



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 or mumps
- Viral infections
- Chicken pox
- Impetigo
- Lice
- **No medication of any kind will be administered by Child Watch/Amazing Kids staff.**

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

*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**



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**PLAY**

**LAUGH**

**LEARN**

**PARENT HANDBOOK**

**Amazing Kids and Child Watch**



### **HOURS OF OPERATION**

**M– TH: 8am to 1pm and 3:30pm to 8pm**

**Friday: 8am to 1pm and 3:30pm to 7pm**

**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**

*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.
- 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

- 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 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 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.
- 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.

## General Rules

- If your child requires a diaper or clothing change, the staff will notify you. We do not change diapers or clothing.
- We do not allow snacks or food in our rooms due to food allergies and choking hazards.
- Your child can bring a water bottle with liquid in it, but their name must be clearly labeled on the bottle.
- We do allow formula for babies but ask that it is prepared in advance, and that all baby items be labeled clearly.

## 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:***

- 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 given verbally by a staff member to the parent/guardian.
- 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.

## 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.

## 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:*
  - » 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.
- In the case of fire drill or building evacuation, children will be escorted by staff to the meeting place by the dumpsters in the back of the parking lot. If parents wish to take their children from this area, they will be asked to provide photo identification.