

Tot Room Policy



- 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) Timbers staff do not change diapers or assist children 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 the children to the designated meeting area. In the event of a tornado, staff will bring the children to the women's locker room.
- 12) Staff may take older children into the gymnasium if staffing levels allow.
- 13) Sick children, or those who have been sick, are not permitted in the Tot Room. It may be necessary to provide a physicians verification of wellness prior to a child returning to the Tot Room.
- 14) The tot room is open Mondays - Fridays from 8:00 a.m. - 1:00 p.m., Mondays - Thursdays from 4:00 - 8:00 p.m. and Saturdays from 7:30 a.m. - 1:00 p.m. Tot room is closed on Sundays. The Timbers of Eureka reserves the right to change the hours of operation as necessary.