### **Important Notice and Policy**

- In order to comply with the State of Massachusetts' Early Education and Childcare laws, all the courses Z-kai USA Inc. provides shall be in accordance with the "Occasional Care" guideline set forth below.
- The child care services being offered by Z-kai USA Inc. are not licensed by the Department of Early Education and Care or any other state agency.

#### **Z-kai USA's Occasional Care Guideline**

## [Occasional Care]

- No Child may attend our courses more than 4 hours a day and more than 6 days a month.
- Per child per month, we do not offer holiday/vacation programs that are more than 6-days long.

### This means:

For vacation / holiday programs, each child can only take one (1) AM or PM Course in a month. For After School Program, each child can take 2 Units per day and come to Z-kai Learning Lab 6 days in a month in total. \*One (1) unit is one and half (1.5) hours long.

# [System for Attendance]

 We will record each child's arrival and departure time in a check-in sheet every time children check in and we confirm attendance hours per day and attendance days per month are not exceeding the regulatory limit for each child at the check-in.