



## **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](mailto:office@campuskidsconnection.com).

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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.















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.