

21 Orchard Park Drive  
Greenville, SC 29615



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## POLICIES AND GUIDELINES

**SECURITY AND PARENTAL ACCESS:** All exterior doors remain locked at all times. No one other than those dropping off or retrieving children will be allowed entry. You are allowed free and full access to your child unless a court order stipulates otherwise. However, visits may not disrupt instructional activities or classroom routines.

**REGISTRATION:** We accept children ages 12 weeks to 12 years. Registration can be completed online prior to dropping your child off for the first time, or in person upon arrival. You must also read and sign this policy document (which, by law, must be re-signed on an annual basis), our disclaimer and any other necessary documents. Your photograph will be taken, along with any other person you designate (and accompany to the center) as authorized to retrieve your child. These photos will then be stored in your child's record. A Photo ID will be requested each time your child is dropped off and matched against the child's record.

**RELEASE OF CHILD:** A photo ID will be requested from anyone attempting to retrieve your child. Unless the photo ID matches one of those stored in your child's record, your child will not be released.

If your child is not retrieved within 1 hour after the closing time listed above, and we have not been able to contact you, we will contact the police. It is imperative that you contact us if you will not arrive by closing. It is required that the authorized pickup person must be of sound mind and not under the influence of alcohol or drugs. By signing this document, I agree that once my child has been released to the authorized pickup person, that person assumes responsibility of the child and the liability of **KidsZone Drop-In Hourly Childcare** ends.

**TRACKING:** We use a software system for tracking your child at all times while under our care, including when they enter or exit the center, enter or exit a vehicle or move to a new location in or around the center. We do not take field trips or otherwise remove your child from the facility.

**HOURS:** Monday-Thursday 7:00 am - 10:00 pm (latest drop off is 9:00 pm)  
Friday 7:00am - 12:00 am (latest drop off is 11:00 pm)  
Saturday 10:00 am - 12:00 am (latest drop off is 11:00 pm)

**FEES:** Children 12 weeks to 2 years (\$10/hour), Children 3 years to 12 years (\$9/hour), 2 Children (\$13/hour) and \$3/hour for each additional Child. Payment is due at time of services. If your child is not retrieved by the closing time listed above, you will be charged a fee of \$1 for every two minutes you are late. If you do not bring enough diapers or wipes there will be a \$1 charge for each diaper change.

**CONFIDENTIALITY:** We will maintain a separate record on your child containing all essential facts for their care including contact information, the confidentiality of which will be safeguarded at all times. You will be allowed immediate access to this record upon request.

**MEALS AND SNACKS:** We provide healthy snacks for all the children (10:00 am, 2:30 pm and 8:00 pm) at no additional cost. However, meals are an additional fee and are ordered from the kid's menu at Outback restaurant. If you would like to order a meal for your child, the cut-off for lunch orders is 11:30 am (we eat at 12:00) and dinner orders are placed at 5:00 pm (we eat at 5:30 pm). You may also send a meal in with your child as we have a refrigerator and microwave.

**We are not a peanut-free environment.** We ask that you if you bring any snack or meal that is known to contain or lists peanut products as an ingredient to please notify staff.

**HEALTHY ENVIRONMENT:** All children must use hand sanitizer upon entering and exiting the center. We reserve the right to refuse entry for children who are clearly unwell, or we suspect are unwell as we do not provide care for ill children. Additionally, if after a child has been dropped off, we suspect the child is unwell, we will call you to immediately retrieve your child. Please do not drop off your child if you know them to be unwell.

The following symptoms will automatically deem a child "unwell" (but others may also be considered): a) temperature of 100 degrees or higher, b) red or watery eyes, c) rash, d) excessive runny nose, e) excessive sneezing, f) excessive coughing, g) sore throat, h) vomiting within past 24 hours and i) three instances of diarrhea within the past 24 hours.

**PERSONAL ITEMS/POTTY TRAINING:** If your child is still in diapers or potty training please send diapers/pull ups, wipes and a change of clothing all clearly labeled with your child's name and let the staff know your child's routine, so we can assist with potty training. You may send other personal items such as sippy cups or snacks that are also clearly labeled, but please do not send toys or books. We prefer you not send electronics but if you do, we are not responsible for loss or damage.

**MEDICAL ISSUES:** Our staff is certified in First Aid and CPR, trained in the Heimlich maneuver, has instant access to emergency numbers and a fully-stocked first aid kit. We do not administer over the counter or prescription medication of any kind without a dated parental consent form. However, in case of a life-threatening emergency we will use your child's EpiPen, upon your signing an EpiPen Waiver and leaving an EpiPen with us.

In the event of an accident we will provide treatment to the best of our ability and will contact you immediately, so you can determine any further course of medical treatment. If your child has a serious or life-threatening injury, we will call 911 prior to calling you and will provide treatment to the best of our ability while waiting for first responders to arrive. If first responders decide your child should be taken to the hospital (which is chosen by first responder or emergency medical personnel) before you have arrived, a staff member will accompany the child, will provide any pertinent records to the medical staff and will stay with the child until you arrive.

**DISCIPLINE POLICY:** Corporal punishment will not be used as a means of discipline at our center. Our staff is trained to use redirection as the first means of correcting behavior and to move on to time out (minutes equal to child's numerical age) if necessary. If we determine that your child's behavior negatively affects the safety and wellbeing of other children, we have the right to refuse services.

**EVACUATION PLAN:** We maintain, and our staff is trained in an up-to-date written plan for removing children from the building in case of fire, natural disaster or any situation which may pose a threat to your child's health or safety. A copy of this plan will be made available to you upon request.

**STAFF:** We may provisionally employ staff to provide care for children in order to comply with SC laws and regulations when an unexpected staff vacancy occurs.

By my signature below, with full consideration I acknowledge that I have read, understand, and voluntarily agree to abide by **KidsZone Drop-In Hourly Childcare** Policies and Guidelines; that I am at least eighteen (18) years of age and fully competent; and that I am the parent or legal guardian of minor child participant.

In signing this agreement, I also am giving consent to **KidsZone Drop-In Hourly Childcare** to provide medical treatment in the event of an emergency, however, with the understanding that so long as **KidsZone Drop-In Hourly Childcare** has acted in a prudent manner, **KidsZone Drop-In Hourly Childcare** is not liable for any injury that may subsequently occur as a result of administering treatment.

**RELEASOR/PARTICIPANT/LEGAL GUARDIAN OF MINOR PARTICIPANT:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_