HOURLY CHILD CARE POLICIES & PROCEDURES

1. The childcare facility is available to Clearfield Aquatic Center patrons only. CAC patrons must remain in the building while utilizing the hourly childcare center.

2. Parents are required to have a current and complete admission agreement and release of liability form on file before a child can be left in our care.

3. Children must be signed in and out each time the child enters the area with first and last name. If parent fails to put down a sign out time we will automatically deduct the total operating hours in which your child attended from your punch pass.

4. No child will be released to any individual not listed on the child’s admission agreement. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.** Please let us know if someone other than you (who is also on the admission agreement and 18 or older) will be picking up your child.

5. Child care staff may not administer any medications to the children while in the day care, this includes diaper creams.

6. You may bring your child a nut free snack to have during the time that they are in the day care. For every child’s safety, no nut products of any type may enter the room or be left with children in our care. We do not allow gum. We provide one small snack per hour your child is in the daycare.

7. We encourage bringing any specialty items your child may desire for their own comfort. Please label all items that belong to your child. We will not always remember who came with which diaper bag, bottle, cup, pacifier, lunch box or toys. We rely on you to help us keep track of your child’s belongings.

8. All diapering supplies must be provided by the child’s parent and labeled.

9. We will make every effort to make you and your child comfortable while in child care. We will work with you to develop a smooth transition into hourly child care. If a care giver can not calm a child, the parent will be notified and the situation discussed. The parent must attend to the child if requested to do so.

10. To help prevent your child and others from getting sick, we ask that you do not bring your children if they are feeling ill or have the following symptoms: fever, vomiting, green or yellow mucus, and eye or skin infections. Children who exhibit these symptoms may not be admitted or parents may be asked to pick up a child who exhibits these symptoms.

11. Children must come to the child care area in shoes and socks. Sandals and boots are fine, but they must remain on the child. Please dress your child in clothing appropriate for the weather so they can enjoy being outside.

12. Please leave small items, toys, and money at home; they are un-safe around small children. If you leave a diaper bag at the day care it must not contain any medications, personal items or valuables.

13. In the case of an emergency follow all posted procedures and evacuate the building immediately. All children will be escorted out of the North exit and will assemble at the pavilion directly west of the Clearfield Aquatic Center.

14. Please familiarize yourself with our hours of operation as they may change seasonally to meet the needs of members. Hours are subject to change without notice.

15. During our busiest times we may hold a craft, music or movement class, and older children may be taken to the Wet Classroom (in the pool area) or the Multi-Purpose Room A (upstairs) if they would like to attend.

16. We prohibit the use of drugs, alcohol, tobacco, and sexual explicit materials on the premises.

17. Child care punch passes will become null and void one year after the date of purchase; there will be no refunds given for punch passes after this time. There will be a fee of five dollars for any refunds on child care punch passes.

18. If a child is left past posted closing times parents will be charged double.