



A Non-profit

Opal Cliffs Children's Center  
**Parent Handbook**

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

Revised 3/1/2015

## **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.

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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:

820 Bay Avenue Suite 109

Capitola, CA 95010

(831) 462-9822

Fax (831) 462-8934

[www.campuskidsconnection.com](http://www.campuskidsconnection.com)

Office Hours: Monday – Thursday, 8:30am – 4:00pm

Fridays: 8:30 am – 1:30 pm

Month of July 8:30 am – 1:30 pm

## School Age Locations

### Bay View Site

1231 Bay Street  
Santa Cruz, CA 95060  
(831) 462-1667  
Facility #444407966  
Capacity - 50

### DeLaveaga Site

1145 Morrissey Avenue  
Santa Cruz, CA 95065  
(831) 426-7402  
Facility #440710237  
Capacity – 80

### Gault Site

1320 Seabright Avenue  
Santa Cruz, CA 95062  
(831) 457-1229  
Facility #440710575  
Capacity – 60

### Main Street Site

3400 Main Street  
Soquel, CA 95073  
(831) 475-5758  
Facility #444400073  
Capacity - 60

### Mountain Site

3042 Old San Jose Road  
Soquel, CA 95073  
(831) 475-3274  
Facility #444412004  
Capacity - 30

### Santa Cruz Gardens Site

8005 Winkle Avenue  
Santa Cruz, CA 95060  
(831) 475-5925  
Facility #440702020  
Capacity – 50

### 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) 465-4192  
Facility #444413345  
Capacity - 50

### Westlake Site

1000 High Street  
Santa Cruz, CA 95060  
(831) 458-2259  
Facility #440710576  
Capacity - 100

## Preschool Programs

### Bostwick Children's Center

987 Bostwick Lane  
Santa Cruz, CA 95062  
(831) 475-2151  
Facility #444412389  
Capacity - 25

### Opal Cliffs Children's Center

4510 Jade Street  
Capitola, CA 95010  
(831) 475-5188  
Facility # 444412727  
Capacity - 60

### SC Gardens Children's Center

8005 Winkle Avenue  
Santa Cruz, CA 95065  
(831) 475-6587  
Facility #444408785  
Capacity - 30

## **Ages**

At Opal Cliff's Children Center we offer a program for children ages 24 months through entry into kindergarten. The children are divided into two classrooms with one room, Junior Preschool, ages 2 to approximately 3 ½ and one room, Preschool, ages 3 ½ to kindergarten. We are also able to provide after school care to children enrolled in kindergarten as part of our preschool program.

## **Holidays**

Childcare is not provided on the following days:

Independence Day	New Year's Day
Labor Day	Martin Luther King Jr's Birthday
Thanksgiving (Thursday and Friday)	President's Day
Christmas Eve	Memorial Day
Christmas Day	Last Monday of August (All staff training)
Winter Break (one week TBD)	

Tuition is a monthly expense and is not adjusted for any school closures. The centers will also be closed for occasional staff training. One month's notice of these trainings will be provided.

## **TK Non-school days, Winter & Spring camp:**

The transitional kindergarten follows the Soquel School District calendar for school closures, winter and spring breaks. TK children will be eligible to use full days of childcare and winter/spring camps at Main Street or Soquel CKC. TK families must sign-up in advance for childcare and will be billed accordingly for additional days and camps. Please see your site director or call the Administration office with any questions.

## **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 1:12. CKC, Inc. attempts to maintain a ratio of 1:10 in our preschool classroom and a ratio of 1:8 in our junior preschool classroom.

## **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	Picture ID & Social Security Card
Clearance of any criminal convictions	Drug Free Statement
Child Abuse Index Check	Safety Policy
Physical Exam/Health Questionnaire	Signed Job Description
TB Clearance	Personnel Record
Transcripts	Signed Employee Handbook

## **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 x6.

## **ADMISSION AND REGISTRATION**

### **Admission**

Children are served without regard to race, color, ancestry, national origin, ethnic group identification, religion, sexual orientation, mental or physical disability. CKC, Inc. welcomes the enrollment of children with disabilities. We also operate without religious instruction of any kind. No optional services are offered. We do not utilize outside consultants or community resources.

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 and to determine if continued enrollment is in the best interest of the child.

### **Registration Conference /Tour**

An initial registration tour is necessary to discuss the program policies, meet our staff, and have your child see our program. At that time you can receive waitlist application or an enrollment packet based on our current availability. Please call the Site Director to schedule this conference. Title 22 requires that both the parent and child attend a conference before care begins.

### **Registration Fee**

A \$125.00 registration fee is assessed at the time of registration. The registration fee is non-refundable. A re-registration fee of \$60.00 will be charged annually in September. Your child may attend only after the required forms and fees are completed and returned to the CKC, Inc. administration office.

### **Admission Agreement/Parent Contract**

At the time of registration, a Parent Contract will be completed detailing your tuition, schedule and first months tuition is required. A new Parent Contract will need to be completed to make any changes. A two week notice is required to implement any changes to your tuition and schedule.

### **Waiting List**

The center will maintain a waiting list granting admission on a first-come, first-served basis. In order to be placed on our waitlist you must take a tour of our program, complete a Waitlist Application and pay a \$25 per family waitlist fee. This fee will be applied to the initial registration fee upon enrollment.

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**

At our program we strive to offer flexibility in scheduling. You may sign up for 2, 3, or 5 days per week, either partial, full or a combination of days. A 3 day schedule includes Monday, Wednesday & Friday and a 2 day schedule includes Tuesday & Thursday.

Tuition is regardless of usage, it remains the same on vacations and for holidays.

### **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 preschool program, or whether your children are in both our preschool and afterschool programs.

### **Late Pick-Up**

We close promptly at 6:00 pm, which allows many of our staff to continue their education by attending night classes. Your child(ren) must be picked up by 6:00 pm. If you arrive after 6:00 pm, a family late fee of \$1.00 per minute will be assessed for first occurrence and written warning will be given. A family late fee of \$2.00 per minute will be assessed for second occurrence and written warning will be given. A family late fee of \$3.00 per minute will be assessed for the third and final occurrence. If a fourth late pick-up occurs, you will be charged \$4.00 per minute and removed from the program for one calendar year. If you know in advance that you will be late, please arrange for another authorized adult to pick up your child by 6:00 pm and notify the site director. If we haven't heard from the parent by 6:05 pm, we will begin to call other contact on your authorized pick-up list. **The same late fee, of \$1.00/\$2.00/\$3.00 per minute applies to the half day morning program.** Children will not be accepted before the start of a half day program. More than three late pick-ups in one year may result in termination from the program.

## **Payments**

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

Tuition is due on the first of each month in advance of the services and must be paid at our Administrative Office. Invoices are available a week in advance of payment due from the Site Director. Please make checks and money orders payable to CKC, Inc. We prefer not to handle cash. You may mail your payment to the Administrative Office at the address located on the front of this book. For your convenience, VISA and MasterCard are also accepted. We offer monthly auto charge to VISA and MasterCard.

**We do not accept credit card payments over the phone.**

## **Late Payments**

A \$25.00 late fee will be charged for all payments received after the 5<sup>th</sup> of the month. If the 5<sup>th</sup> falls onto a weekend or holiday, tuition is due the last day the center is open before the 5<sup>th</sup>.

If tuition is two weeks late, your childcare will be temporarily suspended until the balance is paid in full terminated for programs with a waitlist. If the balance remains unpaid for three weeks, collection procedures will be initiated if not paid in full by the 20<sup>th</sup> of the month and your child(ren) will be dropped from the program. If the balance remains unpaid for three weeks, collection procedures will be initiated. The parent or guardian who has signed the billing agreement will be responsible for payment of any balance due.

## **Repeated Late Payments**

More than 3 months of late payments will result in a \$50.00 charge and may also result in termination from the program for one calendar year.

## **Billing Disputes**

If a parent has a question concerning their tuition statement, they should contact the Billing and Enrollment Coordinator in the Administration Office at (831) 462-9822 x2. 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. 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.

## **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. current pay stubs at least one month

This information will be kept confidential. You will be charged the Step 2 rate until adequate income verification has been provided. 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. Questions about your bill or payment may be made to the Billing and Enrollment Coordinator at our Administrative Office.

### **Subsidized Care**

We currently work with two programs offering subsidized care: The Voucher Project and the Human Services Department (HSD). 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. If paper work is not turned in by the end of the month your child care may be terminated until paperwork is completed. Failure of parents to complete recertification on time may also result in termination. 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 Subsidized Care Coordinator in our Administration Office or contact following agencies:

Human Services Department 454-4033

The Voucher Project 688-2152

### **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. Repayment must be made by cashier's check or money order. The re-payment, including the service charge, must be paid prior to the child attending the program the following week. More than one returned check per year may result in further action.

### **Request for Tax Statement**

Parents may request a statement of payments for their taxes either by phone or email. We require a 30-day notification to process all requests.

### **Tuition Changes**

A 30 day written notice will be given for any changes to the Campus Kids Connection, Inc. tuition schedule.

## **ATTENDANCE**

### **Sign In and Out**

Parents are responsible for signing their child(ren) in and out at the beginning and end of each day. A full signature is required as well as the 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.

Children will be released only to those authorized by the parent on the child's Emergency Card. It is the parent's responsibility to notify the center of any changes in authorization. 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.

### **Notification of Absences**

Parent must call and notify the Center if the child is not attending the program on their scheduled day. This can be done by calling the Center or informing the Site Director in advance. Failure to call in after three times may result in the suspension or termination of your child from the program. Tuition is billed regardless of usage and does not change because of an absence.

## **PROGRAMS**

### **Junior Preschool Program**

Our Junior Preschool Program is for children from 24 months until approximately 3 ½ years. We are able to offer a lower classroom ratio (approx. 1:8). The classroom is divided into groups based on age and is arranged to allow for large and small group activities. At this age we work with the children in learning to be part of a larger group, using their words with their friends, toileting, participating in family style meals, and experiencing new things. We encourage the children to participate in organized times and activities while still providing plenty of free choice throughout the day. All of our programs are based on developmental readiness, not necessarily age.

#### Sample Junior Preschool Daily Schedule

7:00 – 8:00	Free Choice / Table Activities
8:00 – 8:30	Inside Free Choice
8:30 – 9:10	Outside Play and Inside Quiet Activities
9:10 – 9:30	Circle Time
9:30 – 10:10	Wash Hands / Snack / Books / Puzzles / Toileting
10:10 – 10:45	Outside Play
10:45 – 11:45	Inside Small Group Time
11:45 – 12:30	Story Time / Wash Hands / Lunch Time / Toileting
12:30 – 2:45	Nap Time / Non-nappers rest time / quiet activities
2:45 – 3:00	Wake up / Shoes On / Toileting
3:00 – 3:30	Story / Wash Hands / Snack
3:30 – 4:00	Outside Play
4:00 – 5:00	Art / Manipulative / Free Play / Toileting
5:00 – 5:30	Table Top Activities
5:30 – 6:00	Snack / Books / Table Top Activities

## **Preschool Program**

Our Preschool Program offers care for children from approximately 3 1/2 years until entry into kindergarten and after kindergarten care until entry into first grade. The site director and the parents will work together on a transition timeline for children moving from our junior preschool classroom to the preschool classroom. The children share our preschool classroom and are divided into smaller groups based on age and developmental readiness for morning and afternoon small group activities.

### **Sample Preschool Daily Schedule**

7:00 – 8:00	Free Choice / Table Activities
8:00 – 8:30	Inside Free Choice
8:30 - 9:10	Outside Play and Inside Quiet Activities
9:10 – 9:35	Circle Time / Dismiss to Wash Hands
9:35 – 10:05	Snack / Puzzles / Books
10:05 – 11:15	Small Groups
11:15 – 11:50	Recess / Outside Play
11:50 – 12:00	Large Group Circle / Wash Hands
12:00 – 12:30	Lunch Time / Toileting
12:30 – 2:45	Nap Time / Non-nappers rest time / quiet activities
2:45 – 3:00	Wake up / Shoes On
3:00 – 3:30	Large Group Circle / Wash Hands
3:30 – 4:00	Snack / Books / Puzzles
4:00 – 5:00	Projects / Outside Play
5:00 – 5:30	Table Top Activities
5:30 – 6:00	Snack / Books / Table Top Activities

## **Philosophy**

CKC, Inc. Opal Cliffs Children’s Center is designed to provide an emotionally and physically safe and stimulating environment for your child. We acknowledge and respect the diversity of the children, families, and community we live in. We believe in family and teacher collaboration because of the many benefits it provides for children’s success.

It is important to us that both teachers and families share in decision making to keep care consistent so the child feels respected and safe. We also feel building networks of support between families is necessary for providing your child with problem solving, interpersonal, and communication skills, that are essential for successful living in a rapidly changing society.

Our staff is available to assist you with any questions, and we encourage you to contact the Director to discuss any concerns you have regarding your child. We feel two-way communication between staff and a family 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 our center at any time.

## **Discipline Policy**

Our discipline policy is designed to promote the development of self-direction, self-control and self-esteem. This is accomplished through sensitivity, consistency, firmness, fairness and follow-through. We believe every issue counts.

We start with consistent routines and basic rules stated in a positive manner that are posted in each classroom. Our staff model these rules and help children learn to follow them. We have found that most circumstances can be addressed using one of these rules:

- We are Safe/Healthy
- We are Kind/Friendly
- We are Respectful

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. When a consequence is necessary it must be reasonable, related to the behavior, and respectful to the child. No corporal punishment is allowed.

When a child has a hard time appropriately following the discipline policy above 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 a parent conference, agreeing on a plan of action.
6. Set up and meet in a follow-up conference to determine progress.

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. If CKC, Inc. is unable to meet the child's needs, alternative childcare arrangements will need to be made by the parent/guardian.

### **Personal Belongings**

Please limit the items your child(ren) bring to school. Your child should have a complete extra set of clothing, including shoes, either kept in their cubby or brought daily in a backpack and a small blanket labeled with your child's name if napping at school. Any other items such as toys, games, trinkets, should be kept at home unless there is a specific share time designed by your child's teacher. CKC, Inc. shall not be responsible for the loss or damage of toys, games, clothes or other personal belongings. **Label all belongings brought to school.**

### **Diapers and Potty Training**

Our Junior Preschool program provides for children still in diapers and those that are at the stage of mastering toilet learning.

If your child is in diapers or pull-ups it is your responsibility to provide these for your child on a daily basis. We will provide a small space for each child so that you may store enough for at least a week at the center. We will provide diaper wipes, generally using a generic or Costco brand. If your child requires specific diaper wipes please plan to provide them for your child.

Potty learning is a team effort that requires consistency at school and at home. When your child is ready we will work with you and your child to make this important step as successful as possible. We will work with your child as your child becomes comfortable sitting on the toilet, recognizes the need to go to the bathroom, and learns to handle their clothing themselves.

### **Napping**

We have a nap/rest time for all children that are at the center for a full day. It begins at 12:30pm and children are able to nap until approximately 3:00pm. The center provides a rest mat and sheet for each child. The mat is cleaned daily and the sheet is cleaned weekly and as needed. Please provide a blanket, labeled with your child's name, and take it home at least weekly for cleaning. For children that don't fall asleep we will provide an outside activity or a quiet indoor activity depending on the weather beginning at approximately 1:30pm.

### **Art Work**

Your child puts a great amount of effort into their projects and is excited to share them with you. These projects are usually child-oriented in nature. We are much more concerned with the process than the final product to allow the children's optimal use of their creativity. Children are free to create, experience, and discover.

Please check your child's cubby daily and remove any treasures that are ready to go home. We also ask that you clean out your child's cubby each Friday.

### **Field Trips**

Field trips that require transportation are not offered. We will have occasional walking field trips for those in our preschool program and you will be notified by your center Director if your child will be able to participate in these. You will be required to complete a field trip authorization form prior to your child being allowed to participate in any field trip.

### **Parent Board**

This area is used for announcements, menus, program schedules, open houses and meetings. Be sure to check it daily for important notices.

### **Parent / Teacher Communication**

At each center you will find the teachers available to you so you can let staff know information about your child including, known absences, early pick-ups, an alternate pick-up person coming, vacations, the need to conference, etc. and they can write it down in the site communication log.

### **Open House / Parent Events**

We will host an open house at the beginning of the fall program. This is a wonderful opportunity for you to come in and see what your child has been doing at their site. It also gives you the opportunity to meet with staff, meet the other families, and to get to know the program a little better. Check with your site director for the date.

We will also offer two or three other opportunities each year for you and your family to participate in school sponsored events. Notices for these will be posted on the parent board and included in the monthly newsletter.

### **Developmental Screening**

We use *ASQ-3, Ages and Stages Questionnaires* to assess children's development. Parents complete a questionnaire upon enrolling their child and the teachers complete them each Fall and Spring.

**Parent Conferences** – Available upon request.

Each Spring and Fall there will be an opportunity for parents to sign up for a conference with their Site Director and/or child's teacher. This is a great time for a quick check-in to learn more about your child's progress at CKC, Inc. Check with your Site Director for more details.

### **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 our Preschool Program Director, then our Executive Director, and finally the Chair of the Board of Campus Kids Connection, Inc. Please refer to the front of the Parent Handbook. 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.

## **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**

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

Some of the symptoms that may exclude your child from the program are:

1. High Temperature – 100 degrees or above
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)

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. If your child is sent home sick, they must remain home for 24 hours.

### **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.

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 you center Director for copies of the Medication Release Form

### **Illness Policy**

If you are keeping your child home due to illness, please contact the center and let the staff know of your child's absence. When your child has a fever, please make sure they remain at home 24 hours after their temperature has returned to normal without the use of medicine or pain relievers. We may require a physicians release for any medical or health condition. If your child becomes ill while at the center you will be required to pick up your child when called.

### **Accidents/Emergencies**

In the event of a medical or dental emergency 911 will be called. In the event of an emergency, immediate action will be taken by the staff as per your orders on the emergency release form and emergency cards. 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 nutritious meals. We offer morning snack, lunch, and afternoon snack for our children.

If your child has food allergies or special dietary needs this information will be posted in the food preparation area and classroom. Menus are posted at least bi-weekly on the Parent Board and meet standards for amounts and types of foods as set by federal guidelines.

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 Center staff that jeopardize 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 will be allowed at the Center.
5. No weapons will be allowed at the Center.
6. Any 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 alcohol.

### **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.

## **PARENT REQUIREMENTS**

The following items are required for parents to complete in order to enroll your child in Campus Kids Connection, Inc.:

Admission Agreement	Parent's Rights
Identification and Emergency Information	Personal Rights
Parent Handbook Receipt	Parent Contract
CKC Emergency Information	Child's Health History
Consent for Medical Treatment	Billing Card
Physician's Report and Current Immunizations	Income Verification (if needed)
(Please provide us with a copy of your child's immunizations when they are updated)	

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.