



**Children's Waiting Room Policies and Parent/Guardian Agreement Form**

**Welcome to the Children's Waiting Room at Notre Dame Avenue**

1. **Arrival:** We offer quality early learning experiences for you child while you conduct court business. Please feel welcome to spend 10 minutes to help your child feel comfortable in The Children's Waiting Room. We ask that you leave after 10 minutes so that we can start our busy day. When you and your child arrive:

- You will be asked to complete an emergency information form
- Sign the daily attendance list.
- Place a sticker on the shirt of your child with his or her name.
- Check in with a teacher so she can help your child when you depart.

2. Please be aware that by participating in this program you must remain in the building while your child is in the Children's Waiting Room. A child can remain in care no more than 4 hours on any given day

3. **Food:** Children will be given a healthy snack. If your child has food allergies or is on a restricted diet, discuss the snacks with the teacher to be sure they are safe. We close during the lunch hour from 12:00 to 1:15. Lunch is not provided and children need to be picked up before noon.

4. **Bathroom needs:** Because we feel that it takes a significant amount of time to develop the relationship needed to perform intimate tasks such as diaper changing, the teachers will not change diapers. If your child requires a change, you will be contacted and asked to change the diaper. For children who are potty trained, there is a child sized bathroom connected to the Children's Waiting Room.

5. **Health:** All children need to be healthy to use the Children's Waiting Room. If your child shows symptoms of fever, breathing difficulties, severe cough, diarrhea, vomiting, sore throat, infections of the skin or eyes; or lice they can not be cared for in the Children's Waiting Room. If your child becomes sick while in care, we will contact you to pick them up immediately.

6. **Medicine:** We will administer prescription medication in the original container according to the instructions and dosage printed by the pharmacy as per your doctor's orders. Please bring medicine dropper or spoon from home.

7. **Behavior Issues:** All children must be safe in the Children's Waiting Room. If your child poses a threat to him/herself or others or is behaving in an inappropriate manner, you will be contacted to pick your child up immediately. Behavior issues can limit your future ability to make use of the Children's Waiting Room.

8. **Pick up:** Only the parent/guardian dropping the child off will be permitted to pick up the child.

I have read, understand and agree to each of the parent/guardian policies set forth in this document, and agree to hold harmless Choices for Children, CDI/ CDC and the Superior Court of California, Santa Clara County, its agents, officers, and employees, from and against any and all claims, losses, liabilities or damages, including payment of attorney's fees arising or resulting from the performance of this Agreement

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I attest that I have explained the Agreement to the above-signed individual, and the individual has indicated to me that she/he understands the conditions set forth in this document.

Choices for Children staff \_\_\_\_\_ Date: \_\_\_\_\_

