

BABYSITTING PROGRAM GUIDELINES

The Lemont Park District has an established babysitting program to allow patrons the opportunity to take part in fitness classes or working out on campus. Babysitting typically allows for the short-term supervision of children while parents or guardians are taking part in a fitness class or working out on campus.

General Program Info:

Parents/guardians will sign children in (entry time) and out (departure/pick up time.). Parent or guardian will provide their general location, name, and phone number in case of an emergency. Staff should refuse to release a child to any person, whether related or unrelated to the child who has not been authorized by the parent who brought the child to the program. Authorized persons not known to the staff shall be required to provide a drivers' license or a state identification card with photo.

*There is a maximum of two hours per visit. (No exceptions.)

Patrons/Staff Ages:

A range of ages for participants to staff are established based upon reviewing a variety of criteria. Considerations in this area include:

- Child/staff ratios;
- The physical size of the babysitting room.

In researching this topic, according to the National Resource Center for Health and Safety in Child Care, the standard for child/staff ratios for centers should be maintained as follows during all hours of operation:

Age	Child to Staff Ratio	Maximum Group Size
Birth to 12 months	3 to 1	6
13 –24 months	3 to 1	6
25 – 30 months	4 to 1	8
31 – 35 months	5 to 1	10
3 year olds	7 to 1	14
4 year olds	8 to 1	16
5 year olds	8 to 1	16
6 – 8 year olds	10 to 1	20
9-10 year olds	12 to 1	24

When there are mixed age groups in the same room, the child/staff ratio and group size should be consistent with the age of the majority of the children when no infants or toddlers are in the mixed group. When infants or toddlers are in the mixed age group, the child/staff ratio and group size for infants and toddlers should be maintained. *There should be no more than three children under the age of two.*

Child/staff ratios in child care settings are for the safety of all who participate in our babysitting program.

Illness:

Health guidelines for sick children or children with contagious conditions cannot be allowed into the babysitting program. Please make sure your child has been free from the following symptoms for a minimum of 24 hours before sending them to childcare. Contagious conditions may include:

- Fever
- Coughing/yellow and/or green discharge from nose
- Eye discharge or pink eye/conjunctivitis
- Lice
- Vomiting/Flu
- Diarrhea/watery stools
- Questionable rash, open oozing sores and scabs
- Any other potential communicable disease or illness (notify the childcare supervisor immediately)

A child suspected of having or diagnosed as having a reportable infectious, contagious or communicable disease should be temporarily excluded from the babysitting service.

It will be at the childcare attendant's discretion if a child is well enough to attend. Reasons a child may not attend is if they are showing any signs of being lethargic, complaining of sore throat, coughing, earache, stomachache or headache. A parent will be called and you will need to pick up your child immediately. *Sending a child with a runny nose and bad cough can spread germs to the other children and employees.*

Children's Personal/Health Needs:

Parents or guardians should discuss any special needs with staff that a child may have before entering the program.

- Parents/guardians please encourage children go to the bathroom prior to entrance.
- LPD has established a "no diapering" policy in which parents are "paged" to change their child.
- Please provide staff with allergy information.

Behavior Management:

With any recreational program activity, including babysitting, codes of conduct and appropriate behavior are expected.

- Contacting the parent if child is disruptive and not following the rules.
- Revoking of babysitting privileges. (This includes parents/guardians who abuse the maximum time allotted.)
- LPD has a "crying" policy in which after a certain time frame the parent/guardian is contacted to return to their child.
- Any behavior/issues that are not in accordance to our policies will be discussed with the parent/guardian prior to picking up the child.

Babysitting programs are a great service to patrons who may not otherwise be able to utilize our fitness facility. As with any other child care program, it is important that policy and procedures are implemented. Communication is key to a successful program. Thank you for participating in this service and your help in continuing to make each day a successful one.