

Child Care Hours (effective 7/1/2015)

Monday	8:30 a.m.-1:30 p.m. 4:15-8 p.m.
Tuesday	8:30 a.m.-1:30 p.m. 4:30-7:30 p.m.
Wednesday	8:30 a.m.-1:30 p.m. 4:15-8 p.m.
Thursday	8:30 a.m.-1:30 p.m. 4:30-7:30 p.m.
Friday and Saturday	8:30 a.m.-1:30 p.m.
Sunday	8:30 a.m.-12:30 p.m.

Child Care hours are subject to change.

Fees (Visits = 2 hour maximum):



Daily Fees

\$3.00 per hour member

\$4.00 per hour non-member

Members may purchase **punch cards** to keep in the childcare room rather than paying each day. Please ask about this option at the reception desk. (**\$10/\$20/\$30 punch card denominations**)

Ages:

Care is available for children ages 1 - 7 years

Security:

- Children will be released only to those individuals who initially signed them in.
- Parents must be inside the facility. Do not leave the facility if your child is in childcare.

Reservations and Wait Lists

No reservations are accepted. Space is available on a first-come, first-served basis. A wait list will be initiated as needed.

Sick Children:

We appreciate your cooperation in leaving ill children at home so sickness will not spread to other children or staff.

Please keep children home if they have:

- Stomach ache or nausea
- Eye colds
- Sore throat
- Diarrhea
- Chills
- Earache
- Fever during previous 24 hours
- A prolonged cough brought on by cold or other illness
- Skin rash
- Heavy nasal discharge



Snacks and NUTS



There are no scheduled snack times. Please bring a snack (no nut products please) for your child if you'd like him/her to have one while in the child care room.

Because of some severe allergies to nuts and nut products, we ask that you not bring any nuts or nut products into the child care room under any circumstances. Please check packaging to see if the snack you are sending could have been packaged in a facility that also packages nut products.

Revised 7/2015



Mansfield Community Center
Family, Fitness, & Fun

When dropping off your child:

1. Sign in your child and leave any necessary items, labeled with your child's name.
2. If you are paying the daily fee, please pay at the reception desk prior to dropping off your child(ren). ***You will need to show your receipt to staff in the child care room.***
3. Communicate to childcare staff any special needs or issues: ex. Allergies, asthma, etc.
4. Note the time you signed your child into the center.
5. Write down the area(s) of the center you expect to be in while your child is in the child care room.



Policies and Procedures:

- ✓ Maximum time allowed per day – 2 hours
- ✓ Parents will be paged in the facility as needed by staff.
- ✓ No sick children will be permitted into the childcare area. If your child becomes ill while in the area, parents will be notified immediately.
- ✓ Please label all of your child's belongings with his/her name.
- ✓ The Child Care Room will provide age appropriate toys. For safety and hygienic reasons we ask that children refrain from bringing their own toys to childcare.
- ✓ Children must wear shoes at all times.
- ✓ Disruptive or inappropriate behavior will not be tolerated. In these circumstances, parents will be notified immediately.
- ✓ If a child is inconsolable for more than 15 minutes, parents will be notified and asked to return to the childcare area to assist staff or remove the child from the area.
- ✓ Children will be released **ONLY** to the person who dropped them off.
- ✓ Medications will not be administered by childcare staff with the exception of prescribed epipens.
- ✓ If your child is in diapers or pull-ups, please label and leave extra ones. If your child needs to be changed and you did not leave an extra diaper you will be charged \$1.00 per diaper. Please bring your child freshly diapered.

Child Care Room

Policies, Procedures
& other information



10 South Eagleville Road
Mansfield/Storrs, CT. 06268
429-3015