

BAAC Day Care Policies and Procedures

Hours: Monday thru Friday 8:00 a.m.- 11:00 a.m.
Monday thru Thursday 4:00 p.m.- 8:00 p.m.

Ages: Children ages 3 months to 9 years are welcome.

Cost: \$2.00/ hour for 1st child and \$1.00/hour for all other children. A \$20 or \$40 nursery punchcard is available for purchase at the front desk for the convenience of parents who use the nursery often.

Welcome to the BAAC Children's Room. It is our pleasure to offer a safe and fun environment for your child while you enjoy the club. In order to provide the highest quality of care for all children, the following policies and procedures shall be followed:

General Guidelines

1. **Parents must remain in the club the entire time their children are in our care.**
2. Parents will be asked to fill out an information sheet about each child during their first visit. This will enable us to better meet the needs of all children. Cards should be updated as your child grows and their needs change.
3. **Infants under 12 months will be limited to a stay of up to 1 ½ hours.**
4. We will provide care for a maximum of 10 children at one given time; including a limit of 2 infants under 10 months old. When Children's Room is at the maximum number, each child's stay will be limited to 1-½ hours in order to decrease the wait time of parents arriving when room is full.
5. Parents must be present to drop each child off and must sign in each child upon arrival. ***No children will be accepted without an adult present.***
6. Children will be released only to the person who dropped them off unless otherwise requested at time of arrival.
7. When room is empty, our staff will often work in other areas of the club. If you arrive and do not see the caregiver, please alert the front desk staff. We will be paged immediately.
8. We discourage children from bringing any toys from home as it is too easy for them to get lost or broken and it can cause problems with sharing. If your child *must* bring a toy from home, please label it with their name.
9. Children will sometimes have a hard time separating from parents. If we are unable to help your child feel better after 10-15 minutes, we will call you to come and help us. Children unable to calm down may be asked to come back and try another day.
10. We encourage older children to bring in homework; a table will be reserved in the evening for any children wishing to complete homework. We will be available to assist as needed.

Activities and Play

11. We will provide a variety of games and activities for children during each childcare session. Activities for toddler aged children and older may include painting, coloring with markers, playdough, climbing, and ball games. Please dress children accordingly.
12. We will occasionally bring children downstairs for ball play in Court 1. Small children will be carried or helped down the steps. Please alert us if your older child will need help on the stairs.
13. Children age 5 and over that have their parent's permission can go by themselves downstairs and play basketball or racquetball in Court 1. We will keep a general eye on the court through the window in the Children's room.

Infants and Toddlers

14. Infants and Toddlers should have a diaper bag with diapers or training pants, extra clothes, and any needed food or bottles.
15. If your child is without an extra diaper and requires a change, we will provide extra diapers for \$.50 each.
16. If your child is potty training, please let us know and provide an extra set of clothes in case of accidents.
17. . All food and bottles must be labeled with child's name.
18. We are not equipped to change diapers on a regular basis. We will provide diaper changes only as time permits. If a child has a soiled diaper, a parent may be paged to come and change their child if we feel we cannot properly supervise other children.

Food Policies

19. We will provide a small snack at different times throughout each childcare session. This is usually crackers and Gatorade or water. We will occasionally have a special snack (i.e. popcorn or muffins) so please alert us if your child has any food allergies or if there is a kind of food you do not want your child to have.
20. If you bring food from home, please bring enough to share with other children.
21. Please try to avoid bringing your child during their mealtimes. If needed, we will attempt to accommodate each child's food needs; however, if we are busy, we may ask you to stay with your child in the lounge until they have finished their meal.
- 22. Please do not bring candy or gum.**

Discipline

23. We will keep children busy to try and avoid many discipline problems. However, children are children and occasional problems will occur.
24. Disruptive children will be talked to and may be given a timeout.
25. Parents of children who repeatedly hurt others or continue to be disruptive may be paged and asked to try again another day.

Illness Policies

26. **Children must be 100% free of illness to attend the children's room.** Please keep all sick children at home for the duration of their illness. Children will not be accepted with the following:
 - Fever of 100 degrees or more
 - Yellow or green runny nose
 - Sore throat
 - Rash (other than mild diaper rash)
 - Cough
27. Please alert Children's room if your child comes down with any infectious illness or disease (I.e. Chicken Pox, Strep throat, Pink Eye).
28. A note about teething- Though children can have a slightly elevated temperature and runny nose from teething, a fever over 100 degrees and/or a colored runny nose are still indications that we are not able to provide adequate care for your child.

Thank You for taking the time to read over these guidelines. Please keep a copy handy. If you have any questions, please let our staff know and we will be happy to help you.