

RE: Event/Conference Childcare

To Whom It May Concern:

Thank you for your interest in our childcare services for your upcoming event. The following is a breakdown of what *Creative Childcare Solutions* provides during events and the process of retaining our services. Please feel free to contact me anytime for information related to the specific needs of your event. We look forward to working with you.

Creative Childcare Solutions provides professional, quality childcare for many types of events and meetings. We will come to your event location and provide the following for children of all ages and developmental stages. We are the only childcare company with commercial liability insurance which covers all interactions between the children and the caregivers and any potential venue damage caused during the time we care for the children.

THE CHILDREN'S ROOM:

- We work with your contact person at the venue from beginning to end to ensure the room set up is appropriate and complete and that we have everything necessary to provide excellent care for each child.
- Set up and breakdown with complete clean up of the childcare room and thorough childproofing of entire area.
- Decorations in the room-Colorful tablecloths, Safari theme.
- Appropriate arts and crafts and coloring for all children.
- Story time told by caregivers with flair!
- Games of all kinds and age levels-Candy Land, Connect Four, Twister, Musical Chairs, Clue Jr., Chutes and Ladders.
- Age-appropriate toys-Matchbox cars and raceways, Infant/Toddler toys, Safari animals, and much, much more.
- Portable cribs for younger children and any other equipment necessary to meet their needs-Infant swing, Backpack carrier, Highchair or Booster seat.
- Sleeping bags/mats for older children while winding down.
- An incredibly fun environment to entice all children into feeling comfortable.
- The room size is based on the State of Oregon guidelines of at least 30 square feet per child and caregiver. A restroom must be within a short distance of the room and not be used by another large event going on at the same time. We wait for the restroom to be clear and then send the children in while keeping other adults out until the children are finished.
- If at least 5 children are at the event, the room must have space for at least one large table for the crafts and games to be used.
- A TV/VCR or DVD player is required. We can supply one for \$50 if necessary.

CAREGIVERS:

- Caregivers work with the following ratios: children under 4-years old 1:3 ratio (caregiver:children), children over 4-years old 1:6 ratio (caregiver:children). We lean towards caution regarding ratios and use our discretion in each situation. When a conference room is used, a minimum of 3 caregivers is required so there are always at least 2 caregivers remaining in the room when a child needs to use the restroom.
- All caregivers have had criminal background checks, are scrutinized through references, and work with children in some capacity.
- They are professional and prepared with CPR/First Aid training. The average age is 39-years old as of 2007. No teenage sitters!

SECURITY:

- Our check in and out procedures keep each child safe. Parents check their child in and fill out the information for persons allowed to pick up the child.
- Parents receive a card with their child's name on it and can pick up their child once they present the card.
- No other persons are allowed to remove the child from the room for any reason without direct parental permission made in advance. Older siblings are not allowed to pick up children.

“LAUNDRY LIST”

- See example. Cost is \$50 for up to 25 addresses.
- This list is something I send to each “little guest” attending your event a few weeks prior to the date. It lets the parents know the parameters of the event (i.e. time, place, who we are).
- We tell them who we are and how to contact us for questions and so they can inform us of any allergies/special needs their child may have.

COST:

The cost for the above services is \$30.00 per hour/per caregiver based on the ratios given above. We have a 5 hour minimum (no charge for set up and breakdown times). If a separate meal is provided for the children, we ask that you provide meals for the caregivers as well. If parking is not free at your venue for that evening or we are working an all day event, your company will pay for parking for each caregiver. A non-refundable retainer of 50% of your total estimated cost is required to book your date with us.

Preliminary numbers and ages of children are required at least 2 weeks prior to the event with final invoicing based on that number. If after the deadline more children need to attend, it is based on caregiver availability while maintaining our ratios.

Payments can be sent to:
Creative Childcare Solutions
15028 S. Saint Andrews Drive
Oregon City, OR 97045-7028

Thank you,
Michelle Davenport