



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **CHILD ACTIVITIES CENTER GUIDELINES FOR CHILD WATCH ZONE**

## **1. SIGN YOUR CHILD IN AND OUT FOR EACH VISIT**

The person who signs your child in must also be the person to sign them out, unless staff are notified and the name of the person picking up is noted on the sign in sheet and that person presents staff with a government issued picture ID. Please also be sure to label infant and toddler belongings and note on the sign in sheet when appropriate.

## **2. PARENTS AND GUARDIANS MUST REMAIN WITHIN THE FACILITY**

It is important that staff are able to locate you within the facility in the case of an emergency.

## **3. CARE PER SESSION—1.5 HOUR MAX**

Please be mindful of the length of your workouts or time away from your children. Please pick your child up no later than 5 minutes prior to the Kids Corner closing time.

## **4. PLEASE ADHERE TO ROOM AGE GUIDELINES**

Kids corner room has a staff to child ratio of 1:7 for children over the age of 1; and 1:2 for infants 3 months to 1 year. Kids Corner can accommodate up to 14 kids at any given time. If there are 14 kids in Kids Corner upon your arrival, you may wait for the next available space.

## **5. PLEASE DO NOT CHECK IN YOUR CHILD IF THEY ARE ILL**

Diseases can spread quickly amongst young children. If your child is exhibiting signs of illness, please keep them at home until you are able to confirm that they are not contagious. If your child appears to be ill, staff will notify you to pick them up. There are sick policy signs posted in program areas for your reference.

## **6. FOOD IS PERMITTED IN THE CHILDCARE ROOM.**

You are welcome to bring a healthy, nut free snack for your child and we encourage you to bring a water bottle for them. Please do not bring candy or gum. We will occasionally offer crackers or cheerios to kids who do not have their own snacks.

## **7. PLEASE NOTIFY STAFF IF YOUR CHILD HAS ANY ALLERGIES OR SPECIAL NEEDS**

Due to our high volume of participants, it is important that parents notify staff before each visit if special accommodations need to be made for their child/ren.

**RESPECT . RESPONSIBILITY . HONESTY . CARING**