

# Weinstein JCC Babysitting Manual

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### Required Forms

Babysitting Child Information Form

The Babysitting room can accommodate a maximum 8 children (6 children and 2 infants) at a time. Parents/Guardians should sign up for a 1 hour and 15 minute time slot on MotionVibe or by contacting the front desk.

# Carole and Marcus Weinstein Jewish Community Center

## **Reservation Policy**

Reservations are required and may be made on MotionVibe, at the front desk or over the phone up to 72 hours in advance. You can reserve up to 1 hour 15 minutes per babysitting session and may not use this service more than once per day. Babysitting is open by appointment only at this time.

## **Cancellation Policy**

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

**No Shows** Parents/Guardians who fail to show for an appointment without calling to cancel and checking in will be given two warnings through the MotionVibe APP. After the 3<sup>rd</sup> no show/check in, registration will be restricted for one week. 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**

Reservations are required at this time. You can always call the front desk to determine if any last minute openings but signing up on MotionVibe is required.

## **Non-Member Usage**

Use of the babysitting room is reserved for members of the Weinstein JCC. Babysitting is provided free of charge.

## **Hours**

Please check the MotionVibe APP regarding hours/reservations and the most up to date schedules.

*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/guardian and the number of other children can be stressful to a child.

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/guardians name and child's name, the child's age, where the parent/guardian will be in the center, parent cell phone number, 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 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.

### **Diaper/Bathroom Procedures**

Please drop your child off with a clean diaper. Please bring appropriate diapers and supplies for your child. Staff will change children as required.

### **Sick Policy**

A child who has a fever or is otherwise ill (exhibiting any Covid-19 symptoms, 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.

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/Guardians will be notified if their child is exposed to a potentially contagious illness while in the babysitting room. Likewise, parents/guardians 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**

No snacks are allowed in babysitting due to food allergies.

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 must be labeled with the child's name.

### **Outside Toys/Pacifiers**

The JCC will provide toys and follow appropriate cleaning measures. Children are welcome to bring pacifiers or other comfort objects (blankets, stuffed animals, etc.) to the babysitting room. We do ask that parents/guardians 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 parents/guardians return.

### **Parental Concerns**

Parents are encouraged to address any questions or concerns to Juanita Wilkins, on site Babysitting Coordinator, or Amy Buckberg, Fitness Director. We are always looking for ways to improve the quality of our service and welcome ideas from parents/guardians.

### **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/guardian 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/guardian 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/guardian will be contacted immediately, and the parent/guardian may be asked to remove the child from babysitting.

Parents/Guardians 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 victim's wound(s) shall be washed with warm soap & water & bandaged, and the responsible adult will be notified immediately.

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 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/guardian, as well as a plan developed with parent/guardian 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/guardian will be contacted immediately, and the parent/guardian may be asked to pick up their child. Parents/Guardians 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 availability. We take infants who are 6 weeks old **and** have received their first set of shots.

## **Children with Special Needs**

It is important for parents/guardians 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 Juanita Wilkins, Babysitting Coordinator, Amy Buckberg, Fitness Director (804) 545-8638 or Andrea Costanzo, Director of Inclusion & Support Services, (804) 545-8658.



Member Number: \_\_\_\_\_

**Babysitting Child Information Form (Required – each child in household must have their own sheet)**

Child's Name: \_\_\_\_\_  
(Last) (First) (Middle)

Name Called: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Parent(s): \_\_\_\_\_  
(Name of parent/guardian most often bringing/picking up child) (cell phone)

\_\_\_\_\_  
(Name of parent/guardian) (cell phone)

Sibling(s) – please list name(s) & ages: \_\_\_\_\_  
\_\_\_\_\_

Others authorized to pick child up from Babysitting:

\_\_\_\_\_  
(Name) (relationship to child) (phone)

\_\_\_\_\_  
(Name) (relationship to child) (phone)

Residence/Local Address: \_\_\_\_\_  
(Street #) (Street Name)

\_\_\_\_\_  
(City) (State) (Zip)

Other contact information: Alternate Phone #(s) : \_\_\_\_\_  
\_\_\_\_\_  
(email addresses)

Known Allergies or medical conditions (Please list/describe): \_\_\_\_\_  
\_\_\_\_\_

