**Four Seasons Childcare Guidelines**

Welcome to Four Seasons Childcare. We are very happy to offer you, our members, a quality, complimentary Childcare program. We strive to create a warm and welcoming atmosphere, so that you and your children enjoy a positive experience. Childcare is offered to Four Seasons members who possess a family membership, or a family trial membership. Childcare is also offered to guests using a family pass from outside McLean County.

**Childcare Pre-Registration:**

**Parents should sign-up for the Childcare program before bringing their child for the first time.** The Childcare staff will ensure you have the correct forms and information in order to prepare your family for a positive experience. Parents must complete and sign a Waiver of Liability form. **Parents must also complete and sign a Child Release card, which must accompany the child every time he/she attends Childcare.**

**Check-in Policies and Procedures:**

In order to check in to Childcare, parents will need their Four Seasons membership card. In addition, members must have a yellow (denotes no allergies) or pink (allergy) Child Release card. **Without these two items, children will not be admitted into Childcare.** If someone other than a parent drops off another member’s child, he/she must still present the Child Release card*.*

Children must be checked in to Childcare by their parent(s) or a member who is an adult (18 years or older), who is named, and in possessionof the Child Release Card. **Siblings and babysitters under 18 may not check children into Childcare.**

**Allergies and EPI-PEN policy:**

If a child has an allergy he or she might be exposed to while at Four Seasons, parents must complete a pink Child Release card that will alert all Childcare staff of the allergy upon the child’s arrival**. If a child has a prescribed EPI-PEN or inhaler for his or her allergy, parents must complete the Four Seasons Emergency Medication form, which must be signed by the child’s physician prior to accessing Childcare. The EPI-PEN must accompany the child EVERY TIME he/she checks in to Childcare. Without the EPI-PEN, the child will not be admitted.**

If a child currently has a pink (allergy) Child Release card and he/she no longer has the allergy/requires the medication described, parents are responsible for completing a new Waiver of Liability form. Once completed, a new Child Release card (yellow) will be created for the family.

**Childcare Hours, Time Limits, and Capacity/Ratio Regulations:**

Childcare is available from 8:00am until 1:30pm, and then again from 4:00pm to 8:00pm, Monday through Thursday. On Friday, Childcare is available from 8:00am until 1:30pm. On Saturday, Childcare is available from 8:00am-1:00pm. There is no Childcare on Sunday.

Families may utilize Childcare for a maximum of 2.5 hours a day, however, shorter times may be appropriate for some children. Parents must remain in the building at Four Seasons while their children attend Childcare.

Parents are responsible for keeping track of their time. All children must be picked up 5 minutes prior to Childcare closing.

If a child shows signs of distress (i.e. Crying inconsolably for more than 10 minutes), or inappropriate behavior, parents will be notified and asked to remove their child from Childcare.

Childcare is offered on a first-come, first-serve basis. Each Childcare room has an occupancy restriction, and when there are multiple fitness classes offered at one time, Childcare rooms sometimes reach capacity. Additionally, our Childcare staff utilizes a ratio tracking system in order to ensure safety of all children. When a Childcare room is at ratio, a Wait List will be available at the front desk of each club. We apologize for the inconvenience, but there are several different fitness options available at Four Seasons, and only one Childcare program.

When one of the Childcare rooms becomes full, Childcare staff will separate children by age groups. This procedure allows staff to keep everyone safe and able to have fun in an age-appropriate environment. The age divisions between the two rooms varies between four and five years of age. If there is a surplus of school age students, it is safer for 4 year olds to stay with the younger group. However, if there is a large number of infants and toddlers, the 4 year olds will join the school age students. This age division could vary daily, and will be at the discretion of the Childcare staff.

**Health and Safety Policies and Procedures:**

**For the safety of all children, only staff are allowed behind the gate in the Childcare area with the children.** Exceptions will only be made if a child needs a diaper change, is potty training, or needs to be nursed.

Children are required to wash their hands upon entering the Childcare room.

Children who are able to pull up or walk, must wear hard soled shoes. Infants and young babies unable to pull up or walk, must wear socks. Flip flops are an acceptable form of footwear, however, please note that children will not be allowed to participate in physical activities (the gym at FSI) if they are not wearing shoes secured to their feet (tennis shoes, sandals with a clasp, etc.).

Food is not allowed in the Childcare rooms. Water bottles, baby bottles and Sippy cups are acceptable, but they must be labeled with the child’s first and last name.

Parents are responsible for diaper changes. A member of the Childcare staff will notify you in the event you are needed. For your convenience, changing facilities are available in the Childcare rooms.

If a child has any special needs, please notify the Childcare staff each time he/she attends Childcare. This helps staff to be aware and provide the best care possible for your child.

**Illness:**

Any child who shows signs of illness will not be allowed to attend Childcare.

Children will not be admitted if they display any of the following symptoms:

-Temperature of 100 degrees Fahrenheit or higher

-Vomiting

-Diarrhea

-Redness in whites of eyes, or discharge from eyes

-An unexplained rash

-Signs of bodily pests, such as lice

-Unusual discomfort/irritability/exhaustion

-Discharge of mucus from nose that is not clear in color

-A persistent or phlegm-resonating cough

If a child becomes ill while in Childcare, a parent will be notified, and must remove his/her child from Childcare. The child must be symptom free for 24 hours from the onset of symptoms before his/her return.

If your child contracts a contagious illness (Strep, Chickenpox, etc.), and has recently been present in Childcare, please alert Childcare Staff or the Childcare Coordinator immediately.

*If you have any questions, concerns, comments or suggestions for our Childcare Program, please contact our Childcare Coordinator. We are here to provide quality care in a safe and fun atmosphere for the children of our members, to enable you, the parents, to help reach your personal fitness goals.*