

The Cub Run Rec Center Drop-In Childcare Room **WELCOME PACKET**



Welcome to the Cub Run Drop-In Childcare Room!

Our staff is excited to help provide a safe and fun environment for your children while you use our facility. To ensure that we are able to deliver the highest standards of care, we ask that you review, understand and acknowledge the information contained in this Welcome Packet.

It is important that all policies are followed by staff and users alike to provide the quality care that your children deserve. We ask that you sign and return the last page of this welcome packet to a Cub Run Drop-In Childcare Room staff member to be filed. After submitting the signature form, please keep this packet as a reference and guide while utilizing the childcare room. Children cannot be signed into the drop-in childcare area until the welcome packet information is completed for each child.

We are excited to serve your drop-in childcare needs and hope you enjoy your visit to Cub Run Rec Center.

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**Please fill out and return to the drop-in childcare room staff.*

Cub Run Drop-In Childcare Room Hours

Monday -Friday
8 a.m.-2 p.m.

Monday-Thursday
4 p.m.-8 p.m.

Saturday
8 a.m.-12:30 p.m.

Cub Run Drop-In Childcare Room Policies and Procedures

Age Requirements

The drop-in childcare room will be open to children ages 6 months to 10 years. The room will be set up as an open playroom with a separate infant/toddler area. The room will be organized with safe and age-appropriate toys, crafts and activities.

Sign In/Sign Out

The parent/guardian of each child must review and complete this packet before their child can be signed into the drop-in childcare room. Upon each visit, the same individual that signs the child in must sign the child out using the Sign-In Sheet in the childcare room. You will need to fill in the Sign-In/Out Sheet each time you drop off and pick up a child. It is important that when signing in, you note where you will be in the facility in case you need to be contacted. **AT NO TIME CAN THE PARENT OR GUARDIAN DROPPING OFF A CHILD LEAVE THE BUILDING.** Failure to follow this rule will result in **IMMEDIATE** termination of drop-in childcare use. The maximum amount of time a child can be left in our care is 2 hours per day.

Diapers and Feeding

It is highly suggested that infants/toddlers wearing diapers are changed prior to sign in. If your child is not toilet trained, you will receive a pager at sign in. In the event that your child does need to be changed while in our care, you will be paged. If you are swimming or unable to hear your pager, you will be alerted by a staff member to return to the childcare room. **WATER ONLY** is permitted in the drop-in childcare room. Milk and formula are strictly prohibited inside of the drop-in childcare room.

Appropriate Clothing

All children must be completely clothed and covered from top to bottom. Shorts, pants, tights or other covering must be over diapers, underwear or swimsuit bottoms. Children must always wear shoes when inside the drop-in childcare room. The only exception to this rule will be in the infant/toddler area, where socks are required.

Food and Drink

There will be **NO FOOD OR SNACKS** permitted in the drop-in childcare room to avoid possible allergic reactions. A water dispenser and cups will be available to children in the room at all times. Labeled closed top containers with **WATER ONLY** will be permitted for young children.

Cost

The cost for the drop-in childcare room will be \$3 for one child and \$1.50 for each additional child in the same family, per 2-hour session.

Sickness Policy

We reserve the right to deny your child access into the childcare room if we suspect that they are ill. In a case that the child becomes sick while in the childcare room you will be asked to immediately remove them from childcare (**NO REFUNDS**). When you come to sign your child out you will receive a 24 hour sick form that states that your child must go 24 hours without a fever and without sick symptoms before being allowed to return to the childcare room. Additionally, if your child does not attend school because of an illness, they will not be permitted in the childcare room for that day.



Security

You and your child must enter and exit the drop-in childcare room using the designated security gate. Parents are not allowed to pass the security gate of the room for more than 10 minutes for safety reasons. We are not responsible for any lost or stolen items from the drop-in childcare area.

Behavior Policy

Staff will manage disruptive and inappropriate behaviors by addressing it with the child and discussing what is appropriate behavior as well as redirecting behaviors when appropriate. If necessary, staff may remove a child from an activity until the child exhibits proper self-control. In situations where inappropriate or disruptive behavior persists, the child will be subject to removal from childcare. The parent or guardian will be paged and must pick the up child immediately (NO REFUNDS). Enrollment in childcare is subject to be terminated permanently at the discretion of management. Staff strive to meet the needs of the children by using proactive approaches and planning age/ability appropriate activities.

Possible grounds for immediate removal from childcare include:

- A child who displays repeated inappropriate behavior.
- A child who causes injury to another child or staff member.
- A child intentionally harms or threatens to harm themselves or others.



FAQs

What kind of activities will be available for my child to do during their visit at Cub Run Drop-In Childcare Room?

The room will have a large variety of books and toys as well as numerous activities for children to enjoy. Activities may include:

- Arts and crafts
- Coloring pages
- Board games
- Story time
- Enrichment activities

What qualifications do the drop-in childcare staff have?

All childcare staff members are required to be CPR and First Aid certified, provide a negative TB test result, complete a Central Registry Search and have prior experience working with children of all ages.

What are your child-to-staff ratios?

Our ratios comply with the Virginia Department of Social Services standards governing drop-in childcare programs and local codes. The points system is as follows:

(MAXIMUM 16 POINTS PER STAFF MEMBER)

Child's Age	Points
6 months-15 months	4 points
16 months-23 months	3 points
2-4 years	2 points
5-9 years	1 point
10 years	0 points

THE MAXIMUM NUMBER OF CHILDREN ALLOWED IN THE ROOM AT A TIME IS 30, NO EXCEPTIONS.

*This drop-in childcare program is exempt from Licensure.

Cub Run Drop-In Childcare Room Acknowledgment of Policies

I acknowledge that I have read and understand the policies of the Cub Run Drop-In Childcare Program. I understand the failure to comply with policies may result in termination of drop-in childcare enrollment.

Child's name _____

Relationship to Child _____

Signature _____ Date _____

Drop-In Age Requirements _____ Initial _____

Sign-In/Sign-Out _____ Initial _____

Diapers and Feeding _____ Initial _____

Appropriate Clothing _____ Initial _____

Food and Drink _____ Initial _____

Cost _____ Initial _____

Sickness Policy _____ Initial _____

Security _____ Initial _____

Behavior Policy _____ Initial _____

Cub Run Drop-In Childcare Room

About Me

Child Name: _____

Age: _____ Date of Birth _____

Parent(s)/Guardian:

Name: _____ Phone: _____

Name: _____ Phone: _____

Emergency Contact (authorized to pick up child if parent/guardian is unavailable):

Name: _____ Phone: _____

Name: _____ Phone: _____

Allergies: _____

Toilet trained? _____

Favorite activities? _____

I would like additional information on special events, activities and workshops planned for children/parents in the Drop-In Childcare Room, please add me to the email list.

E-Mail: _____

PLEASE RETURN THIS FORM TO DROP-IN CHILDCARE ROOM STAFF



Accommodations: If reasonable accommodations or alternative formats are needed under the Americans with Disabilities Act, contact 703-324-8565 at least 10 working days in advance of the date needed. TTY: Virginia Relay 711

