

MOMENTUM COWORKING & KIDS CLUB

PREMIER SUPPORT NETWORK FOR PARENTS AND CHILDREN

ABOUT US

MOMentum is the ultimate village for modern parenting! Parents remain on-site in a professional coworking space with coffee and high-speed Wi-Fi, paired with reliable on-site childcare weekdays from 8:30–5:30. Connect with your child over activities, lunch, or playground time—the perfect way to integrate family and focus for a true work-life balance.

ROOMS

INFANT 3 - 12 M

TODDLER 12 M - 3 YRS

PRESCHOOL 3 - 5 YRS

SCHOOL HIGHLIGHTS

- PLAY-BASED CURRICULUM
- WORLD CULTURES
- MUSIC CLASSES
- STEAM FOCUS
- YOGA & MINDFULNESS
- PLAYGROUND & INDOOR GYM

WE WOULD LOVE TO HEAR FROM YOU

MOMENTUMCOWORKING@GMAIL.COM
MOMENTUMCOWORKINGWITHKIDS.COM
1001 DEKALB PIKE
LOWER GWYNEDD, PA 19002

SCAN FOR REGISTRATION AND MORE INFO

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WELCOME!



Thank you for your interest in MOMentum Coworking with Kids! We would love to have your family join our community! Please review the following materials at your convenience.

If you have any further questions or are ready to join our community, please reach out to Megan at momentumcoworking@gmail.com

WHAT'S INCLUDED IN THIS PACKET:

3 DAILY SCHEDULES

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DAILY SCHEDULES

INFANT ROOM

In our infant classroom, we prioritize a responsive approach that centers on each baby's unique rhythm. Our teachers are dedicated to following every child's individual schedule and developmental cues, ensuring that feedings, naps, and quiet moments happen when the baby needs them most. To support their growing milestones, the experience includes purposeful tummy time and engaging sensory play that sparks curiosity. We also believe in the importance of early socialization and movement, which is why our infants enjoy time outside and in the gym to explore new environments. To further enrich their environment, teachers also incorporate opportunities for art and music, allowing our youngest learners to engage with creative expression and diverse sounds. As your child gets closer to their first birthday, our teachers will begin preparing them to transition to the toddler room. This includes reducing their naps to one per school day, sitting at a lunch table to eat, and visiting our toddler room for play time.

TODDLER ROOM

Within our toddler classroom, we establish a daily rhythm that provides a consistent foundation while remaining flexible enough to embrace child-led interests and unique weekly events. To ensure every child stays comfortable and supported, diaper changes and potty breaks are handled on an individual, as-needed basis.

The schedule is as follows:

- Drop off
- Snack
- Free Play
- Centers
- Circle time
- Playground or Gym
- Lunch
- Nap
- Snack
- Free Play
- Playground or Gym
- Pick up

PRESCHOOL ROOM

In our Preschool classroom, we follow a more structured daily schedule to help children prepare for the transition to kindergarten, though we still prioritize flexibility for child-led exploration and special weekly events. This balance of a solid routine and open choice allows students to feel secure in their environment while also fostering independence. To maintain comfort and hygiene throughout our busy day, bathroom breaks are managed on an individual, as-needed basis.
Our half-day students get to learn and play during morning circle, centers, and outside time, eat lunch with friends, and depart for home before nap time.

Learning Through Centers
Our classroom is thoughtfully organized into various Learning Centers, which are designated areas designed to focus on specific developmental skills. During center time, children can dive into **Art** and **Sensory** stations for creative and tactile exploration, or visit the **Reading** nook to build early literacy habits. Our **Dramatic Play** area encourages social-emotional growth through role-playing, while the **STEM** and **Building** centers challenges their problem-solving and critical thinking skills through hands-on discovery.

The schedule is as follows:

- Drop-off
- Snack
- Fine Motor Activity
- Circle time
- Centers
- Playground or Gym
- Lunch
- Half day Student Dismissal (Prior to Nap Time)
- Nap/Rest time (Full-day Students)
- Quiet Activities
- Snack
- Motor Activity
- Playground or Gym

COMMUNITY GUIDELINES

ONSITE POLICY

Parents must remain on the property when the child is receiving care. Parents may go off-site 3 days/week for 3 hours/day. When leaving to go offsite, please message through Brightwheel to make staff and admin aware you will not be on site.

ENTRANCE

The door that leads to the parking lot and playground will remain unlocked during open hours. The entrance to the children's wing will be locked, and parents will use a Keypad Entry System.

PICK UP POLICY

We provide childcare only during stated hours. We ask parents to pick up their child(ren) 15 minutes before closing to allow time to pack up and connect with the caregiver as needed. We are open Monday-Friday 8:30 am - 5:30 pm.

BRIGHTWHEEL

Please download the App Brightwheel prior to the start of school. We will use this app for our staff to check your child in and out of Coworking with Kids, communication, updates, pictures and more. Parents, you can message the caregivers by sending a message through your account. If you would like to communicate with our Director and the ADMIN team member, please make sure to send an ADMIN message. If you would prefer that we not take photos to share on Brightwheel, please let us know.

ABSENCES

If your child will be absent from MOMentum Coworking, please let our team know through Brightwheel. If you are communicating about multiple days, vacations, or time off please feel free to email in addition to Brightwheel.
REFUNDS ARE NOT GIVEN FOR ABSENCE.

MONTHLY TUITION, DEPOSIT & WITHDRAWAL POLICY

Monthly tuition is due on the 25th of each month for the following month. Parents understand and agree that a $10 fee will be assessed for each business day that payment is not current.
Upon admission to MOMentum Coworking with Childcare, the first and last months' fees are due. **The last month's fee is a non-refundable deposit, which will be applied to your last month's tuition once a 30-day written notice has been given.**

LATE PICK UP FEES

We understand that sometimes extenuating circumstances prohibit parents from picking up a child on time. However, we are also concerned with fairness to our staff members; their days end at 5:30 pm, accounting for time to clean up and set up for the next day. With this in mind, the following DAILY LATE PICK-UP FEES for pick up after 5:30 will be charged:
Up to 5 minutes past dismissal time NO CHARGE
6 minutes past dismissal time & later $1/min per child

- 1st and 2nd incident: fees must be paid before the child is permitted to return to the site
- 3rd incident: child is dismissed from the program with no refund

NUT-FREE CLASSROOMS

We are a nut-free facility; please avoid packing peanut and tree nut snacks and lunches for the classrooms. Parents are welcome to have nuts in the parent Coworking space as long as they clean up.

STANDARDS OF BEHAVIOR

The staff will do everything they can to help each participant adjust to their new environment. If we are unable to ensure your child's safety or the safety of other children due to developmental or behavioral needs, we will notify parents and develop a plan to support the child. If the plan does not remedy the situation, we will have to dismiss the child from our program. Program refunds are at the discretion of MOMentum.

POTTY TRAINING

When your child begins showing signs of readiness for potty training, we ask that you first start training at home and communicate with us so we can then also encourage successful potty use and confidence here at school. We ask that before you put your child in underwear, they are able to go three days consecutively without accidents. We are fortunate to have a very accessible bathroom in our classroom, and we will take your child every 30 minutes during the potty training process. Please provide extra outfits in case of accidents that may still occur, especially in a school setting where lots of playing and excitement occur. We ask you to send your child with pull-ups or diapers for nap time until they are able to stay dry sleeping through the night at home.

SICK POLICY

By dropping off your child daily, you are agreeing that they are symptom-free. We urge families to partner with us to reduce the risk to all by staying home if your child displays any of the following symptoms.

- A known or suspected infectious illness
- A fever of 100.0 within the past 24 hours (24 hr unmedicated fever-free)
- Nausea, vomiting, diarrhea, or feeling unwell
- Prominent cough, sore throat, croup
- Colored runny noses
- Contagious skin rash, pink eye, impetigo (infected wounds), boils, and untreated ringworms
- Any symptom of an unusual childhood disease such as mumps, measles, chicken pox, etc.
- Use of antibiotics for 24 hours or less

If your child does come to school sick, they will be sent home in order to keep our community safe.

CLOSURE CALENDAR

MOMentum will be closed on the following days:

(Refund will not be given for Holiday closures)

- December 24th-Jan 1st
- Friday, January 2nd - TBD based on families' need for care
- Martin Luther King Jr Day
- Good Friday
- Memorial Day
- 4th of July
- Last week of Summer before local school openings
- Labor Day
- Thanksgiving Day and Friday After

MEMBERSHIP OPTIONS AND TUITION

We offer flexible childcare options ranging from two to five days per week across all classrooms, with hours from 8:30 am to 5:30 pm.

For those times when you need an extra day for work or personal reasons, we also offer drop-in care based on availability. To ensure we have space for your child, please reach out at least one business day in advance to confirm an opening.

Below is the **2026 Fee Schedule:**

INFANT 3 – 12M

2 days	$760
3 days	$1,115
4 days	$1,455
5 days	$1,775

TODDLER 1 – 3 YRS

2 days	$740
3 days	$1,080
4 days	$1,410
5 days	$1,710

PRESCHOOL 3 – 5 YRS

2 days	$690
3 days	$1,010
4 days	$1,310
5 days	$1,600

-Please contact us if you are interested in half-day pricing

-Drop-In Available as space allows $95 for Enrolled Members $110 for Non-Members

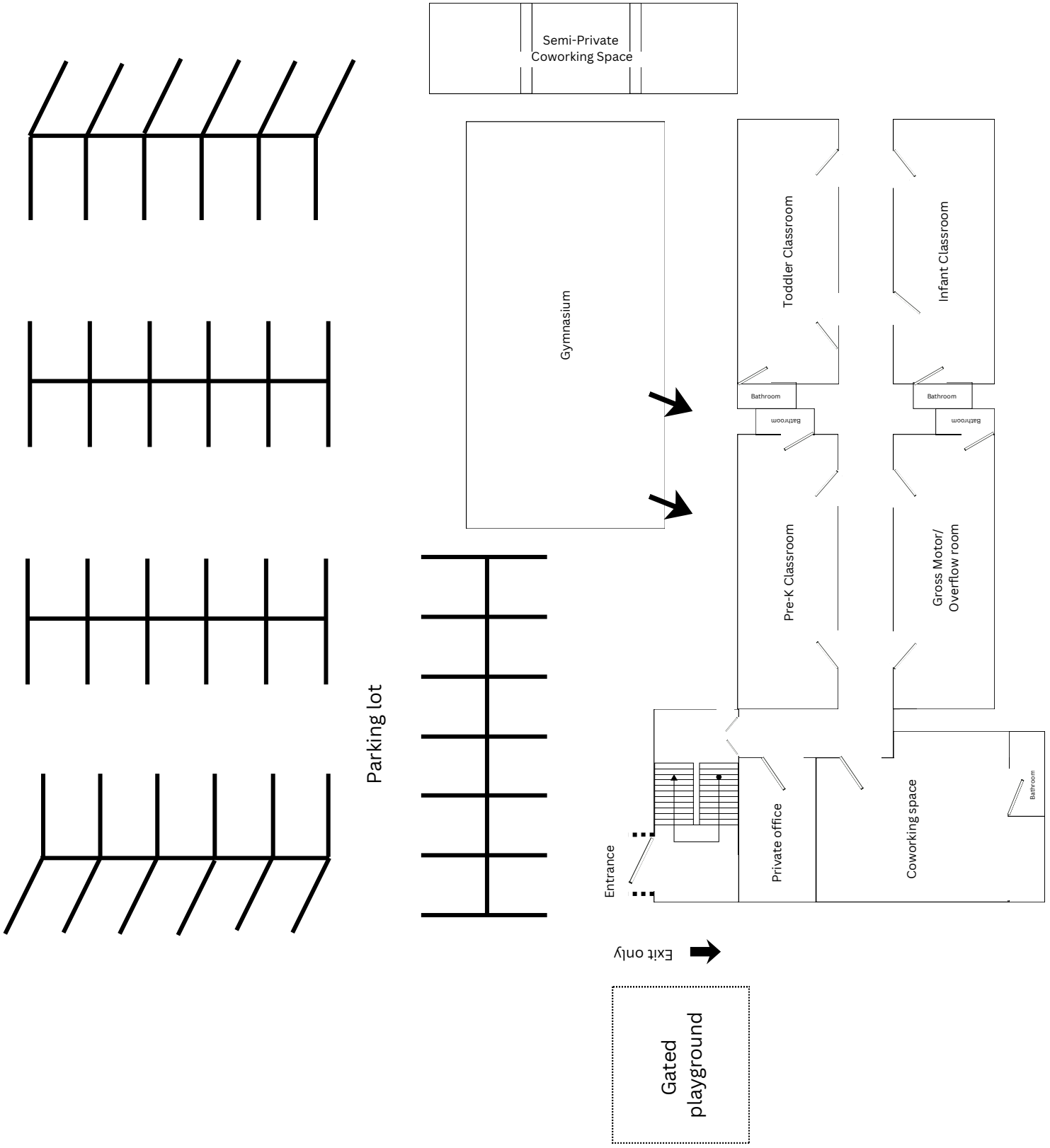
-5% discount for more than 1 child

-Pricing subject to change

-Parents must remain onsite with children with some opportunities to go offsite for meetings/errands

-We require a 1 month deposit and 30 days notice for schedule changes.

FACILITY MAP



FAQ

Q: What's your general philosophy on childcare?
A: At MOMentum, we are dedicated to helping your child reach their utmost potential within a safe and engaging environment. We believe learning through play is fundamental, with a core focus on developing social-emotional intelligence and age-appropriate life skills.

Q: What is your child-to-caregiver ratio?
A: Your child's care and safety are our top priorities, and we follow all PA Department of Human Services ratio standards, which are 1:4 infants, 1:5 toddlers, and 1:10 Preschool. Between parents popping in to visit and additional staff floating, we pride ourselves on providing individualized support.

Q: Do you provide meals and snacks?
A: We currently ask that parents provide their child's meals and snacks for the day. While we aren't providing food services just yet, it is something we are considering adding in the future! We will be sure to share any updates as our programs expand.

Q: Do you require families to provide diapers?
A: We want to make sure your little one stays comfortable throughout the day. Because every child has different sensitivities, we ask that parents provide their preferred diapers, pull-ups, and wipes. This ensures we are using the exact products you know and trust for your child's body.

Q: Can parents drop by whenever they'd like or come by to breastfeed? What are your visitation policies in general?
A: We love having families be a part of our day, whether it's for nursing or joining in on lunch and special activities! To help your child feel settled and secure, we do suggest mindful visiting if they struggle with transitions. Fewer mid-day departures can often help children build confidence and adapt more quickly to their new environment.