



QUALITY FIRST CHILD CARE, INC. HOURS OF OPERATION & LATE PICK UP POLICY

DAYS AND HOURS OF SERVICES

6:00 AM TO 12:00 AM - Monday through Friday

HOLIDAYS

**There will be no child care services on the following paid holidays (*including the weekend they fall on*):

New Year's Eve (December 31)
New Year's Day (January 1)
Dr. Kings Day (January 19)
Christmas (December 24 – 27)
Good Friday (April 3 – 5)
Memorial Day (May 23 – 25)
Labor Day (September 5 – 7)
Thanksgiving (November 25 – 29)
Independence Day (July 3 – 5)

VACATIONS/DAYS OFF

QFCC's staff will be unavailable for two weeks per calendar year. Back-up care may be available. However, if back-up care is not available, the parent will be responsible for providing alternate arrangements for the care of their children. Parents will be notified at the beginning of the year for vacations days/days closed.

LATE PICK-UP POLICY

It is imperative that all children be picked up at the scheduled time or promptly at the end of their **Full-Day** or **Half-Day** shifts. Parents who fail to pick up their children at the end of their perspective shift may, at the child care provider's discretion, be charged \$15.00 for the first 15 minutes they are late to pick up their child past the scheduled pick up time. After the first 15 minutes, the parents/guardians may, at the child care provider's discretion, be charged an additional \$5.00 every 15 minutes until the child is picked up. [NOTE: A **Half-Day Shift** is one (1) to four (4) hours. A **Full-Day Shift** is four (4) to eight (8) hours. Each shift begins at the time the child is dropped off at the provider's home for care. As a courtesy, **Full-Day Shift** clients will be allotted two (2) additional hours of care (for travel purposes), so a **Full-Day Shift** child can be in care for up to ten (10) hours before a late fee is imposed.]



After the first 15 minutes, the daycare provider will attempt to call the parents/guardians three times. After the third attempt, the daycare provider will begin calling each of the names provided on the Emergency Contact List three times each. If after 30 minutes the daycare provider is unable to reach the parent/guardian or someone listed on the Emergency Contact List, the daycare provider will call either the police and/or the DCFS child abuse/neglect hotline.

It is imperative that parents/guardians keep the Emergency Contact List up-to-date. The daycare provider is responsible for the protection and well-being of the child until the parent/guardian; police and/or DCFS has picked up the child.

The daycare provider understands that the child is not responsible for the situation. Therefore, any conversations related to the situation will only be discussed with parent/guardian, never the child. Please remember that a child can only be released to a parent/guardian, authorized pick-up person, police or Department of Children and Family Services. A child can only be released to a person listed on the emergency contact list if the emergency contact person has also been approved in writing by the parent/guardian to pick-up-the child.

IN WITNESS WHEREOF, each of the undersigned has caused this Hours of Operation and Late Pick-Up Agreement to be executed as of the date first written above.

QUALITY FIRST CHILD CARE, INC.

An Illinois non-for-profit corporation

By: _____
Provider Name: _____
Child Care Provider & Licensee

Date: _____

PARENTS NAME

By: _____
Print Mother/Guardian's Name

By: _____
Signature

Date: _____

CHILD'S NAME

Parent(s) of _____

Parent(s) of _____

Parent(s) of _____

By: _____
Print Father/Guardian's Name

By: _____
Signature

Date: _____

Your Child Is Our Treasure