



## Y-WEE-CARE PARENT/GUARDIAN INFORMATION

Thank you for using the YMCA Y-Wee-Care! We look forward to having your child(ren) with us. The children will be supervised by at least 2 staff identified in YMCA shirts. If you have any questions, comments, or concerns please direct to our staff or contact our Director of Child Care, Kristi Harrison at 270-663-8203.

**Statement of Intent:** Short-term child care is available to YMCA members while they utilize YMCA programs or services. This benefit is only to be used by parents, foster parents, and grandparents using a non-legal guardian form and their child(ren) while they using the facility. Parents, foster parents, and grandparents dropping off children must stay in the building while using our service. You may also run outside of the building while using our service but must stay in a 2 mile radius and keep your phone on you at all times, in case we need to contact you.

**Service Offer:** After consulting with the Department of Human Resources, Division of Licensing, it has been confirmed that child care services that operate only while the parent(s) is on the premises are not subject to licensure requirements. Subsequently, this service is not a licensed child care facility. While the staff at all times endeavor to ensure the safety of each child, because we are a drop-in child care service, occasionally the child to staff ratios may be greater than ideal. The staff will provide basic supervision and care during the time your child(ren) is here. The basic care will include facilitating play and socialization, comfort, and ensuring safety.

### Our Services

\*Parents, foster parents or grandparents using non-legal guardians form may drop their child(ren) off only after fully signing them in and presenting a YMCA membership card. Children must be with-in the age limit of 6 weeks-approximately 11 years. A registration form must be fully signed and filled out before children are allowed to stay in our care. All information must be printed clearly.

\*A child may be signed in for child care no more than 2 hours each morning and evening session. Occasionally children do experience some anxiety at drop-off. We will work hard to make your child(ren) comfortable. We will notify you after 15 minutes if your child is inconsolable, or sooner at your request.

\*A child(ren) may be released only the parent, foster parent, or grandparent using the non-legal guardian form, who has signed the child(ren) in. To permit either parent, or grandparent, to pick up child, please sign both parents' or grandparents' names. Your child(ren)'s safety is our first priority!

\*The responsibility for feeding, medicating, or changing diapers is that of the parent(s). The staff will notify a parent if the need arises. No food, candy, beverage, or gum is allowed in Y-Wee-Care. Children of staff may eat or drink in designated areas outside of the room with supervision.

\*Staff can assist with potty-training for children in pull-ups. The parent, grandparent, or guardian must fill out a potty-training permission form for this service. The staff may request a parent to be notified and assist in a potty-training situation.

\*We encourage you to leave items in our cubbies, but do not allow children to bring in personal toys. If you do bring a personal toy it must be in a backpack or diaper bag. If not, we will have to place the toy on our shelf or closet until pick-up. This is to prevent personal items from being lost or broken and to discourage the spread of illnesses.

\*Members' children are included in membership. Non-member children fees are \$3/1<sup>st</sup> child, \$2/2<sup>nd</sup> child, no more than \$5 per family.

\*The child(ren) must not be sick; please see attached Well Care Policy. For your child(ren)'s health and well-being, toys and equipment are disinfected at the end of each session.

**Behavior Policy:** Our staff is committed to making sure your child(ren) is well cared for at all times. Our goal is to provide a healthy, safe, and fun environment for all children. We seek to find positive solutions to behavior issues and work with you to make sure your child is successful in Y-Wee-Care. All behavioral issues will be resolved fairly and impartially, with equal treatment for all. For the safety of your child and the others in our care, children must follow staff directions at all times. We do not allow climbing, running, wrestling, or fighting of any kind.

We will use redirection to deal with behavioral issues if problems should arise. If redirection does not work, your child will be asked to sit and do a calming activity. We will keep you informed of any behavioral issues that occur.

Aggressive behavior or unacceptable language will not be tolerated. Behaviors such as hitting, kicking, biting, throwing, or other forms of aggression will result in your child having to leave the Y-Wee-Care for the day. More than 3 incidents will result in further action, up to termination, to ensure a safe environment for all children and staff.

## **WELL CARE POLICY**

Please keep your child home if they exhibit the following symptoms:

- Fever-99 degrees or greater. Staff will provide the parent with a thermometer, if necessary.
- Diarrhea-Runny, water, or bloody stools
- Vomiting-once or more in a 24-hour period.
- Body rash with fever, skin rash.
- Sore throat with fever and swollen glands.
- Severe coughing-Child gets red or blue in the face or makes high-pitched whooping sound after coughing.
- Eye discharge-Thick mucus or pus draining from the eye, pink eye.
- Yellowish skin or eyes
- Lice is present
- Child is irritable, continuously crying, or requires more attention than we can provide without harming the health and safety of other children in our care.

- Any other contagious disease or infection.

Y-Wee-Caregivers shall be the final determinant of a child's state of health in our care. Please return when the child is symptom free for at least 24 hours or present a physician's note stating your child is not contagious.

**Hours of Operation:**

**Family YMCA**

Monday-Friday: 8:00am-12:00pm

Monday-Friday: 4:00pm-8:00pm

Saturday: 8:00am-11:00am

\*Holidays hours may vary; please check our website or the front desk for changes.

\*\*In the event of inclement weather, Y Wee Care will be closed in the mornings if both Daviess County and Owensboro Public School systems are closed. If roads conditions are safe by evening, Y Wee Care will be open for the 4-8pm hours for childcare. Please call the YMCA to verify we are open.



**Owensboro Family YMCA Wee Care Registration Form**

YMCA Membership I.D. Number \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

(1) Parent/Guardian Name \_\_\_\_\_

Cell Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

(2) Parent/Guardian Name \_\_\_\_\_

Cell Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

**Emergency Contacts:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Please include any information that might enable us to better care for your child:

\_\_\_\_\_  
\_\_\_\_\_

My signature below indicates I have read and understand the Parent/Guardian Guidelines:

Signature \_\_\_\_\_ Date \_\_\_\_\_