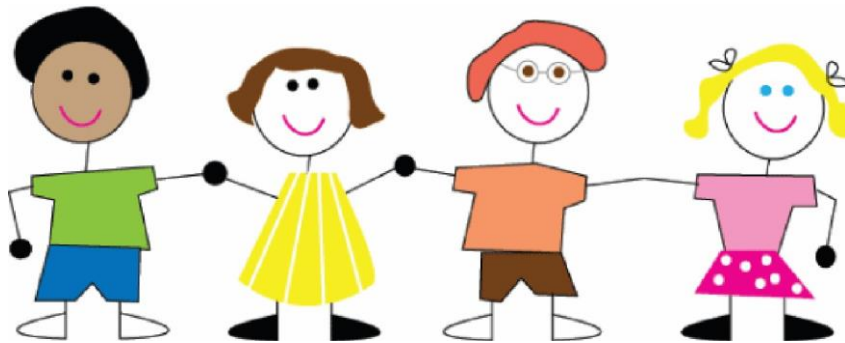


JOYFUL JOURNEYS

CHILD CARE



Parent Handbook

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1. Who are we?

► **Vision Statement and Philosophy**

Joyful Journeys (JJ) Child Care is a Home Child Care School Licensed by Washington State, serving children from 16month to 5 years old. We provide a convenient service to meet the unique needs of each family, including: various schedules for full day and half day child care, full time and part time with age appropriated programs

*Our goal is to help each child become a **WHOLE CHILD**— well-balanced in every aspect of life.*

► **Mission Statement**

Joyful Journeys Child Care, LLC is strive to support for being strong children from natural resource, wise children from Playful resource and loved children from caregivers.

► **Why Joyful Journeys Child Care is sospecial?**

Trustful with clear Christian vision, **U**niquely designed home-based environment, **H**igh-qualified emergent programs-Montessori Materials and philosophy, Reggio inspired activities with Houghton Mifflin's theme and it's evaluation every month, and Gabe's creative project for Pre-K, **S**taffs respecting and understanding multicultural family and sharing cultural knowledge and language developmental support, **S**ocial manners, **L**eadership, **J**oy of Learning through various group activities-Worship, Academic Circle Time, Cooking time, Performance Art, **P**ersonalized path with data collected in portfolio (it's will be very useful tool for the next transitional class)

Two Important Questions

- **Why should I send my child to education center from early age?**
Most educators and psychologists today agree that the single most important period in the development of a person's intelligence occurs between birth and age five. A child's mind is extremely absorbent and his curiosity is at a peak during these early years one through three years old. When properly nourished and stimulated, the child's mind forms patterns for learning that servesthem well throughouttheir life. The Montessori system of education has proven to be one of the most effective and fastest growing methods to guide a child through the critical years. Joyful Journeys Child Care provides well balanced nutrition, spiritual exercise, social play, emotional attachment and Montessori philosophy and method mostly before Kindergarten.
- **What is the difference between general day care, nursery school and preschool, and Joyful Journeys Child Care?**
Day care centers are generally for the purpose of caring for children on an all-day basis. Nursery schools are generally experiences in socialization and play. Preschools are oriented toward educational experiences combined with socialization and play. Joyful Journeys Child Care system provides not only socialization but also educational programs with Christian spiritual love from JJ teachers respecting diverse family cultures in d-daybasis in safe, learning, and beautifully playful environment.

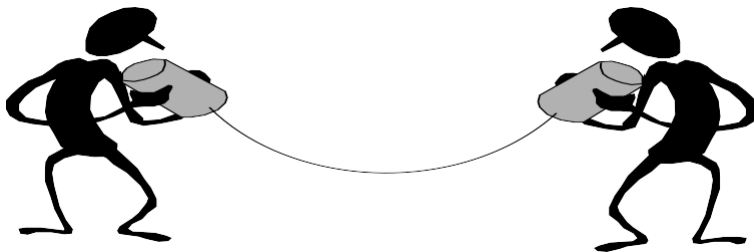
► Joyful Journeys Child Care's Goal before Kindergarten

1. Enjoyment of learning God and love of words from Bible.
2. Joy of learning in quiet moment
3. Independence
4. Self-confidence
5. Self-discipline
6. Concentration
7. Attachment to reality and love with all creation God made for human.

► Our Specialties for Observation and Documentation

*****!!!!!! Communication is the key to success for your child!!!!!!*****

1. Weekly unit plan
2. Parents Conference
3. Bright wheel application for daily report and note
4. Parents Education meeting for children's development with check list and Screen for individual development
5. Electronically Technical communication from Private Facebook for sharing photographs and narrative note of children and their activities.
6. Daily conversation with director on pickup and drop off time



► Joyful Journeys Child Care Staff

All of our staffs eager to be involved children's journey with God's sincere love. All staffs have great experience with children and have been checked for a criminal history TB test and also completed CPR/First Aid/HIV training. Each of staffs will be on going to maximize our efforts to create good model of Child Care School in Bellevue Area by keeping reviewing for the philosophy, mission and our goal in Joyful Journeys Child Care.

► Access to Licensee’s and Staff’s training, DEL Compliance, Check list

: The training records of the Licensee and Assistant and any compliance are available on request at any time by the parent/guardian and the licensor.

Where may the parent or guardian find and review the early learning program's in JJ school?

- (i) Health policy;*
- (ii) Staff policies, if applicable; behind attendance sheet (in sign in and out station)*
- (iii) Consistent care policy;*
- (iv) Menus; on the welcoming board*
- (v) Liability insurance; on the welcoming board*
- (vi) Inspection reports and notices of enforcement actions, if applicable; as request*
- (vii) Other relevant program policies.*

► Joyful Journeys’ Roles of Educators

1. We promise to take care of JJ children with family-style love.
2. We promise to love and respect JJ children as themselves.
3. We promise to exercise patience according to Godly principles and to resolve problems by considering a child’s point of view.
4. We promise not to control children with our views of righteousness and eagerness.
5. We promise to use an approach based on children’s needs, not just on grown-ups’ standards.
6. We promise to give priority to individual spiritual (emotional) development and fundamental personality development (virtue) rather than focusing solely on informational knowledge.
7. We promise to promote the happiness of children and their families

• Non-Discrimination Statement

Joyful Journeys Child Care treats all children and parents equally and fairly and does not discriminate based on ethnic background, gender, age, income level or ability, based on the view of Jesus Christ: “Do to others as you would have them do to you.”

• Multicultural Activities

Many of teachers in Joyful Journeys Child Care are from countries other than the U.S and share their culture with the Children in food, song, clothing and stories. The children at Joyful Journeys Child Care also exemplify a diverse mix of ethnic and cultural groups. We celebrate our diversity. If we have a staff who can speak different languages other than Korean and English, we will offer our children the maximized learning time of the language as well.

• Christian Activities

Joyful Journeys Child Care is committed to the development of the “whole child” spiritual, intellectual, emotional and physical to make his/ her own path of God’s will.

The "Joyful Journeys" in our name refers to our Christian view of our system. We would like to enjoy the freedom to express our faith in the following ways.

- *Memorize the words of Bible

- *Singing Christian songs

- *Telling stories from Bible

- *Praying at every work time, snack time, lunch time, and circle time for children or teachers who are ill, and for other request of the children.

- *Celebration the Christian foundation for the following holidays

- **Pictures and Videotaping**

A parent or guardian's permission for photography, videotaping, or surveillance of his or her child will be given to the provider when they register and the provider will also give special permission if she need any occasional and special permission for these activities.

2. Enrollment Procedures

Children from infant to Pre-Kindergarten may enroll at Joyful Journeys Child Care.

1. Interview & Tour

2. **Apply application from JJchildcare.com -> Mail in/Drop off application package.**
All application paper works must be done by the first day of school.
3. **Receive a confirm email after we receive your application and fees.**
4. **Receive the invitation access for communication application.**
5. **Receive JJ Parent Handbook and return it's acknowledgement.**

Forms that we need due to WAC

Registration Form/Immunization Form/ Child History Form/ Child Care Agreement
Permission Authorization Form for Emergency Care & Health Procedures

Signed acknowledgement of receipt of Parent Handbook

; Acknowledgement of receipt of the Disaster Plan, Business Policies, Pet policies)

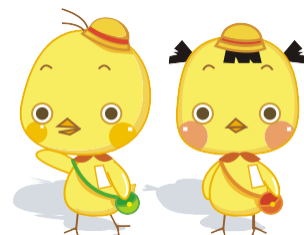
Family Income Eligibility Application Form

; All students in Joyful Journeys Child Care need to submit to Mountainview daycare food program by the first school day.

Withdraw Form: Joyful Journeys Child Care recommends this written form with parents' signature one month ahead before you want to withdraw your child.

There is no additional fee for a sudden withdrawal. However, fees already paid will not be refunded.

- A new form must be completed on any changes of information.
- Children's records including Immunization will be reviewed and asked for an update every 6 months or any changes
 - Joyful Journeys Child Care keep all files of each child in personal file and store them for 5 years with confidential manner in licensed area.
 - Joyful Journeys Child Care will never share information about a child or parents with anyone or any company for any reason. The only people with access to personal files are the Licensee, Assistant and the Department of Early Learning Licensor.



3. Operation Hour and Monthly Rate (effective from September 2021)

Toddler Full Time (16month-3 years old)			
Days/week	All Day (8:30-4:30)		
5	1500 (included meals and snacks)		
Preschool and Pre-K Full Time (3-5 year old who masters potty practice)			
Days/week	All Day (8:30-4:30)		
5	1400 (included meals and snacks)		
Part time for Toddler and Preschool and Pre-K (2 days/3 days/ 4 days)			
<p>Monthly tuition calculation: Child's weekly schedule needs to be generated first</p> <p>daily hours X total days per week X hourly rate X 4 weeks</p> <p>*JJ school follows with calendar of Bellevue District School except summer vacation. **free meals and snack and guarantee to hold a registration spot after enrollment process)</p> <p>Or</p> <p>Additional child care service before school and after school</p>	<p>Hourly rate: \$15</p> <p>For example, to generate your monthly tuition for part time, If you choose 4 hours and 3 days per week, your monthly tuition will be \$720.</p> <p>4hours X 3days X \$15 X 4weeks = \$720 with BSD calendar except summer vacation</p> <p>or</p> <p>Please talk to director for monthly tuition of before and after school care as routine service</p>	<p>Without Registration Drop-off (meal and snacks \$5, and no guarantee to hold registration spot without registration fee)</p>	<p>Hourly rate: \$16</p>

Non-Refundable fee

- ✓ **Annual Registration fee(September to the next September): \$100**
- ✓ **First Application fee:\$95**
- ✓ **Summer Vacation Registration: \$50** (from June to August)
- ✓ **Last Month Deposit with first month tuition: \$500 (will be a reimbursement to the last month tuition with one month notice of withdrawal registration in JJ, it's not refundable for any reason)**

Major Holidays and JJ Break

Jan: New Year(1/1), Martin Luther King(3rd Monday in Jan)	Feb: President Day(3rd Monday in Feb)
April:1 Day for professional development day(2 nd Monday)	May: Memorial Day(Last Monday in May),
July: Independence(7/4)	August: Summer break on the first week in)
Sep: Labor Day(First Monday in Sep)	
Nov: Veterans Day(11/11) and Thanksgiving Day(4 th Thursday and Friday in Nov)	
Dec: Winter break on Christmas week(12/25)	

- ✓ **Full Session: Able to request to wave 2 weeks after registered in 6 months for vacation.**
- ✓ **Sibling discount:** 5% of older one's or oldest one's payment when register with both full time schedule.

Cancellation-

1-3rd day: refund 50% of full tuition and one month ahead notice of cancellation of registration to apply final deposit

4. Child Care Typical Daily Schedule

(operation hours 8:30AM-4:30PM)

As - 8:30 request	Free Choice/Outside/Breakfast starts at 8:30 (before school)
8:30 - 9:30	Breakfast and Individual Work/Free Time/Personal hygiene/Outside
9:30 - 9:45	Group Time (preschool)//*Outside Time(toddler)
9:45 - 11:00	Work or Project Time/Free Choice Time in the classroom/Snack (preschool)// *Play Time with Free Choice and snack in Conference Area/diaper check(toddler)
11:00 - 12:00/* 12:30	Playground Time (preschool) // Project Time and Lunch (toddler)
12:00/ - 13:30 12:30	Lunch (preschool) together: personal cleanness Together: Free Time/Personal Cleanness/ Nap
13:00/ - 15:00 *14:00	Rest Time with story Time Quiet Time/Awakened children allow to play in the class room with auditory supervision
15:00 - 16:30	Snack/Playground/Nature Science Exploring/Free Time
16:30 - As request	Library & Literacy Experiences Or Outside/

*JJ school provides two different schedules if we have more than 6 children with two staffs.

* **Bold Schedule:** Preferred program without distraction due to group activities.

*Late Pickup policy: 10 minutes grace period for late pickup for the first 3 times. However, JJ school starts to make arranging another payment for those who need late pickup repeatedly due to traffic and we start to charge \$1/minutes until parents sign out. Our teachers put the best effort for your children during scheduled time as our agreement. Please respect our time, too! Thank you for understanding.

5. Joyful Journeys Child Care Program/Curriculum

- **Worship:** Hands on Bible Curriculum for Leadership development
Hello Father, Hello Jesus" for Personal development
- **Montessori Curriculum and Materials-** for Personal Talent Development for well
Balanced whole child
:Practical Life, Sensorial, Math, Language, Geography, Science, Art, Music, History
- **Reggio Project-** Deep search of the theme with nature materials
- **Gabe Lesson-** Creative play with beautiful gift, extended thinking practice
- **Physical Education, Art Performance-** Using all of sense of our body and
it stimulates brain development
- **Cooking Class-** making food projects makes children with nutritional information
and practice math, language in real art setting with food materials.
- **Individual work books, Field Trips-** for Preschoolers or older/ family gathering
- **The Great Body Shop-** Learn about our body and social interaction
- **Annual one formal Conference/ informal conference:**
within 3 month from the first school day/ February and June
- **Home visiting: initial transaction step into JJ program**
- **Open mind to participate and help for your children file with Early Achiever
program**

→ **Toddlers** will require yet another review of the learning environment to make everything work. Learning environment includes everything from your child's bedroom to bathroom in classroom or home and so on everywhere.

By the time we have your child to be graduated with Joyful Journeys Child Care's toddler's program, your child will be quite accomplished in a range of fine and gross motor skills, hand-eye coordination, language, social development and self-control. Especially, first young toddlers will be provided individual plan for own schedule such as napping and meal time accordingly in our common room/classroom with supervision while other children enjoy activities and it would be a great lesson to learn how to be generous for peers who need quiet moment and extra care for his/her individual demanding. Of course, each child has different talents from God and we as adults have to respect and JJ staff are eager to find and discuss how to develop his/her talents. This age program in JJ has more value to learn safe behavior, healthy eating, sharing school materials, following direction and personal care. After all, when graduation of full three year in toddler program, eat without picky foods, go to the toilet, choose from a limited selection of work, ready for group interaction in a social setting, adjust to a simple change in plans, care of self needs. JJ toddlers will be evaluated to transfer if the child is ready to explore in JJ preschool or different program after parent's conference in February or March. Depending on parents' need, JJ staffs are dedicated to help smooth

transition to achieve the next goal. We provide completed a portfolio to parents so they can share with child's next teacher after graduation of current age program. The director can make recommendation for the next plan with the parents based on data JJ staffs have collected while he/she attend JJ child care.

→**Preschooler** will learn more deeply with social interaction. To support of JJ mission as "Whole Child", we use major assistant tools for this age group with Joyful Journeys Child Care: practical life, sensorial, culture, (art, music, geography, zoology) , language, math preparation, verbal interaction and discipline. By the time of being 4 or 5 (birthday before September of current year), JJ child do following:

Love of working and playing with friends, know the point of grown-up's words, express the feeling and try to solve the problem, ask for help to grown-ups, establish strong bond of teacher's trust that makes JJ child listen and obey the social rules, and eager to be a good model by assisting toddler when the School needs adjustment.

Role model is extremely important between family, friends, and teachers. They are ready to explore starting to say "Why" and "What" and JJ staffs interact with open questions and extend their knowledge, try to satisfy the curiosity by providing personal lessons and weekly plans. All staffs in Joyful Joureyns Child Care will give patience to watch how they beautifully grow up, giving more deeper and sincere lessons and works.

JJ preschooler will be evaluated to transfer if the child is ready to explore in JJ Pre-K program or different program after parent's conference in February or March. Depending on parents' need, JJ staffs are dedicated to help smooth transition to achieve the next goal. We provide completed a portfolio to parents so they can share with child's next teacher after graduation of current age program. The director can make recommendation for the next plan with the parents based on data JJ staffs have collected while he/she attend JJ child care.

→**Pre-Kindgartener** will learn with same curriculum with preschoolers but have totally individualized academic lesson during naptime in order to be ready academically successful readiness of kindergarten.

JJ Pre-K students with schedule of full session and all day on 5 days and finishing 2 years JJ preschool curriculum at Joyful Journeys Child Care will achieve our JJ goals and complete 80 % positive result on JJ projects and activities that are categorized in JJ checklist before graduation in July.

We provide a completed portfolio to parents so that they can share with child's next teacher after graduation of current age program.

*******After every JJ students make a transition into different program, within our program, out of our program or transition to kindergarten, JJ staffs are willing to inquire the parents how well your child adjust and listen what the parent's plans are. If there is area we can still help, we will collect information they need for the child's ongoing developmental process.*******

→**School-age:**

from Kindergarten to age 11. Joyful Journeys Child Care offers Before School and or After School service In safe place to learn.

Joyful Journeys Child Care provides school bus transportation from East Gate Elementary School.

While they work on homework with nutritional snack, they use a separated classroom from toddlers and preschooler. After they are done with academic work, they can choose to stay the classroom with playing board game or chatting with peers or are welcome to play outside with younger children. They will learn how to play with younger kids and take care of them. Joyful Journeys Child Care also provides homework assistance available. And each student develop their math and language skill on a daily basis. After school, they will get healthy and yummy snack. Every Wednesday, Joyful Journeys Child Care offers field trip to promote physical activity or we can provide transportation to drop off personal institution.

→**Special Needs:** Joyful Journeys Child Care is willing to cooperate and accommodate children with special needs to the best of the Licensee's ability. In order to ensure that the Licensee understands the scope and requirements, the prospective child's parent/guardian must present the documents as provided in WAC 170-296A-0050. Joyful Journeys Child Care will also have to have all relevant forms completed.

6. Business Policies (Fees)

Tuition

Tuition is figured on a school year that begins in every month.

The payment on each month will be made in one month advance.

Tuition is due by **the last day** of each month for the following month.

Late Charges

Joyful Journeys Child Care needs to accumulate additional **\$5 as late fee per day** after first day of the current month.

Joyful Journeys Child Care allows a 10 minute grace period for late pick-up.

After the 10-minute grace period,

you child remain with our staff but late pick up charge will apply **\$1 per 1minute** with cash upon arrival. Please make a call if you are late and we can make a plan for your child. Without call, we start to charge from 5:30pm.

Extra fees

Hourly Drop: Joyful Journeys Child Care provide additional care on scheduled and unscheduled basis. As long as we have open spot for extra child care, you can request

extra hour(s) for child care by paying hourly rate (see the rate chart) to extend your schedule. Licensee has a right to deny your request depending on her decision based on school's situation and schedule.

Field Trip: with announcement

Refunded Check: \$25

Administration Fee: When you reduce your schedule, we charge \$20 for administration fee on each time.

7. School Schedules Plans

Sing In/Out and Daily Report

Parents are required to sign in and out each time they or another designated person brings or picks up their child to the electronic pad that will send to Washington State. Only persons who have previous authorization may pick up a child at Joyful Journeys Child Care. Department of Early Learning will be charged for ignorant spaces in sing in/out sheet. And parents need to pay those charges. Our great communication application, Brightwheel let all JJ staffs record how your child work, play, eat and also make a note for any incident

Access to the child during child care hours

If a child is awake during play time or free time, parents can wait outside or come inside and hang around up to 10 minutes. However when a child is eating or working, parents need to wait until the activity is done on a chair in waiting area.

If a child wants to stop working any kind of jobs in the middle and go home with parents, please remind him/her to finish it (clean up) and mom/dad can still wait.

Joyful Journeys Child Care recommends children remaining during in the middle of group time. Please look at daily schedule. Bold letters indicate as group activities.

Closures/Vacations

Joyful Journeys Child Care follows Bellevue schools District vacation calendar for the decision due to inclement weather. School doesn't have make-up policy for weather closures.

Joyful Journeys Child Care has 2 vacation days around Christmas day and one week off with tuition waved for school cleanliness, curriculum plan and set-up for new school year. The School can support to schedule full time mom's babysitting for working parent family.

Absences

Parents are expected to notify us as soon as possible if the child will be absent. No credit will be given make-up day for illness, absences, holidays or family vacation.

Napping

Children under five years of age and who stay at school longer than six hours must rest after lunch for 30 minutes to one hour each day. Joyful Journeys Child Care provides a nap time for all children from 1:00PM to 3:00PM. Children are provided mats for their naps.

These children are asked to bring small pillow and blanket with their name on them in the bag. After napping, Joyful Journeys Child Care provide each child's cleanliness such as brushing teeth, washing face, rubbing lotion and brushing hair with recording log sheets.

Parents are encouraged to let the Licensee or assistant know if their child has had a difficult night time or may need extra rest.

Sleeping Equipment

1. Joyful Journeys Child Care provides an appropriate mat and fitting sheet or cover for the sleeping surface, and parents need to bring personal blanket or suitable cover for the child. If you child likes pillow or soft toy, please bring to school. It helps them to feel comfortable.

2. Joyful Journeys Child Care ask parents to wash and laundry bedding supplies at least weekly and more often if it becomes solid.

In case of solid accident, while the child is using school blanket, Joyful Journeys Child Care would like to ask parents to take for laundry them for sanitized matter and bring back to school. This policy is directly regarding to personal hygienic practice in the School and enforces to Washington State Administrative Code.

Lost and Found

Please look for lost items in hanging rack outside or on the sign in and out desk by school entrance.

We make lost and found every month and give them in donation box or we will use as extra in need or take them to donation after every 3 month.

Winter Preparation

In Washington, we have raining day most time during winter time. Parents and teachers need to be ready for cold and rainy days while they go playing outside. Playing outside daily for at least one hour is followed by Washington State Administrative Code (WAC). Parents need to bring raining suit (ex. Tuffo), boots, hat, gloves. Raining suit and boots need to stay at school but need to wash weekly.

8. Transportation

When we transport children for parents' request, we need have 'parents notification and permissions form of each case. Parents provide child restraints or car seats (School has two car seats) and we carry children in the school vehicle with a current copy of each child's completed enrollment form and emergency supplies including first aid kit and required medication or medicine if applicable.

We maintain the vehicle in safe operating condition, have a valid driver's license, have a current insurance policy that covers the driver, the vehicle, and all occupants, take attendance each time, never leave children unattended in the vehicle and maintain required staff to child ratio and capacity. When offsite activities, the director and the staff responsible for the care of the children must at all times provide supervision and are able to promptly assist or redirect the children's activities.

Joyful Journeys Child Care may charge transportation fee for pickup from school and drop off special program or any fees.

Field Trips

Joyful Journeys provides limited but educational field trip due to the group of age. Offsite will be announced and parents are asked to sign in field trip permission. We never leave a child alone any time. Joyful Journeys Child Care always brings the copy of Child's enrollment forms. When Joyful Journeys Child Care has offsite field trip, we provide transportation for student enrolled with all day bases or older than 3. Sometimes, we need to ask bringing own car seat and volunteering for assistance of driving (need a copy of insurance and driver ID) or caring upon the numbers of children.

Parking

Joyful Journeys Child Care appreciates your courteous use of the limited parking space available. If you plan to stay awhile, please park from very left side when you enter in order to keep some space for coming cars. When making left turn from school, please please be careful for coming cars to school or opposite-side coming cars. Any responsibilities in the parking lot will be the person who came from school since it is second hand driver. When you enter to school, please drive slow down. While you wait to make turn on the road from school, please pull back to school parking lot when you see a car trying to come in to school on the main street. It is busy road. The car from main road has first priority. If you are in the school parking, it is secondary condition. So please yield to the car coming from main road.

School Visit

Prospective Parents are asked to bring their child for a visit prior to his first day of school. These visits may occur during the week of preparation for one hour on each day before the first day of school during our working time and playground time (10:30-11:30)

For **Joyful Journeys Child Care Family** are welcome to visit school to see kids but please avoid interruption of middle of group activity. (**bolded in the schedule frame**)

When parent sign up the day of observation and we make schedule for parent to attend our **mandatory observation day** during January and May).

For **visitor or expecting parents** at Joyful Journeys Child Care, School Licensee recommends playground time or after school due to reducing children's distraction from their daily schedule.

9. Essential needs of Children

Our Plans for Snacks and Meals

You will see breakfast, lunch, dinner and two snacks weekly on the board located by the school entrance. Snacks and meals are coordinated and served with exceed the requirement of the U.S. Department of Agriculture Child and Adult Food Program. Joyful Journeys Child Care serve fat free pasteurized milk to children over twelve months of age. If child is in the school for ten or less hours, two or more snack or two meals and one snack. Joyful Journeys Child Care provide the child in care for ten or more hours a minimum of,

two or more meals and two snacks.

Joyful Journeys Child Care is participated with Mountainview Daycare Nutrition Program, a sponsor for the Child and Adult Care Food Program (CACFP) in order to keep well-balanced and nutritious meals to children in the School. And they always give us positive response while the sponsor observe us. All staffs in Joyful Journeys Child Care have current Food Handler Cards. Food is prepared just prior to the meal. All food is brought to the proper temperature and served immediately. All food is stored away from any child care area. Children are monitored during meal time to prevent "sharing" or playing with each other's food.

All-day classes the DEL policy for providing lunches/dinner for children 3-6 years old

Meat or alternate	1oz
Vegetable and fruit	1/2 cup: 2 items
Whole grain and/or Enriched bread/Cereal/Pasta	1/2 slice
Milk	1/2 cup

Our snack and meal time

Breakfast starts at 8:00am, Am Snack starts at 11:00, Lunch starts at 12:00 for toddler, 12:30 for preschooler, and Pm Snack starts at 3:00

For special diet

If a child has a food allergy/intolerance or special menu requirements due to a health condition we must receive written directions from the parent to provide nutritional supplements or a medically modified diet. For allergy diets the parents and we must identify the foods the child is allergic to.

Feeding Plan for *infant (in any case of accepting an infant) toddler: Joyful Journeys Child Care requires that children are able to feed themselves at the time of Enrollment. Our staff can assist our children to finish if they want. For breastfeeding moms, our staffs provide comfort and secured area and educational materials and resources for mother to breastfeed their child. We also implement the feeding for children when hungry according to their nutritional and developmental needs, unless medically directed. *We also serve only breast milk or infant formula to an infant, unless the child's health care provider offers a written order stating otherwise. When bottle feeding, we will test the temperature of bottle content before feeding to avoid scalding or burning the child's mouth, toddlers to make eye contact and talk to them, stop feeding the toddler when he or she shows signs of fullness, and not allow infants or toddlers to be propped with bottles or given a bottle or cup when lying down. We want to make sure that we serve age-appropriate solid food no sooner than four months of age, based on an infant's ability to sit with support, hold his or her head steady, close his or her lips over a spoon, and show signs of hunger and being full, unless identified in written food plan pursuant or written medical approval. After consulting a parent or guardian, we will implement a feeding plan for infant and toddlers that includes increasing the texture of the food from strained, to mashed, to soft table foods as a child's development and skills progress between six and twelve months of age. Soft foods offered to older infant should be cut into pieces one-quarter inch or smaller to prevent choking. We definitely don't serve food to infant or toddlers using polystyrene foam (Styrofoam) cups, bowls, or plates.

In case of accepting infants, We conduct following policies for Infant safe sleep practices and bottle-feeding.

WAC 110-300-0291

- (1) An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including:
- (a) Actively supervising infants by visibly checking every fifteen minutes and being within sight and hearing range, including when an infant goes to sleep, is sleeping, or is waking up;
 - (b) Placing an infant to sleep on his or her back or following the current standard of American Academy of Pediatrics. If an infant turns over while sleeping, the provider must return the infant to his or her back until the infant is able to independently roll from back to front and front to back;
 - (c) Not using a sleep positioning device unless directed to do so by an infant's health care provider. The directive must be in writing and kept in the infant's file;
 - (d) Sufficiently lighting the room in which the infant is sleeping to observe skin color;
 - (e) Monitoring breathing patterns of an infant;
 - (f) Allowing infants to follow their own sleep patterns;
 - (g) Not allowing blankets, stuffed toys, pillows, crib bumpers, and similar items inside a crib, bassinet, or other equipment if occupied by a resting or sleeping infant;
 - (h) Not allowing a blanket or any other item to cover or drape over an occupied crib, bassinet, or other equipment where infants commonly sleep;
 - (i) Not allowing bedding or clothing to cover any portion of an infant's head or face while sleeping, and readjusting these items when necessary; and
 - (j) Preventing infants from getting too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability.

WAC 110-300-0280

- (3) To prepare bottles, an early learning provider must:
- (a) Clean bottles and nipples before use using warm soapy water and a bottlebrush and sanitize by boiling in hot water for one minute, or pursuant to WAC [110-300-0198](#);
 - (b) Clean and sanitize the sink used for preparing bottles;
 - (c) Obtain water from a sink used for bottle or food preparation only, or from another approved source, such as bottled water. Water from a handwashing or diaper changing sink may not be used for bottle preparation;
 - (d) Use bottles and nipples in good repair (with no cracks);
 - (e) Use glass or stainless steel bottles, or use plastic bottles labeled with "1," "2," "4," or "5" on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates;
 - (f) Prepare infant formula according to manufacturer's directions and never serve infant formula past the expiration date on the container;
 - (g) Not heat a bottle in a microwave;
 - (h) Warm bottles under running warm water, in a container of water, or in a bottle warmer;
 - (i) Keep bottle nipples covered if bottles are prepared ahead;
 - (j) Store prepared and unserved bottles in the refrigerator;
 - (k) Not allow infants or toddlers to share bottles or cups when in use; and
 - (l) Throw away contents of any formula bottle not fully consumed within one hour (partially consumed bottles must not be put back into the refrigerator).

Volunteer Snack

Joyful Journeys Child Care believes the value on nutritional supports that is essential for all aspect of child development. To serve our JJ children with high qualifying various foods, we need parents help to support us. The School will give parent guideline for the selection and put the child name on monthly calendar. You can help us voluntarily.

Always, Joyful Journeys Child Care welcomes you to share your homemade snacks however please ask the director first and all parents will be noticed what ingredients will be used for the sharing food. Joyful Journeys Child Care will give thanks with prayer and the snack person will distribute snacks to friends and learn how to express "appreciation" for bringing the snacks during snack time.

Grace and Courtesy

Not only is the purpose of eating snacks at school to nurture the body of the young child, but it is also for the purpose of social interaction with grace and courtesy.

1. Children are called to receive their snacks by asking, "Would you care for snack?"
2. The child replies, "Yes, please" or "No, thank you".
3. When receiving the snack, the child also is shown how to say, "Thank you".

At the snack table, portions of snack are prepared by a teacher with a quantity label, such as "three slices of apple". Either 100% fruit juice or filtered water is also provided on the snack table in a small pitcher for self-service. The children soon learn that "they can do it". Small sponges, wash cloths, tissue are available for spills. Our motto is "whatever a child

can do for himself, he should be allowed to do."We eat, talk, and socialize. The children are also shown how to bow their heads and thank God for their food.

Diapering Policies/Feeding/Toilet Training

1. Joyful Journeys Child Care does not provide diaper because all parents have different favorite and personal hygiene matter.
2. Joyful Journeys Child Care will put a notification one week ahead in the cubby as a reminder if we need more supply.
We will decide the numbers of diaper we need depending on his/her schedule.
3. On arrival, staff members are to ask parents when the child's last diaper change was.
4. Staff members are to check diaper every 2 hours for infants, 2-3 hours for toddlers or as needed
5. Our parents provide disposable diapers for their children.
6. Disposable diapers are placed in covered and plastic lined waste containers within arm's reach of the diaper changing area directly put the soiled diaper into a diaper waste container.
7. Cloth diapers are sent home either in a covered pail provided by the parent, or in double-bagged plastic bags that are tightly sealed closed.
8. All diapers containing feces are double bagged in plastic bags.
9. Disposable diapers container must be emptied to the outside garbage can or container daily.

Toilet training, when the appropriate time comes in the child's development, will be encouraged. Joyful Journeys Child Care provides 'steps for toilet using training skill'. We will work together with parents along the steps. Joyful Journeys Child Care provide sturdy stool to help him ~~th~~straining with regular size toilet. Parents are welcome to provide own toilet seat cover or potty toilet for your child. It will be for individual use and returned after successful training period. It will assist with the transition to the toilet when the child is ready. Every Child reaches the point of wanting to use the potty at a different age, and Joyful Journeys Child Care will work with parent/guardian to unsure that the transition to toilet training is as stress free as possible and successful.

Supervision

Joyful Journeys Child Care staff must provide required staffing level, staff-to-child ratios and supervision for the number of children in attendance.

All primary staff must be aware of what the children are doing at all times and be available and able to promptly assist or redirect activities when necessary.

If unable to see the children, any teachers will frequently go to the area where the children are located to check on them. Any teacher will be within sight or hearing range when children are indoors or outdoors and be available and able to respond if the need arises for the safety of the children.

10. Care of Children/Health/Safety/Sanitizer

Hand Washing

To control infection at our school, all children must wash their hands with soap and water upon arrival to the classroom, after toileting or diapering (0-12 months with wipe is ok), after touching bodily fluids, including after sneezing, coughing, picking booger, before and after eating or participating in food activities, and after being on the playground.

Joyful Journeys Child Care also provide hand sanitizer as need.

1. Wetting hands with warm water
2. Apply soap to the hands
3. Washing and rinsing hands
4. Drying hands with paper towel
5. Turning off the water with paper towel.
6. Disposing paper towel into trash bin.

When hand washing is required:

All staffs and Family in Joyful Journeys Child Care must wash their hands and follow proper hand washing skills.

1. Before and after preparing foods, eating, or feeding a child
2. After handling raw/undercooked meat/poultry/fish
3. After using the toilet or helping a child with toileting
4. Before and after diapering a child
5. After being outdoor with the children
6. After handling garbage
7. Before and after giving medication or applying topical ointment or as needed

Cleaning Laundry

Laundry soap and warm water/ chlorine bleach as needed.

Cleaning and sanitizing toys:

Whoever must clean and sanitize toys or put in sanitizing box or laundry box in case of being busy,

1. Before a child plays with a toy that has come into contact with another child's mouth or bodily fluids
2. After being contaminated with bodily fluids or visibly soiled
3. Not less than weekly when the toys have been used by the children
4. If a bleach solution is used to sanitize, three quarter teaspoon of bleach to one quart of cool wat
5. If another sanitizer product is used, please read carefully to approval for food contact surfaces.
6. Otherwise, all toys clean and sanitize weekly or more often.

Three Step Cleansing

Before and after class the teacher take care to clean the surfaces that children use, such as tables, door knobs and water faucets with cleanse, rinse, and then Clorox water.

- Medications:** The parents or guardian must sign and date the form and write in a contact phone number
Joyful Journeys Child Care accepts from the child's parent or legal guardian only medicine in the original container labeled with:
1. The child's first name and last names
 2. Name of Medication and reason for the Medication
 3. The date the prescription was filled
 4. The medication's start and expiration date
 5. Legible instructions for the administration of the drug (manufacturer's instruction or prescription label)
 - Method of Delivery (Orally, Topically or other)
 - Amount to be given
 - The times to be given and How often to be given
 6. Storage requirement
 7. Possible side effects

Joyful Journeys Child Care recycles papers and any kind of material and tries to reuse as many as we can for the creative Project to save our Earth and uses leftover food to the disposable waste trash bin to give nutrition for our Earth!!
We sometimes ask parents to bring recycle item for our art project and we will see how it turns wonderfully.

Asthma and Allergies

1. Asthma:
 - *An Asthma Information Report and Individual Emergency Treatment Plan shall be kept on file for any child with asthma.
 - *Asthma triage plan shall be implemented when child exhibits asthma symptoms at school.
 - *Parents shall receive a written report on accident/illness form.
2. Allergies:
 - *A food Allergy/Intolerance statement shall be filled out and kept on file for children whose registration form or parent report indicates severe food allergies. This form must be signed by a Health Care Provider and list of foods to avoid, a brief description of how the child reacts to the food, and appropriate substitute food(s). There should be a space on the form for the Health Care Provider to indicate in the reaction is severe or not.
 - If the reaction is severe, staff should follow an emergency protocol indicated by the provided such as the following:
 - *Administer prescribed epinephrine(EpiPen) immediately AND/OR
 - *Administer other prescribed medication
 - *Call 911
 - *Call Child's Health Care Provider
 - *Call the Child's parents
 - *Stay with the child at all time

If a child has a good allergy/intolerance or special menu requirements due to a health condition we must receive written directions from the child's health care provider and parent to provide nutritional supplements or medically modified diet. For allergy diets the parent and health care provider must identify the foods the child is allergic to.

Sick Baby, Children, Household member, Staff

1. Each child is observed daily for signs of illness.
2. Children who are contagious must stay at home. As parents of children at the school, as well as the Health Department, will be notified of communicable diseases so that you can take appropriate action to protect your child and to protect the other children.
3. If a child should become ill during the day, you will be notified immediately and will be expected to pick up your child within one hour. Symptoms for which a child will be sent home are: uncontrollable coughing, greenish nose discharge, rash and fever. Your child will be isolated from the other children until you arrive.
4. A child with a fever must stay home 24 hours after the fever has subsided.
5. Any children, household members, staffs with contagious diseases, such as chicken pox, mumps, measles, conjunctivitis (bacterial pink eye), diphtheria, E. coli infection, Giardiasis, Hep A, Invasive haemophilus influenza, Meningitis, Pertussis, Rubella, Salmonellosis, Shigellosis, Tuberculosis (active TB) etc., must stay home long enough to ensure a complete recovery with doctor's note.

Communicable disease procedure:

1. The Licensee must, within 24 hours notify the local health jurisdiction or DOH, except Notice is not required for a diagnosis of chickenpox, conjunctivitis, or invasive haemophilus influenza, DEL, and parents or guardians of each of the children in care.
2. The Licensee must follow the health plan before providing care or before readmitting the household member, staff person or child into the child care.
3. The Licensee's health plan must include provision for excluding or separating a child, staff person, or household member with communicable disease as described in subsection of above or any or the following:
 - a. Fever of one hundred one degrees Fahrenheit or higher measured orally- Child must be fever free for 24 hours
 - b. Fever above one hundred under the armpit (axially), if the individual also has earache, headache, sore throat, rash
 - c. Runny Nose with Fatigue that prevents the individual from participating in regular Activities- Child must have written Physician's OK
 - d. Vomiting that occurs two or more times in a twenty-four hour period- Child must be symptom free for 24 hours without aid of medication
 - e. Diarrhea with three or more watery stools, or one bloody stool, in 24 hour period- Child must be symptom free for 24 hours without aid of medication
 - f. Rash not associated with heat, diapering, or an allergic reaction or

- g. Drainage of thick mucus or discharge from the eye or ears
Rash-Child must have written Physician's OK
- h. Lice-Child must be treated and nits removed

Blood borne pathogens plan

1. The Licensee, staff, and each household member who is responsible for the care of children must complete one time the state department of health training on the prevention and transmission of HIV/AIDS
2. The Licensee must make list of the staff, volunteers and household members providing child care who may be exposed to blood borne pathogens
3. The Licensee must train all staff procedure for cleaning up bodily fluid spill (blood, feces, nasal or eye discharge, saliva, urine or vomit), including the use of gloves, proper cleaning and disinfecting of contaminated items, disposal of waste materials, and hand washing. Staff or adults always watch body fluid spill on the toilet after a child uses as need.

Accidents and Injuries:

Joyful Journeys Child Care's Licensee and Assistant are trained in Adult and Pediatric CPR and First Aid with current training cards. _

With your signed consent, Joyful Journeys Child Care staffs are allowed to give First Aid and CPR to your child.

1. Minor cut, bumps, bruises and scrapes will be washed with water and bandaged. Please keep your work and home numbers current so that we can notify you at the time of accident or injury in case you would like to take your child home. A written note will be prepared for the parents. For more serious injuries, First Aid will be given and the parent will be notified immediately especially if further treatment by a physician may be needed. This includes any injury to the head, no matter how minor it may appear.
2. In the event of a serious injury or emergency, we will, of course, call 911 immediately. First aid will be rendered and then we notify you immediately if your child is being treated at the hospital you indicated on your enrollment form, or at some other emergency center. Transport will be provided by ambulance or aid unit, or personal vehicle with previous permission in Permission Form .
3. If an injury results in medical treatment or hospitalization, we are required to notify the Department of Social and health Services and to submit an Accident Report Form to them as well as a copy to you.

Prevention to unlicensed space

Joyful Journeys Child Care will close lock all doors in unlicensed space.

Our staff teacher will watch and carefully use in the unlicensed Space if they need to use. And Joyful Journeys Child Care always closes a door for bathroom due to water hazard for children.

Aggression

If a child is having issues, there are steps we take to ensure the child can stay at Joyful Journeys Child Care. After we notice a child shows atypical aggressive behavior several times with verbal warnings, the child doesn't show the progressive awareness of his/her behavior nor follow the direction to teachers, her lead teacher will bring this issue to the weekly meeting with JJ director. The director will begin to communicate to the parents in written format in order to make a report so all of JJ teams can aware of the current situation and update daily efficiently. The director will let the parents know the lead teacher complete an "Aggression Report Form" describing the child's actions and the teachers' response. While JJ staffs correct data from the child during working time, playing time and write observation form, the director also correct daily data from parents as well. A copy of aggression report form is provided to the parents on the day of the action, and another copy is placed into the child's file. The lead teacher and the director carefully watch the child and make an "report form" based on the narrative observation sheet and we will work together to generate the causes and the following results for 2 weeks. After reporting and discussing with director, the director arranges for formal conference to find out the solution. Every week, parents, the lead teacher and the director report the process after applying strategies we discuss.

If the parents need more assistant, the director will referral for parental class or behavior correction.

Expulsion

- (1) To promote consistent care and maximize opportunities for child development and learning, an early learning provider must develop and follow expulsion policies and practices, pursuant to WAC [110-300-0486](https://www.wa.gov/govpub/summary.aspx?id=1103000486).
- (2) An early learning provider may expel a child only if:
 - (a) The child exhibits behavior that presents a serious safety concern for that child or others; and
 - (b) The program is not able to reduce or eliminate the safety concern through reasonable modifications.
- (3) If a child is expelled, an early learning provider must:
 - (a) Review the program's expulsion policy with the parent or guardian of the child;
 - (b) Provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion.
The record must include the date, time, early learning program staff involved, and details of each incident that led to expulsion; and
 - (c) Provide information to the parent or guardian of the child that includes, but is not limited to, community-based resources that may benefit the child.
- (4) The early learning provider must report to the department when children are expelled.

The information must include:

- (a) Child demographic data including, but not limited to, the age, race, ethnicity, and gender of the child;
- (b) The reason the child was expelled; and
- (c) The resources that were provided to the parent or guardian of the child.

Additionally, According to WAC [110-300-0340](#),

(5) An expulsion policy must:

- (a) Provide examples of behavior that could lead to expulsion from the early learning program;
- (b) Detail steps the provider takes to avoid expelling a child including, but not limited to, environmental and staffing changes;
- (c) Detail how the provider communicates to the parent or guardian of a child the steps taken under (b) of this subsection; and
- (d) Include information that may benefit an expelled child including, but not limited to, community based resources.

Emergency Closures

When the Bellevue schools close due to bad weather, Joyful Journeys Child Care will also close. On the other hand, should the staff decide to close the school during inclement weather when the public schools do remain in session, it is the responsibility of the director to notify television stations of our closure. Listen to television stations for confirmation of school closure. Joyful Journeys Child Care will not have make-up days for dismissal of classes due to inclement weather. For more specific information is available on the district website at www.bsd405.org but the JJ director will make a suitable decision and inform every parents via electronic message if the closure seems to be long.

Reporting Child Abuse or Neglect suspected

Joyful Journeys Child Care is committed to the safety of every child. Any suspicion of Child Abuse or Neglect will be reported. Teacher and other staff are required by state law to report any suspected child abuse or neglect, or exploitation to the Department of Social and Health Services, Child Protective Services, and local law enforcement without consulting the parent or guardian.

Substance Use

Persons under the influence of alcohol and drugs are not allowed on Joyful Journeys Child Care premises. Smoking is also not allowed. Joyful Journeys Child Care is a Zero Tolerance for Weapon Child Care. No toys guns, knives, swords, light sabers, or any other toy which may be construed as a weapon is allowed in the child care.

Staffing Plan

Joyful Journeys Child Care is staffed by the Licensee (Director, Provider) and one main staff and

two interens. During morning activities and afternoon activities, two staffs are present when there are more than 6 children. On the art performance class, Joyful Journeys children will enjoy the time with the highly qualified staff hired from a private art studio, the director will call each teacher for meeting. The Licensee will take breaks at nap time and be out of school during art performance time to maintain safe environment and great emergent curriculum; even though there is an absence of the director, JJ main staffs will always communicate and report any changes, incident, happenings in the school. If director take school day off for more than one day, JJ parents will be reported in ahead.

If we have less than 6 children, only one staff will remain to have children qualified supervision.

Sharing

Comforting Toy (not playing toy) is welcome. However, we ask the child to put it in his/her toy until napping time. However, Joyful Journeys Child Care has sharing toy time every Friday and we encourages to share his toy for friends and vice versa.

All staffs are responsible for own toys that brought from home unless school announce to bring sharing for SHARING TIME.



11. Joyful Journeys Child Care's Fish Pet Policy

- Name of Facility: Joyful Journeys Child Care
- We have the following Fish and Fish tanks on the premises:
Have fun and be safe. Explore the living creature and share the pleasant moments with friends.
- We will feed them, we will see how they grow up with God's path.
- Fish Tanks are secured from falling and located on the sturdy fish frame and it is inaccessible to reach to children's hands.
- Potential Health Risks associated with these Fish include: Electrical Hazards (All cord covered in safe place), Chemical Hazards (All cleaning products are located on top of the learning shelf and it is not accessible to children)
- Staff assigned to the care and feeding fish is
 - 1) Always wash and before care and after care.
 - 2) Every afternoon (5pm), give the lesson to feed fish and children will learn how to take care of them.
- Method used to clean tank and staff assigned to the cleaning of the Fish Tank is
 - 1) Wear glove
 - 2) Change water 1/3 weekly
 - 3) Change whole water every 2 months
 - 4) Add water cleaner every 2 weeks
- Cleaning of the Fish Tank take place in the kitchen area after school close and wipe all counter top after done.
- Fish food is kept out of children's reach and is located in top of the learning shelf.
- Children who have allergies to Fish will be accommodated by giving him lesson and always a child plays 2 feet away from fish tank.
- Curricula for teaching children and staff about safety and hygiene is presented by staff in the following manner: Put posters to stress washing hands and announce any updated news regarding to safety and hygiene of having fish and fish tank. We also give children nature lesson on September and May with sensorial activities.
We will learn how we can keep clean our environments and our body.
A hand washing poster is posted near the fish tank and children and staff are directed to wash their hands after touching the tank.

12. Parent/Teacher Communication

Parent Orientation and Curriculum Night (Sep, Oct)

Orientation is offered each year to new parents and ongoing parents.

The director and teachers will present short presentation of each program and Licensee will give information from Parents Handbook and discuss what Joyful Journeys Child Care will do for coming school year. The director will explain programs and licensee will explain requirement for joyful school life and give instruction for first day plans to adjust successfully. In October, we will see how your children adjust new environment with age-appropriated program. We record them and parents will learn how they learn directly from our professional teachers.

Observation Dairy and Daily Report (Every Day)

It is essential Joyful Journeys Child Care's daily communication. Each assigned teacher writes What he/she did every day and makes special note that teachers want to share. Daily Report provides a snap of a child's day such as how much he eats, how long he sleeps, how often he has potty during training period, how great his feeling is and some other comments.

Parent Party (Dec-Christmas Dinner, Jul-Graduation with Multi Culture night)

Joyful Journeys Child Care arranges parent party at School Site. Each family bring small side dishes and School provide main dish to celebrate our party!!!!

Parent/Teacher informal meeting or formal Conferences (Feb)

Joyful Journeys Child Care Licensee is available to answer questions or address concerns at all time Joyful Journeys Child Care is open.

If you wish to talk at length about an issue, please schedule a mutually convenient time with the Licensee. The Licensee will respond to email correspondence as quickly as possible. The Licensee is willing to cooperate in any possible way with requests or concerns by the parent/guardian regarding a child's development or behavior. Please bring suggestions or concerns to the Licensee.

The purpose of formal conference is to acquaint the parents with their child's teacher and to promote dialogues between parents and the school for the benefit of the child.

However, if you want to arrange special conference, or let teachers know short note regarding to your child, please call to school or send text message at 425-533-3445 (during school hour) or e-mail via JJCCbellevue@gmail.com (24hours).

For Emergency in regarding to administrative concerns, please call to Director's cell phone at 425-533-3445.

School Observation/Home Visit(March)

Every one of JJ parent recommends to observation at least once in the school year after your child adjust well with us. Joyful Journeys Child Care recommends to make a schedule for observation in school 3 months after 1st school day for new family. (from 9am-12:15pm) The director and the child's assigned teacher in Joyful Journeys Child Care would like to visit his or her home when the child's family invite. It would be best way to build friendship deeper and easiest way to understand and make picture of life of the child with family. Please sign for the convenient date and time and the director will contact the family for confirming them.

News latter/Photos and Development Sheets(check list and portfolio)

Weekly News letter will be issued by Joyful Journeys Child Care director.

It contains weekly plan, menu, special days, announcement, birthday, good news or consideration for praying. Joyful Journeys Child Care provides pictures video through director's blog and facebook or Youtube for private setting for every registered children who give permission.

Joyful Journeys Child Care also makes the development evaluations for each child, and Joyful Journeys Child Care will go through these sheep with parent/guardian.

This sheet with portfolio and check list will provide an overall snapshot of the child's progress and the listing of any specific area that the child need to practice and some advise. Parent and we can help together. Joyful Journeys Child Care shows these at the parent's conference but parents can access anytime to look at it. These evaluations will be kept in the child's file.

Birthdays

It is the baggiest day of your child life. Children's birthdays may be celebrated on the actual birth date or closest school day. If parents want to make special birthday for your child, Joyful Journeys Child Care recommend arranging birthday field trip such as bounce house or other fun place and desserts such as a cake or cupcake. School can provide transportation for children that are age appreciate group. This event needs to be announced at least one week in advance. After having fun at off site, Joyful Journeys Child Care will come back to school and have birthday lunch.

After lunch, parents may prepare simple treats that are easy for children to manage. Please remember that all foods must be whole foods or store-made. Usually cookies or fruit are a good treat. Beverages, ice cream, sticky candy and icing are not recommended. Fruits, vegetables and special treats from different parts of the world are especially enjoyable. Please feel free to call the school if you are uncertain about a particular treat. School provides dish, fork, cup and table cloth. Parents are welcome to attend your child's birthday circle or to leave a camera for pictures to be taken in your absence. Joyful Journeys Child Care also provide pictures from director's blog and parents welcome to download them.

Family Events (occasionally every other month from Nov.)

Joyful Journeys Child Care provides family events such as Kids' Pajama Party and Parents' Friday night out/Saturday cheer out. Our Family Events are noticed our schedule in two weeks ahead and parents can sign up. Parents can also get information through facebook, too. We provide fun, fun, fun with heavy snacks, free play or game, and story time.

Joyful Journeys Child Care provides 4 hours event and the fee is \$20 per kids.

If you want to bring sibling(s), please ask the director for sibling discount. You can invite friends, \$30 for a kid Appreciated coupon will issue from parent's efforts to support school upon the director's decision.

Board Member Meeting

Every Even month, our board members gather to discuss and pray how our JJ staff and children participate our community. We plan for upcoming events as well.

Mother's Tea Time Breakfast (May)/Father's Day Gift

Joyful Journeys Child Care has a special event for mothers in celebration of Mother's Day. It starts with beautiful Mother's tea table setting from 8 and ends up to 9:00. The children are shown how to welcome their parents into the classroom, how to serve them snack and show them a lesson of their favorite work if they desire. To honor of Father's Day, Joyful Journeys Child Care has secret!! ☺

Holiday Lunch (Nov, Apr)

Joyful Journeys offer Thanksgiving Lunch, Easter Lunch from each child

Open Houses

An open house may be held after 5:30 but prospector family visitors are welcomed to visit all year around by appointment only. Without an appointment, it is possible to have short tour with director only when teacher's supervision is available. Whereas Only WA Licensor or grader from University Washington will visit the School without appointment, other visitors from outside will be announced in advance.

Broken Items

If a child accidentally breaks a piece of learning equipment, the teacher will repair it. If a child purposely breaks something, then the child's parent are asked to repair or replace the item. Joyful Journeys Child Care suggests that the child uses his allowance to purchase a replacement piece if he has it.

Taking Work Home

After child finishes his/her work, they put it in their drawer. And the lead teacher will puts the works in the beautiful bag which is made of a big painting paper during art time on Thursday and the director will put them in child's cubby Friday morning.

Please respect what they made and make a folder in home. Parents may ask which art works would be hanging for display and ask the reasons. The teacher will be accumulating some academic works in a school folder as well to make portfolio.

Teachers' Appreciation Week(May)

Our staff are eager to play and learn together with JJ Children. It is great chance to express how thankful for them. All teacher cannot take the worth of \$20 in cash value.

Field Trip (Nov, Jun, July)

It is great time to have fun together with teachers and friends. If you can support us for sharing riding, preparing, donating, it would be excellent!!!!

Developmental Week (Aug)

The School is running busy all year long to maximize our time and value for children. We need to focus planning our curriculum for the following year and make our environment clean and sanitized, fix, add materials to keep best value of asset in the School. We can help to arrange for part time mom's babysitting for full time moms. Let's help each other!!

13. Parents Education

Ten special reminders

1. Bring him on time.
2. Do not carry him in.
3. Leave right away with a matter-of-fact smile and kiss.
4. Be sure his coat's zipper works.
5. Label every item of clothing.
6. Provide blanket, pillows every first day of week.
7. Have patience to wait for your child to collect his items to leave.
8. Be firm that it is time to go.
9. Find out about school in some way other than asking, "What did you do today?"
10. Hand your child's teacher some introduction or explanation or concern in the written form.

Gently Positive Discipline Policy

- ① Students receive demonstrations concerning the use of the learning equipment. They are then able to use the equipment, as they desire without abusing/misusing the equipment. Students hear the classroom guidelines from the teachers and other children of respect for one another, safety, and maintaining the environment with such positive statements as "We walk at our school", "We put out work back on the shelf", "We walk around a student's working rug", "Can you find your work?"
- ② The guideline is reviewed in a restatement as needed.
- ③ Alternative choices are given when needed:
 - A. "Would you like to find your work, or with me until you decide?"
 - B. "Would you like to put the work away yourself, or do you want me to help you?"
 - C. "Would you like to walk, or shall I carry you?"
- ④ Teachers become experienced in reflecting the student's feelings so that he or she can solve his or her own problems and unmet needs.
- ⑤ Teacher use "active listening" and "I-statements" to allow the student to help solve his own problems and unmet needs.
- ⑥ Teachers will help two or more students to creatively solve their own problems and differences. When students hear how each other feels and thinks, the students usually work out a solution productively together.
- ⑦ Our serving age, from 6 week to three years, barely understand what "time out" means. They are absorbent mind and just do whatever they think it is right. We define "time out" as refreshment that helps from own eagerness at the moment. A short "time out" may be used in the context of the classroom to help the child control him or herself and to choose an engaging "work". After they clam down and show that they can listen, then we will explain what is "No" things, and "Yes" things and practice two or three times. Around three years old, they begin to understand what wrong is. When a child is experiencing

difficulty making the best choices, following directions or in interpersonal relationships, it is the role of the teacher to assist the child in “solving” his/her problems. This age, we typically use in a specified chair, away from the rest of the class but within sight of the teacher, is all that is needed. If this strategy does not help redirect unacceptable behavior, then conference may be called with parents.

- ⑧ If a child’s behavior poses an immediate risk to physical safety, we may use a soft hold as a temporary method to prevent the child from hurting themselves or others. We are all human. And it is said No form of corporal punishment is every allowed. A child will not be shouted at, humiliated or hazed as a form of discipline.

Behavior Policy Guidelines: shall be given abundantly

Joyful Journeys Child Care does not allow any form of corporal punishment or withholding of food to modify a child’s behavior. Children are encouraged to make proper choices. If recurrent problems arise in the child’s behavior. The director of the school will arrange for a written record of the child’s actions to be made for a period of two weeks, followed by a discussion with the child’s parents.

Behavior that is not allowed at Joyful Journeys Child Care is:

1. Excessive hitting, biting or other aggressive or intimidating behavior.
2. Behavior that is contrary to healthy thinking and safe childhood activities, such as excessive name-calling, bullying, use of sexual and private-parts words.
3. Excessive disrespect to other children or to teachers.
4. Refusal to respect the school’s guidelines during learning and outdoor playtime.

Empowering Love

Qualification (Soft Ware)	Language (Hard Ware)-Roadblocks to learning
1. Safe& Secure	1.<-> Warning, Admonishing, Threatening
2. Consistent	2.<-> Ridiculing, Shaming, Name-Calling
3. Predictable	3.<-> Exhorting, Moralizing, Preaching
4. Soothing	4.<-> Advising, Giving Solution
5. Holding, Containing	5.<-> Judging, Criticizing, Disagreeing, Blaming
6. Accepting	6.<-> Interpreting, Analyzing, Diagnosing
7. Responding	7.<-> Lecturing, Teaching, Arguing, Questioning
8. Stimulating	8.<-> Praising, Agreeing
9. Supporting	9.<-> Ordering, Directing, Commanding, Withdrawing, Humoring
10. Empathetic	10.<-> Sympathizing, Consoling

From text book of Mother’s School and Dr. Thomas Gordon’s book

4 Types of Parenting Style

Parents are a huge part of a child's life. However they act, whatever they say, anything that they do largely impacts a child's development from the moment they are born. According to psychologist Diana Baumrind's research, she found that there are four types of parenting styles (*Parenting Styles in Psychology*, Brittany Olivarez). Through naturalistic observation, parenting interviews, and other research methods, Baumrind identified the following four parenting styles:

- **Authoritative:** democratic style of parenting, parents are attentive, forgiving, teach their offspring proper behavior, have a set of rules, and if child fails to follow their is punishment, if followed their is reward/reinforcement
- **Authoritarian:** strict parenting style, involves high expectations from parents but have little communication between child and parents. Parents don't provide logical reasoning for rules and limits, and are prone to harsh punishments
- **Permissive:** parents take on the role of "friends" rather than parents, do not have any expectations of child, they allow the child to make their own decisions
- **Uninvolved:** parents neglect their child by putting their own life before the child's. They do provide for the child's basic needs but they show little interaction with the child

Each of these different parenting styles impacts and influences the development of child. Through Baumrind's observations she found that the most ideal and balanced style that leads to the child being mature, independent, and socially responsible is the Authoritative style (*Parenting Styles in Psychology*, Olivarez) Baumrind also found that the style commonly leads to children becoming delinquents is the Uninvolved style because of the lack of parenting, affection, and care from the parent leads the child to act out badly for attention (*Parenting Styles in Psychology*, Olivarez).

Parenting is a large impact in a child's life and development. Most families have a blend of two or more of these parenting types because the mother and father tend to differ when it comes to parenting a child. What we know is that a healthy development leads a child to succeed not only in developing as a person but building a stronger bond to their parents.

Montessori in the Home

It is all about **"Preparing the Home Environment"**

Bedroom



Good, low bed, Fitted sheets Bed cover, easy to pull up Low shelves for books, toys (not a toy box) Low clothes chest of drawers or clothes rod, Low table, desk and two chairs, Fitted apron Art work-pictures, print, wall hangings, sculptures, Art center-crayons, glue, liquid crayons, scissors, newspapers, creation box of miscellaneous collage items, Cleaning supplies, duster, broom, dustpan, dust clothes, sponge, Plants or pets

Kitchen



Low paper towel rack, Clothes for spills, Space in refrigerator, Dishes and tools down low so that the child can help set the table for meal time

Bathroom



Low towel rack, Footstool
Low shelf for toothbrush, toothpaste, soap, sponge, comb and washcloth for cleaning



First Day Plans😊

Please check Enrollment check list from web at JJchildcare.com for the fees, supplies and forms.

Mom's Plan for the First day of School "Saying Good Bye and Hello"

Please speak positively and hopefully about your child's first week of school. You don't need to explain school's rules (that's teacher's job) but just agree what the child feels about.

The first day of class is extremely important for you and your child. On the first arrival day speak firmly to him that he is growing up and may now go to school.

The night before school begins, let him select his own clothing for the first day as well, and lay it out in his bedroom. Ask him to select with you his breakfast for the next morning. Get him a small alarm clock of his own and set it together. Pray together sincerely and give him peace in his heart while he is away from mom and learning socialization. Tuck him in bed with love and sufficient time to give your attention to him.

The next morning, show your peacefulness about his first day by smiling, and saying, "What a wonderful day that is! You are now grown up enough to go to school!" Plan enough time for a leisurely breakfast and dressing experience. Allow him to put on his own coat, carry his bag and any extra items that he can handle on his own power to the care at his own pace.

Please take him to the classroom door to say "hello" to the teacher, and "goodbye" to him. Plan enough time to leave him gracefully, especially the first two weeks. If he is unhappy at the separation, firmly state that you will be back after class, that you love him, and allow his teacher to take him in to class. Leave immediately with a smile!

Upon returning, show your happiness to see him again. You may express your honest feeling such as proud, happy. You may share your feeling in family time and all family members may bless his first day school life. We pray for our peace and your peace that produce the foundation of the peace from your child. When he is emotionally peaceful, the learning process will be quickly applied to his brain. That is the power of spirituality from God.

We have designed several ways to help your child enjoy the first week of school.

Most children find the transition from home to school by themselves when it goes regular basis. However, children may be hesitant to leave parents at their first school experience. Please say **good-bye firmly** and remind your child that you will return after school. **Smile**, take your child to the teacher at the classroom door, and **leave quickly**. Dragging out your departure will only make your child feel more insecure. Almost always a child will become happy within minutes after a parent has left when he/she becomes occupied with interesting activities in the school. If you are concerned about a tearful departure, we encourage you to call us 1 to 2 hours later. A typical full time child will take one to two weeks to adjust.

However, part time children may take up to a month to acclimate depending upon the temperament of the child. We will make fun and comfortable environment first few weeks until your child feels secure and trustful. If we decide his own development needs time for his socialization and our program doesn't help his emotion from separation anxiety, which usually lasts 18 months, we will call and advise you after discussing our staff.

15. Disaster Plan-Parents Copy

Director and Licensee: Eunae Cho

This plan was prepared for
Joyful Journeys Child Care at 4071 150th Ave. SE Bellevue, Washington 98006

This plan will focus on emergencies in our area, including

- ✓ Structure fire
- ✓ Damaging windstorm/Power outage
- ✓ Heavy Snowfall
- ✓ Earthquakes

Eunae Cho will be the responsible party for all parts of the plan, including updating child and parent information, informing parents of the disaster plan, maintain supplies and equipment, conducting and documenting drills and training. If all main staff(s) present during disaster, each staff will take First Kits supplies and document and lead children while Mrs. Cho Eunae will conduct final inspection and take children's belongs, equipment and contact parents and children who need extra support for special need. If only one main staff remain in the case of these emergency, the staff will conduct all party.

Mission

The Goal of the plan is to ensure the comfort and safety of the children during an emergency. If a situation occurs which prevents parents from picking up their children for two or three days, we will have the resources to care for the children.

Contact Information:

The first school phone number is **425-533-3445** /
Her spouse is Kyung Kim at 425-589-5310
Email is: JJChildCare@hotmail.com

Local Assessment

Our area is served by the Bellevue Fire Department and the closest station is on 148th Ave., approximately 0.6 mile of our location. The nearest fire hydrant is located in front of the school. Ore area is served by the Bellevue Police Department.

Structure Fire and Evacuation policy

Joyful Journeys Child Care conducts monthly fire evacuation drill. These drills consist of:

Purpose: In care of fire during child care operating hours, the licensee's and staff's first responsibility is to evacuate the children in care to a safe place outside the home.

1. Testing the smoke alarm and back-up(whistle) monthly during the Safety Inspection. Inspecting fire extinguisher monthly for condition and pressure. Sounding the alarms unannounced, while the children are inside./The person discovering the fire notice there is fire with loud voice
2. We identify emergency exit as back yard door and low window in learning room area, front main door and back yard door in play room area. Ensuring that all children move efficiently to the exit door. Checking the bathroom and toddler room as well as the main area. JJ provider will evacuate children, especially those who cannot walk independently and children with disabilities, functional needs requirements, or other special needs with immediate support directly and hug/hold their body or hand.
- 3.
4. Escorting the children outside to the gathering spot behind of entrance

5. Staff will take the emergency pack and attendance checklist-located just inside the exit door
6. Accounting for all children by referring to the attendance checklist.

During an actual fire emergency, we will ensure all children are evacuated and safe before calling 911 or taking any other action. If we are unable to reenter the structure, parents will be contacted immediately so they may pick up their children as soon as possible.

Severe Windstorm/Power Outage

During a windstorm, losing power is the primary concern. In addition, due to the nature of our wooded area, fallen trees which can block streets may be an issue. When the power fails at our site due to a windstorm, we have experienced serve interruptions of 10 hours to 4 days. Therefore, it will be our practice to notify parents immediately when we lose power due to storm. Note: If the power fails during "normal" weather, we will wait for one hour before beginning the notification process.

Heavy Snowfall

Heavy snow has the potential to delay parent's arrival. Joyful Journeys Child Care will remain open until Bellevue District School announces school closed. However sudden heavy snow fall occurs the possibility of long delay in arriving to pick up children in the evening. Joyful Journeys Child Care will remain open to care for any children remaining after 5:30PM. Parent: Please keep us informed of your progress so we can reassure your child.

Earthquake

Joyful Journeys Child Care will follow the recommendations set forth by <http://www.shakeout.org/washington/> We will hold monthly drills so the children can practice

Drill: "Drop, Cover, Hold On"

1. Respond to "Earthquake, Drop, Cover, and Hold On" command.
2. Get under a table.
3. Hold on to a table leg.
4. Stay there until the shaking stops and staff says it's OK to come out.

Earthquake Occurs: We will take the following steps:

1. Sound the command "Earthquake, Drop, Cover, Hold on"
2. Ensure all children in all areas are complying
3. Staff will stay within sight of the children until the shaking stops.

After the event, we will do the following:

1. Account for all children.
2. Examine for injuries. Render first aid or call 911.
3. Turn off the gas supply-a wrench is always in place at the meter.
4. Assess physical damage to the structure-isolate children from broken glass.
5. Evacuate if necessary. Evacuation would be to "the Gathering Spot" (see below our floor plan picture) where is outside of playground and right in front of the school gate entrance.
6. Comfort the children as this event would be confusing and frightening.

Such an event, cell and land line communication is difficult. Power may be out. Traffic is very congested. Our responsibility is first to the children's comfort and safety.

Parents: You are welcome to try to get through by cell or land line. We will attempt to call you once we have a stable and safe situation here.

If our structure is not safe, we would first evacuate to "the Gathering Spot". If we need to do so, we will use the Child Identification Cards. There cards have important information about the child. They will be attached to each child's clothing.

If we are directed to evacuate the area by police, fire or other authorities, we will leave a note on the front door or carport explaining what has happened and where we are headed. We keep on the premises a three day supply of food, water, and medications required by individual children for use in a disaster, lockdown, or shelter-in-place incident which means remain inside the family home child care until police or an official emergency response agency notifies the director or primary staff in charge that it is unsafe to leave the facility or be outdoors during an emergency situation.

Preparations

Joyful Journeys Child Care will prepare for a disaster/emergency by:

- Keeping our staff CPR/First Aid Certification current, maintain teacher and children ratio 6:1
- Performing regular fire and disaster drills
- Checking and replacing fire extinguisher as needed
- Smoke detector and Carbon monoxide batteries as needed
- Keeping a stocked first aid kit
- Maintaining current child and parent information
- Stocking a minimum 3 day supply of food and water
- JJ emergency backpacks (WAC 110-300-0470): *First-aid kit(s), Copies of emergency contact information, Child medication records, Individual children's medication, if applicable.*

MONTHLY PROCEDURES:

- Smoke detectors and Carbon monoxide will be checked monthly. The backup emergency signal, a whistle, will be tested monthly.
- Fire extinguishers in laundry room will be checked monthly.
- First Aid kit will be checked for completeness monthly.
- Flashlights will be checked for proper operation monthly.
- An evacuation drill will be conducted monthly. The provider will log this event on the monthly safety checklist.

EVACUATION PROCEDURE:

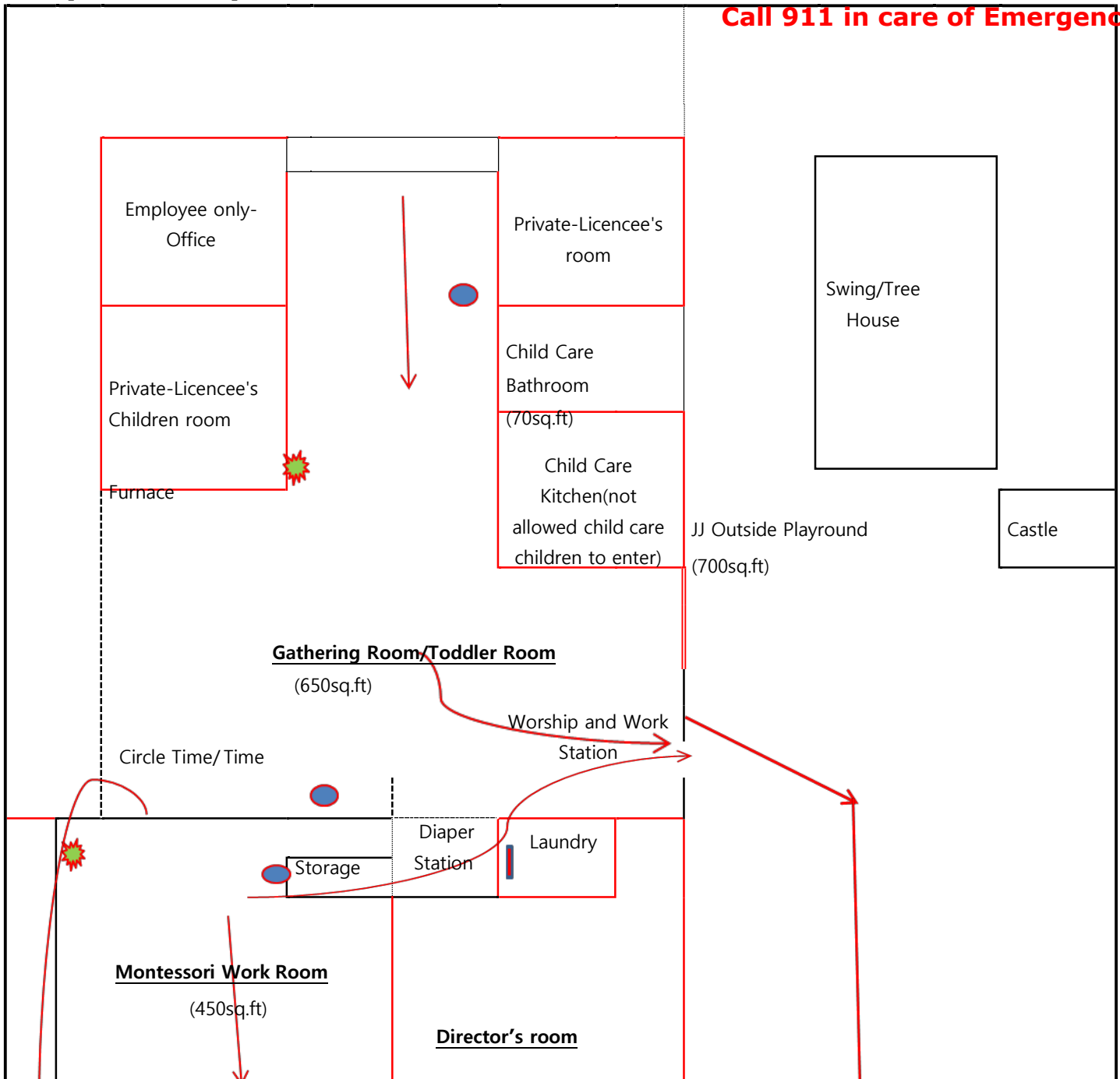
- In the event of an emergency requiring evacuation, the following procedure will be followed;
1. The provider will direct the children to nearest safe exit. All rooms will be checked to ensure all children have exited. In most cases, the nearest safe exit will be the sliding door at the entrance of the ground floor.
 2. The provider will ensure that all the children have exited safely. JJ provider will evacuate children, especially those who cannot walk independently and children with disabilities, functional needs requirements, or other special needs with immediate support directly and hug/hold their body or hand.
 3. The provider will take the Emergency Backpack and attendance checklist.
 4. The children will be assembled at Gathering Spot out of the school.
 5. Once at the Assembly Area, the provider will account for each child using the Attendance Checklist.
 6. The provider will call for emergency services as needed.
 7. The director takes child medication records and individual children's medication if applicable.

LOCKDOWN DRILL/PROCEDURE where an individual at or near an early learning program is harming or attempting to harm others with or without a weapon.

Doors and windows to classroom are closed and locked with closed curtain for shade. Student are moved to the safest part of the room, away from windows and doors, to the walls with JJ emergency backpack. They will drop to the floor or out of the line of vision from the door. Classroom light are turned off. We will check attendance of children and ensure all children remain in room as quietly as possible. We will ignore any fire alarm activation. The provider will turn cell phone on silent or vibrate mood and role-play/call(in the case) to 911 and explain the situation. After lockdown is done, the provider will contact the parents or guardian and conduct same as evacuation procedure.

Joyful Journeys Child Care Floor Plan

Call 911 in care of Emergency



Fire Extinguisher



Carbon Monoxide detector



Smoke Detector



Gathering Spot@parking lot
(in front of playground gate)

Withdrawal Form

We recommend this form would be filled out and mailed to the school thirty days prior to withdrawals. But sudden withdrawal can accept without refunded pay. If the school does not receive the withdrawal form from prior to withdrawal, the family is still responsible for the tuition for that month. School must not refund the paid tuition fee.

Withdrawal Form

I hereby give 30 day notice that my child, _____

Will withdraw from Joyful Journeys Child Care on _____.(date)

This fulfills my responsibility to give a 30-day notice to the school.

Date

Parent Signature

Date

Parent Signature

Reason for Withdrawal

Moving out of Area: (please include your forwarding address)/Graduation

Financial Issues: Financial aid may be available for ADHS

Academic Concerns: Please let us know the specific concerns.

Dissatisfaction with Program: Sorry for letting you go. But we are continually seeking Child's best plan in Joyful Journeys Child Care. Please take time to give us your suggestions for improvement. Thank you.

◆ Enrollment Contract for acknowledgements of Parent Handbook and Disaster plan

We enroll our child, _____ in Joyful Journeys Child Care.

1. We understand this Child Care is based Christian Home Child Care.
2. We understand the registration fee is not refundable and monthly tuition payment plan is made of 25th of each month for the following month and will be paid by the last day of each month for the following month.
3. We understand and agree together of 'Child Care Agreement' regarding to tuition, hours, late free and last month deposit.
4. We agree to give a 30-day notice of withdrawal of our child prior to withdrawal and to pay in full for that month, sudden withdrawal can accept without refunded deposit.
5. We have read and agree to the school's policies and fees.
6. We have read Joyful Journeys Child Care's Health, Medical, and Disaster Policies.
7. We have read and understand Joyful Journeys Child Care's Parent Handbook.
8. We agree with the items listed and have had any questions or concerns answered.

Father or Guardian I's Signature and Date

Mother or Guardian II's Signature and Date