

Moment's Notice, Inc.

Child Care By The Hour

Policies and Registration Form

Moment's Notice, Inc.

2115 South Main Street, Suite E

Wake Forest, NC 27587

www.momentsnoticeinc.com

February 14, 2010

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1. Company Information

Thank you for visiting Moment's Notice, Inc., your local child care by the hour in Wake Forest! Moment's Notice is designed for the active parent or caregiver who needs time to run errands, attend short business appointments, go shopping, "date night" to go see a movie or to have a quiet dinner and no appointment is required! Our mission is to provide a safe, clean, convenient and enjoyable place for your children to play. We accept children of ages 18 months to 12 years. A variety of age appropriate activities are offered through either structured or free play time. Such activities are arts and crafts, dress-up, a small scaled play kitchen, educational games and puzzles, story time, a video game room with "G" rated games only, music, movies, socialization and much more.

Again let me welcome you and your family to Moment's Notice. We hope you find us to be a convenient, simple solution for your drop-in childcare needs. If you have any suggestions on ways in which we can improve our service please let us know!

2. What Customers are Saying About Us!

Since opening in March 2005, the community response has been tremendous. Customers really enjoy the convenience of our services and our location. Located across from Wal-Mart on South Main Street/1A in Wake Forest we are convenient to North Raleigh shopping, Triangle Town Center, Wakefield movie theatre (Marquee Cinemas), etc. Listed below are some quotes from our customers.

**...Moments Notice is the best kept secret in
Wake Forest....**

**...my children wake up in the morning and
ask if they can go to Moments Notice
today...**

3. Our Staff

Moments Notice Inc. is owned and operated by Stephanie N. Haskett and Nancy S. Lawhorn.

Stephanie has a Bachelor of Science Degree in Recreational Therapy. Stephanie worked for the Murdock Center and the Caswell Center where she was a recreational therapist and worked with people who have developmental disabilities until the birth of her first child. She has volunteered for the North Carolina Jaycees Burn Center for camp and was a North Carolina Special Olympics Aquatics Coach for 2 years. Stephanie also has three children (9, 7 and 3 years of age). In her spare time, she enjoys taking pictures of her children, scrapbooking, and spending time boating on Falls Lake with her family.

Nancy has a Master's Degree in Social Work with a concentration in adult and child mental health. Nancy has worked as a therapist for Pitt County Mental Health and as a clinical social worker with Pitt Memorial Hospital which involved educating and counseling families. Nancy has also worked as a S.A.F.E. Counselor co-leading 12 week anger management groups. In her spare time Nancy enjoys playing tennis, swimming, reading, and relaxing at a coffee shop. Nancy also has two children (11 and 8 yrs old).

All employees are required to have three years of child care experience. There is always at least one child care staff member who is Child First Aid and CPR certified present during business hours. . In addition Moment's Notice is located within the same building as Wake Forest Urgent Care which is open Monday thru Thursday till 5:00 pm, Friday till 4:00 pm and Saturday till 4:00 pm.

4. Policies

4.1. Security

Check-In: Upon arrival, parents or caregivers must check-in at the front counter. When you pick up your children you must come to the front counter first and may be asked to present your photo ID. If you are asked to present ID and do not have it your child may be released by giving your password. Also at the time of check-in you will be asked who is picking up your child(ren). If the pickup person is not authorized on your Family Registration Form you must fill out a registration update form.

Check-Out: Parents and caregivers must checkout at the front counter **Please note that children will only be released to persons noted on your Family Registration Form.** A Photo ID is required in order to pick up a child. The Photo ID must be up to date in our records. In the RARE event that you do not have an ID, you can use a password to pick up your child. All you have to do is pick one word, any word can be added to your family file. If one day you do not have a Photo ID, you can give a staff member checking you out your password, the word will be verified, then you

may go. Please keep in mind this system is not to replace your photo ID, it is only a backup system. If you choose not to use the password system, then do not complete the password section on the Family Registration Form. Only parents will be permitted to use the passwords, authorized pick-up people will not.

4.2. Business Hours

Our business hours are from 9:00a.m. - 6:00 p.m. Monday-Thursday , and 9:00 a.m. - 10:00p.m. Friday through Saturday. There are no minimum or maximum time requirements for non-employment related activities. Due to the fact that we can only accommodate up to 24 children during hourly intervals throughout the day, there may be times that you would need to call ahead and reserve a slot for your child. .

4.3. Rates

How much will it cost to bring my child(ren)? It is \$8.00 per hour for the first child and \$4.25 for any siblings. Moment's Notice accepts cash, debit, or credit cards. There will be a fee of \$25.00 for any returned check due to insufficient funds.

4.3.1. Frequent Visitor Cards (FVC)

Frequent visitor cards save you money and are convenient to use.

FVC Package	Package Hours	Purchase Price	Hourly Rate	Savings
#1	20	\$115.00	\$5.75	\$45.00
#2	40	\$220.00	\$5.50	\$100.00
#3	80	\$420.00	\$5.25	\$220.00
#4	100	\$500.00	\$5.00	\$300.00

4.4. Meals

Snacks are provided free of charge and are served at 10:00 AM and at 3:00 PM. Meals are provided at a cost of \$3.50 per child. Lunch is served at 12:00 PM Monday through Saturday. Dinner is served Friday and Saturday nights at 6:00 PM. Packing your child's lunch/dinner is allowed but peanut products are prohibited since we have children that visit with peanut allergies.

4.5. Toilet Training

Parents are responsible for providing diapers, wipes, and if necessary a change of clothes for their child. There will be a \$0.75 fee for every diaper provided by Moment's Notice. If your child is being toilet trained we will encourage proper bathroom habits.

4.6. Behavior

Stephanie and Nancy encourage good behavior by providing organized and controlled play time. If

a behavior is harmful to others, staff may direct the child to a “Thinking Spot” for a short break from their activities. In the interest of safety for all children at Moment’s Notice, individuals who consistently exhibit poor behavior will be asked not to return to Moment’s Notice until there is an improvement in their behavior.

4.7. Children’s Health

Please consider the following health guidelines before deciding to send your child or keep them home:

- Temperature of 100 or higher
- Nausea/vomiting
- Diarrhea
- Red, watery eyes with yellow or cloudy drainage
- Undiagnosed rash
- Excessive phlegm cough and/or purulent nasal discharge
- Severe sore throat

Your child should not have experienced any of these symptoms for at least 24 hours before coming to Moment’s Notice. If a child becomes ill while in our care, the parents will be notified immediately. Parents will be expected to pick-up their child in a prompt manner. If parents cannot be reached within a timely manner, we will call the emergency contacts on the Family Registration Form to pick-up your child. In extreme emergency situations 911 will be called and appropriate actions will follow.

4.8. Medications

Medications can be administered by Moments Notice staff, however a consent form must be completed and on file.

1. Family Registration Form

Parent/Guardian 1 _____

Contact Information: Home _____ Work _____ Cell _____

Address _____

City _____ State _____ Zip _____

Parent/Guardian 2 _____

Contact Information: Home _____ Work _____ Cell _____

Address _____

City _____ State _____ Zip _____

Password _____

Emergency Contact Information:

Person 1 (other than parent/guardian) _____

Contact numbers: _____

Is this person authorized to pick up your child(ren)? Yes No

Person 2 (other than parent/guardian) _____

Contact numbers: _____

Is this person authorized to pick up your child(ren)? Yes No

Is there any other person who is authorized to pick up your child(ren)? If yes, please list them. _____

Child 1: Name _____ Boy Girl

Age _____ Date of Birth _____

Child 2: Name _____ Boy Girl

Age _____ Date of Birth _____

Child 3: Name _____ Boy Girl

Age _____ Date of Birth _____

PLEASE CIRCLE ONE	Child 1		Child 2		Child 3	
	Diapers/Training/Trained		Diapers/Training/Trained		Diapers/Training/Trained	
Does your Child:						
1. Have any dietary restrictions?	YES	NO	YES	NO	YES	NO
2. Take any medications?	YES	NO	YES	NO	YES	NO
3. Have any hearing or vision problems?	YES	NO	YES	NO	YES	NO
4. Have behavior issues?	YES	NO	YES	NO	YES	NO
5. Have any activity restrictions?	YES	NO	YES	NO	YES	NO
6. Have any past health problems?	YES	NO	YES	NO	YES	NO
7. Have food allergies?	YES	NO	YES	NO	YES	NO
8. Have other allergies?	YES	NO	YES	NO	YES	NO
9. Have asthma?	YES	NO	YES	NO	YES	NO
10. Have any special needs?	YES	NO	YES	NO	YES	NO

Please explain any "yes" answers for each child (specify child's name and question number):

If your child has any comfort items such as a pacifier or blanket, please list:

Please list your child(ren)s favorite activities:

How did you hear about Moment's Notice?:

- Current Customer Chick-fil-A Coupon Google Search Web Search
 Flyer

Other:
