

# Kids Club Schedule

Effective January 4, 2025

**EXPANDED HOURS!**

Supervised child-watch for children ages 3 months to 9 years old.  
Play, crafts, and activities in the Kids Club or outside.

## Daily Visit Limits:

Each child may attend Kids Club once per day (morning OR evening).

Ages 3 months to 18 months: 1.5 hour maximum stay

Ages 19 months to 9 years: 2 hour maximum stay

Please review attached guidelines.

Monday

8:30 am-12:30pm  
4:00-7:00 PM

Tuesday

8:30 am-12:30PM  
4:00-7:00 PM

Wednesday

8:30 am-12:30 PM  
4:00-7:00 PM

Thursday

8:30 am-12:30 PM  
4:00-7:00 PM

Friday

8:30 am-12:30 PM

**NEW DAY!**

Saturday

8:00 am-12:00PM

Sunday

8:00 am-12:00PM

**ORCHARD HILLS**  
ATHLETIC CLUB

100 Duval Rd. Lancaster, MA 01523

[www.ohaclub.com](http://www.ohaclub.com)

978-537-8387

# Kids Club Guidelines

- Kids Club is a drop-in service, no registration necessary. Please note the hours of operation and daily visit time limits.
- All children must be signed in and out by a parent or guardian. Please complete each field on the sheet and write legibly so we can contact you if necessary. Each child must be signed in on a separate line. This is for easy counting purposes in case of emergency.
- If group is participating in an activity outside the kids club when you arrive and you wish for your child to join them, you must:
  - Sign in at the Kids Club
  - Walk the child up to the playground or other designated area
  - Give staff member at the program the child's full name
- If the group is not in the kids club when you come to pick up your child, you must:
  - Walk up to the playground or other designated area to pick them up
  - Sign out with the staff member outside
- Parents/Guardians must stay on Orchard Hills Athletic Club property while the child is in the Kids Club.
- Children over 3 yr. must wear proper footwear (preferably closed toe shoes/sneakers) so they can participate in all activities of play inside and outside kids club. Toddlers and infants must wear socks or some form of footwear. No bare feet per Board of Health.
- Staff is NOT permitted to apply sunscreen. If you are concerned about a child playing in the sun, please apply sunscreen to your child prior to attending.
- If staff is unable to console a child who is upset or redirect a child who is participating in unsafe behavior, or putting themselves or others in danger, a parent will be contacted to come and remove the child from the Kids Club for the remainder of the day. Persistent unsafe behaviors may be evaluated by management and result in suspension or dismissal from the kids club program.
- We are a child-watch facility. We are not a Massachusetts licensed daycare. Our staff are not allowed to bottle feed infants, change diapers, or assist in the restroom. A staff member will alert you if your child needs assistance.
- We have children with a variety of allergies therefore there is NO DRINK, FOOD, or GUM ALLOWED. A water bottle may be kept outside the Kids Club.
- We must be vigilant in keeping all children/staff healthy. Please keep sick children home. Child may attend Kids Club after being fever and/or vomit free for 24 hours.
- Child Electronic Policy: Children are allowed to bring phones/iPads with the following guidelines:
  - No videoing or picture taking allowed
  - No social media or similar are allowed (Snapchat, Facebook, Twitter, Instagram, etc.)
  - Children will be monitored while on their devices
  - If there is questionable use of these devices, a staff member will hold the device until the child is picked up.
- Due to liability reasons only Orchard Hills staff are allowed in the Kids Club. Parents may transition their child into the Kids Club at the door for 2-3 minutes. If a child has an aide or behavior specialist that accompanies them, the specialist may only redirect from outside the room after the initial transition. If a challenging situation develops, or an unsafe behavior is being exhibited, the specialist may enter the room and assist the child out into the hallway where they try to calm the child, be supportive, and re-direct. If the specialist feels the child's behavior has stabilized, then they can then re-enter the room and try again. If this happens more than twice and the child cannot be calmed, re-directed, or reset then the child will have to leave the Kids Club for the day and try again another day. This policy applies to the playground during outside play as well.
- We appreciate your cooperation in following all of the above guidelines.
- Please speak with the Kids Club Supervisor, Kim Salazar, see the Manager on Duty, or contact the Youth Department at [camp@ohaclub.com](mailto:camp@ohaclub.com) with any questions or concerns.