

# **Cuddly Kids Hourly/Weekly Care**

## **Policy:**

### **Cuddly Kids operating hours are :**

Monday – Thursday 07:00 AM – 08:00 PM

Friday – 07:00 AM – 11:30 PM

Saturday- 08:30 AM – 11:30 PM

**Cuddly Kids Hourly/Weekly Care is open all year round.**

**Holidays observed at Cuddly Kids are: 4<sup>th</sup> of July,**

**Thanksgiving Day.**

**Christmas Eve (open half a day only.**

**Christmas Day; New Years Day.**

**Cuddly Kids provides Services on Weekly Basis, and Services on Hourly Basis**

**Weekly services are divided in two shifts**

**1<sup>st</sup> shift is from 7:00am to 6:30pm**

**(if the child is signed in before 12 pm it MUST be picked up by 6:30pm or hourly fees will be applied after 6:30pm )**

**2<sup>nd</sup> shift is from 12:00pm to 8:00pm**

**(if the child is signed in at 12 pm it MUST be picked up before or by 8:00pm, or after closing fee will be charged)**

**Please Note that there is a late pickup fee of \$3.00 per minute after closing time**

**Fees must be prepaid.** according to the number of days. Min of 2 days, you may always pay for 2 days and add extra days if need it.

**NO ROLL OVER DAYS .**

For example : If you pay for 4 days and you only come in 3 days Cuddly Kids will **NOT** roll that 1 day toward next week. If payments are not received on time late fee of \$5.00 will be applied for each day that payment is late.

**Procedures for Release of Children:** Parent must notify Cuddly Kids in writing of all people authorized to pickup child/children .

A valid and proper identification is required at the time of pick up and it will be compared to Admission Form , if that person is not authorized for pickup, we will call parents to verify . Cuddly Kids will **NOT** release children without a prior authorization from a parent or guardian.

**Medication:** Cuddly Kids does not administer medication unless is instructed and authorized by parent with signed instructions on dosage. Ask for the proper form at the front desk

**Medical Emergencies:** All Cuddly Kids staff members are trained in first aid and CPR. In the event a child is in need of medical attention, we will immediately administer the proper care for your child, call 911 if necessary, and notify parents. Cuddly Kids will practice tornado and fire drills on regular basis.

**Illness:** Cuddly Kids does not accept children with : the illness that prevents the child from participating comfortably in child - care center activities including outdoor play; the illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care; the child has one of the following unless medical evaluation by a health-care center's activities: oral temperature of 100.4 degrees or grater, accompanied by behavior changes or other signs or symptoms of illness; rectal temperature of 101.4 degrees or grater, accompanied by behavior changes or other signs or symptoms of illness; armpit temperature of 99.4 degrees or grater, accompanied by behavior changes or other signs or symptoms of illness; or symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or a health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

**Head Lice Policy :** Dear Parents: Occasionally throughout the year, but especially in the summer or fall, head lice may be discovered among children. If you are not sure how to check for head lice or how to treat it, we recommend you go online to search for information. There are many websites which discuss the topic. You also might consider consulting with your family physician if you do not have internet access. If you need help checking your child, please let us know and we will do what we can to help. If we discover that specific children have head lice while at the center, we will ask that their parents come get them so as to minimize exposure to others. We do not do this as punishment or to embarrass you and your children. Rather, we want to help everyone get the best possible assistance so that the children may return to center right away. Begin the steps of head lice treatment that day. Administer the appropriate medical treatment to eliminate head lice from the child. Focus on manual removal of all nits on the hair shafts after treatment. No chemical treatment(shampoo or rinse) is 100% effective in killing all lice and nits, so tireless efforts to physically remove all nits through proper combing and "nit picking" are necessary. Support the efforts of the day care center working to reduce the burden of head lice in the community . We want you here! We understand this can be a sensitive topic for bought parents and children. We assure you we are all in this together. Having head lice affect your family doesn't mean you have done something wrong. It is simply one of those unfortunate trials we occasionally face during the warm summer months. Parents will be asked to talk to their children about head lice. Teach children not to share combs, hats or clothing with other children. Include head checks for lice and nits as part of a weekly hygiene program. Early detection of lice infestation is the key to rapid eradication of lice and nits. As a part of our program here at Cuddly Kids we will teach children not to share hats, clothes and combs with other children.

**Parent's notification's :** Parent's will be notified of children's activities, behavior, injuries, communicable diseases, special concerns, schedule change, policy change, and etc. through verbal contact, via e-mail , phone call or text message. Parents will be notified 2 weeks before new policy get in effect.

**Discipline & Guidance Practices:** Cuddly Kids uses positive guidance as the primary method of discipline, by focusing on positive reinforcement, redirection. See attached "Discipline and Guidance Policy"

**Meals:** Cuddly Kids offers meal choice for breakfast, lunch and dinner for \$3.25 for hourly services. For weekly services two meals are included (breakfast and lunch; or lunch and dinner) . If your child has a special diet PLEASE send a prepared meal with your child. We have detailed menu posted at the front desk and our Website [www.cuddlykids.com](http://www.cuddlykids.com)

**Food allergies:** Please point out all food, spices or drinks or whatever your child is allergic to. See attached form

**Immunization Records:** Parents of pre-school age children MUST PROVIDE Cuddly Kids with a copy of current immunization records. Parents MUST complete a **Parents Health Statement** form giving the name and address of a health-care professional who has examined the child within the past year. **PHYSICIAN HEALTH STATEMENT** is REQUIRED upon Registration. (see addmition information Page 2)

**Hearing & Vision Requirements:** Parents of children ages four and up who are not yet in kindergarten must provide Cuddly Kids with a copy of their vision and hearing screening.

**Tuberculin Test :** Requirements for tuberculosis screening and testing vary across the state. If your regional Texas Department of State Health Services (DSHS) or local health authority requires tuberculosis testing for children in your child -care center, then you must have documentation to indicate that each child in your care is free of active tuberculosis. Documentation of a TB screening is not required to be on file. If you are unsure of the requirements for your area, contact the TB manager at the DSHS regional office nearest you.

**Enrollment Procedures:** Please provide these items upon enrollment:

- A) Valid Credit Card on File
- B) Registration fee
- C) Completed registration form (no blank spaces left open)
- D) Completed admission information including emergency information
- E) Copy of current Immunization Record from Physician
- F) Signed Physician Health Statement is a MUST
- G) Signed Parent's Health Statement
- H) Signed Discipline and Guidance Policy for Cuddly Kids
- I) Signed Policy Sheet for Cuddly Kids

ALL THE PROPER PAPERORK IS REQUIRED UPON REGISTRATION.

IF PAPERWORK IS INCOMPLETE WE CAN NOT ENROLL CHILD IN OUR PROGRAM.

**Transportation:** Cuddly Kids does not provide transportation.

**Water activities:** Cuddly Kids does not provide any water activities other than water table or sprinklers play.

**Field Trip:** Cuddly Kids does not provide field trips.

**Animals:** Cuddly Kids will not have any animals at the center.

**Discussing Policies:** Parents may speak with the director/manager anytime to review and discuss any questions or concerns about Cuddly Kids policies and procedures.

**Open Door Visitation Policy:** Parents may visit Cuddly Kids at any time during the hours of operation to observe their child or participate in program activities without having to secure prior approval. **FBI background check is required for everyone If You wish to spend 3 hours or more per week with your child at the day care.**

**Minimum Standards:** Parents may review a copy of the minimum standards and Cuddly Kids most recent licensing inspection report.

**State Contacts:** Local licensing office phone number is (214) 583-4253 and address is 8700 N. Stemmons FWY Dallas, TX, 75247 . PRS child abuse hotline (800) 252.5400. PRS website [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**Child Abuse and Neglect :** Here at Cuddly Kids all employees are annually trained on How To Recognize Child Abuse and Neglect. The Center is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child."

All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information. PRS child abuse hotline (800) 252.5400. PRS website [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**Reservations:** Reservations are strongly required especially for children under 18 months. We will accept drop-offs without a reservation but cannot guarantee availability due to staffing ratios and occupancy.

**Arriving Late for Reservations:** We will only hold reservations for 30 minutes after the scheduled time. After 30 minutes, your reservation can be filled by another family.

**Canceling a Reservation:** If you must cancel your reservation, please give a minimum of one hour notice. There will be a \$5.00 fee if notification is not given in this time frame.

**Late Fees Past Closing:** Weekly enrolled children: if you chose to bring your child in the morning shift please be aware that pickup time is from 5:30pm to 6:30pm, anything after 6:30pm will fall into hourly charges. For afternoon shift pickup time is by 8pm, anything after 8:00pm will be considered after closing time, and fee is \$3.00 per minute  
Hourly enrolled Children: after closing time will be \$3.00 per minute.

PLEASE ARRIVE ON TIME OR BEFORE CLOSING TIME

**Appearance:** At the drop off time child needs to have a clean diaper. Please provide one change of clothes, due to many messy activities that we do at the center.

**Personal Belongings:** Don not bring personal Toys to Cuddly Kids we encourage parents to leave personal belongings at home. CUDDLY KIDS IS NOT RESPONSIBLE FOR ANY LOST OR DAMAGED ITEMS,

**Bottles:** Bottles MUST be labeled \_Cuddly Kids will mix formula as need it.

**Diapers:** Cuddly Kids supplies wipes but does not supply diapers. Diapers are changed every 2 hours, or as directed by a parent/guardian. Please bring an adequate supply of diapers/pull-ups for your child.

**Gang free zone:** Gang free zone is 1000 feet of the child care center. Gang free zone is a designated area around a specific location where prohibited gang related activity is subject to increase penalty under Texas Law.

**Emergency preparedness:** In an emergency, the first responsibility of staff is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, and volunteers. Emergency evacuation and relocation diagram is on file at the child-care center and show the following

(1) A floor plan of child-care center;

(2) Two exit paths from each room, unless a room opens directly to the outdoors at ground level;

(3) The designated location outside of the child-care center where all caregivers and children meet to ensure everyone

has exited the child-care center safely; and

(4) The designated location inside the child-care center where all caregivers and children take shelter from

threatening weather.

To communicate with local authorities (such as fire, law enforcement, emergency medical services, health department), and CPS caregivers, director or person in charge will call 911.

To communicate with parents caregivers, director or person in charge will take a Sign-in/ Sign out sheet and call all the parents, that have children in care that day.

Parents will be generally informed of our emergency procedures; and upon request, the emergency preparedness plan will be available for review by parents.

**Comfortable place:** Child's growth and health is very important, we encourage mothers to breast feed the baby for the first 6 months, There for we do provide comfortable place for to nurse the baby.

*Decision for accepting or refusing a child is entirely based on judgment of  
person in charge of Cuddly Kids Hourly/Weekly Care.*

*We reserve the right to accept or refuse a child.*

**WE DO NOT ACCEPT CHECKS,**

**PAYMENTS FOR WEEKLY SERVICES ARE REQUIRED  
FIRST DAY OF EACH WEEK.**

**IF PAYMENTS ARE NOT RECEIVED ON TIME THERE WILL BE  
\$5.00 LATE FEE CHARGES PER DAY .**

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Parent Signature

Date

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Director Signature

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Date

