

Drop Zone Kids' Policies:

LOCATION AND CONTACT INFORMATION:

ADDRESS:

285 Pinehurst Ave, Suite 3c
Southern Pines, NC 28387

WEB: www.dropzonekids.com

EMAIL: Dropzonekids@gmail.com



HOURS OF OPERATION:

Monday 8:00am - 8:30pm
Tuesday 8:00am - 8:30pm
Wednesday 8:00am - 8:30pm
Thursday 8:00am - 8:30pm
Friday 8:00am - 11:00pm
Saturday 10:00am - 11:00pm
Sunday Only open for Birthday Parties

REGISTRATION: We 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. We will not release your child to any person without your written permission.

Parents can register their child in Drop Zone Kids by completing the registration form. Drop Zone Kids does not require a registration fee.

PAYMENT: Payments will be due at time of checkout and will be calculated and rounded up to 15 minute increments. For children remaining after closing hours there will be a charge per minute/per child of \$1 until the child/children are picked up.

FEE/FAMILY: \$7.00/hour first child \$4.00/hour second child \$3.00/hour each additional child(ren)

Cash, check, Visa, MasterCard, American Express, Discover, and Apple Pay may be used to pay for child care fees. You will then have option to choose to have receipt emailed or texted to number/email of your choice. There is a \$36.00 fee charged for payment checks returned by the bank. Returned checks will not be re-deposited. If at any future time the bank returns a parent's check, all future fees payments must be made cash or with a credit card. All balances must be paid in full until childcare services are available to your family.

ARRIVAL AND PICK UP: We require that the parent, guardian, or an authorized representative must sign the child in upon arrival and out when leaving the childcare. The authorized representative must be approved by the parent or guardian, in writing, and must be 18 years old or older.

ARRIVAL:

1. Announce your child's arrival to a staff member
2. Sign your child in (with both first and last name)
3. Allow your child to put his or her belongings away in designated cubby
4. Put hand sanitizer on child's hands let child in facility

PICK UP:

1. Announce your arrival and the name of your child to a staff member
2. Locate and gather your child's belongings. Double check everything is there before leaving (socks, pacifiers, cups, lunch boxes, wipes, etc). DZK is not responsible for any lost items or belongings.
3. Sign child out and pay fee for the day

TIME LIMIT: Drop-in/short-term child care is defined by law in G.S. 110-86(2)(d)(d1) as a child care arrangement where care is provided while parent, guardian, or an authorized representative participate in activities that are not employment related, and where the parent, guardian, or an authorized representative are on the premises or otherwise easily accessible. Drop-in/short-term care child care would be used by parent, guardian, or an authorized representative who need care while they occasionally run errands or participate in leisure activities. The operation must be able to reach the parent, guardian, or an authorized representative by telephone, cell phone, or pager. The parent, guardian, or an authorized representative must be able to get back to the program within 15 minutes.

SNACK AND MEALS: You are to provide a healthy snack or meal for your child while they are in our care. Please no items that contain peanuts. Please label snacks, cups and food items with your child's name. Also, please no candy or gum. We offer Goldfish and Animal Crackers at no extra cost for those without a snack. We also have filtered water always available.

DIAPER CHANGING AND POTTY TRAINING: Please bring children in a clean diaper and extra diapers and wipes. Diapers and wipes are not provided. Please bring a change of clothing for children not potty trained in case of an accident.

ILLNESS: Please do not send a child that has a fever, stomach ache, or any other signs of illness.

EMERGENCY CLOSURES: We may be closed due to conditions beyond our control. In these circumstances, opening and closing times may change and times the facility may be closed for the day. We will do our best to keep the regular business hours and will post any changes on our Facebook page.

HOLIDAY CLOSURES AND EARLY CLOSINGS: We will be closed on Easter, Thanksgiving, Christmas Eve and Christmas Day. There are some holidays we will close early, such as Memorial Day. Watch for any changes in hours on our Facebook page.