

## Terms and Conditions

Tots on the Spot, LLC insists upon quality care of each child. In order for us to fully accomplish our expectations, we need the parents of each child to cooperate with our policies, terms and conditions. Before submitting your registration request with us, you **MUST read, understand, and agree to** each item. By submitting your registration request with us, you are agreeing to our terms and conditions for the care of your child(ren) at the requested event. We are available for questions prior to your submission and afterwards, but once registration is complete we consider your submission to be an **agreement** of our terms and conditions. You as the parent are responsible for submitting this information in a complete and thorough manner for the correct event.

We will need to collect your non-refundable registration fee and child care fees at the time of registration on our website. Any payment returned or denied by the bank will forfeit your child's space for the event. Families are responsible for all child care payments during registration. Payment during registration is accepted by credit card only.

Onsite requests for childcare the first day of the event will be taken on a first-come, first-serve basis. We will collect your non-refundable child care fees at that time.

Tots on the Spot, LLC takes its job very seriously. After all, we are caring for your precious child and will settle for nothing but the best and expect your cooperation in order for us to most effectively perform our jobs. We look forward to getting all the details taken care of so we can all focus on having a wonderful time at this event. We would like to thank you in advance for the opportunity to care for your children. We know they will have a great time!

Following is a list of "**What Parents Need to Know**", "**Discipline Policy**" and "**Late pick up Policy**." Please read them carefully before submitting your registration request.

### What parents need to know...

- No medicine will be given to a child at our events
- If a medical emergency arises we will contact the onsite coordinator of your event so that you can return as quickly as possible to the childcare room
- If the medical emergency appears to be life threatening we will also contact 911. Please be advised that a parent will need to be present to give consent for treatment.
- Please leave toys from home at home
- Ill children cannot be accepted into care. "Ill" is defined as:
  - Temperature over 100 degrees
  - Vomiting
  - Persistent cough
  - Skin rashes that ooze
  - Contagious illnesses (measles, mumps, chicken pox, flu, etc.)
- Children need to be dressed to play and have fun
- Your child needs a small back pack with a complete change of clothes ("complete" includes: socks, underwear, top and bottom, all labeled with your child's name)

- TOTS is not responsible for lost or stolen items. Please label ALL items brought for your child.
- Parents are required to purchase a meal for children that will be in care during meal times. This meal is being provided by the hotel and once you have registered for childcare, we will send you a menu and take your credit card payment for those meal costs.
- Bathroom accidents will be handled quietly and discreetly. A child will never be embarrassed or demeaned
- Fun, creative activities will be provided for all ages and developmental needs
- We will provide a safe and clean environment for your child's activities
- A picture ID will be required at drop off and pick up based on Pre-Registration information
- Our staff is Background Checked and CPR and First Aid trained
- If your child has any allergies, please explain the allergens and severity of allergy in our "Notes" section of the Pre-Registration
- If your child has any special needs which would require special attention while participating in activities, please explain in our "Notes" section on the Pre-Registration form.
- All questions parents have will be addressed at any time prior to, during, or after care is given. Please feel free to contact us with any questions you have. Click on "Contact Us" at our website [www.totsonthespot.com](http://www.totsonthespot.com) for information on how to reach us or call us at 970-214-8373.
- Plan on having a wonderful time while your child is well-cared for nearby.

### **Tots on the Spot, LLC Discipline Policy**

Discipline and guidance of children while at our events is consistent and based on individual needs and development. Our goal is to foster self-discipline by using positive reinforcement and providing fun and exciting activities.

The method of discipline that we will use first and foremost is positive redirection. If we are not successful with redirection a brief separation time from the group will be used. When uncontrollable behavior persists and becomes disruptive and/or harmful to other children, the child's parent will be advised. Children are never subject to harsh or demeaning treatment of any kind. Physical punishment will **never** be used. When a child is removed from the group, he/she will never be out of sight of a staff member. Punishment shall not be associated with food, naps or bathroom procedure.

Tots on the Spot, LLC is not affiliated with a specific religion, nor does it participate in any religious activities.

### **Tots on the Spot, LLC Late Pick Up Policy**

If parents arrive after childcare closing time, the following Late Pick-Up Policy will apply:

For each minute that a child is in our care AFTER the posted closing time, the following additional fees will be required:

1 - 5 minutes = \$0

6 - 10 minutes = \$10

11 - 15 minutes = \$20

16 - 20 minutes = \$30

21 - 25 minutes = \$40

26 - 30 minutes = \$50

If your child remains in our care after 30 minutes AFTER the posted closing time, local authorities will be contacted. We will remain with your child until either you or the local authorities arrive. If this process is necessary, a \$100 fee will be added to your charge.