

- The same parent/guardian must pick up and drop off the child, **unless express written permission** is given to the Tot Giggler Room staff. When the parent/guardian signs out the child, they must note the time of departure and must show identification (a driver's license/ membership card)
- If a parent/guardian is more than ten (10) minutes late for picking up your child, you will be charged an additional 30 minutes. If late pick up occurs frequently, that person's Tot Giggler Room privileges may be revoked for up to 30 days.

## Emergency Procedures

In the event of an emergency or accident that requires professional experience, the following steps will be taken:

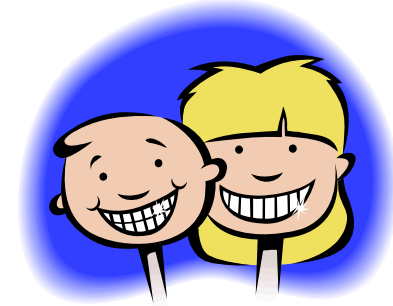
- Tot Giggler Room staff will call 911.
- Staff will immediately have parent/guardian paged and physically sought out in the Center

## Health & Safety

In order to protect the health, safety and well being of all Tot Giggler Room participants, the following rules must be adhered to:

- If your child shows signs of illness including, but not limited to: fever, virus, rash, runny nose, coughing, etc, please refrain from bringing them into the room. The Tot Giggler staff has the authority to refuse service to a child showing any symptoms of illness.
- Staff is not permitted to administer any type of medications.
- Staff members have the authority to limit the number of children in the room depending on staff/child ratio.
- Staff members will page a parent/guardian if a child becomes ill or if a child cannot be quieted from crying in a reasonable amount of time or appears to be distressed.
- Staff members will not be responsible to change diapers/pull ups. Parents will be paged and are expected to return to the Tot Giggler Room immediately.
- Children are expected to show respect for themselves, others and our property. Taking turns, sharing toys/supplies and keeping hands/feet to themselves is expected from all participants. Parents will be consulted regarding disciplinary situations, incidents and accidents.

# Westlake Recreation Center



Members only  
Ages 6 months to 9 years

## Tot Giggler Room

## POLICIES & PROCEDURES

Westlake Recreation Center  
28955 Hilliard Blvd.  
Westlake, OH 44145  
(440) 808-5700

## Policies & Procedures

In order to help us obtain our goal of providing a safe, fun, and positive environment for your children, we need you to help us by complying with the following policies and procedures:

- Parents must remain in the Recreation Center at all times while their child is in the Tot Giggler Room.
- All parents must fully complete the emergency & medical form for **EACH** child brought into the Tot Giggler Room.
- Reservations are **REQUIRED at least a day in advance** for children between the ages of 6 months to under 3 years old.
- The Tot Giggler Room can only accommodate six children under the age of three years old. Only two children between six months and eighteen months of age may be in the room at one time.
- Reservations are strongly suggested for children between 3 and 9 years old. Drop ins for ages 3-9 year olds are available only if the maximum numbers of children/reservations has not been reached.
- If you are not able to use your reservation, please cancel as soon as possible. The tot room staff reserves the right to charge you for your unused reservation.
- A time limit of 2 hours per day is available for this service.
- For children who are not walking, parents must provide a stroller, carrier, pumpkin seat, car seat, etc.
- Please bring a burp cloth, cloth diaper, etc. for any spit up issues.
- Parents may not bring in children of friends, neighbors, or others not listed on their membership.
- Food, beverages, bottles and personal toys are prohibited. Pacifiers and teething toys are permitted. Children should be fed prior to attending the Tot Giggler Room.

## Sign In/ Out Procedures

To ensure your child's safety, we ask that you follow these simple yet strict guidelines when signing in or out:

- Parent/guardian must sign in when dropping off a child in the Tot Giggler Room.
- The sign in sheet will require an arrival time, where the parent/guardian will be in the building, any special instructions and an estimated time for a pick up.

Welcome to the Westlake Recreation Center's Tot Giggler Room. A safe, positive and enriching environment that provides childcare services for our members with children between the ages of 6 months to 9 years old. We have a friendly, professional and dedicated staff, trained and certified in infant/child CPR & AED, giving you the peace of mind knowing your children are secure while you enjoy our facilities.

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### HOURS OF OPERATION (subject to change):

Monday-Friday (mornings)  
8:00 AM-12:00 PM  
ages 6 months to 9 years

Monday-Thursday (evenings)  
4:30 PM-8:30 PM  
ages 6 months to 9 years

Saturday mornings  
8:30 AM-12:00 PM (closed in August)  
ages 6 months to 9 years

The Tot Room will be closed: New Year's Day, Easter, Fourth of July, Halloween (night only), Thanksgiving and Christmas Day.

The building is closed: New Year's Day, Easter Sunday, Fourth of July, Thanksgiving, Christmas Day.

The building has limited hours and the tot room may be closed: Memorial Day, Labor Day, Christmas Eve and New Year's Eve.

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### COST:

Prepaid discounted punch cards are available at the Front Desk for \$20.00. This punch card entitles the user to 10-one hour sessions in the Tot Giggler Room.

Individual sessions can be purchased at the Front Desk for \$2.50 per hour.