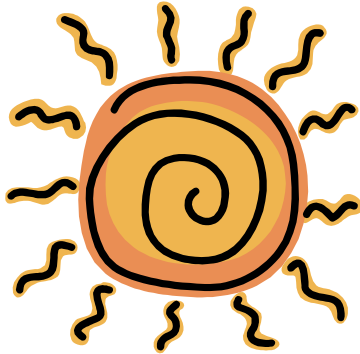


C&C KIDS



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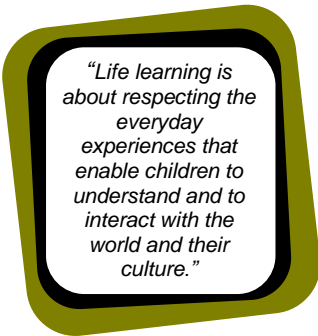
The Purpose of our Handbook

The purpose of this booklet is to advise you on what you will need to know about our C&C KIDS programs. Please keep this book and refer to it as needed when you may have a question about our programs. We always encourage open communication with all of our staff and families; please do not hesitate to ask us anything, anytime.

Who we are

C&C KIDS is a nonprofit school age enrichment program for children 5-12 years of age. C&C is co-owned by a mother daughter team and has been in operation for 5 years. You may sometimes hear us also referred to as Comfort and Cozy Childcare and Learning Center. This center has been open for over sixteen years and acts as our main campus. Main

Campus is where our office is held and our programs for children under 5 years of age operate. During the school year C&C operates out of two separate elementary schools.



We strive to create a unique atmosphere free of all stereotypes and open to all families. We believe that children can learn through play and balance our daily adventures with enriching materials, staff interactions and

school age curriculum design. We utilize public transportation, local events and programming.

What your child/children will need daily

- Lunch- please send a lunch daily for days that your child is scheduled all day. Please send your child's lunch in a durable lunch bag or container. There is nothing worse than watching your lunch roll out of your backpack down the bus floor, or falling out onto the street while walking.
 - You will need to have an ice pack for perishable items. There are no cold or hot options. Please send all your own utensils, and dishes. Staff will not be able to heat up lunches on trips. We highly recommend using re-usable lunch containers.
 - Please do not send pop, Kool-Aid or candy. Lunches must meet USDA food standards. Lunches must include fruit, vegetable, grain, meat/meat alternate, milk or 100% juice.
 - Please send enough food to keep your child full for the day. We do offer a free morning and afternoon snack. Remember this is a snack! Not a meal. If you have any questions or concerns and or cannot provide a lunch for your child please see the camp director.
- **Backpack-** must fit your child, please no wheels. Make sure straps and zippers are in good working condition.
- **Water bottle-** no leaks☺ Stainless or hard plastic works best, drop or crack proof.
- **Coat-** we will be going on our adventures rain or shine. Please send Pacific Northwest appropriate clothing with your child. Rain gear can be kept on site if desired. A sweatshirt is not sufficient. Please make sure zippers are in good working condition.
- **Good walking shoes-** no open toed shoes. Your child will not attend the trip for the day, you will be called and asked to pick up your child or bring them alternative foot wear. No crocs, sandals, wheelies. Socks are highly recommended.

Behavior guidelines, expectations and policies

C&C strives to create an atmosphere in which children can grow and learn from their interactions with others. If a child's behavior or actions jeopardizes the overall care, safety of themselves, another child or staff the following actions will be followed. If a child continues to jeopardize the quality of the program, environment, damages school or center equipment, or continually is un-responsive to staff and parent efforts the child will be asked to find an alternative program.

Steps for behavior plan

1. Written observation of action/incident. Communication with other staff and parents/caregivers concerning the action/incident. Parent/caregiver and staff sign documentation and report is placed in child's file.

2. Follow step one. A specific time is set up with staff, parent and child to discuss behavior/actions. Reports are signed and placed in child's file. This event may also lead to loss of a field trip, and or loss of special privilege. (i.e.: foosball table, pool table, Legos, etc...) A verbal and written warning is given to parent/caregiver and child that state that this is the last step prior to request to find alternative care.
 - Follow step one and two. Due to lack of response from steps one and two the parent/caregiver will be asked to find alternative care. Examples of such immediate actions would be as follows : Intentional threat or injury to another child or staff

 - Intentional behavior that is unresponsive to previous behavior improvement strategies.

 - Intentional lack of concern/action from parent/caregiver regarding child's behavior/actions.

C&C KIDS Programs

1. **Afterschool Enrichment programs-** operate out of two local elementary schools and are open daily M-F afterschool until 5:30pm. This program includes a free afterschool snack, homework assistance, curriculum based activities, guest speakers, free choice and outside play. Payment options vary; drop in, hourly, part time, full time care available.
2. **Teacher in service days-** all day care available on days in which Pt. Angeles Schools are closed for teacher work days. Care will be provided at one of the afterschool sites, TBA. Hours are 7:30am-5:30pm. This program includes a free morning and afternoon snack, curriculum based activities and projects, guest speakers, free choice and outside play. Payment options vary; drop in, hourly, part time, full time care available
3. **Winter/Spring Break-** all day care available during Pt. Angeles School District Winter and Spring breaks. Care will be provided at one of the afterschool sites, TBA. Hours are 7:30am-5:30pm. This program includes a free morning and afternoon snack, curriculum based activities and projects, guest speakers, free choice and outside play, and occasional field trips to local events and locations. We travel via Clallam County Transit. Payment options vary; drop in, hourly, part time, full time care available.
4. **Summer Adventures-** all day care available during Summer break for Pt. Angeles School District. Care will be provided at one of the afterschool sites. TBA. Hours are 7:30am-5:30pm. This program includes a free morning and afternoon snack, curriculum based activities and projects, guest speakers, free choice and outside play, and daily field trips to local events and locations. We travel via Clallam County Transit. Daily adventures will be posted per month. Please see posted calendars for specific trip information. Payment options vary; drop in, hourly, part time, full time and session rates are available.

A few more details.....

- ✓ Please see rate sheet for all payment options.
- ✓ Registration fee is due prior to entrance to our program. This fee lasts one school year.
- ✓ We accept DSHS, military, tribal and private payments.
- ✓ Check or money order only please.
- ✓ Payments are due prior to care being received. All families will be responsible for turning in a contract that states their child's needs.
- ✓ DSHS co pays are due on the 5th of each month.



About our staff

- C&C directors hold college degrees and meet all WA State licensing director requirements.
- C&C staffs are cross trained and can answer any questions you may have.
- C&C staff attends over 10 credits of yearly training in school age development and care.
- C&C staffs have a current WA state background check, First Aid/CPR card and a WA state food handlers card.
- C&C staff members are dedicated members of our team that strive personally to provide enriching programs for the youth in our community.