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O-ZONE

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**CARLISLE FAMILY YMCA
O-ZONE PARENT HANDBOOK**



WELCOME!

Welcome to the Carlisle Family YMCA O-Zone!

Our goal is to provide a fun, comfortable and safe environment for your child while you enjoy our facility. This handbook is designed to inform you of our rules and policies for the O-Zone.

Hours

Monday	5-8pm
Saturday	9am-12pm

Ages

The O-Zone is for children 2 through 12 years old. While your child doesn't have to be potty trained to attend, staff **will not** change diapers or help in the bathroom. If an accident happens, you will be called.

Rates

\$5 PER VISIT – You must register and pay before drop-off

Capacity

20 CHILDREN – Register early to ensure a spot

Time Limit

2 HOURS – Please be prompt to pick up by the 2-hour mark. This will allow others to utilize the program.

PLEASE NOTE: YOU MUST REMAIN IN THE Y BUILDING AT ALL TIMES WHILE YOUR CHILD IS IN CARE.



Registration Required

PRE-REGISTRATION IS HIGHLY SUGGESTED!

Register and pay online up to 48 hours in advance. You also can register at the Welcome Center when you check in, but we cannot guarantee spots will be available.

We will utilize a digital sign-in system as well as a number system. When dropping off, you will select a pair of numbers. The child wears one and the parent wears the other for ease of matching up kids at pick up.

Emergency contacts and parent/child information will be collected during the registration process.

DON'T WAIT TO REGISTER!

If no one is registered by noon on Mondays, the program will be cancelled that evening. If no one is registered by 5pm on Fridays, the program will be cancelled Saturday morning.

Areas of Play

Virtual Play – Fitness-related games on our brand-new Nintendo Switches and SMART Board (e.g., Just Dance, Zumba®, Bowling & more!)

Move & Groove – Dance, fitness, physical play & more!

Arts & Crafts – Craft paper, coloring books & craft supplies to be creative!

Kids' Choice – Center-based play to promote age-appropriate development & problem-solving skills (e.g., LEGO bricks, building blocks, imaginative play, puzzles, colors, shapes, numbers, etc.)



RULES & POLICIES

Snacks / Drinks

NO FOOD IS PERMITTED IN THE O-ZONE!

Water bottles will be permitted. Please be sure to have your child's first and last name visible on the bottle.

Personal Belongings

We provide an array of activities for the children and recommend leaving personal belongings at home. We do understand that some things may be necessary for your child to feel comfortable in the program and that is totally acceptable. Please note that the Carlisle Family YMCA is not responsible for damage or loss if anything happens while your child is in O-Zone.

Crying Children Policy

Children will be cared for in a compassionate and responsible manner by staff. In the event that a child cries for 10 consecutive minutes, parents will be asked to pick-up their child.

Although this may interfere with your workout, this procedure will be followed for the comfort and well-being of your child and the other children in the O-Zone. We encourage you to continue to bring your child to O-Zone so they may become accustomed to the environment as time goes on.

We will be happy to try and accommodate unhappy and/or uncomfortable children during our less active times. Please check with staff for these time periods if you would like your child to be in a less congested space.



Injuries / Accidents

Although precautions are in place to ensure the safety of all our children, there may be times when typical accidents occur. Staff are fully trained to handle these situations as necessary in the moment. Procedure is as follows:

- Staff will assess the injury and provide the necessary first aid.
- If immediate medical attention is needed, 911 and other necessary personal will be notified.
- Parent/guardian will be notified.
 - » Major injury – immediate notification
 - » Minor injury (e.g., paper cut, fell, etc.) – notified at pick up
- The appropriate reporting documents will be completed and kept on file at the Y if needed.
- Additional follow up with the family will be made.

Staff & Safety

All of our staff are trained and certified in CPR & First Aid as well as Child Abuse Prevention.

All staff have completed full background checks as a requirement to work for the Carlisle Family YMCA.

Accommodations

The Carlisle Family YMCA strives to meet the needs of all children and families in our programs. If your child requires any special accommodations, we ask that you speak with the Program Manager to ensure you and your child have a great experience in our program.



RULES & POLICIES

Conduct & Guidance

The Carlisle Family YMCA follows our youth progressive discipline policy. Our program uses positive guidance methods including redirection, distraction, reminders, reasonable expectations and logical consequences. Self-management skills are taught using consistent rules that are clearly stated so children are expected to play within known limits.

Carlisle Family YMCA staff reserves the right to restrict children's activities, have parents pick up immediately, suspend/terminate care when children are displaying behavior that is dangerous to themselves/others/property or for repeatedly being disruptive or failing to follow program rules.

Discipline is based on an understanding of the individual child's needs and stage of development. Our goal is to develop self-discipline, responsibility for self and respect for others. Physical punishment is never administered.

Babysitting Policy

We are pleased that you feel comfortable and confident in our employees and that you may want them to babysit or transport after hours. However, it is against Carlisle Family YMCA employment policy and could be grounds for termination if this occurs. Please refrain from asking this of our staff.



Illness Policy

Sick children will not be admitted to the O-Zone. Please help us to protect the health and safety of all the families who utilize this facility. An ill child will not be admitted and children who become ill may not remain in O-Zone.

We will follow the 24-hour policy as most schools do. Your child may not attend until 24 hours after symptoms are no longer present. See the list of symptoms that apply below:

- Fever
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging ears/eyes
- Profuse, colored nasal discharge
- Sore throat
- Any communicable disease

Children must be free of all above listed symptoms and show no signs of illness when entering the program. O-Zone Staff CANNOT administer medication.



CARLISLE FAMILY YMCA
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