



# WOODSIDE

## CHILDCARE POLICIES

### AVAILABILITY + RESERVATIONS

All parents using the Childcare facility must first add their children to their membership account prior to making a reservation. Members may pre-register using [this form](#).

Walker childcare bookings are limited to a maximum of 2 hours per day. Non-walker childcare bookings are limited to a maximum of 1 hour per day.

Reservations open 48 hours in advance and are available for children aged 6 weeks to 10 years of age. Reservations must be scheduled via the front desk by calling 913.831.0034.

### WALK-INS

Walk-ins accepted based on current availability and availability must be confirmed with the South Club front desk, not the Childcare staff.

### CHILDCARE CHECK-IN

All members should check-in with the front desk and then proceed to Childcare to sign in with the Childcare staff. All members should provide a cell phone number to the Childcare Staff upon signing into Childcare. Drop offs will not be allowed before the scheduled reservation time.

### CAPACITY

Capacity will be limited to 1 non-walker and 7 walkers per reservation slot.

Our Childcare booking options define “walker” and “non-walker” for the safety of all children and staff. A child is a walker if they are walking 100% of the time on their own and can climb up and down from the playset without assistance. A child is a non-walker if they are not walking on their own 100% of the time, cannot get up and/or down from the playset without assistance, or require other special attention as determined by the Director of Member Staff. A child may be changed from a non-walker to a walker if they meet the above criteria for a walker.

### NO SHOW FEE

Members who fail to attend a Childcare reservation that was reserved will be automatically member charged a \$10 no show fee on their Woodside account. Reservations may be cancelled up to 1 hour before the reservation.

### CLEANLINESS AND SANITATION

The Childcare staff will disinfect used toys before placing back out for use by other children.

### CHILDCARE PICK UP

The parent that picks up the child must be pre-registered to pick up the child via the Child Authorization Pick Up Form. No child will be allowed to stay in Childcare over the maximum time of two hours (90 minutes on weekends). No child will be allowed to stay in Childcare beyond the time of their confirmed reservation.

### MISCELLANEOUS

- There is no food or drink allowed in Childcare.
- There is no tolerance for uncooperative and unruly behavior. Parents will receive a verbal warning for consistent unruly behavior. Ultimately Childcare usage may be suspended.
- No child shall be diaper changed in Childcare by a parent or Childcare staff; parents must change diapers in the restrooms.
- Cost is \$8 per hour, per child for each reservation or \$50/month per child for unlimited reservations (reservations are not guaranteed and will be available on a first-come, first-served basis).
- One reservation can be made per day for each child.
- Parents are required to remain on the Woodside campus for the duration of the Childcare reservation.