

Crystal's

# CUDDLE BUGS

## CHILDCARE | PRESCHOOL

PARENT HANDBOOK | ENROLLMENT FORMS



**CRYSTAL'S CUDDLE BUGS**  
CHILDCARE AND PRESCHOOL

CHILD(S) NAME: \_\_\_\_\_

FIRST DAY OF ENROLLMENT \_\_\_\_\_

PARENT NAME(S) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOW DID YOU HEAR ABOUT US \_\_\_\_\_



STAFF USE ONLY

REG FEE \_\_\_\_\_

DOWNPAYMENT \_\_\_\_\_

TOTAL FEE \_\_\_\_\_

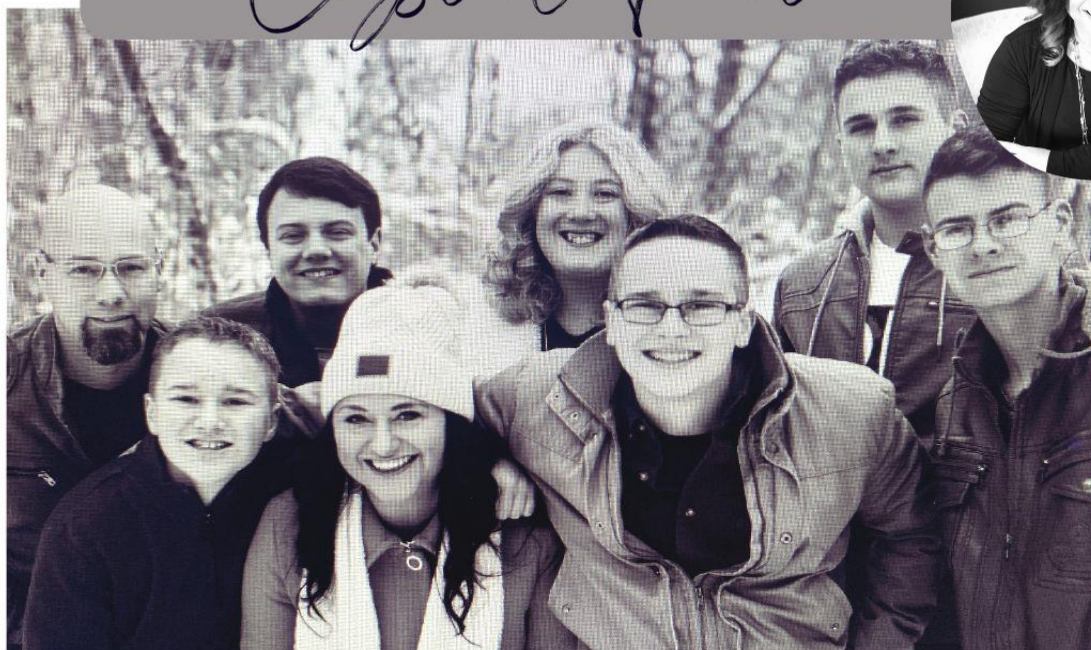
WHO CHARGED \_\_\_\_\_

ENROLLMENT SPREADSHEET \_\_\_\_\_

# CUDDLE BUGS

Our CEO and Founder

*Crystal Port* 



## From the beginning

In 2002, not long after the birth of her first child, Crystal Port left her career in finance to pursue her goal to provide a safe and loving environment for children. She started a successful career in licensed in-home childcare where she found joy and fulfillment in making a positive difference in children's lives.

Crystal's own family had also expanded. She now had 5 busy young boys. After 13 years, Crystal decided to broaden the scope of her program to offer the same loving atmosphere to more children in a childcare center atmosphere.

It takes a great deal of hard work and loving dedication to be a successful childcare provider, and even more effort to offer that service on a childcare center level. We are confident that you will find Crystal's Cuddle Bug Childcare Center and its talented teachers and staff to be an extension of your loving home for the children and families it serves.

## Message from Crystal

"Finding quality, loving childcare was such an important goal for me as a working mother. Because of that, I understand why it is so important to you also. Providing affordable childcare rates for working families will forever be a priority to our program. We will always strive to be a unique program that advocates for both quality and affordability because we understand how important this is to the families we serve."

*Crystal*

## WELCOME

We are pleased you are considering Crystals Cuddle Bugs Childcare (CCBCC)! We offer full-time, part-time, and flexible childcare at each of our three locations in Lakeville, Farmington, and Rosemount Minnesota. **Our mission is to nourish young minds and bodies through the science of play.** We aim to develop a partnership with you to create the best environment for the growth and development of your child. This handbook is a large piece of the open and honest communication we strive to have with you. Please read this entire document and be sure to ask questions prior to enrollment. Your initials on each page serve as your acknowledgment that you have read, understand, and agree to adhere to the policies and procedures included in this parent handbook.

## OPEN DOOR POLICY

CCBCC encourages enrolled parents to schedule volunteer time to visit their child's classroom. We welcome parent volunteerism and have a security code for the building. However, we ask that extended family members and prospective families schedule a time in advance before visiting the facility as a safety precaution for the children in care. Parents will be greeted at the main entrance and children will be escorted to their classrooms by staff. At pick-up times, parents are asked to message on the Brightwheel app that they are there to pick up their child. This is done to limit exposure to germs and reduce illness exposure in the building. Parents can reserve the right to enter the program at any time, but they ask that parents limit exposure to the group by keeping classroom visits at a minimum at this time. Volunteer and special in-classroom parent pickup days will be added to the program when the risk of illness exposure is lower.

## AGES SERVED

CCBCC Farmington is licensed for up to 119 children. CCBCC Lakeville is licensed for up to 172 children. CCBCC Rosemount is licensed for up to 116 children.	Farmington	Lakeville	Rosemount
Infants 6 weeks to 16 months old	34	49	30
Toddlers 16 months to 33 months old	30	47	22
Preschoolers 33 months up to First Day of Kindergarten	55	64	49
School-agers First day of kindergarten up to 12 years old	10	17	15
Total capacity	119	177	116

## HOW TO ENROLL, FEE AND DEPOSIT EXPECTATIONS

To enroll in CCBCC, parents must complete this handbook for each child including parent initials on each page and signatures where applicable. A completed parent handbook also includes a completed Admission and Arrangements Information form, Health Care Summary, and Tuition Express financial authorization form. Once all documents are complete and delivered to your CCBCC center, you will be immediately charged via the payment method you selected, a non-refundable registration, and a non-refundable deposit for your child's first week of care. If you are enrolling a child that is already born and want us to hold an enrollment space for more than 90 days, we require that you also pay in advance for your 2<sup>nd</sup> week of care. Timing of the 2<sup>nd</sup>-week payment can be flexible and broken into up to 4 smaller installments. Should you need to push your start date back more than 2 weeks beyond your original planned start date, any deposits would be forfeited, and a new deposit will be required.

For families who wish to secure an enrollment space for a child who is not yet born, to reserve your spot, we ask that you return this Parent Handbook with as much information completed as you are able. Once your partially completed paperwork is delivered to your Cuddle Bugs Childcare Center, you will be immediately charged via the payment method you selected, a non-refundable registration fee and a non-refundable deposit for your child's first week of care. You are to select an estimated starting date for childcare. You have a 2-week grace period on either side of your estimated date. This means your child may start two weeks in advance of the estimated start date (provided enrollment space is available in our classrooms) or two

weeks after the estimated start date; in both scenarios, your first week's deposit would apply to the first week of childcare used. Should you need to push your start date back MORE than 2 weeks after the estimated date, the original deposit would be forfeited, and an additional deposit would be required. \*Medical extension; if your infant is born with severe health needs that require you to push your start date back further than 2 weeks beyond the estimated start date, we will extend one additional month of holding without an additional deposit. After the baby is born, but before you plan to start childcare, we will invite you to stop in and complete the paperwork.

For families utilizing only our Pay-As-You-Go billing, you will immediately be charged a non-refundable registration fee. You may choose to book and pay for Pay-As-You-Go dates you want at that time, or any time that works for your family. Once you have booked and paid for a Pay-As-You-Go date, they are non-refundable.

## ADJUSTMENT PERIOD

Initially, your child will be enrolled on a two-week trial basis. Both staff and parents will use this time to discover if your child fits comfortably into our childcare center. You can use this time to ensure that you are happy with our services. If this arrangement is not mutually satisfactory, either parent or Crystals Cuddle Bugs Childcare Center director may terminate the arrangement during this trial period.

## TERMINATION OF SERVICES VIA PARENT DECISION

To end your services with us any time after the two-week trial period we require a full two-week written notice of termination (4-week notice for school-age care.) You will be required to pay your standard weekly tuition for a full two weeks after notice is given (4-week notice for school-age care.). This notice must be in writing and must specify an exact termination date. Tuition is due on Mondays, if you give notice of termination after Monday, we will require two further payments in addition to the week you have already paid for (4-week notice for school-age care.). CCBCC will not reserve a spot for your child and cannot guarantee future enrollment. Regardless of your reason for leaving the program, a two-week notice and charges for two additional full weeks of childcare tuition will be applied (4-week notice for school-age care.).

*Example of 2-week policy: You pay tuition, as usual, Monday, August 1<sup>st</sup>. You give written notice of termination on Wednesday, Aug 3<sup>rd</sup>. You will be obligated to pay tuition on the following two Mondays (Monday, Aug 8 & Monday, Aug 15).*

*Crystal's Cuddle Bugs Childcare reserves the right to terminate this contract and stop providing care for any child based on the needs of the group.*

We now require a 4-week written notice of cancelation or reduction in care in School Age Programming.

## TERMINATION OF SERVICES VIA CCBCC DECISION

Should CCBCC need to terminate your childcare services we will do so with a verbal notice. While we will make every effort to give adequate notice, **CCBCC is not required to give advance notice of termination.** Some situations may deem it necessary to immediately terminate a child's care. Some common reasons CCBCC would terminate services might include but are not limited to: non-payment, non-compliance with policies, failure to meet immunization policies, continual disruptive behavior which is harmful to the other children or staff and is not being corrected, violence, threatening behavior or language from a child or family member, mental instability that is threatening or causing concern to our group, flight risks, inability for CCBCC staff to adequately care for the medical or other needs of any child, any child who's individual needs take away from CCBCC staff's ability to care for the rest of the group, suspicion of physical/mental/sexual abuse, or any other reason CCBCC staff feel a family or child is not a positive or healthy fit for our group. In addition, should classroom graduation cause a conflict with center capacity, we reserve the right to terminate service, with preference to full time enrollments and children with siblings or staff members in the program.

## LEAVES OF ABSENCE

**Maternity leave** Expecting another "Cuddle Bug?" Congratulations! Should you need us to "hold a spot" for your expected child or hold a full-time spot for your older child while you are on maternity leave and potentially needing less frequent care, we will do our best to accommodate your family's needs. Know that

we always reserve the right to charge a fee to hold a spot open. To reserve your expected infant enrollment spot, you will need to complete a parent handbook and we will charge a non-refundable charge of a one-week deposit for the new infant. That deposit would be applicable towards the first expected week of your full-time return. Please know that we also reserve the right to decide not to hold a spot open. Optional: to temporarily reduce care for your already enrolled older child/children, simply let us know that you would like to reduce care for a period of up to 12 weeks. You can reduce to approximately ½ of the days of the week you are normally enrolled. For example: Normally enrolled 5 days, reduce to 3 days; normally enrolled 4 days, reduce to 2 days; normally enrolled for 3 days, reduce to 2 days; normally enrolled 2 days, reduce to 1 day. We will hold your normal schedule for a period of up to 12 weeks.

**Job layoff** We are always sorry to hear that one of our CCBC families is experiencing permanent or temporary loss of a job. We recognize how stressful that can be for your family. Should you want to reduce or end your care during this challenging time, please be aware of our policies and what to expect: You must give a full two-week notice that you were laid off/furloughed/or lost your job and wish to end or reduce care. If you wish to terminate your childcare, please see "TERMINATION OF SERVICES VIA PARENT DECISION" above. If you wish to reduce care, you will be required to pay your full standard weekly tuition for a full two weeks after notice of layoff is given. This notice must be in writing and must specify the exact date you notified CCBC. Tuition is due on Mondays, if you give notice of this change after Monday, we will require two further payments in addition to the week you have already paid for.

*Example: You pay tuition, as usual, Monday, August 1<sup>st</sup>. You give written notice of your desire to reduce care on Wednesday, Aug 3<sup>rd</sup>. You will be obligated to pay full tuition on the following two Mondays (Monday, Aug 8 & Monday, Aug 15). After two weeks of full tuition are paid you can reduce care to approximately ½ and temporarily reduce fees for a period of up to 12 weeks. For example: Normally enrolled 5 days, reduce to 3 days; normally enrolled 4 days, reduce to 2 days; normally enrolled for 3 days, reduce to 2 days; normally enrolled 2 days, reduce to 1 day. We will hold your child's normal enrollment schedule for up to 12 weeks.*

### **Child medical leave or extended family vacation**

If your child needs an important surgery or becomes seriously ill and will not be attending childcare for a period longer than 2 weeks, or if your family will be vacationing for a period longer than 2 weeks, we will reduce your charges and continue to hold your childcare spot for a period of up to 12 weeks. You will be required to pay your full standard weekly tuition for the first two weeks of absence due to medical needs or notice of extended family vacation is given. This notice must be in writing and must specify the exact date you notified CCBC. Tuition is due on Mondays, if you give notice of this change after Monday, we will require two further payments in addition to the week you have already paid for.

*Example: You pay tuition, as usual, Monday, August 1<sup>st</sup>. You give written notice of your desire to reduce care/charges on Wednesday, Aug 3<sup>rd</sup>. You will be obligated to pay full tuition on the following two Mondays (Monday, Aug 8 & Monday, Aug 15). After two weeks of full tuition are paid you can reduce care to approximately ½ and temporarily reduce fees for a period of up to 12 weeks. For example: Normally enrolled 5 days, reduce to 3 days; normally enrolled 4 days, reduce to 2 days; normally enrolled for 3 days, reduce to 2 days; normally enrolled 2 days, reduce to 1 day. We will hold your child's normal enrollment schedule for up to 12 weeks.*

CCBC does not offer lower rates for vacations of two weeks or less, holidays, or times your child may be enrolled elsewhere. For example, if you enroll your child in a summer camp elsewhere for a week your CCBC rates will not be reduced.

If your child is absent for surgery or major illness CCBC may require a physician's clearance for your child to return to care as well as clear instructions as to the ongoing medical care instructions for your child. Should classroom modifications be necessary for your child, those modifications would be at the parent's expense and must be approved by CCBC and meet all DHS and health nurse requirements before your child can begin care again. CCBC reserves the right to unenroll any child if we do not feel we can adequately meet the medical needs of a child or if a child's medical needs would take away from the quality of group care.

### **Seasonal workers or Teachers**

**REDUCED CARE:** With this option, your child(ren) can continue to attend childcare part-time. This allows them to stay in a routine and offers continued peer interaction and engagement in learning. You will be charged a

reduced fee to attend at a reduced schedule and we will hold your child's normal full-time enrollment schedule for a period of up to 12 weeks. To utilize this option, simply let us know that you would like to reduce care as a seasonal worker or teacher. You can reduce to approx. ½ of the days of the week you are normally enrolled. For example: Normally enrolled 5 days, reduce to 3 days; normally enrolled 4 days, reduce to 2 days; normally enrolled for 3 days, reduce to 2 days; normally enrolled 2 days, reduce to 1 day. You must select the same days each week that you wish to use during this reduced time. Days are firm and cannot be traded. For example: if you choose MWF as your reduced schedule, you would be charged an extra PAY-AS-You-Go fee to utilize a T/Th, and those days cannot be guaranteed until paid for. An exact start date of your ½ time start and end date when you expect to return to full-time care must be specified before rates or care will be reduced.

## GENERAL POLICIES

1. CCBCC Hours of operation: 6:30 am-6:00 pm. We cannot accommodate early drop-offs or late pick-ups. Parents are required to sign their children in and out each day on our Brightwheel app.
2. Your non-toilet-trained child must arrive in a clean diaper or changing pants. Please ensure if your child is wet or soiled that you change them before you leave the center.
3. If your child will not be attending on a scheduled day or if you will not arrive at your scheduled drop-off time, please notify us as soon as possible via our Brightwheel App. Parents are expected to download and use this App.
4. Advanced notice is appreciated for any instances where your child's drop-off/pickup time may vary.
5. Be sure to let us know if someone else will be picking up your child by adding a message on our Brightwheel App with the person's first and last name. Make sure the person knows that CCBCC staff will ask for identification. Your child will not be released to anyone else without proper authorization from you. We cannot assist with car seat installation.
6. Medication: If your child develops a fever or pain while at childcare, we can give your child medication to comfort them with your consent. Please supply us with a fever reducer or pain medication that is age appropriate for your child. Parents must clearly label medications with the child's first and last name. Additionally, parents must label syringes or measure caps with the child's first/last name and attach the measuring device to the bottle with a rubber binder or plastic bag. If your child does not have their own bottle of medicine at daycare, we can supply you with a new bottle of Infant's or Children's Tylenol. We will either send the new bottle home with you or keep it here for future use with your child's name on the bottle. **A \$10 charge will be applied to your account if we supply you with medication.** Your initials on the bottom of this page give us permission to charge if we supply you with Tylenol upon your request. If we are to give pain medication to children under age 2, a physician's note will likely be needed and will need to be updated frequently.
7. Please leave treats/candy/ breakfast snacks at home or in your vehicle. These items, while comforting to your child, can be very upsetting to the rest of the group.
8. Our educational methods are simple. We believe children learn through PLAY. We believe learning should be fun and that it does not always take the shape and form of a classroom. We teach taking turns, sharing, and being kind to others. We also teach traditional items such as letters, numbers, colors, and much more but we do so at each child's pace and each child's level. We aim to make it fun to learn. Nutrition and physical exercise are cornerstones of our program.
9. We ask that parents are always with their children at arrival and departure times and that parents hold their child's hand during those times to ensure safety in the parking lot and while entering or exiting our building. Parents of multiple children must bring all children inside/outside together. Do not leave an unattended child in a car while you bring another child inside. Do not leave one child inside the center unsupervised while you buckle another in their car seat.
10. It is our policy to apply sunscreen to exposed skin during the summer months unless we have a signed parental waiver opposing the application of sunscreen. **We will provide center sunscreen for an additional charge of \$16.** The center-provided sunscreen will be Banana Boat Kids Mineral, SPF 50. If parents wish to bring sunscreen from home, parents must supply non-aerosol sunscreen. Parents must clearly label sunscreen with the child's first and last name in permanent ink or with a label maker. Because of the oils in sunscreen, we prefer that you label the bottles with masking tape before writing on them with permanent ink.

11. Our Child Care Program Plan is always available for review. We welcome the input and suggestions of parents. We encourage and sincerely welcome any helpful suggestions you may provide.
12. Our staff will conduct parent conferences twice annually, which include a written assessment of the child's intellectual, physical, social, and emotional development.
13. We have adequate developmentally appropriate toys for all the children to play with and it is much easier to deal with sharing and taking turns with toys that are intended for everyone's use. Please refrain from bringing toys from home except on designated show-n-tell days. Your child will be expected to help pick up and put away toys and games and will be praised for his or her efforts.
14. Occasionally parents will use CCBCC staff for "babysitting" services outside of CCBCC. CCBCC claims no responsibility for the staff or their actions while they are not "on the clock" at Crystal's Cuddle Bugs Childcare. Parents are to use their own judgment and discretion while choosing babysitters. Crystal's Cuddle Bugs will not share opinions or information concerning employees with families.
15. It is prohibited for any family with children enrolled in our childcare center to ask or solicit any employee of CCBCC to nanny for you during hours that would impede any employee from working their normally scheduled hours at our childcare center. It is prohibited for any employee of CCBCC to offer to nanny or care for any child enrolled in CCBCC during their scheduled childcare hours from 6:30 am-6 pm Monday-Friday. Non-Solicitation of Crystal's Cuddle Bugs staff During the term of my child/children's enrollment at CCBCC and for twelve (12) months following the termination of my child's enrollment for any reason (the "Customer Non-Solicitation Period"), I agree that I will not, either on my own behalf or on behalf of any other person or entity, directly or indirectly, solicit, or assist current or former employees of CCBCC to provide childcare service relating to or similar to those offered by CCBCC at any other location or home. I agree not to solicit current or former employees of CCBCC to provide service to any such customers on behalf of myself or any other person, firm, company, or corporation. I understand that CCBCC may take legal action should I violate these terms. Your initials at the bottom of this page indicate that you agree to this policy.

## ? WHY DO WE NEED TO PAY FOR CHILDCARE WHEN OUR CHILD IS ILL OR ABSENT FROM CHILDCARE?

*Childcare tuition is calculated as an annual amount that is broken down into 52 smaller weekly payments. When calculating rates childcare centers must account for the costs of doing business, many of which are fixed costs such as rent, insurance, staffing costs, meals, equipment, supplies, and much more. When your child is ill or out for the day the teacher must still teach the rest of the class. Therefore, contracted families pay a fixed rate to hold their child's enrollment spot for the year.*

## ? HOW CAN WE HELP KEEP CHILDCARE COSTS FROM RISING STEEPLY?

*Great question! At Cuddle Bugs, we are always looking for ways to help keep our costs affordable to families. Here are a few ideas that, over time, greatly reduce our overall costs which are passed onto families each year:*

- *Routinely pick up your child(ren) promptly after work. Staffing costs are one of the largest expenses childcare centers face. When children are checked out, we promptly cut staff according to required staff: child ratios.*
- *Consider donating gently used toys to our childcare. As your children tire of toys or grow out of baby swings, consider offering them to CCBCC. Donated items are a HUGE way we keep costs down. Items in great condition that we love include clean baby swings and highchairs with all required parts, books for infants through age 12, bibs, Boppy pillows, non-electronic toys, trikes and bikes, blocks, barbies, and superheroes, dress-up play items, and more. These items are disinfected before they are put into play here at Cuddle Bugs.*
- *Consider donating items to your child's classroom such as fun washable paints, markers, crayons, or other items teachers need. When parents help with these smaller costs it helps teachers use classroom budgets for larger items they really want.*
- *Make sure your child's supplies are well stocked. Try not to run out of diapers or wipes or sunscreen so the center does not need to purchase extra. Again.... this helps everyone's costs in the long run.*

## FINANCIAL POLICY & RATES

1. See attached rates appendix for the most up-to-date rate information.

2. All enrolling families are charged a non-refundable registration fee. If your child is not in attendance for a 12-month period, an additional registration fee is charged at re-enrollment. See attached rates appendix for up-to-date registration fee information.
3. All enrolling families must pay in advance for their child's first week of childcare. If you are enrolling more than 90 days in advance for a child that is born, pre-payment of the first two weeks is required. This is non-refundable. This can be accomplished in one lump sum, or you may pay for one week + registration fee upfront, and the 2<sup>nd</sup>-week requirement can be paid within 30 days of enrollment. Currently enrolled families must only pay for one week of tuition to enroll more than 90 days in advance of the start date.
4. Payments are charged electronically, weekly, and are due every Monday morning by 10 am regardless of if your child is in care that day.
5. Late payments will be assessed as a \$20 late fee. \$10 for each additional day your payment is late. These fees will immediately be charged to the payment method on file.
6. You will be charged \$20.00 for each NSF returned payment or "hold" placed on your payment for insufficient funds. You will be expected to pay in cash until the hold is removed from our bank.
7. We ask that you are respectful of our hours. Late pick-up charges are as followed:
  - a. 1-10 Min Late. =\$10
  - b. 11-15 Min Late =\$25
  - c. 16-30 Min Late=\$50
  - d. 31-45 Min Late=\$75
  - e. 40-60 Min Late=\$100

These fees will immediately be charged to the payment method on file. We understand that circumstances beyond your control may occur, and we will do our best to work with you, but please remember the overtime we likely must pay our staff for your lateness is likely greater than the fees you will be paying. Let us know if you are having pick-up or drop-off issues so that we can be prepared. If parents/guardians cannot be reached at closing time we will attempt to have emergency contacts pick up the child/children. If emergency contacts cannot be reached or are unavailable to pick up the child 30 minutes after closing, authorities will be called, and the child may be taken into protective custody subject to local jurisdiction and lawful guidance. Full late fees will apply until Cuddle Bugs can close our doors and relinquish custody. Cuddle Bugs is not responsible for supplying or installing car seats or for the safe or lawful use of car seat restraints or transportation involved with the pickup of any child via parents/guardians/emergency contact or law enforcement.

8. Rates are subject to change. You should expect a rate increase annually of 3-5%. You will be notified one month in advance of all rate changes.
9. We receive payment for 52 weeks of the year regardless of whether your child is present or not. This includes your child's sick days, vacation days, holidays, and childcare closure days. etc.
10. Unexpected emergencies that could affect our ability to care and are difficult to avoid could cause CCBCC to close with little notice. Examples of such emergencies could include but are not limited to, fire, water damage to our building or center, sewer or gas emergencies that make air quality or sanitation of surfaces unsafe, power outages, vandalism, accidental or intentional destruction of property that makes care of children or entrance to our building unsafe, insects or pest infestation, or any other disaster that makes childcare impossible and/or unsafe. Unexpected closings of this nature are unavoidable and will not result in a refund or reimbursement for your childcare expenses. If an unexpected emergency results in our childcare center remaining closed for more than 7 business days, you will not be charged after the 7<sup>th</sup> business day.
11. We offer a 1% discount for Police, Emergency Workers, and active Military/National Guard families. WE GREATLY THANK YOU FOR YOUR SERVICE AND PROTECTION! To qualify for our service member discount, your children must be contracted weekly, and you must provide quarterly proof of your continued service by emailing your director with a badge or service card. Discount does not apply to PayAsYouGo enrolled families. The discount only applies to contracted charges. For example: If you are contracted for M/T and use PayAsYouGo occasionally on W, the active Military and Police discount would apply to the contracted portion of your charges, but not to your PayAsYouGo occasional charges. Discounts cannot be combined with any other discounts offered. One discount per family.

## CHILD CARE PROGRAM PLAN

The primary goal of our program is to provide loving care that feels like an extension of your family, as well as a quality educational program that emphasizes learning through play for young children. The curriculum is



designed to enhance the social, intellectual, physical, and emotional development of each child in an environment that promotes acceptance, respect, caring, and encouragement.

This childcare program will be evaluated in writing annually by the owner/director who is also qualified as a teacher. All team members and parents are encouraged to provide suggestions and feedback regarding the plan. Suggestions will be accepted both verbally and in writing by the owner/director at any time throughout the year.

The intellectual, physical, social, and emotional progress of each child will be documented on an ongoing basis. Copies of these records will become a part of each child's file and important aspects will be shared with the child's parent(s) during parent-teacher conferences which are offered two times each year.

Attached to this plan is a schedule for indoor and outdoor activities. This schedule is intended to be used as a guideline. Our teachers are encouraged to plan activities for their classes that are consistent with the center's philosophy of learning through play. The director shall oversee activities daily.

Crystals Cuddle Bugs staff feels it is extremely important for children to have the opportunity to develop their own creativity. Children need guidance, but not constant direction. Children will be invited to participate in a wide variety of activities, both quiet and active. Quiet activities may include but are not limited to rest time, group discussions, and independent and group story times. Active activities may include but are not limited to walks, outdoor play, large motor games, and dramatic play. Teacher-directed activities may include stations, themed art projects, group discussions, stories, and Kindergarten readiness skills. Child-initiated activities may include free play, dramatic play, free art, and station play. The final decision regarding what takes place on each child's day will remain partially a matter of their own choice.

This Child Care Program Plan is always available for parents to review upon request, and we always welcome input and suggestions from parents. We encourage and sincerely welcome any suggestions you may provide.



**OUR INFANT CARE PROGRAM INCLUDES:**

**Emotional growth**

- Derived from staff who use loving words and speaking tones.
- Creating a loving and accepting environment. Our staff is taught that encouraging infants makes them feel better about themselves and supports development.
- Encouraging curiosity and a sense of wonder through free and structured playtime. Our program supports free play and curiosity by focusing on non-electronic toys and developing the five senses.

**Social growth:**

- Modeling a sense of caring and sensitivity towards others by being attentive to babies' needs and offering much time for holding and affection.
- Providing opportunities for sharing and making friends by encouraging infants to play with each other.
- Positive, nurturing interactions between staff and children are posted throughout the day on our Brightwheel app for parents to see and appreciate.
- Encouraging interaction with a diverse group of children. We welcome diversity in all of our classrooms and know that a diverse group better equips children for the world that awaits them.

**Intellectual growth:**

- Creating excitement to learn. Parents will know our exciting monthly plans through our monthly newsletter that features the theme of the month, special books being read in class, and any donations the classroom may need.
- Encouraging learning in areas the child is interested in. We offer infants a "Musical Safari" class multiple times each month to allow them to hear and see new sounds they may be interested in. Infants are offered instruments to touch, hold, or bang on. We also offer small art projects that give infants safe opportunities to experience new tactile and save special mementos for moms and dads.

- Providing the flexibility to explore his or her interests. Older infants are offered dramatic play toys that safely meet their developmental needs while still providing them the opportunity to choose play areas that most interest them.

**Physical development:**

- Teaching the child to use the body in various active ways for large motor activities. We encourage infants to learn to sit, crawl, stand, walk, and even climb or ride on toys that meet their developmental needs in classrooms that are specially designed for infant safety and supervision.
- Providing well-balanced meals and snacks. Menus are available to parents online on our website [www.Cuddlebugchildcare.com](http://www.Cuddlebugchildcare.com) and are also posted in our food service area.
- Providing a rest or nap. Safety inspected cribs and cots are provided for each classroom as appropriate for each child's age.



OUR TODDLER CARE PROGRAM INCLUDES:

**Emotional growth:**

- Build self-confidence by allowing choices within limits by providing dramatic toy areas in a variety of interest categories.
- Provide a warm, loving, and accepting environment, with staff trained to meet the needs of toddlers.
- Encouraging curiosity and a sense of wonder through self-motivated activities. Both indoor and outdoor activities are geared to peak toddler curiosity. From sensory tables filled with new tactile experiences to outdoor sand and safe water play, your toddler will have many opportunities to explore.
- Aid in helping children to identify their feelings and the feelings of others by helping to teach feeling words and working with parents to encourage the use of feeling words at home.
- Helping in the development of self-discipline by asking children how to show kindness to others instead of always repeating the rules.
- Providing alternatives to anger and aggressiveness by strengthening emotional control by giving safe choices when children struggle and providing feeling words that help them define what they may be feeling.

**Social growth:**

- Encouraging a sense of caring and sensitivity towards others by reading books about empathy on a child's level and praising kind behaviors and modeling kind behaviors to others.
- Encouraging a sense of control over their lives by offering acceptable choices that give them the control they desire.
- Providing a nurturing and compassionate child and teacher interaction by offering opportunities for many hugs and bonding experiences.
- Opportunities for interaction with a diverse group of children by encouraging play with all friends in the classroom.

**Intellectual growth:**

- Sparking excitement for learning through play by using praise words and an encouraging tone throughout the day,
- Encouraging children to seek knowledge of what they are interested in by observing areas they are interested in and sharing those observations with parents in person and through our childcare app.
- Providing options for independence and solution-finding by encouraging staff to not always jump in to aid a child before asking the toddler how they think they could find the solution they seek.
- Offering a variety of toys geared for the toddler age group that children will rotate through throughout the day. Our toddler staff will separate children into groups of no larger than 14 children to rotate through a series of learning stations daily. At our Farmington campus, toddlers will all be grouped together into one larger group at mealtimes, rest times, art or special speaker or special activity times, and morning drop-off/evening pick-up times. Children will be allowed and encouraged to rotate into our quiet activity stations in each toddler and preschool classroom.

**Physical and motor development:**

- Teaching a child to use his or her body for activities indoors and outdoors and by the inclusion of specialist programs such as Stretch-N-Grow and Amazing Athletes.

- Promoting physical growth and competence at the child's developmental level by offering portable activity toys that are geared for their age group.
- Providing clean and accessible diapering changing areas that allow for supervision of the remaining group during changing times for each group of 14 toddlers. In our Farmington campus, only two diaper changing stations are provided for up to 3 groups (30 toddlers) because teachers will maintain diapering of all toddlers in a timely matter by rotating children using the two changing stations provided.
- Providing well-balanced meals and snacks that are posted in our food preparation area and on our website [www.cuddlebugchildcare.com](http://www.cuddlebugchildcare.com)
- Daily rest or nap on cots appropriate for their age. We practice encouraging a dim lit nap/rest time from 12:30-3 daily but do not require a child to rest longer than 30 minutes.
- Two diapering stations will be used for teachers to rotate and meet the needs of all children in the classroom.



OUR PRESCHOOL CARE PROGRAM INCLUDES:

**Emotional growth:**

- Build self-confidence by allowing choices within limits such as preset stations to allow a child to freely choose their area of interest.
- Provide a warm, loving, and accepting environment with encouragement for self-care with the knowledge a teacher is right behind them if they need help.
- Encouraging curiosity and a sense of wonder through self-motivated activities that are open ended such as art, free play, and station times.
- Helping in the development of self-discipline by encouraging self-care and encouraging responsibility for one's own belongings.
- Providing alternatives to anger and aggressiveness by strengthening emotional control with lessons on feelings and emotions

**Social growth:**

- Modeling a sense of caring for others with kind words and gestures.
- Recognition of group needs verses individual differences by asking children what would help the group and allowing them to give opinions and feedback to a teacher who guides them.
- Development of problem-solving skills by posing questions and helping children find solutions.
- Encouraging individual decision-making power to create a sense of control by offering safe choices that allow individuality within parameters.
- Encouragement to seek the rewards of giving of themselves to benefit others by teaching empathy and annual examples of a lemonade stand for charity that teaches preschoolers to give of themselves and how even children can make a difference in the world.
- Providing a nurturing and compassionate child and teacher interaction by offering additional staff at times to allow teachers more one on one time with children.
- Opportunities for interaction with a diverse group of children by encouraging playing with all children in the classroom.

**Intellectual growth:**

- Sparking excitement in children to learn by offering monthly themes that differ and keeping parents informed on how they can also contribute to the classrooms.
- Empowering children to take charge of their education by praising their efforts.
- Encouraging children to seek knowledge where he or she is interested by offering stations that meet a variety of interests and allowing children to choose the area they care about most. Children will be allowed and encouraged to rotate into our quiet activity stations in each toddler and preschool classroom. In addition to the Musical Safari, Amazing Athletes, and Stretch-N Grow programs we offer.
- Providing opportunities to discover and explore to encourage children to find solutions with safari searches, nature hunts, occasional field trips for those children over age 4 and able to be transported in a no 5 point harness booster seat, and much more.
- Curriculum includes art, science, cooking, movement, practical life, dramatic play, language, and fine motor activities.

**Physical and motor growth:**

- Teaching fine motor through toys, blocks, and puzzles in addition to specialized teachers that offer Stretch-N-Grow and Amazing Athletes for promotion of physical fitness.
- Promoting physical growth and competence at the child's developmental level with a variety of mobilized portable athletic equipment for indoor and outdoor play
- Providing well-balanced meals and snacks that are posted in our food preparation area and on our website [www.cuddlebugchildcare.com](http://www.cuddlebugchildcare.com)
- Daily rest or nap on cots appropriate for their age. We practice encouraging a dim lit nap/rest time from 12:30-3 daily but do not require a child to rest longer than 30 minutes
- Preschool 2 in Farmington, Lakeville, Rosemount and Preschool 3 in Lakeville are designed with the potty-trained preschooler in mind. All Preschool classrooms are designed to accommodate the preschool child that is still mastering potty skills and transitioning out of diapers. Because half or more of the preschool classroom is expected to be potty trained a bathroom is attached to the classroom for quick access. Self-sufficiency while using the bathroom is encouraged but supervision and help is provided when needed. For those still in diapers or training pants a diaper changing station is available in the classroom and children will be changed regularly. Parents are encouraged to encourage independence in the bathroom at home and to encourage potty training of their preschooler. One changing table will be offered in all Preschool 1 classrooms and also in Rosemount's Early Preschool classroom for teachers to rotate diapering needs to meet the entire classroom.



OUR SUMMER SCHOOL AGE PROGRAM (LAKEVILLE AND ROSEMOUNT CAMPUS):

**Emotional growth:**

- Build self-confidence by allowing choices within limits such as preset stations to allow a child to freely choose their area of interest.
- Provide a warm, loving, and accepting environment with encouragement for self-care with the knowledge a teacher is right behind them if they need help.
- Encouraging curiosity and a sense of wonder through self-motivated activities that are open ended such as art, free play, and station times.
- Helping in the development of self-discipline by encouraging self-care and encouraging responsibility for one's own belongings.
- Providing alternatives to anger and aggressiveness by strengthening emotional control with lessons on feelings and emotions

**Social growth:**

- Modeling a sense of caring for others with kind words and gestures.
- Recognition of group needs verses individual differences by asking children what would help the group and allowing them to give opinions and feedback to a teacher who guides them.
- Development of problem-solving skills by posing questions and helping children find solutions.
- Encouraging individual decision-making power to create a sense of control by offering safe choices that allow individuality within parameters.
- Encouragement to seek the rewards of giving of themselves to benefit others by teaching empathy and annual examples of a lemonade stand for charity that teaches preschoolers to give of themselves and how even children can make a difference in the world.
- Providing a nurturing and compassionate child and teacher interaction by offering additional staff at times to allow teachers more one on one time with children.
- Opportunities for interaction with a diverse group of children by encouraging playing with all children in the classroom.

**Intellectual growth:**

- Sparking excitement in children to learn by offering monthly themes that differ and keeping parents informed on how they can also contribute to the classrooms.
- Empowering children to take charge of their education by praising their efforts.
- Encouraging children to seek knowledge where he or she is interested by offering stations that meet a variety of interests and allowing children to choose the area they care about most. In addition to the Musical Safari, Amazing Athletes, and Stretch-N Grow programs we offer.
- Providing opportunities to discover and explore to encourage children to find solutions with safari searches, nature hunts, and much more.

- Curriculum includes art, science, cooking, movement, practical life, dramatic play, language, and fine motor activities.

**Physical and motor growth:**

- Teaching fine motor through toys, blocks, and puzzles in addition to specialized teachers that offer Stretch-N-Grow and Amazing Athletes for promotion of physical fitness.
- Promoting physical growth and competence at the child's developmental level with a variety of mobilized portable athletic equipment for indoor and outdoor play.
- Providing well-balanced meals and snacks that are posted in our food preparation area and on our website [www.cuddlebugchildcare.com](http://www.cuddlebugchildcare.com)
- Daily rest or nap on cots appropriate for their age. We practice encouraging a dim-lit nap/rest time from 12:30—3 daily but do not require a child to rest longer than 30 minutes. We encourage parents to avoid reducing nap times for children. If their bodies need rest, it is likely important for their development.

In addition, our school-age program will have the opportunity to attend several fun and educational field trips weekly. They will participate in area Park and Rec Activities that will further their sense of community.

Our Childcare Program Plan and all its contents are reviewed annually by a staff member that is qualified as a teacher or higher. All contents of this plan are available to parents on request; please contact your director.

## DAILY SCHEDULE

Our daily schedule will be somewhat structured but flexible enough to allow for choice and spontaneity. Our routine will also vary from winter to summer. During the summer months, we will spend more time outdoors.

Approximate Time	Activity
6:30am-7:30am	Arrival, free play
7:30am - 8:30am	Breakfast is served until 8am, choice of activity
8:30am-9:00am	School transportation for kindergarten and older school-age children
9:00am-11:30am	Morning nap for infants, toddler art/crafts, preschool curriculum, music or physical activities, rotating outdoor time (weather permitting) morning Snack 9:30-10 am
11:30am-12:30pm	Lunch, clean up, storytime, or quiet reading
12:30pm-2:30/3pm	Nap or quiet activity (2:30pm for Toddlers, Preschoolers & SA. 3:00pm for Infants & Crawlers)
3:00pm-4:00pm	Indoor or outdoor structured activity
4:00pm – 4:30pm	School-age children arrival, afternoon snack
4:30-pm-5:30pm	Indoor or outdoor structured activity
6:00pm	Pick-up time for all families



## TRANSITIONS & GRADUATIONS TO A NEW CLASSROOM

There are many factors that are considered when making the decision to transition or graduate a child to a new classroom. This includes the child's development, availability in the program, and the ages and abilities of the other children in that classroom. Teachers and the Director will communicate with the parents when they feel it is an appropriate time to start each child's transition. We encourage parents to express any concerns or questions that they may have prior to or during the transition into the next classroom. If a parent feels their child is not ready, we will have a meeting to address concerns and questions. Before graduation happens, your child will typically have multiple opportunities to get acquainted to their new classroom setting. When the staff-to-child ratio allows, your child may be able to try out their new classroom for a half or whole day. Graduations can happen throughout the year, but the bulk of graduations will occur in June and September throughout the whole center.

From time to time, it may be necessary for the center to transition children to another classroom due to enrollment or staffing factors. Children that are either the youngest or the oldest in a classroom may be transferred to a different classroom throughout the day. If they are the oldest in their classroom, they may be moved to the next class up. If they are the youngest, they may get moved to the class down for the day. The center decides what is best for the children and the center on any given day. Infants could start transitioning to the Crawler's Classroom around 8-9 months old at the Rosemount campus. Infants will start transitioning to the Crawler's Classroom around 12 months old at the Farmington and Lakeville campus. Children could start transitioning to the Toddler Classroom anywhere between 15-16 months at all campuses. Toddlers may start transitioning to Preschool Classrooms between 28- 33 months at all campuses.

## DAILY COMMUNICATIONS **brightwheel**

We use Brightwheel, an electronic version of daily communication, to keep you informed about your child's day. All parents/guardians are asked to use our Brightwheel application. We will send highlights of your child's day through this app. We will inform you of diaper changes, naps/rest time, supplies your child may need, meals, and best of all photos. Staff use center-issued cell phones to capture photos and record this information.

All our important center notifications are shared on Brightwheel, so it is imperative that parents check daily for important center notices. Policy and procedure changes, government mandates, center closures, and much more important information is shared via Brightwheel. We ask that parents remain vigilant about routinely checking for important center information.

We request that parents keep us informed of important information such as absences, late arrivals, or early pick-ups, authorized non-parental pick-ups, illnesses, current medications, or other important information via the Brightwheel application. Please know that messages you send on Brightwheel can be viewed by all staff. If you have a message that is personal or of a financial matter and should be kept private, please call or text the main phone line. To book PayAsYouGo dates please call or text the main phone line.

## IDEA INDIVIDUALS WITH DISABILITIES EDUCATION ACT

As a childcare provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Childcare providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible but in no case more than seven days after the identification. We can assist the parent with the referral or partner with them in the referral process.



## HOLIDAYS

Crystals Cuddle Bugs Childcare is CLOSED on the following Holidays with pay: **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and one "floating holiday"** that will be announced before the start of each year and typically will be taken surrounding either the July 4<sup>th</sup> holiday or surrounding the Christmas holiday. Should one of the above-listed holidays fall on a Saturday/Sunday We will take the preceding Friday or the following Monday as a paid holiday. In addition to the above-listed holidays, we will also close for **two training days on President's Day and Veteran's Day** to allow staff to take the continued education courses required by childcare licensed DHS annually (for example CPR, First Aid, Car Seat Safety, Supervision, Cultural Dynamics, Abusive Head Trauma, Sudden Unexpected Infant Death Syndrome Training, and many more). Although the center is closed during training days, the staff will be busy doing training. Enrolled childcare families are responsible to pay for all holiday and training day closures.



## NAP AND REST POLICY

Each child will nap or rest as appropriate to their age and stage of development in cooperation with the parent's wishes. Each child will have his or her own clean and separate bedding/cot. A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or in a crib. Quiet time for non-napping children consists of resting, coloring, or reading. Naps and rests are provided in a quiet area that is physically separated from the children who are engaged in an activity that will disrupt a napping or resting child. Cribs and cots are placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs and cots are placed directly on the floor and are not stacked when in use. Children in non-infant rooms are asked to bring a labeled blanket to use during rest and nap time. Blankets will be sent home each week to be laundered.

Each infant is provided their own crib with a firm mattress and individual fitted crib sheets that fit tightly on the mattress. Crib bedding is washed by our staff every week. Bedding or blankets are always washed if soiled or wet. Cribs are checked monthly for safety and are made of sturdy construction that conforms to the code of federal regulations. Nothing other than a pacifier is allowed in a crib with an infant. Infants under 12 months old may not sleep with a blanket as mandated by DHS Licensing. In lieu of blankets, non-swaddling sleep sacks may be provided by parents for added warmth or comfort. We do not swaddle infants at CCBCC. We place each infant on their back unless signed documentation has been received from the infant's physician directing an alternate sleeping position for the infant while in childcare. An infant who independently rolls onto stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months old or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home. Please avoid sending infants in outfits with hoods and avoid teething necklaces.



## INFANT FEEDING

CCBCC follows USDA nutritional guidelines. Infants will be fed formula, breast milk, milk, or nutritionally adequate solid food in prescribed quantities at specific time intervals. Each child's feeding schedule will be available in the food preparation area. It is the parent's responsibility to safely prepare bottles. We cannot allow anything other than milk or formula to be added to bottles without medical instruction.

### Breastmilk

We encourage breastfeeding infants! Many CCBCC staff have taken professional development to help encourage mothers and families to breastfeed as long as possible. We encourage mothers to nurse infants in our infant classrooms and encourage parents to reach out to our staff with questions about feeding infants and anything we can do to support your family to meet your feeding and nutrition goals. Please let us know how we can help you feed and nourish your child. Sanitation of bottles is the parent's responsibility. Please use the following safe practices when pumping, storing, and transporting milk:

- Wash hands, breast, and breast pump. Express milk only after ensuring hands are clean.
- Use a clean bottle or storage bag.
- Fresh breast milk is safe for 48 hours if refrigerated. Frozen breast milk should be thawed overnight in your refrigerator and prepared with only the appropriate amount for one feeding.
- Label each bottle with the child's first and last name and the date.
- Transport bottles in an insulated bag and be sure milk is immediately refrigerated upon arrival at CCBCC.
- We cannot clean your bottles per health and sanitation codes. Take used bottles home daily.
- You must bring in enough prepared bottles for your child's meals/snacks in the given time they are in care. You may bring one frozen bag of breast milk and one empty bottle for staff to use in the event that more milk than expected is needed.

### Formula

Formula is supplied and prepared by the parent. Use best practices at home to prevent illness and disease:

- Always clean all bottle parts with hot soapy water paying careful attention to the nipple and rings to clean all small crevices. Rinse well and cap the bottle when dry to avoid dust or dirt in the air. Wash the container your bottles travel in.
- Clean the top of the formula container with a cloth wrung out in hot soapy water before opening.
- Fill bottles with only the amount your baby drinks at one feeding. Date and label your bottles and lids with the babies' first and last name.
- Refrigerate immediately.
- Transport bottles in an insulated bag.
- Immediately refrigerate bottles when you arrive at CCBCC making sure each bottle is labeled clearly with the date and baby's first and last name.
- We cannot clean your bottles per health and sanitation codes. Take used bottles home daily.
- Bring enough prepared bottles for the entire day. You may bring one container of premeasured powdered formula labeled with the number of ounces and an empty bottle for staff to use in the event that more formula than expected is needed.

## Infant Food Guidelines

We provide infant cereal beginning at 4-8 months. Parents that wish to delay the addition of infant cereal and/or vegetables and fruits beyond eight months of age will need to have a signed diet statement from their physician explaining why the cereal or fruit or vegetable should be delayed. Bottles, containers, and perishables brought from home **MUST be labeled** with each child's first and last name. Glass bottles or containers are not allowed. If parents choose to supply their own infant food, prepared infant food may be brought. Non-Glass Containers must be labeled with the child's first and last name and instructions as to when that food should be served should be clear. Opened commercial containers will not be returned as opened food will be discarded. Containers from home will be returned daily to be cleaned at home.



## MEALS & SNACKS

CCBCC must follow USDA nutrition guidelines. We serve nutritionally balanced, high-quality food at no additional charge for enrolled families that pay full day rates. We offer daily breakfast, lunch, and snacks. We will encourage your child to try everything, but they will not be forced to eat. Children who choose not to eat will not be served again until the next scheduled meal or snack. No separate menus will be made except under medical circumstances. Mealtime can be a valuable learning and social experience. Pleasant conversation and table manners will be encouraged at mealtimes.

Your child must arrive before 8:00 AM to receive breakfast, and before 12:00 PM to receive lunch. If your child misses a mealtime, it is your responsibility to feed him/ her unless other arrangements are made. Daily snacks will be provided at 10am (morning snack) &/or 3-4pm (afternoon snack). Snack menus are posted on our food service entrance. Morning snack may not be served due to classroom activities, field trips, larger lunch etc. Any child that is enrolled 10+ hours will typically receive AM and PM snack.

Your child may bring special treats to share with the other children on special occasions. However, they must provide enough for their entire classroom and due to Health Department regulations, the treat must be commercially prepared in individual portions. (Bakery cupcakes are fine. Bakery cakes are not).

If parents choose to provide their own meals, we do not provide a discount and the meals must include the following per USDA requirements: 1 serving fluid milk, 2 servings of vegetable/fruit, 1 serving protein, 1 serving grain/bread. We must prohibit the serving of peanut products. We cannot guarantee that peanuts are not in our facility. A menu will be posted on our bulletin board and on our website [www.cuddlebugchildcare.com](http://www.cuddlebugchildcare.com)

## WATER

Children may have water to drink whenever they wish during the day. We will carry water thermoses and disposable cups when we go on longer outings. Water bottles are not allowed except on field trips and must be properly cleaned and filled with water at home. When water bottles are used, they will be single service sent home daily to clean. If you wish for us to offer water for children under 12 months or children unable to successfully drink from a disposable dixie cup, in addition to the milk cups/bottles you provide, you must also



provide a clean bottle/cup for each time that we may offer water. Water drinking cups/bottles for infants must be single service (I.E., we can offer it only once, and then the bottle must be cleaned at home)

## BEHAVIORAL GUIDANCE

We believe that the best way to teach children good behavior is to model positive and acceptable behaviors and point out the good behaviors we see each day. Staff members are expected to communicate with children using positive language and a respectful tone. We will tailor our behavior guidance to the developmental level of the children that we are serving.

If we notice children's behaviors need correction, we will first try re-directing the child towards more constructive activities to reduce conflict. We teach children how to use acceptable alternatives to problem behaviors. At all times we aim to protect the safety of children and staff persons. If needed, our staff will provide immediate consequences for a child's unacceptable behavior which may include: redirection, warnings, discussions about problem behaviors and solutions to them, or other creative methods of reminding children not to repeat problem behaviors. If the unacceptable behavior is persistent and requires an increased amount of staff guidance and time our staff will do one or more of the following:

- Give verbal warning.
- Give written warning with staff's observations.
- Separate a child and notify the parent (see Separations).
- Conference with parents
- Make a behavior plan. Behavior plans are tailored to your child and are a collaboration between the teacher, director, parent, and possibly other specialists. Behavior plans help outline ways to best help guide a child with behaviors that present a challenge in a group setting.
  - Behavior plans may include a shortened childcare day, no discount is offered.
  - Plans may include one-on-one staffing for a portion of the day, at the parent's cost.
  - Plans may include parents supplying supplies or toys to calm or center a child.
    - Example busy box for nap time
    - Example biting toys.
    - Example weighted blanket or vest.
    - Example ear coverings to block noise.
    - Example vestibular aides
    - Example sensory bins
  - Plans may include a teaching strategy that limits or increases free time.
  - Plans may include a seating chart.
  - Behavior plans are individual to best meet your child's needs.
- If unacceptable behavior continues which is harmful to the child, the group, or staff, the child will no longer be invited to participate at CCBC.

*Our staff is prohibited from the following actions by or at the direction of a staff person:*

1. Subjecting a child to corporal punishment, which includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.
2. Subjecting a child to emotional stress, which includes but is not limited to: Name-calling, ostracism, shaming, making derogatory remarks about a child or the child's family, or using language that threatens, humiliates, or frightens a child.
3. Punishments for lapses in toileting
4. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
5. The use of mechanical restraints, such as tying.
6. Separation of a child from the group, except within the rule requirement. No child may be separated from the group unless the following has occurred:
  - Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
  - The child's behavior threatens the well-being of the child or other children in the program.
  - A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
  - The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation and
  - The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

- Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.
- If a child is separated from the group it will be noted on a daily log that includes the child's name, staff person's name, time, date, information indicating what less intrusive methods were used to guide the child's behavior, how the child's behavior continued to threaten the wellbeing of the child or other children in care, if a child separated from the group three or more times in one day the child's parents shall be notified and the parent notification shall be indicated on the daily log, and if a child is separated five or more times in one week, eight times or more in two weeks, the procedures in MN Dept of Human Services Division of Licensing rule 9503.0055 subpart 2 will be followed

CCBCC reserves the right to withdraw any child if their needs are not being met by the staff-to-child ratios offered by the program or if the child poses a danger to other children or staff. This removal could be immediate depending on the severity of the behaviors being demonstrated.

## SEPARATIONS

Additionally, as a licensed facility we are required to make and follow policies related to separating a child from a group. \*Separation occurs when a child is removed from the group and is temporarily unable to participate in the program activity. No child may be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior which has been ineffective, or if the child's behavior threatens the wellbeing of the child or other children in the center. All separations from the group must be noted on a daily log. After 3 separations in one day, the parents will be notified, after 5 separations in one day a child will be sent home. After 5 separations in one week or 8 in two weeks a behavior plan may be made/followed and/or the child may be sent home. No financial refund will be given if a child is sent home.

## UNDESIRABLE BEHAVIORS

Children's behaviors are often unpredictable, and our staff understands that temperaments are controlled by many factors including a child's sleep patterns, health and wellness, home environment, and of course, behaviors can be affected by the children and staff around them as well. We will make every attempt to surround your child with calming love and support. However, there are times when we must consider what is best for the other children in the group if a child's undesirable behavior is inhibiting the staff's ability to care for others. We may need to send a child home for the day if we feel their undesirable behaviors have infringed on another child's safety or right to learn. Our hope is that parents will work on our team to address a child's behavior at home to encourage them to correct their behaviors at childcare going forward. Examples of behaviors that would warrant us requiring a child to be sent home with a parent would include but are not limited to: inconsolable crying that staff is unable to sooth for a period of over one hour, refusal of a child to walk to/from a planned outing as this could negatively affect the group and directly relates to safety of the group outside the childcare center, a child that verbally indicates to staff they will be a flight risk or that demonstrates behaviors that indicate they will run away from a planned activity or into traffic or any dangerous spaces, undesirable behaviors that staff is unable to correct within a one hour time frame that may pose a danger or extreme disruption to the group; examples of this may include refusal to stop screaming or yelling at staff, continued use of profanity that is not halted after reminders, intentional excessive and/or deliberate destruction of property, and any other behavior that threatens bodily harm to staff or children that is not quickly halted with staff correction. Other behaviors that may warrant the need to send a child home for the day may include biting if a child were to have 3 bites in one day. We ask for your full support in this area if you are called to pick up a child due to undesirable behaviors, we hope you will support our decision, understand the limitations we are faced with within a licensed childcare facility, and help work alongside our staff to find solutions to the problem at hand. No financial refund will be given if a child is sent home. To clarify behaviors that would immediately lead to a child being sent home are as follows:

- Attempted flight risk – The child will be sent home for the day and cannot return until a meeting with the parent has been arranged to ensure the school, parents, and student are working to rectify this dangerous behavior. When dealing with a child who exhibits repeated flight risks, it is crucial to prioritize their safety and well-being. Repeated flight risks will lead to a pause in the current care arrangement in order to allow the child to seek therapy or receive further guidance.

- Terminating the child from our program will be considered a last resort when all other options for ensuring their safety have been exhausted.
- Throwing or turning over chairs, shelves, tables, or other furniture -The child will be sent home for the day and cannot return until a meeting with the parent has been arranged to ensure the school, parents, and student are working to rectify this dangerous behavior. When dealing with a child who exhibits these behaviors often, it is crucial to prioritize the safety and well-being of themselves, other children, and staff. Repeated behaviors will lead to a pause in the current childcare arrangement to allow the child to seek therapy or receive further guidance. Terminating the child from our program will be considered as a last resort when all other options for ensuring their safety have been exhausted.
  - Starting or participating in a physical altercation with other students or hitting/punching/kicking or attempting to hurt a staff member - The child will be sent home for the day and cannot return until a meeting with the parent has been arranged. Repeated physical altercations will lead to a pause in the current childcare arrangement to allow the child to seek therapy or receive further guidance. Terminating the child from our program will be considered as a last resort when all other options for ensuring their safety have been exhausted.
  - Spitting or swearing at teachers or friends - one warning, then we will send them home for the day if the behavior repeats. Repeated spitting or swearing will lead to a pause in the current childcare arrangement to allow the child to seek therapy or receive further guidance. Terminating the child from our program will be considered as a last resort when all other options for ensuring their safety have been exhausted.
  - Inappropriately touching other children, excessively discussing private parts, showing private body parts to others, there will be one discussion with the child and the parents will be called, then we will send them home if the behavior continues. Repeated inappropriate behaviors will lead to a pause in the current childcare arrangement to allow the child to seek therapy or receive further guidance. Terminating the child from our program will be considered as a last resort when all other options for ensuring their safety have been exhausted.
  - Biting - Redirection after each bite, Parents will be called after two bites. The child will be sent home for the day after 3 bites unless it breaks skin twice then they will be sent home at 2 broken skin bites. If the first bite breaks skin and the second one does not the child will get sent home if we hit 3 bites that day. For very young children under the age of 2, the program and parents may use discretion on the best approach for each individual child. The program reserves the right to send any child home for biting if it is in the best interest of the group.

## DIAPERING & TOILET LEARNING

Procedures for diapering are approved by our program's health consultant and are posted in the diaper-changing areas. Diapering may only be done in designated areas. CCBCC cannot accommodate cloth diaper changes. Parents are to supply diapers, wipes, and diapering supplies. In the event a child needs a disposable diaper, and it is not supplied by the parent, there is a charge of \$1 per diaper. In the event a child needs baby wipes, a new package of unscented disposable baby wipes will be provided for your child, labeled with your child's name and a charge of \$4 will be charged to your childcare tuition. **A \$1 charge will be applied to your childcare tuition if CCBCC supplies your child with a diaper. A \$4 charge will be applied to your childcare tuition if CCBCC supplies your child with baby wipes.** Your initials on the bottom of this page give us permission to charge if we supply you with diapering products upon your request.

Toilet learning will begin when we both agree that your child is ready. We believe it is important that we work together during this time until a consistent routine is established. Our staff will make every effort to work with your child during this process and celebrate successes. If your child has an accident and wets be assured, we will not scold or spank. No child shall be punished or shamed for accidents during this learning period.

You will supply enough pull-ups with re-attachable sides plus several changes of clothing to use during training. Appropriate clothing is a must. No difficult belts, onesies, tights, or difficult snaps.

When the teacher, director, and parent decide a child is completely potty trained and no longer needs the use of diapers/pull-ups and can go to the restroom unassisted the child may graduate to the Preschool 2 classroom.

## IMMUNIZATIONS

Immediately upon enrollment documentation of current immunizations must be submitted. If you would like to complete your own immunization record, we can provide one for you or you can print your own at <http://www.health.state.mn.us/divs/idepc/immunize/laws/childcareimzfm.pdf> For inadequate or unimmunized children, a signed notarized statement of parental objection to the immunization or medical exemption is required. It is a parent's responsibility to make sure that immunization records are updated as needed.

In a case of Measles, Mumps, Rubella, Pertussis, Polio, or Diphtheria occurs in the childcare setting, children who are inadequately or incompletely immunized will be excluded through the incubation period of the last reported case of the disease, as determined by the local health department. This exclusion is necessary because these children may become infected and contribute to further disease spread. This exclusion also applies to children who have not been immunized for conscientiously held beliefs or medical contraindications. When documentation exists that a child is un-immunized based on personal beliefs rather than a medical condition a program can refuse to enroll the child. For legal information, contact: Child Care Law Center, [www.childcarelaw.org](http://www.childcarelaw.org) 415-558-8005. Parents must continue to pay weekly rates during the time their child is excluded from care.

Preferably prior to enrollment, but no longer than 30 days after enrollment, parents must provide a Health Care Summary form signed by a physician. Failure to supply this documentation will cause exclusion from CCBC. Parents must keep these forms up to date. Parents have the responsibility to inform CCBC when their child has a special medical condition, need, or allergy.



## ILL CHILD

\*It is important to plan for what happens should your child become ill. Often, this means that someone will need to care for your child for 24, 48, or 72 hours (longer for some illnesses including COVID-19). This means missed work or relying on backup sick care. Please know that illness is part of childhood, and your family should plan for a number of illnesses annually. Childcare is not sick care. No discount is offered if your child and/or child's sibling is excluded from care due to illness. We must all do our part to limit the spread of illness.

When your child is ill, he or she needs to be with his or her own parent. \*Depending on the severity of the illness and if the center has experienced multiple other cases, siblings may or may not be excluded from care. To protect the other children, we must enforce that you make other care arrangements if your child has the following symptoms:

Illness	Level Green Normal Childcare (Non-Heightened) Exclusion Period. Non-symptomatic siblings are not excluded from care and may continue to attend for illnesses in this column.	Level Red During times of more than 5 diagnosed cases of the same illness within our center within 5 calendar days Siblings may or may not be excluded, please read below.
Bacterial infection IE strep or impetigo	48 hours from medication AND until symptoms improve	48 hours from medication AND until symptoms improve. Siblings also excluded from care
Chicken Pox - Diagnosed	Excluded from care until symptoms improve, and all pox are crusted over	Excluded from care until symptoms improve, and all pox are crusted over. Siblings also excluded from care
Communicable diseases - diagnosed. This covers a variety of diseases	24 hours from medication or diagnosis or until symptoms improve	A minimum exclusion of 48 hours from medication or diagnosis or until symptoms improve. Siblings not excluded if symptom free
COVID-19 symptoms include new onset cough or shortness of breath or at least 2 of the following: fever, chills, muscle pain, sore throat, loss of sense of smell/taste, and gastrointestinal symptoms of diarrhea, vomiting or nausea. If a person has a new symptom (for example new loss of smell only) with no other diagnosis to explain it, they	We are required to follow Current exclusion policies (subject to change based on recommendations from MDH, CDC, DHS, or health nurse) COVID-19 Symptoms in Child Care  If it is determined your child must be excluded from care due to symptoms, or due to exposure to a positive case, no childcare discount will be offered.	We are required to follow Current exclusion policies (subject to change based on recommendations from MDH, CDC, DHS, or health nurse) COVID-19 Symptoms in Child Care  If it is determined your child must be excluded from care due to symptoms, or due to exposure to a positive case, no childcare discount will be offered.

should stay home and talk to their healthcare provider about testing for COVID-19, even if it is the only symptom, they are experiencing.		
Diarrhea	The Center will typically not exclude until 3 loose stools are observed. However, CCBCC may exclude at first diarrhea if the stool is mostly water and foul in odor. CCBCC may also immediately exclude if we observe other children with similar symptoms. Diarrhea exclusion is 24 hours from last observed diarrhea and improvement of other symptoms	The Center will typically not exclude until 3 loose stools are observed. However, CCBCC may exclude at first diarrhea if the stool is mostly water and foul in odor. CCBCC may also immediately exclude if we observe other children with similar symptoms. Diarrhea exclusion is 48 hours from last observed diarrhea and improvement of other symptoms.  Siblings not excluded if symptom-free
Eye, ear, or profuse nasal discharge	Excluded from care until medicated for 24 hours or until symptoms improve	Excluded from care until medicated for 24 hours or until symptoms improve.  Siblings not excluded if symptom-free
Fever above 100 (orally/forehead/underarm)	24 hours fever-free without medication	48 hours fever-free without medication. Siblings are also excluded from care.
Hand Foot Mouth	Excluded from care until fever-free and no open sores on body or mouth. Once sores have scabbed over are acceptable to return to care.	When the center has 5 or more cases of Hand Foot Mouth, children with open sores will be excluded until fever-free and no open sores on body or mouth with a minimum of 24-hour exclusion. Siblings not excluded if symptom-free
Lethargy Unexplained	With no other symptoms, the child is excluded until symptoms improve.	With no other symptoms, the child is excluded until symptoms improve. Siblings not excluded if symptom-free
Lice or Scabies	Excluded 48 hours from when 1 <sup>st</sup> medicated AND medicated at least 2X AND no live lice present	If the center has 5 of the same diagnosis, we will move to a level red, and all diagnosed children will be excluded 72 hours from 1 <sup>st</sup> medicated AND medicated at least 2X AND no live lice present. Siblings are also excluded from care
Rash unexplained	No exclusion for diaper or simple heat rash, other rashes must be covered by clothing or bandage. If a rash has open sores on skin or mouth child must remain out of care until the sores are scabbed and can be covered	When the center has 5 or more cases of similar rash, we will go to a level red exclusion policy. With any signs of mouth or open sores on the exposed skin, a child will be excluded for a minimum of 48 hours or until sores are healed. Rashes must be covered to return to care. Siblings not excluded if symptom-free
Ringworm	If present in an area that is fully covered by clothing, a child can attend care. If present on the face, hands, or area not able to be fully covered with clothing, the child must be excluded until symptoms improve	If present in an area that is fully covered by clothing, the child can attend care. If present on the face, hands, or area not able to be fully covered with clothing, the child must be excluded until symptoms improve. Siblings not excluded if symptom-free
RSV	48-hour exclusion minimum for children diagnosed with RSV. This is a highly contagious and potentially dangerous illness in a childcare setting.	After 3 cases of RSV center staff will carefully monitor all children, especially infants. We will do frequent temp. checks and will not hesitate to send a child home that displays signs of fever, cough, difficulty breathing, lethargy, or general discomfort. Please know that RSV is highly contagious and a heightened monitoring response is necessary to protect vulnerable populations.
Unable to participate in activities or requiring more care that compromises other children	Excluded from care until symptoms improve	Excluded from care until symptoms improve
Vomiting	24 hours from last vomit	48 hours from the time of last vomit Siblings are also excluded from care

If your child develops any of the above symptoms during the day or appears too ill to be in care, a parent or alternative person specified on the enrollment form will be contacted and asked to pick up your child as soon as possible and not more than one hour after notification. Your child will be kept as comfortable as possible and isolated from the group when possible and to the best of our ability within licensing guidelines. A child's doctor or emergency personnel will be contacted, and treatment sought if deemed necessary.

### Siblings of Ill Children

We have developed and improved clarification about when siblings of ill children are allowed to attend care or must be excluded for the safety of the group. In general, if you feel your children are displaying symptoms

of illness and you have the ability to keep siblings' home to protect the childcare group of possible contagions, that is preferable. However, please review the above chart as to policies about siblings of ill children.

### Notification of Diagnosis of Contagious Illness

You are required to notify us within 24 hours of the diagnosis of a contagious illness or parasitic infestation. Contagious illnesses will be reported to parents of children in your child's classroom within 24 hours from the time the information is received. Staff will post a notice in a prominent place stating the illness, incubation period, early signs to watch for and exclusion recommendations. These postings will be updated with each new case. CCBCC is required to report some serious contagious illnesses, including food-borne illnesses to MDH.

### Prescription and Non-Prescription Medications

If your child requires prescribed medication, you will be asked to sign a permission slip. All medications must be in their original bottles. Pharmacists will fill two separate bottles (for home & childcare) if requested. Medications must not be expired and must be prescribed to the specific child and for the specific time frame only.

Nonprescription medications such as sunscreen, creams, fever reducers, cough syrup, etc. may be administered to a child with a parent's permission. If a child is under the age of two and the label states "ask a physician" for dosage, parents are required to call their physician prior to bringing their child to the center and have the clinic fax a note to CCBCC stating authorization along with dosage and administration instructions. We can provide a template for you to give your physician.

Behavior or health issues that may affect the safety, health, and general well-being of other children at CCBCC may result in limited exclusion or termination of enrollment.

### Exclusion due to illness or exposure

If your child is diagnosed with a contagious illness, they must be excluded from care based on current recommendations from MDH, CDC, and DHS guidelines or CCBCC policy, whichever is longer. If your child was exposed to a contagious illness and MDH, CDC, DHS, or CCBCC policy determines they must be excluded from care (whether symptomatic or asymptomatic), they will be excluded for the period of time determined by the organizations listed. No childcare discount will be offered if your child is excluded from care due to illness or exposure to illness. Even if the child was exposed to illness at childcare, the financial policy is clear, discounts will not be offered for illness. CCBCC will make strong efforts to ensure health and safety of our childcare group. **Please do not put us on the spot about an ill child returning to our care. If in doubt, refer to the guidelines above or consult a physician. Children with minor colds can attend childcare.**

## INJURY

In the event a child is injured at CCBCC, our staff will administer first aid or CPR as deemed necessary and to the best of our ability. If emergency treatment is indicated, staff will call 911 and a parent or other authorized adult listed on the emergency form and explain the situation. If a child needs to be transported by emergency services, they will likely be brought to Children's Hospital in St. Paul or other hospital per the recommendation of emergency services recommendations. Any transportation or medical expenses will be at the parent's expense. Staff will accompany the injured child and will remain with the injured child until a parent arrives if possible and if the center can continue to maintain legal child/teacher ratios for the remaining group at the center. The child's health and consent forms will be sent with him/her, if possible, given the severity of the injury and the time allowed to gather necessary health records. Know that while CCBCC staff is trained to be prepared for emergency situations, most of our staff are Teachers or Teachers Aids by trade, not physicians or nurses or trained medical professionals. We will do our best to meet the needs of each medical situation but only trained medical staff can diagnose or treat your child's medical needs. Our staff will also do our best to watch for symptoms that would indicate a child may need medical intervention but know that not all injuries display immediate or obvious symptoms and therefore, could potentially go undetected until symptoms surface. When management determines symptoms indicate a larger problem, parents will be notified.

*Example: A young non-verbal child is playing outside and falls at 10 am. The child cries briefly, and grabs at their ankle, but after a few minutes of soothing from staff the child is calm and returns to normal play indicating no need to avoid use of the of injured appendage. No large cuts or broken bones are obvious to staff. Parents are not immediately notified as the child does not show obvious signs of injury or need for emergency care. But later, after naptime at 2 pm, the child avoids putting weight on the injured ankle. The parents would then be called to seek medical attention to determine if the injury was severe.*

In the unfortunate event that your child is severely sick or hurt, regardless of if that injury occurred at home, at childcare, or any other location, CCBCC LLC cannot provide additional staffing to accommodate the needs of one child, nor can we assure the child can stay indoors or be segregated from the group. Your child must be well enough to return to care within existing DHS-recommended staff-to-child ratios.

Medical expenses for minors are the responsibility of legal parents or guardians. Crystal's Cuddle Bugs Childcare Center CCBCC is not responsible for costs associated with the medical care or treatment of children or parents enrolled in our programs. Accidents and injuries can occur in childcare settings just as they can occur at home or outside of care. Regardless of how or where injuries, accidents, or medical needs originated; medical and therapeutic costs are not the responsibility of this program.

## FIRE PREVENTION

Your child will practice exiting the childcare center safely and learn about fire prevention and safety. Primary and secondary fire exits are noted on the floor plan, which is posted in a prominent area in each work unit. Both routes are practiced throughout the year. The person detecting a fire will call 911. Headteacher will evacuate all children, taking with them the attendance record, first aid kits, and evacuation emergency contact information. The assistant teacher/aide will attempt to close off the fire by closing windows and doors and shutting off the lights before leaving. Director will carry a flashlight and building key during. The group will proceed outdoors, away from the building to the designated waiting area (sidewalk north of the building) and await further instructions. Attendance will be taken, and any missing child reported to the fire marshal. No one is to re-enter the building until the all clear is given. A report will be made to DHS (MN651-431-6500) within 48 hours of a fire that requires the fire department. Staff is trained in the use and is aware of the location of the fire extinguisher. Fire extinguishers are checked annually. Written instructions on the use of the fire extinguisher, fire evacuation plans, and duties of staff are posted in each work unit.

### **Directions for use of the fire extinguisher:**

- Hold upright, pull pin.
- Stand back 10 feet, aim at the base of the fire.
- Squeeze trigger sweep side to side.

## EMERGENCY SHELTER

A battery-operated radio and flashlight are kept at the center. If emergency shelter is needed outside of this facility, staff and children will relocate to:

- Lakeville CCBCC
  - McDonald Eye Care Associate 20094 Kenwood Trail, Lakeville, MN 55044 952-469-3937.
- Farmington CCBCC
  - Aerospace Fabrication 5147 208th St W, Farmington, MN 55024. 651-463-8500.
- Rosemount CCBCC
  - Starbucks 14903 S Robert Trail, Rosemount, MN 55068 651-423-7112

## TORNADO PROTOCOL

Tornado drills are practiced monthly, April through September and are documented in a log. In an event of a tornado warning, all children will be moved to the tornado shelters located in their classroom restrooms or hallways between classrooms. Staff will bring the attendance sheets, first aid kits, and parent communication information and take attendance. The director will carry the battery-operated radio and flashlight.

## PANDEMIC PROTOCOL

We will cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak. Due to the unpredictable nature of a pandemic, it is difficult to plan for each scenario. Cuddle Bugs will make every attempt to remain open and care for your children. In the event we are forced to close, childcare tuition will continue as normal for two full weeks. In the event CCBCC is forced to close (or certain classrooms within CCBCC) are forced to close for 3-12 weeks, childcare tuition will be reduced to approx. ½ of the days of the week you are normally enrolled. For example: Normally enrolled 5 days, reduced to 3 days; normally enrolled 4 days, reduced to 2 days; normally

enrolled for 3 days, reduced to 2 days; normally enrolled 2 days, reduced to 1 day. We will hold your child's normal enrollment schedule for a period of up to 12 weeks. Parents would have the option of submitting a 2 week notice to end childcare charges at any time.

COVID-19 mitigation plan has been submitted to proper agencies. CCBCC will cooperate with requirements of local authorities re masking requirements in common areas for all individuals, apart from those with medical exemptions.



## INCLIMATE WEATHER POLICY

In Minnesota, snow and severe cold can affect our ability to commute safely. We recognize that your family depends on our childcare to be open, even in poor weather. We must also consider the safety of our staff and your family during times of dangerous weather. CCBCC Farmington (District 192), CCBCC Lakeville (District 194), and CCBCC Rosemount (District 196) will still take inspiration from their respective District's weather closing policies.

If the schools within this district are CLOSED or initiate a late start or an early dismissal due to weather, our childcare center will automatically enter our Reduced Hour Plan. This plan means we will REMAIN OPEN but reduce our hours to a 9 am start and 3 pm close to avoid our staff traveling during dark hours when travel conditions have the potential to be most treacherous. Because we also employ high school staff, the early closing times ensure these younger and less experienced drivers will not be traveling to work on questionable roads. Once we have entered our Reduced Hours Plan, if center directors feel the travel conditions are still unsafe and we will not be able to adequately staff our center to meet required state ratios, we will make the call to close. This decision will be made by 8am. Although severe weather conditions are the most common reason for a change of schedule, other events such as a utility malfunction could necessitate a schedule change. All canceled/late days are paid days, meaning your contracted rate remains the same as we still pay our full-time staff for the day.

On non-District 192/194/196 school days, if poor or unsafe weather presents itself, CCBCC management will make the final call if it is safe for our program to stay open or necessary to close for the safety of children and staff. You would be notified of reduced hours or closings deemed necessary by CCBCC management via Brightwheel and/or Facebook notifications. Please see the following chart for a further weather closure information. \*We will charge a late fee for early close days. Once it has been determined that we close early at 3pm, for example, late fees will apply anytime after the early close time.

Weather Event	What will CCBCC Operating hours be?	Will CCBCC Close?	Exceptions	When are you notified?	Do you pay Regular Rates for Childcare?
School District announces CLOSURE	9am - 3pm	No <i>See exceptions column</i>	If center management are unable to adequately meet required staff: child ratios due to travel conditions, we would have to close	Notified of Reduced Hour Plan as soon as the district makes announcement  Notified of a closure by 8am on the day of the event	Yes. Regular rates will be charged for both contracted and PayAsYouGo families. No refunds are given for weather related changes to our schedule
School District announces a LATE START	Automatic Reduced Center Hours 9am-6pm	No <i>See exceptions column.</i>	Should the district initially announce late start, then later decide to close please refer to above line	Notified of Reduced Hour Plan as soon as the district makes the announcement.	Yes. See above.
School District announces an early closure	Automatic Reduced	No	Should the district initially announce an early closure, then later	Notified of Reduced Hour Plan as soon as	Yes. See above.



	Center Hours 6:30am-3pm		decide to immediately close please refer to closure line	the district makes the announcement.	
Weather related event that occurs on a Non-School Day	Managements Discretion to have normal hours or Reduced Hour Plan	Managements Discretion		Notified of Reduced Hours plan or decision to close by 5:30 am on the day of the event	Yes. See above.

## LICENSING

We are licensed by the State of Minnesota Human Services Department. In addition, we must meet the criteria of the State of MN Health Department. We also must meet guidelines set forth by a Health Nurse. We are governed by Minnesota Rules, parts 9503.0005 to 9503.0170 (DHS Rule 3) and Minnesota Statutes, Chapters 245A and 245C. These statutes require that we maintain certain records, pass unscheduled inspections, meet fire and other safety codes, and further our education and training in the childcare field on an ongoing basis. CCBCC will post our license in the foyer.

## PET POLICY

No animals will be granted access to the facility apart from pre-approved police canine animals for the purpose of a special event. The children will encounter animals during a field trip.

## MEDIA

We will take pictures of the children during center hours. Your permission must be obtained to do so. Please note your child's image will never be used for research or experimentation.

## VIDEO SURVEILLANCE

CCBCC premises are under video and audio surveillance. Surveillance is private and only permitted leadership team members at CCBCC have access to review surveillance. Surveillance footage is not accessible to parents or non-leadership staff. Surveillance is motion activated and clips are short so not all activities are captured.

## INSURANCE

CCBCC carries a minimum of \$1,000,000 general liability coverage.

## NON-DISCRIMINATION

CCBCC shall not discriminate against any child in our care. Your child is placed here without regard to his or her race, creed, color, sex, religion, or national origin.

## CHEMICAL USE

CCBCC is a smoke-free environment. CCBCC prohibits smoking on or within 50 feet of the property. All caregivers at CCBCC are prohibited from abusing prescription medication or being under the influence of a chemical that impairs the individual's ability to provide care. We will provide notification and training of said policy to all caregivers.

## LOST/DAMAGED ITEMS

CCBCC is not responsible for lost or damaged items brought from home. This includes clothing and outerwear. Please send your children in play clothing with a knowledge that we encourage messy play than can result in stains or clothing damage. We will do our very best to ensure that any personal belongings find their way back to you in the same condition. ALL items brought from home must be properly labeled

## MALTREATMENT OF MINORS

Full mandated reporting form can be found at [https://edocs.dhs.state.mn.us/lfserver/public/DHS-7634A-ENG.DHS-7634A-ENG \(Maltreatment of Minors Mandated Reporting\) \(state.mn.us\)](https://edocs.dhs.state.mn.us/lfserver/public/DHS-7634A-ENG.DHS-7634A-ENG (Maltreatment of Minors Mandated Reporting) (state.mn.us)). Printed versions of the mandated reporting form is available at the receptionist's office.

### **Mandated Reporting Policy for DHS Licensing Programs:**

A handout from MN Department of Human Services Division of Licensing regarding Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs is being provided to parents of all children at the time of enrollment in the childcare program and is available upon request.

### **245C.301 NOTIFICATION OF SET-ASIDE OR VARIANCE.**

Childcare centers must provide a written notification to parents considering enrollment of a child or parents of a child attending the center if the program employs or has living in the home any individual who is the subject of either a set-aside or variance. This program employs individuals that are subject of a set-aside.

## **DAMAGE TO PROPERTY**

We understand that items may be broken or damaged in normal playtime activity, however, if we determine the damage caused by your child is excessive or the result of intentional misuse, it is the responsibility of the child's parent(s) to pay for the repair/replacement of the item(s) immediately but not more than two weeks after the incident. If damage occurs that requires you to replace or repair CCBCC property; management will discuss the damages and how to proceed. Your initials at the bottom of this page and/or your signatures on this handbook indicate that you are aware of this policy and will pay for damages.

## **COMMUNICATION AND GRIEVANCES**

If you are dissatisfied with some aspects of the services we provide, please bring the concern to our attention in a timely manner. Most likely we can work together to find a good solution. If your grievance is with a staff member, please start there. Our staff are expected to be professional and be willing to work out differences. If, after speaking with staff, your grievance remains unresolved, or if you are uncomfortable discussing your grievance with staff, you should take your grievance to the Director.

If we are unable to meet state and local requirements for licensed childcare centers, as a final step, you can contact the Department of Human Services, Division of Licensing at 651-431-6500.

We must be able to work together to make your child's time at CCBCC enriching and memorable. The basis on which we, providers, and parents, must work together is trust. It is essential that we discuss our varied opinions as well as your child's stories of success and achievements. CCBCC has established the guidelines included in this parent handbook because we believe they will help parents and childcare providers to better understand each other's goals and expectations. If you have any additional questions or concerns, please feel free to contact us and we will be happy to work with you. **We are successful only with your support.**

## **IN-HOUSE ACTIVITIES**

Developmental activities are an important part of your child's physical and mental well-being. Our activities are not rigidly structured but rather informally scheduled to meet the needs of your child. We make sure to include activities that are both quiet and active as well as teacher-directed, and child-initiated. We strive to provide a variety of activities for your child such as story time, arts and crafts, small muscle activities (puzzles, blocks), daily outdoor play (weather permitting), large muscle activities, individual quiet time, and free play. Studies have shown that PLAY is one of the most important components of early childhood learning. We will also work with educational activities that develop creativity, imagination, and basic numerical and alphabetical skills. Infants will be provided with suitable toys that stimulate muscle and brain growth. In addition to the activities our staff does daily with the children, we also bring in outside educational enrichment programs such as Stretch-N-Grow, Amazing Athletes, Music Safari, Spanish, and Intergenerational visits. These programs are offered when available and vary by campus.

## **TELL US ABOUT YOUR CHILD**

You can attach a separate piece of paper to describe your child's eating, sleeping, toileting, communication, and comforting habits. Please list if your child has any birthmarks or skin ailments (Mongolian birthmark, Epidermolysis Bullosa, Psoriasis, etc)

## EMERGENCIES

I hereby grant permission to the Cuddle Bug staff to act in a medical emergency and for appropriate medical staff to administer emergency medical treatment to my child. I agree to be responsible for any charges, which may occur because of any treatments administered to my child. I give permission to the Cuddle Bug staff to call 911 on behalf of my child in a medical emergency.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FIELD TRIPS

Walks around the neighborhood and walking fieldtrips will be offered to all ages. Fieldtrips in a vehicle may be offered to children ages 4 years and older that are able to ride in a backless booster seat or car safety belt without a child safety seat. Additional costs may be charged to parents to cover fieldtrip costs. While transporting children in our company vehicle we will meet local and state laws for the use of safety belts and car seats. Parents will be notified in advance of the field trip destination and purpose and must give permission before a child can participate in a field trip. During walks to the park, or around the general Rosemount area, parent and doctor phone numbers will be carried with staff, along with a first aid kit. We will provide appropriate strollers or wagons for your children as needed. Staff will also carry a cellular phone in case of emergency. Walking field trips will not exceed 2.5 miles in any one direction, or 5 miles round trip and length of the trips will be determined by children's ages and abilities.

I understand that CCBCC staff may periodically choose to take my child/children for fieldtrips or educational trips. This may involve transporting the children in the company vehicle. I will be notified in advance of any upcoming field trips. I give permission for my child (age 4+) to participate in trips outside the childcare center that require vehicle transportation. CCBCC will supply appropriate booster seats, parents may not supply their own seats.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## SCHOOL AGE TRANSPORTATION (ROSEMOUNT CAMPUS ONLY)

While transporting children in our company vehicle we will meet local and state laws for the use of safety belts and car seats. Parent and doctor phone numbers will be carried with staff, along with a first aid kit. Staff will also carry a cellular phone for use only in case of emergency.

I understand that CCBCC staff will be transporting my child to/from their local school. This will involve transporting the children in the company vehicle by a licensed individual. I give permission for my child (age 4+) to participate in transportation to from their enrolled District school. CCBCC will supply appropriate booster seats, parents may not supply their own seats.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## IMPROMPTU WALKS/ WALKING FIELD TRIPS

I hereby give my permission for my child to go on impromptu walking field trips in the neighborhood with their class and Cuddle Bugs Staff.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# BLANKET/COT PERMISSION (FOR 12 MONTHS+)

We do not allow blankets in the crib with infants. When children are 12 months old or older, they will be allowed to sleep with a blanket on a cot. I hereby acknowledge and give permission for my child who is at least 12 months old, to sleep with a blanket and a center-provided cot.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

## MEDIA DISCLOSURE AGREEMENT

I understand that the staff of CCBC may periodically take individual and group photographs or videos of the children enrolled in CCBC for the purpose of sharing special daily moments or memories directly with parents. This is done through our secure Brightwheel application. You will receive an invitation upon enrollment.

Also, from time-to-time CCBC may post pictures of special activities or field trips on the childcare social media outlets which include, the CCBC Facebook, website, Instagram, and Snapchat.

I give permission for CCBC to display photos of my child in classrooms, entryways, photo books, and cd/DVD slideshows or general CCBC Public Relations.

We encourage parents to be active on our social media sites.

- Website: [www.cuddlebugchildcare.com](http://www.cuddlebugchildcare.com)
- Facebook:
  - Farmington: [www.facebook.com/farmingtoncuddlebugs](https://www.facebook.com/farmingtoncuddlebugs)
  - Lakeville: [www.facebook.com/lakevillecuddlebug](https://www.facebook.com/lakevillecuddlebug)
  - Rosemount: [www.facebook.com/crystalscuddlebugs](https://www.facebook.com/crystalscuddlebugs)
- Instagram: @crystalscuddlebugs
- Snapchat: @cuddlebugscare

*\*Please note, your child's information or image will never be used for experimentation or research.*

*\*Please notify a member of CCBC Management Staff if you have any questions or specific preferences.*

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## CONTACT US

For financial statements or billing questions:

Farmington Campus: Sophie Engler, Assistant Director [sophie@ccbchildcare.com](mailto:sophie@ccbchildcare.com) 651-230-9333

Lakeville Campus: Khailene Halverson, Assistant Director [khailene@ccbchildcare.com](mailto:khailene@ccbchildcare.com) 651-363-7060

Rosemount Campus: Jennifer Ketcham, Assistant Director [jennifer@ccbchildcare.com](mailto:jennifer@ccbchildcare.com) 651-900-0245

For center-specific questions or questions/concerns/communication about your child's care OR to book Pay-As-You-Go dates you can email, call, or text your director at:

Farmington Campus: Patty Giles-Olson, Director, [patty@ccbchildcare.com](mailto:patty@ccbchildcare.com) 651-230-9333

Lakeville Campus: Andrea Kuefler, Director, [andrea@ccbchildcare.com](mailto:andrea@ccbchildcare.com) 651-363-7060

Rosemount Campus: Nicole Leonard, Director, [nicole@ccbchildcare.com](mailto:nicole@ccbchildcare.com) 651-900-0245

## SUPPLIES TO BRING

Parents must provide the following items. Everything is to be clearly labeled with your child's first/last name and replaced as needed.

### Infants (Label everything with first and last name)

- Prepared bottles. As many bottles needed that day +1 extra OR 4 empty sippy cups if your child drinks CCBCC supplied whole milk. Label both bottles and lids.
- 2 Pacifiers labeled.
- 1 bag of diapers Labeled on all sides.
- 1-2 package baby wipes labeled.
- Diaper cream labeled.
- In anticipation of accidents, it is advisable to keep 2 changes of clothing including underpants and socks at childcare. This clothing should be updated to remain seasonally and size appropriate.
- Pain/fever reducer first/last name labeled, attach medicine cup/dispenser w/ storage bag/rubber binder.
- Tearless sunscreen labeled non-Aerosol only
- Sun hat that secures under chin labeled or initialed inside.
- Outdoor jacket for the weather Spring/Fall labeled
- Crawlers must provide shoes.



### Toddlers (Label everything with first and last name)

- 4 clean empty sippy cups daily labeled (younger toddler room only)
- 1 bag of diapers labeled on all sides or pull ups if toilet training.
- 1 package baby wipes labeled.
- Diaper cream labeled.
- In anticipation of accidents, it is advisable to store 2 changes of clothing with no belts or difficult snaps including underpants and socks. This clothing should be updated to remain seasonally and size appropriate.
- Blanket for rest time labeled.
- Backpack labeled.
- Pain/fever reducer first/last name labeled, attach medicine cup/dispenser with storage bag/rubber binder.
- Tearless Sunscreen Labeled Non-Aerosol only
- Swimwear for outdoor sprinkler play labeled.
- Proper shoes for the weather and running. **No Dress Shoes. No Flip Flops.**
- Winter outdoor gear and boots labeled.



### Preschoolers & older children (Label everything with first and last name)

- In anticipation of accidents, it is advisable to keep 2 changes of clothing including underpants and socks at childcare. This clothing should be updated to remain seasonally and size appropriate.
- Blanket for rest time labeled.
- Backpack labeled.
- 1 small school supplies storage box (labeled first and last name)
- 2 glue sticks (labeled first and last name)
- 24-pack ORIGINAL color crayons (box labeled first and last name)
- 10-pack wide ORIGINAL color markers (box and markers labeled)
- Pain/fever reducer first/last name labeled, attach medicine cup/dispenser with storage bag/rubber binder.
- Tearless Sunscreen Labeled Non-Aerosol only
- Swimwear for outdoor sprinkler play labeled.
- Swimsuit in the summertime labeled or initialed inside.
- Proper shoes for the weather and running. **No Dress Shoes. No Flip Flops.**
- Winter outdoor gear labeled or initialed inside.



# ADMISSION AND ARRANGEMENT INFORMATION

Child's Full Name: (Last, First, Middle)				
Child's Date of Birth:		Child's Age:		Date enrolled in care:
Special Concerns (Special Diet, Special Needs, Allergies)				
I authorize CCBCC staff to initiate First Aid/CPR if need arises				<input type="checkbox"/> Yes <input type="checkbox"/> No
I authorize CCBCC staff to obtain EMERGENCY medical/dental care or treatment in the event of an emergency. (Cost of emergency treatment and emergency transportation is parent or guardian's responsibility)				<input type="checkbox"/> Yes <input type="checkbox"/> No
I authorize staff to apply sunscreen, diapering products, wipes, lotion, lip balm, bug spray (provided by parent) to my child as needed				<input type="checkbox"/> Yes <input type="checkbox"/> No
I grant permission for my child to walk to/participate in community activities geared for my child but away from the childcare center				<input type="checkbox"/> Yes <input type="checkbox"/> No
I authorize Health Consultants for Childcare to evaluate my child's enrollment forms during his/her routine review of Health Policies				<input type="checkbox"/> Yes <input type="checkbox"/> No
I authorize staff to administer <input type="checkbox"/> <b>Acetaminophen</b> and/or <input type="checkbox"/> <b>Ibuprofen</b> to my child for discomfort or fever				<input type="checkbox"/> Yes <input type="checkbox"/> No
I authorize Crystal's Cuddle Bugs Childcare staff to provide transportation for my child				<input type="checkbox"/> Yes <input type="checkbox"/> No
I grant permission to CCBCC to take appropriate emergency measures (for example first aid or disaster evacuation) deemed necessary for the care and protection of my child while under the supervision of CCBCC. In case of a medical emergency, I understand that my child may be transported to the nearest medical facility by the local emergency unit for treatment if deemed necessary by staff or emergency responders. The child will be transported at the parents' expense. It is understood that in some medical situations, Crystal's Cuddle Bugs Childcare Center will need to contact the local emergency resource before the parent and/or child's physician. Parent Signature _____ Date _____				
Parent/Guardian Information		PARENT/GUARDIAN		PARENT/GUARDIAN
Name				
Home Address				
Name & Address of place of Employment				
Cell & Home Phone		Cell	Other	Cell Other
Work Phone & Best Email Address		Work		Work
Email Address PLEASE WRITE CLEARLY		EMAIL		EMAIL
<b>EMERGENCY CONTACTS/PERSONS AUTHORIZED TO REMOVE CHILD FROM CRYSTAL'S CUDDLE BUGS CHILDCARE CENTER</b> List TWO Responsible friends/relatives to call <b>if parents cannot be reached</b>				
Name:			Phone:	
Relationship:			Secondary phone:	
Full address including zip code:				
Name:			Phone:	
Relationship:			Secondary phone:	
Full address including zip code:				
Names of any/all persons, in addition to the above, authorized to remove child from center				
Persons not allowed authorized pickup _____ <i>Copy of court order required if a biological parent is not allowed to pick up child</i>				
<b>EMERGENCY MEDICAL CONTACT INFORMATION FOR CHILD</b>				
Physician's name:				
Physician's telephone:			Physicians fax:	
Physician's full address including zip code:				
Preferred Hospital to be used for emergencies:				
If unavailable, another licensed physician may treat my child: <input type="checkbox"/> Yes <input type="checkbox"/> No			Medical insurance company:	Contract #:
Emergency Dental Contact Information for CHILD <b>THIS Section must be completed regardless of child's age</b> If you do not have a dentist, we ask that you list Park Dental Rosemount 15015 Cimarron Ave, Rosemount 55068 ph 952-423-2288				
Dentist's name:				
Dentist's telephone:			Dentist's fax	
Dentist's full address including zip code:				
If Unavailable, Another Licensed Dentist may treat my child: <input type="checkbox"/> Yes <input type="checkbox"/> No			Dental Insurance Company:	Contract #:
<b>ARRANGEMENTS</b>				
Financial Arrangements	\$	Paid weekly		\$____ initial Reg Fee Deposit additional
Services Provided (including Days, Hours)	<b>(Select days &amp; list times)</b> <input type="checkbox"/> Mon __-__ <input type="checkbox"/> Tues __-__ <input type="checkbox"/> Wed __-__ <input type="checkbox"/> Thurs __-__ <input type="checkbox"/> Fri __-__			
We the undersigned hereby agree to abide by the arrangements and authorizations so stated above. We have discussed the information required in DHS Rule 3 parts 9503.0005 to 9503.0170				
Signature of parent/guardian			Date	
Signature of parent/guardian			Date	
Signature of Crystal's Cuddle Bugs Childcare Center Director			Date	

# HEALTH CARE SUMMARY

## REQUIRED 30 DAYS AFTER FIRST VISIT TO DAYCARE

**Do Not Remove this page from this contract!** CCBCC will send this to your physician.

Physician's Name \_\_\_\_\_

Physician's Phone \_\_\_\_\_

Physician's Fax \_\_\_\_\_

Date of childcare Enrollment \_\_\_\_\_

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Child's Address \_\_\_\_\_

Parent's Telephone \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

I give Crystal's Cuddle Bugs Childcare Center permission to obtain a Health Care Summary and copy of my child's immunization records for enrollment in Crystal's Cuddle Bugs Childcare Center.

X \_\_\_\_\_ X \_\_\_\_\_  
Signature Date

Parents/guardians: If this child has a health or allergy or behavior plan (ICCP, IEP, or other) you are required to notify us and provide us with a copy of ICCP or IEP plan before enrolling in our childcare. Does this child have a plan through your physician or the school district or other medical professional?  Yes  No - **if the answer is yes, you must provide us with that plan prior to starting childcare.**

Does this child have any known allergies  Yes  No - if the answer is yes, we must have a signed ICCP prior to starting childcare.

**Physician, please complete below this line - PLEASE WRITE CLEARLY AND IN PLAIN ENGLISH. AVOID MEDICAL JARGON THAT WOULD BE DIFFICULT FOR THE AVERAGE NON-MEDICALLY TRAINED PERSON TO UNDERSTAND.**

Date of last physical examination \_\_\_\_\_

How long have you been seeing this child? \_\_\_\_\_

How frequently do you see this child when he/she is not ill? \_\_\_\_\_

Does this child have any allergies (including allergies to medications)? \_\_\_\_\_

Is a modified diet necessary? \_\_\_\_\_

Is any condition present that might result in an emergency? \_\_\_\_\_

What is the status of the child's:

Vision \_\_\_\_\_

Hearing \_\_\_\_\_

Speech \_\_\_\_\_

Please list below the important health problems & list followed by you or followed by other medical source and explain if any health problems require special attention at center \_\_\_\_\_

Other information helpful to the childcare program \_\_\_\_\_

\*Physician please indicate proper dosage for any fever reducing medication authorized.

Tylenol: Child's Weight \_\_\_\_\_ Child's Dosage \_\_\_\_\_ Physician Initials \_\_\_\_\_

Ibuprofen: Child's Weight \_\_\_\_\_ Child's Dosage \_\_\_\_\_ Physician Initials \_\_\_\_\_

**\*Physician please attach immunization record to this completed Health Care Summary**

## TUITION EXPRESS

We offer automatic payments through Tuition Express. With this service, it is unnecessary for you to write a check for tuition and fees. Payments will be automatically debited from your bank account or charged to your credit card. All payments are secure. You may request to have a receipt emailed to you after each transaction. Frequently asked questions:

**When i pay my tuition automatically, how secure is my information?**

Very secure – automatic payments limit the amount of information available and the number of people who have access to it. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption.

**What if CCBC makes a mistake and takes out too much money?**

Report the error to us immediately. We will adjust your account accordingly if we make a mistake.

**Does this give CCBC access to my account?**

No. When you sign up for Tuition Express you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

**How will I know when a payment is taken out of my account?**

Payments will be taken out of your account on an agreed-upon schedule. We have the ability to email or print statements for your records prior to the withdrawal of funds. Charges will show up on your monthly statement under "Tuition Express".

**How do I get started?**

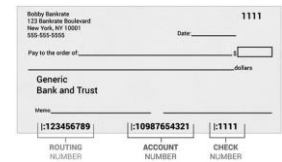
Simply complete the Payment Authorization Form below. We will do the rest!

**Where can I learn more?**

For more information on the benefits of Tuition Express, please visit us at [tuitionexpress.com](http://tuitionexpress.com)

### Tuition Express Authorization Form

I (we) hereby authorize Crystal's Cuddle Bugs Childcare Center to initiate debit entries to my (our) checking or savings account, indicated below (Section A) or initiate credit card charges to the below-referenced credit-card account (section B). OR, To properly affect the cancellation of this agreement, I (we) am required to give 10 days' written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments.



**complete only one section.**

### SECTION A – BANK ACCOUNT

**Preferred method of payment – no processing fees**

Your Name	Phone #		
Address	City	State	Zip
Bank or Credit Union Name and Address	City	State	Zip
Routing/Transit Number (see sample below)	Account Number	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Authorized Signature	Date		

### SECTION B – CREDIT CARD

**An additional 5% processing fee will be added to all credit card transactions.**

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		



## SOME HELPFUL IDEAS

We have compiled a list of products that Cuddle Bug “Official Cuddler” Staff love! Our hope is that some of these items might make your childcare drop-offs and pick up go smoothly. Many are personalization items that make identifying your child’s things much easier. Some are products that other parents use and we just LOVE. We hope this list might help you when deciding what products are the best fit for your family.



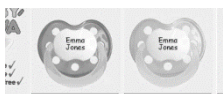
Personalized iron-on clothing/blanket labels

[www.Stickeryou.com](http://www.Stickeryou.com)



Personalized bottle or sippy cup bands

[www.Inchbug.com](http://www.Inchbug.com)



Personalized pacifiers

[www.Mypacifier.com](http://www.Mypacifier.com)



Personalized stickers for just about anything

[www.Leeleelabels.com](http://www.Leeleelabels.com)



Sockons stretchy bands that keep socks from falling off

[www.sockons.co.uk](http://www.sockons.co.uk)



Baby booties that are warm and snap on

[www.zutano.com](http://www.zutano.com)

PICK YOUR COLORBLOCK!



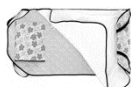
sleep sack wearable blankets. We cannot use sleep sacks that swaddle, or any suits that resemble puffy snowsuits

<http://www.halosleep.com/sleepsack>



Personalized blankets are a great way to identify your child’s favorite comfort item.

Many websites offer this service



A nice fitting comfortable alternative to blankets for our toddler-sized cots

Urban Infant Toddler Nap Mat

### Items we cannot use or allow here.

- Amber teething necklaces
- Glass bottles or glass food containers from home
- Pacifiers with stuffed animals on them
- Hair pieces that could be choking hazards
- Essential oils or non-prescription vitamins
- Sleep-sacks that swaddle or resemble snowsuits.
- Water bottles for children in preschool and school-age programs