

# CHILD CARE TIPS

For a Happy Visit!

1. Please have your children fed and changed (diaper) before checking into Child Care.
2. **NO FOOD.** Drinks, cups with caps and pre-mixed baby bottles are allowed. If an older child is hungry, parents are requested to feed them in the lobby before checking in to Child Care.
3. Please try to make the Child Care time a period of the day that does not conflict with your child's nap time. It is easier for us to provide a pleasant environment for all children if they are well fed, napped and alert. Then they are ready to play!
4. Please be prompt to pick up your child in Child Care. Reservations are made back to back, therefore it is important that a schedule is followed in order to be able to give all the children the appropriate attention.
5. If your child is new to Child Care, or if you have some concerns on how your child is doing, feel free to call from a Club phone to check on your child (Extension 2422). This is much easier on your child than coming back in to Child Care and leaving your child again.
6. We do not allow children to bring any handheld games to Child Care including cell phones.

# CLUB USAGE

Policies for Children

**Exercise Equipment Rooms:** Children under the age of 12 years are not allowed in the exercise equipment rooms. This includes infants in baby seats, toddlers, etc. Members can workout in Studio 4 when it is not in use. Babies must be in carriers. Please see membership for more info.

**Basketball gym:** Children under the age of 12 can use with a parent present.

**Climbing Wall:** Available for use with an adult (18+) who is belay certified.

**Swimming Pools:** All children under the age of 16 must be accompanied by an adult (18+ yrs.) at the pools at all times. There are no Lifeguards on duty.

**Locker Rooms:** Children age five or older are not allowed in the locker rooms designated for the opposite sex. We have an outside family change room by the pool to make it more convenient for families. Children under the age of 12 must be closely supervised at all times by an adult.

**Outdoor Jacuzzi:** Children under the age of three are not allowed in the Jacuzzi. Children must be potty-trained. No pool toys or horseplay is allowed. An adult must accompany children under the age of 16.

**Indoor Jacuzzi:** Available for adult use only.

**Revised On: 01/01/2024**



# CHILD CARE

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## POLICIES & PROCEDURES

# CHILD CARE INFORMATION

Parents love our child care knowing that their children are cared for by our personable and attentive staff in a fun and nurturing environment.

## RESERVATIONS RECOMMENDED.

### Child Care Fees:

Child on parent's membership .....	<b>Free</b>
Child not on parent's membership/hr .....	<b>\$8.50</b>
Child, guest of member/per hour .....	<b>\$11.50</b>
Late pick-up fee (every 10 minutes).....	<b>\$7.50</b>
No show fee .....	<b>\$8.50</b>

### Kids Korner *(ages 6 mo – 4 years)*

Monday through Friday	<b>8:30 am – 1:00 pm</b> <b>3:30 pm – 7:00 pm</b>
Saturday	<b>8:00 am – 12:30 pm</b>

### KidsZone *(ages 5 years - 13 years)*

Monday through Friday	<b>8:30 am – 1:00 pm*</b> <b>3:30 pm – 7:00 pm</b> <i>*extended summer hours</i>
Saturday	<b>8:00 am – 12:30 pm</b>

**Please note, hours are subject to change.**

### Direct Phone Numbers:

Kids Korner / KidZone 707.521.2422

### Child Care Manager:

Connie Van Riet 707.521.2415

## CHILD CARE POLICIES

### Reservations

**Reservations are highly recommended** (space is limited, you may check in with staff to see if space is available for drop in). For children *on the family membership*, reservations may be made up to **72** hours in advance. For children who are not on the family membership, reservations may be made no earlier than 48 hours in advance. Reservations may be made in person or by telephone. If space is not available for your child at the desired time, you may be placed on an **alternate** list and contacted if space does become available due to cancellations.

Your reserved space will be held for you for fifteen minutes after your reserved time, but your child will be allowed to stay only the length of time of the initial reservation. If you are later than fifteen minutes, your space may be given to someone on the alternate list.

### Maximum Time

Members may leave children for up to 2 hours per day. You must remain on Club premises while your child is in Child Care. There are separate policies for offsite programs.

### Cancellations

We ask that you contact Child Care immediately if you are unable to bring your child for the time reserved. If you do not contact us within half-an-hour of your reservation time to notify us of the cancellation, your account will be automatically charged a \$7.00 non-cancellation fee. This fee has been established to insure that members do not reserve spaces randomly and then not use them. This same fee applies to Special Events that require reservations.

### Late pick up

Please pick up your children by the end of their reserved time. For every 10 min. increment you are late, you will automatically be charged a \$5.00 late pick up fee. Frequent late pick-ups may result in not being able to utilize our childcare.

## CHECK-IN PROCEDURES

- Reservations are required.
- Please have child bring his/her own labeled water bottle/sippy cup/pre-mixed formula.
- Written authorization is required if someone other than sign-in person picks up the child.

### Other Policy Information

***Absolutely no sick children will be accepted in Child Care.*** Children of questionable health will be denied access at the discretion of the Child Care staff. If your child becomes ill while in our care, you will be contacted immediately.

If a child misbehaves or becomes unmanageable, the parent will be informed. If there is a second incident, the child may not be permitted to come to Child Care for up to a period of two weeks. At the discretion of the Child Care manager, the child could be dismissed from Child Care for up to two weeks after the first warning, depending upon the severity of the behavior. Repeated behavior issues could also lead to more serious consequences, depending upon the severity of the behavior.

Club policies have been established for the safety and well being of your children. Thanks for your cooperation!

**If you have any questions, please don't hesitate to contact Child Care Manager, Connie Van Riet.**

707.521.2415 | [conniev@airportclub.com](mailto:conniev@airportclub.com)