

**CONTRACT FOR CARE**  
**RILEY'S CONFERENCE CENTER**

SUBJECT: Kids On-Site Child Care (formerly: STACC)

1. PURPOSE: To provide hourly childcare for a small group of children whose parents are attending the same on post function.

2. REFERENCE: AR 608-10, 23 February 1990, Child Development Services.

3. SPECIFICS:

- A. The childcare room in the **Riley's Conference Center** has been inspected by fire, health, and safety proponents and meets basic health and safety requirements. **Room capacity for this site is 40 children.**
- B. Parents will drop off and pick child/ren up within the prescribed time.
- C. The Caregivers will be responsible for ensuring that the before and after checklist are completed and all children are signed in on the sign in sheet.
- D. Caregivers will need 15 minutes before and after session for set up and clean up. The required minimum is two caregivers and all caregivers scheduled will be paid for a minimum of two hours regardless of the number of hours of actual service. The cost is \$21.00 per hour per caregiver.
- E. No Parent will be allowed to leave the premises while children are in care.
- F. The Organizational Representative will be responsible for informing parents that no child will be admitted without an immunization record and completion of required paperwork.
- G. The following ratios will be maintained at all times.

infants 6 weeks - 12 months 1-caregiver/4 infants  
pre-toddlers 12 months-24 months 1-caregiver/5 pretoddlers  
toddlers 24 months - 3 years 1-caregiver/7 toddlers  
preschoolers 3years - 5 years 1-caregiver/10 preschoolers  
school-age 6 years - 12 years 1 caregiver/15 school age

In a mixed group setting the caregiver/child ratio requirements for the age of the youngest child in the group must be met if children in the youngest age category makes up 20 percent or more of the group. If children in the youngest age category make up less than 20 percent of the group, the ratios for the next highest age category must be met.

Based on these ratio group sizes the caregivers will only accept up to that amount of children in their care.

H. All caregivers needed must be contracted for and booked two weeks in advance of session.

I. No Kids On-Site Child Care contract will be booked for any Federal Holidays.

J. The Outreach Services Director will provide child care assistance to:

**Organization name :**

**POC Name:**

**Phone:**

**The session will be held on:**

**Date:**

**Time:**

**The number of caregivers requested:**

\_\_\_\_\_  
OS Director date

\_\_\_\_\_  
Organization Representative date