



## ***Child Center / Academy Policy Sheet***

---

### **Member Usage**

- All children must be members or a registered guest to be checked in to the Child Center / Academy.
- The parent or authorized adult must remain in the club while the child is checked in to the Child Center / Academy.
- The Child Center / Academy is available to children ages 3 months to 11 years.
- Two hours of childcare are available each day/per child. (at select locations 3 hours are included with membership)
- A 3<sup>rd</sup> hour of care is available to purchase if the child is 3 years of age and potty trained (at select locations)
- A Life Time membership card or government issued photo identification is required upon checking in and out a child.
- Person(s) picking up the child must either be on the account of the child as the parent or authorized adult. Either the parent, or authorized adult on the account may check in and out the child. If one checks in the other may check out. No secondary members or person(s) under the age of 18 may pick up the child.

### **Policies and Procedures**

- Unless required by applicable law, Life Time's Child Center / Academy is not licensed and operates as an exempt Child Care Center.
- Life Time is not equipped to provide 1-on-1 care for children of any age unless required by law.
- Children requiring 1-on-1 care may have a licensed personal care assistant (PCA) with them in the Child Center / Academy.
- Upon return to check out your child, we ask that you enter the Child Center / Academy and exit together using the proper gates.
- For the safety of your children, if the Child Center / Academy reaches its maximum occupancy, please wait to check your children in until the next checkout occurs.
- Parents and authorized adults must abide by our *Exclusion of Sick Children* policy to ensure that the Child Center / Academy is as healthy and sanitary as possible. For your reference, this policy is attached.
- For the health and safety of children in the Child Center / Academy, any type of medicine, vitamins or drugs will NOT be permitted in the Child Center / Academy.
- If a child has a life threatening allergy, an epi-pen may be stored in a locked drawer behind the Child Center / Academy check-in desk.
- If a child has a respiratory condition and requires an inhaler, they will be allowed to carry their personal inhaler in a pocket or zipper pack. Children aren't permitted to share their inhaler.
- Children under 2 years of age will remain in the toddler room at all times.
- Children 2 years of age and older may use the Maze and the Outside Playground and you allow your children to use these areas at your own risk. If you would like your child to remain in the toddler room only, you MUST notify the desk Team Member during check-in.
- Life Time reserves the right to remove or suspend children perceived as an endangerment to themselves or others.
- Life Time provides a secure environment for our members' children by processing a criminal background check on each employee. Because we offer such a secure environment, we limit the time parents and authorized adults are allowed in the Child Center / Academy to a period of 10 minutes.
- For the safety of the children in our care, picture taking is prohibited in the Child Center / Academy.
- Life Time reserves the right to limit the usage of designated play spaces.
- Socks or shoes must be worn in the Child Center / Academy at all times, **bare feet aren't allowed!**
- Wheels on shoes must be removed or retracted prior to entering the Child Center / Academy.



- Time-outs will be used to address behavioral problems for children two years and older. Redirection will be used for children younger than two.
- For the health and safety of children in the Child Center / Academy, parents or authorized adults are responsible for changing their child's diapers.
- For sanitary reasons, children must be completely covered on top and bottom. Diapers, underwear, or swimsuit bottoms need to have some type of covering, i.e. shorts, pants, tights.
- No food, candy, gum, or toys from home are allowed in the Child Center / Academy, including Silly Bandz, toy rings, etc.
- Personal electronic devices, such as cell phones, psp's, ipads, ipods, or any other electronic devices aren't permitted in the Child Center / Academy.
- ALL personal electronic devices that have video or photography capabilities aren't permitted in the Child Center / Academy.
- Life Time is not responsible for lost or stolen items.
- Sippy cups are permitted for using water only, and must be labeled. Juice or milk is not permitted.
- Parents or authorized adults will be called via cell phone or page if a crying child can't be comforted after 10 minutes.
- Life Time reserves the right to suspend or revoke Child Center / Academy privileges from any person who neglects the guidelines listed above.

## Infants

- Infant care is available to a child from 3 months of age until the time that he or she either turns 11 months or walks confidently. Reservations are **strongly encouraged** and can be made up to 48 hours in advance (72 hours for Diamond members).
- Infant No Show Policy – Due to the high demand of the infant room, if you do not show up for your appointment, you will be issued a strike. After 3 strikes, a 2 week suspension of infant room privileges will be issued. Reservations should be cancelled 2 hours prior to the reservation start time.
- Bottle contents must be pre-mixed and labeled; Child Center / Academy Team Members will not mix formula for bottles.
- If the infant's bottle is not labeled, the bottle will not be fed to the infant and the parent will be located to attend to the child.
- If an infant is unable to sit upright and hold his/her own bottle, a Team Member will hold the infant during bottle-feeding. Formula or breast milk will be discarded after feeding or within two hours of initiating feeding, whichever comes first.
- Infants must have socks or shoes on their feet.
- Infants must be removed from car seats. Car seats and strollers should be placed in the lobby or hallway.



## Exclusion of Sick Children Policy

A child exhibiting any conditions or behaviors determined by Life Time to be an illness will be excluded from the Child Center / Academy. If the child becomes sick while at the Child Center / Academy, the child must be isolated from the other children and the child's parent or authorized adult must remove the child from the Child Center / Academy immediately.

Parents, please understand that we strive to provide a healthy, safe, and secure environment for all children; do not be offended if we ask you to remove your child due to health conditions. The following list includes, but is not limited to, a list of the conditions or behaviors that precludes a child from care at our Child Center / Academy:

- A child with a reportable illness or condition that a physician determines has not had sufficient treatment to reduce risk to others
- A child with chicken pox until the child is no longer infectious and until the lesions are crusted over
- A child who has vomited within the last 24 hours
- A child who has abnormally loose stools within the previous 24 hours (child must have not had a loose stool within the last 24 hours)
- A child who has had contagious conjunctivitis (pink eye) or pus draining from the eye
- A child who has had a bacterial infection such as strep throat or impetigo and has not completed 24 hours of antimicrobial therapy
- A child who has unexplained lethargy
- A child who has lice, ringworm, or scabies that is untreated and contagious to others
- A child who has a 99 degree Fahrenheit axially or higher temperature
- A child who has an undiagnosed rash or a rash attributable to a contagious illness or condition
- A child who has significant respiratory distress (a bad cough)
- A child who is not able to participate in Child Center / Academy activities within reasonable comfort
- A child who requires more care than the program staff can provide without compromising the health and safety of the other children in care
- A child who exhibit a profusely runny nose with either green or clear mucus (if your child's nose has to be wiped more than 3 times, you will be paged and asked to remove your child)
- It may be necessary to provide a family physicians verification of wellness prior to a child being permitted into the Child Center / Academy.

If your child exhibits any of these symptoms, please keep him/her at home. If a child does not attend school due to illness, he/she will not be allowed in the Life Time Child Center / Academy. At Life Time, we strive to maintain a clean and healthy environment, and we need your cooperation *as a parent, guardian or authorized adult* to keep the Child Center / Academy as safe and sanitary as possible.



## **Discipline Policy**

In general, the following discipline policy is enforced for incidents that happen in the Child Center / Academy.

- 1st- Sent home for 1 day
- 2nd- Suspended for 3 days
- 3rd- Suspended for 1 week
- 4th- Suspended for 2 weeks

For severe behavior incidents, such as intentionally hurting another child, bullying, etc., Life Time, in its sole discretion, reserves the right to exercise immediate disciplinary action.

## **Late Pick Up Policy**

Life Time maintains a strict 2 or 3 hour time limit for children. Life Time should not be used as nor was designed to serve as a Day Care or After Care program. The parent or authorized adult must remain on site at all times and must respond to an incident in person immediately after notification. The following policies apply to late pick up.

If a parent or authorized adult is more than 5 minutes late picking up, the following applies:

- 1st time late- Verbal Warning
- 2nd time late- Automatic Charge for daily 3<sup>rd</sup> hour Rate