



Kidz Korner Policy & Procedure

Welcome to One55 Health Fitness Kidz Korner.

Kidz Korner is an occasional care child minding service available to Health Fitness Aquatic gym members and casual visitors. Our experienced staff prides themselves on providing a high quality service in which members can place their trust and a fun environment that children enjoy.

Facilities

Kidz Korner is an indoor facility located inside the gym and is equipped with play and creative areas, educational and fun toys. Kidz Korner has a nappy change area and toilet/washroom facilities.

Fees

- Kickstart (no contracts), Results (6 months) and Lifestyle (12 month) members: the first child is free, subsequent children \$2.50 each.
- Fitness passport holders: the first child is \$3, subsequent children \$2.50 each.
- Casual visitor, 10 visit pass holders, 5 day pass: the first child is \$3.00 with subsequent children \$2.50 each.
- 20 visit pass is \$40.00 and can be purchased at Member Services (Reception). The pass is valid for 12 months from the time of purchase.

Booking time

Access to Kidz Korner is limited to one 2 hour session per day per child; any additional sessions on the same day will incur a fee of \$2.50 per child.

Opening Hours

Monday – Friday: 9.00 am – 1.30 pm and 4.30 pm – 8.30 pm
Saturday: 8.30 am – 12.30 pm
Sunday and Public Holidays: Closed

Ages

Kidz Korner caters for children from 6 weeks to 14 years of age

Ratios

The ratio of children to staff that we allow ensures that we are able to provide the best care for the children in Kidz Korner. This staff to child ratio is:

- 1:4 (6 weeks – 2 years)
- 1:8 (2 – 5 years)
- 1:15 (5+ years)

All Kidz Korner employees hold a nationally accredited qualification in Certificate III Children Services, First Aid and Working with Children checks.



Booking Procedure

Bookings are essential for Kidz Korner and can be made up to 48 hours in advance by contacting Kidz Korner directly on 9677 4984 during opening hours or our Member Services on 9677 4903. If you have not made a booking and there are vacancies your child/ren will be accepted. If there are no vacancies you will be advised of the earliest time available. All new children will require a parent or guardian to complete and submit a registration form before the first appointment.

Immunisation Records

Children will not be allowed entry into Kidz Korner if they have not been immunised. A copy of the immunisation records must be provided at the time of registration and will be kept on file. To ensure continued access to Kidz Korner annual immunisation updates for a child are required to be provided.

Cancellation Procedure and Fees

We ask that you consider other members and guests and notify Kidz Korner as soon as possible of any cancellations. Cancellations made within the hour of the booking will incur a \$2.50 fee per child. If you are running late for your booking time, please contact Kidz Korner to notify the staff. If you are more than 15 minutes late for your booking time, your booking will be cancelled and incur the cancellation fee of \$2.50 per child. If you are a **NO SHOW** to your booking the cancellation fee will apply per child. Cancellation fees are payable at Member Services.

Sign In Procedure

Every child under our care **MUST** be signed in by a parent/guardian **BEFORE** entry into the Kidz Korner area. The sign in sheet is found at the Kidz Korner entry desk.

Sign Out Procedure

We request parents/guardians collect their child from Kidz Korner no later than the 90 minute booking time. Parents **MUST** sign out each child at the end of each session.

User conditions

For the health and safety of all children in our care, you **MUST** abide by the following rules to ensure Kidz Korner remains a safe environment for all children:

- Parents/guardians are to remain in the gym premises at all times;
- Children must be signed in on arrival and out on departure for each session;
- Your mobile number must be included on the booking sheet for each booking made;
- Parents/guardians must **collect their child on time to avoid late fees**;
- Children must arrive in a clean nappy and have a spare nappy and wipes in their bag;
- Children cannot enter Kidz Korner if they have any of the following:
 - have or had a temperature over 37.5 degrees in the previous 24 hours;
 - have or had episodes of diarrhea or vomiting in the previous 24 hours;
 - are unwell/sick;
 - have a contagious rash;
 - have conjunctivitis;
 - have cold sores;



- have a green/yellow runny nose; or
- are infected with head lice – (live and/or dead eggs).

Note: If your child is too sick for school then they are too sick for Kidz Korner.

Kidz Korner cannot accept the responsibility of sick children. Parents are asked to keep their child at home in these circumstances. If the child demonstrates any of the above symptoms whilst in Kidz Korner, the staff will contact you so you can make arrangements to remove the child.

Late pick up fees

If you are more than 5 minutes late picking up your child a late fee of \$1.00 per minute will be charged to your account and the fee will be payable before any future Kidz Korner bookings can be made. Repeat offenders will have their booking privilege suspended at the Manager's discretion.

Emergency Procedure

In the event of an emergency, Kidz Korner staff will take all children to the designated emergency assembly area. The assembly area is located on the right side of the AMF building to the rear of the car park (green signs indicate the location of the assembly area). Parents **MUST** collect their children from the assembly area and sign them out. Please **NO NOT** attempt to collect your child from Kidz Korner prior to evacuating the building, wait for them at the assembly area for collection. Our first priority is getting ALL children to the assembly area in a safe and prompt manner.

Activities

To make your child's Kidz Korner experience as rewarding and enjoyable as possible, the Kidz Korner team will organize activities such as games, craft, storytelling time and child-friendly movies. There may be colouring-in competitions held occasionally for the children to participate in (for example Easter and Christmas). Please check with staff for further information regarding the colouring-in competitions.

Food

We ask all babies and children be fed before attending Kidz Korner as no food will be permitted in Kidz Korner. Drink bottles will be allowed preferably filled with water only. All bottles must be clearly labelled with the child's name.

Toilet and Nappy Change Procedure

The toilet facilities are designed especially for a child's height. All children who are able to go to the toilet on their own will be instructed to do so with close supervision of Kidz Korner staff. Alternatively parents or guardians are welcome to use the Kidz Korner toilet facilities to assist their child themselves. A nappy change table is also available, parents are asked to bring spare nappies and wipes. If your preference is to change your own child please inform Kidz Korner staff or alternatively our Kidz Korner staff can provide a nappy change service if required with your permission.



Clothing and Footwear

We ask that all infants and children are dressed appropriately and suitable footwear must be worn at all times including when entering and exiting the gym.

Gym Change rooms

Due to Workplace Health & Safety (WHS) we ask that parents do not take infants, children and prams into the gym change rooms. Should you require an area for breast feeding please see a member of the Kidz Korner team. A private area will be made available for you in Kidz Korner to breast feed.

Privacy Act

Please refer to the Rooty Hill RSL Club Limited privacy policy. A copy is available at Member Services.

Acknowledgement

I, _____ have read, understood and will abide by the Kidz Korner Policy & Procedures.

Parent/Guardian signature _____

Date _____

Employee inducting parent/guardian into Kidz Korner

Name _____

Date _____