



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
- Unexplained rash
- Eye discharge or "pink eye"
- Lice or nit free
- Hand, foot, and mouth disease

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
- Scarlet fever
- Measles or mumps
- Viral infections
- Chicken pox
- Impetigo

We reserve the right to deny children admittance to Amazing Kids/Child Watch Center

No medication of any kind will be administered by Child Watch/Amazing Kids 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.

AND YOU CAN'T FORGET ABOUT KIDS NIGHT OUT!

Kids will enjoy a night at the Y while parents enjoy a night out! Ask the Welcome Center for more details!



EFFECTIVE MARCH 2018



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PLAY. LAUGH. LEARN!

Amazing Kids and Child Watch Handbook



HOURS OF OPERATION

Monday-Thursday: 8am to 12pm and 4pm to 7:30pm
Friday: 8am to 12pm
Saturday: 8am to 12pm
Sunday: 9am to 12pm

Child Watch: 6 weeks to 3 years old
Amazing Kids: 3 years to 9 years old

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.

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. **OUR ROOM IS SCREEN FREE!** In order to ensure that every child has the best experience possible, the Y requests that children refrain from bringing electronic devices to Child Watch & Amazing Kids. This includes iPods, tablets, cell phones and portable games.
- Children that are not potty trained will start in the Child Watch room. Once the staff feels they are ready to progress into the Amazing Kids room, they are free to move to the other area. This is usually age 3 and potty trained but depends on the child's developmental level.

Check-in Procedures

A registration form must be filled out before child/ren participates in program. Please put all personal belongs in locker room. No food or drink is allowed in the area, we do allowed baby formula and water bottles if labeled accordingly with name and date.

- Upon your first visit to the Amazing Kids & Child Watch rooms, you will be given a parents' handbook.
- Parent/guardians will be allowed a brief introduction to the room to help the child adjust to the new environment upon their first visit.
- Each visit to the room the parent/guardian will sign their child/ren in on the sign in and sign out sheet.
- 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.
- **No child will be accepted into the Amazing Kids/ Child Watch program less than 15 minutes before close.**

Check-Out Procedures

- The parent/guardian who signs in the child must be the same person who leaves with that child, unless otherwise noted on the sign-in sheet along with a parent's signature.
- 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.
- Whoever picks up the child 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.

Staff

Children who join us in the Amazing Kids & Child Watch rooms are cared for by well trained, experienced YMCA staff. These staff 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.

Discipline

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:

1. Staff will redirect the child if needed and child will be asked to take a break by reading a book until ready to return to activities
2. Verbal communication to parent by YMCA Staff member
3. Written communication to parent by YMCA Staff member
4. If the child has a continual behavior problem the parent/guardian will be asked to meet with the Supervisor for a conference.
4. The YMCA reserves the right to remove a child from the program if all discipline action have not been resolved

Emergency Procedures

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:
 1. Staff will call 911.
 2. Parent/guardian will be notified
 3. Staff member will take appropriate steps for injury.
 4. The injury will be recorded on an incident report form.

In the case of fire drill or building evacuation, children will be escorted by staff to the meeting place by the softball field in the back of the parking lot, weather permitting. If weather is not permitting, they will be directed to the far end of the parking lot toward Pinney Street. If parents wish to take their children from this area, they will be asked to provide photo identification.

THE YMCA IS NOT REQUIRED TO ABIDE BY THE STATE REGULATIONS SINCE THIS IS NOT A STATE LICENSED PROGRAM, HOWEVER WE STRIVE TO MAINTAIN A 1:10 RATIO ON THE AMAZING KIDS (OLDER) AND 1:4 RATIO FOR CHILD WATCH (BABY SIDE) THE YMCA RESERVES THE RIGHT TO ASK FAMILIES TO WAIT AN APPROPRIATE AMOUNT OF TIME UNTIL THE STAFF FEEL THE CAPACITY LEVEL IS SAFE AND COMFORTABLE FOR STAFF AND CHILDREN.

CELEBRATE WITH THE Y!

Ask the Welcome Center about our party options!

Sit back, relax, and let the Y take care of all the details.

