

NORTH PENN YMCA

BABYSITTING PARENT MANUAL



**INDIAN VALLEY
FAMILY YMCA**

Welcome to the North Penn YMCA Babysitting Room

At Indian Valley!

We offer a great place to bring children while parents are in our facility.

Listed below are our policies and procedures.

1. Parent/Guardian must remain in the facility while your child is in our care.
2. The Babysitting Room is for children ages 6 weeks through completion of age 8.
3. The Babysitting room is open to Full/Program Members (including Full Member grandparents) for their own children.
Full Facility Members/Full Facility Grandparents: FREE for their own children.
Program Members/Guests: a fee of \$2.50/hour per child. Please pay at the Membership Desk.
4. YMCA waiver form is to be completed for children whose **parent/legal guardian** is not a member of our facility. This form must be completed prior to the day of the child(ren) attending Babysitting. These children may only attend with the Waiver Form on file and a fee of \$2.50/hour per child.
5. As a courtesy to our members, the staff will, when informed, drop off and pick up your child from an activity within our facility. For swimming lessons, the staff will ONLY drop off; your child should be dressed in swimming attire under their play clothes. It is the caregiver's responsibility to pick the child up after swimming class is over.
6. There is a **TWO hour maximum** for all children visiting our room.

SIGN IN/OUT PROCEDURES

1. All caregivers will be asked to complete an informational sheet on their child's first day of care. This form is kept on-file and you will be asked to update this information sheet periodically. This is to ensure that we have all of the necessary information to meet your child's need especially in regard to allergies and other health issues.
2. The caregiver is responsible to show their membership card at each visit and inform staff on their exact location in the building, along with special instructions on their child's care.
3. Program Members and guests using our room must first pay at the Membership Desk prior to signing their child in. Please show your payment receipt to staff at sign in.
4. The caregiver signing the child in **MUST** be the same person signing the child out. We do have release forms available that indicates who has permission to sign in/sign out your child.
5. In our babysitting room, we have an entrance and an Exit door. We ask that you enter and exit our room using the appropriate doors to avoid any accidents or injuries to other children, adults and staff.

DIAPERS/POTTY TRAINING

We ask that caregiver's ensure that their child's bathroom needs have been tended to and they are clean and dry before the child is dropped off into the room. If your child is in diapers/pull-ups, please provide the necessary supplies should we need to change them (diapers & wipes). Please do not send children in underwear until they are completely potty trained. If your child is potty trained, we will gladly walk them over to our nearest bathroom, however we cannot assist them. If they need assistance, we will come get you.

SNACKS & DRINKS

We are a PEANUT-FREE environment!

Please feel free to pack a ready-to-eat healthy snack. **NO candy, gum, fruit snacks, or peanut products please.** Our staff is unable to feed meals; however

there are areas available within our facility where you and your child may utilize for feeding purposes (see staff for locations).

All snacks and drinks MUST be labeled with the child's first and last name.

Due to children who use our room with moderate to severe food allergies, we will not serve any snacks without it properly labeled or snacks containing peanuts/processed in a facility with peanuts. For safety, please check all snack labels.

In addition, due to safety reasons we will not serve popcorn, carrots, or whole grapes to children under the age of 4. This is in accordance with safety guidelines provided by APA and CHOP.

PERSONAL BELONGINGS

Please be sure that your child's belongings are clearly marked with their name which includes jackets, sweaters and diaper bags. Please refrain from bringing personal toys or electronic devices from home since they often cause sharing issues with the children. We cannot be responsible for lost or broken items. Blankets should be provided for infants. If your child is able to walk, shoes are required.

FOOTWEAR

In the interest of safety and hygiene, children are required to enter our room with shoes and keep shoes on while in our care. Children who are not yet walking need a minimum of sock coverage.

MEDICATION

In the event a child would need the administration of an EpiPen or other forms of medication, the parent must be in contact with the Babysitting Coordinator so that proper safe guards may be put in place and the staff made aware of the child's needs. Medication must be in its original container and have your child's name on it. We will provide the parent/guardian with an "Authorization for Medication" Form to complete. We will not administer any OCT medications (Tylenol, Motrin etc.)

ILLNESS

WE ARE A WELL-CARE FACILITY

In the event that your child becomes ill while in our care, we will ask you to leave your activity and pick up your child. If your child has a fever with a temperature above 101 degrees, has behavior changes or other signs of illness including: diarrhea, vomiting, stomachache, rash, colored mucous, sore throat, and weeping sores, we ask that you keep your child home for 24 hours before returning as well. Please notify the Babysitting Coordinator immediately if your child has been exposed to any communicable diseases, for example: pink eye, chicken pox, measles, etc. The staff will need to inform other parents so they may take preventative measures. Thank you for adhering to our illness policy; it helps to keep our room as healthy as possible.

DISCIPLINE

The discipline policy here at the North Penn YMCA focuses on a positive approach. Reinforcement of desirable behavior will encourage children to conduct themselves in a positive manner. All children are supervised at all times. It is reasonable to expect children to follow basic rules of safety, courtesy, respect and fair play. Children may be asked to sit in "time out" if their behavior warrants it. Children in our care will never be shaken or hit by our staff, nor will they ever be subjected to physical or psychological mistreatment. Children may be restrained or held if their behavior poses a safety threat to themselves or others. When a child needs to be restrained or refuses to respond to staff, an incident report will be completed by all staff involved and the Babysitting Coordinator will be notified immediately. If, however, a child has difficulty meeting age-appropriate expectations on a regular basis, the Babysitting Coordinator will decide what action will be taken to remedy the situation. A child or member who has an on-going discipline or safety problems may be subjected to suspension and/or expulsion after three incidents.

CRYING CHILD

If a child in our care is in distress and cries continuously for more than 15 minutes, we will ask their caregiver to return and tend to the child. It is our hope that the caregiver will be able to calm the child down and return to their activity.

INCLEMENT WEATHER

In the event of inclement weather, please check our website- northpennymca.org, listen to radio station WNPV 1440 a.m., or call our facility for closing information:

Indian Valley Branch: 215-723-3569

Disclaimer: We reserve the right to close early, open later or close completely due to the inclement weather.

If you have any questions regarding our policies and procedures, please contact:

Emily Lukens, Babysitting Coordinator, Indian Valley YMCA

emilyl@northpennymca.org

INDIAN VALLEY BRANCH

Hours of Operation

Monday-Thursday	8:15am-1:00pm & 4:00pm-8pm
Friday	8:15am-12:30pm
Saturday	8:00am-12:30pm
Sunday	11:00am-2:00pm