

Saville Community Sports Centre

Child Minding Policy & Procedures

Hours of Operation

Tuesday & Thursday	12:30-15:30 and 16:30-20:30
Monday, Wednesday & Friday	08:45-13:15 and 16:30-20:30
Saturdays	09:00-13:15
Sundays & Statutory Holidays	Closed
Tournaments & Special Events	At discretion of the GO Centre Manager, operated within the Saville Community Sports Centre

Child to Staff Ratio

The GO Centre operated with in the Saville Community Sports Centre Child Minding area will accept children between the ages of 6 months and 7 years. The Child Minding area will adhere to child/staff ratios provided by the Alberta Government guidelines for drop-in daycare centers:

Age Range	Staff Ratio
Under 19 months	4:1
19 months to 3 years	6:1
3 to 7 years	12:1

Pricing

Fees for Child Minding will be established by the Operating Committee on an annual basis effective April 1st of each year. Fees are purchased on a multi-pass as follows:

Time	Cost (\$3.00 per ½ hour)
5 hrs.	\$30.00
10 hrs.	\$60.00
15hrs.	\$90.00
20 hrs.	\$120.00

Rules

1. Parents **MUST** remain in the facility while children are under the supervision of the child minding area. Guardians are required to give their location in the building and a cell phone or pager number.
2. A 5 minute grace period for picking up children will be allowed. Late pickups will result in a fee of \$10 per ½ hour, per child.
3. Failure to pick up a child within 3 hours will result in an additional \$50 fee and the right for the GO Centre Manager, operated within the Saville Community Sports Centre to revoke future rights to access the Child Minding area. The Child Minding supervisor will be notified and will determine what the proper course of action will be.
4. Parents are encouraged to pack snacks for their children; however, in order to protect those individuals with severe nut allergies, snacks containing nuts or nut products are not permitted in the Child Minding area. Popcorn is also discouraged as it is a choking hazard.
5. Medications will not be administered by staff members.

GO Centre operated within the Saville Community Sports Centre - Basketball, Volleyball, Gymnastics
 Please visit our website for our Customer Service Desk Hours of Operations **780-492-1000** www.GOCommunityCentre.ca
 Our website is currently under redevelopment. Watch for the newly revised site to appear over the next few weeks.

Saville Community Sports Centre - Curling, Fitness, Tennis
 Please visit our website for our Customer Service Desk Hours of Operations **780-492-2222** www.SavilleSportsCentre.ca

6. If your child has a special toy, you are welcome to bring it; however, please be aware that staff members are not responsible for any lost, shared, stolen or damaged toys.
7. If your child is sick, please do not bring them to the Child Minding area. If your child arrives sick, or becomes sick during their stay, you will be contacted immediately to take them home.
8. Please change your child's diaper prior to drop-off. All personal items (diapers, wipes, change of clothes, sippy cup) must be brought with the child and clearly labeled.
9. Saville Community Sports Centre staff has the right to refuse children in order to maintain an appropriate staff to child ratio and space requirements

Booking Options

- Child Minding reservations must be made for a minimum of 1 hour and cannot exceed 3 hours per day/ per child.
- Block booking – For parents who have regular schedules and are able to commit to a specific day and time of the week for the entire season.
- Registrations for Child Minding must occur 7 days in advance of the booking.
- Drop-in – Limited to availability & staffing requirements.

Cancellation Policy

Cancellations are not encouraged. Cancellations must occur within 48 hours of booking for a full refund.

Check-in / Check-out Process

Check-in

- Parents/guardians must check with Front Desk to confirm booking.
- A Child Info Card must be filled out when a child is dropped off for the first time. This card will be kept with the child at all times
- Payment is required prior to obtaining Child Minding services. Parent/guardian will be required to scan Multi Pass the correct number of times (each scan equals ½ hour)
- A wristband, with a number, is placed on the child and a corresponding wristband is given to the guardian.
- Once in the Child Minding area, the sign-in sheet must be filled out prior to dropping off a child.
- Parent/guardian hands over Child Info Card which stays in the room with the child.
- The child enters the child minding area and does not leave without the authorized guardian (identified on the sign-in sheet).

Check-out

- Parent/guardian must fill out pick up time and sign out
- Child Minding staff will remove the child's wristband and confirm the individual picking up the child is authorized to do so (verification of numbered wristband and/or photo ID).
- Parent/Guardian will take Child Info Card back into possession
- Take your child and any belongings with you upon departure.

*Please note that charges for Child Minding bookings will occur regardless if parent/Guardian comes back early for pick up. If the parent/Guardian is over the booking time (past the 5 minute grace period), charges will come into effect, ½ hour for every 15 minutes over the booking time.

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