

PARENT HANDBOOK, FACILITY POLICIES, AND RELEASE FORM

Parent or Guardian Printed Full Name

What is Time4Kidz drop in playcare? We are a unique childcare solution for parents with busy schedules that offers a safe and fun play space that allows your kids to drop in anytime (space permitting)! We are licensed with the city of Lynnwood and follow the same standards as preschools, including staff ratios, first aid training and staff CPR certification as well as a focus on Early Childhood Development. We are actively pursuing our license with the State of Washington DSHS as a day care facility. We offer over 3,800 square feet of FUN! We have the latest touch screen computers and tablets, video games, a movie area, Lego and craft stations, basketball, air hockey, and foosball games, and an active play indoor play area with age appropriate play zones that will offer something for everyone. We are accepting kids from the ages of 2.5 to 10 years old. We have separate spaces for 2.5 to 5 year olds that has a mix of teacher-organized and child-initiated activities so your child can choose how they want to experience learning in addition to play.

Security and our Facility We encourage parents and children to take a tour of our center and meet our staff. Our staff is CPR and First Aid Certified professionals who go through interviews and background investigations prior to being hired. We also require every parent to register their child(ren) before receiving care in our facility. Contact information and emergency contact numbers are required as is the name and number of any other adults allowed to pick up children. Adults must present an I.D. when picking up children, there are no exceptions! In addition, nobody can enter or exit the child play area without being 'let' in by our staff. Locked gates keep children in the play area and keep everyone else out. Security buzzers also notify us if anyone is entering or exiting the play area. Our goal is to offer no less than what we would expect for our very own children!

Our Location: Time4Kidz is located with close proximity to the I-405 and I-5 junction. We have our own storefront in the H Mart Plaza directly across from the Alderwood Mall, Red Robin, Buffalo Wild Wings, and the Alderwood Regal Cinemas. We are off of 184th St SW between 36th Ave W and 33rd Ave W. Our address: **3333 184th Street SW, Suite F, Lynnwood, WA 98037**

Contact us: Phone: (425)761-8448 Email: Time4kidz@hotmail.com Website: www.time4kidz.com

Regular Business Hours: 9:30am to 8pm Mon-Thur; 9:30am to 10pm Friday; 10am to 10pm Saturday; 11am to 8pm Sunday

Lunch and Quiet Time: noon-2pm everyday where the inflatable Bouncy Play Space is closed.

There is a 15 minute grace period after the closing times noted above after which a \$10 penalty will be assessed for every 15 minute interval after the grace period. Hours noted are subject to change. Call or check out our website for current hours.

Holiday Closures: Time4Kidz will be closed during the following holiday's: Labor Day including the Labor Day Weekend, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Memorial Day including the Memorial Day weekend.

Emergency Closures: We may be closed due to conditions beyond our control. In these circumstances opening and closing times may change and at times the facility may be closed for the day. We will do our best to keep the regular business hours and will post closures on our website and on Facebook.

Reservations and 4 hour limit: We recommend advanced reservations particularly on weekends and during Parent's Night Out Specials. We must adhere to strict Staff to Child ratios and encourage you to call ahead to reserve your space in our facility. After 30 minutes beyond your scheduled arrival if you have not yet arrived your spot(s) may be given away to others. We do accept walk-ins when space is available.

We are actively pursuing a State of Washington DSHS License as a Day Care Facility at which time we will likely be offering care beyond the 4-hr limit, but until that time we must limit stays to a 4-hr consecutive time limit in accordance with State of Washington Requirements. A \$20 penalty will be assessed for stays beyond 4 hours.

Special Event and Birthday Parties Possible Saturdays from 10am to 3pm | Sundays anytime from 10am to 8pm

Parties include exclusive access to our Party Area and shared access to the other indoor play and gaming areas. You will also get access to our party host, we set-up and clean-up and work with you on any special requests or customizations for the best possible time for your kids.

Party Rate is \$80/hour for up to 20 kids. \$5/hour for each additional child. All facility rules apply for children staying in the facility before or after the scheduled party event. Each child attending the party must be included in the registration form by the parent or guardian.

Before and Afterschool Programs Check our website for Before and Afterschool programs. At this time transportation from your child's school or daycare to our facility is not provided but this may change in the future so call if this is something you are interested in.

Belongings: There are cubbies and coat racks available for your kid's Coats, hats, shoes and any toys or belonging that are brought to our facility. We will do our best to remind you to grab your kid's things and will have a lost and found box where we keep items for up to 2 weeks. The lost and found box will be donated to children in need at the end of each month. We are not responsible for any lost or missing items.

Sock Rule We require all kids in our playcare to wear socks. We will not accept kids without socks. Socks will be available at the front desk for \$1.00/pair.

Rates & Payment Policies: Our goal is not only to provide a safe and fun play space for children but at reasonable rates that families can afford.

Regular Hourly Rate \$8.50/hour for the first child in a family. \$5.00/hour for each additional sibling.

Payments will be due at time of checkout and will be calculated and rounded up to ½ hour increments. Cash, Check, Debit, Visa, or MasterCard Accepted. Credit card receipts will be emailed at time of purchase otherwise hand written receipts will be provided. There will continue to be promotions and ads such as Groupon and date night specials so keep an eye out for those specials.

Registration: There is a \$20 one-time registration fee per family. This fee will be collected at time of registration.

Meals & Peanut Policy: We allow you to bring your own snacks and meals but remember we are a peanut free facility so please do not bring anything containing peanuts or traces of peanuts. Meals and snacks from home must be in a container or bag with your child's name clearly labeled. Meals are available for \$3.50/meal/child and Peanut free Snacks are available at no charge. If your child has severe allergies or food allergies, we cannot guarantee that they will not have an adverse reaction while staying in our facility.

Lunch Time Daily from 12pm-1:30pm

Dinner Time Daily from 6pm to 7pm

Sick Child and Medication Policy: Time4Kidz cannot accept children who are sick. Children must be fever and symptom free for 24 hours before receiving care in our facility. Parents will be called to pick up their child(ren) if they are found to be sick. All children must be current on appropriate immunizations. Medications are not allowed in the facility and may not at any time be administered by Time4Kidz staff.

Reporting: Our staff is required by law to report to the proper authorities (DSHS and police) any instance where there is any reason to suspect abuse (physical, emotional, or sexual), neglect, or exploitation between parents or guardians and their children attending Time4Kidz.

Additional Policies: Time4Kidz does not discriminate on the basis of race, gender, color, religion, disabilities, or gender identity. We do however reserve the right to refuse service to any parent's or children for reasons of safety of other children in our care, our staff, and facility. Physically abusive behavior or foul language will not be tolerated. We use positive reinforcement discipline that encourages positive behavior in children within our care. For repeat instances of poor behavior children will be asked to take a timeout which is limited to 1 minute for each hour of age. If such instances continue to occur parents will be notified and if actions continue parents and children will be asked to not come back to Time4Kidz until the behavior has been dealt with.

Policy Changes if made will be made in writing and provided to parents in writing.

RELEASE

I have read the above noted policies, I fully understand, and I hereby agree to adhere to all Policies stated above. By signing I represent that I am the parent or legal guardian of each child designated on the registration form I provided. I understand that the provision of child care contains risk of injury to persons and property, and that by signing the release below I, on behalf of myself, my spouse, or other guardians associated with each child noted on the registration form provided, do waive and release all rights, causes of action, and claims against Time4Kidz, All About Kidz LLC, and its owners, directors, employees, agents and affiliates for any and all loss, expense, damage, or injuries suffered by my Child during the time my Child is visiting Time4Kidz playcare facility, including the possible negligence of Time4Kidz playcare, but excluding gross negligence and intentional misconduct. Additionally I grant Time4Kidz and All About Kidz, LLC permission to use photographs and videos that are produced from my child's participation in their facility for use in flyers, publications, website, promotional materials, and other publications. I will make no monetary claim against Time4Kidz or All About Kidz, LLC, its agents, and affiliates for the use of these photographs and videos. I understand that this Release and associated signatures will be kept on file at Time4Kidz and will remain in effect for this and all future visits my child may make to Time4Kidz playcare.

I have read and agree to the policies, statements, terms and conditions stated above.

PARENT OR GAURDIAN SIGNATURE

DATE

To Receive Special Offers and Promotions please provide us with your email address: _____

How did you heard about us?: _____

If Friend Referral provide your friend's name and we will follow up with a referral discount.

Friend Referral Name: _____