

Curiosity Corner Child Care Center

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Parent Handbook of Policies and Procedures

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Curiosity Corner Child Care Center

Welcome to Curiosity Corner

This handbook contains information regarding the before and after school child care program at Fox Elementary School. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Curiosity Corner's policies and procedures.

Mission Statement

Our mission is to provide safe, affordable, high-quality child care in an atmosphere of respect, cooperation, self-discipline, and creativity.

Program Goals And Philosophy

Curiosity Corner is a fully licensed child care center designed to meet the needs of the neighborhood community. In doing so, we support families and the ability for parents to work outside of the home, allowing them to feel secure knowing that their children have a supportive and nurturing place to attend before and after school. We recognize the importance of providing a balanced program that promotes opportunities for mental, physical and emotional growth through a variety of creative experiences with a focus on social interactions.

Admission & Enrollment Policy

Enrollment in Fox Elementary School is a prerequisite for enrollment in the TK-5th grade Before and After School Child Care program offered at Curiosity Corner. The office at Fox School must clear all applicants to our program.

Admission to Curiosity Corner is open to all students of Fox Elementary School without regard to a child's race, color, creed, religion, national origin, gender, or disability*; without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender or disability.

*We will make every effort to include children with special needs into our program on an individual basis. Our director will meet with the child's parent or guardian prior to admission to determine if our program meets the needs of the child.

Fall enrollment will be based on the following considerations:

1. Date and time completed registration forms and registration fees are received.
2. The availability of space at each grade level.

Parents/Guardians can apply for enrollment of their child by completing the Enrollment Application and remittance of the \$75.00 registration fee. If the application is for additional siblings in the same household, the registration fee is \$50.00 for each additional child (i.e. first child \$75.00, 2nd child \$50.00, etc.) The registration fee is non-refundable unless space for the requested time slot is unavailable.

Changes or Drops: A change in enrollment is subject to availability. A 30-day written notice is required for any drops or reduction in the number of hours enrolled.

Waiting List:

Enrollment at Curiosity Corner is on a first-come/first-served basis. If requested space is not available in our program, interested parents/authorized representatives may place their child on our waiting list. Parent/authorized representatives will be called when space becomes available in the program. You will have 2 business days to accept or deny the space offered, otherwise we will move to the next student on our waiting list. No fee will be charged unless we are able to confirm placement.

Required Registration Forms

Curiosity Corner and the State of California Department of Social Services/Community Care Licensing require the following forms be completed and on file by the student's first day of child care. A student's file is to be made available for review by Community Care Licensing at any time without parent or guardian notification.

It is extremely important that any changes be updated immediately as we must be able to contact you in the event of emergency.

The following forms will be available on our website at: www.curiositycornerkids.com and will be required prior to your child's first day of care at Curiosity Corner. You will be required to complete, print, and mail or bring forms to Curiosity Corner. The forms will also be made available in hard copy form.

Forms to be completed and maintained in student's file:

- Current School Year Application
- Signed Admissions Agreement
- Identification & Emergency Information (LIC 700/modified)
- Consent for Emergency Medical Treatment (LIC 627)
- Parent Rights (LIC995)
- Personal Rights (LIC613A)
- Sunscreen, Media, and Homework Club Form

Optional:

- Tuition Express Electronic Funds Transfer Authorization for Bank Account and Credit Card Transactions

Tuition Policy

Monthly tuition payment is due on or before the 5th of each month. This payment is considered late as of the 6th of the month and a \$15.00 late fee will be assessed.

Students are registered for specific time slots and hours/days may not be substituted.

There will be no fee reduction due to student's absence for illness, vacations, or holidays.

Payment Options:

We offer Tuition Express, a payment processing system that allows secure, on-line tuition and fee payments to be made from either your bank account, credit or debit card (Visa or Mastercard). If you wish to participate in this program, please complete the Tuition Express Authorization form that is available on our website.

Payments may also be made directly to Curiosity Corner by check or Money Order.

Discounts: Families enrolling more than one child residing at the same address will receive a 5% reduction of the monthly tuition for each child. Proof of residence will be required.

Children of staff in the Belmont-Redwood Shores School District will receive a 10% discount on tuition. Proof of employment will be required.

Delinquent Fees:

Curiosity Corner may terminate care for any child when payment is not received by the last working day of the month and your account may be sent to a collections agency. Non-payment of fees by one parent can jeopardize enrollment in our program.

Returned Checks or Declined Funds:

A \$35.00 fee will be charged for any returned check. A \$15.00 fee will be charged for declined credit or debit card transactions, or if funds are not available at time of deduction. Cash, credit or debit card, or Money Order must replace any returned checks. If more than two returned checks are received within the school year, future payments must be made by Money Order or credit/debit card and checks will no longer be accepted.

Fee Subsidies:

Curiosity Corner accepts tuition payment from the Child Care Coordinating Council of San Mateo County (4C's) and the San Mateo County Human Services Agency.

All forms must be submitted prior to service. The contracting parent or authorized representative is responsible for any additional family fee or co-payments that may not be covered by the provided contract by the 5th of each month. Failure to pay these fees in a timely manner will be cause for termination of services.

Tuition Changes: Rates are available to parents by June 1st for the following school year. If an adjustment is necessary during the school year, parents will be notified at least 30 days in advance.

Refunds: There are no tuition refunds for absences of any kind. Tuition will not be refunded in cases of unanticipated program closure, including but not limited to weather, teacher strike, or local emergency.

School Breaks, Holidays & Extended Days:

Curiosity Corner offers child care at no additional charge on some school holidays, extended in-service days, and parent-teacher conference days for students who normally attend on afternoons on those days of the week.

We will offer a 25% reduction in tuition for breaks during the school year calendar including: Winter, Mid-winter, and Spring breaks. The tuition for June will be calculated upon the number of school days and all payments for June will be due by the 5^h of the month. Payments received after June 5th will incur a \$15.00 late charge.

Curiosity Corner offers full-day care during Winter, Mid-winter, and Spring breaks with an additional fee. Families with two or more children will be given a 5% reduction for the additional child(ren).

Information and enrollment applications will be available online and at the center at least 3 weeks prior. Each application lists a registration deadline. Late registration will have an additional fee of \$15.00 per student and enrollment will be accepted on a space available basis. Child care during these periods will be subject to a minimum/maximum number of participants.

Curiosity Corner also offers a full-day Summer Day Camp program 7:00am-6:00pm. Enrollment is open to all students aged 4.9-10 years of age. You do not need to be a Fox student to attend our Summer program.

Hours of Operation

Subject to minimum day schedules and changes in the bell schedule, Curiosity Corner is staffed from 7:00AM to the start of school and from 11:30AM to 6:00PM, Monday through Friday. **Child care is not provided to grades 1-5 when we are open for our transitional kindergarten or kindergarten programs.**

Program:	Time:
Before School Care Transitional Kindergarten (TK)	7:00AM –8:45AM
Before School Care Grades K-5	7:00AM – 8:25AM
After School Transitional Kindergarten (TK) (Early Birds)	12:50PM - 3:10PM
After School Kindergarten (K) (Early Birds)*	1:30PM- 3:10PM
After School Transitional Kindergarten (TK)	12:50PM-6:00PM
After School Kindergarten (K) *	1:30PM-6:00PM
After School Grades 1-3 *	2:35PM-6:00PM
After School Grades 4-5 *	3:10PM-6:00PM

* includes care on Wednesdays from 12:20PM and other minimum days

Closure Calendar

Curiosity Corner will be closed on the following days:

New Year's Day	Memorial Day	Thanksgiving and the day after
Martin Luther King, Jr. Holiday	July 4 th	Christmas Eve and Christmas Day
President's Day	Labor Day	2-4 Cleaning/Decorating Days*

* These days will vary depending on the first day of school and the last day of school

Drop-In Policy

Curiosity Corner does not offer drop-in care on a regular basis. Drop-in care may be offered in case of emergency, provided space is available and approved by the Site Director. Drop-in care is offered only to registered students of Curiosity Corner.

Additional fee(s) will apply per student/per day for emergency drop-in care on a space available basis as follows:

Drop-in rate is \$10.00 per hour with a one-hour minimum. Rate will be pro-rated to the nearest half-hour.

Check-In/Check-Out

- All students who attend the morning program are to be electronically checked-in by an authorized adult using the tablet located at the main entrance of Curiosity Corner.
- Afternoon students arriving on their own will be electronically checked-in by a Curiosity Corner staff member.
- Afternoon TK & Kindergarten students are picked-up from their classroom, escorted to Curiosity Corner and electronically checked-in by a Curiosity Corner staff member.
- No student will be released to a person not authorized by a parent or guardian to pick up the child. We must have written authorization for any changes. We check identification.
- Parents, guardians, or authorized persons must electronically check-out the child each day using the tablet located at the main entrance of Curiosity Corner.
- **Curiosity Corner is not responsible for children once they have checked-out of our program.**

Custody Orders

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. Curiosity Corner must be notified immediately of any changes in custody orders. Certified custody orders must be given to our Director for placement in the child's file.

Attendance

We take attendance daily. Please notify Curiosity Corner by phone (650) 592-7664 or e-mail curiositycornerinc@gmail.com if your child is going to be absent. This will save us time in checking the whereabouts of your child.

Late Pick-up Policy

It's important to be on time! Curiosity Corner closes at 6:00 PM and our staff needs to go home to be with their families. We understand that emergencies arise and due to traffic or inclement weather you may be late.

In the event you are not able to arrive on time:

- Please call us (650) 592-7664 to let us know your situation and approximate arrival time.
- You will be charged \$10.00 per child for the period 6:01 PM to 6:15 PM and \$1.00 per minute thereafter.
- Late fees are to be paid directly to the staff member that stays late with your child.
- In the event you do not call us, we will make every effort to reach you or persons listed on your child's emergency contact list. It is very important to keep this list current.
- **If we are unable to reach you or persons listed on your contact list one-hour after closing, we are legally bound to contact the Police.**
- There is the possibility your contract will be terminated with continual late pick-ups.

Licensing Information

CCKids, Inc. dba: Curiosity Corner is licensed by the State of California, Social Services Division of Child Care Licensing with Facility # 414004255.

Staffing: All Curiosity Corner staff members have passed a fingerprint-based background check. The background check consists of fingerprint-based searches of State and FBI Criminal History Record Information databases and name index searches of computerized databases.

Curiosity Corner maintains a minimum staff to child ratio of 1:14 to ensure safety and individual attention. Our child ratios are at or below the California State requirement for School-Age Child Care Centers.

Toys and Electronic Devices

Toys and electronic devices from home are permitted at Curiosity Corner on Fridays during the school year, during school breaks, and summer camp weeks. The use of electronic devices will be on a monitored and limited basis. **Curiosity Corner will not be held responsible for lost, misplaced/stolen, and/or broken toys or electronic devices.**

Program Activities

Curiosity Corner's program consists of thoughtfully planned activities that are interesting, challenging, and stimulating to the child's growth and development. A monthly calendar of each group's activities will be available on our website and also posted on the parent board.

Students participate in:

Arts and crafts: unlimited in scope, include painting, clay sculpture, collages, yarn art, tie-dyeing, ceramics, themed craft projects and many more experiences. Students explore their creative side while using fine motor skills.

Science: projects and activities help kids discover their abilities in critical thinking and problem solving skills when they are taught principles of logic, hypothesis testing, and other methods of reasoning. Topics include, but are not limited to: animals, biology, chemistry, physics, space and weather.

Cooking Projects: Organized small group cooking activities allow our students to practice measuring and mixing ingredients, cutting fruits and vegetables, assembly, decorating, taste testing and proper food handling. A few examples of these cooking activities include preparing: fruit kabobs, yogurt parfaits, and banana brownies.

Indoor/Outdoor Activities and Games: are designed to promote good sportsmanship and improve socialization skills, assist with developing and maintaining a positive self-image, problem solving strategies and cooperation with peers. Perceptual motor development plays a major role in the afternoon program. The students use balls, hoops, beanbags, hoppers, and a variety of other equipment to help them develop strength and coordination.

Entertainers/Educators: Occasionally throughout the school year we invite outside musicians, magicians, and dancers to perform or educate our students.

Sewing Club: Curiosity Corner offers an optional sewing club with an additional fee for boys and girls in grades 3-5. Each child receives 4 class meetings (1.5 hours each) including a fieldtrip to the fabric store. Students will learn to use a sewing machine to make a useful article of clothing or accessory. This club is offered to beginner, intermediate and advanced students.

Homework Club:

Curiosity Corner understands the importance of getting homework, at least, started during the after school care hours. To support the student's daily assignments, Curiosity Corner provides a quiet room for students in grades 1-5, Monday-Thursday, 4:00PM-5:15PM.

Staff members are available for homework assistance, but are not to be considered tutors. Basic school supplies will be provided.

Sample of Daily Programs

Sample morning care program schedule:

Time	Activity
7:00-8:20am	As students arrive, they are electronically checked-in by parents/authorized representatives.
7:00-8:45 (TK)	Students participate in games and activities of their choice.
8:10-8:20am	Clean-up time, important announcements, attendance taken, and students grades 1-5 dismissed.
8:20am	Kindergarten students are escorted to their respective classrooms and a staff member supervises them until the teacher welcomes students.
8:45am	Transitional Kindergarten students are escorted to their classroom and a staff member supervises until the teacher welcomes students.

Sample Transitional Kindergarten after-school schedule:

Time	Activity
12:50-1:00pm	Staff pick-up students from their classroom, attendance is taken, and students escorted to CC
1:00-1:40pm	Students use toilet, wash hands and eat lunch (time adjusted for slower eaters)
1:45-2:45pm	Students engage in large & small groups for activities i.e.: art, science, snack prep, etc.
2:45-3:30pm	Outdoor recess (weather permitting)
3:00-3:10pm	“Early Bird” students are escorted back to Curiosity Corner for parent pick-up & check-out
3:10-3:45pm	Remaining students wash hands and enjoy a healthy afternoon snack. *
3:45-4:10pm	Rest / Music or Story Time
4:10-5:00pm	Outdoor recess (weather permitting) or group activities
5:00-6:00pm	Organized group games or puzzles in our playroom until parents arrive for pick-up & check-out

Sample Kindergarten after-school schedule:

Time	Activity
1:30-1:45pm	Staff pick-up students from their classrooms, attendance is taken, toileting, and students are escorted to Curiosity Corner.
1:45-2:45pm	Students engage in large & small groups for activities i.e.: art, science, snack prep, etc.
2:45-3:30pm	Outdoor recess (weather permitting)
3:00-3:10pm	“Early Bird” students are escorted back to Curiosity Corner for parent pick-up & check-out
3:10-3:45pm	Students wash hands in preparation of a healthy afternoon snack. *
3:45-4:10pm	Rest / Music or Story Time
4:10-5:00pm	Outdoor recess (weather permitting) or group activities
5:00-6:00pm	Organized group games or puzzles in our playroom until parents arrive for pick-up & check-out

Sample 1st grade after-school schedule: Wednesday (Minimum day)

Time	Activity
12:20-12:30pm	Students arrive at CC, attendance is taken, and hands are washed in preparation for lunch
12:30-1:15pm	Students eat lunch at Curiosity Corner
12:30-1:30pm	Language students attend Spanish or Mandarin classes. (optional activity provided by IES)
1:30-1:45pm	Upon returning from language class, students are signed back in to Curiosity Corner, finish their lunch, and then join their group activity.
1:15-2:15pm	Students rotate in small groups to work on art, science, other activities
2:15-2:45pm	Students return to Curiosity Corner to enjoy a healthy afternoon snack: ex: Quesadilla (a gluten free grilled corn tortilla with cheddar-jack cheeses) served with mild salsa (optional) and 100% fruit juice, water or milk. *
2:45-3:00pm	Students go to playroom for Chinese dodge ball while awaiting next activity.
3:00-4:00pm	Zumba! Students participate in a dance fitness program with aerobic elements.
4:00-5:00pm	Fox School’s library is provided to students for homework. Students who do not have homework stay with their group for indoor/outdoor activities.
5:00-6:00pm	Remaining students participate in organized group games at Curiosity Corner or outside (weather permitting) until parents arrive for pick-up and check-out.

* alternate snacks provided for students with dietary restrictions

Sample 2nd grade after-school schedule:

Time	Activity
2:35-2:40pm	Students arrive at CC, attendance is taken and hands are washed in preparation for snack
2:40-3:00pm	Students enjoy a healthy afternoon snack: Mini bagel, cream cheese, dried cranberries & 100% fruit juice or water *
3:00-4:00pm	Outdoor recess and organized games on the blacktop or designated play areas on the Fox School campus.
4:00-5:15pm	Fox School's library is provided to students for homework. Students who do not have homework are included in science activity: water salinization
5:00-6:00pm	Organized games, board games or puzzles are provided in our playroom until parents arrive for pick-up and check-out.

Sample 3rd/4th/5th grade after-school schedule:

Time	Activity
2:35-3:00pm	3 rd grade students arrive at Middle Room, attendance is taken, hands are washed in preparation for snack, and a healthy snack is provided. Apple slices & low-fat mozzarella stick served with 2% milk or water*
3:00-4:00pm	3 rd grade students have outdoor recess and organized games on the blacktop located on the Fox School campus.
3:10-3:15pm	4 th & 5 th grade students arrive at Middle room for attendance and drop-off backpacks.
3:15-3:45pm	4 th and 5 th grade students arrive at Curiosity Corner for healthy afternoon snack: ex: Apple slices & low-fat mozzarella stick served with 100% juice, milk or water*
3:45-5:30pm	Sewing club (small group activity)
3:45-4:00pm	4 th & 5 th grade outdoor recess and organized games on the blacktop located on the Fox School campus.
4:00-5:15pm	Fox School's library is provided to students for homework. Students who do not have homework may stay in the Middle Room to participate in making felt Zombies for storyboarding using arts & crafts and creative writing skills.
5:00-5:30pm	Returning homework students and the remainder of the group may have choice time for puzzles, board games or other quiet activities
5:30-6:00pm	Remaining students return to Curiosity Corner for organized group games until parents arrive for pick-up and check-out.

* alternate snacks provided for students with dietary restrictions

Health/Illness

Your child's health is a matter of major importance to us all. We can only accept healthy children into Curiosity Corner. It is the responsibility of the parent to keep the center up-to-date on all pertinent information such as emergency contacts and phone numbers. A new emergency form is required each school year.

Please do not send your child to the program if he/she exhibits any of the following symptoms: fever, vomiting, sore throat, severe coughing or cold symptoms, head lice, discharge from eyes, skin rash, or diarrhea.

In case of illness during program hours:

- We will provide the child a comfortable, isolated, and supervised area to rest and await pick-up.
- We will attempt to contact parents/guardians or persons listed on the child's emergency contact list.
- The parent/guardian or representative must pick-up the child in a timely manner.

Children must be free of fever (without use of fever reducing medication) for 24-hours before returning to Curiosity Corner. A fever is considered a forehead temperature of 100.5 degrees Fahrenheit or higher taken by temporal artery thermometer.

Children sent home with a contagious illness must **not** return to the program the following day and must remain home until he/she is symptom free.

Conjunctivitis (pink-eye) is very contagious and may be caused by bacteria or virus. Eyes may appear unusually red (bloodshot) and crusty. Children may not return to the program until 24-hours after antibiotic treatment has begun. Eyes must be clear and free of discharge to re-enter the program.

Strep Throat is a contagious bacterial infection that may cause a sore, scratchy throat and can be spread from person-to-person. It is usually transmitted by close contact with the saliva or nasal secretions from an infected individual, typically in the form of airborne respiratory droplets. For this reason, it is frequently seen in situations where individuals are in close proximity to each other, as in schools and day care centers. Individuals with a sore throat, especially if accompanied by fever or other associated symptoms, should consider consulting a healthcare professional.

www.emedicinehealth.com

Head Lice are tiny, wingless parasitic insects that live among human hairs and feeds on tiny amounts of blood drawn from the scalp. They are highly contagious and can spread quickly from person to person especially in group settings (e.g. schools, childcare centers, slumber parties, sports activities, and camps). Though they can't fly or jump, these tiny parasites have specially adapted claws that let them crawl and cling firmly to hair. For most people, itching is the most common symptom of head lice.

Steps for managing head lice:

- Inspect every member of the household for head lice and nits. Nits are the lice eggs that affix to the hair and do not flake off like dandruff. Nits can look like tiny sesame seeds. Live adult lice are tiny and brown and move around the head.
- Treat those infected with a head-lice product, remove nits (using a nit comb), clean the home (including fabric furniture and car seats) and wash all pillows and bedding then use a hot dryer. Tightly bag all stuffed animals for at least 3 days.
- It is critical to remove every single nit from the head, since even one living nit can lead to a re-infestation.

Please let us know immediately if you discover head lice. Curiosity Corner has a NO-NIT POLICY. Your child must be free of nits (eggs) before returning to the program. We will require proof that your child is nit-free.

Sunscreen: Protecting children's skin from the sun is very important. We ask that parents sunscreen their child(ren) before coming to Curiosity Corner. With proper authorization, staff will apply sunscreen of at least 50 SPF when needed. Parents may also supply their own sunscreen for child to keep in his/her cubby.

Incidental Medical Services Plan of Operation

Administrative procedures vary among medical personnel and medical facilities with regard to provision of medical care for a child in the absence of the parent. The exact procedure required by the physician or hospital to be used in emergencies should be verified in advance with your doctor.

Medication: Non-prescriptive medication, i.e. Tylenol, nose drops, etc., as well as prescription medication including Epi-pens, will only be administered when a PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART form (LIC 9221) has been completed by the parent or authorized representative of the child. The parent must provide all medications. All medication must state the appropriate dosage for the child's weight or age. If not, a doctor's note stating proper dosage will be required before we can administer medication. **Prescription medication must be in the original container and labeled with the child's name and dosage required.** Auto-injector (Epi-pen), inhaler-bronchodilator, and over-the-counter medications must be kept up-to-date (i.e. not expired).

Storage: All medications, equipment, and supplies will be safely stored in transportable containers inside a cabinet marked "First Aid" located in the Director's office. Please inform a staff member if your child's medication requires refrigeration.

Minor Injury: Every consideration will be taken to ensure the safety of your child while in our care. Should a minor injury occur, standard first-aid will be administered and a FIRST AID REPORT will be completed by the staff member attending to your child. A copy of this report will be sent home.

In Case of Medical or Dental Emergency the following steps will be taken:

- If a child sustains an injury needing attention beyond standard first aid, the staff will contact the parent or authorized representative. If unable to reach the parent or authorized representative, we will attempt to reach the next emergency contact on the student's emergency contact list.
- If instructed by the parent or authorized representative, we will then contact the local emergency number/911 for assistance.
- When 911 is called an ambulance/Paramedic will be dispatched.
- Only authorization of a parent/authorized representative can cancel an ambulance.
- The determination for transportation may be left up to the responding emergency personnel depending on the seriousness of the injury and the availability of the parent/authorized representative.
- If a child is transported to a local hospital facility, a staff member will remain with the child until a parent/authorized representative arrives.

Student Accident Insurance: Curiosity Corner does not carry individual medical insurance that will cover your child in case of emergency. All children registered at Curiosity Corner are insured under a Group Accident Insurance Policy. This plan may reimburse claimants for eligible expenses not payable by your healthcare plan or any other insurance plan providing reimbursement for medical expenses. The injury or loss must occur while taking part in activities scheduled and supervised by Curiosity Corner.

Staff Training: Certified Adult/Child CPR and First Aid training by an approved outside service is provided in-house every two years for all staff members. This training also includes administration of Epi-pens using "trainer" pens. Staff will always take safety precautions, i.e. wear protective gloves, when there is potential exposure to blood or other body fluids and use proper cleanup and disposal of soiled refuse or instruments.

Confidentiality

Our staff is trained to respect the confidentiality of information about children and families enrolled in the center. The use or disclosure of all information pertaining to your child and his/her family shall be restricted to purposes directly connected with the administration of the program. No other use of this information will be made without the parent's prior written consent.

Discipline

The child care program at Curiosity Corner provides a safe environment for children to develop a mutual respect for themselves and others. Our discipline policy helps guide children to become responsible individuals able to make their own choices and take responsibility for their behaviors. We will use positive behavior modification techniques, as well as, conflict resolution between students whenever possible. The use of time-outs or withholding of privileges is used if inappropriate behavior is continual.

Our staff is required to keep an open line of communication with parents/guardians. **There is a ZERO-TOLERANCE policy at Curiosity Corner for corporal punishment: verbal or physical violations of personal rights.**

Standards of Behavior

Children will:

1. Use appropriate language.
2. Cooperate with the staff and each other.
3. Show respect to the staff and each other.
4. Refrain from any fighting or other harmful behavior.
5. Respect the rights and property of the staff and each other.

If our staff is unable to resolve continual behavioral issues, the following steps are taken:

1. Staff notifies the parent/guardian in writing requesting assistance in the matter. A signed copy of the parent notification will be retained in the student's file.
2. If misbehavior continues, staff again notifies the parent/guardian in writing regarding the incident advising that the behavior continues to require additional attention and improvement. A signed copy of the parent notification will be retained in the student's file.
3. Should the misbehavior continue, a parent/guardian, student, Site-director, Teacher/Aide meeting occurs. At this meeting the behavior will be discussed. The parent/guardian is informed that if the behavior does not change the child may be removed from the program.

Bullying, Harassment, Or Intimidation

Curiosity Corner has a Zero-Tolerance Policy for any bullying, harassment or intimidation of students and Staff members.

Bullying, Harassment, or Intimidation is defined as exposing a person to abusive actions repeatedly over time. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated. Bullying is a form of *violence* and may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating). It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying can occur face-to-face or in the online world.

For more information online please go to <http://www.cde.ca.gov/ls/ss/se/bullyfaq.asp>

Curiosity Corner is committed to providing an environment free of unlawful harassment. This includes sexual harassment, as well as harassment based on such factors as race, color, creed, religion, national origin or ancestry, age, medical condition, marital status, physical or mental disability, gender identity, sexual orientation, or any other basis protected by federal, state or local law. All such harassment is unlawful. Curiosity Corner will not tolerate harassment by any person.

Complaints about sexual and other types of harassment should be reported immediately to the Director. Sexual harassment complaints will be investigated promptly and all information will be kept confidential. Curiosity Corner prohibits retaliatory behavior against any person who files a complaint.

Suspected Neglect and/or Child Abuse

As required under the Child Protective Services Act, Curiosity Corner Staff are mandated to report any instance of observed or suspected child abuse or neglect of a child. This includes a parent/guardian or authorized person who appears to be under the influence of alcohol, illegal, or other controlled substance when picking up a child from Curiosity Corner.

Clothing

Because of the wide range of activities provided at Curiosity Corner, it is recommended that children be dressed in washable, comfortable clothing. Art, science, cooking activities and the occasional bathroom accident may necessitate the need for an extra set of clothing be kept in your child's cubby at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothing is sent home, please return a clean extra set the next day. If borrowed clothing is used, please wash/dry and return to Curiosity Corner within 2 days.

Snacks

Curiosity Corner provides a daily healthy and varied afternoon snack to students. Some of the choices include: a bagel and cream cheese served with dried cranberries, fresh fruits and vegetables, low-fat cheese and whole grain crackers, gluten free quesadillas, fruit smoothies made with yogurt, and whole grain coated white meat all natural chicken nuggets. Water, 100% fruit juice, water infusions made with real fruits and vegetables, and 2% milk are drink options that may be served each day. Students with food allergies and/or dietary restrictions are provided with an alternate snack.

Cooking Projects: Organized small group cooking activities allow our students to practice measuring and mixing ingredients, cutting fruits and vegetables, assembly, decorating, taste testing and proper food handling. A few examples of these cooking activities include: fruit kabobs, yogurt parfaits, and banana brownies.

A monthly calendar of snacks is posted at Curiosity Corner and our website.

Lunch

Curiosity Corner does not provide lunch to students with the following exception: during school breaks or summer camp when noted on our calendar of events. On minimum days or extended days, students may bring their own lunch and a drink to school or purchase a lunch in advance from Fox School's "hot lunch" provider. **As we don't always have access to a microwave oven in all areas of our facility, we ask that students not bring foods requiring cooking at any time or heating of food on minimum or extended days.**

If your child comes to Curiosity Corner without a lunch, we will attempt to contact you. If you are not able to provide a lunch for your child, we will do our best to provide a healthy lunch for your child. In this event, you will be charged \$5.00 per lunch.

Special Diets and Food Allergies

IMPORTANT: Please advise our Director if your child has or develops any allergies.

Notices for children with dietary needs and/or food allergies will be posted in a staff only accessible area near the food preparation station.

We require permission to treat your child according to their Health Care Provider's instructions if they have an allergic reaction or breathing related problem.

Parents/Guardians must complete a FOOD ALLERGY ANAPHYLAXIS EMERGENCY PLAN and/or a PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART form (LIC 9221).

Parents are asked to provide an update when there are any changes such as the addition of new food allergies, the removal of allergies that are outgrown or changes to treatment instructions. Parents may provide an alternate snack for us to keep on-hand if their child cannot have the snack provided for the other children. These snacks should be non-perishable.

Babysitting

Occasionally parents may ask staff to babysit. Curiosity Corner assumes no responsibility for employees before or after their scheduled work hours. Additionally staff members are not allowed to transport children during work hours without written consent of the parent and approved by the Director.

Parent Visitation and Tours

Parents are welcome visitors to our program. Tours may be arranged by appointment with the Director.

State of California Inspection

Any duly authorized officer, employee, or agent of the California Department of Social Services (CDSS) may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to change at the discretion of the Administration.

Parent/Guardian Input

We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family. Please direct your input to Ann Karns, Executive Director.

Thank you for taking the time to read Curiosity Corner's Parent Handbook.