



Kidz Club Hours

Monday/ Wednesday / Friday - 8:00am – 11:30

Tuesday / Thursday - 5pm – 7:00pm

Saturday - 9am – 12noon

Kidz Club Policies & Procedures:

This is a **Paid Service Add-On** for the Hopedale Wellness Center members who have children between the ages of 6 weeks and 12 years.

Following policies and procedures when bringing your child/children to Kidz Club:

- Complete **all registration** prior to your child's first day.
- Each time you child visits Kidz Club complete the **sign-in/out sheet**.
- Child/children will only be allowed to leave with parent/guardian or pre-notified designee. If this notification has not been given, the child/children will not be allowed to leave without a parent or legal guardian.
- Each child can stay for a **MAX of one hour**.
- We ask that all children wash their hands upon **arrival**.
- Parents with children in Kidz Club **must remain in the building**.
- **Absolutely NO food or drinks will be allowed.**
- Children who are contagious, infectious, or running a fever of 100 or higher cannot be admitted into Kidz Club.
- Bring children with a dry diaper. Staff is **NOT** permitted to change diapers. If a diaper change is needed **or** the child needs assistance using the restroom, the parent **will** be called.
- Parents will be notified if a child becomes ill in our care. Health concerns include but are not limited to a temperature of 100 degrees or higher, diarrhea, vomiting, and a visible rash. Children must be symptom free for **24 hours** before returning to Kidz Club.
- As to not upset the other children, parents will be asked to remove their child from Kidz Club if the child continues to cry for more than a *15-minute period*. This will only be necessary if the staff has exhausted all efforts to calm the child. They may be brought back into the room once they are comforted. However, if the crying continues, they will be asked to leave for the day.
- **If an infant is present, they may have a bottle brought in for them by the parent/guardian.**

- A parent may be interrupted and pulled from their work out of the child is misbehaving and not obeying staff. Any child who continues to misbehave will not be allowed to use the Kidz Club room in the future.
- If you are called, you must report to the Kidz Club room **immediately.**

Parents- please note:

- Our **number one priority** is the safety of the children. **Children will never be left unattended.**
- We will offer prepared activities to occupy the children, including coloring, games, and art projects.
- All toys **will be disinfected each day** and after activities.
- The room will be kept orderly **when children are present.**
- All children will be expected to clean up their toys before leaving the Kidz Club room. **Parents are expected to help uphold this policy.**
- In the unlikely event the building will need to be evacuated your child will be brought to the building meeting area. Do not attempt to retrieve them from Kidz Club.

Fire: Children will be evacuated to the white HMC garage across Grove Street and parent will be evacuated to same location.

Tornado: Children will be evacuated to the Men’s locker room in the Wellness Center and parent will be evacuated to same location.

Please contact the Kidz Club coordinator at (309) 449-4500 if you have any questions or concerns about Kidz club

Please Print Off, Sign and Turn in to Wellness Center Front Desk

Parent/Guardian Name: _____ (print)

Cell Number: _____ Email: _____

Child / Children Names/Age: _____

Date: _____ Signature: _____