

Chittenango Child Care Center, Inc.



Parent Handbook

208 Tuscarora Road

Chittenango, NY 13037

Telephone: 315.687.7962

Fax: 315.687.7652

www.chittenangochildcarecenter.com

TABLE OF CONTENTS

General Information	3
Hours	3
Program Structure	3
Acceptance Criteria.....	4
Absenteeism.....	4
Morning Drop Off.....	4
Afternoon Pick Up.....	4
Closing Time.....	4
Building Security	5
Orders of Protection.....	5
Weapons	5
Persons Who Pose a Potential Threat.....	5
Issues of a Sensitive Nature	5
Visitors.....	5
Smoking Policy	5
Clothing	6
Food Program.....	6
Birthdays and Special Occasions.....	6
Toys and Candy.....	6
Nap Time.....	7
Outside Play	7
Discipline	7
Removal from Center.....	7
Health of Your Child.....	8
Prescription Medication.....	9
Safety of Your Child.....	9
Reporting Child Abuse.....	10
Field Trips.....	10
Fire Drills	10
Photographs and Publicity	10
Parent Information	10
Parent Participation.....	11
Days Closed	11
Closing Due to Weather	11
Tuition Payment Policy	12
Part-Time Slots.....	13
Overdue Accounts	13
Withdrawals	13
Acknowledgement of Receipt.....	14

GENERAL INFORMATION

Welcome to Chittanooga Child Care Center, Inc. (CCCCI). CCCI is a not-for-profit child care facility providing quality care to children in our community since 1988. Located on Tuscarora Road, the Center strives to provide developmentally appropriate care, which promotes the cognitive, physical, social, emotional and language development of each child.

CCCCI is licensed by, and complies with the rules and regulations of, the New York State Office of Children and Family Services. We are licensed to provide services for children 18 months through 10 years of age. When you enroll your child in CCCI, we assume the responsibility of providing your child with a quality early childhood education. We will look after your child's health and safety needs while he/she is with us. We will present a developmentally sound and educationally beneficial program. Thank you for choosing CCCI!

HOURS

CCCCI is open from 7:00 a.m. – 5:30 p.m. Monday through Friday.

PROGRAM STRUCTURE

Our Head Teachers each hold a degree in Early Childhood Education and have hands-on experience. In addition, they receive ongoing training delivered by experts in the field.

Both our Toddler and Preschool programs use the Creative Curriculum. This highly-acclaimed program addresses all areas of early learning, supports the mission of our Center and provides assessment. All of our Head Teachers and Assistants receive intensive training specific to the Creative Curriculum. To learn more about the Creative Curriculum, go to www.creativecurriculum.net.

Toddlers (18 months to 3 years)

In addition to using the Creative Curriculum, the Toddler program uses play to promote learning and developmental growth. The Toddler program also ensures that children are ready to transition into our Preschool program.

Preschool (3 to 5 years)

In addition to the Creative Curriculum, the Preschool program offers opportunities for the children to learn and move in an educationally rich and stimulating environment. Children learn and thrive in an environment that provides an opportunity for choices, exploration and learning freely through play. This program addresses all areas of early learning and provides assessment. It promotes language, literacy, math, science, social studies and physical skills.

School-Age

The School-Age program offers children an opportunity to interact with peers in a fun environment. Emphasis is on free choice, active play and developing positive peer relationships. We offer a variety of activities that stimulate the school-age child both creatively and intellectually. We also offer fun and exciting camps in the summer!

ACCEPTANCE CRITERIA

CCCCI is available to children of all races, creeds and nationalities. We make every effort to serve each family wishing to use our child care services. However, when it is necessary to make priority choices, the following criteria will be considered:

- Children attending full-time
- Siblings of children already enrolled
- Families on the waiting list who have toured the Center
- Families whose income is subsidized by DSS as slots are available

ABSENTEEISM

It is your responsibility to contact CCCCCI by 8:30 a.m. when your child will not be attending the Center on a scheduled day. If your child is ill, we need to know the nature of the illness so we can alert other parents for potential symptoms. If your child will be late, please notify us in advance.

MORNING DROP OFF

CCCCI opens at 7:00 a.m. Please drop your child off at his/her classroom. Inform your child's teacher of any circumstances that might affect your child's day (loss of sleep, noticeably tired, etc.). The teacher will make a health assessment of each child and may refuse a child's admittance for the day if he/she shows any signs of illness.

AFTERNOON PICK UP

It is your responsibility to make sure the teacher is aware that you are leaving with your child.

In your registration packet, you will find an Identification and Emergency Information Form. It is the responsibility of the parent/guardian to provide the Center with a list of people who are authorized to pick up your child. The parent should inform the person picking up the child to have photo identification in the event that a teacher does not recognize that person. We will not release your child to anyone who is not on the list without your written permission.

Special Circumstances: If a staff member suspects that the person picking up a child is under the influence, or is not in a condition to drive or adequately care for the child's safety, the child will not be released until the child's safety is assured or another authorized person is called to pick up the child. The safety and well-being of the children in our care is of primary importance.

CLOSING TIME

CCCCI closes at 5:30 p.m. Parents must pick up their child no later than that time. If for any reason, pick up is delayed past 5:30 p.m., please call the Center to inform the teacher in charge that you will be late. There will be a late fee charge of \$15 if your child is picked up after 5:30 p.m. and \$15 for each additional 15-minute increment thereafter. This charge will be added to your next statement.

BUILDING SECURITY

The door of the Center closest to the playground is our main entrance. Parents/guardians and visitors will need to use buzzer on the inside door to enter the building. All other entry doors will be locked at all times.

ORDERS OF PROTECTION

To ensure the safety of the children, staff and parents, it is the responsibility of the parent/guardian to provide the Director with information regarding Orders of Protection or custody suits. It is the responsibility of the Director, at his/her discretion, to notify appropriate CCCCJ personnel if the information provided poses a direct threat to CCCCJ. Any breach of a custody agreement that has been provided shall be acted upon at the discretion of the Director. Without an executed custody order or restraining order, the Center must legally grant both parents/guardians access to their child.

WEAPONS

Weapons are not allowed on CCCCJ premises.

PERSONS WHO POSE A POTENTIAL THREAT

The safety of our students and staff is of utmost importance. It is the responsibility of the Director to refuse entry to all persons who post a threat to CCCCJ individuals. The Director may refuse entry to any person(s). Any person who does not promptly leave the premises, or who returns after having been told that his or her presence is not permitted, may be subject to arrest. The Director will notify appropriate police personnel of potentially threatening incidents.

ISSUES OF A SENSITIVE NATURE

It is CCCCJ policy to refer all issues of a sensitive nature to the Director. The Director or President of the Board of Directors will serve as the CCCCJ spokesperson to the parents, media and community at large.

VISITORS

Visitors may enter a classroom for observation or a tour. At no time will the visitors be allowed to care for, or handle, children during these visits. All visitors must sign in at the main entrance.

SMOKING POLICY

It is the policy of CCCCJ that there is to be no smoking on its premises.

CLOTHING

Because children will be actively involved in various activities using paint, mud, etc., durable, washable clothes are a must. We would rather see a child freely explore than worry about getting dirty.

Toddlers and Preschool children will need an extra set of clothing kept in their cubby **at all times** for water activities, sand play and occasional bathroom accidents. Clothing should be seasonally appropriate. Please replace wet or dirty clothes with a clean set of extra clothes the next morning. **All clothing and personal items should be marked with your child's full name.**

Please remember that we take the children outdoors daily (except during inclement weather) and they should be dressed accordingly, including sneakers for safe outdoor play. In the winter, your child will need snow pants, boots, hat, mittens, etc. In the summer, your child may need a bathing suit and towel.

FOOD PROGRAM

We provide our children with breakfast and afternoon snack. Toddlers and Preschool children are also served lunch. School-Age children will be provided lunch on days off from school. The meal program is in accordance with the Child and Adult Care Food Program and New York State Health Department standards. Our menus are posted each month in the main entrance. CCCCI is a nut-free facility and we strive to use foods that do not contain nuts or are processed in a facility that produces nuts.

We believe mealtime is an important part of our day. Teachers eat with the children, modeling table manners and conversation.

We do not allow candy, soda or gum and ask that you limit sugary foods.

Any special dietary requirements must be discussed with the Director, accompanied by a physician's note. Children who have special dietary restrictions may supplement with their own food; we will gladly store the items for you.

BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to send special treats on birthdays or special occasions, though we do promote a healthy snack. Parents should notify your child's teacher in advance before bringing any treats into the Center, as there may be students with allergies or other dietary restrictions.

For the safety of the children, CCCCI is a nut-free facility. Please refrain from bringing products containing nuts into the building. This includes peanut butter and any products containing peanuts and tree nuts, as well as products marked "May include nuts" or "Processed in a facility that also produces nuts".

TOYS, CANDY, AND ELECTRONICS

We do not allow candy, gum, and makeup. Small toys from home are permitted as long as they don't become a distraction to the child and other children in the classroom. Handheld electronics are allowed for the School-Age children only, on half or full days off from school, and only during teacher-designated times throughout that day. Games/apps must have an age appropriate rating ("C" for Early Childhood or "E" for Everyone). Electronics that are brought from home will not allowed to be connected to the internet while in care. Games with ratings for children above the age of 12 are not allowed. Parents assume **ALL** risk for lost or broken toys and/or electronics.

NAP TIME

State licensing requires us to provide a rest or quiet period for Toddler and Preschool children. We try to make nap time a relaxing time when children can listen to music, stories, etc. Please understand that while we do not insist that children fall asleep, we do require each child to lie quietly for a short period of time so other children are not disturbed. Most children fall asleep; however, we have quiet activities for those who rarely nap. State regulations state we cannot keep your child awake nor awaken them before the end of nap time. Each child is assigned a cot. Please bring in a clean blanket each Monday morning to be returned Friday afternoon for laundering. No sleeping bags, please.

OUTSIDE PLAY

State licensing requires us to provide periods of daily, supervised outdoor play for all children, except during inclement weather. Please dress your child accordingly. In the winter, your child will need snow pants, boots, hat, mittens, etc. In the summer, your child may need a bathing suit and towel. These items may be left at the Center during the week, if desired. Please understand that if your child is at the Center, he/she will be expected to go outside with the class. If a child is too ill to go outside, he/she is probably not well enough to be at CCCC1 and would be more comfortable at home.

DISCIPLINE

We believe in setting guidelines for children to help them distinguish between appropriate and inappropriate behavior. Our staff uses methods of positive reinforcement and redirection. You will hear our teachers using phrases such as: "I like the way you are..." "The ladder is for climbing UP; the slide is for sliding DOWN," "We need to sit at the table," etc. Positive guidance and redirection are used to promote responsibility, self-help, and problem solving skills.

We strive to build skills that create positive behavior and successful experiences. We encourage appropriate conflict resolution and negotiation skills versus a strong authoritative approach. The goal is to get the children to a point of self-regulation and give them the tools to resolve conflict. The staff of Chittenango Child Care Center is trained to deal with many aspects of child behavior. On occasion, almost all children go through periods of time when behavior is disruptive. The staff expects this and will respond to the children in a positive, constructive manner.

Parents are expected to work collaboratively with us on what is appropriate behavior. We will make every attempt to work through these periods for a reasonable length of time. Disruptive behavior will be documented and families will be asked to meet to schedule a conference with

the staff involved and the Director if it becomes necessary. Each situation will be reviewed to see if there are any contributing factors that need to be changed or eliminated to prevent recurrence in the future. Suspension of services may occur at any time. The Director will determine the length of an imposed suspension and referral recommendations for intervention will be suggested at this time.

REMOVAL FROM CENTER

After three related incident reports, termination from the Center may occur. At the conclusion of the suspension and prior to re-admittance to the Center, the Director, parents and teacher will schedule a meeting to determine if the child is ready to re-enter the program and a probation period will be established. If behaviors recur during the probationary period, prompt termination will result.

Our staff will try all options prior to consideration of removal. Our goal is to work with the parents of any child with discipline issues. The decision to remove a child will not be taken lightly and will be at the discretion of the Director with consultation of the staff and Board of Directors. Parents must be cooperative with Center suggestions to remain in care. Any future incidents, either related or unrelated, upon re-entry to our program will be reviewed on a case-by-case basis. At all times, the safety and well-being of the staff and children will be our priority; CCCCI reserves the right to terminate child care services.

HEALTH OF YOUR CHILD

Your child's health and safety is of utmost importance to us. Upon enrollment, all Preschoolers must have a Medical Report Form (found in your registration packet) signed by a physician stating that your child has had a physical within the last 12 months. This form includes a record of standard immunizations, and will need updating annually. Our staff makes every attempt possible to deter the spread of children's illnesses. We emphasize hand washing and would appreciate reinforcement of this practice at home.

For the safety of the CCCCI teachers and students, it is the responsibility of the staff to use appropriate infection control techniques. All staff will wear gloves when handling food or whenever bodily fluid is present.

When a child from our Center comes down with a contagious illness, we will notify all parents by posting a notice of the illness.

Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be kept comfortable and isolated, if possible, while we contact a parent/guardian. We expect someone to pick up the child as soon as possible.

If your child becomes sick while at home, please notify us prior to 8:30 a.m. and keep them home until they are well.

Your child needs to stay home, be picked up, and/or may need to visit a physician under the following conditions:

- Any contagious illness.

- Diarrhea - Two bouts of diarrhea that cannot be explained (too much fruit juice, etc.) will be considered contagious. Your child may return with a physician's note stating the diarrhea is not a symptom of a contagious illness, or 24 hours after they were signed out of care as long as their stools are normal.
- Vomiting - Any vomiting that cannot be explained will be considered contagious. Your child may return no sooner than 24 hours after you signed them out of care as long as they have not vomited, or 24 hours following the time that they last vomited after they were sent home.
- Fever - Any elevation in temperature will cause us to notify a parent. Any fever that cannot be explained will be considered contagious. A fever of 100.3° (F) or greater will cause us to request you pick up your child. Your child may return 24 hours after they have been signed out of care, as long as they are fever-free.
- Conjunctivitis (Pink Eye) - Crusty, running, itchy or red eyes that do not seem related to illness or allergies would cause suspicion of Pink Eye and must be checked by your physician. If the diagnosis is Pink Eye, medication must be administered 24 hours before your child is considered not contagious and can return to care.
- Unexplained Rash - If we notice a suspicious rash, we will ask that a physician examine your child. If the rash is not contagious, your child may return to care with a physician's note stating as such.
- Excessive Coughing/Congestion/"Croup-Like" Cough - Your child will need to go home and rest. If we feel the cough has gone beyond a normal cold and may be contagious or cause for concern, we may ask that you take your child to a physician before returning to care.
- Head Lice - Children will be sent home if they are found to have lice or nits in their hair. They must receive one full treatment to return to care. We have a "Nit Free Policy" where we will send a child home if there are nits in their hair even after a treatment has been given.

PRESCRIPTION MEDICATION

We will administer prescription medication to a child only when the following procedure is followed:

- Only trained staff is authorized to administer medication and receive the materials related to such.
- A "Written Medication Consent Form" must be submitted for each medication submitted to us. This is a 2-sided document. One side is to be completed by the parent; the other side is to be completed by a physician. Forms are available from the Director or your child's teacher.
- Medication must be in its original container or prescription bottle clearly stating your child's full name, name of medication, exact dosage and time to be given.
- Over-the-counter (OTC) medications must be in the original box with the name of the medicine, dosage, instructions and side-effects clearly noted.

- All medical equipment (i.e., nebulizer, EpiPen, etc.) should be labeled with your child's full name.

SAFETY OF YOUR CHILD

We strive to provide your child with a stimulating, attractive environment that is also safe. Equipment and toys have been carefully chosen to minimize risks. When minor accidents do happen, each classroom has First Aid kits available in the Center and on the playground. In accordance with licensing regulations, we can only wash a scrape or wound with soap and water and/or apply ice to reduce swelling.

In case of severe accidental injury, parents will be contacted immediately. In an emergency, we will call an ambulance or paramedics. Until the arrival of a parent, ambulance or paramedics, the Director or designated responsible person will make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. It is your responsibility to keep us up-to-date with phone numbers, emergency numbers and other pertinent information.

It is the policy of CCCCI to make available to the parent/guardian an Incident Report Form, which describes the nature of the injury and treatment provided.

REPORTING CHILD ABUSE

In accordance with provisions of Section 432 of NY State Social Services Law, the Director and staff of day care centers are mandated reporters to the New York State Child Abuse and Maltreatment Register. A report will be made whenever there is reasonable cause to suspect that a child has been abused or neglected.

FIELD TRIPS

Field trips and nature walks are considered important parts of the educational program and will be taken periodically to nearby places. The Center will provide the same responsible, adult supervision for these excursions as we provide for children while in attendance at the Center. If you decide not to let your child go on the field trip, we cannot offer alternative childcare at CCCCI. Your permission for your child to participate in such excursions is part of the enrollment agreement. It is the responsibility of the CCCCI teacher to provide a parent/guardian with a consent form allowing CCCCI personnel to take a child off the Center premises for a field trip. It is the responsibility of the parent/guardian to sign the form and return it to the teacher prior to a child being taken off the Center's premises. If there is a fee involved for a field trip, the money must be turned in to your child's teach prior to, or on, the day of the field trip. You may pay in the form of cash or check and you will receive a receipt.

On field trips that involve bus transportation, you will be given advance notice of where and when we are going. We use buses with seat belts. Parents with children four years old or less than 40 lbs. will be required to provide a car seat to be used on the bus.

FIRE DRILLS

We are required by law to perform fire drills throughout the year. When the fire alarm sounds, all children will immediately go with their teacher to the nearest exit.

PHOTOGRAPHS AND PUBLICITY

In order to post pictures of CCCCI children, we ask you to sign the Photo Release Form found in your registration packet. If you prefer that photos of your children are not posted, please indicate this on the Photo Release Form.

PARENT INFORMATION

The bulletin board and parent information corner in the main entrance are important means of communication at CCCCI. This is where we post lunch menus, newspaper and magazine articles, certificates, New York State Regulations, Board of Directors information and general information directed to the parents. Please check your child's mailbox daily for important information.

PARENT PARTICIPATION

CCCCI has an open door policy and encourages open communication with parents.

Per State regulations, parents/guardians are allowed on-demand access to their child. In the case of separation or divorce, legal documentation is required in order to restrict access.

In order to provide the best care possible for each child, it is imperative to maintain open communication with families. Upon leaving the Center each day, each child will receive a daily sheet in his/her mailbox. This communication tool provides an overview of your child's activities throughout the day. If there is anything going on in the child's life that would affect how the child reacts to things in care, or that would warrant special consideration by the staff, please be assured that any information shared will be kept in the strictest of confidence except where prohibited by law.

If a parent/guardian has a concern about the care a child is receiving, please feel free to direct the concern to either the child's Head Teacher or the Director. It is important for us to know how we are doing and it is difficult to correct an issue that we may not be aware of.

Parent involvement within the Center is strongly valued and encouraged. The connection between home and child care grows stronger when a parent becomes involved in their child's day. There are many opportunities throughout the year to share your talents (career-related or otherwise) as well as your time. If you are interested in volunteering or helping in your child's program, please see the Director. If you are interested in joining the Board of Directors, please contact the Director or any Board member.

DAYS CLOSED

CCCCI is closed on the following holidays (these days are included in your weekly tuition and payment is expected):

New Year's Day	Columbus Day (staff in-service day)
Good Friday (staff in-service day)	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
July 4	Christmas Eve
Labor Day	Christmas Day

These dates are subject to change. Written notice will be provided.

CLOSING DUE TO WEATHER

When it is necessary to close the Center, it will be announced on TV channels 3, 5, 9 and 10. The Director will make every effort to contact parents who drop off early (via telephone).

TUITION PAYMENT POLICY

CCCCI is a not-for-profit, self-supporting organization and depends on tuition income. Tuition is required to hold your child's spot for his/her scheduled days; it is not based on attendance. **Full tuition is due regardless of absences.**

In accordance with the New York State Department of Social Services Regulation 451.2, written agreement for daycare services must be on file. The following is our tuition payment policy.

1. Tuition is due the **Friday before** that week's care is given.
2. You may leave your weekly tuition in the tuition drop box that is located on the wall outside of the office. Payment must be in the form of a personal check, money order or cashier's check. We do **not** accept cash payments.
3. If a personal check is returned to us for insufficient funds, you will incur an additional charge of \$35 to cover the bank charges. If this happens more than once, we will no longer accept your personal check as payment.
4. It is required that you pay the full weekly tuition **whether your child attends CCCC** or **not**. Our expenses are the same even if your child is not in attendance, so we cannot accept partial payments for the week. If you sign up to bring your child to the Center, but for some reason your child does not attend, you will still be charged your weekly rate.
5. **School-Age Special Days:** The Center is open during school vacations, most snow days and some holidays. There is an additional charge to your regular fee for School-Age children on these days (see rate sheet provided in your registration packet). If you sign up your child to attend CCCC on one of these special days, but for some reason your child does not attend, you will still be charged the additional fee (in addition to your weekly rate).

6. CCCCI will give a discount of 10% on the tuition of your second child (see Director for details).
7. After three months at CCCCI, each family is allowed, once per year, vacation time equal to a week's normal schedule where no tuition is charged. Requests for this week must be submitted in writing to the Director at least one month in advance, and the child must be absent from the Center for all of the time.
8. Upon enrollment, you must pay a one-time registration fee of \$20 plus one week's tuition as a deposit. This deposit may be used as your last week's tuition if you submit a two-week written notice of withdrawal.
9. Families with a DSS Subsidy:
 - The Parent Fee is due whether your child attends or not.
 - DSS regulations require that CCCCI not allow parents to fall behind on their parent fee. Failure to keep your account current will jeopardize your childcare subsidy here or at any other center.
 - The Department of Social Services pays for scheduled days/times only. Failure to adhere to your established schedule will jeopardize your child care subsidy. This includes failure to drop off/pick up your child at the agreed-upon time.
 - If your child does not attend on a scheduled day, it is considered an absence whether your child is ill or not. CCCCI will not be reimbursed if a child is absent more than four times in any given month. If a child using the subsidy continually misses more than four days a month, the subsidy will be jeopardized.

PART-TIME SLOTS

Our primary goal is to fill every slot with full-time children. If we cannot fill all full-time slots, we will accept children part-time for a minimum of two full days.

Part-time children will be accepted on the condition that they are the same days every week, and that we try to fill the opposite days to keep their slots secure.

If you require a change from part-time to full-time, or from full-time to part-time, please submit a written request to the Director and, subject to availability, we will do our best to accommodate your request.

OVERDUE ACCOUNTS

If your account becomes two weeks past due, you will incur a \$25 late payment fee for each week your account remains past due. After the account becomes two weeks past due, a Notice of Termination of Services will be given. Once the services are terminated, children cannot return to care until the account is paid in full, and you will be in jeopardy of losing your child's slot. If you leave and your account is not current, your deposit will be used towards back

payments. If a payment arrangement is not made and followed, the account will be turned over to a collection agency.

WITHDRAWALS

Parents may withdraw a child from the program at any time. Please provide a two-week notice in writing. Parents wishing to withdraw their child, but who fail to provide a two-week notice, will not be able to use their deposit as tuition for the last week of attendance.

Important Phone Numbers

NYSOCFS Child Care Complaint Line
1-800-732-5207

Addendums



75

25

Sept. 4, 2019

Parent Handbook Addendum: Maximum Ten Hours of Care Per Day

HOURS

CCCCI is open from 6:30am-6:00pm, Monday through Friday. Children may attend the program for a maximum of ten hours per day. If a child is in attendance past the ten hour maximum, the following charges will apply:

- A \$5 charge for the first 10 to 10 ½ hours
- An additional \$5 charge will be added for 10 ½ to 11 hours
- An additional \$5 charge will be added for 11-11 ½ hours.

Concerning pick up after 6pm, the current handbook policy still stands: a late fee of \$15 if you arrive after 6:00 p.m. and \$15 for each additional 15-minute increment thereafter.

Parent Handbook Addendum:

As a reminder, page 11 of the Parent Handbook has been revised to reflect the following Days the Center is Closed.

New Year's Day	Labor Day
Good Friday (staff in-service day)	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
July 4	Christmas Eve
Friday before Labor day (staff in-service day)	Christmas Day
	New Year's Eve (close @3pm)

CCCCI will no longer be closed on Columbus Day. Instead, it will be closed the Friday before Labor Day for Staff In-Service Training. Please note that the center is also closed on Labor Day.

For a complete copy of the current Parent Handbook, please visit www.chittenangochildcarecenter.com. Here, you will also find a calendar reflecting all CCCCCI Closed dates and Important Dates as well.

Please sign the attached acknowledgement and return to your child's teacher.

Thank you.

Lori Potter, Director

Parent Handbook Addendum: Days Off From School Attendance

These guidelines are important to follow to ensure that enough teachers are scheduled for days off from school.

One week before days off from public school or public school vacations, parents will be asked to sign their child up to attend CCCCI for each vacation day. You must provide us with a firm yes or no for each day off from public school no later than the Wednesday before week of care (so that staff can be notified of their schedules for the following week). Indicating "maybe" is not allowed. If you do not sign your child up the Wednesday before week of care, they will not be able to attend on the day(s) off from public school. Once your child is signed up for that day, you must give the director 24-hours advanced notice should your child not be attending as planned. Otherwise, you will be charged for that day.

Addendum: Closing/Delay Policy:

The closing or delay-in-opening of the center, though rare in occurrence, is necessary to prepare for. The following protocol will take place should circumstances necessitate the need to close or delay care.

In the event that CCCCI closes, it will be announced on news channels 3, 5, 9 and 10.

We ask that parents have back-up care available should the unlikelihood occur that Chittenango Child Care Center needs to close and you are unable to pick your child up.

In severe winter weather, we make every effort to be open. Safety is of primary concern when determining whether a closing or delay is necessary. For winter weather, decisions for school closings and delays are made as early as possible on the day in question. This is to allow the director time to collect the most recent information possible while still allowing enough time to notify parents and staff of the decision. In the event of extreme weather, such as a blizzard or ice storm, closing decisions may be made the previous evening.

When severe weather is a factor for the morning commute, we may need to ask for your cooperation with limited staff as our teachers try to arrive to work safely. This is because we must comply with teacher/child ratios per NYSOCFS Regulations for Child Day Care. We will do our absolute best to accommodate you as quickly as possible.

It may be deemed necessary for the director to close the center early under the following conditions: when severe weather is a factor during the day and travel advisories are in effect or when electricity or water is unavailable for a prolonged period of time. In the rare event that conditions occur, parents will be notified and expected to pick their child(ren) up immediately upon phone call.

Please keep CCCCI up-to-date on current telephone numbers in case we need to contact you in an emergency.

Addendum: Shelter In Place:

A Shelter In Place Drill will occur at Chittenango Child Care Center at least twice annually. For this drill, the Toddler and Preschool Classrooms will be instructed to gather in the Craft Storage Room. The School Age Children will gather in the kitchen. Once in the sheltered place, staff will explain to children the importance of being quiet so that and will be released when the "all clear" is given.

Addendum: Closing at 3pm on New Year's Eve

Effective December 3, 2018, the center will close at 3pm on New Year's Eve.

After 1 Year in Care

Is all of the information contained in this contract still correct? Yes ___ No ___

If no, what has changed? _____

Signature of parent/guardian _____ Date: _____

After 2 Years in Care

Is all of the information contained in this contract still correct? Yes ___ No ___

If no, what has changed? _____

Signature of parent/guardian _____ Date: _____

After 3 Years in Care

Is all of the information contained in this contract still correct? Yes ___ No ___

If no, what has changed? _____

Signature of parent/guardian _____ Date: _____

After 4 Years in Care

Is all of the information contained in this contract still correct? Yes ___ No ___

If no, what has changed? _____

Signature of parent/guardian _____ Date: _____

After 5 Years in Care

Is all of the information contained in this contract still correct? Yes ___ No ___

If no, what has changed? _____

Signature of parent/guardian _____ Date: _____

After 6 Years in Care

Is all of the information contained in this contract still correct? Yes ___ No ___

If no, what has changed? _____

Signature of parent/guardian _____ Date: _____