
Ratios

Hours

M - F

9:00 a.m. - 11:45 am

T & TH have been added on a trial basis - must have 5-6 children per day to continue these days. Two weeks notice will be given if a day is going to be dropped.

W

5:00 - 8:00 p.m.



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.

Room Capacity:

Maximum of 12 people allowed in room. If there are more than 12 and there are two workers, some children can be taken to another area of the building or outside. If there is only one worker, when limit is reached, residents may be asked to come back at another time.

Childcare Room

EVENDALE RECREATION



**\$1.50/hr. or portion of an hr.
\$1.00/hour/additional child
2 HOUR LIMIT**

Tel: 563-2247

Information



1. All children must be signed in.
2. The children will be in Childcare Room at pick-up time-unless told otherwise. Occasionally, children will be taken to other rooms for active play or to 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.**
- 2) Buy lump sum receipt. This **receipt will be kept in Childcare Room** and amount used each day subtracted from total.

General Rules

1. You must be participating in a class, using the Fitness area, or on the premises of the Evendale Recreation Center at all times.
2. **There is a 2 hour limit per day.**
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. Snacks are permitted. Please do not allow child to come into room with snack in hand. We ask that the snack be in the diaper bag and a staff member will get it out for the child.
7. Child must be willing to share all toys brought from home.
8. **Please do not bring your child if he/she is sick.**



Security System

Our Childcare Leader will sign in 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

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.