



Enriching Children's Lives for Over 39 Years

Just Kids Before and After School

Parent Handbook

2026-2027

Table of Contents

What is Just Kids?	3
Goals of the Just Kids Program	3-4
Hours of Operation and Closures	4
Enrollment Options and Fees	4-6
Cancelling Services and Refunds	6-7
Subsidized Child Care	7-8
Requirements for Enrollment	8
What do I Need to Know about Attendance and Schedules	9-10
What Will My Child Experience?	10
How can I be Involved and Communicate?	11
What is the Sick Policy?	11-13
What is the Discipline Policy?	13-17
Documentation Forms at Program	18
How Can I Keep My Child Safe?	18-19
Insurance	19
What Do I Need to Know About the Just Kids Childcare Providers	19
Who Is the Just Kids Office Staff?	20
How Do I Contact Just Kids?	20
Termination Form	21
Parent/Guardian Signature	22

What is Just Kids?

Welcome to Just Kids School Age Child Care (SACC). Just Kids is operated by Archway Programs in cooperation with the superintendent and the board of education in each district. We thank you for entrusting us as your childcare provider.

Just Kids' mission is to work with the hosting school district to provide quality school based childcare to children attending the specific elementary/middle school. This service ensures child safety while providing relationship building and child enrichment curriculum.

Just Kids is currently working in 19 school districts, over 40 elementary schools, and several middle schools. A minimum enrollment of twelve full time students (or the equivalent) is needed to support each program. Enrollment is open to all children in attendance at the participating school who meet state age and program requirements. **AM and PM care is available to all full day kindergarten students and partial care is available to Pre-K and Kindergarten students who attend school half days at select locations.**

Goals of the Just Kids Program:

- Operate quality extended care during before and after school hours for families.
- Provide a place for children to feel safe and wanted with qualified adult supervision.
- Provide a learning environment where a child can develop a feeling of self-worth, new skills, and new interests.
- Provide age-appropriate activities that meet the physical, emotional, mental, and social developmental needs of the children.
- Provide excellent customer service, making enrollment and payment as efficient and convenient as possible.

The Just Kids staff onsite, Just Kids office staff, parents, and children are a cohesive team that helps to create a program that has a relaxing yet stimulating atmosphere where children are always active. School-age childcare is not intended to replace or replicate the home or school, but compliments both. It is clearly not intended to be an extension of the academic school setting.

Hours of Operation and Closures

Just Kids normal operating hours are between 7:00 am until the start of school and from the time of dismissal until 6:00 pm when school is in session. These hours do vary per site location in accordance with school recommendations

We have extended afternoon program hours on all scheduled half days from early dismissal to 6:00 pm for children enrolled in PM care.

Just Kids programs do **NOT** operate if the school is closed for any reason or if the school is forced to close early for an emergency (i.e. weather, loss of power, or water). Just Kids will close early for state issued closures.

Just Kids programs does **NOT** operate morning program if the school calls a delayed opening. In these situations you will **NOT** receive notification from Just Kids. Please subscribe to your schools notification system for updates on delays and closures.

What are My Enrollment Options and Fees?

Enrollment Options: (See website for district specific details)

1. Morning Program
2. Afternoon Program
3. Morning and Afternoon Program

Monthly Tuition: (Contact Just Kids office for district specific pricing)

1. Yearly fees for Just Kids are based on 180 days of school attendance (school calendar). Yearly fees are broken into **10 equal monthly installments**. There are no refunds/discounts on shortened months due to this breakdown. **Tuition is the same each month regardless of the number of days.**

2. Payments are made electronically through Brightwheel. Your monthly bill will be posted on your Brightwheel account fifteen **(15) days prior** to the due date and should be paid through the app. Any additional fees will also be shown on Brightwheel.

3. Monthly tuition fees are due to Just Kids by the **5th of the month** prior to care. Meaning services for the entire month of September must be paid in full on or before September 5th. If the monthly payment is not received on or before the 5th of the month, a **\$35 late fee** automatically will be charged to the account on the 6th day of

Just Kids Parent Handbook 2026-2027

month. If monthly tuition is not paid in full by the 15th of the month (to include any late fees), your child will be suspended from the program and cannot attend the Just Kids until the tuition balance is current. On the **15th day of the month**, the school will receive an updated roster on who is not eligible to attend Just Kids. Continuing to send your child to program while suspended may be considered neglect/child abandonment and be reported to the proper authorities * *Please note an excess of three (3) late monthly tuition payments may result in termination of care.*

4. Subsidy: If only a portion of your bill is being paid by the state, you are responsible for the remaining balance. You will be able to see how the payments were broken down and your remaining balance on Brightwheel. Payment due dates and requirements are the same as above. **Please see Subsidy section for more information.*

Fees:

Late Payment Fee: A **\$35.00 late fee** will be charged to your account due to the following:

- If your payment is received after the 5th of the month.
- On the last day of the month, as well as each month after, if there is any balance on your account including any unpaid late fee an **additional \$35.00** late fee will be charged.

Reactivation Fee: Any account placed in suspension status will be deactivated in Brightwheel. During this time, parents and/ or guardians will not be able to sign their child(ren) in or out of program, as the account will be inactive. To restore access a **\$25 reactivation service fee** will be applied to any outstanding tuition and late fees required to reactivate the account.

Late Pickup Fee: Any parent picking their child up after 6:00 PM will be charged a late fee, based upon the time on the program cell phone. The late fee is **\$30 per child** for anytime within the first half hour. An **additional \$30** will be charged within each thirty-minute period afterward. These additional fees will be invoiced to the child's account by the Just Kids office. This fee is to cover the costs of keeping the program open late. Please be courteous to our staff and arrive prior to 6:00 pm. **Please note if a parent/guardian is late on three (3) occasions, the child may be terminated from the program.*

Extra Services: Just Kids offers "extra services" other than your scheduled enrollment. These are limited to four (4) per month. If you need the extra services more than four times a month, you will be considered a full-time schedule and billed accordingly.

Just Kids Parent Handbook 2026-2027

EXAMPLE: If you are contracted for PM. and you need to use an AM., you will be charged **\$20.00** per day of extra service. If you are contracted for AM. and need to use a PM, you will be charged **\$25.00** per day of extra service. If you are in need of care for both AM and PM program on a day your child is not scheduled to attend you will be charged **\$45** per day of extra service.

Extra services are billed to your account approximately 2 weeks after they occur due to the time lapse in paperwork being forwarded to the Just Kids office. Payment for these services is due at the end of the month.

*Monthly tuition fees for PM session's include payment for all scheduled half days. On half days, children that attend the AM session are welcome to also attend the half-day session in the PM pending availability. This charge is **\$35.00**/per half day attended.

*** All extra service days must be approved by the Just Kids office (not the program site). For an extra **AM service**, approval is required **before 4 PM the school day prior**. For an extra **PM service** on a full school day, approval is required **before 12 PM** the day the child would need to attend. For an extra **PM service on a half day**, approval is required **before 10 AM** on the day the child would need to attend.

It is the parent/guardian responsibility to also inform the school that an extra **PM service** is being used (there is no need to contact school for an extra AM service). This must also be done **before 12 PM** on full days and **10 AM on half days**. This is to ensure the children are sent to the correct location.

*Due to state licensing and ratio requirements, there is no guarantee that we will be able to accommodate the extra service request.

* Any child that uses an extra service **without approval** from Just Kids administration will be billed an **additional \$35** charge per service.

Cancelling Services and Refunds

If services are no longer needed, Just Kids administrator must receive a completed cancellation form by the 15th of the prior month. This cancellation form can be found at the end of the handbook or by emailing the Just Kids administrator and requesting the form. No cancellation will be accepted without this form.

If the form is not received by the 15th of the prior month, the following months tuition will be billed and will be the responsibility of the parents/guardian. For example, if care is not needed in December, Just Kids must receive the completed cancellation form no later than November 15th. **Informing the site supervisor of cancellation will NOT be accepted.**

Just Kids Parent Handbook 2026-2027

When terminating services, an enrollment fee will be due upon restarting services. Also, it is not guaranteed that your child's spot will be available. If your child's account has a balance at termination of care, full balance must be paid to reenroll in the fall. If your child has a school year balance, it will also need to be paid in full to register for summer camp.

Refunds are not given if services are stopped due to a child being suspended or terminated from program or the school. No refund will be issued for services cancelled after the cutoff date. All registration fees are non-refundable.

Subsidized Child Care

- If you are a family receiving child care assistance through New Jersey Department of Human Services and Division of Family Development, the Federal Law requires that all participants share in the cost of child care.
- This fee is known as your co-pay payment or co-pay
- That funding is no longer available and the Federal Law requires families receiving child care assistance to share in the cost of child care by making copays or co-payments to your child care provider.
- As of August 1st 2024, co-pays are resuming and your child care provider will be collecting co-pay payments from each family participating in the child care program.
- Co-payments are based on individual finance agreements with the State and the providers tuition and fees.
- All payments will be posted on your Brightwheel account 15 days before the due date.
- All payments will be due by the 5th of the month.
- Any account not current by the 6th of the month will be charged a \$35 late fee.
- Any account not current by the end of the billing month will receive an additional \$35 late fee at the end of each month until the account is current.
- Any student receiving child care assistance whose account is not current by the 15th of the month will be suspended from the child care program. These students will also be reported to the New Jersey Department of Human Services and Division of Family Development.
- The State of New Jersey requires that all students receiving child care assistance must attend program. Any child that misses more than **5 days/month** will be charged for the additional days absent. These students will also be subject to losing their child care assistance with the State of New Jersey.
- Absences of three or more consecutive days must be reported to the Just Kids Subsidy manager via email.

Just Kids Parent Handbook 2026-2027

- Any student without a completed/approved child care agreement will be responsible for paying full tuition at the private pay tuition rate.
- It is the responsibility of the parent/guardian to complete all documentation, inform the Just Kids Subsidy Manager of any changes, and renewing their PAPA upon expiration.
- Cancellation of services must be reported to your case manager, the Just Kids Subsidy manager, and a termination form must be completed with Just Kids Admins two weeks prior to the end of care.

Requirements for Enrollment

- All students must attend the school district where the program is being offered. Unless a student is being bused by the district to and from the program, student must attend the school where program is hosted.
- Student must be in good standing with the school itself to attend program. For example, if a student is suspended from school they will not be allowed to attend program.
- All required paperwork must be completed, returned, and approved by the Just Kids Administration. It is also the parent/guardian's responsibility to update Just Kids of any changes that occur during the school year.
- Action plans for severe allergies and/or asthma must be completed by physician and submitted to Just Kids Administration prior to a child attending along with the completed medication permission slip for each medication listed. It is also the parents/guardians responsibility to update Administration if any changes occur during the school year. Required medication must be present on site and be in original package with the prescription on the packaging.
- If your child receives services and/or has a one on one during the day we ask that you share this information along with an IEP/504 so we can accommodate the child's needs as much as possible. Please note our programs do not operate with a one on one and use a 12:1 ratio at all times.
- Any child requiring a one on one during program from and outside provider must be approved and cleared by the Just Kids office prior to the one on one/ RBT entering program. *Please note Just Kids does not provide one on one care any one on one care must be provided at the families expense.
- All students enrolled in Just Kids must be fully potty trained. If an accident occurs during program student must be able to clean/ change themselves without assistance. Just Kids cannot assist with toileting, cleaning, and changing. If student is unable to change themselves a guardian will be called to assist or pick the student up. If issue is reoccurring child may be suspended until fully potty trained.

What Do I Need to Know About Attendance and Schedules?

Drop off and Pick Up:

Children **must** be escorted **in and out** of the program and **must** be electronically signed **in and out** of Brightwheel by the person dropping them off/ picking them up. Refusing to escort your child could result in suspension from the program and may be considered neglect requiring a call to the NJ hotline. All approved individuals will have a unique four digit code to check the child in/out on Brightwheel. Refusal to use the Brightwheel app. will result in suspension and/or termination from program. This is for your safety and ours. Using the unique four digit code logs exactly who dropped off/ picked up the child and at what time.

In the afternoon, an authorized individual will be the only one able to pick up a child. The authorized individual **must** be listed on the child's Brightwheel account and have the Brightwheel app. downloaded on their phone to check the child in and out. Just Kids staff **will not** release a child to anyone who is not listed as an authorized pick up on the Brightwheel account. This is for your child's safety and we strictly enforce this policy. If you are requesting an individual have temporary permission to pick up a child this must be communicated in writing through email, text message, or the Brightwheel app. message feature. The individual must be a minimum of 16 years old and have their state issued picture ID with the name matching the name provided for temporary permission.

**Please note anyone picking up (approved or temporary) should have their state picture ID available to be verified just in case.*

If you need to add an additional authorized pick up person this must be done in writing to the Just Kids office staff through email or Brightwheel message.

**Please note an authorized pick up and emergency contact are not the same things. Please ensure all emergency contacts are also listed as authorized pickups with their current email and phone number.*

Absence Notification Procedure:

Parents must notify the Just Kids staff at their child's site if your child will be absent when scheduled for PM Sessions. This can be done through Brightwheel messaging. This message can be sent at any time throughout the day before PM services begin. This notification does not need to be sent to the Just Kids office, but it **MUST** be made to the

Just Kids Parent Handbook 2026-2027

school before 12 PM on full days and by 10 AM on half days to ensure your child is sent to the correct location.

**Notes to classroom teachers do not reach us consistently and are not an acceptable form of notification.*

Clubs and Afterschool Activities:

If your child participates in after school activities such as clubs or sports, during Just Kids hours, the parent is responsible for providing permission and notification in writing to the Just Kids providers in advance. If your child is attending an afterschool program, you may need to consider adding the teacher/coach responsible for them as an authorized pick up. No child will be released to a program after entering Just Kids unless an approved pickup is there to sign them out to the school activity. The child is not considered a part of the Just Kids program until after clubs each day. Please make sure you are informing the Just Kids site staff of any changes to your child's club schedule.

What Will My Child Experience?

Just Kids provides a warm environment within the school grounds. Materials and supervision are provided for all activities. A nutritious light breakfast and afternoon snack are offered to each child where applicable. Please ask your Just Kids site staff for a monthly menu!

AM program provides consistent low key activities to help prepare children for their school day. PM program provides child and adult lead activities, indoor and outdoor gross motor, quiet time for homework, and social groups.

Examples of daily activities:

- Circle/ Sharing Time
- STEM projects and games
- Indoor and Outdoor gross motor games
- Arts and crafts
- Music appreciation
- Literacy Expansion
- Small group games

Your child will feel heard and understood by qualified staff on site, standing by to lend support when needed.

How can I be Involved and Communicate?

Parents are welcome visitors to the program any time. Parents are encouraged to be a resource to share a hobby, skill, or career with the children. The program is always interested in collecting miscellaneous items for arts and crafts, dress-up, group activities, etc. However, parents/guardians/authorized pickups are not allowed to mingle, stay extended periods, enter any Just Kids unlicensed areas or interact with any other children during drop off and pick up.

Please talk with the Just Kids on-site supervisor when...

- Something is happening at home which may affect your child's feelings or behavior.
- You or your children are not pleased with an area of the program.
- You need clarification of a procedure, communication, occurrence, or request.

What is the Sick Policy?

The health and safety of children attending Just Kids is of primary concern to our staff. Just Kids must abide by all state regulations summarized below:

Medication:

Administration of medication will only be made for children with special needs if failure to take the medication would jeopardize the child's health or prevent the child from attending childcare. Ex: Inhalers and Epi-pens. If your child fits into this category, there are additional procedures to be completed prior to enrollment. These procedures and forms can be obtained by calling Just Kids or on our website. Children will not be allowed to have medication at the site without proper documentation on file with Just Kids.

Please note: We do not have access to medications given to the school nurses. Any medication given to Just kids must be in its original container with full quantity and script attached, for example, if the Epi-pen comes with 2 pens per pack, Just Kids must have both pens onsite. It is the parent/guardian's responsibility to replenish the medication upon use and/or expiration date. It is also the parent/guardian's responsibility to collect the medication at the end of the school year or termination of care. Any medication not picked up will be discarded on the last day of school.

Just Kids Parent Handbook 2026-2027

No child who has displayed illness during the school day will be admitted to the program. If a child becomes sick during the program, parents/guardians will be immediately contacted for pick up. If we are unable to reach the parents/guardians, the approved pickups will be contacted.

Just Kids health practices include:

- Exclusion of children and staff with infectious diseases until the contagion is no longer present.
- Frequent hand washing by staff and children.
- Appropriate handling of food.

If a child exhibits any of the following; he/she should not attend program:

1. Severe pain or discomfort
2. Acute diarrhea
3. Acute vomiting with a period of 24 hours
4. Elevated oral temperature of 101 degrees Fahrenheit
5. Lethargy that is more than expected tiredness
6. Yellow eyes or jaundiced skin
7. Red eyes with discharge
8. Infected/untreated skin patches
9. Difficult or rapid breathing or severe coughing
10. Skin rashes in conjunction with fever or behavioral changed
11. Weeping/bleeding skin lesions treated by a healthcare provider.
12. Mouth sores with drooling
13. Stiff neck.
14. Extreme head itching nits and/or lice

If such symptoms occur at the program:

- The child will be attended to by the provider and made comfortable away from others in the group.
- A parent or emergency contact person will be contacted to take the child home.
- If the provider is unable to contact either of the above and feels that the child needs attention, the child's doctor will be contacted.

Just Kids must have a physician's note stating that a child no longer poses a health risk to themselves or others for them to return to the program if they have a communicable disease. Just Kids reserves the right to require a physician's note to have a child return in other cases of health risks as well.

In the event of an emergency, the following procedures will be put into effect:

1. Initial first aid administered.
2. Ambulance called
3. Parent called
4. Administrative office called
5. A staff member will accompany the child in an emergency vehicle if parent/guardian/approved or emergency pickup is not available.
6. Contact with the office will be on-going until the parent arrives at the hospital.
7. An accident and or unusual report will be filed with the Just Kids office along with any other documentation required by the licensing office.

If your child is exposed to any communicable disease at the program site, you will be notified in writing.

What is Just Kids Discipline Policy?

Just Kids promotes positive behavior in children through:

- Setting consistent and realistic limits.
- Structuring the environment to meet the needs of children.
- Structuring the schedule and activities to meet the developmental and special needs of children.

Just Kids Parent Handbook 2026-2027

- Encouraging and reinforcing cooperation and other pro-social behaviors
- Teaching and modeling positive communication and interaction between staff and children.

However, as in the schools, **Just Kids has a zero-tolerance policy regarding physical aggression.** Just Kids encourages the children to participate in establishing discipline rules for their group. These rules are implemented so that all children will be aware of their limits.

Behavioral issues are first dealt with proactively within the program. Behaviors that are developmentally appropriate for the child or children are dealt with in a teaching manner rather than in a disciplinary manner. When a child has difficulty participating within the program rules, the parent or guardian will be notified as outlined below. Staff will use a variety of interventions from the least intrusive and restrictive first to suspension and/or termination from program, if warranted. These may include interventions such as using “think about it time”, re-directing the child to another activity, pointing out illogical or logical consequences to the child’s behavior. Staff will utilize the parents as resources to help problem solve what interventions work best for a particular issue or problem.

Disciplinary Progression:

Two verbal warnings will be made to students when an inappropriate behavior is noticed:

- General Comment: A comment to the whole group of students regarding the noticed behavior.
- Direct Comment: Comment to specific child, aloud and everyone can hear.

Continuation of the behavior will lead to a loss of activities:

- Pull aside conversation: This is a private conversation with staff member(s) to see what can be done to stop the behavior. Child will be removed from current activity and sent to a different activity.
- Removal from all activities: At this point, the child will have “think about it” time with a planned solo activity.

If the behavior continues a conduct form will be written:

- Conduct forms are a way for us to keep track of extreme behavior situations with a parent’s recognition of events.

Just Kids Parent Handbook 2026-2027

- Conduct forms will be used as a last resort after trying to handle situations with positive reinforcement, redirection, and individual behavior plans.
- Conduct forms will be made available the day of or the next day at pick up and will be signed by the parent/guardian or approved pickup. The signature on this form is not the agreement of the write up by the parents; it just states that you have been notified. Refusal to sign does not excuse the incident. In the event of a refusal to sign, the document will be noted as RTS (refusal to sign) and turned into the District Manager.

***** Note: Just Kids will attempt to follow the disciplinary pattern mentioned above when possible. However, with permission from the Director, District Managers reserve the right to skip steps of the policy if necessary.**

Just Kids makes the final decision regarding all disciplinary action based upon the individual case using the framework below:

Verbal communication is warranted with a parent for the following:

- Behavior against the rules of the program which has been exhibited multiple days and staff interventions may have worked to change the behavior at the moment, however, the behavior is ongoing.
- This could take place in the form of a private short discussion at pick up time or a parent conference. All verbal communication is documented by the Just Kids staff.

Written communication is warranted with a parent for the following using the Conduct Form:

- Behavior against the rules of the program that has been on-going and staff interventions have been ineffective. This includes on-going disrespect, disruptiveness, inappropriate language, and defiant behavior.
- Behavior which puts the child or other children in jeopardy such as running off school grounds or out of the program room without permission, hitting another child or staff member, destruction of property, and self-injurious behaviors.

A parent conference will be held for infractions that warrant a written communication in order to problem solve the issue at this time. A parent may be called to immediately pick up a child from the program if his/her behavior is not manageable within the program.

Suspension must be approved by the Director and is warranted for the following:

- The same or similar severe behaviors which have been written up a minimum of three times for the child. This includes documented verbal and written communication.

Just Kids Parent Handbook 2026-2027

- Child using inappropriate language or name calling directed at another which is seen as offensive to others.
- Behavior that puts the child or other children at imminent risk including serious verbally or physically threatening behavior, intimidating/bullying, physical fighting, hitting, biting, spitting upon or otherwise harming another.
- Physically assaulting a staff person.
- Child bringing an item that could be used as a weapon to program. (In this case the weapon is confiscated, and the parent immediately called to pick up the child.)
- Children with repeated toileting incidents.

A parent may be called to immediately pick up a child from the program if his/her behavior is not manageable within the program. There is no refund of tuition for days missed due to suspension. Typically, there is a day between the parent notification of a suspension and the suspension date to assist the parent in finding alternate care. The suspension is for the next day if the child is seriously threatening another child or assaulted a provider. The suspension length will be determined individually. A parent conference may be required for the child to return to the program.

**If a child is suspended from school, they will be suspended from Just Kids for the same period as the student is not allowed to be on school grounds. This is in effect even if the incident did NOT happen during Just Kids.*

Expulsion Policy:

Just Kids reserves the right to terminate care for a child at any time.

Reasons for (but not limited to) termination of care:

- On-going behavior that a child has been suspended for previously.
- Behavior that places the child, other children, or program at risk.
- Failure to pay monthly tuition or fees due to Just Kids.
- Parents' failure to follow Just Kid procedures outlined in Parent Handbook.
- Parents acting in an abusive or harassing manner toward providers, staff, or other participants in the program. This includes verbal abuse to staff in front of enrolled children.
- A child is suspended from school indefinitely.

Parent Conference:

A parent conference to communicate and develop interventions or to develop an action plan takes place prior to the decision to terminate unless termination is due to an act or threat of violence (verbal or physical), failure to pay, and or parent's abusive/harassing behavior.

Decision Making for Termination:

Each recommendation is reviewed by the District Manager and presented to the Just Kids Director for final decision. A decision is made on a case-by-case basis with the health and safety of the children and staff as the primary priority.

Notice of termination:

Notice of termination will be given both verbally and in writing and will generally follow a suspension. However, immediate termination without prior notice/suspension will be enacted if the child or parent is placing other children, themselves, or the program at immediate risk. This includes but is not limited to an act or threat of violence or parental actions causing the expulsion.

Please note that any threat or act of violence will not be tolerated and can result in immediate termination. School officials must be notified of the incident. Acts or threats of violence will require parents to come immediately to remove the child. If the act or threat is judged to place the children and staff in immediate danger or if the parents/emergency contacts cannot be reached, 911 will be called. A child removed from Just Kids may not return to the program until the Director of Just Kids completes an investigation. Just Kids must uphold all school policies regarding threats or acts of violence.

A child will not be terminated if a child's parent/guardian:

- Makes a complaint to the Office of Licensing regarding Just Kids alleged violations of a licensing requirement.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

Documentation Forms at Program

Conduct Form:

The Conduct Form is used to document behavior that goes against our behavior policy. The behavior witnessed is recorded as well as the site staffs response to the behavior.

Unusual Incident Form:

The Unusual Incident Form is used to log a situation or event that occurs that is out of the normal. For example any situation regarding self-injury (literal and hypothetical), neglect/abuse, sexual conduct etc.. Most of the time a report on this type of form is also reported to the NJ ABUSE Hotline as required by law. All Just Kids employees are mandated reporters and legally required to notify the state of any concerns.

Incident/ Accident Report:

The Incident/ Accident Report is used to log an injuries that occur at program. These forms will list out the injury that took place, the time and location, what was occurring during the incident, who witnessed it, and any first aid given. If an injury requires medical attention outside of the program, a serious incident report is filled with the state.

How Can I Keep My Child Safe?

Parents can assist our safety practices by:

- Sending a note to the school administration and their child's teacher, informing them that the child is to attend Just Kids, with the start date. Please make sure these notifications are made in the appropriate time limits mentioned before.
- Updating your child's teacher and Just Kids staff if there is a schedule change.
- Dressing your child(ren) appropriately for active play; sneakers and rubber-soled shoes are the safest footwear.
- Monitoring what your child brings to the before and after school program is not hazardous to himself/herself or others.
- Just Kids is not responsible for lost or damaged items.
- Reinforcing age-appropriate play behavior and limits.
- Asking the Just Kids staff at your child's site what their emergency procedures are.

- Ensuring authorized pickups and emergency contacts are in place and have current phone/emails listed. *Please note parent/guardian will be contacted first and should not be listed as the emergency contacts.

Insurance:

Archway program carries liability insurance in the case of a child injury. If your child is injured and needs medical care, your personal medical coverage is the primary insurance. Archway's insurance could cover any co-pay and/or rejected payments from your insurance company. Call the Just Kids office for details.

What Do I Need To Know About Just Kids Childcare Providers?

- All childcare providers meet the licensing requirements for their assigned position.
- All staff members attend summer training prior to each school year and regular mandatory quarterly training, which is over 40 hours per year.
- The supervision ratio for licensure is one adult to fifteen children; Just Kids staff is approximately one adult to every twelve or less children.
- Each program has staff trained in First Aid and CPR.
- Staff are fingerprinted and have completed criminal and child abuse background checks as required for licensure.

Who Are the Just Kids Office Staff?

Director of Just Kids- Donnie Gamble

Office Manager- Christopher Desilvio ext: 503

Administrative Assistant- Bailey Adolf ext: 578

Licensing Manager- Kristin Bryan

Subsidy Coordinator- Shaniell Norton

District Manager- Gabrielle Otto ext: 509

District Manager- Nina Holcomb ext: 510

District Manager- Tim Morrison ext: 571

District Manager- Emily Connolly ext: 360

District Manager- Matt Arment ext: 589

How Do I Contact Just Kids?

Visit our website for answers to frequently asked questions and other information.

Mailing Address: PO Box 668 Atco, NJ 08004-0668

Office Address: 212 Jackson rd. Atco, NJ 08004-0668

Phone: 856-767-5757

Fax: 856-753-5884

Email: justkids@archwayprograms.org

Just Kids Tax ID: 22-240-1037 (Tax statements sent upon request or accessible through the Brightwheel application)

Just Kids Parent Handbook 2026-2027

Just Kids Termination Form

Just Kids Program Site(s): _____

Today's Date: _____

Reason for termination:

Child's last date of attendance: _____

Please Note: This form must be submitted to the Just Kids Program, Attention Billing Department: christopher.desilvio@archwayprograms.org

- When terminating care from Just Kids, at least 2 weeks' notice before your next month's tuition post is required to reflect changes to your account an auto pay. (Just Kids does not offer partial month tuition/care)
- If 2 weeks' notice is not provided, you are still responsible for the remaining balance on your account.
- All students with a childcare subsidy agreement are required to submit an email to the Just Kids Subsidy Administrator, Shaniell Norton, shaniell.norton@archwayprograms.org, and DHS Case Manager upon termination of care from the Just Kids program.

Please make the following changes to my child's account (please initial):

____ Before School Child Care ____ After School Child Care
____ Before and After School Child Care ____ Summer Camp

- **Your request will not be in effect until this form is received by the Just Kids Administration office**

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Just Kids Parent Handbook 2026-2027

Just Kids Before and After School Parent Handbook 2026-2027

Just Kids Before and After Care Handbook

On this day, _____, I _____ have received/read

(Date)

(Printed name)

the Just Kids Before and After Care Parent Handbook.

Signature

Date