

Welcome to Kids Club and Kids Zone Child Care!

It is the policy of the Germantown Athletic Club to provide quality temporary child care services for infants, pre-school and/or school age children while parents are participating in programs onsite at the Germantown Athletic Club.

Each child is regarded as a unique individual who needs to be understood, guided, encouraged, and appreciated. The program will offer custodial care, socialization opportunities and recreational activities for periods up to two hours a day.

Parental/Guardian Responsibilities

The Germantown Athletic Club strives to have quality programs, as well as safe programs. To ensure safe programs we strive to use the stated ratios below:

Kids Club:

8 weeks – 12 months	1 staff to 4 infants
12 – 24 months	1 staff to 10 children
2 - 5 years (not in school)	1 staff to 12 children

Kids Zone:

5 years (in school) – 11 years	1 staff to 22 children
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ALL CHILDREN NOT BEING SUPERVISED BY AN ADULT OR REGISTERED IN A SUPERVISED PROGRAM AGE 11 AND UNDER SHOULD BE CHECKED INTO ONE OF THE CHILD CARE AREAS.

1. Children must be signed in upon arrival and signed out when departing.
2. A photo will be taken of the parent/guardian and child to keep on file at the time of drop off and parents/guardian's will be required to complete an annual waiver form.
3. Members may use Kids Club/Kids Zone services only while they are on-site (in the building or the outdoor pool) and only for maximum of TWO HOURS per 24 hour time period (within a day, not a shift). Failure to pick-up your child within the two hour limit three times will result in the suspension of childcare services for one week. If parents repeatedly fail to comply, childcare services will be permanently suspended.
4. Diaper changing is available for children. It is the responsibility of the parents to provide diapers, wipes and spare cloths. If you wish to not have your child diapered please notify the staff at drop off.
5. All items must be labeled with the child's name prior to drop off.
6. To ensure the health of children and staff, kids who are sick (fever during the past 24 hours; unexplained rash; on antibiotic for contagious disease; lice; heavy nasal discharge coughing or sneezing; vomiting or diarrhea during the past 24 hours) may not attend child care.
7. No medications will be administered in Kids Club/Kids Zone with the exception of an Epi-Pen and/or allergy medications used to prevent severe reactions. Such medications will be kept out of reach of other children and will include instructions for use.

8. Due to increased children with food allergies and medical concerns, we DO NOT allow any snacks or food in the Kids Club/Kids Zone area. No food preparation will take place in Kids Club/Kids Zone.
9. For safety purposes, visitors are not allowed in Kids Club/Kids Zone. Children will only be released to persons authorized.
10. In the event that there are no children in Kids Club/Kids Zone 10 minutes before closing, we will close Kids Club/Kids Zone early.

Physical Safeguards

1. Staff will provide at the minimum audio supervision in the bathroom dependent on a child's age and abilities.
2. Space will be provided for playing, resting, and other age appropriate indoor activities and for equipment storage.
3. An emergency evacuation plan is posted at exit doors in each room including:

Tornado Warning

The Youth Activities Coordinator and/or Lead are responsible for being attentive to weather warnings issued by the U.S. Weather Service, Local Civil Defense Units, and Germantown Fire Department. A weather radio is located in the Youth Activities Coordinator's office. When in the supervisor's judgment, conditions that might affect the safety of the participants occur, take the necessary precautions.

When a tornado warning is given for the area, a tornado has been sighted in the area. Sirens will be sounded by the Germantown Fire Department for approximately three minutes.

Earthquakes and Tornado plan (shelter in place):

Child Care staff will direct all children from the Kids Club and Kids Zone downstairs to the hallway between the gym and activity rooms, if additional space is needed the staff may use the area directly outside of the downstairs bathrooms next to Activity Room 1 if needed. Staff will have sign out books and flashlights with them.

Club Member Location: In the event of an earthquake or tornado, members and staff are required to locate in the hallway between the activity rooms and the basketball courts. Members are not required to stay in the building, but if they don't want to leave they must be in the hallway until the threat passes.

Fire Alarm

In the event of a fire, the facility fire alarms will sound. When the alarms sound, staff members should stay calm and direct participants to the nearest exit. Familiarize yourself with the locations of fire extinguishers and alarm stations for calling the fire department. Read the instructions to familiarize yourself with its operation in case of an emergency.

Evacuation plans are posted in all areas so members can see where to exit. Once clear of the structure, proceed to the front of the building via an outside route.

- Child Care staff will be responsible for evacuating the children in their care to the grass area near the outside pool fence; staff will conduct a head count prior to having parents sign out and releasing any children.

- If deemed unsafe staff will evacuate to the Gazebo at Municipal Park.

Bomb Threat

In the event of a bomb scare, the previously described fire procedures should be followed. Fire alarms will not sound.

Lockdown Procedure

A Lockdown is initiated whenever a situation arises that may endanger the members and staff. A lockdown can be initiated by outside authorities or by staff inside the GAC. In either event the following action/actions should be taken by GAC Staff:

- If lockdown is initiated by staff; staff needs to notify authorities immediately by calling 911. Identify how many staff/children are present and if anyone is hurt along with your location in the building.
- Calm and organize students into safe area away from windows and doors.
- Take a head count of all students.
- After Authorities have been notified and room is secure immediately notify the Youth Activities Coordinator of the situation.

Material Safety Data Sheets (MSDS)

MSDS are books of information pertaining to any chemicals or hazardous materials used in the course of our business. The master MSDS binders are located in the maintenance office and the front desk. This information may also be viewed in the pool office, kitchen and laundry rooms. All employees should acquaint themselves with the materials used in their jobs.

Kids Club and Kids Zone Discipline

The professional GAC staff is trained in behavior techniques that include positive reinforcement, redirection, and conflict resolution. A child with a consistent behavioral problem, who is not responding to the Child Care Attendant on site or who exhibits extreme or dangerous behavior should be sent to the Youth Activities Coordinator or Lead Child Care Attendant. The Youth Activities Coordinator or Lead Child Care Attendant will then notify the child's parents and/or guardians with a Behavioral Report. In extreme cases of behavior, such as running away, fighting, extreme disruption, stealing, threats of violence, or destruction of school property, the parent/guardian will be called to pick up the child immediately and the child may be immediately suspended or dismissed from the program. This is at the discretion of the Youth Activities Coordinator.

If the problem persists, a parent/guardian conference will be scheduled, at which the areas of concern will be discussed, including steps that will be taken to help correct and improve your child's behavior. You should have documentation verifying the ongoing problems you have had with this child. If the situation does not improve, the child may be suspended. Three Behavior Reports will result in dismissal from our program.

1. Remind the specific child or group of posted rules/game rules and ask what the concern is. Make appropriate redirection within the group and allow the participants to try and work out the stated concern.

If issue persists:

2. Discuss with the child why they are upset and what correct next steps could be taken if the problem occurs again.

OR

Staff redirects the group to agree on different rules or change the game/structure depending on the concerns of the group or staff member.

OR

Remove child from current activity and positively redirect in a different activity.

If issue persists/or if needed:

3. If the child's behavior continues to be disruptive the child may be asked to have a cool down time. Cool down times should not exceed 5 minutes or 1 minute per year dependent upon the age of the child. For children who are upset and unable to talk due to crying as them to calm down and then let you know when they are ready to discuss the matter. Children should not return to the play area until they have discussed the issue and identified a solution.
4. If a child is habitually disruptive or poses harm to themselves or others, the Germantown Athletic Club staff will locate the parent/guardian for immediate pickup from the child care program.

Personal Safety Talks

As part of our program, staff engages in discussions designed to increase children's understanding of touching and personal space limits. Staff will respond to conversations and questions in age appropriate ways.

We will host an annual program day where we will have discussions with our participants as a group about personal space and touch. Teaching children that their body belongs to them and that if someone makes them feel uncomfortable, scared or hurt, or touches them in a manner they do not like that they have they should yell "stop" and go tell an adult who will listen. All children have the right to be safe and deserve respect. During these talks we will play age appropriate games that involve personal space and setting boundaries.

STATEMENT FOR PREVENTION OF ABUSE

As a partner in your child's success, we are committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call the Youth Programs Coordinator.

A principal endeavor of the Germantown Athletic Club is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the staff. Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the Germantown Athletic Club has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees are screened and background checks are conducted upon hiring or rehiring. Additionally, the Germantown Athletic Club partners with Stewards

of Children to provide all employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults.
- Giving personal gifts to program participants or their parents is not allowed.
- Program rules and boundaries must be followed, including appropriate touch guidelines.
- Children or youth should not be singled out for favored attention.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own “touching” limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that any child abuse exists, it should be reported to the Youth Activities Coordinator or Club Director so that proper reporting can be initiated.
- At the first reasonable cause to believe that an employee or volunteer abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the Youth Activities Coordinator and the Club Director. Additionally, it is the Germantown Athletic Club’s protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from employment or volunteer status. Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and/or Club Director and others in senior management as deemed necessary.

Sick Policy

We understand that children become ill. As a result we ask that sick children stay at home. If your child is staying home from school due to an illness or displays any of the following symptoms he/she will not be permitted in the Child Care area.

- Diarrhea
- Fever of 100°F or higher
- Unexplained/draining rashes or sores
- Vomiting on more than 2 occasions within the past 24 hours
- Discharge from the eyes, ears or nose (that is not clear) or Pink Eye
- Too tired or sick to participate in daily activities
- Lice or Nits*

*If your child had lice or nits, he/she must be free of lice and nits to be able to return.

If your child develops symptoms after he/she has been checked in parents will be contacted and asked to pick up their child/children immediately.

If your child has become diagnosed with an illness that is contagious and has been in our facility within the incubation period please contact the Youth Activities Coordinator.

Contact Information

Leala McLaughlin

Youth Activities Coordinator

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