

Health

Your child's health and safety is of major importance to the YMCA staff.

Please advise the YMCA at the time of check-in about any special health problems. (ie: 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 100 degrees or higher. Children must be free of fever 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
- ◆ Dirty face, hands or clothing

We reserve the right to deny children admittance to Amazing Kids if they show signs of illness or unhealthy hygiene.

Changing Diapers Potty Training and Bathroom Use

It will be the responsibility of the parent/guardian to change their child's diaper. We will do our best to assist parents in the continuation of their potty training efforts. Please let us know how we can help. There is a bathroom located in the Amazing Kids center, however, staff are not permitted to enter while a child is using the facility. In the event of a child need help while in the bathroom, the parent/guardian will be call to assist their child.

Snacks

Children are allowed to bring small "finger food" snacks. The Amazing Kids center is a peanut-free facility. Please be sure all snacks, bottles, sippy cups etc. are labeled with your child's name.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AMAZING KIDS CHILDWATCH Parent Handbook

**Free babysitting for
Greater Hartford YMCA Members**

Ages 6 weeks—6 years

HOURS OF OPERATION

Monday-Friday 8:30am-1:00pm

Saturday-Sunday 8:00am-1:00pm

Monday-Friday 4:00pm-8:00pm



We are dedicated to providing services that enrich the lives of our members. Children will have the opportunity to enjoy our fun, interactive play area in a safe and nurturing environment.

860.793.9631 ext. 130

FACILITY

The center is available to Facility Members up to two hours per day. Parent or guardian must remain in the YMCA facility while their child is in the Amazing/Kids/Child Watch center

HOURS

Monday-Friday 8:30am-1:00pm
Monday-Friday 4:00pm-8:00pm
Saturday-Sunday 8:00am-1:00pm

RESERVATIONS ARE REQUIRED

To better accommodate your needs and for us to staff appropriately, we do use a reservation system. If you drop in and there is space available we would be more than happy for your child/ren to join us.

HOW TO MAKE A RESERVATION

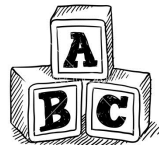
Call Amazing Kids/Childwatch at 860.793.9631 ext 130 and give the staff the name of your child/ren, their ages and the day and time you would like to reserve. Reservations can be made up to seven days in advance.

If you need to cancel just give us a call. We would prefer as much notice of cancellation as possible, however, you can cancel up to one hour before your reservation time. Multiple "no shows" will result in not being able to make a reservation.

CHECK IN PROCEDURES

Upon the first time arrival at the Amazing Kids/Child Watch center, parents or guardians must complete a registration form which includes emergency contacts and consent for medical treatment. They will be given a handbook.

Parents/guardians will be allowed in the center to help adjust to the new environment. Upon each visit to the center, the parent guardian must check in at the Member Services desk in order to verify membership before entering the childcare center. Parents will receive a BLUE admittance ticket which is to be brought to Amazing Kids/Child Watch Department Adults will then sign their child/ren in on the sign-in form and will leave their drivers license or other photo ID with the staff.



CHECK OUT PROCEDURES

The parent/guardian who signs the child in must be the same person who signs out and leaves with that child. Upon pick-up, Amazing Kids/Child Watch staff will return the parent/guardian's photo ID.

DISCIPLINE

Children will be encouraged to behave in caring, honest respectful and responsible manner while playing at the center and to cooperate with other children and staff.

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

- ◆ Questioning from the staff to the child, following by an explanation of proper behavior
- ◆ Verbal warning by staff
- ◆ Age-appropriate removal from activity will be applied
- ◆ Behavior notice or attitude check will be recorded and given to parent/guardian
- ◆ Parent/guardian will be notified to come to the center immediately if necessary.
- ◆ If a child should have continual behavior problems, the parent/guardian will be asked to meet with the Director for a conference
- ◆ A child with major discipline problems may be asked to leave the program

EMERGENCY PROCEDURES

Any injuries will be recorded on an incident reporting form. For emergencies such as cuts, bruises or bumps, the following procedures will be followed:

- ◆ Parent/guardian will be notified
- ◆ A staff member will take appropriate First Aid steps to care for the injury

In the event of severe medical emergency, the following procedure will be followed:

- ◆ Staff will call 911
- ◆ Parent/guardian will be notified
- ◆ Staff member will take appropriate First Aid steps to care of the injury whenever possible
- ◆ Injury will be recorded on an incident report form