

Kids Care Parent Information

Contact information:

- Kids Care direct line: 651-490-4763
- Recreation Program Supervisor: 651-490-4717

Kids Care hours:

- 2 hour maximum stay
 - Morning hours: Monday - Saturday: 8 am - 12:30 pm
 - Evening hours: Monday - Thursday: 4 - 8:30 pm
 - Friday: 4 - 7 pm
 - If there are no children in the room 30 minutes prior to closing, staff can close early.
- Closed: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Halloween Evening, Thanksgiving Day, Christmas Eve, Christmas Day & New Years' Eve

Max capacity:

- The Kids Care room only fits 23 individuals in the room at a time. If it hits capacity, a sign will be displayed stating there is no room available.

Child to staff ratio:

- The ratio of child to staff is 1:8, with additional consideration given to situations with a large number of infants. The decision on the number of children accepted will be at the discretion of the Kids Care staff and management.

Requirements:

- Ages: 6 months to 12 years old
- Parent/Guardian must remain in the facility the entire time

Cost:

- \$3 per hour for drop in (pay at the service desk)
- Punch Card
 - Each punch is \$2 and can be purchased as the following:
 - \$20 for 10 hours
 - \$50 for 25 hours
 - \$100 for 50 hours
 - Cards are non-transferable
 - No refunds (punch cards and punches)

Late fee:

- There is a late fee if you arrive after two hours. There is a 5 minute grace period due to clocks being different throughout the building. Grace period is based on the clocks in the Kids Care room.
- If you are late and refuse to pay/sign off on another punch, the Kids Care Supervisor will mark off your punch for you. If you refuse to pay more than twice, you may be suspended from using Kids Care.

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Check in and out process:

- Upon arrival, sign in your child in with staff and complete an Emergency Health form
- Initial punch card
- Inform staff of any allergies or special needs
- Ensure your child has on a clean, dry diaper
- All personal items must be labeled with the child's name
- Food/beverages are not allowed in the Kids Care room
 - Exceptions will be made for children that need a bottle or a sippy cup with water or if a child has a medication condition that warrants a need for a snack i.e. diabetic
- Be prepared to show a photo ID when picking up
- No parent/guardian is allowed to enter the room, unless of an emergency

Illness policy:

- A child should not attend Kids Care if they display any of the following symptoms within 24 hours:
 - Fever of 100 degrees or higher
 - Diarrhea
 - Head lice or nits
 - Vomiting
 - Undiagnosed rash
 - Severe cold
 - Untreated eye infection
 - If a child displays any of the above symptoms, a guardian will be called back to Kids Care to pick up their child. Kids Care staff are allowed to not let a child into the program if the child is portraying any of the above signs and symptoms before entering. A child must be free of symptoms 24 hours prior to returning to the program

Electronics Policy

- There are no electronics allowed
 - Tablets, phones, etc. are only allowed for medical purposes. If a child has an electronic device without permission, it will be put away for the remainder of their stay.

Diaper changing:

- Please ensure your child is wearing a clean, dry diaper when arriving. In the event your child will need a diaper change, staff will page or locate a guardian to return to Kids Care to change their child's diaper.
- Parents/guardian need to take their child to a different bathroom to clean a diaper

Behavior/Crying policy:

- Staff will comfort a crying child or redirect or attempt to de-escalate the child to reduce the behavior . If the child cries or has behaviors consistently for 15 minutes or more, a guardian will be called to return and remove their child from the program for the day.

