

CAIN

CHILDCARECENTER

PARENT E-PACKET



CONTACT US!



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<https://cainchildcarecenter.com>



508 May Royal Dr. Aiken SC, 29801



WELCOME TO CAIN CHILD CARE CENTER

Dear Parent/Guardian.

Welcome to Cain Child Care Center. We are delighted in your interest in our excellent preschool program for your child. We believe you will find that our preschool will have a high quality and engaging program, with a caring staff that will work very hard to provide a safe environment that gives the highest quality education program for you and your child.

This is our first year. but we have a wealth of experience working with children, and education that will provide services for our families. We will continue to update our curriculum and our structure to meet the changing needs of the Cain Child Care Center community.

We recognize this is some of the most important years of your child's growth and development so we will use effective best practices appropriate for your child, and offer you support as well. We look forward to having you join us as we work together in building a foundation for your child's future.

You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The Parent Handbook has been written to describe our program. philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff CCCC would be glad to answer any of your questions or concerns. Once again, welcome!

Sincerely,
CCCC STAFF



MISSION STATEMENT

Our Promise To You

Explore. Discover. Create. Experiment. These are just a few of the skills and qualities that children will develop at Cain Child Care Center. We provide high quality learning experiences. All activities are designed to adequately nurture the social, emotional, physical, and intellectual growth of our life long learners. Through stimulating situations and hands-on learning opportunities, our students are free to develop into bright young minds. Our students will love learning at its CORE!



OUR PHILOSOPHY

We believe...

- Children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- Children should experience numerous positive learning milestones, which leads to an increased sense of capability and independence.
- Children's play is extremely vital to healthy physical development, social skills, and cognitive growth.
- Teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- Parents contribute to and enhance the quality of care offered at Cain Child Care Center.



MEET OUR WINNING TEAM

We are a new up and coming early childhood program in the area and we only hire the best. Our team is composed of talented, highly trained, energetic and fun individuals with outstanding communication skills. We will provide excellent care for our students and their families. In addition, we are participants in the ABC Quality Program.

Our doors are always open. Please don't hesitate to let us know how we can support you.



MEET OUR CLASSROOM

TINY SEEDS (AGES 2-3)

"Tiny Seeds Grow Mighty Leaves"

Our Toddler Preschool curriculum nurtures experiences which promote social, emotional, and physical development. With the guidance of early childhood professionals, children engage in in-depth projects which provide stimulation and spark curiosity, expanding their knowledge about the world around them.



SWEET BUNCH (AGES 3-4)

"We Are One Sweet Bunch"

The Preschool curriculum fully supports investigation, exploration and discovery through thoughtful, intentional teaching practices, purposefully designed learning environments, and enriched activities. We expand learning with the introduction of simple pre-academic concepts, emphasizing fine motor skills, mathematical language, literacy appreciation, and pro-social skills.

GOOD APPLES (AGES 4-5)

"This Class Is Good To The Core"

Our Kindergarten Readiness curriculum emphasizes academic preparedness. Students are introduced to concepts in the core domains of literacy, mathematics, scientific thinking, creative arts and social studies. In addition, we encourage growth in the areas of positive self-concept, emotional expression, complex problem solving and healthy interactions with adults and peers.



Hours of Operations

Cain Child Care Center is open Monday through Friday, 7:30 a.m. - 6:00 p.m. and is open during school breaks excluding the following holidays:

- ◆ New Year's Day
- ◆ Independence Day
- ◆ Thanksgiving Day
- ◆ Christmas Eve
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Labor Day
- ◆ The day after Thanksgiving
- ◆ Christmas Day

In addition, to meet The State of South Carolina training requirements, Cain Child Care Center may close occasionally up to 4 days a year to provide In-service training Days for our teaching staff. Currently the scheduled dates are:



ORIENTATION

A tour will be arranged with the administrative director prior to enrollment to introduce children and families to our center, our staff, and our policies. This policy is in place to help with the separation process between children and their parents, and to help ensure a smooth transition from home to school, and to answer any questions the parents may have regarding the operation of the center.



ENROLLMENT

Enrollment at Cain Child Care Center is open to children from ages 2 to 5 years. Enrollment is granted without regard to a child's race, color, creed, religion, national origin, gender, or special needs; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, sexual orientation, pregnancy or special needs. Parents can apply for enrollment of their child in CCCC by completing the Enrollment Application and paying the \$100 Application Fee. CCCC reserves the right to dismiss any parent or child at any time with or without cause. There must be two emergency numbers on file that we may call in the event that your child becomes ill and you are unreachable. Emergency contacts must have the ability to transport the children if necessary. Parents are required to notify Cain Child Care Center immediately should any of the information collected at the time of enrollment or any time thereafter change. Updated immunizations are needed for all children, as well as documentation. Prior to starting, parents are welcome to attend the center with their children in order to facilitate a smoother transition.

REGISTRATION

When a child is registered in our program, the preliminary paperwork indicating the parent's intent to enroll their child has been completed. This paperwork consists of:

- 1) Registration Fee Paid - 1 child: \$75 - 2 children: \$100.00 - 3+ children: \$150.00
- 2) Registration Card completed
- 3) Emergency Contact Form
- 4) Current Immunization Records
- 5) Over the Counter Medication Authorization Form (OTC Form)
- 6) Health Care Form (allergies or medical conditions requiring specialized care)
- 7) Child Food Program Form
- 8) Tuition Express Form with Appropriate Signed Releases and Authorizations
- 9) Pre-enrollment interview. During the interview, the family will receive a tour of the school, meet the teacher, see the classroom, and have the opportunity to ask questions. The initial interview does not guarantee enrollment.
- 10) 1st Tuition Payment No child will be accepted until the following are complete.



CONFIDENTIALITY

A tour will be arranged with the administrative director prior to enrollment to introduce children and families to our center, our staff, and our policies. This policy is in place to help with the separation process between children and their parents, and to help ensure a smooth transition from home to school, and to answer any questions the parents may have regarding the operation of the center.

SECURITY

Enjoy peace of mind knowing your child is safe while you are away. In addition to our full facility surveillance system, we also have a biometric sign in and out system. Your child will only be released into your care, or the care of individuals specified on the emergency contact form. For the safety of our children, we require photo identification. In the event our staff must sign your child in/out for you, an Attendance Verification Form will be provided for you to sign upon your next pickup/drop off. Each teacher keeps current records of the children in their care and performs attendance checks at every room transition.

PHOTOGRAPHS



We do take pictures of the children and sometimes we may even video them. These pictures are to be used by the children as a way to connect with their environment. The pictures might be on bulletin boards within the center or used in learning projects. We also use the pictures on our social media pages and website. The pictures will not be published or used for advertisement without the written consent of all parties. You will have an option on your enrollment paperwork to decline the use of your child's photograph.

CHARGES & PAYMENTS

Tuition is charged weekly on all accounts. We use a system called Rapid Tuition. Rapid Tuition lets you pay your regular childcare fees automatically through Electronic Funds Transfer (EFT) or Credit Card (Visa, Mastercard, Discover and American Express) at no additional costs to you. This is our preferred method of payment. A \$10/day late fee will be assessed for any payments made after Monday. If not paid by close of day on Wednesday, the child will not be able to attend until the account is paid in full. Non-payment of tuition and/or charges for five days in a row will result in the services of the center being terminated. If the family decides to re-enroll the child, then all tuition, late charges, and a new registration charge must be paid before the child can re-enter the program, providing that space is available. Tuition is fully charged regardless of attendance.

SUBSIDIZED CARE

Families receiving any financial assistance, such as Child Care Assistance through the South Carolina Department of Child and Family Services, are responsible for any tuition and/or other charges that accrue prior to receiving the financial assistance. Families are responsible for paying any tuition and/or other charges that are not covered by the financial assistance. Financial concerns should be addressed to them.

MULTIPLE CHILD DISCOUNT

Cain Child Care Center offers a multiple child discount for one or more siblings simultaneously enrolled during the same school year. The discount is applicable to the tuition of all related children in a household.

DISMISSAL GUIDELINES

- 1) Non-payment of tuition and/or charges for five days in a row will result in termination of care.
- 2) Any parent or child that causes harm or threatens the safety, health and/or well being of a staff member or another child will result in termination of care
- 3) Any parent or child that has reckless disregard for the policies of the center and the state agencies that govern child care providers and/or cause undue stress to center staff or operations will result in termination of care.
- 4) The use of tobacco in any form, the use or the possession of alcoholic, illegal substances or unauthorized potential toxic substances, firearms (including but not limited to pellet or BB type guns) loaded or unloaded, or knives is strictly prohibited at the center.
- 5) If the center cannot meet the physical, mental, or emotional needs of the child it will result in termination of care.
- 6) Repeated tardiness in picking up a child at closing time will result in termination of care.

Please know that dismissal is perhaps the hardest part of the job for any director. Should it become necessary for us to terminate the care of your child, it was a decision that came from a lot of soul searching and is in no way a reflection on you as a parent or your child. Centers, like children, are different and our center may not be the best one suited for your child.

WITHDRAWAL

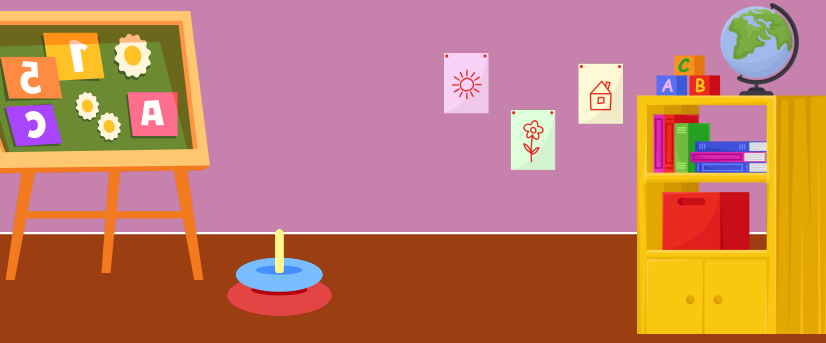
Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.



CENTER DIRECTED WITHDRAWAL POLICY



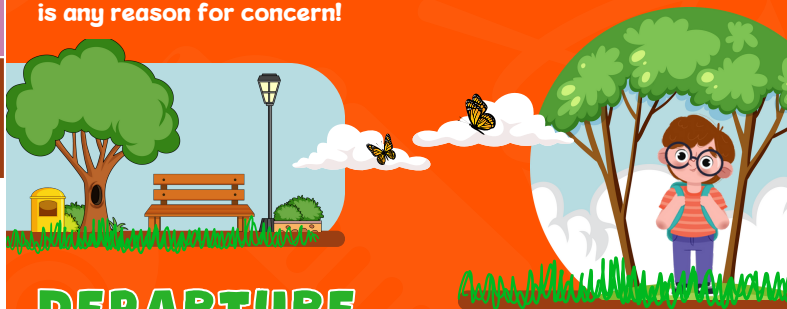
For cases in which a child's behavior is unacceptable and the staff is unable to be effective helping the child to correct the behavior, the following steps will be taken. The parent will be asked to meet with the Executive Director to discuss the situation. The parent will be given a period of time for example 2 weeks to help the child reach goals set by the center directors. suggestions will be given for outside resources if needed and may be required to keep the child enrolled during the observation period. If the child's behavior improves enough to meet the goals set by the directors, the child will be allowed to remain enrolled in the program. If, however, the behavior does not improve significantly enough to be acceptable in the classroom on a consistent basis, the parent will be asked to find other care for the child. The child will be able to return only if a mental health professional provides a written recommendation for the child to be re-enrolled in the program.



ARRIVAL

Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. the parent for the classroom will sign the child into care on -Pad located in the foyer. Parents are responsible for helping their children put away their outerwear and get settled for the day. Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in writing and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early pick up, Alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

When dropping off or picking up your child, please maintain extreme caution in our parking lot and observe our speed limit of 5 mph (or less). Children must be escorted child to and from the building and always supervised in the parking lot. Please use the front entrance to enter and leave the facility. We recommend keeping goodbyes quick, less than 5 minutes. Long goodbyes are hard on everyone. We are experts on transitioning kids! We promise we will call if there is any reason for concern!



COMMUNICATION

Proper communication between our parents, teachers, and staff of CCCC is extremely vital. Teachers will be sending home information on a regular basis. Parents will receive daily reports from teachers and staff. You are welcome to call to arrange a meeting with your child's teacher. Concerns about any aspect of our program, or your child's care, may be expressed to the owner and center director. Each child is provided with a folder, please check these daily for notes, newsletters and daily reports. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record. Our main office must be informed of any of the following changes:

- address and/or phone numbers, or e-mail address
- other pertinent information related to your child
- parent/guardian employment
- health/immunizations up-dates



Parents are always welcome to visit their child's room anytime. We encourage parents to spend time at Cain Child Care Center. By spending time at our center you communicate to your child that it is a place for your whole family and not just for your child. As parents build relationships with each other, the staff and the other children become a kind of extended family for each other.

At least annually, a sign up list will be posted for parents to sign up for a parent/teacher conference with their child's teacher; however, can request a meeting with their child's teacher whenever they feel the need exist.

DEPARTURE

When a parent or otherwise authorized adult picks up their child, the lead teacher or Administrative Director must be notified and the parent must check the child out of the office I Pad. Once a child is signed out, the parent is then solely responsible for supervising their child while on Cain Child Care Center premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents should handle all business issues prior to signing out their child. Nobody under the age of 18 can be authorized to escort a child off of the premises. Please note That our closing time of 6:00 is not the time you must arrive to pick up your child but the time by which you must have exited the premises. Parents should take home all papers or school bag each day.

LATE PICKUP FINES



In order to maintain compliance with state regulations concerning the staff to child ratio, there are heavy penalties for late pick-up. If children are picked up after their scheduled time, a \$10.00 fee as well as an additional \$1.00 per minute charge will be added to your account for each child. All late fees are due and payable within the week incurred. If there is an emergency that keeps you from picking your child up from the center on time, please call immediately to notify us that you will be late. In cases of emergency, you will not be fined for late pick-Up

NOTIFICATION OF ABSENCE

Parents should inform the center by 9am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a contagious illness, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable illness is present. Once again, only contagious illness information will be shared. Cain Child Care Center will take all measures necessary to protect your child's confidentiality. Parents who know in advance that a child will be late, are requested to notify the center as soon as possible so that we can maintain proper staffing when the child arrives to school.

EMERGENCY AND ALTERNATIVE PICK UP CARDS

At enrollment, parents will be presented with an Emergency/Alternate Pick-Up Card. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from CCCC. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. The persons on the Emergency/Alternate pick-up form will be required to provide a photo ID prior to the Cain Child Care Center releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-Up card must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form. Please understand that we will be absolute in this rule. It's the law.



EMERGENCY CLOSING AND INCLEMENT WEATHER PROCEDURES

In consideration of the needs of our working families, we take great efforts to remain open under almost all situations. However, on occasion, like everybody else, we have to give in to the weather or some other emergency situation.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for an reason. tuition will not be refunded or reduced for closures of three consecutive school days or less. If the closure extends beyond 3 consecutive school days, parents will be refunded their tuition for the time period that exceeds 3 days



THINGS TO BRING:

- Blankets
- Comfort item
- Extra Clothing

VACATION TIME (CHILD CARE USERS ONLY)

A period of up to two weeks will be allowed for vacations per year without payment being expected for full year contracts, providing a two-week written notice is submitted to us. No vacation credit is given for "school year only" or "summer only" enrollments. Vacation may not be credited during the 2-week notice for withdrawal

CLASSROOM PROCEDURES AND DAILY SCHEDULE ACTIVITIES

A sample schedule for your child's group is enclosed in your packet. We have named classroom assignments. At Cain Child Care Center we do not assign children to classrooms based strictly upon their age, but based on their developmentally appropriate placement. However the approximate ages of children in each classroom is indicated: Tiny Seeds - ages 2 to 3 year Sweet Bunch - 3 to 4 Good Apples - 4 to 5.

NAP AND REST TIME

Young toddlers nap each day according to their own schedules. Preschoolers take naps during the early afternoon. We provide cots for all of the children to rest. Children may bring a small blanket and stuffed animal to rest with. Please speak with your child's teacher if you have special requests regarding naptime.

CLOTHING

Please mark all children's clothes with the child's full name. As every parent knows, time is of the essence when a child is on the way to the restroom. A well fitted tennis shoe is suggested for footwear. When dressing your child for the day, please be aware that painting, outside play, and other such activities are part of our day.

DRESS CODE

All children must wear CCCC shirt, or red, green, or yellow uniform shirt. The bottoms must be khaki, or navy blue pants, or skirt. Unless it is a theme or dress down day. Coats, hats, gloves, snowpants, scarves and winter boots must be provided in the winter months. Children are not permitted to wear open toed, and/or open backed shoes. No sandals, please. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

BIRTHDAY CELEBRATIONS

Many children will celebrate their birthday at Cain Child Care Center. We welcome parents to bring in birthday goodies for their child and their child's group. If you are having a birthday party for your child at home, invitations passed out at CCCC must include all the children in your child's group. If you plan to invite only a few children from Cain Child Care Center, the invitations need to be mailed.

PARENT TEACHER CONFERENCES

Parent conferences will be scheduled twice a year. A written notice indicating the exact dates and times will be sent home when the conferences are approaching. The conferences are a time when teachers can discuss your child's developmental progress with you at length. Parents are always welcome to request a conference at anytime during the year if they feel it is warranted.

The Parents' Bulletin Board is located in the hallway. Please check the bulletin board frequently. We post all social functions, parent meetings, conferences, timely news issues, etc. on the bulletin board.

BEHAVIOR



TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are discouraged from bringing in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy. Under no circumstances may children bring toys/items that depict weapons, violent or aggressive characters.

When a child begins the process of toilet training we require that the child stays in his/her pull ups and uses the bathroom during the scheduled times. When the child starts to have success on the toilet, we will encourage parents to put their child in training pants at home. Once the child begins having success at home, we invite the child to wear training pants to school. When children are being potty trained, please send them in appropriate clothing. Children who are wearing training pants MUST wear clothing that they can take on and off by themselves. We do separate the children by gender when they use the bathroom.

PARENT PARTICIPATION/VOLUNTEER

Parents are invited and encouraged to be involved in their child's school activities. There are many ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will post on the bulletin board any volunteer opportunities available. Many times throughout the year, we have special visitors come to educate the children. We plan on having many visitors such as, animal trainers, police officers, dentists, doctors, musicians, etc. Children are always excited to meet new people with special talents. We encourage parents to come in and share any unique talents that they have with the children. Please feel free to come and share any ideas, stories, songs, projects, games, etc. with the children. If you are interested in participating at any time, please see your child's teacher.

MEDICATION

The staff at CCCC are authorized to administer medication to the children. By medication we mean prescribed medication only, not over the counter drugs such as Tylenol, cough syrup, cough drops, antacids, etc. If a child requires medication such as antibiotics, the parent should inform the physician of the Center's policy. We must have written documentation from the physician, and it must be in the actual medication bottle that includes the child's name, time, and dosage.

TOILET TRAINING

The teacher works on toilet training with the children. When a child begins the process of toilet training we require that the child stays in his/her pull ups and uses the bathroom during the scheduled times. The teacher works on toilet training with the children.



CHILDREN WITH SEVERE ALLERGIES

Cain Child Care Center staff are certified to administer EPI-PEN. Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Cain Child Care Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided CCCC exercises reasonable care in taking such actions.

COMMUNICABLE ILLNESS

Cain Child Care Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review.

Children with any of the following symptoms will not be allowed to remain at Cain Child Care Center: Temperature of 101 or higher, conjunctivitis (pink-eye), strep throat, head lice, vomiting, diarrhea, rashes of unknown origin, or the presence of a contagious disease.



A child will be sent home if any of the above symptoms are seen during the day. It is expected that if a child leaves CCCC after 12 noon, he/she will remain home the full next day to assure complete recovery. The center is not equipped to care for ill children. Each family must be prepared with a reliable emergency contact in the event the child becomes ill during the day and parents cannot be reached.

Once a parent has been notified, the child should be off the premises within one hour. If a parent is reached, but cannot pickup their child up within one hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

A child will be allowed to return to school if she/he has been on medicine for a contagious illness for 24 hours or is fever free. Fever free means NO Tylenol or any other antipyretic for 4 to 6 hours prior to checking in.

If a child is well enough to attend childcare, he/she is well enough to participate in outdoor activities.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable illness, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable illness is present. Once again, only communicable illness information will be shared.

BITING

Cain Child Care Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bitten or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Children who repeatedly bite on a given day will have to go home on that day.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the behavior procedures outlined in the behavior section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Cain Child Care Center cannot discuss the medical history of any child involved in a biting incident with the other party.

FIRE AND ALARM DRILLS



CCCC conducts monthly fire and evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within one hour of the telephone call.

INCIDENT AND ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later time because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent is unable to meet at the center during the course of the day.

FOOD



We provide breakfast for all children who attend the morning session. Snacks are served in the afternoon. Breakfast and lunch menus are sent home at the beginning of The month and are posted on the Parent's Bulletin board. Snack menus are also posted on the board. All lunches include meats, vegetables, and fruit. Milk or juice is served with all breakfast, lunch, and snacks. Parents are required to provide written notification of any food/dietary restrictions. All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Cain Child Care Center's curriculum focuses on developing healthy, well-balanced eating habits.

PEANUT FREE CENTER

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, CCCC does not serve any products that contain peanuts. We also require that when food is brought in by parents, whether as a "treat or birthday treat", or as an alternative food choice for their child, that they comply with this requirement. Peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a countertop, not only from consuming peanuts or peanut products.

There are many acceptable food items that are peanut free and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.

PHONE CALLS

Our teachers are always happy to discuss your child's day and answer any questions that you may have; however, it is difficult to leave the children to take phone calls from parents. Whenever possible, it is much better if you can request a phone call from a staff member and they can call you during the day. This way, the teacher can find a quiet time during the day when they can devote her full attention to the conversation without taking time away from the children. If you have concerns on a given day or would simply like a phone call during the day please let the teacher know in the morning or make a notation on the sign-in sheet. If you have questions/messages during the day, we will be happy to pass them along to the teacher. If it is not a message that can be passed along to the teacher, please let whoever answers the phone know and we will make every effort to get the teacher on the phone.



CAIN CHILD CARE CENTER CONTACT INFORMATION

Address:	
Phone Number:	Fax Number:
Director:	email:
Assistant Director:	email:
Lead Teacher:	email:
Lead Teacher:	email:
Lead Teacher:	email:
Lead Teacher:	email:
Lead Teacher:	email:
Teacher Assistant:	email:
Teacher Assistant:	email:

PARENT HANDBOOK SIGNATURE SHEET

I/We, _____ the parents/legal guardian(s) of _____ acknowledge that I/We have received a copy of Cain Child Care Center's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Cain Child Care Center and the parents. Cain Child Care Center reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Parent Name: _____ Date: _____
 Signature: _____

Parent Name: _____ Date: _____
 Signature: _____