



Dear Parents/Guardians,

We would like to welcome you and your child (ren) to the Marion Family YMCA. Child Watch is a place for children to play and interact with other children while their families use the YMCA facilities. Our hope is that you will feel comfortable with our staff and the Child Watch room.

This handbook was written for you. It contains important information regarding policies and procedures of Child Watch. Please read it and refer to it when necessary.

This handbook is current as of February 2022 and is subject to change.

If you have any questions after reading this handbook, or concerns regarding your child's care at any time, then please feel free to contact me at the Marion Family YMCA, 725-9622.

Sincerely,

Carrie Guyton  
Director of Relationships  
cguyton@marionfamilyymca.org

## **OUR PHILOSOPHY**

Child Watch exists for the purpose of providing a safe nurturing environment for children while parents utilize the YMCA facility.

Our collective spirit is characterized by Caring, Honesty, Respect, and Responsibility.

We are respectful of the beliefs, values, and cultural diversity of the children and their families.

We will guide children toward open communication when conflict arises, identifying together respectful, peaceful solutions. As adults, we will model this same behavior among ourselves.

At the YMCA, we build strong kids, strong families, and strong communities.

## **AGES SERVED**

Child Watch serves children 18 months through 8 years old.

Parents must accompany their children to and from the Child Watch room, sign them in upon arrival, and sign them out upon departure, without exception. They must put their name, child (ren)'s name, where adult will be in the building, time signed in, and time signed out on the Marion Family YMCA Child Watch Sign In/Sign-Out Sheet.

**Only 1 authorized parent/guardian during drop-off/pick up allowed in child watch**

## **CHILD WATCH ENROLLMENT INFORMATION**

- A waiver form will need to be filled out before your first visit.

## **CHILD WATCH PROTOCOLS**

- All children will be required to wash their hands before entering child watch in the lobby restroom.
- Parent must not arrive any sooner than 5 minutes before Child Watch opens.
- One parent is allowed in Child Watch to check their child/children in. The parent is only allowed right inside the door.
- Staff will place a name tag on the child's back after they enter the room.
- You will be required to fill out a waiver before you come into Child Watch. If you have not filled one out, you will need to go to the Member Service Center before entering Child Watch.
- Child Watch staff will wear face masks.
- There will be limited toys and they will be disinfected
- No outside toys will be allowed.
- Food and drinks are not permitted in Child Watch for allergy and safety reasons.
- You may have your child/children bring in a water bottle (water only) with the child/children's name on the bottle and already filled with water.
- No strollers, car seats, binkies, etc. will be allowed in Child Watch.
- Child Watch is subject to close if staff is ill.

## **PARENT RESPONSIBILITIES**

Parents or guardians must be in the YMCA building at all times when their child is in the Child Watch room. The parent or guardian that signs their child (ren) in to Child Watch must sign them out, unless otherwise specified on the attendance sheet. All parents or guardians are required to wear a mask when dropping off or picking up their child. All Child Watch participants must be signed in and out by their parent or guardian, or a preauthorized adult who is 18 years of age or older. Child Watch participants will not be released to anyone without prior written notification.

If someone other than the person dropping the child off is picking up the child(ren), please make sure to indicate the person's name on the sign in/out sheet. This person also must be listed as an authorized adult on the master file. If this is not done, the child will not be released and you will be called back to Child Watch.

When children are not comfortable in the Child Watch room and are upset for at least 10 minutes, the parent will be asked to come to help soothe the child. If successful, the parent may leave the child and go back to the activity in the Y. If the child becomes upset again, we may ask the parent and child to try Child Watch at another time.

## **MAXIMUM TIME**

Your child (ren) **cannot** be left for more than **2 hours and 15 minutes, PER DAY** and you must remain in the building at all times.

## **CHILD WATCH ILLNESS POLICY**

Children are to be free from any communicable disease, which includes diarrhea, vomiting, any colored nasal, and eye or ear drainage. Any temperature of 100 degrees or above will require removal from Child Watch. Staff may also remove a child who is demonstrating obvious discomfort. The YMCA will provide documentation for exposure to a communicable disease.

## **MEDICATION**

Child Watch staff cannot administer any medication. If a child is in the Child Watch room and needs medication, a parent or guardian will need to administer the medication.

## **BEHAVIOR AND BITING**

The Marion Family YMCA Child Watch staff must take every precaution to provide a safe environment for all children in Child Watch.

Child Watch staff will use redirection to deal with behavioral issues. If redirection does not work, the parent or guardian may be asked to remove the child from Child Watch.

If a Child Watch staff is unable to console a child after 10-15 minutes of continuous stress, the parent/guardian will be contacted and asked to come pick up the child from Child Watch. If you would like us to locate you after a shorter period of time, please let a staff member know.

If a child bites another child while in Child Watch, the parents of both children will be notified immediately. Ice will be applied to the child who was bitten, and an incident report and disciplinary action form will be filled out.

Continued incidents of biting may lead to removal from Child Watch. Child Watch staff reserves the right to determine if a child needs to be removed from Child Watch for his/her another children's well-being.

## **CHANGING DIAPERS**

Staff is not permitted to change diapers in Child Watch. You are welcome to change your child's diaper in the lobby restroom before entering the room. If your child needs a diaper changed, you will be announced over the intercom to come to child watch. You will be able to take your child to the lobby restroom.

## **SNACKS AND DRINKS**

No food, drinks, sippy cups or binkies are allowed in Child Watch. Water Bottles filled with water only and the child's name will be allowed in Child Watch. Please feel free to feed or give your child drinks/bottles outside of the child watch area. You are welcome to utilize the chairs outside of the child watch area as well as the lobby.

## **GIFTS TO CHILD WATCH**

The Marion Family YMCA is a non-profit organization. All gifts of new or like new toys or supplies are appreciated and tax deductible.