



# CHILDWATCH

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## Parent Handbook

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FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**YMCA of Greater Michiana**  
**Benton Harbor–St. Joseph Branch**  
3665 Hollywood Road, St. Joseph, MI 49085  
(269) 428-9622 • [ymcagm.org](http://ymcagm.org)



**YMCA OF  
GREATER  
MICHIANA**

# WELCOME TO YMCA CHILDWATCH!

## CHILDWATCH

AGES 6 WEEKS–8 YEARS

Open year-round!

- Household Memberships: Free
- Daily Drop-In : \$5

Payment must be made beforehand. Please give your receipt to the Childwatch staff when signing in your child(ren).

## HOURS OF OPERATION

Monday–Friday

7:45 AM–7:30 PM

Saturday

7:45 AM–12:00 PM

Closed Sunday

## DAILY SCHEDULE

7:30 AM.....Set Up Room	1:30 PM.....Gym Time
7:45 AM.....Open	2:00 PM.....Snack
8:00 AM.....Free Play	3:00 PM.....Structured Active Play
9:00 AM.....Music/Dance	3:30 PM.....Free Play
9:15 AM.....Snack Time	4:00 PM.....Creative Time
9:45 AM.....Craft/Sensory	4:30 PM.....Music
10:45 AM.....Gym Time	5:00 PM ..... Stories/Puzzles
10:45–10:55: Littles under age 2	5:30–7:00 PM ..... Free Play
10:55–11:05: Ages 2+	7:00–7:30 PM..... Music + Movement
11:05 AM.....Lunch/Free Play	7:30 PM .....Close
12:00 PM.....Story Time/Activities	
12:30 PM.....Nap/Rest	
1:00 PM.....Music + Movement	

## RULES & REGULATIONS

- We have a 3-hour time limit per child per day.
- Only a parent or legal guardian on file may sign in and out their own child(ren).
- You must remain in the YMCA facility at all times while child(ren) are signed in.
- Toys from home are not allowed. If brought, we will ask to put them away. The YMCA is not responsible for any lost or broken toys.
- All walking children must be wearing dry hard-sole shoes. Slippers and flip-flops are not allowed. Non-walking infants must have on socks or booties.

## SNACKS & DRINKS

- We are a Nut FREE zone.
- In case of extreme allergies or sensitivities, we ask that parents provide a snack for their own child. Please alert the staff to any allergies they have.
- To follow HEPA standards (Healthy Eating & Physical Activity), we appreciate snack donations that are not fried, do not contain trans fat, have less than 8 grams of sugar per serving, and contain whole grains.
- Sippy cups and water bottles are acceptable, but must be clearly labeled with your child's name. They may contain water, except for baby bottles containing milk, breast milk, or formula for infants.

Children will be provided a morning snack at 9:15 AM. We are unable to allow meals to be dropped off with children with the exception of Y staff.

The goal of the YMCA Childwatch is to serve the best interests of the children in our care. Our rules help us run our Childwatch in the smoothest way possible and allow us to address the health and safety concerns of your child. If you have any questions, please contact Jasmere Pompey, Childwatch Supervisor, or Kelly Freye, Childwatch Director, at 269-428-9622.

## BATHROOM NEEDS

- Diapers must be freshly changed before signing into Childwatch.
- You will need to leave a diaper bag with disposable diapers, wipes, extra clothes, and other items your child might need.
- If your child needs assistance in the bathroom, we will assist as much as possible before calling you.

## STAFF CERTIFICATIONS

Our Childwatch staff hold a variety of certifications to ensure we offer the best care possible. All Childwatch staff are certified in CPR, first aid, Infant Safe Sleep, Child Abuse & Neglect, Bloodborn Pathogens, and Health & Safety Training.

## BEHAVIOR

Our goal is to provide a safe, healthy, happy environment for your children while they are at the YMCA. Childwatch is committed to building the self-esteem, character, and positive self-concept of each child. If a behavior issue arises, such as biting or hitting, we will use positive approaches like time away or redirection to encourage appropriate behavior. In cases where these approaches are not successful, we will do all that we can to work with the parent(s) to resolve issues.

## SAFE SLEEP

At the YMCA, your child's health and safety is our priority. Our childcare programs follow safe sleep practices from state licensing and the American Academy of Pediatrics.

### WE WILL

- Make sure your baby is safe.
- Provide care and nurture them.
- Make sure they are fed and provided for.
- Be on the floor with them during tummy time.
- Ensure they are aligned with safe-sleep standards

### WE WON'T

- Use blankets or pillows. *(under age of 12 months)*
- Allow your infant to sleep in a car seat.
- Allow your infant to sleep in a bouncy seat.
- Allow your infant to sleep in a swing.

## STAFF RELATIONSHIPS WITH CHILDREN OUTSIDE OF PROGRAM

We understand that good quality childcare is hard to find, and some parents may be interested in having staff members provide child care services outside of business hours. While we do not restrict our employees from providing outside services, each staff member and family is required to sign a waiver, prior to outside services being rendered, acknowledging YMCA employees are not affiliated with the YMCA outside of business hours.

## INJURIES, ACCIDENTS, OR SAFETY ISSUES

Parents **MUST** inform the program staff of any health or safety needs of the child that the program may be required to address. If your child has had an injury or illness that may prevent activity, please call the school. If your child is injured while in our care, parents/guardians will be notified by either a note home or a phone call. If the injury is more than a minor issue, parents/guardians will be contacted immediately. If parents/guardians are not available, another adult listed on the child's emergency information form will be contacted. Program staff are trained in First Aid and CPR and will secure medical and/or emergency surgical treatment for your child in possible emergency situations.

**MAJOR INJURIES** include: a head injury, a broken bone, severe lacerations or any other injury that requires a doctor's visit.

**MINOR INJURIES** include: scratches, bruises, bumps – parents will receive a written report.

When the Center observes changes in a child's health, a child experiences accidents, major injuries or incidents, or is too ill to remain in the group, parents will be notified immediately via phone.

## BREASTFEEDING POLICY

We support breastfeeding and/or milk expression for our YMCA members, staff, and visitors. In recognition of the well documented health advantages and benefits for young children and breastfeeding parents, we will intentionally provide you and your child/ren with a Supportive Environment which will include a clean, designated area (other than a bathroom) for staff, families, and visitors to breastfeed and/or express milk.

## ILLNESS

To keep all children healthy, we ask that children who show signs of illness, such as fever, diarrhea due to illness, persistent cough, thick green nasal discharge, vomiting, pink eye, or unexplained rash stay home from Childwatch. If your child has been prescribed an antibiotic, we ask that they have a full 24-hour dose before returning. Those with fever must be fever-free without medication for 24 hours before returning.

- We reserve the right to refuse entry if we feel your child is too ill to attend.
- If your child becomes ill while in our care, we will contact the parent immediately.
- Please contact us if your child becomes ill after attending Childwatch.

## A CHILD SHOULD STAY HOME IF EXPERIENCING:

- Are feverish or have had a fever in the last 24 hours
- Have a hacking cough or a sore throat
- Have vomited or had diarrhea in the last 24 hours
- Have pink eye or symptoms which might be pink eye
- Have been on antibiotics for strep or other contagious infections less than 24 hours
- Are too "out of sorts" to participate in class activities
- Unexplained rash

*\*These standards apply for staff and volunteers as well*

## GUIDELINES FOR RETURNING TO CARE

CONDITION FOR EXCLUSION	CONDITION FOR RETURNING
Temperature greater than 100.4 degrees (ear) or 99.5 degrees (axillary).	Fever free for 24 hours (without the use of feverreducing medication).
Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs).	Until medical evaluation allows inclusion (doctor's written approval for return).
Abnormally loose, uncontrolled diarrhea, that is - increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper.	Diarrhea free for 24 hours.
Vomiting.	Vomit free for 24 hours and able to eat solid foods or until a health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration.
Red or blue in the face, or makes high-pitched croupy or whooping sounds after coughing.	Until health care provider or health official determines the condition is noninfectious.
Unusual spots or rash with fever or behavior change.	Until health care provider determines that these symptoms do not indicate a communicable disease.
Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge).	Until 24 hours after treatment has been initiated.
Known contagious diseases while still in the communicable stages.	Until health care provider determines the condition is noncommunicable.