

Child(ren) Last Name: _____

Information Sheet for YWCA Childcare Files

First Name	Birth Date	Age	Sex	Allergies
			<input type="checkbox"/> M <input type="checkbox"/> F	
			<input type="checkbox"/> M <input type="checkbox"/> F	
			<input type="checkbox"/> M <input type="checkbox"/> F	
			<input type="checkbox"/> M <input type="checkbox"/> F	

Address _____ Zip _____

Parent's Name(s) _____

Home Phone # _____ Mobile Phone # _____

Special Conditions that the YWCA staff need to know (examples: asthma, regular nose bleeds, ear infections, tubes in ear, or any other health issues): **please note for each child*

Emergency Information

Other Emergency Contact's Name: _____

Other Emergency Contact's Phone #: _____

I, the parent of _____, give permission for my child/ward to participate in the childcare services offered at the YWCA Central Carolinas. I am aware of the policies of these services, have reviewed them and I agree to adhere to them. In instances where myself or my child/ward do not adhere to the policies set forth, I understand that my ability to use this service may be terminated. I understand that the YWCA Central Carolinas claims no responsibility for injuries or illnesses that my child/ward may sustain as a result of his/her participation in any babysitting activities. I expressly acknowledge that I assume the risk of any and all injuries that may result in his/her participation in these activities. In consideration of my child's/ward's participation, I hereby voluntarily release and discharge the YWCA Central Carolinas, its agents, servants and employees from any and all claims for injury, illness, death, loss or damage which my child/ward may suffer as a result of his/her participation in these activities. In the event of an emergency, should my child require minor or major medical attention, I give my permission to the YWCA Central Carolinas staff to provide and carry out the necessary medical treatments and/or, if necessary, utilize emergency services for the administration of treatment and/or the transport of my child to the nearest hospital.

I have fully read and understand the above releases. I also agree that my child(ren) and I will adhere to this agreement.

I have also read and reviewed the Childcare Room Policies and Procedures (separate document) and agree to fully adhere to them. I understand that my right to use the Childcare Services at the YWCA can be revoked for a minimum of 3-months if I fail to adhere to the policies and procedures.

Print Name: _____

Signature _____ Date: _____

PARENT INFORMATION – THANK YOU FOR JOINING US!
YWCA Childcare Room Policies and Procedures

Welcome to YWCA Childcare! We are honored to provide you with Childcare service while you are working out in the Sarah Belk Gambrell Fitness Center. For the benefit of all parents/guardians, please take the time to read the Childcare Room Policies and Procedures as outlined below:

<u>Childcare Hours:</u>	<u>Childcare Costs:</u>
Monday – Friday: 9am – 12pm Monday – Thursday: 5pm – 7pm	<ul style="list-style-type: none"> • Free to all family membership (monthly/paid-in-full annual) • \$5 per child for 2-hours • \$35 punch card may be purchased @ front desk (10-visits)

I. Policies and Procedures

- a. For the safety of your children, please note at any time childcare may reach capacity based upon age range and number of children. In that event, we apologize we will not accept additional children in childcare. Spaces are reserved seasonally for YWCA Families Together and DYP Programs. During these seasons, YWCA Fitness Childcare will be double staffed to best accommodate fitness members and program participants.
- b. Children must be between the ages of 6 months and 12 years to participate in childcare services. The ratio of staff to children will vary.
- c. A blue ticket obtained at the front desk must be presented to the staff on duty upon the child’s arrival. If your family is utilizing a punch card, cards may be purchased & stored at the front desk.
- d. Parents/guardians must sign their child(ren) in and out with each visit in the Childcare room.
- e. Parents/guardians must fill out an Information Sheet for any child utilizing Childcare for our files upon first visit.
- f. Childcare may be utilized in two-hour increments.
- g. Parents must note their location on the sign-in sheet so that staff may contact them if necessary.
- h. Parents must provide diapers, wipes, change of clothes for children between the ages of 6 months and 5 years. **Please label all items for your child.**
- i. **Children may bring snacks but may not share with any other children to avoid potential allergic reactions. Candy, gum, and products containing peanuts are not permitted.**
- j. If a child cries continuously for an excess of 5 minutes, the staff will notify the parent/ guardian and return the child(ren) to them.
- k. If a child exhibits symptoms of sickness or illness the parent/guardian will be notified immediately and asked to remove the child from the Childcare Room. (If a child has a visible rash they must wait until it clears up 100% before utilizing Childcare services.)
- l. Children will only be released to the parent/ guardian that dropped them off, unless specified otherwise by guardian dropping off the child.
- m. Time-out will be used to address behavioral problems for children 2 and over. Redirection will be used for children under the age of 2.
- n. YWCA child care employees reserve the right to close child care based on ratio and age currently being served.
- o. The YWCA reserves the right to remove or suspend children perceived as an endangerment to themselves or others.
- p. The YWCA reserves the right to suspend or decline childcare services to any parent/guardian that consistently neglects any policy.

II. Emergency Procedures

- a. For minor medical situations, YWCA staff may provide medical treatment and care to a child.
- b. In the event of a major emergency staff will call 911 and notify the parent on premises immediately. The nearest hospital is Carolinas Medical Center at 1000 Blythe Blvd.
- c. **In the event the YWCA is evacuated, parents/guardians will meet child/ren in the lower parking lot. The Childcare staff will hold a sign, “Children are Here,” noting location of the children.**
- d. Should the children not be in the Childcare room, staff will have a walkie-talkie to communicate with the front desk team.