



# Child Watch Parent Handbook

## *Caring for Your Kids While You Workout*

**WELCOME!** Our handbook is designed to provide you with information about our Child Watch program. During your visit to the YMCA, our Child Watch staff will provide fun and safe, age-appropriate activities for your child.

**VISIT TIME LIMIT:** We have a 2-hour time limit per child per visit for a maximum of 6 hours per week for our Child Watch program.



**ELIGIBILITY, AGES, AND HOURS OF OPERATION:** Child Watch is an exclusive Y Family Membership complimentary benefit. Ages and hours vary by location. Check with your YMCA Branch facility or at [www.ymcahonolulu.org](http://www.ymcahonolulu.org) for more information.

**ACCOMMODATIONS:** The YMCA strives to meet the needs of all children and families in our programs. If your child needs any accommodations, we ask that you speak with the Program Director to ensure you and your child have a great experience.

### **AGE & STAFF TO CHILD RATIOS:**

3 months-23 months, 1:3, max group of 6  
24 months - 35 months, 1:5, max group of 10  
3 years -5 years, 1:8  
5-12 years, 1:20

### **REGISTRATION FOR CHILD WATCH PROGRAM:**

- Each child participating in our Child Watch program must be registered through our check-in system, [Alaris](#).
- To begin, you will need your customer ID to verify your Y Family Membership and listed family members, emergency contact information, and SMS text information.
- The final step is to have a photo taken of the parent and child/children. Photos will be individual headshots.

### **ARRIVAL & DEPARTURE POLICY:**

- When dropping your child off, you are welcome to stay for a few minutes to get your child acclimated. However, for safety reasons, we cannot allow parents/guardians to stay in the room. Children will be grouped according to their age, and older siblings will participate with their age group. Parents/guardians must remain on the premises at all times or participate in a YMCA program to ensure they are easily and readily accessible in case of emergency.
- After completing your visit to the YMCA, our friendly Child Watch staff will check your child out of our program. Children are never released to an individual who did not sign the child in unless permission is given by the parent/guardian before they leave and proper identification is shown.

### **DAILY ATTIRE:**

- Children should be dressed for active play. Toddlers and infants may need a change of clothes. Close-toed shoes are recommended. Please refrain from sending your child with jewelry or items that may pose a choking hazard.

### **CHILD WATCH PLAY AREAS:**

- Children may be divided into smaller age groupings during peak times and will be in areas with age-appropriate activities. Activities vary by branch and may include:
  - o **CREATIVE MOVEMENT**-Dance, music, instruments, bean bag games, and more
  - o **ARTS & CRAFTS**-Art projects, craft projects, painting, play dough, science
  - o **STRONG MINDS OR IMAGINATION STATION**-All coordinated learning such as ABCs, 123's, colors, shapes, puzzles, puppets, dramatic play, and themed activities such as back to school, wild kingdom, under the sea, transportation, the seasons, weather, holidays, etc.
  - o **HEALTHY BODIES**-Fitness fun, physical play, and nutrition
  - o **INSIDE OUT**-Outdoor play or active gym games
  - o **KIDS CHOICE**-Center based play
- Television and electronics are only used sparingly in our Child Watch program. Some locations may use YMCA360 for fun virtual programming like guided arts & crafts, sing-a-longs, and fun age-appropriate activities that keep your child moving and engaged.

### **CONDUCT & GUIDANCE:**

- Our program uses positive guidance methods, including redirection, distraction, reminders, and logical consequences. Self-management skills are taught using consistent rules that are clearly stated so that children are expected to play within known limits. Behavior expected of children is age appropriate according to developmental stages.
- The YMCA reserves the right to restrict children's activities, have parents pick them up immediately, or suspend or terminate care when children display behavior that is dangerous to themselves or others or for repeatedly being disruptive or failing to follow program rules.

- Our staff makes every effort to keep your child happy and content within our Child Watch program. If your child is not able to be consoled and has consistent crying for a period of over 15 minutes, we will seek you out as the parent/guardian and ask for your assistance in soothing the child.

#### **BABYSITTING:**

- We are pleased that you feel comfortable and confident in our employees and that you may want them to babysit or transport children after hours; however, it is against the YMCA's policy and could be grounds for employee termination.

#### **FOOD & DRINK:**

- To keep our Child Watch area safe for all children, including those with food allergies, there will be NO food, gum, candy, or drinks permitted in the Child Watch area.
- If your infant will need a bottle, please make sure that the bottle is prepared and clearly labeled with your child's name. Older children may bring a sippy cup or water bottle filled with water only.

#### **ILLNESS:**

- To maintain everyone's health and well-being, the following guidelines MUST be strictly followed. An ill child will not be admitted, and children who become ill may not remain in Child Watch. You may not bring a child to our program for one business day after having any of the following symptoms:
  - o A fever
  - o Intestinal disturbance accompanied by diarrhea or vomiting
  - o Any undiagnosed rash
  - o Sore or discharging eyes or ears
  - o Profuse, colored nasal discharge
  - o A communicable disease
- Children must be free of all of the above symptoms and show no signs of illness when entering the program. All children must be able to participate in the normal daily schedule (outdoor play included). Staff cannot administer medication.

#### **ITEMS FROM HOME:**

- We provide activities for the children and ask that you not bring toys or electronics from home. All bottles, cups, pacifiers, and other infant items must be labeled.
- Diapers and wipes are to be provided by the parent. If your child needs a diaper change, you will be notified. YMCA staff are not allowed to change diapers in the Child Watch program. However, we do have changing stations available to you should your child need a diaper change during their visit.
- The Y is not responsible for any lost, stolen, or broken belongings.

**STAFF & SAFETY:**

- Our staff are certified in CPR and First Aid and receive a variety of trainings including YMCA child care courses, YMCA service trainings, and Child Abuse Prevention training.

**INJURY/ACCIDENTS:**

Although precautions are in place to ensure the safety of all our children, there are times when typical childhood accidents do occur. If your child is injured while in the care of our Child Watch program:

- Y staff will assess the injury and provide the necessary first aid.
- If immediate medical attention is needed, we will call 911.
- Parent/guardian will be notified (major concern: immediate notification or minor concern: notified at sign-out).
- The appropriate reporting documents will be completed.
- Additional follow-up with the family will be made.

The YMCA takes head injuries seriously. Suspected head injuries will require a 911 call. Bumps, jolts, or blows that cause the head and brain to move rapidly back and forth can be serious, even if it appears to be minor.

**YMCA CHILD WATCH OPERATING HOURS:**

- Please check with your YMCA Branch facility for days and hours of operation.

**The YMCA of Honolulu is proud to serve our community by offering quality care for our children. We hope that our program will meet the needs of your family and that your children will learn, grow and thrive.**