



## Full-Time /Part-Time flexibility program policy

The program offers flexibility but there are certain guidelines that must be met.

1. A schedule must be given at time of enrollment
2. Variation in that schedule must be notified a week in advance so that we can staff appropriately
3. If there is an urgent need, please discuss the change with the director and if we can accommodate we will definitely work with you.

This policy is implemented to maintain ratios, state regulations, eliminate any chance of safety issues and make sure all our kids and families are happy!

4. Program Hours are valid for use:
  - a. Monday to Thursday – 6:30am to 8:00pm
  - b. Friday – 6:30am to 7:00pm
  - c. Saturday – 10:30am to 6:00pm

After these timings Anytime Drop-in rate will apply which is due at pick up. Late evening drop offs (after these above mentioned timings) must be added to the schedule a week in advance (Friday).

We thank you for your cooperation and understanding

### Management

**I have read the above policy, I understand the above policy and agree to its terms.**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_

Director/  
Owner signature \_\_\_\_\_