



## **Children’s Activity Center Policy**

### **General Information**

The Children’s Activity Center (CAC) is available to members of the Addison Athletic Club and their children/dependents, ages 3 months through 7 years old. All children attending the CAC must have a registration form filled out, and returned to the front desk, prior to, or at the child’s first visit. All children must also have an Addison Athletic Club membership card. It is required that all parents/guardians remain on the premises of the Addison Athletic Club, or the tennis/pickleball courts across the street, during the entire stay of the child.

*The CAC’s hours are:*

Monday – Saturday      9:00am – 1:00pm

Monday – Thursday      4:00pm – 8:00pm

Sunday                      CLOSED

### **Registration**

Registration forms are required for all children that are dropped off in the CAC. Forms may be filled out at the Front Desk or at the CAC Desk. Forms are required for each individual child, as well as a membership card for each child. Please make sure that every area on the form, front and back, is filled out correctly. Registration forms must be filled out by the parent, or guardian, and may not be filled out by a grandparent. Your child(ren) will not be allowed to attend the CAC without a registration form.

### **Staff: Child Ratio**

The CAC is limited to 1 staff to 10 children at one time. Only two (2) infants are to be scheduled at one time.

### **Reservations & Walk-Ins**

All visits in the CAC are limited to one visit per child, per day, with a two-hour maximum stay. Reservations can be made up to three (3) days in advance.

Infants (3 – 12 months)	Children and Toddlers (1 – 7 years old)
24-hour, or the day before, reservation required	Reservation up to 3 days in advance Walk-ins are welcome if space is available

If you have purchased a punch pass for the CAC, and you do not show up for your reservation, a punch will still be used for that visit. If you do not have a CAC punch pass, you will be charged the \$1 fee.

Please respect your reservation and be on time. If you are running late for your reservation, staying past your reservation end time is not guaranteed, and is based on availability.

### **Pricing & Punch Passes**

Per Visit Fee: The CAC charges \$1.00 per child per visit, which is paid at the front desk prior to the visit. Parent must bring in a receipt for proof of purchase.

Punch Passes: Punch Passes are available for purchase at the front desk. A punch pass cost \$10.00 and will give them 15 visits in the CAC. If a person has a punch pass it is printed on the back of the membership card.

Late Fee: Children are to be signed out by closing or a late fee may be assessed. If you are late to pick up your child(ren) when we close, you can be suspended from the CAC for signing out late. All children must be picked up by the time we close.

### **Guest Policy**

Children of guests may also use the CAC if they are within our age limits, complete the necessary paperwork, and their parent/legal guardian is present.

Grandparents cannot bring in their grandchildren unless the child's parent is present, or they are legal guardians. Legal guardians may have to show proof of guardianship.

### **Diaper Changing**

CAC Staff will not change any diapers, pull-ups, or clothes for any child that utilizes the CAC. If your child has an accident, or needs a diaper change, staff will contact the parent and let them know they need to come back and take care of the child. There are changing tables available in our locker rooms.

### **CAC Discipline Policy**

In cases of repeated misbehavior, staff may use several forms of discipline. Time-outs (usually the number of minutes equal to their age), distraction from the negative behavior to a positive activity, or removal from the situation are all appropriate measures. In situations such as biting or aggressive behavior, the parents of all the children involved will be notified immediately, and the aggressor removed if necessary. In all circumstances, the staff member will fill out an incident/accident report and/or behavior report for all patrons involved and misbehavior could lead to suspension from the CAC. A supervisor will be informed of continuing or severe misbehavior.

### **Snacks**

Food is not allowed in the Children's Activity Center. Parents/Guardians may leave a water bottle with their children during their stay. If a child is hungry, or an infant needs a bottle, staff will contact the parent/guardian to come feed their child(ren) outside of the CAC. **The CAC will no longer provide snacks.**

### **Wellness Policy for Children**

Please do not bring your child to the CAC if:

- Child currently has a fever;
- Child has had a fever in the past 24 hours;
- Child has diarrhea; or
- Child has a green runny nose.
- Cough

The CAC staff will kindly ask the parent to reschedule at a time when the child is not ill or running fever. All toys are sanitized daily to prevent germs from spreading.

### **Miscellaneous:**

When you drop your child(ren) off at the CAC, the parent/guardian is required to take their child(ren) out of their car seat or stroller. Strollers and car seats may not be left in the CAC. If space permits, you may leave the stroller or car seat outside the CAC or under the stairs. We are not liable for any damages or loss.

Please refrain from bringing toys from home to the CAC. We are not liable for any damages or loss.

Parents are not allowed to stay in the CAC with their child(ren).

For the safety of your child, children must be able to walk unassisted, or at least 12 months old, to play on our new play structure.