



# Waldo County YMCA

★ We build strong kids, strong families, strong communities. ★

## KIDZ KORNER

# Babysitting Program

## *Parent Handbook*



We build strong kids,  
strong families, strong communities.

*It's a great place to belong!*

Waldo County YMCA • 157 Lincolville Avenue • Belfast, Maine 04915  
207-338-4598 • Fax: 207-338-2505

email: [babysitting@waldocountyymca.org](mailto:babysitting@waldocountyymca.org) • [www.waldocountyymca.org](http://www.waldocountyymca.org)

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## **THE WALDO COUNTY YMCA**

### **KIDZ KORNER BABYSITTING PROGRAM**

The Waldo Country 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**

Communication: Please feel free to communicate problems or complaints you may have about the program's policies, or staff to the Childcare Director or Babysitting Coordinator, so that the problem 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 Director of the Program, 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 and looks forward to adding a little theatre to that program.

## **HOURS OF OPERATION**

Babysitting is open Monday through Friday 8:45 AM to 12:00 PM; and 6:00 to 8:00 PM on Monday and Wednesday evenings.

## **AGE REQUIREMENTS**

8 WEEKS TO 8 YEARS OF AGE

## **FEES**

Service is offered to Annual Members @ \$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. A sick child does not do well in a group setting and it is very difficult for the teacher to give a sick child the comfort and attention he/she will need when she has 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 last 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 respect, responsibility, caring and honesty. Each teacher will follow rules about 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 above 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**

The babysitting program does not provide snacks, if you would like your child to have a snack you are welcome to bring one with your child. Due to the extreme allergic reactions caused by peanuts and peanut products, there will be no peanut products in the Kidz Korner area during 8:45 to 12:00 and 6:00 to 8:00 babysitting time. When packing your kids snack, please be aware of products that contain peanuts and that are cooked in peanut oils. Note: the babysitting space is a multi-purpose room. There may be peanut products used in this space during other times of the day.

## **WALDO COUNTY YMCA KIDZ KORNER POLICIES**

The following are the Kidz Korner policies:

Advanced reservations are required to secure a spot. Reservations can be made 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.) You may call 338-4598 to make a reservation.

Space is limited to ten children per hour when a volunteer is available. Please see attached sheet for 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 a \$5.00 charge on top of the slot you already reserved. If you fail to cancel your reservation 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 still need to be back one hour from originally scheduled time.

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

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

Care forms are to be filled out completely prior to leaving children with a staff member. Care forms will be available for parents/guardians to complete in the Kidz Korner room.

Parents/guardians must sign in and out when dropping off and picking up their child(ren).

Parents/guardians must remain in the building and are required to record their program destination.

Parents/guardians are limited 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 last 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.

## **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.

<b>Age of Children</b>	<b>Minimum Staff to Child Ratios 1 Staff</b>	<b>Minimum Staff to Child Ratios 2 Staff</b>	<b>Minimum Staff to Child Ratios 3 Staff</b>
<b>All 6 weeks to 2 years</b>	1 for 4 children	2 for 8 children	3 for 12 children
<b>All 24 months and older</b>	1 for 8 children under 5 years + 2 children over 5 years	2 for 12 children	3 for 12 children
<b>All over 5 years old (School Age)</b>	1 for 12 children	2 for 12 children	3 for 12 children
<b>Mixed Ages</b>	1 for 3 children under 2 years plus 3 children 2 to 5 years plus 2 children over 5 years. <i>Maximum: 6 plus 2 school age</i>	2 for 6 children under 2 years plus 6 children over 2 years <i>Maximum: 12 total</i>	3 for 12 children No more than 9 children under 2 years <i>Maximum: 12 total</i>

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.

**WALDO COUNTY YMCA  
KIDZ KORNER BABYSITTING FORM**

Name of Child \_\_\_\_\_ Birth Date \_\_\_\_\_

Phone Number \_\_\_\_\_ [ ]Male [ ]Female

Parent(s) / Guardian(s) Name \_\_\_\_\_

Known Allergies \_\_\_\_\_

Known Medical Problems \_\_\_\_\_

**Please read carefully and sign below:**

I understand and will comply with the Kidz Korner Policies of the Waldo County YMCA Babysitting Service.

\_\_\_\_\_  
Parent/Guardian Signature Date

I understand that volunteers may be involved in the program periodically. Volunteers will never supervise my child(ren) alone.

\_\_\_\_\_  
Parent/Guardian Signature Date

I hereby certify that my child is in normal health and capable of safe participation in the Kidz Korner Program. I assume the risks and hazards of incidental injuries in the program.

\_\_\_\_\_  
Parent/Guardian Signature Date

I understand that my child(ren) needs to be signed in and out from the program and dropped off and picked up by the same individual. I further understand that staff will not release my child(ren) to any other individual.

\_\_\_\_\_  
Parent/Guardian Signature Date

I understand it would be in the best interest of my child(ren) if the Babysitting Program had a copy of my child(rens) immunization records.

\_\_\_\_\_  
Parent/Guardian Signature Date



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## PARTICIPATION AGREEMENT

In signing this agreement, I specifically assume all risks of injury arising out of my (my child's) presence on the premises of the Waldo County YMCA, the use of its equipment or facilities, and my (my child's) participation in its activities, whether on its premises or at another location, and for myself and my heirs and assigns to hereby waive, release and agree to hold free from all claims for damages the YMCA and its officers, directors, members, volunteers, employees or agents.

I understand the risks and dangers involved in participating in the programs and activities of the YMCA. I certify that I/my child is physically capable of any activity that may injure myself/my child or others.

I hereby authorize the employees of the Waldo County YMCA to call emergency medical assistance and/or perform basic first-aid procedures that are necessary in the judgment of the YMCA. I hereby authorize qualified medical personnel to administer necessary anesthesia and medical treatment to myself/my child in the event of an accident.

Because of the nature of our programs, the Waldo County YMCA staff may be transporting your child throughout the State of Maine by bus, van, or personal vehicle. All staff members transporting children are over the age of 21 and have a valid driver's license. I give the Waldo County YMCA personnel permission to transport my child by bus, van, or personal vehicle. I hereby authorize the YMCA to use photos and/or videos of me/my child/my family in promotional activities. I give permission for my child to swim at the YMCA and with the YMCA at locations outside of the YMCA. I give permission for any staff member to assist in the application of Sun Block on my child.

*I have read this agreement and I fully understand its term, understand that I have given up substantial rights by signing it, and have signed it freely and voluntarily without inducement, assurance or guarantee being made to me and intend my signature to be a complete and conditional release of all liability to the greatest extent allowed by law.*

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director



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## 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.

### Waldo County YMCA

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.

- 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?

### Waldo County YMCA

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:

Dale Cross, Executive Director  
or  
Beth Corey, Childcare Director

338-4598