



Parent Handbook

Candy's Learning and
Play Playce

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[www.candyslearningand
playplayce](http://www.candyslearningandplayplayce)

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Welcome to

Candy's Learning and Play Playce (CLPP)

We are thrilled to have you and your child join our loving, faith friendly community. This parent handbook has been thoughtfully prepared to provide you with all the essential information you need to familiarize yourself with our childcare policies, procedures, and philosophy.

At **Candy's Learning and Play Playce**, our primary goal is to provide a safe, nurturing, and stimulating environment where your child can learn, grow, and flourish. We believe that children learn through play and that early childhood is a precious time for exploration and discovery. Our team is committed to creating an enriching experience that promotes holistic development.

Within these pages, you will find detailed information about our enrollment process, daily schedules, curriculum, health and safety protocols, parent responsibilities,

communication channels, and much more. It is designed to serve as a valuable resource throughout your child's time with us, helping you navigate and understand the various aspects of our program.

We value open and transparent communication and encourage you to reach out to us with any questions, concerns, or feedback you may have. We firmly believe that a strong partnership between parents and caregivers is essential for your child's well-being and growth.

Thank you for entrusting us with the privilege of caring for your child. We look forward to embarking on this wonderful journey together and creating cherished memories.

Warm regards,

Bernadette "Candy" Dickerson
Director Candy's Learning and Play Playce
(CLPP)

Mission and Goals

At Candy's Learning and Play Playce , our mission is to provide a safe, faith friendly, nurturing, and engaging environment where children can learn, grow, and thrive. We are committed to promoting holistic development by fostering each child's social, emotional, cognitive, and physical well-being.

① Foster a Safe, Loving, Nurturing Environment

Our primary goal is to create a secure and nurturing environment where children feel safe, supported, and loved, promoting their overall well-being and sense of belonging.

② Promote Holistic Development

We aim to provide a comprehensive approach to development by fostering the growth of each child's social, emotional, cognitive, and physical abilities through carefully designed activities and curriculum.

③ Encourage Curiosity and Lifelong Learning

Our goal is to instill a love for learning and promote curiosity in children by offering a stimulating environment that encourages exploration, problem-solving, and critical thinking skills.

④ Establish Strong Partnerships

We strive to build meaningful partnerships with parents, ensuring open lines of communication, active involvement, and collaboration in their child's education and development.

⑤ Provide Quality Care and Education

Our daycare center is dedicated to maintaining high standards of care and education, constantly evaluating and improving our practices to ensure that every child receives the best possible experience and preparation for future academic endeavors. We teach 'Pinnacle' faith based, play to learn curriculum and cultivate a positive learning environment where children can thrive intellectually, physical, emotionally, spiritually and socially.

Pinnacle Curriculum's Philosophy and Core Concepts

Pinnacle® Curriculum is a research-based faith-based early childhood curriculum, designed with both teachers and students in mind. Based on the works of Piaget, Gardner, and Erikson, Pinnacle® provides early childhood educators with lessons that engage children in developmentally appropriate activities. Pinnacle® is published in an easy-to-use, reusable format that includes lesson plan guides, activity enrichments, and long range goals linked to key standards. Developmentally appropriate curriculum programs are offered for Infants, Toddlers, Two's, Three's, Four's, and School-Age children.

Pinnacle is based on the following beliefs about children, learning and teaching:

- Each child is an individual. Because children grow, develop, and learn at different rates and in different ways, it is the teacher's goal to discover each child's special abilities through careful observation and interaction, developing an individualized education plan that guides them to their potential.
- The learning environment should be filled with a variety of enrichments, materials, and equipment that appeal to the children's varying interests. Careful consideration is given to how each child responds to his or her environment physically, cognitively, socially, emotionally and spiritually. Through an individualized approach to curriculum planning, children are encouraged to explore the environment at their own pace.
- The teacher's role in the classroom is to guide and facilitate learning, always balancing teacher-directed activities with child-initiated experiences, and planned experiences with those guided by the children's interests. Teachers actively participate in the child's self-discovery by asking open-ended questions that encourage children to think independently.
- Learning is an active process and children learn best through exploring, creating, thinking, and problem solving. Sufficient time must be given for children to make choices, engage in activities, and/ or to use materials and resources.
- When teachers build upon what children already know and challenge them with tasks at a level appropriate to their skill development, they promote a continued interest in learning.
- All early educational experiences should build self-esteem in young children. A learning environment that is nurturing, encouraging and allows children to grow confident and independent, helps contribute to the sense of security needed for children to enter the larger community with healthy self-esteem.
- Parents are partners in the educational process and need many opportunities to be actively involved in the preschool program. Teachers should encourage and foster parent-child relationships and solicit parental involvement in various aspects of programming such as curriculum planning, information about family traditions and culture, and fund-raising.



Philosophy

The philosophy of Candy's Learning and Play Playce is rooted in the belief that each child is a unique individual with their own talents, interests, and capabilities. We embrace a child-centered approach, placing the child at the heart of our educational practices. We strive to create a supportive and inclusive environment where children feel valued, respected, and empowered to explore, learn, grow and express themselves authentically.

Our philosophy emphasizes the importance of play as a fundamental component of early childhood development. We believe that play is a child's natural way of learning, and we provide ample opportunities for children to engage in imaginative play, problem-solving, and hands-on exploration. Through play and our faith-based curriculum, children will develop their social skills, creativity, critical thinking abilities, and a strong foundation for future learning.

At Candy's Learning and Play Playce, we also value meaningful partnerships between parents and caregivers. We believe that by working together, we can create an enriching and supportive environment that nurtures each child's growth, builds their self-esteem, and prepares them for future educational experiences.

Licensing Information

Candy's Learning and Play Playce is a non-profit program voluntarily licensed by the Washington Department of Early Learning.

A copy of the licensing rules are available for review in the office, staff break room, and on the website below:

www.dcyf.wa.gov/services/early-learning-providers

Non-Discrimination Policy

At Candy's Learning and Play Playce , we are committed to fostering an inclusive and diverse environment that celebrates the uniqueness of every individual. We firmly believe in providing equal opportunities and maintaining a non-discriminatory atmosphere for children, families, and staff members.

Discrimination based on race, color, ethnicity, religion, gender identity, sexual orientation, national origin, disability, or any other protected characteristic will not be tolerated within our daycare center.

We strive to create an environment that promotes respect, understanding,

and acceptance. We are dedicated to ensuring that all children have access to our programs and services, regardless of their backgrounds or personal characteristics. We actively work to challenge biases, stereotypes, and prejudices, fostering an atmosphere of inclusion where every child feels valued and supported. Our commitment to non-discrimination extends to our hiring practices as well, ensuring that all staff members are selected based on their qualifications, experience, and dedication to upholding our inclusive values.

Special Needs or Health Conditions

All children are welcome at Candy's Learning and Play Playce . If you have a child with special needs and/or whom has a health condition, we will work closely with you, additional caregivers, specialists or medical personnel to provide exceptional care for your child.

Please make us aware of your child's needs at the time of the interview so that we can go over the Emergency/Individualized Care Plan and supplemental documentation for your child, ex. 504 & IEP . This documentation must be completed and discussed with the Director or Assistant Director prior to enrollment. The original care plan will be kept in the child's file, while a copy will be placed in their classroom emergency binder. The Director or Assistant Director will ensure that all staff working with the child have read and understand the care plan.

Brightwheel

At Candy's Learning and Play Playce , we use Brightwheel as an integration tool and as a means to stay better connected with families. Brightwheel is a free and easy to use mobile app that will give you a window into your child's day. You will receive daily updates via a real-time feed of activities at our childcare throughout their day.

You can watch your child's day unfold with snapshots delivered right to your mobile device. You will receive notifications for photos, notes & check-in's on the app. Additionally, Brightwheel is where you will leave messages for your child's teacher when your running late or your child is sick. Utilize Brightwheel to stay in touch with your child's teacher and strengthen school learning activities at home is another benefit.

Our integration to Brightwheel has made it possible to automate all of our pen and paper tasks. Brightwheel tracks and documents the following: sign in/out, messaging, learning assessments, daily reports, photos, videos, calendars, online bill pay for parents, menus and much more.

We know that it's tough being away from your little one all day when they're in childcare, especially in these early years. With Brightwheel you will feel connected and engaged with your child's development on a whole new level. We will send you a link to get signed up, prior to enrollment.

About Us

Our dedicated and compassionate staff form the heart of our nurturing environment. We take great pride in our team of experienced and qualified caregivers who are passionate about early childhood education and the well-being of each child in our care. Our staff undergoes rigorous background checks, verification and training to ensure the highest standard of care and safety for our children. Our team strives to create a warm and welcoming atmosphere, fostering positive relationships with the children and their families. Our caregivers are skilled in guiding children through age-appropriate activities that promote social, emotional, cognitive, and physical development.



Candy Dickerson

Owner

In addition to being the co-owner of both Candy's Learning and Play Playce locations, I am also the Director of Little Lights Learning Center. I have been in the childcare field for over 35 years and love it even more today than I did all those years ago. I am a mother of 3 and Nanna to two beautiful girls (with a grandson on the way). I enjoy spending time with my family, traveling, attending concerts and enjoying as much PNW air & scenery as possible!

I love working with all of the families here at here at Little Lights and couldn't imagine my life without them!



Dawn LaRoche

Owner

In addition to being the co-owner of both Candy's Learning and Play Playce locations, I am also the Director of Little Lights Learning Center. The childcare industry has fulfilled me in ways I couldn't have imagined it would. I've spent the last 20 years creating lasting memories with hundreds of children and families and it's been incredible! I'm big on adventure, travel and experiencing life to the fullest with my family, children, grand-children and amazing friends!



Angel Navarro

Director

I have been a part of the CLPP family for 2.5 years and the Director for about a year, having received my CDA credentials. I was a volunteer with EOCF (Educational Opportunities for Children and Families) for 5 years as I thoroughly enjoy serving my community. One of my most favorite things about my role in childcare is being able to incorporate social and emotional development into classrooms. I feel that preschoolers specifically benefit from this as they are working toward the crucial transition to elementary school. My children, Jazmin, Martin, and Aron are the loves of my life and we enjoy day trips and hiking together



Operating Details

Hours of Operation

MONDAY	7:00am - 5:30pm
TUESDAY	7:00am - 5:30pm
WEDNESDAY	7:00am - 5:30pm
THURSDAY	7:00am - 5:30pm
FRIDAY	7:00am - 5:30pm
SATURDAY	Closed
SUNDAY	Closed

CLPP follows the Camas School District regarding inclement weather.

If we have to delay opening or close prior to 5:30pm, management will post an update on Brightwheel.

Contact Information




(360) 567-7549



06CLPP@gmail.com



www.candyslearningandplayplayce.com

A young child with dark curly hair is holding a blue and white stuffed whale. The child is wearing a brown and white checkered dress with ruffled sleeves. The background is a soft, out-of-focus indoor setting.

Holidays + Closures

Candy's Learning and Play Playce will be closed for the below holidays and in-service days. **It is the parent/guardians responsibility to make note of days we are closed.** Closures for the year are posted on the Brightwheel calendar and Parent Board in the lobby.

- New Year's Day (1.1)
- Martin Luther King Jr. Day (3rd Monday in Jan.)
- Memorial Day (Last Monday in May)
- Independence day (if on a weekday we observe the July 5th as well)
- Labor Day (1st Monday in Sept.)
- Veterans Day (Nov. 11th - if on a weekend, we observe the next business day)
- Thanksgiving Day (4th Thursday in Nov.)
- Friday after Thanksgiving
- Christmas Eve (12.24)
- Christmas Day (and 12.26 IF 12.24 or 12.25 fall on a weekend)
- New Years Eve (12.31)

In addition to the above holiday's Candy's Learning and Play Playce will be closed for 4 in-service days per year.

In-service days are workdays during which a teacher, educational assistant or staff member is not assigned instructional duties; rather, they are participating in staff, team and/or child care center development/training or improvement activities.

CLPP In-Service days:

- President's Day (3rd Monday in February)
- April - (Second Friday of the month)
- Juneteenth (if falls on the weekend, this will be observed on 6.20 or the next business day)
- Indigenous People's Day (2nd Monday in October)

Although we are closed for business, the holidays and in-service days are paid days for our childcare center.

If your child is scheduled to attend on the day of an observed holiday/in-service day, tuition will still be owed as you are paying for your enrolled/registered days.

Furthermore, if your child is sick or out for any reason (aside from scheduled vacation), tuition still accrues.

**We do not adjust invoices for center closures.*



Enrollment

Our enrollment process is designed to be efficient, welcoming, and tailored to meet the needs of each child and family. We prioritize creating a warm and supportive environment where children can flourish and parents can feel confident in the care and education provided at Candy's Learning and Play Playce. Our enrollment process is as follows:

① Initial Inquiry

Parents interested in enrolling their child at Candy's Learning and Play Playce are encouraged to make an initial inquiry by contacting us via phone or email. Our friendly staff will provide information about our program, availability, and answer any initial questions.

② Schedule a Visit

We invite interested families to schedule a visit to our daycare center. During the visit, parents will have the opportunity to tour our facilities, meet our caregivers, and observe our daily activities. This is a chance for families to get a firsthand experience of our nurturing environment and see if it aligns with their child's needs.

③ **Application Completion**

After the visit, interested parents can complete our enrollment application form. The form includes essential details about the child and family, emergency contact information, and any specific requirements or preferences. The application form can be submitted electronically or in-person at our daycare center.

④ **Enrollment Agreement**

If space is available and both parties feel that it is a good fit, we will complete final enrollment. This will include details about the child's start date, schedule, and tuition fees. Parents will be required to review and sign handbook acknowledgment agreement, which outlines our policies and terms of service.

⑤ **Documentation and Paperwork**

Prior to the child's start date, parents will need to provide certain required documents, including the child's immunization records, health forms, and emergency contact information. We may also request any additional documentation, as needed, to ensure compliance with local regulations.

⑥ **Orientation and Transition**

On the child's first day at Candy's Learning and Play Playce, we will conduct an orientation to acquaint them with their new surroundings, caregivers, and fellow peers. We will work closely with parents to ensure a smooth transition and provide updates on the child's progress during the initial settling-in period.

Our enrollment process is designed to be efficient, welcoming, and tailored to meet the needs of each child and family. We prioritize creating a warm and supportive environment where children can flourish and parents can feel confident in the care and education provided at Candy's Learning and Play Playce.

Required Documents

As part of our enrollment process, we require the following documents and forms to ensure that we have the necessary information to provide the best possible care for each child.

☐ **Registration Form**

The registration form is a crucial document that provides us with more detailed information about the child, including personal details, emergency contacts, preferred start date, and any specific requirements or preferences.

☐ **Health and Immunization Records**

These forms include details about the child's medical history, allergies, any ongoing medical conditions, immunization records, and medication administration instructions.

☐ **Emergency Contact and Authorized Pickups**

Names and contact methods for emergency contacts, and a list of those authorized to pick your child up from Candy's Learning and Play Playce .

☐ **Permission Forms**

Permission forms for field trips, transportation, media releases and Brightwheel

☐ **Childcare Agreement & CACFP (Food Program) Income Eligibility Form**

The Childcare Agreement outlines the fees for services, payment schedule, payment methods, and any other applicable fees. The CACFP Income Eligibility form must be filled out and signed by the child's legal guardian.

☐ **Handbook Acknowledgement**

Upon enrollment, parents are required to review and sign an acknowledgment of receipt of the parent handbook. This ensures that parents are familiar with our policies, procedures, and guidelines.

Waitlists

At Candy's Learning and Play Playce, we understand that demand for enrollment may occasionally exceed our available capacity. As a result, we have implemented a waitlist process to ensure fairness and transparency in admitting children when spaces become available.

To join our waitlist, interested families are required to submit a waitlist inquiry via email to 06clpp@gmail.com, indicating their preferred start date and any specific requirements or preferences. As spots become available, we review the applications on our waitlist and prioritize admissions based on a variety of factors, including the child's age, program preferences, and the order in which families joined the waitlist.

We strive to maintain open communication with families on our waitlist, providing regular updates regarding their status and estimated wait times. We encourage families to keep us informed of any changes in their enrollment plans or contact information to ensure that they remain up-to-date throughout the waitlist process. While we understand that waiting for a spot can be challenging, our team is dedicated to accommodating families as soon as possible while maintaining the highest standards of care and quality at Candy's Learning and Play Playce.

Termination + Withdrawal

We understand that circumstances may change, and families may need to withdraw their child from our daycare center. In the event that you wish to withdraw your child from our program, notice must be submitted in writing via email clearly stating the child's name, last day of attendance, and the reason for withdrawal (optional).

Parents are required to provide a minimum notice period of 30 days before withdrawing their child from the daycare center. This allows us to make necessary arrangements and inform our staff and other families about the impending change. Please note that parents are responsible for settling any outstanding payments or fees owed to the daycare center before the child's last day.

***Lastly, if there has been a rate change since your deposit was made, parents are responsible to pay the difference of your daily rate, upon withdraw.**



Tuition and Fees

Tuition, fees and terms at Candy's Learning and Play Playce are as follows:

Age Group	Full Time (5+ hrs. daily) Minimum of 3 days per week required	Sibling(s)
Infant (12 months and under)	\$84.00/day	\$82.00/day
Wobblers & Toddlers (12-30 months)	\$84.00/day	\$82.00/day
Preschoolers (30 months-5 years)	\$84.00/day	\$82.00/day
Registration Fee *billed annually	\$75.00	Per Child
Two-week Deposit	# of days attending each week x 2	Per Child
Hourly Rate	\$20/hr	Per Child
Curriculum Fee (all classrooms) *Billed year-round		\$25.00/child \$50 - 2 or more children \$75 - 3 or more children
Emergency Child Kit (mandated by Licensing and assessed annually in January)		\$70.00/yr
Drop in fees (assessed daily - due at drop off)		\$89.00/day

Tuition is due on a [weekly/bi-weekly/monthly] basis, depending on the schedule chosen during enrollment. Childcare needs to be paid at minimum a week in advance of the days attending. We prefer payments be paid in full on or before the 1st of each month, however, we try to be as accommodating and flexible as possible. If you do not pay your tuition in advance of attendance; a \$50 late fee will be assessed.

Payments

Prior to your child attending, the enrollment invoice must be paid in full, including:

- Two week deposit (based on the number of days attending in a given week x 2)

**the deposit is used to cover the last two weeks of tuition. If withdrawal procedures are followed correctly; families will only pay two weeks of tuition in their final month of enrollment.*

- First months' tuition

- \$75 Registration Fee

- \$70 Disaster Kit Fee (mandatory by Dept. of Licensing)

- \$25 Curriculum fee (our curriculum is taught year round and billed monthly)

CLPP accepts multiple forms of payment, however, we prefer families to pay via the Brightwheel app. If you pay via ACH (using your routing/account number) the processing fee is very minimal, at 0.6% (minimum .25, maximum \$2). Should you choose to enter a card number (debit or credit); the fee is 2.95% of the invoice. These fees are built-in by Brightwheel and are the sole responsibility of the parent/guardian. We also except payment(s) in the form of check, cash or money order.

Please note: should your check be returned due to insufficient funds, a fee of \$50 will be assessed, plus, any bank fees charged to CLPP in lieu of the returned check and late fees will also be added if/where they are applicable.

Fees and Terms

Drop-in rates apply when you bring your child on a day that you are not registered for. The fees associated with drop-in's must be paid at the time of drop-off. Drop-in fees are \$89 per day and must be approved by the Director, Assistant Director or Program Manager. Management will ensure we have room on the roster and adequate staffing to accommodate. If approval has not been given, the child will not be permitted to stay.

Holding Fee's apply when we are asked to hold a spot for longer than one month's time. In this instance, the holding fee is tuition for half the time we are holding the spot. For example, if we are asked in October to hold a spot for February, 4 months away, parents will be charged a 2 month holding fee (tuition), in addition to the two week deposit, registration fee, disaster kit fee and first month of tuition.

A two week deposit is paid upon enrollment and utilized as the last two weeks of tuition. We do not refund the deposit, rather, we apply it to the last month a child is enrolled. If the withdrawal procedures are followed correctly, families will receive a final invoice for roughly 2 weeks of tuition (depending on how many days are in the final month) instead of 4.

Late pick-up fees ensue when a parent/guardian is 10 minutes past their registered pick-up time (not our closing time). For every 10 minutes late, a \$25 fee will be applied for EACH child. For example: If you are 30 minutes late to pick up 2 children, the fee would be \$75 per child, or \$150 total (due at pick-up). If we reach an hour past closing or pick-up time with no contact from a parent/guardian we are mandated to call Child Protective Services. When parents are late and/or arrive after closing; we are paying staff overtime, as well as, preventing them from getting home to their own families. We ask that you please do your very best to respect our staff's time.

Late Payment Fees

At Candy's Learning and Play Playce, we emphasize the importance of timely and consistent tuition/fee payments to ensure the continued provision of high-quality care and educational experiences for all children. We kindly urge parents to make every effort to avoid late payments to prevent any inconvenience, disruption of care, or additional charges.

We give a 5 day grace period to have your balance paid in full. In the event of a late payment; a payment made on or after the 6th of the month, a fee of \$50 will be applied to the outstanding balance for each week the payment is delinquent. Childcare services will be discontinued immediately if payment is not received by the 1st of the following month unless a payment plan has been implemented.

Childcare services will be suspended immediately and cash payments required for future invoices if payment is not received by the 6th of the month.

Should you encounter any challenges or foresee potential delays in making payments, please communicate with our management team promptly. We are committed to working with families to find suitable solutions and support your child's continued participation in our daycare center. Your cooperation and adherence to our payment schedule are vital in maintaining a nurturing and enriching environment for all children.

Schedule Changes

We understand that families may occasionally require adjustments to their child's schedule or transition between programs. If you need to modify your child's schedule or unenroll them, **you must submit an email** with at least **30 days** notice to: 06clpp@gmail.com.

The request should include the desired change(s), effective date, and the reason for the change. The 30 day notice will ensure that you are not overcharged on the next month's invoice, however, we do not give a reduction in tuition (or credits) for a schedule change and/or when unenrolling a child. As long as at least 30 days notice was provided to CLPP, the two week deposit paid upon enrollment will be applied to your final months' invoice.

Additionally, fee reductions/credits are not given when you pick up your child early, bring your child in late or when your child is not in attendance due to illness or doctor's appointments, etc.

Sick/Vacation Days

Candy's Learning and Play Playce awards each child two weeks/80hrs of pro-rated vacation time to use each calendar year. Vacation days can be used for travel, illness, appointments, personal matters, family time, etc. If you are taking 3 days or more in a row, **we require a two week notice emailed to the management team** at 06clpp@gmail.com . The email should contain the desire to use vacation time and the dates your child will be out. If wanting to use 1-2 vacation days for any reason, please reach out to an “Admin” on Brightwheel and let us know which day(s) you will be on vacation.

Tuition invoices are sent out on the 25th of each month for the following month. If we do not receive communication PRIOR to receiving your monthly invoice; you will receive the credit for “vacation” days on the next month’s invoice.

For example: if we receive an email on 9-27 for 3 days of vacation in October, you will receive the 3 days credit on your November invoice.

There are two factors that determine how many vacation days you will receive upon enrollment:

1. The month you enroll your child in our program.
and
2. The number of days your child is registered for. If your child is registered for 5 days a week; you will receive 10 days of vacation and, if registered for 3 days per week; you will receive 6 vacation days to use at your discretion.

The allocation is as follows (this example pertains to a child enrolled 5 days/week):

-If you enroll January 1st - March 31st; you will receive 64hrs of vacation

-If you enroll April 1st - June 30th, you will receive 52hrs

-If you enroll July 1st - September 30th, you will receive 40hrs

-If you enroll October 1st - December 31st, you will receive 24hrs

**vacation days will be re-allocated on January 1st each year*

***Please note, vacation days cannot be rolled over, cashed out or applied as a credit toward tuition if unused in the year.**



Program Overview

At Candy's Learning and Play Playce, our program is thoughtfully designed to provide a nurturing and stimulating environment where children can learn, grow, and flourish. We are committed to fostering holistic development, recognizing that each child is a unique individual with their own strengths and interests. Our play-based curriculum embraces the power of learning through exploration and hands-on experiences, empowering children to become confident and curious learners.

Our daily schedule balances structured activities with ample time for free play, promoting socialization, creativity, and problem-solving skills. We integrate age-appropriate learning opportunities in language development, math, science, arts, and more to ensure a well-rounded educational experience. Our dedicated team of caregivers strives to cultivate an inclusive and respectful atmosphere, encouraging positive social interactions and emotional intelligence.

At CLPP, we prioritize individualized attention and personalized guidance for each child. We take the time to understand the unique needs and interests of every child, tailoring our approach to support their growth and development. Our program is founded on the belief that early childhood is a critical time for learning and exploration, and we are dedicated to providing a safe, caring, and inspiring space for each child to thrive.

Daily Schedule

7:00-8:00 AM	Arrival/Greeting & Free play in gym or classroom
8:00-8:45 AM	Choice time/classroom center play
8:45-9:00 AM	Clean up. Wash hands, use restroom and take seats for breakfast
9:00-9:45 AM	Breakfast. Teachers join and engage while eating then wash kiddos up as they finish and clean up table area
9:45-10:45 AM	Circle time/curriculum, sensory and teacher directed activities.
10:45-11:30 AM	Outdoor Play or Gross Motor Activities in the Gym
11:30-12:00 PM	Small Group Activities (e.g., puzzles, games, sensory play)
12:00-1:00 PM	Lunch Time/Bathroom Break. Teachers join and engage while eating then wash kiddos up as they finish and clean up table area.
1:00-2:45 PM	Rest period/Nap for younger children (1.5hrs of quiet activities).
2:45-3:00 PM	Use restroom/wash up & clean up nap mats
3:00-3:30 PM	Snack Time
3:30-3:45 PM	Clean up, use restroom/wash hands
3:45-4:30 PM	Outdoor Play, Gross Motor Activities or Music and Movement
4:30-5:30 PM	Choice time/classroom center play until departure

Please note that this schedule is just a sample and may vary depending on the age group and specific activities offered at Candy's Learning and Play Playce. We aim to provide a well-balanced day that incorporates play, learning, outdoor time, rest, and social interactions.

Pickup and Drop-off

At Candy's Learning and Play Playce, the safety and security of the children in our care are of utmost importance. To ensure a smooth and organized pickup and drop-off process, we have established a comprehensive policy that prioritizes the well-being of our children and promotes a positive experience for both parents and caregivers.

Drop-off Procedure

Upon arrival, parents or guardians are required to check their child into CLPP on the iPad in the lobby *prior to 9:30am, WITHOUT food or drink in hand*. It is prohibited to drop your child(ren) off while they are eating or drinking; with the exception of a water bottle. Should your child arrive with food or drink in hand, our staff will ask that you step outside of the classroom while they finish and/or to find the nearest trash receptacle and throw away what is left prior to re-entering the classroom, gym or playground. **Children arriving after 9:30 will not be permitted to stay unless arrangements were made prior to arrival.*

Parents should accompany their child to their designated classroom and assist them with hand washing, diapering and/or take them to the restroom prior to saying goodbye.

The drop-off process provides an opportunity for parents and teachers to communicate important updates and/or specific instructions regarding your child(ren).

Please keep your time in the classroom, with a teacher or with your child, to a maximum of 10 minutes.

Pickup Procedure

During pickup, we request that parents or authorized individuals arrive at the scheduled pick-up time. A child will only be released to individuals 18 years of age or older and authorized on the registration form. Parents/guardians/emergency pick up personnel must present a valid identification when picking up a child to ensure the child's safety and protection (if/when asked). As with drop off, parents/guardians will need to check the child out (using their unique code) on the iPad in the lobby.

If there are any changes in pickup arrangements, we require advance notice and written authorization from the parent or guardian. To ensure the privacy and safety of all children, we strictly adhere to the list of authorized individuals who can pick up a child. If an unauthorized person arrives for pickup, we will verify their identity and confirm parental approval before releasing the child.

Authorized Persons

We strictly adhere to our pickup and drop-off policy to ensure the security of each child in our care. Only persons authorized by the child's parent or guardian are permitted to pick up or drop off the child. To maintain this level of security, we require parents or guardians to provide us with a list of authorized individuals who have permission to pick up their child.

To add a new designated person to the child's list of authorized individuals to pick-up or contact in case of emergency; parents or guardians must request to make an adjustment to their pick up list from our Director/Assistant Director. We require basic information about the new designated person; first and last name, phone number, email and relationship to the child.

Additionally, the parent or guardian must provide their signature as consent for the authorization. Once the new designated person is added to the pick-up or emergency contact list (by the parent/guardian), they will be eligible to pick up the child (with proof of identification).

Trial Period & Slow Start

We offer a two-week trial period for children/families (and provider) to become acquainted and ensure that Candy's Learning and Play Playce is the best fit for everyone. We understand that enrolling your child is a big decision and an interview for both parties. The enrollment agreement can be terminated by the child's parents/guardian or by CLPP at any time within this two week period, without the need for a notice.

The two-week deposit and registration fee are due prior to starting the trial. If the child is removed prior to the trial ending, there is no balance owed, nor fees refunded. If care is continued, tuition for the trial and the remainder of the month will be due immediately.

Slow start: you are more than welcome to start your child with 2-hour days, half days or anything in between (for a maximum of 5 days). We will come up with a slow start plan together as every child's need is different and there is not one "plan" that fits every family.

**Tuition, registration fee and deposit are due prior to the child's first slow start day. Slow start fees are calculated based on our hourly rate of \$20/hr. up to 4hrs; anything over 4 hours will be billed at \$82 a day.*

We understand that some children struggle with change, separation anxiety and transition, as well as, parents experiencing their own versions of emotions. Slow starting gives you and your child the opportunity to ease into this big life change.

Whether you choose to slow start or jump into full days, please do not sneak out of your child's classroom at drop off. We recommend always taking the time to say goodbye to your child(ren). It's much harder on them when their loved ones are simply gone without notice. It can cause additional anxiety and uncertainty; resulting in higher emotions and bigger behaviors, therefore, causing a more challenging day for children and staff alike.

Clothing

We ask that parents dress their children comfortably and appropriately for a day filled with play, learning, and exploration. We recommend choosing clothing that allows for ease of movement and is suitable for both indoor and outdoor activities. Please send your child with boots and a rain coat when the weather calls for it as we do not shy away from the rain.

Children often engage in messy, hands-on play and as such, we kindly request parents to dress them in clothes that can withstand a bit of dirt or spills. Additionally, we require an extra change of clothing for your child, including underwear and socks, to be kept in their designated cubby. This ensures that we can promptly address any accidents or spills that may occur during the day, allowing your child to feel comfortable and confident throughout their time at childcare. Please remember to label all clothing items with your child's name to avoid mix-ups and facilitate a smooth transition during dressing times.

By working together to dress our children in suitable attire and providing an extra set of clothing, we can create a positive and enjoyable experience for each child, free from unnecessary interruptions or discomfort.

What to Bring

Each child will have designated space for their personal items. Please clearly label your child's belongings to avoid any confusion.

Please come prepared with the following items (some may not be applicable):

- Diapers
- Baby Wipes*
- Desitin or preferred diaper rash cream
- Pacifier
- Bottles, nipples and bottle covers
- Special blanket and stuffy for rest time
- Crib sheet for their resting mat (all ages)
- Sunscreen
- Old shirt from mom or dad to use for paint projects
- Summer/Spring: bathing suit/swim trunks, sun hat, water sandals, towel and 2 spare outfits that are weather appropriate.
- Fall/Winter: hat, gloves, rain jacket, winter coat, rain boots, towel and 2 spare outfits that are weather appropriate

Beings that we live in the PNW and are used to experiencing all of the seasons; we will play outside and/or go for walks in the rain! We often do crafts or projects that can turn messy and require a change of clothes. It's imperative that we have 2 spare outfits at all times to ensure we can keep your child comfortable throughout the day.

**At CLPP the responsibility of providing baby wipes is shared amongst our community.*

We ask that all parents bring their preferred wipes on their child's first day (either a box, sleeve or multi-pack) and they will be shared within the classroom and/or the childcare center. If you want to "opt out" of being a part of the shared wipe community, it is up to the parent to communicate to their child's teacher AND in writing via an admin message on Brightwheel.

Water Play

In the summer months, we will participate in water play on the playground. This could be in the form of a water table, sprinkler or splash pad. In the cooler months, we will spend time experimenting with water play in dish tubs, bins, squeeze bottles, funnels, eye droppers, etc., as part of curriculum.

Playing with water not only keeps your child feeling cool and having fun, but you may be surprised to learn that water play has many amazing benefits for childhood development. It is great for hand-eye coordination, enhances concentration and focus, is great for developing motor skills and sensory exploration and helps children build social skills.

Nap/Quiet Time

We recognize the significance of rest and rejuvenation during a child's busy day of play and learning. We incorporate a dedicated nap or quiet time into our daily schedule to provide children with the opportunity to recharge and unwind. During this period (11:45-3:00), younger children will have the option to take a peaceful nap in a comfortable and supervised environment, while older children (who refuse rest) will be encouraged to engage in quiet, relaxing activities such as reading, drawing, or listening to soothing music. We understand that each child's sleep needs may vary, and we strive to accommodate individual preferences and routines. All children of one year of age or younger will be put to sleep following the SIDS (Back to Sleep) program.

Our teachers create a calm and tranquil atmosphere, ensuring that children feel secure and content during nap or quiet time. This essential aspect of our daily routine supports the overall well-being of our children, promoting optimal cognitive and emotional development throughout their time at Candy's Learning and Play Playce.

We ask that parents refrain from visiting the childcare between the hours of 11:45-3:00pm and if possible make any necessary appointments around these hours. This allows for all children to receive the critical rest and/or quiet time they so need.

Religious & Cultural Activities

At Candy's Learning and Play Playce and within our curriculum, we recognize and celebrate Easter, Thanksgiving, and Christmas as religious holidays. We will do crafts and take home projects pertaining to each of these holidays for families to admire and enjoy.

If you have objections to your child participating in our holiday celebrations, projects, stories or music, please let the director and/or the assistant director know immediately as we want to respect your families wishes.

We value and embrace cultural differences, diversities and the importance of cultural competence within our program. We invite families to share their own cultural traditions, foods, means of celebration, etc. with children and staff alike. If this is something you are interested in, please reach out to the director, assistant director or program manager for guidance.

Continuity of Care Policy

We have a consistent care policy that we take very seriously at Candy's Learning and Play Playce. Our continuity of care policy promotes the consistent care of children in early learning programs (WAC 110-300-0100).

This policy ensures that children and families are consistently engaged in high-quality early learning experiences through stable relationships with caregivers who are sensitive and responsive to a young child's signals and needs. Whenever possible, your child will have the same teacher(s) in order to maintain a high level of consistency and with a goal of building long-term, trusting relationships.

CLPP Employee Credentials

All of the staff at Candy's Learning and Play Playce have met, will meet within 30 days of employment or have exceeded the WAC 110-300-0100 qualifications put forth by the Department of Licensing.

The Owner and Director have their Early Childhood Education degree (ECE) and/or CDA. Additionally, we have several staff working toward an ECE and/or CDA. CLPP encourages and supports our employees to continue their education and grow their knowledge of the child care industry as much as possible.

All new and current employees are required to complete the DEL trainings under WAC 110-300-0106 as well as at least 10 hours of continued education annually.

Tobacco, Drug & Alcohol Free

It is the intent of Candy's Learning and Play Playce to maintain a healthy, safe, and efficient childcare for the children and families we serve. As such, we prohibit the use of tobacco, illegal drugs (including marijuana, which is an illegal substance under federal law) and/or alcohol on CLPP property, **including the parking lot.**

Smoking/Vaping - please refrain from smoking or vaping anywhere on the property, including your vehicle if parked on site.

Vape pens, cigarettes, lighters, e-cigarettes and/or any smoking related paraphernalia are not permitted in the building.

Cell Phone Use

To ensure student privacy is upheld; phone calls, FaceTime or other forms of video calling, are NOT permitted in the childcare.

You must finish your call outside or in the lobby of the childcare to ensure student confidentiality is maintained.

Taking photographs or videos of any kind is prohibited within the childcare (hallways included). If you want a specific picture, please ask the staff to take it on their business iPad. They can crop other children out and/or anything that should be kept confidential (if needed) and upload the picture to your child's Brightwheel feed.

Fraternization

Parent's/guardians/emergency contacts, additional family members or contacts of enrolled children are not permitted to engage in friendships or romantic relationships (online or otherwise) with any staff member at Candy's Learning and Play Playce.

Conduct of this nature is highly inappropriate and can result in your child(ren) being expelled.

Conflict of Interest

It is the policy of Candy's Learning and Play Playce (CLPP) that employees refrain from any activity or association that is detrimental to or creates a potential or actual conflict with the interests of CLPP.

As such, employees are prohibited from providing childcare for an enrolled family, their extended family members or friends outside of Candy's Learning and Play Playce's facility. To maintain a professional relationship and to avoid the appearance of impropriety between parent/guardian, staff and student; parents/guardians and staff **are prohibited** from "friending" or "following" one another on social media.

All communication between staff and parents/guardians must take place in person (while at the childcare) or on Brightwheel. Personal phone numbers, emails or websites between staff and parents/guardians/emergency contacts, etc., should not be exchanged.

A parent/guardian or employee who knowingly engages in the above listed or similar activities may be subject to expulsion (or termination).



Toys

We request that parents refrain from allowing their child to bring personal toys or belongings from home, except for comfort items such as a small blanket or stuffed animal for naptime. Our aim is to promote fair and equal play among the children, as well as to prevent potential disputes or loss of personal belongings. Our daycare center is well-equipped with a diverse range of age-appropriate toys, games, and learning materials to engage and entertain the children throughout the day. By adhering to this policy, we encourage social interaction, we aim to foster a sense of belonging within our close-knit community at Candy's Learning and Play Playce.

Media

We prioritize promoting active engagement, creativity, and hands-on learning experiences over passive media consumption. Therefore, children at our daycare center will have extremely limited exposure to screens and digital media. Instead, we offer a diverse range of age-appropriate activities and materials that stimulate imagination, curiosity, and critical thinking. Our program incorporates a variety of educational materials, books, arts and crafts, music, and outdoor play to foster holistic development. Occasionally, we may include videos, recorded music, or other digital components that compliment our curriculum and educational goals.

Toilet Training

Toilet training is a significant milestone in a child's development, and we are committed to supporting both children and parents during this process. Our caring and experienced staff work closely with parents to ensure a consistent and positive approach to toilet training at the daycare center. We follow the child's cues and readiness for toilet training, providing encouragement and gentle guidance throughout the journey. Our caregivers regularly communicate with parents to understand the child's progress and any specific toilet training techniques used at home. We maintain a child-friendly and hygienic environment in our restroom facilities, with child-sized toilets and step stools to promote independence. Our teachers assist and supervise children during toilet visits, ensuring their safety and comfort. We respect each child's pace and readiness, allowing them to transition at their own pace without pressure. Our goal is to make the toilet training experience a positive and successful one for both the child and their family.

Birthdays

When a child's birthday approaches, we'd like to create a fun and inclusive celebration to make them feel cherished and valued. Parents are welcome to provide a simple treat or healthy snack for the class to enjoy during the celebration. Please check with us about any dietary restrictions or allergies.

Field Trips

Field trips are valuable opportunities for hands-on learning and exploration beyond the walls of our daycare center. Field trips may include visits to local parks, museums, farms, libraries, and other educational and recreational venues that align with our curriculum. Prior to each field trip, we obtain necessary permissions from parents and provide detailed information about the destination, itinerary, and safety measures. Parents are encouraged to attend field trips with their child. When on a field trip, we will have the following accessible: child's health history, emergency information, rescue medication (where applicable) and emergency medical authorization forms as per WAC 110-300-0480. A first aid kit, cell phone and staff certified in CPR/First Aid will also be present.

We are not currently attending field trips, but we hope to by next year.



Health + Safety

We maintain a comprehensive health and safety policy to ensure a secure and nurturing environment for everyone at our daycare center. Our facilities are routinely inspected, and we adhere to all local and provincial regulations related to health and safety in childcare settings. Our staff members undergo rigorous training in first aid, CPR, and emergency procedures, and we maintain up-to-date health records for all children and staff. We have implemented thorough sanitation and hygiene practices, including regular handwashing, sanitizing of toys and surfaces, and maintaining a clean and hygienic environment. Additionally, we closely monitor and promptly address any health concerns or illness to prevent the spread of communicable diseases. Our aim is to create a safe and healthy space where children can thrive, explore, and learn, while parents can have peace of mind knowing their child's well-being is our top priority.

We encourage a culture of open communication with parents and caregivers to stay informed about any health issues or concerns. We kindly request parents to keep their child at home if they show signs of illness or have a contagious condition to prevent the spread of infections. Our health policy includes guidelines for handling medication administration if required, and we work closely with parents to ensure that all medical needs are addressed appropriately. In the event of an emergency, we have established clear procedures for immediate action, and our staff is well-prepared to respond promptly and effectively. Please review our Health + Safety policies closely and feel free to let us know about any questions or concerns you may have.

Absence Due to Illness

To maintain a safe and healthy environment, we have a comprehensive policy regarding absences due to illness. If your child is feeling unwell or exhibiting any of the following symptoms, we kindly request that they stay home to rest and recover. If a child is experiencing an illness that prevents them from participating comfortably in activities, requires more care than our staff can reasonably provide without compromising the health and safety of other children in the classroom, or is experiencing any of the following conditions, they will be sent home as soon as possible:

- **Fever:** A temperature of 101°F for children over two months or 100.4°F (38°C) for an infant younger than two months or higher indicates a fever, and the child should remain at home until they are fever-free for at least 24 hours without the use of fever-reducing medications.
- **Vomiting or Diarrhea:** If your child has vomited or had diarrhea within the last 24 hours, they should stay home to prevent the spread of infection.
- **Contagious Illness:** Children with contagious illnesses, such as chickenpox, strep throat, conjunctivitis (pink eye), or any other infectious condition, should remain at home until they are no longer contagious, as advised by their healthcare provider.
- **Severe Cough or Difficulty Breathing:** Persistent or severe coughing, difficulty breathing, or signs of respiratory distress require immediate attention, and the child should stay home until symptoms improve.
- **Rash or Skin Infections:** If your child has a rash with an unknown cause or a suspected skin infection, they should stay home until the rash is evaluated and treated by a healthcare provider.
- **Sore Throat:** A severe or persistent sore throat, especially with fever or swollen glands, should prompt the child to stay home and seek medical evaluation.
- **Lethargy or Extreme Fatigue:** If your child is unusually tired or lethargic, keeping them home to rest is essential for their recovery.

To report an absence due to illness, please contact our administrative office by phone or email as well as leave a message on Brightwheel as soon as you know they will be out. Ideally, we would like to know prior to or upon opening at 7am.

When your child returns to the daycare center, we may request a note from their healthcare provider, clearing them to return to the facility if they have been diagnosed with a contagious illness.

Your cooperation in adhering to our absence due to illness policy is crucial in maintaining a healthy and supportive environment for everyone at Candy's Learning and Play Playce.

Illness While in Care

In the event that a child becomes ill while at the daycare center, we have established protocols to promptly address the situation with utmost care and attention. If a child exhibits symptoms of illness, such as fever, vomiting, diarrhea, severe cough, or any other contagious signs, our experienced caregivers will take immediate action to ensure the child's well-being and prevent the spread of infection.

Isolation/Separation Protocols

If a child shows symptoms of illness while at the daycare center, we will immediately separate them from other children to minimize the risk of transmission. The child will be placed in a designated isolation area under the supervision of a caregiver until their parent or guardian can pick them up. Throughout this period, our staff will provide compassionate care and comfort to the child, closely monitoring their condition.

Communication With Parent/Caregiver

As soon as symptoms are observed, we will notify the child's parent or guardian promptly. We kindly request that parents keep their contact information up to date to ensure efficient communication during such situations. It is essential that parents or authorized emergency contacts are reachable and able to arrange for the child's prompt pickup, within an hour, from the daycare center.

First Aid

Our caregivers are well-trained in basic first aid and are prepared to respond effectively to various health situations. In case of minor injuries or non-emergency illnesses, our staff will administer appropriate first aid and provide necessary care until parents arrive. For more severe or emergent health concerns, we will activate our emergency response plan and contact emergency medical services immediately.

END ILLNESS



Medications

Whenever possible, medication should be given to your child before or after school. Some children may require medication to manage specific health conditions while in our care. We follow strict procedures to ensure the safe and responsible administration of medications. Our policy includes:

Authorization and Documentation

All medications, whether they are prescription or over the counter, must be provided in their original containers and clearly labeled with the child's full name and birth date. A signed Medication Authorization Form is required before any medication can be administered by Candy's Learning and Play Playce staff. These forms can be obtained from the child's teacher or from the Director. Upon completion of the instructed timeframe, medications are to go home with the child.

All medications will be stored in the office and will only be administered by owners, directors, assistant directors or teachers. Prescription medication will require a doctor's note with a beginning and end date and a medical authorization form signed by a parent or guardian. These medications will only be given at the center if they cannot be administered at home, such as when there is a need for a mid-day dose or when a dose is needed after breakfast. Over-the-counter medications will only be administered for special circumstances with a doctor's note that also specifies a beginning and end date and frequency.

Examples of over-the-counter medication includes:

- Antihistamines
- Non-aspirin pain relievers
- Non-narcotic cough suppressants
- Nasal decongestants
- Anti-itch ointment/lotion
- Diaper cream/ointment
- Sunscreen
- Vitamins

Candy's Learning and Play Playce does not under any circumstance dispense controlled substances to children in attendance.

Emergency Medication Dispersement

In the event of an emergency, our staff is trained to administer emergency medication (e.g., epinephrine auto-injectors for severe allergic reactions) to a child with a known medical condition, as specified in the child's medical authorization form. Parents will be informed immediately of any emergency medication administration.

Emergency Preparedness

At Candy's Learning and Play Playce, we take every precaution to ensure the safety of our children and staff. Our comprehensive emergency preparedness and evacuation procedures are designed to handle various scenarios and to provide a secure environment where children can thrive. We continuously review and update these procedures to maintain the highest level of readiness and responsiveness.

Fire Drills

Our daycare center conducts monthly fire drills to familiarize children and staff with emergency evacuation procedures. Our caregivers will calmly guide the children through the evacuation process, ensuring that everyone knows the designated evacuation routes and meeting points. We have strategically placed fire extinguishers and emergency exits throughout our facilities, and these areas are kept clear at all times.

Evacuations

In the event of a natural disaster, we will follow the instructions of our local and city authorities. If our location/area is declared a state of emergency by such authorities, the childcare center will close or be closed. This information will be announced on the radio with other area closures.

If the center is open with children present when a state of emergency is declared, we will call parents and advise them to urgently pick up their child(ren); beginning with the infant rooms. Administrative staff will remain present until all children and staff have gone home.

Emergency Supplies

Our daycare center is equipped with essential emergency supplies, including first aid kits, emergency communication devices, and emergency food and water provisions. These supplies are regularly checked and maintained to ensure their readiness in case of an emergency.

Staff Emergency Training

Our staff members undergo regular training in emergency response procedures, including first aid, CPR, and basic life support. Each caregiver is familiar with their specific role during an emergency, ensuring a coordinated and effective response. Additionally, we have designated staff members who are responsible for contacting emergency services and communicating with parents during critical situations.

Allergy Management

Candy's Learning and Play Playce is an "allergy-aware" facility, meaning that we recognize the importance of allergy management and take proactive measures to prevent allergic reactions for all children in our care. In the event that a child in our care requires stringent practices to prevent an allergic reaction, we are prepared to accommodate their needs. You will find "Allergy Aware" information sheets with parent contact info in each classroom. These sheets are updated regularly and maintained diligently.

Information and Communication

Prior to enrollment, we request parents to inform us of any known allergies or dietary restrictions their child may have. This information is carefully documented and shared with our teaching and kitchen staff, ensuring that everyone is aware of specific allergy concerns. We encourage parents to provide written details about the child's allergies, including the specific allergens, symptoms, and emergency response procedures.

Prevention Measures

To minimize the risk of allergen exposure, we maintain a strict no-sharing food policy at CLPP. Our staff closely monitor snack times and meal preparation to prevent cross-contamination. We also ensure that all staff members are trained in recognizing allergy symptoms and administering emergency medication, such as epinephrine auto-injectors, in case of severe allergic reactions.

Hydration

Water is the best choice to quench thirst while supporting healthy hydration. **Please refrain from sending glass water bottles or glass containers to childcare.** CLPP provides each child with a personalized cup for drinking water throughout the day.

Cleaning and Hygiene

Maintaining a clean and hygienic environment is essential to ensure the health and well-being of our children, staff, and visitors. We adhere to rigorous cleaning and hygiene practices to create a safe and nurturing space for everyone in our care.

Cleaning and Disinfection

Our daycare center follows a thorough cleaning schedule to ensure that all areas are regularly sanitized and disinfected. Our caregivers clean and disinfect high-touch surfaces, toys, equipment, and frequently used areas multiple times throughout the day. Restrooms, changing areas, and dining spaces are also cleaned and sanitized after use to maintain optimal hygiene standards.

Handwashing Guidelines

Handwashing is a critical practice in preventing the spread of germs and illnesses. Our caregivers promote and supervise regular handwashing for all children, staff, and visitors.

Staff AND/OR children will wash their hands upon arriving, before and after meals, after using the restroom and/or changing a child, if they come in contact with bodily fluids, after sneezing or coughing, before and/or after preparing foods, after playing outdoors, after creating projects, etc.

Our staff leads by example and follows proper handwashing guidelines to instill good hygiene habits in the children.

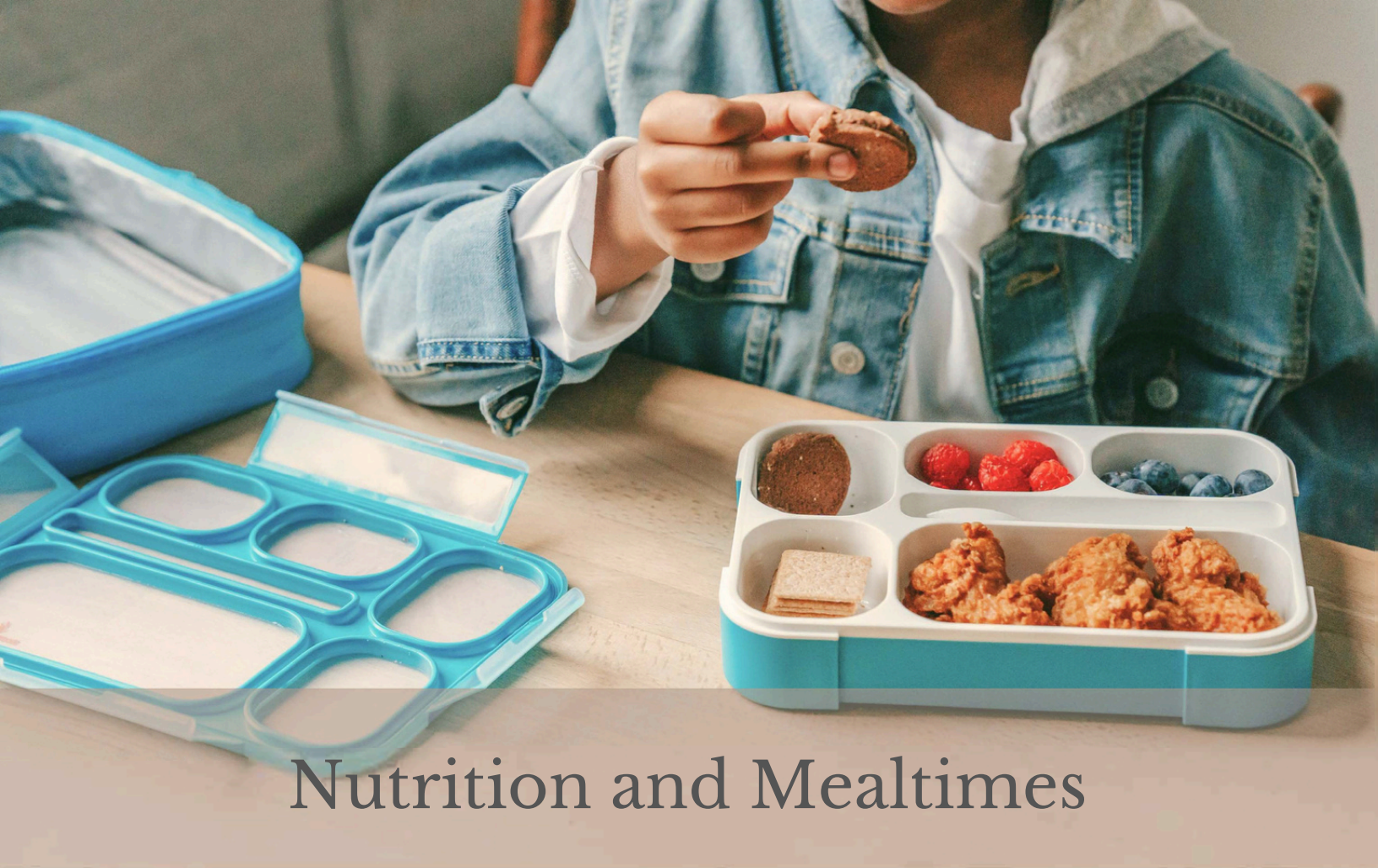
Personal Hygiene Expectations

Our staff members are expected to adhere to strict personal hygiene standards. They must wear clean and appropriate attire and maintain good personal grooming habits. Caregivers are required to wash their hands frequently and use personal protective equipment (PPE) as needed when handling bodily fluids or engaging in cleaning and disinfection activities.

Safe Food Handling

Our daycare center follows safe food handling and preparation practices as required by Department of Health to prevent foodborne illnesses. Our caregivers are trained in proper food handling techniques, ensuring that meals and snacks are prepared and served in a safe and sanitary manner. Every one of our staff members has a food handlers card required by the State of WA. All surfaces will be sanitized before and after each use with food stored in proper areas with controlled temperatures to ensure freshness.

At Candy's Learning and Play Playce, we take pride in upholding high standards of cleanliness and hygiene. By maintaining a clean and safe environment, we aim to promote the health and well-being of our children and provide a positive and comfortable space for learning and growth. If you have any questions or concerns about our cleaning and hygiene practices, please do not hesitate to reach out to our administrative team.



Nutrition and Mealtimes

Our meal and snack policies are rooted in promoting healthy nutrition and fostering a positive mealtime experience for all children in our care. We adhere to a thoughtfully planned meal and snack schedule, providing balanced and nourishing options throughout the day that meet USDA guidelines for nutrition.

Additionally, we encourage parents to pack healthy snacks and lunches for their children, with guidelines to ensure that all packed items align with good nutrition standards. Our dedicated staff actively engages with the children during mealtimes, modeling healthy eating habits and creating a positive atmosphere that encourages exploration of new foods!

Snack and Meal Schedule

Children are offered breakfast each day at 9:00am. Whole cow's milk is provided for children 12-24 months while older children will receive 1% cow's milk. We serve scratch made lunches (with some exceptions) each day at noon as well as an afternoon snack at 3:00pm. Water is always offered and encouraged to children throughout the day.

Sample Menu:

9:00am Breakfast - sheet pan pancakes, peaches and milk

12:00pm Lunch - chicken tenders, pasta with parmesan cheese & butter, mixed vegetables, pears and milk

3:00pm Afternoon snack - English cucumbers, ranch (if requested), goldfish, water

Packing Snacks and Meals

When packing food for your child(ren), please provide a nutritious and well-balanced meal to enjoy during their time at the childcare. We kindly request that parents consider the following guidelines when providing food for their child(ren) to take to childcare:

Include a Variety of Food Groups

We encourage parents to include a mix of fruits, vegetables, whole grains, proteins, and dairy or dairy alternatives in their child's snacks and lunches. This ensures that children receive a wide range of nutrients to support their growth and development, and will support our ongoing conversations and education about healthy eating habits.

Limit Treats

We encourage parents to minimize sugary snacks and processed foods in their child's packed meals. Instead, we recommend opting for whole, natural foods to promote better health, sustained energy levels and positive/collaborative attitudes.

Water for Drinking

To keep children well-hydrated, we encourage parents to pack water or plain milk instead of sugary drinks or fruit juices. Water is the best choice to quench thirst and support healthy hydration. Please refrain from sending glass water bottles or glass containers to child care.

**At CLPP we do not allow children to drink soda of any kind during the day. If soda or other sugary drinks are in a child's lunch box, we will set it aside for the child to take home at the end of the day. Please refrain from sending candy, gum, coffee, drinks from coffee stands, energy drinks, etc., as those will also be sent home.*

Sustainability

We are committed to promoting sustainable practices at Candy's Learning and Play Playce. We would love to see parents use reusable containers and eco-friendly packaging for their child's snacks and lunches. Reusable containers help reduce waste and contribute to our efforts in protecting the environment for future generations.



Nutrition and Mealtimes

Our meal and snack policies are rooted in promoting healthy nutrition and fostering a positive mealtime experience for all children in our care. We adhere to a thoughtfully planned meal and snack schedule, providing balanced and nourishing options throughout the day that meet USDA - CACFP (Child and Adult Care Food Program) guidelines for nutrition.

Our dedicated teachers actively engage with the children during mealtimes. They model healthy eating habits, create a positive atmosphere that encourages exploration of new foods and have conversations during mealtimes about foods, textures, culture, etc. We aim to create lifelong habits of healthy eating, while also fostering a love of exploring new foods!

Snack and Meal Schedule

Children are offered breakfast each day at 9:00am. Whole cow's milk is provided for children 12-24 months while older children will receive 1% cow's milk (or a provided alternative). We serve scratch made lunches (with very few exceptions) each day at noon as well as an afternoon snack at 3:00pm. Water is continuously offered and encouraged to children throughout the day.

Sample Menu:

9:00am Breakfast - sheet pan pancakes, peaches, milk

12:00pm Lunch - chicken tenders, brown rice, steamed broccoli, pears & milk

3:00pm Afternoon snack - English cucumbers, ranch (if requested), wheat thins, water

USDA CACFP INFORMATION

“The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States” (fns.usda.gov/cacfp). Upon enrollment, all families are required to fill out and sign an income eligibility form as part of the program

**This institution is an equal opportunity provider*

Milk - cow, soy or lactose free

We offer whole and 1% cow's milk, Silk (Soy) and Ripple as our lactose free option through the CACFP. If you prefer an alternative to the options that are approved through the food program; a doctor's note authorizing the alternative is required. In addition, this alternative will need to be provided by the family. Per the program guidelines, the only milk alternatives we are permitted to provide are Silk (soy) and Ripple. *Almond milk is not an approved, provided option.*

Allergies

We will modify meals with approved CACFP foods to accommodate children with allergies. If we are serving spaghetti bake topped with mozzarella cheese for lunch; we will make a small pan without cheese for those allergic to dairy. Additionally, if your child is allergic to the protein we are serving, we will provide them with an alternative protein. In other words, we will make the necessary modifications to ensure that your child has a nutritious meal that includes as many of the original components as possible.

Food From Home

You are more than welcome to pack breakfast, lunch or snack for your child as long as the packed meal contains the necessary components (protein, grain, vegetable & fruit) required by the food program. A parent provided breakfast must consist of three components, a parent provided lunch will need all 4 of the required components and a parent provided snack must include 2 CACFP required components.

Should you choose to provide lunch from home, our meal will be offered first as a requirement of the program (unless food is being provided from home due to a documented allergy). The goal is to improve overall health of children in care while promoting the development of good eating habits.

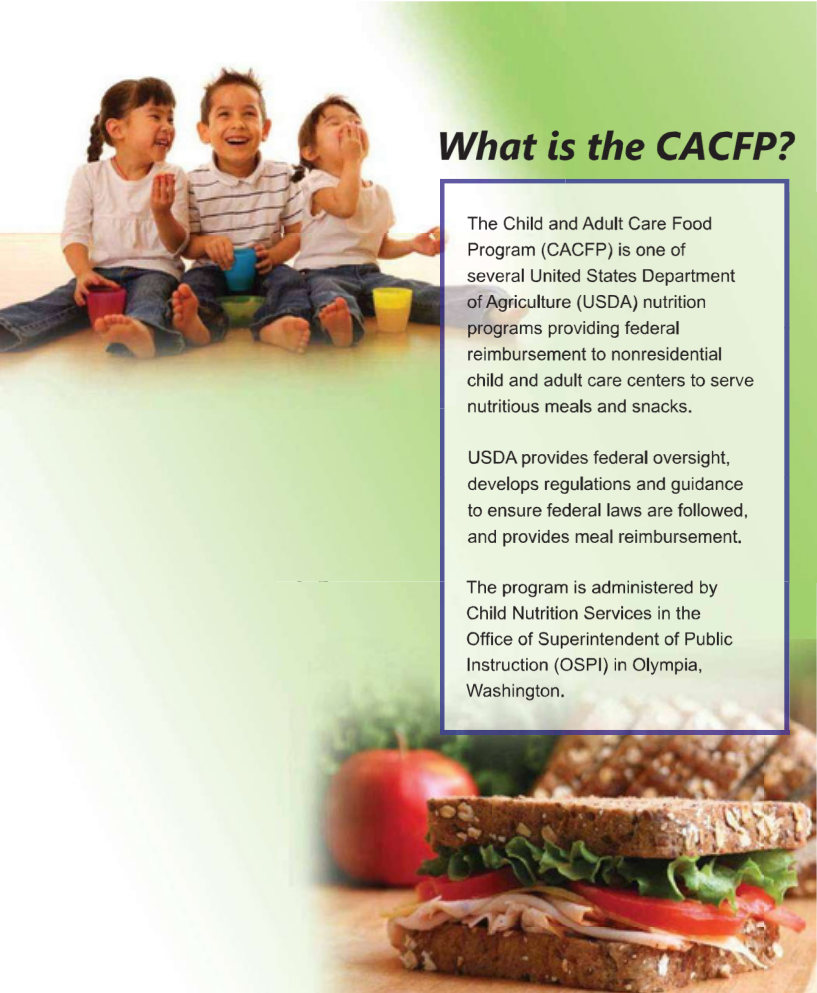
Water for Drinking

To keep children well-hydrated, quench thirst and support healthy hydration water is offered and served all day long. **Please refrain from sending glass water bottles or containers of any kind to childcare.**

**At CLPP we do not allow children to drink soda of any kind during the day. If soda or other sugary drinks are in a child's lunch box, we will set it aside for the child to take home at the end of the day.*

Please refrain from sending candy, gum, coffee, drinks from coffee stands, energy drinks, etc., as those will also be sent home.

CACFP BROCHURE 1 OF 2



What is the CACFP?

The Child and Adult Care Food Program (CACFP) is one of several United States Department of Agriculture (USDA) nutrition programs providing federal reimbursement to nonresidential child and adult care centers to serve nutritious meals and snacks.

USDA provides federal oversight, develops regulations and guidance to ensure federal laws are followed, and provides meal reimbursement.

The program is administered by Child Nutrition Services in the Office of Superintendent of Public Instruction (OSPI) in Olympia, Washington.

Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent
Old Capital Building
PO Box 47200
Olympia, WA 98504-7200



Child and Adult Care Food Program

FIRST CLASS



Washington Office of Superintendent of
PUBLIC INSTRUCTION

The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability.

CACFP BROCHURE 2 OF 2

How does the CACFP work?

The CACFP provides reimbursement for meals served to children in child care centers, family day care homes, at-risk centers, homeless shelters, and certain adult care centers. Meals must meet basic program requirements.

These federal funds help centers offset food costs while providing well-balanced, nutritious meals and snacks to enrolled participants.

How can I participate?

Child Care Center

Child care centers must be licensed by the Department of Early Learning (DEL), tribal authority, or the military.

For-profit (proprietary), licensed child care centers may participate if 25 percent of their licensed or enrolled capacity, whichever is less, are eligible for free or reduced-price meals.

Adult Care Center

Adult care centers may be nonprofit or, if for profit, must be receiving compensation under Title XIX for at least 25 percent of the participants. Washington State has additional eligibility requirements for participation.

Family Day Care Homes

Family day care homes must be licensed. Family day care providers in a licensed home must operate under a Family Day Care Home (FDCH) sponsoring organization.

Legally exempt unlicensed family day care providers approved by DSHS to provide relative care in the provider's home may participate under a sponsoring organization.

At-Risk Centers

At-risk centers must provide educational and enrichment activities to at-risk students in low-income areas. Only after-school snacks are eligible for reimbursement under this option. At-risk centers must meet state safety and health standards and have a current fire permit.

Homeless Shelter

Homeless shelters must be nonprofit, meet state safety and health standards, and have a current fire permit. The site must provide temporary shelter.

What must I do and why?

Federal regulations require that centers enter into an agreement with OSPI, Child Nutrition Services.

Centers must keep all or some of the following records: child and adult enrollment, free and reduced-price meal eligibility, attendance, number of meals served, and menus for meals served. Centers are financially responsible for all expenditures and incomes for this program and must operate a nonprofit food service.

How do I get reimbursed?

Federal moneys pay some of the costs to prepare and serve meals that meet the USDA meal patterns.

Centers are paid at federally published rates according to the income level of families served.

At-risk centers receive reimbursement only for after-school snacks served during the school year. All snacks are reimbursed at the free rate.

Homeless shelters are reimbursed for all meals at the free rate.

Family day care providers are paid by their FDCH sponsoring organization. Family day care providers are reimbursed based on specific eligibility guidelines.

When do I get reimbursed?

Centers submit claims for reimbursement monthly to OSPI, Child Nutrition Services. New centers may begin claiming meals for reimbursement the month OSPI approves the agreement.

Questions? Visit our Website: <http://www.k12.wa.us/CACFP>

Healthy Eating Habits

Positive Mealtime Environment

Mealtime is not only about nourishing the body but also about fostering positive social interactions and developing healthy eating habits. We promote the importance of sitting together as a community, sharing meal experiences, and appreciating the variety of foods available. By creating a positive mealtime environment, we aim to make mealtimes a delightful and enriching experience for every child.

Role Modeling

Our dedicated staff understands the influential role they play in shaping children's behaviors and attitudes toward food. We actively demonstrate healthy eating habits, including trying new foods, eating a variety of fruits and vegetables, and enjoying balanced meals. Our caregivers inspire children to follow suit and develop healthy eating habits.

Learning About Nutrition

Education is an essential component of fostering healthy eating habits. Our daycare center incorporates age-appropriate nutrition lessons and activities into the curriculum, allowing children to learn about the benefits of nutritious foods and making informed food choices. We engage children in discussions about the different food groups, the importance of balanced nutrition, and how food fuels their bodies. Our goal is to empower children with knowledge so they can make mindful choices about the foods they eat.

Positive Table Manners

Mealtimes are opportunities to teach and reinforce good table manners. Our caregivers gently guide children in practicing basic table etiquette, such as sitting properly at the table, using utensils correctly, and saying "please" and "thank you" when requesting or receiving food. We encourage children to take their time during meals, chew their food thoroughly, and avoid rushing through their meal.

Social Interaction

Mealtimes are not only about nourishment but also about building social connections and fostering a sense of community. Our caregivers facilitate conversation and interaction among the children during meals, encouraging them to share stories, thoughts, and experiences with one another. Through shared meals, children learn the value of listening to others, taking turns speaking, and showing empathy and support to their peers.



Behavior Management

We prioritize a positive approach to behavior guidance, focusing on nurturing children's social and emotional development while fostering a respectful and supportive environment. Our positive behavior guidance techniques are designed to promote desirable behaviors and help children develop valuable life skills. We believe in understanding the root causes of behaviors and guiding children towards making positive choices. Our caregivers and staff actively engage with children, utilizing various techniques to encourage positive behaviors. Some of our positive behavior guidance techniques include:

Clear and Consistent Expectations

We establish clear and age-appropriate expectations for behavior, ensuring that children understand what is expected of them. Our caregivers communicate these expectations in a positive and encouraging manner, helping children recognize the importance of respectful and considerate actions towards others.

Encouraging Kindness and Empathy

We actively promote kindness and empathy among children. Our caregivers encourage acts of kindness, such as sharing, comforting, and helping others. Through daily interactions and activities, we foster an environment where children learn to understand and respect the feelings and perspectives of their peers.

Behavior Continued

Respecting Boundaries and Personal Space

We teach children the importance of respecting boundaries and personal space. Our caregivers model appropriate physical interactions and encourage children to ask for permission before touching or hugging others. By teaching these boundaries, we create an environment where children feel safe and respected.

Teaching Conflict Resolution Skills

Conflict is a natural part of social interactions, and we see it as an opportunity for learning. Our caregivers model effective conflict resolution techniques and encourage children to communicate their feelings and needs. We guide them in finding constructive ways to resolve conflicts and collaborate in finding solutions that respect the needs and feelings of all involved parties.

Learning How to Be a Friend

We promote the value of sharing and taking turns in our daily activities. Through games, group activities, and sharing materials, we teach children the importance of being patient and considerate towards others' needs and desires.

Weapons/Violent Play

At Candy's Learning and Play Playce we strictly prohibit the presence of any weapons. If a child brings a weapon to the center, it will be confiscated immediately, removed from sight and returned to the child's parent or guardian at the end of the day. A note will be given to the parent/guardian clarifying the policy on weapons.

Furthermore, the center discourages unhealthy amounts of competitive behavior, especially in young children, as it can lead to negative outcomes and reduced acceptance of others. The center does not tolerate bullying and will take steps to guide children towards appropriate ways to interact with others. If a child pretends that a classroom toy or tool is a weapon and exhibits violent behavior, we will redirect the child and talk about proper use of the toy/tool while removing it from them. The child's behavior as well as the conversation will be documented for the parent/guardian.

Discipline Policy

Our discipline policy is rooted in promoting a positive and respectful environment while guiding children towards making responsible choices. Our approach to discipline is developmentally appropriate, taking into consideration each child's age, individual needs, and understanding of consequences. The following are the key components of our discipline policy:

Developmentally Appropriate Discipline

We recognize that discipline techniques should align with each child's developmental stage and ability to comprehend consequences. Our caregivers employ discipline strategies that are gentle, nurturing, and age-appropriate, taking into account a child's cognitive and emotional development.

Natural and Logical Consequences

When appropriate, we utilize natural consequences to allow children to experience the direct outcomes of their actions. For instance, if a child refuses to wear a jacket on a cold day, they may feel cold, experiencing the natural consequence of their decision. Similarly, we implement logical consequences that are directly related to a child's behavior, offering opportunities for learning and growth.

Breaks

In certain situations, a brief and supervised break may be employed to allow a child to calm down and reflect on their actions. Breaks are utilized sparingly and in a supportive manner, focusing on providing a space for self-regulation rather than punishment.

Redirection and Alternatives

Our caregivers use redirection techniques to guide children towards more appropriate behaviors. When a child engages in challenging behavior, we gently redirect their attention to a more suitable activity or behavior, encouraging positive choices.

Involving Children in Problem Solving

We believe in empowering children to participate in problem-solving discussions. In situations where challenging behaviors arise, we engage children in age-appropriate discussions, encouraging them to express their feelings and find solutions together. This collaborative approach fosters a sense of ownership and accountability in children for their actions.

Our ultimate goal with discipline is to help children develop self-control, empathy, and decision-making skills, leading to a positive sense of self and respectful behavior towards others. We value open communication with parents or guardians, and our caregivers work closely with families to maintain consistency in behavior expectations and discipline strategies between home and the daycare center.

Challenging Behaviors

Our approach to addressing challenging behaviors is rooted in empathy, understanding, and proactive measures to support each child's individual needs. We follow a systematic and compassionate process to address and manage challenging behaviors, ensuring the well-being and success of every child.

The steps taken for challenging behaviors are as follows:

Understanding Underlying Causes of Challenging Behaviors

Our teachers closely observe and assess children's behaviors to identify any underlying factors that may contribute to challenging behaviors. These factors may include frustration, emotional stress, communication difficulties, or changes in routine or environment. By understanding the root causes, we can develop targeted strategies to address these challenges effectively.

Child Restraint Policy

No child at CLPP will be subjected to cruel discipline. Physical restraint is prohibited, unless necessary to protect the health and safety of the child, his/her classmates or staff.

If the need should arise that we need to use physical restraint to keep a child from harming him/herself or others we will hold a child as gently as possible to accomplish a safe and protective environment, limit the time the child is being restrained. We will also make sure that in the rare instance that physical restraint is necessary, that it is developmentally appropriate.

End Challenging Behaviors

Biting

We recognize that biting is a common behavior that may occur during a child's development. We understand the importance of addressing biting incidents with sensitivity and implementing strategies to prevent and manage this behavior effectively. Our biting policy aims to create a safe and supportive environment for all children, promoting their social and emotional growth. The following are the key components of our biting policy:

Understanding the Root Causes of Biting Behaviors

We view biting as a form of communication, especially among young children who may not yet have developed robust verbal skills. Our caregivers closely observe biting incidents to identify the underlying reasons, which may include frustration, teething, overstimulation, or difficulty sharing. By understanding the root causes, we can respond appropriately and supportively to address biting behaviors.

Supervision and Prevention

Our caregivers maintain close supervision of all children to try and minimize biting incidents. We create age-appropriate play areas and structured activities that reduce the likelihood of conflicts arising. Our staff intervenes promptly to redirect children to more positive and cooperative interactions when potential biting situations arise.

Caring and Supportive Responses

In the event of a biting incident, our caregivers respond with empathy and understanding for both the biter and the bitten. We tend to the immediate needs of the child who was bitten, providing comfort and care. For the child who bit, we offer guidance and teach alternative ways to express emotions and communicate needs.

Communication With Families

We maintain open and transparent communication with the parents or guardians of both the biter and the bitten. When a biting incident occurs, we promptly inform parents, detailing the circumstances and any follow-up actions taken. Additionally, we collaborate with parents to discuss strategies that can be implemented at home to address the biting behavior effectively.

Behavior Support Plans

For children who demonstrate recurrent biting behaviors, we may collaborate with parents or guardians to develop individualized behavior support plans. These plans address the specific needs of the child, incorporating positive behavior guidance techniques and strategies to address the biting behavior effectively.

Expulsion Policy

When a problem arises with a child, we do our very best to work through it, with the help of parents, guardians and when appropriate, interventionists. We commit to seeking help from outside sources such as licensing, Early Achievers, etc., for behavior management. Candy's Learning and Play Playce promotes continuity of care and take the idea of expulsion very seriously. There are sometimes reasons we have to ask that a child be removed from our program, however, we will do everything we can to prevent this policy from being enforced. CLPP complies with and follows WAC 110-300-0340 regarding expulsion.

Steps taken when there is an issue in a classroom:

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, lessons, activities and supervision
- Staff will always use positive methods and language while redirecting children
- Staff will praise appropriate behaviors.
- Staff will maintain consistency regarding classroom rules and expectations
- Children will be given verbal warnings and time to regain control
- Disruptive behaviors will be documented and maintained in confidentiality
- The parent/guardian will be notified verbally
- The parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation and/or by local school district child study team will be given to parent/guardian

Schedule of Expulsion

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

Parental Actions for child's expulsion

- Failure to pay/habitual lateness in payment
- Failure to follow policies and procedures
- Habitual lateness to pick up a child
- Failure to complete required forms and documents.
- Physical or verbal abuse or inappropriate behavior or language with staff or children
- Physical threats or intimidating actions toward staff members and/or church employees

Child's Actions for expulsion

- Inability of the child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts/destructive behavior
- Ongoing physical abuse to staff or other children
- Endangering themselves, other children and/or staff
- Making excessive threats towards staff, children or the facility

A child will not be expelled

If a child's parents:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements
- Reported abuse or neglect occurring at the childcare
- Questions childcare staff/administration regarding policies and procedures



Consulting With Parents

Effective communication with parents or guardians is crucial in understanding a child's behavior holistically. We collaborate with families to share observations and gather insights into a child's behavior patterns, routines, and any significant changes in their home environment. This partnership enables us to develop a comprehensive and tailored approach to support the child.

Collaboration With Professionals

In cases where challenging behaviors persist, or when specific needs arise, we may collaborate with specialized professionals, such as behavioral therapists, pediatricians, or occupational therapists. Working together with experts, we develop individualized behavior support plans that target the specific needs of the child, incorporating evidence-based strategies to foster positive change.

Implementing Guidance Techniques

Our caregivers remain consistent in applying positive behavior guidance techniques to redirect challenging behaviors and promote positive alternatives. By reinforcing desired behaviors and providing children with constructive choices, we help them build valuable self-regulation and problem-solving skills.

Recognizing and Celebrating Positive Behavior Changes

When children demonstrate progress in managing challenging behaviors, we celebrate their successes. Positive reinforcement and recognition encourage children to continue making positive choices, boosting their self-esteem and sense of accomplishment.



Communication

At Candy's Learning and Play Playce , we prioritize clear and effective communication between parents and teachers to ensure the best possible care and support for each child. We understand that open lines of communication are essential in building a strong partnership between parents and our caregivers. We offer various methods of communication to keep parents informed and engaged in their child's daily experiences. The following are the primary methods we employ to facilitate communication:

Brightwheel and Communication

We use Brightwheel to share highlights of a child's day with parents and/or guardians. Brightwheel updates provide valuable insights into their child's activities, meals, projects, potty breaks, behaviors, and milestones during their time at the childcare center.

Maintaining open lines of communication through Brightwheel provides parents with a convenient means of reaching out to teachers, the administrative staff or the Director.

Parents should share any concerns, inquiries, or important information about their child on Brightwheel. Our dedicated administrative staff respond quickly to admin messages addressing any pending questions or concerns.

Family Meetings

Conferences and/or family meetings are scheduled to foster face-to-face discussions about a child's progress, development, and any potential concerns. These meetings offer an opportunity for parents to actively participate in their child's educational journey and gain valuable insights into their child's growth and achievements.

News and Updates

By providing regular updates on a child's progress, activities, and upcoming events, we aim to create a strong sense of engagement and involvement for parents. These updates not only allow parents to stay connected with their child's experiences but also offer valuable opportunities for parents to reinforce learning at home and actively participate in their child's educational journey.

Class Announcements

We post class announcements in visible areas within the daycare center, providing parents with timely updates and reminders about any changes, special projects, or upcoming activities. Our caregivers ensure that these announcements are regularly updated and easily accessible to keep parents informed.

Professionalism

Parents, guardians, emergency contacts or additional family members of enrolled children are not permitted to engage in romantic relationships (online or in person) with teachers or anyone employed at CLPP . Conduct of this nature is inappropriate and can result in immediate removal of a child.

Additionally, parents, guardians, emergency contacts or additional family members of enrolled children are not permitted to seek childcare from CLPP staff **outside of** and/or **away from** Candy's Learning and Play Playce .

All communication between family members of enrolled children and CLPP staff must take place on Brightwheel, not via personal text messages or phone calls.

Parent Responsibilities

At Candy's Learning and Play Playce , we believe that a strong partnership between parents and the daycare center is essential for the well-being and growth of each child.

By adhering to the outlined parent responsibilities, we can work together to create a nurturing and enriching environment for all children in our care.

Attendance Parents are responsible for ensuring their child's regular attendance at the daycare center. If a child will be absent, parents should notify the center in advance to help with planning.	Be On Time Parents are expected to drop off and pick up their child at the agreed-upon times. If unforeseen circumstances arise, parents should communicate with the center to make appropriate arrangements.	Communication Parents are encouraged to maintain open communication with teachers and staff. Sharing important information about a child's well-being, changes in routine, or relevant events at home is crucial to provide comprehensive care.
Provide Supplies Parents are responsible for keeping an adequate supply of their child's supplies at daycare. This includes diapers, wipes, formula, snacks, extra clothing, bedding, comfort items, and anything else the child may need while at daycare.	Update Forms Parents are expected to update their child's registration forms whenever necessary. Please make sure we have accurate contact numbers, pickup lists, allergies or health information, and other important information.	Tuition Payments Parents are responsible for making timely payments for their child's tuition and any additional fees as outlined in the enrollment agreement. Late payments are subject to fees and additional charges.

CACFP Participation

Parents are responsible to follow the CACFP guidelines. Meals that contain the required number of components are required and will help their child feel good throughout the day.



Confidentiality and Abuse Policies

Our policies and procedures are designed to ensure the protection of personal information and the well-being of every child in our care. We understand the gravity of our duty to report child abuse and the importance of adhering to data protection measures. Our staff is trained to handle sensitive information responsibly and to act promptly and appropriately when concerns arise. We value the trust placed in us by parents and are dedicated to upholding the highest standards of confidentiality and privacy at all times.

Confidentiality

All staff members are required to handle any information related to children and families with the utmost care and discretion. Confidential information should only be accessed by authorized personnel on a need-to-know basis. Personal information should not be disclosed or shared with unauthorized individuals or entities. We obtain written consent from parents or guardians before sharing any child-related information outside of the daycare center, except as required by law or for the child's safety and well-being. Parents have the right to specify their preferences regarding the sharing of their child's photos, activities, or artwork on public platforms, and we respect these choices. All staff members are bound by this confidentiality policy and are required to sign agreements to acknowledge their responsibility in safeguarding information.

Data Protection Measures

Data Security

We employ robust technical and organizational measures to protect personal information from unauthorized access, disclosure, or alteration. All personal data is stored securely in digital or physical formats, with restricted access granted only to authorized staff members.

Data Sharing Policies

Personal information is shared with external parties only when necessary for providing services to the child, with parental consent, or as required by law. When sharing data, we ensure that third-party entities comply with data protection regulations and maintain confidentiality.

Staff Training on Data Protection

All staff members receive training on data protection, including best practices for handling personal information and identifying potential security risks. Regular updates and reminders are provided to ensure that staff members remain informed about data protection protocols.

Retention and Disposal of Data

Personal information is retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law. Data that is no longer needed is securely and responsibly disposed of in a manner that ensures it cannot be accessed or retrieved.

Data Breach Response

In the event of a data breach or unauthorized access, we have procedures in place to promptly respond, assess the extent of the breach, and notify affected individuals and authorities as required by law.

Video Monitoring

We have live feed video cameras in each classroom and in the lobby to ensure security at all times. We monitor these feeds as needed and have them as an additional safety precaution.

We **do not** share access to these recordings to anyone outside of CLPP . Access will only be granted if the Director/Assistant Director approve of the request and receive the proper legal paperwork.



Duty to Report

In cases where there are concerns for a child's safety or well-being, confidentiality may be waived to ensure the child's best interests. Our duty to report child abuse policy outlines the steps and responsibilities of our staff when they suspect or become aware of any signs of child abuse or neglect. The following are the key aspects of our duty to report child abuse policy:

Recognizing Signs of Abuse

We provide comprehensive training to all staff members to help them recognize the physical, emotional, behavioral, or environmental signs that may indicate child abuse or neglect. Staff members are encouraged to be vigilant and attentive to any changes or patterns in a child's behavior that may raise concerns.

Reporting Procedures

If a staff member has reasonable cause to believe that a child is experiencing abuse or neglect, they are required to report it immediately to the designated child protection authority or the local child welfare agency. Staff members who make a report in good faith are protected by law from retaliation or adverse consequences. We maintain the confidentiality of staff members who report suspected child abuse or neglect, and their identity is not disclosed without their consent, except as required by law.

Collaboration with Authorities and Families

We cooperate fully with child protection authorities, law enforcement, and other relevant agencies in any investigations related to child abuse or neglect. While reporting is a legal obligation, we also recognize the importance of open and transparent communication with parents or guardians.

Acknowledgement Form

It is important that parents and families are aware of Candy's Learning and Play Playce 's policies and guidelines for care. Please read and familiarize yourself with these and use them as a reference for situations like tuition fees, illness, meals, and other day-to-day questions.

Acknowledgement

My/our signature(s) below verify that I/we have read the Candy's Learning and Play Playce Parent Handbook and agree to follow and abide by the guidelines and policies within.

Please return the form to the office to be kept with your child's file. All forms and documents as listed below must be submitted before your child may begin care.

Signature

Date

Signature

Date

Required Documents

- ☐ CACFP Income Eligibility
- ☐ Registration Form
- ☐ Emergency Contact and Authorized Pickups
- ☐ Health and Immunization Records
- ☐ Permission Forms (Field Trip, Transportation, and Media Release)
- ☐ Diaper Cream/Sunscreen/Medication Authorizations
- ☐ Parent Handbook Acknowledgement
- ☐ Brightwheel Enrollment Form
- ☐ Childcare Agreement

Acknowledgement Form

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Please return the form to the office to be kept with your child's file. All forms and documents as listed below must be submitted before your child may begin care.

Child's Full Name

Parent Signature

Date

Parent Signature

Date