

Marshall Area YMCA Child Watch General Policies

1. Child Watch is a drop-in babysitting service for adult members, guests and participants to leave their children ages 8 and under while they are using the YMCA facilities.
2. A two hour time limit is imposed on how long children can remain in Child Watch each day.
3. Children who are ill will not be allowed in Child Watch.
4. All medication is administered by a parent outside of Child Watch; exception may be made for medications needed in emergencies (i.e. allergic reaction kits).
5. When parents sign in, they note that the child is healthy and free from any communicable disease.
6. Child Watch staff will not perform diapering. Children are never left in wet or soiled diapers for an extended period. Parents are asked to change their child before they leave them in the Child Watch room and understand that they will be asked to return to the Child Watch room if the child needs changing during his or her stay.
7. Child Watch staff will not feed children nor allow any food in the room. Parents are asked to have fed their child prior to leaving them in Child Watch or after they leave.
8. Staff and children wash their hands after toileting and after wiping running noses.
9. Children are signed in and out by a responsible adult. The sign in / out sheet lists the child's name, age, parent signature, area in the facility the parent can be reached, special instructions for care, any health issues the staff should be aware of, time in, and time out.
10. Parents / Guardians may be requested to show a photo I.D. in order to pick up their child. Children are never released to an individual who did not sign the child in unless permission is given by the parent before they leave and proper identification is shown.
11. Parents are required to stay on the YMCA grounds and must be accessible in the event of an emergency.
12. Occasionally Child Watch staff will take children to the Youth Room, gym or outside. Whenever doing so staff will put all children in a Child Watch t-shirt and take the attendance / sign in & out list with them. When moving from one area of the YMCA to another staff will take attendance.

13. The Child Watch room is child proofed, all electrical outlets are covered, and no toys with small pieces are allowed in an area where infants / toddlers are cared for.
14. The building, toys and equipment are clean, safe, and in good repair.
15. Children are under the direct supervision of staff at all times.
16. A staff person is never left alone with just one child where they can not be observed by others.
17. Adequate first aid supplies are readily available.
18. Staff are familiar with evacuation routes and policies (fire, tornado, bomb threat, etc.)
19. Staff and volunteers working in Child Watch may bring their own child to the program at no cost only if the child is able to play independently, allowing the staff person/parent to assume his or her responsibility to the remainder of the group.

Original Adopted by the Marshall Area YMCA Board of Directors on: June 10, 2003
Date

Approved by Board of Directors as Amended on: August 8, 2007
Date