



AMAZING KIDS/CHILDWATCH Parent Handbook

HOURS

Monday—Friday: 9:00am- 12:00pm

Monday—Friday: 4:00pm- 8:00pm

Saturday: 9:00am-1:00pm

Youth ages 6 weeks to 7 years of age is permitted into the center

- The center is available to Facility Members up to 2 hours per day.

Unfortunately we do not accept children after 7pm .

- Parent or guardian must remain in the YMCA facility while their child is in the Amazing Kids/Childwatch center.

Staffing ratios are as follows:

Amazing Kids is 1:10 and Child Watch is 1:5

DISCIPLINE

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

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

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

2. Verbal warning by staff;

3. Age—appropriate time out (removal from activity) will be

Applied;

4. Behavior notice or attitude check will be recorded and

Given to parent/guardian;

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

6. If child should have continual behavior problem, the parent/guardian will be asked to meet with the Director for a conference;

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

CHECK-IN

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. Adults will then sign their child(ren) in on the sign—in form in the Amazing Kids/Child Watch center and will leave their driver's license or other photo ID with the staff.

CHECK-OUT

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.



EMERGENCIES

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

1. Parent/guardian will be notified;
2. A staff member will take appropriate First Aid steps to care for the injury;
3. The injury will be recorded on an incident report form.

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

1. Staff will call 911;
2. Parent/guardian will be notified;
3. Staff member will take appropriate First Aid steps to care for the injury if possible;
4. Injury will be recorded on an incident report form.



CHILDWATCH/AMAZING KIDS

is a free service provided to the members of the Wilson-Gray YMCA Youth and Family Center. This wonderful program is just another way for us to show you that the Y is more than a gym. We're a cause.

The Y. So Much More™

444 Albany Ave.
Hartford, CT 06120

HEALTH

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

Please advise the staff at time of check—in of any special health problems (i.e. asthma, allergies, etc.) we'll 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(ren) to the Amazing Kids/Child Watch with any of the following:

1. Fever for 24 hours before joining us at the YMCA
2. Vomiting at least once in the last 24 hours
3. Diarrhea occurring at least once in the last 24 hours
4. Draining rash
5. Eye discharge or 'pink eye'
6. Symptoms of measles, chicken pox, strep throat, or other contagious childhood diseases.
7. Green nasal discharge
8. Lice or gnats
9. Dirty face, hands, clothing

We reserve the right to deny admittance to Amazing Kids/Child Watch 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/Child Watch Center; however, staff are not permitted to enter while a child is using the facility.

In the event of a child needing help while in the bathroom, the parent/guardian will be called to come assist their child.

Snacks

Children are allowed to bring small finger food snacks. The Amazing Kids/Child Watch center is a peanut—free facility, however.

Please refrain from bringing anything that includes any type of nuts.

Please make sure all snacks, bottles, sippy cups, etc. are labeled with child's name.