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## **Skagit Valley Family YMCA**

### **Y Kids @ Hoag Parent Handbook**

*This handbook is designed to provide you with specific information about our Y Kids @ Hoag child watch program. Our staff are certified in CPR/First Aid and Child Abuse Prevention and will provide fun and safe, age-appropriate activities for your child.*

**LICENSING INFORMATION:** The Skagit Valley Family YMCA's Y Kids @ Hoag Program is not a state licensed program and has an exemption from childcare licensing. Therefore, there is a 2-hour time limit per child per visit for a **maximum of 12 hours per week**. Because we are not licensed child care, **we are also unable to change diapers**. If we suspect a child needs a diaper change, a staff member will call the parent in the building to notify them. Children using the Kid Zone bathroom must be able to go to the bathroom independently. Staff are unable to assist a child.

**REGISTRATION:** Y Kids @ Hoag is available for both members and community members. This is a FREE service for Family Memberships and is available for \$15 per session/child for other membership types and community members. (If you have a non-Family Membership, you'll pay the fee at the Y Kids Corner, not at the Welcome Center.) Y Kids is available on a first come, first served drop-in basis. If you arrive and our Y Kids Corner is at capacity, you may be asked to wait until a space opens up so that our staff can ensure safety for all the young ones.

Each child who participates in our Y Kids program must be registered through our check-in system, Core. Registration is quick and easy. You will need your membership card to verify your family members, emergency contact information and SMS text information. The final step is to have a photo taken of the parent and child(ren). Photos will be individual head shots taken at the Skagit Valley Family YMCA. Questions about YMCA Membership can be directed to Welcome Center staff or by emailing [welcomecenter@skagitymca.org](mailto:welcomecenter@skagitymca.org).

**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. 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.

Y Kids staff will check your child out of the program when you're ready to leave. Children are never released to an individual who did not sign them in, unless permission is given by the parent/guardian before they leave, and proper identification is shown.

**Parents:** Please do not walk into the space to retrieve your child. Our staff should be the only adults in the two play areas that make up the Y Kids corner. This is done for the safety of all children in the space and to ensure our staff can properly check children out.

**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 Y Kids Staff to ensure that you and your child have a great experience in our program. Please email [c.tuom@skagitymca.org](mailto:c.tuom@skagitymca.org) if you have questions about accommodations.

**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 up immediately, and suspend or terminate care when children are displaying behavior that is dangerous to themselves or others, or for repeatedly being disruptive or failing to follow program rules.

Our staff make every effort to keep your child happy and content within our Y Kids program. In the event that your child is not able to be consoled and has consistent crying for a period of over 10 minutes, we will seek you out, as the guardian, and ask for your assistance in soothing the child.

**DRESS CODE/DAILY ATTIRE:** Children should be dressed comfortably and for active play. Appropriate clothing and socks/shoes must be worn at all times. Providing a change of clothes and closed-toe shoes is also recommended. Please refrain from sending your child with items that may pose a choking hazard (ex. jewelry).

**SICK POLICY:** In an effort to maintain everyone's health and well-being, the following guidelines must be strictly followed. Please respect the health of the other children in our care by cooperating with us. An ill child will not be admitted and children who become ill may not remain at Y Kids. For the safety of your child as well as the other children in Y Kids, you may not bring a child to our program for one business day after having any of the following symptoms:

- Fever of 100 or higher
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse, colored nasal discharge
- 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. Y Kids staff cannot administer medication.

**PLAY AREAS AND ACTIVITIES:** Children will be grouped according to their age and will be given the opportunity to choose the toys they would like to play with. Children and staff may visit the Teen Center or Gymnasium on occasion and depending on the number of kids and their ages.

We provide activities for the children and ask that you not bring toys or electronics from home. All bottles, cups, pacifiers and other items must be labelled. We are not responsible for any lost, stolen, or broken belongings.

**BABYSITTING:** It is against the YMCA's policy for Y Kids staff to babysit or transport children outside the premises of the Y and can be grounds for employee termination.

**FOOD:** In order to keep our Y Kids area safe for all children, including those with food allergies, no food, gum, candy or drinks are permitted in the Y Kids area. Please make sure your youth has been fed before attending Y Kids. Water bottles need to be labeled with the child(ren)'s name.

**INCIDENTS/INJURIES:** Our staff are trained in First Aid/CPR to assist with any of your children's needs. Furthermore, we document all incidents/injuries so be aware we may request a signature and/or follow

up over the phone or in person after an incident/injury. Although precautions are in place to ensure the safety of all our children, there are times when typical childhood accidents do occur. Thus, in the event that your child is injured while in the care of our Y Kids program the following steps will be taken:

- 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 = notified immediately) (minor concern = notified at sign out)

**EVACUATION PROCEDURES:** Your child's safety is of utmost importance to our staff, so we train for a variety of situations. Our staff are prepared for a variety of situations including, but not limited to, choking, CPR, fire evacuation, and lost child procedures. Evacuation route can be found posted in the Kid Zone.

- In the event that the fire alarm goes off in the building and everyone must exit the building, all children in the Y Kids zone will be brought outside through the north side doors. Once staff have safely made it outside at the designated meeting space with all children, we encourage you to come see and comfort your child outside; however, please make sure to communicate with staff if you plan on leaving so that we can properly sign your child out to you.