

Cuddly Kids Hourly/Weekly

Day care Center

2/15/2019

Care Policies:

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

Holidays observed at Cuddly Kids are:

- 1. 4th of July,**
- 2. Thanksgiving Day.**
- 3. Christmas Eve (open half a day only.**
- 4. Christmas Day;**
- 5. New Years Day.**

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

Weekly services are divided in two shifts

1st 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)

2nd 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 \$4.00 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:

*Parents are required to sign the attendance sheet upon arrival and departure. Every child must be signed out. As a result, no child will be released from the playground area. Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance. We will require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy. *When dropping off your child, routine upbeat departures will make their transition to our care more comfortable*

Illness: *Cuddly Kids does not accept children with : the illness prevents the child from participating comfortably in child - care center activities including outdoor play; the illness results in a grater 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.

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.

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. The selections are posted at the front desk, or parents may send a prepared meal with the child. We have detailed menu posted at the front desk and our Website www.cuddlykidscare.com For Children that are enrolled in Weekly program : The Center serves a morning snack, lunch and afternoon snack to all children who are in attendance for the morning shift at the time of service. Meals are served at no extra charge. All three meals strive to meet the Department of Human Services guidelines for nutritious, appropriate foods for young children. We welcome menu suggestions. However, we are NOT able to prepare separate meals for children based on their preferences. All children will be served the same meal, with the following exceptions. A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified foods will not be served. Families must provide acceptable substitutions if desired. Please notify the Assistant Director upon enrollment if this applies to your child.

Food allergies: A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified foods will not be served. Families must provide acceptable substitutions if desired. Please notify Director upon enrollment if this applies to your child.

Immunization Records: Parents of pre-school age children must provide Cuddly Kids with a copy of current immunization records. Parents also must complete a health statement 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. Immunizations are required of all children attending child care in the state of Texas. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. TB testing is not required by the county for children to attend Child Care.

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) completed registration form (no blank spaces left open)
- b) registration fee
- c) completed admission information including emergency information
- d) copy of current immunization record from physician
- e) signed physician statement is a MUST
- f) signed parent's health statement
- g) signed Discipline and Guidance Policy for Cuddly Kids

ALL THE PROPER PAPERWORK IS REQUIRED UPON REGISTRATION,

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.

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

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.

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

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 ½ hours notice. There will be a \$5.00 fee if notification is not given in this time frame.

Late Fees Past Closing: Please arrive on or before our closing time. The initial late fee will be \$4.00 per minute past closing time.

Appearance: Child needs to be clean and acceptable appearance. Please provide one change of clothes.

Personal Belongings: Cuddly Kids encourages parents to leave personal belongings at home. CUDDLY KIDS IS NOT RESPONSIBLE FOR ANY LOST OR DAMAGED ITEMS, AND WILL NOT LOOK FOR IT .

Bottles: Bottles MUST be labeled and fully prepared in advance. Cuddly Kids will mix formula. Cuddly Kids will store them in refrigerator and warm them up in bottle warmer.

Diapers: Cuddly Kids supplies wipes but does not supply diapers. Please bring an adequate supply of diapers/pull-ups for your child. We will charge \$1.50 per diaper supplied by Cuddly Kids.

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.*

Tax Statement : *A statement will be provided before January 31st of each year for those who plan to expense childcare when filing taxes with the IRS. Please make arrangements to pick up these forms; they will not be mailed.*

Injuries: *The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Teachers and Center Staff are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at our center. The teacher will immediately advise the administrative staff. The administrative staff will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) We will administer first aid and forward an accident report home with the person that picks up your child at the end of the day. In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms to make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care. Staff is prohibited from transporting an injured child. A staff member will remain with your child until you arrive .*

Employee Immunization Policy

Cuddly Kids Hourly/Weekly Care has implemented the following immunization policy for all of its employees to be in compliance with the Texas Department of Family and Protective Service. Minimum Standard Rule #746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable disease optional to employees.

Vaccines that we currently recommend our employees receive:

- Influenza (annually)*
- Pertussis (Tdap)*

If an employee is not exempt from having these immunizations, Cuddly Kids Hourly/Weekly Care recommends that employees consider these immunizations.

The employee will indicate below if there are any exemptions that would prevent them from receiving an immunization for a vaccine-preventable disease.

If the employee decides that the immunizations are appropriate and beneficial to their health and well-being, and receives the immunizations, they are asked to provide the Center Director with documentation

that the immunizations have been received.

Cuddly Kids Hourly/Weekly Care will encourage the use of protective medical equipment to protect employees and children in care from exposure to possible disease. Employees should not be in direct contact when they are ill or exhibiting signs of illness. Cuddly Kids hourly/Weekly Care will monitor information provided to the public through the CDC and/or other sources to determine the level of risk the employee presents.

There will be no discrimination or retaliatory action against any employee who does not receive immunizations for vaccine-preventable illness.

All employees will be required to sign this policy and the signed policy will be retained on file. The information related to whether or not an employee chooses to have immunizations for vaccine-preventable diseases will be kept confidential. Failure to sign this policy will result in the employee not being able to work directly with children.

Custody Issues In the case of dual family relationships, Cuddly Kids Hourly/Weekly Care requires a certified copy of the current custody order. This information is kept strictly confidential. If custodial conflict of any kind exists, please ensure that the Cuddly Kids Director has been provided with copies of any pertinent legal documentation, i.e., a restraining order. The most current documentation on file will be followed. The individuals designated by the custodial parent to pick up his/her child in case of any emergency will be the only people the child will be released to under any circumstance. These designated individuals must produce a photo driver's license, which must correspond with the driver's license number noted for emergency contact

The following conditions are causes for exclusion from the Center:

Fever over 100 degrees

1.Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday. The 24-hour waiting period allows your child's immune system to regain strength.

Fever over 99 degrees with a stiff neck or back

2. Children may return only with a doctor's written permission. Diarrhea (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.

Vomiting : two or more episodes in the last 24 hours). Children may return when they can retain a light meal.

Persistent hacking or congested cough with sore throat (very red or blistered throat). Children may return with doctor's written permission.

Green nasal discharge (indicated a respiratory infection which requires treatment). Children may return with doctor's written permission.

Difficulty in breathing to the point where child is very uncomfortable or unable to sleep normally. Convulsions. Persistent pain in abdomen

Who will be Responsible for the child behavior at the center when parent/guardian is also present (please check mark)

_____ Parents/ Guardian _____ Cuddly kids

All parents will be held responsible for any damages caused by children at the center.

Non-Hiring Of Center Staff : In order to maintain the Center's confidentiality and professionalism, persons employed as staff at or by the Center are prohibited from contracting, soliciting or engaging in temporary employment as a caregiver or babysitter for any parent/guardian who has a child enrolled at the Center

Personal Toys : We ask that you leave your child's toys at home. If brought, we cannot be responsible for lost or broken toys.

Suspension and Expulsion of Children: 746.501 (8)

Unfortunately there are sometimes reasons we have to suspend or expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to

work with the family of the child/children in order to prevent this policy from being enforced. In the event of a possible suspension or expulsion, the day care director makes the decision. Parents who wish to appeal the suspension and expulsion may appeal to the centers Director

Sunscreen & Insect Repellent: 746.501 (18)

Our center does not furnish or apply sunscreen or insect repellent. (please see Medication)

Visits To The Center: 746.501 (20)

Parents are welcome to visit the Center at any time. No prior scheduling is necessary, but parents should check in at the main welcome center desk. You will be required to sign in and get a "Visitor's" name tag to be worn while at the center. We invite parents to come have lunch with their child.

Shoe-Free Policy-

With infants commonly on the floor, Pines will provide a clean, safe and healthy environment in the Infant classroom. We practice a "shoe-free" policy in this room. ALL persons entering this environment must slip a pair of shoe covers over their shoes, or remove their shoes entirely. We take this action to prevent outside contaminants from being brought into the classroom. Infants spend much of their time exploring on the floor. Any person walking beyond the "parent bench" area must wear shoe covers to keep their area as clean as possible.

Safe Sleep for infants 12 months old and younger 746.501 (9) : Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, they will be put in their play pen to continue their sleep. Infants arriving to the center sleeping in their car seat will be removed and placed in their designated play pen. Infants will be placed on their backs to sleep. Infants are provided a firm, tight-fitting mattress in their play pen that meets current safety standards. There will be no pillows, bumpers, blankets, comforters, sheepskins, stuffed toys or other fluffy products placed in the bed with the infant. Children never share a bed at the same time.

The above practices are supported by the U.S. Consumer Product Safety Commission, the American Academy of Pediatrics, and the National Institute of Child Health and Human Development. These practices are required by the TDFPS licensing standards. We understand that routines may be different at home and that some children have unique situations (e.g.-twins who may sleep together in the same bed). However, we must follow licensing guidelines and adhere to the above stated policies. It may or may not be difficult for some children to adjust if they are used to sleeping in a different position or with a parent/sibling. All the staff is Trained with Shaken Baby Syndrome, Sids,

Things to bring for your child:

Infants

- Change of clothes
- Diapers
- Diaper ointment
- Pacifier
- Formula
- Bottles (Bottles are sent home daily, Please bring one (1) more bottle than your child would usually use)
- Jar baby food
- * Feeding Schedule

Toddlers

- Change of Clothes
- Diapers
- Wipes (In plastic container the first time, refills thereafter)
- Diaper ointment
- Small blanket for naptime

Pre- School

- Change of clothes

- Small blanket for naptime

***Change of clothes is a MUST. When we send clothes home, please replace them the following day.**

***Bottles are rinsed out, not washed. Please wash and sanitize your child's bottles and return them the following day.**

Thank you for allowing your child to attend Cuddly Kids Hourly/Weekly Center . Our staff is dedicated to making this a positive learning experience for your child. If you have any additional questions, please feel free to contact the director.

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.

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 .

WE DO NOT ACCEPT CHECKS,

Parent Signature

Date

