

**JUNIOR'S JUNCTION Child DayCare Learning Center**  
**ESTABLISHED 1983**  
**2249 E. LOOP 820 N**  
**FT. WORTH, TX 76118**  
**817-284-1221**  
[www.juniorsjunction.com](http://www.juniorsjunction.com)

## **OPERATING POLICIES**

### **PHILOSOPHY**

The purpose of Junior's Junction is to provide each child with a program, which will meet their individual needs mentally, physically, and emotionally, with love and understanding. The center provides professional care, supervision, and recreation and enrichment activities. Our program provides development in the areas of readiness skills, self-care, good self-concept and learning to take responsibility for themselves and others. Our goal is to provide an education for each child, which will develop knowledge and training toward their future years.

### **MISSION STATEMENT**

*"To partner with parents in raising their child to meet the demands of our future"*

### **ENROLLMENT**

An enrollment packet must be completed and returned **before** child is enrolled.

Packet includes:

- a) Enrollment Form
- b) Gang Free Zone information
- c) Medical Form (Physician's Signature, Immunizations, TB Test and Vision & Hearing Screening for ages 4 years and older)
- d) Junior's Junction's Policies with Tuition Contract
- e) Field Trip Form / Swimming Form (if applicable)
- f) Infant Care Sheet (infants 6 wks. – 18 months)
- g) Credit Card Payment Form
- h) USDA Food Program application (**must be updated yearly**)

The enrollment fee and first week's tuition are due at the **time of enrollment**.

As part of our enrollment process we invite parents to come and tour our facility in person. We encourage parents to bring their child/children and spend some time with them in the classroom meeting the teachers and classmates. Children are welcome to start gradually to help them adjust until they are ready for full time attendance. Finally, complete paperwork is

required at the time of enrollment including a medical signature and updated immunization record.

## **HOURS**

Junior's Junction's hours are from **6:00 a.m. until 6:30 p.m.**, Monday through Friday, January thru December except for stated Holidays.

## **VACATIONS**

### \* Vacation Time - **Infants through Afterschoolers**

Vacation time is available if your child is enrolled full-time only. 2 weeks - 1 available after first 6 months, 1 available after second 6 months. To use vacation time, your child cannot be in attendance at school during the week of vacation. Unused vacation weeks will roll over for a two-year period before they are no longer available.

### \* 1/2 tuition clause - **Infants through Pre-Kindergarten:**

If your child is enrolled full-time and attends for **2 days or less in a week**, you may pay 1/2 tuition for that week. Any Holiday / Optional Closing that we are closed, is a paid day, therefore it counts as a day in attendance. To qualify for the 1/2 tuition on these weeks your child can only be in attendance 1 other day besides the Holiday. The exception to this clause is the week of Thanksgiving, in which there are 2 paid Holidays. In this case your child cannot be in attendance at all to qualify for 1/2 tuition. This clause is limited to use up to 2 times a year, after which time full tuition is due. 1/2 tuition rates must be used within the year. They will not roll over from year to year.

### \* 1/2 tuition clause – **Afterschoolers – Summer time only**

Full tuition is required for all weeks during the summer months that your child is in attendance. You may pay 1/2- tuition if your child attends for **2 days or less in a week**. Any Holiday / Optional Closing that we are closed, is a paid day, therefore it counts as a day in attendance. To qualify for the 1/2 tuition on these weeks your child can only be in attendance 1 other day besides the Holiday.

### \* Vacation Time - **Public School Teacher Children:**

1 week during the school year (August-May) and one 1/2-week tuition during the school year (August – May). If you choose to withdrawal for the summer you will be required to pay a re-enrollment fee.

\* **5% discount for 2 or more children taken off the total tuition**

\* **3% discount for paying tuition monthly, in cash on the first Monday of the month**

## **GANG-FREE ZONE**

Junior's Junction is a **GANG-FREE ZONE**. Under the Texas Penal Code, any area within 1000 feet of a child-care center is a **GANG-FREE ZONE**, where criminal offenses related to organized criminal activity are subject to harsher penalty. This information is provided for all parents and/or guardians as part of the enrollment packet and is also posted at the front door of the child care center.

## **HOLIDAYS / UNSCHEDULED CLOSINGS DUE TO UNUSUAL OCCURRENCES**

Junior's Junction will be closed on the following holidays:

New Year's Day	Thanksgiving Day	* Optional Closings
Memorial Day	Day After Thanksgiving	(i.e.: weather, acts of
July 4 <sup>th</sup>	*Christmas Eve (4:00 p.m. closing)	war, riots, terrorism,
Labor Day	Christmas Day	building problems, etc.)
	New Year's Eve (4:00 p.m. closing)	

If said holiday falls on a weekend, Junior's Junction may choose to close the Friday prior, or Monday after the holiday. There is no reduction in tuition for these closings. This also includes unscheduled/optional closings. These closings will usually be in accordance with our local ISDs and other area businesses.

## **PICTURES**

Pictures will be taken of your child/children by a photographer for their school pictures approximately 2 times a year along with Black and White specialty pictures. Parents will have the opportunity to purchase these pictures at the center. Our desire is to help provide you with memories you will treasure for a life time. The center will also take pictures of your child/children during special events and numerous other times as they play and interact with their friends. These pictures will be displayed in the center for all to see. If you do not wish for your child's picture to be taken for any reason while they are enrolled at Junior's Junction, please inform management in writing at the time of enrollment. **Junior's Junction will not be liable for any pictures taken of your child if you do not notify the center in writing.**

## **TRANSPORTATION**

### **Before and After School**

Junior's Junction may provide transportation to and from the following schools providing that we can meet the need safely and financially:

#### HEB ISD

Donna Park  
Hurst Hills  
River Trails  
West Hurst

#### BIRDVILLE ISD

Jack C. Binion  
Richland

## **Field Trips**

Children four years and older may participate in activities away from the center providing the parent has signed the Field Trip Information and Authorization Form. Junior's Junction does have the right to refuse a child from attending a field trip due to extenuating circumstances.

Parents are welcome to join their child on any field trip, however they would be responsible for their own transportation and all applicable fees. For the safety of your child, they will be required to ride the daycare van to and from the field trip unless prior arrangements have been made.

## **SPECIAL EVENTS**

### **Foods**

Throughout the school year your child/children will participate in a variety of special events such as and not limited to the following: holidays, birthday parties, carnivals, and educational activities. During these events your child may be served food that is not on the menu. If at anytime you choose for your child not to be given these foods due to allergies or by parent request, please notify the center in writing so we can meet your child's needs.

### **Parent Participation**

Parents are welcome to join their children at the center for celebration of parties, holidays, special events, etc..

Please let your child's teacher know if you will be attending these events so we may plan accordingly. During special events parents are also encouraged to sign up to bring snacks and goodies for their child's classroom. However, the **HEALTH DEPARTMENT** requires that all goodies brought into the center be "**STORE BOUGHT**" and not homemade.

## **WATER ACTIVITIES**

Junior's Junction does provide supervised water activities for all ages.

- (a) **Water play** tables are available in the classroom to allow children to experience basic scientific principles, such as volume, density, temperature and measurement, along with small muscle control and hand-eye coordination.
- (b) **Water sprinklers** are available during the summer months. The sprinkler is located within the play yard on rubber mats that are provided by Junior's Junction.
- (c) **Pools** – During the summer months Afterschoolers (7 years and older) are provided the opportunity to attend the field trips taken to Central Aquatic Water

Park in Hurst. Junior's Junction must have a Swimming Permission Form signed by the parent and updated yearly for their child to attend.

## **RESERVATIONS**

The Day Care Center reserves the right to refuse any child for whom we are unable to provide the proper personnel and facilities: however, we do not practice discrimination.

## **CHANGE OF ADDRESS**

Any change of address, telephone (home or work), medical information, etc., must be submitted in writing to the Day Care Center Office by parent or guardian **immediately**.

## **ARRIVAL / PICK UP**

The parent or persons bringing children to our center must see that the child is left with a staff member, and be registered on their **individual class sign-in sheet** daily. **DO NOT DROP YOUR CHILD OFF UNATTENDED IN THE DRIVEWAY OR AT THE FRONT FOYER.** Upon pick-up from our center the child again must be signed out on their **individual class sign-in sheet** before being released by a staff member.

## **UNAUTHORIZED PICK UP**

Normally, children are picked up by parents. If it is necessary for someone else to pick up your child, the Office must receive **written** permission from you. The name and driver's license number should be given. Children will only be released to authorized persons. A staff may not release a child unless they know the person picking up the child or if they have been given permission from the Office. We will not release a child by phone permission alone. If there is an emergency situation, and you are not able to give us prior written permission, we must be able to contact you to verify your instructions. If we cannot verify you have indeed given us permission for a person to pick up your child, we **will not** release your child. Junior's Junction cannot deny either parent the right to pick up their child without legal documentation in the child's file. All persons picking up your child may be asked to present their Driver's License and a copy may be taken of the License for our files.

## **VISITORS**

Junior's Junction will **not** allow unauthorized visitors to visit your child in their classroom. You must have their name on file and call giving your permission for them to be able to visit at that time. As a parent you are always welcome into the center to see your child. However,

we do ask that you visit your child with consideration of their schedule so as not to interrupt their learning.

## **EMERGENCY PREPAREDNESS PLAN**

### **Evacuation Procedures for Fire Drills, Chemical Spills, or Explosions:**

(1) **Fire Drill:** Once a month we perform a practice drill to help prepare the children in case of a real fire. Children are relocated to a designated area either in the front parking lot or outside of our playground out back. Evacuation and relocation plans are posted in every room throughout the center to ensure a safe exit.

#### **(2) Chemical Spills or Explosions:**

In the event of an emergency where we must relocate the children to an alternate shelter when directed by authorities we will transport them in our school vans and/or by designated emergency vehicles. Our relocation site is **CELEBRATION FELLOWSHP**, located at **1140 Morrison Drive, Fort Worth, Texas, 76120**. The contact person at Celebration is Laura Reeves and the phone number is 817-451-5513.

(3) To ensure that all children are accounted for upon arrival to designated safe area or alternate shelter a name to face attendance will be taken. This procedure will be performed each time the children are moved from one place to another.

**Severe Weather Drill:** Once every six months we practice and talk about how to be safe during storms and tornadoes. We talk about safe places such as rooms with no windows, rooms in the middle of the building and having flashlights and emergency lighting in case of a power outage.

### **Communication Procedures during an emergency:**

(1) The emergency contact number on file with Texas Child Care Licensing for Junior's Junction is 817-284-1221. (Calls will be forwarded to the director's cell phone)

(2) We will be in communication with local authorities, parents, and Licensing as follows:

- sign posted on tree directly across parking lot
- Emergency contact information log located on each class's attendance

clipboard which includes:

911 – local authorities, 817-321-8604 – State Licensing, parent work/cell numbers, and medical authorizations of each child

(3) Staff will take with them the following essential items when evacuating the building as follows:

- Clipboard containing the attendance and emergency contact log
- Emergency evacuation bag containing basic supplies pertaining to their age group

## **ABSENCE**

- (1) If a child is going to be absent, for any reason, the parent or guardian is advised to call JUNIOR'S JUNCTION **BEFORE 9:00 a.m.**
- (2) Parents of **Afterschoolers** are required to notify Junior's Junction by **2:00 p.m.** if their child will not be riding the daycare van to or from school. If a parent fails to notify Junior's Junction there will be a \$5.50 no notification fee charged and a phone call to locate the child's whereabouts. **Parent communication and your child's safety is our number one priority.**

## **WITHDRAWALS**

The parent or guardian is responsible to JUNIOR'S JUNCTION for tuition until withdrawal. Notice should be given **two** weeks in advance of withdrawal date.

## **DISCIPLINE**

Junior's Junction uses a positive approach to help children behave constructively with guidance methods such as: redirection, distraction, planning ahead, positive reinforcement, encouragement of appropriate behavior and consistent rules that are explained to the children.

Junior's Junction does not use corporal punishment or other negative discipline methods that hurt, frighten, or humiliate children. The following types of discipline and guidance are prohibited by Junior's Junction:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

An employee of Junior's Junction may discipline their own child during operational hours as long as the above guidelines are followed.

## **TRANSITION PROCESS**

Class promotions for children typically take place on a yearly basis for children 3 years of age and older. Children younger than 3 are promoted as needed according to their age and maturity. An Open House is provided each fall to give the parents an opportunity to visit with their child's new teacher. A booklet is also provided at time of promotion giving helpful information about the new class, teachers and activities. Finally, children have an opportunity to visit their new class in advance, to help make it a pleasant and rewarding experience.

## **PREVENTION AND RESPONSE TO ABUSE AND NEGLECT OF CHILDREN**

**Definition:** Texas State Law requires that ANYONE "having cause to believe that a child's physical, mental health or welfare has been or may be adversely affected by abuse and neglect" MUST report the case immediately.

**Training and Awareness:** Annually, all staff is required to have at least **1 hour** of training specifically in the areas of recognizing warning signs and preventing child abuse and neglect. We meet this requirement by attending trainings and seminars provided by licensed agencies and in partnering with **Texas Department of Family and Protective Services 1-800-252-5400 and the Alliance for Children 817-335-7172**. Copies of articles and brochures are available in our Parent News Center.

**Response:** If you have reason to suspect your child has been abused or mistreated, report to the **Texas Department of Family and Protective Services 1-800-252-5400** or to local law enforcement agency.

## **NAPPING**

Please have your child bring a lightweight blanket for nap that can be kept at school with their mat. Please **do not** send quilts, sleeping bags, afghans, or large blankets. We will wash blankets weekly to help keep infections and contagious germs eliminated. Please label your child's blanket with a black permanent marker in a conspicuous place.

## **ANIMALS**

Class pets are a part of our center. {ex. rabbits, hamsters, fish, hermit crabs etc..} We find that children can connect with animals and can learn a lot from them. There are also times when animals may be brought in to the center for a special activity. It is our practice to ensure safe handling and good hygiene when coming into contact with these animals.



## **MEDICAL REQUIREMENTS**

- (1) All children must have a health statement on file within one week after their date of admission to the center.
- (2) All children must have an updated immunization record including a TB test on file by their date of admission to the center.
- (3) All children four years and older must have record of vision and hearing screening on file at the center.

## **ILLNESS**

Parents will **not** be permitted to leave a child who has any symptoms of illness. Parents will be expected to pick-up their child should s/he become ill during the day, in a timely manner. They will remain separated from the other children until arrangements for any medical care can be made. Junior's Junction will contact person or persons listed on enrollment form in the sections listed emergency pick-up or authorized pick-up.

If your child has an **oral temperature of 101 degrees, rectal temperature of 102 degrees, armpit temperature of 100 degrees or greater** and accompanied by behavior changes or other signs or symptoms of illness you will be called to pick them up.

**Junior's Junction will not accept them back into the center until they have been:**

1. Free of fever and symptoms for 24 hours without any type of medication.
2. Have a physician statement showing the child is not contagious and can participate in group care.

## **MEDICAL EMERGENCY**

In the event of a medical emergency 911 will be called. After medical help is on the way the parent will be notified. We will follow the instructions for first aid until medical help arrives.

## **COMMUNICABLE DISEASE**

If your child becomes ill with a contagious disease, the Day Care Center must be notified as soon as possible. You will be expected to follow the Communicable Disease Chart for Schools and ChildCare Centers to determine the length of time the child should remain at home. The child will be permitted to return sooner only by obtaining a written consent from your physician.

## **MEDICATION**

Junior's Junction will administer medication **only once per day**. It will be given between 12:00 and 2:00p.m. Medication will be given to your child only **IF**:

1) The medicine is in the **original** container with the **prescription label** on the front. We must administer medication as prescribed by label. If there is any change we **cannot** give a different dosage unless we have **written permission** from your physician.

2) Non prescription drugs (over the counter drugs) can be administered **if the label has directions that give dosage amount for your child's age**. If label does not give dosage amount for your child's age or does not have any dosage directions, or has no directions in English, we must have written permission from your physician (with signature) to administer that medication. **PLEASE READ YOUR LABELS CAREFULLY!**

3) Medication must be signed in **daily** by parent or guardian on the **Junior's Junction Medication Form** located on the front counter.

## **MEALS**

Junior's Junction participates in the USDA Food Program following the guidelines set forth for developmentally appropriate snacks and meals. Annually parents are required to complete the USDA food program application. Breakfast Snack is served between 9:00 and 10:00 a.m., Lunch between 11:00 and 1:00 p.m. and Afternoon Snack between 3:00 and 4:00 p.m. daily. If a child is unable for medical or physical reason to eat or drink a required food, center may substitute another food prescribed by a licensed physician. The parent would be responsible to turn in the required statement from the child's physician for the center to make the substitution. Menu's are posted throughout the center and are available in the parent news area.

If your child needs to eat prior to our breakfast snack you will need to provide breakfast from home and Junior's Junction will provide the milk and juice. If the parent chooses to provide a meal or snack for their child from home, the parent understands that Junior's Junction is not responsible for its nutritional value or for meeting the USDA Food Program Guidelines. Schedules are subject to change.

## **TOYS**

Please do **not** allow your child to bring toys from home unless their teacher has specifically asked for them to do so. We provide a sufficient variety of toys and activities for all children. We **cannot** be responsible for any such items. All things brought into the center must be labeled with the child's name.

## **EXTRA CLOTHING**

Please be sure to bring your child sufficient changes of clothes. **This applies to all ages.** Accidents do happen! Remember to put your child's name on everything.

## **OUTSIDE TIME**

Each class will go outside twice daily ozone and weather permitting. **Please make sure they are dressed properly and have a coat.** If a child is to remain indoors during the day, a **written note** from parents is requested.

## **PARENT COMMUNICATIONS**

### **WEBSITE**

Parents can view monthly calendar of events, newsletters, policy updates, childcare articles and more on our website at [www.juniorsjunction.com](http://www.juniorsjunction.com).

### **LICENSING**

Child Care Centers are governed by The TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES. They monitor all programs through State Licensing and the Minimum Standards Guidelines. You can contact Licensing at anytime at 1-800-582-8286 with questions or concerns. Our centers current DFPS Inspection is posted in the Parent News area for viewing. You may also have access to current and past inspections at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) by clicking on child care centers and typing in Junior's Junction.

### **POLICY / ENROLLMENT CHANGES**

Junior's Junction will notify parents in writing of any changes to our operational policies and enrollment agreement. You will be required to sign, date and return the acknowledgment form of these changes.

### **OPEN DOOR POLICY**

Junior's Junction has an open door policy. We would like you to know, to understand, and to discuss with us our goals. We want you to look often into our busy, happy, creative classrooms and see your child at play. If you would like to visit in the classroom please check with your child's teacher for a convenient time.

### **PARENT INFORMATION**

Junior's Junction has many avenues of communicating information to our parents. We want to verbally share with our parents as much as possible, however it is not always practical. So in consideration of this fact, Junior's Junction offers parent information boards in every classroom, and at the front desk, that relay valuable information. Items that can be found on these boards, and in your child's lockers, might include: menus, class schedules, calendars, notes from the classroom, special event notices such as field trips, closings, carnivals, puppet shows, and parent education activities. Please take time to read these daily.

## **CONFERENCES**

Annual conferences are held for preschool and pre-kindergarten classes to discuss your child's achievements and opportunities. Parents that would like a conference are encouraged to set up an appointment with their child's Teacher(s).

## **HANDLING COMPLAINTS**

At Junior's Junction your children are our top priority. If at any time you feel there is a problem or concern, please bring it to management's attention. Junior's Junction will attempt to resolve all complaints in a timely and satisfactory manner. We will listen, observe, gather information, and develop possible solutions. We will follow up with the parent by discussing potential resolutions, which may include change of environment, schedule or policies and procedures; clarifications of age appropriate development or behavior; or improved communication between staff and parents.

## **INFANTS AND TODDLERS POLICIES**

**BREAST FEEDING:** Parents have a right to breastfeed their infant and/or provide breast milk for their child while in our care. In addition the center provides a quiet comfortable place where a mother may come and breastfeed her child at any time.

**FOOD:** Jar foods **must** be in **original** container and **unopened**. Junior's Junction cannot serve foods that have been prepared at home and brought into the center. Please bring enough clean bottles for the day. We **cannot** re-use bottles.

**POTTY TRAINING:** During the first stages of potty training we will be using **diapers**. We will be training in this manner until your child shows interest in this area. Stage II is when your child begins to express the need to use the restroom—pull-ups are encouraged so the child can begin to participate in the dressing process. Stage III is when continual success with limited accidents is evident, and the child can begin to wear panties/underwear. **Parent or guardian of these children must bring ample changes of clothing with names inside.**

**CLOTHING:** Please be sure to bring your child sufficient changes of clothing every day.

**DAILY REPORTS:** You will be receiving a daily report on your child's day. It will list their eating, napping diapering or potty training along with notes about their day.

**JUNIOR'S JUNCTION POLICIES**

Please sign below to acknowledge that you have received and read JUNIOR' S JUNCTION'S POLICIES given to you in your Enrollment Packet. Return this slip to be filed in your child's folder.

Thank you.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_



**TUITION CONTRACT**

I \_\_\_\_\_ by signing this contract do hereby agree to be responsible for my (Parent name) Child's \_\_\_\_\_ tuition under the terms set forth below. My signature (Child's name) is an acknowledgment and agreement that if I do not abide by these terms that Junior's Junction Child Care may no longer provide ChildCare services.

My weekly tuition is \$ \_\_\_\_\_.

My payment schedule is: Weekly \_\_\_\_\_  
Bi-weekly \_\_\_\_\_  
Monthly \_\_\_\_\_

Please initial statements below that you have read them.

I understand that tuition is made in **advance** to services rendered. \_\_\_\_\_.

I understand that tuition paid **late** (WED. after 6:30pm) I will be charged a **\$10.00** late fee. \_\_\_\_\_.

I understand that the fee for returned checks is **\$40.00** \_\_\_\_\_.

I understand that Holidays / Optional Closings are counted as days in attendance, therefore **paid** days \_\_\_\_\_.

I understand that tuition in arrears for 2 weeks **WILL** result in services no longer being rendered \_\_\_\_\_.

\_\_\_\_\_  
(Parent signature)

\_\_\_\_\_  
(Parent signature)

\_\_\_\_\_  
(Management signature)

\_\_\_\_\_  
(Date of contract)