



pcmarc

A higher degree of play

Park City Municipal Athletic & Recreation Center Childcare Policies and Procedures

PARENTS VERSION

Our childcare is designed to make your visits to the PC MARC as pleasurable as possible. We are happy to provide to parents the time they need to enjoy their workouts and programs.

OPERATIONS:

The childcare is provided for patrons using the PC MARC. **Parents must be on the premise at all times.**

We are designed to provide convenience to patrons that are working out or participating in recreational programs.

CHILDCARE DIRECTOR:

Tate Shaw – 435-615-5418

HOURS:

Monday-Friday

8:30am - 2:00pm

Monday – Thursday (winter season ONLY, please check website for current hours)

4:00pm – 7:30pm

Closed Weekends and most holidays

FEES:

\$4.00 per hour per child

As an hourly facility, a **four-hour maximum length of stay** will be enforced.

AGE POLICY:

Children must be between one and six years of age (**no exceptions**).

ADMISSION POLICY:

Parents must check in at the Front Desk of the PC MARC. Please fill out a Childcare slip and then proceed to the childcare center. Once at the childcare, parents must do the following:

- If checking in your child/children for the **FIRST TIME:**
 - Fill out Childcare Admission Agreement
 - Fill out Emergency Procedures Waiver
 - Each visit you will sign in your child in and out on our Waiver and Release Form.

- The childcare center staff must be able to locate you around the facility if needed. We appreciate your cooperation!

Children will be released only to those persons whose names are listed as emergency contact on file when parents are unavailable. If the person picking up the child is different then the person dropping off the child, **I.D. will be required.** Signing out on the waiver/activity sheet is also required from each person.

PAYMENT/SIGNING CHILD OUT:

The parent/guardian (or pre-authorized person) will pay and bring their childcare slip marked "Paid" to childcare, Sign child out on our Wavier and Release Form located in the Daycare Center.

DISCIPLINE POLICY:

A child under no circumstance will be discipline with any kind of physical or emotional punishment. However, a child will be encouraged to share and play well with other children in the center. **If a child is unruly or cries for an extended amount of time, the parents will be called to the childcare center so that they may handle the situation and/or comfort the child.**

FOOD POLICY

Parents will provide all snacks and drinks in containers and cups labeled with child's name. Snacks must be pre-made, ready to eat. The attendant will not prepare food.

DIAPER/CLOTHING POLICY:

Please drop children off in a clean diaper. Also please provide an extra diaper with wipes, cream or powder for your child. If your child is potty training, please provide extra clothes in case there is an accident, if your child does not have extra clothing at the time of an accident parents/guardian will be contacted to pick up child.

MEDICATION POLICY:

Under no circumstance will an attendant give medication to a child under our care.

Medical conditions should be stated on the Health Evaluation session found on the centers Childcare Admission Agreement form.

SICKNESS POLICY:

The safety and welfare of the children in our care is of the up most importance. With that in mind, we will exercise a sickness policy.

Clearly, if a child is unwell, he/she should not be brought into the childcare facility as a courtesy to all patrons. If a child is visibly sick, the parent will be asked to take the child home.

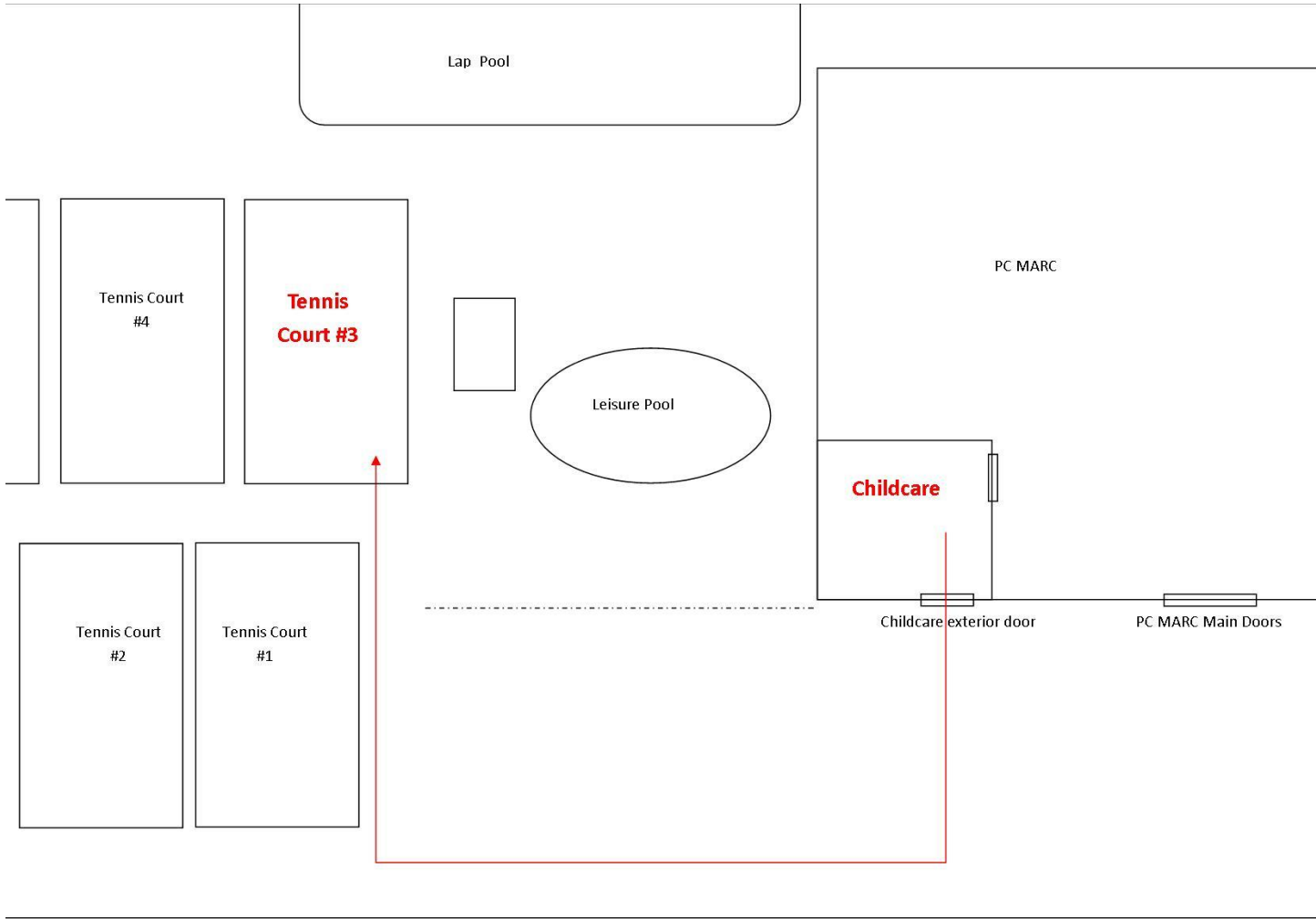
PERSONAL POSSESSION POLICY:

We encourage parents to **not** bring their child's/children's toys into the childcare facility. We would rather not assume responsibility over lost or stolen items. Moreover, your child may be more inclined to get upset if another child wants to play with his/her personal toy.

EMERGENCY PROCEDURES:

Emergency procedures and evacuation routes are posted in the childcare center for your inspection. Please ask childcare attendant for its location. We are also including a copy of the Emergency Evacuation Procedure in this manual for your records. Please let us know if you have any questions

The PC MARC thanks you in advance for your cooperation in making the childcare facility run safely, smoothly and efficiently.



Parking Lot