



Dear Members,

It is our ongoing goal to offer your child(ren) exemplary care when visiting Kids In Motion. Our facility is unlike any other gym childcare and we feel the quality of care and the level of services we offer exceeds the expected “norm.” We are proud of our Kids In Motion; we are sure you feel the same way.

We would like to take this opportunity to share a few guidelines and some information with you. We trust you’ll find the following helpful:

## Availability

- ❖ If the child is on your membership, the first two hours are included (free). The third hour is \$10.00. If your child is not on the membership, there will be a fee of \$12.00 per hour, per child of childcare. There is no 3<sup>rd</sup> hour option.
- ❖ Three (3) hours is the maximum time you may leave each child with us. Please allow yourself time to change and shower within this three (3) hour time frame.

Adding an additional hour is limited to children on the main floor only.

- ❖ Ratios;
  - 12 children per each attendant- Over the age of 2 years
  - 6 toddlers per attendant- 12 months -24 months
  - 4 infants per attendant- 6 weeks -12 months

## Guidelines

It is our policy to provide a safe, stimulating, and fun environment for your children.

### Kids In Motion Hours:

Mon. – Fri. 8:00 AM - 8:00 PM  
Sat. & Sun. 8:00 AM – 2:00 PM

### Ages:

Infants: 6 weeks to 12 months  
Toddlers: 12 months to 24 months  
Children: 2 years to 13<sup>th</sup> birthday

### First Day:

On your first day please introduce yourself to our Kids In Motion front desk staff, please have your scan tags available, and inform us of any allergies or special needs your child may have and any accommodations we may provide.



## Kids in Motion Reservation System

To help us provide the best care and ensure space availability in our infant and toddler rooms, we use **Alaris** for reservations.

### How to Make a Reservation

1. **Access the system** by scanning the QR code posted in Kids in Motion or by visiting our website for the reservation link.
2. **First-time login:**
  - Use the **email address we have on file** in Club Automation.
  - A **verification code** will be emailed to you.
  - Once you've logged in the first time, you will stay signed in for future use.
3. **Select your child:**
  - Be sure to **click on your child's name** before choosing a date and time.
  - If you skip this step, all time slots will appear greyed out and unavailable.
4. **Choose your time:**
  - If your preferred time is full, try **shortening your reservation length**—this may open up a spot.

**Please note:** Reservations are **required** for infants and toddlers.

## Hiring & Retaining Quality Employees

Here at Kids in Motion we strive to employ kind, caring, compassionate workers who are excited to be with children each day. All our staff are CPR and First Aid certified.

Kids In Motion is not staffed to provide one on one care. If your child requires special accommodations, please see the Kids In Motion directors prior to your first visit.

### Check In:

- ❖ Parents are required to check in and out at the front desk with their scan tag.
- ❖ Children will only be released to the person who dropped them off. If someone else will be picking up your child, please inform our front desk staff at drop off.
- ❖ When dropping off please do not stay in the facility longer than 10-15 minutes.
- ❖ Parents are asked to carry their cell phone while working out. We will contact you should your child need a diaper change, breast feeding, or is having behavioral issues.



- ❖ Parents and Guardians are required to remain on the premise at all times while their child is in the care of Kids In Motion.
- ❖ Children must be accompanied by an adult at drop off and pick up. We do not allow older siblings under the age of 18 to pick up or drop off children.

## **Behavior Policy:**

Kids In Motion uses re-direction when behavior issues arise, however the following behaviors may result in your child being sent home for the day.

- ❖ Biting
- ❖ Spitting
- ❖ Hitting
- ❖ Inappropriate language or touching
- ❖ Destruction of Kids In Motion property
- ❖ Throwing toys
- ❖ Repeated disregard for our policies

Kids In Motion is not equipped to provide one on one care for children. If your child requires continuous attention and interjection, we highly encourage you to bring an aide.

If your child is sent home due to behavior issues, please leave the facility in a timely manner. If your child's behavior becomes a reoccurring issue, you may be asked to take a break from visiting our facility until the behavior has stopped or you are able to provide an aide to accompany them.

## **Heath Policies:**

### **Lice Policy**

In an event that your child becomes infected with lice please let the Kids in Motion staff know as soon as possible. When informing the staff please include the date and time that the child was last in the facility. We ask that your child and any family members refrain from coming to Kids in Motion for at least **10 to 14 days**. You should not return to Kids in Motion until at least 2 days after the second treatment. Treatments should be given 7-10 days apart based on the brand. The family can only return to Kids in Motion once the above criteria is met and no nits or eggs are found. Please help us keep a safe and clean environment by following the above policy.



### Pediatrician recommendations:

1. Check the heads of all family members. Check the entire head, especially behind ears and back of neck. You are looking for live lice and/or live nits (eggs).	4. Wash clothing, sheets, towels and pillowcases used in the past 3 days, in water at least 55 C or 130 F and then dry in the hot cycle of the dryer for at least 20 minutes or put the items in a sealed plastic bag for 10 days or in the freezer for 48 hours. Disinfect combs and hair accessories by
2. Treat all infested family members the same day. Read and follow the directions of the head lice product carefully. Apply to dry hair	5. Treat a second time. <b>Be sure your second treatment is 7 – 10 days after your first treatment.</b> Repeat step 2 and 3 above.
3. Remove all dead lice and nits (within ¼ inch or 6 mm of scalp) using a nit comb or your fingernails. Rinse nit comb or fingers in a bowl	6. If live head lice or new nits are found consult your Public Health Nurse or try another recommended option.

### Sick Policy:

If your child's mucus is not clear, please don't bring your child to Kids In Motion. We request that you keep your child home for at least two (2) days after starting antibiotics to ensure that no other children or staff members are infected. We reserve the right to ask you to take your child home if they are exhibiting any signs of illness.

If your child contracts a contagious illness such as Hand Foot Mouth, please let the Kids In Motion staff know as soon as possible. Please let us know when you visited the facility in the days leading up to the illness.

### Diapering/Feedings:

Please make sure your children are fed and changed before checking them into Kids In Motion. Parents will be asked to change their own child's diaper. If your child is potty training, please bring an extra change of clothing and ask for a potty sticker from the front desk. If your child has an accident or needs help using the restroom you will be called to assist them.



We encourage you to bring in a snack for your child. Please try to avoid messy foods. We have no restrictions on nuts or peanut butter but please be aware that if a child with that specific allergy is in attendance the food will not be allowed to be consumed until the child with the allergy has left. Please make sure that your child's belongings are labeled (bottle, lunch box, diaper bag, etc.).

**Security:**

Children will only be released to the parent (or person) who dropped off (unless otherwise stated at check in). We will scan your gym tags upon arrival and our front desk will acquire basic information about where in the gym you will be and for how long.

**Supervision:**

Attendants are present in every area of our facility when those areas are open. Ratios in these specific areas are listed above.

**Upset Children:**

It is completely normal for a child to be nervous or anxious when in a new environment, especially for the children ages 12-36 months, we ask that you bring in your child, show them around their appropriate areas and say a quick, confident "Mommy or Daddy will see you soon". When asked, a staff member will happily take your child by the hand and help guide them to an area of play. If your child is crying, inconsolably for 15-20 minutes we will call you. If a child is crying on and off but can self sooth or be soothed by staff we suggest waiting 30-45 minutes. Please let the staff know if there are any specific instructions, you'd be more comfortable with.

## Frequently Asked Questions

**1. My child is new to this club; can I come in with him/her for a while?**

Yes. Anything to help your child with the transition. We want this to be an enjoyable experience for you and your child. We encourage parents to stay no longer than 15 minutes to get their child comfortable in the facility. Be aware that while a child may fuss when you start to leave, s/he is usually fine as soon as you are out of his/her eyesight. However, if we're unable to comfort your child, we will get you. Sometimes it just takes a little time. Parents are asked to carry their cell phones the entire time they are utilizing Kids in Motion to ensure we can reach you as soon as possible.

**2. Why can't I come in anytime I want?**

Kids In Motion has a ratio of twelve (12) children per attendant, six (6) toddlers per attendant and four (4) infants per attendant. For the safety of the children, we need to stay within these boundaries.



**3. Can I leave my child(ren) just to run a short errand?**

No. We are a short-term day care facility and law requires you to be on our premises while your child is in our care. In the event of an emergency, you must be readily available. So, unless it is for a special program (Kids Night Out), parents/guardians must be on our premises at all times.

**4. Do you provide snacks?**

It is recommended that the parents bring a non-messy and healthy snack for their children just in case they do get hungry (and they always do!). Do not put any beverage or snack in glass containers. There may be children who are severely allergic to certain foods, if the case should arise and your child has one of these items for his/her snacks we will put the snack away until the child concerned has left the childcare area. We thank you in advance for this consideration.

**5. My child is allergic to certain foods; do you monitor what they eat?**

Yes we do! On the Minor Consent Form and Agreement Form, you should write in any medical conditions and allergies that apply. It is also important to let the front desk staff member know about your child's allergy at check in. The allergy will be noted on your child's account with an alert each time they check in, Your child will be given a red allergy bracelet to wear while visiting the facility.

**6. Can you give my child Tylenol?**

We do not administer any medication or ointments. If the child is sick or needs these treatments, he/she needs to stay home.

**7. Can my child bring in his/her favorite toy?**

Because a new toy is so attractive to other children, we find favorite toys often create problems. We respectfully request that you not bring them in order to ward off any jealous fights concerning the toy. We do not allow any hard objects, swords or guns.

**8. Can my child bring in electronics?**

Yes, your child can bring electronics but we restrict the viewing and playing of the object to only the child that brings it. We highly discourage the use of these devices in the facility and take no responsibility for lost or damaged items. All electronic items must be used in the front area of our facility.

