

Duneland Family YMCA Fun Zone Handbook



Welcome to the Duneland Family YMCA
Fun Zone.

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Welcome to the Duneland Family YMCA Fun Zone.

Want to work out but don't want to leave your children home alone? The Duneland Family YMCA invites you and your family to use the Fun Zone. Staffed with certified professionals, The Fun Zone keeps your children busy with games, toys, and activities while you enjoy a worry-free workout! The Fun Zone is directed toward infants and children 9 years old or younger. Youth under the age of 9 must be in the Fun Zone during staffed hours or with a parent while in the YMCA. This service is free.

Fun Zone Ages

Care is provided for children ages infants up to 9 years old. The Duneland Family YMCA reserves the right to limit the number of infants in our care at one time for safety reasons. We limit three (3) infants at one time, please call to register at 219.926.4204.

Fun Zone Hours

Monday	8:00 am – 11:00 am and 4:00 pm – 8:00 pm
Tuesday-Thursday	8:00 am – 11:00 am and 4:00 pm – 8:00 pm
Friday	8:00 am – 11:00 am and 4:00 pm – 8:00 pm
Parent's Night Out	6:00 pm – 9:30 pm
Saturday	8:00 am – 11:00 am
Sunday	10:00 am – 1:00 pm

Fun Zone is available for 2 hours per day.

WARNING: Your Fun Zone privileges may be revoked in the event any of the rules stated in this handbook are violated.

Fun Zone Procedures

Dress

All children must be appropriately dressed (shirt, pants, socks, and shoes). Children that are not walking need to have on socks.

Procedures for Parent Drop Off/Pick Up

- The staff monitoring the door will greet each family as they arrive at the door. Parents will then hand their child over to the staff on duty.
- The other staff will greet the child and help transition them to the appropriate area in the room. The staff in the appropriate area will assist in engaging your child and transitioning them into an activity or the environment in the classroom.
- The staff will monitor and facilitate the handwritten Sign-In Book.
- Parents must scan their card into the computer system at the Members Service Desk, then, sign your child inside the Fun Zone.
- The parent must write down in the Sign-In Book, their first and last name, and where they will be while working out each day.
- The staff will verify that the information is complete. It will be the same procedure at pick up for parents and the fun zone staff.

Check-in Specifics

Parents must scan their membership card at Members Service desk before they check-in at the Fun Zone. Please provide the complete information (*Child's Full Name, Age, Parent's Full Name, Location in the YMCA, and Allergies/Special Instructions*).

Children entering Fun Zone area must be freshly diapered, or have just used the restroom. Children who are in diapers must have the appropriate diaper changing items (diapers and wipes). All items must be labeled, including diaper bags.

Check-Out Specifics

The same adult that checked-in a child must be the adult that checks out the child. Under no circumstances will a child be released to an adult different from who signed in.

Parents must take all of their child's belongings with them at check-out. Due to our storage capacity, we will not store diapers/bags/clothes/, etc.

Only an adult 18 years and older may drop off and pick up a child from the Fun Zone program.

Special Instructions (for infants only)

Staff will do their best to accommodate feedings and other special instructions. However, due to the nature of the Fun Zone, it is not always feasible to accommodate specific requests.

For all children that have allergies or special needs, it is imperative that the staff is informed of this upon each visit to the Fun Zone.

Parent's Location

Parents must remain on YMCA property while their children are in the Fun Zone. If you were to enroll in an outdoor YMCA class, parents must list "outdoor class" in the sign-in book and a cell

phone is required for parents while participating in this class. The cell phone needs to be in working condition and number will be verified by staff.

Items from Home

Snacks and toys may not be brought in from home. Blankets and pacifiers are permitted but MUST be labeled.

Behavior Management Procedures

Parents are welcome at any time into the Fun Zone area to observe the behavior or to console a child who is displaying separation anxiety. The Fun Zone staff will work with the parent to help console the child and to make them feel safe and secure. You are welcome to leave the child after calming them down. If your child repeats another 10 minutes of crying, you will again be asked to return to Fun Zone. At that time, a parent would be required to stay with the child to ensure they are comfortable. You are encouraged to attempt the transition the next day.

Philosophy

The YMCA strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children in the Fun Zone establish expected behavior guidelines. Positive behavior is self-rewarding for children. It also allows for the program activities to occur. When children choose to behave outside the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the Fun Zone area is our highest priority.

Process

When positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed.

Redirection

The Fun Zone Staff will do their best to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have the children reason together face-to-face with staff facilitating.

Removal from the Specific Activity

When redirection has been pursued, and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The removal time will be age appropriate. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage.

Removal from the Fun Zone

If the above process has not resulted in corrected behavior, the child may be removed from the Fun Zone.

Behavior Related Issues

In addition to behavior management procedures outlined above, parents must be aware that:

- No staff member will ever strike, swear at, abuse, or threaten with physical intimidation either a child or parent.
- No staff member will allow a child to be stricken, sworn at, abused or physically intimidated by anyone else in the Fun Zone without addressing the issue.

- No child will be allowed to continue who becomes a safety hazard to him and herself or others.
- No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.
- When a child has a serious discipline problem, on any one occasion, the parent may be asked by staff to pick up the child. Biting another child or injuring another child or staff member are examples of serious discipline problems.

If a YMCA staff decide that a child poses a serious discipline problem, the child will be suspended from the Fun Zone for a period of time. Upon return to the Fun Zone, the child's behavior will be reassessed. Depending on the seriousness of the behavior the child may be removed entirely.

Fun Zone Health Regulations

Your child's health and safety is of importance to all of the Fun Zone staff. Please advise the staff at time of check-in of any special health problems or concerns that we should be aware of (asthma, allergies, etc.) Please also be sure your enrollment form is complete with current information on each child.

In consideration of other children and the staff, children who exhibit any of the following symptoms will not be allowed in the Fun Zone.

- Fever of 100.5 degrees Fahrenheit in the last 24 hours.
- Vomiting within the last 24 hours
- Diarrhea
- Green nasal discharge
- Eye discharge or pink eye
- Head lice

If medication has been prescribed, a full 24 hours of treatment must be completed before returning to Fun Zone. Children may NOT return to the Fun Zone until they have been fever/symptom-free for 24 hours. No medication of any kind will be administered by Fun Zone staff. Please notify Fun Zone staff as soon as possible if your child contracts any communicable disease and when it appeared. Suspected exposure to any communicable disease in the Fun Zone will be posted notifying parents of disease and dates of exposure. This is for the health of all children who use Fun Zone. Thank you for your cooperation.

Emergency Procedures

We have specific procedures in place for emergencies.

In the event of a Fire, all children will be taken out of the building through the closest emergency exit. Parents will not be allowed to check-out a child from the Fun Zone during the transition to safety. All parents must wait until attendance has been taken by staff. We appreciate your patience to ensure the safety of all children.

In the event of a tornado, staff from Fun Zone will move all children into the Fun Zone hallway or family locker room with the head facing the wall.

Fingertip Reminders

- 2-hour time limit
- Ages 6 weeks – 9 years
- Picture I.D. is required for drop off and pick up
- Parents may not leave the building unless participating in an outdoor Y program
- Label Everything
- Children in diapers must be clean, dry and recently fed when you drop off
- Children must wear shoes in the Fun Zone
- DO NOT bring toys or food from home
- Leave an extra diaper (disposable)
- Please return on time

If you have any questions, comments, or suggestions, please feel free to contact Carla Patino-Davis, Customer Service Coordinator, at 219-926-4204 or cpatino-davis@dunelandymca.org

Parent / Guardian Acknowledgment

I acknowledge that I have read and understand the Fun Zone Procedures outlined in the Fun Zone Parent Information Packet and will abide by those procedures.

Child's Name (Please Print)

Date

Parent / Guardian (Please Print)

Date

Parent / Guardian (Signature)

Date