

**3103 RUGER AVENUE
JANESVILLE, WI. 53546-1937
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REQUIREMENTS FOR ADMISSION

MISSION STATEMENT

Our mission is to provide a developmentally appropriate program designed and implemented by educated and experienced teachers to stimulate the young mind. Provide an environment where children will play with a purpose to learn to their full potential. Collaborate with community programs to offer support for the whole family.

FAMILY CULTURAL AND LANGUAGE NEEDS

Family relationships are a key component in our program. The center will strive to make appropriate arrangements, when all possible, to meet family's specific needs regarding cultural and language. (Per statement in the Parent Handbook)

OPEN DOOR POLICY

We welcome all families who have a child enrolled at JCDCC to visit our program at any time during our program hours.

REQUIREMENT FOR ADMISSION

1. A child must be 2-9 years old to attend.
2. It is mandatory for you to make an appointment with the director to tour the center and review the application and center policies.
3. Applications should be brought to Janesville Community Day Care, Inc. at 3103 Ruger Ave., Janesville, WI 53546 upon completion. All applications must be returned by Wednesday the week before the child's start date and within a week after your scheduled tour took place to guarantee enrollment. A \$30.00 registration fee is due with the application.
4. A deposit fee and the first week's tuition must be paid at the beginning of the first day of enrollment.
5. Health examination
 - a. Each child 2 years of age and older shall have an initial health examination not more than 6 months prior to/nor 6 weeks after being admitted to the center (per NAEYC accreditation), and a follow-up health examination at least once every 2 years after admission. The health examination report shall be on a form provided by the department and shall be signed and dated by a physician, physician assistant or health care provider.
 - b. The health examination requirement does not apply if the parent of a child requests in writing that the department grant an exemption based upon the parent's adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect or denomination.
6. A current immunization form must be signed and returned before the child's first day of attendance.
7. A minimum of 2 days per week enrollment is required.
8. The following supplies shall be brought to your child's classroom the first day of attendance.
 - a. 2 boxes of facial tissues
 - b. 1 box of Paper Cups-5 oz.
 - c. Toothpaste with fluoride
 - d. Toothbrush & toothbrush cap to cover bristles
 - e. Extra set of clothing
 - f. Diapers and wipes if applicable

PRESCHOOL FOR JANESVILLE (P4J)

JCDC offers a morning program from 8:45-11:45 a.m. Monday through Friday, as well as, an afternoon program from 12:30-3:30 p.m. Monday through Friday. For P4J admission requirements, please contact the Janesville School District at 608-743-5038.

P4J curriculum includes: Jolly Phonics, Everyday Math, Handwriting Without Tears, Plan for Play, and Second Step.

Through curriculum and instruction at JCDC, as well as support and collaboration with the Janesville School District, your family will have a smooth transition into kindergarten.

HOURS OF OPERATION

The center is open from 5:15 a.m. until 6:30 p.m. Monday through Friday. A child may only receive 12 hours of care in a 24-hour period of time per state regulations.

BUILDING SECURITY

The doors to the building are locked at all times. Families that have children enrolled at JCDCC will receive a code to get into the building during open hours.

DAYS CLOSED

New Year's Day	Good Friday	Memorial Day
July 4 th	Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve Day	Christmas Day
New Year's Eve Day		
2 Education Days (Scheduled Yearly)		

Due to staff trainings the center will close early approximately once a month on a Monday at 5:30 p.m. Advanced notice will be given.

Please mark the above dates on your calendar to remind you that we will be unavailable to serve you on these days.

EMERGENCY CLOSINGS AND PLANS

If the center should be closed due to weather/emergency issues please contact your local radio station WJVL or WCLO. Emergency plans are posted in each classroom at each doorway.

CAREGIVER RESPONSIBILITY

For the safety and protection of your child, caregivers are expected to bring their child/ren into the building and make contact with the teacher before leaving the premises. When picking up they are expected to make contact with the teacher and keep their child with them at all times. They may not wander through the building by themselves.

CURRICULUM

Our age appropriate weekly program includes the following:

1. Science and Early Mathematics
2. Music and Movement
3. Physical Development
4. Technology
5. Daily Outdoor Play
6. Social and Emotional
7. Early Literacy and Early Writing
8. Creative Expression and Appreciation
9. Health and Safety
10. Social Studies

Please refer to your child's classroom parent board to review his/her daily routine and weekly lesson plan.

CHILD PORTFOLIOS AND ASSESSMENTS

- A. A portfolio will be set up for your child upon entering the program. The file will be labeled with your child's name, birth date and the due date to have the initial assessment completed. The file will include an ASQ for the teacher to complete and one for the parent to complete.
- B. Child portfolios will be kept in a secure location within the child's classroom. Only the child's parent, teachers and directors will have access to the child's portfolio.
- C. All children in the program will have an initial assessment within 3 months of entering the program. The center assessment tool we will use is the Ages and Stages Questionnaire (ASQ).
- D. A developmental checklist will be completed monthly for each child.
- E. The teacher will complete an academic ASQ for your child in February and September of each year and a social emotional ASQ will be sent home for a caregiver to fill out in their preferred language.
- F. The teacher will complete a designated part of the developmental checklist each month for each child.
- G. The developmental checklist will review the following areas: Social/Emotional, Physical Development, Language Development, Early Literacy, Early Writing, Early Mathematics, Science, Technology, Creative Expression and Appreciation for the Arts, Health & Safety and Social Studies per our philosophy statement.

- H. Assessments and developmental checklists are private and confidential.
- I. Teachers will use the information they receive from the assessments and developmental checklist to adjust their lesson plans to meet each child's needs and classroom goals.
- J. Parent/Teacher conferences will be held in March/April and October each year or upon request from the family. The teacher will share the assessments and developmental checklist with the parents. If assessments show a child is not meeting their developmental milestones then parents will be referred to our collaborating partners (Janesville Public Schools and TLC Birth to Three). Information will only be shared between programs with written consent from a legal guardian. The parent will be given a copy of the assessment and or developmental checklist. Parents will be given the opportunity to discuss programming during conferences.
- K. When a child moves to another classroom, the child's portfolio transfers with them. The new teacher will continue with the assessments and or developmental checklists.
- L. When a child withdraws from the program, the child's portfolio will be given to the Director to be filed with the child's application.

PARENT SURVEYS

In order for us to best serve our families, parent surveys are sent out twice yearly in April and November. Parent surveys are used to gain information from families about the type of care they feel their child should receive while at JCDC. The parent surveys offer insight for JCDCC program and staff to maintain our mission statement.

This information will be treated in a confidential manner; however, it will be used to make changes within the program, if needed. We are interested in anything that will help us improve our services at Janesville Community Day Care Center, Inc. We hope that your experience here will be a happy one, but if not please tell us.

MISCELLANEOUS INFORMATION

1. Our Executive Director, or Director will be happy to discuss any questions or concerns you have either by phone, e-mail or in person. Please avoid trying to talk at length with a teacher about your child or a problem while he/she is caring for other children. Brief conversations are acceptable.
2. Parents are expected to pick up children according to arranged scheduled times. If there should be an unavoidable delay notify the Center as soon as possible. An adjustment of rate will need to be made should the number of hours exceed your assigned rate.
3. It is urgent for the safety and protection of your child that you completely understand and abide by our rule concerning who may take your child from the Center.
Our Rule is: Your child will not be allowed to leave the Center with any person not listed on your application form unless you personally notify the Center.

4. If for any reason you will not be at your job or school site, please let us know where to locate you or who to contact in your place in case of emergency or in case your child becomes ill.
5. If you are divorced, separated a foster parent or legal guardian then please complete the application forms concerning this matter. You will also need to place on file at Janesville Community Day Care Center, Inc. a document or court order, which specifies visitation & custody arrangements.
6. In order to protect the safety of the children at our facility, any parent, stepparent, guardian, or other caregiver for a child who has been convicted of a crime that requires registration with a state sex offender registry will not be allowed on the grounds of Janesville Community Day Care Center, Inc. for any reason. Parents, stepparents, guardians, or other caregivers who may be listed on the child's application as having permission to leave with the child or who may drop off the child are subject to a background check, and may be denied access to the facility and grounds based upon the reasons stated above. A background check will consist of checking the Wisconsin Sex Offender Registry and the Wisconsin Circuit Court Assess Consolidated Court Automated Program, which are public records. If you have questions regarding what constitutes as a sex offender registry crime, you may inquire with the Executive Director for additional information.

DISCHARGE

1. Non-payment of fees.
2. Failure to comply with the stated policies of the Center and/or disruptive or abusive behavior by a parent/guardian or authorized representative to the Day Care Center and its staff.
3. Habitual absences without notification.
4. Determination by the Center that the presence of the child is detrimental to his/herself or the group.
 - a. Will overtax the resources of the teachers, the facilities and other children in the classroom.
 - b. May be detrimental to his/her health and welfare or that of the other enrollees.
 - c. A child may also be withdrawn from the Center after the following procedure has been set.

Step 1- A phone or an onsite conference between the Directors & other pertinent staff takes place with the parent(s) or guardian(s) regarding the concerns.

Step 2-A plan will be set up during the conference, if it is a reasonable solution to the problem.

Step 3- If the plan fails to resolve the problem and/or if A, B, or C as above described applies, notification of discharge will be given to the parent(s) or guardian(s). The center will assist the family to find alternate care, if needed.

WEAPONS POLICY

Purpose: Defines restrictions for weapons on Janesville Community Day Care Center, Inc. (JCDCC) property.

Authority: 2011 Wisconsin Act 35
DCF 251 Licensing Rules for Group Child Care Centers

I. Background

On July 8, 2011, Governor Walker signed 2011 Wisconsin Act 35 into law. Effective November 1, 2011, it is lawful in the State of Wisconsin for licensed individuals to be armed with a concealed weapon, or to carry particular weapons in an open or concealed manner, as long as there is no indication of a criminal or malicious intent.

II. Definition

A. Weapons: Any other device or instrument which, in the manner it is used or intended to be used, could cause death or great bodily harm. Weapons including but not limited to knives, fire arms, ammunition, electronic devices, martial arts weapons, and archery equipment.

B. Property: Any and all property utilized by (JCDCC) for its programs regardless if the property is owned, leased or used under another agreement or collaborative agreement.

III. Statement of Policy

Janesville Community Day Care Center, Inc. (JCDCC) is committed to maintaining a safe learning environment and to ensuring that it acts to the extent possible to shield its children, families, visitors and employees from harm of weapons on JCDCC property. It is the intent of JCDCC and purpose of this policy to prohibit weapons in JCDCC property, and in connection with JCDCC activities and events, to the maximum extent required and/or permissible under the law.

IV. Prohibited Behavior at JCDCC

A. No Weapons on JCDCC Property

Individuals are prohibited from carrying weapons on property that is owned, occupied, or controlled by JCDCC. JCDCC shall place signs in prominent places near all of the entrances to JCDCC property notifying the JCDCC community and visitors of this ban.

B. No Weapons by Employees

Employees of JCDCC, including collaborating partners, are prohibited from carrying weapons while engaged in any employment activity on behalf of JCDCC, whether on or off JCDCC property.

C. Private Vehicles Located on JCDCC Property

Any weapons in a vehicle on JCDCC property must be unloaded and encased or in a locked firearms rack that is not on a motor vehicle.

D. Exemptions to Prohibited Behavior

The above bans on weapons do not apply to sworn law enforcement personnel.

E. Enforcement

Any individual who observes a violator's refusal to adhere to this policy should report the violator to the center Executive Director or Director or person in charge. This policy may be enforced through citations issued by the Janesville Police Department, and/or through appropriate disciplinary processes applying to employees.

SMOKE FREE ENVIRONMENT

Wisconsin Act 313 prohibits smoking in any licensed Day Care Center, anywhere on the premises, indoors or outdoors, during the hours of operation. Please help us comply by:

1. No smoking in the center parking lot yard, play yard on our property, or in your car while on the premises.
2. No throwing of cigarette butts anywhere on the premises.

OUTDOOR POLICY

Children will be permitted to play outside in the care of a child caregiver unless the temperature is above 90 degrees with the heat index, below 10 degrees with the wind chill, or when the weather/air quality or ground conditions are adverse. If your child is unable to participate in outdoor activities a signed note from a physician is required.

FIELD TRIPS

Field trips are planned for each age group throughout the year. The parent/guardian will be required to sign a consent form before the day of each field trip. A charge for field trips is from time-to-time assessed. Assistance is available upon request from the Executive Director and according to need as well as availability of funds. Assistance funds supported by United Way Blackhawk Region. Children will be divided into small groups that will be supervised by a designated adult. A staff member from each classroom will bring along a first aid kit and child emergency contact information.

CHAPERONES FOR FIELD TRIPS

All chaperones for Janesville Community Day Care Center, Inc. shall be subject to a background check and anyone who has criminal convictions for “assault of any nature, physical abuse or neglect” of a minor (as defined by Wisconsin Statutes) or for crimes that require registration with a state sex offender registry shall be denied the opportunity to serve as a chaperone for this facility. We ask that anyone wanting to volunteer as a chaperone inform the facility in writing in advance of the planned trip in order to allow time for the background check. Chaperones will receive a brief orientation before each trip and are to follow the center policies at all times during field trips for the safety of the children. Chaperones will be responsible for supervising a small group of children and must stay with a staff personnel at all times.

CHILD GUIDANCE

In order to create a positive environment & to maintain a healthy self-esteem for your child, we use behavior modification discipline techniques. Our Guidance policy is designed to help a child develop self-control and respect for the rights of others. The following guidance techniques are used at Janesville Community Day Center, Inc.

1. Positive reinforcement strategies (management techniques vary by classroom)
2. “Redirection” - meaning directing a child’s attention to a different activity
3. Time-outs - meaning removing the child from the situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child’s unacceptable behavior. 1 minute per the age of the child. This is used only for children 3 & up.

MEDICINE

1. Prescription medication will only be given to a child with written authorization from the parent and a physician. This means that medicine will be given when:
 - A. Medicine is in the original container which includes:
 - a. Doctor’s Name
 - b. Child’s Name and Birth date
 - c. Prescription name
 - d. Directions on how to be administered
 - e. Date/s to be given
 - f. Expiration date of medication
 - B. When the parent or guardian signs and dates a medicine slip (NO EXCEPTIONS)
2. All medications that require physician directions are documented in a medical log book.
3. Medicine brought without a prescription will not be given unless you have a written note from your doctor. Such medicines include, but are not limited to Tylenol, aspirin, and cough medicine.
4. Parent-provided sunscreen and bug spray will be allowed with written authorization signed and dated by the parent. They must be in the original container with child’s name labeled on the container.
5. Over-the-counter lotions, powders or salves will be applied to a child Only with specific written directions from the child’s parent or guardian.

ILLNESS

Per State Licensing:

“Parent or other designated responsible persons when parents cannot be reached shall be contacted as soon as possible after an illness is discovered. Arrangements shall be made for the exclusion of the child from the Center”.

Before enrollment, it is your responsibility to make arrangements for other childcare should your child become ill.

In the event that a child becomes ill the following procedure will take place:

- The child's parent or guardian will be contacted
- If failure to contact within 10 minutes, then we will call the approved persons on your child's contact list
- A child must be picked up within 1 hour from contact

According to regulations a child is unable to be at day care if he/she has one or more of the following:

Inability to function with a group	Ringworm
Vomiting	Unexplained rash
Lice (NO nits allowed)	Communicable Disease
Diarrhea (more than 3 bouts in a 24 hour period)	
Fever of 100.3 for 2-3 yrs. (temporal artery thermometer)	
Fever of 100.1 for 4-9 yrs. (temporal artery thermometer)	
(A fever MUST be accompanied by another symptom)	

1. If your child is sent home he or she must remain home until they are fever free and/or symptom free for 12 hours with **NO** medication, unless otherwise noted per the Communicable Disease Chart. This is to help prevent the spread of illnesses throughout the center. We need your help as parents to keep your children home when they are sick.
2. Please notify the Center as soon as possible if your child has been diagnosed with any communicable disease so that the center can take the necessary precautions to eliminate the illness from the center and so the illness can be posted in accordance with licensing regulations, when necessary.

HEALTH EXAMINATION & HEALTH HISTORY FORM (per licensing)

1. Each child 2 years of age and older shall have an initial health examination not more than 6 months prior to/no later than 3 months after being admitted to the Center, and a follow-up health examination at least every 2 years after admission.
2. The health examination report can either be:
On a form provided by the center, signed and dated by a physician or Health Care Provider.
OR
On a form provided by your Health Care Provider labeled well child check or physical, signed electronically by a physician and dated.
3. The health examination requirement under 2 does not apply if the parent of a child requests in writing that the department grant an exemption based upon the parent's adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect or denomination.
4. A child's health history form completed by the child's parent shall be on file at the center by the first day of attendance.
5. All health and allergy concerns and/or dieting restrictions will be posted in each classroom and in the kitchen for staff to review.

IMMUNIZATIONS

A record of immunizations for each child is required to be on file by the first day of attendance. This record needs to be updated as immunizations are given.

<u>RATES</u>			
<u>Hours of Child Care</u>	<u>Daily Tuition</u>	<u>Hours of Child Care</u>	<u>Daily Tuition</u>
2	16.00	7	38.00
3	19.00	8	39.00
4	28.00	9	40.00
5	32.00	10	41.00
6	33.00	11/12	42.00

PAYMENT POLICY

1. Schedules for each week are set the Friday before. Your account will be billed according to that set schedule on Monday of each current week.
2. Your assigned daily rate will be charged even when you drop your child off later or pick up earlier than his or her originally scheduled hours.
3. If your child attends longer hours than originally scheduled on any given day, then your account will be adjusted accordingly the following week.
4. All fees must be paid within the week they are incurred. A zero balance must be maintained by the end of each week. Accounts paid monthly or bi-monthly must be paid in advance. This policy is strictly enforced.
5. A Registration/Annual Fee of \$30.00 is required upon enrollment and will be charged to your account for each child, every year upon their anniversary month.
6. A deposit fee of one week's tuition is required on the first day of enrollment. This deposit will be applied towards the last week's tuition or refunded if the account is at a zero balance.
7. Bills will be sent out only if your tuition account has a balance due of more than five dollars, unless otherwise requested.
8. Any refunds due will be processed for payment after the withdraw date.
9. Scholarships are available for families who qualify. Funding supported by United Way Blackhawk Region Scholarships.

VACATION/SICK DAYS

- Each child will receive 5 days to be used any way the family wishes. These days could be used when a child is off due to illness or used for vacation days.
- Families must notify the office when they are using a free day.
- If your child does not attend their scheduled day and you choose not to use a free day or have used all your free days, you will be billed your scheduled daily rate.
- Your child's vacation/sick days must be used within the calendar year, January through December.

SCHEDULING AND FEES

1. _____ Set schedule

A set schedule will place your child on the schedule each week at set times on set days each week. This type of schedule will guarantee that your child/ren receive care each week. If your child is out ill or on vacation then you will either be charged the full price for the day or you will have to use a “free day” if available.

2. _____ Varied Schedule

A varied schedule will allow you to adjust your child’s schedule each week to accommodate your family’s child care needs. However, a schedule **MUST** be turned in each week by 12:00pm on Wednesday the week before or your child **will not** receive any care for the following week. You will be charged the two day minimum fee per child. You will be asked to sign a varied schedule contract if you choose this option.

LATE FEES

The following procedures and rates apply for after 6:30 p.m. for the present closing time.

- a. Should you arrive for your child after the above stated hour then the person in charge will verify the exact time of pick up.
- b. The teacher will fill in a late pickup form, giving one copy to you and leaving a copy for the Executive Director.
- c. A fee of \$25.00 will be assessed to your account as a late fee.
- d. Payment for such is expected within the week incurred.
- e. Continued violation of this policy could result in removal of your child from the Center. Anyone receiving United Way Blackhawk Region Funded Scholarships or W2 Funding will be assessed full charge for any late pickup.

CHANGES

1. The following changes need to be reported to Janesville Community Day Care Center, Inc. immediately:
 - a. Change of address
 - b. Change of phone number (home & work/school)
 - c. Change of work/school schedules
 - d. Change of place of employment/school
 - e. Change of hours
 - f. Change of family status
 - g. Change of doctors
 - h. Change of person/agency paying tuition
 - i. Temporary change of location for you while your child is at the Center.

MEALS AND SNACKS

JCDC follows all USDA guidelines and provides nutritious meals and snacks. Please see your child's classroom daily schedule to see when meals will be provided. Menus are posted on the parent boards, as well as, the classroom Dojo.

FOOD POLICY

If your child arrives before 6:30 a.m. then we will allow nutritious breakfasts such as cereal bars, granola bars, or low sugar dry cereals to be brought in. For safety all foods **MUST** be eaten at the classroom table! All unfinished food brought in will be discarded. NO Sippy cups are to be left in the building. A beverage may be brought in a Sippy cup and emptied into one of our cups. This will prevent dirty cups from sitting in cubbies all day and germs from spreading.

Items that are permitted for special times such as holidays or birthdays include: stickers, pencils, crayons, a small toy or a gift for the room (such as a book, puzzle, game, etc.)

NO FOOD ITEMS ALLOWED for celebrations!!!!!!

This rule is for the safety and welfare of each child as many children have allergies and diet restrictions.

FOOD ALLERGIES AND FOOD RESTRICTIONS

Janesville Community Day Care Center, Inc., will provide food substitutions for children **for medical reasons ONLY** (food allergies, medical conditions, etc.). As per USDA regulations, you must provide documentation from your child's licensed physician detailing your child's disability, an explanation of why the disability restricts your child's diet, the major life activity affected by the disability, and the food(s) to omit and food(s) to serve as substitute before JCDC can provide food substitutions.

RELEASE OF INFORMATION

Janesville Community Day Care Center, Inc. **will not release** an address or telephone number of a child whose legal guardian has not authorized a release in writing. No information will be released to any parent, stepparent, guardian, or caregiver who Janesville Community Day Care Center Inc. knows has criminal convictions for crimes that require registration with a sex offender registry.

PARTY INVITATION POLICY

ABSOLUTELY no invitations or gifts will be allowed at Janesville Community Day Care Center Inc., unless one for each child is provided. This will be enforced strictly without exception.

If you wish to obtain addresses of your child's friends in order to mail them an invitation you may give office personnel a written note concerning this request, allowing one week's time for preparation. This notice is necessary in order for us to check authorization forms for each child. No information will be given verbally, nor will teachers be able to give you any information.

CLOTHING

1. Clothing that is removable, such as backpacks, sweaters, shoes, snowsuits, and boots that are brought to the Center must be marked with your child's name.
2. Dress should be comfortable and suitable to the weather and for playing. We recommend tennis shoes or sandals that strap across the back of heels for safety.
3. NO flip flops
4. The following should be brought to the Center on your child's first day of attendance with his or her name on them:
 - a. 1 pair of socks
 - b. 1 pair of underwear
 - c. 1 shirt
 - d. 1 pair of pants or shorts

NAP TIME

Children ages 4 and under will be offered a rest period. During this time children will be provided a cot with their name on it. The child will be given a sheet for their cot and a blanket, if they have not provided one from home. If a child is not sleeping after 30 minutes, then they will be allowed to engage in quiet activities including books and puzzles.

NO PACIFIER

Janesville Community Day Care Center makes every effort to provide our children with a safe and clean environment. That is why we are implementing a "No Pacifier Policy" center wide. The problem with the pacifier is not the child using their pacifier, but the other children that may take their pacifier to use. As you can see, this is not very sanitary and the spread of germs/illness is likely.

TOYS

CD's and books may be brought to the center to share with your child's class. A small, soft nap toy or nap blanket may be brought to the center for nap time only. Please leave all other toys at home. WE WILL NOT BE RESPONSIBLE for lost, stolen, or broken toys. Your child may bring a toy when specified by their teacher for sharing days or special days but MUST be kept in their cubby or backpack. If your child mistakenly takes a toy, etc. from the center, please return it the next day. We do know that this can happen! Thank you for your co-operation concerning this matter.

SPECIAL RESTRICTIONS

If you have a need for your child to be excluded from certain activities conducted at Janesville Community Day Care Center, Inc., please discuss these needs with the Director during your visit.

PICTURES

From time to time our staff or media representatives may take pictures of your child to be used for promotions. It is nice to promote our Day Care Center with pictures of the children. Pictures will be used only if you sign our picture permission release found in our application form.

HANDICAPPED PARKING

According to law, our facility must provide 1 parking space for Handicapped individuals. You will note that such a space has been designated for this purpose near the front door of the building. There is a sign provided along with yellow and blue paint lines.

TRANSPORTATION

1. An authorized insured bus company provides transportation for field trips. Please note: Not all buses have seat belts.
2. Janesville Community Day Care Center, Inc. occasionally uses a city bus for transportation when the group is small enough & the bus stop is near our field trip point.
3. No staff person is allowed to transport a child, parent, or other persons associated with the Center while working for Janesville Community Day Care Center, Inc. except in an emergency.
4. Transportation for school aged children:
 - a. An authorized, insured bus company will transport children to their schools.
 - b. An additional charge will be assessed for the use of bus service.
 - c. Permission slips and an authorization form must be completed before the first day of intended use.
 - d. When the children arrive a teacher will take attendance. You will be contacted if your child fails to be present. It is very important for you to communicate with us concerning any changes of schedule for your child.
 - e. Per our policy on the bussing contract: If a parent does not notify the center when their child(ren) will not be riding the bus, regardless of the reason (doctor appointments, illness, etc.) the parent will be given a written notice informing them that the next failure of notification will result in loss of busing service for one week.

USDA Nondiscrimination Statement with Compliant Filing Procedure

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

CHAIN OF COMMAND

In order for an agency to run smoothly and according to policy, it is necessary to honor a chain of command. The chain of command at Janesville Community Day Care Center, Inc. is as follows:

Parent
Teacher
Director
Executive Director
Board of Directors

If you have a concern, please talk to your child's teacher. If you feel you need to discuss the issue further, please contact the Director. If she is unable to work out a solution, please contact the Executive Director. If she is unable to work out a solution within a specified time frame, you and the Executive Director, together, may talk with the Board of Directors.