



ACTIVE KIDS CLUB

POLICIES & PROCEDURES

Welcome to Active Kids Club. We look forward to taking care of your children while you use the club and anticipate hours of fun. Please take the time to read and become familiar with these policies.

RESERVATIONS

- Kids Club is for children 6 weeks–12 years old.
- Kids Club is reservation based. Drop-ins are welcome based on availability.
- Reservations can be made up to one week in advance.
- Please be prepared to provide the following information when you make a reservation: requested date and time, child's age and name, length of stay, membership number and phone number.
- Members must pay for the amount of time reserved regardless of the actual time used.
- If you're running late, call Kids Club and we'll hold your reservation. However, your reservation ends at the original time reserved. You can extend your reservation if there's time available once you arrive.
- Changes to your reservations can be made on a space-available basis.
- All no-show reservations are subject to a \$7 fee.
- If a child hasn't arrived within the first 15 minutes of the scheduled reservation and no notification has been received, the space is given to the first person on the waitlist resulting in a cancellation fee of \$7.
- Reservations 1-week in advance via email at activekids@activewellnesscenter.com

GUIDELINES

- Kids Club features a separate infant room available for staff use during peak hours. This space is utilized on an as-needed basis.
- Socks are required in Kids Club. If you forget socks, they're available for purchase for \$2.

HOURS

Monday-Friday	8:30am-1pm & 3pm-6:45pm
Saturday	8:30am-12:30pm
Sunday	Closed

PAYMENT

- Youth add-on members: unlimited visits for 2.5 hours/day for youth add-on members.
- Youth non-members: \$10/hour for youth non-members. Minimum of one hour charge.
 - \$5/additional half-hour (based on space availability)
 - Maximum 2.5 hours/day
 - When arriving at Kids Club, payment for reserved time is required prior to use of Kids Club
- A late fee of \$5 will be charged for every 15 minutes exceeded beyond your scheduled reservation time.

Guidelines are subject to change without notice. Please note that all hours are subject to change. Staff is only available when reservations are scheduled.



WELCOME TO ACTIVE KIDS CLUB

Due to the nature of our service being an unlicensed childcare versus a daycare facility, parents must remain on the premises at all times. It's recommended that children aren't left for more than 2.5 hours. For safety and liability reasons, only parents and legal guardians who are members are allowed to check their own children in and out. However, with written consent from the parent and proper photo identification, relatives, nannies and friends may check members' children in and out. Active Wellness Center complies with state ratio requirements for unlicensed childcare facilities as follows:

RATIOS

6 weeks-2 years old: 1 staff member to 4 infants.

2-6 years old: 1 staff member to 12 preschool-age children.

6+ years old: 1 staff member to 14 school-age children.

Age limits are club specific; please refer to your Active Kids Club policy and procedure document for more information.

CHECK-IN PROCEDURES

To check a child into Active Kids Club, parents must give Active Kids Club attendants their membership information. The child is checked-in electronically or manually based on the individual club's procedure. The parent receives a two-part sticker; one part to attach to the child's clothing and the other part is worn by the parent to check the child out of Active Kids Club. In order to avoid confusion, stickers should be applied to the child's back and visible at all times. Stickers should not be attached to blankets, jackets or car seats that won't remain with the child at all times. For the safety of all children, parents must refrain from entering the inner Active Kids Club area. Pertinent information must be provided at check-in, including the location within the club where the parent plans to be and any special instructions.

CHECK-OUT PROCEDURES

For the safety and protection of all children, it's important that parents go through the proper procedures when picking up children from Active Kids Club. The duplicate sticker given to parents at check-in should be given to the Active Kids Club attendant, and the attendant retrieves the child from the inner portion of the Active Kids Club area. Please provide photo ID at time of pick-up. Consistently late members can be denied Active Kids Club usage.

GENERAL GUIDELINES

Child Information on File: Each child using Active Kids Club must have a current Active Kids Club Agreement on file. Any special medical conditions including allergies should be noted as specific as possible. It's important for parents to keep these Active Kids Club Agreements updated with current information.

Medications: We're unable to store or administer medications.

Newborns: Newborn infants may utilize Active Kids Club at six weeks old. Before a newborn checks into Active Kids Club, a six-week doctor's release or copy of birth certificate must be provided. Parents are asked to make sure the baby is fed and changed prior to entering Active Kids Club.

Check-in and Check-out: Children must be checked in and out every time. Special written instructions may be left with the Active Kids Club attendant at check in.

Personal Belongings: All personal belongings must be labeled (i.e. diaper bags, bottles, pacifiers, etc.). No personal toys are allowed. If security items such as blankets, bottles, etc. are important for the child's tranquility, please mark them with masking tape or permanent marker. Active Wellness Center isn't responsible for lost or broken items.

Diaper Changes: Active Kids Club requires that all children enter Active Kids Club with a new, clean diaper. If we notice that a child needs to be changed upon entry, we'll ask you to do so. In order for Active Kids Club staff to change a child's diaper, everything must be supplied and labeled with your child's name (diaper, wipes and diaper bag). No creams or ointments are applied. If items aren't labeled, we'll locate the parent to change the child's diaper.

Food and Beverages: Outside food isn't permitted or provided. For the safety of all children, peanut products aren't allowed to enter the Active Kids Club area under any circumstances. All drinks and bottles must be in spill-proof plastic containers and labeled with the child's name.

Separation Anxiety: We're prepared to work with you to transition your child when separation is an issue. Staff locates the member if your child is having difficulties adjusting within the first 15 minutes of the reservation time. If applicable, you won't be charged for the reservation and we encourage you to keep trying.

HEALTH GUIDELINES

Health issues are a concern for everyone. Active Kids Club relies on each family's thoughtful assessment of their child's health. The following are helpful guidelines used to ensure a healthy environment year round:

Fever/Temperature: Any temperature above 99° or severe subnormal temperature. Children must be fever free for 24 hours prior to admittance.

Cold: A runny nose is the most common sign; also a fever or loss of energy

HOURS OF OPERATION AND RESERVATIONS

Hours of operation and reservation policies can be found on the individual club's Active Kids Club policy and procedure document.

FEES

Fees for Active Kids Club can be found on the individual club's Active Kids Club policy and procedure documents. The service is offered for 2.5 hours per day, per child. Additional fees may apply.



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