



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ENSURE A BRIGHTER FUTURE

Child Watch / Kids Time

UNION COUNTY FAMILY YMCA

Parent Handbook





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LETTER OF WELCOME

Dear Parents,

We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in neighborhoods around the nation are taking more interest in learning and making smarter life choices. At the Y, kids learn their ABC's, learn to share, learn about sportsmanship and, most importantly, learn how to be themselves. That makes for confident kids today and contributing and engaged adults tomorrow.

We would like to welcome you and your child to our YMCA. Child Watch and Kids Time are designed for children to play and interact with other children while their families use YMCA facilities. Our hope is that you will feel comfortable with our staff and with the program we have developed for you and your child.

This handbook was written for you. It contains important information regarding our policies and procedures. Please read it and then refer to it when necessary.

If you have any questions after reading this handbook, or concerns regarding your child's care at any time, please feel free to contact our staff.

Sincerely,

YMCA Child Watch and Kids Time Staff

CHILD WATCH and KIDS TIME

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

Child Watch and Kids Time exist for the purpose of providing a safe nurturing environment for children while their parents utilize the YMCA facility.

Our collective spirit is characterized by Honesty, Respect, Responsibility and Caring.

We are respectful of the beliefs, values, and cultural diversity of the children and their families.

We strive toward developing a strong partnership with families.

We will guide children toward open communication when conflict arises, identifying together respectful, peaceful solutions. As adults, we will model this same behavior among ourselves.

AGES SERVED

Child Watch: 6 weeks – 6 years old

Kids Time: 6 – 11 years old

ENROLLMENT INFORMATION

Registration information must be complete for each child enrolled in Child Watch and Kids Time Programs.

PARTICIPATION TIME LIMIT

Any child age 6 weeks to 6 months may be in Child Watch for up to 90 minutes per visit, with a maximum of 2 1/2 hours per day. (Visits cannot be back to back). Children 6 months and older may be in Child Watch or Kids Time for a maximum of 2 1/2 hours per day.

Children **MUST** be picked up by the end of their time limit or by the scheduled closing time (whichever comes first). Tardiness in picking up your child will be documented and the parent will be required to sign a "Late Pick Up" form. If tardiness becomes a consistent pattern, a parent's Child Watch/Kids Time privileges may be suspended or revoked.

PARENTS IN THE PROGRAM AREA

Feel free to enter the program space to help your child get acclimated. If your child needs this support, we ask that you spend no longer than 10 minutes. If there are special circumstances concerning your child, please discuss this with the program supervisor.

PARENT CONCERNS

Parents should discuss any complaints or suggestions about Child Watch and Kids Time with our staff and supervisors. Staff can direct you to the Program Director or Executive Director if needed.

PARENT RESPONSIBILITIES

PARENTS OR GUARDIANS MUST BE IN THE BUILDING AT ALL TIMES WHEN THEIR CHILD IS IN CHILD WATCH AND KIDS TIME. The parent or guardian that signs their child in to the program must sign the child out, unless other arrangements have been approved. **ALL PARTICIPANTS MUST BE SIGNED IN AND OUT BY A PARENT OR GUARDIAN WHO IS AT LEAST EIGHTEEN YEARS OF AGE.** Participants will not be released to anyone without prior written notification.

If parents need to be outside at a youth sport (on property) they may leave their other children in Child Watch or Kids Time and attend these events if a cell phone number is provided.

When registering your child, we will ask for picture ID of the parent or guardian who is responsible for the child. This picture ID can be a driver's license, membership card, or any picture ID. Staff may also ask for picture ID at pick up.

When children are not comfortable in Child Watch and are upset for an extended period of time (up to 10 minutes), the parent may be asked to come and help soothe the child. If successful, the parent may resume their activity. If the child becomes upset again, we may ask the parent and child to try Child Watch another time.

GETTING USED TO THE NEW ROUTINE

It's normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for their stay in as far in advance as possible. Talk about some of the new people your child will meet and the new things your child will do. If your schedule allows, it may be helpful to visit with your child. This will help your child become familiar with our program and staff.

If this is the first time your child has been separated from you, it is natural for the child to be hesitant. Please do not sneak out when your child is not looking. A cheerful goodbye kiss from you, a smile, and a reassuring word

that you will be back to pick them up is all that you need to do. Our caring staff will take it from there. Usually the child settles down shortly after the parent leaves. Please check with Child Watch staff regarding the parent notification policy for crying children.

PLAYGROUND

We do have an outdoor playground that Kids Time may use (appropriate weather permitting). We encourage you to apply sunscreen to your child before coming to Kids Time on these days. Please inform staff if you would like your child to remain indoors during their visit.

ILLNESS POLICY

CHILDREN ARE TO BE FREE FROM ANY COMMUNICABLE DISEASE, WHICH INCLUDES DIARRHEA, VOMITING AND ANY COLORED NASAL, EYE OR EAR DRAINAGE.

Any temperature of 100 degrees or above (**without the aid of acetaminophen**) will require removal from the program. Staff may also remove a child who is demonstrating obvious discomfort, including consistent runny nose with any other symptoms (i.e. irritability, non-participation, etc).

The YMCA will provide documentation for exposure to communicable disease. Please see attached Policies Regarding Specific Medical Conditions for more information regarding our illness policy.

PLEASE DO NOT BRING A CHILD WHO HAS BEEN GIVEN FEVER-REDUCING MEDICATION AND IS ILL TO OUR PROGRAM.

MEDICATION

Staff cannot administer any medication. If a child is in the program and needs medication, a parent or guardian will need to administer the medication.

BEHAVIOR GUIDELINES

Limits are set positively and are developmentally appropriate based on the child's age and developmental stage.

1. The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs", spitting and other similar inappropriate behaviors will not be tolerated.
2. The child will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
3. The program strictly prohibits the use of tobacco, alcohol, and drugs, except prescribed medications or over the counter medication given by the parent or guardian of the child only.

4. The child will respect the private property of others and understand that stealing or vandalizing the property of others will not be allowed.

BEHAVIOR MANAGEMENT POLICY

Our staff members hope to help each child develop positive feelings of self-esteem while fostering growth toward self-direction. When a child is aggressive or disruptive, we will redirect him/her to more constructive activities. If a child continues to show aggressive or disruptive behavior, the following steps may be taken:

1. We stop children from hurting him/herself or other children.
2. We redirect to another activity or encourage time away from the activity. (children will be moved to another activity such as reading a book, coloring, etc.) Sometimes children need time to themselves so we will find a place for them to sit quietly until they are ready to rejoin the activity.
3. If the behavior happens again, we will again try to redirect and calm the child. Parents will be notified and the behavior will be documented.
4. If the behavior is persistent and the staff cannot redirect the child to other activities, then the parent will be asked to come and remove the child from the program.
5. If a child consistently displays inappropriate behavior in the program, the child may be removed for an extended period of time.

When a child's persistent inappropriate behavior takes energy and attention away from the needs, safety and wellbeing of other children, or causes disruption of program objective, the possibility of suspending and/or expelling the child from the program will be considered. The decision to send a child home is an important and difficult one to make and will be carefully considered and discussed before the action is taken.

BITING POLICY

While biting is a frequent occurrence in programs serving young children, our staff will do their best to prevent biting when able.

If a child bites another child while in Child Watch, the parent(s) of both children will be notified immediately. Ice may be applied to the child who was bitten and the incident will be documented. The child who bit will be removed from Child Watch for the day. Once the child returns, if other biting incidents occur, the child may be removed from Child Watch for an extended period of time.

SPECIAL NEEDS POLICY

It is the intent of the Union County Family YMCA to include children with special needs in activities to the greatest extent possible. Recognizing limitations due to a child's special need is important and, with this in mind, the YMCA will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodation, unless the accommodation imposes hardship on the YMCA. If your child requires an accommodation, please discuss it with the Supervisor. It is recommended that a family member tour the program area with the appropriate YMCA staff, along with the child with the special need, before the first day of services. This provides the family with an opportunity to observe the program, facility, and staff. This also allows the staff to learn what can be done to enhance the child's involvement in the program.

FOODS AND SNACKS

Food and snacks are permitted; however, we ask that the child be seated at the tables while eating. Please be aware that although your child may not have a food allergy, another child may. For this reason **NO NUTS OF ANY KIND are permitted**. We also **DO NOT ALLOW GUM** in Child Watch or Kids Time.

ALLERGIES

Please remind us of any allergies your child might have upon each visit.

CHANGING DIAPERS

Parents are encouraged to change diapers or take their child to the restroom before signing them into the program. Staff are unable to change diapers. If a child's diaper needs changed, a parent or guardian will be summoned to change the child.

CHILD WATCH and KIDS TIME RESTROOM POLICY

Children who are being toilet-trained will be directed to use the restroom. Children should be able to use the restroom without assistance. Staff will give minimal assistance with bathroom functions and adjusting clothes. Parents will be called to assist their child with any difficulties. Toilet training can be a difficult process and we understand that accidents will happen. However, due to sanitary issues children being potty trained must wear

pull ups/plastic cover ups while in Child Watch. If a young toilet trained child has an "accident" in Child Watch, we will request that they wear a pull up/plastic cover up over their underclothes for another 2 weeks. It is our hopes that this will give the child time to master their toilet training while in this environment.

For children in Kids Time who would prefer to use the adult public restrooms, it is best that parents take them prior to entering Kids Time. If they still need to use the restroom while in our care, they must be accompanied by a staff member who will make sure the restroom is unoccupied prior to your child's entrance. We are **ONLY** able to provide this service if the staff to child ratio allows for it. Otherwise, we will call the parent to come and take their child to the restroom.

TOYS

The YMCA provides toys for children while they are in our programs. Toys are designated to Child Watch and Kids Time based on their age appropriateness. **PLEASE DO NOT BRING/OR ALLOW YOUR CHILD TO BRING TOYS FROM KIDS TIME INTO CHILD WATCH**. Toys from home often times lead to conflict and therefore we prefer toys from home stay at home. If a toy is needed as a comfort item, staff approval is required.

GIFTS

The Union County Family YMCA is a non-profit organization. All gifts and donations are tax deductible. Receipts will be issued for all donations. Please speak to a supervisor if you'd like to donate.

EVACUATION PROCEDURE

In the event of a fire or other evacuation situation, the Child Watch/Kids Time staff will escort all children out the emergency exit to the designated safe area. Parent/Guardians will be able to check out their child once the situation is safe and all children are secured.

TORNADO PROCEDURE

In the event of a tornado, Child Watch/Kids Time Staff will escort all children to the assigned locker room. Parents/Guardians will be allowed to check out their child once all children are safe.

POLICIES REGARDING SPECIFIC MEDICAL CONDITIONS
Including Communicable Diseases

MEDICAL CONDITION	POLICY
CHICKEN POX	Child must stay home for six days until free of all drainage Free of all open lesions
CONJUNCTIVITIS (PINK EYE)	BACTERIAL Tearing, redness, swelling of eyes, eye drainage. Exclude until 24 hrs. of antibiotic treatment have been administered. Transmitted through direct contact with eye discharge (24 to 72 hours) VIRAL Tearing, redness, swelling of eyes. Exclude until symptoms resolve. Transmitted through direct contact with discharge (12 to 36 hours)
DIARRHEA	Must stay home if two abnormally loose episodes in 24 hrs (unless doctor confirms in writing this is caused by an antibiotic) Child must be fully free of symptoms before return to center
FEVER	For a fever over 100° the child will be sent home. Fever must be gone for 24 hours before child can return to program (without using fever reducing medications.)
HEAD LICE	Child must go home until condition eradicated (no nits or lice present)
RASH OR UNDIAGNOSED SKIN ERUPTIONS	Child will be removed until free of rash or return with doctor's note.
SUSPECTED STREP THROAT	Child must be examined and can return with a Strep screen or doctor's written statement Child must go home
VOMITING	Child can not attend child care if they have vomited within the previous 24 hours

PARENT'S ACKNOWLEDGEMENT OF THE PARENT HANDBOOK

I acknowledge that I have received a copy of the Child Watch/Kids Time Parent Handbook and that I fully understand all the rules and regulations that must be followed.

Child/ren Names

Parent's Name (Please Print)

Parent's Signature

Date