Child Sitting - Paul Derda Recreation Center!

Child Sitting Hours:
Monday – Thursday 8:00 AM – 8:00 PM
Friday 8:00 AM – 6:30 PM
Saturday and Sunday 8:00 AM – 1:00 PM

Welcome!

Welcome to Child Sitting! As you read through the parent handbook, you will find information regarding our programs, policies and procedures, and the City and County policies. Please remember to ask questions, we are here for you!
Congratulations on becoming part of the Child Sitting family at the City and County of Broomfield!

Philosophy

The Child Sitting Program values the parents, children in our care, employees, and the community.
We believe in providing a safe, and healthy environment oriented to children.
We establish positive methods of discipline that encourage independence and a sense of responsibility.
We dedicate each day to being the best provider in the community that we serve.

Values

Support each staff member and every child.
Keep your promises.
Make a difference for the children.
Do the RIGHT thing!

What parents need to know

- Label all personal belongings.
- Parents are required to sign in and out each visit
- Please bring labeled snack. NO NUT PRODUCT! WE HAVE CHIDREN WITH SEVERE ALLERGIES
- Parents need to provide wipes and a change of diapers if necessary
- All children MUST wear shoes
- ONLY two visits per day for children over 18 months – an hour between visits, please.

What age can participate?

The child sitting program accepts children ages 6 months to 10 years of age. Please note that children that are 6 months to 18 months are considered infants. There is limited space for infant care so PLEASE make a reservation.

Americans With Disabilities Act

The Early Learning Program welcomes everyone to participate and enjoy the classes and facilities regardless of religion, gender, ethnic background, disability, and/or sexual orientation. If a child has a disability and parents would like more information for class accessibility, please contact Kimberly Evelsizer at (303) 460-6911.

Compliments and Complaints

Compliments or complaints regarding child sitting need to be reported to:
Early Learning Supervisor
Kimberly Evelsizer
(303) 460-6911
kevelsizer@broomfield.org
or Lead Provider
Bonnie King
bking@broomfield.org

Weather Policy

Under most circumstances child sitting will operate regardless of weather. If the weather is severe and the recreation centers are closed, the Child Sitting area will be closed.

Appropriate clothing is necessary to allow children freedom to participate. Please make sure to accommodate dress for physical activities and weather. Children will not be taken outside in excessively hot or cold weather. On nice weather days, children will be encouraged to go outside on the playground; we ask that you please apply sunscreen to children before visiting.

Reservation Process

Please make your reservations by phone: 303-460-6916
You may make reservations up to two days in advance.
On Fridays, you may also make a Monday reservation.
You may call 7:30 – 8:00 Monday - Friday
8:00 – 1:00 Saturday and Sunday

Please remember that you have a ten minute grace period that you may use before **or** after your reserved time frame. **Reservations may be made up to 2 days in advance**. Children may stay in the facility for up to an hour and a half. THERE IS NO GRACE PERIOD AVAILABLE FOR INFANTS. Child sitting reservations are taken in 30 minute increments, on the hour and half hour only.

Staff and instructors may bring up to 2 children (including an infant) while they are working. They may bring an infant for an hour and a half. Older children may stay for 2 hours. Staff must pay for any additional children. Child Sitting and preschool staff may schedule a maximum of 2 children for up to 3 and a half hours.

Sign In/Out Procedures/ Security

- Parents must accompany their child (ren) into the child sitting facility and sign them in and out of the center each day. This procedure is a critical component of your child's safety in our programs.
- When signing your child (ren) in, please **inform** the child sitting provider if your child has allergies and make sure your belongings are labeled. We ask that you do not lift your child over the gate, allow us to let them in.
- Sign out is also required if parents are taking children from the indoor playground or gym area. Parents must leave their recreation services ID CARD as identification. We only allow 5 infants and 42 children at one time. (Based on staff availability.)
- Parents MUST remain in the building at all times and pick up children promptly. The same person that dropped off the child MUST pick up. NO EXCEPTIONS! At the time of sign in, two parents can sign in with only one signature for signing out. Payment will be taken at the child sitting front desk in the facility.
- Parents **must pay** for children that do not belong to the family unless that child's parent has a membership. For example, families that are babysitting other children and bring them into the facility need to pay for that child. Parents may not utilize the child sitting punch card, or annual pass for other children than their own.

Families with children over 18 months may attend TWICE daily **as long as there is a one hour interval between visits. <u>Infants may attend only once a day.</u>**

Late Parent Procedures

Please return for pick up at the scheduled time. (1½ hours maximum). If parents are late, staff will attempt to locate parents through the paging system. If a parent is more than a half hour late, there will be a $5.00 late fee. Parents will be notified through the paging system to pick up late children.

Medication Policy

Please administer medication for your child before arriving. If medication does need to be given during your visit, please be available to administer. The child sitting staff are not certified to administer medication. We ask for parents assistance with this issue. The child sitting facility will NOT administer medication to children. This includes and is not limited to diaper rash, asthma, and Epipen medication. If medication is needed, parents will be located by the paging system.

Visitors

To ensure the safety of our children, only staff and children in the program are allowed in the child sitting facility. Parents are encouraged to wait for children in the child sitting lobby.

Personal Items

Child sitting and its employees are not responsible for lost, stolen, or damaged items brought to the program. Please leave toys from home outside of the facility to avoid them getting lost. Also note that items brought into child sitting may be opened by staff to find diapers, toys, etc. Please label all items entering the child sitting facility.

Lost and Found

All items will be placed in the lost and found basket in the child sitting facility. The basket will be emptied by a staff member every month. Please ask a child sitting provider if your child's items are missing.

Snacks

Please provide snacks that do not include ingredients with "NUTS". Children in child sitting may have SERIOUS allergies. Please bring quick snacks that we can give children. Example of snacks would be:

- Animal Crackers
- Gold Fish
- Pretzels

Illness

Parents are requested to keep children at home when the show signs of illness including temperatures, any sort of rash, runny (green) noses, coughing, cold shivers, aches, pains and being fussy. If children show signs of illness child sitting staff will be notifying parents to pick up their children.

Communicable Disease

Communicable diseases are reported to the Broomfield County Health Department. The Health Department will determine the appropriate and necessary actions as the situation requires. For the safety and well being of all involved, children with a contagious illness will not be allowed to return to the program without written permission from a doctor, or for 24 hours after administration of medication. Please notify staff if your child contracts a communicable disease and has attended child sitting. Thank you for your assistance!

We will post a County letter from the Health Department if communicable diseases are reported to the child sitting program. We will post the letter within 24 hours of notification (based on business hours of the Health Department). Postings will remain up for one week minimum and longer if required by the Health Department.

Guidance Strategies

Child sitting providers use positive methods of guidance that encourage independence and a sense of responsibility. WE PROMOTE:

1. Redirection is a way to remove the child from an area to a more appropriate activity.
2. Communication with the child concerning the problem is helpful. This communication should not be in front of other children. This leads to embarrassment and ridicule.
3. Only when necessary, if a child needs a minute to calm down, they may be asked to “Take a Minute” by themselves to rethink the situation and make the decision to behave properly. Children are encouraged to rejoin the group quickly.
4. Physical punishment is not tolerated!
5. After a child has been in Time Out 3 times, the parent may be asked to utilize the child sitting facility during off peak hours due to behavior issues with their child. Parents will meet with the Early Learning Supervisor and/or the Lead Provider to discuss a plan of action.

Child Abuse and Neglect

As required by law, staff members will report abuse or neglect of children to the Broomfield County Department of Human Services. A report demonstrates that there is just cause for concern, and should not be interpreted as an accusation toward the parents. Your child’s best interests, health and safety are our prime concerns.

TV Viewing/ Video and Computer Games

Child sitting provides videos that have been previewed by the child sitting provider. These videos are rated G ONLY! We have a computer and video games available for children to utilize. All Games are RATED G.

Parent Responsibilities

Parents are required to remain in the recreation center at all times. Parents must provide snacks, diapers **and** wipes. Parents MUST sign in/out their children each time.

Natural Disaster/Tornado/Fire

Child sitting staff will take every precaution necessary to protect the children!
Staff will assess the situation, promptly notify the Early Learning Supervisor, and determine the proper action to take including: Drills are practiced throughout the year.

1. If and when to notify local authorities
2. Take proper head counts of children
3. Emergency transportation, if necessary

Lost Child Procedure

All children are under direct supervision at all times. However, if a child is lost, staff will notify parents/guardians as well as the supervisor on duty and if needed the Broomfield police.

Custody Situations

It is common for custody of a child to be shared by parents/guardians. In Child Sitting, it is presumed that the parent/guardian who signs in/out has the legal right to the child. REMINDER: The same person that dropped off the child MUST pick up!

Injuries

Minor injuries such as scratches, cuts and bites will be washed with soap and water. NO medication is to be given to children. An “OUCH” report will be given to parents each time. First Aid kits are located in the child sitting room, ice in the freezers.

Serious injury will result in notifying a CERTIFIED EMPLOYEE or BUILDING SUPERVISOR. Staff will call 911 and notify a building supervisor immediately. Child sitting providers must be CPR/FIRST AID certified.

Toilet Procedures/Potty Training

Children will be taken to the restroom based on necessity. Infants will be changed when needed. Please provide diapers and wipes for your child. If diaper rash ointment is needed, parents will be responsible for changing their child.

We understand that potty training is a very important part of the developmental process. Due to the high volume of children we will do the best we can to help with this process. We will handle each child by a case by case basis. Unfortunately, we may not be able to meet this need each time.

Indoor/Gym Procedures

Children are invited to go to the indoor playground and gym during their visit. Please make sure that you sign your child out in the child sitting facility before picking up your child from the gym or indoor playground.

First time visitors

First time visitors will not be charged their first visit in the facility. Please come and try out the facility, we welcome ALL FAMILIES.

Accountability

Children will be counted on arrival, during their visit, and at departure. All staff will be taking head counts continuously for safety of the children. Child sitting providers MUST communicate to each other when they are going to take a group of children from the room, and use a “HEAD COUNT” sheet for attendance. All children leaving the room are to have their names on the head count sheet. Parents will sign this form when checking their children out. If there are too many children based on the ratio of 1 staff member to 7 children, child sitting providers must notify the Early Learning Coordinator, or Facility Supervisor. We use “Walkie Talkies” for communication.
** Please Note: Ratios for the children may change due to special situations**

Let us know if we can answer any questions for you. We are here for you and your children!