

MCAS New River Drop In Information

- Hours of operation: Monday – Friday 0800 AM – 1700 PM
- All required registration paperwork must be **returned one day prior** to your child being eligible to use the Child Development Center, hourly reservations may be made up to TWO WEEKS in advance by calling 910-449-6712/6713.
- The rate for Drop In hourly care is \$3.00 an hour per child. Fees will be paid at drop off the day services are rendered for the time reserved. Patrons are required to pay for **all hours reserved** even when dropping off after reserved start time and if the child(ren) is/are picked up early. The minimum required reservation time is one (1) hour.
- Reservations may be cancelled 24 hours in advanced. Failure to cancel reservations 24 hours in advance will result in the patron paying for time that space was reserved, even if the child is sick unless a doctor's note is provided. Patrons may not make additional reservations until fees for prior reservations or late fees have been paid in full.
- Late fees will be charged as follows: \$6.00 per child for any portion of the first fifteen minutes and \$1.00 per child for each additional minute after the first fifteen minutes.
- POC for 24 hours cancellation on weekends or any center closing is (910) 449-6713.
- No outside food or drinks are allowed to be brought into the center.
- No suntan lotion or medicine of any kind can be left in a child's diaper bag or book bag. A permission slip for suntan lotion, diaper cream etc... must be signed by a parent for it to be applied to your child.
- Should your child be diagnosed with an allergy, Asthma and /or special need, doctor's documentation of this will be required. This is to include any food allergies. Upon receipt of the doctor's note depending on the need, a Special Needs Evaluation Review Team (SNERT) meeting may be arranged to ensure that your child receives the best possible care and services. Children must be able to participate in the planned program of activities for the group.

Items required when using drop in childcare program:

Pre-Toddlers (12-24 months) AND Toddlers (24-36 months)

- wipes
- At least one diaper for each hour that the child will be here at the center and 2 extra diapers in case of diarrhea.
- 2-3 sets of extra clothes depending on how many hours your child will be at the center.

If your toddler is potty training:

3-4 sets of extra clothes and 5-6 pairs of underwear, depending on how many hours your child will be at the center. Also, extra socks and shoes.

Preschool (3-5 years old): 1 set of extra clothes including socks