



Parent Notes

Eligible Children

We are happy to provide care for children from the age of 12 months to 12 years. Kid Station will make every reasonable effort to provide full drop-in child care services for qualifying children.

Our Purpose

Kid Station was established as an innovative way to approach a consistently increasing need for a new option in short term child care. Gone are the days of ready and willing babysitters....parents and guardians want a flexible and reliable service they can trust. And kids want to play! Kid Station provides quality on-demand child care packaged in a unique, exciting venue.

Our goal is simple: to see to it that your children...our customers...enjoy a safe, entertaining and educational experience each time they visit Kid Station. At Kid Station, your children are in safe hands. From the careful selection of our staff to the amenities we offer, management's primary motivation is your children's best interest. Kids love to play...we want them to play at Kid Station.

Communication

We encourage open and positive communication between our staff and you, the parent. No one knows your child better than you. For this reason please let us know of any special requests you have for your child. Make a special effort to provide all relevant and necessary information regarding your child(ren) on the registration form.

Well Children

Only well children with no signs of communicable illness will be admitted. Please refrain from bringing in any children who have shown obvious signs of illness in the last 24 hours. If your child begins to exhibit signs of a communicable illness while visiting with us at Kid Station you will be contacted and asked to pick them up. This is to protect all the children and staff at Kid Station.

Nutritional Supplements

A nutritious snack will be provided for all children every three hours or upon request. Please feel free to pack your child a meal if they will be with us during a mealtime. We are happy to heat up and/or refrigerate any meal you provide. Please keep in mind that we are a peanut-free facility, so any items containing peanut products will not be served in the facility. We request that you clearly label meal containers with your child's name and the date, and include clear instructions on preparation of the items. For your convenience, we offer a pick up service from Holiday Ham & Deli for cost of the meal plus a small pickup fee. Also, all-you-can-eat Pizza Hut pizza and juice is served on Friday and Saturday nights for an additional fee.

Discipline Policy

Kid Station believes in and practices a positive discipline policy. Staff will use redirection, verbal discussion, and if necessary time-out. At no time will any child be made to feel humiliated or singled out. We all make poor choices at times. It is our desire to help children to make a better choice the next time a situation arises. We will model appropriate behavior and discuss appropriate choices so that a child is made to feel prepared to handle problems. However, in some instances children are not ready or able to adjust to the atmosphere. We ask parents to please be attentive to any difficulties. We want to work together with you so that you and your child have a positive experience at Kid Station. However, we reserve the right to refuse admittance if a child has had repeated problems that put the other children at risk.

Licensing

Kid Station is licensed by the state of Tennessee's Department of Human Services. We meet or exceed all requirements for a drop-in child care provider. As per these regulations, no child can play with us for longer than 7 hours per day and 14 hours per week. These limits are expanded to 20 hours if some of these hours are evening and weekend hours. Each child must be registered.

Should an individual (authorized or unauthorized) attempt to pick up a child that, according to the available consensus of Kid Station, exhibits behavior that could be dangerous to the well being of that child, Kid Station reserves, and is granted the right by DHS, to contact authorities and/or an associated emergency contact.

Kid Station will maintain caregiver to child ratios at all times that are below those required by the DHS standards. The ratios are: Ages 1 year - 3 years = 1:7, Ages 4 -7 years = 1:10, Ages 8 – 12 years = 1:15

Health and Wellness

NO medication will be administered unless a parent provides, at the time of check-in, the written directions of a physician and provides consent to administrate. The medication will be kept in a locked box, and a written record will be kept of when medication was administered. Diaper rash cream can be administered with the signed request of a parent. Please make sure that you take a moment to do this if your child is experiencing any irritation so that they can have pleasant visit. Parents should also be aware that we are required by law to report any signs of child abuse.

Kid Station is a peanut-free center. Parents are asked to refrain from sending any items with their children that may include peanuts or peanut butter. If any such items are discovered, they will be immediately discarded by the staff, and any trace of the item (on fingers, etc) will be removed. This is to ensure the safety of all children under the care of Kid Station. The staff of Kid Station will make every best effort to provide for the safety of those children with peanut allergies. However, situations beyond our control may occur. *Kid Station cannot guarantee that a child will not have an allergic reaction of any kind while at our facility.*

Drop Off and Pick Up Policies

Kid Station provides a quick, convenient "clock-in/clock-out" service. Once the initial registration process is complete, it is the parent or guardian's responsibility to remember his or her given password. This password is required to pick up any child in our facility. *Please make sure to keep your contact and other relevant*

information current in our records. Children will only be released to individuals that have been listed as “authorized to pick up” on the registration form. If exceptions are necessary, permission for an alternative individual to pick-up your child must be written and presented to Kid Station by you, the primary or secondary contact, in person, at the time of check-in. This individual will be asked for photo ID when they arrive to pick up your child. Kid Station reserves the right to demand photo identification for any individual at the time of check-out, specifically of an individual who is unfamiliar to the staff of Kid Station. This is for the safety of all children.

Toys from Home

We ask that children not bring toys from home. If, for any reason, your child does bring a toy, make sure that it is clearly labeled. Unfortunately, we cannot be responsible for lost or damaged toys.

Diapers and Potty Training

Please do not send your child in underwear unless they are fully potty trained. If they are still wearing diapers or pull-ups please make sure that you bring extra with your child. Children will be changed on a regular basis and immediately if they have soiled their diaper. We want to ensure that they are comfortable and healthy. *A change of clothes is also requested.* In the event of an “accident” and no replacement clothing is available, attire will be provided for the child and a clothing fee will be charged unless the article is returned.

Quiet Time

A period of quiet play will be observed from 12:30- 1:30 to accommodate children who are napping. Children are not required to nap or lay down. Quiet play consists of games, books, puzzles, movies, or art projects. If your child will be taking a nap please provide a blanket and/or any other item necessary for a successful naptime.

Reservations

Reservations are not required but they are encouraged to ensure availability at the exact time you need our services. Although they are not binding, please remember to cancel unwanted reservations. No reservation will be held for more that 15 minutes, so please call if you are running late.

Acknowledgement

I, the primary or secondary for the children registered in my name or as under my care, have read and agree to make every effort to maintain compliance with the statements made in the preceding Parent Notes.

I give permission for Kid Station to photograph my child(ren) for the purpose of publishing my child(ren)s photograph in marketing materials that are created specifically and exclusively to promote Kid Station. *These photos will be produced or reproduced for no other purpose.* Yes _____ No _____

Signed _____ Relationship to child(ren) _____ Date _____

We are excited that you have chosen us to care for your children. Please let us know if we can do anything to improve your or your child’s experience at Kid Station.