

## Check In / Check Out Procedures:

The safety of your children is our first priority. Parents/guardians must follow the check in/check out procedures listed below:

- Complete and sign the consent form and liability release prior to usage.
- Sign your children in with a Childcare Attendant when you bring them to Kid's Korner.
- When picking up children, you must sign them out of Kid's Korner.

Only the parent/guardian who dropped the children off will be allowed to pick the children up, unless prior written notification has been left with the Childcare Attendant. In that case, the person picking up the children will be required to present a picture I.D.

The Kid's Korner staff is responsible for monitoring the length of each visit.

In the event of an emergency, the parent/guardian will be located or notified through the paging system by a staff member of Kid's Korner.

## Special Needs Children:

PHFC Staff and Kid's Korner personnel will make every reasonable effort to accommodate a special needs child. Parents may also be required to make special provisions.



## Child Guest Policy:

Members may bring other children to Kid's Korner by presenting a consent form that has been completed by the visiting child's parent/guardian. The member's name must be on the consent form, along with the signature of the parent/guardian.

Grandparents may bring their grandchildren to Kid's Korner by presenting a consent form signed by the parent/guardian. In instances where children are visiting, and parents live out of town, the consent form must be signed and notarized.

## Snack Time / Refreshments:

Parents are not permitted to bring food or chewing gum to Kid's Korner. Kid's Korner has light, nutritious snacks available. If your child needs to be fed, we ask that you feed him/her before coming to Kid's Korner. Cups are provided for water. Sipper seal cups may be brought in for younger children, but use will be limited. Names must be on all cups, and children will not be allowed to carry cups around. Childcare staff will be glad to bottle-feed infants.

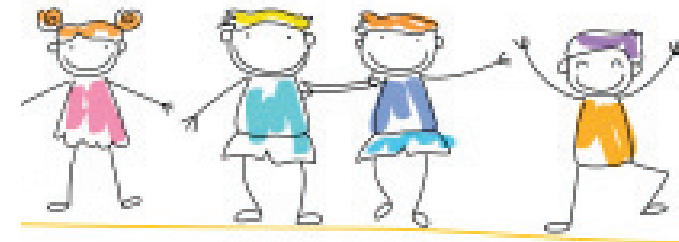


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# Kid's Korner Program



PRINCETON  
**HEALTH & FITNESS**  
CENTER  
The Foundation For Healthy Lifestyles!



PRINCETON HEALTH & FITNESS CENTER  
KID'S KORNER PROGRAM

The Princeton Health & Fitness Center offers childcare services to members and children, age 12 weeks to 5 years old. The Kid's Korner Program has trained staff that meet all the requirements for childcare certification in the state of West Virginia and are certified in infant and child CPR.

An Emergency Plan is posted in the childcare area should a need arise; however, a parent/guardian must be present at the center while using our childcare services.

Childcare Fees:

Daily Fee: \$ 4.00 per child  
Monthly Fee: \$25.00 for first child  
\$13.00 for each additional child  
(up to 3rd child)

- Fees cover 2 hours per shift
- A childcare provider will gladly page you, if you forget the time.
- A parent utilizing the center more than one time per day will be charged an additional \$4.00 per child for each childcare visit.
- EFT payment for childcare can be set up in the Business Office.

Hours of Operation:

Mondays:  
8:30 am - 1:30 pm  
4:00 pm - 8:45 pm

Tuesdays:  
8:30 am - 12:00 pm  
4:00 pm - 8:45 pm

Wednesday:  
8:30 am - 1:30 pm  
4:00 pm - 8:45 pm

Thursday:  
8:30 am - 12:00 pm  
4:00 pm - 8:45 pm

Friday:  
8:30 am - 1:30 pm  
4:00 pm - 8:00 pm

Saturday:  
8:45 am - 2:00 pm

Sunday:  
2:00 pm - 4:30 pm

Times are subject to revision based on member demand and seasonal utilization.

Special Considerations:

Children must be apparently healthy and free from fever, colds, runny noses and contagious diseases. No medications will be dispensed.

Parents are required to bring any necessary items for the child such as formulas, baby bottles, diapers, etc. The child's name must be on all diaper bags and bottles. For the health of your child, and the other children in Kid's Korner, children will not be allowed to carry their bottle around the facility. This also helps avoid conflict between the children.

Childcare staff members are not allowed to change diapers. However, in the event of a soiled diaper, the Kid's Korner staff will notify the parent. A changing area with wipes is located in Kid's Korner.

Toys:

To eliminate conflict, personal toys and items may not be brought into Kid's Korner. The room is operated to meet the needs of all the children in Kid's Korner.

Discipline:

If a child refuses to obey the rules, he or she will be reminded of them. After repeated instruction and continued disruption, the staff will page the parent or guardian and ask them to remove the child for that shift.

