

Child Care Services Guidelines

On behalf of the university, One to One Fitness offers a child care solution for faculty, staff and students of Case Western Reserve University. The program provides a safe and socially engaging environment for children while the parent is at work or school.

HOURS: Monday-Friday, 8 a.m. – 5 p.m.

AGE: For children enrolled in Kindergarten through sixth grade.

LOCATION: One to One Fitness Center | 2130 Adelbert Rd., Cleveland, OH 44106

- For a quick drop off and pick up, park in the turnaround area next to the fitness center (put your hazards/flashers on). Or, park in Lot 53 / Veale Center parking and bring your ticket in for validation.

RESERVATIONS:

- Reservations are required in advance and are made through MINDBODY (note that we are listed under “Next Level: A One to One Fitness Studio”). View instructions on how to sign up using the [MINDBODY website](#) or [MINDBODY App](#).
- There is a maximum of six children at all times.
- Reservations must be made by 6 a.m.
- Cancellations must be made by 6 a.m. the morning of to avoid the full day charge. **Call 216-368-1121.**

PAYMENT:

- The fee for this service is scaled by income:
 - For those earning up to \$50K a year \$4 an hour
 - For those earning \$50,001 - \$99,999 a year \$7 an hour
 - For those earning over \$100K a year \$10 an hour

STAFF:

- The child care staff are experienced CWRU students who have completed a background check and are AED/CPR/First Aid certified.

GETTING STARTED:

- After registering for the first time, you will receive an email with information needed before your first visit. Documents must be completed by a parent or legal guardian. If you have more than one child, complete a separate form for each child.
 - [Child intake form](#)
 - Liability Waiver (an electronic form will be sent to you via DocHub from onetoone@case.edu)

CHECK IN / CHECK OUT:

- The same parent or legal guardian must drop off and pick up the child.
- Parents must check in at the front desk before proceeding to the child care room.
- Parents must sign each child in and out for the day.

ACTIVITIES:

- Due to COVID-19, shared items will be very limited. Parents should bring toys, homework, mobile devices, pencils/pens, and/or activities for their children. Keep in mind the duration of your child’s stay when packing.
- Our experienced staff will ensure the children are engaged in safe activities.

DRINKS / FOOD:

- Parents should bring ample drinks or food based on the duration of the reservation.
- Drinks must be in a spill proof cup, clearly labeled with their name and provided by the parent.
- Food must be in a zip lock bag or a small, sealable container and clearly labeled with the child's name. Pack items in a cooler if they should remain cool.
- We will have designated snack times for all children.
- All food and drink items should be nut free.
- Drinks and food cannot be shared with other children.

RESTROOM:

- All children utilizing this service must be potty trained.
- Parents should take children to the restroom before leaving.
- Children will be escorted to the restroom by a One to One staff member.

BEHAVIOR:

- Children are required to demonstrate good behavior when in our care and must follow the instructions/directions of the staff. Parents will be contacted if a child needs to be picked up early.

HEALTH & SAFETY:

- **Parent Availability:**
 - Parents must remain on the CWRU campus / in the area at all times.
 - Parents must be reachable by cell phone at all times in case of emergency.
- **Illness:**
 - Do not bring children in who have signs and symptoms of, or have been exposed to someone with signs and symptoms or diagnosis of, COVID-19:
 - Temperature of at least 100 degrees Fahrenheit
 - Fever or chills
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - *Anyone sent home due to having the above signs and symptoms must be symptom-free for at least 24 hours without the use of medication. If they, or someone they were exposed to, has confirmed or probable COVID-19, they must self-isolate in accordance with the local guidelines.*
 - Do not bring children in who have signs and symptoms of any other communicable illness such as a cold, fever, eye or ear infection, etc.
- **Hand and Respiratory Hygiene:**
 - Children and parents must thoroughly wash and/or disinfect their hands upon entering and exiting the facility.
 - Children will be encouraged to cough into their elbows and not touch their mouth, nose and eyes.
 - Children will be required to wash their hands at least once every hour.
- **Masks/Facial Coverings:** Staff, parents and children are **required to wear masks or facial coverings at all times.**
- **Social Distancing:** Children will have areas to play/work that are socially distant from other children. Social distancing will be enforced during drop off and pick up times, and at all times while in the facility.
- **Inclement Weather / Campus Closure:** Child care will be cancelled in the event of a campus closure. If campus closes early, child care will remain open for 60 minutes to allow parents to pick up their children.
- **Medication:** If a child requires medication, the parent is responsible for returning to the facility to administer the medication.
- **Emergency Procedures:** In the event of a medical emergency, EMS will be called in addition to the parent or legal guardian. If deemed necessary, the child will be transported to the appropriate hospital by EMS.