

THE CUDDLE ZONE LEARNING CENTER, INC.

FAMILY HANDBOOK



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September 2025
Issue #15

KEYSTONE STARS SITE
STAR 4

PRE K COUNTS SITE
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VISION

The Cuddle Zone Learning Center strives to make a difference in the lives of children and families through high quality care and education. It is our goal to help children develop into life long learners and become productive members of our society.

MISSION STATEMENT

The Cuddle Zone Learning Center provides high quality care and education to children ages six weeks through elementary school age in a safe, nurturing child centered environment. We use a comprehensive curriculum that integrates cognitive development, fine and gross motor skills, social/emotional development, music and movement, art and free choice play that encourages children's natural curiosity about the world around them while providing the building blocks for school readiness skills needed to succeed in their future education endeavors.

PHILOSOPHY

Our program philosophy is to provide opportunities for meaningful learning that is based on the child's individual needs, interests, challenges, talents, and abilities that will build important foundations for future endeavors. Through this, we provide appropriate play experiences that contribute to the developmental needs of the child. These experiences are the building blocks upon which future talents and abilities are recognized, encouraged and embraced. Young children learn best through play and quality interactions using materials that are developmentally appropriate. Our curriculum emphasizes school readiness skills, language and literacy. Teachers provide lesson plans that are engaging, developmentally appropriate and hands-on using the state early learning standards as a resource tool. We believe parents are a child's first teacher and we strive to create a partnership with families. Our students reflect a variety of backgrounds and beliefs - each having its own unique culture and traditions. It is our goal to accept and appreciate all, thereby adding to the richness of each classroom. We believe that each child is a unique individual and we endeavor to bring out the best in every child in order that each may possess a healthy self esteem upon which to build future relationships.

A State Licensed Facility
PA Dept. of Human Services
PA Dept of Education
Keystone Stars Facility
Star 4

GOALS FOR OUR CHILDREN

We strive for a quality program so that our children will:

- ❖ Enjoy learning with us
- ❖ Engage in meaningful friendships with both peers and adults
- ❖ Enjoy and experience the natural world
- ❖ Develop as individual thinkers
- ❖ Gain skills and have experiences that assist in their future success
- ❖ Experience freedom of choice and hands-on learning

INTRODUCTION

We would like to welcome you to The Cuddle Zone Learning Center. Our center opened in 1995. We have provided high quality care and education to thousands of children over the years. We are excited that you have decided to join our "family" and look forward to a long relationship with you and your child. We know the decision to enroll a child is a difficult one and we are confident that you will be happy with your choice. Our center has an open door policy and we welcome your input and participation in our many events. A center calendar will be included in your enrollment packet. This calendar gives you an idea of the variety of activities and events we hold each year.

ENROLLMENT

ADMISSION POLICIES

Enrollment is open to children age six (6) weeks through elementary age provided the program can meet the needs of the child and space is available.

To enroll your child please return a completed application, a non-refundable registration fee of \$50.00 per family and security deposit equal to one week's tuition. This will hold a spot for your child up to nine months in advance of needing care. We do maintain a waiting list for enrollment. Payment of registration fee and security deposit secures the next available spot or specific date of care needed. This will be discussed upon receipt of payment.

Prior to/or upon your child's start date you will need to complete the following:

1. Signed Contract
2. Application and Emergency Contact Parental Consent Form
3. Copy of Child's Immunization Records
4. Child Health Report (Physical Form) and TB Assessment
(Can be returned within 30 days of start date as long as we have a copy of child's immunization records at enrollment)
5. First Week's Tuition is due 10 days prior to start date and every Friday thereafter
6. Food Program Application and Signed Enrollment Form
7. Dental Form for children in PKC or Kindergarten
8. Procure Automated Payment Form
9. IEP Questionnaire
10. Getting to Know You Form

NON-DISCRIMINATION POLICY

The Cuddle Zone Learning Center will not permit discrimination on the basis of race (to include hair type, hair texture, or hair style), color, religion creed (to include all aspects of religious observances and practice as well as belief), disability, ancestry, national origin, age (40 and over), or gender (to include pregnancy status, childbirth status, breastfeeding

status, gender assigned at birth, gender identity or expression, affectional or sexual orientation and differences in gender and retaliation in the aspect of enrollment or care).

CHILD PROTECTION LAW – STAFF ARE MANDATED REPORTERS

According to the State of Pennsylvania, The Cuddle Zone Learning Center must report any and all cases of **suspected** child abuse and/or neglect. This includes but is not limited to any unexplained bruises or burns, complaints from child of any abuse, and/or witnessing hitting or verbal abuse on Center property. All staff are Mandated Reporters and all staff are required to complete Mandated Reporter training in accordance with DHS regulations.

TUITION AND FEES

The Cuddle Zone Learning Center tuition is based on your child's age group and the services provided. Bank account information, credit or debit cards are accepted for tuition payments. A Procure Automatic Payment form is required to be on file and may be updated as needed. Tuition payments are run automatically either weekly or biweekly. Cash or checks for tuition are accepted prior to Friday mornings. Checks or cash must be given directly to management and a receipt for cash will be written. Year end receipts will be given by January 31st for tax purposes provided your account is current.

Tuition is due every **FRIDAY**, 10 days in advance of the week care will be provided, using bank ACH/credit/debit card information provided.

Registration Fee:

There is a \$50.00 non-refundable fee per family charged at the time you enroll your child. CCIS families, the registration fee is paid by the ELRC.

Security Deposit:

New enrollments will be required to make a deposit equal to one week's tuition for each child being enrolled. The security deposit reserves a space for your child and may be done up to nine months in advance of needing care. This deposit will be refunded when your child withdraws from the Center and all financial obligations are met. Please note a **two week written notice must be given or your deposit will be forfeited; this includes spots being held prior to enrollment date.**

Tuition:

Full-time tuition is based on a 5 hour - 9.5 hour, four or five day a week schedule, not to exceed 47.5 hours per week. **Any time over 9.5 hours per day or past your contracted time will be charged extra tuition per child and must be paid with your next tuition payment.**

Part-time tuition is based on scheduled hours on either a per day basis not to exceed 9.5 hours or on a weekly basis for the Preschool & Pre-K wraparound care, (not to exceed 4 hours/day).

Tuition will be charged if your child is absent due to illness, personal reasons, emergency,

or an official closing of The Cuddle Zone Learning Center. If your child will be absent for three (3) consecutive weeks or more, you may request a temporary withdrawal, in writing. During the withdrawal period tuition will not be charged.

Late Pick-up fee after centers scheduled closing time

The Cuddle Zone Learning Center is scheduled to close daily at 5:00 PM. Children may not be picked up past our closing time **OR** past your scheduled contracted pick up time or you will be charged a \$10.00 fee per child for every quarter hour your child remains at the center. Fees double to \$20 for each additional fifteen minute increment after closing of the building. Parents who pick up consistently late will be asked to find other childcare. The teachers have responsibilities with their own families after hours. Children and Youth and/or City of Allentown Police Dept may be contacted if child(ren) are not picked up and we have not heard from you.

Discounts

If you have more than one child enrolled full time, full year at The Cuddle Zone Learning Center, you are eligible for a discount equal to 10% of the tuition of the child in the lowest priced tuition plan.

There are no discounts available on PreK Counts wraparound tuition, Kindergarten or School Age summer camp or part time enrollments.

Returned Check Charge

If your payment is returned for insufficient funds, you will be charged a fee of \$30.00. Consistently having returned payments, you may be requested to make all future payments of tuition in the form of cash or money order as directed by management.

Diaper Program

We will provide diapers (or pull ups when in training) and wipes for infants/toddlers through Cuties included in tuition rates on your contract. This program is available for Preschool children at an additional cost of \$15 per week.

HOURS OF OPERATION

The Cuddle Zone Learning Center is open to provide child care from 7:00 AM to 5:00 PM, Monday through Friday.

Holidays and Closures:

The Cuddle Zone Learning Center will be closed on the following holidays:

New Year's Day	President's Day
Good Friday	Memorial Day
Independence Day	
2 In-Service Days before new school year starts (see calendar for dates)	
Labor Day	

Thanksgiving Day
Christmas Day

Friday after Thanksgiving
Christmas Eve and day after Christmas

See annual school calendar for early New Year's Eve closure and any other updates to the holiday closings. Holidays and In-Service days may be subject to change.

For any holiday that falls on a weekend, the Center will be closed on either the Friday before or Monday after the holiday. A tuition credit will not be given for these holidays.

Vacation/Personal Leave

When a child has been enrolled for a period of 12 months at our private pay rates, you will earn five (5) leave days to be used during the year. Part time children are prorated according to their contracted days and times. Please notify management when you are planning to use these days so that your tuition for that week can be adjusted. Time can only be used if the child is not at the Center.

CHILD ARRIVAL AND DEPARTURE TIMES

Arrivals:

The hours and days your child attends the center are arranged at your enrollment meeting and are indicated on your contract. Any changes in hours or days must be approved by Management in advance. We will make every effort to accommodate your needs. In order to stay within the State ratios, care may not be available for your child at times other than scheduled hours. There is a \$10.00 charge for dropping off earlier than your contract and teachers have the right to refuse a child prior to your contract time (or you will be given the option to remain in the classroom with your child) without management's approval. If arriving late, please call the Center by 10 a.m. to have your child included in the lunch count.

Each child must be accompanied into the center by an adult, signed in and hands washed upon arrival.

Departures:

Child must be signed out by adult and classroom teacher notified you are leaving. Please notify the center, using app if picking up early. As staff leave for the evening, classrooms are closed and children may be in another classroom after 4 pm for later pickup times.

On your emergency contact form, you will list the names and complete addresses of adults permitted to pick up your child. These names will be kept on file. Your child will only be released to those persons you have designated. A photo ID is required when a designated adult, other than the parent, is picking up the child. Please have the designated adult come to the office window, if coming to the center for the first time to show their ID. The center must be notified if you will be delayed in picking up your child. Arrangements should be made for another designated adult to pick up your child at or before the child's contracted time. If someone comes to the center to pick up your child and they are not on the designated release for authorized pickup, your child WILL NOT

be released to such person. This is a precaution to help ensure the safety of your child. The staff does not have the authority to deviate from this policy. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.** Emergency consent forms must be kept up-to-date. Parents and all other designated emergency contacts must have appropriate car seats/child restraints per PA state law.

Attendance and Flexible Instruction Plan Policies

If your child will be absent, please notify the center prior to 10 a.m. or as soon as possible. For children enrolled in the PreK Counts program or Kindergarten, a written excuse or doctor's note is required for all absences. Tardiness is discouraged. Chronic lateness is not only disruptive to the entire class, but it can also make a child feel out-of-step all day. Plus, it sends a message that school is not important enough to be on time for. If your child will be late due to a physician's appointment or other excusable appointment / event, you must call by 10:00 am to reserve a lunch for them. Parents who bring children in after 10am and have not called the center must provide a packed lunch.

PreK Counts and Kindergarten have a 180 day requirement for the school year. Children are expected to attend school on a regular basis. Your child's education is contingent upon their presence at school and the continuity of instruction and classroom participation which allows them to achieve at expected academic levels. A PreK Counts/Kindergarten calendar is provided to families upon enrollment. Students absent for ten consecutive days without notifying the center may be disenrolled.

We maintain an approved Flexible Instruction plan for PreK Counts students. Teachers have the option to send home materials for activities to be completed. Activities must be completed within five (5) days of absence to count as a day of instruction. These activities may be available to students who are absent more than five (5) consecutive days due to an excusable absence.

Activities will be assigned by the classroom teachers for any delays/closure of a classroom due to illnesses, for snow days, or other weather related or emergency closures. A written excuse will be necessary if the child is too ill or unable to complete virtual learning / home activities during any period of absence. Teachers are responsible for documentation of virtual / home activities and to ensure completion.

Excusable absences include:

- Illnesses
- Weather related conditions
- Appointments with physicians, dentists, specialists, etc.
- Family emergencies
- Court appearances / urgent events

No tuition credits are issued for absences.

WITHDRAWALS FROM THE CUDDLE ZONE

If you are planning to withdraw your child from The Cuddle Zone Learning Center you are required to provide at least two weeks' notice of the withdrawal, in writing. Failure to

provide notice in writing will result in you forfeiting your deposit. This includes spots that were held in advance.

If it becomes necessary for The Cuddle Zone Learning Center to request that you withdraw your child from the center, The Cuddle Zone Learning Center may provide you with at least one week notice to make other child care arrangements. This is on a case by case decision and may not be possible when health or safety is compromised for your child to remain in care.

Student records may be transferred to another school with written permission from the parent. This may include health, dental, report cards and other pertinent information.

HEALTH POLICIES

Health and medication policies and procedures have been developed according to our PA DHS State regulations, the City of Allentown Health Bureau regulations, and American Academy of Pediatrics Caring for Our Children guidelines.

Parents are required to keep an ill child home. Children who develop a fever, vomiting or diarrhea at home the night before or in the morning must be kept home for 24 hours. If a child appears to be too ill upon arrival in the morning, parents will be requested to take the child home.

Parents are responsible for finding other child care if their child is ill. Parents will be notified and expected to pick up their child promptly for the following reasons:

- * **Fever:** A child with an auxiliary temperature greater than 100.7 degrees. The child may return after 24 hours of a normal temperature without the use of fever reducing medications including aspirin and non-aspirin products.

- * **Antibiotics** – if given, child should not return to care until they have been fever free for at least 24 hours and given at least 2 doses of antibiotics.

- * **Vomiting/Diarrhea:** A child experiencing vomiting or diarrhea will be sent home. The child may return after the vomiting/diarrhea has stopped for 24 hours without the use of medication.

- * **Eye Inflammations/Unexplained Rashes:** A child with an unexplained rash or eye inflammation will be sent home until it has resolved itself or a physician determines the rash/inflammation is not contagious. A doctor's note will be required for the child to return to care.

- * **Suspected head lice/nits:** A child experiencing scratching will be checked for suspected head lice/nits. If confirmed, the child will be sent home until chemical treatments have been done.

Small children in a group setting occasionally receive minor bumps, scratches, etc. All staff are trained in first aid and will administer care as needed. You will be notified of any care given on an incident report. Courtesy calls are made to families if there are any head or facial injuries. In case of accidents requiring medical attention, the parent's insurance is

will be checked monthly. All expired medication will be sent home. The Center is not permitted to dispense medication that has expired.

If your child requires medication on a long-term basis, a long term medication form must be filled out. A physician's update is required every three months.

Children with special health care needs may require accommodations in daily activities. Special health needs are for those children who have or are at an increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount that is beyond those typically required by children. A form, Care Plan for Children with Special Health Needs is to be given prior to enrollment or when applicable and completed by a Health Care provider. The form includes pertinent information plus medications to be given at the center, needed accommodations, special equipment/medical supplies, suggested specialized training and how often the plan will be reviewed. Once the form is returned, a meeting will be scheduled with the family and Center Director to discuss the accommodations and ability of the center to meet the needs of the child and family.

Diaper creams and sunscreens, provided by the parent, are applied with parent written permission, and must be labeled and kept in the classroom. Sunscreen is highly recommended for the summer months.

IMMUNIZATIONS

All children must be immunized as per the state regulations. All immunization records must be kept in the child's file and should be updated as immunizations are given. Health appraisals forms will be requested at the following intervals:

Upon enrollment, a copy of child's immunization record is required. Within the first 30 days, physical form and TB assessment must also be completed. A new physical form is needed every 6 months for infants and children less than 2 years old or every year for children ages 2 - 5 years old. Once the child starts first grade, health assessments are required every 2 years. Parents agree to complete child health appraisal forms and return to The Cuddle Zone Learning Center within thirty days of start date.

Please see management for the proper forms when your doctor's appointments are scheduled.

CENTER POLICIES

BOTTLE/PACIFIER POLICY

Family should provide enough clean bottles for the day. Staff will send home used bottles at the end of the day to be washed. All bottles and caps must be labeled with the child's name as they arrive in the morning. Children may not walk around with bottles. We do not encourage children to fall asleep with bottles. No bottles in cribs. Sipper cups are encouraged with parent's approval after six (6) months of age. It is our goal to have children use sipper cups by the time they are one year old. We encourage Young Toddlers to only have their pacifiers at naptime.

the primary source of coverage.

In the case of an emergency, paramedics will be notified first, followed by the parents.

In the event child must be transported to emergency care from the center, an accompanying staff person must be present until the child's parent (or designated emergency person) arrives. A copy of the child's emergency form will be taken with the child.

Children and staff must wash their hands upon entering the classroom as part of the arrival routine.

Lead Teachers have taken professional development regarding allergies and the administration of medications. All staff are certified in Pediatric CPR and First Aid through the American Red Cross. This training includes the administration of an EPI pen. Teachers have experience with nebulizers and inhalers; they will follow written medical Action Plans once received.

MEDICATION

Procedures for administering medicines are as follows:

We may not administer any fever reducing medication in order to allow a child to remain in care. The exception is for children who have received immunizations within the past 12-24 hours, so long as their temperature is not elevated prior to the scheduled time for administration of the medication.

All medicines must be in the original container. Containers must be clearly marked with the child's name. Prescription medicines must include a copy of the prescription that includes the child's name, medication name and dosage instruction or Physician's written instructions including medication name and dosage. This includes EpiPens, inhalers and nebulizer medications.

All medicines must be given directly to a staff member upon arrival.
Do not leave medications of any kind in diaper bags or backpacks.

Parents must record daily in the Medicine Log:

Child's name, date, name of medication, time's to be administered, the dosage, and parent signature. It is important that Parent's sign each line of the Medicine Log when writing multiple medicines for a specific child. "As needed" is not acceptable in lieu of times. Parent must decide if child needs medicine not a staff member.

Staff will record the time given, dosage amount given, and signature.

Tylenol-type medicine may be kept at the center with written instructions. Please label all such medicines with child's name. The expiration dates of all medicine kept in the Center

Bottles may not be given in any classrooms after 2 years of age.

Pacifiers may be used by infants and toddlers. They will be kept with child's personal items and should go home weekly to be washed.

CLASSROOM TRANSITIONS AND PROCEDURES

Children are moved to the next classroom based on the school year calendar. The children who have mastered the skills necessary to move to the next classroom may start in a new classroom during the summer months. Transition activities are planned for the month of June. Preschool and PreK children may be combined during the summer months until our school year begins. State ratios require the children to be a certain age in each classroom. For example, children must be three before they move to a Preschool classroom. Children are grouped according to how they will start Kindergarten. Our Kindergarten program requires the child to be five years old prior to October 31st. All school districts have different Kindergarten enrollment dates. Please check with your district prior to your child starting Preschool or Pre-K and discuss with management so that your child is placed in the appropriate classroom.

Children transitioning from our program to the K-12 school system are supported through information shared resources provided to the center. Kindergarten registration information is given to families. Visits to our Kindergarten classroom may be scheduled.

For the Preschool, PreK and Kindergarten students: Back to School Nights in September are scheduled to meet your child's new teacher for the coming year and visit the classroom. Each school year, new forms must be completed, and classroom welcome packets will be distributed. We also offer individual transition meetings with parents, by request.

Your child's portfolio of classroom observation and formal assessments are passed from one classroom teacher to the next.

EMERGENCY PLAN

Our emergency plan is reviewed and approved annually with the City of Allentown and County of Lehigh. The plan includes a designated meeting place and specific instructions for notifying families in the event of an emergency. An emergency drill is done annually in addition to monthly fire drills.

INCLUSION POLICIES

The Cuddle Zone Learning Center believes that all children deserve to be cared for in a safe, nurturing environment. We will not make assumptions based on a particular ability. We will review on an individualized basis to ensure that we can meet the child's needs with reasonable accommodations, appropriate resources, maintain the integrity of our program and the safety and health of all the children. We will work with the family and other professionals to determine the child's needs. Children are placed in age-appropriate classrooms unless families agree otherwise, or specific circumstances arise

within the program. PS2 is our only potty training PreK Counts classroom for children three years old.

We want all children to be successful in our group care setting. We strive to have diverse classrooms with teachers who have the abilities to provide an environment, materials, and curriculum appropriate for all learners. This includes books, music, materials, and displays to represent the various cultures and languages of our students and families. Teachers differentiate instruction and curriculum based on the needs of children. With family permission, granted when family shares the IEP/IFSP, goals are incorporated into classroom lesson plans and are utilized to inform individualized instruction. The child's teacher, when invited, will participate in any scheduled meetings. Our teachers provide responsive care to each individual child within their classroom. We use people first language and will focus on a child's strengths rather than their challenges.

We employ teachers who are bilingual and will make an attempt based on openings to enroll any English Language Learners into a classroom with a teacher who speaks their native language. When this is not possible, teachers use various strategies and techniques to appropriately communicate including visuals, picture cards, translator, or translator apps. Labels may be placed in the classroom with photos and written language of our students. Important documents may be sent home in the family's home language when requested and translation is available.

INFANT FEEDING POLICIES

Babies are kept on their own feeding and napping schedules as provided by parents until 11 months of age. Depending on the parent's preference, staff will either feed on demand (depending on age of infant) or use the parent's written schedule. All infant parents must update the feeding schedule monthly, including any changes, parent's signature, and date.

Infants six months or younger are always held when given bottles.

Sipper cups shall be introduced to infants at six months of age and continued to be tried at various times until infant is off a bottle. Staff may assist in reducing the number of bottles given during the day with parent's permission.

Baby cereals, fruits and vegetables should be tried at home for possible allergic reactions before the Center gives these foods. Parents should list any known allergies on the infant's emergency form.

Cereal may not be placed in bottles and given to infants. Infants should be spoon fed all cereals and baby foods.

Whole milk from the center shall not be given to an infant younger than 9 months old. With a doctor's note, infants from 9 - 11 months old may have whole milk. After 11 months old, whole milk may be given with parent's written permission. All parents should try whole milk at home first before allowing staff to give it due to possible allergies, etc.

Breakfast and lunch supplied by the Center shall not be given to an Infant without prior

parent approval. Parent will be given a menu to discuss with the infant staff regarding the items their child may be given. All new foods should be tried at home first.

Staff may begin the transition process by adjusting infant's schedule to the Toddler schedule for both feeding and nap times after the age of 12 months. Each child is different and will transition to the next group when developmentally ready. Management will make decisions regarding transition with suggestions from staff. Families may request a transition meeting with classroom teachers or management to discuss further.

JEWELRY POLICY

Children under the age of three (3) may not wear any type of jewelry within the Center. The only exception to this is newly pierced ears with screw backs. We are not allowed to reinsert earrings that have fallen out. This is for the safety of the children. Necklaces can get caught on things; earrings could be pulled out and swallowed, etc. If a child arrives wearing jewelry, parents will be asked to remove and take with them. The Cuddle Zone is not responsible for lost or broken jewelry.

NAP POLICY

Infants are placed into their own cribs for naps. We provide sleep sacks and infants are checked regularly while sleeping. No other items may be placed in cribs.

All children must nap or at least rest quietly for 30 minutes. It is not our intention that children be left on their mats for an extended period of time. If a child does not fall asleep within the first 30 minutes of lying down quietly, they are permitted to participate in planned quiet activities. The center provides each child with a crib sheet and blanket for nap time. All children's bedding is washed weekly.

NON-SMOKING FACILITY POLICY

Smoking or vaping substances of any kind is **NOT** permitted anywhere on The Cuddle Zone Learning Center, Inc. property including the parking lot. Due to the dangers of second hand smoke, we recommend that parents refrain from smoking in the presence of young children.

OUTDOOR PLAY POLICY

All children are required to be outside a minimum of twice a day for 15 minutes. The temperature guidelines are 25 degrees or above with the wind chill factor and 90 degrees or below with the heat index. Any child restricted from outdoor play must have a doctor's note dated for each occurrence. Children should be dressed appropriately. Snow clothes and boots or extra shoes are needed to play in the snow.

PARENT GRIEVANCE POLICY

All suggestions/complaints will be handled in a fair, respectable manner. Parents should feel free to communicate any concerns or grievances with teachers and management at any time without judgment. We will always work our hardest to resolve the issue in a

timely manner.

Step 1: Parents should feel comfortable to speak with their child's teachers at any time and they will work to resolve the issue either by setting up a meeting with teachers and parents or with the director.

Step 2: If the problem persists, the director will meet privately with the parents and any outside resource person that may be needed.

Step 3: A plan of corrective action and means of assessing the plan.

Step 4: Revisit the issue after a short period to see if it has been resolved and if the corrective action plan has been successful.

If you are not comfortable talking directly to your child's teacher to initiate a solution to a problem, you may email the owner or education director.

PERSONAL ITEMS POLICY

The Cuddle Zone Learning Center and its employees do not take responsibility for any items including electronics, phones, etc. brought into the Center by children or parents. We encourage children to make use of the Center's equipment rather than items from home.

PLAN OF ACTION FOR REFERRALS

Parents are notified at enrollment of the Center's resources and referral information including CHIP and ELRC. We maintain an extensive file of resources for appropriate medical, wellness, social, mental health and educational services.

The center uses the Ages and Stages Screening tool within 45 days of enrollment to screen all children for social and emotional delays. If a delay is suspected, parents will be notified, and the family will be referred to the appropriate agency.

When a child is displaying behavioral issues, including, but not limited to a lack of self control, impulsive behaviors or excessive violent behaviors that are disruptive to the classroom learning environmental and the learning of the other children in the classroom, we will refer the family to an outside agency. Anything that requires a more focused evaluation will require such evaluation to be done by the appropriate specialist including Developmental Pediatricians, Psychologists, Psychiatrists and other various therapists. The center will fully support all families in their journey through this process. Once we have exhausted all of our available resources as a center in order to support the family, it may be required that the parents pursue further evaluations and other outside resources. If the family refuses, the center has the right to dismiss the child from the care.

We know that it is developmentally appropriate for children to experience stress and frustration throughout their development, and as a center we work with each child on a case by case basis to manage behavior and teach proper techniques for handling these emotions. This is done through the process as listed above. Repeated aggressive behaviors that have not been resolved through the above methods or are not being addressed by families via recommendations from the center will not be tolerated. All children in our care must feel safe and be kept safe from harm at all times, therefore, children who are consistently aggressive towards others, cause physical harm to another child or teacher, or cause excessive damage to center property on any given day will be sent home. Parents will be required to pick up their child promptly and remove them from care for the remainder of the day.

We refer families to the local Intermediate Units (I.U) when a developmental,

speech/language, cognitive or motor delay is suspected. We refer all medical questions to LVPG Pediatrics. We also refer to the Allentown Health Bureau. The Health Bureau is our resource for health and social issues. We are located within the Allentown School District and use their support services when needed.

Prevention of Maltreatment/Abuse

Child maltreatment is a serious issue, and recognizing the signs is crucial for early intervention and prevention. Here are some indicators our staff and teachers are monitoring for that may help them identify child abuse or neglect:

1. **Unexplained Injuries:** When a child arrives in the morning teachers do a visual check. They watch for bruises, burns, or other injuries that don't have a clear explanation.
2. Children who are excessively hungry or speak of missing meals, have torn or dirty clothes or experience a lack of personal care hygiene.
3. Excessively fearful of Parents or other family members.
4. **Changes in Behavior or Personality** may include unexplained changes in behavior including becoming withdrawn or overly anxious, aggression or difficulty in relationships with peers, excessive crying, excessive absences or coming in late, running away from family members, or other extreme behaviors especially when it is a new behavior.

Teachers and Administrators are here to support families. Please don't hesitate to reach out if you or your family are in need of support. Remember that the above signs alone may not definitively indicate maltreatment, but they may warrant further investigation.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma (SBS/ABT) Policy

Our Teachers are trained in the following:

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child stops breathing, trained staff will begin pediatric CPR.

Reporting:

- Instances of suspected child maltreatment are reported to ChildLine. We are mandated reporters.

Prohibited behaviors include (any physical discipline including, but not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

Family web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>
- Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques

SUPERVISION POLICY

Children in the center will be supervised at all times by a staff member. Children are the parent's responsibility during arrivals and dismissals including in the parking lot.

All children are assigned to a primary teacher. This teacher (or their substitute) is responsible for the supervision and care of their primary children on a daily basis. We believe in the continuity of care by having the child's needs met by their primary teacher for the majority of their day with us. Staff members have ID badges and keep their primary group label with them at all times. State mandated ratios are maintained at all times.

Redirection is the technique our center uses to guide children displaying undesirable behaviors. In addition, we will use behavior modification techniques, including making smart choices, verbal cues, sticker (reward) charts, picture direction charts, emotional strategies and relationship building. We encourage our children to "Take a Break" if they are unable to modify their behavior effectively or comply with teacher requests/staff and center rules. The safety of all children in our care at the Cuddle Zone Learning Center is always our top priority. Our teachers show respect for every individual child and require that the children show respect for one another as well.

Family members, staff person or any other visitor may not use harsh, demeaning or abusive language in the presence of the children. Yelling, cursing or disrespectful behavior towards a staff member will result in termination of care.

Family member, staff member or any other visitor may not use any form of physical punishment on any child. Staff are required to report to Childline any physical behaviors, neglect or verbal abuse of a child as part of being a Mandated Reporter.

SUSPENSION AND EXPULSION POLICY

Our center and staff are very excited about the programs we offer, and want this time to be rewarding for all involved. We believe students generally know what acceptable behavior involves. Children are capable of acting with age appropriate responsibility in an atmosphere of reasonable structure and choices with adult guidance and support. Children will test limits, but they should recognize authority and accept redirection in terms of natural and logical consequences. Under these circumstances, a positive approach to behavior modification keeps students actively involved and progressing towards exhibiting acceptable behaviors. .

Limits are necessary to maintain safety, protect health, and guard the rights of others. Consequences will be based on reason and understanding. Children will talk about classroom rules with their teachers. Additionally, children's input will be sought in the establishment of the class's rules.

If center and/or classroom rules are broken, we will:

1. Redirect the child towards a positive behavior or action;
2. Modify the behavior with a natural or logical consequence to the action.
3. Children will be able to self direct to a break within the classroom away from classroom activities. If this does not help, a classroom teacher or administration may remove the child from the classroom for their break to keep themselves/others safe and minimize disruption to the learning environment.

When a child exhibits excessively disruptive behaviors or ones that put themselves, other children and/or staff at risk, a parent-teacher conference will be requested. The purpose of the conference is to have an open discussion regarding behavior concerns and to invite the parent or primary caregiver to offer insight, and/or suggestions, and to problem solve with the teacher ways to modify, reduce or eliminate the behavior(s). Options may include referral to outside agencies and requests for evaluations.

Depending on the severity of the behavior, and the parent's cooperation in working towards a resolution, the child may be put on a disciplinary plan. We will first make every effort to work with the parent in the best interests of the child. Should it be warranted that other agencies or services be involved, it will be the family's responsibility to contact other agencies or services. The center will provide extensive resources and options in order to support the parent in the process. First referrals typically include the local Intermediate Units and Unconditional Child Care. In some cases, depending on the age of the child, The Cuddle Zone will obtain a release from the parent, and we will contact the appropriate resources we have access to including the ECHM Consultation Program. Failure to follow through with outside evaluations will result in suspension or reduction in hours of care until appointment has occurred.

If self-discipline is an issue with your child or if he or she chronically challenges adult authority, The Cuddle Zone may not be able to accommodate your child.

At no time will a Cuddle Zone staff ever use physical punishment, verbal threats or derogatory remarks or withhold food as a form of discipline.

Disciplinary Plan:

A Disciplinary Plan may need to be created for a child with excessive disruptive or unsafe behaviors. An example of such a plan follows:

When a child's behavior concerns are severe and warrants his/her removal from the classroom twice in one day, his/her parent or primary care giver will be called to pick up the child from the center. He/she will be able to return to the center on the following day. Should the child be sent home three (3) days in one week's time (one week from the date of the first incident), the parent will be contacted on the third time, and removed from care for a period of three(3) working days, beginning the day after the removal. A parent-teacher conference will be set prior to the child's return to the center. The Owner/Director, Education Director and/or another administration staff will be present.

If the behavior(s) continue and the child is again removed from care, programming will be terminated. Programming may also be terminated immediately if the child or family member poses an immediate threat to the safety or well being of either children or staff.

TOILET LEARNING POLICY

Generally, toilet learning begins in the Toddler classroom with completion prior to moving to the Preschool classrooms. The Cuddle Zone Learning Center staff will discuss toilet learning when your child is enrolled in the Toddler room. This is an important milestone where both the caregiver and parents work together. We hope to make this a smooth transition with your help. The following is The Cuddle Zone Learning Center's policies regarding toilet learning. They have been adapted from the National Association for the Education of Young Children (NAEYC) philosophy.

Learning to use the toilet is an important step in a child's development. In the past, this process was called toilet training, and it was the adult's responsibility to train the child. Today, learning to use the toilet has become a more popular description because it implies that the child participates in the learning process rather than the adult training the child.

There are many signs that your child is ready for learning to use the toilet.

The child stays dry for long periods of time

The child is able to communicate that they are wet or soiled and may even asked to be changed

The child asks to go potty or wants to sit on the potty

When these signs have been observed while they are at the Center, we will encourage you to begin toilet learning at home and discussing with classroom teachers a plan of action.

During this process, please dress your child in easy to remove clothing. One piece onesies, clothing that snaps between the legs or bib overalls should not be worn during this time. Clothing with elastic waistbands are easier for your child. This will help them gain confidence in being able to do it themselves.

If your child shows signs of anxiety with toilet learning, it is best to take a break and try

again in a few weeks. This will be discussed with you. Please let us know if you are having difficulties at home also. At no time, will a child be forced to sit on the toilet.

Children may not be sent in underwear until they have mastered toilet learning at the Center and are consistently asking or independently using the toilet. This is a health issue for all the children in the classroom. We understand accidents may happen but they should be rare. Your child's teacher will discuss this with you when we feel they are ready for underwear. This may or may not be at the same time the child is in underwear at home.

It is up to management's discretion to move children prior to them mastering toilet learning into the PreK classrooms. It is desirable to have children by age 3 or shortly thereafter to be able to use the bathroom independently. If children are in a classroom with stall bathrooms, staff members are unable to go in to assist children due to privacy.

GENERAL INFORMATION

ACTIVITIES

Children may participate in a variety of activities offered at The Cuddle Zone Learning Center. Both indoor and outdoor learning experiences are provided. There is time for active play as well as time to relax. Children have opportunities to learn and grow through hands-on activities:

Fine motor/Manipulatives/Art: Sand, Water, Sensory Bins, Clay, PlayDoh, Model Magic, various writing tools, finger paints, tempera paints, watercolors, puzzles, lacing activities, magnatiles

Creative Expression/Music and Movement/Dramatic Play: Dancing, Yoga, Instruments, Dress Up Items, Props including fantasy/occupations/housekeeping/leisure, Dollhouses with accessories

Gross Motor: Large Outdoor Climber, hoops, balls of various types, trikes, ramps, ladders/steps

Math and Science: Nature items, Blocks with accessories, Measuring tools, Geometric shapes sorters, Cooking activities

Language: Books, Listening Stations, Social Interactions with peers, Alphabet activities

Ipads and SmartBoards will be used to enhanced learning in all of the developmental areas by incorporating music, movement, and interactive activities as well as and both fiction and nonfiction videos and photos into the daily curriculum.

Special Events with parents:	Mother's Day Event
	FUDGE Day Ice Cream Social
	Fall/Winter Family Event
	Spring Family Event
	See school calendar for other special events dates

CLOTHING

Please dress your child in comfortable, practical play clothes preferred, and weather appropriate clothing. Children sometimes get messy and will be involved in various art experiences and outdoor play. For the safety of your child, open-toed shoes or crocs should not be worn. Sneakers or rubber-soled shoes are required for playing on the playground equipment. Your child should have a complete set of clothing including underwear and socks (infants should have two sets), to be kept in the Center. These items must be labeled with the child's name.

Soiled clothing will be sent home to be cleaned. Please remember to replace the extra clothing with a new set the following day.

CURRICULUM

Creative Curriculum is the basis for all activities, interactions, and materials in all of our classrooms. The Social/Emotional curriculum used is PATHS (Promoting Alternative Thinking Strategies). Our program practices are developmentally appropriate and classroom environments are set up to be hands-on and center based. Our lesson plans use the PA Early Learning Standards to identify learning goals. Assessments are completed quarterly using either the Ounce Scale for Infants and Toddlers or Teaching Strategies for Preschool and PreK students. These will be shared with families at conferences or any time upon request. We create portfolios of your child's work and development including observation notes, photographs, and work samples.

The center is part of the Early Learning Network in the State of Pennsylvania. All child and family information is shared with the state via the PELICAN system.

FAMILY ENGAGEMENT

Communication between caregivers and families is very important. Your questions and comments are always welcome. Families are encouraged to visit the center at any time and participate in center events and field trips. Volunteer clearances are required for families who wish to volunteer in child's classroom. There is no cost to obtain these clearances. A member of management or teaching staff may assist you in obtaining these prior to your volunteering. Clearances are not required to chaperone on field trips.

Parent conferences are available upon your request, in addition to the scheduled conferences in November and March/April. Weekly calendars are distributed to families in our Preschool/PreK classrooms. A school calendar of center events for the upcoming year is given each school year. We encourage families to attend our events. Separate invitations or flyers are distributed prior to each event. There is also a separate calendar for PreK Counts and Kindergarten classrooms. A classroom family survey is handed out at the end of each school year.

Teachers use the Brightwheel (Infants/Toddlers) and Procare (PS/PreK/SA children) apps for daily communications. Weekly (for Preschool and PreK) or daily (for Infants and Toddlers) report cards are provided to families with detailed information regarding daily

happenings. PreK classrooms provide families with weekly calendars and/or monthly newsletters. Teachers and management will communicate with parents using the app, in person, by email or by phone about any issues within the classrooms. Families are asked at enrollment for your email addresses, or if printed copies are preferred. Families may also request both parents receive separate communication regarding their child.

A parent bulletin board is located in the lobby. Suggestions or any notes to management may be emailed.

Our website is www.cuddlezone.com. There are forms including physical health assessment and TB assessment located under the Forms and Resources tab for your convenience. The center has 2 email accounts: cuddlezone@ptd.net and thecuddlezonelearningcenter@gmail.com. Each classroom also has an email address included in your welcome packet. Our phone system is automated. Each classroom has their own extension or to reach the office dial 0. Voice messages are received in the office. The center also maintains Facebook and Instagram pages, please like and follow for announcements, photos, special events, etc.

Parents may suggest to the center any stakeholders that the center may want to partner with to provide additional resources. Our current stakeholders include our local school districts, our Early Learning Resource Centers, Northampton Community College, our families we serve, the Intermediate Unit, and Pinebook Family Services.

FIELD TRIPS

Periodic field trips may be scheduled for Preschool, Pre-K, and Kindergarten children relating to the theme or activity. Parents will be notified in advance of all excursions. A signed permission slip must be returned to The Cuddle Zone Learning Center prior to the day of the field trip. Any parent who would like to go along may do so by indicating on the permission slip. Transportation will be provided for the children by The Cuddle Zone Learning Center. On some field trips there may be a nominal cost.

INCLEMENT WEATHER & EMERGENCY CLOSING

In the event a decision is made by Management to close or delay opening the center due to inclement weather or other emergency, the following websites, radio and television stations will broadcast information periodically;

WFMZ, WAEB, WLEV and Channel 69

The Center's facebook page will be updated with announcements about delays and closings along with messages may sent on Procure and Brightwheel. If there is a doubt about the weather, please call the Center before you leave the house. Due to state regulations, we cannot allow children into the Center before we are open even if there is a staff person present. If Allentown School District has a delay or closing, we will most likely be delayed. Breakfast will **NOT** be served if we have an 8 am or later opening.

KINDERGARTEN

The Center offers a full day Kindergarten program licensed by the Department of Education. Children must be five years old prior to October 31st to enroll for that year. Kindergarten is in session from 8:45 am until 2 pm. Children are required to be in school for the morning hours. There is an attendance policy and written excuses are required for any absences from school. Before and after school care is available for up to 9.5 hours per day and is included in the weekly tuition. All Pre-K parents will be given enrollment information prior to their Spring Parent/Teacher conference. Before and after school care is included in the tuition. We do not guarantee placement into 1st grade for children whose birthdays fall between September 1st and October 31st. Please check with your school district. Children may repeat our Kindergarten if necessary.

MEALS

The Cuddle Zone will provide nutritious meals that meet the US Dept. of Agriculture standards for school food programs. Breakfast, hot lunch, and afternoon snacks are included in the tuition for toddlers through school age children. Whole milk is provided for ages 1-2. 2% Milk is provided for children age 2 and older.

Breakfast is served between 7:30am and 8:15am daily. If your child arrives after 8:15 am or later, please give them breakfast before arriving. Lunch and snack times are posted in the classrooms. Please notify management, in writing, of any food allergies or special dietary needs your child may have. You may pack a cold lunch if your child doesn't eat what is being served that day. Lunches should include a main item, a fruit and a healthy vegetable snack. Lunches brought from home, labeled with your child's name are stored in the kitchen refrigerator until lunch time. If your child will be eating our lunch and you feel they need a supplement snack, you may bring in one non-refrigerated healthy snack for their mailbox to eat during lunch.

Menus are posted in the Kitchen, lobby and classrooms. A copy is included in your enrollment packet. If your child will be arriving late to the Center you MUST call by 10:00am for them to be included in the lunch count. If this is not done, please pack a lunch for them. If your child will arrive after a meal time please feed your child prior to arriving. Meal times are listed on the daily schedule in your welcome packet.

Please make arrangements in advance of "Special" snacks for birthdays or holidays. Check with the classroom teachers of any allergies of classmates.

PARKING

Please drive slowly and cautiously while driving on the property. The entrance and exit are ONE WAY. Watch for young children crossing to parked cars. Do not block the entrances or park in reserved areas or areas marked "No Parking". Parking in front of entrance doors and handicap spot for our bus is prohibited. There is a designated street dropoff/pick up area available per the posted signs. Make sure your vehicle is not left running unattended while you are dropping off/picking up your child. Use of appropriate car seat/child restraints for children under the age of 8 is required. We are required to report any violations regarding car seat safety. Any loss or damage to your vehicle, or its

contents, while on the Center's property, is your responsibility or the responsibility of your insurance carrier.

PREK COUNTS PROGRAM

In addition to our regular private pay PreK programs we are also, a PreK Counts site. Funding for PreK Counts is part of the PA State budget. The program is contingent yearly on the passing of the budget with appropriate funds. The PreK Counts program is free for 3 and 4 year olds whose families qualify. To qualify, families must be at or below 300% of federal poverty level. An example of 300% of poverty for a family size of 4 is at or below \$96,450 annual income. The child must be three or four years old by September 1st. The Cuddle Zone prioritizes for Allentown, Catasauqua and Whitehall School District residents, four year olds and English Language Learners. Applications for the new school year are accepted starting in February. Notification of acceptance will be mailed after the state budget passes in July. PreK Counts operates during the school year August through June for 180 days. There is an attendance policy and written excuses are required for any absence from school. Child care for before or after school, called wraparound care is available for a weekly tuition fee. CCIS (Title XX) funding is accepted for wraparound care.

SCHOOL AGE SUMMER PROGRAM

We have a summer program for school age children. The program is available for School Age children ages 5 years old through 10 years old. Children do various activities including science, math, cooking, art projects, crafts, language, and literacy. In addition to activities at the Center, the children also go on weekly field trips and to City of Bethlehem Pools. Those children currently enrolled are given first available spaces along with children who attended the summer program the year before. Families who anticipate needing summer care may leave their security deposit for the following year to hold a spot. There is an activity fee per child which covers special programs and field trips. An additional optional fee is required for swimming and any other optional trips. A calendar of events and permission slips are given to parents in May each year.

Aggressive behavior will not be tolerated. Parents will be notified by phone or at pickup of any incidents. Please refer to the Suspension and Expulsion policy for specific information.

The following rules apply for children who are transported by The Cuddle Zone bus or van for transportation on field trips:

- All children must be seated and seat belts must be on before the vehicle starts
- All children must remain seated until the vehicle stops moving.
- The driver is in charge while the children are in the vehicle. He/she will report any misconduct to Management. If misconduct continues, the parents will be notified that the rider may be denied the privilege of transportation.
- Seats may be assigned to insure good discipline.
- Students may not open windows without permission.
- There will be no eating or drinking in the vehicles.

- Throwing objects, scuffling, fighting or using inappropriate language will not be tolerated.
- Damage to the vehicle, other than caused by usage, will be paid for by the parents or legal guardian of the rider.

SECURITY SYSTEM

The Center is equipped with security cameras throughout the building. By entering our property, you are agreeing to be video and sound recorded.

The lobby has a locked entrance. Access to the center is limited to those people on your emergency form. They must provide a photo ID in order to be admitted into the building. Please have anyone new picking up your child stop at the office window to show their ID before picking up your child. The doorbell is equipped with a camera that allows the classrooms to view the lobby area. For the safety of the children, please do not hold open the door for anyone you do not know.

Families may not photograph or video tape children or staff on the Center property without permission from the Owner.

STAFF QUALIFICATIONS

All Staff meet the requirements in their individual positions of the Department of Human Services and/or Department of Education which licenses our Center. Each of our employees has extensive experience working with children. All staff are required to participate annually in a minimum of 24 classroom hours of training including basic First Aid Training and Pediatric and Infant CPR, Fire Safety, and PA Health & Safety Basics requirement. The Cuddle Zone encourages continuing education and participates in the TEACH program. We are involved in the Keystone Stars program and are currently a STAR 4 site. We are also a PreK Counts site. More information on both of these programs can be found on these websites: www.pakeys.org or www.dhs.state.pa.us

SUPPLIES AND EQUIPMENT

The following is a list of supplies and equipment provided and cleaned by The Cuddle Zone and those required by the parents:

Infants (6 weeks - 12 months)

Parents:

1. Formula/Special Milk (other than Similac Pro Advance)
2. Bottles, nipples and caps (labeled with child's name)
3. Baby Food (jarred or home-made)
4. 2 complete sets of clothing (labeled with child's name)
5. Diaper cream, if necessary
6. Pacifiers
7. Bathing Suit/Sunscreen/Towel/Swim Diapers for water activities with signed permission from parent. (Summer)

The Cuddle Zone Learning Center:

1. Cribs (Full-time infants will be assigned their own)
2. Sheets and Bedding for cribs and sleepsacks/swaddlers for infants
3. Wipes and Diapers
4. Bibs and washcloths for faces
5. Feeding dishes and utensils, including sippy cups
6. Infant Equipment/Age appropriate toys, books, etc.
7. Similac Pro Advance Formula (powder type) and baby Cereal
8. Whole milk after 11 months of age or after 9 months of age with doctor's written permission.
9. Table Food will be introduced around 11 months or sooner with parental consent

Toddlers - (12 - 36 months):

Parents:

1. One or two complete sets of clothing (labeled with child's name)
2. Diaper cream and sunscreen, if necessary
3. Bathing Suit/Sunscreen/Towel/Swim Diapers for water activities with parental consent (Summer)
4. Hat/Mittens/Boots (Fall/Winter)

The Cuddle Zone Learning Center

1. Rest time mat, sheet and blanket
2. Wipes and Diapers/Pull ups
3. Meals and snacks

Preschool/Pre-K (3 years - 5 years):

Parents:

1. 1 complete set of clothing (labeled with child's name)
2. Backpack (if you so choose)
3. Bathing Suit/Sunscreen/Towel (Summer)
4. Hat/Mittens/Boots (Fall/Winter)
5. Pullups/Diapers (PS2 classroom) unless participating in Diaper

program.

The Cuddle Zone Learning Center

1. Rest time mat, sheet and blanket
2. Meals and Snacks
3. All learning materials and supplies

Cuddle Zone Staff

**Michele McElroy
Owner/Director**

**Heather Scherer
Education Director**

Infants/Young Toddlers

**Miss Bobbie Jo
Miss Susan
Miss Andra**

Toddler Teachers

**Miss Justine
Mr Justin
Miss Alayna**

PS2

**Miss Kristin
Lead Teacher
Miss Tiairra
Miss Lucy
Asst Teachers**

PreK3

**Miss Kayla
Lead Teacher
Miss Asmaa
Miss Michelle
Assistant Teachers**

PreK1

**Miss MaryKate
Lead Teacher
Mr John
Assistant Teacher**

PreK2

**Miss Melissa
Lead Teacher
Miss Angela
Assistant Teacher**

PK4

**Miss Meghan
Lead Teacher**

PreK5 - Kindergarten

**Miss Ashley
Lead Teacher
Miss Jen
Assistant Teacher**

Miss Lucy

Opening Supervisor

Mr Justin

Closing Supervisor

**Some Assistants/Aides are
also used as
Classroom Floaters**