



A Non-profit

Parent Handbook Preschool Program

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 12/3/2020

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 CKC Administrative Office at (831) 462-9822 or 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.

GENERAL INFORMATION

The Administrative Office is located at:

820 Bay Avenue Suite 124
Capitola, CA 95010
(831) 462-9822

Please visit website for current office hours:

www.campuskidsconnection.com

School Age Locations

Bay View Site

1231 Bay Street
Santa Cruz, CA 95060
(831) 427-1667
Facility #444407966
Capacity - 50

DeLaveaga Site

1145 Morrissey Avenue
Santa Cruz, CA 95065
(831) 426-7402
Facility #440710237
Capacity - 100

Gault Site

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

Westlake Site

1000 High Street
Santa Cruz, CA 95060
(831) 458-2259
Facility #440710576
Capacity - 125

Main Street Site

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

Soquel Site

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

Santa Cruz Gardens Site

8005 Winkle Avenue
Santa Cruz, CA 95060
(831) 475-5925
Facility #440702020
Capacity - 65

Mountain Site

3042 Old San Jose Road
Soquel, CA 95073
(831) 475-3274
Facility #444412004
Capacity - 50

Valencia Site

250 Aptos School Road
Aptos, CA 95003
(831) 465-4192
Facility #444415707
Capacity - 80

Preschool Programs

SCG Children's Center

8005 Winkle Avenue, Santa Cruz, CA 95065
(831) 475-6587
Facility # 444408785 Capacity - 42

Opal Cliffs Children's Center

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

CKC Infant & Toddler Children's Center

305 Alturas Way, Soquel, CA 95073
(831) 713-5214
Facility #444414596 Capacity - 28

Ages

CKC, Inc. preschools offer programs for children ages 24 months and potty trained through entry into kindergarten. The children are divided into two classrooms, preschool and junior preschool.

Holidays

Childcare is not provided on the following days:

Independence Day

Labor Day

Veteran's Day

Thanksgiving Break (Weds-Friday)

Winter Break (2 weeks- refer to CKC calendar)

Martin Luther King Jr's Birthday

President's Day

Memorial Day

3 Fridays in the calendar year for Staff Training

Tuition is a monthly expense and is not prorated for site closures. Tuition is not adjusted for the above holidays, closures, or for child absences. We have taken into account days the school is closed and provided a set monthly tuition throughout the school year. At least one month's notice of staff training closures will be provided.

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 or better in our preschool classrooms.

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 |
| Clearance of any criminal convictions | Drug Free Statement |
| Child Abuse Index Check | Safety Policy Training |
| Physical Exam/Health Questionnaire | Signed Job Description |
| TB Clearance/Required Immunizations | Personnel Record |
| Transcripts | Signed Employee Handbook |
| Sexual Harassment Training | Mandated Reporter Training |
| COVID-19 Training | |

CKC, Inc. Employees & Outside Work

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

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

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

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 Tour/Conference

Title 22 requires that both the parent and child attend a tour/conference before care begins. The registration conference is for you & your child(ren) to view the program and discuss the program policies. Please schedule this tour through the CKC Administrative Office.

Registration Fee/Monthly Tuition

A registration fee is assessed at the time of registration. The registration fee is non-refundable. A re-registration fee will be charged annually in September.

Your child may attend only after the required forms are completed and returned to the CKC Administrative Office, payment has been processed, and you and your child have attended a tour/registration conference at the childcare site. The registration process takes three business days. Families will not be able to register 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, schedule and location. A new Parent Contract will need to be completed to make any changes. A 30 day notice is required to implement any changes to your tuition and schedule.

Waiting List

The CKC Administrative Office will maintain a waiting list granting admission on a first-come, first-serve basis. In order to be placed on our waitlist you must return a waitlist form to the CKC Administrative Office at office@campuskidsconnection.com or mail to 820 Bay Ave. Suite 124, Capitola, CA 95010. Forms can be found on our website or at the CKC Administrative Office. 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

A tuition schedule is available for each center. Tuition has been calculated to take into account any school closures and holidays. We do not prorate for CKC closures (i.e. winter break, holidays) or school closures during the year. Tuition is regardless of usage. There will be no adjustments to tuition if CKC, Inc. has to close due to acts of nature.

Drop In Services

Drop-in childcare services may be available to assist families on days that they are not regularly scheduled. There is limited drop-in availability, and is only allowed after confirming with the site director that space is available with at least 24 hours in advance of the day you need care. Payment for drop-in services will be invoiced and payment will be due upon receipt. Drop-in care may not be scheduled more than 4 weeks in advance.

Drop In Services No Show Policy

If you sign up for drop in services and your plans change, you need to notify the Site Director at least 24 hours before the care was to begin or you will be financially responsible for this day. You

will be charged for a no show without proper notice. This allows the Site Director to ensure adequate staffing for the day.

Sibling Discounts

A sibling discount of 10 % is available for the child(ren) with the lower tuition(s). This will apply if you have two or more children enrolled in our afterschool program, preschool program, and/ or our infant & toddler program..

Late Pick-Up

Your child(ren) must be picked up by closing. If you arrive after closing, a family late fee of \$10.00 for every 10 minutes or portion there of will be assessed. The fee will be added to your next tuition statement. More than 4 late pick-ups in any year may result in termination from the program. If you know in advance you will be late, please arrange for another authorized adult to pick up your child and notify the site director. If we haven't heard from you, we will begin calling contacts to pick-up your child 5 minutes after closing. The same late fee will be applied to the half day morning program.

Children will not be accepted before the start of a half day program.

Payments

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

Tuition is due on the first of each month. Please make checks and money orders payable to CKC, Inc. We prefer not to handle cash. You may mail your payment to the CKC Administrative Office at the address located on the General Information page of the handbook. For your convenience, you can also pay online using VISA and Mastercard.

Request for Tax Statement

Parents may request a statement of payments for their taxes either by phone or email to accounting@campuskidsconnection.com. We will provide a statement within two weeks of request. You must be listed on the parent contract to make a request.

Late Payments

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

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

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

Billing Questions

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

Sliding Fee Scale

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

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

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

Subsidized Care

We do not subsidize care, but we do work with local agencies that provide these services. If you are qualified through one of these agencies, please let us know. We currently work with two programs offering subsidized care: Go Kids 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 paperwork 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 CKC Administrative Office or contact following agencies:

Human Services Department 454-4033
Go Kids

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 VISA/Mastercard, cashier's check or money order. The re-payment, including the service charge, must be paid within 5 business days to avoid suspension of childcare services. More than one returned check per year may result in further action.

Tuition Changes

CKC Inc. will provide a 30-day written notice will be given for any changes to the 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. 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 form. 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 and provide updates as needed.

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.

PROGRAM

All of our programs are based on developmental readiness, not necessarily age. We encourage the children to participate in organized times and activities while still providing plenty of free choice throughout the day.

Sample Daily Schedule

Open – 8:30	Wash hands/Free Choice / Table Activities
8:30-9:30	Outside Play
9:30-9:45	Circle Time (outside when possible)
9:45-10:15	Wash Hands / Snack
10:15-11:15	Small Group Activities- art/science/ free choice
11:15-12:00	Inside and Outside Choices
12:00-12:30	Story Time / Wash Hands / Lunch Time
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	Wash Hands / Snack (outside when possible)
3:30 – 4:30	Outside Play/ Art activities
4:30-close	Free choice Stem, table top, book activities

Philosophy

CKC, Inc. Preschool Programs are 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. If you would like to visit our center, you may schedule an appointment with site director.

Our behavior management 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

Behavior Management

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 with Preschool Site Director.

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. Plan on bringing 2 ziploc bags, each with a complete set of clothing, one with extra shoes and label with your child's name. Your child may also bring a blanket for nap each Monday and a jacket or sweater daily. Any other items such as toys, games, trinkets, should be kept at home. CKC, Inc. shall not be responsible for the loss or damage of personal belongings. **Label all belongings brought to school.**

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 will be emailed and meet standards for amounts and types of foods as set by federal guidelines. If you choose to bring food for your child due to dietary restrictions or food allergies, it must come labeled with your child's name and the date. It must not require heating or refrigeration. We have limited storage so please check with your director on appropriate amounts to keep onsite.

If your child would like to celebrate a special event, please see the site director.

Napping

We have a nap/rest time for all children that are at the center for a full day. It begins at approximately 12:30pm and children are able to nap until approximately 2:30pm. 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.

We will have folders at the pick up table for you to get your child's artwork.

Field Trips

Field trips are not offered in our preschool programs.

Parent Board

There is a designated area at each center that is used for announcements, menus, program schedules, special events, and required postings. Parents will also be given access to a site specific webpage where newsletters, menus, and additional announcements will be posted online. Be sure to check it daily for important notices.

Parent / Teacher Communication

At each center you will find a staff member available at drop-off and pick-up so you can let staff know information about your child including, known absences, early pick-ups, an alternate pick-up person, vacations, parent conference request, etc. and they can write it down in the site communication log. You can always email your site director as well.

Parent Conferences

Parent Conferences will be held on an as needed basis and may be requested by the parent or 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 CKC 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. 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.

Illness Policy

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. If your child has any other symptom of illness, please keep them home 24 hours after symptoms subside. We may require a physician's 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.

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 services 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 provide 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 trip 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.

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

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 contact forms are a very important piece of information for us to provide immediate help for your child. Please keep these accurate at all times by notifying your site director of any contact changes.

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.
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 preschool 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 for parents to complete in order to enroll your child in Campus Kids Connection, Inc.:

- Admission Agreement
- Identification and Emergency Information
- CKC Emergency Information/ Consent for Medical Treatment
- Child's Health History
- Parent Handbook Receipt
- Personal Rights
- Parent's Rights
- Parent Contract & Billing Information
- Physician's Report and Current Immunizations
- Permission Slip
- Income Verification (if needed)
- Payment of registration fee and first month tuition

CKC, Inc. reserves the right to make changes and/or corrections to the CKC 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, to be found on our website in the parent portal.