



The Clubs of Kingwood
Kingwood Fitness and Sports Center



Parent Information Guide
2019



Kids Club Parent Information Guide

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The Kids Club Parents Information and Operational Policies

1. Kids Club Philosophy

Our goal at the Kids Club is to provide a warm and loving environment in which your child can participate in many varied activities while you, the member, enjoy your club's many amenities.

While in Kids Club, your kids will have fun with arts and crafts, imaginary play, and many other age appropriate toys and activities. In order to foster a positive self-concept, each child is encouraged to explore the environment at his/her own pace. The use of positive reinforcement is used to create an accepting and non-threatening environment.

****Please note that Kids Club is not a licensed childcare facility. You must stay on Club premises at all times.**

2. Call-Ahead Reservation

Reservations are highly recommended. **Making a reservation for your child/children ensures your child/children a spot but also prepares the Kids Club to staff our facilities accordingly.** When making reservations, the member must provide their child/ren's name, age, and length of time the Member's child will be in the care of the Kids Club. Since the Kids Club follows the staff to child ratio used by Texas Licensed day cares (1:8 for children 2 and up, 1:4 for children under 2), **if there is no reservation and the Kids Club has reached its maximum staff to child ratio, we may not be able to accept the child/children.** Reservations are required for ages 6 months to 2 years old in order to ensure that we are staffed appropriately to best care for your child. Reservations can be made by calling 281.348.2225. Reservations may be made up to ten (10) days in advance.

3. No Show & Late Pick-Up

Failure to cancel a Kids Club reservation within 15 minutes of a scheduled reservation will be treated as a "no show." The reservation will then be cancelled and the time made available to others on the wait list, if any. In addition, a "no show" fee will be assessed to the Member's account at the then-current "no show" rate. Children must be picked up promptly. Parents who fail to pick their children up prior to Kids Club closing or prior to their child's daily maximum time per day will be charged an additional \$10 per 15 minutes per child, billed in 15 minute increments (e.g., if five minutes late, the charge is \$10 per child; if 17 minutes late, the charge is \$20 per child). Time will be determined by the wall clock at Kids Club.

4. Hours of Operation*

Monday-Thursday	7:30am – 8:00pm
Friday	7:30am – 9:00pm
Saturday	8:00am – 8:00pm
Sunday	12:00pm – 5:00pm

*Hours are subject to change

*** If no one has made a reservation within 45 minutes of closing, we will close early**



5. Fees

Member pricing: \$4.00 per hour for first child
\$2.00 per hour for additional child

Guest pricing: \$7.00 per hour for first child*
\$5.00 per hour for additional child*

*Guest must be accompanied by a member

Unlimited monthly: \$40 for one child
\$60 for the family
Ages: 3-12 Maximum 4 hours a day, 12 hours per week
Ages: 6 months – 2 Maximum 2 hours a day, 12 hours per week

6. Age Requirements

Ages 6 months – 2 years (unless potty-trained) Children ages 6 months to 2 years old (unless potty-trained) may stay in Kids Club for a maximum of two (2) hours per day and no more than 12 hours per week. An overtime charge of \$20 per hour, per child will be assessed for exceeding the weekly limit. **Parents must remain on Club premises at all times while their children are at Kids Club.** Parents will be responsible for changing diapers and will be required to break away from their activity to tend to their child. Reservations are required for this age group at least 24 hours in advance order to ensure that we are staffed appropriately to best care for your child

Ages 3 – 12 years and potty-trained. Children ages 3 to 12 years old may stay in Kids Club for a maximum of four (4) hours per day and no more than 12 hours per week. An overtime charge of \$20 per hour, per child will be assessed for exceeding the weekly limit. **Parents must remain on Club premises at all times while their children are at Kids Club.** Children must also be potty-trained and parents are encouraged to take their younger children to the bathroom immediately prior to participating in Kids Club.

7. General

Parents will be asked to return to Kids Club in order to change their child after an accident or to calm their child if crying inconsolably in excess of approximately 10 minutes.

8. Kids Club Staffing Ratio

The Kids Club follows the staff-to-child ratio used by Texas Licensed Daycares:

1:8 for children 2 and up

1:4 for children under 24 months

9. Sign-in & Out Procedures

Your child/children must be signed in and out every day. Sign in/out clipboards are located at the Kids Club desk.

10. Daily & Weekly Usage Limits:

“Parents on Premises” Texas Code 42.041 – **Program of Limited Duration**

The Kids Club is a “Parents on Premises” service and operates under the Texas Childcare Licensing code:



42.041. Therefore, it is a program of limited duration. Children ages 6 month to 2 years may only be in care for up to 2 hours per day, 3 years to 12 years and over (potty-trained) may be in care up to 4 hours. In addition, children may only be in care for up to a total of 12 hours per week.

11. Parent/ Person Responsible Contact Information:

“Parents on Premises” Texas Code 42.041

The parent/person responsible for the child must be in contact at all times and must remain on the property of The Clubs of Kingwood. The parent/person responsible must be able to be contacted at all times by the Kids Club staff. This contact must be able to be made by a Kids Club staff member without that staff member having to leave the Kids Club area. Cell phone contact is recommended.

- Parent/Guardian will be responsible for picking child/children up at appropriate times. Late charges will apply if parent/guardian is 15 minutes past allotted time for said child/children. The parent/guardian will be issued a warning as well, third warning will end with one month suspension from the Kids Club.

12. Personal Belongings (Diaper bags, toys, clothing, bottles, etc)

The Club is not responsible for loss or damage to personal property brought onto, used or stored on Club property or within the Club facilities, whether in cubbies or elsewhere. All personal items brought to Kids Club must be clearly labeled with the full name of the child or parent. Small items that are choking hazards are not permitted at Kids Club.

13. Medication Policy

The Kids Club staff cannot administer any type of medications. Please do not bring in ANY medications to the Kids Club area. Please notify Kids Club staff of any allergies upon every check-in to Kids Club. Except for epi-pens, parents should not place any prescription or over-the-counter medication in their child’s bag. Note that Kids Club is not a licensed childcare facility and Kids Club staff are not trained to administer medication.

14. Allergies

The Kids Club is a nut free zone with the emphasis on peanuts. We cannot allow snacks that have any nuts or are processed in a nut factory

15. Children with Special Needs

On a daily basis we have, in our care, children with special needs or who may require extra attention. We ask all of our parents to be patient and understanding.

16. Electronics

We allow children to bring in their electronics from home. However, we will ask the parent how long their child will be allowed to use it while in our care. The Kids Club is not responsible for any electronics that are broken cracked or misplaced. Please consider leaving these toys at home.



17. Health & Illness

With the help of the Minimum Standards and Guidelines for Child Daycare Centers, we have developed specific guidelines to help us make decisions concerning the health of the children. Our goal is to help control the spread of infectious diseases while maintaining a healthier environment for your child.

Your child will be sent home if he or she:

1. Has a fever or have not been fever free within the last 24 hours.
2. Has symptoms of diarrhea
3. Is taking any medication for a contagious illness.
4. Has a runny nose with color discharge. (Clear discharge is acceptable)
5. Has a constant cough.

If symptoms start during your child visit, you will be called. For children's comfort and to reduce the risk of contagion, parents must pick the child up immediately after being called. If a parent is not available, the emergency contact will be called.

If a child has a re-occurring medical problem such as asthma or severe allergies, parents must let the Kids Club staff know. The Kids Club cannot, under any circumstances, administer or distribute any medication. Nor can medication be left with the Kids Club staff.

18. Diaper Policy

Parents are responsible for all diaper changes. The Kids Club does NOT change clothes or diapers. Parents will be notified when a child needs a diaper change.

19. Safety

No matter how careful and safety-conscious you are, there are times when emergencies occur. The following are procedures designed to ensure the safety of all the children at the Kids Club

Medical Emergency

If a child becomes seriously ill or injured a Kids Club employee will assess the injury by following these steps:

- a. Find out what happened
- b. Find out where the injury occurred
- c. Determine if the injury life or limb threatening. If it is not life or limb threatening we will notify the parents to let them know and to agree on a course of action. If the injury is life threatening then we will call 911.
- d. An incident/accident form will be filled out by Kids Club staff. Parent/Guardian must sign form at pick up.

20. Release Procedures

Kids Club will only release your child to the parents or to the authorized person on your pickup list. Children must be signed in and out. When a person (other than parent) arrives at the center they must show their driver's license as proof of identity. A record will be made of the driver's license number and their signature.



21. Parent Questions & Concerns

Parents are encouraged to contact the Kids Club Supervisor if they need to review or discuss any questions or regarding the Kids Club. Feel free to talk to us in person at the center or contact us by phone at 281.348.2225.

22. Discipline/ Behavior Policy

Kids Club's goal is to prevent as many discipline problems as possible by keeping interests high and frustrations low. Redirection will be used to resolve and alleviate negative or inappropriate behavior. Physical punishment is never used at our center. Firm positive statements about behavior or redirection of behaviors shall be used as accepted techniques. We encourage children to talk through difficult situations. Positive reinforcement is used to create an accepting and non-threatening environment. If a child does exhibit unacceptable behavior, a parent will be called. Unacceptable behavior includes, but is not limited to:

The parent will be called and the child will be removed if:

- 1) If your child cries for an excess of 10 minutes
- 2) They cause physical harm, i.e. biting, hitting, kicking, throwing
- 3) Inappropriate language or spitting
- 4) Repeated refusal to comply with requests
- 5) Behavior potentially harmful to themselves or other children

23. Meal & Snack Policy

Chewing gum and candy are not permitted at Kids Club. Parents may order food from the Club for their children to eat in Kids Club. It is the parent's responsibility to bring food from the Club to the Kids Club for their children. Outside snacks or meals are permitted. No nut related items are allowed at Kids Club due to nut allergies.

24. Restroom Policy

1. Children not wearing diapers **must** be potty trained
2. The Kids Club staff strongly encourages parents to visit the restroom with their child prior to bringing the child to the Kids Club.
3. The Kids Club staff will contact the parents to change the children's clothing, if the clothing becomes soiled.
4. Please label all of the child's belongings to reduce lost or misplaced items.

25. Revocation of Privileges.

In the sole and absolute discretion of the Club, Kids Club privileges may be revoked upon violation of the policies and procedures outlined in these Rules, the Membership Bylaws, posted at Kids Club or contained in any ancillary documents.