

AGE GUIDELINES & IMPORTANT INFORMATION

The Drop-In Child Care program is designed for children ages 2-8 (2 year olds do NOT need a center membership or day pass). Bring child in clean pull up/diaper if not yet potty-trained. Parent/guardian will be contacted if pull up/diaper change is needed. Staff cannot change pull ups/diapers. Child memberships start at age 3 and are still required to participate for those 3 and up. While parents are enjoying our facilities, the children will participate in a variety of age appropriate activities.

HOW DO I REGISTER MY CHILD FOR THE DROP-IN CHILD CARE PROGRAM?

You can register your child at any of the Virginia Beach Community Recreation Centers. Your child will need a valid Recreation Center Membership or a day pass and a Drop-In Child Care Month-to-Month Membership, \$20/month or a Drop-In Day Pass, \$5/day to participate in the program. Only a parent/guardian can purchase a Drop-In Child Care Month to Month Membership.

HOW DOES DROP OFF & PICK UP WORK?

— SIGNING IN:

After scanning in your membership cards at the front desk upon entry, you will complete the necessary information on the sign in/out sheet and on the corresponding stickers for you and your child to wear in the Drop-In Child Care area. Staff will retain your child's membership card in the Drop-In area.

— SIGNING OUT:

You will complete the necessary information on the sign in/out sheet. A photo ID will be required for pick up (membership card qualifies). You will also need to provide the corresponding stickers. To ensure a safe and secure environment only the parent/guardian checking in the child will be permitted to check out the child from the program. Parent/guardian must remain in the facility while the child is in the program. Running or exercising outside of the facility is not permitted. There is a 2-hour limit per day.

WHEN SHOULD MY CHILD STAY AT HOME?

FEVER OF 100 OR MORE	PINK EYE
EXCESSIVE COUGHING	HEAD LICE
SORE THROAT	UNDIAGNOSED RASHES
DIARRHEA OR VOMITING	OTHER CONTAGIOUS ILLNESSES

Parent will be notified for pick up if child develops symptoms while in our care. Following Recreation Center policies, if your child is school aged and school is in operation, your child will not be permitted to attend the program.

WHAT ITEMS SHOULD STAY AT HOME?

We ask that you please leave all electronics, toys and stuffed animals at home. Our Drop-In area has a wide variety of age appropriate toys and games that your child will enjoy. Medications should not be brought into the area because our staff cannot administer medication to your child. Due to allergies, food and drink are not allowed in the program, but a labeled water bottle is permitted.

WHAT SHOULD MY CHILD WEAR?

Clothes for active play are recommended. Closed-toe shoes are required. Socks are required for centers with play structures. Bring child in clean pull up/diaper if not yet potty-trained.

WHAT IF MY CHILD GETS HURT?

In case of an accident, the staff will provide basic first aid and the parent will be asked to assess the child. There is at least one staff person on duty trained in first aid, CPR and rescue breathing.

WHAT IF MY CHILD CRIES?

Staff are trained to use positive methods to re-direct to a fun activity. If crying persists for more than 15 minutes, and after all attempts to console exhausted, parent will be asked to return and comfort or remove their child.

HOW IS DISCIPLINE HANDLED?

Staff are trained in behavioral guidance that is constructive in nature, while being age and stage appropriate. Redirection, positive reinforcement and clear communication of expectations to manage inappropriate behavior and to resolve conflicts is utilized by staff. Parents/guardians will be notified if techniques are unsuccessful and child is a danger to self or others (hitting, biting, bullying). Potential suspension from Drop-In Child Care program is persistent disruptive behavior continues.

WHAT HAPPENS IN THE EVENT OF AN EMERGENCY?

In case of fire or facility evacuation, staff will escort the children in their care out of the facility to a safe area. The Drop-In Child Care staff will take the sign-in sheet with them and parents will be required to sign out their child prior to leaving the designated area.

WHAT HAPPENS IF THE PROGRAM IS FULL?

To ensure a safe environment for your children, there could be occasions when we have to restrict the number of children that can be in our Drop-In Child Care area. We regret that we might have to ask you to wait a period of time before you will be able to leave your child in our care.