

### **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 will 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 Amazing Kids center with any of the following:

1. Fever of 100 degrees or higher. Children must be free of 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 nits.
9. If your child is not allowed at school due to an illness, please do not bring them to Amazing Kids.

*We reserve the right to deny admittance to the Child watch Center if they show signs of illness or unhealthy hygiene.*

### **Snacks:**

Children are allowed to bring small "finger food" snacks; however, The Child watch Center is a peanut-free facility. Please refrain from bringing anything that includes any type of nuts. Please make sure all snacks, bottles, sippy cups, etc. are labeled with your child's name.

## **Come grow with us!**

**VALLEY SHORE YMCA  
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vsymca.org**



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

# **CONVENIENT SAFE FUN**

## **Amazing Kids Child Watch PARENT HANDBOOK**



**Held at the Valley Shore YMCA!** Our Child watch Center is our free babysitting program for YMCA facility members! Designed for members from 6 weeks to 10 years old. Children can enjoy our fun, interactive play area while their adult guardian uses the Y's gymnasium, fitness area or pools.

***Come grow with us!***

### **Center Hours**

|                     |                     |
|---------------------|---------------------|
| Mon., Wed., Thurs.: | 8:45 AM to 12:00 PM |
| Tuesday & Friday    | 8:15 AM to 12:00 PM |
| Monday–Thursday     | 5:00 PM to 7:45 PM  |
| Saturday            | 8:00AM to 12:00PM   |

- The Center is available to FACILITY MEMBERS for up to 2 hours per day.
- If space allows, members may use Amazing Kids for more than two hours. Teachers need to approve any extensions.
- Parent or guardian must remain at the Y while their child is in the Program.

### **Staffing ratios are as follows:**

|                              |     |
|------------------------------|-----|
| Ages 6–weeks to 3 year olds: | 1:5 |
| Ages 4 to 7 year olds:       | 1:8 |

### **Check-in Procedures:**

Upon the first time arrival at the Amazing Kids Program, 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 Amazing Kids Program. Adults will then sign their child[ren] in on the sign-in form in the program area. Adults must show their driver's license or other photo ID to the staff for the first couple of visits.

### **Diaper Changing, 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 Childwatch area; 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.



### **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, the Amazing Kids Center staff will return the parent/guardian's photo ID

### **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 the 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 and/or continued discipline problems may be asked to leave the program.
8. A child that bites will be removed from other children till the parents can be located. The child will be asked to leave for that day. They may return the next day.

### **Emergency Procedures:**

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 (each of our Child watch staff members are First Aid certified).

1. A staff member will take appropriate First Aid steps to care for the injury
2. Parent/guardian will be notified in a appropriate and timely manner.
3. The injury will be recorded on an accident report form.

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

1. Staff will call 911.
2. Staff member will take appropriate First Aid steps to care for the injury.
3. Injury will be recorded on an accident report form.

