

C&C Helping Hands Quick Reference

Post on your refrigerator for the important information regarding your childcare

*Hours of operation are 5:00 a.m. to 5:00 p.m. Monday through Friday
except for scheduled holidays and vacation time*

All children need to be at school by 8:30 am as preschool will begin promptly at 9 am

We are closed for the following holidays:

President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day & Day After
Week of Christmas
New Year's Day (early closure on New Year's Eve)

C&C Helping Hands can be reached at **425-892-2903**. Carolyn can always be reached on her cell phone at **425-409-4680**.

You may email C&C Helping Hands at candchelpinghands@yahoo.com.

In case of an emergency, our out of state contact is my aunt – Marilyn Soden. She can be reached at (262) 496-2334.

Things to Update with C&C Helping Hands

- Any new information for your child on registration forms
- Immunization form must be current and updated yearly

Items to Bring from Home

Please do NOT bring any items from home unless there is enough to share with all children. The exception being comfort items for nap time.

Parents will be responsible for bringing all items required for infants (bottles, formula/breast milk, teething toys, diapers, wipes, etc.).

Parents will be responsible for bringing any diapers or potty-training diapers along with wipes for toddlers who are not yet potty trained.

Make sure your child's cubby is stocked with a change of clothes and season appropriate attire.

Vacation/Sick Time Protocol

Please **call C&C Helping Hands** when your child will not attend due to illness or some other event. Please **do not** bring your child if they have any symptoms of being sick (refer to the handout from the Department of Health).

I will give you at least 2 weeks advance notice of my vacation schedule. I will take 3 weeks of vacation per year.

If I am sick, I will notify you as soon as possible that childcare will be closed for the day and you will be responsible to find alternate care until I am better. If I become ill during the day and need to close, I will call parents to notify you to pick-up your child.

If it is snowing or adverse weather conditions, I will remain open as long as I still have power and I feel conditions are safe for the children to be here.

If, at any point, I lose power or conditions are unsafe, I will call parents to pick up their children immediately.

Payment Information

Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not.

Payment for care is due in advance on the 1st of the month. If the due date happens to fall on a weekend or a day that your child is not in care, tuition is due on the last day your child is in care prior to the due date.

Payment will not be reduced during vacation days.

You are required to give me 2 weeks' notice of your intent to terminate care. Parents who do not give proper notice will be charged two weeks' severance pay in lieu of proper notification. Your deposit will cover the last two weeks of care.

Please note, that you are required to pay for childcare if I am sick, on holidays and if I am on vacation.

Medication Protocol

Over-the-Counter Medication: The medication will need to be labeled with child's first and last name and accompanied with a medication authorization form that has the start date, the expiration date, medical need, dosage amount, age, and length of time to give the medication. We will follow the instructions on the label, or the parent must provide a medical professional's note. The medication must be labeled by the manufacture for the use that it is intended for and will not be used for any other symptom or reason.

Prescription medication: The medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. The prescription must be labeled with the child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.