



**Ascension**  
**Genesys**  
HEALTH CLUB

## **Kids Corner Guidelines**

## **Welcome**

Dear Parent(s),

At Ascension Genesys Health Club, we take our responsibility to care for your children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children and youth can play while the parent or guardian is independently utilizing or attending the many amenities, equipment and classes offered at Ascension Genesys Health Club.

These Kids Corner guidelines are to provide a general overview of our policies and procedures. It is a reference for Ascension Genesys Health Club staff and members to ensure all parties are protected and safe.

Please read this carefully and sign the last page to acknowledge you have read and understand the contents.

Thank you for allowing us the opportunity to care for your children. We look forward to building a strong and trusting relationship with you and your family!

## General Information

**Kids Corner is not a licensed daycare; we operate as a babysitting service for our members.**

Kids Corner is available to all members and guests for children between the ages of three (3) months and 12 years old.

**Rates are subject to change: Please see a Kids Corner staff member for current rates.**

## Guidelines

- **Parent(s) or legal guardian(s) must remain in the club when the child or children are in Kids Corner.**
- Parent(s) or legal guardian(s) dropping off the child **MUST** also pick up the child or complete the required release form.
- Kids Corner is not staffed for one-on-one care.
- Toys from home are not permitted. Comfort items such as blankets and pacifiers are acceptable; however, all allowable personal items brought into Kids Corner must be labeled with the child's first and last name.
- Children exhibiting signs and/or symptoms of illness will **NOT** be allowed in Kids Corner.
- Time-outs will be used to address behavioral issues for children 2 years of age or older. Redirection will be used for children younger than 2 years old.
- All feeding bottles must be premixed and ready-to-use.
- Socks must be worn at all times.
- Shoes are not permitted past the entrance gate.
- Parents of children who cannot be comforted by Kids Corner staff after 10 minutes, will be contacted via the overhead paging system and asked to report to Kids Corner.
- Ascension Genesys Health Club reserves the right to restrict child access to toys, equipment or areas within Kids Corner.
- Management reserves the right to restrict or suspend children(s) access to Kids Corner when a child is determined to be a detriment to themselves, other children, or disruptive to Kids Corner services.
- Ascension Genesys Health Club is not responsible for lost or stolen items.
- Hours are subject to change depending on holidays, emergencies or other unforeseen circumstances.
- Frozen members pay the non-member hourly rate for childcare services.
- Club bucks may **NOT** be used to pay for hourly childcare while on freeze.
- Members on freeze may **NOT** make advanced baby registration.
- Unlimited childcare is a discounted member service, thus may **NOT** be utilized during freeze periods.
- Unlimited childcare is automatically renewed; you may cancel unlimited childcare in Kids Corner.

## Age Guidelines

### 3 months – 18 months

- **RESERVATIONS REQUIRED**
- Reservations can be made up to 1 week in advance.
- Reservations must be cancelled no later than 1-hour prior to reservation time.
- Failure to cancel reservations will result in a \$5.00 fee.

**Due to high demand, a maximum of 1.5 hrs is allowed per day, per child for children in this age group.**

### 19 months - 12 years old

- A maximum of 2.5 hours is allowed per day, per child for children in this age group.

## Other

### Special Needs Children

- **RESERVATIONS REQUIRED:** Please contact the Kids Corner Coordinator at 606-7524.

## Staff Training and Requirements

Because we care about the children entrusted to our care, all staff members working in Kids Corner are required to complete the following prior to working with children.

### Central Registry Background Check

All staff members working in Kids Corner are required to submit to a background check through a Central Registry system. If the employee meets all the pertinent requirements, the employee will be cleared to work in Kids Corner and Ascension Genesys Health Club.

### Sexual Harassment and Abuse Training

This is standard training for all new hires and is a yearly requirement for all existing Ascension Genesys Health Club employees.

### Emergency Response Policies & Procedures

All staff members are required to review and understand their role for all emergency related events as outlined in our Emergency Training Manual. Yearly training is conducted for Fire and Tornado related events. Ascension Genesys Health Club staff is required to be CPR and AED certified.

## Child and Youth Safety

We take the safety of your children very seriously and as such, there is **ZERO TOLERANCE** for abuse of any kind either in Kids Corner or anywhere at Ascension Genesys Health Club. Abuse may be defined as anything sexual, psychological, emotional or physical in nature. It is the responsibility of every staff member to act in the best interest of the children at-all-times. In the event a staff member observes or is involved in any inappropriate behavior such as abusive behavior, policy violations, neglectful behavior or poor role-modeling, it will be the responsibility of the Kids Corner Coordinator to report this to upper management. Disciplinary action up-to-and-including termination will be administered depending on the incident and severity.

No child or youth will be left unattended during the time they are enrolled in Kids Corner. Staff members are required to circulate in Kids Corner at-all-times paying particular-attention to areas that are harder to monitor due to walls or other obstructions.

## Child Discipline

In the event your child is acting inappropriately towards staff or other children in Kids Corner or is posing a danger to him or herself, Ascension Genesys Health Club will follow the disciplinary guidelines outlined below.

**At NO time will physical discipline be used, such as spanking, slapping, pinching or hitting. It is our intent to use acceptable disciplinary measures to remedy problematic situations whenever possible before contacting the parent or guardian of the child.**

### Potential Disciplinary Measures

**Redirection** – this will usually entail verbally redirecting the child; however, redirection can also mean removing a toy or object from the child if that toy or object is causing injury to another child or is being used inappropriately.

If the behavior continues after redirection methods have been used, the child may be moved to a more secluded area of the department and away from other children.

**Time-out** – The child will be given, as reasonably possible, a simple reason for the time-out and a clear explanation of the expectation. Since the child will most likely be removed from the main play area, the staff member will be as reassuring as possible. The child will not be physically held in the time-out area regardless of the situation.

The child will be given a chair to sit in or a “spot” to sit on (pillow, blanket, carpet square etc.) until the time-out is complete.

**\* All reasonable disciplinary measures will be used before contacting the parent or guardian \***

# Restroom/Toiletry Guidelines

## Nursery Age Children

Kids Corner is not a licensed daycare center and is not required to change diapers; however, as a courtesy to our members we will provide this service. However, we may occasionally need parental or guardian assistance.

- Changing diapers will be done in the Kids Corner bathroom or in the baby room with the doors open.
- Children will be changed on the changing station and will never be left unattended on changing tables.
- If you choose to change your own child, it should be communicated to the Kids Corner staff and they will page you, if needed.
- Children will be re-clothed immediately once a clean diaper has been placed on the child.

## Toilet Training

- Kids Corner staff is not responsible for toilet training
- All children being toilet trained by the parent(s) must be dressed with disposable pants and have a clean change of clothes in the event of an accident.
- If a child communicates verbally or nonverbally they need to use the toilet, a Kids Corner staff member will escort the child to the restroom. Staff member(s) will remain outside the restroom with the door slightly ajar in the event the child needs assistance.
- Verbal assistance will be offered first, if this is not sufficient; two staff members will provide the assistance needed.

## School Age Children

- All school age children should be self-sufficient when using the restroom. If the child needs assistance, Kids Corner staff will assist from outside the bathroom door. If more assistance is needed, the parent will be called.

## Sick Child Policy

To ensure the health and safety of all children who participate in Kids Corner, Ascension Genesys Health Club may remove any child exhibiting any of the symptoms below.

If a child becomes sick while in Kids Corner, the child will be isolated from the other children and the child's parent will be contacted. Please understand that these policies are in place to prevent any unnecessary exposure to other children.

- Any child requiring more care than the Ascension Genesys Health Club staff can provide without compromising the health and safety of the other children in our care.
- Any child exhibiting a fever of 99 degrees or higher.
- Any child who has vomited in the last 24 hours.
- Any child with a consistently or profusely runny nose whether the discharge is green, yellow or clear mucus.
- Any child showing any sign of an unexplained rash which may be attributable to a contagious illness or condition.
- Any child showing signs of respiratory distress (bad cough).
- Any child having loose stools/diarrhea within the last 24 hours.
- Any child who has Strep Throat or Impetigo must have completed at 48 hours of antibiotics before returning to Kids Corner.
- Any child who may have had Head Lice, Ringworm or Scabies must be nit free, and have a doctor's approval before returning.
- Any child who has been exposed to or has the Chicken Pox virus must be excluded until all the lesions have crusted over.
- Any child who has Conjunctivitis (pink eye) or pus draining from the eye must have a doctor's approval before returning.
- Any child who is not able to participate in Kids Corner with reasonable comfort.

## Medication

All medication(s) must be given by parent or guardian. Kids Corner staff **will not** administer any medication, for any reason. This is solely the responsibility of the parent or guardian.

## Snacks

- Kids Corner **does not allow nuts** of any kind.
- We ask that you bring easy to eat snacks for your children; full meals are not allowed.
- All snacks and drinks must be labeled with the child's first and last name.

Suggested snack items:

- Goldfish crackers, graham crackers, pretzels, or saltines
- Fruit snacks
- Juice or water in spill proof cups
- Dry cereal

**\*\*No gum or candy\*\***

## Communication with Parents

Parents will be contacted via overhead page for the following reasons and will be expected to report to Kids Corner immediately.

- Child becomes ill
- Child is injured
- Child has a disciplinary issue
- Child becomes disruptive or uncontrollable
- Child cries excessively for lengthy period-of-time
- Child needs a diaper change and a clean diaper and/or wipes are not available
- Change of clothes is needed

## Check-in and Check-out of Children

Kids Corner staff are responsible for properly checking children in and out of Kids Corner and only releasing children to the designated parent(s) and/or legal guardian.

If you would like to authorize anyone else to drop off or pick up your child/ren; you must complete the **Authorized Guardian Form**. The names you provide will be added to your child's profile as Authorized Guardian(s) for Kids Corner granting those individuals the ability to pick up and drop off your child/ren.

All changes to Authorized Guardians must be submitted in writing to Kids Corner prior to them taking effect. It is your responsibility to make sure this information is up to date.

## Acknowledgement of Receipt

I agree that I have received and read Kids Corner Guidelines. In the event I have questions regarding these policies; I understand it is my responsibility to obtain the answers needed.

I fully understand my responsibility as it relates to Kids Corner policies and agree to abide by them at-all-times to the best of my ability. I also acknowledge that the content of this manual may be amended or changed at any time without my consent or authorization.

Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signed Name: \_\_\_\_\_

Kids Corner Coordinator or designee: \_\_\_\_\_