

**YMCA OF THE FOOTHILLS
BUILDING BLOCK PARENT
GUIDELINES AND PROCEDURES**

Effective July 7, 2019

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.

BUILDING BLOCK HOURS

Crescenta Canada Family YMCA

Monday – Friday 8:00 am – 8:00 pm

Saturday – 8:00 am - 1:00 pm

Sunday – 10:00 am – 2:00 pm

Crescenta Valley Family YMCA

Monday – Friday 8:00am – 12:00pm

Monday – Friday 4:00pm – 8:00pm

Saturday 8:00am – 12:00pm

Verdugo Hills Family YMCA

Monday – Friday 8:00am – 11:00am

Monday – Friday 4:00 pm – 8:00 pm

Saturday – 8:00 am – 12:00 pm

To ensure the safety of your children, we have compiled the following guidelines and procedures. We hope that they will help make your YMCA Building Block experience a happy and rewarding one.

PROCEDURES

- We strive to provide a supervised, safe, enriching environment through non-structured, age-appropriate play activities in an atmosphere of fun and enjoyment. This service is offered as a member benefit for family members at the YMCA of the Foothills.
- Parents or Legal Guardians (who are on the membership account) must scan the child into Building Block with their Membership Card or YMCA of the Foothills Membership App.
- Health Form must be filled out and on file before child is permitted to use service.
- Building Block has a maximum time limit of two hours per child, per day.
- Service is free to YMCA of the Foothills family members; \$5 per visit if you're a Youth Member, Program Participant, or Away members. You must show proof of YMCA membership and are required to purchase a pass at the Membership Service Center and show proof of purchase.
- Always bring your child in a clean diaper.
- Our Building Block staff members are not permitted to change diapers. If a diaper change is required, a parent will be located to assist.
- For your convenience, diaper changing and baby feeding area is located adjacent to the Building Block room and also tables are located in the restrooms across the Building Blocks.
- With ever increasing risk dangers due to food and drink allergies, the Y will no longer provide, help administer or allow food or drinks in Building Blocks except for milk and water. The Y will discontinue the practice of allowing food/drink into Building Block. The Y will provide water if needed.
- We do not allow children to bring in any snacks, outside toys or electronics.

GUIDELINES

The Basics

- The maximum time in The Building Block is 2 hours per visit, per child. The intent of The Building Block is for short term, temporary care. This means that you can use one of our three facilities for two hours per day, per child only.
- The Building Block closes promptly at closing times. When a child is left after closure, a staff person will take child to locate parent, if unsuccessful we will wait for the parent in the Building Block. Repeated late pick-ups will result in loss of Building Block privileges. (From two days up to a week)

- In consideration of your child and others, our maximum crying time for children is up to 10 minutes. Parents will be located in the facility and asked to pick up their child. We will do our best to comfort each child but can only do so much.
- Due to crowded conditions and safety reasons parents will not be allowed to stay in the Building Block room any longer than 10 minutes. We encourage parents to socialize in lobby and or patio area. Parents may not stay in Building Block with a child while they wait for another child attending a class.

Who may use the Building Block?

- Members may not use The Building Block for children other than their own, unless they are the legal guardians (even though they have a membership). Grandparents may be allowed to bring and/or pick-up their biological grandchildren, but legal guardian must provide us with a notarize letter. The Building Block is for members that are utilizing the facility and may not leave YMCA facility.
- Family membership is free of charge. All other memberships must pay \$5 per visit.
- Only parents or legally authorized adults, who initially signed the child in, may sign them out. The Building Block does not escort children to and from classes.
- Age limit for The Building Block children is a minimum of 3 months and a maximum of 12 years old.

What to bring?

- Shoes must always be worn by walking children. Clothes (shirts, pants, and underwear) must always be worn. Children in diapers must have pants on due to health reasons.
- We will no longer allow children to bring in any snacks, outside toys or electronics.
- The Building Block is not responsible for any damage or lost items brought from home.

Illness/Behavioral Concerns

- Any child biting/hitting will be removed immediately. If a child bites or hit on more than one occasion, he/she may not be allowed to return until he/she is ready for a group situation.
- Any child with diarrhea, colored runny nose, fever or the appearance of illness will have the parent located and asked to not return to facility for 48 hours.
- Misbehavior is not acceptable in The Building Block, but we will make every possible effort to help the child correct improper behavior. Parents will be notified of improper behavior; we will work on a plan to correct the problem. Severe behavior problems will be promptly reported to Coordinator.

Bathroom Policies

- Staff will enter the restroom before the child to make sure it is safe, and then allow the child to enter and wait by the door until they finish.
- Other members will be asked to use another bathroom or wait till TBB kids are all done in bathroom.
- In case of an accident in the bathroom. Parent will be located by another staff to assist child in bathroom. Staff cannot assist in wiping or putting child on toilet.
- In the event that a child needs assistance, but doesn't require cleanup (pulling up pants, buttoning a button etc.), staff members will use the radio to contact another staff member to be present.

Options for Children Transitioning to Potty Training:

- Staff members can retrieve the parent when their children need to go to bathroom.
- Children can wear a pull up while they are using the Building Block.
- Parents can come in and take their children to the restroom.