



KidZone Parent Manual

What is KidZone?

The Granite Falls Swim and Athletic Club KidZone offers children of members and approved participants a safe and age appropriate environment to enjoy while their parent(s)/guardian(s) are engaged in an onsite fitness or wellness pro-gram. Our carefully chosen, highly trained staff strive to provide children with safe, fun-filled, age appropriate experiences that contribute to their overall social, emotional and physical growth and well-being.

Granite Falls Swim and Athletic Club Mission Statement:

To create a fun, energetic environment where members find motivation, relaxation, and social interaction, thereby improving their quality of life while building a sense of community.

Drop off and Pick up Procedures:

- **KidZone Hours:** Hours are subject to change based on attendance
Monday thru Saturday 8:15am –11:45am
Monday thru Thursday 4:15pm—7:30pm

KidZone is for children from 6 weeks to 13 years of age. Children up to 8 months old may remain in the KidZone for up to 1 hour each day. Children over 8 months may remain in the KidZone for a maximum of 2 hours per day.

Children must be checked in and out of the KidZone. Only the parent/guardian that drops off can pick up unless other adults have been listed as a guardian in the guardian management section of our check in module. Please inform KidZone staff if one of the guardians listed will be picking your child up. Please let the front desk or Ki-dZone staff know of any guardians that need to be added to your child's approved list of guardians. Identification procedures will be in place to ensure the safety of each child.

- **Drop off:** All parents will need to scan their membership keytag into the KidZone check in station at the front desk or give them your last name for them to manually enter. A nametag will be printed for each child to wear while in KidZone. The tag will include the child's name, membership numbers from the membership keytag of the parents/guardians, parent location, child's age, allergies, and any special notes. Please inform the front desk or KidZone staff if any of this information needs to be updated.
- **Pick up:** At pick-up the parent/guardian must show their membership card to the KidZone staff. The numbers on the card and tag will be matched to ensure the safety of your child. The tag worn by your child will then be removed prior to your leaving and the KidZone staff will check your child out of the KidZone in the check in/out module. A driver's license check, member photo check, or info stated from child information in the Kid Care module will be used for non-members and if a member doesn't have his/her card with them.
- **Upon Drop off, please communicate to the staff any of the following:**
 - Allergies
 - Potty training
 - Any special needs or instructions
 - Anything we need to know to make your child's visit the best that it can be.

KidZone Fees:

There are two options to pay for your child(ren)'s visit to the KidZone.

Monthly Draft: 1-3 children: \$20 per month
4+ children: \$25 per month

Pay Per Visit: \$5.00 per child per visit (member)
\$7.50 per child per visit (non-member guest)

Those not already enrolled in the monthly draft will be charged a per visit or prorated current month only fee, whichever is cheapest that day.

***It is the responsibility of the member to inform the front desk staff OR Youth Programs Director of the need to start or stop KidZone draft. NO REFUNDS WILL BE ISSUED FOR UNUSED KIDZONE DRAFT MONTHS. ***

What should I bring to KidZone?:

Please remember to label all items with your child's name!

- Bag/back pack to hold the following items if needed:
- Diapers AND Wipes - if you prefer to use cloth diapers, please note we may seek your assistance if a diaper change is required.
- A change of clothes
- Security items and/or pacifiers can be helpful, especially if the child has difficulty with separation. Please remember to label with your child's name. If not needed or in use, it will be placed in child's bag.
- Drinks must be in a labeled sippy/no spill cup.
- Bottles should be pre-mixed or left with clear instructions for mixing.

Personal Electronic Devices and Games:

Granite Falls Swim and Athletic Club recommends that no valuable items of any kind be brought into the KidZone. Granite Falls Swim and Athletic Club and its employees will not be responsible for any type of lost or damaged personal possessions, including, but not limited to audio and electronic equipment and games in the KidZone. If you choose to allow your child to bring personal electronic devices such as handheld game consoles, cell phones, MP3 players, laptops, e-readers, tablets etc. into the KidZone, you do so understanding the risk of damage or loss and assuming the responsibility for such. Your child(ren) may bring in games for the Wii or Playstation under the same terms as long as they are rated E for Everyone and they are willing to share with other children in the KidZone. KidZone staff reserve the right to approve of any games brought into the KidZone. In addition, KidZone staff, if they deem necessary, may confiscate any game or electronic device, returning it to the child as they are leaving the KidZone.

KidZone Sections:

The KidZone is usually sectioned off by age and ability – dividing children into three groups: infants and toddlers, preschoolers, and children 5 and older (video games are for children 5 and older only). Our staff take many things into consideration when determining the best fit for your child – their age, abilities, and the ages and abilities of the other children pre-sent. Please ask to speak with one of our Shift Leaders or the Youth Programs Director if you have any questions about this.

What should my child wear?:

Your child should dress in play attire. His/her clothing should be appropriate for the weather. Tennis shoes are strongly suggested. All infants must wear socks and/or shoes. Please do not have child(ren) wear swim diapers or flip flops. Also, one piece girl swimsuits under clothes is discouraged as it makes going to the bathroom challenging for some.

Open Communication:

In an effort to make KidZone a pleasurable experience for all, we ask that you please be sure to inform staff if there are any concerns you have that might impact your child's day. Open communication between the staff and parent/guardian is key to the day being a success for all. Staff will openly communicate to parents in regards to inappropriate behaviors as well as positive achievements.

When should I keep my child at home?:

Please be sure to use good judgment if your child is demonstrating any signs of sickness. We want to keep our other children and staff healthy. Please do not bring your child if he/she are exhibiting signs of the following as you will be asked to take him/her home for the best interest of all parties:

- A fever at or over 100.0 degrees F within the last 24 hours
- A continuous runny nose or cough that is not allergy related
- Diarrhea or vomiting within the last 24 hours
- Undiagnosed skin rashes, sores or other conditions
- Sore throat
- Any other contagious symptoms within the last 24 hours

Discipline:

Our staff model positive behavior to the children through their actions in an effort to create a calm, gentle, fun-filled and safe environment for your child. However, there are times where children's actions need to be redirected. Removing a child from a situation and redirecting their interest will be used in an effort to redirect any inappropriate behaviors. Encouraging the use of words (if applicable) to communicate feelings and needs will also be used to resolve conflict. If, however, the behavior continues and is disruptive to the environment, a "time out" method will be used. If "time out" does not resolve the issue, a parent will be asked to join the child in the KidZone and remain with their child for the remaining time allotted or take him/her home. Children who physically hurt others will be sent home from KidZone for the remainder of the day.

Potty Training:

We will work with parents/guardians and children in an effort to assist in the potty training process. If your child is potty training, please be sure to notify the staff upon signing-in and use a "potty training" sticker to identify the time your child needs to be taken to the bathroom.

What Happens if my child gets hurt?:

In case of an accident, first aid will be provided as indicated and the parent will be notified. The parent is responsible for providing the primary accident insurance. An incident report will be filed.

What if my child cries?:

Many children experience difficulty when separated from a parent. Our staff are trained and experienced in meeting the needs of young children, and will use positive methods to redirect your child and help them get involved in activities. We will make every effort to make your child's experience a positive one; however, if continuous crying persists for more than 20 minutes, you will be asked to pick up your child. We want your child's experience to be positive and strive to work together for the comfort and well-being of all our participants.

Lost and Found:

We make every attempt to keep items together. Please be sure to label ALL of your child's belongings. If an item is left in the KidZone it will be placed in the KidZone lost and found till the end of the week and then moved to the Front Desk Lost and Found for 2 weeks until taken to Goodwill.

Facility Emergencies and Evacuations:

For the safety of all our participants, if an emergency occurs at the facility and we need to evacuate, *the staff* will evacuate all the children through the most easily accessible exit. You may meet your child at the entrance but you will *not* be permitted to pick up or leave with your child until proper pick up procedures can be set up or the emergency ends and your child has been properly signed out and into your care. Please understand this is for your child's safety and well-being.

Thank you:

We would like to thank you for trusting the Granite Falls Swim and Athletic Club KidZone for your children's care. We strive to make each individual experience the best it can be. However, if there are any questions, concerns, or praises, we ask that you please take a moment to con-tact the Youth Programs Director or fill out a comment card so that we may follow-up.

Please print and sign your name acknowledging that you have received the *KidZone Parent Manual* and understand the policies and procedures of the Granite Falls Swim and Athletic Club KidZone. Please give this slip to the front desk.

Print Name: _____ Signature: _____

Date: _____ Member Number(s) or NMPP _____

Child's Name: _____ Special Notes: _____

Allergies: _____ Add'l Guardians: _____

Child's Name: _____ Special Notes: _____

Allergies: _____ Add'l Guardians: _____

Child's Name: _____ Special Notes: _____

Allergies: _____ Add'l Guardians: _____

Child's Name: _____ Special Notes: _____

Allergies: _____ Add'l Guardians: _____

Release Form for Media Recording



Please check one:

I, the undersigned, DO NOT consent that **Granite Falls Swim & Athletic Club** has the right to use my image in anyway beginning on _____.

I, the undersigned, DO hereby consent and agree that **Granite Falls Swim & Athletic Club** its employees, or agents have the right to take photographs, videotape, or digital recordings of me beginning on _____ and to use these in any and all media, now or hereafter known, and exclusively for the purpose of social media, newsletters, pamphlets, website, or any other uses pertaining to marketing and advertising that pertains to the club. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to **Granite Falls Swim & Athletic Club** its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that **Granite Falls Swim & Athletic Club** is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement. *(If under the age of 18, the parent or guardian has signed on behalf of the minor at the bottom of this document.)*

Name

Address

Phone

Signature

Date

Signature, parent or guardian (if under age 18)

Date