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Hugs Child Development Center

Parent Handbook

Welcome to Hugs Child Development Center! Hugs Child Development Center is a fully licensed childcare facility. We would like to thank you for choosing us for your childcare needs. Hugs looks forward to entering into a partnership with you and your family to develop a foundation for your child's future. Part of building this partnership is daily communication between you, your child, and the staff at Hugs. We strive to mix caring and sharing, learning and growing each and every day. Each child will have the opportunity to grow and develop at their own pace while learning to become confident in their own abilities. Hugs Child Development Center has an open door policy; you are always welcome to visit your child during the day. We encourage talking to your child at the end of the day about what they learned what activities they participated in, etc. We also would like you to feel comfortable coming to a supervisor or the owner with any questions or concerns you may have. If we are not made aware of these concerns, they cannot be addressed. We also hope to be teachers to you also in learning the developmental stages of your child.

Hugs Child Development Center's caregivers have been carefully selected through an extensive screening and interviewing process. In addition to meeting all State of Idaho and City of Boise licensing requirements, Hugs Child Development Center requires all staff to participate in ongoing training programs in child development such as the Idaho Stars Program as well as certification in Pediatric CPR and 1st Aid.

We admit all children regardless of race, color, nationality, physical ability or religious background. We do hold the right to not enroll any child that we feel we cannot safely meet their needs; we will discuss this with you so that there are no misunderstandings. Our goal is to provide each child we serve with the highest quality childcare that we are capable of giving that will meet all their physical, emotional, and developmental needs.

Tuition, Payment Schedule & Penalties

Hugs only accepts checks or money orders as payments.

Hugs charges a non-refundable yearly registration fee of \$100 per child.

Tuition is due twice monthly. The first half is due on the 1st and the remaining balance is due on the 15th. If either due date falls on a weekend, it is then due on the following Monday.

Class	5 Days	4 Days	3 Days
Infants	\$795	\$755	\$665
Two's	\$690	\$625	\$540
Three's	\$645	\$585	\$495
Four's	\$600	\$535	\$450
*Kindergarten	\$475	\$430	\$365
*Before	\$235	\$190	
*After	\$275	\$235	
*Before/After	\$385	\$345	

* Kinder and School Age-Additional Charges for Early Release and no school days.

Penalty of \$25.00 assessed the following day if tuition is not paid on due date. Your child(ren) may not return if tuition is not paid (including \$25.00 penalty) at drop off by the following day after due date. Reinstatement fee of \$25.00 will be assessed on the third day from the due date if tuition is not paid in full. Tuition, penalty and reinstatement fee must be paid at drop off before your child(ren) may return.

A return check fee of \$25.00 dollars will be charge for all checks returned NSF. If after we receive a returned check, we reserve the right to accept money orders only for payments.

Tuition is based on 10 hours per day. After 10 hours you will be charged \$10.00 per hour in 15 minute increments unless prior arrangements have been made.

Drop-In Care

Please call ahead for availability for your child.

\$45 per day, there is no hourly rate.

Tuition for drop in care is due at the time your child is dropped off.

Family Discount

A 10% discount is given for the second and any additional children enrolled. The discount is figured from whichever sibling's tuition price is lower. The discount is for families with children enrolled 4 or 5 days a week attendance only. After schoolers are not included in discounts.

Military Discount

Hugs is very proud to offer a 10% discount to all men, and woman who are active or veterans of our armed forces.

ICCP Participants

ICCP participants are required to pay half of a month's tuition on the 1st and the 15th of each month. After the fourth week you will be responsible for paying the full tuition until ICCP is approved.

Hours of Operation

Hugs Child Development Center is open Monday-Friday from 6:00 a.m. to 7:00 p.m.

After 7:00 pm: late fees are \$1.00 per minute per child. If the staff has not heard from you within thirty minutes after 7:00 p.m., the Director will be called and the police notified to pick up your child.

Closure /Early Closure Days

5:00 PM Closure

New Year's Eve

Halloween

Wednesday before Thanksgiving

Closed All Day

New Year's Day

Memorial Day

4th of July

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve

Christmas Day

Day after Christmas

Notice of Removal/Change of Service

If you choose to remove your child from Hugs Child Development Center you must give a two- week written notice. If you do not give a written notice you will be responsible for full payment of tuition for those two weeks.

Drop Off/Pick Up

Parents are responsible for bringing each child inside, clocking them in and taking them to the supervision of their teacher. When picking up your child, do not allow or send your child out to your car until you are ready to walk out with them.

Not clocking in or out on the computer will result in a \$3.00 fee.

When having someone else pick up your child, they must bring picture identification or the child will not be released to them. Only authorized individuals listed on the registration form will be allowed to pick up your child.

If your child is to be picked up by our bus it is your responsibility to call hugs to tell us not to pick up your child or there will be \$5 charge to help with gas expenses.

Child Abuse/Neglect

We are required by State law to report any suspected child abuse or neglect.

Curriculum

Class curriculum and projects are designed to encourage and promote a child's positive self-esteem, creativity, sense of responsibility, and social skills. Active teacher participation and guidance encourage growth and learning at Hugs Child Development Center. Our goal is to provide a fun and stimulating day for your child. We offer the

opportunity for your child to engage in a wide variety of activities including art, music, colors, shapes, and the alphabet. Our curriculum is based on weekly themes. There will be a monthly calendar for you to take home which will list all themes and upcoming special events.

Birthdays

We believe birthdays are a special occasion. Please feel free to bring a special snack for your child's class that day. Please talk to management if you are going to bring something in.

Illness Policy

We realize that as working parents, you cannot take the day off every time your child has a runny nose. However, please try and be considerate of the other children and the staff at the center. We will do everything in our power by keeping the center clean to avoid a lot of the germs floating around. If your child is contagious, has a fever, or does not feel well enough to partake in the daily activities, keep them home. Should your child become ill during the day, you will be expected to pick them up within 45 minutes, once called by Hugs Child Development Center. Even though your child is not at Hugs you do continue to pay for those days they aren't here. We follow the guidelines provided by Central District Health Department regarding illnesses. It is our policy that children remain out of the center when ill. The following are the guidelines we use when determining whether or not to contact you to pick up your child:

Temperature over 101 degrees. (axillary)

One or more intestinal disturbances (vomiting or diarrhea)

Any undiagnosed rash

Constant cough

Constant runny nose that is irritating to your child

Discharge from eyes or ears

Unexplained lethargy

Significant respiratory distress

Unable to participate in normal classroom activities.

Children need fresh air. If your child is too ill to play outside with the other children, then they are too ill to be in attendance.

If your child is sent home with any of the above listed, they may not return to the center until symptom free for 24 hours.

Please notify the Director if your child has been exposed to or diagnosed with an infectious disease. You will be informed if anyone in the center has been diagnosed with any such disease.

Immunization Policy

Idaho code 39-1118 requires that we have on file an updated copy of immunizations for each child. It is our policy that we do not accept children who are not immunized. We must have this by the first day of attendance. As you get additional immunizations, our files need to be updated.

Medication Policy

Medication will not be given at this center without properly filled out medication sheet. Child's name, name of medication, amount of dosage, time to be given and parent signature must be filled out.

All over the counter medication must be in the original bottle/container and labeled clearly with the child's name. If the directions are different than the age of your child we will not give the medication to the child.

Discipline Policy

Hugs Child Development Center believes in maintaining a balance of freedom, learning, and order. We feel very strongly about maintaining a child's self esteem and will not demean a child for any reason. We will maintain a clear and consistent set of classroom/playground boundaries to help guide your children and allow them to express their creativity. We do not believe in yelling at children and physical contact is strictly forbidden. Discipline starts with redirection and positive reinforcement. Children will not be allowed to mistreat each other, either physically or verbally. We have a strict no bullying policy.

Meals

Hugs is on a Federally Funded food program. Upon signing up at Hugs we will ask all parents to fill the necessary paperwork to enroll in the program. Hugs provides the following meals:

Breakfast-7:00 a.m. - 8:30 a.m.

Lunch-11:00 a.m.- 1:00 p.m.

Snack-3:00 p.m. - 4:30 p.m.

Dinner-6:00 p.m. - 6:45 p.m.

Quiet/Rest Time

All children in the center are required to have a rest period. The older children are not required to sleep, but they will be allowed to participate in quiet activities.

Clothing

Please send your child to childcare in comfortable clothes and shoes (according to the weather) so they may enjoy both indoor and outdoor activities. **No open back shoes** (flip flops, etc.) If your child wears shoes that do have backs on them they cannot play on the big play equipment for their own safety.

State/City Regulations

All staff is:

Child care city licensed

Finger printed for background check every 2 years

CPR trained

1st aid trained

Takes continuing education classes yearly through Idaho Stars Program

Supply List

Infant Room:

We provide:

Similac Sensitive (up to 12 months old)
Similac Advance (up to 12 months old)
Gerber foods (4 months to 12 months old)
Whole Milk (1 year to 2 years old)

You provide:

Blanket (crib size)
Bottles (3)
Bottle liners if needed
Pacifier
Baby Food (if other than Gerber)
Diapers
Wipes
Diaper rash ointment
2 sets of extra clothes, including socks
Anything else you think we may need

Be sure all items are marked with your child's name with a permanent marker!

Toddler Room:

Blanket (crib size)
Diapers
Wipes (in a container no refills)
Diaper rash ointment
2 sets of extra clothes, including socks

Potty training:

5 pairs of underwear
5 pairs of pants (preferably elastic waist pants)
1 pair of shoes

Preschool Room:

Blanket (crib size)
1 set of extra clothes, including socks

Hugs, LLC

Parent Agreement

I have read, understand and agree to follow all procedures and policies set forth in the Hugs Child Development Center Parent Handbook.

I understand that the contents of this manual may be changed from time to time to maintain an effective child care.

Parent Signature

Date