



# 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 program and our guidelines. 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!

## **Program Description**

PDRC Child Sitting is a non-licensed temporary, short term child care service for children ages 6 month to 10 years. Members and Guests may use this service while working out in the PDRC facility. Activities include arts and crafts, games, playground, singing, dancing, water games, limited TV, computer games, iPads, face painting, Beauty Shop Day (we paint nails), Spanish lessons (simple words), and Sign Language (simple words and phrases).

## **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!

## **Licensing**

Under the general rules for child care facilities issued by: THE DIVISION OF CHILD CARE COLORADO DEPARTMENT OF HUMAN SERVICES, the PDRC Child Sitting program is **exempt** from licensing requirements under the section 7.701.11 Licensing Exemptions (Rev. eff. 4/1/11) B. 3. A child care center operated in connection with a church, shopping center, or business where children are cared for during short periods of time, not to exceed 3 hours in any twenty four hour period of time, while parents or persons in charge of such children, or

employees of the church, shopping center, or business whose children are being cared for at such location are attending church services at such location, shopping, patronizing or working on the premises of the business. This facility must be operated on the premises of the church, business, or shopping center. Only children of parents or guardians who are attending a church activity or patronizing the business or shopping center or working at the church, shopping center or business can be cared for in the center.

#### **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 CHILDREN 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 – All visits must have an hour in between; 1 visit a day for children under 18 months.
- Parents with children over 18 months and/ or 20 pounds will need to assist in changing diapers.

#### **What ages 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 Child Sitting 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 prior to the first visit, please contact Beverly Sternberg Child Sitting Director at (303) 460-6941.

#### **Compliments and Complaints**

Compliments or complaints regarding child sitting need to be reported to:

Child Sitting Director

Beverly Sternberg

(303)460-6941

[bsternberg@broomfield.org](mailto:bsternberg@broomfield.org)

or

Early Learning Supervisor

Kimberly Evelsizer

(303) 460-6911

[kevelsizer@broomfield.org](mailto:kevelsizer@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 reservations online at: [www.Broomfieldrecreation.com](http://www.Broomfieldrecreation.com)

You may also make reservations by phone: 303-460-6916

You may make reservations up to two days in advance.

You may call 8:00 a.m. – 8:00 p.m. Monday - Friday

8:00 a.m. – 1:00 p.m. Saturday and Sunday

Parents/legal guardians who have a PDRC membership will receive free child sitting.

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 children 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. Please make sure that you are staying to ensure your child is safely behind the gate before heading to your workout.
- When signing your children 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. Please allow staff 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. Credit card

payments will be taken at the child sitting front desk in the facility. Cash or checks will be accepted at the desk in child sitting.

- 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.
- Parents will be paged if a child cannot be comforted from crying after the first 10 minutes.
- **ONLY** two visits per day for children over 18 months – All visits must have an hour in between.

### **Parent Responsibilities**

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

### **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!

### **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 staffs are not certified to administer medication. We ask for parental 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 left behind 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**

Parents may bring one snack per child per day. Please place all snacks in a Ziploc baggie and label it with the child's name.

Accepted snacks are: goldfish, fruit snacks, bananas, applesauce, cheese sticks, puffs (for infants) and milk in a bottle for infants. Children may bring a water bottle.

### **Illness**

Parents are requested to keep children at home when they 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, and/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 Child Sitting Director 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 and PG ONLY! We have a computer and video games available for children to utilize. All Games are RATED G. Television time is limited.

### **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.

### **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 are CPR/FIRST AID certified.

### **Diaper Changing/Toilet Procedures/Potty Training**

Children will be taken to the restroom based on necessity. Infants under the age of 18 months, who weigh no more than 20 lbs will be changed when needed. If your child is too heavy to lift onto the changing table, staff may call parents to come change the child. 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 Supervisor, 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!*