



Kids' Clubhouse Parent Handbook Revisions (Summary)

December 2019

In addition to some grammar and minor inconsequential wording changes, the following amendments and additions have been made to the Kids' Clubhouse of the Main Line Handbook:

HOURS OF OPERATION

Monday – Thursday: 7:00am – 6:00pm

Friday: 7:00am – 9:00pm

Saturday: 4pm – 9:00pm

Sunday: Closed

Private birthdays/events: Saturdays from 1:30-3pm (other days and times upon request and availability)

The Kids' Clubhouse of the Main Line reserves the right to change the hours of operation, require that any non-package drop-in families pre-pay for their reservation on a high capacity day, and/or charge a fee in addition to an hourly rate for special occasions such as Spring Breaks, Black Friday, New Years Eve, and others not named here.

WHAT YOUR CHILD SHOULD/SHOULD NOT BRING TO THE CLUBHOUSE

... Your child's items will be placed in an individual cubby which will be labeled with his/her name. Food will be placed in individual bins that are marked with your child's name inside the refrigerator that is designated for children's food.

CHILD DRESS CODE

... Upon your child's first visit to KCML, he/she will be fitted with a pair of Kid Clubhouse shoes that will always be theirs when they visit KCML. This is to limit outside debris from coming in to our center. The shoes will stay in labeled bags at KCML unless we request that you take them home to be washed. Please do not put shoes in dryer but instead let them air dry. One pair of Kid Clubhouse shoes comes with your registration payment and any additional pairs your child may need or want can be purchased at the front desk at \$15/pair. If your child is in pull-ups or underwear we highly encourage having them wear easy pull up/down pants. This will encourage the toilet training process and decrease the likelihood of accidents.

HEALTH REPORT AND IMMUNIZATIONS (PA CODE §3270.131)

The Kids' Clubhouse of the Main Line requires that a completed and signed health report and immunization records be turned into our center within 30 days of the child's first visit. If a completed and signed health report and immunizations records are not provided to our center within 30 days of the child's first visit to our facility, the child will not be permitted to attend our KCML until this is provided.

... As a private child care institution, KCML allows for exemption of vaccinations for medical and/or religious reasons only. Proof of reasoning provided by a medical professional or a parent must be provided to the Director of KCML within 30 days of your child's first visit to KCML or, if medical reasons for vaccination exemption present themselves while a child is registered at KCML, before a child participates in any further activity at KCML.

RESERVATIONS AND CANCELLATIONS (New section)

You can make same day and up to 7 days in advance reservation requests on our booking website, <https://kidsclubhousemainline.simplybook.me/v2/>. Reservations are not confirmed until you receive an e-mail confirmation from Kids' Clubhouse confirming your day and time. Please note the schedule of activities during your scheduled visit and know that we cannot alter the schedule for any reason. If you have our 100 hour package you may make reservations up to 6 months in advance by emailing reservation@kidsclubhousemainline.com.

Cancellations can be made more than 48 hours without charge. If you do not have a package or have the 10 or 25 hour package and you cancel within 48 hours of your scheduled reservation or are a no-show, 100% of your reserved time will be charged to your account. If you have the 50 hour package and you cancel within 48 hours of your scheduled reservation or are a no-show, 50% of your reserved time will be charged to your account. If you have the 100 hour package and you cancel within 24 hours of your scheduled reservation or are a no-show, 25% of your reserved time will be charged to your account.

ILLNESS AND EXCLUSION CRITERIA (PA CODE §3270.137)

Your child must be fever free **without the use of fever relieving medications** and diarrhea free and vomit free for a period of 24 hours after the last episode before they will be allowed to return to The Clubhouse.

MEALS AND FOOD SERVICES PRACTICES (PA CODE §3270.161-166)

... As of December 1st, 2019, please note that KCML staff will no longer be heating up food for the children. If you would like your child to eat food that is warm, please pack the food items in a thermos and alert the staff at drop-off that you would like your child's food to be kept out of the refrigerator. For safety reasons, do not pack glass containers for your child.

Please remember that our center is a peanut and tree nut-free facility. Treenuts include: almonds, brazil nuts, cashews, chestnuts, filberts, hazelnuts, hickory nuts, macadamia nuts, pecans, pistachios, walnuts. You will be asked when you drop your child off if the meal or snack you packed for your child contains any peanut or tree nuts. If it does, the said item must be removed from the lunch and taken home. If any food you packed is found to contain peanuts or treenuts after you leave the facility, the food will be placed in your child's bin to take home. If no other food was packed for your child a phone call will be made to you to see if you would like to purchase any of our snack items. ...

...As of December 1st, 2019. Kids' Clubhouse of the Main Line will offer healthy balanced snacks for purchase by the parent/guardian. The menu for each week's offered snacks will be posted on our website. If you would like to plan ahead, please note on your reservation request if you would like to purchase a snack for your child.

ENROLLMENT PROCEDURE (PA CODE §3270.123 AND §3270.124)

In addition to our registration fee there are five documents that need to be filled out during the enrollment procedure for Kids' Clubhouse. As a licensed childcare center, these are all forms required by the state. The forms required are as follows: the Parental Consent/Emergency Contact form, the Kids' Clubhouse Enrollment form, the Kids' Clubhouse Waiver and Release form, the Child Health form (including a list of vaccinations received), and the signed last page of this Handbook. These can all be found on KCML's website.

I, _____ the parent of _____, have received, read, had the opportunity to ask questions about, understand and agree to abide by the new and updated policies set forth in the Kids' Clubhouse of the Main Line Parent Handbook Revisions dated November 2019 in addition to the previous policies set forth in the parent handbook. I understand that future questions regarding policies in the parent handbook may be directed to the center Director.

Parent/Guardian Signature

Date