



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

ALWAYS HERE FOR YOU

**PRINCETON FAMILY YMCA
CHILD WATCH PROGRAM
PARENT/CHILD PROGRAM GUIDELINES**

Updated June 23, 2015

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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

8:30am - 12:30pm

5:00pm - 8:30pm

Contact Information:

Child Watch: **P** 609 497 9622 ext. 228

F 609 497 9031

Saturday

9:00am - 1:15pm

Child Watch Summer Hours:

Monday through Thursday

8:30am - 12:30pm

5:00pm - 8:30pm

Friday

8:30am - 12:30pm

5:00pm - 8:00pm

Saturday

9:00am - 1:15pm

Ages

The Child Watch service is for children/guardians of Princeton YMCA Full-Facility Members **3 months through 12 years old.**

Restrictions

You may leave your child up to **1.5 hours** per visit in our child watch room. Child Watch is designed to be a short term, drop-in program. Full-day, child care is not available.

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

- Parent/guardians who leave the facility at any time during a child's stay.
- 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.
- Grandparents or other family members or friends.
- Program members or children of program members.

Late Fee

The Child Watch Room closes promptly on time every day. A late fee will be charged automatically to your account at a rate of \$1 a minute for each minute after a 5 minute grace period. In addition to the late fee, the parent will be required to sign our "Late Pick Up Form." If tardiness becomes a consistent pattern, a parent's Child Watch Room privileges may be revoked.

Location

The Child Watch Center is located on the main floor of the athletic building, past the gym.

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.

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 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

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 chokables, do not require refrigeration or heating, and that your child can handle easily and without mess. Please do not bring:

- Uncut grapes
- Nuts (of any kind)
- Popcorn
- Fresh or dried fruits
- Gum
- 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. Please check with a Child Watch staff if you are looking for a lost item.

Donations

Child Watch accepts donations of new or gently worn clothes, 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 the waiver form on page 6 of the Handbook in acknowledgement that you have read and understand the policy.
- Completing an emergency form for staff to keep on file, in case an incident arises.

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 and fill out all of the required information.
- Check if your child needs a diaper change or if they need to be taken to the bathroom.

We have a **90-minute limit per visit** that you may leave your child at Child Watch. **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 Princeton 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.

Signed: _____

Date: _____