



Hopi Wellness Center Kids Korner Policies and Procedures Handbook

The Hopi Wellness Center welcomes you to Kids Korner!

Kids Korner, funded under the Special Diabetes Program for Indians (SDPI) grant, provides no-cost childcare services for families and individuals who utilize the Hopi Fitness Center.

PHILOSOPY

Kids Korner is a safe and nurturing environment to support the development of each child encompassing physical activity, exploration, cognitive skills, and creative needs through hands-on experiences and positive interactions.

GOAL

To support parents and legal guardian's health & wellness efforts by providing a space for children 3-7 years of age with an educational learning experience.

KIDS KORNER OBJECTIVES

- Refine spoken and written language skills and identify subjects in Hopi and English.
- Provide a safe, healthy, clean, and child-friendly environment.
- Promote nutrition and interactive physical activities.
- Provide the best possible play for all children by fostering appropriate culture competency, exploration, cognitive & social skills, and physical activity.
- Encourage children to safely interact and communicate with one another.
- Foster engagement & communication with parents and legal guardians.

REGISTRATION REQUIREMENTS

. The registration packet consists of:

★ Registration Form

The parents/legal guardian of the child must provide documentation showing that they are the responsible adults to establish enrollment in Kids Korner (Birth Certificate or Court Order).

★ Medical Information Form

An updated immunization record must be submitted for the child prior to the child's second visit to Kids Korner.

- ★ Authorization for Check-In/Check-Out Form
- ★ Parent/Guardian Orientation

SIGN-IN/SIGN OUT

Parents are responsible to sign-in the child when they enter Kids Korner and identify where the parent will be conducting their fitness activities (i.e. fitness center, group fitness class, gymnasium, outdoor trails, etc.), and sign the child out upon completing their fitness activity.

The Childcare Provider will not allow the child to leave the premises with anyone other than the adult person that signed-in the child or that is listed on the Child Authorization for Check-In/Out Form. In case of an emergency, the Childcare Provider will contact the person(s) listed on the ***Child Authorization for Check-In/Check-Out Form***.

Kids Korner's no-cost services is a privilege, the Hopi Wellness Center has the right to refuse services to any participant we deem unsafe for the staff and other participants.

HOURS OF OPERATION

***Monday -Thursday**

11:00 a.m. to 2:00 p.m.
3:00 p.m. to 7:00 p.m.

***Fridays:**

8:00 a.m. to 2:00 p.m.

*The hours of operation may change due to unforeseen circumstances, scheduled Hopi Wellness Center events and activities, and holidays. Notice of change will be provided through email and/or SMS text messaging.

MAXIMUM HOURS OF STAY

A child may spend one hour in Kids Korner. Three children per family may utilize Kids Korner at the same time. In the event Kids Korner has not met its maximum capacity, a child may utilize Kids Korner for up to two hours.

WHAT TO BRING

- A change of clothing if the child is accident-prone.
- A warm jacket during the cold months.

Write your child's name on his/her clothing so we know whom it belongs to.

Kids Korner is equipped for your child's needs. Please do not bring extra items as it may cause conflict among the children. Items include, but are not limited to food, drinks, toys or personal items. We will not be responsible for any lost, stolen, broken or misplaced items.

MEDICAL REQUIREMENTS

While your child is visiting Kids Korner, the Childcare Provider will observe and monitor each child's performance and behavior.

The Childcare Provider will not administer medication nor will any medication be kept in Kids Korner. The parent/guardian will be informed if any health concerns arise.

Please DO NOT bring your child to Kids Korner if he/she has signs or symptoms within the past 24 hours of the following:

**Rash
Fever
Ear Infection**

**Vomiting
Impetigo
Runny Nose**

**Coughing
Diarrhea
Head Lice**

**Chickenpox
Hepatitis**

ACCIDENTS AND INJURIES

- The Childcare Provider will provide a report on all accidents and/or injuries that occur while the child is in Kids Korner. A copy will be provide to the parent/legal guardian.
- Minor incidents will be handled by the Childcare Provider.
- The Hopi Wellness Center Manager will be informed of more serious incidents and will involve the Hopi Law Enforcement Services, if deemed necessary.
- The Childcare Provider is obligated to report suspected child abuse or neglect to the Hopi Law Enforcement Services and the Hopi Social Services.

DISCIPLINE

The Childcare Provider encourages positive interaction and behavior from all children utilizing Kids Korner. Children learn from positive role modeling, reinforcements and redirection. The following discipline procedures will be followed:

- If a child displays uncontrollable behavior, the negative behavior will be addressed upon onset.
- The child will be redirected through a verbal explanation of being a Kids Korner Team player.

IN THIS CLASSROOM WE ALL BELONG!

1. **We Make Mistakes**
2. **We Are Important**
3. **We Try Our Best**
4. **We Take Turns**
5. **We Are The Kids Korner Team**

- The child will be made aware that an incident has consequences. The adult person will be informed when he/she checks-out the child.
- If the uncontrolled behavior continues after the first redirection, the adult person will be located and informed and will be responsible for resolving the behavior.
- Continued unacceptable behavior will terminate the child's stay for the hour and the adult person will be asked to sign-out the child.
- Should this behavior continue at the next visit, the child will be terminated from utilizing Kids Korner services.

SNACKS

Snacks are provided to the children at each visit.

Any allergies to food that the child has should be listed on the Medical Information form.

FIRE EVACUATION PROCEDURES

- In case of a fire, the Emergency Escape Plan/Evacuation Procedure shall be executed.
- The Childcare Provider will account for each child signed-in, access the binder containing emergency contact phone numbers, shut the lights off, close all the doors and exit immediately out the nearest exit.
- The Childcare Provider and children will congregate away from the danger and gather at a designated area according to the Evacuation Procedure.

- No person shall be permitted to leave the congregation area until a head count has been officially made. Thereafter, each child will be reunited with the adult person and released.

REPORTING REQUIREMENT OF CHILD ABUSE AND NEGLECT

Every Childcare Provider is required, by law, to report any suspected child abuse and neglect.

Signs of child abuse may be bruises, burns, scars, scrapes or cuts that are recurring. Symptoms of neglect include the lack of appropriate clothing, malnutrition, medical need, and physical condition.

If the Childcare Provider has any suspicion and visual signs are observed, it will be documented for reporting purposes. The Hopi Law Enforcement Services & Hopi Social Services will be contacted immediately.

IMMUNITY FROM LIABILITY

All persons or agencies that make such a report in good faith shall be immune from civil liability and criminal prosecution arising from the making of such report.

ACKNOWLEDGEMENT

I/We, the parents/legal guardians of _____,
have received the Hopi Wellness Center Kids Korner Policies and Procedures
Handbook. I/We acknowledge that I/We have read its contents and agree to
abide by the policies and procedures.

Parent/Legal Guardian Signature

Date

4/9/2025