



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Northfield Area Family YMCA – Child Watch Parent Handbook

- **AGES:** Child Watch is for ages 6 weeks to 9 years.

- **HOURS OF OPERATION:**

- Monday 8:15a-11:15a, 4-7p
- Tuesday 8:15a-11:15a, 4-7p
- Wednesday 8:15a-11:15a, 4-7:30p
- Thursday 8:15a-11:15a, 4-7p
- Friday 8:15a-11:15a
- Saturday 8:00a-12:00a
- Sunday Closed

\*Hours may vary on holidays or due to inclement weather

- **Drop off:** Parent, guardian, or authorized person must accompany child into Child Watch to check him/her in. Only staff and certified Child Watch volunteers can enter into the recreation area. Parent/guardian must remain in the building in order to utilize Child Watch services.
- **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 Director of the program to ensure that you and your child have a great experience in our program.
- **VISIT TIME LIMIT:** The Northfield Area Family YMCA's Child Watch Program is not a state licensed program and has an exemption from child care licensing. Therefore, there is a 2 hour time limit per child per day.
- **DISCIPLINE:** Northfield Y staff members strive to provide a safe and fun environment for all program participants. Aggressive behavior is managed through redirection, discussion, and behavior modification. Our goal is the safety of all children in Child Watch and we strive to work collaboratively with all youth and families.
- **DIAPERS:** The child needs to arrive in a clean, dry diaper. Parent/guardian will be notified if the child's diaper needs to be changed. For health and safety purposes, Child Watch staff do not change diapers. Children need to wear proper undergarments as well – underwear or pull up.

- **TOYS/ELECTRONICS:** Please leave all personal toys/electronics/items at home.
- **STAFF:** The Program Director, Child Watch Coordinator, Leads, and Staff hold each child's primary safety and well-being at heart. Employees have been selected based on their educational background, experience, and commitment to working with children. Criminal background checks are done for all staff and volunteers prior to employment. Continual training is provided throughout the duration of employment including, and not limited to, Adult/Child/Infant CPR/AED/First Aid, and Child Abuse Prevention. We maintain a direct staff to child ratio of no greater than 1 to 12.
- **FOOD/BOTTLES:** We will give sippy cups (water only) or bottles if provided by the parent. Please label those items with your child's name and premix bottles – we are not able to mix bottles for your child. Food is not allowed in Child Watch due to allergies and cleanliness.
- **SPECIAL INSTRUCTIONS:** Please notify staff of any special instructions, special treatment needs, or allergies for your child.
- **SEPERATION:** Occasionally, children may become very unhappy when their parent or guardian leaves the room. Staff will do everything possible to sooth your child, but if we are unable to console your child after 10-15 minutes, we will ask you to return to the Child Watch area.
- **SHOES IN CHILD WATCH:** During the winter months, we ask that children remove their shoes prior to entering the Child Watch area. Socks must be worn – bare feet are not allowed.
- **ILLNESS:** Limitations on attendance and/or required pick-up due to illness will be as follows:
  - Severe bleeding
  - Vomiting or diarrhea
  - Allergic reaction
  - Child's temperature of 100 degrees or over
  - Possible strain or break
  - Contagious illness
- **OUTDOOR PLAY:** We believe that outdoor play is an important part of your child's day. We believe it is vital for the total health of a child. We go outdoors as often as possible, weather permitting. In hot or cold weather, general precautions will be taken in determining appropriate outdoor time.
- **Contact:** If you have any questions or concerns, please contact the Youth Development Director, Heidi Wilson at [heidi@northfieldymca.org](mailto:heidi@northfieldymca.org) 507-650-4374.