



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Health**

Your child's health and safety is of major importance to the YMCA staff. Please advise the staff at the time of check-in about any special health problems (i.e. asthma, allergies, etc.) we need to be aware of as care-takers of your child/ren. In consideration of the other children and staff, we ask that you not bring your child to the Y babysitting rooms with the following symptoms:

Fever of 100 degrees or higher. Children must be fever free for 24 hours before joining us at the YMCA.

Vomiting one or more times in the last 24 hours

Diarrhea

Draining rash

Eye discharge or "pink eye"

Symptoms of measles, chicken pox, strep-throat or other *contagious* childhood diseases.

Green nasal discharge

Lice or gnats

Missed School due to illness If your child has had a *contagious* disease, please contact the YMCA office regarding the contagious illness so a general notice (all names will be kept confidential) can be posted for other parents. The following conditions are categorized as "highly contagious":

Strep throat

Diarrhea

Scarlet fever

Measles

Mumps

Viral infections

Chicken pox

Impetigo

Lice

*We reserve the right to deny children admittance to Amazing Kids/Child Watch Center if they show signs of illness.*

**No medication of any kind will be administered by the staff.**

*We are dedicated to providing services that enrich the lives of our members. Amazing Kids & Child Watch is a convenience for parents, providing children, age 6 weeks through 9 years, an opportunity to socialize while playing and learning in a safe, nurturing environment while their parents enjoy our YMCA.*

***Effective February 2016***



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**PLAY**

**LAUGH**

**LEARN**

**PARENT HANDBOOK**

**Amazing Kids and Child Watch**



**HOURS OF OPERATION**

**M– F 8am to 1pm and 3:30pm to 8pm**

**Saturday 8am to 1pm**

**Sunday 9am to 1pm**

**Child Watch: 6 weeks to 3/4 years old**

**Amazing Kids: 3/4 years to 9 years old**

**Activities** Children can choose from a wide variety of activities from playing a board game, making music, creating art masterpieces, reading a story or playing in the land of make believe. Dress up costumes, blocks, puzzles, books and more are available. We have something for everyone. Because different ages need different challenges, we've designed our Amazing Kids & Child Watch Rooms to let children progress at their own level. Our goal is to make sure your children have fun, while they play and gain self-confidence.

**Staff** Children who join us in the Amazing Kids & Child Watch rooms are cared for by well trained, experienced YMCA staff. These men and women are selected on the basis of their maturity, leadership capabilities, patience and understanding and all are certified in First Aid and CPR. Staff and operations are under the direct supervision of a YMCA professional director. Maximum time allowed for any child in the Amazing Kids & Child Watch is 2 hours per day. Parent must remain in the building while their child is checked into our Amazing Kids & Child Watch rooms. Parents will be notified if their child needs diaper changing.

**Check-in Procedures** Upon Membership enrollment and prior to first visit to the Amazing Kids & Child Watch rooms, parents or guardians must complete a registration sheet which includes emergency contacts and consent for medical emergency treatment. They will be given a parents' handbook. Parent/guardians will be allowed a brief introduction to the room to help adjust the child to the new environment upon their first visit. **Each visit to the room the parent/guardian will sign their child/ren in on their registration card.** A third person may be designated as someone who can be authorized to drop off or pick up the designated child(ren). The child and parent will receive matching bracelets, and the child's name will be written on the bracelet.

**Check-Out Procedures** The parent/guardian who signs in the child must be the same person who leaves with that child, and may be required to show a driver's license, state I.D. or have verification through the YMCA Check in system before YMCA staff can release the child. This rule will be strictly enforced and is for the children's safety and protection. The parent/guardian will show proper identification, initial the sign in/out sheet, and a staff member will retrieve the child for the parent.

**Discipline** The YMCA is an association, open to all and committed to helping people develop their God given potential in spirit, mind, and body. Our commitment is based on the belief that the purpose of this three fold development is to live out the values of our Judeo-Christian heritage, including caring, honesty, respect, and responsibility. Children will be encouraged to behave in a caring, honest, respectful, and responsible manner while playing at the center and to cooperate with others and the staff.

***All discipline actions will be handled by the following steps:***

Questioning from the staff to the child, followed by an explanation of proper behavior.

Verbal warning by staff.

An age appropriate time out will be applied (removal from activity).

Behavior notice will be shared with parent/guardian.

Parent/guardian will be notified to come to the center if necessary.

If the child has a continual behavior problem the parent/guardian will be asked to meet with the Director for a conference.

Children with major discipline problems may be asked to leave the program.

### **Emergency Procedure**

An injury will be recorded on an incident report form. For emergencies, such as small cuts, bruises, or bumps, the following procedures will be followed:

» A staff member will take appropriate steps for the injury

» Parent/guardian will be notified.

» The injury will be recorded on an incident report form.

*In case of severe medical emergency,*

*the following procedures will be followed:*

Staff will call 911

Parent/guardian will be notified

Staff member will take appropriate steps for injury.

The injury will be recorded on an incident report form.

***This babysitting service is Free to YMCA of Greater Hartford Adult/Family Facility members only. Children using Amazing Kids and Child Watch must reside in the member's household.***