



CoreSRQ Childwatch Parental Guidelines

North Branch: 941-955-8194 ext: 113 (Childwatch rm)

Childwatch Coordinator: Fina Hole

Youth Coordinator: Taylor Hill

South Branch: 941.922.9622 ext 206 (Childwatch Rm)

Childwatch Coordinator: Sabrina Cosentino

CoreKids Youth Director: Wendy Richards

Childwatch Policies

General Information & Rules

1. Welcome to CoreSRQ CoreKids Childwatch! Any children of current CoreSRQ members are welcome to use our Childwatch amenities while the child’s guardians are on the premises for up to 2 hours per Childwatch Shift. (see Schedule below)
 - a. Children 6 Weeks to 1 Year: 1 Hour per shift
 - b. Children 2 years and Up: 2 Hours per shift

CoreSRQ North Branch		CoreSRQ South Branch	
Monday - Friday	Morning Shift: 8am-12pm Evening Shift: 4pm-7:30pm	Monday - Friday	Morning Shift: 8am-12pm Evening Shift: 4pm-7:30pm
Saturday	8am - 12pm	Saturday	8am - 1pm
Sunday	10am - 1pm	Sunday	10am - 1pm

2. For all New Members (and eventually all current members will need the following)
 - a. An online Kid Check Account with guardians and children listed (& a paper back up copy to be kept on file)
 - b. a signed “CoreSRQ Childwatch Parental Guidelines” signed (to be put on file)

3. Our staff to child ratios are based off the Florida State Statutes found at:



- a. http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0402/Sections/0402.305.html

Birth to 1 yr: 1 to 4

1 yr or older - but under 2yrs: 1 to 6

2 yrs or older - but under 3 yrs: 1 to 11

3 yrs or older - but under 4 yrs: 1 to 15

4 yrs or older - but under 5 yrs: 1 to 20

5 yrs or older: 1 to 25

- b. A wait list will be put into effect should above child ratio limits require it at any given time, per the discretion of the staff working that shift. Additionally, all parents with infants must call in advance to reserve their infant spot.
4. PERSONAL TOYS AND ELECTRONICS NOT ALLOWED PAST GATE. This is to ensure that these items do not get stolen or broken. On the same note, make sure that no child takes a toy(s) from Childwatch when being picked up.
5. WE REQUIRE PARENTS TO BE ON THE PREMISE while their child is in Childwatch. Parents of children must also be sure to have an active and up to date Kid check account with any and all information regarding their child. This includes other authorized pick-ups, emergency contact information, allergy information, and be sure that their cell phone is enabled to receive text messages from kid check providing alerts or for emergency purposes.
6. SNACKS ARE NOT ALLOWED IN THE CHILDWATCH AREA. A parent can feed their child in the lobby area before, during, or after them being placed in the care of child watch staff. Water bottles and drinks marked with the child's name are permitted, as are bottles for infants. (This includes children of Staff members - Communicate with the staff working with you to be able to feed your child outside of the childwatch area for 10 min during your shift)
7. CHILDWATCH STAFF ARE PROHIBITED FROM CHANGING DIAPERS AT either of our branches in Childwatch areas. Please bring your child with a clean/dry diaper and we will contact you should you need to change your child during the 2 hours they are in our care. You may utilize our changing area in the Childwatch room to change your child at this time. Cleaning supplies are provided, not diapers. Please note this is for the safety of your children.
 - a. POTTY TRAINING POLICY. We understand transitioning from diapers to potty training is a complicated process, but unless your child is consistently using the bathroom BY THEMSELVES then Childwatch requires them to wear a pull-up or regular diaper.



8. PLEASE DRESS YOUR CHILD APPROPRIATELY. We ask that all children are dropped off fully clothed.
 - a. Shoes or Socks should be on at all times when inside Childwatch. NO BARE FEET.
 - b. Pacifiers must be clipped to a child's clothing.
 - c. No wet bathing suits.

Infants

1. To reserve your spot for an infant, ages 6 weeks and older, parents must contact the branch child watch staff on above numbers provided at least 24 hours in advance. However, we will accept same day drop off IF our staffing ratios allow. This is based on the day of staff to child ratios at the time of drop off.
2. Infants must be brought in in a car seat and we will label them with their name. We would like to request that babies are awake at the time of drop off in Childwatch. Childwatch staff are encouraged to remove them from their car seat and into a swing, rocker, etc to ensure the safety of the children at all times.
3. Childwatch staff are not permitted to change diapers or to assist a child in the restroom. Parents will be called off the fitness floor or from a class to assist their child.
4. Infant bottles or leak proof cups marked with a child's name may be dropped off.

Sick Infants and Children

1. Childwatch staff are NOT permitted to administer ANY form of medications
2. Childwatch staff cannot accept a child with the following symptoms: fever, rash, open sores, yellow or green runny nose or eyes, excessive cough, diarrhea, vomiting, or any other communicable disease. Should a child present any of these symptoms, staff are asked to complete a "sick form" and provide to their parent upon pick up with the recommended return date to the program. For example, a child cannot return to the child watch program for 24 hours following a fever.
3. Please notify Childwatch staff immediately if your child is diagnosed with a contagious disease and was in the child watch program. CHILDWATCH STAFF IS REQUIRED TO INFORM ALL PARENTS OF POSSIBLE EXPOSURE.

Lice

1. When a parent notifies staff about their child having lice, childwatch staff will inform all parents of children present during that shift of the Lice incident.
2. Childwatch areas will be deep cleaned by all staff. An immediate deep cleaning of all pillows, blankets, etc will go through the following cleaning procedure:



- a. Bag all loose items for 24 hours
- b. After 24 hours in tightly closed garbage bag, will be washed in HOT water and dried

Behavior Policy

1. Redirection and positive guidance are used to address most inappropriate behaviors
2. If a child is emotionally or physically escalated, a short quiet time will be used to help them regain control (if using time out, it is usually 1 minute per child's age)
3. If an infant or child is crying for more than 10 minutes, or is being physically disruptive, the parent or guardian will be called and asked to pick up their child from the child watch program
4. If persistent behavior problems occur (biting, scratching, hitting, etc) the parent will be notified the 1st time for immediate pick up, for the 2nd time the parent will be notified and a behavior form will be completed with the intervention plan put in place for subsequent visits, for the 3rd occurrence the parent will also be notified for immediate pick up and the child will be suspended from the program for 1 week and a behavior form will be used to document this as well. CoreSRQ BEHAVIOR NOTIFICATION REPORT WILL BE USED.

Childwatch Fire Drills

1. Monthly fire drills are to be scheduled by the Youth Development Coordinator to run with Childwatch staff.
2. Notification of the drill is to be posted at Childwatch check in for the parents on the day of the drill.
3. Childwatch staff are to direct the children out the front door (North Branch) and back door (Palmer Ranch Branch) to the closest open area. South Branch- Potter Park Tennis courts. North Branch- Sidewalk outside the Elevation building.

Kid Check Information

1. Parents must create their own kid check account via www.kidcheck.com Kidcheck information form is enclosed. When creating your kid check account, please list all approved guardians and your children. Please have all your approved guardians make a kid check account with yourself as a guardian as well. This will ensure that each guardian can use their individual phone number or key tag to check your children in or out of Childwatch.
2. All children will receive a name tag to be placed on their back to identify them in child watch each day.
3. Parents are provided with a guardian receipt each day to connect their child to them at pick up.

