



CHILD WATCH POLICIES AND PROCEDURES

- Children ages 12 months - 7 years 11 months will be permitted in Child Watch once all paperwork is submitted.
- Parents/Guardians must be visible when dropping off the child; must scan their membership card and the child's membership card in the Child Watch room and must sign their child in.
 - **A parent/guardian's failure to remain on premises while their child is in Child Watch will result in restriction from these services.**
- Once your child is signed in, you and your child will receive matching wrist bands.
- Parents/Guardians must remain on the West Side YMCA premises at all times while their children are under the care of Child Watch staff. Parents/Guardians must share the location of the facility they will be in throughout the duration.
- The maximum stay in Child Watch is 2 hours per day. If consistent lateness occurs, late fees may be incurred.
- In order to maintain proper structure, focus and safety in Child Watch, we do not encourage parents to linger around Child Watch. Please enjoy your workout!
- Food and drinks are not permitted in the Child Watch room except for milk for infants/toddlers or water for all ages. Please clearly label your child's bottle with their name.
- Children under 2yrs of age will be safely engaged in our matted area within the Child Watch room. Please assist children under 2yrs of age with taking their shoes off and placing them in the cubby upon arrival.
- Staff are not allowed to change diapers; parents/guardians will be notified if a change is required.
- Proper behavior is encouraged in Child Watch; each child must behave accordingly in respect to other children's safety and abide by the YMCA Four Core Values (Respect, Responsibility, Honesty & Caring).
- In order to protect the health of others, children who are sick will not be permitted into Child Watch.
- Please make sure your child has all their belongings upon leaving Child Watch.
- At pick up parents | guardians will be asked to scan in and show their ID to the staff before the child is released
 - A child's continued failure to behave accordingly while in Child Watch will result in restriction from these services.
 - Both the parent and child must have their photos on their YMCA account

I have read and agreed with all of the above Child Watch policies and procedures.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

West Side YMCA

5 W. 63rd Street, New York NY 10023

P 212 912 2600 F 646-349-1215

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CHILD WATCH SERVICE GUIDELINES (This page is intended for parents/guardians to keep)

Registration Requirements:

- Complete Application
- Up to Date Immunization Record
 - Flu shots are recommended but not required

Child Watch Hours of Operation:

****Hours are subject to change**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
N/A	4:30PM- 8:30PM	5:00PM- 8:00PM	4:30PM- 8:30PM	5:00PM- 8:00PM	N/A	9:00AM- 1:00PM

Age Groups & Capacity

- Child Watch services are for children ages 12 months – 7 years 11 months
- One staff member for every 6 children (1:6, 2:12).
- Max capacity of 12 children in the room at a time.
- A maximum of two infants/toddlers ages 12–18 months are allowed at any given time with two staff.

Drop Off & Pick Up Procedures

- Child Watch usage is on a first come, first serve basis – up to 12 children.
- You may call Child Watch during hours of operation to check on availability – 212-912-2632 or you may stop by the room to inquire.
- During drop off, parents/guardians must scan the membership card for both parent/guardian and child upon entry into the room – once staff confirm eligibility, the child may be signed in and staff will provide matching wristbands for parent/guardian and child.
- During pick-up, parents/guardians must scan the membership card again. Staff will then match parent/guardian & child wristbands before parent/guardian can sign the child out.
- Reminder: As a courtesy to all, there is a two-hour limit per day for Child Watch Services.
- ID Must be shown when picking up before the child can be released

Room Policy

- Food and beverages are not permitted in the room except for milk for infants/toddlers and water for all ages. All bottles must be clearly labeled with the child's name.
- Children under 2yrs of age are asked to remove shoes upon arrival – shoes may be tucked into the cubbies.
- Socks are required for all children
- Children will be asked to remove shoes upon arrival

Reminder

- Parents/Guardians are to remain in the facility while their child is in Child Watch.

Questions & Comments? Contact:

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