



PLAY TOGETHER



**KIDS ZONE
PARENT HANDBOOK**

**Kids Zone, Jr. Ages:
6 Weeks - 5 Years**

**Kids Zone Ages:
5-11 Years**



ABOUT KIDS ZONE

Welcome to the YMCA Kids Zone program. Our caring team provides age-appropriate activities, arts & crafts, storytelling, and physical games in a safe and fun environment, while the parent/guardian uses the Y. In order to maintain our safety standards and ensure program quality, we appreciate your adherence to our guidelines and policies explained in this handbook. Our staff goes through an extensive background and reference check, as well as trainings throughout the year including certifications in CPR, First Aid, and Oxygen Administration. Our goal is to offer you and your child the best care possible.

Kids Zone is a service provided at no additional charge for children on a Household with Dependents and/or Adult with Dependents membership and is available for members participating in Y activities on the premises. Children that are not Northwest North Carolina YMCA members will follow the guest fee schedule.

KIDS ZONE TIME LIMITS

Kids Zone is limited to 2.5 hours per session and may not exceed four hours per day. It is expected that all children be picked up before Kids Zone closes and adhere to the time limit. Parents will receive two reminders regarding these policies. Following the third reminder, the child will not be allowed to return to the program for one week.

Please check your local branch for hours of operation
(last sign in is 30 minutes prior to closing)

KIDS ZONE COORDINATOR

Margaret Ramirez
Email: m.ramirez@ymcanwnc.org

SAFETY/SECURITY

Check in and out

- Stop and scan membership cards at the Welcome Center.
- Children must be signed in by an authorized adult and checked in by a staff member prior to entering the Kids Zone area. Note: Check in procedures may vary from branch to branch.
- Notify staff of any important information about your child, such as health conditions, special needs or potty training.
- Ensure all children and infants have been fed, taken to the restroom and have clean diaper before signing in. Due to food allergies, food is not allowed in Kids Zone. If your infant will need a bottle it must be fully prepared and be ready to use. Staff is not allowed to warm or mix bottles.
- Inform staff of the area of facility you will be using in case of emergency. While Children are in Kids Zone, parents are required to remain on the premises and if using outside amenities, must remain in the predetermined "Safe Zone" and carry a cell phone with them.
- Parents entering the secured Kids Zone area must be accompanied by an authorized YMCA staff member at all times.

CHECKING IN/OUT ANOTHER MEMBER'S CHILD

- If you want to sign in or pick up another member's child the staff must have a written and signed note granting permission for the Y to release the child to you from the parent/guardian. You must also be listed on the child's emergency form and present a picture ID.
- Please be prepared to present a photo ID if requested by staff. If you do not carry your ID we can use your membership photo.

CHILD EXPECTATIONS

- Dress in play attire and keep shoes on at all times (some activities require socks only)
- Follow directions
- Use inside voice, no yelling or screaming
- Keep your hands and feet to yourself
- Take care of toys and equipment
- Treat others the way you want to be treated
- No bad language or fighting
- Behave and display the YMCA core values of: caring, honesty, respect, responsibility and faith
- HAVE FUN!!

CONSEQUENCES

The YMCA reserves the right to dismiss any child whose behavior is consistently disruptive or interferes with program delivery or the best interest of other children. The YMCA does not condone corporal punishment or inappropriate language.

Discipline is handled on a case by case basis according to the age and maturity of each child. Time-out, redirection and “one, two, three, take a break”, as well as reiterating the core values of the YMCA (caring, honesty, respect, responsibility and faith), will be our main methods of discipline.

Biting Policy

Incidents of biting will be evaluated on an individual basis and will be dealt with accordingly based on the age the child and the circumstances. YMCA staff may determine if the situation warrants the child being asked to leave Kids Zone. A discipline form will be filled out for each biting incident and kept on file. If biting continues to be problematic, a parent conference will be scheduled to discuss a plan of action before the child may return to Kids Zone.

Copies of the discipline policy are available upon request.

SICK CHILDREN

The following guidelines are for the protection of all children. A child may not participate in Kids Zone if any of the following exists and must be symptom free for 24 hours. Children who have stayed home from preschool or school for illness will not be allowed to participate in Kids Zone.

- Fever over 100 F
- Vomiting
- Head Lice
- Sore throat
- Pink Eye
- Diarrhea
- Any symptom related to Covid-19 (children can return based on current CDC Guidelines)
- Any symptom of normal childhood disease such as chicken pox or mumps
- Excessive coughing or cough with other cold or flu-like symptoms
- Any unexplained rash or skin infection, i.e. ringworm, impetigo, etc.

- Yellow/green nasal discharge or a nose that runs consistently
- Certain illnesses may require a note from your medical provider to return to Kids Zone. If your child has special circumstances (such as allergies), we will keep a doctor's note on file detailing the non-contagious symptoms.

MEDICATION POLICY

Non-emergent medications are not administered in Kids Zone. Children requiring an Epi-pen must have a medical authorization form on file and the staff will follow first aid protocol by assisting in the administration of the medication. Inhalers may only be used if a child is able to self-administer the medication.

EXCESSIVE CRYING

If crying persists for more than 15 minutes, staff will get the parent/guardian to pick up the child. We want every child's experience to be positive and are willing to work together with the family to make the child successful in Kids Zone.

DIAPERS & TOILET TRAINING

Please change your child's diaper and/or take them to the restroom prior to entering Kids Zone. We do change diapers, however parents are responsible for providing diapers and baby wipes. Note: not all branches are able to accommodate the use of cloth diapers. If a diaper soils a child's clothing, parents/guardians may be called to change the diaper and clothing. At all times children are required to be dressed in a full set of clothes when visiting Kids Zone.

Please label your diaper bag with your child's name and keep it stocked with necessary items.

We can only take children who are wearing pull-ups or underwear to the bathroom. If your child is wearing diapers, we will change them as needed, but we will not take them to use the bathroom. Staff is available to monitor but not assist children that are toileting. If a child that is potty-trained has a bathroom accident, parents/guardians will be called to change the child. Once a child is four years old, staff will no longer change diapers or pull-ups.

PERSONAL ITEMS

- Due to limited space, please only bring basic necessities
- It is very important to label everything... cups, bottles, pacifiers, jackets
- Pacifiers must always be on a clip and labeled for sanitation reasons
- Leave all toys at home –we encourage sharing of all toys and we do not want toys going home with the wrong family
- The YMCA is not responsible for lost or stolen items







Administrative Offices www.ymcanwnc.org

301 North Main Street, Suite 1900, Winston-Salem NC 27101 336 777 8055

YMCA Camp Hanes www.camphanes.org

1225 Camp Hanes Road, King NC 27021 336 983 3131

Alexander County Family YMCA www.acfamilyymca.org

260 Black Oak Ridge Road, Taylorsville NC 28681 828 632 9699

Davie Family YMCA www.davieymca.org

215 Cemetery Street, Mocksville, NC 27028 336 751 9622

Jerry Long Family YMCA www.jerrylongymca.org

1150 South Peacehaven Road, Clemmons NC 27012 336 712 2000

Kernersville Family YMCA www.kernersvilleymca.org

1113 West Mountain Street, Kernersville NC 27284 336 996 2231

Robinhood Road Family YMCA www.robinhoodymca.org

3474 Robinhood Road, Winston-Salem NC 27106 336 251 1090

Statesville Family YMCA www.statesvilleymca.org

828 Wesley Drive, Statesville NC 28677 704 873 9622

Stokes Family YMCA www.stokesymca.org

105 Moore Road, King NC 27021 336 985 9622

Wells Fargo Express YMCA www.wellsfargoexpressymca.org

100 North Main Street, Winston-Salem NC 27101 336 725 9342

Wilkes Family YMCA www.wilkesymca.org

1801 YMCA Boulevard, Wilkesboro NC 28697 336 838 3991

Wilkes Express YMCA www.wilkesymca.org

1918 West Park Drive, North Wilkesboro NC 28659 336 838 2152

William G. White, Jr. Family YMCA www.wgwhiteymca.org

775 West End Boulevard, Winston-Salem NC 27101 336 721 2100

Winston Lake Family YMCA www.winstonlakeymca.org

901 Waterworks Road, Winston-Salem NC 27101 336 724 9205

Yadkin Family YMCA www.yadkinymca.org

6540 Service Road, Yadkinville NC 27055 336 679 7962