

# WEE FOLK ROOM POLICIES

Drop in babysitting is available at the Dublin Community Recreation Center (DCRC) for use by patrons using the indoor facilities inside or immediately outside the Center for a group fitness class only (patrons are **not** able to use the biking trails, Coffman Park or leave DCRC grounds). The staff will provide a positive, fun and safe environment while you enjoy the DCRC. To ensure this goal is achieved, we need your help and ask that you comply with the following rules:

## Wee Folk Room Hours:

### **Monday-Friday**

9 a.m. - 1 p.m.  
4:30 p.m. - 8 p.m.

### **Saturday**

8:30 a.m. - 1 p.m.

### **Sunday**

8 a.m.- noon

\*\*\*Times are subject to change with notification due to holidays and staffing\*\*\*

## Rules/Policies:

1. **Ages:** 6 weeks to 12 years of age. Activities can include but not limited to crafts, board games and outdoor play.
2. **Ratios:** We maintain a 1:7 ratio with toddlers (14 months to 12 years old) and a 1:1 ratio with infants (6 weeks to 13 months), meaning infants cannot exceed the staff number. Staff-to-child ratios must be maintained at all times.
3. **Availability:** Limited to a first come, first serve basis, due to child/staff ratios. Children must be supervised at all times.
4. **Time Limit:** There is a **2-hour maximum** per visit. All children must be picked up by the end of their 2-hour limit or Wee Folk Room closing time. A late pick up fee will be applied to the account that must be paid before the next visit.
5. **Illness:** Children showing signs of illness, including but not limited to; fever, diarrhea, vomiting and/or have missed school that day due to illness are not permitted in the Wee Folk Room. **Staff have the authority to refuse service to children showing signs of illness.**
6. **Diaper Changing:** Children should enter the Wee Folk Room wearing a clean diaper. For children **under the age of three**, the staff offer diaper changing at no additional cost when needed and as staff allows. Parents/guardians must supply diapers and wipes if they wish to use this service and indicate it on the emergency form when signing up. Parents/guardians will be called upon to provide personal care for their child if permission for diaper changing is not granted or the child shows resistance for a diaper change.
7. **Food:** Due to allergies, food and gum **are not permitted** in the room.
8. **Drinks:** Families are permitted to bring in one cup per child that is be able to be closed (water bottle, sippy cup, etc.) to avoid spills. Drinks must be water or a clear liquid; **no milk or colored juice are permitted.**
9. **Outside:** Staff and children go outside as often as possible when the weather allows. We ask that parents/guardians provide appropriate attire for indoor and outdoor play (this includes but not limited to: socks, shoes, coats, etc.).
10. **Sunscreen:** Must be applied by parent/guardian before child is checked in.
11. **Shoes:** All children who are able to walk must wear shoes at all times inside the Wee Folk Room and on the Wee Folk Playground.
12. **Registration:** Parents/guardians must complete a Wee Folk Registration form at the desk or online.
13. **Sign In:** Parents/guardians must sign their children in and out with each visit and show proper I.D. (Wee Folk pass or driver's license).
14. **Parent Location during room usage:** Parents/guardians must remain inside the DCRC while their children are in the Wee Folk Room. Parents/guardians may attend a group fitness class that is offered directly outside the DCRC (i.e. bocce court area. This does NOT include classes held at Coffman Park or Coffman Pavilion).



## Parks and Recreation / Recreation Services



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15. **Storage:** Cubbies are provided for your child's diaper bag, coat, etc.
16. **Crying/Upset Children:** The object of the Wee Folk Room is to provide a service to the parents and children. However, sometimes when a child is overly upset and cannot be comforted it may be necessary to reunite the child with their parent/guardian. It is imperative that we do everything possible to soothe the child. **As a general rule we use the 15-minute policy before trying to locate the parents/guardians.** It is also important staff work with parents/guardians to determine the best and most efficient way to sooth and calm their child.
17. **Incident/Accidents:** Parents/guardians are consulted regarding disciplinary situations, incidents and accidents.
18. **Extra Clothing:** The Wee Folk Room staff like to make a fun and positive experience for all of the children in the room, sometimes this means that kids get dirty and sometimes wet. We ask that families provide an extra pair of clothing incase this happens. Our staff like to play with bubbles, in the water table, and crafting that can sometimes be a little messy.

## **Payment Options:**

**Individual Daily Passes or Punch Pass Option:** Families must purchase a Wee Folk daily pass or punch pass from the DCRC Welcome Desk prior to checking into the Wee Folk Room. Prices are based on DCRC membership status. \* Refunds are not available if your child is unable to use the Wee Folk Room.

## **Unlimited Monthly Pass:**

Unlimited monthly passes are available for purchase and pricing is based on DCRC membership status. Please note that the 2 hour per visit limit still applies. The monthly pass is valid for 30 days from the date of purchase and does not auto renew. Please be aware staff is not responsible for the notification of expiration.

\* Refunds are not available if your child is unable to use the Wee Folk Room.

| <b>Wee Folk Room Fees</b>  |        |            |
|----------------------------|--------|------------|
|                            | Member | Non-Member |
| One-time visit (2 hr. max) | \$5    | \$6        |
| 5-visit punch pass         | \$25   | \$30       |
| 10-visit punch pass        | \$50   | \$60       |
| Unlimited Monthly          | \$25   | \$30       |

## **Late Pick Up Fees**

- A late charge of \$1 for every minute, per child is assessed after the 2 hour limit or after the Wee Folk Room is closed.  
**All fees must be paid in full prior to the next use of the Wee Folk Room.**
  - The first offense may result in the late fee and a warning.
  - The second offense could result in the late fee and loss of room privileges for 1 month.
  - The third offense could result in the late fee and a loss of room privileges for 2 months.

## **Policy Violations**

- Should any room or building policy be violated during the use of the Wee Folk Room the following could occur:
  - The first offense may result in a warning.
  - The second offense could result in a loss of room privileges for 1 month.
  - The third offense could result in a loss of room privileges for 2 months.



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