

**Archway Programs  
Just Kids  
Parent Communication/ Notification Policy**

**Policy:**

Just Kids uses face to face, phone calling, texting, individual/group emails to communicate all aspects of child care and operations needs to parents.

Parents and childcare providers communicate daily regarding all aspects of the program and child specific information informally at the time of drop off and pick up. The point person at each program for parent communication is the program Supervisor.

All communication related to the safety or wellbeing of a child is conducted either in person or talking directly with a parent over the phone. This includes communication of any behavioral incidents or injuries in the program.

Texting a parent is limited to responding to a parent text – that is not related to the safety or wellbeing of a child. (Such examples are to let a parent know that a text regarding who was going to pick up or a child absence was received.)

Parents are notified through a posted sign or flyer of any program events or needs. An example is to notify a parent of a Parent Participation activity coming up.

Individual or group emails are used to communicate business information to parents regarding tuition, deadlines, policies, or billing/collection needs.

Phone calls or emails are used to communicate individual specific information to parents regarding registration information, needed information, billing/collections, medication or other clarifications between the Just Kids Office and the parent.

The Just Kids website at [www.justkidsprograms.org](http://www.justkidsprograms.org) is used to communicate information regarding Just Kids operations and individual programs. Included on the website are our Parent Handbook/ FAQ for parent reference at any time. This information is updated on an on-going basis.

Just Kids also provides the Parent Handbook and the required documents listed below as part of our registration process. The receipt of these documents is either signed for electronically through our on-line registration process or by hand as part of the paper registration.

- Information to Parents Document
- Policy on the Release of Children
- Positive Guidance and Discipline Policy/ Expulsion Policy
- Parent Communication/ Notification Policy
- Sick Child/Communicable Disease Policy
- Social Media Policy

**Archway Programs  
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Social Media Policy**

Just Kids used the following means of communication and information sharing through social media and other web-based communication.

- Constant Contact emails to send news/ photos of happenings within the programs to program parents, school personnel and administration/Board of Education.
- Archway Programs Facebook page showing images and events happening within Just Kids programs.
- Just Kids and Archway Program website to present information and images about services provided, events, and program components.

Permission requested from parents at the time of registration, allowing images of students to be included in the communications mentioned above as well as printed materials.

**Just Kids employees** are prohibited to take images of Just Kids participants with personal cell phones or cameras, unless the intent is to forward those Archway Programs: Just Kids personnel for the above uses. Preferably all photos will be taken with the designated Just Kids cell phone on site.

**Just Kids employees** are prohibited from posting any images of Just Kids students on their personal social media sites, including but not limited to: Facebook, Instagram, and Twitter.

**Parents** visiting the Just Kids programs are to only take photos of their own children within the program for purposes of posting on any personal social media sites, including but not limited to: Facebook, Instagram, and Twitter.