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# CHILD WATCH

**POLICIES AND PROCEDURES 2023 - 2024**



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**YOUR Y YOUR WAY  
YMCA OF THE FOOTHILLS**



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## CHILD WATCH PROGRAM

We are happy to have you and your child(ren) as members of the YMCA Child Watch Program. At the YMCA of the Foothills, all individuals of the community are welcome and have the opportunity to thrive. We believe that in a diverse and ever-changing world, we are stronger when we are inclusive, and our doors are open to all.

The following are our policies and procedures we adhere to ensure our child watch program is upheld to a high standard in care and safety.

### Operational Hours and Locations

Child watch is designed for short term, temporary care for those **between 3 months to 12 years old**. And is currently being offered at our following branches:

#### Crescenta-Cañada Family YMCA (CCY)

MONDAY - SATURDAY: 8am-1pm

MONDAY - FRIDAY: 3pm-8pm

#### Crescenta Valley Family YMCA (CVY)

3931 Lowell Ave., Glendale

MONDAY, WEDNESDAY, & FRIDAY: 8am-12pm

MONDAY, WEDNESDAY, & FRIDAY: 4pm-7pm

Closed Tuesdays and Thursdays

Location and operational hours may be subject to change.

### Capacity and Stay Limit

To ensure the quality of care we are providing you and your child(ren), the current capacity limit is based on keeping a proper staff to child ratio. For our program the max number of children we can accommodate is **15 – 2 spots reserved for toddlers and 13 for children** .

Parents are allowed to check in their child once per operational shift with the maximum time and a child may stay per visit is **2 hours** per operational shift, starting from the drop/check in time. Time limits are nontransferable between operation shifts.

Parents will be notified once the time limit have been reached through a remote pager. ***If parents do not arrive within 3 to 5 mins, they will called. If no one answers, a message will be left. If no response is received within another 3 mins the emergency contact will be contacted .***



## **Registrations**

Initial registration for the program with applicable fees and forms need to be completed at the membership office before bringing your child(ren) to child watch, no exceptions.

Registration to the program is not a guarantee or reservation of an opening. The YMCA of the Foothills makes no guarantees, availabilities are filled based on a first come first serve basis.

The Health Verification Form must be completed in full prior to your child(ren)s attendance. Updating all information on the form is the responsibility of the parent. Please notify child watch staff of any changes.

## **Payments & Fees**

Child watch services are included free of charge to members who have family membership. Members not on a family membership will have to pay an \$5 USD usage fee per child, per visit.

Usage fees must be paid within 24 hours. Failure to comply will result in discontinuance of child care services until fees are paid.

Child Watch does not qualify for financial assistance. Members currently receiving financial assistance are still required to pay the full amount.

## **Expectations of Parents and Children**

### **Children**

All children attending the program must be fully potty trained, in the event of an accident or a dirty diaper, staff will not assist in changing the child. Parents will be notified and/or located to change their child.

Staff will do their best to calm crying children but in consideration of your child and others, our maximum crying time for children is 10 minutes. Any longer, parents will be requested to pick up their child. The child may return to child watch once they have calmed down.

Closed toe shoes must be worn at all times by walking children. Clothes (shirts, pants, and underwear) must be worn at all times. Children in diapers must have pants on due to health reasons.

### **Parents**

For the safety of children and to avoid overcrowding, parents are not allowed to stay in the child watch building any longer then 10 minutes. Parents may not be in the building with a child while waiting for another child attending class. Parents wishing to remain in close proximity may do so in the lobby or



patio area.

In cases of emergencies, parents are also not to leave the YMCA facility once their child(ren) has been checked in. Having parents nearby, allows staff to receive proper authority to administer medical aid or

to request medical assistance in a timely manner.

When a child is left after closure and parents are not responding to their pager, parents will be contacted and/or located for pick up. Repeated late pick ups will result in loss of child watch privileges for a minimum of two days to a week, as per the discretion of Child Watch Management.

### **Pre Check in Procedures**

Although staff will review the health verification form, all parents are recommended prior to checking in to:

1. label all personal belongings
2. inform staff of any allergies, special issues and requests to staff
3. inform staff of behavioral issues such as biting, hitting, etc.
4. Additional diapers, clothes and food items are packed
5. Diapers are clean
6. Restroom are used

### **Check in and Check out procedures**

Check in and out procedures are very simple and easy! Parents checking in their children must have an active YMCA membership and sign in with the staff.

Members who are registered may only check in their own children, unless they are the legal guardians, have a notarized letter on file and share the same membership.

Once checked in, staff will provide the parent a remote pager which staff will use to notify parents to come back into child watch either for an emergency or their two hours are up.

Only parents or legally authorized adults, who initially signed the child in may sign them out.

Grandparents may be allowed to check in/out their biological grandchildren with written authorization by the parents.

### **Bathroom Policies**

If any child requires the use of the restroom, the staff will go as a group with the other children to avoid multiple trips and remain in 1 to 10 ratio.

Staff will enter the restroom and announce themselves to ensure it is empty of other adults and children and then allow the children to use the restroom as they wait by the door to prevent others from entering. Other members will be asked to use another restroom or wait til the children are all in done.



For safety reasons and child abuse prevention, staff are not allowed to be alone with other children without another adult. In the case of an accident inside the restroom, parents will be notified to assist the child. If the child needs assistance not requiring any cleanup, wiping or assisting in the use of the restroom another staff member will be called to assist.

### **Special Considerations**

Baby and toddler parents must provide their own diapers, wipes, bottles, and snacks for their children. Child watch does not and will not supply such materials for parents.

For the consideration for the health and safety of all children in child watch we cannot allow gum, lollipops, and hard candy are not allowed at Child Watch as they may pose as a choking hazard. Anything with nuts are not allowed, anyone found bringing such items to child watch will be told they are now allowed to open and eat while inside the building.

### **Diseases, Lice or Virus exposure**

#### **Hands, Feet and Mouth**

If your child is showing any symptoms of this disease you are required to keep them home for at **least 24 hours** after being symptom free.

If already on site, children will be sent home immediately if symptoms as defined by the Centers for Disease Control and Prevention (CDC) are observed, and a doctor release will be needed to return to the child watch.

#### **Lice**

Parents are asked to screen their child for head lice before checking them into child watch.

Children found to have live head lice will have their parents/legal guardian informed at the end of their stay period and the child can only return after appropriate treatment has taken or until there is no evidence of live head lice.

#### **COVID-19**

Parents will be called to pick up their child immediately if their child is displaying symptoms of COVID-19 as defined by the Los Angeles County Health Department along with a fever. If a test is presented to show the symptoms displayed is not COVID-19 they child may remain in child watch.

### **Behavioral Concerns**

#### **Minor Issues**

Minor issues are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor issues include the use of :



1. Inappropriate or disrespectful language
2. Noncompliance with a staff directive
3. Dress code issues and
4. Minor physical altercations that do not involve a weapon or an injury.
5. Accessing areas after repeated warnings and notifications.

Minor issues may result in disciplinary measures or responses up to and including short-term suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

1. Parental involvement, such as conferences;
2. Isolation or time-out for short periods of time;
3. Behavior improvement agreements;
4. Instruction in conflict resolution and anger management;
5. Program suspension;

### **Serious Issue**

Certain circumstances may justify treating an otherwise minor issue as a serious issue. Serious issue may result in any of the consequences that may be imposed for minor issues.

In addition, serious issues that threaten to substantially disrupt the program environment, the safety of staff, other participants, etc. may result in long-term suspension, or expulsion.

### **Emotional Distress**

In cases children exhibiting behaviors that suggest anger, frustration, and an inability to cope with the demands of the current environment. Staff are to support the child by doing the following:

1. Find a quiet place or room and encourage the child to talk about why they are upset
2. Ask whether the child would like company or have some space
  - a. If it is the former, give the child opportunities to talk, and just listen.
  - b. The child may just want the company without having to talk about their emotions just yet.
    - i. If so, respect the child's wishes, and just sit with the child.
3. If the child would rather be left alone, keep checking on the student at regular, brief intervals.
  - a. Sometimes walking alongside with staff can help drain off some of the impact of the emotion, helping the child to calm down, feel more in control, and feel ready to address the issue
4. IF the child is ready to begin discussing their issue, staff will use active listening and paraphrasing to help the child discuss their emotions and support the child.

For children who are having significant difficulties in beginning to explore the issue it may be necessary to call the parent for additional support to either help encourage the child to talk about their emotions or to schedule a pick up.



## **Mandated Reporters**

Ensuring the safety and well-being of every child in our Child Watch program is our utmost priority. As part of our commitment to child protection, we want to inform you about the role of mandated reporters in our program and the procedures we follow.

Mandated reporters are individuals who are legally required to report suspected cases of child abuse or neglect to the appropriate authorities. Here is a brief summary of how mandated reporters operate in our Child Watch program:

### **Identification**

Our staff members are trained to identify signs or indications of child abuse or neglect, such as physical, sexual, emotional, or neglectful mistreatment.

### **Reporting Obligation**

If a staff member suspects or has reasonable cause to believe that a child is being abused or neglected, they are legally obligated to report their concerns to the designated child protection agency or hotline promptly.

This reporting process is crucial in ensuring the child's safety.

### **Confidentiality and Immunity**

Mandated reporters are protected by confidentiality laws, and their identity is generally kept confidential unless required by law or for the purposes of investigation. They are also immune from any civil or criminal liability that may result from making a report in good faith.

### **Collaboration**

Our staff members work collaboratively with other professionals, such as program coordinators and child care providers, to ensure a comprehensive understanding of the child's situation and to provide necessary support and intervention.

### **Documentation**

We maintain accurate and detailed documentation of any observed signs, disclosures, or incidents related to suspected child abuse or neglect. This documentation helps in providing a clear record and supports the reporting process.

By adhering to these procedures, we aim to create a safe and secure environment for all children in our Child Watch program. We want to assure you that our staff members receive proper training and education on recognizing and responding to child abuse and neglect.

If you have any questions or concerns regarding our mandated reporting procedures, please do not hesitate to reach out to us. We greatly appreciate your support and cooperation in prioritizing the safety and well-being of our young participants.





## Emergency Procedures

The following is an excerpt from the Emergency Response Guide. For more emergency procedures please review the for forementioned document.

### Lost/Missing Child

If it is believed someone is lost or missing follow notify all preschool staff through the radios, general YMCA leadership and proceed with lockout procedures:

- Inform all students to enter their classrooms
- Account for each student/staff member
- Lock all doors and entry ways
- Designate only one point of way for entry and exit

### General Procedures

1. Stay Calm
2. Get a description of the child, when/where they were last seen and doing
3. Notify co-workers, initiate LOCKOUT and inform it's a **CODE ADAM**
4. Search immediate area
5. If they are not found within 5 minutes have a teacher call 911 immediately.
  - a. Provide as much information to dispatcher as possible such as:
    - i. Name
    - ii. Age
    - iii. Race
    - iv. Description
    - v. Last known location
6. Continue the search while another staff member
  - a. Contact parents, guardians or emergency contact
  - b. Check Security cameras for areas of facility where they were last seen or areas familiar to the person

Have all details ready for arriving authorities



## Kidnapped and Abducted child

If it is believed a child or staff member has been kidnapped or abducted, IMMEDIATELY :

1. **Call 911**, initiate a lockdown and notify all preschool staff of a code ADAM
2. Provide reasons why you believe the abduction/kidnapping took place
3. Provide description ( height, age, sex, hair color, ethnicity, clothing, etc.) of child, offender and vehicle.
4. Ensure that witness information is obtained and provided to police.
5. Contact immediate Supervisor and Leadership Staff.

## Evacuation

Use during conditions in which the interior of the building may not be safe, such as a fire, explosion earthquake, plane crash or chemical spill in the building.

- Generally ordered by the incident commander
- Notified by an announcement over the radios and fire alarm
- Exit using previously established or alternate routes if primary routes are blocked
- Take attendance
- Report all missing and injured to command post via walkie talkie
- Remain and keep everyone calm.
- Do not reenter the facility/premise until told to do so by the proper authorities

## General instructions

1. Once the need for evacuation has been identified as the appropriate action, the FIRE ALARM should be triggered.
2. Once fire alarm is activated, all staff should be informed it is a **CODE RED**
3. Emergency kits, safety vests, radios and classroom rosters are retrieved.
4. Children are to stay with their respective group and be escorted out of the premises by staff to a safe location determined by the incident commander.
5. Attendance is to be taken and reported to the command site
6. Any missing students, reported injuries, etc. are to be reported to the incident commander



## Earthquake

In an event of a earthquake always remember DROP, COVER, and HOLD

Drop – Go onto your hands/knees

Cover- use your hands to cover your head/neck

Hold – hold onto something sturdy

People in indoor remain inside and those outside remain outside. Going through an entry way during an active earthquake can result in injury.

General Procedures:

1. Instruct others to DROP, COVER AND HOLD.
2. Duck or drop to the floor. Take cover under sturdy desk or table and hold on.
3. If no cover can be found find something to hold, duck and cover your head with your hands.
4. Stay away from glass windows, wall shelves and heavy unsecured items.
5. Once the main tremor ceases, incident commander will determine if evacuation is necessary.
6. Tour the facility and determine first aid needs.
7. Use phones, cell phones or use intercom system to communicate with YMCA staff.
8. In case of evacuation, sound the Fire Alarm, calmly evacuate the building to a safe area. Follow Evacuation Procedures.



## Intruder - Lockdown

Implemented when an armed and/or intruder has been seen on the premises. Entrances and exits are locked with no one entering/leaving.

If you see someone who you know or have good reason to believe poses a threat, immediately radio the situation and/or dial 911.

911 is to be called immediately by the incident commander. The caller should be prepared to:

1. Give the name and exact location of the facility
2. Describe the emergency and if any of the school occupants have been evacuated
3. Provide the following information, if known:
  - a. The number and a description of the suspect(s) (physical and clothing)
  - b. The suspect(s) identity
  - c. Type of weapon(s) the suspect(s) have
  - d. Type, description, location of possible planted explosive devices
  - e. The location where suspect(s) was last seen
  - f. Any comments made by the suspect(s)
  - g. Locations of victims (injured and non-injured)
  - h. Actions taken by the school, and whether there is on-site security or law enforcement officer(s)

If a group is outside when a lockdown is initiated, the group should move to a safe location and notify YMCA leadership staff of their location.

## General Procedures

1. If you recognize a threat or hazard, do not approach the offending party or put others in danger.
2. Use the radios to inform others of the threat/hazard and initiate lockdown procedures
3. Incident commander is to immediately call 911 and report the type of threat.
4. Announce over radio system: "LOCKDOWN! CODE RED, LOCKS, LIGHTS, OUT OF SIGHT."
  - a. If a loudspeaker is unavailable, and it is safe to do so, identify staff to circulate the building and notify all persons of threat.
5. If possible, notify Leadership Staff of the emergency or threat.
6. Provide all pertinent information regarding the incident.
7. Designate a command center, if possible, and maintain contact with First Responders.
8. If you are the Incident Commander, ensure all steps are completed.
9. Wait for notification from First Responders that it is safe to exit all areas. Under no circumstances should any member unlock a door and allow an unknown person to enter. Remember, an intruder may pretend to be harmless or even helpful to gain entrance to your locked room.



By signing below, I attest I have read and understand the contents of the YMCA of the Foothills Child Watch Handbook.

A copy has been given to me upon signature.

First Name	Last Name	Date
Signature of Parent/legal Guardian		