

Policies & Procedures

- Although reservations are not required, reservations for our youngest members (children 6 weeks through 14 months) are recommended and can be made by calling the facility up to one week in advance.
- KidSpace is reserved for members who have the KidSpace option.
- Parents/guardians MUST remain in the facility while child(ren) participate in KidSpace.
- Parents/guardians must escort child(ren) to KidSpace and sign the child(ren) in on the appropriate form.
- Child(ren) will not be permitted to leave KidSpace until the parent/guardian or authorized pick-up person returns to KidSpace and signs the child(ren) out on the appropriate form.
- Parents/guardians are required to show identification (current CA membership card or drivers license) when picking up their child(ren) from KidSpace.
- Families with KidSpace may utilize up to two-hours per day per family.
- Parents/guardians are expected to pick-up their child(ren) from KidSpace within the two-hour participation time. In the event a parent is delayed, a Late Pick-Up Fee of \$5 will be incurred for the first five minutes and \$5 for every additional five minutes, or portion thereof. Late fees must be paid immediately.
- KidSpace participants should wear sturdy shoes, no open-toed shoes, flip flops or sandals. Socks or other soft foot covering is acceptable for non-walkers.
- Outside toys, games and other personal belongings are not permitted in KidSpace. Special consideration may be made for children using KidSpace to complete homework, or for any soft stuffed animal or other item that may ease the transition between the parent and KidSpace team members. The Columbia Association is not responsible for any personal items brought into KidSpace.
- With the exception of baby bottles child(ren) are not permitted to bring food or drinks to KidSpace.
- Baby bottles must be plastic, pre-made and labeled with child's name. Bottles should be handed to the attendant when the child is signed-in. After bottles are fed to the infant, the remaining contents will be discarded and bottles rinsed and returned to the sign-in/sign-out desk. All unclaimed items will be discarded at the end of each day.
- Although we provide a diaper changing area for parents to use, KidSpace team members are not permitted to change diapers. If a child needs a diaper changed you will be notified via the facility intercom system.
- Children who are ill or exhibit symptoms of an illness may not participate in KidSpace. After an illness children must be symptom free for at minimum of 24 hours prior to returning to KidSpace.
- KidSpace team members are trained in the use of positive behavior management techniques. Constructive methods of behavior management may include positive praise, redirection, and separation from the situation if a child is continually disruptive. In cases where behavior is of an aggressive or harmful nature, the parent/guardian will be paged using the facility intercom system and may be required to remove the child(ren) from KidSpace. In cases of excessively harmful, aggressive or inappropriate behavior, a child may be suspended from the program for up to five days. Inappropriate behavior, which continues despite repeated interventions by parents and KidSpace team members, may result in permanent removal from KidSpace. No credits or adjustments for unused time will be given.