

Waynesboro Area YMCA
Child Watch Policies
(Effective 6/10/13)

Child Watch will be provided as available. Your child's safety is our primary concern. There are times when the room is busier than others and we try to have additional staff available as needed...but due to constant changes in usage this isn't always possible. Please note our busiest times are Monday – Friday from 9:00 am – 1:00 pm and Saturdays from 9:00 am – 12:00 pm. Please plan accordingly; child watch use is at your discretion.

For safety of the children we are asking all parents to read and adhere to the following guidelines. Thank you!

1. Child Watch is open to children infants - 6th grade (children not in YMCA program must be either in Child Watch or with attending adult at all times). Please limit your child's stay to 3 hours or less.
2. Child Watch is FREE to YMCA members; Program Pass and non-members \$2.00 per hour per child. Cards are available at our Member Services Desk.
3. **Members MUST show their Y Card & Non-members must show their Program Pass or driver's license to staff on duty at drop-off.** Parents must sign each child in and out of our Child Watch room. Please provide FIRST & LAST name & your card number. **The location of the group will be posted on the dry erase board behind the sign in book. Please introduce new children to our staff on duty.**
4. **Only YMCA staff may open the gate inside the room (this is for the safety & protection of your children). Please sign your child in and our staff will open the gate for your child to enter.** We ask that parents not enter the gated children's area unless in the following situations (feeding an infant, changing a diaper, or to console your child).
5. **Please enter through the door at the main lobby and exit through the side door leading to the hallway. This makes the flow of traffic much easier especially during busier times.**
6. The School-age children (1st—6th grade) will be taken to the Teen Center from 9:30—11:30 am SATURDAY mornings for supervised activities. Children will be signed into the Child Watch Room and the parents are asked to take them to the teen center during that time. **During the summer months the children will be in the Community Room Monday - Friday from 9:00 am – 12:00 pm.**
7. **YOU MAY NOT LEAVE THE FACILITY!!!** Parents/guardians must be in the YMCA or participating in a YMCA activity to leave their children in the Child Watch room. If you leave the building for a run/walk you MUST provide a cell phone number and location. **Leaving the building for errands/shopping or other non-YMCA activities is strictly prohibited.**
8. The YMCA is not responsible for personal items brought into the Child Watch room. **Please label everything brought in from home & use one of our number tags (clothes pins located near the sign in book) to label diaper bags and lunch bags.**
9. **Please check your child's diaper/pull-up before dropping off your child to be sure your child is clean & dry. Children potty training should use the bathroom before being dropped off.** Parents must supply diapers/pull-ups, wipes, change of clothing and snacks! **Staff is not able to leave the room to find a parent if the supplies are not available.**

10. **Snacks and drinks:** Please label all items (cups & containers). Please send cold items and easy to handle snacks. If you must send microwaveable meals please make arrangements to prepare them for your child as our staff may not have time to heat the items. Please provide all necessary utensils (spoons, forks, etc). **Please choose your snacks carefully...we have several children with peanut allergies that attend our program. An updated list of approved snacks is available in the room. Copies are also available upon request or visit <http://snacksafely.com/snacklist.pdf> for updated lists. Please limit drinks to water in a labeled sippy cup or sports bottle with lid.**
11. **Parents will be asked to come and pick up their child if they have been crying longer than 15 minutes.** Our staff will use their judgment in deciding whether to have the parent return to pick up their child. A parent can be called sooner than 15 minutes if specific instructions are written on the sign in sheet.
12. **Lost and found** is located in the green plastic container in the room. Items will be held for 2 weeks and then discarded. Please check the lost and found for any items that may belong to your child.
13. **Children who are ill may not stay in the Child Watch room.** In the event a child becomes ill in the Child Watch room, parents will be located to take them immediately. Parents are asked not to bring their children to the YMCA if they have any of the following symptoms:
 - a temperature over 100
 - vomiting (must be symptom free for 24 hours)
 - diarrhea (must be symptom free for 24 hours)
 - contagious illnesses such as pink eye, rashes, strep, etc.
14. All children are expected to be respectful of our staff, equipment and other children.
15. Discipline is at the discretion of our Child Watch Staff. However, our staff will not use physical punishment or speak in any way that will degrade the child. In some cases parents will be asked to immediately remove the child from the program. Repeat offenses may result in discontinued service.
16. The YMCA reserves the right to adjust Child Watch hours with one-week notice. Hours may be changed based on attendance.

Your satisfaction is always our goal. Please pass comments or suggestions to Tanja Koons in person, via phone 717-762-6012 X131 or email at tanja@waynesboroyymca.org