

## **Child Care Guidelines**

Child Care specific procedures and hours may vary by location and day (i.e. holidays) so please check with your Spectrum location to verify current procedures and hours. The Spectrum website, APP, and front desk staff can also assist.

*Spectrum takes great pride in offering low cost, yet safe and friendly Child Care services for our members. Your children's safety and wellbeing are our TOP PRIORITY.*

*All child care workers must undergo a criminal background check (and pass) prior to being hired. ONLY children who are specified on the membership agreement are allowed in Child Care (name, picture, DOB).*

Check-In is required for ALL Child Care service. See the specific club's rules for this check-in procedure.

Infants must have proof of 1<sup>st</sup> shot (6 weeks old).

Child Care workers can change wet diapers if parent provides diapers and wipes for their child. You will be notified if your child needs to be changed if we are not provided with diapers.

All items brought in must be labeled with the child's name.

Parent & child are solely responsible for all items brought into the Child Care area.

You may bring your own toys with the exception of balls or anything deemed a nuisance by a Child Care staff. We are not responsible for items being broken, misplaced, forgotten, etc.

The ONLY food allowed inside the Child Care area is fruit, crackers or dry cereal. Any other type of food or snack must be eaten before or after the child uses the Child Care facility. All food must be eaten at the picnic table.

Infants must be fed BEFORE entering. The Child Care staff may not be available to feed infants when multiple children are present.

As a general rule, the Child Care maximum time limit is 2 hours. However, specific club locations may adjust this time if/when needed to maintain flow.

Parent(s) MUST remain at the club facility the entire time the child is in Child Care.

In times of very heavy use, additional restrictions may be applied to Child Care in order to maintain the quality of service and well-being of the children.

Feverish and/or sick children CANNOT be admitted to Child Care. The Spectrum Child Care staff has the absolute right to turn-away any child at their discretion.

If a child is home from school because of illness, they CANNOT be brought to Child Care at Spectrum.

10 minute cry time – if your child cannot be soothed after 10 minutes, you will be notified. It could take a few attempts to let a child adapt to the new environment.

For the safety & protection of all children there is a '3 strikes' policy for children who bite, hit, or hurt other children in any way. Upon a 1<sup>st</sup> incident, there will be a notification/warning. A 2<sup>nd</sup> incident will require that the child not be brought to Child Care for one full month. After a 3<sup>rd</sup> incident, the child will no longer be able to attend Child Care.

At periodic times, Child Care rules may be amended to maintain the safety and security of the children. Changes, if needed, will be announced.