



1211 N Elm Pl Broken Arrow, OK 74012
(918) 451-9336

WELCOME! Playtime (+) thanks you for trusting us with your precious child. We are a full time drop-in 3-Star DHS licensed facility also providing school transportation. We have been serving the community for over 25 years. Every staff must pass a series of local background checks along with national fingerprinting. Staff is CPR and 1st aid trained and has continuing education in childcare every year. Here are some things you should know about your first visit.

1. We require a one-time \$59 enrollment fee per family paid at enrollment.
2. Please fill out the DHS Child Information form listing all emergency contact numbers and people who can pick up your child. We will need a copy of the shot records that we can keep on file. The shot records can be faxed to 918-451-9336 or emailed to shotrecords@playtimeplus.com.
3. If you are receiving assistance from DHS and our facility has approved you, please make sure you always bring your card. When swiped, it should read "approved". If you are not approved, you will be responsible for paying daily until it is approved. All co-pays are due on the first visit of the month. Your child cannot stay until the co-pay is paid in full. You are responsible for all swipes! If one is missed, you have 9 days to back swipe. You are responsible for paying for that day if it is not done on time. We try to help you by writing down missing swipes to remind you, but it is your sole responsibility to make sure all swipes are done each day.
4. Childpilot is the software we use for attendance and billing. This software allows you to check your child in and out using your smart phone, view photos/ videos of your child throughout their day, make online payments, communicate with Playtime (+), view your account and print receipts for dependent care reimbursement and tax statements. It is **very important** that you download the Childpilot app in your app store as this is the way we communicate with you about your child's care. If you need assistance with downloading the app, please feel free to ask the front desk.
5. Please clock your child in and out each day using your pin number on the kiosk at the front desk. You will not be able to clock your kids in if you have a balance so make sure the green bar comes up saying "attendance recorded". If you do not clock your child in upon arrival, our software will clock them in at the time we opened that day. If your child doesn't get clocked out by you at pickup, we will clock them out when we notice. You are responsible for all hourly charges that incur.
6. If you have not brought snacks, please select snacks for your child at check-in. We are required to give your child snacks if they are in attendance during snack times (9am, 3pm) at a cost of \$2 each.
7. If you have not brought a meal, please select meals for your child at check-in. Your child will be provided a meal at a cost of \$7 each if they are in attendance during our lunch (11:30am) time.
8. If you bring food in, do not select any meals or snacks at check-in. Meals must be well-balanced per DHS. Please have your child's name on it and put it in a plastic tub available at the front desk. We are unable to microwave anything so please pack accordingly.
9. While at Playtime (+) your child will have the opportunity to play games with the staff and other children, enjoy free play and play in our educational centers.
10. When your child gets picked up, you will need to know the account pin number or provide a picture ID.
11. Children are allowed to be in attendance for a maximum of 10 hours per day; no more than 50 hours per week. We are open Mon – Friday 7am-6:30pm. Any child(ren) not picked up by closing time or 30 minutes after a discipline or sick call has been made will be assessed a \$1 per minute late fee per child.
12. We are a pay daily facility. We accept cash, check or credit cards. No charging is allowed.
13. If you have any comments or concerns, please ask for the Director at 918-451-9336 or email her at brokenarrow@playtimeplus.com. All questions, comments and/or concerns will be addressed within the next business day.