



OFFICIAL RULES & REGULATIONS

The “**Kids Club**” at Ivy Hills is designed to be a safe and enjoyable area for the youngest members of Ivy Hills to enjoy the club with organized entertainment. In turn, this will also provide our members, both those with kids and those without kids, an opportunity to enjoy the club as well. While Ivy Hills is proud to be and will remain a “Neighborhood Family Club,” the expectation on our youngest members is that they are either with their parents or within the “Kids Club.”

While the “Kids Club” will at times be supervised with a member of our Staff, there will be times when supervision is not provided. In order to provide and maintain a safe environment for our youngest members, here are a set of Rules & Regulations for the “Kids Club” at Ivy Hills:

1. **Staffed Hours:** The kids club will at times be supervised with a member of our staff. These times will center around the dinner hours and be as follows:
 - a. Tuesday – Sunday; 5pm – 9pm (*with flexibility until 10pm*)
 - i. We do seek a 2 hour time limit for those children using the kids club.
 - ii. The cost to use the Kids Club during staffed hours is **\$3 per child**.
2. **Reservations:** During staffed hours, members are encouraged to make a reservation for the kids club by calling the dining room at 513-561-9119 opt 2.
 - a. There is a capacity for the kids club. Reservations will ensure space is available when your child arrives.
3. **Expectations:** It is the expectation that children using the kids club, remain in the kids club. It is not intended to be an “open door” environment where kids come and go between other areas of the club. Once checked into the kids club, kids are expected to remain in the kids club until being checked out by a parent.
4. The room capacity is **18 children** at any one time.
 - a. The only exception to this is where a dedicated event is taking place where all children are engaged in the same organized and supervised activity. Example: Movie Nights, Craft Nights, etc.
 - b. In these cases, the capacity may be increased up to 25 children.
5. The Kids Club is under **24 hour surveillance**.
 - a. This is for the protection of both the children as well as our staff.
 - b. Any member requesting to view security footage is asked to contact the clubs General Manager, Daniel Gates.

6. **Food & Beverage** (including gum) of any kind is not permitted in the kids club unless strictly provided by club staff in a supervised event.
7. **Socks & shoes** must be worn at all times. Bare feet are not permitted.
8. The Kids Club is designed for children between the ages of 6 – 12 who are independent enough to be away from their parents in an “unsupervised” environment.
 - a. In cases where supervision is provided, children as young as 2 are permitted to use the kids club.
 - b. Parents still hold the responsibility of changing children who are in diapers.
9. Parents are required to remain on property and immediately accessible at all times while their children are using the kids club.
 - a. The only exception is if the club is providing a specific event allowing such absence.
10. Parents are responsible for any and all actions of their children while using the kids club, this includes all expenses associated with any damages.
11. All children must be checked-in and checked-out of the kids club on the daily log.
 - a. Parents must list their location & emergency contact on the daily log and be immediately accessible if required.
 - b. Parents are asked to complete a “name tag” for their child to wear while in the kids club.
12. Unless notified, only the person checking in the child may be able to remove the child from the kids club.
13. Ivy Hills is not responsible for lost or stolen items brought into the kids club.
14. The kids club is not equipped to provide 1-on-1 care. We do however try to follow the guidelines of Ohio Job & Family Services for ratios.
 - a. In our setting, this is a 1:18 ratio for “schoolagers.” (age kindergarten – 11yrs)
 - b. When supervised, with a capacity of 18 children, here are the recommendations:

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| i. 24 months – 30 months | 1:7 ratio |
| ii. 30 months – 38 months | 1:8 ratio |
| iii. 3 years – 4 years | 1:12 ratio |
| iv. 4 years – kindergarten | 1:14 ratio |
| v. Kindergarten – 11 years | 1:18 ratio |
15. **Discipline:** A child may be asked to take a leave of absence, a week to a month, etc., if the child is routinely harmful to other children. We will employ age appropriate time-outs if a child is not adhering to the rules of the kids club. These incidents are reported to the parent at the end of the child’s stay in the kids club.

It is important to remember that the Kids Club is a work in progress and the club reserves the right to modify, change or update the “Rules & Regulations” at any time without notice.

Any questions should be directed to the clubs General Manager.