

## Tot Care Policies

- 1) Ages accepted are 12 weeks to 10 years old.
- 2) There is a 2 hour limit.
- 3) Parents are asked to inform Tot Room staff where they will be in the building. Parents must remain on The Timbers grounds while their child is in the Tot Room. Parents are permitted to run or walk outside but must stay within Coffey Park.
- 4) Tot care is free for members and \$4.00 for non-members, if room is available.
- 5) The ratios for tot care is 1 staff member for every 4 children under the age of 2 years old and 1 staff member for every 8 children over the age of 2 years old. Participants may be turned away if the room has reached its maximum capacity.
- 6) Food and beverages are not allowed in the Tot Care area.
- 7) Staff do not change diapers or assist in the restroom. Staff will notify the parent if a diaper needs changing.
- 8) If child becomes out of control or cannot be consoled after 15 minutes, the parent will be called.
- 9) All children must be signed in and out and a health form needs to be on file for each child.
- 10) If a child is physically hurt, staff will complete an incident report and will ask the parent to sign off on it at pick up.
- 11) In the event of an emergency in which the facility needs to be evacuated, staff will take children to a designated meeting area. In the event of a tornado, staff will bring children to the women's locker room.
- 12) Staff may take older children into the gymnasium if staffing levels allow.
- 13) Check with staff for current tot care hours. The Timbers of Eureka reserves the right to change the hours of operation as necessary.

### Tot Care Sick Policy

Parents, please understand that we strive to provide a healthy environment for all children and staff. The following list includes, but is not limited to, some of the signs, symptoms and behaviors that may result in your child's exclusion from the Tot Room. Please be mindful of these things when deciding whether or not to bring your child to the Tot Room.

- A reportable illness that a physician says has not had sufficient treatment to reduce risk to others.
- A fever of 99 degrees Fahrenheit or higher within the last 24 hours.
- A child who has vomited within the last 24 hours.
- A child who has had diarrhea/loose stool within the last 24 hours.
- A bacterial infection such as strep throat and has not completed 24 hours of antibiotics.
- An undiagnosed rash or a rash attributable to a contagious illness or infection.
- Chicken pox or similar sores, until the child is no longer infectious and the sores are all gone.
- Contagious conjunctivitis (pink eye) or discolored drainage from the eye.
- Lice, ringworm, scabies, etc. that is untreated and contagious to others.
- Significant respiratory distress (bad cough), and/or a profusely runny nose, with green/clear mucus.
- Unexplained lethargy or who is not able to participate in activities within reasonable comfort.

**It may be necessary to provide a physician's verification or wellness prior to a child being permitted to return to the Tot room.**