



Because here at the Waldo County YMCA families come first, we encourage members to come to the Y and enjoy our exercise classes, fitness center, or come take a dip in our pool, while your child enjoys time in our babysitting program.

Our friendly and qualified staff will ensure your child's safety in a positive environment. The kids can play with toys, read books, or have books read to them, color, meet other children and enjoy having snacks together. Familiar children's songs can always be heard playing and the children love to sing along.

Our babysitting service is opened to children from 8 weeks to 8 years and is available Monday through Friday mornings. We also offer seasonal evening hours, so the working parent can feel free to come workout, take a class, or swim.

Parents are encouraged to call ahead and reserve a spot. As a licensed facility, we are required to keep a certain staff-to-child ratio in order to provide safe and exceptional care for your child. Our babysitting service is provided by a staff person and volunteers.

It's a great place to belong!

Waldo County YMCA

157 Lincolnville Avenue • Belfast, Maine 04915 • 207-338-4598

www.waldocountyymca.org



KIDZ KORNER

Babysitting Program

Parent Handbook



We build strong kids, strong families,
strong communities.

It's a great place to belong!

www.waldocountyymca.org



Mission Statement

It is the mission of the Waldo County YMCA to promote the physical, mental, social, and spiritual development of Waldo County children and families.

the  KIDZ KORNER BABYSITTING

The Waldo County YMCA Babysitting Program is licensed by the Maine Department of Human Services and is therefore bound to comply with the licensing regulations of this agency. There is a copy of the licensing regulations in the childcare room for staff and parents to read if they wish to do so.

The YMCA promotes respect, responsibility, caring and honesty. We strive to build strong kids, strong families and strong communities.

PARENT INVOLVEMENT: Please feel free to communicate any concerns you may have regarding program policies or staff to the Childcare Director or Babysitting Coordinator, so that the issue may be dealt with promptly. We love positive feedback as well!!

All parents are encouraged and welcomed to volunteer or observe at any time. If you would like to be a regular volunteer, please fill out the volunteer application at the front desk.

STAFF: Beth Corey, the Childcare Director, has been with the YMCA since 2001. She has several years of preschool teaching experience and is certified in CPR, First Aid, and water safety.

Sandi Roman is no stranger to the Waldo County YMCA as her boys have been part of the after school program as well as the summer camp programs for years. Sandi is a graduate from NYU with a BFA in Theatre Arts. Sandi is delighted to be heading up the Babysitting Program.

Waldo County YMCA

157 Lincolnville Avenue • Belfast, Maine 04915 • 207-338-4598

www.waldocountnymca.org

the  INFORMATION FOR PARENTS

1. The Waldo County YMCA has a philosophy of zero tolerance for abuse.
2. We welcome parents to observe the programs at any time without prior notice.
3. There are at least two staff with kids at all times. The Waldo County YMCA follows state guidelines for child-to-staff ratio.
4. Open communication is encouraged between parents, staff and volunteers.
5. Redirection is used with children who are struggling with conflicts with peers.
6. Appropriate language is expected at all times from children and staff. All comments made by the staff will be acceptable and appropriate.
7. The YMCA has a policy, which states staff will not provide childcare services outside of the YMCA if it is not directly related to a YMCA event.
8. The name and phone number of the Executive Director and Childcare Director will be provided for parents who have concerns, complaints or positive feedback. Prompt feedback and action will be taken to resolve issues.
9. All staff are provided with information regarding child abuse prevention and detection. All staff are considered mandated reporters.
10. Procedures for handling emergencies are reviewed and available to all staff in an Emergency Procedure Manual.

<u>Waldo County YMCA</u>	<u>Waldo County YMCA</u>
<p>The YMCA wants all children to be safe. As a parent, you can help to insure the safety of your child by taking a few minutes every so often to ask your child some simple questions.</p> <ul style="list-style-type: none"> • Is anyone touching you in a way that you don't like? • Has anyone said anything to you that made you feel bad? • Is anyone asking you to keep secrets? • Is anyone scaring or threatening you? 	<p>If you have any concern about how your child is being treated in any YMCA sponsored program, please call the number below and ask to speak to:</p> <p>Dale Cross, Executive Director or Beth Corey, Childcare Director</p> <p>338-4598</p>

the **STAFF CHILD REQUIREMENTS**

(Reprinted from the Rules for the Licensing of Child Care Facilities pages 52 & 53)

A. Staff – Child Ratios for Small Children’s Day Care Facilities

1. The maximum number of children to be assigned to one (1) adult. The maximum number of children to be assigned to one adult, exclusive of service staff (clerical, cooking and maintenance) shall be as follows: (this includes pre-school children related to the operator or staff by blood, marriage or adoption)

- a. If all children are under two (2) years of age, one staff may care for up to four (4) children;
- b. One (1) staff may care for up to eight (8) children between the ages of two (2) years and five (5) years old plus two (2) children over the age of five (5) years;
- c. One (1) staff may care for up to twelve (12) children who are over the age of five (5) years; or
- d. One (1) staff may care for up to three (3) children under the age of two (2) years, plus up to three (3) children between the ages of two (2) and five (5) years, plus up to two (2) children over the age of five (5) years.

2. The maximum number of children to be assigned to two (2) adults. The maximum number of children to be assigned to two (2) adults, exclusive of service staff shall be as follows:

- a. If all eight (8) children are under two (2) years of age, two (2) staff may care for up to eight (8) children;
- b. Two (2) staff may care for up to twelve (12) children over the age of two (2) years old; or
- c. Two (2) staff may care for up to (6) children under the age of two (2) years, plus up to six (6) children over two (2) years old, for a maximum of twelve (12) total children.

3. The maximum number of children to be assigned to three (3) adults. The maximum number of children to be assigned to three (3) adults, exclusive of service staff shall be as follows:

- a. Three (3) staff may care for up to twelve (12) children if all are under the age of two (2) years;
- b. Three (3) staff may care for up to twelve (12) children if all are over the age of two (2) years; or
- c. Three (3) staff may care for up to nine (9) children under the age of two (2) years, plus three (3) children over two (2) years old, for a maximum of twelve (12) total children.

Age of Children	Minimum Staff to Child Ratio 1 Staff	Minimum Staff to Child Ratio 2 Staff	Minimum Staff to Child Ratio 3 Staff
All 6 wks. to 2 years	1 for 4 children	2 for 8 children	3 for 12 children
All 24 months and older	1 for 8 children under 5 years + 2 children over 5 yrs.	2 for 12 children	3 for 12 children
All over 5 yrs. old (school age)	1 for 12 children	2 for 12 children	3 for 12 children
Mixed Ages	1 for 3 children under 2 years plus 3 children 2 to 5 yrs. plus 2 children over 5 years. Maximum: 6 plus 2 school age	2 for 6 children under 2 years plus 6 children over 2 years Maximum: 12 total	3 for 12 children no more than 9 children under 2 years Maximum: 12 total

4. When there is a combination of ages within a group, the group size and the number of required staff shall be determined on the basis of the age of the youngest child.

B. Staff training. All Small Childcare Facilities shall provide for twelve (12) hours of ongoing training per year for all childcare staff.

the **KIDZ KORNER POLICIES**

Children must be between the ages of 8 weeks and 8 years of age.

Advanced reservations are required to secure a spot. You may call 338-4598 to make a reservation, you can call up to one week in advance. Drop-ins are welcome *if* space is available. You may drop your child off 5 minutes before scheduled time, please no earlier. (There may not be a staff member available if advanced reservations are not made.) Space is limited to ten children per hour when a volunteer is available. Please see information regarding state regulations.

Parents/Guardians will be responsible for Kidz Korner fees if reservation(s) are not cancelled within one hour of scheduled time. If you do not cancel a reservation, there will be an additional \$5 charge. If you fail to cancel your reservation for three times, you will not be allowed to make a reservation in advance. **Please note:** If you are late for your scheduled time, you will need to be back one hour from the originally scheduled time.

Babysitting cards are required for the Kidz Korner program. We offer babysitting punch cards at the front desk for \$5, \$10 and \$20. When your card is getting low, you will receive a friendly reminder to replace your card. If your card is not refilled by your next scheduled time, your child will not be able to attend until your card is replaced.

Agreement forms are to be filled out completely prior to leaving children with a staff member. *Forms are available in the babysitting room.*

Parents/guardians must:

- * sign in and out when dropping off and picking up their child(ren).
- * remain in the building and are required to record their program destination.
- * limit child to one hour of service a day, unless space is available.

Under no circumstances will staff care for children who have a fever, diarrhea or vomiting, heavy colored eye/nasal discharge, a persistent heavy cough, or any other contagious illnesses. Please keep your child home if any of these symptoms have occurred within the past 12 hours.

You must have paid up-to-date membership in order to use our Kidz Korner babysitting program. Staff members are not responsible for the changing of diapers. Parents will be called down to change their child's diaper. When dropping off your child you must stay with your child until a staff person is with them.

HOURS OF OPERATION: Babysitting is open Monday through Friday 8:45 a.m. to 12:00 p.m.; and seasonal evening hours. Please check our website for the most up-to-date information on evening babysitting.

AGE REQUIREMENTS: 8 weeks to 8 years of age.

FEES: This service is offered to Annual Members for \$2.00 an hour per child and \$5.00 per hour for a family of three or more.

ILLNESS: Illness is always an issue in a group setting; however, under no circumstances should a child be brought to the program if he/she has a contagious illness. It is very difficult for staff to give a sick child the comfort and attention he/she will need when there are other children to attend to. Under no circumstances will staff care for children who have a fever, diarrhea or vomiting, heavy colored eye/nasal discharge, a persistent heavy cough or any other contagious illnesses. A child should not be brought to the YMCA if any of these symptoms have occurred within the past 12 hours.

DISCIPLINE POLICY: We try to help each child understand that we have rules that must be followed for safety and health. We stress the importance of caring, honesty, respect, and responsibility. Staff will follow rules regarding acceptable behavior that reflect realistic expectations for the age and development of the children. If a child hits, bites, or otherwise hurts another child, we are obligated to have the parent return to the babysitting room. If the behavior occurs 3 times our policy is to ask the parent to make other arrangements for the child until the child feels more comfortable in the babysitting room.

SNACKS: Kidz Korner does not provide snacks. If you would like your child to have a snack you are welcome to bring one. Due to extreme allergic reactions, there will be no peanut products in the Kidz Korner area during babysitting. When packing a snack, please be aware of products that contain peanuts and that are cooked in peanut oils. *Please Note: the babysitting space is a multi-purpose room. There may be peanut products used in this space during other times of the day.*