



# *CCC Drop-In Daycare*

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## **Daycare Usage**

- All children must be members or be registered within the ActiveNet system and pay daily admission or active members.
- The parent or authorized adult must remain in the facility while the child is checked into the CCC Daycare.
- CCC drop-in Daycare is available for children age 6 months to 8 years old.
- Children must be checked in and out of the Daycare by the same parent or authorized adult, unless otherwise noted. Membership cards or photo ID may be necessary during child check-out at the sole discretion of the CCC Daycare Staff.

## **Policies and Procedures**

- The CCC Daycare is not equipped to provide 1:1 care for children of any age. If children require one-on-one care, they may have a PCA or Support Person attending them while they are checked into the daycare.
- For the safety of the children, if the Daycare reaches maximum capacity, parents or authorized adults will be asked to wait to check-in until a vacancy occurs. Names and phone numbers will be added to the waiting list and staff will call on a first-come-first-serve basis as openings occur. Once contacted, parents or authorized adults will have 5 minutes to check children into the daycare or the spot will be given to the next person on the waiting list.
- Parents and Authorized Adults must abide by the Sick Child Policies (see below)
- For the health and safety of children at the CCC, any type of medicine, vitamins, or drugs are not permitted within the Daycare.
- CCC Daycare Staff reserve the right to remove or suspend children that pose a danger to themselves or others.
- Children must always follow the code of conduct while within the daycare. Failure to follow this code will result in disciplinary action including time-outs or removal from daycare at the discretion of Daycare staff.
- Socks must be worn at all times by children of all ages within the daycare.
- For the health and safety of all children within the daycare, parents and/or adults are responsible for changing their child's diapers. If a child needs a diaper change, parents or authorized adults will be called or retrieved to come assist their child.



- For sanitary reasons, children must be covered on top and bottom. Diapers, underwear, and swimsuits must be covered by pants/shorts, shirts, leggings, etc.
- Plastic or metal sippy cups or water bottles are permitted for water only. Please no glass bottles, juice, milk, or beverages other than plain water.
- Personal electronic devices such as phones, iPads, smart watches, etc. are not permitted within the CCC Daycare.
- Please no food, candy, gum, or toys from home in the daycare.
- Parents or authorized adults will be called or retrieved if a crying child or infant cannot be soothed within 10 minutes.
- When a parent is retrieved to assist their child in a diaper change, soothe their crying child, or for a behavioral issue, they must report to the daycare within 20 minutes of the initial contact.
- The Chaska Community Center reserves the right to suspend daycare privileges for any person who fails to follow the guidelines listed above.

## **Sick Children Policy**

A child exhibiting any conditions or behaviors determined by CCC Staff to be an illness will be excluded from the Daycare. If a child becomes ill while at the daycare, parents or authorized guardians will immediately be called or retrieved and the child must be removed from the Daycare, to include their siblings or other household contacts. Please understand that we strive to provide the healthiest and safest environment possible for children and staff. The below conditions and behaviors will exclude a child from participation in the CCC Daycare:

- A child with chicken pox until the condition is no longer infectious.
- A child who has vomited in the last 24 hours.
- A child who has abnormally loose stools within the last 24 hour
- A child who has contagious conjunctivitis (pink eye)
- A child who has had a bacterial infection, such as strep throat, who has not completed 24 hours of antibiotics.
- A child who has lice, ringworm, or scabies that is untreated and contagious to others.
- A child who has a temperature of 100 degrees or higher – CCC Daycare staff have access to touch-free thermometers and will test children's temperatures at their discretion.
- A child who has a profusely runny nose with either green or clear mucus – if a child's nose must be wiped by staff more than 3 times, parent or authorized adult will be asked to remove the child.

If a child exhibits any of the above conditions, please keep them at home! If a child does not attend school due to illness, they will not be allowed in to the CCC Daycare. We strive to keep the facilities at the CCC as sanitary as possible, and we appreciate your help and cooperation as a parent or guardian toward this goal.



## Daycare Code of Conduct

In the interest of safety for all in the CCC Daycare, the following rules must be observed:

- No pushing, wrestling, hitting, tackling, or rough play of any kind.
- Only appropriate language in the daycare! Swearing or inappropriate words are not permitted.
- No running unless participating in activity led by staff.
- Bullying of any kind is not tolerated.
- No yelling or screaming.
- Children must wash their hands before entering the daycare.
- No climbing up slides, on netting or poles, or on daycare furniture
- Socks must be worn at all times.
- All other rules are enforced at Daycare Staff's discretion.

Failure to abide by the above criteria may result in participant's removal from the daycare. All disciplinary action will be documented by staff (see below) and must be signed by a parent or authorized adult prior to checking their child out. Multiple disciplinary actions will result in the loss of daycare privileges. If, at any point, parents or guardians are concerned or have questions about their child's behavior, please reach out to the Daycare Coordinator at 952-448-5633.

## Disciplinary Report

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Involved: \_\_\_\_\_

Description of Incident:

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Action Taken:

- Time out
- Removal from Daycare
- Other

*length:* \_\_\_\_\_

*explain* \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_