

## Childcare/Babysitting

*The Tot Room staff offers a variety of activities for the children. Arts and crafts, weekly coloring projects, activities which promote creative play and games that encourage fine and gross motor skills. It is our goal to promote a healthy, fun and safe environment for your children while you enjoy the Community & Recreation Center.*

A variety of programs are offered for young children within the Community & Recreation Center.

The schedule of programs is available at the C&RC Front Desk.

*\*The Community & Recreation Center staff reserves the right to revise the ratio of children to be allowed in the room at any time.*

*\*\* Occasionally we will use photography for marketing brochures, media including television, etc. By registering for any USC Recreation program, class, or event, you are agreeing to allow the publication of any photos taken of you and/or your child(ren) at any program, class, event, or facility of the USC Recreation Department.*



**Community & Recreation Center**  
1820 McLaughlin Run Road  
Upper St. Clair, PA 15241  
412.831.9000

We take great pride in offering childcare services while you enjoy the variety of amenities and programs available at the C&RC.

For the child's safety ~ and parents peace of mind ~ the parent or guardian **MUST** sign the child in and out. No child will be able to leave the Tot Room with another person, regardless of the relationship, unless written permission is given to the Tot Room Staff. Parent/Guardian must show photo ID when picking up your child.

**Payment is due for childcare when the child is registered at the FRONT DESK unless you have purchased a "punch card" or have chosen unlimited childcare. Punch Cards are left in the childcare room with your child's file card.**

### Childcare/Babysitting Hours

*Monday through Friday*

8:00 a.m. – 12:00 p.m. & 4:00 p.m. – 8:30 p.m.

*Saturday*

8:00 a.m. – 12:00 p.m.

### Fees

1. Individual Visits (**2 HOUR DAILY MAX**)  
\$2.00/child per visit . . . . . Member  
\$4.00/child per visit . . . . . Visitor
2. Punch Cards (**2 HOUR DAILY MAX**)  
\$18.00/10 visit punch card . . . . Member  
\$38.00/10 visit punch card . . . . Visitor
3. Unlimited Childcare with Monthly Membership (**2 HOUR DAILY MAX**)  
\$25.00 per month/1 child  
\$35.00 per month/2 children  
\$45.00 per month/3 children

*Unlimited childcare is Member Only*

## Age Requirements

Children 8 weeks to 10 years of age.

## Expected Behavior

All children are expected to:

- ▶ Keep hands and feet to themselves
- ▶ Show respect for themselves and the property within the Tot Room
- ▶ Share with other children
- ▶ Take turns using toys/supplies
- ▶ Must wash their hands upon entering Tot Room

“Time Out” will be used for disruptive behavior, one minute per child’s years of age. Tot Room Staff will notify parent upon their return. Severe occurrences will be noted in the child’s file.

## Time Limit

Each child or infant is allowed up to two hours per day. **Children will be accepted on a first-come, first-served basis until the maximum capacity is reached.** Parents/legal guardians need to be using the facility and must remain inside the C&RC at all times in case of an emergency.

## Sign In

Parents are required to sign children in and out at each visit. Children will only be released to the parent/legal guardian listed on the sign-in sheet.

## Belongings

Please label all personal belongings. The Center is not responsible for lost or stolen personal items.

## Shoes

Shoes are required for children 7 months through 10 years of age while using the childcare room. Infants 2 - 6 months of age require socks or booties.

## Personal Items

Please note that items brought from home such as movies, stuffed animals, dolls, and any personal toys will not be allowed in childcare unless approved by Director. Security Blankets are allowed.

## Food/Drinks

Please feed your child before arrival. Food is not allowed in the child care room. Children will have access to drinking water while in child care.

## Diapers/Clothing

Please change your child’s diaper before arrival. Staff is not responsible for changing diapers. Parents will be called upon to change diapers, if necessary. Children wearing diapers must have clothing over them.

## Special Needs

Please inform the staff of any special medical conditions, handicaps, or disabilities your child has so that we may provide your child with the very best care possible.

## Paging Parents

Occasionally, children may require parental attention. The staff will attempt to comfort a child for a maximum of fifteen minutes. After that time, parents/legal guardians will be paged to retrieve their child. Parents/legal guardians will also be called upon to deal with unacceptable or extreme behavior.

Tot Room Staff will page if:

- ▶ Child becomes ill
- ▶ A child cannot be quieted from crying (as listed above), appears to be distressed, or is disturbing other children
- ▶ Child needs a diaper change
- ▶ Parent is over two hour limit

## Storing Items

Due to safety policies and limited space in the childcare room, we cannot store car seats, strollers, child carriers, or similar equipment during your use of the C&RC. Please store these items in your vehicle.

## Sickness

Children must be healthy, fever-free for 24 hours, and free from colds and contagious disease. Staff cannot dispense medication. Staff must be notified if any child has been exposed to communicable diseases. If child shows sign of illness, staff reserves the rights to refuse admittance.

## Emergencies

In case of an emergency evacuation as in the event of a fire, parents should NOT go to the childcare room. Please use the nearest exit, and meet your child at the North parking lot which is located on the side of the building opposite the outdoor Aquatics Area.