



Parent Handbook

The William G. Rohrer Center for HealthFitness Kidz In Motion Program provides families with the comfort of knowing that their children are developing and learning in a safe environment while they are utilizing the center. Kidz In Motion is specifically designed for children aged six months to 11 years. Kidz In Motion provides children the opportunity to participate in various activities that promote physical fitness, socialization, creative expression, safety awareness and much more!

The policies in this handbook apply to all members of the *Kidz In Motion Program*, which includes Regular Members and Drop Off Members.

Our Associates welcome comments and suggestions to improve the quality of care for your child. When any suggestions or areas of concern arise, bring it to the attention of the *Kidz In Motion* Associates.

Hours of Operation

Kidz In Motion will comply with the following schedule as of December 1, 2011:

All Members	Monday through Friday	8:15 am until 12:30 p.m. 4:00pm until 8:00pm
All Members	Saturday	8:00 am until 2:00 p.m.
All Members	Sunday	9:00 am until 1:00 p.m.

Associates are not permitted to allow children into the room before or after the scheduled times. This allows the Associates to check the room for safety and to prepare the room for the day's activities.

Holiday Schedule

The William G. Rohrer Center for HealthFitness will be closed on Christmas Day and New Year's Day. *Kidz In Motion* holiday hours will vary.

Admission

All children that come into the program – whether they are a regular member or a drop off – **MUST** provide the following:

***KIDZ IN MOTION* HEALTH HISTORY QUESTIONNAIRE AND ENROLLMENT FORM**

This form gives the program the necessary information about your child, the child's source of medical care, your contact person in case of emergency, and your child's physical activity level, your child's activity interests and parent release information required for specific parental authorization.

RECORD OF YOUR CHILD'S IMMUNIZATIONS

This documentation form is important for all children enrolled in the *Kidz In Motion Program*.

KIDZ IN MOTION PICTURE / AUTHORIZED ADULTS PICTURE

A digital photo will be taken of your child and all persons authorized to drop off and pick up your child. We limit the authorized persons to parents and grandparents to ensure the safety of the children. This is for attendance purposes and for computer reference purposes. *Kidz In Motion* Associates will release children to authorized persons only. It is the parent or guardian's responsibility to notify the *Kidz In Motion* manager of any change in this authorization. The *Kidz In Motion* Associate may request the person's signature and identification for verification before releasing the child.

PAYMENT POLICY

Kidz In Motion is an upgrade to your membership at the Center for HealthFitness. The membership fees will be paid to the Center via electronic funds transfer.

Membership Rates for Kidz In Motion will be as follows:

A Drop off fee of \$8/per visit per child

Or

1 Child: \$35/month

2 Children: \$45/month

3 Children: \$55/month

4 Children month: \$65/month

As with membership dues, a 30-day notice PRIOR to cancellation is required. Please see a Kidz Associate or inquire at the Member Services Desk.

LOCATION OF PARENTS

Parents MUST remain within the center while their child is in *Kidz In Motion*. This is for the safety of the child as well as a policy for membership within the *Kidz In Motion* Program. This applies to parents who utilize the drop off feature, also.

Kidz In Motion Check-in and Check-out Procedures

Parents or guardians will present their membership card at the *Kidz In Motion* desk and an Associate will check the computer to verify membership within the program. Please be sure to sign the attendance form with all of the required information. We ask that all personal items and toys remain at home. *Kidz In Motion* and William G. Rohrer Center for HealthFitness are not responsible for lost or broken items. A *Kidz In Motion* Associate will lead your child into the room from the swinging door. Please inform the Kidz Associates if another authorized person will be picking up the child. This will ensure the safety and well being of all of the children. We will only release children to authorized persons.

Please drop off your child 10 minutes prior to the start of your workout. It is important to allow enough time to ensure a smooth transition for the child at arrival and departure time. Please allow the Associates to assist your child into the room from the swinging door and involve them in the activities that are occurring in the room. If your child cries for more than 15 minutes while in *Kidz In Motion* and the Associates have tried all common remedies; an Associate will come and get you from the center.

Releasing a Child

Signature consent sheets are filled out by the parent or guardian prior to enrollment within the *Kidz In Motion* program. Listed on the consent to release card will be the person(s) the parent or guardian has given permission to pick up their child from the *Kidz In Motion* area and their signatures. Parents please note that the limitation is parents or grandparents.

Procedures that will be followed to release a child to parent or authorized person if the Associate does not know the person.

- ~ Ask for the person's signature and match their picture on the computer.
- ~ Compare the person's signature to the card in the file on the desk.
- ~ If the signature AND the picture match, release the child to the person.
- ~ Make sure time is noted on the Sign In/Out sheet.

We follow these procedures to ensure the safety of all of our children.

Staff/Child Ratio

Kidz In Motion is committed to providing a quality atmosphere for all children. We recognize each child as an individual and therefore will strive to adhere to safe ratios within the program at all times. The total number of children at any given time in the kidz room is not determined solely by a specific number threshold, but by the individual needs of the children at any given time. Therefore it will be at the discretion of the kidz-in-motion staff to request parents and children to wait as we accommodate everyone's needs.

Infants

Please label your child's belongings. Although we discourage parents from bringing their child's personal items, infants require a few items from home while playing in *Kidz In Motion*.

If your child becomes soiled while in *Kidz In Motion*, an Associate will notify you immediately. It is the parent's responsibility to change their child's soiled garments. This allows the Associates to maintain ratios and to remain active with the children.

If an infant falls asleep while in *Kidz In Motion*, we will lie the child in a crib. After each child wakes, the sheet will be taken off of the mattress and washed. If an infant becomes irritated, the Associates will try different methods and different Associates to quiet the child. We will contact the parent as a last resort.

Daily Activities

Each child is encouraged to participate in the activities scheduled. However, children will always be allowed to practice safe "free play" under the guidance of the staff. Each month there will be a calendar posted on the bulletin board that will have the activities and themes presented. There may be an additional charge for certain special activities that require special supplies.

Behavior Management

The *Kidz In Motion Program* promotes a positive approach to managing the behavior of all children. The program will follow these principles in a manner appropriate to each child's age, development, maturity, activity and general well being:

- ~ Each child is a precious, important person and needs to feel good about his or herself.
- ~ All children need limits that are consistently enforced.
- ~ Children need opportunities to learn to accept responsibility for the consequences of their actions.
- ~ Positive behavior should be reinforced through appreciation and/or praise in order to shape and distinguish inappropriate behavior.
- ~ It is most effective to positively redirect a child's inappropriate behavior.
- ~ Children need opportunities to learn how to make appropriate choices.
- ~ Physical punishment is inappropriate and will not be used under any circumstance.
- ~ Removal from a situation, loss of privilege and time outs are methods the *Kidz In Motion Associates* will use for disciplinary purposes as the situation dictates.

Participant Illness

Parents are asked not to bring sick children into *Kidz In Motion*. Our guidelines for sickness are listed below. Parents will be asked to take children out of *Kidz In Motion* if the child shows one or more of the symptoms listed below:

- Vomiting
- Diarrhea
- Fever of 100 or above
- Rash
- Pink eye or conjunctivitis
- Head lice
- Bacterial infection under antibiotic treatment for less than 24 hours

Kidz In Motion Associates are NOT permitted to dispense medication of any kind to any child.

If any child or Associate contracts any infectious disease, all parents of the exposed children will be notified. Please notify the *Kidz In Motion* Manager if your child comes down with a contagious disease such as chicken pox, conjunctivitis, pink eye, lice, strep throat, etc.

An Accidental Injury form will be completed for every injury that occurs within *Kidz In Motion*. Parents/Guardians will be notified immediately if a serious or questionable injury occurs.

Your child should be comfortably dressed for play and exercise. For your child's safety he/she needs to wear socks and closed toe shoes. Rubber-soled shoes such as tennis shoes are preferred.

Biting

Although this behavior is unacceptable, this is an age appropriate behavior for toddlers. Toddlers are aggressive at times because their verbal skills are not developed well enough for them to share how they are feeling in certain circumstances. This behavior will diminish as their verbal skills mature. *Kidz In Motion* will follow these guidelines for biting:

- ~ Redirect a biting child to another activity that is age appropriate
- ~ The child that was bitten needs to have the area washed with soap and water and disinfectant.
- ~ *Kidz In Motion* Associate will complete an Accidental Injury form for the parents of both children involved stating the circumstances surrounding the incident and what action was taken by the *Kidz In Motion* Associates
- ~ The parents will not be given the name of the other child involved due to confidentiality policies

Confidentiality

ALL family records and personal information will be kept confidential. Associates may not release information that is provided by parents about a child or family's history. Any medical or behavioral information provided by parents or guardians about their enrolled children or their personal family matters is considered personal information and such information will not be released without permission, except otherwise provided by law.

Emergency Procedures

During an evacuation, parents are asked NOT to remove their child from our supervision until all children are accounted for. Parents/Guardians must inform the Associate in charge of the Parent Sign-In board that they are removing their child from our care. If the parent/guardian is unknown to the Associate in charge of the board, another associate must verify the relationship between the child and the adult. Parents must sign the sign-in sheet and note the release time before they remove their child from our supervision.

We strive to keep our area as safe as possible. In the event that there is an accidental injury or an emergency, our Associates are CPR and AED certified, as well as First Aid certified.

Lost and Found

All lost items that are located in *Kidz In Motion* will be taken to Member Services and placed in the Center's Lost and Found. We cannot release any information over the phone regarding an item in the Lost and Found, and ask that you come into the center to claim lost items.