

400 Campbell Road
 St. Albert, Alberta
 t: 780.418.6088

Servus Credit Union Place offers a drop in child-minding service for children 2 months to 9 years old for a period of up to three hours. This service provides a safe, caring environment for your child to enjoy leisure time, while you participate in an activity within the facility.

We do our best to accommodate all customers; however, we must maintain an established adult to child ratio to ensure the safety of all the children.

Please note: Parents must remain in Servus Credit Union Place while utilizing the child-minding service. If you are participating in a registered program that is leaving the facility, you will need to carry a cell phone and give the number to the child-minding staff.

One- time purchase (per 15 minutes)	Punch passes (per 10 hours)*
\$1.50 per child	\$54.00 per child
\$2.50 per family	\$90.00 per family

**15% discount on punch passes for annual parent members*

NOTE: Family Pass Usage must be used by two or more children at one time. If only one child is using the service a single-use punch pass, or a one-time entry fee must be used. Family passes are to be used for immediate family members only, who live under the same roof.

STAFFING COMPONENT

Staff in the child-minding centre has standard first aid and CPR (including infant CPR) and a security clearance check.

Ratios:

Under 19 months	1:5
19 months to 3 years	1:8
3 years – 5 years	1:12
5 years and over	1.15

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CHECK IN/OUT PROCESS

How do I sign in?

- Parents will purchase either a single-use pass, or a 10-hour pass for the child-minding service. These will be purchased at the guest and member services desk. All registration forms, receipts and Child-minding Member Cards will need to be brought to the child-minding room.
- When you arrive at the child-minding centre you will be asked to record your full name, phone number and your child's name and age. Please identify if your child has allergies on the sign in sheet.
- Our staff will place a band on your child's wrist at the time of entry. The time of entry will be recorded according to the clock in the child-minding room.
- A block booking program is available, please complete the registration form and submit it 1 week prior to being needed.

How do I sign-out?

- Please check in with the child-minding staff upon your return and they will locate your child for you and hand them back to you. Please record the time and sign out your child.
- Please gather your child and their belongings from the cubbies
- Our staff will remove your child's wristband.
- Our staff will calculate your time and record your Membership Number on the sign in form.
- There is a 5-minute grace period, anything over 5 minutes will be charged the next 15 minutes.

ACTIVITIES

Staff will encourage children's participation with books, toys, puzzles, and coloring. Staff and children will remain in the child-minding room for the duration of your child's visit.

Health and safety

- Children play in close contact, which allows germs to be easily transmitted. In consideration of other children and staff, we ask that you refrain from bringing children who are ill. Our staff takes great care to ensure your child has a safe and enjoyable experience.
- Toys and equipment are disinfected daily to ensure a clean and safe play environment.
- Medications will not be distributed or administered by staff, with the exception of an EpiPen.

Snack time

- Parents are encouraged to pack a snack for their child. Please label all snacks, drinks, etc.
- We are not equipped to serve lunch or breakfast. Please enjoy the use of our lobby to feed your child prior to entering the child-minding space.

What should my child bring?

- Clean indoor shoes.
- Clearly labelled personal items (diapers, bottles, baby wipes, extra clothing, snacks, etc.).
- If your child prefers a special toy, you are welcome to bring it along; however, please caution we cannot be responsible for lost, shared or damaged toys.

Please take your valuables with you (i.e. purses, wallets, and cash) and do not leave them in diaper bags.

If you have any questions, please contact:

Anne Marie Okerman, *Child-minding Coordinator*
childminding@stalbert.ca

REGISTRATION FORM

Child's name:		/ /
		(DOB) mm dd yy
Child's name:		/ /
		(DOB) mm dd yy
Child's name:		/ /
		(DOB) mm dd yy
Child's street address:		
City:	Postcode:	
Home Phone #:	Alternate #:	
Parent's name:	Cell/Pager #:	
Emergency contact:	Phone:	
Relationship to child:	Alternate #:	
Servus Place is an allergy aware facility		
Does the child need any medication (inhaler, EpiPen, etc.) which is administered by parent? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is there any other pertinent information that staff need to be aware of such as medical, behavioral, physical, toilet training, etc.? Please provide details and indicate child's name.	

Staff at Servus Credit Union Place child-minding have permission to:	
I give permission for the Servus Credit Union Place staff to provide my child with basic care including diaper changes, potty training and to administer first aid or to initiate emergency medical services in the event of an emergency.	

Signature	
I agree that I will NOT leave Servus Credit Union Place or its programs while the above named child is in the care of Servus Credit Union Place child-minding staff.	
Name (print)	Signature
The personal information on this form is being collected for the registration and administration of courses offered by Servus Credit Union Place, under the authority of the Municipal Government Act and is protected by the FOIP Act. Should you have any questions about the collection of this information, contact the Chief Legislative Officer, 5 St. Anne Street, St. Albert, AB Canada, T8N 3Z9 780-459-1705	Date: / / mm dd yy

Wanting to participate in a program but need consistent childcare look no further! Servus Credit Union Place has reserved a limited number of spaces during child-minding hours for our members looking to participate in any of our scheduled programs. Please submit booking requests a minimum of 1 week prior to your requested bookings.

Please note we do not provide refunds for sick or missed days

Child-minding Block Booking Request form					
Parents First and Last Name:		Main phone Number:		Program Registered In:	
		Email:			
Child's Name:		Age:	Date of Birth:		Behaviors/ Allergies:
Child's Name:		Age:	Date of Birth:		Behaviors/ Allergies:
Child's Name:		Age:	Date of Birth:		Behaviors/ Allergies:
Child's Name:		Age:	Date of Birth:		Behaviors/ Allergies:
Date and Time submitted:			Staff Name:		Office Use Only
Childs Name	Day(s)	Date(s)	Time	Inputted	Approved

Office Use only
Confirmed Booking
Confirmed by Telephone Date & Time:
Confirmed by email Date & Time: