

DROP AND GO

POLICIES AND PROCEDURES

1. Drop and Go Childcare registrations will be limited. No more than 5 children per caregiver. Maximum number of children is limited to: one infant < 1 year old and four children ages 1 to 4 years old.
2. All caregivers have been MA cori checked and are CPR certified.
3. When someone calls for Drop and Go, enter it under the Childcare Tab in Mindbody and make sure to indicate it is Drop and Go under the notes.
4. Upon arrival, client must check in at the front desk.
5. Make sure all paperwork is filled out and we have a phone number to reach a parent or guardian during Drop and Go. If the child is in Toddler Playschool, get paperwork from Kirsten and photocopy it for the binder.
6. Have parent or caregiver sign the Agreement Form
7. If there are any allergies, make sure we have an Epi-pen (if applicable) clearly labeled with the child's name. Epi-pen should remain in the child's bag and stored at the front desk with the front desk person.
8. We do not give snacks or lunch during Drop and Go.
9. Children should be encourage to have a snack and use the restroom prior to Drop and Go
10. A water bottle or sippy cup can be placed on the shelf.
11. If running late, please call and let us know. Remind the parent there is a two (2) hour maximum and will be charged \$10 for every 15 mins they are late.
12. Bring the child into the Playzone and Introduce the parent and child to caregiver.
13. Have caregiver fill out Time In, Time Out, Who will be picking up the child and have parent initial on the clipboard.
14. We ask 24 hour notice for cancellation.
15. Charge when the child is picked up with either a credit card on file, new credit card or cash.