



A Moment in Time Home Childcare Rates, Policies, and Procedures:

Effective – May 15, 2016

Required Paperwork:

- All paperwork that is required by the state of Maryland OCC must be completed before children can be accepted into this facility.
- We can fax, email or print it out for you in the event you can't find it online.
- There will be no exceptions. (Initial: _____)

Rates:

Full time = Flat rate for 40-hour week, Monday-Friday. Full time reservations should be scheduled during the hours between **7:00 AM and 6:00 PM**. Beyond 40 hours an hourly rate will apply. Full-timers picked up after 6:00 PM, an hourly rate will apply. (Initial: _____)

- Payment for full-timers will be made on the Thursday prior to the week in order to hold the reservations. Failure to make payment the week before will result in loss of reservations for that week. (Initial: _____)
- All full-time customers will need to keep a \$225 card (non-refundable) on file for overages, Saturday reservations and snacks/meals provided by the facility. The rate charged for overages and Saturday hours will be \$15 per hour, charged on the ¼ hour. Fees will be assessed at the end of each week. (Initial: _____)
- In the instance of overages, late pickups, snacks/meals or hours used on Saturdays, the 15-hour card kept on account will be re-upped to \$225 either when it is used up or on the 1st day of each month, whichever occurs first. (Initial: _____)

Full-time Infant and toddler care (6 weeks- 23 months) - \$385 Flat rate/per week 40 hours included. Weekly full-time positions will be charged for all absences during the week except for family vacations. A two-week notice should be provided for family vacations or weeks the child will not be in the facility. (Initial: _____)

Full-time Twos (2-year-olds) - \$285 Flat rate/ per week- 40 hours included. Weekly full-time positions will be charged for all absences during the week except for family vacations. A two-week notice should be provided for family vacations or weeks the child will not be in the facility. (Initial: _____)

Full-time Preschool and School age (ages 3+) – \$285 Flat rate/ per week- 40 hours included. Weekly full-time positions will be charged for all absences during the week except for family vacations. A two-week notice should be provided for family vacations or weeks the child will not be in the facility. (Initial: _____)

*For each additional child a 10% discount per week will apply according to the age specific rate. There is no discount for multiple siblings under 24 months.

New full-time customers- \$50 one-time filing/registration fee per child. Registration fee will be collected at time of enrollment/first drop-off. (Initial: _____)

***Canceling Full Time Reservations** – A two-week notice is required for those who wish to change from full-time status to drop-in. Failure to give appropriate notice will result in an early termination fee equivalent to two weeks’ worth of full-time payments. (Initial: _____)

Friday Date Night (no children under 1 year of age): Reservations for Date Night are required and should be scheduled no later than 3:00 PM Friday. Date Night is from **5:00 – 8:00 PM** on Friday nights based on reservations. The cost for Date Night is \$30 for one child and \$15 per additional sibling.

*If we do not have a minimum of 5 reservations by 3:00 PM Friday, we will cancel Date Night for that evening. (Initial: _____)

Time Cards may be purchased in advance for:

\$225.00 - 15 hours = \$30.00 savings, \$15.00/Hour (good for 9 months)

\$350.00 - 25 hours = \$75.00 savings, \$14.00/Hour (good for 9 months)

\$550.00 - 50 hours = \$200.00 savings, \$11.00/ Hour (good for 3 months)

*Each additional sibling will be charged at the \$5.00/Hour rate

*Sibling discount does not apply for children under the age of two.

*Cards can be used for any occasion except holidays and camps.

*Accounts with outstanding balances must pay what is owed before child may be admitted for next visit. (Initial: _____)

Reservations:

Reservations for infants (6 weeks – 23 months) are required. State law mandates specific staffing for set number of infants present in the home/facility. (Initial: _____)

Appointments necessary for 2 year olds. State law mandates specific staffing for set number of two-year-olds present in the home/facility. (Initial: _____)

Reservations are required **for all children:**

- **Between 7:00 AM – 9:00 AM Monday-Friday (We will open for our earliest reservation.)**
- **After 3:00 PM Monday-Friday (We will close after the last child is picked up.)**
This is for staffing purposes. (Initial: _____)

Drop-offs must arrive and pick up on time for reservations, your child will be charged for your scheduled arrival time. If you need to drop off earlier than your scheduled reservation, please call ahead to check availability for an extended time. If you need to extend your reservation to pick up later than your scheduled reservation time, please call ahead and check availability. This is for staffing purposes. Failure to pick-up on time will result in a late pickup fee. (Initial: _____)

Cancellation fees:

Closing time Monday - Thursday (and Fridays if we have no Date Night) is 7:00 PM. A fee of \$1 per minute for each child will be applied for late pick-ups. (Initial: _____)

- Reservations for infants are required for hourly drop-off. Cancellations must be made no later than 24 hours before the scheduled appointment.
- Failure to cancel 24 hours in advance will result in a fee for the amount of time reserved.
- Failure to show up for a reservation will result in a fee for the amount of time reserved.

(Initial: _____)

Holidays:

Holiday hours- Holiday openings and hours are based on reservations and demand.

- Reservations (for all ages) with credit card security deposit is required.
- Cancellation fees will apply if proper notice is not given.
- A flat rate of \$17 per hour applies with a \$5 per additional child fee.
- No savings cards may be used for holidays.

(Initial: _____)

Inclement Weather Policy:

- Standard procedure in case of winter weather (snow, freezing rain, sleet, severe storms etc.):
 - **If Anne Arundel County Public Schools are closed or have a two-hour delay, A Moment in Time will open at 9:00 AM given that we have heat/power and the conditions are safe enough for our staff to travel to work.** Please call the morning of prior to drop-off in case of an unexpected closing. (Initial: _____)
 - **If Anne Arundel County Public Schools have an early dismissal, The Facility will close early (no later than 5:00 PM, but subject to close earlier given the situation) to ensure the children and our staff get home safely before travel conditions worsen.** Failure to pick-up by the indicated closing time will result in a late pickup fee of \$1/minute. (Initial: _____)
 - If we open with potential snow fall in the late morning/early afternoon and travel conditions become unsafe, we will call parents of the children in the center and ask that arrangements be made for picking the children up so the home childcare can close early. Failure to pick-up by the indicated closing time will result in a late pickup fee of \$1/minute. (Initial: _____)
 - If there is inclement weather on a day when AACPS are already off for recognized holidays or teachers' planning days, please check our Facebook page for updates about delayed openings or unexpected closings. (Initial: _____)

*Delays and closings are updated as they occur on our Facebook page A Moment in Time, LLC

Meals:

- Lunch- can be brought from home (NO peanut products) or purchased for \$3.50. Lunch is not included in full-time rate. If you will be dropping off just before or right at lunch time and your child will need to eat our lunch, please call by 11:30 AM so that we have enough prepared. Lunch is served at 12:00 noon.
- Dinner- is available for an additional \$3.50. If you believe you will be late on any given day, and do not want your child to receive a dinner, have a snack packed in your child's bag.
- If your child needs a last minute dinner, you must call by 5:30 PM. Dinner is served at 6 PM.
- If your child has special dietary needs, please send food from home.
- Infant/toddlers 6 weeks – 24 months should bring the food they will need for the day from home. (Initial: _____)

Clothing/Diapers/Wipes/Sunscreen:

- **Full-time children clothing requirements:** We will need back-up clothing. Please send in three outfits that can be kept at the home childcare. Clothing needs to be permanently labeled with your child's name. (Initial: _____)
- **Diapers:** If your child is **full-time**, we require a month's supply of diapers at the beginning of each month. We will, however, let you know if your supply is running low before charging for using the home childcares diapers. (Initial: _____)
 - If the home childcare has to supply your child with a diaper(s) your account will be assessed a diaper fee for that day of \$2 per diaper.
 - **Drop-off children-** The bag that accompanies your child should have wipes and diapers sufficient for their stay. A diaper rate of \$2 per diaper will apply if there are not enough diapers for your child. (Initial: _____)
- **Wipes-** If your child is full-time; we will need two (2) tubs of wipes labeled with your child's name at the beginning of each month. (Initial: _____)
- **Sunscreen-** In the summer, prior to dropping your child off, apply sunblock to their skin. Keep sunscreen, labeled with your child's name, in their bag. We will reapply during the day if necessary. **If your child is not supplied with their own sunscreen, they will not go outside.** (Initial: _____)

Potty Training:

- We understand that potty training is an arduous process for parents and child and we support your efforts, we will work with you to make the process as easy as possible for you and the child.
- Unless your child is potty trained to where they can communicate verbally with us that they need to use the bathroom, they need to be in a diaper while at the facility.
- Pull-ups do not contain fecal accidents and the health and safety of your/ other child (ren) is our priority.

- If your child is newly trained and comes to stay with us in underwear, please have a pull-up as a back-up if there is an accident. Post-accident, your child will be required to wear a pull-up/diaper (please supply necessary underwear and pull-ups).
(Initial: _____)

Health and wellbeing:

- **Screen Time:** No screen time for children under two years. For children age two and older, we will strive to limit screen time to no more than 30 minutes per week during child care, and we will work with parents and caregivers to make sure children have no more than 1-2 hours of quality screen time per day, the amount recommended by the American Academy of Pediatrics.
- **Physical Activity:** Provide 1-2 hours of physical activity throughout the day, including outside play when possible. (Initial: _____)

Staff:

Any staff that we have at A Moment in time has been approved by the OCC of Md. According to their guidelines, which is required by law. (Initial: _____)

Discipline policy:

We follow the philosophy that the ultimate goal of discipline is to teach the children to be responsible for their own actions. Hence, discipline policies and procedures are based upon the child's cognitive understanding of what is right and wrong.

- Inappropriate, negative, and unacceptable behavior is dealt with immediately and on an individual basis. I believe in focusing on the positive rather than the negative. I will teach children what is acceptable and appropriate behavior through modeling, redirection, and ignoring minor attention seeking behaviors. Other positive methods of guiding children's behavior that are utilized include behavior modification (rewards and reinforcements), encouragement, praise, and the anticipation and elimination of potential problems.
- Parent involvement is strongly encouraged because follow-up at home is necessary to deal with difficult situations on-site; however, parents will be notified immediately if a child is in danger of hurting himself/herself, others, or the environment.
- I will make every effort to facilitate each child's success in my care.
- Occasionally, however, I may not be able meet the specific needs of a particular child. When this becomes the case, there is a general course of action that is typically followed. This action may include, but not be limited to, utilization of a behavior log, parent conference, behavior contract, suspension, and dismissal. (Initial: _____)

Sickness:

When you receive a call from A Moment in Time regarding sickness, you will need to pick up your child, or arrange for your child, to be picked up by an authorized adult **within an hour** of receiving a phone call. This is out of courtesy to other families and a state requirement.

If you are not here to pick up your child within an hour you will be assessed a fee of \$1 per minute late fee. The state will not allow us to care for sick children. (Initial: _____)

If your child has:

- Three runny/diarrhea stools in a day, we will call you to come pick up your child.
- Green discharge from nose we will call and ask you to pick up your child.
- Pink-eye is highly contagious and we will call you to pick up your child if it is suspected.

When your child is absent due to illness, a doctor's note is required for readmission.
(Initial: _____)

All illness symptoms (diarrhea, vomiting, fever, and pink-eye) must be clear 24 hours prior to readmission. In the case of a child having a fever, the child must be fever-free without medicine for 24 hours prior to returning to A Moment in Time. (Initial: _____)

Please do not dose your child with Tylenol or Motrin prior to sending them to childcare; if medication wears off in four hours, and your child exhibits illness symptoms, we will call you to come pick up your child. This practice is not fair to other children or employees. We will charge the \$1 per minute late fee if your child is not picked up within the 1-hour time frame. (Initial: _____)

Animals on Site:

- We do have two Cats (Mimah, Landon)
- The animals are not allowed in the lower level of facility to keep it allergen free.
- The animals do however roam outside.
- All have had Rabies vaccines and are up to date on care and vaccines.

Please sign and return this packet with your one-time \$50 registration fee.

I/we have read the new A Moment in Time, LLC procedures, policies, and rates and agree to abide by the above-mentioned home/facility rules/guidelines.

Name: _____ Printed

Signature

Date