

## POLICIES & PROCEDURES



734-665-3738 EXT. 32

### ***Appointment required?***

**Children ages 2 months old up to 18 months old require an appointment to use the Treehouse.**

- ages 2-5 months may stay a maximum of 1 hour
- 6-11 month olds may stay a maximum of 1½ hours
- 12-17 month olds may stay a maximum of 2 hours

**Children ages 18 months old through 11 years old do not require an appointment, and may stay for a maximum of two hours *per day* in our care.**

***To schedule a Treehouse appointment,*** please call 734-665-3738 ext. 32.

### ***Infant Appointment Cancellation Policy***

Members who “no show” for infant appointments will be charged a \$15 fee per child. After the 2nd no show members will lose their ability to make an infant appointment for one week.

This policy is in place to allow all parents with infant children the opportunity to reserve time in the Treehouse.

Thank you for your cooperation in this matter.

### ***Parent on-site***

ALL CHILDREN using the Treehouse, *members and guests*, are required to have their parent or legal guardian on-site during their Treehouse stay.

### ***Treehouse Fees***

Treehouse Activity Center is included in all Family Memberships. A Guest Fee of \$12 per child applies to all other Treehouse patrons. The Guest Fee grants full guest privileges to the club, allowing use of the club’s facilities for the day. Regular Treehouse time limits and policies apply.

### ***Treehouse Hours***

Please refer to the current ***Club Hours and Information*** brochure for Treehouse hours.

## POLICIES & PROCEDURES cont...

To ensure the safety, well-being and overall enjoyment of the children who visit the Treehouse Activity Center, we ask that all members and their guests who utilize this service observe the following very important policies.

- The Treehouse Activity Center is for use by children ages 2 months old ***through*** 11 years old.
- ALL CHILDREN using the Treehouse, members and guests, are required to have their parent or legal guardian on-site during their Treehouse stay.
- All nonmember children must complete a Guest Waiver per visit, and their parent must be on the premises while using the Treehouse.
- Parents must check their children “in” and “out” of the Activity Center in person. This is done by writing their name, and their child’s name and age, on the check-in sheet at the Treehouse Check-In Desk.
- The front room of the Treehouse is for children ages 2 months through 3 years; those aged 4 through 11 years may also utilize the middle and back rooms, given they meet the Back Room Usage Requirements noted on the flip side of this brochure.
- A “shoes off, socks on at all times” policy is enforced for reasons of sanitation.
- Please bring a diaper and wipes from home. Other comforts such as a pacifier or blanket are also welcome for those who may need help adjusting to our room. **NOTE: The Tree House is a WATER ONLY facility.** If bringing a sippy cup or bottle, milk and juice are not permitted for reasons of allergies.
- PLEASE no food, candy, gum or toys from home!
- Children ages 18 months old ***through*** 11 years old do not require an appointment, and may stay for a maximum of two hours *per day* in our care.
- ***Please see the Treehouse’s detailed Back Room Usage Requirements on the back center panel of this brochure.***
- ***Please see the Treehouse’s detailed Appointment Cancellation Policy to the left.***
- ***Please see the Treehouse’s detailed Illness Policy to the right.***

**Failure to abide by these policies and procedures may result in suspension of Treehouse privileges.**

## ILLNESS POLICY

To protect your child, the Staff, and the other children in the Treehouse we request that your child not be brought to the Treehouse Activity Center when your child shows any of the following symptoms:

- Sluggishness or unusual drowsiness (*i.e.* unable to participate in normal activities)
- Extreme irritability or crying (inconsolable)
- Difficulty breathing, significant respiratory distress (*i.e.* bad cough)
- Diarrhea or loose stool within the last 24 hours
- Vomiting within the last 24 hours
- Unexplained rash
- Temperature of 100 degrees or more
- Conjunctivitis (pink eye)
- Profusely runny nose (especially if not clear)
- Has a bacterial infection and has not been on antibiotics for at least 24 hours
- Has lice, ringworm or scabies that is untreated and contagious
- Requires more care than the Staff can provide without compromising the safety of the other children in our care

**If your child is too ill to attend school, they should not be brought to the Treehouse.**

In an effort to contain illnesses we ask that our parents are cooperative with our Illness Policy, so that we can meet the needs of all of the Treehouse’s children at any given time.

**Liberty Athletic Club reserves the right to refuse admittance to the Treehouse Activity Center if your child is ill.**

### ***After Hours Care***

Some of our staff may provide childcare in your home. Liberty Athletic Club does not arrange or sponsor outside care. Please do not call the Treehouse, or use your time on the premises to make these arrangements.

To reach Director, Jackie Bengry

Voice: ext. 60 or

E-mail: [jackie.bengry@libertyathletic.net](mailto:jackie.bengry@libertyathletic.net)

## BACK ROOM REQUIREMENTS

To ensure the safety, well-being and overall enjoyment of the children who visit the Treehouse Activity Center, all children must meet the criteria listed below to play in the back room.

Children MUST:

- be AT LEAST 4 years old
- be able to follow directions
- be verbal and communicative
- be well potty-trained
- be able to quickly separate from parents
- not be a thumb-sucker or use a pacifier
- not bring toys from home

While we are happy to help your child adjust to the back room, we may not be able to accommodate this during busy Treehouse hours. Given the room dynamics, the Treehouse staff reserves the right to determine the most appropriate room for your child(ren).



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