

Dear Bride and Groom,

Thank you for your interest in our childcare services. This is a summary of what Creative Childcare Solutions will provide for the little guests during your wedding and reception. The hours care will be provided are to be determined as well as the room location. I have broken down the responsibilities between you and Creative Childcare Solutions. As we proceed, specific issues may arise and we can address them as they happen.

If you have any questions, please feel free to call me anytime. In order to retain our services for your wedding, the process is as follows:

I would need to approve the room prior to any arrangements being guaranteed. I need to have the contact information for both the onsite coordinator at your venue and your wedding coordinator, if applicable, as well as making sure they have our information. A non-refundable retainer of \$200.00 is required to continue and for your date to be booked with us.

The rate for each caregiver is \$30.00 per hour based on the ratios of 1:3 (caregiver:children) for under four-years old and 1:6 (caregiver:children) for over four-years old. If you want to add services, the prices are as follows:

Laundry List-\$50.00 -We put them together and mail them out. If there are any out of the country guests, there is an additional charge to cover the postage. If this is not chosen, it is your responsibility to pass on the information to the little guests and their parents the information we need them to know so things run smoothly.

Polaroid pictures with frames-\$50.00 or \$2.50 per child whichever is greater. This is a great keepsake and fun for the kids to do.

Goodie bags-\$50.00 or \$5.00 per child over 2-years old, whichever is greater. We put age-appropriate items into safari themed bags for the children to take with them. Other bags are decorated to hold their craft projects and coloring items they make throughout the evening.

If you want to do the wedding package which includes all of the above, the cost is \$600.00 for the first 15 children (no more than 3 children under four-years old in first group) then \$40.00 for each child over four-years old and \$50.00 for each child under four-years old, plus the cost for any additional caregivers. This is for the five hour minimum amount of time. Additional hours can be added at the caregiver hourly rate.

At the wedding, we will provide the following services:

- Set up and breakdown with complete clean up of child care area
- Appropriate arts and crafts for all children
- Coloring
- Toys for all ages
- Story time told with flair!
- Games of all kinds and age levels (Candyland, Chutes and Ladders, Connect Four, Uno, K'Nex, Hi-Ho Cherry Oh!, Old Maid, and many more)
- Movie (usually Cinderella or Finding Nemo). We will provide the TV/VCR/DVD for you if you request it for \$50.00.
- Portable cribs for younger children and any other equipment necessary to meet their needs.
- Blankets and pillows to cozy up with during the movie at the end of the evening.
- We coordinate with your contact persons to ensure the food is appropriate and served at the right time. We make sure no allergens enter the room for children with that condition.
- We take care of all the room needs and set up requirements through your contact.
- Professional caregivers with many years of experience, First Aid/CPR training, complete background checks, and reference checks. They have the knowledge of how to have fun and ensure the safety of each child. No teenage babysitters!
- Commercial liability insurance.
- We decorate the room following all guidelines at your chosen venue and make it so wonderful that they do not want to leave.

The bride and groom are responsible for the following:

- Providing the room for childcare and any costs incurred to do so.
- Arranging for Creative Childcare Services to have access to the room for set up as early as possible prior to the event.
- Arrangements for dinner for the children and caregivers. This can be separate from the wedding guests.
- Arrange meeting with your wedding planner and contact from the venue if necessary.
- List of names (and addresses if sending Laundry List) of children attending the wedding and coming to the childcare room.
- Name of contact person for final payment to be made by at the event.
- Final head count made at least 3 weeks before the wedding and payment based on that number of children. If fewer children come than agreed upon, payment is still required. If more children come, the amount will be adjusted accordingly based on the rates above and due that evening. Some brides find it easier to make the payment in full a week or so prior to the wedding.
- Rest assured that we will handle all the details related to the children so you can focus on your most special day!