

# Parent Handbook



Cuddlebugs Child Development Center  
503 Hamilton Boulevard  
Warsaw, VA 22572  
(804) 333-4443

Director- Mrs. Sara Carroll

## Center Information

### **Beliefs & Philosophy**

At Cuddlebugs Child Development Center, caring for children is our first and foremost priority. We believe that each child is a unique individual that deserves a safe and nurturing environment. We provide activities for children that cater to their specific, emotional, physical, social, and intellectual needs. We also recognize that you, as their parent/guardian, are their first teacher and want to work closely with you to provide the best care available. We are eager to offer a safe and nurturing environment for your child to learn and grow in.

### **Hours of Operation**

Doors will be open Monday – Friday, promptly at 6:30 am and close promptly at 6:00 pm. We will close for the following holidays: New Year's, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. In the event of snow or severe weather please tune your radios to WRAR 105.5 for closing or delayed opening information.

### **Enrollment/Attendance**

Upon enrollment the registration fee and first week of tuition is due. Please refer to the Payments & Fees section for the schedule of payments. We reserve the right to close due to inclement weather with tuition charges continuing. Parents/guardians are expected to notify the center if your child is going to be absent for the day.

### **Transportation Policy**

All transportation will be provided by parents/guardians, unless prior written permission has been obtained.

### **Drop-off and Pick-up Policy**

Drop-off and pick-up must take place inside the building by signing in and out as you come and go. Only authorized persons will be allowed to pick up the children. Authorized persons consist of the parents or guardians and those that the parents or guardians have given written permission to pick up. To prohibit a biological parent from picking up their child there must be official court ordered documents on file. All persons must be able to provide photo identification.

### **Late Pick-up Policy**

Arriving late to pick up your child occasionally happens due to traffic or unforeseen events. If you know that you are going to be late, please contact us as soon as possible. At 6:05 pm, you will be charged \$15.00 and \$1.00 for every minute thereafter.

In the event that your child is not picked up within 30 min of closing or 1 hour after you and/ or your emergency contacts have been contacted for an emergency, illness, inclement weather, or any other situation that would require your child to be picked up early, the authorities will be contacted.

### **Withdrawal & Termination**

In the event of withdrawal, a two (2) week written notice is required. If you have made payments beyond this time, they will be refunded. In the event of an emergency, a conference will be scheduled with the administration. All accounts must be settled in full at this time. If at any time, the administration sees a need to terminate a child's enrollment, (2) weeks written notice will be given.

### **Emergency Situations**

In the case of an emergency during operating hours, the parent/guardian will be notified as soon as possible by telephone. If we are unable to reach the child's parent/guardian, then the child's emergency contacts will be notified. Please be sure to update your child's emergency information as needed. In the event of an emergency, we will follow our emergency preparedness plan, which is located, for your viewing, in the office.

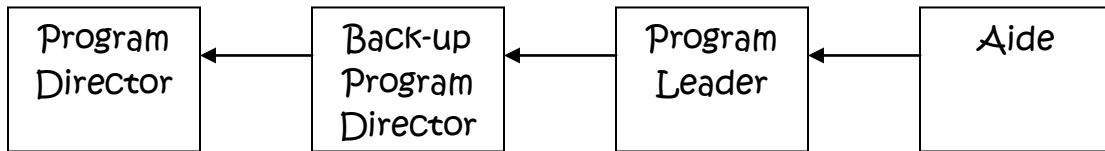
### **Suspected Child Abuse and/or Neglect**

We are mandated by law to report child abuse and/or neglect. Any signs of abuse and/or neglect will be reported to the appropriate authorities.

### **Fieldtrips**

In the event of a field trip the schedule and list of events will be posted at the school and parental permission forms will be obtained for transportation to and from as well as for the trip itself. During the field trip all regulations in accordance with the Virginia Standards for Licensed Child Day Centers, Section 22 VAC 15-30-640, will be followed.

## Established Lines of Authority for Staff



## Payments & Fees

### Registration Fee

Upon enrollment and annually every September, a non-refundable registration fee is due.

### Tuition

Weekly payments will be due at 12 pm (noon) Friday for the upcoming week. Payments will be accepted in the form of personal check, cash, or money orders. Care provided outside of your child's regular schedule is at the discretion of the administration based on the needs and availability of the center. There is a 10% discount for two (2) or more full time children of the same immediate family being enrolled. This discount applies to the total tuition amount.

### Rate Changes

If at any time, a determination has been made to change the tuition rates, you will receive a two (2) week advanced notice of all rate changes. At that time, you can choose to continue your enrollment or give two (2) weeks withdrawal notice.

### Vacation & Holidays

You will be allotted three (3) weeks of vacation per year. To apply your vacation your child must be out for five (5) consecutive business days. Your vacation discount is 50% of your tuition. The payment for your vacation week(s) is due on or before your regular payment schedule. These weeks must be used during the current school year and cannot be passed on to the next school year. Holidays have been prorated into the tuition fees.

### **Late Payment Policy**

If your account is past due, a \$10 late fee will be added to your account. For any accounts that are two (2) weeks past due, the child will not be accepted until the account is updated. After four (4) weeks, the child will be considered for disenrollment and legal action may be considered.

### **Returned Check Policy**

If a check is returned there will be a \$30 processing fee along with any charges from your financial institution. If two (2) personal checks are returned for any reason, all further payments will only be accepted in cash or money orders.

## **Caring for Your Child**

### **Medication Administration**

Only staff members authorized and trained to give medications will administer prescribed and over-the-counter medication to your child. Fever reducing medication will only be given in emergency situations and with a doctor's authorization. To allow us to administer medication to your child, you must fill out and sign the *Medication Authorization Form*. If this medication is given longer than 10 days a physician will need to fill out the bottom of the form and sign it with an original signature. In accordance with the Virginia State Standards, two (2) weeks after the expiration of your *Medication Authorization Form* the medicine will be properly disposed of if it has not been picked up. All over-the-counter skin products (sunscreen, diaper ointment, insect repellent, etc.) will require an *Authorization Form for Non-Prescription Over-the-Counter Skin Products* and cannot be used or kept beyond the product expiration date.

### **Illnesses Before & During School Hours**

If your child has any communicable disease they must be symptom free for 24 hours before returning to school. This includes but is not limited to a fever of 100 or above, diarrhea, vomiting, unknown rashes, and/or hives. This is left to the discretion of the center. If your child's exhibits any of these symptoms while at school they will be sent home until they are either symptom free or have a note from the doctor stating that they are not contagious.

## **Injuries**

There will be written notification of any injuries occurring while your child is attending the facility. In the case of an injury that requires medical attention the facility will act as the child's guardian until a parent or guardian is able to be present. Parents or guardians will be notified immediately.

## **Behavior Policy**

We use redirection and positive reinforcement to help guide your child's behaviors. In the event of extreme behaviors, the administration reserves the right to send your child home for the day. If there are repeated occurrences of extreme behavior then a conference will be scheduled before your child can return to school. Under no circumstances will there be any spanking, physical or verbal abuse, name calling, or isolation used. Neither food nor sleep will ever be withheld as a means of punishment.

## **Toys from Home**

No toys from home will be allowed, except for naptime cuddle toys.

## **Meals**

We provide a morning snack, lunch, and an afternoon snack. Please make sure your child has finished breakfast prior to entering the center. See the daily schedule for scheduled meal times. Meals will be served only during their designated times. If your child comes after the scheduled meal time they will need to have that meal before they arrive.

## **Naptime**

Infants will sleep as needed. Receiving blankets and sheets will be provided for your child as long as they are in a crib. We provide a two (2) hour naptime for toddlers and preschoolers. If your child has not fallen asleep after thirty (30) minutes, he/she will be given a quiet activity to do for the remaining time. For your child to rest comfortably, you need to provide an adult sized lap blanket or two (2) large towels. One towel is for your child to lie on and the other is to be used as a cover. We wash blankets weekly, so be sure to clearly label your child's blanket with his/her name.

## **What to Wear**

Your child should come to school in comfortable, washable play clothes. There will be a lot of messy activities and outside play. Keep this in mind when selecting your child's clothing for the day. Please be sure that all articles of

clothing fit well and have no loose accessories. Footwear should consist of rubber soled shoes or sneakers. This allows your child to move with independence and ease. As the seasons change, please keep in mind that we will be going outside everyday as required by licensing. Layers are helpful in balancing the outside and inside temperatures. All outerwear (coats, mittens, hats, etc.) should be labeled with the child's name.

### **Change of Clothes**

For children under 3 or still potty training, please provide at least two (2) full changes of clothes, including shoes. Be sure to label the clothing with your child's name and change the clothing as your child grows and seasons change.

### **Supplies**

You will need to provide the following supplies for your child:

Infants: diapers, wipes, pacifiers, bottles, formula, baby food, and at least two changes of clothes

Toddlers and 2's: diapers, wipes, blanket/two towels for naptime, and at least two changes of clothes.

3's and 4's: blanket/two towels for naptime, and at least one change of clothes.

SACC: at least one change of clothes

Please make sure your child's name is on all belongings.

### **Communication**

All infants will have a daily report sent home that indicates important events about their day. All toddlers, twos, and preschoolers will have a weekly report sent home that indicates important events about their day. All children will receive a bi-annual progress report. If at any time you have any concerns or questions, the staff will be happy to help you.

### **Birthday Celebrations**

Birthday celebrations in the classrooms are allowed. Please coordinate any celebrations with the teacher to avoid any miscommunications. All food must be store bought, no homemade foods.

### **Volunteering**

Volunteering is strongly encouraged. If you wish to volunteer or visit in your child's classroom, just talk with your child's teacher to make arrangements. We have an open door policy.