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## Liability Insurance

Our facility is insured. Our insurance information is available and can be viewed in our front lobby.

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## Medications

No medications will be dispensed or applied at our facility unless they are prescribed through a doctor and the appropriate forms are filled out and on file at the facility - this includes, but is not limited to medications such as epi pens, inhalers, allergy medicines and ointments. If a child needs medication that is not prescribed through a doctor, the parent must come in and administer the medication themselves.

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## Accident and Emergency Procedures

In case of an emergency, parents or the emergency contacts on file will be contacted to pick up their child(ren). Incident/Ouch reports will be filled out when necessary and given to parents at pick up. The Treehouse conducts monthly fire drills. Our evacuation procedures and routes are posted throughout the center. During our hours of operation, at least one staff member certified in CPR and First Aid will be present at all times. Basic first aid and CPR will be administered when needed. If the injury/illness is more serious, the parent will be contacted immediately to assist in deciding the appropriate plan of action. If the injury is life threatening, 911 will be contacted first, then the parents. The child will be accompanied by a staff member to the hospital. Only parents or EMTs will transport the child(ren) in an emergency.

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## Pesticide Application

### Procedures

Written pesticide information is available to a parent, upon request, at least 48 hours before a pesticide application occurs on the facility premises.

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## Inspection Records

The Treehouse Kids Club is licensed and regulated by the State of Arizona Department of Health Services (AZDHS) and receives annual and random inspections of the facility. Inspection reports are available for viewing at any time and accessible to the public online.

AZDHS

520.628.6540

400 W. Congress Ste. 100

Tucson, AZ. 85701

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## Guidance and Discipline Methods

At the Treehouse we believe in positive reinforcement and redirection (praise the children for doing good and removing the child and giving them a different/new or more appropriate activity if needed). All children will be treated with love and respect. A child may be asked to sit for a period of time to give themselves time to gain self control and think about their actions/choices if they are having a difficult time. Thinking time will be age appropriate in length but is not to exceed 2 minutes. Parents will be notified if their child was having behavioral issues or was asked to sit out. Staff will not impose any punishment for failure to eat, sleep, or for toileting accidents. If a situation arises where a child is consistently endangering themselves, peers and/or staff, it may be necessary to suspend them from the facility. Prior to this occurring, every attempt will be made to work together with the parents and child to correct the behavior. The safety of all our children is always our first priority and concern. At the Treehouse, we have strict biting policies. Every time a child bites, it will be documented on our 'biting forms' and kept on file. After a child bites three times, the child will be suspended. After being suspended three times for biting, the child will be expelled from our facility. It is important that our families and staff members are working together to find the best solutions and have an open line of communication for the child's best interest.

# Policies and Procedures Statement of Services



Owner/Director: Marcia Worley

Director: Aliyah Ashley

7985 E 24th St.  
Yuma, AZ 85365  
928.726.2285

Monday - Friday  
6:30am - 6:00pm  
Saturday & Sunday  
Closed

Find us online!  
[www.treehouseyuma.com](http://www.treehouseyuma.com)



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## Our Facility

The Treehouse Kids Club provides flexible and creative childcare services in a fun, educational, safe and stimulating environment, WE are committed to the growth of each child and believe our unique facilities, enthusiastic staff and environment provide a safe, challenging and fun world for your child.

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## Unique Services

At the Treehouse, we offer a variety of services that fit every family. Our hourly/drop-in care provides our parents the opportunity to run errands, attend appointments or just enjoy some quiet time while their children play, learn and socialize.

### Hourly Rates:

1st Child:	\$9.00/hr
2nd Sibling:	\$5.50/hr
Each Additional Child:	\$4.75/hr

There is an *annual registration charge of \$15* per child or \$40 per family. This fee is non-refundable.

We accept Visa, MasterCard, Discover, Checks and Cash. Payment is due at time of service.

## Part-Time and Full-Time\*\*

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## Childcare

We provide childcare for children ages one (and confidently\* walking) up to 12 years old. Our monthly rates are listed below.

5 day	F/T \$500	P/T \$410
4 day	F/T \$400	P/T \$320
3 day	F/T \$300	P/T \$250
2 day	F/T \$200	P/T \$170

There is an *annual registration fee of \$150* per family when enrolling in Full-Time/Part-Time childcare.

If your family is interested in other payment plans, please contact our front desk or facility director.

\*Confidently walking is a child who walks consistently without assistance - no crawling

\*\* Part-Time is 6 hours or less each day

\*\* Full-Time is 6 to 12 hours each day

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## Minimum Daily Rates (as defined by state)

1-3 yrs	F/T \$19, P/T \$18
3-6 yrs	F/T \$18, P/T \$16
6-13 yrs	F/T \$17, P/T\$15

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## Additional Costs

Diapers provided by the Treehouse	\$1.50
Meals	Provided

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## Late Pickup Information

Late Fees after closing time \$2/minute

After closing time, \$2 will be charged to the child's account *per minute*. After 30 minutes, CPS will be contacted if the parents/guardians and none of the emergency contacts can be contacted. It is imperative that all contact information is always up to date.

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## Enrollment Procedures

The state of Arizona requires that every child have an Emergency Information and Immunization Record Form complete as well as a copy of their most recent/up to date shot records. This form is to be updated once a year. If the form is not updated annually, that child will be dis-enrolled until a current form is completed and a most recent copy of the child's immunizations is provided.

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## Parent Access to Premises

Once a child is checked into the facility they will enter a secured play area. The child will not be permitted to leave until the authorized parent/guardian or designated emergency contact returns. No unauthorized persons will be allowed in the secured play area for the safety and privacy of our children and families.

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## Staff to Student Ratios

Infant	1:5 or 2:11	Ones	1:6 or 2:13
Twos	1:8	Threes	1:13
Fours	1:15	Five+	1:20

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Max. Facility Capacity: 138

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## Sleeping

We have nap time everyday. Nap time is not required, but all kids will have "quiet time" during this time. Mats/Cots are also available throughout the day. Nap times depend on the age group/room your child attends. If you have any questions about the daily schedules, please ask your child's teacher or the front desk.

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## Child Admission and Release

Staff will release child(ren) to the parent/guardian or any approved contact listed on the emergency contact list. Picture ID is required before releasing a child from the center. A signature is required at drop off and pick up. Sign in/sign out sheets are located at the front desk.

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## Toileting

We are more than happy to help with potty training while your children are in our care. The key to potty training is consistency. Please communicate with your child's teachers to let them know what you are doing at home so we can try to implement those same things at the Treehouse if possible. Accidents will happen! Sometimes our students get distracted with toys and don't make it to the restroom in time. Please make sure you have extra clothes for your children so that we are able to change them afterwards. Don't forget the socks! If your child has three accidents in one day, they will be put back into a diaper/pull up. If your child has a bowel movement and the clothes cannot be cleanly stored in a baggy to take home, they will be disposed of.

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## General Information

Please **DO NOT** bring toys or items of sentimental value from home. We have plenty of toys and age appropriate actives for your children here. If toys are brought from home, we are not held liable for any lost, broken or stolen items.

PHOTOGRAPHY OF SIGN IN SHEETS, REGISTRATION FORMS, ETC. IS NOT PERMITTED! This information is confidential. Please speak to a director if you're needing copies of any documentation we have here at the Treehouse.

At the Treehouse, we reserve the right to refuse service to anyone with appropriate reasoning. We work hard to provide a safe environment for your children. Please be respectful to our staff members. If you or family members/friends cannot be kind, we will ask that they do not return to our facility or it may lead to your family being asked to find another facility to provide services.