

LIGONIER VALLEY YMCA CHILD WATCH PARENTAL INFORMATION SHEET

Hours of Operation: Monday/Friday, 9:00-12:00 p.m. and Tuesday/Thursday, 5:00-7:45 p.m.

Maximum time of 1 hour per child watch session is allowed for each child

AGES: Minimum age is 6 months. The child watch room is equipped with age-appropriate equipment and activities through age 10.

FACILITY: Child watch room is located on the first floor, before the Activity Center.

SIGN IN/OUT: Parents must sign-in each child upon arrival using the sign-in sheet. First and last names and phone # are required. Parents must indicate where, in the facility, they can be located should they be needed. Parents must sign the child out when they pick them up. Parents cannot leave the YMCA facilities when their child is in child watch.

FEE: Children must be Ligonier Valley YMCA members, including those covered under family memberships. All children must check-in at the Welcome Center prior to entering the child watch room. Nationwide members or non-members may pay \$5 per child at the Welcome Center. Non-member paperwork will be required.

FOOD: No food is permitted in the child watch room. Non-spill (sippy) cups may be sent.

**TOYS/
Electronics:** To avoid problems with sharing and breakage of your child's personal toys or games, please do not bring any such items into the YMCA child watch. This includes electronic devices.

LABELING: All items brought to the child watch room must be labeled with child's name. This includes diaper bags, bottles, cups, pacifiers, etc.

**DISCIPLINE
POLICY:** When a child demonstrates aggressive physical or verbal behavior or refuses to comply with staff requests for appropriate behavior, the following policy will be followed:

1. Redirection—staff will explain what is wrong and then redirect child's attention to something else
2. Warning—if behavior continues after redirection, a warning will be issued stating that if the behavior continues, the child will be given a time-out
3. Time-out—child will be asked to sit located outside of the play area in the child watch room for a time equivalent to the child's age

If a child refuses to take a time-out or behavior continues after a time-out has been served, the parent will be summoned to remove the child from child watch. Incident reports will be used to document continued aggressive/disruptive behavior. When incident reports are issued regularly for any particular child, a meeting with the parent will be requested to discuss whether it is appropriate for the child to continue to come to child watch.

ILLNESS: Children who have been sick within the past 24 hours should not be brought to the child watch room. Children who become ill during care must be removed from the facility. Children with runny noses or eyes, with a colored discharge, are not permitted as this may be a symptom of infection. Children demonstrating open lesions, of any sort, will not be permitted to stay in the child watch room. Should this be questionable, it is at the discretion of the child watch staff whether or not a child can be accepted for care in the child watch room.

**DIAPERS/
TOILETING:** Children should be changed or toileted PRIOR to admittance to child watch. Diapers cannot be changed by staff. Parents will be notified and must come immediately to change soiled diapers. Potty trained children may leave the room to use the restroom if the parent states that the child is capable. Staff are not permitted to help with wiping or other bathroom issues. If assistance with these issues is needed, the parent will be summoned to provide the necessary assistance.

EMERGENCY: In the event of an emergency, Child Watch staff will evacuate the building out the emergency exit through the Child Development entryway. They will continue to the second floor of the Ligonier Borough Fire Department building. Please do not leave with your child until you are able to sign them out.

*****RULES ARE FOR THE SAFETY AND WELL BEING OF THE CHILD!**

Revised 10/21/25