



Operating Policies

Please read carefully, if you have any questions please ask **before** registering your child. Initial in the specified areas and sign the form where indicated. You will receive a copy of each policy you initial for.

Hours:

9 am to 7 pm Monday thru Thursday; 9 am to 10 pm Friday, 10 am to 10 pm Saturday & Sunday 10 am to 5 pm. (A late fee will be charged for every minute past closing you pick up your child, so please be here at closing time.)

Maui PlayCare is not a daycare facility, we are available for sporadic drop in care only, your child is not allowed to attend on a fulltime daily basis. We do not provide meals, a napping place or academic areas.

Staff:

Our center employees only people who are experienced in early childhood development & care. Upon completion of probationary employment every person on staff is subject to random drug testing, and CPR/First Aid and First response certified. Each staff member receives 20 hours of training and is criminally background checked locally and federally before any one on one interaction with the children.

Payment & Drop Off and Pick Up Procedures:

Payment is due at the time you pick up your child. We accept all forms of payment excluding checks.

You will be asked upon check in if you are picking up your child. If someone other than yourself will be picking up your child that day, you must write that persons name on the "other" pick up line on the sign in sheet. This person will be asked for ID upon check out, so please be certain you inform them to bring ID. If a crisis arrives and you nor the person you have approved for pick up cannot get to the center to pick up the child, we will utilize the family code word. Call us with the person's name, when they arrive to pick up your child, we will check ID and ask for the code word. **Parent Initial** _____

Snacks & Meals:

If your child will be with us during a mealtime, please provide food and utensils. Lunch is at 12, dinner is at 6; for those children who do not have a provided meal we will offer a cup of pretzels. Snacks are served at 10 am and 3 pm, for those children who do not have a snack we will offer a cup of pretzels.

Diapering supplies:

If your child is not potty trained, please provide the necessary items clearly marked with your child's name. If you do not provide the necessary items and your child needs changed, there is a \$2 diaper charge.

Health Issues, Safety, Medical Emergency & Disaster Plan:

If your child has any medical conditions, please record them on the registration form. If your child is ill or becomes ill during their stay, you will be notified to pick your child up immediately.

You will be notified immediately of any medical emergency situation: Our staff is employed only by persons who have successfully completed courses in First Aid, First Response and CPR. If necessary we will provide the child with above mentioned. If necessary your child will be transferred to the hospital of choice or the closest hospital by ambulance, the child's parents will be responsible for any costs incurred. If you do not have a cell phone or other contact number, you will be given a beeper upon check in for immediate notification.

Safety is a major concern and we can never be careful enough when it comes to our keiki (children). However, accidents can and do occur that may cause injury, by signing this waiver you agree to hold harmless Maui PlayCare and its staff. You also agree you have viewed and agree that Maui PlayCare Center is a safe facility. Our Center is secured with door alarms, one touch button Fire, Paramedics and Police Dispatch. The play area is not accessible to any adults other than staff. Closed circuit television records all activity in all areas of the Center. Our staff to child ratio is 8 -1. **Parent Initial** _____

Discipline & Behavior:

We will respect and care for each child individually at Maui PlayCare. We believe each child is a gift and should be treated with respect and kindness. **Parent Initial** _____

Confidentiality Procedures:

I the undersigned, do hereby state that I have read, understand, and where I have initialed I state I have received a copy of that policy. Maui PlayCare's Policies Listed: Operating Policies; Drop off/Pick up Procedures; Health, Safety, Medical Emergency and Disaster Policies and Plan; Discipline and Behavior Management Policy; and the Confidentiality form.

A Maui PlayCare Representative has discussed these policies and procedures with me. **Parent Initial:** _____

Parent Signature _____ Date: _____ Maui PlayCare Representative _____