



Center Policies

State Licensed Facility

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Cuddlebugs Learning Center

Mission Statement

Setting the foundation for success- We prepare students to be life-long learners. All children will be given the freedom – in a structured environment- to be responsible, supportive, culturally diverse, explorers, creative, and problem solvers. CuddleBugs traditions are rooted in the joy of diversity. We inspire children to build their inner lives, lift up their voices, strive for a wonderful peace, and respect for everything natural and living. Our primary goal is to provide a loving, safe, stimulating environment for your child. It is important that we work together as partners and that we feel comfortable discussing your child’s needs. We look forward to a long and rewarding friendship with your child and family. The real preparation of education is the study of one’s self.

Vision Statement

To challenge children of all abilities to achieve excellence now and as leaders of tomorrow.

Hours of Operation

Monday – Friday
6:30 a.m. – 6:00 p.m.

Texas DPHS Standard for Child Care Centers

You are entitled to review a copy of the rules and regulations for childcare centers set forth by the Texas Department of Child and Family Services, referred to as *Minimum Standard Rules for Child Care Centers*. We have a copy for your review or a copy of this manual is available online at www.txchildcaresearch.org. Any questions or concerns should be directed to the Director. You may stop by during normal business hours, or you may email the Director, at t.key@cuddlebugslern.com or call (903)566-5437. Reports of suspected child abuse may be directed to the Child Abuse Hotline at 1-800-25-ABUSE (25400). You may also contact the local licensing office at 903-595-4841.

Governing Body & Administration

Director: Tahitia Key

Revision of handbook effective 7/2017: As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. Cuddlebugs Learning Center is regarded as a Gang Free Zone. A gang-free zones is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of Cuddlebugs Learning Center.

Please read our policies in its entirety before you enroll your child into our program. We cannot make exceptions to our policies under any circumstances, so feel free to call the center Director with any questions. Cuddlebugs Learning Center reserves the right to modify center policies and tuition rates when necessary. Parents are given at least 2 weeks notification of changes in writing posted on the centers parent board. This policy supersedes any policy that has been received during and after enrollment at Cuddlebugs Learning Center. Parents are responsible for maintaining a current copy of the center policies; copies are available online and at the center.

Days of Operation

Center Hours

Our center is open Monday-Friday from 6:30am to 6:00pm

Children must be in attendance no later than 9:00am and picked up by 6:00pm a late fee of \$1.00 is assessed for every minute beginning promptly at 6:00pm. The late pick-up fee will be automatically charged to your account.

Extended Care

Tuition rates include a maximum of up to 10 hours of child care per day. \$1.00 per hour will be billed to your account if you exceed the 10 hour maximum.

Holidays

We are closed the following holidays:

- | | | |
|-------------------------|-------------------------|-------------------|
| -New Year's Day | -Martin Luther King Day | -Memorial Day |
| -Fourth of July | -Labor Day | -Thanksgiving Day |
| -Day after Thanksgiving | -Christmas Eve | -Christmas Day |

Note: Our center will close one day throughout the year for a professional staff training conference, parents will be notified of the date in advance.

Tuition accounts will not be credited for holidays. This policy is standard with most reputable child care centers in the area and reflects the centers ongoing operating expenses.

School age follow the school district calendar for pre-planned closings.

Weather and Emergency Closings

In the event of inclement weather or other emergency situations, every effort will be made to keep the center open. If the center must close, we will provide notification on our Facebook page and or KLTN channel 7 for reported school closings.

While it is impossible to anticipate every circumstance of a potential emergency, we do have the following general guidelines in place:

- At all times:
 - in the event of a utility outage (power, and or water) prior to 6:30am, opening to the center will be delayed
 - if still without utility service by 11:30, the center will remained closed for the day.

-in the event of a utility outage (power, and or water) during normal business hours, the center will announce its decision to close after 60 minutes. Parents will be notified by phone and required to pick up their children. Evacuation Plan –

Chemical Spill or other Utility Emergency
Call 911

In case of a chemical evacuation, students of Cuddlebugs Learning Center will be transported, via designated drivers that are employees of the center, to a central location. All students will be taken to the Bascom United Methodist Church. The school's personal van will be used to transport children. Individual drivers, which have cleared a current Criminal/FBI Background check and have a current copy of a valid insurance policy on file, will be allowed to transport children. Designated drivers will be appointed at the discretion of the Director, Tahitia Key.

Route to destination: Head northwest on TX-64 W toward Oak Ridge Rd
Turn left onto State Hwy 248/TX-248 Spur
Turn left at the 2nd cross street onto Bascom Rd destination is on the right

****If our center closes due to the weather, utility outage, or emergency situation, regular tuition charges will apply.**

Registration and Payments

Registration

- Upon enrollment your account will be billed a registration fee in the amount of \$45.00 with one access card included, supply fee, and your child's tuition with the exception of our After School requiring a non-refundable deposit.
- Payment of the registration fee and deposit is due upon registration and is required to secure your child's enrollment in our program.
- payment of the first weeks' tuition is due by the Friday prior to the first week of attendance and is required to begin attendance.
- If you decide not to begin enrollment, your registration fee and deposit will not be refunded.
- Upon registration and throughout enrollment parents must notify the center in writing of any special needs including but not limited to allergies, medical conditions, dietary restrictions, and disabilities, such knowledge is necessary to provide proper care for your child.

Annual Registration

-Annual registration is required for all programs at the center. Registration forms will be distributed every September. All forms must be returned by the due date along with a \$45.00 fee to secure your child's enrollment.

Summer Camp Registration

- You will receive a School Age Summer Camp forms (ages 5-12) in April, which allows you to reserve your spot for summer camp.
 - The summer camp enrollment form must be no later than May 2018 to guarantee enrollment at our center.
 - Once you submit the Summer Camp Enrollment you are responsible for the payment total regardless of attendance, absence, with-drawl, or other decision not to attend.
 - Your deposit is an amount equal to the weekly tuition rate for your last week of attendance.
 - Summer camp tuition may be paid weekly, biweekly, or monthly, as long as it is in advance. Payment is due by Friday for the up-and-coming week.
 - This policy applies to currently enrolled families as well as new families.
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Payments/Fees

- Tuition is due on Fridays for the following week and may be paid weekly, bi-weekly, or monthly.
 - If tuition is paid monthly you are entitled to a 10% discount off tuition only. This policy applies to full time students only.
 - Monthly payments must be paid by the 5th of every month or you forfeit the 10% discount and a \$20.00 surcharge fee will be applied to your tuition payment.
 - Tuition is considered late Wednesday 6:00pm and a \$15.00 weekly late fee is automatically applied to your account. Your enrollment is subject to termination after 2 weeks of non-payment.
 - CCS payments are due no later than the 1st of every month per your contract with Child Care Services. If payments is not made by 12:00 noon of the 2nd business day, a nonpayment report will be sent to your CCS caseworker and care will be termed. In the event that your care is termed, your spot is no longer reserved and is available on a first come first serve basis. In order to reinstate your child's care, a spot must be available and the past due balance must be paid in full. If care is termed due to nonpayment a \$15.00 reinstate fee will be applied.
 - Payment options:** There are three payment methods to choose from at Cuddlebugs Learning Center.
Option #1: Tuition Express, where all tuition and additional fees are deducted automatically from your account. *Option #2:* Online through Cuddlebugs website at www.cuddlebugslern.com. *Option #3* Payment by cash or written check with an extra \$5.00 handling fee per billing period.
 - Checks:** please include your child's first name on your check. A \$5.00 handling fee will be billed to your account per transaction. Checks returned unpaid from your financial institution will result in a \$35.00 returned check fee billed directly to your account. Appropriate late payment charges will also apply.
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Payments/Fees (Continued)

- The center Director may also require you to make future payments in cash only and the \$5.00 handling fee will apply.
- Supply Fees:** Due quarterly, January, April, July, October, and are prorated in between months.
 - Courtesy charge:** if you are unable to make your payments on Fridays and need to make other arrangements, we will be happy to set your payments on a date that is more convenient with the exception of tuition being paid in advance and a \$5.00 fee applied to your account weekly.

-**Safety Arrival Fee:** This fee is \$7.50 and is charged to parents who do not contact the center to let the staff know their child will not need transportation to our facility for afterschool care. Parents must notify the center within 2 hours of scheduled pick up times in order for fees not to be assessed.

-**Account Receipts and Statements:** You may request statements of your account as needed.

-**Primary Guardian:** For record keeping purposes, the person who signs the Registration form is designated as the primary guardian.

-**Past Account Information:** You may request a year-end statement for tax purposes, given that your account is paid up to date. For account statements for prior years' attendance (more than two years ago). Please make a written request to the front office and include a \$50.00 processing fee, requests for prior years' may take several weeks to process.

-**Delinquent Account/Collection Fees:** If a balance is maintained on your account, we will notify you of the balance. We will give you sufficient time to dispute the charges, if necessary. Unless previous arrangements are made concerning payment arrangements, all transportation privileges from public school and to and from field trips will be suspended. If payment or payment arrangements are not made on undisputed charges, your account will be referred to the smith county court for collection. On the day all necessary paperwork is filed with the smith county court for collection proceedings, your account will be charged an additional collection fee of \$200.00 plus any postage fees incurred during the process. The additional \$200.00 collection fee is compensation for our time to file and appear in court. You will also be responsible for all applicable court costs as well.

Note: Reimbursements for student with drawl is not an option after payment has been made. This is whether your child is in enrolled full time, part time, or after school. The funds will be allocated as soon as payment is made. Discounts may not be combined.

Vacation Credits

-You will receive vacation credit that is equal to one week (A week is considered the number of days your child is enrolled in a typical week), of tuition to use towards a pre-planned week of vacation. Vacations may be taken after 12 months of continuous enrollment at our center. Vacations are for one week per year and may not be split into days.

-Vacation credit may not be applied to your account balance.

- If you withdraw from our program, your available vacation credits will expire on your child's last day of enrollment.

How to Apply These Credits

-If you are planning a vacation please complete a Vacation Credit form at the center and place it in the tuition box.

-Vacation Credit slips must be submitted at least two weeks before your vacation to receive a tuition credit.

-Your tuition account will be credited the week after your confirmed absence.

General Center Policies (Listed Alphabetically)

Absences

-we do not provide tuition refunds or reductions for absences due to illness or other reasons. This policy is standard with most reputable centers, given that centers' operating expenses remain constant.

-As a courtesy, we request that you call the center to inform us if your child will be absent. Your notification allows our teachers to begin the daily activities on time and eases our concern for your child's well-being.

Adding and Switching Days

- You may add additional days to your child's schedule, provided that space is available and your account is paid up-to-date. Please call the Center Director as soon as you know that you will need child care for an additional day. If you add a day, your account will be charged the appropriate tuition fee. Refunds will not be given should your child not attend on the added day for any reason.
- Switching days cannot be permitted, as it is difficult to schedule teachers, plan menus, and run an efficient center.

Allergies

- Please notify the Director in writing of any food allergies as they must be documented on an "Allergy Action Plan".
- Special dietary restrictions such as lactose intolerance must be accompanied by a physician's note. This includes the need for soy-based milk. Special dietary needs and allergies will be posted in each room and meal area. If applicable, please see Director for more details.

Arrival & Departure Time; Pick-Up Authorizations

- We ask that you accompany your child into our facility every morning no later than 9:00 am unless a doctor's excuse is provided or prior arrangements are made with the office. This provides a smooth transition and encourages communication between the parent and the teacher.
- We begin at 8:00am. Should you arrive after, it is requested that you quietly escort your child to his/her seat. ***Our responsibility begins when you place your child in the care of a staff member and ends when you take your child from the care of a staff member.***
- Arrival and pick-up times often become very busy. Please make an appointment if necessary with the center director for lengthy discussions concerning your child.
- Parents are responsible for keeping their authorization information up-to-date. The center must also be notified in writing if someone other than those authorized will be picking up.
- Please **do not** drop your child off in the front of the building to walk in by themselves.
- Please do not leave your child in the lobby to walk themselves to class. It is imperative that you personally place your child in the care of a staff member, this leaves no room for error or misunderstanding regarding supervision.
- Children are only dismissed to those persons whose names appear on the enrollment form. No child will be able to leave with any unauthorized person. An ID will be requested on any authorized individual not known to the staff member releasing the child. **PLEASE HELP US COMPLY WITH THIS RULE.**
- No person under the age of eighteen, including family members, may pick up your child from the center.
- Changes in the Pick-up Authorization Form or Deletion of pick up form must be given in writing by the parent.
- In order to enforce non-custodial visitation and possession you must provide the center with a certified copy of the court ordered possession papers. The center has no legal authority to refuse either aren't the right to have custody of their child unless this is court ordered and the CENTER HAS A COPY OF THE JUDGEMENT.
- In joint custody or divorce situations, parents should provide a mutually agreeable list of persons authorized to pick-up. If a mutually agreeable list is not provided, Cuddlebugs will allow parents, grandparents, and stepparents, to pick-up, unless otherwise stated by the court of jurisdiction.
- When arriving sign your child in and upon leaving sign your child out.

Assessment

- Daily observation of your child’s participation in classroom activities provides our facility with insight about his/her developmental growth. Specifically our teachers document your child’s demonstration of age-appropriate behaviors and characteristics as a means of assessing his progress.
 - Observations are recorded on checklists, and filed in your child’s individual assessment portfolio. This file is kept in your child’s classroom, and is always available for your review.
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Babysitting after Hours

- We consider it inappropriate for parents/clients to solicit our staff to work for them either in business or home. It is also inappropriate for employees to solicit to work for our parents/clients or to agree to work for them in their business or home in which they have influence over hiring and/or promotion decisions. Therefore all employees will be required to sign a statement that they will not engage in “care for hire” or any employment by or for any past or current parent/client of Cuddlebugs.
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Behavior Management

- Cuddlebugs is committed to the well-being of each and every child. In order to provide a safe, loving, and stimulating environment for all enrolled children, we expect a reasonable degree of cooperation from each child and parent.
- The purpose of discipline is to help the child become self-managing and socially responsible. Discipline shall be positive guidance that is based on an understanding of individual needs and the development level of a child.
- Discipline shall be directed toward teaching the child acceptable behavior, recognizing causes and effects of feelings and actions and to improve their understanding of social expectations.
- Children are encouraged to use language skills to solve problems
- The children are taught to respect authority and the rights of others. Your child will not be subjected to striking, spanking, yelling, etc., by the staff. If the child cannot get control of themselves, then the parents will be called.
- Personal space is also available for children who need time to quiet themselves before rejoining classroom activity.
- Intervention in the steps of 1. Identifying the behavior 2. Assessing the behavior 3. Addressing the behavior 4. Developing an individual behavior plan with the parent, are a few of the steps we take
- We want to work together with the parents for the good of their child. If we can’t work together, then the director may request removal of a child from the program if he/she becomes an ongoing discipline problem. The following is considered unacceptable behavior:

- | | |
|---|--|
| Running in the classroom | Leaving the area or group without permission |
| Becoming disruptive | Removing shoes or other articles of clothing |
| Throwing toys, sand, mulch | Using toys and materials inappropriately |
| Aggressive behavior | Abusive or inappropriate language |
| Lack of cooperation | Arguing with staff or other children |
| Behavior determined by the Director to be unacceptable | |
| Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair. | |

This list is not all inclusive.

Birthdays

-Simple birthday parties with refreshments (cookies, cupcakes, punch, etc) that are purchased from a store or commercially made are permissible if arrangements are made with the teacher in advance. Invitations to parties will be distributed ONLY if there is one for each child (this eliminates hurt feelings).

Biting Policy

-Biting occurs as a result of a child's inability to communicate. When a child is bit or has bitten the following procedures will take place:

- The bit child will be comforted
- The bitten area will be cleaned thoroughly
- An accident report will be filed
- The parent of the bitten child will be notified
- The biting child's parent will be notified
- The classroom environment will be assessed
- The biting child will be closely supervised

-The identity of the biting child will be kept confidential.

-Please keep in mind that both families are affected in biting situations. Almost always, the parent of the child who bites is just as distraught as the parent of the child who is bitten.

-We want to consider the feelings of both children (and families) involved.

-Cooperation and understanding from both families is imperative. We assure you we will do everything we can to eliminate future occurrences.

-If the behavior does not improve in a reasonable amount of time, termination of enrollment may be necessary.

Breastfeeding

-Human milk is the best source of milk for infants. Our mothers that are breastfeeding are provided with a comfortable setting within the center that enables a mother to breast feed her child at any time. More information about nutrition education, breastfeeding support and more is located in the breastfeeding corner in the infant room or contact your local WIC office.

Celebrations and Holidays

-Our students are a diverse community of learners. We embrace opportunities to introduce the children to customs, traditions, holidays, and other celebrations that are important to their peers.

-You are encouraged to share your family's experiences with your child's class, and are always invited to participate in our celebrations and events.

Cell Phones

Cuddlebugs Learning Center is a NO CELLPHONE ZONE! Out of respect and safety for both children and staff, please refrain from cell phone use while in the center. Thank you for complying.

Child Abuse and Reporting

-The law requires any person who believes that a child is being abused, neglected, or exploited to report the circumstances to the Texas Department of Family and Protective Services (DFPS) Abuse Hotline at 1-800-252-5400, or at the website <https://www.txabusehotline.org>. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person who suspects abuse and does not report it can be held liable for Class- A misdemeanor. Resources that can be used to help prevent child abuse and neglect are:

- Child Protective Services
- Parent Services Center
- Champions for Children
- Parents Anonymous

All staff are required to obtain at least 1 hour a year of Abuse and Neglect training including warning signs that a child may be a victim of abuse or neglect. Staff obtain other trainings yearly.

Classroom Placement & Transitions

-Cuddlebugs accepts ages 6 weeks through 12 years. Upon enrollment, your child will be placed in the appropriate classroom based on their chronological age.

Curriculum Goals

At Cuddlebugs Learning Center our goal is to enhance the whole child through developmentally appropriate activities. We understand that each child develops at an individual rate. We also believe that children construct their own knowledge by touching, manipulating, exploring, and playing. Children learn important social and emotional skills by interacting with the environment and the people in the environment. We provide developmentally appropriate activities through the Texas School Ready Program which allow children to practice and master skills in the cognitive, physical, language, literacy, social, and emotional domains in a safe and positive environment. We also respect each child and family and the diversity each family brings into the program.

Social and Emotional Goals

- To develop positive social skills, problem solving, and conflict resolution skills.
- To develop a positive sense of themselves by offering opportunities for the child to succeed and express their ideas and creativity.
- To learn how to identify and appropriately express their emotions.
- To develop a respect for individual and cultural differences.

Physical Development Goals

- To develop their large muscles through climbing, running, throwing, catching, and playing outside.
- To develop their small muscles through puzzles, cutting, writing, play dough and manipulatives.
- To have children become aware of and practice good health, safety and nutrition skills.

Cognitive Development Goals

- To provide opportunities to think create, question, hypothesize and explore.
- To encourage free expression and creativity through art, music, and dance.
- To enhance logical and symbolic thinking.
- To actively participate in the learning process.

Language and Literacy Development Goals

- To increase vocabulary including comprehension and expression.
- To recognize that print has meaning including the child's name.
- To develop phonological awareness.
- To provide many opportunities to practice writing.

- To enjoy literacy.
- To facilitate language skills starting first with oral, then moving to written.

General Center Policies (Continued)

-For brief periods of time in the early morning and late afternoon certain age groups may be combined. Please ask the director for specific information about which classroom your child should be dropped off and picked up from.

-Your child's advancement to the next classroom will be based on his/her chronological age, developmental readiness, and availability of space. To help children feel comfortable in new classroom placements, they are introduced to the new classroom teacher and visit the classroom for a short period of time in the weeks before the transition. You will receive a "I'm Moving Up" notice from the director prior to the transition.

Clothing & Diapers

-**Infants:** please provide an adequate supply of disposable diapers and wipes. Additional items should include bibs, ointments (if needed) at least two changes of labeled clothing and appropriate outdoor wear.

-**Toddlers:** Please provide an adequate supply of disposable diapers and wipes. You should also provide two changes of labeled clothing and appropriate outdoor wear.

-**Ages 3-5:** Please keep a complete set of labeled clothing at the center. If you bring home a soiled set of clothing please replace the extra set for the next day. Please provide the appropriate outdoor wear for each season.

-**School Age:** Please provide the appropriate outdoor wear for each season

-We use messy art and craft supplies to produce masterpieces. Aprons are provided, but please dress your child appropriately for everyday art and craft activities. Our products claim to be washable, however, Cuddlebugs is not responsible for damaged clothing.

Conference

-Parent teacher conferences are an important opportunity where we can sit down and discuss your child's progress in school. Scheduled conferences are 2 times per year.

-Individual conferences with your child's teacher are always available upon request, as are meetings with the center director, either meeting can be arranged by speaking with the center director. We also encourage parents to participate in our Open House.

Confidentiality

-Cuddlebugs respects the right of each family to privacy and confidentiality. Information relating to your child and family will not be released unless written authorization is provided by a parent or legal guardian.

-If your child is involved in a biting incident or an altercation with another child, Cuddlebugs will not reveal the identity of the other child.

-In the event of suspected child abuse, Cuddlebugs will share information regarding the child and family with the appropriate agencies as required by various federal and state statutes and regulatory rules.

-All teachers participate in Identifying and Reporting Child Abuse and Maltreatment training and therefore are identified as mandated reporters.

Disabilities, Children With

- Cuddlebugs complies with the Americans with Disabilities Act (ADA) and we will provide reasonable accommodations for children with disabilities.
- Cuddlebugs will make an individualized assessment about whether we can meet the particular needs of the child without fundamentally altering our program. In making this assessment, Cuddlebugs will not react to unfounded preconceptions or stereotypes about what children with disabilities can or cannot do, or how much assistance they may require. Instead, Cuddlebugs will speak with the parents or guardians and any professionals (such as professionals or healthcare professionals) who work with the child in other contexts.
- Cuddlebugs may exclude children from our program if their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of our program.
- The ADA generally does not require child care centers to hire additional faculty or provide constant one-to-one supervision of children with disabilities.
- If special services are required beyond Cuddlebugs legal obligation, and we choose to provide such services, we will charge the parents or guardians accordingly.

Emergency Preparedness/Evacuation Plans

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

- All employees are responsible for moving children to the designated safe area
- Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities
- In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.
- Alternate shelter: Bethal Baptist Church 13108 Hwy 64 E. Tyler, TX. 75707
- Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present.
 - The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and DFPS child care licensing.
 - The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

Emergency Drills Emergency Fire Drills are held monthly and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

Field Trips

- Off site field trips are an exciting addition to our program for pre-school, pre-k students and school-age children.
- Transportation for these trips is provided by Cuddlebugs
- To ensure the safety of all participants, children who participate in off-site field trips must be at least 3 years of age weigh at least 40 pounds, and be reliably potty trained.
- In advance of each trip, parents will be informed of the details, including any applicable fees. You will be required to provide written permission for your child to participate.

Health Policies: Health Check & Medical Statement

- Health check- A visual or physical assessment of a child to identify potential concerns about a child's health including signs or symptoms of illness and injury, in response to changes in the child's behavior

since the last date of attendance. Health checks are state required and will be performed by Cuddlebugs Learning Center staff upon arrival at the center.

-A written statement from a licensed physician (with signature), who has examined the child within the past year that states the child is able to participate in the program is required before a child is able to begin their first day of attendance with exception that a child is CPS due to placement, which is then given 30 days.

Health Policies: Medication and Topical Ointments

Please read the following medication policies carefully. We must follow, according to State Licensing, all policies and regulations as outlined.

-For child safety, all medication must remain in the front office with management personnel. No medication is allowed in the classrooms.

-Medications are administered on an individual basis.

-All medications must be signed in daily on our Medication Authorization Form and submitted to the front office. Medications must be in their original container and clearly labeled with your child's name, especially prescription medication.

-Medications must not be expired. Any expired medication will not be administered. Any unclaimed expired medication will be disposed of.

-Prescription medication will be administered as directed with written authorization and instructions that correspond with the physician's directions on the label. We cannot administer prescription medication to anybody other than the child for which it was prescribed. This includes sharing a prescription medication with a sibling(s).

-A hearing and vision screening for four and five year olds within 30 days of the first day of school is required.

-We will not deviate from either the physician or manufacturers' directions.

-We will not administer medication for which parent/guardian has altered the directions and/or dosage, unless directions are accompanied by a supporting physician's note indicating such alteration.

General Center Policies (continued)

-Medication should be taken home after 10 days as we will not administer medication after 10 days unless otherwise noted by a physician. Prescriptions/medication not picked up as requested will be disposed of.

- The only exception to the above statement is for children with medical conditions requiring special medication at a moment's notice as a preventative, such as the use of an Epi-Pen or other medications, which would prevent a potential life threatening or otherwise serious condition.

-Parents will be notified if their child has been exposed to or has a contagious disease such as pink eye (conjunctivitis), head lice chicken pox, etc.

-Over the counter topical ointments such as diaper cream or first aid creams, sunscreens, or insect repellent may be applied to your child with written parent permission and the parent must supply these items.

-Over the counter medications will need to accompany a signed Medication Consent Form from your physician before cuddlebugs can administer these medications. We will not accept a verbal consent.

-Medication consent forms will need to be updated every year during annual registration.

Health Policies: Illness

We are a center for healthy children. A child who is not healthy does not benefit from our program and can adversely affect the health of the class. If you have doubts about your child's health, and feel your child is unable to follow the daily schedule, please keep them home and contact your family doctor.

- Children who are too sick to go outside because of illnesses or any other health concerns are too sick to be at school.
- Because of ratios we cannot allow your child to be put in other classrooms nor can we guarantee that we will have a staff member available in the office who can properly supervise your child. Therefore we cannot allow or child to sit in the office while their class is outside.
- For the protection of all children, no ill child will be admitted to school. Children should be free of fever/diarrhea and any other symptoms and without fever reducing medicines for at least 24 hours before returning to school, and staff can care for the child without compromising their ability to care for the other children in the group.
- Parents will be notified and asked to pick up the child within 1 hour in the event that any occur or are recognized, and in such events will need a physician's note before returning to the center.
- A rash of any kind, treated or declared harmless by a physician
- Temperature of 100 degrees or above
- Red, runny or matted eyes- this might be pink eye (conjunctivitis)
- Severe cold with purulent discharge
- Drainage frear
- Diarrhea
- Vomiting etc.
- Our medication policy is consistent with the regulations provided by the Department of Children and Family Services. There are absolutely no exceptions to this policy.

Immunization – (Employee/Children)

Employee Immunizations- Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines.

Cuddlebugs Learning Center employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

Texas school and child-care facility immunization requirements are determined by the state legislature and set by the Texas Department of State Health Services, in conjunction with the Texas Education Agency as follows:

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses ¹	3 Doses ²	None	None	None

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	1 Dose ³
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	2 Doses ³

¹ A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

² If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

³For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively.

Vaccines:

- DTaP: Diphtheria, tetanus, and acellular pertussis (whooping cough); record may show DT or DTP
- Polio: IPV - inactivated polio vaccine; OPV – oral polio vaccine
- HepB: Hepatitis B vaccine
- Hib: Haemophilus influenzae type b vaccine
- PCV: Pneumococcal conjugate vaccine
- MMR: Measles, mumps, and rubella vaccines combined
- Varicella: Chickenpox vaccine. May be written VAR on record
- HepA: Hepatitis A vaccine

Information Changes

- It is the parent sole responsibility to update the emergency contact information and review the financial agreement at least every six months.
 - Please notify the center immediately of any changes concerning allergy and health issues, home address, pick-up authorizations, and home, cell, and work telephone numbers.
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Licensing

- Cuddlebugs Learning Center operates in compliance with The Department of Health and Family Services rules and regulations.
 - A copy of our license and current child care regulations are available on site for your review
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Meals and Snacks

-Infants 6 weeks through 11 months:

- Parents must provide Cuddlebugs with a complete Feeding Instructions Form
- This form must be reviewed, signed and dated monthly.
- Parents must also complete an Infant Preference form which lets our staff know if you will provide your infants' formula, cereal, and food (once ready to receive) or you would like for the center to provide these items.
- Cuddlebugs only provides Parents Choice Formula with Iron.
- At 12 months of age we change from formula to 1% milk unless you the parent requests in writing or whole milk.

-1 year of age through 12 years:

- All meals and snacks meet the nutritional guidelines of the USDA Child Nutrition Program.
 - We provide breakfast, lunch, and a pm snack. Breakfast is served from 8:00 a.m.-9:00 a.m. Lunch is served from 11:00 a.m.- 12:00 p.m. Snack is served from 3:00-3:30 for our toddler-pre-k with school age children being served at the time of arrival during regular school session. During summer months lunch schedules vary slightly.
 - Please make sure your child is on time. All breakfast food is thrown away at 8:45 with the exception of summer hours. We will not stop our work schedule to accommodate your child.
 - If you know you are going to be late, please have your child fed and ready to start their work upon arrival.
 - If you have brought your child's breakfast you may sit in the kitchen with your child as they finish their morning meal if you arrive after 8:45. Food is not allowed in any of our rooms.
 - Special dietary restrictions such as lactose intolerance must be accompanied by a physician's note. This includes the need for soy-based milk. Children whom are allergic to a particular food must also be accompanied by a physician's note which must state which foods must be avoided.
 - If your child does not like a menu item, parents are welcome to bring a nutritional "brown bag" lunch that does not require heating. **We are unable to heat lunches from home.** Lunches brought from home will be refrigerated to maintain the appropriate temperature.
 - Children are served 1% milk and 100% juices.
 - Menus are given to parents upon enrollment and available at your request, which includes a list of healthy brown bag lunches. Information about food and feeding sites is also available on our community resources wall when available.
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Nap Time

- Children enrolled at Cuddlebugs need time during the day to rest and relax. Infants of course are on individual schedules based on the child's needs and the parents' preferences, but a group nap time is scheduled for all toddlers, preschoolers, and pre-kindergarteners, beginning at approximately 12:00 p.m.
- Children have individualized nap mats purchased by the parent or guardian, and are encouraged to lay with a blanket or comfort item from home.
- Soft music and dim lights help the children with the transition to this rest period. Children who do not fall asleep are provided with the opportunity of a quiet activity.
- Infants are placed on their backs to sleep in accordance with American Academy of Pediatrics recommendations. Infants with medical conditions that require other sleeping arrangements must have detailed written instructions from a physician on file.

*****Note*** Why is Safe Sleep Important?**

- Placing babies in a safe sleep position is very important to reduce the risk of Sudden Infant Death Syndrome (SIDS) or "crib death." When a baby, usually between the ages of 1-12 months old dies suddenly without a clear cause, the death is often referred to as SIDS.
- More babies between 1-12 months of age die from SIDS than any other cause. SIDS has also been called "crib death" but cribs do not cause SIDS.

What is the Safest Way for Babies to Sleep to Reduce the Risk of SIDS?

- Babies that are put to sleep and to nap on their backs are much less likely to die from SIDS.
- The safest place for babies to sleep or nap is in a crib or on a firm sleeping surface with a fitted sheet. The place where the baby sleeps or naps should not have toys, pillows or other soft items that could get near the baby's face.
- Everyone who takes care of babies like grandparents, friends, and baby-sitters, should know about safe sleep.
Parents should share this information with anyone who will be taking care of their baby.
- Babies can get hot while they are sleeping, which can make them more at-risk for SIDS. It is safest to put babies to sleep with light clothing and the temperature of the room should feel comfortable to you.
- Babies do best when they are not exposed to tobacco smoke. Babies that are around people who are smoking are more at-risk for SIDS. It is safest to make sure babies are in a "smoke-free" zone at home, away from home, and in cars.

If you would like to learn more about Safe Sleep you may contact:

Texas Department of State Health Services
<http://www.dshs.state.tx.us/mch>
National Institute of Child Health and Human Development
<http://www.nichd.nih.gov/sids/>

Sources:

National Institute of Child Health and Human Development.
Back to Sleep Campaign 2005.
Available from: <http://www.nichd.nih.gov/SIDS>
Texas Department of Family and Protective Services
<http://www.dfps.state.tx.us>

Open Door Policy for Enrolled Families

-As a member of our Cuddlebugs family. Please consider our center to be a comfortable extension of your home. A place where you are always invited, always welcome, and always appreciated.

-Our director and teachers are always available to answer any questions, to review your child's progress or to discuss any concerns that you may have. We encourage you to speak to your child's primary teacher regularly, and to work together to identify the best possible time and method for daily communication. You will also be informed of information about the program through newsletters, letters sent home, and through our Procure messaging system.

-Parents are encouraged to visit the center at any time.

-We encourage family involvement

-Please realize that your child may not understand that you must leave again so you may need to observe your child's group from another room (out of sight).

-If you join your child's group, your child is still expected to follow the teachers' direction and classroom rules.

Outdoor Play

-Outdoor play is an integral part of our educational program, contributing to your child's health and development. Children remain inside when the weather is inclement (including extreme heat and cold), but otherwise participate in daily outdoor activities. If your child is not able to participate in our daily schedule we ask that you keep them home.

-Please dress your child appropriately for daily outdoor play, including sneakers or other sturdy, rubber soled shoes. Flip flops and sandals are not allowed.

Parent/Guardian Code of Conduct

-For the health of all Cuddlebugs employees, children, and associates, smoking is prohibited in the building and on the premises.

-While it is understood that parents/guardians will not always agree with Cuddlebugs employees or the other parents/guardians of other children, it is expected that all disagreements be handled in a calm and respectful manner

-Weapons firearms and ammunition are prohibited in the building and on the premises at all times.

Schedule Changes

-You may add additional days to your child's current schedule, provided that space is available and your account is paid up-to-date. Please call the Center Director as soon as you know that you will need child care for an additional day. If you add a day, your account will be charged the appropriate tuition fee. Once your account has been charged, refunds will not be issued for any reason.

-You may make permanent schedule changes with two weeks written notification and Center Director approval. The schedule changes may not be granted in instances when the new schedule conflicts with enrollment waiting lists and typical enrollment patterns.

-Switching days cannot be permitted, as it is difficult to schedule teachers, plan menus, and run an efficient center.

School Age Enrollment

-After-School Program tuition is due in advance and regardless of whether your child attends or not.

- If you need care on school holidays, please see your Center Director to check availability and to add these days to your schedule.
 - After such arrangements, applicable fees must be prepaid in order to hold additional days requested. Refunds will not be issued if your child does not attend.
 - If your child school closes due to weather or an emergency, call the center to make sure the center is open and has available space for your child.
 - Once we reach our licensed capacity, we no longer accept additional children.
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Screen Time

As part of the proposed changes per the state of Texas, Subchapter F (Developmental Activities and Activity Plan) has been updated to allow screen time activities, such as television, computers, or video games. Screen time is permitted only for children ages 2 and older, and is age appropriate, related to planned activities, and may not exceed two hours a day (Section 746.2207).

Severability

-In the event that any of the provisions, or portions thereof, of these Center Policies are held to be unenforceable or invalid by any court of competent jurisdiction or by an arbitration panel, the validity and enforceability of the remaining provisions, portions thereof, shall not be affected thereby, and full effect shall be given to the intent manifested by the provisions, or portions thereof, held to be enforceable and valid.

Special Needs, Children With

-If you suspect your child may have an unidentified special need, please ask the Center Director for information about early intervention programs available.

Termination

-Cuddlebugs reserves the right to terminate any child's enrollment immediately, for any reasons that we deem necessary.

Toilet Training

- As with all other areas of your child's development, cuddlebugs will support your child through the toilet training process
 - When you observe signs of readiness, please inform our facility that you are initiating training at home
 - When your child has had 2 successful weekends at home (2#1's) we will then discuss our Potty Training contract.
 - With your cooperation and support of developmentally appropriate practices, we will make every effort to ensure consistency between home and the center. If you have any questions please see the Center Director.
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Transportation

- Transportation is provided from local public schools, please consult with the Center Director to determine if transportation is available.
- Service may be limited to certain schools based on location and dismissal times. We also limit the service based on bus capacity.
- Child safety is our first priority, and we reserve the right to dismiss a child from our busing service due to discipline problems.
- Cuddlebugs charges an additional fee for transportation
- Our center information will need to be stated on your child's Admission forms with the school for transport information

Video Surveillance System

-This center is equipped with video surveillance cameras inside the classrooms and outside on the playground. The purpose of the surveillance system is to monitor center activities by the Center Director and Administration.

-We have implemented a security policy which stipulates that only the Cuddlebugs administration can access these recordings. This policy was established to prevent any person from tampering with or accidentally erasing the recordings.

-Bathrooms do not contain cameras.

Withdrawing from Cuddlebugs

-We'd hate to see you go, but in the event you decide to dis-enroll, you must complete and submit an Enrollment Drop Out' Form at least two weeks before withdrawing your child from the center. This form is available from the Center Director. The Director will acknowledge receipt of this form and provide you with a copy.

-If you fail to provide at least two weeks' notice as stated above, you will be obligated to pay your child's tuition for two weeks beyond. Two weeks acknowledged as follows:

- the date we received and acknowledged the Enrollment Drop Out' Form; or

- your child's last day of attendance if an Enrollment Drop Out' Form is not received

-If you withdraw your child from Cuddlebugs and decide to return at a later time, you will be placed on our waiting list (if any). You will also be required to provide new enrollment information, along with a new registration fee, new rates (if any), and deposits.

-Other contractual obligations associated with withdrawal are detailed in the Registration and Payments' section of the center policies.