

Fairfax County Park Authority Rec Center  
**Drop-In Childcare Room**  
**WELCOME PACKET**



# Welcome to the Rec Center Drop-In Childcare Program!

We are thrilled to offer a safe and fun environment for your children while you use our facility. To ensure that we are able to deliver the highest standards of care, we ask that you review, understand and acknowledge the information contained in this Welcome Packet.

It is important that all policies are followed by staff and users alike to provide the quality care that your children deserve. We ask that you sign and return the last page of this welcome packet to a Rec Center drop-in childcare room staff member to be filed. After submitting the signature form, keep this packet as a reference and guide while utilizing the childcare room. Please review all sections to ensure complete understanding and then sign the acknowledgement at the end of the packet.

We are excited to serve your drop-in childcare needs and hope you enjoy your visit to the Park Authority Rec Center.

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*\*Please fill out and return to the drop-in childcare room staff.*

## Ages

**6 months-10 years  
(2-hour session)**

## Fee

**\$3 Per Child, Rec Center  
Member (monthly or annual)  
\$10 Per Child,  
Non-Member**

## Drop-In Childcare Room Hours

**Hours vary by location. Find details  
online at [www.fairfaxcounty.gov/  
parks/operational-hours](http://www.fairfaxcounty.gov/parks/operational-hours).**

# Rec Center Drop-In Childcare Room Policies and Procedures

## Sign In/Sign Out

The parent/guardian of each child must review and complete this packet before their child can be signed into the drop-in childcare room. Upon each visit, the same individual that signs the child in must sign the child out using the Sign-In Sheet in the childcare room. You will need to fill in the Sign-In/Out Sheet each time you drop off and pick up a child. It is important that when signing in, you note where you will be in the facility in case you need to be contacted.

## Attendance and Maximum Time

AT NO TIME CAN THE PARENT OR GUARDIAN DROPPING OFF A CHILD LEAVE THE BUILDING. The maximum amount of time a child can be left in our care is 2 hours per day.

## Diaper and Toileting Assistance

It is highly suggested that infants and toddlers wearing diapers are changed before being signed in. If your child needs a diaper change during their visit or support with toileting, staff will page you. If you are swimming, all attempts will be made to try to locate you but it is best to have the pager within view so you can glance to see if it is blinking. Children who are potty trained must be able to independently manage their own toileting and personal care needs. **Staff do not change diapers or assist with toileting under any circumstances.**

## Appropriate Clothing

All children must be completely clothed and covered from top to bottom. Shorts, pants, tights or other covering must be over diapers, underwear or swimsuit bottoms. Children must always wear shoes when inside the drop-in childcare room. The only exception to this rule will be in the infant/toddler area, where socks are required.

## Food and Drink

There will be NO FOOD OR SNACKS permitted in the drop-in childcare room to avoid possible allergic reactions. A water dispenser and cups may be available to children in the room. Milk and formula are strictly prohibited inside of the drop-in childcare room.

## Sickness Policy

We reserve the right to deny your child access into the childcare room if we suspect that they are ill. In a case that the child becomes sick while in the childcare room you will be asked to immediately remove them from childcare (NO REFUNDS). When you come to sign your child out you will receive a 24 hour sick form that states that your child must go 24 hours without a fever and without sick symptoms before being allowed to return to the childcare room. Additionally, if your child does not attend school because of an illness, they will not be permitted in the childcare room for that day.



## Security

To maintain security, only children and staff are allowed past the security gate. If parents do have to pass the security gate to support their child, they may do so upon approval for no more than 10 minutes. FCPA is not responsible for any lost or stolen items from the drop-in childcare area. We recommend securing any personal items.

## Behavior Policy

Staff will manage disruptive and inappropriate behaviors by addressing it with the child and discussing what is appropriate behavior as well as redirecting behaviors when appropriate. If necessary, staff may remove a child from an activity until the child exhibits proper self-control. In situations where inappropriate or disruptive behavior persists, the child will be subject to removal from childcare. The parent or guardian will be paged and must pick the up child immediately (NO REFUNDS). Enrollment in childcare is subject to be terminated permanently at the discretion of management. Staff strive to meet the needs of the children by using proactive approaches and planning age/ability appropriate activities.

Possible grounds for immediate removal from childcare include:

- A child who displays repeated inappropriate behavior.
- A child who causes injury to another child or staff member.
- A child intentionally harms or threatens to harm themselves or others.



## FAQs

### ***What kind of activities will be available for my child to do during their visit at the Rec Center Drop-In Childcare Room?***

The room will have a variety of books and toys as well as numerous activities for children to enjoy. Activities may include:

- Arts and crafts
- Coloring pages
- Board games
- Story time
- Enrichment activities

### ***What qualifications do the drop-in childcare staff have?***

All childcare staff members are required to be CPR and First Aid certified, complete a Central Registry Search and have prior experience working with children of all ages.

### ***What are your child-to-staff ratios?***

Our ratios comply with the Virginia Department of Social Services standards governing drop-in childcare programs and local codes. Learn more about room size and maximum attendance for each drop-in childcare room at [www.fairfaxcounty.gov/parks/reccenter/childcare](http://www.fairfaxcounty.gov/parks/reccenter/childcare).

\*This drop-in childcare program is exempt from Virginia State Childcare Licensure.

**Learn more at  
[www.fairfaxcounty.gov/parks/reccenter/childcare](http://www.fairfaxcounty.gov/parks/reccenter/childcare).**



# 2026 Drop-In Children's Information Form

I acknowledge that I have read and understand the policies of the Rec Center Drop-In Childcare Program. I understand the failure to comply with policies may result in termination of drop-in childcare enrollment.

Child's Name: \_\_\_\_\_ Child's Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Siblings Names: \_\_\_\_\_

- Does your child have Allergies: YES  NO

If yes please list: \_\_\_\_\_

- Child's favorite activities? \_\_\_\_\_
- Is there anything else we need to know about your child to help make them successful?  
\_\_\_\_\_

**Parent/Guardian:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Drop off/Pick-up Authorizations** (authorized to pick up child in an event of an emergency):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Person Dropping off Child:**

I understand and agree to the following policies in the Drop-In Childcare Room Welcome Packet:	Initial
A parent, guardian, or family member is actively participating in the recreation center as a member, daily admission guest, or registered class participant	
My child will not be fed and is not permitted to bring food or any drinks other than water into the center.	
My child will attend the center in appropriate attire	
I understand I will be alerted if a diaper change or toileting assistance is needed	
My child will not attend the center if ill (fever free for 24 hours)	
I have read and understand the Security Policy	
I have read and understand the Behavior Policy	
I agree to Sign-In/Sign-Out my child and adhere to the MAX TWO-HOUR TIME per day	
I will NOT leave the Rec Center while my child is in the drop-in childcare center	

*I understand all policies and procedures listed in the parent welcome packet and staff have reviewed them with me:*

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date Completed: \_\_\_\_\_

*I would like additional information on special events, activities and workshops planned for children and parents/guardians in the Drop-In Childcare Room, please add me to the email list.*

E-Mail: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO DROP-IN CHILDCARE ROOM STAFF**



Accommodations: If reasonable accommodations or alternative formats are needed under the Americans with Disabilities Act, contact 703-324-8727 or TTY: Va. Relay 711 at least 10 working days in advance of the date needed.

