# **Child Center Policy**

#### Member Usage

- The Child Center use is for members of the Fit-N-Wise fitness center.
- "Family Memberships" may receive Child Center services for FREE when the family member is actively participating in the Fit-N-Wise fitness center. Children who use the Child Center must be listed on the family membership and live with the parent or legal quardian.
- Other members must purchase a Child Center card for their child/children to use the Child Center. All other usage will be subject to a fee, but a waiver must be signed by a parent or legal guardian and necessary documents completed before any child is left at the Child Center.
- A Parent or legal guardian must sign all necessary documents for a child to use the Child Center.
- Some required documents will list an emergency contact who can pick the child up from the Child Center if the parent or legal guardian cannot.
- Parents must abide by our "Exclusion of Sick Children" policy to ensure that the Child Center is as healthy and sanitary as possible.

#### Procedures and Rules: Check-in and Check-out

- The child (the "Participant") may only be released out of the Child Center to the Participant's parent or legal guardian (Fit-N-Wise member) or to a person who has been identified on the user agreement as an emergency contact. A parent/legal guardian must come in the Child Center and sign the child in and out. The same person who signs the child in must sign them out. Only the parents or legal guardians can sign the child in or out, unless for special situations, the parent/legal quadian has completed a dailly special release form.
- A Fit-N-Wise Fitness membership card or government issued photo identification may be required upon checking in and checking out the child.
- A parent/legal guardian must remain in the fitness center at all times and easily reached if a need arises. If staff discovers the parent has left the building, Child Center privileges will be taken away.
- The convenievnce of the Child Center is for our members and their children; please do not bring other children.
- Two hours of childcare are available each day, per Family membership.
- For any member (not Family membership) purchasing a punchcard or Child Center Card the same 2 hour window applies.
- Should the Child Center determine in its sole discretion that the person attempting to pick up the Participant is an immediate risk to the Participant, the Child Center will not release the child and the staff member will contact our security and the local authorities. In the event of an emergency, the parent(s) or legal quardian(s) listed on membership (members) will be notified first.
- Family memberships will not bring or leave other children who are not listed as child on membership as part of their "free care". Any other child brought must have all paperwork and a waiver completed and signed by the child's parent/legal guardian and a fee will be charged.
- Saturday Child Center usage requires a reservation on the preceding Friday and must call by noon. Call the Child Center at 940-626-1309 to make your reservation. If you do not show up for the reservation, you will be charged a regular Child Center fee.

## **Policies and Procedures: General**

- Infant care is available for children 2 months 11 months or walks confidently; child care for children 2 months 13 years.
- Bottles, blankets, cups, pacifiers and comfort items are permitted, but MUST BE LABELED.
- Bottles are permitted, but must be used under the supervision of the Child Center staff. Water and powdered formula must be premeasured and ready for quick preparation. Bottles will not be heated by Child Center staff.
- If an infant is inconsolable and cannot be calmed and quieted within 10 minutes, you will be contacted to pick the infant up.
- All items required, such as wipes, diapers and change of clothes, will be supplied by the parent.
- If you bring items of care such as diapers, labeled sippy cups for infants/toddlers, comforting items, coats, backpacks, etc., you will need to get two labels and write your child's name on both and put the items in a basket in a cubby and label the basket and cubby.
- For the safety of your children, if the Child Center reaches its maximum occupancy please wait to check your child in until a child checks out. You will be alerted if this is the case.
- Please do not let your child bring any toys or other small items into the Child Center.

#### **Exclusion of Sick Children Policy**

A child exhibiting any conditions or behaviors determined by the Child Center to be an illness will not be allowed to stay in the Child Center. If the child becomes sick while in the Child Center, the child must be isolated from other children and the parent/guardian will be alerted and must remove the child from the center immediately. Upon every visit, please make sure the Child Center staff knows about any medical concerns, allergies, or special requirements.

Please understand we strive to provide a healthy, safe, and secure environment for all children so please do not be offended if we ask you to remove your child due to health conditions. The list below includes but is not limited to, a list of conditions or behaviors that precludes a child from the Child Center.

If your child has any of the following symptoms, you will need to wait at least 24 hours after the symptoms have subsided- without the aid of medication, before bringing him or her to the center.

See reverse for more information.

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- A child with a diagnosed or reportable illness or condition that a physician determines has not had sufficient treatment to reduce risk to others
- A child who has vomited within the last 24 hours
- · A child with loose stools within the last 24 hours
- Pink eye-contagious conjunctivitis or pus draining from the eye
- Bacterial infection such as strep throat or impetigo and has not completed 24 hours of antimicrobial therapy
- Unexplained lethargy
- Lice, ringworm, or scabies that is untreated and contagious to others
- Fever of 99 degree Fahrenheit axially or higher
- Undiagnosed rash or a rash attributable to a contagious illness or condition
- Significant respiratory distress (bad cough)cw
- · Profusely runny nose with either green or clear mucus needing to be frequently wiped
- A child who requires more than the program staff can provide without compromising the healthy and safety of the other children in care.
- A child with chicken pox until the child is no longer infectious and until the lesions are crusted over
- It may be necessary to provide a physician's verification of wellness

If your child exhibits any of these symptoms or conditions, please keep the child home. If your child is too ill to attend school, the child will not be allowed in the Child Center.

#### **Mandatory Guidelines**

•No food. If you bring a drink for your child, please make sure it is labeled with their name, is age appropriate and either in a sippy cup or sports type bottle (no water bottles with small caps).

## Child Behavior

- Time-out will be used to address behavior problems for children two years and older. For children younger than two, redirection will be used.
- Fit-N-Wise reserves the right to remove or suspend children who may be perceived as an endangerment to themselves or others.
- Our Child Center provides a secure environment by processing a background check on our employees. Since we offer a secure environment, parents will not be permitted to stay in the Child Center for more than 10 minutes.
- Violent behavior will not be accepted at any age. The child must be removed from the center.
- If your child has repeated instances of misbehavior, not following rules, being disrespectful, you will be alerted and they will no longer be able to use the center.
  - 1st instance child will receive a warning and parents will be alerted
  - 2nd instance child will be suspended for a week
  - 3rd instance child will be suspended for 2 weeks
  - For severe behavior incidents, such as intentionally hurting another child, bullying, etc., and if unacceptable behavior continues past the 3rd instance, Fit-N-Wise Fit Y.O.U.T.H. Child Center, in its sole discretion, reserves the right to exercise refusal of use of the Child Center.
- If child brings a tablet or digital device, please make sure the content is proper for everyone.
- Please take your child to the restroom or change diaper before you leave the child.
- If your child is crying excessively, you will be required to remove the child from the room.

#### **Late Pick Up Policy**

Fit -N-Wise maintains a strict 2 hour time limit for children in the Child Center. Fit-N-Wise Fit Y.O.U.T.H. Child Center should not be used as, nor was designed, to serve as a day-care or after care program. The Parent or Guardian must remain on site at all times and must respond to an incident in person immediately after notification. The following applies to late pick up:

- If a parent or guardian is more than 5 minutes late picking up the Participant, the following applies within a 3 month time frame (Quarterly/ calendar year):
  - 1st time- Warning
  - 2nd time- Charge of regular Child Center Fee every 15 minutes over. Final Warning
  - 3rd time- Charge of regular Child Center Fee every 15 minutes over. Suspended for 1 week.
  - 4th time- Charge of regular Child Center Fee every 15 minutes over. Suspended for 2 weeks.
  - 5th time and more Charge of regular Child Center Fee every 15 minutes over. Sole Discretion of Fit-N-Wise to cease use of the center.

**Child Center Days and Times** Monday - Thursday 8am - 8 pm Friday 8am - 5pm

Saturday 8am - 12pm \*with reservation only

\*Reservations must be made by noon on the preceding Friday and space will be limited at staff's discretion.

Call 940-626-1309 to make reservation.

Note: Last check-in occurs 15 minutes prior to closing.