

LITTLE STEPS POLICY AND GUIDELINES

Effective 8/1/11

Hours of Operation and Pricing

Tuesdays and Thursdays

9:00am - 12:00pm

1 child \$6

2 children \$12

3+ children \$18

Wednesdays

6:30pm - 8:00pm

1 child \$3

2 children \$6

3+ children \$9

Reservation Policy

FIRST COME, FIRST SERVE BASIS

Reservations for childcare are required for attendance and must be made 24 hours prior to the date and time requested. If a made less than 24 hours, entrance to Little Steps is not guaranteed and are non-refundable.

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

Children without a reservation may attend if we have adequate childcare staff to safely care for them and can be paid for by cash or check only.

How To Register

Go to lakesidechurch.com

Click On: Kidsfest

Click On: Little Steps Weekly Childcare

1. Log into your account or create a new if you do not have one.
2. Select the child to register and begin reservation form.
3. You may choose to pay with a credit or debit card online –OR– pay with cash/check upon arrival.

NOTE: If you do not receive a confirmation email after clicking the SUBMIT button please check your spam folder. Resubmit your reservation(s) if you do not receive confirmation email.

Payment Policies

Payments are based on reserved days, not attendance. Neither refunds nor credits will be given for days when your child does not attend. Consideration will be given in extreme hardship situations.

I.O.U.'s will not be accepted at check in.

Online Credit/Debit Card Payment Option

Credit Card transactions available online only
Credit cards will not be accepted at check in
Reservations less than 24 hours are non-refundable

Cash/Check Payment Option

Payment will be due at checkin (on arrival)
Make checks payable to Lakeside Church
Advance payments for future dates will not be accepted

Cancellation Policies

If you registered for a particular date, but are unable to attend, please contact the church office at 985.3245. Neither refunds nor credits will 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 and have the Tdap vaccination.

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

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

Little Steps Ratios (Adult:Child)

0 - 12 months	1:2
13 - 23 months	1:4
2 - 3 years.....	1:5
4+ years.....	1:8

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. You can expect to volunteer once or twice during a 4 to 6 month period. If you are asked to volunteer, you will be given a credit for one free visit to Little Steps childcare.

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

FOR LAKESIDE STAFF ONLY

SPECIAL EVENT RESERVATION POLICIES/REQUESTING CHILDCARE OUTSIDE OF LITTLE STEPS NORMAL OPERATING HOURS
(EXCLUDING LAKESIDE 101)

Special events requesting Little Steps childcare must submit an on-line request form located within the event and facilities at lakesidechurch.com.

Upon approval, registration for childcare will open on-line for ministry that is requesting childcare. All reservation policies (see above) apply to special events.

Requirements:

A minimum of 30 days advance notice before event date begins

A minimum of 8 children must register

Special Event Costs

1 to 3 Hour Session		4 Hour(max) Session	
1 child	\$6	1 child	\$8
2 children	\$12	2 children	\$16
3+ children	\$18	3+ children	\$24