

CHARLOTTESVILLE
BOAR'S HEAD
RESORT



KIDS CLUB PARENT PACKET

Provide genuine care to children in a fun and safe environment that encourages exploration and learning.

HOURS OF OPERATION

Due to current COVID restrictions, the following time spots are available for reservation. One family per staff member.

Mon-Saturday Available Reservation Time Slots:

8:30-10AM & 10:30AM-12:30PM

Complimentary Block if parents are participating in BHSC activity.

Block charges if parent is leaving property:

1 child: \$15

2 siblings: \$20

3 or more siblings: \$25

Time Slots must be strictly enforced and respected by members; this allows for cleaning and sanitation between families, as well as preparing for the next wave of children.

There will be a strict \$5 per minute late fee, per child, for any pick-ups past the 5-minute grace period.

CONTACT US

Phone: (434) 244-2430

Email: childcare@boarsheadresort.com

Director: **Emily Anne Graham**, egraham@boarsheadresort.com

Supervisor: **Carol Rollins**, crollins@boarsheadresort.com



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TRANSPORTATION POLICY

We do not transport children off property. On property transportation consist of group walking to and from activities.

ARRIVAL & DEPARTURE POLICIES

Boar's Head Kids Club utilizes a software program, KidCheck. Only persons authorized by the guardian and **listed** in the KidCheck software are allowed to pick up the child. If childcare group is on the playground or in the gymnasium during arrival or departure, parent is still responsible for signing in and out with the KidCheck system located in the Kids Club.

Children must be picked up at designated time. If you are unsure what time you have scheduled your children to stay until, please ask the staff to confirm the reservation time. All children not picked up within 30 minutes of scheduled time must be reported to the local police and Child Protective Services. Staff will begin calling parents and emergency contacts once it is 15 minutes past the scheduled pick up time.

*Make sure that emergency contacts are up to date for emergency situations including, but not limited to; inclement weather or natural disasters. Boar's Head reserves the right to call local authorities to assist in emergency situations when parents and/or emergency contacts are not available.

MEDICATION POLICY

We do not administer any medication, prescription or over the counter. However, with appropriate paperwork on file, we are allowed to apply sunscreen, bug spray, and diaper ointment.



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MANDATED REPORTERS

As a licensed facility through the VA Department of Social Services, all of the childcare staff are mandated reporters. At any suspicion of abuse or neglect, by staff, parents, guardians, etc., staff is required to make a report to Child Protective Services.

CUSTODIAL PARENTS RIGHT

The Code of Virginia requires custodial parents' right to be admitted to the center.



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Chain of Command for Boar's Head Kid's Club

Tim Rose, President of University Host Properties

Russ Cronberg, General Manger, Boar's Head Resort

Jon Sarosiek, Director of Sports & Wellness, Boar's Head Sports Club

Emily Anne Graham, Program Director and Manager of Health & Wellness

Carol Rollins, Boar's Head Kid's Club Supervisor

Kid's Club Leads:

Kayli Toulotte

Jenifer Ayala

Kid's Club Aides:

Reagan Davis

Savanna Bowen



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POLICY FOR COMMUNICATION AN EMERGENCY SITUATION WITH PARENTS

1. Call parents
2. Call emergency contacts
3. Email parents
4. Discuss in person at pick up

FOOD POLICIES

No Food Being served during this time; snacks nor meals

Please bring a labeled water bottle for your child; no water fountains during this time.



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DISCIPLINE POLICY

We firmly believe in maintaining our calm, cool, and collected personalities while helping your children work through a difficult moment. We do not use any form of corporal punishment, instead we will work through redirecting and separating children if needed.

During time of correction, we try to talk through better choices and the feelings of our friends based largely in the Social Emotional learning regimen.

If behavior becomes excessive (i.e. - biting, hitting, pinching, extreme aggression) we will call parents for immediate pickup.



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TERMINATION POLICY

Boar's Head Kids Club reserves the right to terminate relationships with members if deemed necessary.

Kid's Club Pricing and Policy

****DUE TO COVID, THESE POLICIES MIGHT BE ADJUSTED TO LESS CHILDREN****

Please notice that reservations are highly encouraged for childcare. Advanced notice allows for appropriate staffing and materials. We strive to never turn anyone away, and to do that we encourage making reservations. To maintain our State Certification our teacher-to-child ratio must be:

6 weeks-15 months: 4 children per staff member

16-23 months: 5 children per staff member

2-3 years: 8 children per staff member

4 years +: 10 children per staff member

Pricing

****DUE TO COVID, THESE PRICING POLICIES MIGHT BE ADJUSTED****

For Members:

BHSC Childcare Kids' Club offers one and a half hours of complimentary childcare daily for each child. Additional time can be reserved for \$10.00/hour (\$5.00/hour for additional siblings).



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For Inn Guests:

All Inn guests will be charged \$15.00 per hour for the first child and \$7.50 for each additional sibling. No complimentary care times are allocated for Inn Guests.

Late Pick-Up/Early Drop-Off Fee:

A \$1.00 per minute fee will apply when children are picked up late and dropped off early. There will be a five minute grace period before and after your reservation.

Attention Parents

We are required by the Commonwealth of Virginia to secure, before the child may attend, and maintain, while in our care, a current file containing specific information regarding the health and safety of your child.

Required Paperwork

- A completed application including start date, phone numbers and physical addresses of two local emergency contacts, physician's name and number, allergies, guardian's work information, and one guardian signature.



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- Proof of shots and proof of physical signed and dated by a physician. As child receives new shots, a new record is required. (Virginia School Entry Form preferred).
- A copy of the birth certificate or proof of birth letter from the hospital.
- Please request diaper cream/sunscreen form/bug spray form if necessary

Your support in this matter is greatly appreciated.



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Childcare Registration

Start Date _____ End Date _____ BHSC Member Number _____

Child's full name _____ Nickname _____

Address _____
Street address City State Zip Code

Phone number (H) _____ (C) _____ SEX _____ DOB _____

Previous day care or schools attended _____ Grade _____

Child's Physician _____ Phone _____

Allergies _____

Physical/Developmental information _____

Please list any special accommodations _____

(It is the responsibility of the parents to inform the Director with ANY updated information)

Mother's Name _____ Home Phone _____

Complete Address _____
Street address City State Zip Code

Place of Employment _____ Work Phone _____

Father's Name _____ Home Phone _____

Complete Address _____
Street address City State Zip Code

Place of Employment _____ Work Phone _____



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People Authorized to Pick-Up Child _____

People NOT Authorized to Pick-Up Child _____

(Appropriate paper work such as divorce decree must be attached if a parent is not allowed to pick up the child)

Emergency Contacts (must have 2 physical addresses & phone other than parents)

Name _____ Phone _____

Complete Address _____
Street address City State Zip Code

Name _____ Phone _____

Complete Address _____
Street address City State Zip Code

Authorization for Emergency Medical Care

I authorize Boars Head Sports Club Staff to provide emergency medical care should an emergency occur when the parent cannot be located immediately. This is not required by state regulation if the parent states an objection to the provision of such care on religious or other grounds.

Objection _____

The Boar's Head child care staff has the right to exclude your child from the program if he has a temperature of 100 degrees F; if he has recurrent vomiting or diarrhea, or as recommended in the Virginia Department of Health's communicable disease chart. I understand that if my child becomes ill while in the care of Boar's Head staff, I will be notified and must make arrangements to have my child picked up immediately.

During participation in Child Care, classes and Summer Kids Club photographs which embody the spirit and nature of the programs at Boar's Head Sports Club are occasionally taken of participants. Your signature below authorizes Boar's Head Inn to print, publish, and display pictures or videos of you, other members of your family and the participant registered above in various publications, on the www.boarsheadinn.com web site and in the public media.

I further agree to inform the center within 24 hours or the next business day after the child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

By signing below I have read and agree to all of the policies and procedures set forth by Boar's Head Sports Club for their Children's Programs. On behalf of myself and my child, I forever release and hold harmless Boar's Head Inn and Sports Club from any claim, suit, demand or cause of action resulting from any injury to my child during the time the child is in the care of staff, except such injury as may arise out of gross negligence or intentional misconduct.

Parent signature _____ Date _____ e-mail _____
Parent signature _____ Date _____ e-mail _____

