



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

Welcome to the Children's Waiting Room

1. **Arrival:** We offer quality early learning experiences for you child while you conduct court business. Please feel welcome to spend up to 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
- Check in with a teacher so she can help your child when you depart
- If an emergency evacuation is required while your child is in care they will not be released to the adult until the building is cleared and children return to the Children's Waiting Room. **All Adults must follow the public evacuation process as designated by the courthouse.**

2. **Participation:** 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.

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 pm to 1:15 pm. Lunch is not provided, so please plan to **pick up your child before 11:45 am.** The Children's Waiting room closes at 5pm pm; all children should be **picked up by 4:45pm.** We will make every effort to accommodate for late pickup if there is extenuating circumstances. We ask that you contact the child care room directly if such an event occurs.

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, a teacher will contact you to pick them up immediately.

6. **Behavior Issues:** The Children's Waiting Room policies have been developed with the safety of children in mind, 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 may limit your future use of the Children's Waiting Room.

7. **Pick up:** Only the parent/guardian dropping the child off will be permitted to pick up the child. **We ask that you limit your time in the Children's Waiting Room to no more than 10 minutes after pick-up.**

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, County of Riverside, 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: _____

Choices for Children staff _____ Date: _____