

KIDS INN/PCC CHILDCARE PARTNERSHIP – POLICIES AND PROCEDURES

1. Pregnancy Care Center (PCC) agrees to a childcare partnership with Kids Inn Childcare Center (Kids Inn). Childcare services will be provided at Kids Inn and will be coordinated and paid for through PCC if the client(s) meet the criteria set and agreed upon by both parties.
2. Childcare services will be provided at Kids Inn Childcare Center at 1511 E. Lark Street in Springfield. Kids Inn will provide proof of the child's attendance when invoicing for monthly services.
3. The following list outlines service criteria that apply to the client:
 - a. The individual(s) is scheduled for a service with PCC but is not yet a client. This service may include the first appointment.
 - b. The individual(s) is receiving an ultrasound from PCC and does not have childcare available.
 - c. The individual(s) is registered to attend a PCC class or coaching/counseling/A2A appointment and does not have childcare available.
 - d. The individual's childcare has been cancelled at the last minute, and client will have to cancel or reschedule a coaching session or class due to not having childcare.
4. The following procedures will apply when a client needs childcare for a PCC-related service:
 - a. Client will notify PCC of the childcare need. Call/in-person will be transferred to Client Services Manager or designated Client Services Coordinator (CSC) if CS Manager is not available.
 - b. Client information and reason for needed service will be obtained and documented on the invoice for PCC records.
 - c. Exceptions for childcare services coordinated through PCC may be made in emergency circumstances and at PCC's discretion if the emergency (illness, family emergency, etc.) happens within five hours of the client's scheduled appointment.
 - d. Client will be asked to complete the Kids Inn state-required paperwork, including the registration form and SNAP form, prior to first service at Kids Inn. If mobile access is available, the client must complete the paperwork online before arrival at Kids Inn. These forms can be filled out online (mobile or computer), saved as a PDF, and emailed to Kids Inn at info@kidsinnchildcare.com. Paper forms will be available to fill out at PCC if the mobile access is unavailable.
 - e. Client will need to have the child's immunization (shot) records ready upon arrival at Kids Inn. If client does not have a printed copy, he or she will need to contact the pediatrician's office and ask for a copy to be faxed to Kids Inn or emailed to info@kidsinnchildcare.com.
 - f. Client will only be allowed two cancellations and/or no-shows for childcare coordinated through PCC due to emergency situations (illness, family emergency, etc.). Client understands that childcare services will be forfeited if the maximum cancellation allowance is reached.
 - g. Kids Inn will invoice PCC monthly.
 - h. Kids Inn will provide proper documentation to PCC, which will include dates of service, registration and hourly childcare fees, child and parent name, and number of hours of care.
 - i. **Hourly rates and fees are as follows and are to be paid by PCC:**
 - i. \$25 registration fee per child
 - ii. \$10.50 per hour (preschool age)
 - iii. \$5.50 additional per child (preschool age)
 - iv. \$12.50 per hour (per infant/toddler under 2)
 - j. Client agrees to the above terms and has signed below. **Yes**_____

Client Signature: _____ Date: _____

CS Manager Signature: _____ Date: _____