



WELCOME:

CORE Kids includes two different options of child watch services. These services are only available for adults who are utilizing the facility and who remain in the building during the time their children are using the programs.

Both kid WATCH and kid FIT are provided for **two (2) hours maximum**. The service is highly monitored for safety and requires the same person to both drop off and pick up those participating in this service.

kid WATCH: Children 6 months to 6 years old are eligible to be in the kid WATCH area. This is a closely regulated, single entry space that will be for babies, toddlers and young children to play, participate in activities and be social with others in the kid WATCH room.

kid FIT: Children 7 - 12 years old can participate in controlled programming, designed to be similar to a physical education class, which will last for one (1) hour. Kid FIT will begin every hour, on the hour, and children can take the class up to two (2) times per day, for a maximum of two (2) hours of utilization per day. The programming will vary from day to day, and the kids will be taken to select sections of the building, depending on the activity for that day, and will remain there until they are delivered back to the kid WATCH room for adult pickup.

kid WATCH & kid FIT

Parent Information & Registration Packet

Regular Hours

Monday - Friday
8:00 AM to 1:00 PM and 3:00 PM to 8:00 PM

Saturday
8:00 AM to 1:00 PM and 3:00 PM to 8:00 PM

Sunday
12:00 PM to 6:00 PM

Summer Hours (Memorial Day-Start of School)

Monday - Friday
8:00 AM to 8:00 PM

Saturday
8:00 AM to 8:00 PM

Sunday
12:00 PM to 6:00 PM

**Early closure is possible if no children are in the kid WATCH room and may change due to holiday schedules. Please refer to the Member Handbook for holiday hours.*

About CORE kids Staff:

All staff exhibit personal qualities that exemplify the CORE character values. Background checks are completed on all staff before they are hired. Advanced Child Care as well as CPR/AED/Current First Aid training are required for the entire staff.

**Please ensure Emergency Contact Information and Child Release Authorization Forms are up to date. It is your responsibility to inform us of any changes and fill out the proper documents.*

Behavior Guidelines:

CORE kids uses positive guidance methods to encourage appropriate behavior. Depending on the severity of the behavior, the CORE reserves the right to utilize these guidelines in any order:

1. Staff will redirect the child and discuss appropriate behavior.
2. Child will be encouraged to take “personal time” to regain composure and/or discuss other choices for behavior.
3. If a third reminder is given, CORE kids Staff Member will write a misbehavior report. A copy will be shared with the parent/adult who picks the child up that day.
4. If a child receives three written misbehavior reports in any calendar year, the child will be asked not to return to the kid WATCH/kid FIT program for a period of time. The CORE kids Supervisor will consult with a Guest Services Coordinator and the Facility Director to determine that time.
5. If a child returns to the program and receives a fourth written incident report, the CORE kids Supervisor will notify the parent. After this report, the child will be dismissed from kid WATCH and/or Kid FIT indefinitely.
6. If the severity of a problem is great enough after the first incident and the CORE kids Supervisor consults with the Guest Services Coordinator and the Facility Director, suspension from the program will be effective immediately without following the above steps.

Your Child's Comfort:

FOOD will not be permitted in kid WATCH. Children should be sufficiently fed prior to arrival. CORE kids staff are also not permitted to bottle feed infants or children while they are in kid WATCH. Closed drink containers with juice or water are permitted, but they must be labeled with the child's name. We ask that children not come in with chewing gum or any kind of hard candy.

DIAPER: Please be sure that your child has on a clean diaper when you sign them in to kid WATCH. Kid WATCH is not a licensed Day Care Facility and therefore, we cannot change diapers. You will be immediately notified if your child needs a diaper change. Kid WATCH offers a changing table for your convenience. All diaper changing supplies (including wipes and diapers) are the responsibility of the parent/guardian.

CRYING: Should your child become upset and remain upset for more than 15 minutes or requires more attention than we can provide, the CORE kids staff will contact you immediately. Pacifiers and car seats are encouraged for infants; however, pacifiers must be attached to children with clips.

SPECIAL ACCOMMODATIONS: Parents are asked to clearly communicate any special circumstances or accommodations that their child needs prior to leaving them in CORE kids. Our staff will make every effort to accommodate the child's needs. We recommend that a parent/guardian advise the CORE kids Supervisor or Lead Specialist prior to the first visit to ensure a successful partnership between the staff and family.

Check in/out process:

We put safety first with a sign in/sign out procedure. We ask that parents/guardians check in at the Welcome desk and ask for a CORE kids entry card. Children then need to be signed in by a parent/guardian each time they visit CORE kids. Whoever signs the child in must be the same person picking the child up, unless alternate plans have been arranged with staff prior to pick up time. If someone else will be picking your child up, **THEY MUST ALREADY BE ADDED TO THE NOTARIZED CHILD RELEASE AUTHORIZATION FORM.** (Please see the Welcome Desk for this form)

Waiting Lists:

A waiting list will be introduced when kid WATCH or kid FIT reaches maximum capacity. Parents will be given the opportunity to add their name to the waiting list and participants will be contacted in chronological order. When it is particularly busy, a CORE kids staff member will call you at your written estimated return time so please give yourself adequate time to use the facility.

General Policies

Children must be signed in and out by the same person, unless they have a notarized document authorizing another person to pick up. (You can obtain this document at the Welcome Desk with a Guest Services Coordinator.)

Parents/Guardians MUST remain on premises at all times and be able to be reached. We do NOT provide drop-off child care. If this policy is violated, the use of CORE Kids services can be revoked.

Upon signing in child/children, please list the areas of the facility you will be accessing in case of emergency.

While signed into kid WATCH, children must remain in kid WATCH areas at all times.

Parents/Guardians must bring their infants and toddlers with full tummies, fresh diapers, and clean hands and faces. It is not the kid WATCH staff's responsibility to feed children, change diapers or assist children in the bathroom. Parents will be notified if either should be necessary.

For the health and wellness of other children, please do not bring a sick child to CORE kids (please see Sick Child Policy below.)

Strollers are not permitted in kid WATCH.

No toys from home are permitted. We cannot be responsible for damages and/or loss of personal items.

Electronic devices are not recommended. They are not permitted as part of kid FIT.

Food is not permitted in kid WATCH.

Child is required to wear clothing. Bathing suits and diapers must be covered.

Children MUST wear shoes (crawlers may wear only socks).

Sick Child Policy:

Under no circumstances may a parent or guardian bring a sick child to CORE Kids if the child shows any signs of illness (see SYMPTOMS THAT WOULD DENY ENTRY TO CORE KIDS), or is unable to participate in their normal routine and regular program. Sick children may expose all children and staff members who they come in contact with. This is disruptive to other children and their families so your cooperation on this issue is extremely important.

Symptoms that would deny entry to CORE Kids:

1. Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability and/or confusion.
 - a) Diarrhea: Runny, watery, bloody stools, or two of more loose stools within the last 4 hours.
 - b) Vomiting: Two or more times in a 24 hour period. Note: Please do not bring your child if they have vomited in the night.
2. Breathing trouble, sore throat, swollen glands, loss of voice, hacking of continuous coughing.
3. Runny nose (other than clear), draining eyes or ears.
4. Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm and Hand Foot and Mouth.

Note: In various instances our CORE kids may get blamed for the illness of a child, meaning that we have "allowed" sick children to enter. When sick children are brought to our facility, our entire staff is also at risk of exposure. We STRESS this again -- if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious.



Registration Form

Child's Name: First _____ Last _____

Birthdate: ____ / ____ / ____ Age: ____ Gender: M F School/Grade: _____

Ethnicity (Optional) Caucasian Asian/Pacific Islander Hispanic African American
 Native American Other

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Home Address: _____ City: _____ ZIP: _____

Home Phone: _____

(*Both Parents/Guardians need to be present at the time of registration, if they will be picking up/dropping off.)

A photo of parents/guardians will be taken at the time of registration.

If additional parties need to be added to pick up/drop off child(ren), please see the Welcome Desk for the Child Release Authorization form.

Parent/Guardian Name 1: _____ **Relationship:** _____

Birthdate: ____ / ____ / ____ Employer: _____

Phone : _____ Cell Home Work

Phone : _____ Cell Home Work

E-mail _____

Parent/Guardian Name 2: _____ **Relationship:** _____

Birthdate: ____ / ____ / ____ Employer: _____

Phone : _____ Cell Home Work

Phone : _____ Cell Home Work

E-mail _____

Please list current medical conditions and/or allergies:

Does your child require special accommodations? YES NO Please explain:

I have read, understand, and agree to the terms of use and guidelines of the CORE kids Parent Information & Registration Packet. I certify the above information is complete and accurate.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____