

COZY CORNER ACADEMY LLC

Parent & Policy Handbook

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Hours of Operation

Cozy Corner Academy operates Monday through Friday from 5:00 AM to 5:30 PM.

A late pickup fee of \$1.00 per minute applies after closing time.

Repeated late pickup may result in termination of care.

Family Communication

Families are partners in care and will receive daily communication.

Conferences are available upon request.

Curriculum Philosophy

The program uses a play-based approach supporting the whole child.

Activities promote emotional, social, physical, and cognitive development.

Daily Routine

Children follow a structured routine including play, learning, meals, outdoor time, and rest.

Consistency supports healthy development and behavior.

Guidance & Discipline

Positive guidance techniques are used at all times.

Corporal punishment, humiliation, withholding food, and isolation are prohibited.

Expulsion Policy

Behavior concerns are addressed with families first.

Termination is a last resort after support strategies are used.

Illness & Exclusion

Children must stay home if they have fever, vomiting, diarrhea, contagious illness, rash with fever, lice, or pink eye.

Children may return after 24 hours symptom-free or with medical clearance if required.

Medication Policy

Written authorization is required.

Medications are stored locked and out of reach.

All doses are logged and monitored.

Safe Sleep Policy

Infants are placed on their backs in approved cribs.

No loose items are allowed in sleep areas.

Sleep checks occur every 15 minutes.

Sanitation Policy

Toys and surfaces are cleaned daily.

High-touch areas are sanitized regularly.

Emergency Plan

Children will evacuate immediately in an emergency.

Immediate outdoor area will be used first.

Primary Site: 609 Lupine Drive, Moses Lake,

WA 98837

Parents will be notified immediately.

Food Policy

Parents provide meals.

If meals are not provided, a backup menu will be used.

Snacks are provided daily.

Field Trips

No field trips are conducted at this time.

Short supervised walks may occur.

Transportation

Transportation is not provided under any circumstances.

Water Activities

Water table use only with direct supervision.

No pools or large water activities are used.

Staff Requirements

Background checks completed.

CPR and First Aid certified.

Ongoing training maintained.

Parent Rights

Parents may access the program at any time.

Parents may review records and participate in care decisions.

Confidentiality

All records are confidential and shared only with authorized individuals.

Termination Policy

Care may be terminated due to nonpayment, policy violations, or safety concerns.

Licensing Information

Washington DCYF Child Care Licensing

Phone: (360) 725-4665

Parent Acknowledgment

Parent Name: _____

Signature: _____

Date: _____