

Hourly Care Operating Procedures

Hourly Care Program is available to parents who desire or need short-term care.

General Information:

- Hourly spaces are limited; advance reservations are highly recommended.
- Hourly slots are available for children ages 6 weeks to 5 years.
- The CDC accepts reservations two weeks in advance for hourly care and up to 30 days in advance for PCS care on space available basis.

For Newcomers: Sponsors must cancel the reservations if newcomers' arrival is delayed and may reschedule for an alternate date.

Registration:

- Child must be registered at the CDC prior to admission to the program.
- Parents must present an up-to-date immunization record with a completed AF Form 1181 for each child.
- Children who are not current with immunizations will be denied care.
- Parents must provide names and telephone numbers of TWO emergency contacts that can respond in an emergency situation.

Reservations:

- Patrons may make reservations in person or by phone between 0700 and 1730; reservations are accepted on a first-come basis.
- Hourly reservations are held for 30 minutes from scheduled time unless patrons have notified the center they will be late. After 30 minutes with no notice, slot will be given to next person on waiting list.
- If the requested day/time is not available, patrons are encouraged to register on the waiting list and leave a phone number. CDC staff will contact patrons if a slot opens.
- Patrons are required to pick up children on time, or the next full hourly care fee will be charged. Continued tardiness may result in loss of child care privileges.

Cancellations:

- Parents are required to cancel hourly reservations in advance, or at least 2 hours prior to scheduled time when the reservation is no longer required.
- Patrons are responsible for paying for the time reserved unless the reserved hours are cancelled. No shows will be charged per hours reserved. Continued absenteeism may result in loss of child care privileges.
- The front desk is open as early as 0630 to take cancellation notices.

Fees:

- Hourly care is charged at the rate of \$3.00 per hour per child.
- Payment is due on the day service is provided.
- The minimum charge is 2 hours; additional time is charged in 1 hour increments.

What to bring for Hourly Care:

--Please bring extra clothing for your child(ren) that is weather appropriate. Make sure your child's clothes are labeled.

--All shoes must be closed-toed and have a strap on the back.

--Please bring diapers, wipes, and at least 4 extra bottles (if applicable). If your child uses a pacifier, inform staff where it is located in diaper bag.

--Parents of older infants, please inform caregiver of foods that you have already fed your child. We are unable to give them anything that you haven't already given them.

Additional Information:

***The center will prepare the following formula: Enfamil Lipil with Iron, Similac Advanced with Iron, and Similac Isomil Soy Formula. If your child is receiving one of these formulas, a staff person will prepare your child's bottles for you. You will only need to bring in at least 4 clean bottles and lids. If your child is on a different formula, please bring in a factory sealed formula container labeled with your child's name and we will prepare the formula at the center. If your child is receiving breastmilk, bring in prepared bottles. Ensure all bottles are labeled with your child's name, date and time it was pumped.**

***Do not bring toys, food, candy or items of value from home. Items that are not permitted in the CDC diaper bag are: Diaper Creams, Medication, Aspirators, Baby powder, and Nail Clippers.**

***Children are not permitted to remain in the center when ill. Parents are contacted to pick up the child within 1 hour.**

***If your child has any type of allergies or special needs, please ensure the staff know immediately so the center can accommodate for your child.**

By signing below, I acknowledge and fully understand the terms of the Hourly Care Program.

Parent Signature

Date

CDC Representative Signature

Date