



Kids Care Parent Handbook

Carlsbad Educational Foundation
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Welcome to the Carlsbad Educational Foundation's Kids Care Program!

Welcome to our program and our Kids Care family. In order to provide quality childcare, we have staffed our program with qualified managers, site coordinators, teachers and aides who will work closely with your children.

Our **Parent Handbook** is intended to provide you with program guidelines and regulations, as well as to familiarize you with the overall program. In all cases, whether required by the State of California for licensed centers or by the Carlsbad Educational Foundation, the rules and regulations are in place to ensure that children are supported in a safe and nurturing environment. The site coordinator at your school will be able to answer any questions you have. We encourage you to call our office for any additional information you may need or to address concerns about our programs and services.

Our entire staff is committed to continuous improvement of our programs and services. Should you have questions or concerns, we are available to assist you. We look forward to working with you for the benefit of your child(ren).

KIDS CARE PARENT HANDBOOK

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CONTACT INFORMATION

Please keep your contact and child's information up to date in your account!

We want to provide the best service possible for you and your child(ren) and communication is essential to that. For safety and your child's well-being, kindly let us know immediately of any changes to phone numbers, address, student release information or any other issues which may arise, as quickly as possible, so that we may better serve you and your child(ren).

In addition, there are conditions spelled out within the handbook that can lead to termination of childcare services. These conditions relate to a number of issues, including, but not limited to, health and safety, payment for services, and civility.

SCHOOL SITE DIRECTORY

Our school site directory can be found on our website carlsbaded.org. For program availability and registration contact the CEF office at (760) 929-1555. Site specific questions may be directed to the individual Kids Care Site Coordinators.

PHILOSOPHY / CURRICULUM

We view the child as an independent, individual, and active learner. Our goal is to provide quality childcare in a fun, stimulating, and safe environment where they can engage in learning and development. Through planned and integrated STEAM (Science, Technology, Engineering, Arts, Math) lessons/activities, as well as engaging enrichment programs, children are challenged to explore their world, solve problems, develop physically, and expand language skills and concepts. The emphasis is on active, hands-on learning.

Our learning environments offer both free choice opportunities, planned lessons in STEAM, and activity clubs/centers to encourage both independence and teamwork. Organized group games are also offered during inside and outdoor times. Weekly lesson plans are posted in each classroom. Homework Club for 1st-5th grade students is available Monday through Thursday for 30 to 45 minutes per day. Homework Club provides children with time to work on or complete take-home schoolwork and is *not meant to be a tutoring center*.

ADMISSIONS

We operate on a nondiscriminatory basis, giving equal treatment and access to services without regard to race, gender, religion or national origin and provide childcare for school age children in transitional kindergarten through grade five.

Kids Care will make every effort to provide reasonable accommodations for children with special needs. If your child has a disability or medical condition that impacts his/her daily life and that would require additional support we ask that you discuss the condition with the Site Coordinator, Area Manager and/or the Director of Operations

prior to considering registration in our program. Parents are encouraged to share strategies with staff for care that will make their child's placement in Kids Care successful.

STATE LICENSING RIGHTS/CONSIDERATIONS

Kids Care is state licensed and operates under rules and regulations set forth by the Community Care Licensing Division, California Department of Social Services and California State Laws and regulations governing school-age childcare.

The California Department of Social Services Child Care Licensing Division reserves the right to inspect the childcare center, interview staff, and review student files without parent authorization.

PARENT RIGHTS AND PRIVACY/CONFIDENTIALITY

An open-door policy is in place that allows parents the opportunity to visit the center at any time during normal hours of operation but must be respectful of the children and their routines and activities. Any records required to be released relative to the child(ren) and/or his/her parent(s) by any agency will only be released upon receipt of a written authorization by the parent/guardian or as required by law.

Photographs of children may be taken at Kids Care for site bulletin boards, family gifts, informational presentations, media/news releases and documentation of program activities. Parents acknowledge and give permission as stated in the Kids Care Enrollment Agreement.

ENROLLMENT PROCESS

Enrollment will be open to any qualifying child, provided the Kids Care Program can meet the needs of the child. Kids Care reserves the right, consistent with applicable Federal and State laws, to dis-enroll a child for reasons of non-cooperation, aggressive/violent behavior, delinquency in payment of fees, civility, or inability of the child or parent to adjust to the Kids Care Program as determined by the Site Coordinator or Manager.

Enrollment in the Kids Care Program is offered on a space available basis. Only students enrolled in Carlsbad Unified School District elementary schools are eligible. This is not a drop-in program. Before a child can enroll and attend our program, each child must complete the online registration and the licensing forms.

We require a 14-day notice to make tuition and/or schedule changes, including leaving the program unless enrollment is terminated by Kids Care.

Please note: During our Holiday and Summer Adventure Programs, we offer childcare and daily rates to all school-aged children in grades TK-5 from any school district (Summer programs do not accept incoming TK students). The same online enrollment process and required paperwork must be completed and prepayment is required for participation in these programs.

COPY OF CEF ENROLLMENT AGREEMENT

Health and Safety Code Section 1596.857 provides:

“(a) Upon presentation of identification, the responsible parent or guardian of a child receiving services in a child day care facility has the right to enter and inspect the facility without advance notice during the normal operating hours of the facility. Parents or guardians when inspecting shall be respectful of the children’s routines and programmed activities.” Further: “(e) Notwithstanding any other provisions of this section, the person present who is in charge of a child day care facility may deny access to an adult whose behavior presents a risk to children present in the facility and may deny access to non-custodial parents or guardians if so requested by the responsible parent or legal guardian.”

Handbook:

I have read and agree to all policies and fee procedures as outlined in our Kids Care Parent Handbook. I understand it is my responsibility to contact Kids Care with any questions I have about the information contained in our Kids Care Parent Handbook related to enrollment policies, procedures, or fees. The Kids Care Parent Handbook can be found on our website <https://carlsbaded.org/enroll/#forms>.

Waiver:

I agree to indemnify and hold harmless the Carlsbad Educational Foundation (CEF) and the Carlsbad Unified School District and their officers, agents or employees from any liability claim or action resulting from or in any way arising out of the participation in this activity by the registered person.

Right to Terminate Care:

I understand if for any reason my child is having problems in the program, a conference can be arranged between the parent, teacher, Area Manager and Kids Care Site Coordinator. I understand that the Carlsbad Educational Foundation reserves the right to terminate childcare services if it is determined that placement is unsatisfactory.

Cancellation Policy:

I understand that I am committing myself to participate in the Carlsbad Educational Foundation (CEF) Kids Care Before and After School Child Care Program for the duration of the school year. If withdrawal is necessary, I will provide **14 days written notice** to CEF addressed to Cheryl@Carlsbaded.org.

Payments:

- I understand that agreement to the time(s) childcare services will be provided requires the Carlsbad Educational Foundation to commit staff and resources for my child, and that I am committed to payment for the time contracted whether my child attends or not.
- I understand that I am responsible for fee payment prior to childcare services being provided. Monthly payments are due on the 1st of each month. Invoices are not required for payment.
- Debit/credit/eCheck (ACH) payments can be made via the Click-to-Pay links in our email invoices or by setting up auto pay through your parent portal. Tuition can also be paid via check, money order, or bill pay through your bank. Payments should be made payable to Carlsbad Educational Foundation (or CEF). Cash is not accepted.
- I understand that any tuition payment received after the 10th will be subject to a \$20 late fee. If the tuition payment is not received by the 15th of the month, I understand that childcare may be withheld until my account is in good standing.

I understand that there will be a \$25 charge for returned checks. If there is a third NSF check against my account, I understand further payments can only be made by money order or cashier's check. Cash is not accepted.

Late Pick Ups:

- I understand that if I pick up my child after my agreed upon time, a late fee of **\$1.00 per minute** will be charged per child. A 5th occurrence may result in a dismissal from the program.
- If my child remains on the site after closing and the site has not heard from me, a staff member will call me. If I cannot be reached, then the staff member will contact the emergency contacts I have listed on the Emergency Medical Form as authorized to take my child from the site. If after one hour the site staff has been unable to reach me or an emergency contact, the staff will call the local police.

Authorized Release:

- I understand that my child will only be released to any person(s) listed as an emergency contact or authorized pick up. All individuals must provide proper identification.
- I, or the person designated on the Enrollment Form and/or Emergency Contacts Form, will PIN my child/children in and out daily. Failure to properly PIN my child in and out of childcare may result in cancellation of childcare.

Illness/Injury:

- If the childcare staff notifies me or my designee(s) that my child is ill, I must pick up my child immediately. If my child is absent due to a reportable disease, my child may return only with a physician's note indicating that he or she is no longer contagious (per state legal requirements).

- I understand that if my child is absent from regularly scheduled school due to an illness, my child will not be allowed to attend Kids Care that day to prevent any possible spreading of germs.
- In case of emergency, CEF Kids Care has my permission to administer first aid or to obtain emergency medical treatment in my child's best interest.
- I understand that my child is not to take any medications at the Kids Care site, except as allowed in accordance with the medication policy. (See handbook.)

Kids Care Right to Terminate Care:

- If for any reason my child is having problems in the program, a conference can be arranged between the parent, teacher and Kids Care Site Coordinator.
- I understand that the Carlsbad Educational Foundation reserves the right to terminate childcare services if it is determined that placement is unsatisfactory.
- The Carlsbad Educational Foundation is committed to maintaining civility and working with families in a respectful and courteous manner and reserves the right to terminate childcare services due to a lack of civility.
- I understand the Carlsbad Educational Foundation may terminate childcare upon learning of any written misrepresentation and/or omission when signing up for Kids Care.

Licensing Agreement:

By signing you agree to the terms of our licensing agreement and acknowledge that the information given in registration is accurate and understand that the information will be used to generate these licensing forms.

School Closures/Natural Disasters:

- I understand that if for any reason the school district cancels school before the start of the regular school day, childcare services will also be closed. If conditions arise during the school day and schools are closed, my child/ children will be housed at his/her regular childcare site until I, or my authorized designee arrives to pick up my child.
- I understand that unforeseen natural disasters may occur (i.e. fires, earthquakes), therefore forcing school closures. I understand that payment for those days closed are required in my regularly paid tuition. CEF will enforce the above statement for a period of 5 days. After the 5th day and beginning on the 6th day of a school closure due to natural disasters, CEF will prorate and credit funds back to the parents on a per day basis. All credits will be reflected in invoices at the beginning of the next billing cycle.

- The before and after school program operates per the school system calendar. Before and after school programs during designated school holidays, vacations, and summer have separate fees in addition to regular tuition. Enrollment must be in advance and prepaid.

Field Trip Permission:

I give permission for my child to participate in Kids Care field trips, whether by foot or vehicle. I understand that special field trips may require additional fees or expenses which I may be required to pay for my child to participate.

Tuition Assistance:

If I receive subsidized tuition based on a sliding fee scale or any subsidy, misrepresentation of gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for underpaid tuition may be charged.

Photographic Release:

I permit CEF to use and publish photographs and/or video of my child for the purpose of promoting the Kids Care program and the work of the Carlsbad Educational Foundation unless written notification is provided from authorized parent/guardian.

I HAVE READ AND AGREE TO ALL POLICIES AND FEE PROCEDURES OUTLINED ABOVE. I UNDERSTAND IT IS MY RESPONSIBILITY TO CONTACT KIDS CARE WITH ANY QUESTIONS I HAVE ABOUT THE INFORMATION CONTAINED IN ANY DOCUMENT RELATED TO ENROLLMENT POLICIES, PROCEDURES, FEES OR FEE SCHEDULES.

(Electronic signature obtained via online registration form)

COMPLAINT PROCESS

Issues involving the child and the parent, including both licensing and non-licensing issues, need to be given careful attention. We recognize that problems and deficiencies must be resolved in a thoughtful, civil, and timely manner.

If there is an area of concern, the parent should first consult with the Site Coordinator. This will allow the coordinator an opportunity to work to address the concern. If the parent remains dissatisfied with the situation or if the problem remains unresolved, the parent should contact Rachel Tamayo, Director of Operations, at 760-929-1555.

POLICIES AND PROCEDURES

ATTENDANCE AND PAYMENT AGREEMENT

Once online registration has been completed, it takes approximately three business days for CEF to process enrollment. If space is not available at the requested site for the requested schedule, you will be notified and placed on a waiting list. The Enrollment Agreement commits Kids Care to providing staff, space, and service to the child whether the child is in attendance or not. This commits the parent to paying for the allocated time and service *whether or not the child attends*.

All families are required to renew their childcare agreement on a yearly basis and to give a 14-day written notice for any changes in contracted care times or to cancel services. Care cannot be paused, and spaces cannot be held for any length of time.

We follow the Carlsbad Unified School District's calendar and all nine Kids Care sites are open from 7:00 am to 6:00 pm when school is in session. We are closed and there is no care provided on the following days: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, Presidents Day, and Memorial Day. Please note that Kids Care may also be closed on additional days when schools are not in session.

CHILD CARE FEES AND PAYMENT POLICY

Before- and after-school childcare is provided every day that school is in session. No additional fee is charged for minimum days. A sibling discount of 10% for each additional child is provided for families with more than one child in the program. Discounts will be applied to the sibling(s) with the lowest tuition rate.

- All payments and billing are handled by Cheryl Freeman, Kids Care Program Manager. Please call 760-929-1555 with questions regarding billing.
- Payment is due by the first of each month.
- All fees must be paid prior to service on or before the beginning of each month.
- Dividing tuition among two or more parties/family members requires the completion of a Split Account Authorization Form, found on our website. Both account holders for a split account will need to complete online registration for the child(ren) to create separate accounts. Both accounts will be charged the annual \$75.00 registration fee per child. Only school year monthly fees can be split. We are unable to split Holiday or Summer Adventure charges as they require pre-payment at time of booking.

LATE FEES

Payments received after the 10th of the month are charged a \$20.00 late fee.

If a family fails to pay its monthly fee by the 15th day of the month, childcare may be withheld.

HOLIDAY AND SUMMER ADVENTURE

Additional care is provided at one assigned location on select school holidays, during summer, and on other vacation days for an additional charge. These programs are offered to students from any school district. Hours of operation are 7:30 a.m. to 5:30 p.m.

Holiday Adventure programs are open to students in grades transitional kindergarten through fifth grade. Summer Adventure programs are open to students in grades kindergarten through fifth grade only; incoming transitional kindergarten students are not eligible. Completed registration paperwork and applicable fees are required.

ATTENDANCE POLICY

Children will be accepted according to the days and hours stated in the enrollment agreement or childcare services. If a child is absent or sent home from school, they are not allowed on that day to come into our program for afternoon care.

Our staffing is based on the number of children enrolled. We do not have drop-in service. If you need emergency care, contact the CEF office (760) 929.1555 and we will make every attempt to accommodate your need.

Attendance is taken upon release from school. It is the student's responsibility to arrive promptly after school for check-in. Students enrolled in on-campus activities must obtain permission from Kids Care staff before leaving our care and will be released in accordance with the agreed-upon details outlined in the "Release Time Agreement" which can be obtained through the Site Coordinator.

At no time, may we rely on student notification that he/she will not be attending our program after school. This must always be verified by parental notification.

ABSENCE, ARRIVAL AND PICK-UP PROCEDURES

These procedures are established for your child's safety. If arrival and pick-up procedures are not followed, we have no choice but to terminate childcare.

Absence: If your child is not attending Kids Care on a given day or any portion of a day that he/she is scheduled to attend Kids Care, it is essential that you notify your child's site in advance. *There are four ways to do this:* 1) call your site, 2) email your site coordinator 3) email via Parent Square, or 4) directly inform a staff member. If you do not contact us, we will call you.

Arrival: State law requires that the receiving teacher must be present and ascertain that a child being delivered to Kids Care is well and able to attend. All children coming directly to Kids Care must be brought inside by the parent and signed in using the parent's pin #.

Children who have attended school during the day may transition from school to Kids Care without a parent PIN. Kids Care staff will sign in children arriving from school. Similarly, in the morning before school, staff will sign children out to report directly to class. If a child enters

the facility without a parent and not directly from school, the parent will be contacted immediately to return and complete the proper sign-in process.”

A child may be dropped off no earlier than the hours stated in the enrollment agreement for childcare. Parent must sign the child in with a PIN number.

Pick-Up: Children must be picked up on or before stated agreement hours. Parents must sign out with a preassigned PIN number. We must have visual contact with parents/authorized persons picking a student up. Students will not be released to unauthorized persons. Parent/Guardian must provide written permission for any person picking up their child. Any person not recognized by staff must provide ID. At no time is a child to leave on his/her own except in the case that a Student Self-Release Authorization Agreement has been approved by the parent and coordinator.

Parents/Guardians may not retrieve their children from the playground, restroom, etc. without first signing out.

Pick-Up Prior to Scheduled Care: School age children are expected at the program according to their agreement. If the parent plans to pick up the child directly from school on one of the contracted childcare days, the parent must notify the Kids Care site prior to the close of the regular school day. If your child participates in after school enrichment or other extracurricular/special activities, you must fill out the “Kids Care Release Time” agreement.

LATE PICK- UP POLICY

Kids Care sites close at 6:00 pm. Holiday and Summer Adventure close at 5:30 pm. Operating beyond regular hours requires staff coverage, overtime pay, and additional facility costs. *Late pick-up violations will result in a charge of \$1.00 per minute per child.*

Childcare services may be terminated for chronic violation of pick-up requirements. Carlsbad Police Department will be contacted for children left later than one hour past closing time.

AFTER SCHOOL ENRICHMENT PROGRAM PROCEDURES

Students enrolled in on-campus activities must obtain permission from Kids Care staff before leaving our care and will be released in accordance with the agreed-upon details outlined in the “Release Time Agreement” which can be obtained through the Site Coordinator.

The following procedures are required from Kids Care:

- Parents will fill out the “Release Time Agreement”.
- Kids Care students must check in at Kids Care before attending any enrichment programs. This ensures staff know the student is on campus and will be returning to Kids Care after the enrichment class. Students may drop off their

belongings at Kids Care before going to enrichment.

- Students are expected to return to Kids Care after enrichment unless a parent notifies Kids Care staff that their child will not return after enrichment.
- 1st - 5th grade students will be responsible for going to and from the enrichment program on their own.
Kindergarten students will be picked up from Kids Care by their enrichment provider and returned to Kids Care by the provider after the enrichment class.
- All communication regarding enrichment classes must occur directly between the provider and the parents.

Kids Care is not responsible for students missing classes. Parents must notify Kids Care of any changes.

The following understandings to this agreement exist:

- At no time is the child to leave on his/her own. The child can only be signed out/released at the designated time by the coordinator/teacher. The child understands that he/she must request permission from the coordinator/teacher before being allowed to leave.
- The parent/guardian understands that by entering into this agreement, the parent assumes responsibility for the child from the time the child leaves the program.
- This agreement can only be changed through a revised/new agreement in writing and signed by the parent and the coordinator.
- The parent can withdraw this agreement at any time upon written notice.

Out of concern for the safety of our children and legal requirements, child care services will be terminated due to failure of parents to follow the conditions of sign-in, sign-out, and adherence to hours of operation.

ADDITIONAL PROGRAM INFORMATION

STUDENT SUPERVISION

To ensure student safety, Kids Care sites have the following strategies in place to provide constant visual observation of all children:

- | | |
|--|---------------------------------|
| * Structured Sign-In/Sign Out Procedures | * Regular, Scheduled Headcounts |
| * Strategic Staff Placement | * Student Boundaries |
| * Intra-staff Communication | * Walking with Student Groups |
| * Restroom Procedures | * Student Awareness |

Kids Care also has an incident response plan that guides staff actions in the event a child is unaccounted for. Please feel free to request more information about the strategies in our supervision plan from the CEF office.

DAILY SCHEDULES

Daily schedules are posted on the site's **Parent Board** located inside each room. Please refer to these schedules for the daily activities, lesson plans, routines, and snack times.

APPROPRIATE CLOTHING

Children should wear clothing appropriate to the changes in the weather during the day and year. Clothing needs to provide protection from the sun, as well as from rubbing and bumping on play equipment and playground tumblers. Closed-toe shoes are highly recommended. Flip-flops are not allowed. Children need to have sweaters/light jackets in cool weather. Some sites may not have additional clothing available so young children may want to have a second set of clothes in their backpacks.

FOOD SERVICE

Children are provided a snack during the 2:30-6:00 pm after-school program. All snacks are comprised of either prepackaged or fresh snacks representing two foods groups. Parents of transitional kindergarteners and kindergarteners who spend the full day with us are encouraged to pack extra snacks. Transitional kindergarteners and kindergarteners have the option to choose cafeteria lunches from the school or may bring their own.

DISCIPLINE POLICY

It is vital that parents, teachers, and children enrolled in Kids Care have a clear understanding of our discipline guidelines. Every child has the right to learn and no child should interfere or prevent another child from his/her right to learn.

We have three rules:

1. Be respectful
2. Keep your body to yourself
3. Listen to and follow directions

Please review these rules and what they mean with your children and use them as references when discipline is necessary, or rewards are given.

DISCIPLINE PLAN

Kids Care uses a variety of methods to encourage good behavior and discourage unacceptable or inappropriate behavior. Positive reinforcement, rewards, privileges and verbal praise are used to acknowledge and encourage acceptable, positive behavior.

When it is necessary to discipline a child, whose behavior is inappropriate, a variety of discipline strategies will be used to correct the child's unacceptable behavior. The following are techniques we use for teaching and empowering students to help them solve behavior issues. The same behavior standards for students that apply during the school day also apply during Kids Care.

Discipline Techniques (*not in any particular order*):

- Speak to the student
- Positive redirection
- Verbal warning
- Loss of privileges
- Speak with parent
- Behavior Support Plan
- Suspension
- Release from program

We are committed to maintaining civility and working with families in a respectful and courteous manner and appreciate direct communication between parents and our staff. We encourage parents to feel free to discuss discipline issues or areas of concern with their Site Coordinator and staff.

If a child continues a pattern of inappropriate behavior, initially it will be discussed with the parent. It is important that parents be supportive by encouraging the child to behave appropriately and/or follow the discipline guidelines.

If unacceptable behavior persists (after several attempts to guide the child toward the acceptable behavior) the child may be suspended from the program, and the parent will be contacted to immediately pick up the child. A meeting may be arranged with the Site Coordinator and the parent(s) to develop a plan of action or behavior support plan to address the situation. If this plan of action is not successful, the child will be dismissed from the Kids Care program. For children with special needs, Kids Care can provide reasonable accommodations to address behavioral concerns relating to the child's special needs.

Aggressive, violent or disrespectful behavior will not be tolerated, and may be grounds for immediate suspension.

HEALTH REQUIREMENTS/MEDICATION/EMERGENCY CARE

Children will be screened daily by the Site Coordinator/staff before for early signs of illness. No child may remain at the site if he/she is sick. If a child becomes ill during the day or has an accident requiring more than first aid treatment, parents are immediately contacted and instructed to pick the child up. Our sites can only provide an isolation area for a sick child to rest in until pick up has been arranged.

MEDICATION

Medications cannot and will not be given without written approval by the doctor on the proper Medical Consent Form. The Parent Consent for Administration of Medications and Medication Chart (LIC9221) form is available from the Site Coordinator or our website at www.CarlsbadEd.org.

All medication must be in its original packaging.

We encourage parents and physicians to schedule medication consumption **OUTSIDE OF PROGRAM HOURS**. To meet the needs of children for whom it is necessary to administer medication during the day, the program strictly adheres to its Medication Policy and to all laws regulating this activity. Medication will be stored, handled and administered only according to this policy. A copy of the policy and an authorization form, which are available from the Site Coordinator, must be reviewed by you and be completed by your child's physician to properly authorize the program to handle his/her medications. Personnel may consult with the physician before deciding if they will administer the medication. Only under extreme conditions are medications given by personnel. Kids Care reserves the right to decide not to administer medications during the child's attendance at the program. In this case, personnel will notify the parent prior to accepting the medication or at such time as it deems it can no longer do so.

EMERGENCY CARE

Registration requires completion of forms for Identification and Emergency Information (LIC700) and Consent for Emergency Medical Treatment (LIC627). The forms identify dentist, doctor and authorize the course of action to be taken should a medical emergency arise. These forms must be kept up to date. The parent is required to immediately inform the site coordinator of any change in the information provided.

In an emergency, we will attempt when possible, to contact you or your designated representative. If we are unable to do so, or if time requires, we will contact your physician or dentist for direction. If we are unable to reach you, or if time requires, we will contact the Carlsbad Fire Department Paramedics and/or seek emergency medical treatment.

DISASTER PREPAREDNESS

Each site conducts practice drills. In the event of a natural or impending emergency, Kids Care sites are equipped with a disaster preparedness plan. Should evacuation occur, check with your individual site for further information or instructions. A staff member will remain with children until parents can be reached.

PARENT PARTICIPATION

Parents are invited and encouraged to participate in activities whenever possible. The following are suggestions on how you might participate:

- Participate in program events when possible.
- Provide the program with children's books, toys, games and puzzles, etc. that are in good condition but no longer needed at home.
- Bring things from home such as scrap materials, paper and art supplies, arts and

- crafts ideas, and special snacks (prepackaged).
- Volunteer to support the children's community service activities.

Thank you for choosing the Carlsbad Educational Foundation's Kids Care Program. Should you have any questions about this handbook, please contact your Site Coordinator, Area Manager or Director of Operations, at the CEF office at 760-929-1555.

This handbook is subject to change at any time.