

Little Steps Policy and Guidelines

Dear Lakeside Friends,

Before making your child's reservation in Little Steps, please read through these policies to understand the program.

Cost per 3 hour session (effective 8/1/09)

\$6 for 1 child • \$12 for 2 children • \$18 for 3+ children

Registration

- available on month to month basis
- prorated for late sign-ups, holidays, etc
- open on the 15th of every month for following month

Hours of Operation

Tuesdays	9:00a-12:00p
Tuesdays	6:00p-9:00p
Wednesdays	6:00p-9:00p
Thursdays	9:00a-12:00p

Reservation Policies

Reservations in Little Steps are available only to children with parents/guardians that are present on church campus throughout the session.

Reservations for childcare are required for attendance.

A debit/credit card is required to make on-line reservations.

Other form of payment requests, email: littlesteps@lakesidechurch.com

We have limited space and requests are taken on a first come, first serve basis. For dates that are already full (max capacity), be sure email littlesteps@lakesidechurch.com to request notification if a cancellation occurs and space becomes available.

Cancellation Policies

Fees are based on reserved days, not attendance. Refunds and credits will not be given for days when your child does not attend. Consideration will be given in extreme hardship situations.

Staffing Policies

All Little Steps employees are required to be background screened, first aid and CPR certified, as well as TB tested.

State regulated adult and child ratios will NOT be compromised to fulfill requests.

A minimum of two workers will care for child(ren) at all times.

Little Steps Ratios (Adult : Child)

0 - 12 months1:2

13 - 23 months1:4

2 to 3 years1:5

4+ years1:8

Volunteer Policies

You may be asked by your leader to volunteer to work in Little Steps for at least one session that you are registered for; expect to volunteer once or twice during a 4 to 9 month period. If you are asked to volunteer, you will be given credit for one free visit to Little Steps. Further details on volunteering will be explained by your Bible ministry leader.

Thank you for being willing to volunteer in Little Steps. This limited volunteering supports the ministry financially, spiritually and helps overall with operations.

Special Event Reservation Policies

Special Events requesting Little Steps childcare must submit an on-line request form located within the Event and Facilities at lakesidechurch.com. Special event requests are for times and days outside of Little Steps normal operating hours. Special Event requests do not apply to Lakeside 101.

REQUIREMENTS:

Minimum 30 days advance notice before event date begins

A minimum of eight children must register

Upon approval, registration for childcare will open on-line for the special event time/date.

All Reservation Policies (see above) apply to special events.

Cost for 1 to 3 hour session

\$6 for 1 child • \$12 for 2 children • \$18 for 3+ children

Cost for 4 hour (max) session

\$8 for 1 child • \$16 for 2 children • \$24 for 3+ children

Questions regarding special events and reservations

Contact Debbie Daly at 916. 985.3245 x130 or debbiedaly@lakesidechurch.com