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**WILKES BARRE FAMILY YMCA
CHILD WATCH PROGRAM
PARENT/CHILD PROGRAM GUIDELINES**

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The safety, health and happiness of your child is our #1 goal at Child Watch.

Program Information

Child Watch Hours:

Monday through Friday
8:45 am - 1:15pm
4:00pm - 8:00pm

Saturday & Sunday
8:00am - 12:00pm

Contact Information:

P 570 823 2191

Ages:

The Child Watch service is for children of Wilkes Barre Family YMCA Full-facility Members 6 months through 5 years old. We have afternoons/weekends available for children ages 6 – 12 years old.

Eligibility:

Unfortunately, the following are NOT eligible to use Child Watch services:

- Non-members or children of non-members.
- Children whose parent or legal guardian is NOT present in the YMCA building – all children signed into Child Watch must be signed in by a parent/guardian and ensure that a parent/guardian will remain on site throughout their child’s stay.
- An excess of 2 hours per day –Child Watch is designed to be a short term, drop-in program.
- Parent/guardians who leave the facility at any time during a child’s stay.

Location:

The Child Watch Center is located on the first floor, across from the café area.

Staff Information

Our Staff

We are a wonderfully supportive and unique community. Members, staff and volunteers share ideas, joys and challenges of nurturing children. You are welcome to join the discussion. ***There are staff trained in First Aid and CPR in the building at all times.*** The staff's performance is reviewed regularly to ensure the highest standard of care. Staff meetings and trainings are conducted on a regular basis.

Health and Safety

In the interest of your child's health and safety, and the well-being of the other children, we stress the following:

- If your child is contagious or feels ill, tired or unusually warm, you may not use the service for that day. If your child has had a fever due to illness, please wait 48 hours after the fever has returned to normal to use the service.
- If a child is ill or cannot be consoled and has been left at Child Watch, parents will be notified and will have to pick the child up at that time.
- If your child contracts a contagious disease and has been in Child Watch while infectious, let the Child Watch staff know immediately so they can inform the other parents.
- Please remove loose jewelry, hair clips and other items that are potential safety hazards. There is always a staff member trained in First Aid and CPR on duty.

Diaper Policy

Child Watch staff does not change diapers for licensing and sanitation reasons. It is always important to leave your child in a dry diaper. ***If your child needs to be changed we will come find you to change him/her.***

Chokeables and Glass

Please help us keep Child Watch safe! Remove hair pins, barrettes, and clips from your child's hair before entering Child Watch. Often clips can be left behind and most are chokeable size. Also, **glass or porcelain** jars, bottles, or dishes are **not permitted** in Child Watch program areas.

Discipline

Intentional displays of aggression toward others will require a quiet time. We will use "quiet time" for inappropriate behavior in the CW Program. "Quiet time" is a brief, supervised separation from the group. If problems persist, the CW staff will discuss the situation with the parent. If a solution cannot be reached, and the child jeopardizes the well-being and safety of other children, we may ask that the child not be brought back to the CW Program.

If a child is not able to be consoled after 10-15 minutes of continuous distress, the parent will be contacted. We will make every effort to comfort your child, but do not want any CW child to have an unhappy experience.

The CW staff will make every effort to ensure that no child will be hit, punched, shaken, struck with any object, or bitten. We are obligated by law to report any signs of child abuse to the proper authorities.

Special Needs

If your child has any special needs, please inform the YMCA Membership Director at the time of enrollment. If the YMCA cannot serve your child due to a lack of expertise or resources, we will try to recommend an alternate program.

Snack and Playtime

Snack Time

Outside food and snacks are welcome in Child Watch and can be a fun and social part of your child's experience. Staff supervise snack areas and can assist children with snacks, however, please only bring snacks that are not chokeables, do not require refrigeration or heating, and that your child can handle easily and without mess.

Please **do not** bring:

- Uncut grapes
- Popcorn
- Gum
- Nuts (of any kind)
- Fresh or dried fruits
- Peanut Products

Due to severe allergic reactions in some, ***peanut products are not allowed inside Child Watch***. Snack bars processed in facilities that manufacture peanut products, and nut butters, other than peanut butter are permitted. However, please LABEL the type of nut butter so that staff can easily identify that it does not contain peanut products. For example: Johnny – Almond Butter sandwich.

NO GLASS CONTAINERS are permitted in Child Watch, including glass baby food jars or baby bottles.

Strollers

Please don't bring strollers into Child Watch — they cause traffic jams! Please leave them outside unless the child is sleeping.

Outside Toys

We have many toys, books, and crafts to discover and explore in Child Watch, so please leave toys at home; they could get lost or broken and often cause conflict. If the toy is a needed comfort item, please label it and take special care to remember it when you leave. Money, balloons, and small toys are not permitted.

Lost and Found

Child Watch staff is not responsible for items left in Child Watch.

Donations

Child Watch accepts donations of new or gently worn toys, baby items or art supplies. All donations to the YMCA are tax deductible. If you would like an acknowledgement letter, please make sure to leave your name and contact information.

First Visit and Orientation

Before Your Child's First Visit

You are responsible for:

- Reading the Child Watch Parent Handbook and Policy Guide;
- Signing a waiver and acknowledgement that you have read and understand the policy and information;
- Completing an emergency card. You will need the names and phone numbers of three people whom we may contact in case of emergency.

We suggest you visit Child Watch with your child, during our less busy hours, before you leave him/her for the first time and keep your child's first few visits short (30 minutes to an hour).

Remember, don't be discouraged, it sometimes takes a few visits for a child to acclimate.

Sign In Procedure

- When you drop your child off make sure that you sign them in on the sheet at the desk.
- Check if your child needs a diaper change or if they need to be taken to the bathroom.
- We have a 90-minute per day limit that you may leave your child at Child Watch.

Late Charges

The Child Watch Center closes promptly on time every day. A late charge of \$5.00 will be assessed for every ten minutes the parent is late or exceeds the 120 minute limit.

Our Purpose:

The Child Watch center exists for the convenience of our Full-Facility Members while they enjoy the YMCA facilities. Children enjoy positive social experiences in a secure and happy environment. We strive to provide a warm and friendly environment where children can engage in a variety of age appropriate activities.

PARENTS MUST STAY IN THE BUILDING AT ALL TIMES. It is essential that the Child Watch staff know your whereabouts in the building in case you need to be located quickly in case your child is distressed.

We thank you for choosing Wilkes Barre Family YMCA for your health and wellness needs. We look forward to meeting you and your family.

Please sign and return this sheet to a Child Watch staff member as soon as possible.

I have read this Child Watch program guideline booklet and understand everything that is entailed.

I will adhere to all guidelines as they are written.

Child's Name: _____

Parent's Signature: _____ Date: _____