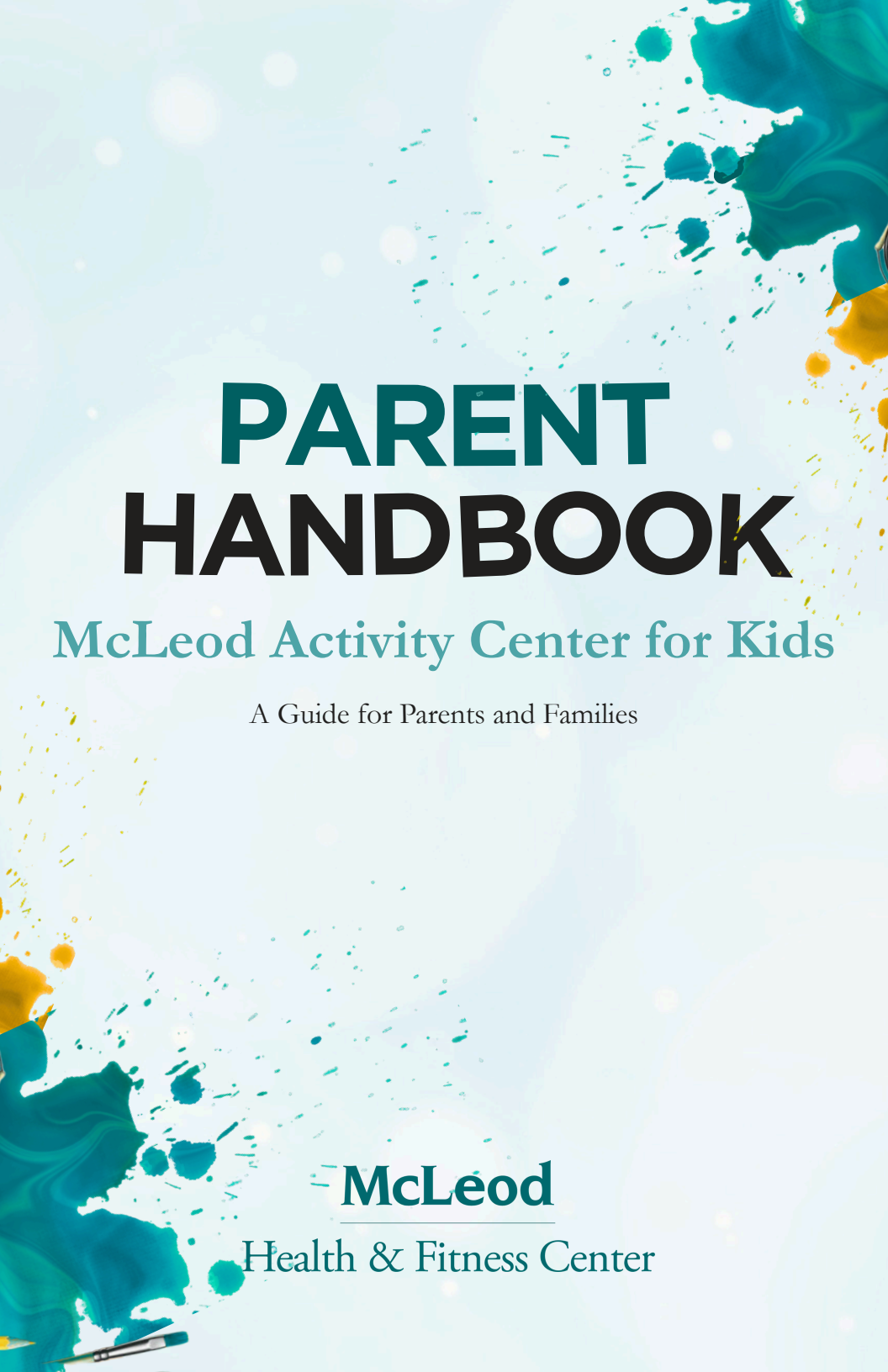




PARENT HANDBOOK

McLeod Activity Center for Kids

A Guide for Parents and Families

McLeod

Health & Fitness Center

WELCOME

Welcome to **McLeod Activity Center for Kids (MACK)**! We are committed to providing a safe, caring, and engaging environment where children can learn, play, and grow while their parents or guardians enjoy the McLeod Health & Fitness Center. Our trained and caring staff strive to make every visit a positive experience for your family.

This handbook has been developed to familiarize you with our policies, procedures, and expectations. By working together, we can help ensure a safe, enjoyable, and welcoming experience for every child and family we serve.

Our Philosophy

We provide short-term childcare in a clean, safe, and supportive environment. Our focus is on safety, supervision, age-appropriate play, comfort, nurturing care, and positive social interaction. This is not a full-day childcare program, as care is provided while parents remain in the facility.

Ages

Nursery

- 6 weeks - 35 months
 - Infant Room: 6 weeks - 1 year old
 - Toddler Area: 1 year old - 35 months

MACK

- 3 years - 11 years old

Additional Information

If the Nursery is booked to capacity, children ages 24 - 35 months will utilize the ABC Garden under supervision of a MACK employee.

Children will transition from the Nursery to the MACK one month prior to their third birthday (35 months).

Children age out of the MACK at age 12 and can be oriented on safety for the fitness floor.



Hours of Operation

The McLeod Health & Fitness Center's MACK and Nursery are open for parents who are exercising within the facility the following days and hours:

- Monday - Thursday
 - 8:00 am - 12:30 pm
 - 2:30 pm - 8:00 pm
 - Friday
 - 8:00 am - 12:30 pm
 - 2:30 pm - 7:00 pm
 - Saturday
 - 8:45 am - 1:00 pm
 - **Sunday - MACK Only**
 - 1:00 pm - 4:30 pm
-

Important Reminders

Parents must:

- Sign children in and out each visit
- Remain on the premises
- Keep their phone accessible
- Provide accurate contact information
- Return immediately if contacted

Each child may stay a maximum of two (2) consecutive hours per day. A late fee of **\$3 per child for each 15-minute period** will be charged for any time exceeding the two-hour limit. Parents of children ages 5 and younger must be on the McLeod Health & Fitness Center premises while their child is in the MACK or Nursery.

We reserve the right to withdraw a child from the MACK or Nursery when the following occurs:

- Membership fees are not kept in good standing
- Disruptive or destructive behavior occurs, including any physical or verbal abuse toward staff members or children by a child or family member
- Lack of parental support for MACK or Nursery policies and procedures is observed



Scheduling Care

Nursery

- Reservations are REQUIRED for the Nursery.
 - We recommend reservations to be made 3 days in advance.
 - Reservations must be made in person during business hours or by calling 843-777-3030 and speaking with a staff member.

Reservation Gude:

For Reservation On	Call Or Visit On
Wednesday	Sunday
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Sunday (Nursery CLOSED)	
Monday	Friday
Tuesday	Saturday

MACK

- We do NOT require reservations.

Additional Information

If you are unable to keep your scheduled Nursery appointment, please call at least 15 minutes before your reservation time.

Reservations are subject to cancellation if you arrive more than 15 minutes after your scheduled appointment time.

Please call the MACK at 843-777-3030 for any additional questions.



Arrival

For your child's safety and to provide an opportunity for clear communication, parents are required to escort their child to the MACK/Nursery and complete the sign-in process prior to using the fitness center.

For the safety of all children, only nursery-aged children are permitted in the Nursery during drop-off and pick-up.

If someone other than the parent will be picking up the child, the parent must notify staff in advance. The authorized individual will be required to present a valid photo ID at the time of pick-up.

Emergency Procedures

To help ensure a safe environment and appropriate response in the event of an emergency, all caregivers maintain current certification in Infant and Child CPR and First Aid. In the event of an emergency, parents will be contacted immediately. First aid will be administered and emergency services will be called if necessary.

Medication Policy

Staff will not administer medication. Parents must return to administer any medications if needed.

Bathroom Policy

To support your child's needs, please inform staff if your child is currently toilet training.

In the Nursery, caregivers will assist with and support your child's toilet training efforts by reminding and accompanying them to the restroom during their stay.

In the MACK, staff will remind and escort children to the restroom as needed, but they do not provide toilet training assistance.



Bottles and Cups

Labeled bottles and travel cups are welcome in the Nursery. To ensure safe feeding practices, please do not request that nursery staff add cereal or any other food to a bottle.

Snacks

Food is permitted in the MACK; however, peanut-containing items are not allowed due to severe allergies and health and safety concerns for other children.

Food is NOT permitted in the Nursery.

Please do not request that staff provide food to your child.

We also encourage children to bring a refillable water bottle, as a bottle-filling water fountain is available in the MACK for their use.

Clothing

Children should wear washable play clothing appropriate for active participation. All clothing and personal items must be clearly labeled with the child's first and last name.

Each Nursery child is required to have at least one complete change of seasonally appropriate clothing, including underwear, outerwear, and socks, available for each visit.

For diapered children, please clearly write the child's name and the time to be changed on each diaper.

Personal Technology Devices

While the MACK is designed to provide a fun, active, and engaging environment, we recognize that children may also benefit from quiet, independent time to relax, watch age-appropriate programming, or read a book. To support this, we offer a designated quiet space within the center.



Personal Technology Devices – Continued

Although we encourage personal technology devices to be left at home, they are permitted if brought by a child or parent. The designated quiet space includes bean bags for comfort and is intended for individual use. Children may use their device to watch approved content, play games, or read, provided all content has been reviewed and approved by MACK staff.

Devices are intended for solo use only and may not be shared between children without the consent of both parents/guardians and MACK management.

Personal Technology Devices are not permitted in the Nursery.

Behavior Guidance

Parents and caregivers are encouraged to support the development of self-control and appropriate social behaviors in children. We use positive redirection and gentle guidance to help children build these skills.

We do not use or support corporal punishment or any discipline methods that are frightening or humiliating.

Caregivers will use redirection or brief time with a teacher to guide behavior as needed. Parents may be contacted in cases of persistent crying or aggressive behavior.

Separation Anxiety

Separation anxiety is when your infant or toddler cries or gets upset when you leave their presence. It's a normal developmental stage that typically begins between 6 and 12 months of age and generally resolves by around age 3.



Separation Anxiety - Continued

During this stage, children may:

- Cry or become fussy when a caregiver leaves a room or goes out of sight
- Cry, scream, or have tantrums during separation
- Cling to a parent or resist being separated
- Become upset at drop-off in childcare or when left with another caregiver
- Prefer a parent or caregiver to be present at bedtime

These behaviors typically resolve by around age 3, although every child develops at their own pace and may take a little longer to move through this stage.

It can be difficult to see your child upset, especially during separations, and it is natural to feel concerned. However, separation anxiety is a normal part of infant and toddler development and is not caused by anything a parent has done. Crying and clinging are expected behaviors during this phase, and most children gradually adjust to separations as they become more familiar with routines and caregivers.

We encourage families to allow us the opportunity to support your child through this developmental stage. Time for self-care is important and appropriate. If your child continues to experience significant distress, we will come and get you.

Biting

Biting is a developmentally common behavior in toddler groups and can occur for many reasons, including teething, frustration, excitement, or difficulty using words to express feelings. While unpredictable, we are committed to responding promptly and appropriately to support all children involved.

We work proactively to prevent biting by maintaining a calm, engaging environment with age-appropriate activities, structured routines, and guidance in helping children use words and positive behaviors to express their needs and resolve conflicts.



Biting - Continued

If a bite occurs, staff will immediately care for the child who was bitten, cleaning and treating the area as needed, and providing comfort and reassurance. The child who bit will be addressed calmly and firmly, with a focus on teaching more appropriate behavior. Parents/guardians will be notified if their child is involved in a biting incident, and we encourage open communication if biting is also occurring at home.

While biting cannot be completely prevented, our goal is to respond consistently and effectively to reduce its occurrence and support positive behavior development for all children.

Child Illness Policy

For the health and safety of all children:

- Sick children **will not be admitted**
- If a child becomes ill while in care, **a parent/guardian will be contacted for immediate pickup**

Children exhibiting any of the following symptoms or conditions cannot be cared for in the MACK or Nursery:

Fever & General Symptoms

- Fever 100°F or higher
- Rash with fever
- Persistent crying, unusual lethargy, irritability
- Difficulty breathing or other concerning symptoms
- Unable to participate in normal activities

Common Illnesses

- Diarrhea
- Vomiting
- Mouth sores



Child Illness Policy - Continued

Highly Contagious Illnesses

- Influenza (Flu)
- COVID-19
- Norovirus / Rotavirus
- Strep Throat
- Mononucleosis
- Conjunctivitis (Pink Eye)

Skin & External Conditions

- Head or Body Lice
- Ringworm
- Impetigo
- Scabies
- Chickenpox
- Shingles

Serious Infectious Diseases

- Tuberculosis
- Hepatitis A
- Measles
- Mumps
- Rubella
- Pertussis (Whooping Cough)
- Meningitis

Bacterial & Gastrointestinal Infections

- E. Coli
- Shigella
- Salmonella
- Giardia
- Campylobacter

Children with the following illnesses or conditions may attend the MACK or Nursery as long as they are well enough to participate in routine activities and do not require care beyond what staff can reasonably provide. Attendance is also permitted only when the child's condition does not pose a risk to the health, safety, or well-being of others.



Child Illness Policy - Continued

This includes conditions such as: canker sores, chronic hepatitis B or C, mild colds or coughs without fever or significant symptoms, cold sores, croup, cytomegalovirus (with activity restrictions as needed), MRSA colonization (carrier status only), pinworms, non-febrile rashes or rashes without behavior changes, roseola after fever resolution, thrush, urinary tract infections, warts (including molluscum contagiosum), and yeast diaper rash.

MACK and Nursery staff reserve the right to assess any illness or medical condition not addressed in the preceding sections on a case-by-case basis.

Acknowledgment

By utilizing the MACK or Nursery, parents and guardians acknowledge that they have read, understand, and agree to comply with all policies and procedures outlined in this handbook.



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