



DEW DROPS

DROP IN CHILDCARE



105 E Main St. Laurel, MT 59044

7:30-5:30 M-F

Registered and Insured

dewdropsdropin@gmail.com

dewdropsdropin.com

Welcome!

We would like to say thank you for choosing Dew Drops as your childcare of choice whether it be one time or a membership we are happy to have you. We are excited to become apart of the Laurel Community. I have heard that the need for childcare in the Laurel area is great, we are happy to help curve that need a little! We will be adding staff members and hours as we grow and find what the needs are here in Laurel. Our door is always open and feedback is always appreciated. As of current we will be drop in only with preschool beginning this spring!

A little background on our owners!

My name is Jessica, I am a mother of four amazing children, I have 13 years of childcare experience as well as student teaching in lower elementary. I have my associates in medical assisting and worked in various positions in the hospital for 5 years. I am a CPR and First aid certified instructor. I co-owned a childcare center in Billings for a short time prior to its closure this summer. I have been working hard planning and looking for the perfect location and community for a drop in daycare center with a small town community feel and I am so excited to have found it here in Downtown Laurel.

My Partners name is Samantha, she is an amazing mother to two awesome boys, she is one of the most dedicated people I know. She whole heartedly is ready to help you with anything you need and does it in the kindest way. She was my infant supervisor at my center in Billings and is a long time friend of mine. She has close to 8 years experience in childcare with emphasis on infants, she is the baby whisperer for sure! I could not choose a better person to take on this journey with me! She will be learning all of the ropes and ways of running a childcare facility!

Policy Agreement

Please read and initial the following policies. Failure to initial each policy will result in an unfulfilled agreement and your child will not be able to attend until the agreement is acknowledged and signed.

Required Documents:

All children enrolled are required to have documents on file as a requirement with the state as a registered facility we are required to have;

- a current copy of your child's most recent IMMUNIZATIONS.
- a emergency contact form for each child, COMPLETELY filled out.
- A OTC medication form, any OTC medications parents authorize Dew Drops Drop In to administer must be labeled completely with child's FULL name and DOB. This will also need to be provided by the parent for example; diaper rash cream, chap stick, sunscreen, etc.

These documents MUST be provided prior to care beginning. If these are not completed at or before child's first drop off, the child will be unable to attend until all required forms are completely filled out. If you decide to not enroll your child any enrollment fee will not be waived.

Parent Initials _____

Sick Child Policy:

If your child(s) show any of the following symptoms, your child(s) will not be able to attend until child is free of symptoms for 24-48 hours. The final decision will be up to Dew Drops Drop In, regardless of physician statements. If a child exhibits any of these symptoms during childcare the parent will be notified immediately, you have 30 minutes to pick up your child after notified, failure to pick up during this time frame will result in late fees added to Childs account. Child will be separated in isolation to combat transmission of illness until parent arrives.

Symptoms:

- temperature over 100 in the last 24 hours
- shortness of breathe
- anything but clear mucus
- discharge from the eyes or redness/itchiness of the eyes
- vomiting or diarrhea within the last 24 hours
- sores in mouth, on hands, feet or anywhere else on the body
- unknown rash on any part of the body
- extreme fussiness or fatigue
- earache, headache or body ache.

Dew Drops Drop In promises to inform parents of any current outbreaks in the facility that their child may have been exposed too. Parent must provide a wellness statement including any pertinent medical information about the child prior to their first day of care.

Parent Initials _____

Items to be supplied by parents

All parents must supply; diapers/pull-ups, a labeled change of clothes, wipes, any OTC or prescription medication, labeled cup or water bottle, a blanket or comfort item, and any additional items your child may require. If a child does not have an item required at the time required the parent will have the opportunity to bring said item to child or the child will need to be picked up. No prepaid time will be refunded.

Parent Initials _____

Termination of care

Dew Drops Drop In reserves the right to terminate care for any reason. We do not wish to end care for any child although some occasions may require it. Such as but not limited to; destructive, violent, threatening, uncontrollable or abusive behavior towards staff or other children, Any outstanding fees over 48 hours, and any violent or disrespectful behavior by a parent to any staff. These decisions are made at the digression of Dew Drops Drop In

Parent Initials _____

Injuries

Dew Drops Drop In takes the safety of your children personally. As a trained medical professional it is my goal to have little to no injuries at our facility. We know children can be children and have taken the necessary precautions to ensure the safety of your child. In addition all of our staff members are CPR and 1st Aid certified. Accidents do happen, with this being said we will write up an incident report for anything that has occurred during your child's time with us in detail ready for you to sign at pick up, if the incident is severe enough to warrant a call to a parent that will be done at the soonest convenience with the safety of the child in mind. We do require parents to allow emergency care if warranted an ambulance be called as stated and signed on enrollment forms.

Parent Initials_____

Discipline

Every child expresses their needs differently and new places can be quite scary. With this in mind we try and take a softer approach to discipline trying to redirect them and approach the child with kindness by getting down on the child's level and speaking to them with a soft tone to learn what may have caused this behavior. When redirection and kind words do not work for your child we will then remove them from the group and speak with them on what may be bothering them, encouraging them to use their words to express their emotions. We do have calming areas to assist in the process. If these techniques fail to help your child make it through the day a call to a parent may be warranted and pick up may be required.

Incidents that would require immediate pick up; excessive biting, hitting, punching, threatening students or staff, or destruction of property.

Parent Initials_____

Nap time

Being a drop in facility we do not require nap time, although it is strongly encouraged. Between 12:30-2:00 we do have quiet time in our facility where children are welcome to play quiet activities or watch a movie. If you would like your child to nap please ensure the correct box is marked on your enrollment forms.

Potty Training

We know potty training is difficult already, having to switch up a routine can be hard on a potty training toddler, we are very proactive on assisting with potty training in our facility, please communicate with our staff techniques you use to help best assist your child.

Meals

Dew Drops Drop In is happy to provide snacks free of charge to your child during their time. If your child is with us during meal times we do have meals available for purchase or you may bring a meal for your child. If a meal is not purchased at check-in and your child does not have a meal with them they must be picked up prior to the next meal time or your account will be charged a meal fee.

Parent Initials_____

Dew Drops Drop In Meal and Quiet Times

7:45-8:15 Breakfast

10 Morning Snack

11:45 Lunch

12:30-2 Quiet Time

3:00 Afternoon Snack

5:30 Close

Drop In Fees

Non-Refundable One Time Enrollment Fee of \$30

Ages 2+ \$5.25/hr or \$5.00/hr with membership

Meals: \$2.50 Breakfast or \$2.00 membership

\$3.00 Lunch or \$2.50 membership

Prepaid Hours (Pair with membership)

-Sprinkle-50 Hours per month \$262.50 or \$245 with membership

-Dew Drop-100 Hours per month \$525 per month or \$500 with membership

-Sunflower-150 Hours per month \$787.50 per month or \$750 with membership

*you may roll over a maximum of 10 hours per month to the following month with membership.

Membership

Memberships are great to have quality childcare you can rely on with keeping your child in an enriching environment. With a membership you gain priority drop in reservations, priority to events and occasions, 5% sibling discount per sibling, discounted meals and drop in rates as well as the best rates for prepaid hours.

*Memberships are \$25/month

Payments and Fees

All enrollment and membership fees must be paid prior to your child attending.

Parent Initials_____

Any Fees acquired since last visit must be paid prior to child attending the facility again.

Parent Initials_____

Late fee is \$10 PER MINUTE

Parent Initials_____

Meal fee will be charged if child is present for meal time without having a meal

Parent Initials_____

NSF or canceled charges \$25

Parent Initials_____

All fees will be paid up front at time of drop off

Parent Initials_____

Final Acknowledgement

I _____ agree to all terms and policies stated in these forms required by Dew Drops Drop in Childcare located at 105 E Main St, Laurel, MT 59044.

Signature_____ Date_____