



Kids Club Code of Conduct



WELCOME!

The Kids Club Code of Conduct is designed to provide you with specific information about our program. During your visit to the Dell JCC, our Kids Club staff will provide fun and safe, age-appropriate activities for your child.

VISIT TIME LIMIT: The Dell JCC's Kids Club is not a state licensed program and has an exemption from child care licensing. Therefore, there is a 120-minute time limit per child per visit for a maximum of 5 hours per week, Sunday through Friday. There is a 10 minute grace period before drop off and during pickup.

HOURS OF OPERATION

Monday-Thursday 8:00 AM - 12:00 PM
Monday-Thursday 3:00 PM - 6:00 PM
Friday & Sunday 8:00 AM - 12:00 PM

AGE RANGE

Ages 3 months - 8 years

Check website for holiday hours and for more information.
shalomaustin.org/hours/

CHILD TO STAFF RATIOS: 5 children per counselor

ACCOMODATIONS: The Dell JCC 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 Kids Club Supervisor to ensure that you and your child have a great experience in our program.

RESERVATION FOR KIDS CLUB: Each child who participates in our program must be a Dell JCC member. You will be asked to sign your child in and out of the program, as well as, present identification at drop off and pick 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 Dell JCC program to ensure they are easily and readily accessible in case of emergency.** After you complete your visit to the Dell JCC, our friendly Kids Club staff will check your child out of our program. Parents must present identification when checking their child in and out of Kids Club. 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.

DAILY ATTIRE: Children should be dressed for active play. Please provide a change of clothes for toddlers and infants upon drop-off. 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 and include:

CREATIVE MOVEMENT Dance, music, games and more

ARTS AND CRAFTS Art projects, coloring, drawing

KIDS CHOICE Center based play

Television, movies, and music are 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 Dell JCC 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's Club 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.

BABY SITTING: 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 Dell JCC's policy and could be grounds for employee termination.

FOOD: In order to keep our Kids Club area safe for all children, including those with food allergies, there will be NO food, gum, candy or drinks (with the exception of water in a non-spill bottle labeled with the child's name) permitted in the Kids Club 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 Kids Club. For the safety of your child as well as the other children in Kids Club, 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 Kids Club 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 Kids Club 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 Kids Club program, the following steps will be followed:

- Dell JCC 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 Dell JCC 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.