

# WELCOME TO ACTIVE KIDS CLUB



## GENERAL GUIDELINES

- Due to the nature of our service being an unlicensed child care versus a daycare facility, parents must remain on the premises at all times.
- Child Members will need to have a current child membership agreement on file at all times.
- Parents of Child Non-Members will need to complete a guest liability waiver at the service desk, on behalf of the child, prior to each visit.
- 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 (form completed onsite) and proper photo identification, relatives and friends may check members' children in and out.
- Fees for drop-ins will be charged at check-out, after length of visit has been determined.

## RATIOS

6 weeks – 23 months old: 1:4 ratio

*(limited to 1 visit per day, up to 2 hours max)*

2 years – 12 years old: 1:12 ratio

*(limited to 1 visit per day, up to 2.5 hours max)*

\*daily capacity dependent on staff availability and ratio limitations.

## KID CHECK

Parents must set up a Kid Check account to use Kids Club. Kid Check allows for a secure, safe, and efficient way for parents to check their kids in and out. Account setup will take place in-person, inside our Kids Club area with the assistance of our Kids Club attendants. For more information about this program visit [KidCheck.com](http://KidCheck.com)

## CHECK-IN PROCEDURES

Each child is checked-in by parents through our Kid Check system with a cell phone # and a private pin #. 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.

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 into the inner 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 Kids Club. The duplicate sticker given to parents at check-in should be given to the Kids Club attendant, and the attendant retrieves the child. Please also be prepared to provide photo ID at time of pick-up, as an added safety measure. Consistently late members can be charged extra fees and may be denied Kids Club usage.

## HOURS OF OPERATION

Refer to our website or Kids Club staff for hours of operation. Hours and reservation availability will vary depending on staff availability.

## RESERVATIONS & DROP-INS

Reservations can be made in one of the following ways, during normal Kids Club Hours:

- In-person @ Kids Club
- Call Kids Club at 971-571-5327
- Email: [reedskidsclub@activewellnesscenter.com](mailto:reedskidsclub@activewellnesscenter.com)
- *Reservations can be made up to 7 days in advance.*
- *Reservations are first come first serve.*
- *Reservations cannot be made at the front desk.*
- *We do not have an online reservation system available.*
- *Drop-in availability is not guaranteed and based on space and staffing availability at the time.*

## FEES

### CHILD MEMBERS

- Refer to current child membership rates

### CHILD NON-MEMBERS / DROP-INS

- Member Parents - \$12/hour
- Non-Member Parents - \$16/hour

## OTHER GUIDELINES

**Footwear:** All kids must remove shoes and wear only socks while in Kids Club. Shoes will be worn if/when kids are using the outdoor area.

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

**Newborns:** Newborn infants may utilize Kids Club at six weeks old. Before a newborn checks into 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 Kids Club.

**Check-in and Check-out:** Children must be checked in and out every time. Leave special written instructions with staff at check-in and on your child's account through Kid Check.

**Personal Belongings:** All personal belongings must be labeled. 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 is not responsible for lost or broken items.

**Diaper Changes:** Kids Club requires that all children enter with a new, clean diaper. In order for staff to change a child's diaper, everything must be supplied and labeled with your child's name. No creams or ointments are applied. If challenges arise, 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, tree nut products aren't allowed to enter 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. Playcare 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.
- **Cough:** Any cough with mucus secretion (a wet or wheezy cough) can spread bacterial or viral infection on the droplets (Please note: a dry hacking cough with no droplets is generally a non-contagious allergy.)
- **Rash or Skin Irritation:** Poison oak, impetigo, ring worm, cold sores, head lice, and communicable diseases (measles, mumps, chicken pox, etc.) often have rashes or itching as symptoms. (Please note: food or other allergy irritation must be substantiated.)
- **Diarrhea:** Loose, very watery or mucus filled stools.
- **Vomiting:** Recurring or projectile vomiting with a fever.
- **Pink Eye:** Any unusual irritation of the eye or mucus membranes (such as conjunctivitis).
- **Allergies:** If a child has allergies and is exhibiting flu symptoms but is not contagious, a doctor's note is required.

Children are expected to be symptom-free.

Active Wellness Center staff assess each child's health upon arrival into Kids Club each day. They discuss the health problems with the parent. The staff may use discretion in accepting a child who shows signs of illness. If the child is denied entry due to suspected illness, he/she can't return to Kids Club until 24 hours later unless accompanied by a doctor's note. If symptoms occur during a child's stay, the parent is located and asked to pick up the child immediately.

Please inform Kids Club of contagious illnesses contracted by your child (example: H1N1, lice, chicken pox, measles, etc.).

The health guidelines apply to the Kids Club staff as well so that they do not infect children or other staff. Parents must accept the judgment of the staff regarding these guidelines.