

The YMCA's Commitment to Safety

The YMCA of Metropolitan Chicago is committed to providing safe environments that promote community and open, honest communications. Our members, employees, volunteers and residents play an important role by informing the Y about any criminal conduct or violations of the YMCA Code of Conduct by contacting an executive, department or program site director. In situations where you would prefer to anonymously or confidentially make a report, you are encouraged to use our helpline, which is hosted by an outside provider, EthicsPoint. Violations of policy, illegal activity, requests for guidance regarding policies, as well as positive suggestions and stories may be reported to the helpline in strict confidence.

You may access this helpline over the Internet at www.ymcachicago.org/report or by calling (toll-free) 1.855.249.5700.



Sage YMCA Y Kid's Zone Parent Handbook Fall 2017



**701 Manor Rd.
Crystal Lake, IL 60014
(815) 459-4455**

Updated 8-23-17

Sage Y Kid's Zone Philosophy

The child care is designed to provide a safe and stimulating environment for children between the ages of 6 weeks and 8 years.

Children truly learn from different forms of play. It is the goal to provide various types of play that will engage children physically, emotionally, socially, cognitively and spiritually. Each child is regarded as a unique individual who needs to be understood, guided, encouraged, and appreciated.

Staff

The staff consist of trained staff that truly have a compassion for young children. Staff are parents themselves and/or have experience working with children. All Staff and volunteers are required to have a Criminal Background Check, CPR, First Aid, Child Abuse and Blood Borne Pathogens completed prior to working.

Ratios

The following ratios will be observed.

Age of Children	Staff/Child Ratio
6 weeks -14months (Please bring a baby carrier)	1 to 4
15-23months	1 to 5
2 years old	1 to 8
3-5 years old	1 to 10
5-8 years old	1to 12

Y Kid's Zone Rules

- Children are allowed in the Y Kid's Zone for a max of 10 hrs/wk, 2 hrs/day.
- Our guidelines for children under age one year is be checked in on by parent after the first hour of care.
- Children must be 6 weeks to participate in this program and no older than 8 years.
- 8 year olds are permitted to be in specifically designated areas of the facility that are monitored by Y staff or in Y Kids Zone. The parent/guardian of youth aged 8 – 10 must be physically present in the facility.
- Staff are not allowed to change diapers-Parents / Guardian will be notified in the event a child needs changing.
- Children are not allowed to bring toys, money, candy, snacks or gum. **Please note if your child does bring in a toy or electronic game Sage YMCA is not responsible.**
- YMCA reserves the right to limit the number of children in Y Kid's Zone. Room capacity 22 in the infant/toddler room and 23 in the preschool/school-age room. This does include staff.
- Children that are walking must wear shoes at all times. All babies must wear at least socks.
- Children who are ill or appear ill will be dismissed and can not return for 24 hours.
- Children may be asked to leave the program if their behavior is disruptive.

Y Kid's Zone Hours

Monday-Friday 8:00am-12:00pm

Monday-Thursday 5:00-8:30pm

Saturday 7:30-11:30am

Sunday 8:30-11:30am

Hours may change due to low or no attendance. Notifications will be posted!

Each child may only be in the Y Kid's Zone for a maximum of 2 hours per day not to exceed 10 hours per week.

Our Guidelines for children one year or younger is to be checked in on by parent after the first hour of care .

- Diarrhea
- Strep throat
- Scarlet fever
- Mumps
- Viral infections
- Chicken pox
- Impetigo
- Lice
- Green nasal discharge

We reserve the right to deny children admittance to Y Kid's Zone if they show signs of illness.

Diaper Changing/Potty Training

YMCA Staff are not allowed to change diapers. We will notify you in the event your child needs changing. Bathrooms are available within our space but, this will continue to be very difficult to help with potty training. We encourage children that are being potty trained to wear pull-ups to avoid accidents. **Diapers, Underwear or Pull-ups must be worn at all times.**

Snacks

We do not allow children to bring in any food or drinks into the Y Kid's Zone due to children with allergies. Labeled Sippy cups with water only can be kept in cubbies.

Arrival/Departure Processors

ALL CHILDREN MUST CHECK IN AT THE SAGE YMCA FRONT DESK BEFORE COMING INTO THE Y KID'S ZONE. *This service is for children with a Family/Household Membership.*

For the safety of each child you will need to fill out a **DROP IN CHILDCARE REGISTRATION FORM.**

We will be numbering children with a wrist band. Parents will receive a numbered wrist band at check in. Parents will show their number wrist band to pick up child/children. If a parent has someone else picking up their child parent must inform staff at drop off.

All parents will then fill in the Sign in sheets:

- Print Child's Name
- Child's Ages
- Time in
- Print Parent Name
- Signature in
- Y location
- Time out
- Print Parent Name
- Signature out

Children that are walking must wear shoes at all times. All babies must wear at least socks.

Discipline

The YMCA is an association, open to all and committed to helping people develop their full potential in spirit, mind, and body. Our commitment is based on the belief that the purpose of this three fold development is to live out the values of caring, honesty, respect, and responsibility.

Children will be encouraged to behave in a caring, honest, respectful, and responsible manner while playing at the center and to cooperate with others and the staff.

All discipline actions will be handled by the following steps:

- Questioning from the staff to the child, followed by an explanation of proper behavior.
- Verbal warning by staff.
- An age appropriate time out will be applied (removal from activity).
- Parent/guardian will be notified to come to the center if necessary.
- If the child has a continual behavior problem the parent/guardian will be asked to meet with the Director for a conference.
- Children with major discipline problems may be asked to leave the program.

Sick/Illness Policy

Your child's health and safety is of major importance to the YMCA staff. Please advise the staff at the time of check-in about any special health problems (i.e. asthma, allergies, etc.) we need to be aware of as caretakers of your child/ren.

In consideration of the other children and staff, we ask that you not bring your child to the Y Kid's Zone with the following symptoms:

- Fever of 100 degrees or higher. Children must be free of fever for 24 hours before joining us at the YMCA.
- Vomiting one or more times in the last 24 hours
- Diarrhea
- Draining rash
- Eye discharge or "pink eye"
- Symptoms of chicken pox, strep-throat or other contagious childhood diseases.

If your child has had a contagious disease, please contact the **YMCA office at 815.526.1638** regarding the contagious illness so a general notice (all names will be kept confidential) can be posted for other parents. The following conditions are categorized as "highly contagious":