



Kid's Club Policy & Procedures

Welcome to the Morgan Run Kid's Club, located in the Spa & Sport Retreat Building. Kid's Club provides an environment where children can play while their parents participate in activities on/off property. We promise to provide excellent care to our members and guests through the many activity choices we have available. Each child has many activities to choose from such as, books to read, board games, outdoor play, scavenger hunts, crafts, free play, and occasionally cartoons or movies on the television. Our goal is to provide an environment where your child enjoys playing and feels safe while visiting the Kid's Club.

*Parents may leave Morgan Run property if children are participating in Summer Camp.
*Parents must stay on property while children are in the care of Kid's Club for regular childcare use.

Use of the Kid's Club

The Kid's Club is provided as a service to Members and Guests of the property while they are on/off the Club premises. Guests' children may be extended this privilege on a space available basis.

Fees

Hourly Rate with Reservation	\$8.00 per hour
Sibling discounted hourly rate	\$4.00 per hour
Hourly Drop-In Rate (without reservation)	\$12.00 per hour
Guest	\$15.00 per hour

Hours of Operation

Saturday & Sunday	8:30 AM - 1:00 PM
Monday - Friday	8:30 AM - 5:30 PM

*Subject to change during events.

- Children may not be left in the Kid's Club facility for more than 4 hours per day.
- An overtime charge of \$20 per hour per child will be assessed for exceeding this limit.

Ages

Minimum: 6 months old (A maximum of 2 hours of care is provided to children in diapers)
Maximum: 12 years old.

Diaper Policy

Care provided to children wearing diapers will be given at a maximum of 2 hours per drop off. Parents must provide diapers and wipes.



Child To Staff Ratio

Two adults need to be present at all times during the hours of operations.* One staff member per eight children at all times (1:8) as long as no child is under the age of 2. For each child under the age of 2, subtract 2 from the ratio (e.g. if you have two children under the age of 2, then the staff to child ratio can not exceed 1:4 computed as one staff to eight children generally less two times the two children under the age of 2 [$8 - \{2 \times 2 = 4\} = 4$]). Another way to say it, children under the age of 2 count double. To ensure proper supervision, no more than four (4) children under the age of two (2) years old will be allowed in the Kid's Club at the same time.

Reservations/Cancellations

To make a reservation please call Kid's Club at 858-759-5419. Reservations are recommended and drop-in care is accepted on a space available basis. Reservations after 1 PM are only available Monday – Friday. When making reservations, please give the Kid's Club attendant your Member number and indicate the length of time your child will be in our care. Date Night and Kid's Club events reservations are recommended 2 weeks in advance as they are offered on a first come first served basis. If your child is participating in a Camp, we must receive your cancellation in person or by phone 1 week before the start of the Camp to avoid a cancellation fee.

If you are running late, please contact the Kid's Club to avoid loss of a reservation. Reservations 15 minutes past the reserved time will be considered a “no show” and will be canceled. “No show” reservations will be opened to any wait-list request and a \$10 cancellation fee will be assessed. If your child is participating in a Camp, we must receive your cancellation 1 week before the start of the Camp to avoid a cancellation fee of half the cost of the camp.

Revocation Of Privileges

Kid's Club privileges may be revoked upon violation of the policies and procedures outlined in these rules as determined by the Kid's Club Director or their supervisor.

Waiting List

At times, we may be unable to accommodate your childcare needs due to space constraints. If you elect to be placed on the waiting list, we will notify you if space becomes available.

EMERGENCY AND MEDICAL INFORMATION

Information and Release Form

All children placed in the care of Kid's Club must have a signed information/medical release form on file. The release form is available in the Kid's Club. All information in the emergency/medical form is for the Kid's Club staff use to ensure proper care for your child. All information will be kept confidential. Please keep the information updated and notify a Kid's Club staff member for any changes. Please allow sufficient time to complete the required paperwork before the first-time check-in.

Emergency Contact

Members and Guests must remain on Property for the entire time their child is in the Kid's Club. Upon check-in, please list the specific facility location so that in case of an emergency, we can contact you immediately. We suggest parents also provide a mobile phone number if available while on/off site.



Illness and Medication Policy

Sick children will not be checked into the Kid's Club facility. The staff reserves the right to cancel a reservation if any unacceptable symptoms are present.

- If your child becomes ill while in the Kid's Club, you will be contacted and asked to pick up the child immediately.
- Children must be fever-free for 24 hours and have no symptoms of vomiting, diarrhea; otherwise, they may not be placed in the care of the Kid's Club.
- In the case of a runny nose, only clear discharge of mucus from the nose is acceptable.
- If your child is taking prescribed medication for symptoms of an illness, he/she is considered ill and may not be placed in the care of the Kid's Club.

Medication

The Kid's Club staff cannot administer any medication to your child. The parent is responsible for administering any medicines. Please do not place any over-the-counter medication such as Tylenol, aspirin or Benadryl in your child's bag.

Meals and Snacks

Kid's Club is a Nut Free Zone. Infant bottles must be prepared and heated by the parent. The Kid's Club can not be responsible for preparing infant bottles.

Personal Property

Cubbies are available for your child's belongings and are not the responsibility of Morgan Run. Be sure ALL items are labeled clearly with your full name or your child's full name. Please check your child's pockets for any small items that could be a potential choking hazard. Please provide at least one complete change of clothes for your child as well as plenty of diapers, wipes and ointments.

Safety and Security

Children will only be released to the parent or legal guardian who placed the child in the care of the Kid's Club unless other arrangements and communication have been made. If the parent or legal guardian cannot be reached in an Emergency, the Kid's Club staff will contact the persons indicated on the Information/Release form.

Behavior

The Kid's Club strives to provide a caring, safe environment for children. These rules have been established to protect children from injury. Parents may be asked to remove their child if behavior interferes with the well being of other children. The following behavior is considered inappropriate:

- Causing physical harm to another child or adult by hitting, biting, kicking, throwing or any other physical action.
- Use of inappropriate language, spitting or other forms of verbal abuse or degradation directed at other children or adults.
- Repeated refusal to comply with staff requests or Kid's Club rules.
- Behavior that is potentially harmful to themselves.

Signature of Parent/Legal Guardian: _____ **Date** _____