

Four Seasons Child Care Guidelines

Welcome to Four Seasons Childcare. We are very glad to offer you, our members, a quality, complimentary childcare program. We strive to create a warm and welcoming atmosphere so you and your children can have a positive experience. Childcare is offered to Four Seasons members with a family membership, a family trial membership or guests using a family pass from outside of McLean County.

Childcare Pre-Registration:

All families are asked to sign-up for the Childcare program *before you bring your child for the first time*. The Childcare staff will make sure you have all the correct forms and information to prepare your family for a positive experience. All families must fill out and sign an Emergency Medication and Waiver of Liability and a Child Release card that will come with the child *every time* he or she visits child care.

Check-in policy and procedures:

In order to check in to childcare all families will need to have a parent card or a bar code to scan their child. In addition, members must have a pink or yellow child release card (for health and safety reasons). *Without these two items, children will not be admitted into childcare*. If someone other than a parent is dropping off another member's child, they still must have a 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) and who is named on *and in possession of* 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 to anything he or she might be exposed to while at Four Seasons, parents must fill out a pink child release card to alert all staff members of the allergy each time of their arrival. *If a child has a prescription EPI-PEN or inhaler for his or her allergy, parents/guardians must fill out the Four Seasons Emergency Medication form and have it signed by the child's physician prior to bringing the child. The EPI-PEN must come with the child EVERY TIME he or she checks-in to childcare. Without the EPI-PEN, the child will not be admitted.*

If a child currently has an allergy (pink) child release card and he or she no longer has the allergy/requires the medication described, parents are responsible for filling out a new Emergency Medication and Waiver of Liability form. Then, a new child release card (yellow) will be created for the family.

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

Childcare is available from 8:30AM until 2PM Monday through Thursday Mornings and 4:00PM to 8:00PM in the evenings. On Friday, childcare is open from 8:30AM until 2PM. On Saturday, Childcare is open from 8AM until 1PM.

Children may be checked in to childcare for a maximum of 2.5 hours a day. Shorter times may be appropriate for some children. Parents must remain in the club while their children are in childcare.

Parents are responsible for keeping track of their time frame and are to pick up their child(ren) in a timely manner. 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 paged and asked to pick up their child(ren) immediately.

Childcare is offered on a first-come, first-serve basis. Each classroom has an occupancy restriction and when there are several fitness classes offered at one time, childcare rooms often reach capacity. Additionally, our childcare staff utilizes

a ratio tracking system in order to insure each child's safety. When a childcare room is at capacity or at ratio, a wait list will be available to sign up at the front desk of each club. We apologize for this inconvenience, but there are several different fitness class options available at Four Seasons and only one childcare program.

When childcare becomes full, the children will separate into two age groups. This procedure allows us to keep everyone safe and able to have fun in an age-appropriate environment. The age division between the two rooms varies between four and five years old. If there are a surplus of school age students, it is safer for preschoolers (4 year olds) to stay with the younger group. However, if there is a large ratio of infants and toddlers, it makes sense to let the preschoolers play with the school age students. This age division will vary daily and will be at the discretion of the Childcare staff.

Health and Safety Policies and Procedures:

For the safety of all children checked into childcare, ONLY STAFF ARE ALLOWED IN THE CHILDCARE AREA WITH THE CHILDREN. An exception will be made if a child needs a diaper change, is potty training, or needs to be nursed.

Parents are responsible for diaper changes. A member of our childcare staff will notify you in the event you are needed and changing facilities are available in the childcare rooms.

NO food is allowed in the childcare rooms. Water bottles, baby bottles and sippy cups are acceptable but they must have the child's first and last name on them.

Children who are able to walk/cruise MUST have on hard soled shoes. Infants and young babies unable to walk must have socks on. Flip flops are acceptable footwear, but children will not be allowed to participate in physical activities (FS1 gym) if they are not wearing shoes that are secured to their feet (tennis shoes, sandals with a clasp, etc.).

Children are required to wash their hands upon entering the childcare rooms.

If a child has any special needs, medical needs or allergies, please notify the childcare staff each time he or she is check-in. This helps staff to be aware and provide better care for the child.

Illness:

All children who are suspected of being ill will not be allowed to attend childcare.

Children will not be admitted if they display 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 the nose that is not clear (ie: yellow or green)
- a persistent or phlegm-resonating cough

If a child becomes ill while in childcare, a parent will be called immediately to pick up the child to be taken home. The child must be symptom free for 24 hours in order to return.

If your child has a contagious illness (strep, chicken pox, etc.) and has been present in childcare please alert staff or the child care coordinator immediately.

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