



**YMCA OF THE FOOTHILLS
CHILD WATCH
POLICIES AND PROCEDURES**

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.

Capacity and Stay Limit

To ensure the quality of care we are providing you and your child(ren), our capacity is based on keeping a proper staff to child ratio and current recommendations by the LA County Public Health and the CDC.

Child watch is designed for short term, temporary care for those between 3 months to 12 years old, operating from 8 am to 12 pm and 4 pm to 8 pm. The maximum time a child may stay per visit is 1 hour and 15 mins per operational shift, starting from the drop/check in time. Time limits are non-transferrable between operation shifts.

Parents will be notified once the time limit have been reached. 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

Parents may choose to pay an additional \$15 USD per month alongside their normal membership fees or pay an \$5 USD usage fee per child, per visit.

Monthly fees must be made by the 1st business day of the month or within 1 business day since registering. Usage fees must be paid within 24 hours. Any monthly fees accrued will not be refunded for early withdrawal from the program. 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 than 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. If unsuccessful, staff will wait for the parent but repeated late pick ups will result in loss of child watch privileges (from two days to a week).

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. 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.

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
 - If it is the former, give the child opportunities to talk, and just listen.

- The child may just want the company without having to talk about their emotions just yet.
 - If so, respect the child's wishes, and just sit with the child.
 - If the child would rather be left alone, keep checking on the student at regular, brief intervals.
3. 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.

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.

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
 - c. 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 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 | | |