

TOT DROP RULES

The Tot Drop is free to members. There is \$ 2.00 charge for non-members per child. Daily Visits will be paid at the front desk. Parents will be given a receipt after payment. The receipt will need to be shown to the Tot Drop attendants. Tot Drop is for children between the ages of 3 months to 5 years per visit. Parents (members and non-members) will need to sign the child/children in and out at each visit. Please include first and last names.

Parents are to bring all necessary provisions for their child/children (diapers & bottles)

Bottles being fed to children need to be prepared prior to bring the child to Tot Drop.

Only plastic bottles are permitted and must be labeled

Toys and entertainment are provided

Non-walking babies must have on socks

Walking toddlers must have on shoes and socks

Children must have a shirt and pants/shorts on at all times

NO SNACKS ARE PERMITTED IN TOT DROP AT ANYTIME

Parents will be required to change their child's diapers IMMEDIATELY! Tot Drop attendants will make bathroom trips regularly for FULL POTTY TRAINED CHILDREN ONLY. Parents are asked to inform the staff of any special situations that they need to be aware of to properly care for the child. Children need to be groomed appropriately for Tot Drop Setting.

The staff will do their best to comfort any child needing attention. If the situation continues beyond 15 minutes (this includes bad behavior, crying or anything that disrupts the other children or staff) without improvement the parents will be asked to come and attend to their child/children. Parents will also be asked to attend to any disciplinary or disruptive behavior. Parents are asked to leave car seats in their vehicle during their time at CCRC. Baby carriers are allowed.

The staff has the right to deny services to any child who may have symptoms of an illness (fever, green discharge from nostrils, extremely runny nose, bad cough, contagious conditions, ect...). If the child has had a contagious illness, the parent may be asked to submit a doctor's note before the child to be re-admitted.

In case of an emergency in which the building needs to be evacuated, parents should not go to the Tot Drop room, but should proceed to the nearest exit. The staff will safely evacuate the children. Once outside, meet your child in the parking lot in front of the building

Monday-Thursday --- 8AM---1PM/ 4PM---8PM Saturday-----8AM---NOON

Friday-----8AM---1PM