



TOWN OF BLACKFALDS | Abbey Centre

## Child Minding Parent Info Sheet

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The Child Minding program provides short-term childcare service for **children ages 3 months - 10 years** while parents enjoy the many recreational opportunities the Abbey Centre has to offer. To pre-book your spot call/email: **403.885.4039**  
**guestservices@blackfalds.com**

**Please keep your cell phone with you so we can contact you in the event of an emergency.**

### Rates per half hour

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\$ 3 /child

\$ 5 /family

### 10 hour passes

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\$ 54 child

\$ 90 family\*

\*family passes may only be used for booking two (2) or more children

### Hours (Sept-Jun)

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#### Mon - Thu

8:30 am - 2:00 pm | 5:00 pm - 8:00 pm

#### Fri

8:30 am - 2:00 pm

#### Sat

8:30 am - 1:00 pm

### Sun & Holidays

Closed

### Summer Hours (Jul-Aug)

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#### Mon - Fri

8:30 am – 1:00 pm

#### Sat, Sun & Holidays

Closed

### Pre-Book Your Spot

Spaces fill up quickly so we recommend you pre-book your spot.

- If available you may book time for the duration of a registered program
- **Payment is required at time of booking or the use of a pre-purchased pass**

### Cancel Booking

We require four hours cancellation notice prior to your scheduled time to receive a credit on your account or punches returned to your pass. Cancellations made with less than four hours notice are eligible to be re-scheduled one time only. Cancellations with under 30 minutes notice are not eligible for refund or re-scheduling.

### Drop-In

If space permits, we may be able to accommodate children on a drop-in basis. Drop-ins require a 10-hour punch pass or payment at time of booking.

### Adult to Child Ratios

To ensure the safety of the children we follow Government of Alberta guidelines to maintain adult:child ratios:

- 2: 8 weekdays 8:30 am – 10:30 am
- 2: 6 weekdays 10:30 am – 2 pm
- 1: 4 evenings and weekends (only one child under the age of 2)
- Offsite ratios allow for 2 spaces during weekday days after 10:30 am and 4 spaces during evenings and weekends.

## Staffing

All staff has completed:

- Criminal record & child intervention checks
- First aid & CPR training

Staff also participate in on-going training.

## Check In & Out

Please check-in at the precise time of your booking. **No early drop-off.**

At check-in, the following information is required on the sign-in sheet:

- Name
- Phone Number
- Whereabouts
- Child's name and age
- Any relevant medical information on the sign in sheet provided.

At check-out:

- Provide your signature on the sign-in sheet
- Collect your child's belongings

**Please be on time.** Any pick up past 5 minutes of expected time will be charged for the next 1/2 hour and must be paid for at Guest Services before picking up your child.

## Our Service

We will provide age-appropriate activities your child chooses including:

- Games
- Books
- Puzzles
- Colouring
- Age appropriate and safe toys

During your child(ren)'s session, the Indoor Play Space may be accessed but is not guaranteed.

## Health & Safety

- **All children must wear clean indoor shoes and socks.** Socks are available for purchase at Guest Services.
- To ensure the health and safety of staff and children, all toys and equipment are cleaned and disinfected daily.
- If your child shows symptoms of illness such as diarrhea, vomiting or severe coughing please contact us to cancel or reschedule your booking.
- Staff discretion will be used if a child displays signs and symptoms of illness while in our care. Please keep your cell phone with you so we may contact you in the event of illness or emergency.
- With the exception of an Epi-pen or asthma inhaler we do not administer medication.
- In the event of a child needing medication during the course of their stay they must be able to take their medication themselves or have the assistance of their parent/guardian.
- Label all containers and snacks with your child's name
- Child Minding is a **Nut-Free** program

## Child Provisions

Parents must supply all provisions such as child's special toy, snacks, diapers, wipes, bottles, and extra clothing.

*Please label all items and do not leave valuables in diaper bags.*

**We are not responsible for lost or damaged items. Parent bags and items may not be left in the Children Services room.**