

WELCOME TO CHILDWATCH



Policies & Procedures

YMCA of Indiana County

The YMCA is a charitable organization dedicated to developing the full potential of every individual through programs that build healthy spirit, mind, and body for all.

TABLE OF CONTENTS

Goals	2
Enrollment Procedures	3
Ages Served	3
Days and Hours of Operation	3
Registration Policy	3
Pick up and drop off	4
Hand washing	4
Playroom policies	4
Playroom rules	4
Indiana Area School District delays and cancellations	4
Articles from home	4
Safety Tips	5
Attire	5
Emergencies	5
Illness and Sick Care	5
Medications	6
Snack – Bottles	7
Discipline	7
Acknowledgement Form	8

GOALS

The primary goal of the YMCA's Childwatch is to provide a loving, safe, stimulating environment for your child during your work out. It is important that we work together as partners and that we feel comfortable discussing your child's needs.

The YMCA of Indiana County reserves the right to make changes in the childcare environment without advance notice to parents as long as the change does not affect the health or safety of the children. There may be updates to this parent handbook occasionally and you will be given a separate addendum as the need arises. Communication is the key. Please feel free to discuss any concerns with us. Thank you for your interest in finding the best possible care for your child.

ENROLLMENT PROCEDURES

The following is a list of rules and regulations governing our Childwatch area. Please read these procedures thoroughly as it contains many important policies that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing. The contents of this and all forms are required for enrollment and are non-negotiable.

AGES SERVED

Childwatch serves ages 3 months to 13 years old.

DAYS AND HOURS OF OPERATION

Monday – Friday 9:00 a.m. – 12:00 p.m.

Monday – Thursday 5:00 – 8:00 p.m.

Saturday beginning September 2010

Check for availability when inclement weather is expected.

The following are observed holidays:

Check the Childwatch schedule for availability on holidays.

Thanksgiving

Christmas Eve Day

Christmas

New Years Eve Day

New Years

Good Friday

Easter

Memorial Day

July 4

Labor Day

REGISTRATION POLICY

- You may register up to 1 week in advance.
- Sign up by 7 pm the day before for AM Childwatch service until capacity is reached.
- Sign up by 12 pm the day of for PM Childwatch service until capacity is reached.
- You may register up to 1 wk in advance.
- You can sign up in the Childwatch center during open hours, or you can sign up at the Welcome Center when Childwatch is closed. (call 724-463-9622)

- No show/no call will result in a \$3.00 inconvenience fee that has to be paid before you use Childwatch again.
- Children are limited to a 1.5 hr stay in Childwatch.
- Childwatch Services are free to all YMCA of Indiana County members.
- Drop-ins accepted provided space is available and all paperwork is complete. Drop-ins will only be accepted if staff is already scheduled to stay.

PICK UP AND DROP OFF

Children will only be released to the person who dropped them off unless advanced written notice has been given to the Childwatch staff on duty. Childwatch staff requires photo i.d. if someone other than the person that dropped the child off is picking them up.

Individuals listed on the authorized pick up form will be able to pick up the child provided they show a photo i.d. and the bracelet that the parent that dropped them off was issued.

When you drop off both you and your child/ren will receive a wristband with matching numbers on it. When you pick your child up, you must match the wristband to your child/ren's band.

HAND WASHING POLICY

Children's hands are washed:

- After diapering or use of toilet
- After coming in contact with a sick child and/or runny nose
- After completing messy crafts or projects

Provider's hands are washed:

- Before feeding an infant or giving a bottle
- After diapering and or assisting a child using the toilet
- After completing messy crafts or projects

PLAYROOM POLICIES

- When entering Childwatch check in with a staff member in the Childwatch area.
- Sign your child in and out during your visit.
- Indicate your intended location in the venue.
- Parents/Guardians must remain in the building or on the YMCA track while their child(ren) are with us.
- Children are engaged in age appropriate activities.
- Child occasionally go outside for activities (weather permitting).
- You are invited to check on your child at any given time.

PLAYROOM RULES

- Sharing is caring
- Smile and have fun
- You must pick up and put away what you play with
- Absolutely no gunplay, fighting, or wrestling or horseplay.
- Children are not permitted to bring personal toys to Childwatch.

TOYS AND PERSONAL ARTICLES FROM HOME

No toys should be brought from home. They create problems with sharing, as well as broken hearts if their toys get lost or broken. Small toys also create a hazard to our smaller children. Childwatch is not responsible for lost, broken, or stolen objects that are brought from home.

SAFETY TIPS

The Childwatch Department takes pride in having a warm, loving, and safe environment in which your child can explore, learn, and experience many different things. Some features that help insure your child's safety are:

- Toys are age appropriate and used in a safe manner
- Electrical outlets are covered
- Age appropriate supplies (crayons, pencils, childproof scissors, etc...) are provided and monitored during supervised activities).
- Cleaners and chemicals are out of reach
- A well stocked first aid kit is kept near and expiration dates observed
- Providers are CPR and First Aid certified

PROPER ATTIRE

Child's play can be messy work. Your child may be painting and participating in other messy activities. Occasionally, your child's clothes may get messy. Children must wear properly fitting top, bottom and shoes.

EMERGENCIES

In the event of an emergency with your child, you will be called. You will be responsible for all medical treatment necessary for your child's well being.

In the event of a building evacuation, we will take all children and evacuate the building to the pavilion.

ILLNESS AND SICK CARE

The health and well-being of all of the children here are of the utmost importance to the Childwatch staff. It is for the protection of the children that we must insist on strict adherence to the Health Policy.

INFORMATION REGARDING A SICK CHILD

Even with all of our precautions children do get sick. Due to our concerns for all of the children enrolled in Childwatch, there are certain guidelines to be observed. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your child's doctor before your child can return. This is to ensure that a child does not return when he or she may be in danger of exposing someone else to an illness.

Children with minor illness may attend childcare at the Childwatch Staff's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than we can provide without neglecting the other children, the child must stay home. There are also some illnesses that by law exclude the child from attending. Some of those illnesses are but not limited to:

- Infectious conjunctivitis

- Infectious diarrhea
- Impetigo
- Chicken pox
- Hepatitis A, B, C
- Scarlet fever
- Scabies
- Lice
- Ringworm
- Strep throat

FEVER

There are certain times when a fever means a child should stay home. These include:

A child 3-24 months with a temperature of 101 degrees or higher

A child over 24 months with a temperature of 101 degrees or higher.

The parent will be contacted and asked to remove the child from Childwatch if he/she has a fever. In this event, the child should not return until the temperature has been gone for 24 hours without medication.

VOMITING OR UPSET STOMACH

If your child vomits while at Childwatch, you will be expected to come immediately to remove your child. The child must stay home until 48 hours has passed with no vomiting episodes.

DIARRHEA

When a child has single loose stool, he or she does not need to be at home, However, if a child has very runny stool that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the childcare setting. They should stay home until 48 hours has passed with no episodes.

RUNNY NOSE

Children with constant runny noses that are not caused by allergies spread germs. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. Other symptoms that cause concern are:

- Gray or white stool
- Infected skin patches
- Difficult or rapid breathing
- Yellow discharge from the eye
- Severe itching
- Sore throat
- Severe coughing
- Yellowish skin or eyes
- Spots or rashes
- Dark urine
- Headache/stiff neck
- Unusual behavior
- Pink eye discharge -from the eye

PLEASE REMEMBER, IF YOU ARE KEEPING YOUR CHILD HOME SICK FROM SCHOOL THEY ARE NOT PERMITTED TO ATTEND CHILDWATCH.

SNACK

The Y does not provide snack. Please mark all snack bags and cups with the child's name.

NUT FREE

Childwatch is a nut free facility. Please refrain from sending your children with a snack that contains any kind of nuts or is processed in a facility with nuts.

BOTTLES

Infant formula is not provided by the Y.

If you are breast feeding:

- Please send more than enough breast milk for the time scheduled
- All breast milk should come in a tightly sealed bottle

Bottles must be pre-mixed in a spill proof zipped bag or bottle and pre-mixed.

DISCIPLINE

- 1st Redirect
- 2nd Time out-one minute per year of age
- 3rd Parent pick up & possible suspension from Childwatch

YMCA of Indiana County
EMERGENCY CONTACT
PARENTAL CONSENT FORM

Child's Name: _____ Male Female Age: _____

Birthdate: ___/___/___ Weight: _____ Height: _____ Hair Color: _____

Eye Color: _____ Identifying Features: _____

PARENT/LEGAL GUARDIAN INFORMATION (*Whom to contact in case of emergency*)

(#1) Parent Name: _____ Home Phone: _____

Employer: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Driver's License #: _____

(#2) Parent Name: _____ Home Phone: _____

Employer: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Driver's License #: _____

EMERGENCY CONTACT (*Person to be contacted in the event a parent is not available*)

(#1) Name: _____ Home Phone: _____

Employer: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Relation to Child: _____

ALLERGY

TYPE OF ALLERGY _____

TRIGGERS THAT START ALLERGIC REACTION: _____

POSSIBLE ALLERGIC SIGNS: _____

AUTHORIZED ADULTS ALLOWED TO PICK UP MY CHILD/REN *must have wristband:

NAME: _____ DRIVERS LICENSE #: _____

NAME: _____ DRIVERS LICENSE #: _____

KNOWN ALLERGIES OR HEALTH ISSUES:

Bee Stings Yes No
Insect Bites Yes No
Penicillin Yes No
Aspirin Yes No
Epilepsy Yes No
Convulsions Yes No
Fainting Yes No
Asthma/Wheezing Yes No
Hearing Problems Yes No
Ear Infections Yes No
Rheumatic Fever Yes No
Diabetes Yes No
Glasses/Contacts Yes No
Hearing Aids Yes No
Artificial Limbs Yes No
Other Allergy Yes No
If yes, what: _____
Does child receive any type of medication? Yes No

Heart Trouble Yes No
If yes explain: _____

Bladder/Kidney Trouble Yes No
If yes explain: _____

Recent Surgery: Yes No
If yes explain: _____

CONSENT ITEMS

(Parent/legal guardian signature required on EACH LINE below.)

- 1. Obtaining Emergency Medical Care: _____
- 2. Special Events Participation: _____
- 3. Administration of Medication: _____
- 4. Inclusion of photos for promo: _____
- 5. Minor First Aid Care: _____
- 6. Receipt of Parent Packet: _____

To the best of my knowledge, all of the information provided is true; and I have listed all warnings and restrictions. I believe my child is in good health and able to participate in all activities, unless otherwise specified. The YMCA has my permission to obtain proper medical treatment for my child in the event of an emergency. I hereby agree to indemnify and hold harmless the YMCA of Indiana County, its staff and volunteers from losses, claims or actions that may arise from any act, omission, event or incident of any nature, occurring while my child is engaged in any reasonable and normal activity sponsored by the YMCA. I have read the Childwatch Policies and Procedures Parent Handbook. I understand that in order to use the services of Childwatch, I must pre-register my child (ren) every session. Furthermore, if I have not registered my child(ren) for specific days and times I will call to check availability for drop-in care. I understand the content of this handbook may be changed at any time.

Parent/Legal Guardian Signature: _____ Date: _____