

# **INDIAN VALLEY FAMILY YMCA BABYSITTING ROOM**

## **NORTH PENN YMCA**



**INDIAN VALLEY  
FAMILY YMCA**

## **PARENT MANUAL**

**215-273-3569**

# Welcome to the North Penn YMCA Babysitting Room at the Indian Valley branch!

We offer a great place to bring children while parents are in our facility. Listed below are our policies and procedures.

1. Due to temporary staffing shortages please call us (215-723-3569) before you come to make sure our stay and play babysitting room is open.
2. A parent/guardian must remain in the facility while their child is in our care.
3. The babysitting room is for children ages 6 weeks through 8 years.
4. The babysitting room is FREE and available for full facility members & full facility grandparents only.
5. A North Penn YMCA Child Release form must be completed for children whose **parent/legal guardian** is not a member of our facility. This form needs to be received PRIOR to the day the child(ren) attends babysitting.
6. We will not be able to drop off or pick up your child from activities in the building.
7. There is a 2 **hour maximum** for all children visiting our room.

8. We can allow 15 kids(excluding staff) to the max/with two caregivers. 4 infants (Excluding staff) at the maximum. Once we reach the maximum numbers, the limit of up to one hour per child, per day will be observed.

## 9. **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 needs especially in regards 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. The caregiver signing the child in **MUST** be the same person signing the child out. We do have release forms available that indicate who has permission to sign in/sign out your child.

## **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.

Staff can change the diaper for children under two. If your child is in diapers/pull-ups, please provide the necessary supplies should we need to change them (disposable diapers & wipes). Please do not send children in underwear until they are fully potty trained.

Above 3 years old children must be 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**

No snacks or meals are allowed in our babysitting rooms. Our facility does have areas where you and your child may enjoy food together (see staff for locations).

Please label drinks with your child's first and last name.

## **PERSONAL BELONGINGS**

Please be sure that your child's belongings are clearly labeled with their name (including jackets, sweaters and/or diaper bags).

Please refrain from bringing any personal toys or electronic devices since they can cause issues with others in the room. 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 safeguards 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 pick up your child right away. We define this as: having a fever above 100.4 degrees, has behavior changes or other signs of illness including diarrhea, vomiting, stomachache, rash, colored mucus, sore throat or weeping sores.

Children must be fever free and have reduced symptoms for 24 hours before returning to the babysitting room. Please notify the Babysitting Coordinator immediately if your child has been exposed to any communicable diseases, for example: covid, 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.

## COVID POLICY

If you test positive for COVID-19, stay home for at least 5 days and isolate yourself from others in your home. You are likely most infectious during these first 5 days.

Wear a high-quality mask if you must be around others at home and in public.

Isolation ends when you are fever-free for 24 hours (without the use of fever-reducing medication).

### **Guidance for Individuals Exposed to COVID-19**

For persons who have been exposed to COVID-19, regardless of vaccination status.

- . Quarantining at home is no longer necessary
- . They should wear a high-quality mask for 10 days after the exposure occurred (day 0 is the day the exposure occurred) whenever they are around others inside their home or indoors in public

If the test is positive, the person should isolate immediately and follow guidance for individuals who test positive for COVID-19

People can develop COVID-19 up to 10 days after being exposed. It is important to continue to monitor for symptoms of COVID-19 and wear a mask for 10 days after the exposure. If symptoms develop at any time during those 10 days, they should isolate immediately, get tested, and stay home until the results come in.

## **DISCIPLINE**

Our discipline policy 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 "timeout" 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 them. 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](http://northpennymca.org), listen to radio station WNPV 1440 a.m., or call our facility for closing information (215-723-3569)\*

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

If you have any questions regarding our policies and procedures, please contact the Indian Valley Youth Director, Sangeeta Kharbanda at [sangeetak@northpennymca.org](mailto:sangeetak@northpennymca.org)

[NorthPennYMCA.org](http://NorthPennYMCA.org)