



LEARN THRIVE GROW

CHILD WATCH PARENT HANDBOOK

SUMMERVILLE FAMILY YMCA

The following policies and procedures are minimum guidelines set to provide for a positive, healthy, safe, energetic, and fun environment for the children entrusted in our care.



YMCA CHILD WATCH POLICIES AND GUIDELINES

Welcome to the YMCA Child Watch Center! As an added benefit to your membership, we provide a drop-in care area for members and their children. Here, children can play and learn in a safe, fun environment and parents can feel confident that their children are kept safe and entertained during their visit.

Our Child Watch Areas are designed to serve children ages 6 weeks to 12 years. Children may be left in our care for one visit per day per child, with a maximum of 2 hours. The parent/guardian must remain on YMCA premises while their child is in Child Watch.

Drop-off and Pick-up Procedure: Parents/guardians need to personally drop off their children in Child Watch and remain on the premises at all times. The parent/guardian must sign in/out using the Daxko system with a child watch staff member when dropping off and picking up their children. If another YMCA Member other than the guardian is dropping off your child **and staying on site**, please add that person as an authorized pickup person to your account with the front desk prior to your visit. Siblings ages 16 and up may sign children out. Another YMCA member may bring your child to Child Watch if the child is in their care at that time provided that person has been added as an authorized pick up prior. Parents may check on their child at any time. For the safety of all children in Child Watch, non-YMCA staff/ parents are not allowed in Child Watch during regular operation hours.

Capacity: To ensure the health and safety of all children in our care, we have a 1:10 ratio, Y staff included, will be permitted in each room/space.

Child Development Hours:

Mon – Thurs	8am-12pm; 4pm-8pm
Friday	8am-12pm; 4pm-6pm
Saturday	8am-12pm
Sunday	CLOSED

All children signed into Child Watch must pick up their child by closing time. Hours and availability are subject to change on holidays and special events.

Illnesses/Contagious Conditions: To ensure the health and safety of all children in our care, any child who appears to have any illness or contagious condition, including but not limited to, coughing, diarrhea, vomiting, any nasal discharge that is not clear in color, fever, or head lice, will not be allowed to stay in Child Watch and may require a doctor's note upon return to the center.

Dress: Please have your child dress appropriately as we do sometimes go outside, weather permitting. After gymnastics, dance, swim, or any other activity, please change your child into play clothing. Shoes must be worn at all times.



Bathroom: We highly recommend having children use the restroom and wash their hands before checking in. If your child is not able to use the restroom and wash their hands independently, this is especially important. Staff may not go into the restroom to assist a child. If your young child is not completely potty- trained or not able to use the restroom independently, please have him/her arrive wearing a pull-up. Send diapers and wipes labeled and in a plastic baggie if you would like us to change your baby's diaper if soiled.

Play and Activity Time: During your child's stay with us, they are encouraged to engage in fun activities that include a wide variety of age appropriate toys, equipment and materials of interest to challenge them. If your child may need accommodations due to diverse abilities, please reach out to the staff.

Snacks and Drinks: Due to safety concerns, no snacks are allowed in Child Watch. If a child is in need of food during their time in Child Watch, the parent should sign them out and take them to another location in the facility to provide them with a snack. Water is allowed and encouraged as long as it is brought in a cup with a lid.

Personal Items: For safety reasons, personal items and toys are discouraged in Child Watch. Electronics are highly discouraged. Should your child need accommodations due to diverse abilities, please reach out to the staff.

Behavior: Child Watch is designed to provide a pleasant and memorable experience for all children. Child Watch staff will use redirection and positive reinforcement while working with your child. If these techniques are not successful and your child poses a danger to self or to others, we will notify you immediately in person or via phone. We will share information concerning any behavioral issues upon request. Biting, hitting, running, climbing or pushing is not allowed in Child Watch. If after 15 minutes of your child struggling to adjust to Child Watch and the expectations (crying continuously or behavior issues), we will notify you to pick up your child. Please know, this procedure will be followed for the comfort and best interest of your child. If a second incident occurs, we will create an action plan with the child's parents/ guardian. The YMCA has the right to limit access to Child Watch for children due to behavioral concerns.

Action Steps:

- Guide children by setting clear, consistent, fair limits for behavior.
- Value mistakes as learning opportunities.
- Redirect children to more acceptable behavior or activities.
- Make eye-to-eye contact and listen when children talk about their feelings and frustrations.
- Guide children to resolve their own conflicts and model skills that help them solve problems.
- Patiently remind children of rules and their rationale as needed.
- Use effective praise that is immediate, sincere, and specific.
- State directions in a positive fashion.
- "Time Out" is used as a method of behavior management. If this does not solve the inappropriate behavior, then the next step in our list of consequences will occur.

List of Consequences:

1. Positive redirection
2. Warning
3. Time out
4. Dismissal for the day
5. Dismissal for seven (7) days

We appreciate your careful review and consideration of these YMCA Child Development Center Guidelines. Your children are special to us and we want to provide a fun, healthy and safe place for them to play.

If you have questions or concerns, please reach out to Geny Moringlane, Downtown Youth and Family Services Director at genym@summervilleymca.org or Molly Bryant, Ponds Youth and Family Services Director at molly.bryant@summervilleymca.org.

