

## Security System

When entering/exiting the room, please sign in/out your child(ren) on the sign-in sheet.

- a) Child's name and age
- b) Special notes— allergies, etc.
- c) Parent's/Adult's name
- d) Location where you will be
- e) Cell phone—if you're at tennis courts or walking around complex, you must be able to be reached by cell phone at all times.
- f) Secondary Person designated to sign-out child.
- g) Time In/Time Out

On the sign-in sheet, you can designate a secondary person to pick up your child(ren) and they must have a photo ID with them at pick up. No exceptions will be made to this rule, even if it is the other parent. Please note there is a space to indicate that someone may not pickup your child(ren.)

This is for the safety of your children. We appreciate your cooperation.



Updated 12/1/2021

## Ratios

We have a staff to child ratio per room which helps ensure safety and proper supervision to those children under our care. This ratio also is a guide the Childcare Room uses to indicate when we are at maximum capacity during open hours.

The Childcare Room ratio is as follows:

- One staff member to 6 children when more than one infant is present.
- One staff to 10 toddlers ages 1-3 years old, non-potty trained\*.
- One staff member to 15 children ages 3 years old and up.

\*If potty training we ask parents to please have children wear pull-ups.

**Room Capacity:**  
**Maximum of 15 people allowed in room.** If there are more than 15 and there are two workers, some children may be taken to another area of the building or outside when available. If there is only one worker, when limit is reached, residents may be asked to come back at another time.

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## EVENDALE RECREATION



# Miss Patti's Place



### *Childcare Room Hours*

*Monday –Saturday*

*9:00 a.m. - 12:00 p.m.*

*&*

*Wednesday*

*5:30 - 8:00 p.m.*

**\$3/hr. or portion of an hr.  
\$2/hour/additional child  
2 HOUR LIMIT/PER VISIT**

Tel: 563-2247

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# Information



1. All children must be signed in.
2. Children will be in the Childcare Room at pick-up time unless told otherwise. Occasionally, children will be taken to other rooms for active play or to the playground area in nice weather.
3. We use time outs for behavior control. No other forms of discipline are used in the Childcare Room.
4. You may be asked to show a “picture I.D.” if you are a new face to the Childcare Room, so please do not be offended.
5. If your child is unhappy for more than 15 minutes, you will be paged to come back to Childcare Room.



## Payment Options:

- 1) Pay daily at front desk and **BRING RECEIPT to Childcare Room when you sign the child(ren) into room.**
- 2) Pre-paid punch card. This **card will be kept in Childcare Room** and punched at the end of each visit.

\*\*Payment must be received prior to signing child out for the day.

# General Rules

1. For Residents participating in a class/program, using the Fitness area, & on the Village property. Non- Residents must be participating in a class/program to use facility. You may leave the building to walk on the grounds or play tennis (must stay on the Village grounds), but leave a cell phone number in case an emergency arises so that you may be contacted.
2. State Law- 2 hour limit per visit.
3. The Childcare Room cares for children starting at 6 weeks old up to age 10.
4. Please put your child’s name on their diaper bag and sippy cup.
5. All diaper changing supplies must be provided by the parent or guardian.
6. Please do **not** bring any snacks with **nuts or peanut butter.** \*Due to food allergies, no snacks are consumed in the childcare room with these ingredients. On occasion snacks or special treats are provided. If you prefer your child to have their own snack, please label a bag or container with their name on it. We ask that the snack be in the diaper bag and a staff member will get it out for the child. Please do not allow child to come into room with snack in hand.
7. Please do NOT bring toys from home.
8. Please do not bring your child if he/she is sick. Staff is entitled to turn your child away if we feel they are sick or contagious. This is a precaution for all the children and we hope you will support us in these decisions.



9. Children should not be brought to Childcare if the following symptoms are present:

- \* runny nose (colored discharge)
- \* cough
- \* fever
- \* Any contagious diseases, including Hand/Foot/ Mouth disease - all bumps must be gone to return
- \* Rash
- \* Eye Discharge
- \* Vomiting in last 24 hours.

In addition, if you keep your child home because of illness from school, they will not be allowed to attend Childcare.

10. If you have a young infant that requires one-on-one attention, please be aware that our childcare program is not staffed for this. If we find that your child requires this kind of attention, you may be asked to pick your child up early.
11. If a child develops a contagious illness after visiting Miss Patti’s Place, please report it to the Recreation Center immediately.
12. In the event of a Tornado Warning, all children will be taken to the men’s or women’s locker room. In the event of a fire or emergency evacuation, all children will be taken to the sidewalk by the south entrance of the Recreation Center.

