



Child Care Plus Policies and Procedures

All Infant Toddler Family Day Care policies also apply to Child Care Plus services

Parent Name: _____

Scheduling

Child Care Plus services are provided on an as-needed basis. A set schedule and advance notice are not required. It is requested that parents inform the office at wlaui@infanttoddler.com as close as possible to when care is provided.

Emergency Procedures

Parents are required to give the Child Care Plus provider emergency contact information. This includes, but is not limited to:

- parent cell phone number
- phone number of destination/location
- name and phone number for a contact who is approved to pick up the child and/or make decisions in the case of an emergency if the parent cannot be reached.

Overnight Care

If overnight care is utilized, the following is required of the parent:

- parents must provide a toothbrush and a comb or hair brush for each child in overnight child care
- parents must provide flame-resistant or snug-fitting sleepwear for children 9 months of age or older
- parents must provide a bath towel and wash cloth if the child will require a bath while in care

If overnight care is utilized, the following is required of the provider:

- quiet activities and experiences unique to the individual needs of each child must be available immediately before bedtime
- providers will establish a bedtime schedule in consultation with the parents
- separate sleeping and dressing areas will be provided for children of the opposite sex over six years of age

- children will have a routine that encourages good personal hygiene practices including bathing (if needed) and teeth brushing
- providers will remain awake until all children in care are asleep
- providers must sleep on the same floor level as the child(ren) in care
- a baby monitor must be used is the caregiver is not sleeping in the same room as the child(ren) in care

Enrollment Fee

For families enrolled with an Infant Toddler provider for traditional child care services, there is no enrollment fee to participate in Child Care Plus. This applies to children with both full time and part time schedules.

For families using Child Care Plus only, there is a one-time, non-refundable enrollment fee of \$100.

Should a Child Care Plus-only family decides to enroll in full time or part time care with a provider, the Infant Toddler enrollment fee will be reduced.

Billing

The provider is responsible for filling out the Family Care Form prior to the parent picking up their child(ren). Both the parent and provider are required to sign the form. The provider will send the form into the office for processing. The cost of the care provided will be added to the next invoice period.

Child Care Plus Fees

The following is a suggested fee schedule, effective August 1, 2012. Child care fees will be due according to the invoice sent to the parent following care.

Hourly Rates

1 Child:	\$12 per hour
2 Children:	\$16 per hour
3 Children:	\$18 per hour
4 Children:	\$20 per hour

Overnight Rates (7:00 PM-6:00 AM)

1 Child:	\$6 per hour
2 Children:	\$8 per hour
3 Children:	\$9 per hour
4 Children:	\$10 per hour

Child(ren) must stay in care from 7:00 PM to 6:00 AM in order to receive Overnight Rates. Otherwise traditional Hourly Rates apply.

Full Day Rate

- 1 Child: \$125 per day
- 2 Children: \$150 per day
- 3 Children: \$175 per day
- 4 Children: \$200 per day

Child(ren) must stay in care for at least 24 hours (example: 9:00 Saturday - 9:00 AM Sunday) in order to receive Full Date Rates. Hourly Rates will apply for care exceeding 24 hours.

Holiday Rates

- 1 Child: \$6 per hour
- 2 Children: \$8 per hour
- 3 Children \$9 per hour
- 4 Children: \$10 per hour

The Holiday Rates are in addition to traditional child care fees.

I have read and agree to all Child Care Plus policies. I recognize that these policies and procedures are in addition to Infant Toddler Day Care policies.

Parent Signature

Date