

Special Instructions for Us

If there is anything that we at the Center need to know about the individual care of your child, please take time to put it in writing. This will help insure that your instructions can be followed.

Parent Involvement

Plan to visit your child's classes, and be sure to schedule conferences with his or her teacher to discuss progress and special needs. Call the office to select mutually convenient conference times, and remember that any information you discuss with Center personnel will be handled confidentially, if appropriate.

Release of Children

Your child will be released only to persons listed on the enrollment form. Identification will be required to pick up a child. Advise the Director of the Center in writing if a person not listed on the enrollment form is to pick up your child. For more information please contact 798-6173 or 6174.

Insurance

The registration fee covers accident insurance on your child. For specifics on this coverage, please see the Center Director.

Birthdays

When your child has a birthday, you might wish to bring a special snack for everyone as a celebration. Please feel free to do so, however, please do not bring favors, balloons or other elaborate trimmings.

The Health Program

Please read this section carefully, as each parent must cooperate fully with the Center's health program. Our regulations are designed to protect the well being of all children at Happy Cubs.

- You must have a physician-signed health card on file with the Center to register your child. The physician signs to indicate that your child has had all state required immunizations, and that these immunizations are up-to-date.
- If your child becomes ill at the Center, we will isolate him or her, and contact you immediately. You will be expected to have your child picked up as soon as possible.
- If your child is ill before he or she is due at the Center, please contact Happy Cubs, as we have no proper care facilities for sick children.
- If your child has been exposed to a communicable disease, or any infectious illness, you must immediately notify the Center. We will alert each and every parent whose child might have been exposed so that they may be on the alert for any symptoms.
- Prescribed medicines will be administered at the Center. Over the counter medicines will be administered only upon written direction from you.
- When your child returns to the Center following an illness, be sure he or she is well enough to join the other children in daily outside play. Readmittance after illness is made with approval of persons authorized by the Director of the Center.
- We are required to report suspected cases of child abuse or neglect to the Department of Child and Family Services or Child Protective Services.

HAPPY CUBS

Ph: (941) 798-6173 | Fax: (941) 798-6193



2020 59th Street West | Bradenton, Florida

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HAPPY CUBS



What a Parent Needs to Know



Philosophy and Program

Happy Cubs is a child care center provided especially for your children. This licensed and convenient day care program is available for the employees and physicians of Blake Medical Center. Our goal is to provide a loving, safe and happy environment for your child, where teachers plan activities to meet the needs of the individual as well as the group. In this setting, children are motivated to grow emotionally as well as intellectually. The Learning Centers at Happy Cubs provide opportunities for children to learn through sensory experiences, problem solving observing and exploring. The daily program includes activities for the development of gross motor skills as well as fine motor skills, and planned play.

Hours of Operation

Happy Cubs is open Mon-Fri from 6:30 a.m. until 8:00 p.m.

Enrollment and Registration

You may enroll children aged six weeks through five years. No transportation is provided by the Center. To register your child, you will be asked to pay a registration fee and to fill out a health information card for each child you enroll. You will also need to submit a two week schedule for your child's use of the Center. For instance, if you plan to have your child at the Center every day, this will be scheduled on the card; if you plan to use the Center only three days a week, this would be on your card.

However, there is no charge for holding a place in the Center while you are on vacation, provided the Center has been notified prior to your vacation. Weekend care is every other Saturday and must be scheduled by noon Friday prior to the weekend. A registration fee is charged for each child enrolled. Once a year a re-registration fee will be charged. This fee is payroll deducted. You may enroll your child on a full time, part time or hourly basis. Discounts are allowed on your additional children registered at the Center after the full price rate has been paid for the first child. If the type of enrollment varies between your children, the discount will be allowed on

the lesser amount. See the discount schedule below:

Babysitting is on a space-available basis only
Request forms must be filled out in advance and approved by a supervisor.

On Call is on a space available basis only.

Licensing, Certification and Personnel

The Center is licensed and inspected annually by the Department of Child and Family Services and Manatee County Health Department. The staff at Happy Cubs is composed of dedicated professionals who attend workshops sponsored by national, state and local preschool organizations. This ongoing training provides the staff with continual opportunities to enhance their teaching skills and awareness of early childhood education.

When Your Child is Absent

Registrations are accepted at Happy Cubs as space is available. If your child is scheduled to attend the Center and will not be there, please notify us. If a child is absent for a full week without notification, that child will be considered withdrawn from the program. To reenter the Center, a registration fee will be charged and the child will be accepted as soon as space becomes available.

Meals and Snacks

Children will be required to bring a lunch (dinner) to school every day. Milk is provided with meals. Happy Cubs will provide two nutritious snacks a day with juice. If your child is an infant, you will need to provide bottles of milk or formula and baby food. These will not be provided by the Center. If you child has any medical food restrictions, these must be given to the Director of the Center in writing.

Proper Clothing for Happy Cubs

Some of the best learning materials are a bit messy; such as sand, water, paint and play dough. Please dress your child so that he or she can take full advantage of these materials without spoiling expensive clothing. You will need to provide an "emergency" set of clothing for your child. Each item must be clearly labeled with your child's name.



Discipline at the Center

Our philosophy at Happy Cubs is that a positive approach to discipline is best. We provide lots of love and hugs, proper encouragement of self esteem, and many opportunities to develop the very important art of self-control. For the good of all concerned, we do need to set standards and limits for behavior. If a child's behavior is unacceptable. We talk with the child, or we will separate the child from the group and request a parent/director conference for the well being of all involved.

Infant Care

When you register an infant to attend the Center, here are a few items you should bring: A written schedule of baby's daily routine: eating, sleeping habits and any special likes or dislikes.

- Two extra changes of clothing, fully labeled
- Disposable diapers daily or by the box
- Two boxes of thick square baby wipes monthly
- Milk or formula only in covered non-glass bottles
- Baby food

Be sure to fill out the top half of the daily record, including arrival and departure time, and be sure to label all of baby's items brought to the Center. Infant Care hours for Non-Blake families is 7:00 AM - 5:30 PM.