

Judy's Kidz LLC Policies & Procedures

Huffaker, Lenz and Hunsberger Elementary Schools

Welcome to Judy's Kidz LLC (Judy's). Judy's has been serving students and families in the Washoe County School District for over 40 years. We currently operate out of Huffaker, Hunsberger and Lenz Elementary Schools. It has been a rewarding experience to watch so many students grow and learn at our program throughout the years, and we are pleased to have your child(ren) in our program. More than half of our staff are former Judy's Kidz, and we feel that is a great reflection of the work we do. Judy's offers students help with homework, structured or free time for art, sports, indoor and outdoor games, and field trips (during camps) in a positive and fun environment.

Admission Policy & General Information

- ✓ Students will not be refused based on gender, religion or ethnic background.
- ✓ Children cannot be accepted on an emergency drop-in unless they are registered for the program and have paid for the day and time needed, and there are spots available.
- ✓ Judy's reserves the right to refuse service if your child is not registered for the day. If your child shows up for the program, they will be sent to the school office.
- ✓ Judy's reserves the right to create a behavior management plan and possible suspension from the program if the child is considered a danger to him or herself or other students or staff through misbehavior or noncompliance with rules and/or regulations. All staff and students' safety are a priority and compliance with our policy and procedures is a must. Parents and/or guardians must be accountable for their child(ren) actions and work with Judy's through our process to correct the behavior and appropriate actions that could result in suspension from the program. Examples of this are:
 - ✓ Harming staff, students, or themselves. Such as hitting, pushing, choking, scratching, grabbing – or other possible ways with the intent to inflict harm.
 - ✓ Using inappropriate language relating to “bad words,” degrading references to politics, religion, sexual orientation or race.
 - ✓ Damaging or stealing school or Judy's property. Parents will be responsible for the cost of any damage caused by their child(ren).

- ✓ A completed registration through FunJoin must be finished prior to the first day your child(ren) will attend the program. The link to register is on judyskidz.com.
- ✓ Each camp and conference week attendance will have their own signups to secure spots. If you are not registered during the current school year and want to attend a camp or conference week, you must secure a spot. If only 1 spot remains and you have more than 1 child, take the remaining spot and call Angee or Marilyn to secure spots for your other child(ren). You may also email Angee or Marilyn to be added to the waiting list.
- ✓ Payments for each week are due the Wednesday prior to care. Any family on a payment plan with the system will automatically be charged the prior Wednesday. If your payment fails, your child's name will not appear on the attendance list and will be sent to the office.
- ✓ If you sign up and pay for a day after the Wednesday cutoff date, and you are paying by ACH you are responsible for ensuring the payment goes through. Credit card declines are immediate and would need to be resubmitted with a new card.
- ✓ To cancel a day, it must be within 24 hours of the start of that day to get a "credit" on your account. Canceling the day will not result in a refund. If you have credits at the time you close your account, we will refund you half the credited amount. You are responsible to use your remaining credits. The refund needs to be addressed and completed within that school year it was credited to you.
- ✓ Parents/Guardians are required to sign their children in and out every day using the provided pad/phone on site. You are required to walk your child(ren) in each morning and come in to pick them up each afternoon in the cafeteria. Each time a child arrives or leaves, and signs themselves out (without an adult) there will be a \$2 charge on your account. We ask this because any event can happen that prevents staff from arriving at work, ensuring there is adequate staff in the room for your child(ren) each day in the morning and that in the afternoon we confirm who is picking up.
- ✓ All students attending Judy's must be able to do the following without assistance from staff unless parents/guardians have made other arrangements for additional assistance at their own expense. Take care of personal hygiene by using the bathroom without assistance, dressing and feeding themselves during snacks and meals at camp. We do not change diapers or pull-ups. Students needing assistance with any of these things must make personal arrangements. A companion is welcome to attend with the student at no extra charge or program fee.

- ✓ On delayed starts and school closures due to weather, smoke, etc., Judy's will be closed.
- ✓ Nevada law requires Judy's to report any suspected child abuse or neglect. Judy's will call Child Protective Services to report any incidents and relay the information to the school administrators.
- ✓ If your child(ren) leaves our program for a school function or to go home with another family we will need a written, email or text release to Angee or Marilyn.
- ✓ Medication will only be administered on an emergency basis such as an epi pen.
- ✓ Parents are responsible to make sure their child(ren) has sunscreen in their bags during the school year and camp.
- ✓ Students may not bring toys or valuables to Judy's. If they do, Judy's is not responsible for any stolen or broken items. No Pokémon cards, they always create an issue of "trading" that was not agreed upon or cards missing.
- ✓ Any damage done to school property, or a bus during camp, by your child(ren) will be the responsibility of the parent/guardian to make arrangements with the school to pay for damage or loss of property.
- ✓ The District has implemented the doorbell system for dropping off and picking up. You must ring the bell in the foyer of your school. We will come either let your child(ren) in or bring them to you. Parents are not allowed inside the school per the school district.

Suspension from the Program

- ✓ If there is a need to suspend your child(ren) from the program, it means Judy's has conveyed to both the student and the parent's repeated behavior and the behavior is not being corrected through positive procedures. During any of the first two suspensions, parents are responsible to continue to pay for childcare.
 - The first suspension will take place on the day it occurs and the following school day. If it occurs on a Friday, the suspension will continue the following school day. Parents, the school supervisor and Angee or Marilyn will meet to discuss a behavior plan to try and prevent future suspensions.
 - A second suspension will take place on the day it occurs and the following 5 active school days.
 - A third suspension will be for the remainder of the semester – unless it is only 5 days in which case it will continue for the rest of the current school year.

- The fourth suspension will be for up to one calendar year and includes suspension from before and after school care as well as camps, or possible expulsion from the program.

Parent Conduct

- ✓ We expect all concerns by parents/guardians to be handled in a professional manner. Please feel free to reach out to discuss any concerns you have by phone, email or requesting a face-to-face meeting. Issues with other children and their parents in the program will be handled by the site supervisor or director. Please do not approach other students with concerns that may or may not have happened with your child(ren). If parents' actions are seen as offensive and a danger for other students or their parents, we may remove your child(ren) from the program for the safety of the majority.
- ✓ We can't see everything so if your child feels they are struggling with another child and has been scared to address it with us, please call Angee or Marilyn right away. We like to get in front of issues with the kids.
- ✓ Parents, relatives or family friends that are not listed on the student's registration sheet may not come to the school to visit or pick up without prior authorization from the parents/guardians and Judy's Director.
- ✓ If a parent has concerns about a staff member, please email Angee or Marilyn and we will immediately address your concerns. You can always reach out to us by phone too.
- ✓ We have the right to refuse service to any parent that is disrespectful to staff or makes our staff uncomfortable.
- ✓ We ask that if any of our staff are babysitting, they do so after hours. Please do not approach our staff about jobs that will remove them from our program.

Program Fees

- ✓ Payments are due the Wednesday prior to the week of attendance. If your child's name does not appear on the attendance list, they will not be able to attend.
- ✓ You must maintain a current zero balance for your child(ren) to attend. Delinquent accounts will result in suspension until the balance is paid.
- ✓ If your billing designation needs to change you must give 7 days of notice by emailing Angee or Marilyn. Please do not tell us verbally and expect us to remember.

- ✓ Full-time families pay every week regardless of attendance.
- ✓ We offer a pause on your account for maternity leave. You must email Angee or Marilyn with 7 days' notice of this change.
- ✓ If the District cancels school or a delayed start for snow, fire, etc., you will still be charged. Other programs continue to pay their staff for these missed days, and we are going to start doing the same thing. Our staff relies heavily on every hour they can work, and we appreciate the staff we hire and do not want to lose them.
- ✓ If the District extends any cancelations beyond 1 week we will credit accounts for the missed school days.
- ✓ Every school year (not calendar year) each family can take a 1 week pause for a vacation without financial penalty or losing their spot. Any additional days missed will still be charged for.
- ✓ If you sign up to be a full-time parent, that will be your billing designation for the entire school year. We will allow a one-time change, as we understand jobs can change.
- ✓ Families can pay by setting up credit cards or checking account payments. We prefer not to accept cash. If you need to do pay with cash, you will need to make arrangements with Angee.
- ✓ Any parent/guardian using Children's Cabinet is responsible for initiating and signing the sheet each day their child(ren) attends for the month for Judy's to be paid and for your account to be up to date. Children's Cabinet may cover you 100% - but that is 100% of their daily cost not ours. You will be responsible for the difference. If you do not sign your Children's Cabinet sheets on time you are responsible for 100% of the costs that month.
- ✓ It is the responsibility of the parent to keep all contact, billing, allergy/medical needs, and authorized pick-up list and emergency contact information updated in their account.
- ✓ Always carry a picture ID when picking up children.
- ✓ Only people authorized to pick up may do so.
- ✓ If your credit card is denied or a check is returned you will be charged up to a \$25 fee.
- ✓ Judy's closes at 6 pm. You will be charged a \$2 late payment fee for every minute you are late, per child. The fees will be added to your account.
- ✓ Judy's does not pro-rate our daily fees.

- ✓ Per the school district Judy's will close early in the afternoon if the school your child attends is having a PTA or school function that allows the public inside before we close. Example: The school event starts at 5 pm, Judy's will close at 5 pm.
- ✓ When booking camp there is a 25% non-refundable fee. You must cancel camp within the designated 2-week period to get a 75% refund, after that date there are no refunds or credits. A cancellation can be rescheduled as credit within the same week; example just switch days if there are openings.

Hunsberger and Huffaker Hours of Operation and Fees:

- ✓ Contact number for Hunsberger 775-853-1903
- ✓ Contact number for Huffaker 775-303-2751
- ✓ Judy's operates in the morning from 7 a.m., and students will be released at 9:10 a.m. when the bell rings to their designated playground. In the afternoon, we operate from 3:30 p.m. to 6 p.m., except early dismissal Wednesday from 2:45 p.m. to 6 p.m. During conference week we are open from 1:20 p.m. to 6 p.m. Judy's is closed during delayed starts or school closures, including all school holidays. If school resumes after a delayed start, we will be open in the afternoon, unless otherwise directed by the District. We are closed during Teacher Professional Development Days.

Full-time rates:

- ✓ The morning program is \$60 per week and after school is \$70 per week. Full-time before and after school is \$110 per week. All rates are per child per week.

Drop-in or Part-time rates:

- ✓ The morning program is \$16 per morning and after school is \$20 per day, per child.

Additional Fees:

- ✓ Conference week is an additional \$10 per child per afternoon.
- ✓ No credits or refunds are given for missed days unless previous arrangements have been made.

Lenz Hours of Operation and Fees:

- ✓ Contact phone: 775-303-3050
- ✓ Judy's operates in the morning from 7 a.m. to 8:40 a.m., the students will be released to their designated playground. In the afternoon, we operate from 3 p.m. to 6 p.m., except early dismissal Wednesday from 2:15 p.m. to 6 p.m. During conference week we are

open from 12:50 p.m. to 6 p.m. Judy's is closed during delayed starts or school closures, including all school holidays. If school resumes after a delayed start, we will be open in the afternoon, unless otherwise directed by the District.

- ✓ We are closed during Teacher Professional Development Days.

Full-time rates:

The morning program is \$55 per week and after school is \$75 per week. Full-time before and after school is \$110 per week. Rates are per child per week.

Drop-in or Part-time rates:

- ✓ The morning program is \$15 per morning and after school is \$21 per day, per child.

Additional Fees:

- ✓ Conference week is an additional \$10 per child per afternoon.
- ✓ No credits or refunds are given for missed days unless previous arrangements have been made.

Snacks, Camp lunches and Food Allergies

- ✓ Judy's offers snacks and apple juice to students after school. If your child has an allergy, please note it on their registration and double check with the supervisor to ensure it is noted.
- ✓ During camps, each student is required to bring their own lunch or may purchase one with their own money if that option is available at the field trip. We do not have food restrictions for our campers. Food may contain nuts.
- ✓ If your child is a big snacker, please pack extra snacks in their lunch for after school or during camp days.

Sick Students

- ✓ Judy's follows the Washoe County School District policy for sick children. If a child is sent home with stomach flu, they cannot come back to the program for 24 hours.
- ✓ If your child becomes sick while in our care and you get a call to pick up, you must show up within 30 minutes.

First Aid and Accidents

- ✓ Each site's staff is CPR and First Aid certified with up-to-date certification.
- ✓ Any major injuries will result in a phone call to the students' parents and possible transportation by ambulance if necessary. Staff have 90 days to complete this training once they are hired.
- ✓ Parents will be informed if their child(ren) has any sort of injury and all possible first aid treatments will be administered.
- ✓ If your child needs to be transported by ambulance, we will call you and get permission. If we cannot get a hold of you, we will make the decision, if it is medically necessary, to have your child transported.

Angelina (Angee) – 775-722-1215 angelinawg@gmail.com

Marilyn – 775-997-5284 marilynbolanos95@gmail.com

Any additional information can be found on our website judyskidz.com.

Thank you for signing up to be a part of Judy's. By accepting these policies and continuing to register your child means you are agreeing to and acknowledging our policies.