



PARENT INFORMATION HANDBOOK

FLEXIBLE
FULL TIME, PART TIME or DROP OFF
CHILDCARE
AT THE
NOROTON PRESBYTERIAN CHURCH (NPC)

2011 Post Road
Darien, CT 06820
www.norotonchurch.org

Director: Carol Scott
(203) 655-1451 x46
(203) 202-9441 (direct line)
E-mail: carol.scott@norotonchurch.org

**NPC Tot Drop
Parent Information Handbook**

Table of Contents

Welcome

Mission and Vision

1. Registration Process and Reservations

1a. How do I enroll my child?

1b. Reservations

2. How Tot Drop Operates

2a. Hours of Operation

2b. Entering the Building (code provided upon registration)

2c. All about the NPC Tot Drop Session

2d. Sample Daily Schedule

2e. What to bring

2f. Drop off/Sign in and out Procedure

2g. Separation Anxiety

2h. Food Allergies

3. Tot Drop Staff and Contact Numbers

3a. Tot Drop Staff

3b. Contacting Tot Drop while your Child Attends

4. Tot Drop Policies

4a. Illness

4a(2) Medication Administration

4b. Absentee Policy

4c. Tot Drop Weather-Related Closures

4d. Discipline Policy

4e. Safety, Incidents and Accidents

5. Coordination with Noroton Presbyterian Church Nursery School

Appendix A: Tot Drop Fees

Appendix B: Calendar of Closures for the Year

Appendix C: Parent Policy Acknowledgement Form

Welcome to Tot Drop!

The NPC Tot Drop was originally established by the Children's Ministry Team to meet the child care needs of the church and the community throughout the week. The program began in 2000 and has since evolved into a licensed childcare facility. In 2009, Tot Drop became a separate ministry from NPC's Children's Ministry; it continues to serve other ministries of the church on weekdays and weekends, as well as families from the surrounding communities during the week.

The information contained in this handbook articulates the philosophy and organization of NPC Tot Drop. It serves as a quick reference to daily operation, policies and procedures. We have listed the things we feel are most important for you to know about our program. These policies and procedures are subject to change based on current needs and on-going assessment of the program.

The Mission and Vision of NPC Tot Drop

NPC Tot Drop is committed to providing a safe, friendly atmosphere of Christian love and care for your child. We strive to create an environment that fosters your child's unique abilities and their physical, emotional and social development. We will work hard to make sure your child feels loved and accepted and understands that there are other adults, besides immediate family, who love them when Mommy and Daddy cannot be with them. Tot Drop is dedicated to partnering with you in this endeavor.

Section 1 - Registration Process

1a. How do I enroll my child?

Tot Drop is licensed to accept children aged 3 months to 5 years old. We recommend that those infants accepted earlier than 6 months of age have the approval of their pediatrician. (Note: Some of our 4 year olds will turn 5 during the year, and are welcome to complete the year in day care). You must pre-register your child and turn in a completed Connecticut Early Childhood Health Assessment Record, which includes an immunization record. This health assessment needs to be completed by you and your pediatrician. Tot Drop **cannot accept your child without this form**. On receipt of the Health Assessment Record, it will be reviewed by the Tot Drop nurse who will determine that all immunizations are current and any other health issues are understood and provided for. Registration and health forms are provided in the registration packet or are available online on the Tot Drop page of the Church website (www.norotonchurch.org). There is an annual, non-refundable administrative fee of \$50 per child due when the registration form is submitted.

Families using Tot Drop for the first time should plan on registering in person in the Director's office. The Director is happy to give a tour of the facility and answer any questions. Children will not be accepted into the program unless all necessary paperwork is submitted and reviewed, registration is paid and a reservation is made ahead of time. Session fees will be collected on arrival at the first session of the month's bookings.

Tot Drop is a state-licensed daycare facility and it is important to stay within state licensing requirements to ensure that your children are comfortable, safe and do not experience unnecessary stress. Your understanding in this matter is appreciated.

1b. Reservations

There are two types of reservations at Tot Drop: standing reservations and as-needed/drop-in. Both are made on a first-come, first-served basis. Parents are invited to make arrangements for standing reservations in the spring prior to the next school year. A standing reservation is in effect from September 1 to June 30. Parents of actively enrolled children are given priority until a specified date when new families can enroll.

Space is usually available to allow for as-needed/drop-in reservations. To make as-needed/drop-in reservations please call the Tot Drop Director at 203.655.1451, ext. 46 or at 203.202.9441 (direct line) or email her at carol.scott@norotonchurch.org. The reservation book is opened on the 15th of the current month for the following month's reservations. The Tot Drop program is open to families in the surrounding communities and can fill up extremely fast, so you will want to make next month's reservations as far in advance as possible within these parameters. You are welcome to call at the last minute if a need arises, but you should not count on space being available. Reservations will be accepted providing that accounts are current.

In order to keep Tot Drop running smoothly and to reduce anxiety for the children, parents must commit to picking up their child at the contracted time. Late pick-ups also mean that Tot Drop employees cannot get home on time to their own families. On-going failure to keep to timely pick-ups may necessitate penalty fees or discontinuation from the Tot Drop program.

Tot Drop is staffed based on our booked reservations. We are not able to refund in the event of cancellations unless we are able to fill the spot with another child of the same age who is on a waiting list for that day. The earlier the Director is

notified, the more opportunity there may be to offer the space to another and avoid penalties. NOTE: Please be as certain as possible of your need for services because once you have booked a space, you will be charged for that session, unless the space can be filled by another child; booking a space and canceling at the last minute often deprives other families of our services. (See Section 4b for a full explanation of our cancellation policy.)

Section 2 - How Tot Drop Operates

2a. Hours of Operation

Tot Drop is open Monday through Friday 8am-5:30pm year round. We are closed on major holidays. We are closed occasionally for maintaining the facility. A separate calendar is available showing the days that our facility is closed. (See Appendix B for this year's calendar.)

2b. Entering the Building

The Tot Drop entrance is through the doors with the blue awning of the NPC Nursery School (NPNS). (Tot Drop classrooms are downstairs; Nursery School classrooms are upstairs.) All other doors are locked during business hours to ensure the children's safety. In order to enter the building you will need a security code. Once you are registered for the program you will be given a security code. This code will remain the same throughout the year. It will change each year, usually in the spring, in order to ensure safety. Parents are notified when the change occurs.

2c. All about the Tot Drop Session

Tot Drop strongly believes that your child should be the center of our program. Our curriculum is play-based and focused on the child and how they experience life. Our teachers spend time setting up a well-planned environment so that your child can have a stimulating experience. Teachers take time to observe the children, talk to them and extend their play when needed. Although every child has different needs and capabilities, there are several key components that we feel should be incorporated each time your child attends Tot Drop. While at Tot Drop, every child should have the opportunity to explore their surroundings through fine motor activities, gross motor activities, art, music and movement and dramatic play. As you can see, your child will play a significant portion of each day, and there

are so many things s/he will learn since play is the "work" of childhood. Learning opportunities include but are not limited to:

- Playing with toys - develops hand-eye coordination, extends interests
- Building with blocks - develops spatial relationships, fosters causal reasoning
- Meeting friends - develops social skills
- Sharing/taking turns - develops negotiation skills, delayed gratification
- Learning to share adult's attention - develops patience
- Exploring books - develops literacy understandings and skills
- Using toys and materials not available at home - expands horizons
- Running, climbing, jumping, etc. - develops gross motor skills
- Expressing himself with words rather than actions - learns to control frustrations and develops self-discipline
- Developing and expanding language capabilities
- Creative art experiences - learning to interpret the world around him/her

2d. Sample Daily Schedule (this schedule varies depending on the developmental stage of the child and shared use of playground space in accord with state regulations)

8:00 - 9:15	Arrival: Free play activities (some children arriving by 8:30am also eat their breakfast at Tot Drop)
9:15-9:30	Circle Time
9:30 - 10:15	Centers & Theme Project/Activity
10:15 - 10:30	Bathroom/Diapers, Wash Hands
10:30-10:45	Snack
10:45-11:30	Playground
11:30 - 12:00	Wash hands; Story/Songs/Finger-plays, etc.
12:00-12:30	Lunch
12:30 - 1:00	Bathroom/Diapers; Nap Set-up
1:00-3:00	Naptime
3:00-3:15	Wake-up: Bathroom/Diapers
3:15-3:30	Snack
3:30 - 3:45	Clean up & get ready to go outside/go home
3:45 - 4:30	Playground/Gym
4:30 - 5:00	Organized game/activity
5:00 - 5:30	Limited Free play; Parent pick up

2e. What to Bring

Please be sure to **LABEL EVERYTHING!** This is very important as it is not easy to identify your child's belongings and they might not be able to identify them for us! If your child's belongings are not labeled when they come to Tot Drop we will take the liberty of labeling them with a permanent marker. It is important to the health and safety of your children to keep all bottles, Sippy cups, pacifiers, etc., separate from other children! Coats, hats, gloves, etc. will be labeled on the product tag if you have not labeled them. Also, please do not bring toys from home unless it is a comfort object to be used only at rest time. The following items are important to bring when attending Tot Drop:

- **Diapers**
- **Wipes**
- **Sippy cup/bottles**
- **Snack (nut-free—NO peanuts, peanut butter or ANY tree nuts)**
- **Lunch (if needed, also must be nut-free)**
- **Blanket, fitted Pack 'n' Play sheet (Infant Room) or crib sheet (Toddler and Three and Up Rooms) for all children attending all day or afternoon session**
- **Complete change of clothes**
- **Pacifier (if needed)**
- **Comfort object (if needed)**
- **Sunscreen (when appropriate/permission slip required)**
- **Jacket (boots, hats, mittens and snow pants for winter time outdoor play)**

We understand that at times life can be busy and you might forget your diapers, wipes or child's snacks. We have extras on hand in case this might happen to you, but please keep in mind it is costly. If your child attends Tot Drop without wipes or diapers your account will be charged \$1 per item/diaper change. If your child attends without a snack we will provide a snack for a charge of \$1.

2f. Drop off/Sign in and out Procedure

1. Sign-in/out sheets are located outside and adjacent to each classroom. Sign in your child on the ORANGE sign-in sheet if s/he has a standing reservation. Sign in on the GREEN sign-in sheet if your child attends on a part-time/drop-in basis. Fill out the line completely with your child's first and last name. Please include your location and contact info should we have to call you. PLEASE REMEMBER TO SIGN YOUR CHILD OUT AT PICK-UP TIME! (This is a state requirement!)
2. Place your child's diaper bag in the cubby provided.
3. Place your child's coat on the corresponding hook.
4. Please talk with one of the caregivers about any concerns you might have or special instructions for your child.
5. Once your child is settled, you may leave. If your child is experiencing separation anxiety briefly take some time to reassure him/her that mommy/daddy will be back to get them. One of the caregivers will engage the child in an activity so that you may leave
6. When picking your child up please be sure to gather all belongings and sign the time picked up with your initials next to it.
7. ONLY parents are to pick up their child. If other arrangements are necessary, speak with the Director and arrange for an alternate pick up person and sign the release form. The alternate pick-up person should be prepared to show picture identification to verify his identity to the caregiver and/or Director.

2g. Separation Anxiety

Separation anxiety is quite common in toddlers when they are in a new environment away from their parents. It may take some time to get them used to the Tot Drop environment and the caregivers that will be with them during this time. If your child is experiencing separation anxiety, please do not leave the room without taking some time to say goodbye to them. This is extremely important and cannot be overlooked. If you fail to say goodbye to your child it may make their separation anxiety even worse. Some parents want to "sneak out" when their child is distracted thinking that it will be easier for their child. For some children this can be very traumatizing. If you are there making your child feel safe, engaging him/her in an activity and then all of the sudden you have disappeared this can cause feelings of abandonment; it can hurt a child rather than help him/her. So please take some time to say goodbye and reassure them you will come back. If your child is experiencing separation anxiety you might want to try the following:

- When you bring them into the room spend some time getting them acquainted, help them with a puzzle or read them a short book.
- Try to develop some sort of routine when you drop off/pick up so that they understand you are leaving or picking them up. This could be as simple as a hug or a few words, but soon they will associate this experience with saying goodbye and then being reunited.
- Bring a comfort object like a pacifier or blanket that can help them with the transition.
- Always say goodbye!

Note: once your child has adjusted to being left at Tot Drop and is no longer having difficulty separating from you, we encourage you to bring him or her into the room, say goodbye quickly and leave without lingering or re-entering the room.

2h. Food Allergies

Food allergies are a potential safety risk to the children in our care. Reactions can range from mild to life threatening. Because we have had children with serious peanut allergies in the past, nuts and nut products are not allowed in Tot Drop. This includes peanuts, peanut butter, peanut butter cookies, crackers, etc. Additionally, tree nuts of any kind should not be sent to Tot Drop. In addition, there are wheat, dairy, and a host of other allergies that can pose a problem for our children.

On your Tot Drop registration form we ask you about your child's allergies. This information is then posted on an ALLERGY LIST for the caregivers so that they can control snack sharing and avoid potential reactions. Please let us know if your child has an allergy severe enough to warrant extra attention, and please send your child with the appropriate medicinal interventions (i.e., Epi-pen and/or Benadryl with administration procedures) and we will provide you with a form for an Emergency Health Care Plan to be completed by you and your physician; our Nurse Consultant will also be in touch with you.

Section 3 – Tot Drop Staff and Contact Numbers

3a. Tot Drop Staff

Tot Drop is staffed by professional caregivers. The state-mandated ratio of children to staff is a maximum of 4:1 for children under the age of three. The ratio for children three years and older is 10:1. Under most circumstances there are a minimum of two caregivers in a room at any time.

Caregivers are chosen on the basis of their childcare experience, responsibility and ability to nurture and care for the children. Each of the caregivers is given a handbook that describes our expectations of them and their daily responsibilities. A copy of this handbook is available in the office for your perusal. Caregivers are required by the state of Connecticut to receive continuing education credits while working at Tot Drop. Those who are working full time are required to attend 20 hours of continuing education throughout the year. Continuing education includes first aid training, CPR training, Epi-pen administration and other child development topics. There is always a CPR/first aid trained caregiver on staff at all times for your child's safety.

3b. Contacting Tot Drop while your Child Attends

If you are concerned about your child or would like to check up on your child throughout the day we encourage you to do so. However, we do ask that you first call the Director at 203.202.9441, rather than calling the Tot Drop room. The Director would be happy to give you an update on your child. Please limit your phone calls to the Tot Drop room for **emergencies only**. Calling the Caregivers on their direct line can cause them to take their attention away from the children which can cause accidents. So *please call the Director first* and then the Tot Drop room in the event of an emergency. The Tot Drop toddler (two year olds) room can be reached by calling 655.1451, **extension 27**. The Tot Drop infant room can be reached by calling 655.1451, **extension 39**. The Tot Drop three and up room can be reached by calling 655.1451, **extension 51**.

Section 4 – Tot Drop Policies

4a. Illness

We are committed to providing a healthy environment for all children. Any child who is not feeling well should be kept at home. The child should remain at home until s/he is symptom-free for 24 hours.

Please do not bring your child to Tot Drop under the following conditions:

1. He/she has an unexplained RASH - exception is a diaper rash - until diagnosed by a physician and determined by the physician to be non-contagious.
2. Yellow or green runny nose. This means that the cold has gotten worse, and the mucous can be infectious to others. Remember that a child is not good about blowing her nose and washing his hands!
3. Fever over 100 degrees F.
4. Vomiting or diarrhea within 24 hours: Children with 2 or more loose stools will be sent home.
5. Infected bug or other bites. Bites often itch, causing the child to scratch and infect the bite. This can result in a problem called Impetigo which is very infectious to other children and staff.
6. Ringworm. Once treated for 24 hours, and the area can be covered by a band-aid, the child can return to the program.
7. Head Lice - Treatment as recommended by the Doctor— keep home for at least 24 hours, and until eggs and nits are removed with fine tooth comb. Again, head lice is very contagious!
8. Acute respiratory disease, such as productive cough, constant runny nose, wheezing. Your child will be more comfortable at home.
9. Infectious disease such as Chickenpox, Hand, Mouth and Foot Disease in the early stages, pink eye, and other acute viral or bacterial infections.

Please call as soon as you know that your child will not be attending so that we can give your space to another child who is on the waiting list.

4a (2) Medication Administration Policy

The Tot Drop program recognizes that some youngsters have special needs which require the use of emergency medications or comfort medications on site. Our staff is prepared to administer the following medications when ordered by your child's physician for the following medications:

1. Epi-Pen by injection
2. Benadryl or other Antihistamine by mouth
3. Inhaler for Asthma
4. Special prescription creams and ointments which will assist the child in being more comfortable while at Tot Drop, such as creams, ointments for Eczema or Diaper Rash.

All of the medications noted above must have a written prescription from the Physician on the Authorized Prescriber/Parent's Permission Form. Along with this form the parent will provide:

1. The medication with a Prescription label on the medication container
2. On medications such as Benadryl, the parent must have an Authorized Prescriber/Parent's Permission Form, along with an unopened bottle of the medication. The Parent must also provide a dosing spoon or syringe to give the medication appropriately.
3. Any diaper creams containing medications such as a steroid cream, or anti-fungal ointment must also have a prescription label, or if over the counter, the name of the child on the ointment. The ointment or cream must be accompanied by an Authorized Prescriber/Parent's Permission Form. The name of the medication must match the name on the Prescriber/Parent's Permission Form, or it must be noted by the pharmacy that the ointment/cream is a generic form of the medication ordered by the prescriber. All medications ordered by the prescriber and the medication will be checked by our Nurse Consultant for accuracy. The staff will receive, other than the yearly medication Course for Child Providers, a review of the medication and how to administer the medication.
4. Any child needing an Epi-Pen must also have an Emergency Care Plan completed by the Physician.

We believe that a child who is ill and who needs over the counter medications such as Tylenol, cough medications, etc., will be more comfortable at home, and we will not administer this type of medication. Children needing eye drops, ear drops,

antibiotics or other medications should be kept at home, or the medication provided at home prior to coming or after leaving Tot Drop.

We will apply non-medicated diaper creams such as A&D, Desitin, Triple Paste, Balmex, etc. All ointments must be well marked with the child's name, and a Parent/Guardian Authorization for the Administration of Non-Prescription Medication form will be provided to the parent for completion. This form must be filled in completely before the staff can apply the ointment or cream. We will also need a parent to complete this form for any non-prescription sun protectants. Any sunscreen applied must be free of amino benzoic acid (PAVA). Insect sprays free of DEET can be applied after the parent signs the Non-Prescription Medication form as noted above.

In order to administer these medications, the care giver **MUST** have:

- Certification to administer medications according to state regulations
- Written Order Form and Authorized Prescriber/Parent Permission which substantiates permission from the parent and authorized prescriber.
- Medication Administration Record to document when the medication was administered.
- Medication that is properly labeled with prescription label, a child safety cap where applicable and in its original container.

Caregivers will follow the procedures for administration outlined in the Connecticut Nurses Association Medical Administration Manual and posted in each classroom.

4b. Absentee policy:

Regularly scheduled, 3, 4, or 5 days per week extended day or full time participants will have 2 weeks of non-paid absences to cover vacation periods or sick days during the September through June school year. Absences exceeding the amount stated in this policy will be paid at full rate.

- Children who are *regularly scheduled* 3 days per week are entitled to 6 unpaid absences per year
- Children who are *regularly scheduled* 4 days per week are entitled to 8 unpaid absences per year
- Children who are *regularly scheduled* 5 days per week are entitled to 10 unpaid absences per year

Note: There will be no credit awarded for unused absences.

Absences for families with standing reservations 1 or 2 days per week and for those families that schedule reservations month-by-month, "as-needed" from September to June (and for all children during July and August): If a child is unable to attend a previously scheduled session, the parent must call as far in advance as possible **AND** the space be filled by another child on the waiting list to avoid charges. Charge for a cancellation which is not able to be re-booked but is received **BEFORE** the start of the scheduled reservation is 50% of the normal charge for the session reserved. A reservation made but not attended and without timely notification of cancellation is charged 100% of the normal charge for the session reserved.

4c. Tot Drop Weather-related Closures

Tot Drop will publish a separate calendar each year with Holiday closures (see Appendix B and the Tot Drop page on the Church website (www.norotonchurch.org)). Tot Drop follows the Darien Public School schedule when it comes to closures for snow and weather emergencies. When schools are CLOSED due to inclement weather, Tot Drop is CLOSED. If there is a delay in opening the Darien schools, Tot Drop will open at 9:30am. (Parents may find it helpful to receive text messages or email from Darien Public Schools by visiting the DPS website and opting for notification of weather emergencies.)

4d. Discipline Policy

Tot Drop believes that discipline should be handled in a positive way. Techniques such as setting clear limits, emphasizing desirable behavior, and redirection away from inappropriate behavior will be used. Instead of saying "No standing on the picnic tables," we might say, "Please get down, tables are for sitting." We want children to understand that they are accepted and loved, but some of their behavior may not be.

The staff will not use abusive, corporal, humiliating or frightening punishment under any circumstances. If a severe toddler tantrum occurs, the child will be removed from the group and cared for by a caregiver until he/she calms down.

If a child engages in a potentially harmful behavior (such as biting, hitting, throwing toys, etc) a caregiver will personally and quietly explain to the child why we don't do that and what we might do instead. In the event that a child continues this behavior a detailed INCIDENT REPORT will be filled out for the parents to read and sign. A plan of action will be put in place to avoid further incidents. This might include techniques such as safe time outs or more individual supervision.

4e. Safety, Incidents and Accidents

Our goal is to provide the safest environment possible for the little ones in our care. Caregivers are told to be alert to what is going on around them and to continually scan the room for potentially harmful play. Even so, incidents and accidents can occur, and we want you to know how we deal with them.

Caregivers will administer basic first aid for cuts, scrapes and bruises. For anything more serious, they will utilize a contact list: Director, Nursery School Director, parent or guardian, emergency contact, doctor for serious illness, 911 for medical emergency. Caregivers are trained in first aid, CPR and procedures for how to take care of choking victims.

Caregivers will fill out an official Incident Report detailing who, what, when, where and how regarding any accident or behavior that is unusual. Parents will receive an incident report and sign a second copy and return it to the caregivers.

5. Coordination with Noroton Presbyterian Nursery School Program

Many children attend both Tot Drop and NPNS. It is important to realize that while both programs are housed in the same building and work cooperatively with one another, organizationally and financially they operate independently. Children who need all day care often come to Tot Drop at 8am and are taken upstairs in time for the start of the nursery school program at 9am; they are picked up at the end of the nursery school session at 11:45 to return to Tot Drop for the remainder of the day. Some children require care in Tot Drop for the morning and are taken to the nursery school for the afternoon session and return to Tot Drop at the end of the nursery school day.

Families who want to ensure that their child has day care before and after the nursery school session and on those days when NPNS is not in session (e.g., some holidays, professional development days and vacations) also have an extended-day standing reservation in Tot Drop. Those families who need care just before or after the nursery school session and do not need care during nursery school vacation periods, etc., may want to consider the following:

Breakfast Club: (For those children who require care between 8:00am and 9:00am.) Your child would come directly to the Tot Drop room, bringing his/her own breakfast to eat. At 9:00 the children are taken up to their nursery school

class. Breakfast Club is a \$15.00/day charge. (Space permitting, this option will also be available to Nursery School students who do not attend Tot Drop but need an early drop off.)

Lunch Bunch: (For those children who require afternoon care.) Following dismissal from nursery school at 11:45 the Tot Drop caregiver brings children to the Tot Drop room where the "Lunch Bunch" will eat lunch (providing their own lunches) Lunch Bunch is a \$15.00 charge. In addition to the lunch hour fee, the cost for the afternoon Tot Drop until 4:00pm is \$40; until 5:00pm is \$55. (Lunch Bunch is not available to nursery school students who do not attend Tot Drop for afternoon care.)

A factor to consider when parents make the decision about this option is that Tot Drop would not be responsible for your child during Nursery School hours. In the event of emergency or early closings or school vacations, etc., you would be required to make alternative arrangements in the same way the working parents of students not attending Tot Drop do. There would be no guarantee that Tot Drop could meet your needs, as much as we would try to do so. Regular/full/ extended day Tot Drop attendees in your child's room could preclude space for your child during vacations periods or holidays when the nursery school is closed. Available space would be on a first come, first served basis. Parents can think about this option and "do the math" as it pertains to your family.

Appendix A: Tot Drop Fees

Administrative/Registration Fee:
\$50 per child

Tot Drop accepts rolling admissions and registration fee payment is due at time of application. In addition to this initial, non-refundable administrative fee, there is an annual \$50 registration fee required of all Tot Drop participants each September.

Payment for Services:

Parents booking standing reservations for Extended day (8:00am-5:30pm) or Full day (9:00am-4:00pm) three (3) or more days a week consistently from September to June will pay fees on the first and fifteenth day of the month. Part-time participating families—those booking less than 3 days per week, and Drop-In families—booking on an as-needed basis—will pay the total sessions booked for the month at the first session booked for the month. (For example, if you book three toddler mornings in the month, you would pay \$120 at the time of the first session for that month.)

Fees for Services:

The Tot Drop program operates Monday through Friday 8am to 5:30pm. In order to promote program consistency, we offer the following sessions each day. These times are firm and cannot be altered:

You may choose from the following:

Morning/Afternoon sessions:

Morning session (9am-12pm) - \$40 session fee

Afternoon session (1pm-4pm) - \$40 session fee

Full day session (9am-4pm) - \$80 session fee

Extended day session (8am - 5:30pm) - \$75 per day (for families requiring three or more days of booking on a weekly, year-round basis)

Additional Hours: (These options may only be added when a child is already participating in a concurrent session; additional hours are subject to space availability)

Cost: \$15 for each additional hour

Morning hour: (8am-9am) may be added to Morning session or Full-day session

Lunch hour: (12am-1pm) may be added to Morning or Afternoon session

Evening hour (4pm-5:30pm) may be added to a Full day or Afternoon session

Discounts for Siblings:

- Families joining Tot Drop with two or more children will receive a 20% sibling discount for the additional child(ren) when the children attend the same day and session.

Tot Drop reserves the right to reconsider fees on an annual basis to become effective September 1 of the next calendar year. Notification of any changes will be communicated at least two months prior to any change.

Please note: Maintaining discounts, which hopefully can continue to be more generous than other day cares in the immediate area, is predicated on the requirement that families remain *current* with their billing and do not allow large balances to accumulate.

Appendix B: Tot Drop Holiday Closures

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Memorial Day

Week of Fourth of July (for maintenance)

Labor Day

Columbus Day

Day before Thanksgiving (early closing at noon)

Thanksgiving

Day after Thanksgiving

Christmas eve (depending on the day of the week, we may close at noon Dec 23)

Week between Christmas and New Year holidays

Appendix C: Parent Policy Acknowledgement Form

Thank you for taking the time to read over this packet detailing the policies and procedures of our center. We appreciate your commitment to partner with us as we seek to provide the best environment and experience for your child. Please download this page, sign the document stating that you have read and understand the policies and procedures of Tot Drop and return to the Director's office. We look forward to welcoming your child to Tot Drop!

I, _____, have read and understand the policies and procedures outlined in the NPC Tot Drop Parent Handbook.

Parent Signature

Date:

Parent Name: Printed