



FAMILY HANDBOOK

J Clubhouse Rules and Expectations

Welcome to The J Clubhouse!

SAFE, FRIENDLY, AND RELIABLE
DROP-IN CHILDCARE



For the convenience of members, The J offers flexible and convenient childcare while at The J for youth ages 3 months to 11 years. We are committed to providing a safe and engaging environment for your children, including staff that is American Red Cross CPR certified. The J Clubhouse has two great options for childcare while you are at The J.

The Little J Clubhouse

offers engaging playtime and sensory opportunities for younger children ages 3 months up to 5 years. Children are encouraged to climb, crawl, explore, and make discoveries. Kids can engage in interactive storytime, parallel play, music, supervised tummy time, coloring and more!

The Big J Clubhouse

is a more active area for children ages 5 to 11 years. Here we introduce them to exercise and active play. We have a two-story slide, rock climbing wall, and Ninja Warrior course. We also have a dedicated area for more stationary play including games, coloring, reading, and homework. Kids can learn the fun of fitness while making lasting friendships.



Hours


Monday	8 AM-1 PM, 4 PM-8 PM
Tuesday	8 AM-1 PM, 4 PM-8 PM
Wednesday	8 AM-1 PM, 4 PM-8 PM
Thursday	8 AM-1 PM, 4 PM-8 PM
Friday	8 AM-1 PM, 4 PM-6 PM
Saturday	8 AM-1 PM
Sunday	8 AM-1 PM

Note: The Little Clubhouse is open during all operating hours. The Big Clubhouse is open on evenings and weekends during the school year, and all hours during breaks

For more information about Clubhouse operations and programming, please contact Clubhouse Manager, Abbey Klein



913-327-8047

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 thejkc.org/j-clubhouse/

 abbeyk@thejkc.org



Rules and Procedures

Ratios and Capacity

1. Clubhouse attendants are to maintain proper zoning and ratios to prevent any unseen or unnecessary incidents from occurring.
 - a. The ratio for the Big Clubhouse is 1:10.
 - b. The ratio for the Little Clubhouse is 1:8.
 - i. Each infant under 12 months old counts as 2 children in our ratio.
 - ii. Clubhouse attendants may open the back room of Little Clubhouse for children 2 ½ years or older, The ratio for this room would become 1:10.
2. The Big Clubhouse has a maximum capacity of 30 children.
3. The front room of the Little Clubhouse has a maximum capacity of 24 children and the back room of the Little Clubhouse has a maximum capacity of 20 children.

Diapering and Toileting

1. Clubhouse staff are not allowed to assist school age (5 years or older) children with toileting. If a child needs immediate assistance, Clubhouse staff will immediately notify the parent or guardian on-site.
2. While checked in at the Clubhouse, children will only be permitted to use the following facilities for toileting:
 - a. Little Clubhouse bathroom
 - b. Group Fitness 2/Outer Clubhouse single stall bathroom
 - c. FSA Family Restrooms
3. When assisting children under the age of 4 years old with toileting, Clubhouse staff will remain visible to others (i.e. leaving door/stall partially open in outside facilities or leaving half-door open in Little Clubhouse bathroom).
4. If you choose, Clubhouse staff will diaper your child. We have diapers and wipes available, but you are welcome to bring your own and leave them with your child during their time checked in.
5. Clubhouse staff will only diaper in the back room of Little Clubhouse to be viewable by parents and other staff members.
6. Clubhouse staff will adhere to current Kansas Department of Health and Environmental Safety diapering policies and guidelines when diapering.

Behavior Management

1. Children checked into the Clubhouse will be constantly supervised by both sight and sound.
2. In the event a child is inconsolable, or their behavior has reached an unsafe level, Clubhouse Staff will immediately notify the parent or guardian on-site to pick the child up.
3. Bullying, physical intimidation, and foul language will NOT be tolerated. If any of these behaviors are displayed, the parent or guardian on-site will be notified immediately and asked to check their child out for the day. If these behaviors are recurrent, the Clubhouse Manager reserves the right to temporarily suspend access to the Clubhouse.
4. Clubhouse staff will always notify the parent/guardian on-site if a child has cried for 10 consecutive minutes.
5. The following behavior management tactics are practiced by Clubhouse staff:
 - a. **Provide Comfort** by making sure the child isn't tired, hungry, or needing a diaper change. Offering emotional support.
 - b. **Distraction** using a toy, game, or activity to redirect the child's attention
 - c. **Give Choices** by offering the child acceptable choices that help maintain safety and respect for the child and children around them. (Example; If a child takes a toy from another child the Clubhouse staff member will say "Would you like to hand the toy back, or would you like to hand it back yourself?")
 - d. **When.. Then** to promise the child something they want after completing a task. (Example: "When you put away the toys you got out, then we can play on the slide")
 - e. **Take a Break and Start Over** is a way to help Clubhouse Staff stop problem behavior and help a child get back in control. Taking a break allows time for the child to think about their behavior. Break time should be short—1 minute for each year of the child's age. Break time can be time sitting in a chair, time without a toy, or time without playing. It helps to separate the child from other children. Clubhouse staff will never put the child in the dark or in an unattended space. Also, this tip will not be used for a child under 2. When break time has ended, Clubhouse staff will help the child return to play by saying, "Okay, let's start over."

Food and Bottle Feeding

1. The Clubhouse is an allergen free zone. To help prevent any illness or injury for children with allergies, no food or drink (with the exception of water, breast milk, and formula) will be permitted to enter the Clubhouse.
2. Clubhouse staff will bottle feed children ages 18 months and under by request of the parent or guardian on site when the following are present:
 - a. Children must have a nametag with first and last name on their body (Clubhouse can provide nametags).
 - b. Bottles should already be mixed or prepared. Clubhouse staff will not mix or prepare formulas.
 - i. Please note that Clubhouse does not have a fridge to store bottles or a bottle warmer.
 - c. Child first and last name, the date, and amount of ounces should be clearly labeled on the bottle.
 - d. Clubhouse staff will only bottle feed in the back room of Little Clubhouse to help prevent spread of potential allergens.

Health and Safety

1. Clubhouse staff are not permitted to make unnecessary physical contact with any child school-age or older. Clubhouse staff will abstain from full-hugs and horseplay with any child over the age of 5.
2. Unless diapering or assisting a child younger than 5 years old with toileting, Clubhouse staff will never touch a child on parts of their body that would be covered by a bathing suit.
3. To help prevent the spread of illness, children and Clubhouse staff will not be permitted to enter the clubhouse until 24 hours or more have passed since they last vomited and/or have been fever free (101 degrees or lower)
4. All children older than 1 year will be required to wear socks if they take off their shoes.

Digital Media

1. Children will not be permitted to share screens on personal devices with children that are not in their household.
2. In the Big Clubhouse, personal devices will only be permitted in the open seating area to ensure children do not engage in unsupervised activities on their devices.
3. At drop-off, parents have the right to request their child(ren) not play on the Nintendo Switch in the Big Clubhouse during their time checked in.
4. Clubhouse employees are prohibited from introducing any personal media to children
5. Clubhouse employees are prohibited from taking any videos or pictures of children checked in to the Clubhouse.

Check-In and Time Limits

1. All children checked in to the Clubhouse during regular hours will have a KidCheck account, set up by their parent or guardian during their first visit
 - a. Children cannot leave the Clubhouse after being checked in until a parent/guardian registered to them in KidCheck picks them up
2. At least 1 guardian must stay on site at The J while their child(ren) is checked in
3. To ensure maximum participation of families who would like to use the service, The J Clubhouse reserves the right to request parents pick their child(ren) up after 1.5 hours of being checked in. Children shall not be checked in to The J Clubhouse for longer than 2 hours a day.

Payment Options

The Big Clubhouse is included in the price of a family membership. Due to the additional care and attention required for children under the age of 5, the Little Clubhouse, it is an additional cost. Below are our current pay options. Payment can be set up during your first visit, or at any time by emailing the Clubhouse Manager.

Monthly Auto Pay: \$26 per month (Little only)

- Unlimited use by the entire family - one rate, regardless of the number of children 5 and under.
- Auto-payment is set-up through the accounting department and will draft with your J membership.
- This can be cancelled at any time.

One Month: \$35 (Little only)

- Unlimited use by the entire family - one rate, regardless of the number of children 5 and under.
- One-time payment for that month only, mid-month purchases will not roll over.
- Must be purchased at the MED or with the Clubhouse Manager, prior to dropping off.

Member Drop-In: \$10 per child, per visit (Little only)

- Single day drop-in.
- Must be purchased at the MED or with the Clubhouse Manager, prior to dropping off.

Non-Member Drop-In: \$15 per child, per visit

- Single day drop-in.
- Must be purchased at the MED or with the Clubhouse Manager, prior to dropping off.

Punch card: \$30

- Four (4) single-visit vouchers
- One (1) voucher redeemed per visit, per child
- Non-members/guests, punch card voucher can be used for use of the Big Clubhouse.
- Must be purchased at the MED or with the Clubhouse Manager, prior to dropping off.