



Parent Handbook School Age Program

CKC, Inc. provides quality, on-site child care programs in a safe, fun filled, enriching environment for a diverse population of families in the Santa Cruz County.

Revised 03/07/2023

Welcome to Campus Kids Connection, Inc.

We are excited that you have chosen our program to supplement your child's growth and development. Any questions that you might have concerning CKC, Inc.'s policies can be answered by reading the Parent Handbook. If you still have questions concerning CKC, Inc. policies, please contact the Administrative Office at (831) 462-9822 or office@campuskidsconnection.com.

Table of Contents

General Information	2
Staff	3
Admission and Registration	4
Tuition	5
Attendance	7
Program	8
Health and Safety	12
Parent Requirements	15

Center employees are not authorized to waive, make changes, or create agreements outside of established agency policy. Likewise, an employee error will not negate the policies and procedures of CKC, Inc.

GENERAL INFORMATION

The Administrative Office is located at:

2425 Porter St #18
Soquel, CA 95073
(831) 462-9822
Fax (831) 316-7523

Please visit website for current office hours
www.campuskidsconnection.com

School Age Locations

DeLaveaga Site
1145 Morrissey Avenue
Santa Cruz, CA 95065
(831) 461-5229
Facility #440710237
Capacity – 200

Main Street Site
3400 Main Street
Soquel, CA 95073
(831) 475-5758
Facility #444400073
Capacity - 80

Mountain Site
3042 Old San Jose Road
Soquel, CA 95073
(831) 475-3274
Facility #444412004
Capacity - 60

Santa Cruz Gardens Site
8005 Winkle Avenue
Santa Cruz, CA 95065
(831) 475-5925
Facility #440702020
Capacity – 65

Soquel Site
2700 Porter Street
Soquel, CA 95073
(831) 475-2302
Facility #440701866
Capacity – 80

Valencia Site
250 Aptos School Road
Aptos, CA 95003
(831) 461-4702
Facility #444415707
Capacity - 80

Westlake Site
1000 High Street
Santa Cruz, CA 95060
(831) 461-5270
Facility #440710576
Capacity - 125

Preschool Programs

CKC Infant & Toddler Center
305 Alturas Way
Soquel, CA 95073
(831) 713-5214
Facility #444414596
Capacity - 28

SCG Children's Center
8005 Winkle Avenue
Santa Cruz, CA 95065
(831) 464-8670
Facility # 444408785
Capacity - 42

Opal Cliffs Children's Center
4510 Jade Street
Capitola, CA 95010
(831) 475-5188
Facility # 444412727
Capacity – 60

Ages

Our program is open for children TK-5th or 6th grade who are enrolled in elementary school. Priority will be given to children attending the elementary school at each CKC, Inc. site.

Holidays

Childcare is not provided on the following days:

Independence Day
Labor Day
Veteran's Day
Thanksgiving Break (Wednesday- Friday)
Winter Break (refer to your school calendar, usually 2 weeks TBD)
Martin Luther King Jr's Birthday
President's Day
Spring Break (refer to your school calendar)
Memorial Day
Juneteenth
3 Fridays in the calendar year for Staff Training

Tuition is not adjusted for the above holidays, elementary school closures, or for child absences. We have taken into account days the school is closed and provided a set monthly tuition throughout the school year. At least one month's notice of staff training closures will be provided. There is an additional charge for any day during the school year that elementary school is closed, but CKC remains open, i.e. spring break, teacher inservice days.

Licensed Programs

All CKC, Inc. programs are licensed by the State of California, Department of Social Services. We are required by this license to adhere to all policies stated in Title 22. State Licensing has the right to inspect facilities and interview children without prior notice as per section 101200 of Title 22. For more information, you may contact:

Department of Social Services Community Care Licensing
2580 North First Street, Suite 300
San Jose, CA 95131
(408) 324-2148

STAFF

Qualifications

All CKC, Inc. staff meet or exceed the qualification standards set by Community Care Licensing. Staff also have a background check as required by the State of California and are fingerprinted through the Department of Justice. Staff names and qualifications are available from the Site Director upon request. In accordance with State Licensing, the staff/child ratio never exceeds 1:14.

Background Check

All employees hired by CKC, Inc. are subject to a background check. Prior to hiring, the applicant must show proof that they have the education and experience required for that particular job. In order to be hired, and for continued employment, the applicant/employee must have the following:

Fingerprint Clearance
Clearance of any criminal convictions
Child Abuse Index Check
Physical Exam/Health Questionnaire
TB Clearance
Required Immunization Records
Transcripts

Picture ID
Drug Free Statement
Safety Policy Training
Sexual Harassment Training
Signed Job description
Personnel Record
Signed Employee Handbook
Mandated Reporter Training

CKC, Inc. Employees & Outside Work

CKC, Inc. employees who work other jobs, provide community services, or participate in external leisure activities are not permitted to market, promote or offer these outside activities or events to the families enrolled in CKC, Inc. programs.

CKC, Inc. shall have no legal liability or responsibility for any arrangement made between a staff member and a CKC, Inc. family participant that occurs away from work and that is not part of a CKC, Inc. recognized program within program hours. Such activities, should they occur, will not be covered by CKC, Inc.'s worker's compensation or liability insurance.

If you have been solicited by a staff member or would like additional information on this policy, please don't hesitate to contact the Executive Director at (831) 462-9822, ext.6.

ADMISSION AND REGISTRATION

Admission

Admission and enrollment is for one school year only. You must re-register your child(ren) each school year. Registration typically opens in March for the following school year. Check your CKC newsletter, the CKC website, and postings at your site for the exact dates.

Children are served without regard to race, sex, gender, color, ancestry, national origin, ethnic group identification, religion, sexual orientation, mental or physical disability. CKC, Inc. welcomes the enrollment of children with disabilities, we understand the requirements of the American with Disabilities Act (ADA) and we will make reasonable accommodations to serve these children. We also operate without religious instruction of any kind. No optional services are offered.

Our goal is to ensure that our program is an appropriate placement for your child. In order for the program to accommodate the well-being, mixed schedules and diverse needs of the families that we serve, all children in our care must be able to function well in a stimulating, ever-changing group environment. CKC, Inc. reserves the right to restrict a child from participation in any activity or field trip and to determine if continued enrollment is in the best interest of the child.

Registration Tour/ Conference

Title 22 requires that both the parent and child attend a tour/conference before care begins. The registration conference is for you & your child(ren) to view the program and discuss the program policies. Please schedule a tour through our admin office. We will offer two times the week before school starts to visit the center and meet the director that will satisfy this requirement.

Registration Fee

An annual registration fee is assessed at the time of registration. If your child attends Summer Camp, there is an additional registration fee. All registration fees are non-refundable.

Your child may attend only after the required forms are completed and returned to the Administrative Office, payment has been processed, and you and your child have attended a tour/registration conference at the childcare site. The registration process takes at least three business days. Families will not be permitted to register for the following school year or summer camp until all outstanding tuition balances have been paid in full.

Parent Contract

At the time of registration, a Parent Contract will be completed detailing your tuition and schedule. A new Parent Contract needs to be completed to make any changes. A 2 week notice is required to implement any changes to your tuition and schedule. **WE WILL NOT ACCEPT ANY SCHEDULE CHANGES EFFECTIVE THE FIRST MONTH OF THE SCHOOL YEAR.**

Waiting List

The Administrative office will maintain a waiting list granting admission on a first-come, first-serve basis. If you withdraw your child from the program, a child from our waiting list will be granted admission. Re-enrollment at this time is not guaranteed for your child.

TUITION

Schedule

Tuition rates are updated on an annual basis. Tuition is based on the annual costs of the program and divided into 10 equal payments. There will be no proration for the start and end of the school year. A Tuition Schedule is available at each center or from our Admin Office. School year tuition has been calculated to take into account any school closures and minimum days. As first grade release schedules are not offered on minimum days, care is not guaranteed during school wide minimum weeks. We will notify families in advance. We do not prorate for CKC closures (i.e. winter break, holidays) or school closures during the year. We do not prorate for student absences. Tuition is regardless of usage. There will be no adjustments to tuition if CKC, Inc. has to close due to acts of nature.

Camps and Non School Days

When the elementary school is closed and the center is open for the full day, there will be an extra fee for parents signing up for the day. Sign-ups for these days will be posted in advance at your child's center. It is very important to sign up for these days in advance. Care cannot be guaranteed on the full day if you did not sign up in advance. Summer Camp has a separate registration and tuition rate. If you sign up for full day care or camp care, you are financially responsible for those days regardless of attendance. You may cancel any full day care by contacting your director by phone or email prior to the start of the full day. Payment is required before the full day care or camp care can be provided.

Drop-In Services

Drop-in childcare services are available to assist families who do not have a set schedule. Drop in is not guaranteed when program has a waitlist. CKC locations with a waitlist will not offer drop-in for at least the first 6 weeks of the school year. It is intended to be used occasionally, and only after confirming with the Site Director that space is available a minimum of 24 hours in advance of the day you need care. (Drop-in may not be utilized for minimum days on a consistent basis, space is limited. Payment for drop-in services will be invoiced and due upon receipt.) Drop-In care may not be scheduled more than 4 weeks in advance. We do not have drop-in at any site during the month of August.

Drop-In Services No Show Policy:

If you sign up for drop in services and your plans change, you need to notify the Site Director at least 3 hours before the care was to begin or you will be financially responsible for this day. You will be charged for a no show without proper notice. This allows the Site Director to ensure adequate staffing for the day.

*Please note: we generally do not have staff on-site until noon. You may email or call to leave a message during this time to cancel a scheduled drop-in. Requests for drop-in left on the voicemail or e-mail are not guaranteed's for space and will be responded to on a first come, first serve basis. Drop in will be confirmed by a call or email back from your site director.

Sibling Discounts

A sibling discount of 10 % is available for the child with the lower tuition. This will apply whether you have two children in our after school program, preschool program, and/ or our infant/ toddler program.

Late Pick-Up

Your child(ren) must be picked up by closing. If you arrive after closing, a family late fee of \$10.00 for every 10 minutes or portion thereof will be assessed. The fee will be invoiced by the end of the month. More than 4 late pick-ups in any year may result in termination from the program. If you know in advance that you will be late, please arrange for another authorized adult to pick up your child and notify the site director. If we haven't heard from you, we will begin calling contacts to pick up your child 5 minutes after closing. If your child attends the kindergarten early release program and child is picked up late, the same late fees will apply.

Payments

Under CKC, Inc.'s current operating procedures, the parent who has signed the contract is legally responsible for the payment of tuition. When a change in payment responsibility occurs, a new contract needs to be filled out immediately.

Tuition is due on the first of each month. You will receive an invoice through Brightwheel 10 days before the due date. You can pay by credit, debit, or bank transfer through the app. Brightwheel allows for enrollment in automatic payments. You may also make checks and money orders payable to CKC, Inc. You may mail your payment to the Administrative Office at the address located on the General Information page of the handbook. For your convenience, VISA and MasterCard are also accepted in the office.

Tax & Reimbursement Information

Payers can access financial reports for tax or reimbursement from within their Brightwheel account.

Late Payments

A \$25.00 late fee will be charged for all payment received after the 5th of the month. If the 5th falls onto a weekend or holiday, tuition is due the next regular business day.

If tuition is two weeks late, your childcare will be temporarily suspended until balance is paid in full. Collection procedures will be initiated if statement balance is not paid in full by the 20th of the month and child(ren) will be dropped from the program. The parent or guardian who has signed the contract will be responsible for paying any balance due. Once collection procedures begin, you will not be able to re-enroll for one calendar year. Upon re-enrollment your account must be paid in full.

More than 3 months of late payments may result in termination from the program for one calendar year.

Billing Questions

If a parent has a question concerning their tuition statement, they should contact the Administration Office at (831) 462-9822 or email accounting@campuskidsconnection.com. Any grievance or objection to a billing must be made within 30 days of the date listed on the tuition statement. Failure to do so will result in the bill being correct.

Sliding Fee Scale

We operate on a sliding fee scale based on the number of family members and gross monthly income (including spousal support, child support, etc.) of your household. At the time of registration or annual re-registration a Family Income Calculation Worksheet must be completed. It is important to provide the following documents to ensure that you are receiving the correct tuition rate:

- a. last year's State or Federal tax forms
- b. one month of current pay stubs
- c. any other documentation contributing to gross monthly income

This information will be kept confidential. You will be charged the Step 2 rate until adequate income verification has been provided even if you were Step 1 the previous year. Contact the Administration Office with any changes in your income. Changes will be reflected in the following billing cycle. Please see your registration packet with the Tuition Schedule for specific fee information. For questions about your bill or payment contact the Administrative Office.

Subsidized Care

We currently work with two programs offering subsidized care: GoKids and the Human Services Department (HSD/CalWorks). Our agreement with these agencies state that subsidized care is accepted based on the same rules and procedures our other clients are expected to follow. Paper work must be signed and completed on the last day of the month. Parents will be responsible for paying the difference in balance. Failure of parents to complete recertification on time will result in a transition to a private pay. Any fees owed by parent must be paid at time of service.

If you feel that you may qualify for subsidized care, you may speak with the Admin Assistant in our Administration Office or contact the following agencies:

Human Services Department	831-454-4130
GoKids	831-246-6711

Returned Checks

If your check fails to clear for payment, our bank will not permit us to re-submit it. Checks returned by the bank will be assessed a \$25.00 service charge. Re-payment must be made by credit card, cashier's check, or money order. The re-payment, including the service charge, must be paid within 5 business days to avoid suspension of childcare services. More than one returned check per year may result in further action.

Tuition Changes

A 2 week written notice will be given for any changes to the tuition schedule.

ATTENDANCE

Use of CKC, Inc. Care

Your child(ren) must attend school daily in order to participate in the after school program. If your child stays home from school during the day, s/he may not to be dropped off at their CKC program. Likewise, your child(ren) cannot attend the CKC, Inc. program if s/he becomes ill at school. For the health and safety of the staff and the other children, an ill child released by the school for parental pick up will not be permitted to sign into the child care program. In the event your child is suspended or expelled from school, including an in-school suspension, they may not attend after school care those days and there is no tuition adjustment in this situation. For questions concerning exceptions to the policy please contact the Program Director.

Sign In and Out

Parents are responsible for signing their child(ren) out at the end of each day. A full signature is required as well as time and date. Legal documentation of custodial rights may be required. This helps us to provide the safest environment possible as well as provide the opportunity for us to talk with you about your child's daily progress. Before school care, camps, and non-school days, require parents to walk their child into the center and sign in and out at the beginning and end of each day. Children arriving from school will be signed in by staff. Failure to do so may result in suspension or termination from the program.

Children will be released only to those authorized by the parent on the child's emergency form. It is the parent's responsibility to notify the center of any changes in authorization and update the child's emergency form. Those

picking up children should be prepared to show identification to the center staff member upon request. No child will be released to anyone who is not authorized to pick up that child. If there is a court order regarding your child(ren) (custody/visitation, etc...) please be sure to provide a copy to your child(ren)'s site director and provide updates as needed.

If your child is involved with after school activities on the school site (soccer, baseball, etc.), please make prior arrangements with your Site Director. We will not be responsible for children during time spent at other after school activities.

Notification of Absences

Parent must call and notify the CKC site if the child is not attending the program. This can be done by calling or e-mailing the CKC site. Notifying the school is not sufficient, as they do not inform us of such calls. You must notify your child's CKC site as well. Failure to call in after three times may result in suspension or termination. Tuition is billed regardless of usage and does not change because of an absence.

Your child's safety is a top priority and we take this responsibility very seriously. Please help to ensure the safest possible environment and remember to notify the CKC site of any absences.

If a child is expected to attend, but does not check in, and a parent hasn't notified CKC of an absence, the following steps will be taken:

1. The child's CKC teacher will check with his/her classmates during check-in.
2. The school attendance list will be checked. If the child was absent, we will assume the child is at home.
3. The Site Director will attempt to reach the parent by telephone.

PROGRAM

It is your child's responsibility to walk themselves directly to CKC afterschool. TK and Kindergarteners are picked up from their classroom daily by a CKC teacher.

Daily Schedule

A typical afternoon at CKC, Inc. is as follows:

12:30/1:30-2:30 Kinder time; classroom play, art, stories, quiet activities.

2:30-2:45 Check in: Children arrive from school and check in with their and Site Director. Upon check in they are able to eat snack and engage in self-directed play. Then they have a group meeting to discuss the variety of activities that are offered that day (i.e. arts & crafts, sports, science, games, etc.) and are asked to make a plan based on those activities.

2:45-3:15 Afternoon snack time

3:15-3:30 Group Meeting: Staff and children discuss the day's activity options.

3:30-4:30 Teacher led activities (sports, arts & crafts, cooking, science, etc.)

4:30-5:00 Outside free play or homework club.

5:00-close Inside self-directed play.

Daily Full Day/Camp Schedule

A typical Full day/camp schedule at CKC, Inc. is as follows:

Open-8:00 Indoor Free Play

8:00-9:00 Indoor/Outdoor Free Play *Flexible times

9:00-10:00 Clean & Wash Hands - Morning Snack / Outside Free play

10:00-10:15 Group Meeting

10:15-11:00 Inside / Outside Group Activities

11:00-11:15 Group Meeting

11:15-12:00 Inside / Outside Group Activities

12:00-12:15 Clean-up & wash hands for lunch

12:15-12:45 Lunch

12:45-1:30 Outside Free Play

1:30-1:45 Group Meeting

1:45-2:30 Inside / Outside Group Activities

2:30-2:45 Clean & wash hands for snack

2:45-3:30 Afternoon Snack/Outside free play

3:30-4:15 Inside / Outside Group Activities

4:15-5:00 Outside free play

5:00-Close Indoor Quiet play

Philosophy

Campus Kids Connection, Inc. is a program designed to provide a safe and secure environment for your children. We provide a variety of activities for your children in a pleasant environment and assure that your child has the opportunity to practice a broad range of skills that are essential for successful living in a rapidly changing society. We work together to achieve these expectations in our programs:

- ***We are safe***
- ***We are kind***
- ***We are respectful***

In order to effectively implement our program we must have in place a behavior management program that involves positive discipline which promotes natural and logical consequences. Working collectively with you and your child/ren, we will be able to achieve a safe, kind, and respectful environment in our programs.

Our staff is available to assist with any questions, and we encourage you to contact your Site Director to discuss any concerns you might have regarding your child. Our mission is to provide on-site child care programs in a safe, fun-filled, enriching environment for a diverse population of families in Santa Cruz County.

We feel that communication between both staff and parents is a vital part of providing a safe and enriching environment for your child. We have an open door policy and invite you to visit the Center at any time.

Behavior Management

Center rules are developed together by the staff and the children at the beginning of each new program year. Our behavior management policy is designed to promote the development of self-direction, self-control and self-behavior. This is accomplished through sensitivity, consistency, firmness, fairness and follow-through. No corporal punishment is allowed. We believe every issue counts.

We teach and promote the use of conflict resolution skills. Children are encouraged to stop and cool off, use reflective listening and "I" statements, and to brainstorm possible solutions that might work for all parties involved. We encourage children to try and solve their own problems before seeking staff intervention. The staff will listen to the child's entire experience around the specific situation.

Positive discipline including the use of natural and logical consequences is implemented by CKC, Inc. staff. We consistently reinforce positive behavior, and keep in mind the extreme importance of a child's self-esteem. All consequences must be reasonable, related to the behavior, and respectful to the child.

The following behaviors are not acceptable, and could result in suspension or termination from the program:

1. Endangering the health or safety of children or staff.
2. Continuous refusal to follow acceptable rules of behavior.
3. Habitual use of profanity, vulgarity or obscenities i.e.: bullying, teasing because of social class, disability, racial and/or ethnic slurs
4. Possession or use of illegal substances or paraphernalia.
5. Damaging or stealing of center, school or private property.
6. Leaving the program without permission.
7. Disrupting the program.

If a child is suspended from school, they will also be immediately suspended from CKC, Inc. for the same period of time. Parents will be required to pick up their child from the elementary school. Tuition will not be prorated in the event of suspension. In the event of expulsion from elementary school, the child will automatically be terminated from CKC as well.

Steps Implemented for Behavior Management

CKC, Inc. Staff will make every attempt to consistently:

1. Reinforce positive behavior.
2. Encourage and facilitate conflict resolution skills.
3. Document problematic behavior.
4. Notify parents of any problematic behavior.
5. Set up and meet in parent conference, agreeing on a plan of action.
6. Set up and meet in a follow-up conference to determine progress, with the Site Director & Administrator.
7. Consult the Program Director if the problem persists, to determine the child's eligibility to remain in the program.

If at any time the child's behavior in any way threatens the safety of the other children or staff, the parents will be called immediately and will be expected to pick up the child within 30 minutes.

Behavior that is deemed extremely unsafe or violent may result in immediate termination from the program. If CKC, Inc. is unable to meet the child's needs, alternative childcare arrangements will need to be made by the parent or guardian. CKC, Inc. does not offer any optional services and we do not utilize any outside consultants. Community Resources are available in our Administrative office.

Termination from the Program

Termination from any CKC, Inc. program will be for a minimum of one year. A terminated child will not be permitted to transfer to or enroll in another CKC, Inc. childcare center. If a parent is interested in having their child return to the program following a termination, an orientation meeting with our program director and a plan of action (which may include a probationary period) will be required.

Personal Belongings

Please do not allow your child(ren) to bring personal belongings to school. CKC, Inc. shall not be responsible for the loss or damage of toys, games, clothes or other personal belongings.

Homework Policy

Each day, the center will provide a quiet homework area in which children will have the opportunity to do their work for 30 minutes. The program will encourage children to do their homework but cannot be responsible for the completion and review of each child's work. Teachers can help with questions, but extensive tutoring cannot be provided. Each center will provide pencils, rulers, paper, and a dictionary.

Field Trips

Our summer camp program may include field trips. On occasion, the site director may organize a field trip for their site as well. You will be notified in advance of the date and mode of transportation. Transportation includes walking, CKC, Inc. van or rented buses. Permission slips must be signed in advance for your child to attend. CKC, Inc. does not offer transportation on a daily basis.

Movies at CKC

On days when we are unable to outside (rain, poor air quality, etc.) we may show a G-rated movie as one of our activity choices. The movie options that we may show include: Chicken Run, Charlotte's Web, Ratatouille, Land Before Time, Rio, Toy Story, Finding Nemo, Cars, Dr. Seuss, Lion King and Fern Gully. If you would like your child to refrain from watching movies at CKC, please let your site director know. There will always be an alternative activity choice offered.

Parent Board

This area is used for announcements, menus, program schedules, and newsletters. Be sure to check it daily for important notices. We will also email monthly newsletters and menus.

Parent Conferences – Available upon request, please contact the site director.

Board of Directors

CKC, Inc. is a non-profit organization governed by a Board of Directors. If you are interested in becoming involved by serving either on the Board or on a committee, please contact the Executive Director at the Administrative Office.

Grievance Procedure

If a problem arises that you cannot resolve with your Site Director, please contact first your School-Age Program Director, then our Executive Director, and finally the Chair of the Board of Campus Kids Connection, Inc. Unresolved issues concerning our licenses may be directed to Community Care Licensing either by phone or in

writing. The address and telephone number for Community Care Licensing can be found in this handbook, on page 3.

HEALTH AND SAFETY

Please notify us right away when you have a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. This also includes people on your emergency card.

Daily Health Check/ Illness Policy (see COVID-19 Addendum)

Children are given a daily health check which is required by State law. The health check is informal and if the child is ill we will call the parent to pick up the child within 30 minutes for the health & safety of all our children. Failure to pick up your child within 30 minutes could result in termination from the program. If you are unable to pick your child up, please arrange to have another authorized adult pick your child up.

If your child becomes ill during the school day, they will not be able to participate in the program that day and the parent or guardian must pick up the child from school. Children are not allowed in the center during their regular school hours.

Please notify the center if your child stays home from school or becomes ill during the school day and will not be attending the program. Some of the symptoms that may exclude your child from the program are:

1. High Temperature (over 100)
2. Runny Nose (yellow or green)
3. Discharge from the eyes
4. Diarrhea
5. Vomiting
6. Rash
7. Persistent Cough
8. The presence of lice and/or nits (The child must be nit-free to attend)

When your child has a fever, please make sure they remain at home 24 hours after their temperature has returned to normal. We may require a physician's release for any medical or health condition prior to your child's return to our center.

Children must be healthy enough to participate in the programs daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

Incidental Medical Services

Campus Kids Connection Inc. programs will follow American Disabilities Act, California Education Code, CKC Board Policy, and other regulation and guidance that govern our services to children in early care and education that may require incidental medical services.

Incidental Medical series provided may include the following:

- Inhaled medication for Asthma or Respiratory illness
- Blood-Glucose Monitoring
- Glucagon Administration
- Gastrostomy Tube (G-Tube)
- EpiPen Jr. & EpiPen
- Care of Ileostomy Bag

- Emergency Anti-Seizure Measures
- Prescription/Non Prescription Medication
- Other Incidental Medical Services

CKC programs do not have medical staff on site. All incidental medical services provided will have complete plans for individual children according to medical information provided by parents and reviewed by staff with medical consultation as needed. All plans will include, but not be limited to:

- The type of incidental medical service to be provided
- Parental/Authorized representative permission to provide the incidental medical service
- Written instruction from the child’s physician
- Records of the medication/services that were provided on site (log)
- How specific medical equipment will be provided, stored, and be available to staff
- The training requirements for the services, including
 - How to administer medication/service
 - Use and maintenance of required equipment supplies
 - What to do in emergencies
 - Who will provided the training to staff or licensee
- Verification of staff training and staffing plan including the number of trained staff that will be available when children need specified incidental medical services while in care.
- Plans for field trips away from the facility (or statement that facility will not take field trips)
- Plan for ensuring proper safety precautions (appropriate action for exposure to blood and or body fluids, including wearing gloves, performing hygiene immediately before and after removal/disposal of gloves, and disposal of used instrument in appropriate containers.)
- Plan for transporting medication, equipment, and supplies with child (ren) to ensure medical services are not interrupted when there is a disaster that requires relocation of children.
- A description of how parent/authorized representative will be informed of each occurrence of incidental medical services to their child.

CKC Programs will follow Department of Social Services reporting requirement and timeframes including reporting of serious incidents of changes in the plan of operations.

Medication Policy

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and “over-the-counter” medications will not be dispensed without a note from the child’s doctor. Parents must provide written consent as to the dosage, times and dates the medication is to be administered. All medications will be locked up and given to the child only at the times specific times requested by the doctor. Children may not store prescription or “over-the-counter” medications in their belongings at any time.

CKC, Inc. reserves the right to refuse responsibility for medication at the initial request of the parent or guardian, or at any time during the administration after providing proper notification to the parent. Please see your Site Director for copies of the Medication Release Form

Accidents/Emergencies

In the event of a medical or dental emergency 911 will be called. In the event of an injury, immediate action will be taken by the staff as per your orders on the emergency release form and emergency form. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment. If your child is injured while attending CKC, Inc. a Student Accident Form will be filled out and you will receive a copy.

Emergency cards are a very important piece of information for us to provide the safest possible environment for your children. Please keep these accurate at all times.

Nutrition

Healthy choices are important for a child's diet, and we want to support these choices by offering a nutritious snack. Snacks are provided daily. We provide one snack in the afternoon during our regular after school program. During special days and camps when we operate a full day program, a morning and afternoon snack is served, and children are responsible for bringing a healthy lunch. Please refer to your site's daily schedule for snack time. A monthly snack menu is posted at each site and emailed to you. Menus meet or exceed minimum standards for amounts and types of food as set by federal guidelines.

If your child has food allergies or special dietary needs, a doctor's note may be required and allergy information will be posted in the food preparation area. Please pack your child snack from home if needed.

If your child wants to bring food to celebrate a special holiday or birthday, please avoid food or candy that have a high-sugar content. State law requires that all food served to the children is professionally prepared and wrapped.

Adult Safety Guidelines

All parents, children and employees of CKC, Inc. have the right to be treated in a manner which is both professional and respectful and safe. Any parent, guardian or CKC staff member who jeopardizes the safety of others may be prohibited from participation in the Center or any of its activities. All parents, children and staff must adhere to the following guidelines:

1. No child or adult will be physically abused including shaking, grabbing, hitting, pushing, etc.
2. No child or adult will be verbally abused or harassed.
3. Smoking is prohibited at the Center and at any Center activities.
4. No alcoholic beverages or illegal drugs (including marijuana) will be allowed at the Center.
5. No weapons will be allowed at the Center.
6. Prescribed or over-the-counter medication must be out of the reach of children at all times.
7. No child will be released to anyone who appears to be under the influence of drugs (including marijuana) or alcohol.
8. No corporal punishment is allowed.
9. No adult shall use swear words when talking with staff, or children at CKC, Inc.
10. No adult shall harass any employee or children at CKC, Inc.

Natural Disaster Plan

Each center has a plan in place in case of a natural disaster of any type. The evacuation route is posted and children will be taken to a designated place should a disaster occur. Your Site Director can give you additional information about the plans and route for that center.

Power Outages

We are prepared for temporary power or water outages at our afterschool programs. Each site is equipped with extra food, water supplies, lanterns/flashlights, and basic emergency kits. Our sites will remain open during such outages as much as possible. If we determine the power will not be turned back on before it gets dark, or for an extended period of time, we will call to have children picked up.

PARENT REQUIREMENTS

The following items are required to be complete to enroll your child in CKC, Inc.:

- Admission Agreement
- Identification and Emergency Information
- CKC Emergency Information/Consent for Medical Treatment
- Health History
- Parent's Rights
- Personal Rights
- Parent Contract
- Parent Handbook Receipt

CKC, Inc. reserves the right to make changes and/or corrections to the Parent Handbook. Parents will be informed via posting at the child care centers of any significant mid-year policy changes. Due to the ever changing guidelines and protocol due to a pandemic, policies may be changed at any time to meet these requirements. We will provide an addendum to our handbook as these occur.