



Enriching Children’s Lives for Over 35 Years

**Just Kids Before and After School**

**Handbook**

**2023-2024**

**Table of Contents:**

What is Just Kids? 3

Registration and enrollment fees 4

What do I need to know about attendance? 6

* Withdrawal form

How can I be involved and communicate? 10

What will my child experience? 10

What is the sick child policy? 11

Just Kids discipline policy? 13

Just Kids Disciplinary Progression

How can I help keep my child safe? 17

* + - Insurance
    - What do I need to know about childcare providers?

Who is the Just Kids staff? 18

How do I contact Just Kids? 18

**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 14 school districts, over 20 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. A.m. and p.m. 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.

**Hours of operation:**

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. We have extended afternoon program hours on all scheduled half days too, from early dismissal to 6:00 pm.

The goals of the JUST KIDS program are as follows:

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

The Just Kids staff, the school 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.

**What are My Enrollment Fees and Options?**

**Enrollment Options:** (See website for details for your school district)

1. Morning 5 days a week
2. Afternoons 5 days a week
3. Morning and afternoon 5 days a week
4. Flex tickets (see description below)

Flex tickets: Must be purchased in advance. One ticket is good for 1 a.m. or 1 p.m. or 1 a.m. & p.m. (on the same day) and costs $26.00. Tickets are sold in books of 5 ($130.00) and are due at the time of service to the site supervisor. It is suggested that you personally hand the ticket to the provider at sign in or sign out. If your child attends without a ticket, you will be assessed a charge of $35.00 for that day (no exceptions). Your provider has been instructed that no tickets will be accepted after the date of service unless approved by the Just Kids Director. Also please be advised that flex tickets are non-refundable, non-transferable, and expire at the end of each school year. ***Please notify both the school and Just Kids staff when your child will be attending in advance*** ***for the afternoon***. This notification must be done by 1 PM (on full school days) and by 11 AM (on early school dismissals) to both the school and Just Kids administration to ensure the availability of services and also to ensure the child(ren) are dismissed to the correct area. This ensures your child’s safety because the childcare providers will be looking for your child when taking attendance.

Monthly Payment:

1. Yearly fees for Just Kids are based on 180 days of school attendance. Yearly fees are broken into 10 equal monthly installments. There are no refunds/discounts on shortened months due to this breakdown.
2. 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, your child cannot attend the Just Kids program starting on the 6th day of the month until payment is received in full. On day 6, the school will receive an updated roster on who is not eligible to attend Just Kids.
3. Payments are made electronically through Brightwheel. Brightwheel is an all-in-one software that Just Kids uses for attendance at your child’s program and for direct communication to parents. 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.
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.

Fees:

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 if there is any balance on your account including any unpaid late fee an additional $35.00 late fee will be charged.

Cancelling Services:

1. If services are no longer needed, Just Kids administration must receive a completed cancelation form by the 15th of the prior month.
2. 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.

Refunds:

1. If services are stopped due to a child being suspended or terminated from program, no refund for the current month will be issued.
2. No refund will be issued for unused flex tickets or services cancelled after the cutoff date.
3. If your child misses an extended period (2 weeks or more) consecutively from school, the Just Kids Director will issue a refund on a case-by-case basis with proper documentation.

Extra Services:

1. 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 may be considered a full-time schedule and billed accordingly. EXAMPLE: If you are contracted for p.m. and you need to use an a.m., you will be charged $15.00 per day of extra service if your child attends a.m. program. If you are contracted for a.m. and need to use a p.m., you will be charged $20.00 per day of extra service if your child attends p.m. program. 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.
2. Monthly tuition fees for p.m. sessions include payment for all half days. On half days, children that attend the a.m. session are welcome to also attend the half-day session in the a.m. This charge is $30.00.

**What do I need to know about Attendance & Schedules?**

**Drop off- Pick up:**

***Children must be escorted into and out of the program and they must be electronically signed in/out of brightwheel.*** Children must be escorted into the a.m. program and electronically signed in by an authorized individual on the child's Brightwheel account. In the afternoon, an authorized individual listed on the child’s Brightwheel account will be the only individuals allowed to sign them out of the program. Just Kids staff will not accept or release a child to anyone who is not listed as an authorized pick up on the Brightwheel account and is being escorted from the program. This is for your child's safety, and we strictly enforce this rule. Refusing to escort your child to and from the program site (inside the program/outdoor location if applicable) could result in suspension from the program.

If an additional authorized pick-up needs to be added, this must be done through writing to the Just Kids staff.

* This can be done by texting the Just Kids site phone for short term (single day emergency). Please remember messages are only received during program hours.
* Sending an email to the Just Kids administrator for long term addition.
* All authorized pickups must be prepared to present photo ID upon drop off/pick up.

**\* An authorized pickup and an emergency contact are not the same.**

If a child is not picked up by closing time, the staff members will contact persons authorized as emergency contacts. An hour after closing time, provided that other arrangements for releasing a child to parents or authorized persons have failed, a staff member shall call the New Jersey Division of Youth and Family Services’ 24-hour hotline as well as the local police department to seek assistance in caring for the child.

**Late Pick-Up**

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 $20 per child for anytime within the first half hour. An additional $20 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. If a parent/guardian is late on three (3) occasions, they may be terminated from the program.

**Absence Notification Procedure (if child does NOT attend school/leaves early)**

Parents must notify the Just Kids staff at their child’s site if your child will be absent when scheduled for p.m. Sessions. This can be done through BrightWheel messaging. This message can be sent at any time throughout the day before p.m. services begin.

* Notes to classroom teachers do not reach us consistently

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.

**Change in Personal Information**

Each year Just Kids requires our parents to fill out all the necessary enrollment forms and return them to the office prior to entering the program. These forms must be electronically signed, either by DocuSign or printed, signed, and scanned back to Just Kids electronically. These forms are kept on file in a secure place at the Just Kids office and the care-giving site. All information is kept confidential and only available to the employees of Just Kids that need to know. ***No child will be allowed to start a Just Kids program before the office has all completed documentation on file.***

To ensure the safety and security of your child, please notify us of any changes in writing to Just Kids at the PO Box or through email to our admin (email located on back of handbook) or [justkids@archwayprograms.org.](mailto:justkids@archwayprograms.org) Changes include any of the following:

* Change of home address, home phone number or cell phone numbers
* Change of employment or employment phone number
* Change in names of adults permitted to pick up your child
* Schedule changes and withdrawal of program (Schedule changes must be made 2 weeks prior to the new schedule).

**Emergency Closings-Snow days**

The program will not operate in the morning if the school calls a delayed opening. In addition, the program will not operate on any day the school is closed. You must abide by your district’s policy for emergency closings and arrangements should be made in advance for your child’s care.

A Just Kids provider WILL NOT contact you. You must be prepared to have your child bussed or make arrangements with the school. This ensures the safety of your child and Just Kids staff. In the event of an emergency that occurs after Just Kids has opened, the providers will contact you or your emergency contact to arrange early pick-up. No refunds will be issued for emergency closings.



**Just Kids Termination Form**

Just Kids Program Site(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child/Children’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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](mailto:Christopher.desilvio@archwayprograms.org) and [shaniell.norton@archwayprograms.org](mailto:shaniell.norton@archwayprograms.org)

* When terminating care from Just Kids, at least 2 weeks’ notice is required to reflect changes to your account and auto pay.
* 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](mailto: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:**

Before and After School Child Care \_\_\_Withdraw from the Program

Just Kids Summer Camp \_\_\_Withdraw from the Program

Your request will not be in effect until this form is received by the Just Kids Administrators.

Please initial here if you would like to receive an email confirmation upon completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Use:

Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

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 child is not pleased with an area of the program.
* You need clarification of a procedure, communication, occurrence, or request.

Parent Corner: Please take time to look at our Parent Corner. It includes such items as our current state license, emergency procedures, menu, activity schedule, notices of events or deadlines and articles related to child safety, parenting and childhood development. This area is a resource for you.

Food Allergies: Just Kids posts a monthly menu of breakfast and snack foods provided. We try to work with parents regarding food allergies. The Just Kids menu follows the federal guidelines of the Child and Adult Care Food Program (CACFP). However, if the menu does not meet your child’s needs, please feel free to send a snack in with your child.

**What will My Child Experience?**

Just Kids program provides a warm environment within the school grounds. Materials and supervision are provided for all activities. A nutritious light breakfast and snack are offered to each child. Please ask your childcare provider for a monthly menu and schedule for breakfast and snacks.

The morning program consists of low key activities to prepare children for their school day. The p.m. program consist of child initiated, as well as adult-directed activities occuring indoors and outdoors. Quiet time is also provided for homework. While we aid and encourage them to complete homework, it is not mandated or checked.

Activities Include: Circle Time/Sharing Time, Reading Activities, Science Activities, Indoor/Outdoor Physical Activity, Music Activities, Homework Time, Group/Individual Time, Cooking Activities, Crafts, and much more.

**\*A monthly activity calendar will be posted at all locations in the Parent Corner.**

**What is the Sick Child 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:

Please note:

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.  *Please note: We do not have access to medications given to the school nurse.*

No child who has displayed illness during the school day, or at the time of program opening will be admitted to the program.

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 symptoms; he or she should not attend the program:

* Severe pain or discomfort
* Acute diarrhea
* Acute vomiting within a period of 24 hours
* Elevated oral temperature of 101 degrees Fahrenheit
* Lethargy that is more than expected tiredness
* Yellow eyes or jaundiced skin
* Red eyes with discharge
* Infected, untreated skin patches
* Difficult or rapid breathing or severe coughing
* Skin rashes in conjunction with fever or behavior changes
* Weeping or bleeding skin lesions that have not been treated by a healthcare provider
* Mouth sores with drooling
* Stiff neck

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. Staff member will accompany child in emergency vehicle
6. Contact with the office will be on-going until the parent arrives at the hospital.
7. An accident report will be filed with the Just Kids office along with any other documentation required by the licensing office.

**Table of excludable communicable diseases**

Respiratory Illness Gastrointestinal Illnesses Contact Illnesses

Chicken Pox Campylobacter Impetigo

German Measles Escherichia Coli Lice

Hemophilus Influenza Giardia Lamblia Scabies

Measles Hepatitis A Shingles

Meningococcus Salmonella

Mumps Shigella

Strep Throat

Tuberculosis

Whooping Cough

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

JUST KIDS Discipline Policy

JUST KIDS promotes positive behavior in children through:

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

• 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.)

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 in order to assist the parent if finding alternate care. The suspension is for the next day if the child is seriously threatening another child or assaulted a provider. The length of the suspension will be determined on an individual basis. A parent conference may be required to take place in order 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.

Reasons for 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, 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: 5 days' notice is given to the parent/guardian prior to termination, both verbally and in writing. However, immediate termination without prior notice will be enacted if the child or parent is placing other children, themselves, or the program at immediate risk. This includes 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, 911will 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.

Our Disciplinary Progression:

* Two 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. Conduct forms will be used as a last resort after trying to handle situations with positive reinforcement, redirection, and individual behavior plans.

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 above.
* 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 cannot be 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.

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 would 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 Childcare Providers?

*Just Kids Staff:*

* 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 monthly 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 Is the JUST KIDS Staff?

Director of Just Kids……………………………………. Donnie Gamble

Administrator……………………………………………. Chris Desilvio

Subsidy Coordinator……………………………………. Shaniell Norton

District Manager/Curriculum……………………...........

District Manager/Licensing …………………….. Kristin Bryan

District Manager/Training ……………………………. Jaileen Nieves

How Do I Contact JUST KIDS?

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

[www.justkidsprogram.org](http://www.justkidsprogram.org)

**Mailing Address**  **Office Address**

P.O Box 668 212 Jackson Road

Atco, NJ 08004-0668 Atco, NJ 08004-0668

**856-768-8190**

Fax: 856-753-5884

E-mail: [justkids@archwayprograms.org](mailto:justkids@archwayprograms.org)

Just Kids Tax ID. #:

**22-240-1037**

Tax statements are sent upon request.

Just Kids Before and After Care Parent Handbook

On this day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received/read the Just

(date) (print)

Kids Before and After Care Parent Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date