Cuddly Kids Hourly/Weekly Care Policies:

**Hours:** Cuddly Kids is open all year round. The hours for each location are as follows:
- Monday – Thursday: 07:00 AM – 08:00 PM
- Friday: 07:00 AM – 11:30 PM
- Saturday: 08:00 AM – 11:30 PM

**Procedures for Release of Children:** Parent must notify Cuddly Kids in writing of all persons authorized to pickup child, that is provided on our Admission Info. Parents will be issued a card with child’s picture to be used to check child in and out of the facility. Any person without the membership card will be asked to show proper and valid identification. Cuddly Kids will not rely on children to people who are not on list for pick up.

**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 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 greater, accompanied by behavior changes or other signs or symptoms of illness; rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; armpit temperature of 99.4 degrees or greater, 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:** We do not administer medication. If your child has allergies, please see to it before droop off. Please do not bring any medication into the facility.

**Medical Emergencies:** All our 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. We will practice tornado and fire drills on regular basis.

**Parent’s notification’s:** Parent’s will be notified of children’s activities, injuries, communicable diseases, special concerns, schedule change, policy change, and etcetera through verbal contact, via e-mail. 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. 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. PLEASE NO PEANUT BUTTER.

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

**Immunization Records:** Parents of pre-school age children must provide Cuddly Kids with a copy of current immunization records. Parents must also complete a health statement giving the name and address of a health-care professional who has examined the child within the past year.

**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.

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

a) completed registration form  
b) registration fee  
c) completed admission information including emergency information  
d) copy of current immunization record from physician  
e) signed physician statement  
f) signed parent’s health statement  
g) signed Discipline and Guidance Policy for Cuddly Kids

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

**Water activities:** Cuddly Kids does not provide any water activities.

**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 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](http://www.dfps.state.tx.us)
**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 40 minutes after the scheduled time. After 40 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 $4.00 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 $0.50 per minute past closing. Charges for late pick-ups after the first occurrence can be up to $3 per minute past closing.

**Appearance:** Child needs to be clean and acceptable appearance.

**Clean environment:** Keeping Cuddly Kids Hourly/Weekly Care clean is a priority to us. For this reason, we ask that your children only wear socks into the play area; they can store their shoes in the cubbies. All toys and play areas are cleaned twice a day.

**Personal Belongings:** Cuddly Kids encourages parents to leave personal belongings at home. Cuddly Kids is not responsible for any items lost or damaged.

**Bottles:** Bottles must be labeled and fully prepared in advance. Cuddly Kids will NOT mix formula. Cuddly Kids will store them in refrigerator and warm them.

**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 $0.85 per diaper supplied by us.

Minimum of 1 hour charge will be applied to the visits less than an hour.

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

We reserve right to accept or refuse a child.

Returned Check Policy: There is a $25.00 fee for all returned checks.

___________________________________________________________
Parent Signature                          Date