



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ENSURE A BRIGHTER FUTURE

KIDZONE

UNION COUNTY FAMILY YMCA

PARENT HANDBOOK





FOR YOUTH DEVELOPMENT®
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FOR SOCIAL RESPONSIBILITY

LETTER OF WELCOME

Dear Parents/Guardians,

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

We would like to welcome you and your child to our YMCA. KidZone is designed for children to play and interact with other children while their families use YMCA facilities. Our experienced, passionate, and CPR/First Aid trained staff interact with children on their level to promote a positive environment. Our YMCA Core Values of Honesty, Respect, Responsibility, and Caring are at the heart of all we do. 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 KidZone Staff



UNION COUNTY FAMILY YMCA
1150 Charles Lane
Marysville, Ohio 43040
P 937-303-9285
W www.unioncountyyymca.org

REV MAY 2023

KIDZONE MISSION

We believe that all children 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.

KidZone exists 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 and welcome all.

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

KidZone welcomes all children Ages 6 weeks – 10yr. Per building policy, starting at 10yr, children are allowed to be alone in the YMCA spaces, with a parent present in the building.

ENROLLMENT INFORMATION

Registration information must be complete for each child enrolled in KidZone.

FEES

- FREE for All Family Memberships!
- NonMember per visit: \$5 first child, \$3 each additional child
- NonMember per month: \$25/month first child, \$40/month multiple children

PARTICIPATION TIME LIMIT

Children may be in KidZone for up to 90 minutes per KidZone Shift (AM or PM).

Children **MUST** be picked up by the end of their time limit or by the scheduled closing time (whichever comes first). Repeated late pick ups will be documented and privileges may be suspended or revoked.

Children can only enter KidZone during KidZone Hours:

| | |
|---------------|-------------------|
| MONDAY-FRIDAY | 8AM-12PM, 5PM-8PM |
| SATURDAY | 8AM-1PM |
| SUNDAY | CLOSED |

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 can discuss any complaints or suggestions about KidZone with our staff and lead teachers. Staff can direct you to the Youth Development Director or Executive Director if needed.

PARENT RESPONSIBILITIES

PARENTS OR GUARDIANS MUST BE IN THE BUILDING AT ALL TIMES WHEN THEIR CHILD IS IN KIDZONE. The

parent/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/GUARDIAN WHO IS AT LEAST EIGHTEEN YEARS OF AGE.** Participants will not be released to anyone without prior written notification.

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

When children are not comfortable in KidZone 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 KidZone 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. 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 KidZone staff regarding the parent notification policy for crying children.

PLAYGROUND

We do have an outdoor playground that KidZone may use (appropriate weather permitting). We encourage you to apply sunscreen to your child before coming to KidZone 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). 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.

COVID-19 PREVENTION

The following rules will be put into place when mandated by local health officials:

- Limit of 10 children maximum in 1 KidZone room. Waitlist system put into place for when we hit this maximum.
- Limit of 90 minutes per visit/day
- All children and parents will have their temperature checked when entering KidZone.
- All children and parents must wash their hands before entering KidZone.
- All YMCA staff are required to wear face coverings. Children are encouraged, but not required, to wear a face covering.
- No outside toys, personal belongings, or food. This includes blankets, stuffed animals, and backpacks.
- YMCA staff will sanitize toys frequently and deep clean the KidZone room after each shift.

MEDICATION

YMCA 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 property of others and understand that stealing or vandalizing the property of others/YMCA property will not be allowed.

BEHAVIOR MANAGEMENT POLICY

When a child is aggressive or disruptive, we will redirect them 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 KidZone, 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 KidZone for the day. Once the child returns, if other biting incidents occur, the child may be removed from KidZone 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 Lead Teacher or Director. 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 (except when COVID-19 protocols are active). 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 KidZone.

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.

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

For children in KidZone who would prefer to use the adult public restrooms, it is best that parents take them prior to entering KidZone. 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. YMCA Staff will never be alone with a child in the restroom.

TOYS

The YMCA provides toys for children while they are in our programs. Toys are designated to KidZone based on their age appropriateness. **PLEASE DO NOT BRING/OR ALLOW YOUR CHILD TO BRING TOYS FROM KIDZONE.** Toys from home often lead to conflict and therefore we prefer toys from home to 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/TORNADO PROCEDURE

In the event of a fire or other evacuation situation, the KidZone Staff will escort all children out the emergency exit to the designated safe area. Parents should not take their child from the group during these evacuations. Parent/Guardians can join the group and will be able to sign out their child once the situation is safe and all children are secured.

POLICIES REGARDING SPECIFIC MEDICAL CONDITIONS & COMMUNICABLE DISEASES



| <u>MEDICAL CONDITION</u> | <u>POLICY</u> |
|------------------------------------|---|
| CHICKEN POX | Child must stay home for at least six days & until free of all drainage/lesions |
| CONJUNCTIVITIS (PINK EYE) | <p>BACTERIAL Tearing, redness, swelling of eyes, eye drainage Transmitted through direct contact with eye discharge (24 to 72 hours) Must stay home until 24 hrs. of antibiotic treatment have been administered.</p> <p>VIRAL Tearing, redness, swelling of eyes Transmitted through direct contact with discharge (12 to 36 hours) Must stay home until symptoms resolve</p> |
| DIARRHEA | <p>Must stay home if two abnormally loose episodes in 24 hrs (unless doctor confirms in writing this is caused by an antibiotic)</p> <p>Must stay home until free of symptoms</p> |
| FEVER | <p>For a fever over 100° the child will be sent home.</p> <p>Fever must be gone for 24 hours before child can return to program (without using fever reducing medications.)</p> |
| HEAD LICE | Child must stay home until condition eradicated (no nits or lice present) |
| RASH OR UNDIAGNOSED SKIN ERUPTIONS | Child must stay home until free of rash. |
| SUSPECTED STREP THROAT | Child must stay home until free of symptoms. |
| VOMITING | Child cannot attend child care if they have vomited within the past 24hrs. |
| COVID-19 | <p>Follow current CDC policies in place for length of quarantine period.</p> <p>Child must stay home until symptom free and no fever for 24hrs (without use of fever reducing medication).</p> <p>“Close Contact” = those within 3ft for 15min or more of someone with symptoms.</p> <p>All other children/staff that were in close contact during the 24hrs around initial presentation of symptoms will be notified. Personal information will not be shared, but close contacts will be advised to monitor for symptoms, and seek testing if symptoms appear.</p> <p>Multiple cases in KidZone in a short amount of time will be reported to the Union County Health Department by the YMCA. COVID-19 protocols may be re-enacted in this situation.</p> |

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) Name(s)

Parent's Name (Please Print)

Parent's Signature

Date



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Marysville, Ohio 43040
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W www.unioncountyyymca.org