

Lee's Summit CARES Policies and Procedures

Subject: Childcare

Effective Date: September 3, 2009

Revised Date: April 25, 2011

Lee's Summit CARES will provide childcare at parenting workshops to help make it easier for parents and caregiver to attend. The safety and well-being of children enrolled in childcare is the priority.

Reservations

All parents must reserve a space for childcare when they register for the class through ReDiscover. Anyone who is not pre-registered can not be guaranteed space. The children's safety is our primary concern. *The decision will be made by the childcare staff.

Staff: All of the childcare providers for Love and Logic have completed an annual background check through the Lee's Summit Police Department. Many of them also work for the Lee's Summit School District with children. Each was chosen because they are great with kids.

Check-in: Children will be checked in and out on the attendance log by their parent or caregiver. When the parent/caregiver checks the child in, he/she will make a name tag for the child that also indicates the designated pick-up person.

Sick children will not be admitted. Please be sure your child is illness free with no fever for 24 hours. If a childcare provider thinks a child is ill she will contact the parent/caregiver to bring the child home. The Love and Logic program is offered many times throughout the year. Missed classes can be made up easily. There is no charge to return to the program at a later time.

Special needs children: Parents with children who have special needs must specify these needs on the registration form prior to attending the class. Depending on the child's unique situation, Lee's Summit CARES will determine if we have the resources/staff to provide childcare.

***Age of child for school based programs: Classes that take place within the Lee's Summit Schools are not suitable for children that are not potty trained and under the age of 4.**

Families that need childcare for young children should attend classes that are hosted by churches. Churches are better equipped to handle the needs of infants and young children.

Fees: Parents will pay \$5 per child per session for childcare unless they have qualified for a program scholarship. Parents who have a scholarship will be marked PAID on the attendance log. Checks and cash will be accepted. Checks should be written to Lee's Summit CARES and will be cashed at the completion of the program. If you are paying with cash please bring small bills. For parents with more than 3 children that do not qualify for a program scholarship, a maximum family fee of \$10 per class session will be collected.

Problems or concerns should be communicated to the program facilitator as soon as possible. Please contact Kerri Gray, Program Director or Roby Little, Director Lee's Summit CARES at (816) 246-8000.