

Weinstein JCC Babysitting Manual

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Carole and Marcus Weinstein Jewish Community Center

Reservation Policy

Reservations may be made either in person at the reception desk or over the phone up to 72 hours in advance. Babysitting is open for reservations 8am to 7:30pm Monday through Thursday and 8am to 5:30pm on Friday and 9am to 2pm on Saturdays and Sunday. Drop-ins may be available if there is space. You can reserve up to 1 hour 45 minutes per babysitting session and may not use this service for more than three hours per day. Babysitting is open by appointment only from 1:30-7:30pm M-TH and 1:30 – 5:30pm on Friday.

Cancellation Policy

Reservations are held for 15 minutes after scheduled time to allow for traffic, etc.

“No Shows” Parents who fail to show for an appointment without calling to cancel will be given one “free” no-show. Repeated occurrences will be dealt with on a case by case basis. Abuse of the reservation policy can result in temporary suspension of babysitting privileges.

Drop-In Policy

We will always try to accommodate parents who choose to drop in without a reservation. Our ability to do so will be determined by the number of children we have signed up for that time period.

Non-Member Usage

Use of the babysitting room is reserved for members of the Weinstein JCC. Babysitting is provided free of charge. Trial members may use the babysitting room at no additional charge, provided there is room. Anyone using a guest pass, bringing in a child that is not their own, or members of another JCC must pay a \$5.00 fee per child per session.

Non-members using babysitting while attending a Preschool Parenting Forum class must also pay \$5.00 per child per session.

Hours

Babysitting is available at the following times:

- **Monday-Thursday**, 8:00AM-7:30PM (reservation only 1:30 – 7:30pm)
- **Friday**, 8:00AM-5:30PM (reservation only 1:30 – 7:30 pm)
- **Saturday and Sunday**, 9:00AM-2:00PM

Reservations can be made up to 72 hours in advance.

Adjustment to Babysitting

When a child enters a new situation, he/she may feel uneasy. A new place, new people, separation from parent and the number of other children can be stressful to a child.

If possible, bring your child to the babysitting room for a visit before being left alone the first time. It's important for your child to know what we look like and become familiar with the new surroundings.

You can help by not being upset during the first few days if your child clings to you when you drop him/her off. Be sympathetic and understanding. Talk with your child about babysitting before the first day. Go through the daily routine and always stress the fact that you will always come to pick them up.

As the caregiver helps move your child into an activity, your presence will be less vital. Caregivers are trained to help ease the child's separation from you. Please listen to the caregiver and leave if asked. Many times a child will be more likely to get involved with an activity when parents are not around. It's best not to slip away without telling your child goodbye and reassuring them that you will return. Feel free to contact the babysitting room from any phone in the Weinstein JCC to check on your child at any time. We can be reached at ext. 8177.

In extreme situations, it may be necessary to pick your child up if they are truly distressed. All efforts will be made to comfort your child, but intense crying for more than 15 minutes will result in our contacting you to return to the babysitting room.

We are more than happy to work with each child on an individual basis, and soon, your child will be begging to stay.

Drop-Off/Pick-Up Policy

Each child must be signed in when dropped off in babysitting. This includes parents name and child's name, the child's age, where the parent will be in the center, and the drop-off time. Please notify staff of any instructions regarding feedings or the allergies of older children before you leave. Please note: unless you notify a staff member prior to leaving, you must be the one to pick your child up. This means that no one, not even other relatives, may pick up your child without your consent. Anyone picking up your child will be asked for picture identification, if they are not known by the staff members present at the time.

Children's Clothing and Personal Items

Shoes are required for all walking/cruising children at all times. Rubber soled shoes and tennis shoes are the best for active children. Walking and running are a part of each child's day and he/she needs sturdy shoes that will not fall off. Shoes are also necessary to protect a child's feet from any injury. Soft soled shoes such as Robees are allowed for younger children.

Please do not allow children to wear jewelry into the babysitting room. It can inhibit physical movement, can easily be lost, and can pose a choking hazard to children.

We ask parents to keep at least one complete change of clothing in their diaper bag in case of diaper leaks or potty training accidents.

Diaper/Bathroom Procedures

A new pair of gloves will be worn for every diaper change. The changing surface is cleaned after each change with the approved spray cleanser. The staff is to wash their hands after every diaper change.

Parents may leave a small supply of labeled diapers for their child(ren) in the bathroom. Each diaper must be clearly marked with the child's first name and last initial. Please let the babysitters know if any creams need to be used on your child. We can only apply cream that has been supplied by the parent and labeled with the child's name. Diaper creams may not be shared.

Unless otherwise instructed, we will change the diaper of each child that stays longer than 45 minutes. Of course, any child with a soiled diaper will be changed, regardless of the length of their stay. Please send only diapers that open on the sides. Some "pull-up" style diapers are not reclosable so the child must be completely undressed for each diaper change.

We understand that potty training can be an exciting and sometimes difficult period. We will follow the procedures that parents are using at home to the best of our ability. All children that are training must bring at least 1 complete change of clothing in their bag each day. Please let the babysitters know about any special needs or rituals for your child. All children will wash their hands after each attempt in the bathroom.

Sick Policy

We are concerned about the health of every child in the babysitting room. To ensure the well-being of all children, we strictly enforce the following policies:

A child who has a fever or is otherwise ill (vomiting, pain, diarrhea, frequent coughing, excessive nasal discharge, signs of conjunctivitis, etc) should be kept at home. If a child becomes ill while in the

babysitting room, the parent/guardian will be contacted so that the child can be picked up and taken home. When called, you are expected to pick up your child immediately. There are no exceptions to this rule. Bringing a child with any of these symptoms to the Weinstein JCC usually causes other children to get sick. If ALL parents will help by keeping sick children at home, everybody's children – including their own – will be sick less often.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to the babysitting room.

1. Mood, appetite, behavior and activity are normal
2. At the minimum, fever free for 24 hours
3. Antibiotics (if prescribed) have been used for a full 24 hours
4. Vomiting and diarrhea cleared for 24 hours
5. Frequent coughing, excessive nasal discharge resolved
6. pain (earache, cramps, headache, etc.) resolved

Parents will be notified if their child is exposed to a potentially contagious illness while in the babysitting room. Likewise, parents should notify the staff if their child has been exposed to or has a contagious illness.

Medicine will not be given to children by the babysitting staff.

Snacks

Crackers such as graham crackers and saltines are provided for snack time for the children in the babysitting room. We ask that no outside food is given to a child unless the parent is present. We enforce this rule so we can respect all Kosher dietary laws, and to avoid any problems with children sharing food. Children with allergies to the above mentioned crackers may bring their own outside snacks. Parents should notify staff of any allergies and the procedures to follow should their child ingest any food accidentally.

Drinks are provided by parents. Please use cups with valves. Cups that are open topped or have no valve lead to frequent spills. All cups should be labeled with the child's name. We have a Sharpie marker that parents may use for this purpose.

Outside Toys/Pacifiers

Children are welcome to bring pacifiers or other comfort objects (blankets, stuffed animals, etc.) to the babysitting room. We do ask that parents show any outside toys to the babysitters upon drop-off to make sure they do not pose a threat to other children. Please realize that personal items have a tendency to get lost or broken and are difficult to share. If an item does cause problems in the babysitting room, the staff will hold it until the parent's return.

Lost and Found

Labeling all your child's possessions is the greatest asset in loss prevention. Children and adults should turn in any items that do not belong to them to a babysitting staff member.

Occasionally, an item belonging to another child may be accidentally sent home with your child. If you find an item which does not belong to you, please send it back. If you are missing an item, check with the staff.

Lost and found articles will be cleared out every two weeks. Unclaimed items will be given to a charitable organization.

Diaper Bags

Parents are asked to leave a diaper bag, labeled with the child's first and last name, containing any diapers, bottles, pacifiers, or other items a child may need during their stay in the babysitting room. It is also a good idea, regardless of age, to include a complete change of clothing in case of accidents.

Parental Concerns

Parents are encouraged to address any questions or concerns to Allison Snyder, Director of Fitness and Recreation. We are always looking for ways to improve the quality of our service and welcome any and all ideas from parents and staff.

Discipline

We understand and respect that all families have different approaches to childrearing. We will do our best to follow the procedures that each parent employs at home. We do have the well being of all children in the babysitting room as our primary concern. When in doubt, we will defer to the good of the room as a whole. Any problems will be communicated to the parent each day, as well as what will be done in the future to discourage the negative behavior in the future. In the event a child's behavior is unacceptable and out of control, the child's parent will be contacted immediately, and the parent may be asked to remove the child from babysitting. Ongoing, unresolved problems will be referred to Allison Snyder, Director of Fitness and Recreation.

Parents are encouraged to give the staff any suggestions regarding their child. Biters/violent behavior: If a child bites another or does damage that draws blood, the violent child will be removed immediately from the group. There is no second chance. The responsible adult will be immediately notified to come pick up the child. The child will be seated outside the gated area, supervised, until the responsible adult arrives. The victim's wound(s) shall be washed with warm soap & water & bandaged, and the responsible adult will be notified immediately. The violent child will not be permitted to return to the Babysitting room until we have written documentation that this phase has passed. If the child has a history of this behavior, we must be notified beforehand in the interest of full disclosure of the potential for trouble, and so the child can be more closely observed.

Staff encourages developmentally approved independence in children by using positive techniques of guidance, including redirection,

anticipation and elimination of potential problems, positive reinforcement and encouragement rather than comparison or criticism. Staff abstains from corporal punishment or other humiliating or frightening discipline techniques. Persistent refusal to cooperate in cases of biting and inflicting bodily harm to other children results in use of "Time Out." Consistent clear rules are explained to the children and understood by the adults. Discipline means teaching not punishing. The staff will be proactive in regard to discipline. Any strong concerns will be communicated to the parent, as well as a plan developed with parent input as to what will be done in the future to encourage positive behavior and relationships. In the event a child's behavior is unacceptable and out of control, the child's parent will be contacted immediately, and the parent may be asked to pick up their child. Parents are encouraged to give the staff any suggestions or insight regarding their child.

Eligibility

The children of any member are welcome in the babysitting room provided there is room. We take infants who are 6 weeks old **and** have received their first set of shots. We do try to accommodate older children (3 and up) by taking them to another room, such as the gym, if there is space and staff available. We will ask parents to sign a permission form to be kept on file before a child will be allowed to leave the room. Under no circumstances will a child under the age of 2 be allowed to go to another room.

Children with Special Needs

It is important for parents to communicate to the babysitting staff about their child's individual needs. The staff needs to be prepared on how to most effectively meet the needs of your child.

Remember: We are strictly a babysitting service. We are unable to provide one-on-one attention for any extended period of time. If your child requires this level of care, you may need to make other arrangements.

Every effort is made to welcome all children into the babysitting program.

If you have questions or concerns about how your child can participate successfully in the babysitting program please contact Allison Snyder (804) 545-8638 or Melissa Bunce, Weinstein JCC Special Needs Director, (804) 545-8658.