

PROGRAM INFORMATION AND AGREEMENT

A KID'S PLACE DROP IN CHILD CARE INC.

<http://akidsplacechildcare.com>

We cater to children ages 4 months through 12 years. **INFANT CARE 8AM to 6 PM ONLY**

We may take special needs kids up to 15 years of age.

Hours of operation-Monday-Thursday 7am-10pm, Friday 7am-12midnight, Saturday 4pm-12midnight. Sundays-closed. We may open or close earlier or later depending on reservations. Reservations suggested. Reservations will be held for 30 minutes. All childcare charges will begin at reserved time. Cancellations and schedule changes with less than 12 hours notice will be charged \$10. **No call, no shows will be charged \$20.**

A Kid's Place Drop In Child Care does not discriminate based on race, color, religious creed, ancestry, disability, national origin, sex, or language.

Children must be signed into the facility. We must have a working contact number in case of illness or emergency. Parents are to park in front of the facility and walk all children into/out of the facility.

Children will be released to the child's parent or designated individual over 16 year of age, as specified below and on the Emergency Contact Form. ID will be required for pick-up.

My child(ren) may be released to the following:_____

If a parent or person designated to pick up children is obviously impaired by drugs or alcohol, the center may call the police. If you feel that you may be drinking, please make other arrangements for pick up.

Parents shall be permitted free access for up to five minutes without prior notice, when their child is in the facility.

Emergency Operations Plan: In case of an emergency, where the facility cannot be occupied, children will be evacuated to Domenico's Restaurant, across the parking lot. The children will remain there until their emergency contact person can pick them up. In case of a community-wide emergency, children will be evacuated to the Cranberry Township Municipal building on Rochester Road.

Pennsylvania law requires health forms for all children enrolled in daycare. We must have a current health form, signed by your child's doctor, within 45 days of your child's first day. We are required to have a new health form every year.

INFANTS MUST HAVE 4 MONTH HEALTH FORM PRIOR TO START Must have 6 or 9 and 12 month assessments.

Illness Any child with a fever, communicable disease, or infection that can be transmitted by casual contact will not be permitted in the facility. Children with colored nasal drainage may not attend day care. Children who have had fever or vomiting or diarrhea within 24 hours may not attend daycare.

We must have a working contact number at all times.

If a child becomes ill, the parent/emergency contact is to pick the child up within 30 minutes of notification. Facility personnel will not administer medication, including over the counter medicines. Emergency asthma medicine will be administered with written instructions from the doctor.

Aggressive behavior cannot be tolerated. Repeat offenders will not be permitted to return. Biting will not be tolerated. First offenders will be sent home immediately. Repeat offenders will not be permitted to return.

No firearms, No smoking, No drugs and No alcohol in the facility.

No toys from home. A single comfort item is permitted. All items brought from home must be clearly labeled with the child's name. If not clearly labeled, the staff will label items using permanent marker. No objects less than one inch are allowed in the facility.

Financial Section:

A registration fee of \$30 per family, is due on the second visit. This fee is due annually during the enrollment month. Payment is due at time of service. We accept cash, checks or money orders. **WE DO NOT ACCEPT CREDIT OR DEBIT CARDS.** Returned check fee for any reason is \$30.

Late Fee: There will be a ONE DOLLAR PER MINUTE charge for anyone picking children up after posted closing time. All childcare charges will begin at reserved time. Cancellations and schedule changes with less than 12 hours notice will be charged \$10. **No call, no shows will be charged \$20.**

Food: Catered meals and snacks are available. Meals are \$4.00 Snacks are \$1.00. All children staying 4 hours or more will be fed and charged for a snack unless one is brought from home. Indicate on the sign-in form if you brought meals/ snacks, or if you want them catered. **B=Brought, Y = Cater.** You will be charged for requested meals & snacks. Breakfast brought from home 8-8:20. Lunch is at 12. Snack is at 3. Dinner Mon-Thurs is at 6:15, Friday & Saturday at 7:15. **Infants-parents must supply all food and formula, and bottles with a written schedule for feeding.**

Diapers and wipes are supplied by parents. There will be a \$1 charge for diapers if not brought in. We change diapers every 2-2 ½ hours, and as needed.

Drop In Rates	1 kid	2 kids	3 kids	4 kids
1hour	\$5.75/hr	\$9.75/hr	\$10.75/hr	\$11.75/hr
*	6.25	10.25	11.25	12.25
**	6.75	10.75	11.75	12.75
10 hour block	\$5.50/hr	\$9.50/hr	\$10.50/hr	\$11.50/hr
	55.00	95	105	115
*	60.00	100	110	120
**	65.00	105	115	125
20 hour block	\$5.25/hr	\$9.25/hr	\$10.25/hr	\$11.25/hr
	105	185	205	225
*	115	195	215	235
**	125	205	225	245
30 hour block	\$5/hr	\$9/hr	\$10/hr	\$11/hr
	150	270	300	330
*	165	285	315	345
**	180	300	330	360

Full and Part Time 3 Month Contracted Rates

Full Time up to 48 hours per week
Age : 12m-2 years \$170/week
2 years or not completely potty trained \$160/week
3 Yrs+\$155/week

Part Time up to 27 hours per week
Age : 12m-2 years \$109/week
2 years or not completely potty trained \$105/week
3 Yrs+\$100/week

Contract is for 90 Days.
Rates for 2nd and third child will be discounted

INFANTS 4-12 months
Full time up to 48 hours \$192/week
Part time up to 27 hours per week \$135/week
Hourly Rate \$8/Hour minimum 2 hours
Must have 48 Hours notice for reservation.
Charged from time of reservation.
Cancellation 24 hours notice, or charged entire 4 hours.

All Full Time Part Time Schedules To be turned in at start of each month or reservation will not be guaranteed

****Indicates additional \$1.00 per hour each child under 24 months**
***Indicates additional \$0.50 per hour each child 24-36 months or not completely potty trained**

All children enrolled in daycare 15 hours per week or more are required to have a 'Child Service Report' completed every six months. These are filled out by the staff, and signed by staff and parents.

I, the parent/guardian of _____, acknowledge receipt of the program information, and the Emergency Operations Plan. I agree to review the parent information board in the entrance each day. I agree to update the emergency contact /parental consent form and Child Service Report and every 6 months **and whenever information changes occur.**

Parent/Guardian Signature Enrollment Date _____

Employee Signature Date _____

Email address _____