



# Member Handbook 2009-2010

<b>OPENING DAY:</b>	Saturday, November 7, 2009
<b>CLOSING DAY:</b>	Saturday, May 1, 2010
<b>HOURS OF OPERATION</b>	
Mon, Tues, Wed	2:00 to 6:30
Fri	5:00 to 8:00
Sat	9:00 to 12:00
<b>VOLUNTEER SHIFTS</b>	
Mon, Tues, Wed	Opener 2:00 to 3:30 – Tweener 3:30 to 5:00 – Closer 5:00 to 6:30
Fri	Opener 5:00 to 6:30 – Closer 6:30 to 8:00
Sat	Opener 9:00 to 10:30 – Closer 10:30 to 12:00

KidSpace Co-op  
365 Belmont Street  
Belmont, MA 02478  
(617) 484-TOYS (8697)  
[www.belmontkidspace.org](http://www.belmontkidspace.org)

Welcome to the KidSpace community.

As parents, we've all been there – another rainy day ... subzero temperatures ... end of day meltdowns. Our wonderful outdoor parks can become quite inhospitable during the winter months, but our children still have energy to burn. Enter KidSpace – a place to run, to play, to meet. Bring your children. Bring your friends. Or make new friends from the KidSpace community.

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## Benefits of Membership

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KidSpace Co-op is a creative indoor playspace where families with babies, toddlers and preschoolers can experience a wide range of fun. As a member, you and your children will enjoy:

- A standing “play date” for the winter with a friendly and fun group of children and parents
- Unlimited use of KidSpace during 125+ days of operation
- 10,000 sq ft gym and play areas, including
  - Indoor “active zones” for climbing and riding
  - Several “imagination zones” with dress up clothes, play kitchens, trains and duplos
  - Protected “crawler zone” with 300 sq ft of mats and toys for infants & toddlers
  - Tables and chairs where children can eat snacks, or parents chat over coffee

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## Membership Philosophy

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As members, KidSpace is YOUR KID'S SPACE for winter play – a place where children can play and parents can relax. So please:

- Help make KidSpace fun and safe
- Help keep it clean and orderly
- Supervise your children at all times
- Introduce yourself to other members
- Help the volunteers if they look busy

NOTE: All KidSpacers must be members, or trying it out with a first-time visitor pass.

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## Responsibilities of Membership

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KidSpace is a one-of-a-kind community resource – created by local parents for their children. KidSpace Co-op is run by its members – parent volunteers who staff the space, clean the toys, stock the snack station and organize events.

1. Every KidSpace family pays membership dues of \$45 per season per family. Dues are kept low to make KidSpace affordable for all families to participate. Compare KidSpace dues of \$45 for 6 months to even the most affordable of toddler music classes at \$150+ for 2 months – where else could you find unlimited entertainment for your child throughout the bad weather months for only \$45?
2. Every KidSpace family must fulfill a volunteer commitment of three (3) EASY 90-minute volunteer services during the six-month KidSpace season (November through April). KidSpace is run entirely by its members, so all members must volunteer. There are many flexible options to fulfill the volunteer commitment (i.e. working the desk or joining a clean up night), even for parents of small children who have limited time available (in other words, all of us!).

*NOTE: The \$10 “First Time Visitor Pass” allows families to “try out KidSpace” to see if their children like it, before spending \$45 for a membership. These first-time visitors fill out pay a \$10 fee which will be logged – and later, if they choose to join, their \$10 will be applied toward their membership fee.*

*NOTE: Some families have asked if it is possible to have a “more money / no volunteering” option for KidSpace membership. KidSpace cannot exist without volunteers to keep the doors open, and so the volunteer commitment is required for all members. Every effort has been made to make the volunteer commitment minimal, easy, flexible and fun.*

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## What happens when I come to KidSpace?

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- REGISTER ... When you enter KidSpace for the first time, you will fill out an online registration form, pay dues, and create a nametag. We encourage you to register online before coming in. This will make registration go much more quickly. Also, past members must re-register each year.
- SLIPPERS ... Please remove outdoor shoes (you and your children) before entering KidSpace to help us keep the play areas clean. Children can wear socks or slippers. There are storage bins and plastic bags on the racks inside KidSpace where you can store a pair of slippers for your child – just make sure to label the bag.
- PERSONAL BELONGINGS ... Please store your personal belongings on the KidSpace racks or in the coat room outside KidSpace – not on the tables. We have limited table space which we need to keep clear for children and parents to use for snacks, etc.
- SUPERVISE YOUR CHILDREN AT ALL TIMES
- CLEAN UP ... Clean the table and/or floor immediately after your child has a snack to make the space usable by other children and parents.
- UPON LEAVING ... Store your nametag and slippers for your next visit.

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## KidSpace Communications

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Most KidSpace communication happens through email. Your email address is also the primary identifier of your registration. Hence, registrations with non-functional emails may be deleted. Your email address will be used only for KidSpace communications. KidSpace is serious about privacy.

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## What is the volunteer commitment of the Cooperative?

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All KidSpace member families are required to complete **THREE (3) EASY 90-MINUTE VOLUNTEER SERVICES** during the KidSpace season from November to April. One of these shifts should be in November or December, which will be busier with new families joining up than in the spring. So, this means if you, your spouse, or your caregiver signs up for two shifts at the desk and one laundry shift, you have fulfilled your volunteer commitment for the season. That's it! (Of course, if you can sign up for more than three shifts, that's great, too). Bottom line, the idea is to get as many people involved as possible to keep the workload easy and manageable. In addition, our committees could use ANY amount of time you or your family can share ... a couple of hours once or twice is okay! If you are interested in working on a committee, please contact Dan Cottam ([dlcottam@gmail.com](mailto:dlcottam@gmail.com)) or Jai Puthenveetil ([jputhenveetil@gmail.com](mailto:jputhenveetil@gmail.com)).

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## Can you “work a shift” at KidSpace when you have young children?

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Each family, based on the ages and temperaments of their child/ren, will have a different experience working the registration desk in KidSpace. Many parents are able to keep an eye on their kids while working the desk. Others find that they need a different strategy. In the past, parents have:

- Kept their children near the registration desk (only appropriate for some families)
- Volunteered when a friend, spouse or caregiver was available to watch the kids in KidSpace
- Volunteered with a friend at KidSpace to help keep an eye on each other's children
- Volunteered on a weekend day when they could come alone and leave the kids at home

Also, if you are a new volunteer and you feel you need more information before working a shift at the registration desk, please contact Lindsay Bullock ([lindsayw1023@gmail.com](mailto:lindsayw1023@gmail.com)).

Finally, if you are unable to find a way to work three shifts at the registration desk, you can fulfill one of your volunteer commitments by volunteering for a laundry shift (taking dress up clothes home to wash). (Only once per season.)

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## KidSpace Golden Rules

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### VOLUNTEER SHIFTS

If you need to cancel a shift you have signed up for:

- Please edit the [volunteer form](#) on the website and remove your name and email (set email to '-select-').
- Within 24 hours of your shift, please call Jai at 617-838-3866 (cancellation this late should only be in an emergency, e.g. sick child)
- If cancellation is around the time of your shift, please also call the front desk at 617-484-TOYS (8697) to let the on duty volunteer know.

### SLIPPERS

- Please remove outdoor shoes before entering KidSpace (slippers or socks are recommended). These can be stored in the slipper bins at KidSpace

### SUPERVISION

- Children must be accompanied by a parent/caregiver at all times
- Children, even older children, must be supervised at all times

### PLAY SPACE – GYM

- No snacks or drinks in the gym
- Tricycles, Cozy Coupes and Flying Turtles are to be ridden only in the gym
- Use the “kiddie” basketball hoops only. Balls should not be thrown at the large basketball hoops.
- GYM POLICY ... ESPECIALLY PARENTS OF OLDER CHILDREN:
  - Stay in the gym with your child – especially if he/she is riding a tricycle or flying turtle. You cannot know what he/she is doing if you are not in the gym.
  - Stop your child if he/she is riding too fast, playing ‘bumper cars’, or harassing other children.
  - Make sure your child understands these rules, and remove him/her if necessary.
  - Help make the gym safe for both younger and older children.

### PLAY SPACE – INFANT AREA (i.e. on the colored mats)

- No snacks or drinks in the infant area
- Only infants and crawlers are allowed in the designated infant area
- Please wipe down any infant toys that have been “mouthed” by your child

### SNACK AREA

- No peanut butter or peanut snacks
- Do not leave snacks unattended on tables
- All snacks and drinks, sippy cups, and juice boxes at the tables and chairs only
- After snacks, please wipe down tables and place garbage in cans

### SICK CHILDREN

- Please do not bring your child to KidSpace until s/he has been fever-free without medication for at least 24 hours.
- Please use good judgment in deciding whether to bring your child to KidSpace if they have a cold

### RESTROOMS & DIAPERS

- All children must be accompanied to the bathroom
- All diapers should be changed in the bathrooms
- Please bring plastic bags to dispose of dirty diapers
- DIAPERS CANNOT BE LEFT IN THE BATHROOM CANS – use the diaper pail inside KidSpace

### PERSONAL BELONGINGS

- Place backpacks and coats on the racks in KidSpace or in the coat area at the bottom of the stairs
- Keep tables and chairs clear of coats and bags, as these are reserved for snacks and conversation
- Please keep strollers in the coat area at the bottom of the stairs (unless occupied by a sleeping baby)

### CLEAN UP

- Wipe down any toys that your child has “mouthed” or dirtied through sticky hands, etc.
- Wipe down the snack table and chairs after your child is finished
- Help straighten any area your child has used, e.g. dress up clothes, trains, etc.
- Before closing, join the daily clean up by putting toys and equipment away

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## KidSpace Organization

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Where are membership dues spent? KidSpace expenses are kept minimal through the use of volunteer staffing and donated goods and services, but there are still many expenses KidSpace must pay for – including rent, liability insurance, supplies, equipment upgrades and printing.

KidSpace Co-op is a program run by the Belmont Parents' Network, a 501(c)(3) nonprofit organization as registered with the Attorney General of the Commonwealth of Massachusetts. Your \$45 membership dues are not considered tax-deductible by the IRS or Commonwealth. As a nonprofit, the Belmont Parents' Network is permitted to receive donations for programs and operations, and donors will receive an acknowledgement for tax purposes.

When making purchase for supplies and equipment, KidSpace is exempt from paying Massachusetts Sales Tax.

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## Frequently Asked Questions

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### **When does KidSpace close?**

**WEATHER** – If the town of Belmont declares a snow emergency (i.e. no street parking is allowed), KidSpace will be closed. If Belmont schools are closed but there is not a snow emergency, KidSpace may be open. Call KidSpace at (617) 484-8697 to see if it is open before you come.

**LACK OF VOLUNTEERS** – Unfortunately, it occasionally happens that volunteers cannot be found for every day of operation. In this case, KidSpace will be closed. Every effort will be made to post the closing on the KidSpace bulletin board, but last minute volunteer changes might make that impossible. If the door is locked on a regularly scheduled day of operation, feel free to sign up as the volunteer and open and close KidSpace according to normal procedures.

Members should not use KidSpace if no one present is willing to sign up and take responsibility as the volunteer for the shift.

**CONFLICT WITH PAYSON PARK CHURCH SCHEDULE** – It also occasionally happens that the Church has a special event or activity which conflicts with the KidSpace schedule. These closings will be posted on our bulletin boards.

### **Do I need to be a Belmont resident?**

No. KidSpace cooperative membership is open to the general public -- Belmont residents as well as residents of neighboring towns.

### **Can I drop off my child/children with a nanny or babysitter?**

Yes. However children must be accompanied and supervised at all times by a parent or adult caregiver.

### **Can I bring my older children with me to KidSpace?**

KidSpace was designed with pre-schoolers in mind, and there are not a lot of activities or equipment for older children. If your child does accompany you to KidSpace, please make sure they are not being too physical in an area where there are younger children, or using equipment which is not designed for their age group. In many cases older children have been a big help setting up blocks with younger kids or helping them with puzzles.

### **Can we bring food into KidSpace?**

Yes. Parents are allowed to bring in food or drinks for themselves and their children. KidSpace is a PEANUT FREE environment, to address the concerns of many parents of children with peanut allergies. Parents are asked to clean up after their lunch and wipe down the tables.

### **Is food for sale at KidSpace?**

There are light snacks (goldfish, crackers) and drinks (juice boxes, water) available for 75 cents each to cover our costs.

### **How much does it cost to visit KidSpace?**

As a cooperative, every KidSpace family will be required to be a member (\$45 for the season). This membership will allow unlimited entrance for the season and each family will be required to help out as active shift volunteers or in some other capacity.

### **Why are these prices so low?**

It is the goal of the Belmont Parent's Network (which operates KidSpace) to keep prices low to be affordable to welcome every member of the community.

### **How can I donate toys to KidSpace?**

If you have toys that might be useful to KidSpace, please contact Dan Cottam ([dlcottam@gmail.com](mailto:dlcottam@gmail.com)) or Jai Puthenvettil ([jputhenv@gmail.com](mailto:jputhenv@gmail.com)). Toys that are especially useful are Cozy Coupes, "ride-on" vehicles for older children, tricycles, dress-up clothes, and Thomas/Brio type wooden trains. KidSpace could also use pre-school size play tables with chairs. All equipment should be in good, safe condition.

### **Is KidSpace affiliated with the Payson Park Church or with the Payson Park Nursery School?**

No. The Belmont Parent's Network rents the gymnasium and the dining hall from the church for KidSpace, and the Payson Park Nursery School is an independent operation of KidSpace. However, the Nursery School is currently sharing climbing structures and equipment with KidSpace, and the church has been instrumental to the growth and success of KidSpace.

### **Why aren't there any morning hours?**

The Payson Park Nursery School is located on the same level as KidSpace, and uses the space in the mornings for program activities.

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### **Key Contacts**

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Coordinators	Dan Cottam	<a href="mailto:dlcottam@gmail.com">dlcottam@gmail.com</a>
	Jai Puthenvettil	<a href="mailto:jputhenv@gmail.com">jputhenv@gmail.com</a>
Communications	Anna Churchill	<a href="mailto:info@belmontkidspace.org">info@belmontkidspace.org</a>
Finance	Andrea/Michael Russo	<a href="mailto:russopress@verizon.net">russopress@verizon.net</a>
	Dan Cottam	<a href="mailto:dlcottam@gmail.com">dlcottam@gmail.com</a>
Website/Database	Mirjana Hotomski	<a href="mailto:mira@belmontkidspace.org">mira@belmontkidspace.org</a>
	Nicola Rinaldi	<a href="mailto:postmaster@belmontkidspace.org">postmaster@belmontkidspace.org</a>
Cleaning	Dan Cottam	<a href="mailto:dlcottam@gmail.com">dlcottam@gmail.com</a>
Food	Kate Wolfe	<a href="mailto:wolfek8@gmail.com">wolfek8@gmail.com</a>
Facilities	Dan Cottam	<a href="mailto:dlcottam@gmail.com">dlcottam@gmail.com</a>
	Jai Puthenvettil	<a href="mailto:jputhenv@gmail.com">jputhenv@gmail.com</a>
Training	Lindsay Bullock	<a href="mailto:lindsayw1023@gmail.com">lindsayw1023@gmail.com</a>

# VOLUNTEER INSTRUCTIONS

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## VOLUNTEER INSTRUCTIONS: How to Open

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- 1) On most days, the door to the church will be unlocked. If it is locked, the opener must pick up and return the church key from 348 Belmont Street located across the street from the church. If your back is facing the front of the church, the house with the key is at about a direction of 11:00 (a little to your left) So walk straight across Belmont Street, turn left and walk until you get to the first house on your right. **DO NOT RING THE DOORBELL!** The key is hanging from a nail on the right post on the front porch.
- 2) Unlock the front door of church with key.
- 3) Turn on all the lights with the switches just inside the doors to right of front door
- 4) Use the Allen wrench hanging inside the door and turn the lock to the “unlocked” position. See picture to the right for location of the Allen key hole. Press and hold the door’s “PUSH” door opener. With that held in, turn the Allen key clockwise until you feel it begin to tighten a bit. Release the door’s “PUSH” door opener and it should now stay in the “IN” or “unlocked” position”
- 5) If your shift partner is with you, please return the church’s key back to nail on the right post on the front porch of 348 Belmont Street. If not, please make sure as soon as your shift partner arrives that you (or your shift partner) returns the church’s door key.
- 6) Get the KidSpace sandwich board and set it up outside near the railing to publicize that KidSpace is open
- 7) Downstairs, turn on the lights to left of basement doors.
- 8) Enter the gym via the door in the hallway by the bathrooms. Turn on the lights on your left as you enter including the light switches under the ‘covers’.
- 9) Open the double doors (with windows overhead) that separate the two rooms, and use the orange cones to prop open the doors to the gym.
- 9) Check the “cleaning supply” area against the wall near the gym entrance to see if you need to restock any cleaning supplies.
- 10) Go through the door in the back of the main room (under the exit sign) to get to main supply closet. Get the key to the supply closet that is hanging on a nail on the right side of the door frame. Unlock the door to the supply closet, and return the key to the nail. In the supply closet there are two rolling carts on wheels. Both of these carts need to be rolled out to the main room and placed near the check-in table. Also while you are in the supply closet, grab any cleaning supplies that you noticed needed to be restocked, if any.
- 11) Set up the large rolling cart next to the sign-in table. People will generally retrieve their own items from the cart and pay you for them. Everything, including water, snacks, coffee, tea, and hot chocolate, is the same price of 75 cents.
- 12) Take the cash box, box containing the phone and DSL modem, and the computer off the large cart and place them on the check-in table. Plug in the computer’s power cord and then plug the DSL modem’s yellow cord into the computer’s network cable jack, and its power cord into the power jack on the wall.
- 13) Restock the cleaning supplies if applicable.
- 14) Put the small coffee cart to the right of the mini supply closet that is next to the check-in table. Fill the coffee maker’s water tank with water from the water cooler just outside the room at the bottom of the stairs.
- 15) From the mini supply closet next to the registration desk, restock anything needed for the coffee cart and take out a Payment Envelope and date it and put it in the cash box. Examine the cashbox; make sure it’s ready to go.
- 16) Open computer & push power button (at the back of the keyboard). Once Windows finishes loading, open Internet Explorer and it will load the registration webpage. The link at the bottom of the page will open up the database. The log in information for the laptop and database is in the inside front cover of the brown handbook file and in the laptop bag.



## VOLUNTEER INSTRUCTIONS: How to Work the Registration Desk

### On the computer...

- You will see the KidSpace Control Panel, which includes every form and report you should need to work registration. Please don't navigate away from this page. But if you do, **PRESS THE HOME BUTTON ON THE BROWSER TO RETURN** – this page is NOT accessible to the public through the menus.
- The control panel includes the following:
  - Member List – the list of registered members
  - Volunteer Schedule – the schedule of all of the shifts and which are filled/open
  - If the database does not show the Member List and Volunteer Schedule, please sign in again at the top right corner.

### When families enter, if they are...

- **ALREADY A MEMBER**
  - ask them to grab their nametag and remind them to sign up for volunteer shifts
- **READY TO JOIN & they have ALREADY REGISTERED ONLINE**
  - collect \$45 full dues, or \$35 balance of dues (confirm \$10 payment with receipt or in receipt book), and mark on the Payment Envelope: amount paid, check # or 'cash', and name of member. Give a receipt.
    - Checks should be made payable to Belmont Parent's Network
  - on the computer, find them in the Member List, click the edit link, go to the bottom of the form, and enter the payment date.
  - give them a nametag & handbook, if needed
- **READY TO JOIN & they have NOT YET REGISTERED ONLINE**
  - collect \$45 full dues, or \$35 balance of dues (confirm \$10 payment with receipt or in receipt book), and mark on the Payment Envelope: amount paid, check # or 'cash', and name of member. Give a receipt.
    - Checks should be made payable to Belmont Parent's Network
  - click the Add link on the Member List and fill in the form. Mark the date of payment.
  - give them a nametag & handbook, if needed
- **A FIRST-TIME VISITOR and want to TRY IT OUT BEFORE JOINING**
  - **Do not enter them into the registration database until they are ready to become members.**
  - collect \$10 fee (which will be applied to membership when they join), mark on the Payment Envelope: amount paid, check # or 'cash', and name. Give them a receipt and instruct them to bring the receipt back if they decide to join. We will also have a record in the receipt book.
  - give them a nametag & handbook, if needed

### Help members sign up for Volunteer Shifts!!!

- Click the Edit link on the shift they want and put their email in the form

### Other duties / things to know

- Checks should be made out to Belmont Parents Network
- Sell snacks & drinks – everything is 75 cents each – and put money in cashbox (not envelope)
- Give receipts for slippers only if requested. Receipts are not given for snacks.
- Remind visitors that KidSpace is a volunteer-run cooperative, and ask if they would take a volunteer shift
- Any issues with registration, please email [registration@belmontkidspace.org](mailto:registration@belmontkidspace.org)
- If the volunteer for the next shift doesn't show up you can:
  1. Serve as volunteer for the next shift. This will count toward your three shifts for the year. Please email [volunteer@belmontkidspace.org](mailto:volunteer@belmontkidspace.org) and explain what happened.
  2. Flash the lights and announce that the volunteer hasn't arrived. Ask if anyone present would like to take the shift. If not, begin closing procedures. Email [volunteer@belmontkidspace.org](mailto:volunteer@belmontkidspace.org) and explain what happened.

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## VOLUNTEER INSTRUCTIONS: Tween & Cleaning shift duties

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There are three areas that are not cleaned weekly by the outside cleaning company. They are:

Kitchen Area and Playfood	Monday
Trucks & Toys in the baby crawl space	Tuesday
Train Table Toys & Doll area	Wednesday

Volunteers handling the Tween & Cleaning shift are responsible for cleaning these small areas. Cleaning entails using the spray bottles from the cleaning table and wiping with a paper towel. Please clean the areas assigned to the day, sign and date it. With three Tween & Cleaning shifts weekly, these three areas will be cleaned every week.

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## VOLUNTEER INSTRUCTIONS: How to Close

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To clean up...

- 15 minutes before closing, flash the lights in both rooms and ask parents to begin to clean up
- Unplug coffee pot and dump out excess water
- Empty diaper pail and trash cans into one large trash bag. **PLEASE CHECK THAT NO DIAPERS ARE IN BATHROOM TRASH CANS.** On every day except Monday, the trash is left in the drums next to the supply closet in the back hall. On Mondays, all trash including the older trash in the drums should be placed on the curb outside the church for pick up. Do not leave the trash next to the elevator.
- Push riding toys against the wall in gym
- Return toys to appropriate stations

To close up registration...

- Close Internet Explorer (upper right corner) and shutdown the computer (click the Start menu on the bottom left corner, then the right arrow on the bottom right of the menu, then select Shut Down)
- Unplug the cables and leave them tidy, then put the computer in the carrying case
- Leave money from snacks/slippers in the box; tally the amount received for Membership Fees and Day Passes and write the total on the envelope; deposit envelope in the lock box in the KidSpace Supply Closet (in the back corner by the dress up clothes)
- Return snack cart, computer & cash box to the KidSpace Supply Closet
- Make sure that the key to the supply closet is hanging on the right-hand side of the door frame, **OUTSIDE THE CLOSET** – then close the door (it locks automatically)

To close up the building...

- From the gym, lock the double doors
- Turn out lights in both rooms & hallways
- Bring in KidSpace sandwich board from outside & store it near the elevator on street level
- Lock the outside door using allen wrench attached to door (see picture on previous page)