



# Kids' Club

## Policies

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### **Purpose of Kids' Club**

The Kenosha YMCA Kids' Club is designed to provide a safe, comfortable environment for children 6 weeks to 12 years of age while their parent/guardian participates in YMCA programs and services.

Please read and observe these policies to help us maintain a quality program.

### **Hours**

Monday – Thursday: 8:00 a.m. – 12:30 p.m. & 4:00 p.m. – 8:00 p.m.

Friday: 8:00 a.m. – 12:30 p.m. & 4:00 p.m. – 7:30 p.m.

Saturday: 9:00 a.m. – 12:30 p.m.

**Hours subject to change without notice.** Call 654-9622 ext. 229 for questions.

**Maximum Number of Children** (*Numbers are based on the safety and needs of the children in the program.*)

### **Infants/Toddlers:**

*Staff will accept a maximum of 2-4 toddlers/ infants when only 1 staff member is working.*

*Staff will accept a maximum of 8 toddlers/ infants per 2 or more staff.*

*Staff will accept a maximum of 10 toddlers/ infants per 3 or more staff.*

### **Preschool or older:**

*Staff will accept a maximum of 7 children ages 3 to 12 when only 1 staff member is working.*

*Staff will accept a maximum of 15 children ages 3 to 12 per 2 or more staff.*

**All slots are filled on a first come, first served basis. It is at the staff's discretion to work at lower numbers based on the needs of children in the program. If the classroom is full, the staff will have a waiting list available for your child to be called in as soon as an opening in that age group becomes available.**

### **Time Limits**

6 weeks up to 6 months: 1 hour limit

7 months - 12 years: 2 hour limit

### **Hourly Passes**

If you are not a current YMCA member, yet would still like to use Kids' Club, you may do so on an hourly basis. Please prepay for services at the Member Service Desk. Present this receipt to the Kids' Club staff when arriving into the room to utilize the program.

### **Sign In/Out**

Please accurately sign your child(ren) in and out. Children may only be picked up by the person who dropped them off. Parent/Guardians must indicate what activity they will be doing/or what area of the building they will be in while the child is at Kids' Club so YMCA Staff can locate the parent if any concerns arise. **Parent/Guardians must remain within the YMCA facility per State mandate.**

### Ill/Anti-Social Child

For the safety of our program and all involved, we reserve the right not to accept a child for reasons of **illness** or **anti-social behavior**. Should your child have any of the following symptoms, please do not bring them to Kids' Club:

- Fever/Diarrhea
- Heavy nasal discharge
- Extremely cranky or irritable
- Rash with open sores
- Cold less than four days
- Constant cough or sneezing
- Pink/Watery Eyes
- Any communicable disease

The YMCA cares about the health and safety of all our members, guests and staff. For everyone's protection, it is our policy that any child that did not attend school/daycare or was sent home due to illness refrain from utilizing Kids' Club that day. Children must be 24 hours sick free.

### Snacks

Kids' Club participants are welcome to bring a healthy snack that is ready to eat. Our staff do not have the capabilities to prepare or store snacks. Snack can be eaten at the tables provided, in a high chair, or an infant carrier. **Please do not bring any snack containing peanuts or other by-product of peanuts (trail mix, etc).**

### Clothing

Walkers must wear shoes and crawlers must have covered feet. Kids' have the opportunity to enjoy the playground, but only if wearing weather appropriate clothing (i.e. hats, gloves, coats... in cooler season)

### Stranger Anxiety

First time visitors and some repeat visitors are sometimes overcome with emotion at the idea of being away from their primary care giver. Our staff does everything in their power to make your child's experience pleasant. Despite their efforts some children are still anxious and do not want to be separated from their parent/guardian. If your child tends to display this disposition, please discuss a plan of action with the YMCA staff. Creating the least amount of anxiety for you child is our goal. Ultimately, the YMCA staff member has the authority to determine if a child is not adjusting to our program.

### Toys from Home

To ensure that toys are not lost or broken we ask that children ages 2 to 12 years do not bring anything of value including sentimental items from home. All toys from home will need to stay in your child's backpack or put away while your child is in the program. The Kenosha YMCA is not responsible for lost or stolen items.

### Tips for First Time Visitors

- Plan extra time to *a)* talk with the YMCA staff member about your child's needs during the time you will be using Kids' Club, *b)* explore the room with your child so they feel comfortable before you leave for activity, *c)* sign your child in and read any pertinent information on the Information Board and *d)* fill out emergency contact form.
- Advise the YMCA staff of toilet/feeding needs for your child while in our care.
- Advise staff on allergies and medical concerns **each** visit.
- Label everything.
- Occasionally the participants may paint, use water color, or do an art project that may be messy. Always dress participants in clothes that you don't mind getting a little soiled due to the nature of these types of activities.

## **Infants**

- Ensure child is fed and freshly diapered when dropped off for care.
- Please remember to leave items that your child needs while in our care. Clean cloth for drooling, bibs, pacifiers, toys and emergency bottles prepared in advance are appreciated.
- Inform staff on what comforts your child best (holding, swaying, walking, singing, etc).

## **Toddlers**

- Discuss the concept that the child will be attending Kids' Club prior to arriving at the YMCA. Let child know how long they will be there and when they can expect to see you again. Talk about Kids' Club the day before the child makes the first visit.
- Plan extra time before classes or activity to get child started on an activity rather than rushing off quickly to a class or activity.
- Be prepared should your child display some characteristics of anxiety or shyness.
- Allow child to bring something familiar to the Kids' Club to ease anxiety (a picture of family, stuffed animal, coloring book, etc.).

## **Discontinuation of Services**

We trust each parent/guardian to follow all Kids' Club policies. The YMCA reserves the right to discontinue Kids' Club privileges to parent/guardians who fail to follow the Kids' Club policies. The YMCA Youth & Family staff and administration also have the right to discontinue services for extreme cases of misbehaved children or due to actions of the parents and guardians.

## **Annual Fee**

There is a \$25.00 annual fee per family.

## **Late Fees**

Please be on time to pick up your child per the 1 or 2 hour time limit or at the close of the program. Children become very disappointed when you do not arrive when they expect you. Late arrivals can cause too many children for the staff assigned for that time frame. The YMCA may impose a late fee of \$1.00 per 5 minutes when parents are late to retrieve their child. Late fees need to be paid on day of service. **Please adhere to all hours of operation.**

## **Kids' Club Unexpected Closing**

The YMCA occasionally has to close Kids' Club unexpectedly due to inclement weather or staff emergency. We thank you for your cooperation and understanding regarding this policy. Feel free to call the Kids' Club room at 654-9622 EXT. 229 to check if hours have changed or if we closed due to inclement weather.

## **Questions/Concerns**

If you or your child has a concern regarding the Kids' Club, please talk to the YMCA Kids' Club staff member on duty immediately or as soon as possible, so the concern can be addressed. If you are not satisfied with the response, please contact the Kids' Club Coordinator at (262) 654-9622 EXT 219 or the Membership Engagement Director at EXT. 235.

**We look forward to serving your family!**