



Kids' Clubhouse of the Main Line

Parent Handbook of Operational Policies and Agreement

Version 2.0
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This handbook is intended to familiarize parents and guardians with current policies, practices, and standards for The Kids' Clubhouse of the Main Line (KCML). An electronic version (PDF) of the handbook is available on our website at www.kidsclubhousemainline.com. A print copy of the handbook is available upon request. KCML reserves the right to revise its policies, practices and standards as deemed appropriate by the Owner and/or Director.

THIS HANDBOOK

The purpose of this parent handbook is to inform parents and/or guardians of the policies and procedures at the Kids' Clubhouse of the Main Line, LLC (hereinafter referred to as "The Kids' Clubhouse of the Main Line," "The Clubhouse" or "KCML"). These policies and procedures will hopefully paint a vivid picture of the extent to which we aim to protect your child(ren) as well as our staff. Our policies and procedures are largely taken from excerpts of the PA Code Chapter 3270 relating to Child Day Care Centers. We commit to meeting and exceeding the standards listed in this PA Code chapter. Kids' Clubhouse of the Main Line does not discriminate based on race, color, religious creed, ancestry, disability, national origin, sex, or language. The staff at Kids' Clubhouse of the Main Line will gladly address any of your questions or concerns regarding our policies and procedures listed herein.

PURPOSE OF KIDS' CLUBHOUSE OF THE MAIN LINE

Kids' Clubhouse of the Main Line was created mainly with the parent in mind. Of course there are lots of options along the Main Line for daycares and other childcare centers. Had creating the most amazing childcare center in the area been our main purpose, we would have had a ton of competition. With a full-time program, a personalized part-time program where YOU choose the hours, and daily drop-in childcare options where the hours are flexible every day and you can use the services on as needed-basis- now THAT is something the Main Line doesn't have. Put that together with caring, degreed, and qualified staff, a top-notch modern facility, and the most up-to-date technology and *voila*- everything a parent and kid could ask for!

MISSION STATEMENT

The Kids' Clubhouse of the Main Line aims to provide quality childcare and early childhood education in a modern way by offering flexible, quality, dependable, and on-demand options.

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 Clubhouse will close **early** for the evening whenever the last child has left the center and there are no remaining reservations for the evening.

The Kids' Clubhouse of the Main Line will be closed in observance of the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

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.

STAFF QUALIFICATIONS (PA CODE §3270.31-37)

All Kids' Clubhouse staff are trained early childcare professionals and receive a minimum of 8 training hours annually. References are checked and all state required clearances are performed on each employee. Every caregiver is certified in CPR and First Aid. Qualification requirements for staff listed in PA Code §3270 are followed.

CENTER CAPACITY

The Department of Human Services places a limit on the number of children that are allowed to be present in our center at any given time. Both the size of our child care areas (55 PA Code §3270.61 and §3270.61a) and the number of qualified child care staff we have in the building (55 PA Code §3270.51 and §3270.52) play a part in this. Since we are a drop-in daycare with varying and unpredictable numbers of children and ages of those children, we may need to deny entry if we reach our capacity until another space becomes available or more staff arrive on-site. We apologize for any inconvenience this may cause. Please know that we do this as a result of always having child safety in mind.

AGE REQUIREMENTS

The Kids' Clubhouse of the Main Line provides drop-in childcare for children ages 2-10. Our full-time and part-time programs are available for children ages 2-4.

WHAT YOUR CHILD SHOULD/SHOULD NOT BRING TO THE CLUBHOUSE

Parents, always remember to pack the following items for your child(ren):

- a water bottle or sippy cup **clearly labeled** with your child's name.
- diapers, wipes, creams, and a change of clothes for your toddler
- 2 changes of clothes for your small child
- snacks and/or meals **with the exception of ANY nut products (peanut or tree)**. (see Meals and Food Services Practices section for more information regarding packed food.)

Please DO NOT allow your child to bring any of the following items to the center:

- personal electronics, including but not limited to cell phones, tablets, iPads, laptops, or game systems.
- toys or expensive/meaningful jewelry or other items. The Clubhouse is not responsible for lost items, and we cannot replace them if they are brought in and lost.

All items you pack for your child(ren) should be **clearly labeled** with the child(ren)'s name(s). 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

The Kids' Clubhouse of the Main Line provides active, engaging, and, at times, messy activities. The staff at The Clubhouse will do all that is possible to control the mess, but clothing may still get dirty. Therefore, please have your child(ren) wear comfortable clothing that can get dirty. Easy on/off pants for toileting and diaper changing is preferred.

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.

For children 3 and under, small hair accessories and/or jewelry are strongly discouraged because of the risk of choking. Any accessories and/or jewelry worn by any age child that poses a choking risk and/or is causing problems, will be taken and either put in the child's bag or kept at the front desk and can be picked up by the parent or guardian at the time of pick-up.

We strongly encourage parents or guardians to pack a change of clothes for your child, especially if he/she is of the potty training age or below. If a child of potty-training age or below soils him or herself, staff will change his or her clothes and, if a second accident occurs, will put on a pull-up. If a change of clothes is not provided by the parent or guardian a change of clothes will be provided by The Clubhouse for a fee. The change of clothes cannot be returned to The Clubhouse.

COMPUTER AND OTHER TECHNOLOGY USAGE

As part of KCML’s aim to be modern and fun for kids, computers, video games, and other technology will be offered to play with, age appropriately. Most of these items will be found in the older kids’ playroom. Please note that having these items at our center is a privilege, and can and will be taken away or stopped if a child/children is not using it appropriately. The Director or Assistant Director has the final say on when and if these items are used. None of our technology that will be available to children will be connected to the internet.

HEALTH REPORT AND IMMUNIZATIONS (PA CODE §3270.131)

Pennsylvania law requires that each child enrolled in a childcare facility provide a health report filled out and signed by a physician, physician’s assistant, or a CRNP. The signature must include the individual’s professional title. Health reports for an older toddler and/or a preschool child must be dated no more than 1 year prior to the first day of attendance at the facility and health reports for a school-age child must be dated in accordance with the requirements for medical examinations for school attendance in 28 PA Code §23.2- on entry into school, grade 6, and grade 11.

In addition to the health report, parents/guardians must provide The Clubhouse with written verification from a physician, physician’s assistant, CRNP, the Department of Health, or a local health department of the dates (month, day, and year) the child(ren) was administered immunizations within 30 days of the child’s first day of attendance at our facility.

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.

An updated health report and immunization record must be provided to the center at least every 12 months. 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.

CENTER FEES

A registration fee of \$50 per family will be required prior to admission to our center. The Clubhouse uses these fees to pay for many things, including staff continuing education and safety classes, purchasing new and exciting toys, books, arts and crafts and keeping the center clean and safe.

The Chart below details our current hourly fees and hourly block fees and their benefits.

	No package- just hourly	10 Hour Package	25 Hour Package	50 Hour Package	100 Hour Package
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Hourly Cost Per Child	\$14	\$13.50	\$13	\$12	\$11
Reservation Request Options	Day of and up to 7 days in advance	Day of and up to 7 days in advance	Day of and up to 7 days in advance	Day of and up to 7 days in advance	Day of and up to 6 months in advance!
Cancellation Policy	Full reserved time charged if cancelling < 48 hours of reservation	Full reserved time charged if cancelling < 48 hours of reservation	Full reserved time charged if cancelling < 48 hours of reservation	50% of reserved time charged if cancelling < 48 hours of reservation	25% of reserved time charged if < 24 hours; No cancellation fee if cancelling more than 24 hours in advance

In addition to our hourly charge for child care we also have fees for extra services, other items, and other fees. These are fees that are optional to you as a parent or which will be charged if certain circumstances below occur. They are as follows:

Snacks: \$1.50/item

Water: \$1/item

Clothes: \$6/item

Late pick-up: \$5 + \$1/each minute after scheduled pick-up time

Returned check fee: \$35

Shoes: \$15/pair

HOURLY BLOCK PURCHASES

The Clubhouse offers multiple hourly block purchasing options both for the convenience of the account holder as well as for additional savings opportunities. The most up-to-date hourly block purchasing options can be found on KCML's website, www.kidclubhousemainline.com. The money that the account holder purchases these hours with then goes into their account at KCML and locks in that lower hourly rate. The funds can then be used for hours the child(ren) spends at the Clubhouse, meal purchases, drink or snack purchases, and/or any other item that The Clubhouse sells. Hourly block rates are subject to change, however, hourly block purchases lock in an hourly rate until all of the money in that purchase is used up even if our hourly block rates go up during that time and notification of the new fees will be provided to each client when a new hourly block purchase is made. Any future hourly block purchases will then be charged the new rates.

RESERVATIONS AND CANCELLATIONS

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.

LATE PICK-UP FEES

If your child(ren) is not picked up by our closing time or there is another child who's reservation is scheduled to start immediately following the end of your child's reserved time, a \$5 fee will be charged with an additional \$1/minute for every minute past our closing time/your child's reserved time that the child(ren) remains in our care. In order to maintain our child to staff ratio and honor the next child's reservation, your child(ren) will be watched in the reception area by a facility member until an authorized pick-up person arrives. If a child is picked up after his/her scheduled reserved time and it is still during our open times and we are not at capacity, no late fee will be charged however the regular hourly charges will continue to accrue until he/she is picked up.

The same late pick-up fee will be charged if a child is not picked up within 60 minutes after a sick child call has been made. Expulsion from The Kids' Clubhouse of the Main Line may occur after the third late pick-up. If a child(ren) is still at The Clubhouse at closing time without any contact from the parent and/or guardian, the local police and/or Family Protective Services will be called.

RETURNED CHECK AND REJECTED CREDIT CARD FEES

For every returned check KCML receives there will be a \$35 fee charged to the family's account. Should additional banking or any legal fees be associated with the returned check these fees will also be passed on to the family account.

REFUNDS

Once purchased, block hours remain in the account holder's account indefinitely and never expire. Refunds of hourly block purchases or transferring of funds to another client's account will be considered on a case-by-case basis. Please contact the director via e-mail if you would like to request any refunds or transfers.

ACCOUNT PAYMENT DETAILS

Payment for services is expected at check-out time. The Kids' Clubhouse of the Main Line may decide not to charge payments after each day services are used, but instead a few days after the services are provided.

ACCOUNT CANCELLATION

An account will be canceled if a balance due remains on the account for more than 30 days. Once canceled, in order to reinstate the account, the account holder must pay the balance due, pay all associated late and collection fees, and re-pay the registration fee.

ILLNESS AND EXCLUSION CRITERIA (PA CODE §3270.137)

At the Kids' Clubhouse of the Main Line, the well-being of your child and the other children is held to the utmost importance. We want to make sure children with illnesses are in the most appropriate environment in which to recover while also minimizing the spread of harmful diseases at our site. Even though our unique daycare is a place that parents can take their children on a last-minute basis, **it is NOT a place to take your child when he/she is sick.** Therefore, The Clubhouse will strictly adhere to the following illness and exclusion criteria and request that you make alternative arrangements for your child(ren) other than bringing them to The Clubhouse:

- Fever of 101 degrees Fahrenheit or greater
- Vomiting

- Swelling/Redness/Soreness of the throat
- Constant cough
- Head lice
- Reddened, watery eyes
- Skin rash
- Bumps on hands, feet and/or throat
- diarrhea (water-like, one time)
- mouth sores
- diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious

If your child is diagnosed with a contagious condition after having been at our center, please notify us as soon as possible so that we can alert other families. Confidentiality will be respected in these cases. If a child or staff member is found to have a communicable disease, a notice will be posted on the door of all affected classrooms. Additionally, families who have provided an email address and who were onsite during the infected child/staff's duration will receive email notification of the illness. In the event a child is reported to have a communicable disease, the Director will notify the health department.

If your child is suspected of having any of the above conditions, the parent or guardian will be notified and a parent or authorized person must come to pick the child up within 1 hour of being contacted. After 1 hour, late fees will start accruing (See Late Pick-up Fees section). Incident reports will be generated and must be signed and dated by both the childcare center person in charge and the parent/guardian. The report will be kept on record for at least 3 months after the child's last day attending the center. 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.

PROCEDURE FOR RELEASE OF CHILDREN (PA CODE §3270.117)

The Kids' Clubhouse of the Main Line uses modern advanced software for signing children into and out of the center. A child will only be released to the child's parent or to any individual designated in writing by the enrolling parent or guardian. During registration photographs may be taken of both the children and the adults you authorize to pick up the children. These photos must be matched before a child is released from the center. Upon any additional authorized persons being added to the approved list of pick-up and drop-off persons, identification of the individual will need to be verified by checking his/her license..

In an emergency, a child may be released to an individual upon the oral request of the parent or guardian, as long as the identity of the individual can be verified by a staff person upon arrival. In this instance, the following information will be logged into the child's record: the name of the parent making the request, the date and time of the request, the name of the individual to whom the child is to be released, the name of the staff person taking the call, and the name of the staff person releasing the child. The Clubhouse also has additional emergency pick-up procedures which will be followed if, for some reason, the standard policies are insufficient.

If at any time The Clubhouse staff feels uncomfortable releasing children to an individual, the local Police Department will be called. Though we don't anticipate this happening, we hope you will agree that keeping your child safe must be our number one priority.

Important Note: The "Primary Parent" or first parent listed on the registration form is the owner of the account. That means they have the right to add or remove any Emergency contact person from the account – including the "Secondary Parent". This allows us to set up accounts for each parent which prevent one parent from picking up after the other parent has dropped off – a feature that many divorced or separated parents utilize. Please consult your attorney prior to making any of these changes as they may or may not be legal depending on your personal circumstances. A child will be released to either parent

unless a court order on file at the center states otherwise. All charges billed to this account are ultimately the responsibility of the Primary Parent.

DISPENSING MEDICATIONS (PA CODE §3270.133)

With the exception of life-saving medications (i.e. Epi-pen, inhaler, etc), Kids' Clubhouse of the Main Line does not dispense prescription or over-the-counter medications. Minor scrapes and bumps will be treated with items in our first aid kit.

ACCIDENTS AND INJURIES

Our staff at Kids' Clubhouse of the Main Line are highly qualified and trained whose primary job is to keep your child safe. Though we take every precaution to make sure your child has a safe and fun time, accidents can happen at our center in the same way they can happen anywhere else. Because of this, we cannot be responsible for any injuries that occur at the center. This includes, but is not limited to:

- Injuries sustained by one child due to the actions of another child such as biting, hitting, poking, tripping, thrown objects, sharing of foods or drinks
- Cuts scrapes or bruises due to contact with furniture or objects in the center
- Pinched fingers from doors, drawers, containers or other items
- Injuries sustained through active play indoors or outdoors

Note that if a child is injured at all when in our care, our policy is to first tend to the child then, if need be, contact the parents, family or emergency contacts at the earliest possible time. A written report will be made for every injury, no matter how small, and will need to be signed when the child is picked up. If your child injures another child, you will also be given an incident report. Please understand that by law, we cannot give parents information about what child injured another child. We can and will, however, provide doctors with any medical information requested by them in order to ensure the safety of the child.

If your child is repeatedly causing injury to other children or represents a danger to the other children or staff, your child will be expelled from the center and your account will be closed without refund. The decision as to expulsion shall be in KCML's sole discretion.

WEATHER-RELATED CLOSINGS

KCML will remain open during most severe weather. The owner, Director, and/or Assistant Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

In the event that KCML closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

PROCEDURE FOR HANDLING MEDICAL EMERGENCIES (PA CODE §3270.132)

If emergency medical care is needed while a child is at The Clubhouse, a parent/guardian will be contacted as soon as possible. If the parent/guardian cannot be reached, the authorized pick-up individuals will be contacted. If neither the parent/guardian nor the authorized pick-up individuals cannot be reached, a staff member will record in writing the reason emergency care was required and the attempts made to inform the parent. The signed Emergency Medical Form on file at the center should allow us to receive immediate medical attention for your child. If needed, your child will be transported to the nearest hospital accompanied by a staff person and will remain with the child until the parent/guardian assumes responsibility for the child's care. We will also call 911. A staff member will document the manner in which emergency treatment was sought and obtained.

INSURANCE

All children attending The Kids' Clubhouse of the Main Line are covered by comprehensive general liability insurance for accidents that occur while your child is in our care. The insurance only covers the child(ren) while he/she is in direct care of The Kids' Clubhouse of the Main Line, LLC. A current copy of our insurance policy is on file at the facility and can be produced upon request.

PROCEDURE FOR PARENTAL NOTIFICATIONS (PA CODE §3270.22)

Important information, such as an injury or behavior report, will be communicated to the parent/guardian during check-out, unless circumstances require more immediate communication in which case a staff member will contact the parent/guardian sooner. Sometimes these reports will require a parent/guardian's signature as an acknowledgement of receipt of the information.

DISCIPLINE AND GUIDANCE PRACTICES (PA CODE §3270.113)

At the Kids' Clubhouse of the Main Line each child's well-being is first and foremost in everything that we do. Positive reinforcement, re-direction, and time away from group activities will be used instead of negative techniques. KCML adheres to the discipline policies described within PA Code §3270.13:

- A facility person may not use any form of physical punishment, including spanking a child.
- A facility person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.
- A facility person may not use harsh, demeaning or abusive language in the presence of children.
- A facility person may not restrain a child by using bonds, ties or straps to restrict a child's movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

Also, per PA Code §3270.162, food will not and may never be withheld from a child for discipline purposes.

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

If your child will be at KCML during a scheduled meal time, please pack your child's meal or snack. 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.

Please be aware when packing your under 4 aged child's meal of the following high-choking hazard foods that either will not be permitted or will be cut up by staff before your child is allowed to eat it:

- hot dogs
- chunks of meat or cheese
- whole grapes
- hard, gooey, or sticky candy
- popcorn
- raw vegetables

- raisins
- chewing gum
- marshmallows

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.

Parents of children with food allergies are ? to provide written documentation of the food allergy, an action plan signed by your child's physician, and are highly encouraged to meet with our center Director to discuss any specific nutritional needs. The Kids' Clubhouse of the Main Line also requests that the parent/guardian informs the person at the front desk of the allergy at each check-in.

Some products we serve are produced in facilities that may also produce nut products. If your child is severely allergic to peanuts or any other nuts, we recommend that you tell The Clubhouse staff that no Clubhouse foods are allowed to be served to your child.

EMERGENCY PLAN (PA CODE §3270.27)

The Kids' Clubhouse of the Main Line has an emergency plan that provides for shelter and evacuation of children in the case of an emergency, a method for staff to contact parents as soon as reasonably possible if an emergency situation arises, and a method for staff to inform parents that the emergency has ended and provide instruction as to how parents can safely be reunited with their children. This plan is reviewed annually, updated if needed, and each staff person is trained regarding the plan. A copy of the emergency plan is documented in writing and kept on file at the facility at all times. If you have any questions regarding the center's emergency plan, please direct any and all questions to the facility director.

DIAPER CHANGING PROCEDURE (PA CODE §3270.135)

For your convenience, Kids' Clubhouse of the Main Line provides diapers, pull-ups, wipes, and diaper changing items free of charge. If you prefer that your child be diapered/wiped with your own diapers or wipes, you must pack a sufficient amount of diapers and wipes and **inform the front desk that you prefer your diapers to be used when you arrive each day**. Diapers will be checked every 2 hours and changed as needed. Each diaper change will be recorded on the daily sheets provided to all parents/guardians at pick-up. Hourly diaper checks will only be noted on the daily sheets indicating if the child was "dirty", "wet" or "dry". For children that are potty-training, the parent must inform the front desk staff and request a daily sheet for their child. Staff members will remind and/or assist the child every two hours. Daily sheets will be marked "dry", "tried" or "went" as appropriate. A final diaper/pull-up check will be done as the child is being checked out of the center and changed if needed. The results of the final check will be noted on the daily sheet. Note that if you do not inform us at check-in that your child is potty-training, we may not know to remind and/or assist them throughout the day. Please help us provide the absolute best care for your child and let us know as much about where your child is within the potty-training process as possible.

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.

TRANSPORTATION

The Kids' Clubhouse of the Main Line does not offer transportation.

WATER ACTIVITY (PA CODE §3270.115)

The Kids' Clubhouse of the Main Line does not have a pool, but occasionally a water table or sprinkler may be used. By enrolling, parents or guardians give their consent for their child(ren) to participate in these activities.

ANIMALS AT THE CLUBHOUSE (PA CODE §3270.118)

Occasionally, The Kids' Clubhouse of the Main Line may have a pet or animal within the facility, such as fish or a turtle, etc.. Per code, the animal will be in good health and known to be friendly to children. At no time will the children come into contact with the animal.

PARENT ACCESS, PARTICIPATION, AND COMMUNICATION (PA CODE §3270.23)

A parent or guardian of a child in care is permitted free access throughout the center whenever children are in care, unless a court order limiting the parental right of access to the child and a copy of the order is on file at the facility. Parents will also be given the opportunity to participate in our center's programs. This may be particularly helpful if your child displays signs of separation anxiety and would benefit from parental participation for a certain amount of time until they are comfortable.

A state-required child progress report will be completed by our staff and given to the parent/guardian for any child that **consistently** attends KCML more than 15 hours a week during a 6 month period. This is done in accordance with PA state requirements for daycare facilities. For more information regarding this please speak with our Director or Assistant Director.

Parents should feel free to contact the center Director with any questions that they have regarding their children's care at our center, about The Clubhouse's policies and procedures, or about how the center operates. The Center Director is normally available during daytime business hours and can also always be reached through email at Director@kidsclubhousemainline.com. If desired by the parent or guardian, a parent-director conference can be scheduled to discuss any questions or concerns that may arise.

The Kids' Clubhouse of the Main Line is monitored 24/7 by several security cameras. The video from each of these security cameras is saved for a period of 10 days and can be recalled if there are any questions as to what occurred in the center at any time during those 10 days.

FACILITY CERTIFICATION OF COMPLIANCE AVAILABILITY (PA CODE §3270.25)

The Kids' Clubhouse of the Main Line's current certificate of compliance, a copy of each inspection summary issued by the Department of Human Services, and a copy of the applicable regulations under which the facility is certified will always be posted at the center and we encourage parents and other interested individuals to view it and ask any questions they may have.

MANDATED REPORTER NOTIFICATION (PA CODE §3270.19)

All employees of The Kids' Clubhouse of the Main Line are mandated reporters. As required by the Child Protective Services Law (CPSL) all operators or staff persons who have reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to ChildLine. The Kids' Clubhouse of the Main Line and all of its employees will always abide by the laws put forth by the Child Protective Services Law and with Chapter 3490 (relating to protective services)



Parent Handbook of Operational Policies and Agreement

Revision 2.0 dated December 2019

NOTIFICATION OF POLICY CHANGES

This handbook is intended to familiarize parents and caregivers with current policies, practices, and standards for The Kids' Clubhouse of the Main Line (KCML). It is also used as a means to provide parents with the current hourly child care and other rates that exist at KCML. An electronic version (PDF) of the handbook is available on our website at www.kidsclubhousemainline.com. A print copy of the handbook is available upon request. KCML reserves the right to revise its policies, practices and standards as deemed appropriate by the Owner and/or Director. By enrolling your child(ren), you agree to abide by the current policies and any future iterations of the policies.

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

Furthermore, I agree to abide by the policies set forth in the handbook. I understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Kids' Clubhouse of the Main Line and the parents. KCML reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I also agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minimum.

Parent/Guardian Signature

Date

Owner/Operator Signature

Date

Periodic Review:

May 2020	November 2020	May 2021	November 2021

Office Use Only

Child Name _____ Enrollment Date: _____ Withdrawal Date: _____