

## ► Emergency Procedures:



In case of an emergency, please be aware of the following:

**Accident or Medical:** In the event of an accident or medical emergency (respiratory, cardiac, severe bleeding), **the staff will first call 9 -1-1 for care, then notify the parent.** If necessary, the injured child will be transported immediately to the appropriate hospital by ambulance. The parent will then be instructed to which hospital their child was transported.

**Fire:** In case of a fire, the staff will take the children to:


- A. **Primary Exit:** Directly out the front door of Community Center. Children will be taken to the North-West corner of the parking lot.
- B. **Secondary Exit:** Back door of Kitchen. Children will be taken to the South-East corner of the parking lot.

**Tornado:** If a tornado condition erupts (i.e. the tornado siren sounds) the staff will move children to the designated tornado shelter area. The Community Service hallway and/or bathrooms in this area are the official shelter sites. Facility users will be notified over the public address system in the event of a tornado warning.




Solon Recreation Department  
Solon Community Center  
35000 Portz Parkway  
Solon, Ohio 44139

Phone: 440-248-5747  
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# "KID ZONE"



SOLON RECREATION  
DEPARTMENT  
Solon Community Center

► **Babysitting Room**

Inside:

- Hours and Fees
- Helpful Hints
- "Must Know" Information

Phone: 440-248-5747

## ► What is the Babysitting Room?

Your little ones will enjoy this kid-friendly environment in Kid Zone and at the same time, parents will enjoy the comfort of knowing their children are in good hands while they are taking a class or working out in the Community Center.

The babysitting room will supply up to two hours of playing, socializing and learning with other children in the room. The child care staff will be Red Cross trained in Infant/Child CPR, Child AED and first aid.

Adjacent to Kid Zone is a fully fenced outdoor playground with protective surfacing. Also in this room are child-size bathrooms, changing areas, a computer, games, books and toys galore. Kidz Zone is located off the commons area and is easily accessible.

## ► Fees and Payment:

Babysitting rates start at \$2.00 for the first hour and 50¢ for every additional 15-minutes or portion thereafter. The Babysitting Room staff will round up to the nearest 15-minute increment. The rates are based on a per child basis. There is no discount for multiple children from the same family or for a group of children.

After a child has reached the two hour maximum stay in the Babysitting Room, a penalty fee of \$3.00 for every 15-minutes will be assessed. If a late pick-up occurs more than two times, that person's babysitting privileges may be revoked for 30 days.

### Fee Breakdown:

- 1 minute - 1 hour = \$2.00
- 1 hr. 1 min. - 1 hr. 15 min. = \$2.50
- 1 hr. 16 min. - 1 hr. 30 min. = \$3.00
- 1 hr. 31 min. - 1 hr. 45 min. = \$3.50
- 1 hr. 45 min. - 2 hours = \$4.00

For your convenience punch cards are available in \$10.00 increments. Payment is due when you pick up your children. No IOUs'

## ► Expected Babysitting Room Behavior:

- Keep your hands and feet to yourself.
- Show respect for yourself, others and property.
- Share.
- Take turns.
- Wash hands upon entering the Babysitting Room.

Our goal with discipline is for each child to develop increasing self-control and the ability to play and cooperate with others.

Time Out is our **ONLY** method of discipline used. Parents will be informed of any incidents and documentation will be completed.

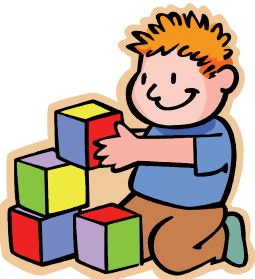
It is impossible to provide continuous one-on-one supervision or handle severe behavior problems. A child requiring constant attention of one caregiver may not be accepted.

## ► Parents Will Be Paged For:

- Parents will be paged to the Babysitting Room if a child becomes ill. The parent will be asked to remove the child immediately.
- Parents will be paged to the Babysitting Room if a child cannot be quieted from crying in a reasonable amount of time (15 minutes) and appears to be distressed. Parents will be expected to comfort and remove the child.
- Parents will be paged to the Babysitting Room if a child soils his/her diaper. For sanitary and safety reason, staff are not permitted to change diapers.

## ► General Guidelines:

- Maximum time a child may stay in the Babysitting Room is two (2) hours per visit /per day. However, we suggest the longest a child, especially small infants, should stay around one to one and a half hours per visit / per day.
- For the safety of the children, all parents or guardians must sign children in and out of the Babysitting Room. **No child will be permitted to leave the Babysitting Room with another person**, regardless of relationship, unless prior written permission is given to the Kidz Zone Coordinator.
- Current Babysitting Room Medical Forms must be on file prior to using the babysitting services. Forms are available in the Babysitting Room.
- The Babysitting Room Staff will not be responsible for changing diapers or assisting with bathroom needs other than snaps or buttons.
- Food and/or beverages will only be allowed in the Babysitting Room with special permission of the staff. Snacks must be small items such as crackers, cereal, pretzels, etc. All items must be labeled and contained in unbreakable, spill proof containers. Bottle containers will not be permitted.
- The Babysitting Room staff is not responsible for personal belongings brought into or left in the Babysitting Room. Please place all valuable items in lockers located in the Locker Room.
- The Babysitting Room staff reserves the right to verify a child's age.



## Solon Community Center

## ► Who Can Use the Babysitting Room?

The Babysitting Room will be open for children between the ages of four months and seven years during a.m. hours. P.M. hours the Kidz Zone will be open to children 6 months through 11 years old.

Parents must be actively participating in a program or meeting and be present in the Solon Community Center at all times while your child is in the Babysitting Room. This does NOT include times spent at the Solon Community Park or during a private

## ► Helpful Hints to Assist Your Child:

- Please have your child fed and in a clean diaper before leaving him or her in our care as the care givers cannot feed the children.
- Alert us to any **allergies** or **special needs** of your child.
- If your child has a favorite blanket or toy, bring it with you. Remember to put your name on it. No toys with small parts will be permitted in the Babysitting Room due to younger children sharing the room. Hand-held electronic toys will be permitted (i.e. Game Boy).
- **For children who are not yet walking, a car seat, or stroller is required.** This provides a safe and comfortable environment for your child.
- Bring your own diaper changing supplies, the Babysitting Room will not supply these items. The Babysitting Room staff will **not** change diapers.



## ▶ Health Issues:

- **The maximum number of children permitted in the Babysitting Room at one time is up to the discretion of the Babysitting Room Staff on duty.** They will make the appropriate decision taking into consideration the staff and the ages of the children in the room.
- To protect other children, it is the responsibility of the Babysitting Room Staff **not to accept ill children.**
- The Babysitting Room does not accept children with a runny nose, fever, diarrhea, vomiting or communicable skin rashes.
- Our staff is **NOT PERMITTED** to administer **medications.**
- All children must wear socks and shoes according to the Health Department.
- Please join us and the Healthy Solon Initiative for a healthy Kidz Zone.

## ▶ Special Instructions:

Please inform the staff of any special instructions or needs your child may have when you bring them to the Babysitting Room. We provide a variety of toys and art supplies for your child to play with. If you do not wish your child to use a specific item (i.e. glitter, glue, paint, playdoh) please inform the staff upon arrival.



## Solon Community Center

Our Promise  
to you...

While you enjoy the programs offered by the City of Solon Recreation Department or the facilities at the Solon Community Center, we promise to provide a safe, healthy and nurturing environment for your child. Please feel confident that our Babysitting Room is staffed with mature caregivers, trained in First Aid, CPR and AED. We constantly strive to respond to the individual needs of each and every child. Your suggestions, comments and questions are always welcome.

## ▶ Babysitting Room Hours:

Monday - Friday : 8:00 a.m. - 12:30 p.m.

Monday - Thursday 4:00 p.m. - 8:00 p.m.

Saturday : 9:00 a.m. - 1:00 p.m.

Closed Sundays/Holidays

**Babysitting Room hours may change based on demand.**

The Babysitting Room is available on a first come first serve basis. Reservations are suggested and can be made up to 2 weeks prior to the date needed. There is a 15-minute grace period for dropping off children for a reservation. If the child has not been dropped off during this period, the next child will be admitted and that person that did not show up will be assessed the entire fee for the scheduled babysitting. If a person fails to show up twice for a reservation, their babysitting privilege may be suspended or revoked. You must cancel your reservation 24 hours in advance to avoid the penalty.