

## **Kids Club Policies and Procedures**

Kids Club is an on-site, activity based childcare center for ages 6 months through 5 years. We offer a variety of activities including arts and crafts, dramatic play, books, puzzles, games and other age-appropriate activities. Weather permitting, we will take children to the sandbox, and occasionally the gym and/or track as well.

### **Hours**

**Hours are subject to change due to lack of reservations.**

The maximum time for a child's stay in Kids Club is 3 hours total per day.

Check the website or sign posted on the door for up to date and current hours.

### **Rates**

Kids Club is only available to children of current members.

1 Child: \$6.00 Per Hour

2 Children: \$10.00 Per Hour

3 or more Children: \$12.00 Per Hour

**\*There will be \$1.50 charge for every 15 minutes over the 3-hour Kids Club max and a \$1.00 charge in addition to the normal hourly charge if you go over your scheduled time.**

**\*No Shows will be charged in full for the regular hourly charge for your reservation time.**

### **Important Kids Club Reminders**

\*We are on on-site childcare. At no time may a parent leave the Athletic Club of Bend premises while their child is in Kids Club.

\*NO Nut products of ANY kind allowed in Kids Club.

\*No toys from home except comfort items such as a blanket or stuffed animal.

\*Please allot time in your reservation to shower/change after your workout if needed.

\*If your child is upset at drop off, we find it best for all (children, parents, and staff) to avoid lingering in Kids Club. A quick drop off seems to be best for a quick recovery.

\*We will attempt to call your cell phone and then come get you in the club after 10-15 minutes of not being able to console your child.

## **Reservations/Cancellation Policy**

**Reservations are required and can be made up to one week in advance.** Please call Kids Club during open hours (posted on the website) at 541-322-5804 to make your Kids Club reservation or email [youth@athleticclubofbend.com](mailto:youth@athleticclubofbend.com). If it is the night before or day of reservations please call Kids Club as we may not get the email in time. Please always call Kids Club if you are arriving late or need to change your day of reservation time. The maximum time for a child's stay in Kids Club is 3 hours total per day.

**Cancellations are required to avoid being charged in full for the reservation time you had previously made.** You will be billed for the time of your reservation unless you notify us of changes prior to the start of your reservation, so please call us as soon as you know you are unable to come. Since we do all our own scheduling, all reservations and/or cancellations must be handled directly by a Kids Club staff member. **Reservations arriving late without calling will still be charged for the whole reservation time they had made.**

## **Sign In/Out Procedures**

Please remember to sign your child in on the sign in sheet upon arrival, clearly stating your name, an expected location, and expected return time. Sign your child out upon departure on the same sheet. The number that you sign in on the sign-in sheet corresponds to their cubby number. Any of your child's belongings may be placed in his/her cubby. Please be sure to inform staff if someone other than the adult who dropped off the child will be picking them up; this can also be indicated on the notes section of the sign in sheet.

## **Snack Policy**

Snacks and water bottles from home are encouraged as we do not provide snacks. **Please no nuts or products containing nuts as there are several children with severe nut allergies.** Please be sure to label all your child's belongings (cups, bottles, and snacks).

## **Sick Policy**

For everyone's wellness, sick children are NOT permitted in Kids Club. **Children must be fever free for 24 hours. No diarrhea. Runny noses must be clear (no green or yellow discharge) and children may not have a wet productive cough.** If your child is sick, you will be asked to come pick them up. Kids Club is NOT a place to bring your child if they are home sick from school. To further assist the spread of germs, we ask that everyone use hand sanitizer when entering and exiting the Kids Club room.

## **Behavior Policy**

Excessive rough housing, hitting other children, or repeated failure to follow Kids Club rules may result in a child (or parent) being suspended from Kids Club. **Any child who bites another person will be suspended from Kids Club for 2 weeks.**

## **Diaper/Potty Training Policies**

Children wearing diapers should arrive in Kids Club with a clean diaper, and at least one extra diaper left for them in their cubby. If you do not leave enough diapers needed for the child during their stay, we have an emergency supply, and you will be charged \$3.00 per diaper. We do our best to catch dirty diapers, but unfortunately, they can be easily missed if we have a full house and/or do not smell them. **We apologize if your child has a dirty diaper at the time of pickup.** Please inform our staff if your child has or is developing a diaper rash and we will make every effort to ensure their diaper stays clean. Please inform Kids Club staff if your child is potty training. All potty-training children should come with a change of clothes.