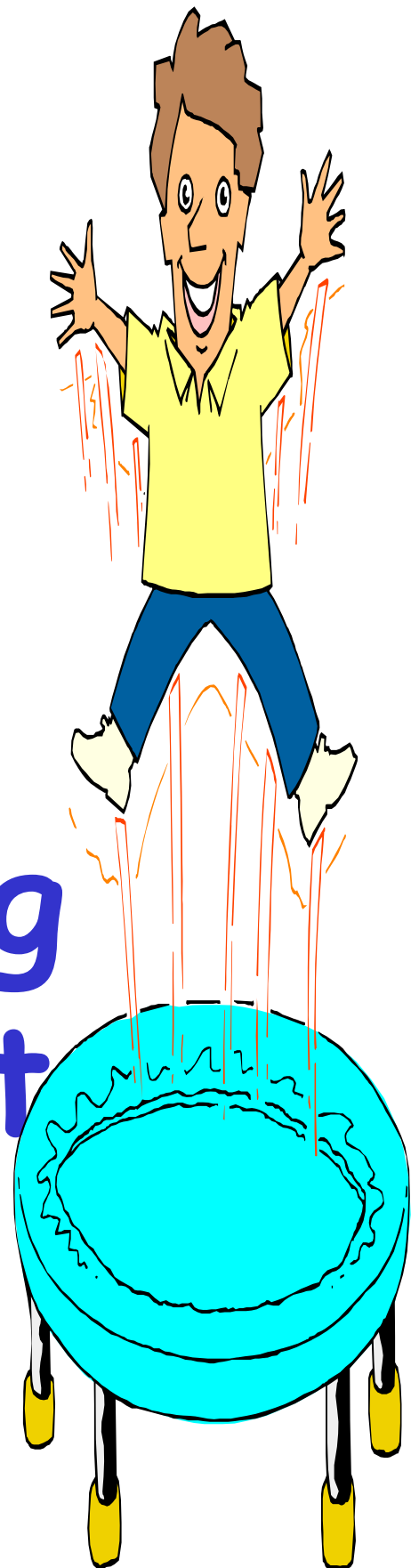


**Welcome  
to The  
Aspen Hill  
Club's  
Childminding  
Department**

**Policies and  
Procedures for  
Childminding**



As a new member, the Childminding Department at The Aspen Hill Club welcomes you to our unique facility. One of the benefits to you as a member or guest of our Club is our Childminding service. We provide quality baby-sitting on a drop-in basis for 24 month old children to 8 year old children. We provide baby-sitting for 6 week to 24 month old infants by reservations. Our desire is to create a healthy and safe environment so that you feel comfortable leaving your child while enjoying the wide range of activities within the club. Outlined below are our Childminding rules and regulations. Enjoy your time at our facility, your child is in good hands.

### 1. Children are Welcome

Monday - Thursday	8:30 am - 8:30 pm
Friday	8:30 am - 8:00 pm
Saturday and Sunday	8:30 am - 2:00 pm

### 2. Infant Care

**Our policy is as follows: Reservations for infants (under the age of 24 months) must be made as least 24 hours in advance. Reservations can be made up to a week in advance.** If you do not cancel at least three hours prior to your reservation you may be responsible to pay for the time reserved. It is also very important that you return promptly at the end of your reservation to pick up your child. For safety reasons, space is limited for infants. Sorry, no exceptions. The health and safety of your child is our first priority. It is our policy to try our best to console a crying infant. However, if we are unable to console your child after twenty minutes, we will ask you to return for your child. We will not let your child cry for prolonged periods of time. Concerning feeding your infant, we will give your child a bottle whenever they need it. We will also spoon feed your child if you deem it necessary during your child's visit.

### 3. We care for your child up to three hours

Children are invited to use Childminding while their parent(s)/ guardian are participating in any club activity. For children ages 2 – 8 years you will receive two hours free, any time beyond that will be charged to your account (\$1.00 per fifteen minutes) (maximum of three hours). Children under the age of 24 months will be charged \$2.50 per hour and have a maximum time limit of two hours per day. Parents should pick up their child(ren) promptly.

### 4. Automatic Billing

Members who have infants (under the age of 24 months) will be charged \$2.50 per hour. Members must have their children on their membership to use Childminding or any other child related program. Sign-in billing sheets are used to keep record of your visits (also for the security of your child), and they will be tallied up daily by the Childminding team. All billing will be handled by the Childminding Director.

## 5. Childminding Policies

**Children who have improper behavior** - If a child is behaving improperly while visiting Childminding, he or she will be asked not to behave in that manner. If the child continues to misbehave, his or her parents will be notified and asked to remove the child. For safety reasons, the Childminding Director reserves the right to prohibit unruly children.

**Illness** - The Childminding team reserves the right to prohibit children who have a cold or flu symptoms. Children brought to Childminding must be neat, clean, and free from all infections, viruses, and other such communicable diseases. School age children kept home from school because of illness are not allowed in Childminding. Children who become sick after they enter Childminding will be isolated until their parent(s)/guardian can be contacted and then should be taken home.

**Food/Snacks- Schedule** - Only plastic bottles or containers will be permitted into the nursery area (no glass please). All bottles will be labeled by the team with the child's name to avoid confusion. All children should be fed and satisfied upon entry to Childminding. For the safety of all children – we do ask that you refrain from bringing any snacks that have peanut butter or peanut products in them.

**Supplies** - Childminding does not provide necessities for the children. Every child must be dropped off with applicable supplies such as diapers, wipes, bottles, snacks, and a change of clothing. Each child must have clean apparel including diapers upon arrival to Childminding. We ask that you please check your child before leaving him or her in Childminding and prepare them for their stay with us: Remove their coat, change diaper if necessary etc.

**Potty Training and Tired Children** - Childminding attendants cannot be held responsible for “potty” training children. If your child is training, please bring in a diaper and a change of clothes. Childminding attendants will ask your child if he/she has to potty, but they will not force your child to use the potty. Parents may be called if your child has an accident.

We do not change cloth diapers for health and sanitation reasons.

Please do not ask Childminding attendants to keep your child awake. We will not keep a tired child awake.

**Clubhouse Policy** - Clubhouse operations are Sunday through Saturday during Childminding hours of operation. The Childminding attendant reserves the right to keep the clubhouse closed if it is not a safe time to go for all children involved. No food or drink is allowed in the clubhouse and proper attire must be worn to participate in clubhouse activities.

**Closing Time** - Childminding closes Monday through Thursday at 8:30pm, Friday at 8:00pm, and Saturday and Sunday at 2:00pm. You must pick your child up promptly at closing time or you may be billed and additional \$1.00 for every five minutes thereafter.

## **6. Information Sheets**

Each new member must complete an information sheet for Childminding billing purposes. They are enclosed in this packet and will be kept on file. Please bring this form filled out on your first visit to Childminding.

## **7. Supervision**

Childminding is supervised by the Childminding Director. Any questions, complaints, comments, or suggestions can be discussed with them at ext. 133.

## **8. Outside of Childminding**

Any children under the age of eight that are left unsupervised within the club will be taken to Childminding by a team member. The parents/guardian will be billed accordingly.

**Members Children:** Parents are responsible for the conduct and safety of their children while they are on Club property, unless the children are in a supervised play area or program.

- A) Children fourteen (14) years of age and younger are not to be left at the Club without adult supervision, with the exception of those who have signed a Junior Membership Agreement.
- B) Children eight (8) years and younger must be in a supervised program or in Childminding.
- C) Children thirteen (13) years of age and younger are not permitted in the Fitness Center unless they are in a staff supervised program, or have been certified through our "Kids' Fitness" program. Certified children may use the Fitness Center during specified hours only.
- D) Use of the whirlpool and sauna is restricted to adults age eighteen (18) and older. Youth fourteen (14) years of age and older are permitted to use the whirlpool or sauna if accompanied by an adult.

Your cooperation and assistance in following our rules will be greatly appreciated. I am looking forward to meeting each new family.

**Please see Attachments!!!**

**Parents who make reservations for your infants,  
Please read this!!**

**Childminding would like to remind you the importance of following through with your infant reservation. If you arrive late for your reservation, please check with a Childminding team member to ensure that your stay may be extended. Also, it is very important that if you are not going to use your reserved time that you cancel within 24 hours.**

**Thank you for your cooperation!!**

# Childminding Daily Schedule

## Morning Activities - 8:30am - 12:00pm



8:30am - 9:30am Center Play (Dress-up, Cars & Trucks, Reading Corner, Crafts Computer Play and Dolls/Barbie's)

9:30am - 10:30am Special Craft Of The Day - Toddler Play

10:30am - 11:30am Clubhouse/Playground - FitPlay

11:30am - 12:00pm Lunch & Story Time

## Afternoon Activities - 12:00pm - 3:30pm

12:00pm - 12:30pm Lunch & Story Time

12:30pm - 1:30pm Center Play (Dress-up, Cars & Trucks, Reading Corner, Crafts Computer Play and Dolls/Barbie's)

1:30pm - 2:00pm ABC's/123's & Story Time

2:00pm - 3:00pm Clubhouse/Playground -

3:00pm - 3:30pm Center Play (Dress-up, Cars & Trucks, Reading Corner, Crafts Computer Play and Dolls/Barbie's)



## Evening Activities - 3:30pm - 8:30pm



3:30pm - 4:30pm Homework Help & Special Craft of the Day

4:30pm - 5:30pm Clubhouse/Playground

5:30pm - 6:30pm Dinner / Center Play

6:30pm - 7:30pm Clubhouse/Playground - Fitplay

7:30pm - 8:00pm Special Craft of The Day

8:00pm - 8:30pm Story Time

# *Playground at The Aspen Hill Club*

## *Safety Instructions for Adults*

**Warning:** *Before letting children play on this equipment for the first time, review the children's rules carefully with them. Supervise their play at the beginning to be sure they understand the rules.*

1. **IT IS RECOMMENDED** that no more than 6-10 children, not exceeding a combined weight of 1100 pounds, play on the system at one time. This product is recommended for children 3 to 11 years of age.
2. **REMOVE SWINGS** from Monkey Swing Combo before children use the monkey bars.
3. **CLOSE ADULT SUPERVISION** is required, especially for younger children.
4. **WARN CHILDREN TO AVOID** playing or walking in front of, behind, or between moving equipment.
5. **WARN CHILDREN AGAINST** pushing empty swing equipment, twisting chains or ropes, or jumping off decks or moving equipment.
6. **DO NOT** loop chains over the top support bar because this may reduce the strength of the chains or ropes.
7. **DO NOT** use any part of the play system in a manner other than what it is intended.
8. **VERIFY** that all suspended items (ropes and chains) are secure at both ends.
9. **CHECK TO MAKE SURE** that there are no gaps between the slide bed way and the slide screws.
10. **CHECK TO MAKE SURE** all ropes are tight so that they cannot be looped back on themselves.
11. **WARN CHILDREN NOT** to attach items to the play system such as jump ropes, clotheslines, or pet leashes as they may pose a strangulation hazard.
12. **INSTRUCT CHILDREN NOT** to twist swings, for this may weaken the chain and cause it to break.
13. **DO NOT** allow children to use the slide if it becomes too hot from being exposed to the sun.

## *Rules for Children*

1. **CHILDREN SHOULD NOT** wear scarves, hats with straps, helmets, jackets with draw strings, or any other loose fitting clothing which could become entangled or snagged on equipment.
2. **CHILDREN SHOULD NOT** play on the equipment if it is wet. Potentially slippery surfaces may cause a hazard.
3. **ALWAYS SIT, NEVER STAND OR KNEEL**, in the center of the swing seat.
4. **DO NOT** attach items to the play system such as jump ropes, clotheslines or pet leashes as they pose a strangulation hazard.
5. **DO NOT** twist swings, for this may weaken the chain and cause it to break.
6. **AVOID** playing or walking in front of, behind, or between the moving equipment.
7. **DO NOT** push empty swing equipment, twist chains or ropes, or jump off decks or moving equipment.
8. **ONLY ONE PERSON** on swing at a time with a maximum weight of 150 pounds per swing.

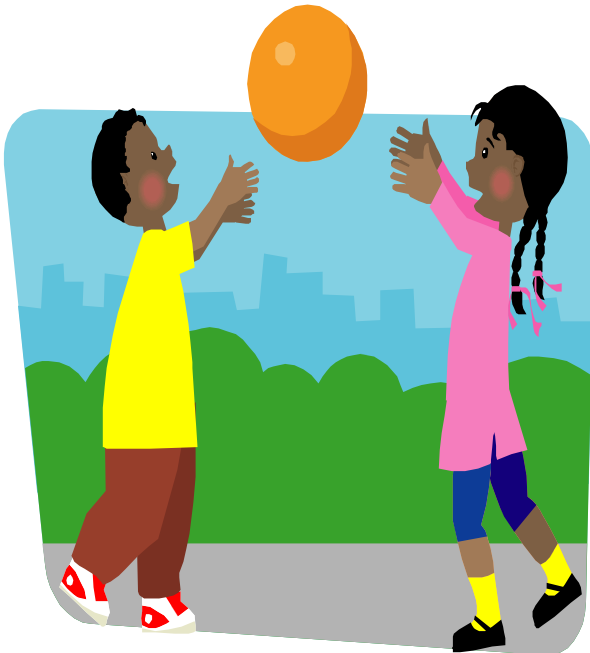
# KID'S KAMPS



Kids ages 3 – 8

Your kids will have an opportunity to enjoy their summer break from school with friends in a really cool place! We'll keep them busy with art's n' crafts, fitness games, outdoor activity and water splashes (during the warm season), snack time, a little bit of tennis, and a lot of FUN! All of that in just 4 hours.

Pre-registration is imperative to ensure all kamps are successful. To pre-register means a commitment to have your child in the program. We may have drop-ins; however, the drop-ins may be limited. To register – pick up a registration form in Childminding



<b>Cost:</b>	<b>Member</b>
Five days	\$115.00
Four days	\$100.00
Three days	\$85.00
Two days	\$70.00
One day	\$55.00
Drop-in	\$60.00

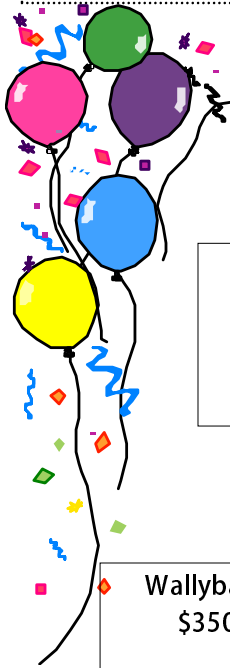
10% Off each additional child in the family

\* You will be charged a drop-in rate if you do not pre-register

Contact Mindy Carter - if you have questions (301) 598-5200 ext. 111

# BIRTHDAY PARTIES

Contact Alex Aleshin-Guendel at ext 119 to discover what we can do for your child and to discuss available times. Personal party packages include the following: printed invitations, tables/cloths, plates/cups/set decorations, cheese pizza, chips and drinks, personal party coordinator, napkins and utensils. Pre-registration is required. Below is a limited version of what we offer. For more information on other packages and prices, pick up a party brochure in Childminding or contact Alex at ext 119.



## Children's Party Packages

Pool  
Party Package  
\$300.00+tax  
under 15 Kids



Pool Volleyball  
Party Package  
\$325.00+tax  
under 15 Kids

Wallyball Party Package  
\$350.00+tax under  
15 Kids



Basketball Party Package  
\$300.00+tax  
under 15 Kids

Tennis Party Package  
\$300.00+tax under 10 Kids  
\$450.00+tax 10 or more Kids



Playground/Clubhouse Party  
Package  
\$250.00+tax under 15 Kids

## AND MUCH MORE...

*All party packages include:*

*°Printed Invitations °Decorations (your choice of color) °Plates °Utensils °Cheese Pizza  
°Chips and drinks °Cups °Napkins °Your own personal party coordinator.*

*Your children will require supervision from parents.*



# Childminding Information Sheet

Account# \_\_\_\_\_

Account Sponsor \_\_\_\_\_

Relationship to Child(ren) \_\_\_\_\_

Parent/Guardians \_\_\_\_\_

Address and Phone Number \_\_\_\_\_

Allergies or special concerns

Special items that are calming or reassuring to your child(ren)

## Children

Name

Birth date

Please bring with you the first time you visit Childminding

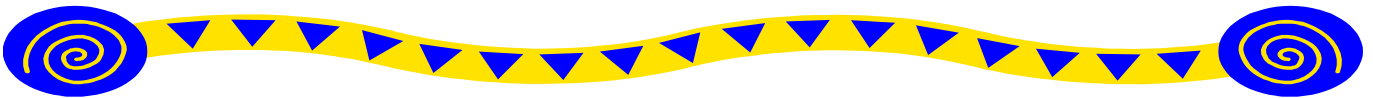


# Coupons

## **10% off any Birthday Party Package**

AHC-CM

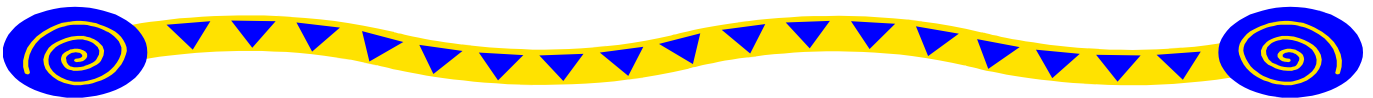
(One Time Only – only original copies will be accepted)



AHC-CM

## **Bring a Friend to Childminding** (Must abide by all guest and Childminding policies)

(One Time Only – only original copies will be accepted)



AHC-CM

## **Free Day of Summer Kids's Kamp**

(One Time Only – only original copies will be accepted)



# Coupons

AHC-CM

## **10% off Play All Day – Mini Camp Day**

(One Time Only – only original copies will be accepted)

AHC-CM

## **Bring a friend to Childminding (Must abide by all guest and Childminding policies)**

(One Time Only – only original copies will be accepted)

AHC-AQ

## **15% off Private Swim Lesson**

(One Time Only – only original copies will be accepted)

AHC-CM

## **Trip to the Prize Box (Kids' Only)**

(One Time Only – only original copies will be accepted)