

FWCC CHILD CARE CENTER INFO PACKET

Ages

3 months to 11 years old

Hours

Mon-Fri, 8:30 a.m. - 1:00 p.m. & 4:30 - 8:00 p.m. & **Sat.**, 8:00a.m-1:00p.m
2 hours is the maximum stay for each child, 1 hour is the minimum charge*

Fees

\$2.00/hr for first child, \$1.50/hr. for each additional child
One time pass is \$4 per child (no matter how long the child stays).
Receipt must be presented to the child care center.

OR

Purchase \$10, \$20 or \$40 punch card (15 min. increments)

Cards/Drop-Ins are purchased at the front desk

Any visit over 2 hours, or that extend past our child care center hours will be charged at
\$1.00 per minute.

Childcare Guidelines

A City employee will supervise the children in the child care center. If no children are present, we may close up to 15 minutes early. Rates and hours are subject to change with at least a 14 day notice. Any violation of our guidelines could result in the termination of privileges. It is our desire to facilitate a safe and enjoyable experience for parents and children and thus we require:

- Child care center staff must be on duty prior to dropping off children.
- Parent or guardian must stay on the Federal Way Community Center premises after dropping off children. The only exception is the 3 approved running routes (A, B & C). If parent is running, they must leave their cell phone number with the staff, and prepare to answer it while running.
- Children must be between the ages of 3 months to 11 years old and must stay in the Child Care Room until released to the parent/guardian.
- The parent/guardian the picks the child up must either be the one that dropped them off or able to show proof of relationship with I.D and the child's info form.
- Staff is NOT able to change diapers or administer any medication (including over the counter).
- Children's items must be labeled with their first and last name, as we cannot be responsible for items left behind
- Children must be fully clothed and wearing socks (if not walking yet) and shoes (sandals ok) at all times.
- Drinks are allowed in spill proof containers. Snacks are allowed if brought by parent or guardian. Please NO Peanut products due to several clients with peanut allergies. Please, no candy or gum.

- Due to safety concerns, toys, money, or large blankets from home are not allowed. Electronic games will be allowed, but we are not responsible for lost or stolen items.
- Children who harm others (including, but not limited to biting, scratching, hitting) will be asked to leave for the day. Children involved in more than three incidents within a thirty day period may be suspended; the length of time will be determined by the Facility Services Coordinator. If you know your child may be prone to aggressive behavior, please notify staff. Each consistent discipline problem will be addressed on an individual basis.
- Children who appear sick will need to be removed from the facility immediately (this includes sore throat, fever, diarrhea, excessive coughing, excessive runny nose, rashes, pink/glassy eyes, vomiting, etc.). You may bring your child in with a note from your doctor authorizing usage if condition is non-contagious (eczema, allergies, etc.) This policy will be strictly enforced for the protection of your child, other children, and our staff.
- We are unable to assist children in using the restroom. If your child is not fully potty trained, please ensure they are wearing a pull-up.
- We are a non-licensed childcare facility. We are not mandated to keep any ratios, but because our number one concern is safety of the children and staff, we maintain a 1:10 ratio. Any child not walking on his/her own will count as two children.

Checking In & Out

- Prior to first use, the Child Care Center Emergency Contact Card must be filled out and signed.
- All space is on a first come, first serve basis, the maximum amount of children allowed in childcare at one time is 10 children to 1 employee.
- Bring your receipt or punch card when you check in. All punch cards will be kept at the Child Care Center.
- You must sign your child in and out, and document the time each time you use the Child Care Center.
- Before you leave your child, please take a few extra minutes to help your child feel at ease. You can check your child's diaper and do a quick change if necessary. If your child is nursing, feel free to come in and nurse before leaving your child. If your child needs special accommodation, please contact the Facility Services Coordinator at (253)835.6940 at least seven days prior to your visit.

WE ASK THAT YOU READ OVER THESE CHILDCARE GUIDELINES AND FOLLOW THEM. CONTINUOUS FAILURE TO BE IN COMPLIANCE WITH THESE RULES, WILL RESULT IN TERMINATION OF CHILDCARE PRIVLEDGES.

THANK YOU
FWCC CHILDCARE STAFF.

