



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

IT'S FUN TO PLAY AT THE Y

**YARROW FAMILY YMCA
KIDS' ZONE
PARENT HANDBOOK**



WELCOME TO THE KIDS' ZONE

Kids' Zone is a service provided to YMCA members. Children may be placed in Kids' Zone while a parent or guardian is present within the YMCA facility. 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.

Kids' Zone is free and available to all YARROW YMCA members for children ages 6 Weeks to 11 years.

RATIO, CAPACITY, AND TIME LIMIT:

Ratios are as follows:

1 to 4 (6 weeks - 18 months)

1 to 10 (18 months - 3 years)

1 to 14 (4 years - 11 years)

- **The maximum amount of infants (6 weeks -18 months) permitted in Kids' Zone at one time is 12.**
- **The maximum amount of children (18 months -11 years) is 30**

SPACE IS LIMITED.

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 the Kids' Zone capacity may be reached on any given day. If this happens you may be put on a waiting list and called when a spot is available.

There is a 120 minute (2 hour) per time slot limit for a child to be in Kids' Zone. It can be used consecutively or broken between the two daily time slots the space is open.

CHECK IN AND OUT

- You must sign your child in and out of the Kids' Zone to attend. You must indicate where you will be inside the facility. Children may only be signed into the Kids' Zone by someone on the corresponding membership. The same adult checking in the child must be the same adult checking out the child.
- Parent/Guardian must remain inside the Y facility during the child's entire stay in Kids' Zone.
- For the safety of all the children in the Kids' Zone, parents may not remain in the Kids' Zone for more than 5 minutes, with the exception of a first time child. In the case of a first time child, a parent may, for the child's first stay in Kids' Zone, stay a maximum of 15 minutes. It is also requested that you check in on your child occasionally to ensure that they are adjusting well within the environment.

WHAT TO BRING AND WHAT TO LEAVE AT HOME

- Infants, toddlers, and children are not permitted to bring outside toys, electronics, games, books, or mobile devices to the Kids Zone.
- All items brought into the Kids' Zone must be labeled. The YMCA is not responsible for lost, stolen, or missing items.

For the safety of all children, including infants and toddlers and children with mild to severe allergies, food snacks and/or meals are not permitted into the Kids' Zone. Water bottles with lids, and baby bottles*/ sippy cups for infants/toddlers are always okay.

***Staff are not responsible for feeding infants during the time in Kids' Zone. We ask that infants and toddlers are feed prior to being checked into Kids' Zone.**

WELL BEING AND SAFETY

- It is the policy that the YMCA staff members do not change diapers. Parents will be called upon to change all diapers in the restroom.
- Toddlers learning how to walk may go without shoes if they are wearing socks with no slip treads. Infants must wear socks at all times.

CHILD HEALTH POLICY

Now, more than ever, keeping all participants, members, and staff healthy is important to the day-to-day operations of Kids' Zone. A child who is ill may not be checked into Kids' Zone. If a child becomes ill while in Kids' 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:

A doctor's note may be requested to participate in Kids' Zone, in order to protect all members.

Symptoms:

- 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 Kids' Zone staff use redirection and positive reinforcement while working 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.

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 Kids' Zone for any set amount of time (as determined by the Senior Program Director). 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

Kids' Zone staff will contact the parents of children who are having troubles adjusting. In the case of uncontrollable crying or unruly behavior, we will ask you to pick up your child.

For the safety and well being of all children using the program, inappropriate behavior (i.e. spitting, biting, inappropriate language, harm to self, harm to other or property or intentionally not listening to the Kids' Zone staff) may lead to a loss of Kids' Zone privileges for your child and family.

MEDICATIONS AND ADDITIONAL NEEDS

Kids' Zone staff members will not administer medications to children in the Kids' Zone, with the exception of life threatening reactions such as an allergic reaction or nebulizer. If your child requires medication, please contact the Kids' Zone Program Director. The Yarrow Family YMCA Kids' 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 or comparable age.

HOURS OF OPERATION

MONDAY– SATURDAY 8:00AM – 12:00PM

MONDAY-THURSDAY 2:45PM – 7:00PM

Yarrow Family YMCA
31105 Thousand Oaks Blvd.
Westlake Village, CA 91320

YOUTH & FAMILY PROGRAM COORDINATOR

Ryan Grabow

rgrabow@sevymca.org

**SENIOR PROGRAM DIRECTOR, YOUTH &
FAMILY**

Tori Cusack

vcusack@sevymca.org