



1. _____ Philosophy-mission statement of Play Datez! CDC
2. _____ Regular hours of operation: Monday through Friday 5:45am - 6:00pm. Closed all federal holidays, nights/weekends, and professional development days.
3. _____ Hourly care hours of operation : 8:00am - 5:00pm. Part day / part time care.
4. _____ Record maintenance: changes in status/employment.
5. _____ Report address and phone number changes (cell, home or work).
6. _____ Designated family care plan short/long term providers (single and dual military).
7. _____ Current (2) emergency contacts.
8. _____ Up to date immunization record and current health assessment.
9. _____ Play Datez! CDC parent handbook.
10. _____ Photograph and social media release form.
11. _____ Payment policy: Parents who accept slots for enrollment must pay a registration fee at the time of acceptance and the first weeks payment. Payments are due no later than **Sunday** evening for the following week. **NO REFUNDS!** A late fee of \$25 per child will be assessed by Monday of each week. **Services will be terminated if not paid in full by Monday morning.**
12. A non-refundable \$100 annual registration / activity fee is due September 1st.
13. _____ **Children must be in the center by 9:15am or care will be turned away. Children can attend if there is a doctors note provided.**
14. _____ Late pick up fees: Beginning 1 minute after reservation/program end. Patrons are charged \$1.00 per minute/per family with an additional charge of \$5 per child after 15 minutes. **Late pick up fees are due at the time of pick up!**
15. _____ Vacation leave: With advance written notice, 1 week vacation can be taken in one week increments during registration period. Vacation credit request forms are available at the front desk. Child cannot attend the center during requested vacation period. Child must be enrolled for six months to qualify for vacation credit.
16. _____ Hourly care fees are due at the time of booking on Play Datez! CDC website.
17. _____ Parents must sign child in and out daily on the center iPad or personal cell phone. If system is down, please notify staff.
18. _____ Two weeks written notice must be provided prior to withdrawing from the program and for vacation leave. Payment is required during two weeks after withdrawal. Vacation leave must be approved and signed off by management.
19. _____ Basic care item forms.
20. Illness & return policy (101 fever, diarrhea, vomiting, pink eye, hand foot and mouth, low grade fevers during flu seasons, etc...).
21. _____ Medication cards must be completed each month by the parent. Medication for pain or fever cannot be given by Play Datez! CDC staff. "As needed" dosage for medication is not authorized. All medication (including OTC) must have the original prescription label.

22. _____ Play Datez! CDC is responsible for reporting any suspected cases of child abuse or neglect.
23. _____ Accident / Illness Reports
24. _____ Discipline policy / redirection vs time out
25. _____ Parental use of corporal punishment at the centers is prohibited.
26. _____ Biting!
27. _____ Parents are allowed to access to the facility at all times.
28. _____ Napping after lunch and quiet times
29. _____ Meals: Breakfast, lunch, and snack times. All meals are USDA approved meals.
30. _____ SIDS and feeding plan.
31. _____ Baby food / plastic bottles: label both with child's first and last name, date, how many oz and breastmilk/formula.
32. _____ No homemade food items allowed at the center unless approved by director.
33. _____ Diapers (at least 10 a day) and pack of wipes.
34. _____ Complete daily diaper sheets (Procare) (only for infants and pre-toddlers).
35. _____ Infants, who begin to stand / pull up, will need a pair of flexible, soft soled shoes. Infants who are too young to stand need socks.
36. _____ NO OPEN TOE SHOES!
37. _____ No beads in hair and no jewelry.
38. _____ Appropriate indoor/outdoor clothing. 3 changes of clothing required for all children, to be left at the center. Please clearly label clothing with your child's name.
39. _____ Outdoor play every day for all ages, weather permitting.
40. _____ Parent participation points.
41. _____ Children are combined in mixed age groups during drop off and pick up times at the beginning and end of the day.

Parent / Guardian Signature _____ Date _____

Director / Assistant Director Signature _____ Date _____