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**STATEMENT OF SERVICES**

**1456 E BROADWAY RD**

**MESA, ARIZONA 85204**

ABOUT US

Hello and welcome to Just Like Home Too. We have an 8,000 sq ft facility housing 11 separate classrooms for infants through 12 year olds. Just Like Home daycares have been family owned and operated in the Valley since 1989. We are licensed and regulated by a variety of different agencies including the Arizona Department of Health Services (Child Care Licensure), the Arizona Department of Education, Child and Adult Care Food Program (CACFP), and Maricopa County Environmental Food Services. We are also happy to be a recipient of grants, services and scholarships provided by First Things First-United Way.

OUR PHILOSOPHY

We believe that the first five years of a child’s life are very important to his future growth and development. It is our mission to provide a safe and nurturing yet stimulating and fun environment. We want your child to feel safe enough to try new things, explore their world while practicing self-discipline. When they move on to elementary school, we hope they take with them a thirst for knowledge, a strong curiosity and an ability to work well with others.

OUR STAFF

We maintain a full time staff of teachers who have been with us for years, all of whom have background checks through the Department of Public Safety. Our teachers are TB (tuberculosis) skin tested, have 18 hours of training per year, a current food handlers card and are all CPR/First Aid certified. Almost half of our teachers have been with us for more than 5 years!

HOURS OF OPERATION/HOLIDAYS/VACATIONS

We are open Monday-Friday from 5:00am to 6:30pm. We are closed New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day and the day after. Additionally, we close at 4:30pm on Halloween, Christmas Eve and New Year’s Eve.

**ALL CHILDREN MUST ARRIVE BY 11AM UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.**

ENROLLMENT FORMS AND REGISTRATION

Enrollment forms must be completed entirely before you leave your child for the first time. Enrollment forms consist of the Emergency, Information and Immunization Record Card, the Meal Benefit Income Eligibility Form, Shot records, signed parent agreement form and the Infant information packet (if necessary). Please have all documents filled out prior to registration. Registration is quick and easy and only takes 10 minutes to process forms and sign in your child.

SAFETY

For the safety of your child, a parent or authorized party MUST sign each child in or out each day using the same signature used on your driver’s license and an exact time of day. Children will only be released to those persons specifically authorized on the Emergency Card with a valid ID. Please note: It is assumed that both parents listed on the emergency card have the right to pick up a child unless it is otherwise noted. If only one parent has legal custody of a child, we must have legal documentation, on file, to withhold a child.

ATTENDANCE, WITHDRAWAL, ABSENCE AND REFUNDS

 Just Like Home Too offers a 5 day full time rate, a daily rate, a half day rate of 6 hours or less. You will be required to pay in advance for the current week. Payments are due each Monday morning for the current week.

RATES AND PAYMENT

FEES AND PAYMENT PROCEDURE

\*TUITION IS DUE on Monday or Tuesday. If you have not paid by Tuesday night, you will be charged $5.00 per day until paid. If not paid by Thursday, you will not be admitted.

\*New starts are required to pay in full the morning they start. No exceptions

\*We close at 6:30pm. If you are late, you will be charged $15 per 15 minutes you are here past 6:30pm.

\*We charge $50.00 for returned checks. Further checks may not be accepted.

\*Our full time rates are based on a 10 hour day. ANYONE wanting or using more will be charged $8.05/hour.

\*Diapers and extra clothes can be provided at $2.00 per item. If it becomes a habit, your child will not be admitted.

\*REFUNDS are only given at the discretion of the Director.

\***YOUR RATE DOES NOT CHANGE IF YOUR CHILD IS ABSENT.**

We accept cash, debit, all major credit cards and money orders.

DISCOUNTS AND TAX INFORMATION

We offer a multi-child discount of 10% off of the daily rate. City employees and Military personnel are offered a 15% discount off of the daily rate. Please keep all receipts of payment for income tax purposes. We **will not** maintain a running balance of money paid.

DES/SCHOLARSHIPS/FINANCIAL HARDSHIP

If you qualify for D.E.S financial assistance or would like information or help with your application, please ask. At different times during the year, we are able to offer scholarships. If you would like information on qualifications, please inquire at the front office. If you are experiencing financial hardship and need some help, please consult privately with the Director. There are a variety of programs we can direct you to.

INSPECTION RECORDS AND INSURANCE

Just Like Home Too is licensed and regulated by the State of Arizona Department of Health Services (DHS). All inspection reports are available and can be viewed upon request. DHS is located at 150 N 18th Ave, 4th Floor, Suite 400 in Phoenix, AZ, 85007 and can be reached at 602-364-2539. We maintain insurance as required by DHS.

MEALS

We participate in the Child and Adult Care Food Program (CACFP) through the Arizona Department of Education. We receive USDA reimbursement for serving nutritious meals to both infants and children. Our menus are approved by the Department of Education and we have regular inspections to ensure quality and the health and nutritional status of the children in our care while promoting the development of good eating habits. We serve breakfast from 6:30am until 8:00am, a morning snack, lunch and an afternoon snack which are all included in our rates. If your child has a food allergy, we will need a doctors’ note stating the allergy or medical need in order to make meal substitutions. The menu is posted in the front lobby.  **PLEASE DO NOT BRING IN ANY FOOD/DRINKS FROM HOME. IT WILL NOT BE SERVED TO YOUR CHILD.** This does not apply to infants.

PARENT INVOLVEMENT AND DONATIONS

Parents are always welcome here at Just Like Home Too. In fact, we have an open door policy. This means that we encourage you to feel free to visit at any time. Parents who want to volunteer, hang out, or eat lunch with their child are always welcome. We are proud of our curriculum and staff. Please feel free to share ideas, birthdays, and talents with your child’s class or ask questions about your child’s progress. We welcome used, clean clothing, books or toys.

PEST CONTROL

We will post notification 48 hours in advance of intent to spray for pest control. This will be posted in the lobby.

ILLNESS, INJURY AND MEDICATION

-We will not accept children with fever, diarrhea or other contagious illness. During the day, if your child vomits or has diarrhea 2x or more, has a fever of 100F and above, you will be asked to pick up your child. Your child must be symptom free in order to return. -We will not accept children with a chronic (unexplained cough), swollen red eyes (pink eye); runny nose with green or yellow discharge, head lice or any other contagious childhood illness. If a parent cannot be reached, your emergency contacts will be called. Please let us know if your child is found to be contagious so that we may alert other parents.

-Minor injuries (scratches, bumps, cuts) will be treated by a staff member certified in CPR. An ‘ouch’ report will be completed and placed in the sign in book. If a serious injury or illness should occur, you will be notified immediately and emergency services will be called. Parents/guardians will be responsible for all costs incurred.

-We will administer physician prescribed medications. All medications must be left in the front office and an authorization form must be filled out completely. Medication must be in its original packaging and dose/label instructions will be adhered to. **Non-prescription/over-the-counter medication cannot be given unless there is a signed note by the doctor indicating the medication and dosage amount.** Medication cannot be shared or expired. All unused medication will be returned. Please do not leave ANY medication/ointments/holistic items in the child’s diaper bag or cubby. If your child no longer attends, all medication will be disposed of after 5 business days.

SPECIAL NEEDS AND DEVELOPMENT

Just Like Home Too accepts children with hearing impairments, language, learning or developmental delays and other minor disabilities which do not require special facilities, training or treatment. This institution is an equal opportunity provider and we do not discriminate against any person regardless of race, color, creed or nationality. We have access to many programs, coaches and speech, occupational, physical and mental health therapists. If you feel like your child is falling behind developmentally, please inquire. We can arrange for your child to be evaluated by a specially trained therapist.

SEPARATION ANXIETY

Your child may be apprehensive about staying with an unfamiliar face…that’s NORMAL! Please help them by speaking positive about all the fun they will have at school. Let them know when you will return to pick them up, and follow thru on your word. Give your child a hug and kiss and QUICKLY LEAVE. Your child will be less inclined to cry each day when you make the drop off process quick and less drawn out. Most importantly, the fastest way for your child to adjust to all these new faces and environment is for you to make sure their attendance is consistent.

DISCIPLINE POLICY

Should discipline become necessary, we prefer to use positive redirection. This is a process by which the child is removed from the situation/activity where they are having problems and placed in another area where they are encouraged to resume normal behavior. If this is unsuccessful the child will be given a ‘time-out.’ Time-out is a predetermined area away from the group for a short period of time. A child in time out will still be able to see the group. If the child continues to be disruptive they may need to be isolated from the group. The child will be taken to the Director until ready to join the class. Continued misbehavior may require a note home or a conference with a parent. Children who are unmanageable will be sent home. If we determine we are unable to provide services to meet the needs of your child or the quality of care for other children is in jeopardy, you may be asked to withdraw your child.

TRANSITIONING INTO OTHER ROOMS

When a child is ready to move to another classroom either developmentally or due to a birthday, they will start the transition process anywhere from 4 weeks to a week prior. The process usually begins with daily short visits to the other classrooms, then ½ days, and eventually full days.

CLOTHING, SHOES AND DIAPERS

Children should come clean and FULLY dressed for active play. They will be involved in messy activities during the day such as water and sand play, play dough, painting and science activities. Please make sure they are dressed appropriately. **ALL CHILDREN MUST HAVE A CHANGE OF CLOTHES** in case of an accident. Please put their name on all belongings. Just Like Home Too cannot be responsible for lost, stained, soiled, damaged, or stolen clothing. State regulations require children to wear shoes. Please make sure your child comes in a clean, unsoiled diaper and has enough diapers to last the whole day (usually 6). If we have to provide diapers or a change of clothing, you will be charged $2.00 per item. IT IS YOUR RESPONSIBILITY TO ENSURE YOUR CHILD HAS CLOTHING/DIAPERS EVERY DAY.

SAMPLE SCHEDULE

5:00am-9:00am Breakfast, outdoor play

9:00am-11:00am Educational programs, music, art, morning snack

11:00am-12:00pm Lunch, Nap preparation

12:00pm-2:00pm Nap/Rest period

2:00pm-Closing Group time, learning centers outdoor play, afternoon snack

INFANTS PROGRAM

We believe the primary needs of an infant are to feel warm, secure and loved. Our infant teachers are chosen because they love nurturing babies. After meeting the needs of your child, our teachers spend the rest of their time holding, playing with, talking to and singing with the children.

-Just Like Home Too provides infant formula, infant cereal, and jar food for infants in our care included in our rates. The infant formula we offer is the Costco version of Similac named Kirkland Signature Infant Formula with DHA and ARA. The infant cereal and jar food is of the Gerber and/or Beechnut brand. You may choose to bring your own formula/cereal and/or food if you wish. Please see the Infant Information Packet for more detailed information.

-Parents must supply clearly labeled bottles, diapers, and a change of clothing for your child.

-If you forget to bring the essential items needed for the day, you may be billed or called for items needed.

-No cereal or medication may be put in children’s bottles.

-Children one year and older will not be permitted to drink out of a bottle while at the Center. Sippy cups will be provided by the center. We prefer that you do not bring your own as we cannot be responsible for it.

-We will do what we can to make sure you know what your child needs for the next day. However, it is ultimately a **PARENTS RESPONSIBILITY TO ENSURE THAT YOUR CHILD HAS THE ITEMS NECESSARY EACH DAY**.

TODDLER PROGRAM (1 ½-2 YEARS)

We strive to provide a caring environment full of fun and interesting activities for our toddlers. Children should have the opportunity to make choices about what they will work with and how they will accomplish goals. We concentrate many of our activities on vocabulary building. This is done in a variety of ways including stories, puppets, conversation, sign language, flash cards, bilingual words and songs. We will spend time helping your child to learn about themselves. We will work on social skills like sharing, listening, taking turns, and keeping their hands to themselves. And finally, when your child is ready, we will work on self-help skills such as dressing, potty training and self-feeding skills.

-We ask that you bring a change of clothing and anything your child needs for comfort during the day.

-We prefer that you do not bring bottles or sippy cups as we have those items here when needed.

- Please label all personal items.

And finally, **IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR CHILD HAS DIAPERS AND A CHANGE OF CLOTHES FOR THE NEXT DAY. You will be charged if we need to provide these items for your child.**

PRESCHOOL PROGRAM (3-5 YEARS)

Our teachers are experienced, caring individuals who work with children because they believe in the importance of the first five years of a child’s life. This program is based on the developmental, hands-on approach to learning. Preschool children spend their time learning about themselves, their skills and abilities, and the world around them and their relationship to it. There is time for creative exploration and concentration on social skills; sharing, taking turns, self-control and caring about each other. We encourage children to learn the skills they will need for kindergarten like the alphabet, numbers, colors, shapes, name recognition, phonics, comprehension and writing skills. We work on self-help skills such as hygiene, nutrition, health and learning to be responsible and take pride in who they are.

-Accidents happen! That includes toileting and “ boo boos.” Please make sure your child has a change of clothes daily.

-Anything we notice on your child or accidents they may have will be issued an ‘ouch report.’ These will be placed in the sign in book and recorded in the office. We will make every attempt to take care of the situation as it presents.

SCHOOL AGE PROGRAM (6-12 YEAR OLDS)

Our school age children come to us after a long day at school. We encourage these children to take pride in their growing maturity and skills. Our teachers will assist children with homework after which they can relax and play. We will continue to accept children as long as they maintain respect for staff and other children.

TRANSPORTATION

Just Like Home Too provides transportation to and from local elementary schools at no charge and will pick up and drop off at parents’ house on an as needed basis for a weekly rate of $15. Parents must complete a transportation request form.

FIELD TRIPS:

During the summertime, Just Like Home will provide age appropriate field trips off-site for children at an additional cost, with parent’s written consent.

WHAT TO DO NEXT…

If you have decided that Just Like Home Too is the right place for your child, then you should:

* Come in with your completed emergency card, CACFP food form, shot record and signed acknowledgement to the Statement of Services, the infant information pack (if necessary) and your $25.00 Registration fee.
* A sign in sheet will be placed in the book for your child and a receipt will be given for all money paid.

OR

The above steps may be completed the morning you start. Please arrive a few minutes early. **PAYMENT/CO-PAYMENTS ARE DUE THE MORNING YOU START and DES AUTHORIZATION IS REQUIRED (if applicable).**

A FEW POINTS TO REMEMBER:

* **Children must arrive before 11:00am.**
* We close at 6:30pm. After this, you will be charged $15 every 15 min per child. If we have not heard from you by 6:45pm, the police/DCS will be called.
* Payment is due Monday or Tuesday. Late fees will be charged beginning Wednesday morning.
* After 10 hours of childcare, you will be charged an additional $7 per hour, per child.
* Notify the center of any absences. Your child’s spot will open up after 4 days of continuous absence.
* NO OUTSIDE FOOD, DRINKS, CANDY, GUM or TOYS.
* Please mark all personal items with your child’s name. We are not responsible for lost or stolen items.
* Make sure your child has an extra pair of clothing (and underwear/Diapers) daily.
* Children must be signed in and out on a daily basis. No initials or pre-signing allowed.
* **JUST LIKE HOME TOO RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE AT ANYTIME.**

Please remember that Just Like Home Too is a small family owned business. We are very approachable; please feel free to offer suggestions, comments and criticisms. We are open to the kind of change that will make us the best influence in your child’s life. If you have any questions, please feel free to contact me or any of my assistants at any time.

Ron Lutostanski Brittany Marovich Adam Dollar

Owner / Director Office Manager Office Manager

I have read and understand Just Like Home Too’s Statement of Services and agree to adhere to all policies, procedures, rules and regulations contained within each age group for the child I am enrolling.

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Parent/Guardian Name- Please Print

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Parent/Guardian Signature Date

Please tear off this page and bring it with you when you register.