

## Kids At Play Learning Academy LLC

### Drop in care Policy:

We are happy to say that we do offer drop in care for our families and for the public. Drop in care allows parents to bring their child on any date that is available at our centre. Drop in care begins at 8am and ends at 4:30pm for children that are not enrolled in our program. Children who are enrolled in our program part or full time, will have the hours of 7am-5pm. All new parents or families are required to set up a virtual interview, tour the facility and meet the owner or director before a child can be dropped off. All parents are required to review the parent handbook and sign a copy. New families are also required to fill out an enrollment packet, along with signing up for our Brightwheel app. Drop in care rates are listed on our website for you to review and are based on ages. The rate will need to be paid at least the day before the child arrives. Parents will pay this rate on Brightwheel. The owner will set up the payment arrangement so that it is available to you.

Parents are required to pack a healthy lunch. This information can also be found on our website. Please read over all details on the website and parent handbook. Available drop in care will be listed on our website and on our Facebook business page. We will update it as spots fill and list dates either on a biweekly basis or monthly so that parents can also plan in advance. We do not accept next day drop ins for new families since there is a process that is required to be completed prior to dropping off.

If a child is absent from their drop in date or if a family needs to cancel, the fee is **nonrefundable**. If there is another day available, the director may be able to change the date but that is not a guarantee.

We look forward to meeting new kiddos and families. Please keep in mind that all age levels may not be accepted depending on the day that you choose.

We hope to hear from you soon!

Thank you,  
Shay Hill