

Dear Parent:

Welcome to Centre Club's Karing For Kids (KFK) Program.

Karing for Kids is an adult supervised child-care service provided free of charge with active Centre Club membership. Karing for Kids offers quality care and stimulating play activities for children in a safe and pleasant environment.

In order to best serve members, we ask for your cooperation in following a few basic guidelines. If, at any time, you have questions or concerns, please feel free to contact the Karing for Kids Supervisor.

### I. **OBJECTIVE**

Provide professional supervision and a safe, stimulating play environment for children in our care.

#### **Planned Activities**

- Arts and Crafts
- Musical Games/Songs
- Seasonal Activities
- Physical Exercise
- Educational Videos
- Story/Video Time
- Visual/Motor Activities

Activities are planned for age 6 months to 10 years.



**Kids' Stuff**



#### **Equipment**

- ♥ CD/cassette player ♥ TV/VCR
- ♥ Educational equipment/toys ♥ Games
- ♥ Outdoor equipment/activities.

### I. **SERVICE**

#### A. Hours:

Monday – Friday	8:30am-7:00 pm
Saturday	8:45am-4:00pm
Sunday	9:00am-4:00pm

#### Summer Hours (Libertyville Club only):

Monday – Friday	8:30am-7:00pm
Saturday	8:45am-3:00pm
Sunday	9:00am-3:00pm

- B. A maximum usage of two hours per day is enforced.
- C. Member's children 6 months to ten years of age may use Karing For Kids.

### II. **ACCOMMODATIONS**

- Toddler area
- Changing area
- Bathroom
- Tables and chairs
- Fenced-in play yard

### IV. **DAILY REGISTER**

Parents are asked to sign their children in and out each day in the daily register located in Karing for Kids. Registration ensures your child's safety and provides us with daily information on your child. Parents must use a pin number and finger scan to access the Karing for Kids area.

### V. **POLICIES**

Karing for Kids policies and procedures are designed to promote safety and convenience for parents and children.

- A. Food and beverages are not allowed in Karing for Kids. Bottles may be supplied by a parent to be used by Karing for Kids staff to provide comfort to the child. All bottles must be labeled.
- B. Please do not use Karing for Kids if your child is ill or has a communicable disease. Should your child acquire a communicable disease, please notify Karing for Kids so we can update your child's records.
- C. A parent may be summoned to Karing for Kids to take their child home for any of the following reasons:

- 15-20 mins of continuous crying
  - Child is ill
  - Child has a fever
  - Child has cold symptoms
  - Disruptive behavior
  - Usage extends 2-hour limit.
- D. If a child shows disruptive and/or aggressive behavior, a time-out period will be implemented by the staff in an attempt to calm the child. A time-out entails having the child sit on a chair separated from the rest of the group. The staff member will explain to the child which behavior is inappropriate. The parent will be notified of the behavior. Centre Club reserves the right to restrict a child from the program should the behavior continue.
  - E. If you are paged to the KFK room, please use the nearest house phone and dial ext. 5730 to let the staff know you heard the page and will respond directly.
  - F. Chewing gum is not allowed in the room for safety and sanitation reasons.
  - G. Children are required to wear shoes and socks while attending the KFK program.
  - H. Children will only be released to the parent who signed them in or a spouse who is also a member, provided a "Spouse Pick-up" form has been completed in advance.
  - I. KFK services are provided for children of members only. We are unable to accommodate children of guests or children whom members baby-sit.

If capacity is reached in the Karing for Kids room, the oldest kids will be taken to the racquetball court for active play.

- J. Failure to comply with these policies may result in suspension of usage privileges in the KFK program.
- K. KFK reserves the right to use discretion in allowing children with special needs entrance to the program.

**VI. EMERGENCY PROCEDURES**

**A. When a fire alarm sounds:**

Karing for Kids staff will gather the children and escort them out the front door to the Centre Club parking lot.

The staff will not release any child to a parent until they are in the designated safe area and have taken attendance. After attendance has been taken, you may sign out on the registry, present your Member ID card, and leave with your child.

**B. When a tornado emergency is called:**

Karing for Kids staff will escort the children to the Women's Locker Room. They will instruct the children to sit along the wall by the bathroom stalls. Karing for Kids staff will not release any child to a parent until attendance has been taken. When the "all clear" signal sounds, they will proceed back to the room.



**Centre Club  
Condell Wellness Services**

A Fitness Complex  
Libertyville ❖ Gurnee

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200 West Golf Road, Libertyville, IL 60048  
1405 Hunt Club Road, Gurnee, IL 60031

Libertyville – (847) 990-5730  
Gurnee – (847) 625-4730

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# Karing For Kids

