A Non-profit

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 4/1/2011

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

Office Hours, M-Th 8:30am – 4:00pm
Fridays 8:30 am – 1:30 pm

Site Locations:

Bayview Center
1231 Bay Street
Santa Cruz CA 95060
(831) 427-1667

Gault Center
1320 Seabright Avenue
Santa Cruz CA 95062
(831) 457-1229

Santa Cruz Gardens Center
8005 Winkle Avenue
Santa Cruz CA 95065
(831) 475-5925

Westlake Center
1000 High Street
Santa Cruz CA 95060
(831) 458-2259

DeLaveaga Center
1145 Morrissey Avenue
Santa Cruz CA 95065
(831) 426-7402

Main Street Center
3400 Main Street
Soquel CA 95073
(831) 475-5758

Soquel Center
2700 Porter Street
Soquel CA 95073
(831) 475-2302

Mountain Elementary School
3042 Old San Jose Road
Soquel, CA 95073
(831) 475-3274

Preschool Programs:

CKC, Inc. Children's Center
8005 Winkle Avenue
Santa Cruz CA 95065
(831) 475-6587

CKC, Inc. Children's Center
987 Bostwick Lane
Santa Cruz, CA 95062

CKC, Inc. Pre-K at Gault
1320 Seabright Avenue
Santa Cruz CA 95062
9:00 am – 12:30
(831) 457-1229

Ages
Our program is open for children kindergarten through fifth grade. Priority will be given to children attending the elementary school at each CKC, Inc. site. Exceptions can be made and approved by the Site Director and Program Director.

Holidays
CKC, Inc. is open during winter, spring and summer breaks, as well as all teacher work days and school conference days. See your Site Director to sign up in advance for these seasonal camp days. There will be a separate registration fee and additional cost.

Childcare is not provided on the following days:

Independence Day
Labor Day
Thanksgiving (Thursday and Friday)
Christmas Eve
Christmas Day
Winter Break (refer to school calendar-TBD)
New Year's Day Jan. 1, 2012 (refer to school calendar-TBD)
Martin Luther King Jr's Birthday
President's Day (refer to the school calendar)
Memorial Day

Tuition is a monthly expense and remains the same for all CKC, Inc. weeks. The centers will be closed for occasional staff training. One month's notice of these trainings will be provided.

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 qualifications and 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	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, ext.6.

ADMISSION AND REGISTRATION

Admission
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 Conference
An initial registration conference is necessary to complete the forms and discuss the program policies. 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 $55.00 registration fee is assessed at the time of registration. If your child attends Summer Camp, there is an additional registration fee. The registration fee is non-refundable.

Your child may attend only after the required forms are completed and returned to the Administrative Office and your child has met the Site Director. The registration process takes 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 two week notice is required to implement any changes to your tuition and schedule.

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
CKC, Inc. strives to offer flexibility in scheduling. You may sign up for 2, 3, 4–5 days per week. A Tuition Schedule is available at each center. School year tuition has been calculated on a 9 month basis and averaged into 9 equal monthly payments. The months of winter and spring camps are prorated. However, we do not prorate for CKC closures(i.e. Christmas break, legal holidays,etc) The month of June is also prorated. Tuition is regardless of usage, it remains the same on minimum days and holidays.

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. Special tuition rates are also in effect during Winter, Spring and Summer Day Camps. These camps and non school days require separate registration, and have not been figured into your year's tuition costs. If you sign up for full day care or camp care, you are financially responsible for those days regardless of attendance.

Drop-In Services
Drop-in childcare services are available to assist families who do not have a set schedule. It is intended to be used occasionally, and only after confirming with the Site Director that space is available, 24 hours in advance of the day you need care. A consistent drop-in attendance pattern of two or more days per week for more than two consecutive weeks shall be converted to the appropriate tuition rate. 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.

Sibling Discounts
A 10% sibling discount is available for families who have more than one child enrolled in any of our programs. Please refer to the Tuition Schedule for the amount of the sibling discount.

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 a family late fee of $5.00 for every five minutes will be assessed. 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. 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. We request that families needing specialized billing complete separate billing cards designating days of responsibility and tuition. When a change in payment responsibility occurs, a new billing cards needs to be filled out immediately. Tuition is due on the first of each month. 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, as well as monthly auto charge to Visa/MC. We do not accept credit card payments over the phone.

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.

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 last day the center is open before the 5th.

If tuition is two weeks late, your child will be terminated from the program until the balance is paid in full. 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.

Billing Disputes
If a parent has a question concerning their tuition statement, they should contact the Accounts Receivable Clerk in the Administration Office. 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, 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

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 Accounts Receivable Clerk at our Administrative Office.

Subsidized Care
We currently work with two programs offering subsidized care: The Voucher Project and the Human Resource Agency (HRA). 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 suspended or 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 Resource Agency	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.

Tuition Changes
A thirty-day 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 the childcare 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, they may not attend after school care those days. For questions concerning the exceptions to this policy, please contact your Site Director.

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 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 and nonschool days, require parents to walk their child into the center. Children arriving from school will be signed in by staff.

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 and update the child's emergency card. 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 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 Center if the child is not attending the program. This can be done by calling the Center or leaving a note in the Parent Communication Log. Notifying the school is not sufficient, as they generally don't inform us of such calls. You must notify your child's Center as well. Failure to call in after three times may result in the suspension or termination. Tuition is regardless of usage and does not change because of an absence.

If a child is expected to attend and no parent notification of an absence has been made, the following steps will be taken:

1. The child's 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 ill with a parent.
3. The Site Director will attempt to reach the parent by telephone.
4. If the parent cannot be reached and school records indicate that the child was at school, the emergency numbers listed on the child's emergency card will be called.
5. We will attempt to report the child as missing to the proper authorities within 30 minutes of the child's regularly anticipated arrival time.

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 Center of any absences.

PROGRAM

Daily Schedule

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

2:30-2:45	Planning: Children arrive from school and check in with their teacher and Site Director. Their small group is comprised of approximately 8-12 children of a similar age. They 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 or their own self-directed play.
2:45-3:45	Snack is available for children to serve themselves
2:45-4:15	Activity Time and Homework Club
4:30-4:45	Meeting Time: Children and staff discuss day's activities and events.
4:45-6:00	Self Directed Play and Club Meetings

Daily Full Day Schedule

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

7:00 – 9:00 Welcome, quiet activities

9:00 – 9:30 Group meeting: Outline activities for the day

9:30 – 10:30 Outdoor and Indoor group activities

10:30 – 11:00 Snack is available for children to serve themselves, provided by CKC

11:00 – 12:30 Arts and Crafts

12:30 – 1:00 Home Lunch, provided by child

1:00 – 2:00 Quiet activity time, reading, journal writing

2:00 – 2:30 Group meeting: Outline activities for afternoon

2:30 – 3:30 Indoor and Outdoor activity time

3:30 – 4:00 Snack is available for children to serve themselves, provided by CKC

4:00 – 6:00 Self Directed Play

Philosophy
Campus Kids Connection, Inc. is a program designed to provide a safe and secure environment for your children. We want to do a variety of activities with your children in a pleasant environment and assure that your child has the opportunity to practice a broad range of skills, including problem solving, interpersonal and communication skills, that are essential for successful living in a rapidly changing society. We implement the following:

- ***Children are personally and socially competent***
- ***Children are effective learners***
- ***Children show physical and motor competence***
- ***Children are safe and healthy***

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 the desired results stated above with all of the children in a positive and supportive and safe environment.

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 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 issues 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 be prorated in the event of permanent suspension.

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.
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 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 center will provide a quiet homework area in which children will have the opportunity to do their work. 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.

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 are an integral part of our program. You will be notified in advance of the date and mode of transportation. Transportation includes walking, CKC, Inc. vans or buses. Permission slips must be signed in advance for your child to attend. Parents are always welcome and encouraged to attend our field trips. Some field trips may require an additional fee. CKC, Inc. does not offer transportation on a daily basis.

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 Communication Log

At each center you will find a binder or notebook in which you can leave messages for your Site Director or childcare staff. Please write all messages down in this book including, known absences, vacations, the need to conference, etc.

Parent Conferences – Available upon request.

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 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, on page 2.

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
Daily children are given a health check 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. 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 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
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.

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. 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 injury, immediate action will be taken by the staff as per your orders on the emergency release form and emergency cards. 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 also served, and children are responsible to provide a healthy lunch. Kindergartners attending CKC, Inc. in the morning must bring their own snack. We ask that you pack something healthy, such as fruit or crackers for your kindergartner's morning snack.

Snack provided after school is available for children to serve them-selves. Afternoon snacks are provided for a certain length of time so that children are able to have a snack when they are hungry and not just when it is scheduled.

If your child has food allergies or special dietary needs, a doctor's note is required and allergy information will be posted in the food preparation area. Menus are available at the Centers that meet or exceed minimum 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 who 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. 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 or alcohol.
8. No corporal punishment is allowed.

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 to be complete to enroll your child in CKC, Inc.:

Admission Agreement
Identification and Emergency Information
CKC Emergency Information
Health History
Parent's Rights
Personal Rights
Billing Card
Parent Contract
Parent Handbook Receipts
Income Verification (if needed)

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.