



DISCOVER MORE, LEARN MORE

J Kid Care Parent Handbook



WELCOME!

This handbook is designed to provide you with specific information about our program. During your visit to the J, our Kid Care staff will provide fun and safe, age-appropriate activities for your child.

VISIT TIME LIMIT: The J's Kid Care program is not a state licensed program and has an exemption from child care licensing. Therefore, there is a 90-minute time limit per child per visit for a maximum of 7 hours per week, Sunday through Friday. We will allow an additional 30 minutes when notified to tennis members playing a match or tournament.

AGES AND HOURS OF OPERATION APRIL 1 - JUNE 2:

Monday-Friday	8:00 AM - 12:00 PM	Ages 3 months - 11 years
Monday-Thursday	4:00 PM - 8:00 PM	
Sunday	8:00 AM - 1:00 PM	

**NEW HOURS OF OPERATION EFFECTIVE JUNE 3:

Monday-Saturday	9:00 AM - 1:00 PM	Ages 3 months - 11 years
Monday-Thursday	4:00 PM - 8:00 PM	
Sunday	8:00 AM - 1:00 PM	

Check website for holiday hours and for more information.

CHILD TO STAFF RATIOS: 5 children per counselor

ACCOMODATIONS: The J strives to meet the needs of all children and families in our programs. If your child needs any accommodations, we ask that you speak with the Director of Fitness to ensure that you and your child have a great experience in our program.

REGISTRATION FOR J KID CARE PROGRAM: Each child who participates in our program must be a health & fitness member or tennis member. Please sign your child into the program once you arrive and sign out when picking up.

ARRIVAL AND DEPARTURE POLICY: When dropping your child off, you are welcome to stay for a few minutes to get your child acclimated. However, for safety reasons, we cannot allow parents/guardians to stay in the room. Children will be grouped according to their age and older siblings will participate with their age group. Parents/guardians must remain on the premises at all times or participate in a JCC program to ensure they are easily and readily accessible in case of emergency.

After you complete your visit to the J, our friendly J Kid Care staff will check your child out of our program. Children are never released to an individual who did not sign the child in unless:

Permission is given by the parent/guardian before they leave and proper identification is shown.

Children who are guests should not be brought to Kid Care unless they have a health and fitness membership

DAILY ATTIRE: Children should be dressed for active play. Toddlers and infants need a change of clothes. Close toed shoes are recommended. Please refrain from sending your child with jewelry or items that may pose a choking hazard.

PLAY AREAS: Children may be divided into smaller age groupings during peak times and will be in areas with age appropriate activities. Activities vary by center and include:

- **CREATIVE MOVEMENT** Dance, music, instruments, games and more
- **ARTS AND CRAFTS** Art projects, craft projects, play dough
- **STRONG MINDS OR IMAGINATION STATION** All coordinated learning such as ABCs, 123s, colors, shapes, puzzles, dramatic play and themed activities such as back-to-school, wild kingdom, under the sea, transportation, the seasons, weather, holidays, etc.
- **INSIDE OUT** Outdoor play or active games
- **KIDS CHOICE** Center based play
- Television and movies are not utilized in our programs.

CONDUCT AND GUIDANCE: Our program uses positive guidance methods including redirection, distraction, reminders and logical consequences. Self-management skills are taught using consistent rules that are clearly stated so that children are expected to play within known limits.

Behavior expected of children is age appropriate according to developmental stages. The J reserves the right to restrict children's activities, have parents pick up immediately, suspend or terminate care when children display behavior that is dangerous to themselves or others, or for repeatedly being disruptive or failing to follow program rules.

Our staff make every effort to keep your child happy and content within our Kid Care program. In the event that your child is not able to be consoled and has consistent crying for a period of over 15 minutes, we will seek you out, as the parent/guardian, and ask for your assistance in soothing the child.

BABYSITTING: We are pleased that you feel comfortable and confident in our employees and that you may want them to babysit or transport children after hours. However, it is against the J's policy and could be grounds for employee termination.

FOOD: In order to keep our Kid Care area safe for all children, including those with food allergies, there will be NO food, gum, candy or drinks permitted in the Kid Care area. If your infant will need a bottle, please make sure that the bottle is clearly labeled with your child's name.

ILLNESS: In an effort to maintain everyone's health and well-being, the following guidelines MUST be strictly followed. Please respect the health of the other children in our care by cooperating with us. An ill child will not be admitted and children who become ill may not remain in Kid Care. For the safety of your child as well as the other children in Kid Care, you may not bring a child to our program for one business day after having any of the following symptoms:

- A fever
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse, colored nasal discharge
- A communicable disease

Children must be free of all of the above symptoms and show no signs of illness when entering the program. All children must be able to participate in the normal daily schedule (outdoor play included). Caregivers cannot administer medication.

ITEMS FROM HOME: We provide activities for the children and ask that you not bring toys or electronics from home. All bottles, cups, pacifiers and other infant items must be labeled. Diapers and wipes are to be provided by the parent. Please note, the parent/guardian will be notified immediately if their child is in need of a diaper change. We are not responsible for any lost, stolen or broken belongings.

SAFE SLEEP PRACTICES: The Texas Department of Health and Human Services, Texas Department of Family and Protective Service have shared research related to safe sleep practices for infants. Research that impacts the care of children in J Kid Care programs include swaddling and children sleeping in car seats or swings. It is recommended that infants sleep on their backs in a crib or on another firm surface. The J Kid Care program will practice recommended safe sleep practices by not allowing infants to be swaddled or left sleeping in their car seats.

INJURY/ACCIDENTS: Although precautions are in place to ensure the safety of all our children, there are times when typical childhood accidents occur. In the event that your child is injured while in the care of our Kid Care program, the following steps will be followed:

- J staff will assess the injury and provide the necessary first aid.
- If immediate medical attention is needed, we will call 911.
- Parent/guardian will be notified (major concern: immediate notification or minor concern: notified at sign out.)
- The appropriate reporting documents will be completed.
- Additional follow up with the family will be made.

The J takes head injuries seriously. Bumps, jolts or blows that cause the head and brain to move rapidly back and forth can be serious, even if it appears to be minor. Suspected head injuries will require a 911 call.