

# Kids Corner Guidelines

# **Welcome**

Dear Parent(s),

At Henry Ford 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 Henry Ford Genesys Health Club.

These Kids Corner guidelines are to provide a general overview of our policies and procedures. It is a reference for Henry Ford 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 only as a babysitting service for our members.**

Kids Corner is available to our members, at an additional cost, for children between the ages of 2 and 12 years old (for a maximum of 2 hours per day).

**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 Authorized Guardian Form**. (Please see Membership for Authorized Guardian Form and present birth certificate).
- Kids Corner is **NOT** staffed for one-on-one child 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.
- Socks must be worn at all times, (socks available to purchase in Kids Corner).
- 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.
- Henry Ford 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.
- Henry Ford Genesys Health Club is not responsible for lost or stolen items. Hours are subject to change depending on holidays, emergencies, or other unforeseen circumstances.
- Members on freeze will pay the hourly rate for childcare services.
- Unlimited childcare is a discounted member service, thus may **NOT** be utilized when your membership is on freeze.
- Month to Month Unlimited childcare is **automatically renewed**; you may cancel monthly unlimited childcare in Kids Corner.
- Club bucks may **NOT** be used to pay for childcare.

# **Reservations**

**Reservations are required for each child as space is limited in Kids Corner.** Reservations can be made up to 1 week in advance and will close at 10:00 a.m. each day if no reservations have been made for that evening. Visit our website at **[www.HenryFordGenesysHealthClub.com](http://www.HenryFordGenesysHealthClub.com)** then click on "Member Portal" to reserve your space. If you exceed your daily limit of 2 hours or go past the hours Kids Corner is open a late fee will accrue even if you have Unlimited Childcare.

## **Special Needs Children**

Please contact the Kids Corner Manager at 606-7524 prior to the initial visit.

# **Cancellation Policy**

Reservations can be canceled up to 6 hours prior to start time. Failure to properly cancel a reservation (at least 6 hours in advance) will result in a \$10 fee. Visit our website at [www.HenryFordGenesysHealthClub.com](http://www.HenryFordGenesysHealthClub.com) then click on "Member Portal" to cancel your reservation.

# **Other 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 Henry Ford Genesys Health Club.

## **Sexual Harassment and Abuse Training**

This is standard training for all new hires at Henry Ford Genesys Health Club.

## **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. Henry Ford 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 Henry Ford 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 inappropriate behavior such as abusive behavior, policy violations, neglectful behavior or poor role-modeling, it will be the responsibility of the Kids Corner Manager 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, Henry Ford 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 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**

If a child is not potty trained you **MUST** provide **diapers** and **wipes**. Toddlers should be recently changed prior to being dropped off in Kids Corner.

If your child is toilet training, we require water proof training pants or pull up/diapers during their Kids Corner visit.

# **Sick Child Policy**

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

NOTE: 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.

- Any child exhibiting a fever of 99 degrees or higher.
- Chills, body aches, fatigue, headache.
- Symptoms of respiratory illness (shortness of breath, cough).
- 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.
- Any child having loose stools/diarrhea within the last 24 hours.
- Any child who has Strep Throat or Impetigo must have completed 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 (pinkeye) or pus draining from the eye must have a doctor's approval before returning.

# **Medication**

All medication(s) must be given by a 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:

- Gold fish 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 someone 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 Membership 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 Manager or Designee:\_\_\_\_\_