

Lakeview Fitness Center

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| Kids’ Corner Parent Manual | 2018 | |
| Policies and procedures for Kids’ Corner, the babysitting service, at the Vernon Hills Park District’s Lakeview Fitness. | |  |

**LAKEVIEW FITNESS**

**700 Lakeview Parkway**

**Vernon Hills, IL 60061**

**(847) 996-6330**

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**KIDS’ CORNER PARENT MANUAL**

This parent manual will provide you with important information regarding the policies and procedures of the Lakeview Fitness Center’s Kids’ Corner program. Kids’ Corner is a fee-based babysitting service available to those who are using the facility.

1. **HOURS OF SERVICE**

**Day of the Week Morning Hours Evening Hours\_\_\_\_\_\_\_\_**

Monday 8:00 a.m. – 1:00 p.m. 4:30 p.m. – 7:30 p.m.

Tuesday 8:00 a.m. – 1:00 p.m. 4:30 p.m. – 7:30 p.m. Wednesday 8:00 a.m. – 1:00 p.m. 4:30 p.m. – 7:30 p.m.

Thursday 8:00 a.m. – 1:00 p.m. 4:30 p.m. – 7:30 p.m.

Friday 8:00 a.m. – 1:00 p.m. Closed

Saturday 8:30 a.m. – 12:30 p.m.

Sunday 8:30 a.m. – 12:30 p.m.

Kids’ Corner is closed on the following holidays: Easter, Independence Day, and Christmas Day. **Shortened hours** available on the following holidays: New Year’s Eve, New Year’s Day, Memorial Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve. **Kids’ Corner is available for up to 2 hours per visit.**

1. **AGES SERVED**

Kids’ Corner services are available for children ages 6 months through 10 years. Children under the age of 11 must be under the supervision of a parent or staff member while in the facility. Children 11-13 may remain in the lobby while a parent is utilizing the facility. The use of exercise areas and classes are available to patrons who are ages 14 years and up. Children under 14 years are not allowed in exercise areas, even if under the supervision of a parent.

1. **OCCUPANCY**

Kids’ Corner is open to all members and guests using the facility and is offered on a first-come, first-served basis. There is a maximum capacity of 12 children. Please note, we cannot guarantee a spot at a time that is most convenient for you. Should Kids’ Corner be at capacity when you arrive, a wait list will be created, and you will be contacted as soon as there is space available.

1. **FEE/PRICING**

**Payment Options \_\_\_\_ \_ Cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Daily Drop-In $5 (per child)

30-Day Pass $25 (up to 3 children; for each additional child, add $5)

Monthly Auto Withdrawal $25 (up to 3 children; for each additional child, add $5)

10-Punch Card $30 (expires one year from the date of purchase)

***Please note -- should you arrive late to pick up your child after the two-hour time limit,or after Kids’ Corner hours you may be subject to a $10.00 late fee.***

1. **SIGNING IN & OUT**
2. Upon checking in at the front desk, and providing payment, you will receive a colored chip as proof of payment.
3. Children must wash hands, or use hand sanitizer prior to entering Kids’ Corner.
4. Please escort your child into Kids’ Corner, give the chip to the staff member and completely fill out the sign-in sheet. Be sure to include:
   1. Guardian first and last name
   2. The name(s) of your child(ren)
   3. Your time of arrival
   4. Allergies/special needs
   5. Where you can be found in the facility
   6. Emergency phone number
   7. Alternate pick-up information if necessary
5. Please note if another adult is authorized to pick up your child. If so, please write their name on the sign out sheet and alert the Kids’ Corner attendant on duty. The alternate parent/guardian will be required to present a photo ID at time pick up.
6. Parents are asked to exit the room in a timely manner (approximately five minutes) after dropping off their child.
7. Upon pick up, please be sure to check in with the staff member and sign your child out.
8. Please note: parents who arrive after the two hour time limit, or after Kids’ Corner hours, will be subject to a $10.00 late fee.

All children are under direct supervision during their time in Kids’ Corner. Staff members regularly conduct headcounts of all children throughout the day, particularly during drop-off and pick-up times.

1. **VISITORS**

Members and guests who do not have a child in attendance in Kids’ Corner are not allowed in the room at any time.

1. **COMMUNICATING WITH PARENTS**
2. In the event your child needs assistance, please note where you can be located in the facility on the sign-in sheet.
3. Should the staff member take the children out to the playground or for a walk, a sign will be posted on the door.
4. It is the responsibility of staff to communicate all minor and major accidents and incidents that occur during your child’s visit.
5. IMPORTANT: Please be sure to remain in the building and be available to be reached at all times.

1. **OUTDOOR PLAYGROUND**

If weather permits, staff may take children to the outdoor playground. Children 2 years and older will be allowed to use the playground equipment. As a safety precaution, children under the age of 2 will not be allowed to play on the playground equipment. Staff will notify parents at check in if the children will go outside and for how long. Staff will post a sign on the door noting their location. Staff will not be permitted to apply sunscreen on your children.

1. **RESTROOM POLICY**

For children less than 6 years of age, please be sure to have your child use the restroom prior to coming to Kids’ Corner, or have a fresh diaper change. Staff members are not allowed to escort any child to the restroom or change diapers. If your child needs to use the restroom during his/her time in Kids’ Corner, parents will be contacted. Children who are 6-10 years will be allowed to use the restroom without a staff or parent escort. Kids’ Corner staff will watch for their safe return.

1. **MEDICATION**

Staff members are not permitted to handle or administer medication for your child. We ask that you refrain from bringing any medication into the babysitting room. Medications must be administered prior to drop off.

1. **FOOD AND SNACKS**

Snacks and beverages are not allowed in Kids’ Corner. Staff are not able to feed infants/babies. Children are welcome to eat snacks in the lobby before/after their visit to Kids’ Corner. We ask that all children wash their hands with soap and water after eating.

1. **PERSONAL ITEMS**

Staff members are not responsible for lost, stolen, or damaged items that are brought into the babysitting room. It is recommended that you leave personal items, toys, etc. at home. Parents are not allowed to leave gym bags, coats, purses, etc. in Kids’ Corner. Electronic devices or games are allowed for children 5 years of age and older.

1. **ILLNESS/COMMUNICABLE DISEASES**

Children must wash hands, or use hand sanitizer before entering Kids’ Corner. Please do not bring your child to Kids’ Corner if they are showing signs of illness including, but not limited to: fever, runny nose (green discharge), chills, or aches and pains. Children who are too sick to attend school or daycare are too sick to stay in Kids’ Corner. If a staff member notices any of these signs of illness, you will be contacted and asked to pick up your child immediately.

For your child’s safety, all communicable diseases will be reported to the Lake County Health Department. The Lake County Health Department will determine the appropriate actions and response. If your child has contracted a communicable disease (and recently attended the babysitting room), please contact the Lakeview Fitness Center’s Fitness Supervisor. Children with communicable illnesses will not be permitted to return to the program without written permission from a doctor. A letter from the Health Department will be posted in accordance with county guidelines if communicable diseases are reported. Postings will continue to be updated in accordance with Health Department policies.

1. **INJURIES**

All Lakeview Fitness Center staff members are CPR, First Aid, and AED certified. A first aid kit is located at our Front Desk and all minor injuries (scrapes, scratches, bites, etc.) will be treated with basic first aid. Parents will be notified, when they pick up their child, of any minor incidents that involved their child. Staff will notify parents immediately of a serious injury and 911 will be called if necessary. An incident report will be written for any injury that occurs in our care.

1. **INCIDENT REPORTS**

Incident reports will be filed out any time an accident or incident occurs. Reports are filled out for incidents such as, but not limited to: biting, hitting, fighting and any injury that may occur while the child is in our care. Please note that these reports are the property of the Park District and will not be released to the public.

1. **BEHAVIOR MANAGEMENT**

For the comfort of your child, as well as those visiting the babysitting room, we will ask you to pick up your child after 15 minutes if they are upset and/or crying. We will encourage all children to engage in an activity, read to them and try to comfort them. We encourage the parents of the children who are having a difficult time to do the following:

1. Slowly increase the duration of your visit over time.
2. Show the child where you will be exercising.
3. Tell your child how long it will be until you will return.
4. Spend a moment in the room and help them to choose a toy/activity.
5. Give your child a quick and confident good bye ritual.
6. Refrain from entering the room or looking in the windows as this may cause them to become upset again.
7. Acknowledge that you returned as you said you would.
8. Be consistent, confident and patient.

If a child is involved in any aggressive behavior (biting, hitting, scratching, etc.) toward another child or staff member, the parent will be notified and the child will be dismissed from the Kids’ Corner service for the day. The Facility Supervisor, or designee, will discuss a future plan of action.

1. **EMERGENCY EVACUATION OR DRILL**

In the case of an emergency evacuation or an evacuation drill, our staff will lead the children out the main entrance door to the west corner of the main parking lot **OR** the east corner of the rear parking lot; depending on the location of the emergency and in accordance with our facility’s Emergency Response Plan. The children will be kept in line once they reach the group meeting area. A headcount and verbal confirmation of each child will be conducted as soon as the group reaches the evacuation area. If any parents come to pick up their children during the evacuation, they will be asked to exit with the group and remain there until staff has been able to account for each child on the sign in list.

**18. LOST CHILD POLICY**

Should a child go missing, the following procedures will be followed:

* Staff or parents will notify the Facility Supervisor, or Manager on Duty, immediately.
* Provide the supervisor with a description of the missing person including name, gender, age, hair color and description of what the child might be wearing.
* The supervisor will ask the person who is looking for this individual to stay at the front desk services while a search is conducted.
* Staff will form a search party.
* An announcement will be made over the intercom asking this person to report to the front desk immediately.
* If after 10 minutes the child can not be located, the Vernon Hills Police Department will be contacted. The Police Department will provide further direction.

**19. Intoxicated Patron**

In the event that a parent or guardian should attempt to pick up a child from the babysitting room that is in possession of, or under the influence of drugs or alcohol, the police will be called immediately.

**20. ABOUT OUR STAFF**

All Lakeview Fitness Center staff members are at least 15 years of age. Staff is subject to a pre-employment background check, and screening process. All staff must complete and maintain current infant, child and adult CPR, First Aid and AED certifications. Staff also receives extensive training prior to working in the room with your children.

**Please do not hesitate to contact a Supervisor if you have any additional questions. We appreciate your support and look forward to serving you on your next visit!**

**FACILITY SUPERVISOR**

Mark Purcell

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markp@vhparkdistrict.org

**FITNESS SUPERVISOR (and Supervisor of Kids’ Corner)**

Lacy Velasquez

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