



Skagit Valley Family YMCA

Y Kids @ Hoag Parent Handbook

This handbook is designed to provide important information about our Y Kids @ Hoag child watch program. Our dedicated staff are certified in CPR, First Aid, and Child Abuse Prevention to ensure a safe and nurturing environment. We're committed to providing fun, engaging, and age-appropriate activities so your child can learn, play, and grow while you enjoy your time at the Y.

LICENSING INFORMATION:

At the Skagit Valley Family YMCA, the Y Kids @ Hoag program provides a safe and engaging space for children while parents enjoy our facilities. This program operates under a childcare licensing exemption and is not a state-licensed childcare program. As such, children may stay for a maximum of two hours per visit, up to 12 hours per week. Parents may divide the two-hour time slot into two sessions, but total time cannot exceed two hours per day.

DIAPER & RESTROOM GUIDELINES

If your child wears diapers, please bring them in a clean diaper at drop-off. If a diaper change is needed, our staff will contact you. Please note that because Y Kids @ Hoag Rd is not licensed childcare, we are **unable** to change diapers. If a child requires a diaper change, our staff will contact the legal guardian on-site. Additionally, children using the Kid Zone restroom must be able to do so independently, as staff are unable to assist. For safety reasons, children may not leave Y Kids to use other restrooms without an accompanying adult.

REGISTRATION & AVAILABILITY

Y Kids @ Hoag is open to both YMCA members and community members. This service is **free for Family Memberships** and available for **\$15 per session, per child** for other membership types and community members. If you have a non-Family Membership, payment can be made at the Y Kids Corner, not at the Welcome Center.

Y Kids operates on a first-come, first-served drop-in basis. If we reach capacity, you may be asked to wait until space becomes available so we can maintain a safe and enjoyable environment for all children.

GETTING STARTED

Every child participating in Y Kids must be registered in our check-in system, Core. Registration is quick and easy! You'll need:

- Your membership card to verify family members
- Emergency contact information
- SMS text information for notifications

The final step is taking individual headshots of the parent and child(ren) at the Skagit Valley Family YMCA for security purposes.

For questions about YMCA membership, please speak with our Welcome Center staff or email welcomecenter@skagitymca.org.

DROP-OFF & PICK-UP GUIDELINES

We understand that transitions can take time, so parents/guardians are welcome to stay for a few minutes to help their child acclimate. However, for safety reasons, we kindly ask that parents/guardians do not remain in the Y Kids space after drop-off.

Parents/guardians must stay **on YMCA premises or actively participate in a YMCA program** while their child is in Y Kids. To help create a smooth and positive experience, we also ask that parents avoid repeatedly checking in on their child after drop-off, as this can cause distress.

Pick-Up Process

- Y Kids staff will check your child out of the program when you're ready to leave.
- Children will only be released to the individual who signed them in unless prior permission is given, and proper identification is shown.
- For safety reasons, children must be picked up on time and cannot leave Y Kids without an authorized adult.

To maintain a secure environment, **only Y Kids staff are allowed in the designated play areas**. When picking up your child, please remain outside the Y Kids space and allow our staff to complete the check-out process.

SUPPORTING EVERY CHILD

At the YMCA, we are committed to creating an inclusive and welcoming environment for all children and families. If your child requires any accommodations, please connect with our Y Kids staff so we can work together to ensure they have a positive and supportive experience in our program.

For questions or to discuss specific needs, please email c.tuom@skagitymca.org. We're here to help!

CONDUCT & POSITIVE GUIDANCE

At the YMCA, we use positive guidance techniques to create a safe and supportive environment for all children. Our staff encourages self-management skills through **redirection, reminders, logical consequences, and clear, age-appropriate expectations**. Consistent rules help children understand boundaries and play successfully within our program.

To maintain a positive experience for all, the YMCA reserves the right to **adjust activities, require early pick-up, or suspend or terminate participation** if a child's behavior is unsafe for themselves or others, is repeatedly disruptive, or does not follow program guidelines.

Our staff works hard to keep every child happy and engaged. If a child is unable to be consoled for more than 10 minutes, we will reach out to their parent or guardian for assistance. We also expect older children to **respect staff and peers**, and behaviors such as **biting, pinching, or pushing** will be addressed according to YMCA policy.

In some cases, a child may be removed from an activity until they are able to regain control. If repeated challenges arise and all other options have been explored, participation in Y Kids may be restricted, including potential loss of privileges, suspension, or termination from the program.

Thank you for helping us create a safe, fun, and welcoming environment for all children in Y Kids!

DRESS CODE & DAILY ATTIRE

To ensure a safe and active play environment, children should dress comfortably and be prepared for movement. Closed-toe shoes and socks are required at all times. We also recommend bringing a change of clothes in case of spills or accidents. If your child arrives in a swimsuit, please ensure they have appropriate clothing over it.

For safety reasons, **please refrain from sending children with jewelry or other small items that could pose a choking hazard**. Additionally, **personal items from home are not allowed in Y Kids**.

HEALTH & WELLNESS POLICY

To maintain a safe and healthy environment for all, we ask that families follow these guidelines. Children who show signs of illness **will not be admitted** to Y Kids, and those who become ill while in our care must be picked up immediately.

For the health of all children and staff, **your child must be symptom-free for at least one full business day** before returning after experiencing any of the following:

- Fever of 100°F or higher
- Vomiting or diarrhea
- Head lice
- Sore throat or excessive coughing
- Pink eye or any discharge from the eyes or ears
- Any undiagnosed rash or skin infection (e.g., ringworm, impetigo)
- Symptoms of common childhood illnesses (e.g., chickenpox, mumps)
- Persistent yellow/green nasal discharge

Some illnesses may require a doctor's note before returning to the program. If your child has non-contagious conditions (such as allergies), we can keep a physician's note on file for reference.

Please note that **Y Kids staff cannot administer medication**. Children must be well enough to participate in normal daily activities when attending the program.

Thank you for helping us keep Y Kids a safe and healthy space for all!

PLAY AREAS & ACTIVITIES

At Y Kids, children are grouped by age and encouraged to explore a variety of engaging activities. To maintain a safe and inclusive space, **please do not bring personal toys, electronics, or other items from home**. The YMCA is **not responsible for lost, stolen, or damaged belongings**.

BABYSITTING POLICY

For the safety of all children and in accordance with YMCA policies, Y Kids staff **are not permitted** to babysit or transport children outside of YMCA programs. Violations of this policy may result in employee termination.

FOOD & DRINKS

To help keep all children safe, especially those with allergies, **no food, gum, candy, or drinks** are allowed in the Y Kids space. Please ensure your child has eaten before attending. **Water bottles must be labeled** with the child's name and may only contain water.

INCIDENTS & INJURIES

Our staff are **CPR and First Aid certified** to ensure the safety and well-being of every child. While we take every precaution, we recognize that minor accidents can happen. If an incident or injury occurs:

- YMCA staff will assess the situation and provide necessary first aid.
- If immediate medical attention is needed, 911 will be called.
- Parents/guardians will be notified based on the severity of the incident:
 - **Major concerns:** Parents will be contacted immediately.
 - **Minor concerns:** Parents will be informed at pick-up.

All incidents are documented, and we may request a signature or follow-up with you in person or by phone.

EMERGENCY & EVACUATION PROCEDURES

Your child's safety is our top priority. Y Kids staff are trained to respond to a variety of emergency situations, including choking, CPR, fire evacuations, and lost child procedures. Evacuation routes are posted in the Kid Zone.

- In the event of a fire alarm or emergency evacuation, children will be safely escorted **through the north side doors** to our designated meeting area.
- Once all children are accounted for, parents may **comfort their child outside** but must **communicate with staff** before leaving to ensure proper sign-out procedures are followed.

WAITLIST POLICY

At times, Y Kids may reach full capacity. If we are at capacity when you arrive, families can be added to a waitlist and notified when space becomes available.

PHOTO & VIDEO POLICY

To respect the privacy and safety of all children, **photos and videos are not permitted** in Y Kids. Thank you for your understanding and cooperation.