



YMCA OF SARATOGA

Babysitting PARENT INFORMATION

HOURS OF OPERATION (BASED ON PRE-REGISTRATION)

All morning reservations and cancellations must be made the night before by 7:30 pm.

All evening reservations and cancellations must be made by 12pm the day of your reservation.

Sunday reservations and cancellations must be made by Saturday at 12pm.

BABYSITTING IS LIMITED TO TWO HOURS PER DAY

Reservations can be made by calling the phone numbers listed below during hours of operation.

West Avenue
583-9622 *124

Mon.-Fri.-8:45am-12:30pm
3:45pm-7:30pm
Sat. & Sun.-8:45am-12:30 pm

***Hours subject to change**

Ages-(8wks- 10 yrs.)

Wilton Branch
587-3000 *207

Monday- 9:00am-3:00pm
5:00pm-8:00pm
Tue.-Friday- 9:00am-2:00pm
5:00pm-8:00pm
Saturday-9:00am-12:00pm

***Hours subject to change**

Ages-(8wks.-11yrs.)

Malta Branch
899-1178

Mon.-Fri.- 8:30am-12:00pm
4:30pm-7:30pm
Saturday- 8:00-11:00am

***Hours subject to change**

Ages-(8wks.-11yrs.)

YMCA MISSION STATEMENT

The mission of the YMCA of Saratoga is to put Judeo-Christian principles into practice through programs that build a healthy spirit, mind, and body for all. The YMCA welcomes men, women, and children of all ages, incomes, abilities, races and religions. The YMCA of Saratoga is a 501(c)(3) tax exempt organization.

PHILOSOPHY

The purpose of the YMCA of Saratoga Babysitting program is to provide quality care in a safe and supportive environment, which fosters the physical, emotional, and social growth of children, while supporting and strengthening families.

PARENT HANDBOOK

The purpose of the YMCA of Saratoga Babysitting parent handbook is to provide parents/guardians with information on our Babysitting services. This handbook does not in anyway, constitute a contract between the parent, guardian or other responsible persons and the YMCA relating to Babysitting services.

YMCA OF SARATOGA BABYSITTING ENROLLMENT FORM ENROLLMENT INFORMATION

Child's Name _____

Nickname _____ Birth date ___/___/___ Male__ Female__

Home Address _____

City_____ Zip Code _____ Home Phone _____

Sibling's Names _____ Ages _____

Parent/Guardian#1 _____

Address _____

City_____ Zip Code _____ Home Phone _____

Employer _____ Work Phone _____

Cell Phone _____ Pager _____ E-Mail _____

Parent/Guardian #2 _____

Address _____

City _____ Zip Code _____ Home Phone _____

Employer _____ Work Phone _____

Cell Phone _____ Pager _____ E-Mail _____

Note : Court orders are needed if a parent is denied access to a child

Medical(Please include a copy of your child's immunization records with the completed enrollment form)

Medications child is presently taking _____

Allergies _____

In case of an allergic reaction, what action should be taken _____

Date of Child's last Tetanus shot: ___/___/___

Family Physician _____ Phone # _____

Name of Insurance Company _____ Policy # _____

Does your child have any disabilities? Hearing Speech Vision Seizures Other(please describe below)

Physical Handicaps _____

EMERGENCY CONSENT TO RELEASE INFORMATION

I give permission for my child to be released from the YMCA Babysitting program with the following people in the event of an emergency. I further understand that the people listed below must show identification for my child to be released. Parents/Guardians must remain on the premises or with a YMCA staff led program throughout the duration of your child's stay in Babysitting Room.

EMERGENCY CONTACTS (If parents/guardians can not be reached)

1. Name _____ Relationship to child _____

Home# _____ Work# _____ Cell/pager _____

2. Name _____ Relationship to child _____

Home# _____ Work# _____ Cell/pager _____

Thank you, for registering your child for the YMCA of Saratoga Babysitting Program. We are happy to provide this service. Our goal is to provide your child with a fun and safe activity time while you enjoy the facility.

Your support is needed to help make babysitting a positive and safe experience for both you and your child. The following information will ease your child's transition into the Babysitting Room.

For questions or comments regarding the program please call babysitting.

Parents must scan membership card at front desk.

Registration & Orientation:

A **Registration Form** and **Medical Authorization** are to be filled out for each child; the required forms are available at the Babysitting Room. To complete the form you will need the information from your child's immunization record including tetanus and medical insurance coverage information; prior to your child attending the program. We will review the completed forms, answer any questions you have and explain the reservation sheets.

Communication:

Staff will communicate directly with the parents, reporting the activities in which your child engaged, any bumps, falls, or crying episodes and basic information about your child's interactions with others in the room. If an emergency arises, a child becomes ill or is having difficulty adjusting while in the program the staff will page for the parent to return to Babysitting.

Safety:

A nametag will be placed on your child when they enter Babysitting and should be removed as they leave the room. Also, for additional security reasons both parent and child will receive a matching numbered wristband that they will need to wear. When picking up your child, the numbers on the wristbands will be matched up.

Aggressive behavior is not accepted. Parent/Guardians will be informed of the "incidents" of behavior. Staff will work with the parents and child to prevent further incidents. Repeated and/or patterned aggressive behavior will result in your child being unable to join us in the Babysitting Room.

Label everything that comes into the Babysitting Room with your child. This includes diaper bags, cups, bottles, toys, etc.

Health:

For health reasons we are not permitted to administer medication. If your child is ill with a communicable illness, diarrhea, cold, or fever please keep him/her at home.

If your child develops a communicable illness it is important to notify the Babysitting staff immediately, so we can notify other parents. Please remember to call and cancel your reservation.

Snacks are permitted. **ABSOLUTELY NO NUT PRODUCTS ARE ALLOWED.** This is very important as we have multiple children with nut allergies. Please check all labels carefully to be sure they do not contain nuts or traces of nut products.

We do change diapers. Have your child arrive in a clean diaper. You will need to supply your own diapers and a change of clothes if you think it will be necessary.

Reservation Procedure:

Advance reservations are strongly encouraged for visits to the Babysitting Room. Reservations can be made in advance. Reservations are first come first serve. This is a 2 hour service, limited to one visit per day. To best accommodate all members, parent/guardian promptness is important when dropping off and picking up your child. **Reservations will be given away 10 minutes after you fail to appear for your scheduled reservation start time.**

Staff will ask each of you to legibly sign your child in and out each day. Please fill in your child's name, and time of arrival. When picking up your child please sign out with your full name and time. **This is for the safety of your child and is very important!** Please be sure to do so each time you are here.

When making reservations please be careful to fill in all columns especially your phone number. If we need to cancel we must have your phone number to notify you.

Cancellation Procedure:

There is limited availability per ½ hour time space. It is very important that you let us know if you cannot keep a reservation so that we may give your time space to another member.

If you do not cancel by the times listed, we will have to charge you for the time you had reserved. Any no-call/no-shows will automatically be charged to your YMCA account.

PAYMENT:

Payment for babysitting services can be made in advance by purchasing a card at the front desk. We would prefer that all parents use this method. The fee is \$2.00/hour. Cards come in \$6.00, \$12.00, AND \$24.00 AMOUNTS. Cards will be marked when the children are picked up. **Please allow only babysitting staff to mark your card.**

WE LOOK FORWARD TO WORKING WITH YOUR FAMILY
TO CREATE A SAFE AND ENJOYABLE ENVIRONMENT FOR YOUR CHILDREN.