



KIDS ZONE PARENT HANDBOOK

Kids Zone is a service provided to our YMCA members with a family or single-parent membership. It is set up as a safe and nurturing place for children to spend small periods of time while their parent's workout or participate in a program at the Y.

Parents must remain on Y property while child(ren) are in the Kids Zone.

Maple		Portage	
Monday – Thursday	8:00am to 7:30pm	Monday – Friday	8:45am to 1:00pm
Friday	8:00am to 4:00pm	Monday – Thursday	4:15pm to 7:45pm
Saturday	9:00am to 12:00pm	Saturday	8:15am to 1:00pm
Sunday	CLOSED	Sunday	CLOSED

Both branches are now drop in and do not require reservations during open hours.

Hours are subject to change. For most current hours of operation, please consult the website at kzooymca.org

Holidays

Kids Zone is closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day
- Christmas Day

Kids Zone reserves the right to modify hours on the following days:

- New Year's Eve
- Day after Thanksgiving

- Day before and after Christmas
- Intermittent days throughout the year due to varying factors.

Ages

Children from 6 weeks through 8 years of age.

Time Limits and Fees

Members \$10 monthly recurring fee (children must be members to receive rate)

Non-members \$5 fee per non-member child per visit

There is a two hour max per day, per family across both Maple and Portage Branches.

Late Pick-up

Parents/Guardians are expected to pick up child(ren) by the time Kids Zone closes for the day or the family's two hours are up, whichever comes first.

Parents who are late to pick up will be given a written warning. After the third warning Kids Zone privileges will be lost for the family for six months. Late pick-ups will be recorded in the late pick-up log.

Capacity

For the safety and care of your children there is a maximum capacity for Kids Zone.

Portage: 20 Maple: 35

This number may be adjusted based on the ages of the children in the room.

Sign-In

Parents will check all child(ren) in at the Kids Zone desk using the online check-in system. Staff are nearby if assistance is needed. Staff members will assist in engaging your child and transitioning them into an activity or environment in the room.

Crying Children

If a child cries heavily or inconsolably for more than 10 minutes, the parent will be called, texted or found by a staff member. If necessary, they will be called by announcement. Do not panic but please come as soon as possible.

Diapers and Toilet Training

Children must be dropped off in clean diapers. Parents need to provide diapers and wipes for their children. If your child is potty-training, please let staff know and provide a change of clothing. If your child has an accident while potty-training, staff will put your child in a pull-up.

Food

Food is not permitted inside Kids Zone. Kids Zone is a NUT FREE AREA. If your child needs a snack (NUT FREE), you must provide it and it must be eaten outside the play room in a space designated by staff. Children may have a sippy cup or water bottle that is labeled. Babies may have a bottle, please let us know if it requires refrigeration or warming. For formula fed babies, please include how many ounces they should receive.

Personal Items from Home

Toys and personal items from home, including electronics, are not permitted in Kids Zone. The only exception is soothers for infants and crying toddlers. This includes pacifiers, blankets, stuffed animals, etc.

Sock Policy

Children in Kids Zone are required to wear socks or shoes at all times.

Safe Sleep

The staff of the Kids Zone practice safe sleep. This means that any children 0-1 years old are not allowed to sleep in their car seats, unless given verbal consent by the parent. Instead, they will be put to sleep alone, on their back, with no blankets or stuffed animals around.

Illness

If your child is too sick for school, they are too sick for Kids Zone.

Please don't bring your child to the Kids Zone if they have or have had in the last 24 hours:

• Fever of 100 degrees or more

Vomiting or Diarrhea

Continuous mucus

Persistent cough

Pink Eye

Lice

If a child becomes ill while at the Kids Zone the parent will be contacted. The child will need to be removed from Kids Zone and will be allowed to return when they feel better.

Children having a contagious disease or infection will not be allowed to stay (chicken pox, measles, ring worm, lice, flu, etc.). With the exception of lice, children must be free of these symptoms for 24 hours before they can return. If the child has lice, they must be COMPLETELY NIT FREE before they can return to the program. Parents are asked to notify the program if a child has been diagnosed with a contagious illness so we can inform other families.

Emergency Policy

<u>In the event of a fire</u>, children will be taken outside to a designated meeting place.

Maple: Back of main parking lot Portage: Behind the fence out back door

In the event of a tornado, children will be taken to a safe spot within the building

Maple: Bathroom within Kids Zone Portage: Women's Locker Room Downstairs

Guidance Policy

We use positive guidance techniques in the Kids Zone such as:

- Setting clear limits
- Modeling and encouraging expected behaviors
- Redirecting children to more acceptable activities

When a child's behavior is disruptive (i.e. biting, hitting, throwing objects or using "bad" language), staff will talk with the child and redirect them. If behavior continues to be disruptive to the group, the staff may choose to offer some alone time to child away from the group. If a child's behavior becomes aggressive towards other children or staff, parents will be asked to pick up their child. Kids Zone will make reasonable accommodations for child(ren) with special needs but we cannot provide one-on-one care for children while in Kids Zone. If it is clear that the child needs more attention than what Kids Zone is able to provide, then participation in the program may be discontinued.

Updated: February 2023

Kids Zone Parent Handbook and Fee Usage Agreement

Please complete the following information.

Child(ren) Information	
Name(s) & DOB(s):	
Special Situations/Health Considerations:	
Allergies: NoYes if yes, explain	
Medication: NoYes if yes, explain	
Parent/Guardian #1 Name:	Phone
Parent/Guardian #2 Name:	Phone
Authorized Release (Must be 16+):	
1. Name/Relation	Phone
2. Name/Relation	Phone
 I understand that child(ren) must be active me usage fee (otherwise the non-member rate will understand this recurring fee of \$10.00/mont also understand that there is a two hour max of I understand no refunds or credits will be giver I understand the bank draft occurs on the 1st of monthly statement and report any corrections apply. I understand that if I no longer wish to utilize K writing and received by the 25th of the month 	hallows access to Kids Zone as many days as desired. I daily time limit across both branches. If Kids Zone is not utilized in a particular month. If the month and it's my responsibility to check my immediately to the YMCA, returned payment fees may ids Zone, cancellation must be submitted to Kids Zone in prior. Iche Kids Zone and understand that failure to act in
<u>Acknowledgements</u>	
Parent and/or guardian acknowledges that the	ey have read and agree to abide by the guidelines
stated above.	
Guardian(s) name:	
Guardian(s) signature:	Date