



## Friends Club Childcare

Welcome to *friends club*- what an exciting place to be!

We look forward to spending time with your children in a safe environment where they will have fun and meet friends, while you enjoy some you time! When it's time to come back for your child, do not expect an easy exit; chances are they will not want to leave! This fact sheet should help to answer some of the many questions parents might have regarding the *friends club* area. With safety being our primary concern, you can be assured that our staff will be on their toes to keep things running smoothly. They have been chosen for their experience, enthusiasm, patience, and creativity. Our *friends club* staff is well qualified and sensitive to the needs of growing children.

### Who can be a part of *friends club*?

Friends club is for children from **2 months – 12 years** who's family or guardian are members of Girlfriends Fit Club or guests of members. Guests are subject to normal rules, regulations and time limits.

### When is *friends club* open?

Friends Club is open **Monday-Friday 8am-1pm**. Children over 1 year old can be checked into *friends club* **one time per day**, for up to **2 hours per visit**. Children under 1 year old are allowed up to **1 hour per visit**. Children that exceed this amount of time may have an additional charge. However, with our experience, we've found that some children, who are not used to being in a childcare setting, sometimes feel stressed if left over an hour their first few visits. It may be an adjustment for your child, but give it time and they will eventually love their new friends and want to keep coming!

### How do I check in to *friends club* and how secure is it?

First time visitors will be asked to fill out a Child Profile Form. On this form you will list any allergies, medical conditions, or if they are taking any medications. We also ask that you inform us about anything that could affect your child's stay with us. Is your child shy or hesitant to try new activities? You will sign your child in, and may be asked to show your license at the time of check in, (until the childcare staff gets to know you on a personal level). When you sign your children in, please list each child on a separate line, neatly printed and write if you are a member or a guest. You may not leave the Girlfriends Fit Club facilities while your child is in *friends club*. Due to safety and courtesy of other members, we do **NOT** allow visitors to stop into *friends club* unless they are staff or parents, unless otherwise pre-approved by management. You need to

bring your children directly to *friends club* and pick them up after your workout. The person dropping off your child must be the same person to pick them up unless pre-approved by management. You may be asked to show your driver's license, for pick up (until staff gets to know you on a personal level). Please understand that this is for the safety of all children here!

### **How many Team Members work in *friends club* at one time?**

During our busy hours we will have a minimum of two staff members and will have additional staff available if needed.

### **Shoes, clothes and diaper bags**

If the weather is rainy, snowy or muddy, please remove your child's shoes outside the childcare room (benches provided). We recommend having a pair of indoor shoes and/or socks for your child to wear while in childcare. This is highly recommended for preventing spread of illnesses and avoiding injuries.

Dress your child in play clothes that allow for freedom of movement...and consider too, that paint, play dough, glitter and glue are used in the art area. Please don't send your children in brand new clothes! Any article of clothing that might be removed should be labeled. Velcro sneakers are recommended for small children that don't yet tie. Please check to see that your child is wearing the right shoes at check-out! Many shoes look alike!

We ask that you LABEL all sippy cups, bottles, pacifiers (pacifier clips are very helpful) and diaper bags! We have had a lot of items floating around, and without proper labeling we cannot identify what belongs to whom.

### **Do I need to make a reservation for my infant?**

No, we have enough staff, especially during our busy times to properly handle infants. Although, our busiest time slot is from 9am-10:00am. Therefore we recommend choosing a different time to bring your infant if you're not attending the 9:15am class.

### **Will you feed my infant?**

We do not allow food in *friends club*. We also cannot guarantee bottle feedings for infants. Babies are coming and going from *friends club* at all times – and it would be impossible to provide the one-on-one attention required to give a bottle. If you are concerned about your baby being on a specific schedule, please return to *friends club* for the feeding, or schedule your workout at a different time. We are not able to spoon feed or give babies/children "snacks" while they are checked into *friends club*. This is due to allergies and the fairness surrounding providing snacks for all children. If your child needs a snack you may take them to our staff kitchen to eat. Otherwise, we ask that your child is adequately fed before checking into *friends club*.

We have a quiet and private designated mommy area in our dressing room for breast feeding. If you choose to breast feed in the childcare, we ask that you please bring a cover up for the older kids who are visiting.

### **Diapers and potty training**

We ask that you feed and change your baby before you check them into *friends club*. You will be alerted if your child needs a diaper change while he or she is in *friends club*. We do not provide diapers, so we ask that you bring some in case of an emergency.

If your child is in the process of potty training we ask that you have your child in a pull-up or diaper until SUFFICIENTLY potty trained. We are not equipped to handle all potty training situations while caring for numerous children.

### **If I am in a rush to get to a class can I drop my child off with lunch/dinner?**

**Food is not permitted** in *friends club*. You can check your child out of *friends club* and take him/her to the break room for a snack – but we do not allow food to be eaten in *friends club* because of allergies and other kids who may not have snacks. If you send your child with a water bottle or sippy cup, please make certain it is labeled! Unidentified drink containers/bottles that are left behind will be thrown away.

### **What about sick kids?**

*Friends club* will make every effort possible to protect the health and safety of the children. We will exercise the right to deny admittance to any child who appears to be in poor (contagious) health. Please do not bring your children to *friends club* if they have a runny nose, rash, conjunctivitis, swollen glands, nausea, diarrhea, sore throat, chicken pox blisters, or have experienced fever within the last 48 hours! If they cannot go to school, they cannot come to *friends club*! If you check in to *friends club* and your child shows signs of illness – we will contact you and ask that you check your child out.

### **Do you offer anything for "older" kids?**

We understand that 'big kids' sometimes aren't thrilled about coming to "childcare". We've set aside special privileges for children 6 years and older; they will have special art projects, games and videos they can watch.

### **Can my children bring toys from home?**

**No**, please discourage your child from bringing personal items from home. We cannot accept responsibility for lost or broken toys. We prefer that children be checked into *friends club* "empty-handed". Toys brought in from home frequently cause friction among other children. In addition, we inspect all donated toys before allowing children

to use them for safety purposes. Therefore, if your child brings a toy from home we may not have the chance to inspect it for the safety of infants.

## **Discipline**

If there is any type of issue in the childcare or with your child, please keep in mind that you will be notified and we may come get you during your workout if necessary. If your child is going through anything that is of importance for staff to know please inform us at time of drop off.

We have certain rules in friends club. Including; no throwing toys, sharing is a must, no hitting or pushing, no mean or naughty words, no violent actions or words. If any of these rules are broken (depending on the severity), your child may be put in time out (1 min. per age). If an incident is repeatedly occurring, your child may be sent home with a discipline slip. After 3 discipline slips, we will need to have a discussion with the parent and possibly discontinue your friends club childcare membership if the problem is not resolved.

Please, do not let this intimidate you. We rarely have major issues with children in *friends club*. We are happy to have you!

We are thankful for you and are so happy to provide childcare for you on your health and fitness journey. Thank you for taking the time to read through these rules and regulations. We hope reminding everyone of these important rules and regulations will help everything run smoothly for you, your children and our staff!