



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KIDS ZONE PARENT HANDBOOK

Kids Zone is a service provided to our YMCA members with a household membership. It is set up as a safe and nurturing place for children to spend small periods of time while their parent's workout or participate in a program at the Y.

Parents must remain in the Y building or program area while child(ren) are in the Kids Zone.

Maple

Monday – Thursday	8:45am to 7:45pm
Friday	8:45am to 4:00pm
Saturday	8:00am to 12:00pm
Sunday	CLOSED

Portage

Monday – Friday	8:45am to 1:00pm
Monday – Thursday	4:00pm to 7:45pm
Saturday	8:00am to 12:00pm
Sunday	CLOSED

Both branches are now drop in and do not require reservations during open hours.

Hours are subject to change. Kids Zone may close up to 30 minutes early if there are no members utilizing it. For most current hours of operation, please consult the website at kzooyymca.org

Holidays

Kids Zone is closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Kids Zone reserves the right to modify hours on the following days:

- New Year's Eve
- Day after Thanksgiving
- Day before and after Christmas
- Intermittent days throughout the year due to varying factors.

Ages

Children from 6 weeks through 7 years of age.

Time Limits and Fees

Members \$12 monthly recurring fee per household

Non-members \$5 fee per non-member child per visit

* Children must be on a household membership with an active adult to receive rate.

*There is a **two-hour** max per day, per family at both branches.*

You may split your time between children, locations, or into smaller segments.

Late Pick-up

Parents/Guardians are expected to pick up child(ren) by the time Kids Zone closes for the day or when the family's two hours are up, whichever comes first.

Parents who are late to pick up will be given a written warning. After the third warning Kids Zone privileges will be lost for the family for six months. Late pick-ups will be recorded in the late pick-up log.

Capacity

For the safety and care of your children there is a maximum capacity for Kids Zone.

Portage: 20

Maple: 25

This number may be adjusted based on the ages of the children in the room.

A sign will go up and a sign-up sheet will be available for spots that open up.

Sign-In

Parents will check all child(ren) in at the Kids Zone desk using the online check-in system. Staff are nearby if assistance is needed. Staff members will assist in engaging your child and transitioning them into an activity or environment in the room.

Crying Children

If a child cries heavily or inconsolably for more than 10 minutes, the parent will be called or found by a staff member. If necessary, they will be called by announcement.

Diapers and Toilet Training

Children must be dropped off in **clean diapers**. Parents need to provide diapers and wipes for their children. If your child is potty-training, please let staff know and provide a change of clothing. If your child has an accident while potty-training, staff will put your child in a pull-up. **If your child is unable to remain accident free while in Kids Zone, you will be asked to bring them in a pull-up until they can successfully use the restroom for Kids Zone staff.** Children that use the bathroom in Kids Zone will use the restroom alone and wipe themselves. If they require supervision, a Kids Zone employee will leave the door propped open and offer advice only.

Food

Food is NOT permitted inside Kids Zone. Kids Zone is a NUT FREE AREA. If your child needs a snack (NUT FREE), you may utilize a space designated by the staff to provide it to your child. The parent must stay with the child while they eat and have the child(ren) wash their hands before entering the play area. Children may have a sippy cup or water bottle that is **labeled**. Babies may have a bottle, please let us

know if it requires refrigeration or warming. For formula fed babies, please include how many ounces they should receive.

Personal Items from Home

Toys and personal items from home, including electronics, are not permitted in Kids Zone. The only exception is soothers for infants and toddlers. This includes pacifiers, blankets, stuffed animals, etc. Kids Zone is not responsible for loss or damage to that item.

Sock Policy

Children in Kids Zone are required to wear socks or shoes at all times.

Safe Sleep

The staff of the Kids Zone practice safe sleep. This means that any children 0-1 years old are not allowed to sleep in their car seats. Instead, they will be put to sleep alone, on their back, with no blankets or stuffed animals around. We offer a pack and play in a designated room that has a baby monitor.

Illness

If your child is too sick for school, they are too sick for Kids Zone.

Please don't bring your child to the Kids Zone if they have or have had in the last 24 hours:

- Fever of 100 degrees or more
- Vomiting or Diarrhea
- Continuous mucus
- Persistent cough
- Pink Eye
- Lice

If a child becomes ill while at the Kids Zone, the parent will be contacted. The child will need to be removed from Kids Zone and will be allowed to return when they feel better.

Children having a contagious disease or infection will not be allowed to stay (chicken pox, measles, ring worm, lice, flu, etc.). With the exception of lice, children must be free of these symptoms for 24 hours before they can return. If the child has lice, they must be COMPLETELY NIT FREE before they can return to the program. Parents are asked to notify the program if a child has been diagnosed with a contagious illness so we can inform other families.

Emergency Policy

In the event of a fire, children will be taken outside to a designated meeting place.

Maple: Back of main parking lot

Portage: Behind the fence out back door

In the event of a tornado, children will be taken to a safe spot within the building

Maple: Track downstairs

Portage: Women's Locker Room Downstairs

Guidance Policy

We use positive guidance techniques in the Kids Zone such as:

1. Setting clear limits
2. Modeling and encouraging expected behaviors
3. Redirecting children to more acceptable activities

When a child's behavior is disruptive (i.e., biting, hitting, throwing objects or using "bad" language), staff will talk with the child and redirect them. If behavior continues to be disruptive to the group, the staff may choose to offer some alone time to the child away from the group. If a child's behavior becomes

aggressive towards other children or staff, parents will be asked to pick up their child. Kids Zone will make reasonable accommodations for child(ren) with special needs, but we cannot provide one-on-one care for children while in Kids Zone. If it is clear that the child needs more attention than what Kids Zone is able to provide, then participation in the program may be discontinued.

Television Use Guidelines

1. **Age-Appropriate Content:** All television programs and media content shown will be selected carefully to ensure they are appropriate for the children's age group and developmental needs.
2. **Limited Screen Time:** Due to the nature of drop-in care, we may not be able to limit screen time for individual children, but viewing will be limited throughout the day.
3. **No Commercials:** We will make every effort to avoid programs that include advertising targeted at children.
4. **Supervised Viewing:** Children will always be supervised while watching television to ensure they are engaging with the content in a meaningful way.

Last updated: February 2025

Kids Zone Parent Handbook and Fee Usage Agreement

Please complete the following information.

Child(ren) Information

Name(s) & DOB(s):

Special Situations/Health Considerations: _____

Allergies: No ___ Yes ___ if yes, explain _____

Medication: No ___ Yes ___ if yes, explain _____

Parent/Guardian #1 Name: _____ Phone _____

Parent/Guardian #2 Name: _____ Phone _____

Authorized Release (Must be 16+):

1. Name/Relation _____ Phone _____

2. Name/Relation _____ Phone _____

- I (We) hereby authorize the YMCA of Greater Kalamazoo, herein called the YMCA, to initiate debits to the financial institution used for monthly membership fees, for the monthly Kids Zone usage fee.
- I understand that child(ren) must be active members on a household membership to be covered by the monthly Kids Zone usage fee (otherwise the non-member rate will be in effect).
- I understand this recurring fee of \$12.00/month allows access to Kids Zone as many days as desired. I also understand that there is a two hour max daily time limit across both branches.
- I understand no refunds or credits will be given if Kids Zone is not utilized in a particular month.
- I understand the bank draft occurs on the 1st of the month and it's my responsibility to check my monthly statement and report any corrections immediately to the YMCA, returned payment fees may apply.
- I understand that if I no longer wish to utilize Kids Zone, cancellation must be submitted to Kids Zone in writing and received by the 25th of the month prior.
- I agree to abide by all rules and regulations of the Kids Zone and understand that failure to act in accordance with the rules may result in suspension or removal of Kids Zone privileges.

Acknowledgements

Parent and/or guardian acknowledges that they have read and agree to abide by the guidelines stated above.

Guardian(s) name: _____

Guardian(s) signature: _____ Date _____