

Kids' Corner Parent Handbook



Kids' Corner Childcare Procedures

Welcome to Kids' Corner

- Childcare is available for children 3 months and up.
- Advanced registration is strongly encouraged; reservations are required for children 3-12 months of age.
- Authorized adults must remain at TPAC while the child is checked in to childcare.
- Children may only be permitted at childcare for a maximum of 2 hours per day.

Hours of Operation

Monday-Saturday: 7:45am- noon

Monday & Wednesday: 4-7:30pm

Fees per child	Member	Non-Member
Daily 1 hr	\$7	\$9
Daily 30 min	\$4	\$6
Swipe Card- 1 hour(20 – 1 hour visits)	\$120	\$160
Swipe Card 30 min (20-30 min visits)	\$70	\$110

“Member” in pricing structure refers to TPAC fitness members (not Track Only).

Reservations

Reservations are required for children 3 months-12 months. Reservations for age 1 and up are strongly recommended. Within 24 hours, reservations made within 24 hours cannot be guaranteed, please wait for confirmation. Reservations can be made via phone, email or in-person.

Via phone: Call (847) 897-6180

Via email: Email kidscorner@nbparks.org

In person: Only at TPAC

If you need to change or cancel your reservation, please do so at least 2 hours before your reservation start time, or a \$5 charge will be put on your account. If space allows, children will be accepted on a first-come first-served basis based on our maximum capacity and staffing. Any member who comes in without a reservation should assume the risk of being turned away.

Staffing

All staff must complete a criminal background check and have received Northbrook Park District training which includes safety, leadership, behavior management, developmentally appropriate activities, diversity and emphasizing learning through cooperative play. Additionally, all staff are CPR and AED certified, are mandated reporters and are trained in concussion recognition.

Pick Up Procedures

Children will only be released to adults listed on their intake form and with a photo ID. Unless staff are notified, the same person who dropped the child off must also pick up.

Kids' Corner Childcare Procedures

Late Pick-Up Procedures

Children are only permitted at Kid's Corner for a maximum of 2 hours per day. Parents who pick up their child past 2 hours of the child's arrival time are charged a \$10 late fee for every 10 minutes (or portion thereof).

Appropriate Behavior and Kids' Corner Rules

The Northbrook Park District Appropriate Behavior Policy states participants are expected to exhibit appropriate behavior at all times in programs and facilities. That includes respect for all people, equipment and facilities and cooperative positive participation. Staff will review rules with participants and may dismiss anyone whose behavior endangers safety or negatively affects a program or facility. Additionally, we recognize children may have a difficult time separating from their caregiver at times. Staff will attempt to console an upset child. Parents or authorized adults will be notified if a crying child can't be comforted after 10 minutes and asked to return to Kids' Corner to help with the situation.

Please review the following Kids' Corner rules with your child:

- Keep your hands and feet to yourself
- Follow staff instructions
- Use your indoor voice & appropriate language
- Clean up snacks and toys when you are finished

Approach to Discipline

Staff will use a positive and progressive approach to discipline to help children develop self-control and learn to assume responsibility for their actions. We use positive statements and positive reinforcement to redirect negative behavior. We evaluate each situation independently and document inappropriate behavior. Staff will discipline children as necessary and discuss negative behavior with the child and parent or authorized adult. Recurring or severe behavior problems may lead to suspension at the discretion of the TPAC Leadership Team. We reserve the right to dismiss any participant whose behavior endangers safety or negatively impacts a program or facility.

Sick Children

The Northbrook Park District is committed to maintain childcare that is as healthy and sanitary as possible. Children must be fever-free for 24-hours before returning to childcare. If your child becomes sick while at childcare, the child must be isolated from the other children and the child's parent or authorized adult must pick up the child from Kid's Corner immediately.

Medication

If your child has medication to be taken while at Kids' Corner, you must fill out the Permission to Dispense Medication form and supply staff with your child's medication at check-in each day. The medication will be stored in a locked drawer and returned to you at check-out.

Snacks

Children may bring snacks from home, as long as they are nut-free. Please refrain from sending children with snacks that are particularly messy. Children will be required to eat in a designated area and wash their hands before resuming activity play.

If you are unsure if a snack is allowed, please contact TPAC Staff.

Kids' Corner Childcare Procedures

Examples of Allowed Snack	Examples of Prohibited Snacks
Cheerios Gummies Bottled Water	Trail Mix Ice Cream Pistachios

Photo Taking

The Park District reserves the right to photograph and/or videotape Kids' Corner participants for promotional purposes; those materials are the property of the District. For the privacy and safety of the children in our care, parents/authorized adults are prohibited from taking pictures in the childcare area.

Dress Code

For children who walk/crawl, socks and shoes must be worn at all times. Children should be dressed in comfortable, casual clothing and gym shoes (no sandals or flip flops). Due to safety concerns, participation will be limited if proper clothing is not worn.

Items from Home

The Northbrook Park District is not responsible for lost, stolen or damaged items from home including, but not limited to, toys, trading cards, electronics or cell phones. Label your child's clothing and personal items with your child's full name to have a greater chance of being returned to you. Children will have a designated area to keep their personal belongings such as a separated cubby or bin.

Diaper Changing/Bathroom Policy

Childcare staff will not change diapers. Parents will be called to change their child's diaper. For potty-trained children, please advise childcare staff of any bathroom issues or preferences.

Infants

Infant care is available for a child from 3 months of age until the time that he or she either turns 12 months or walks confidently. Reservations are required for infants.

- Bottle contents must be pre-mixed and labeled with the child's name and the contents of the bottle. Example: "John Smith 6oz Formula"; childcare staff will not mix formula for bottles.
- If the infant's bottle is not labeled, the bottle will not be fed to the infant and the parent will be located to attend to the child.
- A staff member will hold the infant during bottle-feeding. Unfinished bottles will be placed in the child's bin or cubby. Unfinished bottles will be taken from the child 1 hour after a feeding has initiated.
- Infants must have socks or shoes on their feet.
- Infants must be removed from car seats. Strollers are not permitted in the Kids' Corner room; Parents are encouraged to leave strollers at home or in the car. Strollers may be placed in the lobby or hallway at your own risk.