

Rec Room Staff

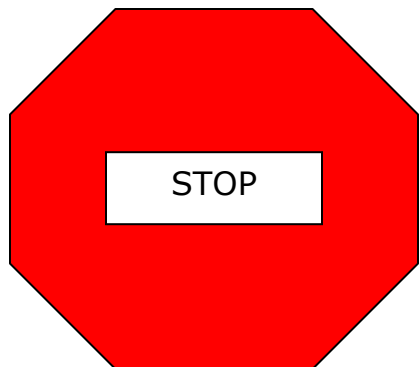
All staff in the Rec Room is re-certified annually in both CPR and Blood Borne Pathogens.

All staff pass a background check, drug screening(s), and are approved by Rockwell Collins security.

Should you have any questions or concerns about the Rec Room child care service, please contact the corresponding shift supervisors at 319-263-3960 or via email:

Morning: Dawn Anderson
Email daander4@rockwellcollins.com

Evening: Mary Stubblefield
Email mestubbl@rockwellcollins.com



To prevent illness and for your child's safety, before entering the Rec Room:

1. Please take your child to the restroom.
2. Please wash hands.
3. Please take off shoes.

Thank you!

Thank you for your interest in the Rec Room! The Rec Room staff is happy to accommodate children six weeks through 11 years of age.

Fees

- 18 months and under - \$2.25/hour per child
- Over 18 months - \$1.50/hour per child
- EZPAY
 - \$120 for one child per year
 - \$240 for two or more children per year

There is a 2-hour time limit in the Rec Room. Hours are strictly enforced with a late fee of \$1.00 per minute, per child.

Please see the enclosed information for more about child care services at the Rec Center.

Contact us:

Rockwell Collins Recreation Center
400 Collins Road N.E.
MS 154-100
Cedar Rapids, IA 52498
319-295-2552 Front Desk
319-263-3960 Rec Room
www.rockwellcollinsreccenter.com



Recreation Center Rec Room



Child care hours

Monday – Friday	9:00 a.m. - 1:15 p.m.
Monday- Thursday	4:00 p.m. - 7:45 p.m.
Friday	4:00 p.m. - 6:45 p.m.
Saturday	8:00 a.m. - 12:00 p.m.

Rec Center hours of operation

Mon-Thurs	5:05 a.m. – 10:00 p.m.
Friday	5:05 a.m. – 8:00 p.m.
Saturday	7:30 a.m. – 5:30 p.m.
Sunday	9:30 a.m. – 5:30 p.m.



You'll Love the Rec Room

While visiting the Rec Room, your child will be nurtured and stimulated through a variety of activities that will have your child asking YOU, "When can we go back to the Rec Center?"

We have a variety of infant and toddler toys that are cleaned on a daily basis. We also have a computer for older children. You may bring your age appropriate game, as well as DS, Gameboys or any other video game from home. Please make sure they are labeled.

Before Entering the Rec Room

Please make sure your child has gone to the bathroom and that you washed you and your child's hands before entering. Please put shoes into shoe cubby along the wall and use the hooks for your child's coat. If you bring a coat we ask that you please use the locker room to store your coat.

Remaining On-Site

If you use the facility outside you must provide a cell phone number when checking your child into the Rec Room. Any child under the age of 12 may not be left unattended in the facility. Parents or guardians will log their child's name and age upon entry into the Rec Room. The parent or guardian who signs in the child will be the ONLY person allowed to pick up the child after using the gym facilities, unless you notified attendant on duty.

Infant Bottle Feeding and Diapering Policy

The Rec Room's employees will gladly feed infants (18 months and younger) bottles/sippy cup while they are visiting the Rec Room. Our staff does change diapers as long as a labeled diaper bag is provided. You will be paged if you do not provide a diaper bag or if the bag is not labeled.

No Food or Drink

No food or drink is allowed in the Rec Room except for bottles/sippy cups (see above policy).

Label All Items

All items brought into the Rec Room needs to be labeled. This includes, but is not limited to, diaper bags, bottles, pacifiers, coats, hats and mittens.

Socks Required

Please provide socks for your child in the Rec Room. No bare feet or shoes allowed.

Sickness

Parents will be notified to pick up their child if the child exhibits any of the following symptoms:

- Fever
- Pink Eye
- Diarrhea
- Contagious skin rash/blisters
- Vomiting
- Ear pain
- Colored drainage from their nose or eye

Your child must be symptom/Tylenol free for 24 hours before attending the Rec Room.

Locker Rooms

As a courtesy to other members the Locker Rooms are **off limits** to children attending the Rec Room. Please drop off children in the Rec Room prior to using the Locker Rooms.

Outdoor Area/Racquetball Room For children over 18 months of age:

When the weather is nice outside we have a fenced in area for the children to play. We will stay outside **no longer** than 20 minutes at a time.

When the outside area is not available, a racquetball court may be used for the children to run and play.

Discipline

Children who are aggressive or disruptive in the Rec Room will be placed in a "Time Out", one minute for each year of age. **Biting will NOT be tolerated and you will be asked to remove your child from the room (please see below).**

Biting Policy

A parent will receive two documented warnings when their child bites. Each time the parent will be called to the room immediately and asked to remove the child from the room for the day. Upon the third documented warning in one calendar month, the child will be suspended from the room for two weeks time (14 days).

Crying Policy

Our staff will do the best they can to make sure that your child adjusts to the room. However, in cases to where your child continuously cries for 10 minutes or more, you will be paged.

Personal Items

Please do not send toys or blankets from home, as we do not want them to be lost or broken. Your child may bring G-rated DVD's from home to show in the Rec Room. Please label all personal items brought in to the room.

Lost and Found

If you have misplaced items please check the lost and found container located outside the Rec Room on shoe cubby or check at the Front Desk.

Payment Options

- In-house charge - members may charge their childcare fees daily and pay from a statement once each month.
- Cash daily - members may pay cash by turning in their fee slips at the front desk after visiting the Rec Room. **Non-member guests must pay cash daily.**
- EZPAY- \$120 for one child per year or \$240 for two or more children. Registration available at the front desk, see Rec Room attendant for details.