



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# 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

**Monday - Thursday**

8:00 am - 7:30 pm

**Friday**

8:00 am - 4:00 pm

**Saturday**

9:00 am - 12:00 pm

## Portage

**Monday - Friday**

8:45 am - 1:00 pm

**Monday - Thursday**

4:15 pm - 7:45 pm

**Saturday**

8:15 am - 1:00 pm

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

## **Holidays**

Kids Zone is closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

Kids Zone will have modified hours on the following days:

- New Year's Eve
- Day after Thanksgiving
- Christmas Eve and the day after Christmas
- Intermittent days throughout the year for deep cleaning

## **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 member rate)

Non-members            There is a \$5 fee per non-member child.

There is a **two hour** max per day, per family for YMCA Members at the Maple Street and Portage YMCA.

## **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. Kids Zone staff will make an announcement 5 minutes prior to closing as a reminder of the time.

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 staff's 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

To maintain a safe environment this number may be adjusted based on the ages of the children in room.

## **Sign-In**

Staff will check in all child(ren) in at the Kids Zone desk using the online check-in system. The staff 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 paged, called, or found by a staff member. 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 may put your child in a pull-up.

### **Food**

Food is not permitted in Kids Zone. Children may have a sippy cup or water bottle that is labeled. Babies may have a bottle but 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.

### **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. Instead, they will be put to sleep alone, on their back, in a pack 'n' play, with no blankets or stuffed animals around.

### **Sock Policy**

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

### **Illness**

Please do not 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
- Diarrhea
- Continuous green mucus
- Persistent cough
- Pink Eye
- Lice

If a child becomes ill while at the Kids Zone the parent will be paged, called, or found by a staff member. The child will need to be removed from Kids Zone until they feel better.

Children having a contagious disease or infection will not be allowed to stay (chicken pox, measles, ring worm, lice, flu, etc.). If your child is too sick for school, they are too sick for Kids Zone.

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**

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

Maple: Back of main parking lot                      Portage: Behind the fence

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.

## **Kids Zone Parent Handbook and Fee Usage Agreement**

Please complete the following information.

### **Child(ren) Information**

Name(s): \_\_\_\_\_

Special Situations/Health Considerations: \_\_\_\_\_

Allergies: No \_\_\_ Yes\_\_\_ if yes, explain \_\_\_\_\_

Medication: No \_\_\_ Yes\_\_\_ 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 (We) hereby authorize the YMCA of Greater Kalamazoo, herein called the YMCA, to initiate debits to the financial institution used for monthly membership fees, for the monthly Kids Zone usage fee.
- I understand that child(ren) must be active members in order to be covered by the monthly Kids Zone usage fee (otherwise the non-member rate will be in effect).
- I understand this recurring fee of \$10.00/month allows access to Kids Zone as many days as desired. I also understand that there is a two hour max daily time limit across both branches.
- I understand no refunds or credits will be given if Kids Zone is not utilized in a particular month.
- I understand the bank draft occurs on the 1st of the month and it's my responsibility to check my monthly statement and report any corrections immediately to the YMCA, returned payment fees may apply.
- I understand that if I no longer wish to utilize Kids Zone, cancellation must be submitted to Kids Zone in writing and received by the 25th of the month prior.
- I agree to abide by all rules and regulations of the Kids Zone and understand that failure to act in accordance with the rules may result in suspension or removal of Kids Zone privileges.

### **Acknowledgements**

Parent and/or guardian acknowledges that they have read and agree to abide by the guidelines stated above.

Guardian(s) name: \_\_\_\_\_

Guardian(s) signature: \_\_\_\_\_ Date \_\_\_\_\_