**GUIDANCE PARENT**

**PER DAY / PART TIME**

* Children under 1 year old will sleep in a pack and play, older than 1 year will transition to a sleeping mat.
* No toys, blankets, cords, bracelets, necklaces, etc., are allowed in the pack and play (a wearable blanket will be provided)
* No accessories allowed during care (for all ages) (necklaces, rings, bracelets, etc.)
* A child over a year old will be permitted a blanket and/or a toy for nap time only if child is using a sleeping mat.
* No personal electronics devices in childcare (tablets, cell phone, laptops, portable DVD, etc.) TV time will be provided. 30 minutes of tv time is permitted in childcare: 15 minutes in the morning, and 15minutes in the afternoon.
* No food will be accepted. Unless is formula milk, breastmilk and/or baby food, for under one year old, older than one year will be provided with whole milk. If parents want to continue giving formula or breastmilk, they need to bring doctors note specifying until what age formula/breastmilk will be given.
* Formula milk must be unopened and tagged.
* Breastmilk must be named, dated, and must have time of extraction.
* Breastmilk can be saved in the fridge for 4 days, and in the freezer for 6 months.
* Remember to bring 2 changes of clothes, enough diapers and wipes for each child.
* Food\bottle will be served every two hours no more than 3 hours according to USDA.
* Food normally served in the childcare are breakfast, morning snack, lunch, afternoon snack. If the child is in evening care, we also serve supper and evening snack. All food will be provided.
* Please Do not Bring or pick up in mealtimes, please bring at your child 30 min prior.
* For Pick up its not allowed during nap time (12pm – 2pm) just for Doctor Appointment.
* Let me know for arriving time to pick your child up to get ready.
* Menus are made by USDA.
* Children will have outdoor time as follows: two hours a day, one in the morning and one in the afternoon. (Weather permitting).
* If parents want their child to use sunblock, it must be approved by USAF a list of approved brands will be provided.
* Repellent can be used once daily, please apply before arriving to childcare.
* Medicine will not be given in childcare, if child needs it, please give it to them 20 minutes prior to arrival. (Please follow illness tab provided in the parent handbook for contagious symptoms)
* Diaper rash cream can be use in childcare only if bought over the counter and named. If it is a doctor prescription, please provide doctors note and the cream must be unopened and in its original packaging with doctors’ directions on it.
* Please provide each child shot records after each update.
* Cash, check, Credit Card or Zelle will be accepted for payment every Friday or Monday upon arrival.
* Daily payment or part time is $70.00 per child, hourly is $15.00, full time for infants is $275.00 each Friday and for 3 year and older $250.00 each Friday.
* Late fees: late payment will be charged $20.00 a day plus weekly payment.
* If parents are late for pick up a fee of $1.00 per minute late is due by next payment day.
* If child fails attendance and the provider **was not notified 24 before schedule time**, payment is still charged, since the space was hold for your child.
* If you want/need to terminate contract it must be done with two weeks of anticipation and those two weeks must be paid.
* Please know, if your schedule time of arrival is 0700 you will have an hour to arrive to the childcare unless otherwise specified with anticipation (the day before). If you are running late, please let provider know.

\*\*\*Full Time Subsidy\*\*\*

Subsidy is an aid provided by the Air Force offered to the parents of children awaiting in CDC waiting list. To apply for it please contact at the FCC office (850) 884-4300.

Signature Date

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Parent Name: Child Name: