

Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at the Y.

\*Behavior that endangers the health and safety of children or staff members

\*Inappropriate touching of other children or sexual misconduct

\*Theft, defacing or destruction of property belonging to the YMCA or others

\*Verbal abuse or treats, bullying, or name-calling

\*Any kind of physical assault such as hitting, kicking or biting

\*Children found with weapons, drugs, live animals or dangerous objects may be subject to immediate termination from our program

### CONTACT INFORMATION:

#### Kids' Zone Coordinator:

Tori Cusack

818-707-9622 ext. 5013

[vcusack@sevymca.org](mailto:vcusack@sevymca.org)

## HOURS OF OPERATION

<b>MONDAY-</b>	9:00AM to 10:00AM in Lounge
	10:00AM—11:00AM in Gymnasium
<b>WEDNESDAY-</b>	9:00AM to 10:00AM in Lounge
	10:00AM—11:00AM in Gymnasium
<b>FRIDAY-</b>	9:00AM to 10:00AM in Lounge
	10:00AM—11:00AM in Gymnasium



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# IT'S FUN TO HANG AT THE YMCA

## TWEEN ZONE Parent Handbook



**YARROW FAMILY YMCA**  
31105 Thousand Oaks Blvd,  
Westlake Village, CA 91362  
(P) 818-707-9622 (W) [www.yarrowy.org](http://www.yarrowy.org)

# TWEEN ZONE

For children ages 8 years old to 11 years old

*The Tween Zone is a service provided to YMCA members.*

*The following is a list of guidelines developed to ensure a safe, enjoyable atmosphere for children while maintaining the convenience of this service for parents.*

## CHECK IN & OUT:

\* Only parents or guardians on the Family Membership may check a child in and out. For safety purposes friends and relatives are prohibited from checking in and out unless they are under the SAME membership unit. Grandparents on a separate membership may pick up after a request is made by the parent to do so in writing.

\* For the safety of all the children in the Tween Zone, parents may not remain in the Tween Zone for more than 5 minutes.

## RATIO, CAPACITY, and TIME LIMIT:

Ratios are as follows- 1 to 14

\* We may not be able to accommodate your child if our room has reached its maximum capacity. This is for the safety of everyone. It is possible that Tween Zone capacity may be reached. If this happens you may be put on a waiting list and called when a spot is available.

\* There is a 60 minute (1 hour) per day maximum limit for a child to be in the Tween Zone.

## WHAT TO BRING AND WHAT TO LEAVE AT HOME:

\* Tweens are not permitted to bring outside toys, electronics, games, books, food or mobile devices to the Kids Zone.

\* Although school age children may bring their homework to the Tween Zone, we do not provide tutoring services but will provide support.

\* For the safety of all children with mild to severe allergies- food, snacks and/or meals are not permitted into the Tween Zone.

\* Water bottles with lids are okay if they are labeled with your child's name.

## CHILD'S HEALTH & WELL BEING:

• Now, more than ever, keeping all participants, members, and staff healthy is important to the day-to-day operations of Tween Zone. A child who is ill may not be checked into Tween Zone. If a child becomes ill while in Tween Zone, a staff member will contact the parent/guardian, and request that the child be taken home immediately. A child is considered ill when the following symptoms are present:

• Staff will complete a brief visual "well child" check upon child's entrance to the Tween Zone. Child will not be permitted to Tween Zone if signs of illness are seen.

## Symptoms consistent with COVID-19:

Fever (100.4 or higher)

Cough

Shortness of breath

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

Loss of taste or smell

Other symptoms:

Communicable disease

Vomiting

Diarrhea

Persistent runny nose

Conjunctivitis

## BEHAVIOR MANAGEMENT:

• Our Tween Zone staff use redirection and positive reinforcement while with your child. If these techniques are not successful and your child poses a danger to self and others, we will notify you immediately. We will share information concerning any behavioral issues upon request.

\* We have a ZERO tolerance for bullying. All incidents will be investigated and may result in the loss of Tween Zone Privileges.

\* For the safety and well being of all children using the program, inappropriate behavior (ie spitting, hitting, inappropriate language, harm to self, harm to other or property or intentionally not listening the Kids Zone staff) may lead to a loss of Tween Zone privileges for your child and family

## MEDICATIONS and ADDITIONAL NEEDS:

\* Tween Zone staff members will not administer medications to children in the Tween Zone, with the exception of life threatening reaction such as an allergic reaction or nebulizer.

\* If your child requires any other medication, please administer it before or after admission into the Tween Zone.

\* The YMCA Tween Zone welcomes all children. To the extent it is reasonably able to do so, the YMCA program will provide services to children with disabilities or any special needs in the same manner as services provided for other children of comparable age.

## ZONES and ACTIVITIES:

**ZERO TOLERANCE POLICY:** YMCA has a zero-tolerance policy for serious behavior infractions. Since the goal of the YMCA is to provide a healthy, safe and fun environment, inappropriate behaviors have no place. The behaviors listed below may be grounds for immediate removal from the Tween Zone for any set amount of time (as determined by the Program Director).