

# TOTWATCH POLICIES

To help us obtain our goal of providing a safe, fun, and positive environment for your children, we need you to help us by complying with the following policies and procedures:

- ~ Availability is limited on a first-come, first-served basis, due to child/staff ratios and age restrictions.
- ~ This service is designed for children, age 6 months to 10 years old.
- ~ The occupancy is a 1:10 children ratio maximum. Only two children allowed at a given time under 18 months.
- ~ Parents must remain in the building.
- ~ A time limit of 2 hours per day is available for this service.
- ~ Please bring a burp cloth, cloth diaper, etc. for any spit up issues.
- ~ The staff are not permitted to change diapers or administer medications.
- ~ There is no eating (including chewing gum) in the Totwatch Area. Only drinks with lids are permitted. Children should be fed prior to attending.
- ~ Children exhibiting signs of colds, viruses, etc. will not be permitted in Totwatch. If staff determines a child is ill, the parent/guardian will be asked to pick up the child.
- ~ For the safety of all children, our staff is unable to hold any child for the entirety of their stay. Staff may elect to place infants in other equipment.
- ~ Parent/guardian must sign in when dropping off a child and that parents/guardians **driver's license is required**. The sign in sheet will require an arrival time, where the parent/guardian will be in the building, any special instructions.
- ~ The same parent/guardian must pick up and drop off the child.
- ~ If a parent/guardian is more than ten (10) minutes late for picking up your child, you will be charged an additional 30 minutes.
- ~ If late pick up occurs frequently, that person's Totwatch privileges may be revoked for up to, but not limited to 30 days.
- ~ If a child is injured or involved in an incident, staff will contact the parent/guardian and fill out an Incident/Injury Report Form. Should an incident occur, staff will communicate this with parent/guardian.