Welcome to our Drop in Child Care Room. Our goal is to provide for your child a positive, interactive, and safe environment, while allowing you to enjoy the many amenities at the facility. We have many organized, age appropriate activities for your children to enjoy during their visit. All our staff members working in the childcare facility are CPR/First Aid certified.

All child care employees receive a background checks which includes drug and fingerprinting. All staff are certified CPR/First Aid.

**FEES:**

- $4.00 per child for a maximum of two hours.
- $36.00 for a 10 visit punch card (includes 2 bonus visits).
- $72.00 for a 20 visit punch card (includes 4 bonus visits).

**HOURS OF OPERATION:**

- 8:00a.m to 12:00p.m. Monday-Friday, 4:30p.m – 8:00p.m Mon., Wed., Fri. 4:30pm-8:30pm Tuesday/Thursday and 8:00am to 12:00pm Saturdays and Closed on Sundays.
- Two staff members and no more than sixteen children. No more than three non-walking children to assure proper supervision.

**GUIDELINES:**

1. The age requirements for our site are: ages 6 months to 12 years of age.
2. There is a 2 (two) hour time limit. Late pick up may result in a $1.00 per minute, per child charge.
3. You may call 617-4793 to reserve a space 24 hours ahead. You must check in with staff at least 5 minutes prior to your scheduled time or the space will be given away. Otherwise space is on a first come basis. Hours are subject to change.
4. Parents must remain on the premises at all times when their children are in the Child Care room. The staff must know where you will be so they can find you if necessary. Parents will provide their own sleeping mat and/or portable playpen.
5. If your child is in diapers or cannot hold their own bottles, please change and/or feed them prior to dropping them off at child care. You will be called to the child care center to change the child.
6. For the safety of others, please do not bring any children into the child care room if they have been sick in the past 24 hours; this includes a fever, vomiting, or diarrhea, or any other cold or flu symptom.
7. All children must be signed in and out by a parent or guardian that is registered on their pass holder’s information card. ID must be shown when picking up your child.
8. Dry food is permitted if it is on the approved snack list. Please see a staff for the list. *No peanut products of any kind!*
9. When paged, the parent/guardian must respond within five minutes to resolve the concern of their child.

10. Children are expected to be respectful and courteous to staff and other children during their time in the child care room. Disruptive or dangerous behavior may result in suspension from child care. Each child will be given two (2) verbal warnings. After that will result in contacting the parent.

I __________________________ acknowledge that I have read and understand the procedures and guidelines for the Drop in Child Care Room at the West Sacramento Recreation Center.

Name of Children: __________________________________________________________
________________________________________________________________________

Parent/Guardian Signature: ________________________________________________

Date:__________________________

Revised 10/1/10