drop-in care should always be available at night and on weekends.

### **SCHOOL CALENDAR**

Just Plane Kids will be open 12 months a year, seven days a week, from 5:45 to midnight. We will be closed on Easter, Thanksgiving, Christmas Day, and New Year's Day. We will close at 3:00 PM. on the Memorial Day, 4<sup>th</sup> of July, Labor Day, Christmas Eve and New Year's Eve. In the event that we experience inclement weather such as snow Just Plane Kids reserves the right to close the center and Parents/caregivers are still responsible to pay their full tuition.

## **USDA NONDISCRIMINATION STATEMENT**

For your information Just Plane Kids shall administer the Civil Right Compliance (CNP) on accordance with civil right laws.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Just Plane Kids has assigned Debbie Garcia as a Civil Right Coordinator to assist you in needs of, or if you would like to file a complaint with CNP on the above criteria. Debbie will help you to file a complaint of discrimination with Office of Civil Right, Room 326-W, Written Building, 1400 Independence Ave, SW, Washington, DC. 20250. She can also help you to file a discrimination complaint to the State with California Department of Education, Nutrition Services Division' Civil Right and Complaints coordinator at toll free at 800-952-5609.

### **MEALS**

Just Plane Kids Participates in the Child and Adult Care Food Program (CACFP) offered by the United State Department of Agriculture (USDA) and serve meals at no additional charge to all enroll children. The reimbursement received from the CACFP helps us with our food cost, and therefore, enables us to keep our fees for care as low as possible.

Please help us comply with the requirements of the U.S Department of Agriculture's Child and Adult Care food program by completing and returning the attached meal benefit form with the enrollment form. If your first language is not English, you have a right to ask us for a written or oral translation of these materials free of charge in your native language. JPK believe in family style meals and we serve breakfast, lunch, dinner, morning and afternoon snacks. Menus are designed to include items from each of the five food groups. Presently, we have a four-week rotating food menu. Menus are posted in the Center on the Parent Information Board. They are also available upon request. If your child has special dietary needs, we will meet their needs as long as we have physicians report on file.

### **HEALTH /MEDICAL/DENTAL**

At time of enrollment parents are required to bring a copy of Immunization record, Physician report (Children's Physical reports needs to be updated every year: Including hearing and vision) and Birth certificate. This has to be on file before your child's first day of attendance. Please note that no child will be enrolled without proper immunization.

If your child has symptoms of illness during the day, he/she will remain in the isolation room. If this happens, you will be asked to pick up your child immediately so that other children are not exposed to your child's illness. As parents, we understand the difficulties that can arise when your child is ill. We realize many employers are not sympathetic when this occurs. Therefore, it is very important that you have alternate arrangements when your child is ill. Just Plane Kids is not licensed to care for ill children.

### **Illness Policy (Plan for Center and Individual Child)**

Just Plane Kids realizes the difficulty in finding alternative care for sick children. However, adhering to our illness policy is for your child's protection and the protection of the other children and staff. Planning in advance to provide substitute childcare for your child when sick will avoid last minute worries.

You must keep your child home if he/she has the following:

- A fever or has had a fever in the last 24 hours
- A heavy-nasal discharge, or a discharge that is not clear in color
- A constant cough
- Ringworm
- Excessive vomiting and / or Diarrhea
- Discharge from eye and or pink eye
- Is in the first 24 hours of antibiotic treatment
- Have any symptoms of a possible communicable disease (Please see Communicable disease Chart)

- If your child exhibits any of the above he/she will not be allowed into the center or to remain at the center. If your child has symptoms of illness during the day he/she will remain in the isolation room and must be picked up by a parent or other authorized person immediately. If student shows signs and symptoms of serious illness such as high fever, seizure/s or any other illness, 911 will be called.
- Just Plane Kids follow all CDC guideline and requirements for Child Care/ Pre-school and school age program.

Just Plane Kids' staff is not authorized to diagnose or treat children. No over the counter medication will be administered without a physician's consent. It is your responsibility to notify the center in case of any communicative disease, so we can take extra procession to insure the health and safety of other children.

Following an illness, a note from the physician may be required before the child is allowed to return. Observing our illness policy will maintain a healthy center. These standards are a necessary part of our overall program to ensure an optimal environment for your children. Children must be symptom free for 24 hours before returning to the center.

**If your child has any food allergies:** Your doctor has recommended a special diet and/or EpiPen or has asthma, then your physician has to document on physician's report.

### **EpiPen Administration Protocol (Plan for Center and Individual Child)**

If student has a known allergy, follow protocol as physician described. If no instructions are on file and/or this is a previously undiagnosed student then the following actions will be taken:

- If student shows signs and symptoms of anaphylaxis (is a serious allergic reaction that is rapid in onset and may cause death)- instruct someone to call 911
- Follow anaphylaxis management
- Immediate evacuation to the nearest medical facility
- Monitor blood pressure
- Notify parents/guardian
- Write unusual incident report and send it to licensing

### **Action Plan for EpiPens (Plan for Center and Individual Child)**

- Identify students at risk
- Front desk is responsible to check for outdated EpiPens
- Confidential food list for the kitchen, along with MD documentation of allergy
- Train all staff in recognizing anaphylaxis and administering EpiPens
- Inject EpiPen into fatty part of outer thigh and hold for 10 seconds
- Parents are responsible to provide their child with EpiPen
- Have individual Emergency plan with instructions and have parent consent for administration

- In case EpiPen is administered, staff is instructed to call 911 immediately

### **Asthma and other medication: (Plan for Center and Individual Child)**

In case of Asthma (for inhaler or Nebulizer Care) or other medication, we follow child's parent, physician and/or health care provider's instructions; followed by filling the required medication forms.

**For Asthma:** Parent/caregiver must give us consent by filling out form LIC 9166 (Nebulizer Care Consent/verification for Child Care Facilities), followed by LIC 9221 form (Parent Consent for Administration of Medications and Medication chart) and medication chart on LIC 9221 (Staff Documentation of Medicine Administration). In case of emergency use for inhaler or Nebulizer, we will notify parent or caregiver as a courtesy call and staff will fill out Medication Chart by dose, date, time given and signature on form LIC 9221. Upon completion, we will return medication to parent/caregiver or destroy, and place form in child's file. Please note that all medications have to be in original box with doctor's prescription on it.

**For other Prescription Medications:** Parent/caregiver must give us consent by filling out form LIC 9221 form (Parent Consent for Administration of Medications and medication chart). As staff administers the medication, they will fill out Medication Chart by dose, date, time given and signature on form LIC 9221. Upon completion, we will return medication to parent/caregiver or destroy, and place form in child's file. Please note that Just Plane Kids keep all medication in a lock cabinet in the isolation room/refrigerator and it has to be in original box with doctor's prescription on it.

We will NOT give over-the-counter medications (Tylenol, Advil, Triaminic etc.). State licensing will not allow us to give these medications. If a child requires a fever-reducing medication, that child should remain at home.

### **WEATHER GUIDELINES AND SUNSCREEN POLICY**

We follow outdoor/ indoor activity weather guidelines for the State of California and we have thermometers all around the school to monitor the temperature.

We recommend to all of our parents to bring their own sunscreen and we will make sure to apply on child/ren half an hour before they go outside with parent's permission. In case your child has any skin allergies and sunscreen is prescribe by their doctor, and then we need a prescription note from your doctor along with sunscreen.

### **POTTY TRAINING**

Learning to use the toilet is a milestone on the child's road to autonomy. This learning is done in conjunction with the child's parents. We respect the parents' values and philosophy and make every effort to honor their wishes. It is critical that both caregivers and parents develop a plan that can be carried out both at home and at school. Mixed

messages to children are very confusing and impede the process. We believe that the child has to be ready physically (have the bladder capacity and muscle control), cognitively (be fully aware of what is expected), and emotionally (be ready to comfortably give up the diaper process). Teachers will observe and wait for the child to give those clues and, when the moment is right, supports the child's desire to use the toilet.

### **FIELD TRIPS**

JPK believes in hands on learning under the Creative Curriculum and Developmentally Appropriate Practices there-for, some time; we take children on the field trips. Field trips can be local or out of town and participation is 100% voluntary. If you would like your child/ren to participate in any of our events, you must sign the permission slip prior to the scheduled event.

### **CLOTHING**

Please remember, if your child is attending preschool, he/she needs to be dressed (No custom Jewelry) for play. Your child will be painting, gluing, and participating in various other fun activities that may cause him/her to get dirty. Please make sure your child always has extra clothing in their cubbies, and have them labeled with their names. Just Plane Kids does not provide extra clothing for children in case of accidents or otherwise soiled clothing. If your child is being potty trained, it is essential to have extra clothing on hand and also for your child's safety open toe shoes or crocs are not permitted. Please remember that Just Plane Kids require see through bags only.

### **PERSONAL ITEMS (TOYS)**

Children are not encouraged to bring toys, books and other items that are dear to them with the exception of the first week or so to help with any separating anxieties that may occur during the transition period. If an item is brought to school, we will not be responsible if it is lost or destroyed.

### **BIRTHDAYS/ SPECIAL EVENT**

A child's birthday is his/her special day. We will celebrate your child's birthday during class if you wish us to do so. We ask that all food items be store-bought only. We also welcome all families to join us for all events throughout the year.



## **VOLUNTEER POLICY**

In order to volunteer at JPK (according to Senate Bill No. 792), you must have immunization against influenza, pertussis, and measles. We also require that you have fingerprints and a current TB test on file. Volunteers must sign in at the front desk and have a volunteer badge on them at all times. All volunteers are required to work under the direct supervision of JPK's Employees and they are not allowed to be left unattended with children at any time. All Volunteer will go through the same orientation process as JPK' employees and they are not to work alone at anytime.

## **SELF-ASSESSMENT FAMILY SURVEY FOR PROGRAM EVALUATION**

Just Plane Kids encourage all parents to participate in NAEYC self-Assessment Family Survey yearly and/or give us your feedback at your convenience, or take advantage of our open door policy and share your concerns or comments with us.

If we notice or parent/teacher brings any insufficient area/concern about any of our practices, we take that as a learning opportunity and work on it to improve Just Plane Kids policies, procedures or activities. If you need a translator, please let us know and one will be provided for you.

## **VACATIONS**

Each child is allowed one week of unpaid vacation. Vacations must be scheduled two weeks in advance to receive credit.

## **CHANGE OF SCHEDULE/WITHDRAWAL**

As stated in the parent contract that all Just plane Kids families receive at time of enrollment, two weeks advance notice is required for any schedule change or withdrawal from the Center. Without prior notice, parents will continue to be billed as their child's position is still secured. Advance notice allows the center to enroll other children for particular classes and gives your child, their friends and teachers time to say goodbye or to adjust to a new schedule.

## **MANDATORY REPORTING OF CHILD ABUSE/ NEGLECT ABUSE**

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child, has suffered sexual abuse, physical abuse, neglect abuse or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

A. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report, and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.

B. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A Staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report, and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- The names and home address of the child, phone number, date and year.
- The child's explanation as to what happened.
- The nature and extent of the child's injuries, what the marks look like and color of bruises.
- The date CPS was called, name of reporter and case worker.
- Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
- The date CPS was called and the name of the specialist.
- If the police were called.

Legal sanctions for failure to report are as follows:

- Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
- Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal.

Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations

To report child abuse anytime, day or night, call:

STATE CHILD ABUSE HOTLINE : 1800-540-4000

### **CHILD ABUSE/ NEGLECT ABUSE REPORTING POLICY**

The State of California requires that Just Plane Kids and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Just Plane Kids our center and staff are mandated reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the Center, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

## **TUITION AND ADMISSION AGREEMENT**

1. Just Plane Kids provides preschool/child care services including before and after school care to children ages 18 months through age twelve and we believe in inclusion care. Just Plane Kids is open 5:45 am to midnight, 7 days a week. The center is closed on Thanksgiving, Christmas, New Year's Day, and Easter. We will close at 3:00 pm on the Memorial Day, 4th of July, Labor Day, Christmas Eve and New Year's Eve.
2. Childcare is contracted for a maximum of 10 hours per day. Observance of contract hours is mandatory in order to maintain the quality of our program.

- Switching days of care is not permitted unless the front desk gives permission. This is to ensure that our classrooms are within National Association of Young Children (NAEYC) guidelines for teacher/child ratios.
3. Hours of care over 10 hours per day are not permitted. If a situation occurs, then you will be billed at the rate of \$7.00 per hour or portion thereof.
  4. Drop in care is available when space permits. A 24-hour notice is required for drop in care unless an emergency exists. Drop in care is not billed and payment is due the day that care is rendered.
  5. A non-refundable, initial registration fee of \$120 per child \$180.00 per family will be payable at the time of enrollment. The same fee is due annually on August 15th.
  6. Tuition can be paid monthly, bimonthly or weekly. If paying monthly tuition is due on the 1<sup>st</sup> if you choose to pay bimonthly tuition is due on the 1<sup>st</sup> and the 15<sup>th</sup> a late fee of \$25.00 will be assessed to your account if not paid by the 2<sup>nd</sup> and the 16<sup>th</sup> at close of business. Weekly tuition is due on Monday of each week if not paid by close of business on Tuesday a \$10.00 late fee will be assessed. Additional children will receive a 10% discount.
  7. We do accept public assistant such as FAA Childcare Subsidy Program, NACCRRA, CCRC and DCFS.
  8. A \$20.00 fee will be assessed for any returned checks plus the late fee. If two or more returned checks are submitted to your account you will then be required to pay by money order.
  9. All past due accounts exceeding one-week will cause to have the children withdrawn until the outstanding balance is cleared. We will not be required to hold your child's spot in our center without full payment.
  10. Credit will not be given on closed holidays, National or State Emergency, Pandemic or for being absent from the center due to illness unless there are extenuating circumstances. The center will grant 3 days of bereavement credit.
  11. Parents who voluntarily terminate childcare are required to give the center two weeks' notice prior to withdrawing their child (ren). If notification is not received, a two-week tuition fee will be assessed. **ABSOLUTELY NO REFUNDS.**
  12. Two weeks advance notice is required prior to vacation and in addition a two-week notice is required prior to a change in scheduling.
  13. All tuition is payable by check, money order or cashier's check. **CASH IS NOT ACCEPTED.**
  14. No additional agreements or changes in tuition fees or payments shall be made without signed authorization from parents and Director.
  15. Tuition rates are subject to review and change. 30 days prior notice will be given prior to fee increases.
  16. A non-refundable fee of \$25.00 is due at time of enrollment for our earthquake disaster plan and sheet fee.
  17. A \$10.00 fee is assessed in the before and After School Program when van service is provided and the child is not at school and Just Plane Kids has not been notified.

18. All new employees go through 40 hours of in-service training in their specific classroom under assigned staff leadership. During the orientation, the director will go over JPK's curriculum, child assessment / assessment procedure, NAEYC criteria, allergy list, epi-pen, inhaler, first aid kit, medication procedure, challenging behavior, guidance and discipline policy, classroom management techniques, daily schedule of the employee and classroom, health, safety, and emergency procedure.
19. Just Plane Kids conduct ongoing in-service training every second Monday of the month at 6:00 PM. All employees must complete 21 hours of in-service training a year. Training can be focus on any theme such as JPK's curriculum, child's assessment, lesson plan, CACFP guidelines, NAEYC criteria, challenging behavior and guidance and/or any other area. Just Plane Kids would like you to know that all teaching staff is fully qualified and trained to work your child, conduct child/ren observation, assessment, and parent/teacher conferences.
20. Just Plane Kids reserve the right to close the facility for in-service training up to a maximum of 5 days per year. Sixty (60) days' notice will be given prior to any closures not including pandemic or inclement weather. Tuition credit is not given during any closure including closer for in-service training. Also, all staff meetings are considered in service training and they are held second Monday of the month at 6:00 PM. Please make a note that meeting does not interfere with child care services.
21. Please notify JPK when your child is absent due to sickness, credit however, cannot be given on days the child is absent from the center.
22. Children suffering from illness or contagious disease must be excluded from regularly scheduled classes. Parents will be called and asked to pick up their child immediately. Following an illness, a note from the physician may be required before the child is allowed to return. If a child is sent home with a fever, he or she must be fever free for 24 hours before returning to the center.
23. All medications to be given to the children must be prescribed by the child's physician. Medicines must be in the original container and labeled with the following: child's name, name of prescribing physician, and the name of the medicine, dosage and instruction for administration.
24. In the event that emergency medical treatment may be required and the responsible guardian / parent of a child cannot be reached after reasonable attempts, the center is authorized to seek and render appropriate medical care per your signed release form.

### **GENERAL POLICIES**

25. Just Plane Kids believe in continuity of child care, therefore our staff stay with the same children throughout the year. Your child is with their primary teacher throughout the year within a large group. Upon enrollment your child's primary teacher will contact you with further information about your child.

26. Children must be signed in and out, with full signature, by a parent or other authorized adult each day. The individual must be on emergency pick up list and have a picture I.D. with them to pick up the child in special circumstances in the end of the day. No one under the age of 18 can sign a child in or out. There are no exceptions to these requirements.
27. Parents must report any change of address, telephone or employment changes to the center as soon as possible.
28. Upon receipt of enrollment package all required forms must be completed and turned into the center's front desk before a child can attend.
29. Parent contract / tuition and admission agreement signature page must be completed each time there is a change in the payment plan, tuition or contract hours.
30. The center adheres to the parent's rights posted at the center. The center provides an open-door policy where parents have the right to enter and visit the facility during the hours of operation without providing any advance notice. Just Plane Kids encourages parent participation in our classrooms and our center at all times.
31. Just Plane Kids does not believe in any form of physical punishment including but not limited to hitting, slapping and engaging in psychological abuse or coercion. At the same time appropriate use of restraint for safety reason is permissible.
32. Just Plane Kids reserves the right to deny care and or to dis-enroll your child immediately if we think, we cannot meet your child's needs. We also have a behavioral and biting policy, please see attached.
33. If your child damages any of Just Plane Kids' property, then you (Parent and Caregiver) are responsible to replace it.
34. JPK protects children and adults from the exposure of high level of air pollution from smog or heavy traffic by limiting outdoor and physical activity. In the State of California, we consult and follow the advice of Environmental Protection Agency and California Department of Health Service and local Agency.
35. All children and adults are required to wash their hands at arrival, diapering or using the toilet, after handling body fluids, before and after the meals and snacks, before preparing and serving the food, after playing in the water, handling pets, coming in from outdoor, and/ or as needed throughout the day. Hand washing is required by all staff, volunteers, and children. JPK' staff is required to assist children with hand washing, and/or other sanitization needs to successfully complete the task.
36. There is a Lactation room to meet the needs of lactation and to spend quality time with your child. If you wish JPK's provides a refrigerator to store your milk as long as it is properly sealed with your child's name on it.

## **CONFIDENTIALITY POLICY**

37. Confidentiality of information about the child and family will be maintained. Enrollment forms and all the other information concerning the child and family, compiled by the child care facility will be accessible, only to the parent or legal guardian and JPK's director, teachers, health/social services coordinators, health consultants, licensing department and validation from National Association of Young Children. Information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent or legal guardian.
38. In accordance with the Department of Social Services, Community Care Licensing Division, a licensing analyst, without per-authorized consent may interview children when the need and situation call for such.

## **GRIEVANCE POLICY**

39. In Case of negotiating difficulties or differences that arise while interactions between parent/caregiver/teacher or program staff. In these cases, bring the matter to Director' attention. First, we will use NAEYC's Code of Ethical Conduct and Statement of Commitment Core values as a reference to handle it appropriately. If these concerns continue to be perceived as a problem, the following procedures have been developed.
  - Each parent/caregiver has the right to present any grievance or complaint to the Director in writing.
  - Any parent/caregiver dissatisfied with the reply given above has the right to present the complaint to the LA ARTCC Board of Directors.

## **JPK's Policy Concerning Challenging Behavior, Understanding, Preventing, And Responding Effectively**

40. Many young children engage in challenging behavior in the course of early development.

The majority of these children respond to developmentally appropriate management techniques.

Challenging behavior is any behavior that;

- Interferes with children's learning, development, and success at play.
- Is harmful to the child, other children, or adults.
- Puts a child at high risk for later social problems or school failure.

## **BITING POLICY**

41. Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child's incapacity to communicate. Children may become upset by a new experience, and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs, the goal of our policy is to replace the child's undesirable behavior with more effective way of communication and to ensure the health and safety of everyone in our program. The following is a plan of our preemptive strategies:
- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
  - When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
  - Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all our families, parents will not be informed of the biter.
  - If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, as well as utilizing outside resources.
  - Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

Our program recognizes that biting is unfortunate, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for the parents of the child who bit and those parents whose child was bitten. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other appropriate behaviors.
3. Work with the child who bit and examine our program to stop the biting.

At Just Plane Kids we strive to keep children safe and to help any child that bites to learn more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques and time lines to address it. We do not and will not use any responses that harm a child or are known to be ineffective.



Biting is always documented on our standard incident report form. All families concerned are informed and signatures are obtained, one copy is given to each parent and a copy is retained in each child's personal file.

Our policy on biting is that if any child were to bite another child or teacher more than twice in a week then your child's care will be suspended at the discretion of the Director. This will be on a case to case basis for example: verbal needs verses aggressive behavior and suspension can be from one day to one week. When the child comes back to our facility and biting is still an issue then the needs of the child may be beyond what Just Plane Kids can provide and dis-enrollment will occur.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to remove the biting child from the program.

### **GUIDANCE/DISCIPLINE**

Just Plane Kids practice Conscious Discipline (Dr Becky A. Bailey). Techniques include communicating clear goals with vocabulary the child can understand; providing an environment that sets limits and boundaries; respecting the child and their feelings, rights and possessions; withdrawing from any power struggles; setting up logical/natural consequences and focusing on positive reinforcements, highlighting child's action whether right or wrong.

The goal of positive guidance/discipline is to help children learn what is acceptable and to live cooperatively with others, to learn self-discipline and to be intrinsically motivated to value accepted behaviors. Teachers redirect the children whenever possible and provide more than one choice for children.

Just Plane Kids' child guidance/discipline policy also allows children to work out their problems and provide understanding and help younger children to use their words. Teachers help them understand and express their feelings in acceptable ways such as modeling, providing soothing activities, reminding children to use their words and redirecting children rather than "time-out."

### **GUIDANCE/DISCIPLINE POLICY**

Just Plane Kids does not believe in any form of physical punishment, psychological abuse, or coercion when disciplining a child under no circumstance. At the same time appropriate use of restraint for safety reasons is permissible. Where child's behavior poses imminent danger of serious physical harm to self or others such as throwing a chair, running out of the classroom, hurting themselves or others (by hitting, biting, spitting, kicking) etc. It is not a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., Disrespect, noncompliance, insubordination, out of seat, as a means of coercion or retaliation or as a convenience (U.S Department of Education).

Examples of physical punishment: Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; or requiring a child to remain inactive for a long period of time.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.

Examples of coercion: Rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At Just Plane Kids we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

**According to licensing rules for child care centers in the State of California:**

Rule 1240-4-6-,09, (2) Behavior Management and Guidance. (California)

- (a) Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.
- (b) Discipline shall be reasonable, appropriate, and in terms the children can understand.
- (c) Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
- (d) Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- (e) Punishment shall not be related to food, rest or toileting.
- (f) Spanking or any other type of corporal punishment is prohibited. (“Corporal punishment” is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)

**The following is considered unacceptable behavior:**

Running in the classroom	Leaving the area or group without permission
Becoming disruptive	Removing shoes or other articles of clothing
Throwing toys, rocks, sand	Using toys and materials inappropriately
Aggressive behavior	Using toys and materials inappropriately
Abusive or inappropriate language	Arguing with teachers or other children

Lack of Cooperation (Child/parent)  
unacceptable

Behavior determined by the director to be

Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

**The teacher has these prime responsibilities when dealing with inappropriate behavior:**

**1) Redirection** - Encourage child's good behavior and/or redirect his or her activity.

**2) "Modification of the behavior" within their area:**

- If a problem still exists, the child is then removed from the situation
- "Modification time" shall be defined as an area away from the group or activity yet within their area.
- The child will be allowed to return to the group as soon as possible.
- The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
- If redirection and "modification time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
- The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives

**3) "Modification" or "redirecting" away from the group:**

- A) If the child continues in the inappropriate behavior
- B) And/or modification or redirecting time" with-in the area becomes either inappropriate or ineffective

**4) Behavior Report:**

- A) If the child's behavior continues to be inappropriate
- B) OR the severity denotes an un-resolved problem.

**5) Behavior Intervention Meeting:**

- A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
- B) Those in attendance will be the parents, the child's lead teacher, and a member of the leadership team
- C) This may be called by any of the individuals listed above.

**6) Sending a child home:**

- A) When the child becomes out of control
- B) And/or when the child fails to respond to the measures taken by the Just Plane Kids' Team
- C) This is at the discretion of the most senior Leadership Team member present

**7) Suspension**

- A) Three written behavioral reports within a nine-week period constitute the child's being suspended from the child care program for one week.

B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow reentry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.

C) Fees will still be paid for this week to retain the child's space in the Just Plane Kids program.

D) If the child does continue in the program and does receive a fourth behavioral report within a 30-day period, termination of services may occur.

### **8) Termination of services**

A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare.

B) Termination may be effective immediately after consulting the most senior Leadership Team member present.

C) The parent or guardian will be notified.

D) The Center considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1) Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.

2) Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.

3) The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each “Behavior” Report counts as one of the three that would result in suspension.

Just Plane Kids expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

## **CHALLENGING BEHAVIOR/GUIDANCE INTERVENTION POLICY**

At Just Plane Kids, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the Behavior Intervention Policy when needed to ensure this happens.

Challenging behavior Policy is communicated to families and staff at child's enrollment time. It Stated goal of policy is to limit or eliminate the use of suspension, expulsion and other exclusionary measures.

Just Plane Kids' Policy states the circumstances under which types of exclusion may occur if any.

**Policy states** what steps are taken before a decision to exclude is considered: parent/teacher conference is conducted to discuss the behavior of that child and set the goals to modify that behavior.

- If that does not work we make a referral to local agency such as child's personal physician, regional center or school district (depend on child's age).
- Just Plane Kids offers assistance to the family in accessing services and an alternative placement take place for example if child is under the age of three all the referral are made to the Regional Center (Address: or by calling 661-945-6761 and if child is over the age of three year then all referrals go to Palmdale School District (Address: 38737 Ocotillo Drive Palmdale, Ca 93551 or by calling 661-274-0849).
- Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child. If exclusionary measures are taken, and then All of Just lane Kids' Policy acknowledges that it complies with Federal and State Civil Rights Laws.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At Just Plane Kids we strive to develop a positive relationship between the child/parent/teacher. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or a member of the Leadership Team may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
3. A Behavior Intervention Meeting is mandatory after the third Discipline Note.

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third discipline note. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's special needs.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1. Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
2. Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
3. The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each “Behavior” Report counts as one of the three that would result in suspension.

Just Plane Kids expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met.

The Behavior Intervention Policy's purpose is to establish procedures for the parents, lead teacher, and a member of the leadership team to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior. A parent, the child's lead teacher and a member of the leadership team will attend a Behavior Intervention Meeting and agree in advance on the time and date.

## **HARASSMENT POLICY**

Just Plane Kids is committed to provide a work environment free of harassment. JPK's policy prohibits sexual harassment, harassment based on pregnancy, childbirth, related medical conditions, race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation and any other basis prohibited by Federal or State Law. All such harassment is unlawful. The Center's anti-harassment policy applies to everyone at JPK.

Harassment includes, but is not limited to, the following types of behavior:

1. Verbal misconduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.

2. Visual misconduct such as derogatory and/or sexually-oriented posters, photographs, cartoons, drawings or gestures.
3. Physical misconduct such as assault, unwanted touching, blocking normal movement or interfering with work performance.
4. Threats and demands to submit to sexual requests as a condition of continued employment.
5. Retaliation for having reported or threatened to report harassment.

All incidents of harassment, sexual or otherwise, need to be reported to the Director so that the offense may be handled in a manner appropriate to the situation. Sexual harassment complaints will be investigated promptly and all information will be kept confidential.

### **ADDITIONS AND CHANGES**

Just Plane Kids reserve the right to edit or adapt the policies in this handbook as the need arise. The center makes all changes and additions available at the time of changes are made. Clients and customers will be notified of these changes through the normal written communication system of Just Plane Kids at the time they are made effective.

## **Parent Contract/Tuition and Agreement Signature Page:**

I have read and fully understand Just Plane Kids Parent hand book, behavior policy, parent's contract/admission agreement. I understand that a new parent contract must be completed each time there is a change in schedule such as contract hours, payment plane or tuition change.

**Parent/Guardian's Signature:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_