Guidelines for Tiniciti's Drop-in Care Program

1. All children must be registered with Tiniciti Preschool. A one-time $50 registration fee will apply to non-Tiniciti students.

2. Parents of children under 5 years must supply copies of Blue/Yellow medical forms.

3. Due to student-teacher ratio limitations, **infants are not accepted for drop in care on weekdays before 6 pm.**

4. Parents are responsible for bringing in any materials the child may need such as diapers, wipes, naptime materials, formula/snacks, etc.

5. Please leave personal toys at home. **We are not responsible for lost or broken toys or electronics.**

6. We may need to contact a parent during a child's stay. We ask that you be available to answer your cell phone if contacted, or leave a number available to receive text messages.

7. We ask that parents be aware of our hours of operation for our drop in care program. **We will charge a late fee of $1 per minute for children picked up after closing time.**

   Our hours of operation for drop-in care are as follows:
   Monday – Thursday: 3 pm – 8 pm
   Friday – 3 pm – 11 pm
   Saturday – 10 am – 11 pm
   Sunday – 10 am – 6 pm

8. Should you need a staff member to stay after closing time, you will need to contact the drop-in care director to make a reservation **at least 24 hours ahead of time.** The cost for requesting a staff member to stay after closing time is **$15 per hour as long as you make a reservation.**

9. We accept credit cards and checks for payments. No cash or money orders.

10. Our rates are $10 per hour. We do not prorate our hours so plan your child's pick up times accordingly.

By signing below, I certify that I have read and understood all of the guidelines listed above. I hereby release Tiniciti Preschool from any liability resulting from normal child play. I will not hold Tiniciti Preschool responsible for any lost/damaged items belonging to my child. I am aware that I am responsible for paying for any items belonging to Tiniciti Preschool that are broken/damaged by my child.

Child's Name _____   **Date** _____

Parent/Guardian Signature _____