

- Go-n-Play's hours of operation: Monday—Friday: 6.30 a.m.— 7:00 p.m., Saturday & Sunday: Closed
- Go-n-Play must have a completed registration form before your child(ren) can be accepted for care. You can either complete the registration form online at [www.gonplaytx.com](http://www.gonplaytx.com) or at the center. If your child is not enrolled in a school or daycare, parents must also complete the Health Statement form or bring in a copy of their child's immunization records, vision and hearing screening, and a statement of your child's health from a health care professional. In addition, Parents will be required to sign the Parent Policies form. Parents must advise Go-n-Play of changes of address, phone numbers, and health and allergies.
- Go-n-Play is required to obtain a copy of each child's immunization record as specified by the Texas Department of State Health Services. If your child attends a public or private school away from our center then parents can note on the registration form that their child's immunization record is on file at the specified school.
- Go-n-Play is required to obtain a hearing and vision screening test for children 4 years and older that does not attend a Pre-K or school.
- The center will be closed for the following holidays: New Year's Day, Fourth of July, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. Go-n-Play will notify parents of any other closings in advance.
- The center will close for emergency weather conditions based on what Montgomery ISD does.
- Go-n-Play uses a software program called Procure to check children in and out. Each parent will have their fingerprint scanned or a unique code programmed that identifies them and the children they are authorized to sign in and out. If there is no fingerprint on file, but the adult is listed as an authorized pickup for the child, a government ID must be shown before the child will be released.
- Parents may purchase meals for \$4.00 with our drop in rate and daily rate. Meals are served 7:00 a.m.— 8:00a.m. and 11:30 p.m.— 1:00 p.m. Parents have the option to purchase breakfast and lunch or provide their children's food. Two meals are included with the part time and full time rate. Go-n-Play is a NUT FREE facility so please do not bring in any food item that contains peanut products. Please note that if your child is in our care for 4 hours or more and not signed up for a meal, we will feed them and add the meal cost to the bill. Snacks are served two times per day for FREE. Drinks are included with each meal. Infant bottles must be labeled and pre mixed before an infant can be accepted into our center.
- Parents of children with food allergies are required to provide written documentation of the food allergy.
- There is a fee of \$1.00 per diaper if Go-n-Play's diapers are used. Please bring in extra diapers and clothing for your child. Go-n-Play will change all diapers whether disposable or cloth. If cloth diapers are being used, we ask that parents bring a bag that closes to store soiled diapers. Caregivers will document diaper changes that take place while children are in our care.
- Parents are required to inform Go-n-Play when their child is potty training so we can assist by taking the child to the restroom frequently. Please bring in extra clothes and materials.
- Go-n-Play has a private area that enables a mother to breastfeed. Go-n-Play accepts breast milk and packaged breast milk.
- Go-n-Play maintains an open door policy; parents may visit and observe our center at any time.
- Go-n-Play has a Safe Sleep Policy for the infants in our care. Our staff is trained in prevention techniques for SIDS (Sudden Infant Death Syndrome). Your infant will be sleeping in a safety-approved crib with a firm mattress and a tight fitted sheet. Infants will always be placed on their backs to sleep unless there is a Infant Sleep Exception Form on file and signed by a doctor. We do not allow there to be anything in the crib with your infant (No bumper pads, pillows, blankets, positioning devices, or toys). Only one infant will be in a crib at a time. Cribs will be sanitized after each use and sheets will be changed out after each use.
- Go-n-Play requires you to provide your own rest mat for your child(ren). Rest mats must be labeled and must be either waterproof or washable. Rest mats are to be taken home every Friday to be washed.
- Due to the health and well being of each child at Go-n-Play, we cannot accept children who are ill. If a child is suspected of having a contagious condition, a parent or authorized pick up person must arrive no later than an hour after being called to pick up their child. We will adhere to the following illness and exclusion criteria: Fever as measured by a temperature of 100 degrees Fahrenheit or higher, vomiting (two or more episodes in 24 hours), swelling/redness of the throat, constant cough, extreme fatigue, head lice, reddened/draining eyes, skin rash, bumps on hand, feet and/or throat, uncontrollable diarrhea, mouth sores, diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious. A child must be fever free and symptom free without the use of fever relieving or other medications for a period of 24 hours before they will be allowed to return to the center. If a child is diagnosed as having a contagious condition, parents should notify Go-n-Play as soon as possible so we can alert other families. Confidentiality will be upheld.

- Go-n-Play will not administer any medication or routine medical procedures (i.e. inhalers, nebulizers). No medications are permitted in the center.
- The exclusion of a child from care is determined by whether or not the child can participate in the activities planned for the day, whether or not the child requires more care than the staff can provide without compromising the care needs of the other children at the center, whether keeping the child in care will pose an increased risk to other children and adults at the center.
- Insect Repellent Application– All parents are responsible for supplying their own insect repellent for their child’s use only, which is to be labelled with their name on it. The insect repellent will be put up on a high shelf in our restroom and the staff will ensure that the insect repellent will be applied to the children’s exposed skin prior to heading outside for the day. Employees will ensure that the children remain as safe as possible while spraying the repellent onto each child.
- Sunscreen– Parents are responsible for supplying their own sunscreen for their child’s use only, which is to be labelled with their name on it. The sunscreen will be put up on a high shelf in our restroom and the staff will ensure that the sunscreen will be applied to the children’s exposed skin prior to heading outside for the day.
- Go-n-Play does not discriminate against persons with disabilities. However, Go-n-Play staff are not trained to care for children with special needs and our services do not include one-on-one supervision. Go-n-Play does not discriminate against gender, race, religion of nation origin. However, we reserve the right to refuse services to any person or persons for legitimate business reasons.
- Go-n-Play only uses positive methods of discipline and guidance that encourage self-esteem, which include redirecting behavior using positive statements, using praise or encouragement of good behavior, reminding a child of behavior expectations, and using brief supervised separation when appropriate. Children that show repeated misbehavior or biting will be asked to take a two week time off or will be terminated.
- Go-n-Play can not be responsible for injuries that are out of our control. Parent’s will need to sign an incident report regardless of the severity of the injury. If an incident occurs by one child due to the actions of another child, we cannot give parents information about whom injured whom for confidentiality purposes, but a report will need to be signed.
- In the event of a medical emergency, Go-n-Play will call 911 and the child will be transported by ambulance to the emergency facility that is listed on your registration form.
- Go-n-Play follows a daily schedule that can be found on our website and in the lobby. Children must have scheduled time outside each day, unless the weather prevents it. Our outside play area is located directly behind the building. In order to get inside the outdoor play area, teachers and children must cross a delivery lane. All children must hold hands with the person in front of them while crossing the lane and until they are in the outdoor play area. Teachers will check the lane before crossing each time and set out orange cones that face both directions.
- Go-n-Play does not require employees to be vaccinated.
- By law, the staff of Go-n-Play are required to report any instances where there is reason to suspect abuse and neglect. Go-n-Play will ensure that our staff has annual training to prevent and respond to abuse and neglect of children. To report child abuse or neglect, call 800-252-5400.
- Go-n-Play has an Emergency Preparedness Plan and is as follows: Evacuation routes and relocation plans are posted in every room of the center. The designated relocation area if we need to relocate inside the operation is to relocate to our toddler room, as this room has no windows and is easily accessible. If we need to relocate outside the operation, we will follow our emergency evacuation plans and relocate to either the empty grass area behind the playground or to the north corner of the parking lot. Routine drills will be conducted according to licensing requirements. Infants will be taken out of the facility via a mobile crib (up to 4 infants per crib). Toddlers and preschool children will be grouped together and evacuated in an orderly fashion. Any extra teachers or staff will assist with infants and children who are unable to walk on their own. The lead teacher for each class will be responsible for bringing their attendance clipboard to ensure that all children are present and accounted for. Our childcare software is accessible on any smart device and will be accessed for parent contact information, emergency contact information and to check attendance. The center director, office manager, or assistant director will be responsible for bringing our emergency contact log binder to ensure we have all student/parent information as well as our emergency bag which contains enough snack for children enrolled, disposable cups for water, spare clothes and diapers and a first aid kit. If staff and children need to be evacuated for a long period of time, staff and children will then relocate to Charles B. Stewart— West Branch Library, located at 202 Bessie Price Owen Dr, Montgomery, TX 77356. The center director or person in charge will notify the fire department/police department that the childcare center will need to be moved to a remote location as soon as possible. The fire department/police department will help with the move to our remote location. The center director or person in charge will contact all parents or emergency contacts as soon as all children and staff are in a safe area.

- Parents are welcome to contact Go-n-Play's director with any questions regarding their child's care at our center or about our policies and procedures. If parents would like to participate in activities at Go-n-Play then please contact the director.
- Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.
- Go-n-Play may choose to update our Policies and Procedures and will notify each parent of the changes.
- Parents can find the most recent Licensing inspection report displayed at the front desk.
- Go-n-Play is regulated by Family Protective Services. A copy of the Minimum Standards for Child-care Centers is available for review at Go-n-Play upon request. In addition, parents can find it online by going to: [https://www.dfps.state.tx.us/child\\_care/child\\_care\\_standards\\_and\\_regulations/](https://www.dfps.state.tx.us/child_care/child_care_standards_and_regulations/) You may contact the state licensing office at [\(936\) 756-1551](tel:9367561551), 2017 N Frazier St, Conroe, TX 77301

**I have read the above carefully and fully understand the content and consequences of this agreement and agree to abide by and be bound by the above policies and procedures.**

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Parent Signature

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Date

## Tuition and Payment

- Registration/Supply fee is an annual fee of \$100.00 per family. The fee is due on the first visit and is non-refundable. The annual fee will be due one year from the day you registered.
- Go-n-Play offers part time and full time child care with a minimum of a three month agreement. Payment is due in full each Friday in advance for the following week. Full time rates: Infants (Up to 18 months) \$185.00 per week, child (over 18 months) \$165 per week. Part time (3 days) rates: Infants: \$160.00, child: \$140.00. Part time (2 days) rates: Infants: \$140.00, child: \$120.00. Siblings receive a 10% discount and is applied to the oldest child(ren).
- Go-n-Play offers before and after school child care with a minimum of a three month agreement. Payment is due in full each Friday in advance for the following week. Child rate is \$85.00 per week, siblings receive a 10% discount. The agreement will be dismissed at the end of the school year.
- The part time, full time, and before and after school agreement is a flat rate and stays the same amount regardless of attendance or hours. There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. After extensive research, we have found our policy to be consistent with other day care centers. You will be responsible for all final payments through the end of the contract if you choose to voluntarily withdraw your child from Go-n-Play before the contract is fulfilled, whether in attendance or not.
- Vacation: You must complete one full year from your enrollment date to receive 1 free week to use, with a one week written notice. Should you take more than your one free week of vacation, tuition is still due in full in order to hold your child's spot.
- Drop in rates- Payment is due upon pickup based on the following prices: infants (Up to 18 months) \$12.00 per hour, child (over 18 months) \$10.00 per hour, Siblings receive a 10% discount if they attend together and the discount is applied to the oldest child(ren). Rates are pro-rated in 15 minute intervals based on the hourly rate.
- Go-n-Play offers daily rates. Daily rates are \$75.00, sibling (x1): 10% discount if they attend together and the discount is applied to the oldest child(ren).
- Go-n-Play offers non-committed rates for full time and part time and before and after school. Payment is due in advance.
- Go-n-Play will charge a fee of \$25.00 for late payments. Payments are due every Friday for the following week.
- Go-n-Play will charge a penalty fee of \$25.00 for any declined/returned payments. After three declined payments, cash will be required.
- If a child is picked up past Go-n-Play's hours of operation, a late fee of \$1.00 per minute per child will be charged. If parents or emergency contacts can not be reached after one hour past closing, the Montgomery Police Department will be contacted.
- Go-n-Play supplies extra clothing for children to borrow in case of an emergency. If your child needs to borrow my extra clothing and it is not returned within one week a \$5.00 replacement fee will be charged per item.
- At Go-n-Play, we offer 2 different options for the payment of your tuition. Tuition can be paid through auto-draft or self-payment. If you elect to self-pay, a security deposit equal to one week's tuition is due at enrollment. This security deposit will be held in your account and can be utilized to pay your last week's tuition. You MUST provide written notice one week in advance to use your security deposit for the next week's tuition (last week's tuition). If you elect to pay through our auto-draft system, a security deposit is not required. The auto-draft can come from your Credit/Debit Card or your checking account.

**I have read the above rates carefully and fully understand the content and agree to abide by and be bound by the above policies and procedures.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Transportation Policy

At Go-n-Play, we offer transportation using a designated, labeled van to transport to and from specific schools and daycare fieldtrips. All drivers are employed by Go-n-Play and undergo safety training and a driving history is reviewed to ensure safety.

Go-n-Play will keep a copy of the following for every child in the van at all times:

- A copy of Emergency Medical Treatment Authorization
- Parent/Guardian Names and phone numbers.
- Emergency Contact names and phone numbers.

The following are rules and guidelines that all children must follow when transportation is provided:

- Children are to remain seated at all times.
- Seat belts are to be worn at all times until the driver instructs children to unbuckle/or assist to unbuckle.
- Children must sit in designated seats, depending on their height/weight/age. They will be designated a booster seat, child seat or other according to the law.
- If there is a behavior concern or safety concern, the driver will pull over to remind children of behavior requirements, and the driver will relay the information back to the Director and may than be relayed to the parent/legal guardian if necessary.
- If behavior concerns continue with a child, transportation will be refused for that child to ensure the safety of all passengers on the vans/buses.
- Go-n-Play Has the right to refuse transportation for your child with limited notice.

### School Transportation Rules and Guidelines:

- Children will be transported to and from school in the Go-n-Play van.
- Go-n-Play will assure any vans/buses used are approved by the Safety Standards and all drivers will have appropriate and approved driving records.
- The parent/guardian must advise Go-n-Play of any changes for transportation.
- The Go-n-Play van will depart from Go-n-Play at a specific time. (this time will be posted and updated as needed in the front reception area) It is your responsibility to have your child(ren) at Go-n-Play before the departure time to ensure your child(ren) does not miss the van.
- Go-n-Play can not wait past the departure time. It is our responsibility to ensure that the children arrive to school on time in a safely manner.
- It is the responsibility of the parent to notify the school that Go-n-Play will be dropping off and/or picking their child up from school.
- It is the responsibility of the parent to arrange a bus buddy or helper to help your child to the vans as the driver may not be able to leave the van unattended.

### Emergency Plan:

Go-n-Play will follow the following steps in case of an emergency while transporting children.

- The driver of the van will pull over to a safe spot and place the vehicle in park.
- The driver of the van will then phone the director and/or emergency officials depending on the severity of the emergency.
- If the children and the driver need to evacuate the van, the driver will assist with unbuckling the children and will exit the van. The driver will do a head count for each child using the transportation list to ensure all the children are outside of the vehicle.
- If the vehicle can not be driven, emergency officials will be contacted to help with the transportation of the children.

Every parent/guardian will be required to complete a Permission to Transport Form before their child(ren) can ride in the Go-n-Play van. This permission form will be used for transportation back and forth to school and also for daycare fieldtrips.

**I have read the above carefully and fully understand the content and consequences of this agreement and agree to abide by and be bound by the above policies and procedures.**

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Parent Signature

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Date