

# Parent Handbook



## 2019 - 2020

OC Kids - Cawthon

10160 Denni St. Cypress, CA 90630  
(714) 484-7844 office (714) 226-0090 FAX  
License # 304370444 & 304370632  
Director: Karissa Degener  
Assistant Director: Amy Diaz

OC Kids - Landell

9705 Denni St. Cypress, CA 90630  
(714) 229-9281 office (714) 226-0090 FAX  
License # 304370451 & 304370550  
Director: Casie Hollenbeck  
Assistant Director: Diane Hernandez

[www.ockidschildcare.com](http://www.ockidschildcare.com)

## Mission Statement

The purpose of OC Kids Childcare Inc. is to provide high quality programming in an innovative environment that supports the family, respects the child, builds character, and encourages learning through exploration.

## Philosophy

At OC Kids Childcare Inc. we offer you and your child something unique and different from other childcare centers in Orange County. We create an environment where children are safe, nurtured, loved, and encouraged to learn.

OC Kids Childcare Inc. has an exclusive curriculum designed by Credentialed Teachers in which children are exposed to a large network of educational resources and the best care available. OC Kids Childcare Inc. develops programs that focus on the development of the whole child. We balance standard based academics and age appropriate developmental skills, learning through play, and creating "Life Long Learners." OC Kids Childcare Inc. believes that children learn through experiences, play, and direct instruction. We provide an environment that encourages children to learn, play, and explore. We meet the needs of our children socially, emotionally, physically, and cognitively. Children leave OC Kids Childcare Inc. with a solid foundation, prepared to meet the standards and expectations ahead of them. Our school age program supports the child and family by building the connection between home and school. Supporting homework, arts & crafts, and recreational activities.

We encourage and teach the children life skills to prepare them as they grow. They learn how to share, take turns, follow directions, and use their "words" to solve problems. At OC Kids Childcare Inc. we follow a positive discipline policy that uses redirection to encourage children to make better choices. We teach children how to make good choices and praise them for doing so.

We are committed to quality care for children. OC Kids Childcare Inc. offers a clean, nurturing, and safe environment for all children. We are culturally sensitive, encouraging diversity and positive self worth. All children, regardless of ethnic background, race, color, or religious beliefs, are equal and participate in our non-discriminating environment. We show respect for each child's cultural, ethnic, and family background, as well as their primary language or dialect.

OC Kids Childcare Inc. believes in the importance of open communication between parents and staff. This open communication provides consistency for the child and a balance of school and home. Parents and teachers work together to benefit each child. OC Kids Childcare Inc. is open for parents to visit and observe their children at any time.

OC Kids Childcare Inc. staff is committed to providing dedicated service and support to your family. We hire educated teachers with at least 12 units in Early Childhood Education, CPR, First Aid, and previous preschool experience. In order to provide the best care and instruction, our staff attends in-services and meetings in the field of Early Childhood Education. We understand that education is a life-long process and continually stay up to date

in the best practices for our children. Our entire staff brings unconditional love, emotional security, a sense of routine, and an opportunity to be creative and resourceful to our program.

## Tuition Rates

See individual center locations for rate sheets.

## Daily Schedules

### Infant Room (6 weeks to 2 years)

Feeding, sleep, and play times are based upon individual infant's needs. For infants 1 year and walking we go by the following schedule:

Self directed play (6:00 - 8:00 breakfast option)	Rest Time
Morning Music & Story	Clean up and Diapers
Manipulatives	Afternoon Snack
Morning Snack	Afternoon Music & Movement
Self directed play (Clean up and Diapers)	Outside Play
Art	Self directed play (Clean up/Diapers)
Outside Play	Art
Lunch	Manipulatives
Self directed play (Clean up and Diapers)	Story Time
Story Time	Quiet indoor activities & preparation to go home

### Preschool Room (2 to 6 years)

6:00 - 8:00	Self directed play (6:00 - 8:00 breakfast option)
8:00 - 8:15	Clean up and Toileting
8:15 - 8:45	Morning Routines/ Circle Time
8:45 - 9:15	Snack & Morning Folders
9:00 - 9:15	Morning Folders
9:15 - 10:00	Outside
10:00 - 10:30	Centers
10:30 - 10:55	Art
10:55 - 11:15	Story Time
11:15 - 11:30	Clean up & Closing Preschool Routines
11:30 - 12:00	Lunch
12:00 - 12:30	Outside Play
12:45 - 3:00	Rest Time
2:30 - 3:15	Afternoon Snack/Clean up and Toileting
3:15 - 4:00	Outside Play
4:00 - 4:20	Crafts and Manipulatives
4:20 - 4:50	Centers
4:50 - 5:00	Clean up and Toileting
5:00 - 5:15	Story Time
5:15 - 6:00	Quiet indoor activities & preparation to go home

- Schedule subject to change based on individual classroom and preschool needs.

## Before & After School Care

Our programs provide a "home away from home" environment where the children can unwind from the structured school day, socialize, have a snack, do their homework, and participate in wholesome group activities. The program provides activities which include Arts & Humanities, Health & Fitness, Cooking, Literacy, Science, Technology, Social Competence, and Conflict Resolution.

For our Kindergarten children we offer an "extended academic program." This program is designed by Credentialed School Teachers. It teaches and supports the CA State Kindergarten Standards. We accommodate the half-day Kindergarten program by walking children to class and picking them up from class.

## License

OC Kids Childcare Inc. of Cypress is licensed by the State of California, Department of Social Services.

Cawthon Location: Preschool License #304370444, Infant License #304370632.

Landell Location: Preschool License # 304370451, School Age # 304370550

Our centers are also licensed by the Orange County Health Department and are regularly inspected by the Fire Department. The State of California, Department of Social Services-Community Care Licensing, has the right to interview children, parents, and staff at any time.

## Enrollment

Enrollment shall be granted without discrimination as to race, color, religion, or national origin. Classes will be filled in order of the applications and registration fees received. If spots are filled, your name can be placed on our formal waiting list.

OC Kids Childcare Inc. is not equipped to handle children with serious emotional, visual, speech, hearing, or other severe handicaps. The school reserves the right to dismiss a child if, after entering, they seem unprepared for the group experiences, are unable to adjust appropriately, or OC Kids Childcare Inc. can not meet their need adequately.

Parents who wish to enroll their children in OC Kids Childcare Inc, are required to complete the OC Kids Admissions packet. The Registration fee and first weeks tuition is required to reserve your child's spot.

OC Kids Childcare Inc. reserves the right to refuse service to anyone. OC Kids Childcare Inc. has the right to terminate any child at any time without any prior notification, at will.

Newsletter OC Kids Childcare Inc. sends home a monthly newsletter. It will provide you with information concerning daily snacks, activities, weekly themes, helpful hints, and upcoming events. Please take the time to read this and be informed!

## Holidays

OC Kids Childcare Inc. is open Monday through Friday, 51 weeks a year. OC Kids Childcare Inc. observes and will be closed on the following holidays for the 2018/2019 school year.

Monday, September 2, 2019	Labor Day
Monday, November 11, 2019	Veterans Day
Thursday & Friday, November 28-29, 2019	Thanksgiving Holiday
December 23 - 27, 2019	Winter Break
Monday & Tuesday, December 30-31, 2019	New Years
Monday, January 20, 2020	Martin Luther King Day
Monday, February 17, 2020	President's Day
Monday, April 13, 2020	Spring Break
Monday, May 25, 2020	Memorial Day
Friday, July 3, 2020	Independence Day

Regular tuition is charged for weeks with holidays, including tuition for part time students. No tuition will be charged for the week of December 23 -27, 2019 for Winter Break.

## Hours of Operation

OC Kids Childcare Inc. is open from 6:00 am to 6:00 pm Monday through Friday. The school closes at 6:00 pm each day. Should it be necessary for your child to remain after 6:00 p.m., there will be an additional charge of \$1.00 per minute with a \$5.00 minimum. Fees are due upon arrival of picking up your child and should be paid directly to the teacher in charge. If you continually arrive late to pick up your child (3 times or more) we may ask that you find a center that is open later to accommodate your needs.

## Arrival & Pickup

OC Kids Childcare Inc. is open to receive children at 6:00 am. The State of California requires that the parent or legal guardian sign the child in and out of the center each day with a full legal signature. The sign-in sheet is located inside the front entrance of your child's classroom. If a child is not signed in or out, a \$5.00 fee will be charged to your account. Children cannot be dropped off in the parking lot and told to run in. This is for your child's safety. The parent must make contact with the teacher when dropping off and picking up their child from OC Kids Childcare Inc. Children will not be released to persons other than their parent or guardian unless the names of those persons are included in the file and are at least 18 years of age with a valid form of ID. A note signed by the parent is required when the child arrives if it is necessary for someone else to pick up your child. If there is a custody issue regarding the child in our care, copies of all legal papers must be kept on file at OC Kids Childcare Inc. School age children will be signed in when roll is taken upon arrival at OC Kids each day after school. We ask as a courtesy that if you are planning on bringing in your child later than normal time, or not at all, you would call and inform the staff at OC Kids. We ask

that all Infant and Preschool age children be at OC Kids by 9:00am. Our morning programs start at that time. If your child is not at OC Kids Childcare Inc. by 9:00am, it will be assumed that your child will not be attending school for the day, and staff may be sent home (unless prior arrangements have been made with your director).

## Emergency Information

It is very important that we have a current emergency phone number where you can be reached. Your child's care is our utmost concern. In the event of an emergency, unnecessary delays in locating the parents could jeopardize the wellbeing of the child. Please keep the school up-to-date on phone numbers and other pertinent information.

## Fees

OC Kids accepts payments of cash or checks made payable to: *OC Kids Childcare Inc.* We do not accept credit cards. Please note your child's name on each check so that payment can be credited to the correct account.

A non-refundable registration fee of \$100.00 per child is charged upon initial registration and a \$25.00 re-registration fee every year thereafter in May. Before the first week of attendance tuition fees for one week is required. Tuition is due on every Friday for the following week. For students attending part time, tuition is due on your child's last attendance day of the week. A \$10.00 late fee will be applied to payments received after Monday. If tuition has not been paid in full by Friday, an additional \$15.00 fee will be charged weekly. We will not be able to accept the child until the account has been made current again. There will be a \$25.00 charge for Non-Sufficient Funds checks returned. If you ever have trouble making a tuition payment on time, please come and see us in advance. We may be able to work something out with you.

Disenrollment will not result in a refund of any tuition for days not used during that week. All tuition, registration fees, curriculum fees, and field trip fees, are non-refundable for any reason including emergencies or unforeseen circumstances.

## Clothing

All infant and preschool children are asked to bring a change of clothes including underwear and socks to be left at the center for emergency use. If your child needs a change of clothes and does not have one, a \$5.00 fee will be charged. Please mark all clothing with your child's first and last name. OC Kids Childcare Inc. reserves the right to write your child's name on unlabeled items. Non-restrictive clothing that can get dirty is a must. Your child will be encouraged to experiment with a variety of materials so please send your child to school in play clothes. All children must wear closed toe shoes. We are not responsible for misplaced, lost, or damaged clothing. Please remember that our weather is unpredictable, bring a jacket.

For potty training children, it is recommended to bring an extra pair of shoes. If a child has soiled or wet clothes and a change of clothes is not at school, parents will be called to bring

a clean change of clothes for their child. If your child has an accident, their clothing will be sent home for laundering. OC Kids' staff will not rinse out the soiled clothing. Clothing will be placed in a plastic bag to go home. Any clothing items should be returned to OC Kids Childcare Inc. the next school day.

Jewelry or special toys from home are not permitted. OC Kids Childcare Inc. will not be responsible for the loss or damage of any personal items.

## Diaper Policy

If your child is not potty trained, parents are required to provide an adequate supply of diapers or pull-ups and wipes for daily use. Sharing diapers and wipes are not allowed. Please check your child's diapers and wipes in the morning each day to ensure there is an adequate supply. It is the parent's responsibility to check for this, not the teachers. Children that do not have enough diapers for the day will be charged a fee of \$2.00 per diaper. Children that do not have enough wipes for the day will be charged a flat fee of \$5.00 for the day.

If a child is of preschool age and not potty trained the appropriate "non-potty trained" rate will apply. Children are considered potty trained when they have no accidents for two weeks, are in underwear for nap, and need little to no assistance when using the restroom for a two week period. It is the parents responsibility to discuss with the director once the child is potty trained for the tuition rate to be adjusted.

## Rest Time

Children enrolled in a full day program are given the opportunity to rest or nap during the afternoon. Cots/cribs are provided to each child for this purpose. All children will be placed to sleep on their back. All children must have a blanket and a fitted crib sheet at school for resting purposes. These items should be clearly marked with your child's first and last name. OC Kids Childcare Inc. reserves the right to write your child's name on unlabeled items. Blankets and sheets are sent home on Fridays or when soiled, and need to be returned clean on the next school day. Infant room bedding will be sent home daily. A waiver form may be signed by parents to have bedding sent home weekly. Having a sheet and blanket at rest time is a State requirement. If you forget to bring a sheet or blanket OC Kids Childcare Inc. will provide a loaner at the cost of \$5.00 per day.

## Birthdays

Your child's birthday may be celebrated in the classroom. Should you wish to provide a snack, simple treats such as cookies, mini cupcakes, or fruit are best. Sorry, NO cakes. Please check with the child's teacher ahead of time so that they can plan this special event into their schedule. Store bought treats are preferred. No balloons or candles please.

## Breakfast

Children may bring breakfast from home and eat at the center between the hours of 6:00 - 7:45 am. Breakfast is over at 8:00 am. You must bring food that is already prepared in containers ready to eat. We do not provide milk, juice, or utensils at breakfast. Please label all non-disposable utensils. There will be a \$1.00 fee for each missing utensil or bowl per meal.

## Lunches

Families may choose to bring their child a lunch from home, or purchase a lunch from our optional hot lunch delivery program, The Lunch Mob. To order lunches through this service parents will need to log on to the web site [www.thelunchmob.co](http://www.thelunchmob.co) or download the app, create a profile for your child using the code : OCKCAW and start ordering. Feel free to visit the website for more information on discounts, same day lunch orders, and more.

It is the parent's responsibility to make sure their child has a lunch daily. If your child does not have a lunch OC Kids will feed your child a lunch for a \$10 fee. Each day your child must bring a nutritious lunch in a sack or lunchbox clearly marked with their name. No candy or soda. We recommend that you buy an insulated lunch box and a cold pack as we do not have refrigerator space for lunches. Should you forget your child's lunch you will be called and asked to bring one immediately. You must bring food that is already prepared. Food can be heated if sent in microwave safe containers. We do not provide milk, juice, or utensils at lunch. Please label all non-disposable utensils. There will be a \$1.00 fee for each missing utensil or bowl per meal.

Parents of infants must bring pre-made bottles and sippy cups daily with their child's name and date clearly labeled. These bottles and food will be placed in the refrigerator basket with your child's name. OC Kids Childcare Inc. staff is not allowed to mix formula to make bottles, per state requirements. Please make sure an adequate supply of milk is left daily.

## Snacks

Snacks are provided by OC Kids Childcare Inc. once in the morning and once in the afternoon to children 1 year and older. The monthly snack calendar is sent home and posted on our Parent Board. Most snacks consist of nutritional items as outlined by the Department of Social Services. Artificial coloring and food additives are limited. A list of your child's allergies should be given to the director who will then inform your child's teacher. Please inform your child's teacher if you do not want your child to have a specific item on the snack calendar. If the item listed on the snack calendar is not available a substitute snack of crackers & juice will be offered.

## Absences- Illness

No refunds will be given for days your child is absent due to illness or other reasons. You may not make up or trade days. Please call the OC Kids office and inform us of the reason for



your child's absence from school. If your child has an unexplained absence of more than one week, it will be assumed that they have been dropped from our center.

## Vacation

### Infant & Preschool Program:

After the student has been in continuous enrollment for one full year, they are entitled to one week of vacation taken in a weekly increment (Monday through Friday as opposed to Wednesday through Wednesday) annually. Please notify us in writing at least two weeks prior to your vacation time. If you need to use more than the allotted week, your regular tuition fee will apply to insure a place for your child. A vacation week may not be used as part of a two week withdrawal notice from OC Kids Childcare Inc. No tuition will be charged for the week we are closed for Winter Break.

### School-Age Program:

Families have the option of attending OC Kids Childcare Inc. during their "Summer" or "Off Track" times. Please notify us in writing at least two weeks prior to this time if your child plans on attending or not. If you notify OC Kids Childcare Inc. ahead of time for these breaks & do not attend, you are not required to pay tuition for those weeks. If your child does not attend OC Kids Childcare Inc. during their regular school schedule your weekly tuition fee will apply to insure continued enrollment for your child. No tuition will be charged for the week we are closed for Winter Break.

## Withdrawal

A two week notice in writing is required to withdrawal your child from OC Kids Childcare Inc. You are responsible for tuition for this full two week period. Vacation time may NOT be used as part of your two weeks notice. Upon leaving OC Kids Childcare Inc. we would hope that families comply with our signed tuition agreement. If a balance is not paid upon leaving we will use a collection agency to collect the outstanding money due to OC Kids Childcare Inc.

If you were to re-enroll your child at a later date, the full non-refundable registration fee will be charged. We will hold personal items for two weeks. After that period of time, items left will be considered property of OC Kids Childcare Inc.

## Electronics Policy

School-Age children may bring electronic equipment to OC Kids Childcare Inc. under the following conditions:

- OC Kids Childcare Inc. is not responsible for lost, stolen, or damaged items.
- All items must be labeled with your child's name or initials.
- Cell phones must be turned into OC Kids Childcare Inc. staff or kept in your child's backpack daily. If a child needs to contact a parent they may use the OC Kids Childcare Inc. phone line with staff permission. Texting is not allowed at OC Kids Childcare Inc.

- All games must have a rating for young children. No games that involve shooting or violence.
- All music must be appropriate for children with no profanity.
- Electronic equipment may be used at the discretion of the teacher. It may not interfere with homework or other classroom activities.

## Behavior Policy

Our expectation at OC Kids Childcare Inc. is that children in our care are able to function in a group setting and behave in a way that allows them and others to be successful. This means that the child can follow directions, respect the rights of others, be cooperative, deal with frustrations appropriately, ask for what they need, and in general follow the rules of acceptable social behavior in a group setting.

The following behaviors are not tolerated and could be cause for immediate termination without notice:

hitting	threats	pinching
scratching	spitting	swearing
kicking	biting	name calling
bullying	disrespectful	leaving supervised areas
sexual acting out	refusing to follow teacher directions	

We attempt to keep parents informed through written and verbal communication by using written reports, daily behavior contracts, behavior logs, phone calls, and speaking directly to parents as they pick up or drop off their children. Any extreme violation of any of these behaviors can result in immediate termination without notice.

## Discipline Policy

- 1) Positive reinforcement and praise is used to encourage appropriate behavior and to correct inappropriate behavior, as set by our standards.
- 2) If this proves unsuccessful, the child will be reminded to make better choices.
- 3) If this proves unsuccessful, the child will be removed from the situation.
- 4) After a brief period (1 minute per year of age), the desired behavior is reinforced and discussed with the child before allowing them to return to the activity.
- 5) If the negative behavior pattern persists, the child's parents will be consulted at the earliest possible occasion.
- 6) If a pattern of negative behavior that causes harm to themselves or others occurs, they may be asked to leave OC Kids Childcare Inc.
- 7) Following the guidelines set forth in Title 22, we are not allowed to physically restrain a child. Therefore, if your child chooses to run from the teacher and exits the supervised group or is continually physically aggressive to anyone, you will be asked to leave the center.
- 8) We do not condone or allow spanking at OC Kids Childcare Inc.

CALIFORNIA LICENSING REGULATIONS PROHIBIT CORPORAL PUNISHMENT IN CHILD CARE (SECTION 101223). To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning.

## Health Policy

### Immunizations

The California State Department of Social Services requires that the school have on file a licensed physician's certificate of good health for each child. This information must be updated each year showing evidence that immunizations are current. This form must be on file in our office.

### Medications

We do not administer over the counter drugs to the children in this center unless accompanied with a current prescription with the child's name and the dosage clearly printed on the prescription. This does include Tylenol. All medication must be signed in on our medication sheets each day. These sheets are in the director's office. **THE PRESCRIPTION MUST BE CURRENT!** Please do not leave medications in cubbies, backpacks, or diaper bags.

We can only administer medications to children if a strict set of guidelines are observed. These guidelines are as follows:

- Physician prescribed medication will be administered upon the written consent of the child's parents or guardians.
- Medications must come in their original bottles with the name of the child (Siblings can't share medications) and the dosage, including the number of times per day to be administered, and instructions as to how long the medications should be administered.
- The center shall not administer a non-prescription medication unless it is accompanied by a physician's request to do so.
- The center shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication or for adverse reactions which are caused by the administration of such prescription medication.
- OC Kids is not responsible for making sure medication goes home daily.

### Symptoms

Children with the following symptoms will be sent home or not admitted to OC Kids:

DIARRHEA: Three or more loose bowel movements in one day will result in the child being sent home. They may not return until they have been free of diarrhea for at least 24 hours. This means they may not return the next day.

VOMITING: Any child that vomits will be sent home. We encourage you to have your child stay home the following day to let things settle. However, if you feel that it was just a "one time

thing" your child may return. It is up to our discretion whether or not they may stay. They will be sent home if we feel they are not well enough to attend.

**FEVER:** Any child with a fever of 101 degrees or higher will be sent home. They may not return the next day or until they have been free of fever for at least 24 hours, **without the use of Tylenol!**

**COUGH:** Any child with a persistent, hacking cough may be sent home.

**LICE:** A child sent home with lice will not be readmitted until they are nit free. When the child returns, the teacher will make an evaluation and determine if the child can remain at our school. Our procedure, when lice is detected, is to check each child at our center, send home all sheets and blankets, and thoroughly spray each classroom.

Children with the following symptoms will be sent home and may return to OC Kids with a note from the doctor stating a diagnosis and that the child is cleared to return to school:

**PINK EYE:** Pink eye or any eye condition must be checked by a doctor. Once medication has been started a child may be readmitted the next day. We will need a note from your doctor stating the diagnosis and that it is not contagious.

**RASHES:** Any rash, bump or skin affliction will be cause for leaving the center. A diagnosis from the doctor of exactly what it is and a clearance that it is not contagious will be necessary before re-admittance.

**DISCHARGE:** Excessive discharge could be an indication of an infection. If your child is sent home with this condition, they may not return the following day. They may return the second day if on antibiotics or with a written diagnosis from the doctor.

**THRUSH:** Any child with white spots in their mouth will be sent home. They may return to school once their mouth is cleared of white or they have a note from their pediatrician stating; the diagnosis, that they are bring medically treated, and that they are cleared to return to school.

Children absent from OC Kids Childcare Inc. because of a communicable disease will be readmitted only with a note from the child's physician stating the diagnosis and that they are no longer contagious. We reserve the right to send a child home and readmit them at our discretion. We realize that most of you are working parents and we do try to accommodate you as much as possible.

**Please do not bring in a sick child.** It may compromise the health of other children and staff members. Failure to comply may result in your needing to find another center that can better meet your needs.

## Illness or Accident during School Hours

Please make sure you leave a contact number as you sign your child in daily. Should your child become ill, have an injury/accident, or behavior problem while at school the parent will be notified immediately. When you are notified that your child needs to go home, they need to be

picked up within 30 minutes. We do not have accommodations for sick children. If your child is not picked up within 30 minutes, the normal late fee policy of \$1.00 per minute with a \$5.00 minimum will be applied. In the event the parent cannot be reached within 30 minutes, the director or teacher will determine treatment according to the circumstances and seriousness of the situation. Performing one or all of the following:

1. Allowing the child to rest on a cot isolated from other children until the parent can be reached.
2. Contacting the person(s) listed by the parent to be called in the case of an emergency.
3. Calling the physician listed by the parent.
4. Calling the paramedics.
5. Taking the child to the emergency room.

