

Capitol Campus Child Care Center Parent Handbook



232 Perry Street
Olympia, WA. 98502
360-754-7246

www.lotsofTLC.org

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Welcome to CCCCC Children's Center!

Capitol Campus Child Care Center is licensed by the State of Washington Department of Children, Youth and Family Services (DCYF). This center is a non-profit organization designed for State Employees, their families, and children receiving state subsidies. The center is operated by 5Cs Child Care Centers, contracted by Capitol Campus Child Care Center Parent Foundation.

Our Center is dedicated to providing high quality childcare for all children. Our administrative staff strive to provide a positive transition for each family into our program.

PHILOSOPHY

Capitol Campus Child Care Center provides quality childcare to help each child develop to his/her fullest social, emotional, physical, creative, and intellectual potential. We believe children need a safe, healthy, nurturing and stimulating environment to grow and develop. Children learn through play. Your child will engage in age and developmentally appropriate activities. The center incorporates the Washington State Early Learning and Developing Guidelines into the activities, routines, and schedules planned by the lead teacher(s). Each child's interest, culture, and social needs are nurtured throughout each day.

Curriculum involves child-initiated and teacher-directed activities and experiences offered to young children which support and enrich their development. The center uses Teaching Strategies, Creative Curriculum for Infants, Toddlers, and Twos and the Creative Curriculum for Preschool for planning the curriculum in each of the classrooms.

ENROLLMENT

We accept children ages six weeks through six years old. Full and part time care (M,W,F or T,TH), are available. At the time of enrollment, an orientation will be scheduled and you will receive an enrollment packet which includes: the parent contract, registration form, child information sheet, allergy form, immunization record, ASQ form (Ages and Stages Questionnaire), tuition rates, last page of handbook signature page, field trip policies, pesticide policy and disaster plan. Our emergency card form is posted on our website and we need two completed copies with your child's packet. We will set up transition dates for your child and schedule a time to review all paper work. The enrollment fee is due at this time. A tour of the Center will be given to meet the staff and learn more about our program.

All registration forms and the parent contract are to be completed and returned to the Director prior to the child's first day of care. The Center does not discriminate on the basis of race, color or national origin in any program or activity.

ENROLLMENT WITHDRAWAL

5Cs Child Care Centers requests a minimum of two weeks' notice in writing when withdrawing from the center.

TERMINATION POLICY

Not every program meets every child's needs. If we feel that our program does not meet your child's needs, you may be asked to leave the center, but only after the following steps have been taken:

First, we will document the issues/behaviors of the child. These behaviors will be discussed with the parent to help support the child.

Secondly, if the behavior continues, we will arrange for a parent meeting to discuss the behavioral issues and develop an action plan to support the child's needs to have consistency at home as well as in our program. Communicating with parents the expectations for the child in group care and how we hope to support the child to be successful is important so that we can be on the same page with the parents. We may feel the need to ask a specialist to observe the child's behavior and help to develop a plan of action to support the child. First we will request the parent's consent.

Finally, we will continue to document the behavior and review progress. If no improvement is observed or if the behavior is unmanageable in our program, parent will be notified verbally as well as a written notice of termination from enrollment. Resources are available for other programs in our area to help support your child's behavior upon request.

HOURS OF OPERATION

The Center is open from **6:45 AM to 6:15 PM**, Monday through Friday. If parents arrive past closing time, the staff member on duty will remind them of the scheduled closing time and a late fee of **\$25, plus \$1 per minute after closing time** will be added to their bill. If two late pickups occur in a one month period, the parent may be asked to look for other child care with operating hours that meet the parent's needs. Closing time is defined as: Picking up your child, gathering their things and leaving the Center by closing time. Closing time is 6:15 pm.

Parents, please call the Center before **9:00 am** if your child will be absent for the day. Also, please let your child's teacher know if your child will be coming in late to help us prepare for our lunch count.

TUITION AND FEES

To register a child and secure a space at the 5Cs, you will need to pay a non-refundable enrollment fee of \$75. For the infant classroom, one half of the monthly tuition and the enrollment fee is needed to reserve a spot.

All tuition fees are due on the 1st of each month and late after the 10th. Tuition is paid in advance. A late fee of \$5.00 per day will accumulate if tuition is not paid by the 10th of the month. Families with more than one child enrolled at the Center may be entitled to a discount on monthly tuition. This discount applies to full time children only.

In September, all families are to update forms and emergency cards. The forms will be placed in your Parent Files and need to be returned to the center by September 30th. It is very important to keep all of your information up-to-date in case of emergencies.

TUITION INCREASES:

The Parent Board will notify parents of a proposed tuition increase 60 days prior to the increase taking effect. The notification may not include the actual amount of the increase but is preparing parents of the increase in tuition.

The Parent Board will notify parents of new tuition rates 30 days before the increase takes effect.

CLOSURES

The Center will be closed in observance of the following holidays:

- *New Year's Day
- *Martin Luther King Day
- *President's Day
- *Memorial Day
- *Independence Day
- *Labor Day
- *Veteran's Day
- *Thanksgiving Day
- *Day after Thanksgiving
- * Christmas Day

The Center is also closed two additional days during a calendar year for staff in-service training, cleaning and maintenance. Typically, these days are the third Friday in March and the third Friday in August.

Birthdays are celebrated at the Center. Parents are welcome to bring **store bought** treats to celebrate their child's birthday. Our Center is a nut free zone.

Holidays from all cultures are celebrated at the center. If there is a special holiday or family tradition that you would like to share with us, please let your child's teacher or the director know. We would also appreciate knowing if your family doesn't celebrate certain holidays.

WEATHER

Capitol Campus Child Care Center follows the **Olympia School District's Inclement Weather Schedule**. If the school district decides to open 2 hours late, then we will open at 8:45 am. If we open 2 hours late, *breakfast will not be served*. If the Olympia Schools are closed, we are also **closed**. We will still attempt to post updates on our website www.lotsoftlc.org.

VACATION POLICY

The Center requires tuition to be paid monthly regardless of your child's attendance.

ARRIVAL AND DEPARTURE

Arrival at the Center is an important part of the childcare experience for parents, children and caregivers. Parents are responsible for signing their child in and out of the center daily on the Electronic Attendance Tracker. A full signature is required by the WA State WAC. Also, parents are responsible for getting their child to his or her classroom. Upon entering the classroom, parents please help your child wash their hands. In the infant room, parents are responsible for completing their part of the daily record sheet, stocking the diaper shelf and filling the cubby with necessary items. Children are not permitted to sign themselves in/out of the Center. (Which includes the Electronic Attendance Tracker)

Parents are encouraged to spend time with their child in the Center before leaving. Parents are also encouraged to say a positive good-bye, informing the child that they are leaving and letting them know that they will be returning to pick him or her up.

FRONT DOOR

Card Keys are needed to enter our building. Some State Agencies Badges may be able to be programed for 5Cs. If not, we will assign you a 5Cs card key. The security system helps us maintain a secure facility and protect our children. Parents at the Center are issued a card key during orientation and instructed to use their card keys when entering the building and not to let anyone in the Center. Also, only the office and two classrooms have front door monitors to allow access

to the building. The Department of Enterprise Services maintains our card key system. If you lose your card key the state charges us a \$35 fee and a \$20 fee if the card is broken. (Broken keycard must be returned or the fee will be \$35) Parents will be billed for lost or broken card keys. Please use your card keys to enter the building, the doorbell is for guests.

Parents are responsible for picking up diapers and other belongings that may need to go home for washing (nap blankets need to be taken home weekly for washing), and to check the cubby or art pockets/folders for any projects the child may have made during the day. Children will only be released to the parent or someone who the parent has authorized in writing to pick up the child. Photo ID is required if the person picking up isn't the child's parents. Staff members soon come to know which child belongs to which parent, but children will never be released to anyone that the staff member on duty does not recognize without proper identification and authorization for pick up from the parent.

Program

Our program is built around the concept that children are born ready to learn and that children learn through play. The Center strives to create a learning environment that is safe, stimulating and encouraging. The following principles are derived from the Washington State Early Learning and Development Guidelines and serve as the foundation for our curriculum.

- Children develop knowledge of their world through active interaction with our teachers, parents, peers, materials, and events.
- Learning through scaffolding, building on prior understanding and experiences.
- Learning proceeds at different rates in each area and each child, children will show a range of skills and understanding in any one area of development as they meet the age appropriate milestones.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance,
- All children have the potential to achieve with appropriate support and instruction.

Camera/Photograph/Video Monitoring:

Our center is a secure building with video monitoring in each classroom and outside of our facility. Also, all exterior doors require card key access. Permission for your child to be photographed while attending our program is granted on the permission form at time of enrollment. Parents may not video tape or take photos in the classroom without prior consent.

FAMILY INVOLVEMENT

We have an open door policy and parents are welcome to visit our program anytime during the day. We value communication with parents and we have several means of communicating with you as follows:

Monthly newsletter posted on our website and by the sign-in station

Infant daily reports

Accident/Incidence reports

Parent Board Bulletin Board

Transition Forms

Teacher Notes

Initial developmental screening of child within the first 90 days of enrollment.

Classroom Parent Information Boards

Parent/Teacher Conferences

DAILY SCHEDULE/CURRICULUM

Curriculum involves child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and intellectually. The center uses Creative Curriculum for Infants, Toddlers, and Twos and the Creative Curriculum for Preschool for planning the curriculum in each of the classrooms.

The Teachers plan a developmentally appropriate curriculum which is reviewed by the director. The monthly curriculum plans for the class are posted and made available for parents at the beginning of the month. The activities are planned for social, emotional, cognitive, and physical development. Children are encouraged, but never coerced, to participate in the daily planned activities. Children have the opportunity to choose independently activities they are interested in and want to plan with. Children may select from activities including, art, music, block play, dramatic play, science, story time, manipulative toys (ex. puzzles) cooking, Legos, and listening to stories on tape.

We emphasize the use of learning through play experiences which contribute to the healthy development of the whole child. The learning environment is arranged with distinct and organized learning centers. Teachers provide opportunities for exploration and discovery to help the child develop his/her skills. Trained staff interact with children in supportive and positive ways throughout the entire day. Developmentally appropriate materials and activities are planned to assist the child as he/she progresses through various stages of development. Teachers, Assistants and Support Staff continually monitor the child's cues and add additional materials to enrich the child's interests, development and play. Children's activities are valued in the classroom by displaying, labeling and recognizing their individual efforts.

Parents play a significant role in their child's learning experiences as they are mediators of how those experiences affect their child's growth. Parents are encouraged and welcomed to become active participants in the Center's daily activities. Opportunities to be involved include field trips, fundraising, special events, and parent helpers. Parents are welcome to visit the Center at any time during open hours.

POLICY ON CHILD SCREENINGS

All children entering into our program receive an initial developmental screening within 90 days of enrollment and this information is shared with parents. We also conduct a formal assessment in the fall and two informal assessments in winter and spring.

Parents complete an ASQ assessment at enrollment to help assist the teachers in understanding where your child is developmentally.

Developmental screenings are conducted at:

2 months, 4 months, 6 months, 8 months, 12 months

18 months

24 months

36 months

48 months

72 months

If parents need outside resources, we have resources available in our foyer and information on contacting Child Find.

A General Activity Schedule for the center (excluding infants):

6:45 Arrival

8:00 - 9:00 Morning Snack

8:45- 11:00	Classroom Activities/Outdoor play
11:00 - 11:30	Starting Lunch
12:00-2:00	Nap time
3:00	1 st Afternoon Snack
3:30-5:30	Classroom Activities/Outdoor time
5:30	2 nd afternoon snack/Combine Classrooms
6:15	Closing

CONFERENCES

Conferences are available upon request in any classroom. If you would like to schedule a conference with your child's teacher, please check with their teacher or the director.

TRANSITION POLICIES

The following information concerns transitions into our program, transitions out of our program, transitions to kindergarten and transitions between classrooms.

Enrollment Transition: transition your child by scheduling several visits to the center two weeks prior to your start date. This is an opportunity for you and your child to get to know the teachers, other children and the learning environment. Our goal is for you and your child to feel comfortable on your first day in our program.

Exiting Transition: Our policy requires a two week notice to terminate care. We would like the opportunity for our teachers and the other children to be able to say good-bye to you and your child. (Please remember to return your card keys upon departure.)

Kindergarten Transition: When transitioning to kindergarten, your child may remain at 5Cs until their first day of kindergarten.

Teachers will prepare children for the transition by having a graduation ceremony, providing summer activities in preparation for kindergarten, and plan a visit to a kindergarten classroom if possible.

Transition between classrooms: Our policy for transitioning children into the next classroom is typically based on each child's age and availability of space in the classroom. Most transitions happen in September with exception of our infants when they turn one year old. Parents will receive a transition sheet outlining the

procedure for transitioning. The transition procedure will be similar to the enrollment transition: visiting new classroom two weeks prior to anticipated start date, visiting during various times of the day and visits will extend as the child becomes more comfortable.

TRANSPORTATION/FIELD TRIPS

Field trips are a regular part of our program activities. Parents may be asked to support a classroom by driving on a fieldtrip or we utilize the City Bus. 5Cs staff are not allowed to transport children while on duty. Parents provide their own child's car /booster seat. Drivers must have current Driver's license, insurance, and good driving record; a parent or teacher with CPR/First Aid certification must ride in each vehicle.

Parents will sign a field trip permission slip that allows their child to attend each specific trip.

PLAYGROUND

The Center is equipped with a completely fenced-in playground area. The playground is designed with structures and space to promote muscle development, social activities and creative play in a healthy, safe environment. Children are always supervised while in the playground area.

Children are outside daily, even in cool weather. Outside play is an important part of a quality childcare program and even young infants are taken outside on buggy rides to enjoy the outdoors. Outside activities include climbing, riding tricycles, running and enjoying the outdoors.

Please dress your child accordingly to play outside in all types of weather conditions.

HEALTH

Our Health Policy is posted on our website and will be reviewed at time of enrollment. The Center's program promotes good health practices and monitors each child's health daily. Upon admission, health information is obtained and updated regularly. A nurse consultant is available to staff and provides monthly site visits to our infant classroom, as well as reviewing health procedures, practices and reviewing immunization records.

Staff make every effort to maintain a healthy and sanitary environment to minimize absences due to illness. Good hygiene habits are reinforced at the Center, including frequent hand washing, proper use of facial tissues, and wearing appropriate clothing for the weather conditions.

When arriving at the Center, we ask each parent to wash their child's hands as soon as they enter the classroom and before engaging in classroom activities. If the parent is planning to stay with the child for breakfast, then the parent needs to also wash his/her hands.

The State of Washington states that children must remain home if they display any of the following symptoms:

- *Temperature of 101 degrees or above
- *Severe cough
- *Colored discharge from the nose
- *Swollen glands
- *Questionable skin rash
- *Diarrhea - 3 loose stools or more in 24 hours
- *Vomiting
- *Head Lice
- *Too tired/sick to participate fully in activities

If a child becomes sick while at the Center, the parent will be notified. The child will be comforted and separated from the other children (if possible) while waiting for the parent to pick him/her up. The child is required to be **Symptom Free and FEVER FREE FOR 24 HOURS BEFORE RETURNING TO THE CENTER.**

Medication may be administered with a signed consent from the parent. Prescription and non-prescription medication must be in the original container with the doctor or manufacturer's instructions on the label or box. Parents must complete a medication form which states: listing the dates and time the medication is to be administered. Unused medication or medication past the expiration date will be returned to the parent or disposed of properly.

Only the Director/Program Supervisor, lead staff or designated staff trained in Medication Management may administer medication.

MEDICAL EMERGENCIES

Staff will take appropriate measures to stabilize a medical emergency until medical assistance arrives or until the parent(s) assume responsibility. All center staff are trained in CPR, First Aid and will respond to any minor emergency. Incidents requiring treatment beyond TLC will be recorded on an incident report form and parents will be given a copy. Parents will complete an Emergency Form during registration (form online) listing contact names and phone numbers.

CHILD ABUSE REPORTING

All childcare providers are mandated reporters of child abuse. Child care providers are required by law to report any suspected child abuse to the Child Protective Service Agency. Reporting such allegations ensures that children are safe and protected from any harm.

STAFF/CHILD RATIOS

The Center cares for children from six weeks to six years of age. 5Cs classroom ratios:

Infants:	One adult to three infants
Wobblers	One adult to five wobblers
Toddlers:	One adult to six toddlers
Todd II:	One adult to six children
Preschoolers:	One adult to ten children
Pre - K	One adult to ten children

The Director and Program supervisor only may approve state ratios for operations during nap times and transitions. (Wobblers 1/7, Toddlers 1/7)

BOTTLES

Parents will provide all milk/formula/juice for bottle fed infants/wobblers. Children who are learning to drink from a cup/sippy cup may either use the Center's juice/milk or parents may provide their own. All bottles must be labeled with the child's full name and date the bottle was prepared. Bottles are stored in the refrigerator in the child's room. Used bottles are taken home daily for cleaning. 5Cs does not sanitize bottles.

REST TIME

Nap time is just as important for a developing child as play time. Rest time is after lunch, until about 2:30/3:00PM. Children are encouraged to rest and take their naps on cots/mats. Parents provide a covering for their child's nap mat. Quiet music is playing, backs are rubbed and children are helped to unwind. Blankets and "cuddlies" from home are important for a child's comfort and encouraged to be brought to the Center. Children are not required to sleep but all children are offered a quiet time for resting. WAC 110-300-0291

Infants follow their own napping schedule. Infants are always placed to sleep on their backs as a SIDS prevention measure without any items in their crib. The Center recommends parents provide a sleep sack for their infant since blankets are not allowed in cribs. If an infant rolls from back to stomach and they are still mastering this motion, they will be returned to their backs for napping.

Toddlers are placed to sleep on their back but may remain on their stomach when they are able to easily roll over. WAC 110-300-0291

All staff are trained with *Safe Sleep Curriculum* provided by the DCYF. If a child cannot follow these sleeping practices, written instructions from the child's health care provider must be provided for staff to follow the child's sleeping habits.

DIAPER CHANGING

Diapering is done on an as needed basis and diaper routines are in conjunction with state licensing requirements. Generally, changing times are every hour to hour and a half for infants, and every two hours for toddlers. We accept both disposable and cloth diapers. When using cloth, parents must supply the Center with a diaper pail and plastic liners. Parents must furnish and stock the diaper shelf with their child's cloth diapers each day.

Diaper wipes are supplied by the Center. Should an individual child require a particular kind of wipe, the parent must provide their own wipes.

Regulations require staff to place soiled cloth diapers and clothes in a separate bag, without rinsing, and for the diapers to be removed daily.

Toilet training is a natural part of development and is done with the cooperation of the parents. Teachers will consult with the parents and follow the parent's directions as to when to begin toilet training. A positive attitude will be maintained at all times regarding toilet training. Parents are asked to use cloth training pants and to supply at least 6 changes of underpants and clothes when the potty training process begins.

Your child is ready to begin potty training when they exhibit the following signs: staying dry during the night, letting you know when they need to go potty, and can assist with getting clothes up/down.

CLOTHING

Parents must dress their child in comfortable, washable, sturdy and suitable clothes appropriate for the weather. All clothing must be labeled with the child's first and last name. Please remember, we do messy art projects, and play outside in sand and dirt and children do get dirty. A child cannot participate fully if they are worried about their clothing.

Parents must supply extra clothes for their child. Please provide extra shirts, pants, underwear, socks and shoes if your child has accidents. The staff will notify the parent if the clothes are soiled, so that the child will always have spare clothes. The center has some extra clothes for emergencies but children typically want their own clothes. 😊

TOYS FROM HOME

Special toys may be brought to the Center during show and tell time, or as part of a planned activity. Cuddly toys which help during nap time or to ease the transition from home to Center may be brought to the center at any time. We cannot take responsibility for toys that may become lost or damaged.

At no time will a weapon-like toy, such as a sword, gun or knife be allowed in the Center. There is only one way to play with these items, and that is aggressively. Please leave these at home.

DISCIPLINE

The Center takes a positive step by step approach to discipline. Discipline is the teaching of appropriate behavior and staff will assist children in becoming self-disciplined and self-regulated. Corporal punishment is *never* used, while positive and appropriate behavior is consistently reinforced. Corporal punishment will not be permitted on the childcare premises by anyone, **including parents and staff with their own children.**

General inappropriate behavior shall be dealt with positive statements telling the child what behavior is appropriate, redirection of behavior to another activity and individual quiet time are the methods used for discipline. Removal from the group/activity may also be used as a form of discipline. The child may be removed from the group and/or activity and told that he or she may return when they are ready. The child can make the decision when to rejoin the group.

Behavioral techniques used with the children are: taking turns, encouraging children to use their words, teaching children to stop when they hear words like "no, don't bother me, walk away," and to respect their friends' requests. We encourage parents to use the same terminology at home so that children are hearing consistent messages.

Staff will discuss a child's behavior with parents to find an appropriate method for handling future negative behaviors. If a child's behavior continues to disrupt the group, parents may be asked to pick up their child for the day. A conference may be scheduled with the Director/Program Supervisor, child's teachers and parents to discuss an appropriate plan to help correct the behavior. If the problems continue, the parent may be asked to find a more appropriate child care setting for their child.

The daily activities have been designed to enhance a child's growth and development, and to keep children positively engaged so that they will not have time, energy or opportunity for inappropriate behavior.

NUTRITION

Nutritional needs of the children are provided through a morning snack, lunch, and two afternoon snacks. The monthly menu will be posted on the website and in the foyer. The USDA nutritional guidelines are followed.

Morning snack is available between 8-9:00 am; lunch is served between 11:00-11:30 am, and 1st afternoon snack 3:00-3:30 PM, and 2nd pm snack 5:30 pm. Children who are in attendance during these times will be included in the meal service. Please help us with the difficult situation of children who arrive just after meal time, or even during clean up, and have not eaten. Children need to be at the Center in time for meals or need to have eaten before arriving.

If children are unable to eat what is on the menu, parents are responsible for providing for their child's needs. Parents need to complete a food allergy or special food diet form upon enrollment or if your child's diet changes. If your child has a restricted diet, parents are responsible for all the food; snacks and lunch. Parents of infants are to provide formula, baby food, and any other snack items for their child. Breast feeding moms are welcome to nurse their child at anytime.

Parents are also welcome to join their child for meals. Advance notice is appreciated to include you in the meal count. Please do not bring your own lunch as this can cause problems for young children who may want what you are eating.

Capitol Campus has a no nut policy. **Please be sure that all food brought into the center does not contain any type of nuts.**

PET POLICY

Animals will not be kept on site at the Center. If a child would like to bring in their pet for show and tell, we will need to verify current shots and the pet's health. Parents will be notified and children with allergies will be given special accommodations. Staff and children will practice proper hand washing procedures.

PESTICIDE POLICY

When using pesticides at CCCCC, we will follow the following guidelines:

1. We will notify parents 48 hours in advance before using pesticides and will post when, where and what type of pesticides are being used.
2. The pesticide applicator will provide a copy of the records required within 24 hours of when the pesticide is applied.

Notification will include the following:

- a. Notification with the heading, "Notice: Pesticide Application"
- b. Name of Pesticide being used
- c. Intended time and date of application
- d. Location where to be applied

- e. Pest to be controlled
 - f. Name/number of contact person at the facility
3. When application is completed, markers will be placed at each primary point of entry to the center grounds and left in place for 24 hours following application.

CAPITOL CAMPUS CHILD CARE CENTER DIASTER POLICY

If a natural disaster occurs, we will follow the following procedures:

- Staff and children will remain in the building if it's safe
- If we have to leave the building, we will meet at the tennis courts on Perry St. facing the front of our building.
- Our out of area meeting place will be at the parking lot at the corner of Division and Harrison. (In the event that it is necessary to relocate there, we would walk)
- Our out of area contact number is
- Please contact this out of state number for updates on our situation or to leave information for us concerning the pick-up of your child
- We have enough emergency supplies to meet our needs for a minimum of three days
- It is the parent's responsibility to provide a three day supply of medication for their child to keep on hand at the center.
- Our emergency supplies are kept in the supply shed outside of the kitchen
- A copy of your child's emergency card is kept in our emergency bag

WAIVER OF LIABILITY

If a parent asks a staff member to babysit in their home, they must have a *Waiver of Liability Form* signed. See the director for this form.

PARENT INVOLVEMENT

You may bring a special item to share, be a part of the activities for the day by helping as a parent helper in the classroom, or just attend the parent board monthly meetings and give your input into the programming for the center.

Our goal is to make the childcare experience a positive one for everyone involved. With your help, that goal can be met.

All items noted in WAC 110-300-0450 2(v) are located in the office.

Welcome to 5Cs!

PARENT LETTER OF UNDERSTANDING

I/we have read a copy of the CCCC Parent Handbook (Revised August 2019), which includes the centers' policies and procedures, Disaster Plan, Pet Policy and the Pesticide Policy. I/we also had an orientation of the center's program and have been given a copy of the childcare fee schedule and typical daily schedule,

Parent Signature

Date:

Parent Signature

Date: