

# Kids Club Policies & Procedures

## Purpose

Kids Club is a safe, fun, and positive child watch program for parents who want to enjoy the amenities of The John Newcombe Country Club. Workout or play worry-free while the kids enjoy our state-of-the-art Kids Club. Games, movies, arts and crafts and many more activities will keep the kids smiling and wanting to stay!

## Hours of Operation

Mornings: Monday - Saturday 8:00am-12:00pm

Evenings: Monday - Thursday 4:00pm-8:00pm

Closed Sundays

## General Policies

1. Reservations are required
2. Children ages 6 months through 12 years are welcome to visit Kids Club for a maximum of two hours a day and no more than 12 hours a week. The time limit of two is strictly enforced.
3. A John Newcombe Country Club membership card is required for check-in. Non-members paying to use the Kids Club must pay a \$5 guest fee at the front desk. Non-Members must be attending as guests of Members.
4. Parents MAY NOT leave The John Newcombe Country Club at any time while the kids are in the Kids Club
5. Due to allergens, we are a NUT-FREE ZONE. Children are allowed to bring ONE small snack and a drink to kids club, but the snack may not contain any nuts.
6. We do not allow children to bring Full Meals to Kids Club, Parents are more than welcome to have Breakfast/ Lunch/ or Dinner with child before dropping them off at Kids Club.
7. Kids Club Staff will not change diapers
8. Toys from home including electronic devices are allowed in Kids Club but devices must have parent restrictions turned on. Kids Club staff and The John Newcombe Country Club are not responsible for lost, broken or stolen items.
9. Medication will not be administered by staff

10. Children must be free from fever/rash/illness for a minimum time of 24 hours before coming into Kids Club
11. Parents are expected to adhere to the Sick Child Policy.
12. Children must be fully clothed when coming into Kids Club. Shoes are required for all walking children.
13. Parents are expected to adhere to the Incidents and Accidents Policy

## **Sick Child Policy**

Children who have any of the following symptoms are not allowed at Kids Club:

- Fever as measured by a temperature of 100 degrees Fahrenheit or higher
- Vomiting (two or more episodes in 24 hours)
- Swelling/Redness of the Throat
- Constant Cough
- Child has a sore throat and/or swollen glands causing difficulty swallowing
- Extreme Fatigue/Lethargy
- Head Lice
- Reddened/Draining Eyes
- Skin Rash
- Child has rash not associated with diapers
- Bumps on Hands, Feet and/or Throat
- Uncontrollable Diarrhea
- Mouth Sores
- Diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious

If staff observes any of these symptoms during the child's visit, the parents will be called and asked to pick child up.

## **Incidents & Accidents Policy**

At Kids Club, precautions will be made to minimize accidents and ensure the safety of the children. We cannot be responsible for injuries that are out of our control which includes, but is not limited to:

- Incidents by one child due to the actions of another child like biting, hitting, pushing, and throwing objects
- Incidents by contact with furniture or objects
- Incidents to fingers from doors and containers
- Accidents while playing indoors and/or in the outdoor playscape

If an injury occurs, after tending to the child, the parent will be contacted depending on the severity of the injury. Parents will need to sign the incident report for all injuries, no matter the severity, when the child is picked up. If an incident occurs by one child due to the actions of another child, we cannot give parents information about whom injured whom for confidentiality purposes, but a report will need to be signed.

## **Discipline Policy**

In most cases, re-direction towards other activities will be used as a resolution. Time-Out will be used to address behavioral issues in some cases.