



## **PARENT HANDBOOK**

**January 2022**

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## **Cuddle Kiddies Childcare Academy**

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### **Welcome to Cuddle Kiddies Childcare Academy!**

We are delighted that you have chosen our academy to provide for the needs of your child. You and your family are encouraged to visit our academy prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The **Parent Handbook** has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Cuddle Kiddies would be glad to address any of your questions or concerns. Once again, welcome!

### **Our Mission Statement**

Cuddle Kiddies Childcare Academy will prepare the youngest learners in our care to fully experience and participate in their lives at home, in the classroom, and within the community. Our program will help our children develop the readiness skills in all content areas as outlined in our Curriculum. It is our mission to create a bridge between families and school to support our children and to give them a successful start on their journey through school. The learning curriculum at Cuddle Kiddies Childcare Academy has a mission to develop students from infant to school-age to become virtuous American citizens who will become the next generation of professionals. The preparatory skills and learning techniques at Cuddle Kiddies Childcare Academy will position children for the top of their class through school years and ultimately at the top of the world through life.

### **Our Educational Philosophy**

Our educational program emphasizes the development of the whole child through active learning situations. We strive for a balanced, nurturing, caring, developmental approach to education for children from infants to 5 years old. Our program provides freedom for children to have spontaneous play and interaction, where they make discoveries, explore, solve problems and develop social skills.

This, in addition to structured, teacher-directed activities in which children learn to focus attention and function in a group, fosters success and positive self-esteem.

Our curriculum provides opportunities that encourage the social, emotional, artistic, imaginative and physical development of a child, while also offering many activities that allow for development in cognitive-academic areas as well as kindergarten readiness. Our qualified staff and small class sizes allow each child to develop according to his or her own pace, interest and learning style. We emphasize encouragement as a vital role in each child's development.

### **Our Philosophy: We believe...**

- That children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental, and cognitive, level to another.
- That parents contribute to, and enhance the quality of care offered at Cuddle Kiddies Childcare Academy.

### **Cuddle Kiddies welcomes those of diverse faiths, ethnic origins, and race.**

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate class- room environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we can do to teach our children about diversity is through role modeling that ***all people*** are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Cuddle Kiddies Childcare Academy:

- At enrollment we encourage families to share their home traditions with us.
- We collaborate with Child Care Network and the State of Indiana to ensure that families can receive tuition assistance and participate in a high-quality, age-appropriate preschool program.
- We encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above mentioned areas.

## **Enrollment and Tuition**

The child care ministry shall accept only children who are at stage of growth and development which enables them to benefit from its program, and for whose age level the ministry is staffed and equipped to provide care.

The child care ministry shall not admit or maintain any child whose needs obviously cannot meet or whose behavior would be dangerous for other children in the ministry. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents.

Children between the ages 6 weeks through twelve years of age are eligible for enrollment at Cuddle Kiddies Childcare Academy. Children may attend the Academy anytime between 6:30 a.m. and 6:00 p.m., Monday through Friday. Other possible hours of care may include: Evening hours 6:00 – 10:00pm, and Saturday, 8:00am – 10:00pm when scheduled ***in advance***. Special Holidays extended hours may be available as advertised and planned ***in advance***. (*Note: evening and Saturday hours are contingent upon sufficient headcount*)

### **Documents to be completed and returned before enrollment are:**

- *Cuddle Kiddies Contract*
- *The Receipt of the Parent Handbook (to be signed by parents)*
- *Current Child Immunization Record (On Facility form)*
- *Current Health Record (Physical) (On Facility form)*
- *Emergency Contacts for Children (form 5)*
- *Discipline/Guidance Policy (signed by the parent for each child)*
- *Transportation Policy (signed by the parent for each child if transporting children)*
- *Parents Notice (form 49444 that states the ministry complies with the State rules for ministry)*
- *Safe Conditions Observed and Emergency Backup Plan (to be signed by parents)*
- *Suspension and Expulsion Policy (to be signed by parents)*
- *Photography Release Form (to be signed by parents)*
- *Safe Sleep Procedure and Environment (for infants 0-12 months)*
- *Breast Milk Procedure (if child is on breast milk)*

An enrollment fee of **\$30.00** is due along with your contract form to secure your spot for each child applying. This is a one-time, non-refundable charge. If a child is withdrawn and then re-enrolls at a later date, a second enrollment fee will be expected. A semester/supply fee of **\$40.00** is due twice a year in August and January. It will be prorated after August or January depending on your start date.

**Current Tuition Rate: Tuition is based on 52 weeks. (Year Round)**

**Child Care Fee Schedule (as of January 2020); Full-time tuition rate only**

Infants	\$250.00
Toddlers	\$200.00
2 Yr Old	\$195.00
3 Yr Old	\$190.00
4 Yr Old	\$185.00
5 Yr Old	\$185.00

**School-age Tuition Schedule:** Tuition is based on a weekly, daily or hourly rate. See current rate chart for fees.

**Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change for infant, toddler or preschool children in the event of a week including a holiday.**

After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

**CCDF Parents**

Parents who are receiving CCDF child care assistance must pay the full regular tuition rate (to be debited from your account or to use your debit in the facility) until the authorizing paperwork is delivered to us for CCDF billing. Upon our receipt of CCDF payment, you will be reimbursed whatever you have paid, with exception of your co-pay. **You are responsible to directly pay us your CCDF co-pay each week. Providers are mandated to report any unpaid co-payments to the CCDF office, which may result in losing your CCDF privileges.** Tuition rates may vary according to CCDF disbursement. If CCDF billing lapses it is your responsibility to pay the full tuition amount until CCDF notifies us otherwise. Regarding your weekly allotted hours for childcare by CCDF, parents are responsible for swiping weekly hours (up to 25 hours for full time or 15 hours for part time) by Friday of each week to ensure reimbursement to CKCA is on time. Anytime reimbursements are delayed due to swipes not being made on a timely basis will result in a late fee of \$20.00 and may result in the tuition being paid in cash and/or the child not being able to return until all swipes are up to date. Any swipes later than 45 days will not be reimbursed to your provider and will result in tuition for those weeks being paid in full by the parent. It is critical that all swipes must be done by Friday of each week.

## **LATE PAYMENT FEES**

A \$25 fee is charged for late tuition, Monday after 6pm. *This **Late Fee** will be applied for every week thereafter until the tuition is paid in full.* Special payment arrangements may be made in advance with the director. **Delinquent tuition payments will not be allowed to carry pass a 2-week period or the child will be withdrawn from the program until the balance is paid in full.** A service fee of \$35 will be charged for any **returned payments from credit and/or debit cards.**

Two-week notice required for any schedule change. The first schedule or payment change is free. Additional changes will require a \$25 **Schedule Change Fee.**

A 7% discount is offered to families with more than one child enrolled. This applies to full-time enrollment only.

## **Requirement to Withdraw Your Child**

***A two-week notice is required before withdrawing a child from our academy. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at time of disenrollment will be sent to a collection agency and/or small claims court.***

## **Enrollment Cancelled by Director**

The Director at Cuddle Kiddies reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the academy as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired immunizations and/or physical.
- Failure to comply with any stipulation within the Childcare Contract.

## **MYPROCARE ONLINE PORTAL FOR PARENTS!**

Cuddle Kiddies is pleased to offer **MyProcure**, a free online portal for you to access account information and easily pay tuition. **MyProcure** is safe, secure and created with your convenience in mind. This portal can be easily accessed from your smartphone and e-pads as well as your home computer.

## Log in today!

1. Log in to [www.cuddlekiddies.com](http://www.cuddlekiddies.com) and select PARENTS PAGE tab at top of page.
2. Scroll down to MYPROCARE ONLINE and select "click here" link to setup your online account.
3. Enter your email address (must use the email you have on file with Cuddle Kiddies) and choose **Go**.
4. Enter the confirmation code sent to your email, choose a password, and press **Go**.
5. Then you may:
  - a. View your child's schedule, time card, immunizations and,
  - b. Use the **Pay** button to make a tuition payment with your card.

**Note:** The PARENTS PAGE also serves as an online newsletter dedicated on our website to keep our Cuddle Kiddies parents up-to-date with the latest news and happenings at Cuddle Kiddies!

## Communication

Cuddle Kiddies has enrolled in a great service called KidReports that will help enhance communication with you during the day. You will have the opportunity to receive alerts, pictures and videos of your loved ones throughout the day. In addition, you receive a complete daily report at the end of the day electronically. Parents are asked to download the app and once you have let us know and we will send to your email a code that will allow you to access the app and receive reports.

Proper communication between our parents, teachers and staff of Cuddle Kiddies is extremely important. Teachers will be sending home information on a regular basis. You are welcome to call to arrange a meeting with your child's teacher-- even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the director. Each child is provided with a cubby. Please check these daily for notes, newsletters and daily reports. Or check the note section on your child's page when you sign in or out for notes and/or on Kidreports app.

Remember to communicate in writing any changes in your child's schedule. **We must be informed, in writing, regarding any changes in the person picking up your child.** You may add or delete names of authorized adults allowed to pick-up your child on the *Child Information Record* in MyProcure.

### ***Our office must be informed of any of the following changes:***

- address and/or phone numbers, or e-mail address
- doctors information (pediatrician or dentist)
- parent/guardian employment,



- health/immunizations up-dates, or;
- other pertinent information related to your child.

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

Parents are expected to accompany their child into the academy. The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

***Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents).***

***If there is any concern, the staff of Cuddle Kiddies reserves the right to deny a person's request to pick-up a child. Once in our MYPROCARE Parent Portal system, you will have the ability to add and delete individuals who you approve to drop-off and pick-up your child.***

**CKCA uses the Procare finger-print sign-in system for additional security when dropping off and picking up children. Approved persons must have their finger registered within our system in order to sign a child in or out. In addition, entrance into our facility will require a special door code, otherwise, visitors can only gain entrance by ringing the doorbell, allowing our staff to let them in.**

Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment. Parents are expected to assume full responsibility of their child once they enter the classroom. **Do not allow your child to touch the exit door handles or open the doors.** We work very hard at teaching the children not to touch the exit doors.

### **Overtime rates are as follows:**

Overtime rates are considered any amount of time that care occurs prior to the scheduled drop off time or after the scheduled pick up time. With advance notice by the parent and approval by CKCA, we agree to provide overtime care at a rate of **\$12.00** per hour.

Without advance notice by the parent and approval by CKCA, the overtime rate will be **\$15.00** per hour.

## **Custody Orders**

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The academy must be notified immediately of any changes in custody orders. Certified custody orders must be given to the director

## **Court Orders**

If a court order exists preventing a particular individual from having contact with a child, the ministry shall comply with the order. There shall be a copy of the court order in the child's file.

## **Holidays (See Holiday Closings for more detail)**

MLK Day,  
Good Friday,  
Staff Professional Training @ INAEYC Conference  
CLOSED FRIDAY  
Memorial Day,  
Independence Day,  
Staff In-Service Training:  
"Every last Friday of the month;  
Labor Day, Monday,  
Thanksgiving Holiday,  
Christmas Holiday,  
New Year's Day, Tuesday,

**Regular tuition is expected.**

## **Staff In-service Day Training**

It is important for the staff to have time to prepare lessons, gather information from a guest speaker, or attend a training conference. We call this staff training in-service days. Trainings will occur the last Friday of each month at 4:00pm. The daycare will close at 4:00pm on those days and are listed on the website and on the Holiday Closings notice. These dates will be communicated in advance so you will be able to make arrangements for childcare. The academy will be closed to children. All children are expected to be picked up by 4:00pm.

**Regular tuition is expected.**

## **Unexpected Closings**

Cuddle Kiddies will try its best to be open on public school designated "snow days"-- we may open late if necessary. On a rare occasion our academy may be forced to close due to a situation beyond our control (e.g., ice storm, blizzard conditions, electrical outage, or no water service).

Every attempt will be made to inform parents of an emergency closing, through KidReports communication system, texts, voicemail, emails, and/or the news station.

### **Tornado and Disaster Procedure**

In the event of a tornado or disaster warning, children will be taken to the safest area of the building. They will remain there until the all-clear signal is sounded.

### **Treasures and Possessions**

Each child can bring a small blanket to use at naptime. The blanket will be sent home to be laundered each Friday. Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience however it is our hopes it will be for a limited time.

Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day. Videos brought in to share with the class must be 'G' rated.

***Cuddle Kiddies will not be responsible for any lost items.***

***\*Important...there are five things we feel strongly must remain at home: toy guns, gum, money, jewelry and candy.***

### **Clothing**

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the Academy for art and water activities. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the academy at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Children will be taken outdoors each day weather permitting. The children will play outdoors if the temperature is 20° or warmer with calm winds. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens (attach to coat if possible), scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. When wearing snow boots or winter boots, we ask that you send a comfortable indoor shoe or sneaker to be worn inside.

***All clothing, including coats and boots, must be labeled clearly with your child's name. Your assistance is greatly appreciated.***

## **Diapers & Potty Training**

Parents supply all diapers at Cuddle Kiddies. Wipes will be provided by the academy unless the parent makes alternate arrangements.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

***We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While potty training, parents are to provide lots of thick training underwear, plastic pants, socks, and outer clothing. We know that parents are most comfortable with using "pull-ups" first and then transitioning to training underwear and that is fine. Pull-ups that open on each side is what we prefer, so it will make a much easier way to change your child without having to put shoes and pants on and off several times a day.***

## **Bottles, Pacifiers and Blankets**

All bottles will need to be prepared in advance and labeled with your child's name on it. Please send the amount of bottles your child may drink while at the daycare. If your child takes a pacifier please use a clip to secure it to the child. However, they can't use the clips while in the bed, as it is considered not safe to sleep with. Also, provide an extra pacifier in case one gets misplaced.

Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our academy may be established.

## **Field Trips**

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The academy will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the academy. Your permission for your child to participate in *walking* excursions is part of this agreement.

We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned (which has been included in your parent required forms--including emergency phone numbers that are also a required form.

Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

### **Birthday Celebrations**

Holidays and Birthdays are exciting and special moments in children's lives! Here at CKCA we encourage and support healthy habits by celebrating events in a healthy way. Here are some healthy alternatives to traditional party foods such as fruit kebobs, pita pizza or mini muffins instead of a large cake, fruit smoothies, small oatmeal cookies, fruit pizzas, or special favorite dish of your child's or if you provide favors for birthdays try small age-appropriate toys like stickers, crayons, modeling dough or trading cards instead of sweets. Other suggestions are outlined in our **"Taking Steps to Healthy Success" packet**. Parents should inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children.

Please do not bring in any treats that contain peanuts or peanut products. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration. If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our academy will not distribute mailing lists or phone numbers.

### **Photographs and Publicity**

Photographs and videos of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures or publicity materials. Your permission for photographs of your child, to be used without compensation, is part of this agreement. Videos will be used for educational purposes only. Your child's photo will also be displayed on their classroom's wall when they've engaged in learning activities and special accomplishments or rewards. Class photos and videos will also be shared with our parents through our communication system, kidReports.

### **Taking Steps to Healthy Success**

Is an Early Care and Education Learning Collaborative to Promote Healthy Practices. Cuddle Kiddies Childcare Academy has joined with Nemours (A Children's Health System), the USDA'S Child and Adult Care Food Program (CACFP), Jump IN, IACCRR, and other child care providers to help create a healthier generation by taking steps to prevent obesity and encouraging healthy habits that last a lifetime. We are motivated to help children in our care develop healthy habits with good nutrition and physical activity working together to promote healthy growth and development. We have been in meetings and trainings to better inform our children, staff and you as parents about eating healthier and getting plenty of movement and exercise.

Here at Cuddles, the children will be trying more fruits and vegetables, grains, healthy beverages, healthier meal choices and learning of its importance. We will be intentional about healthier snacks (less sugary and high fructose syrup), healthier meals, (age-appropriate portions, healthier selections), more exercise and the importance of movement and exercise in our daily schedule. There is also a high emphasis on the support and encouragement for breast feeding mothers and preparing a place here at Cuddles to support mother and baby. Monthly material, recipes and other pertinent information will be shared so that we together can make steps to healthy success.

### **Meals**

While your children are here at Cuddles they will receive a morning snack between 8:30-9:00am, a hot lunch at 11:30am and an afternoon snack between 3:00-3:30pm. The academy will provide milk, 100% fruit juice, and two snacks for each day. The children may participate in preparing or assisting with passing out the snack as much as possible.

We are currently catering hot lunches from a Certified Catering Services. The cost for hot lunches is \$3.00 a day or \$15.00 a week and is in addition to your child's tuition fee. This is a separate line item and is added to your account weekly.

Monthly menus are provided for your convenience. Meal substitutions are available for those with special diets; like vegan, vegetarian, pork free, peanut allergies, milk allergies and etc.

Parents may bring breakfast for their children provided the arrival time is 7:30 – 8:00am. Food must be simple and self-serving (e.g., yogurt, breakfast bar, dry cereal, fruit). We ask that you set out your child's breakfast before leaving. The teachers are not responsible for preparing breakfast however morning snack will be served from 8:30-9:00am.

### **Immunizations and Physicals**

All children who attend child care programs in Indiana are required by law to be fully vaccinated. *Immunization Waiver* and *Medical Contraindication* forms are available at our office for those who wish to file an exemption to this law. A *Health Appraisal* form is required prior to enrollment. ***This form requests a record of your child's immunizations and report of last physical examination.***

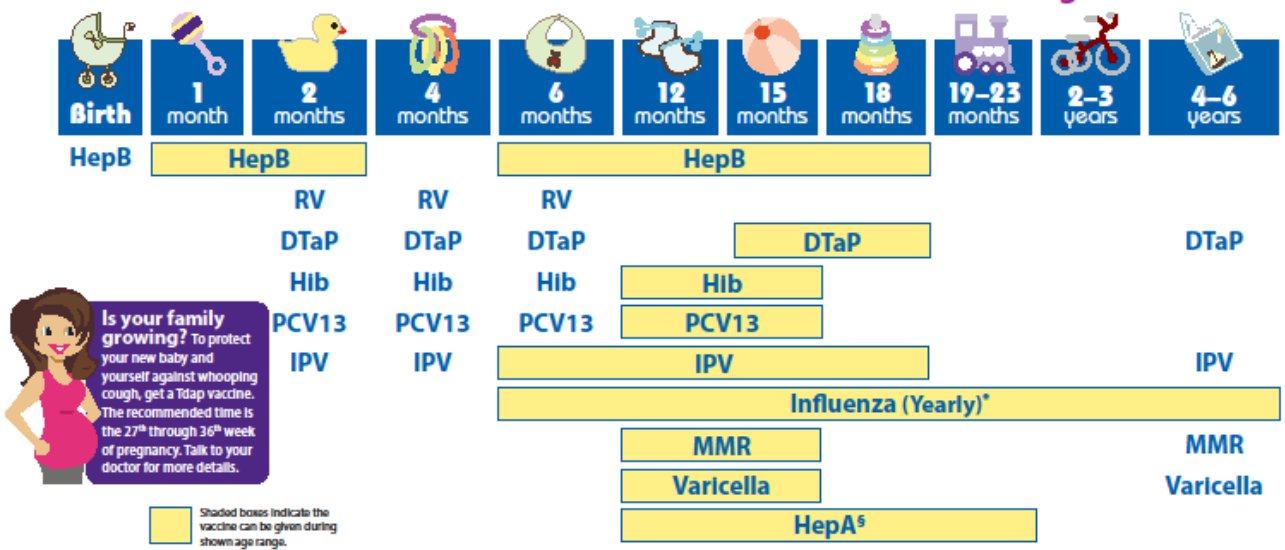
***\*Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child(ren). Updates must be reported to the director in writing.***

*(See the recommended immunization schedule for persons aged 0 through 6 years included)*

Physical regulations are as follows:

- Children younger than 2 ½ years must have a physical within 3 months preceding enrollment and repeated yearly.
- Children 2 ½ years to kindergarten-- a physical must be within the previous year (before enrollment) and repeated every 2 years.
- Kindergarten children and older--parents must submit a copy of the child's immunization and health physical record to the director. A new letter must be signed yearly.

### 2018 Recommended Immunizations for Children from Birth Through 6 Years Old



**Is your family growing?** To protect your new baby and yourself against whooping cough, get a Tdap vaccine. The recommended time is the 27<sup>th</sup> through 36<sup>th</sup> week of pregnancy. Talk to your doctor for more details.

**NOTE:** If your child misses a shot, you don't need to start over; just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

**FOOTNOTES:**

- \* Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years of age who are getting an influenza (flu) vaccine for the first time and for some other children in this age group.
- § Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 months after the last dose. HepA vaccination may be given to any child 12 months and older to protect against HepA. Children and adolescents who did not receive the HepA vaccine and are at high-risk, should be vaccinated against HepA.

If your child has any medical conditions that put him at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he may need.

SEE BACK PAGE FOR MORE INFORMATION ON VACCINE-PREVENTABLE DISEASES AND THE VACCINES THAT PREVENT THEM.

For more information, call toll free 1-800-CDC-INFO (1-800-232-4636) or visit [www.cdc.gov/vaccines/parents](http://www.cdc.gov/vaccines/parents)



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention



## COVID: Policies & Procedures

See the attached addendum on last page of handbook stating policies and procedures due to the COVID pandemic.

## **Illness**

You are the best judge of your child's health and we trust you will not bring a sick child to the academy. However, if while in our care your child becomes ill or displays an unknown rash, your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. ***You must have plans for a backup childcare!*** Tell your caregiver what is wrong with your child, even if your child stays home. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash.
- Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache - Tylenol (supplied from home) may be administered. \*See ***Medicine*** below.
- Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), hand, foot and mouth virus and etc.
- Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.
- Consistent runny nose (mucus that's excessive, yellowish and greenish)
- Consistent coughing (very irritated, deep, excessive coughing)

***If your child is too ill to play outside with his or her class, then your child is too ill to attend the academy.***

***Your child may return to the academy after:***

- Obtaining written verification from a doctor.
- Fever-free for 24 hours ***without the aid of Tylenol or fever reducer.***
- In the case of chicken pox, when all the lesions are scabbed over.
- In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that ***all*** nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 48 hours before returning.

***\*If questions arise to the appropriateness of a child's return to the facility, the final decision will be that of the Director.***

## **Medicine**

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, *Medication Permission and Instructions for Daycare/Childcare Ministries*. The parent must provide all medications. Cuddle Kiddies has on-site pain reducer/fever reducer medication just in case the child spikes a high temperature,



but will only be administered with permission from the parent through correspondence through KidReports communication system, email or text. All medication brought in by the parent must state the appropriate dosage for your child's weight or age. If not then a doctor's note stating proper dosage will be required before we can administer medication.

***Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the academy staff.***

Please inform a teacher if your child's medication needs refrigeration. A *Non-Prescription Release* form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

### **Injury**

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a *Minor Incident Report* would be completed by the closest adult and signed by the Director, Assistant Director or appropriate person.

A copy of this report is placed in the child's file and a copy will be given to the parent upon request. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or an accident, the academy teacher or director will call 911 first. The child will be transported to the hospital noted on the *Child Information Record* (or the closest hospital). The parent/guardian and family physician will be called immediately.

### **Family Gatherings**

Cuddle Kiddies families have a chance to meet with other families and the teachers several times a year. These gatherings are meant to provide a sense of community and to celebrate the families here at Cuddle Kiddies. Dates and times will be posted for events like Open House, Holiday Celebrations, Field Trips and Community Day.

### **Families Involvement**

Families are welcome to participate in the class activities and school events.

#### ***WAYS FOR THE FAMILIES TO BE INVOLVED:***

- Assisting with Holiday parties and academy events
- Sharing their culture with the children
- Sharing a talent or a career experience with the children
- Participating in the class activities or field trips

- Join our PTO (Parent Teacher Organization) meetings every other month. See the CKCA holiday closings for dates and times

### **Parent Visits**

Parents may visit the facility at any time. However, if there are problems arising from parent visits that interfere with the deliverance of quality childcare, then the parent(s) will not be permitted in the classroom.

### **Center Happenings**

Cuddle Kiddies makes every attempt to keep parents up to date on happenings here at the academy and in the community. Academy newsletters are sent out at least 4 or more times a year and classroom newsletters are sent out monthly. Parent bulletin board in the classroom or lobby will be updated often. Notices are sent out at least monthly on MyProcare. **Please read them.** It is also the parents' responsibility to keep up to date by being aware and checking for updates. Together as partners we will be able to provide your child with a fun and safe learning environment. Updated information can also be found on our website's PARENTS PAGE ([cuddlekiddies.com](http://cuddlekiddies.com))

### **Changes in Policies**

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the academy director or owners. This *Cuddle Kiddies Childcare Academy Parent Handbook* revised: January 2020.

### **Discipline and Guidance Policy**

At Cuddle Kiddies the term *guidance* is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our academy:

- **Environment**--A place designed for children. Each room is age-appropriate in furniture size, large and small manipulates, and supplies required for hands-on experiences.
- **Logical Rules**--Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum**--Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior**--We reinforce the behaviors we wish to see repeated.

- **Redirection**--Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder**--Telling the children what we want them to do rather than using "no" or "don't."
- **Renewal Time**--Occasionally, as a last resort, a child needs to be removed from the situation for a brief time out. This allows the child time to calm down and consider an alternate behavior.

### **Difficult Behavior (Suspension & Expulsion Policy)**

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the academy's staff. The parent may be asked to take the child home immediately. In cases where a child is physically harming themselves, another child, or a teacher, then the child may be restrained to protect injuries from occurring. The parent or guardian will be contacted immediately to pick up the child. If difficult behavior persists, a plan and/or strategy created by the staff and parent will be implemented. We will follow the procedure listed in our suspension and expulsion policy to ensure all efforts being made to improve and/or correct the behavior before we withdraw any child from our program. This will be a joint effort between our staff and the parents.

### **CHILD ABUSE POLICY**

All staff of Cuddle Kiddies Childcare Academy is mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the State Central Registry at the mandated number –1-800-635-1522.

### **Security System**

The doors to the facility are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents. Once a family is enrolled you will use your last 4-digits of your cell phone number to key into the security pad on the front door. Push start, your 4 digits, push open, pull handle on the front door to open. . There is a front doorbell should you forget the procedure.

**Please do not give out the entry code** to others who are unauthorized to pick up your child. Photo I.D. is required and kept on file for those who are authorized to pick up your child.

To leave the academy, you need to press first the green exit button and push the door open.

**You DO NOT need to UNLOCK THE DOOR OR TURN THE KNOB.**

### **PARKING**

There is limited short-term parking available at the entrance to the sidewalk leading into the child care facility. If you plan to stay any longer than for dropping off, you should park in the other parking spaces around the white building. We ask that you do not park on the side of the building, in any loading/unloading area, or in front of any signs that say No Standing or No Parking. We also ask that you not leave car motors running or leave other children unattended within your car when you enter the building.

### **STAFF HIRED BY PARENTS**

We strongly discourage our employees from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with a Cuddle Kiddies Childcare Academy employee to babysit for your family outside of the employee's normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Cuddle Kiddies Childcare Academy employee.

We cannot be responsible for our employees away from school, outside their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children. You may be required to sign acknowledgement and waiver to this effect. If you hire a staff member to work for you and that employee resigns their position with us in order to accept your employment offer, you will be required to pay Cuddle Kiddies Childcare Academy a **\$1,000 finder's fee**.

### **Safe Conditions Policy**

The following steps will be taken to ensure that your child is safe while at Cuddle Kiddies Childcare Academy.

Children will be actively supervised with the required number of qualified adults (who have completed a comprehensive criminal history check, drug screen and negative TB test and have completed all required trainings.)

CKCA will not care for children in areas that are being remodeled, repaired, or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, or material containing poisonous substances.

The CKCA will take the following steps to maintain the CKCA; clean the facility daily, keep the facility in a sanitary condition at all times, sanitize toys, furniture, and other equipment used by the children, weekly and when they become soiled and contaminated, and wash all soiled items prior to sanitization.

### **Transportation Safety Policy (when transporting children)**

Cuddle Kiddies will provide transportation to field trips; museums, library, zoo, parks and activities. We will only transport children if we have a permission slip signed by a parent or guardian on file. Only qualified adults that are licensed drivers will transport children.

Drivers will follow all pertinent Indiana laws and will not use cell phones at any time while in the vehicle.

Children will always be restrained in proper seats and seat belts and at no time will a vehicle exceed the recommended capacity. Children will not be left unattended. Upon returning from each trip, the bus/van/car will be inspected to ensure that no children are still on board.

We have automobile insurance that covers transportation of children for our child care business. All vehicles used for transportation will be maintained in a safe condition.

### **SPIRITUALITY**

Cuddle Kiddies is a non-denominational Christian Child Care Ministry under the covering of The Streams Church, formerly Healing Streams Word & Worship Center, and does not promote any set doctrine or actively pursue converts to a particular faith. Cuddle Kiddies welcomes children from all religious or non-religious backgrounds.

Spiritual faith is viewed as an important component to healthy human development. A Daily devotional will be a part of our curriculum which includes the use of the holy bible as instruction and guidance. This devotion includes a time for singing, a short story from scripture, prayer and a weekly memory verse. Christian holidays are taught and celebrated. Children are presented with the following:

- God is real and loves each person.
- We can learn from lessons and stories in the Bible.
- God hears us when we pray.

Children not attending the daily devotional will engage in a teacher directed activity held in a different location. You are welcome to talk with the director for a further explanation of this program.

***Please sign the form below to inform us of your preference concerning daily devotionals.***

Child's Name

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I would like my child to attend the daily devotional. Yes / No

I would prefer that my child remain with his/her teacher. Yes / No

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Parent/Guardian Signature

Thank you for selecting Cuddle Kiddies as your child care provider.

## **Receipt of Parent Handbook**

This is to acknowledge that I have received a copy of Cuddle Kiddies Childcare Academy Parent Handbook and I understand that it contains information about the operating policies and practices of the academy. I agree to read and comply with the Parent Handbook. I understand the policies outlined in this Parent Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand CKCA retains the right to make decisions involving operating procedures as needed in order to conduct its work in a manner that is beneficial to the children, CKCA and CKCA Parents and any inconsistent verbal or written policy statements in the handbook.

I understand that no oral statements or representations can change the provisions of this Parent Handbook.

I understand that this CKCA Parent Handbook is not intended to create contractual obligations with respect to any matters it covers and that the CKCA Parent Handbook does not create a contract guaranteeing that your child will be cared for any specific time period.

I understand that this CKCA Parent Handbook refers to current operations maintained by CKCA and that I must refer to the actual operating plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Policy and Procedures in this Cuddle Kiddies Childcare Academy Parent Handbook.

**A two-week notice is required in writing and submitted to the director (not verbal) before withdrawing a child from our academy. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at time of disenrollment will be sent to a collection agency and /or submitted to small claims court. This will be fully enforced!**

If I have any questions regarding the content or interpretation of this CKCA Parent Handbook, I will ask the director for clarity.

Child's Name (print) \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Name (signature) \_\_\_\_\_

Date \_\_\_\_\_



# Frequently Asked Questions for K-12 and Early Care and Education (ECE) Settings: Information for School and ECE Administrators, Teachers, Staff, and Parents

Updated May 27, 2022

The following frequently asked questions (FAQs) for school and ECE administrators, teachers, staff, and parents provide more detail about CDC recommendations in these settings.

## What Parents Need to Know

**Parents:** If you have a child in an early care and education (ECE) or childcare program, or in a K-12 school, here is what you need to know about CDC's [COVID-19 Community Levels guidance](#). It's important to understand that putting this guidance into practice may vary, so always check with your child's school or ECE program for the latest information.

- Everyone aged 2 years or older [should properly wear](#) a well-fitting [mask or respirator](#) in indoor areas of public [transportation](#) (such as airplanes, trains, buses, ferries) and transportation hubs (such as airports, stations, and seaports), especially in locations that are crowded or poorly ventilated, such as airport jetways.
- Your child's school or ECE program should [notify](#) you if your child was potentially exposed to someone who has COVID-19. This could be by a phone call, email, or letter home.
- If your child has symptoms of COVID-19 or tested positive for COVID-19, they should follow [isolation](#) guidance.
- If your child was [exposed](#) to someone who has COVID-19, they should follow [quarantine](#) guidance.
- You can use CDC's [quarantine and isolation calculator](#) to help determine how long someone should isolate, quarantine, or take other steps to prevent spreading COVID-19. You should talk to your child's school or ECE program administrator for specific guidance in their school or ECE setting, including on when they can return.
- Some schools and ECE programs may offer regular testing for students and staff. Testing remains very important in reducing the risk of spreading COVID-19. Your child may be asked to participate in [COVID-19 screening testing](#).
- Anyone may choose to wear a mask, including a child with a disability or who is at risk for getting very sick with COVID-19. If someone in your household is at risk for getting very sick with COVID-19, you may choose to have your child wear a mask indoors during times of low and medium [COVID-19 Community Levels](#). Talk to your school or ECE program about what they are doing to prevent the spread of COVID-19 and what is needed to support your child.

## Masks


[Why is universal indoor masking no longer recommended for K-12 schools and early care and education \(ECE\) programs at low or medium COVID-19 Community Levels?](#) 

The Centers for Disease Control and Prevention (CDC) recommends using [COVID-19 Community Levels](#) to determine which COVID-19 prevention strategies are needed to reduce the risk of getting very sick with COVID-19.



which COVID-19 prevention strategies are needed, including masking, to reduce medically significant disease and preserve healthcare capacity. At low and medium COVID-19 Community Levels, masking is optional. When the COVID-19 Community Level is high, CDC recommends universal indoor masking in schools and ECE programs and other community settings.

In communities that are at a low COVID-19 Community Level, some people will choose to wear a mask based on personal risk and/or preference. They should be supported in their decision to do so. In addition, when the COVID-19 Community Level is medium, people at [high risk of becoming very sick from COVID-19](#) should talk to a healthcare provider about wearing a mask and taking other precautions.

Schools and ECE programs should allow flexible, non-punitive, and supportive policies and practices around individual and setting-specific choices or reasonable accommodations. For more information about masks, including mask exceptions and mask recommendations for people with [disabilities](#) , please visit [Your Guide to Masks](#).

CDC guidance is meant to supplement—not replace—any federal, state, tribal, local, or territorial health and safety laws, rules, and regulations with which schools and ECE programs must comply.

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### Should people who completed isolation for COVID-19 infection continue to wear a well-fitting mask for at least 10 days?

Yes, people who have completed at least 5 days of [isolation](#) should continue to properly wear a well-fitting mask when around others until at least a full 10 days has passed since their symptoms began (or, if they have no symptoms, the date they were tested). This is true regardless of whether an individual performs a test at the end of 5 days of isolation.

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### Are students still required to wear masks on school buses?

K-12 schools and early care and education settings should follow [guidance for schools](#) according to the [COVID-19 Community Level](#) in their area with respect to mask wearing on [buses or vans](#).

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### Should masks be worn in school nurses' offices or other school-based or school-linked health programs?

CDC recommends masking at all times in school nurses' offices and other [healthcare settings](#), regardless of vaccination status or the current [COVID-19 Community Level](#).

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### During times when masking is used, what should we do during mealtimes?

When the [COVID-19 Community Level](#) is high, universal masking is recommended for all students, teachers, and staff. At low and medium COVID-19 Community Levels, some individuals may choose to mask based on individual risk for getting very sick with COVID-19. During such times—when masks need to be removed for meals—schools can do the following to the extent possible to reduce risk of spread of the virus that causes COVID-19:

- Improve [ventilation](#) or move mealtimes outdoors
- Reduce crowding
- Use cohorting (keeping people together in a small group and having each group stay together throughout an entire day, while minimizing contact between cohorts)

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## Close Contacts and Contact Tracing