

HOURS OF OPERATION

IT IS STRONGLY ADVISED THAT CHILDREN SHOULDN'T SPEND MORE THAN 9.5 HOURS PER DAY AT A CHILD CARE.

WE OPEN AT 7:30 AM and CLOSE AT 5:00 PM. Delayed opening is 8:30 am. Please DO NOT disturb the residence by knocking on the front door if you arrive before we open. The only entrance to the facility is in the back. Please do not enter the facility by entering the code before we open because the alarm is still activated and it will go off. If there are NO lights on in the facility, we are not open yet. Thank you for being respectful of the residents' privacy during opening and closing hours.

AGES: 2 YEARS AND UP. FKO'S CHILD CARE CAPACITY: 12

All Children 2 to 5 years old	1 Provider: 8 Children	2 Providers: 12 Children	Not applicable
All Children over 5 years old	1 Provider: 12 Children	Not applicable	Not applicable

ARRIVAL AND PICK-UP

For your child's safety, you and your child must greet the staff on duty together and must sign the Sign In/Out Form. Please wait until the staff acknowledges your presence. The staff could be preoccupied with another child. Our responsibility begins when we have made parent and child contact. We cannot stress this enough for your child's safety. When the staff members routinely greet you and your child, it adds to the child's sense of security. The staff will also be assessing the wellness of your child while you are still present. If at the time the staff observes that the child is not well, you will be there to take your child home. In the event that someone other than yourself or your designated emergency contact is to pick up your child, you must notify us by writing a note, by contacting us by phone or providing details (person's full name printed, address, telephone number). Must be over the age of 18.

DAILY SCHEDULE

7:45 - 8:20	Arrival/Free Play/Centers
8:20 - 8:30	Clean-up
8:30 - 9:00	5210 Healthy Breakfast
9:00 - 9:20	Morning Circle Time
9:20 - 10:00	Bathroom Breaks
10:00 - 11:00	Outside Play (weather permitting)
11:00 - 12:00	Story Time/Activity Time
12:00 - 1:00	5210 Healthy Lunch/Bathroom Breaks
1:00 - 2:30	Rest Time
2:30 - 3:00	5210 Healthy PM Snack/Bathroom Breaks
3:00 - 5:00	Free Play/Pick-up Time

A LATE PICK-UP FEE OF \$1.00 PER MINUTE is charged after 5:00 PM and payable at the time of pickup. FKO closes promptly at 5:00 p.m. Parents are asked to plan sufficient time to dress their child, take their artwork, speak to a staff MEMBER (if necessary) and leave the center by 5:00 p.m. If the parent/guardian is aware that they are going to be late, they should call FKO to speak to the staff and advise them of their plan to pick up their child/ren. Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged. Our staff members have commitments, work-related or personal.

ABSENCES Payments are based on days enrolled, not on days attended. Fees will not be pro-rated for sick, vacation, or non-attended days. If your child will not be in attendance for the day please call FKO by 8:30 AM.

HOLIDAYS Please refer to the FKO yearly calendar for a listing of holiday and vacation closures that we. If a holiday falls during the weekend we will observe that holiday on either Monday or Friday.