



## **Armed Services YMCA Fort Campbell Hourly Care Policies and Procedures**

### **General Guidelines:**

1. Parents must be Active-Duty Military and/or spouse to utilize Hourly Care.
2. Hourly Care is available to children ages 6 weeks – 12 years old.
3. Hourly Care hours Monday –Thursday 8am – 4pm and Friday 8am-12:30pm (last drop off at 1pm Monday – Thursday and 9:30 on Friday)
4. Parents can make an appointment for childcare by calling 270-798-3077
5. The ASYMCA and/or Hourly Care staff is not responsible for lost or stolen items.
6. No outside electronics permitted.
7. Parents must provide valid Military/Veteran ID to sign children in and out of Hourly Care.
8. Only those listed on pick up are allowed to sign out the child, unless prior authorization is received from the Program's Director.
9. Immunizations required and updated when needed, Immunization Waivers will need to be obtained through Parent Central Services.

### **Health and Safety**

1. Our ASYMCA childcare providers are trained in basic first aid and CPR.
2. Hand washing will be required before entry to Hourly Care Room.
3. ASYMCA staff reserves the right to refuse admittance to any child who:
  - a. Has a temperature of 100 degrees or higher
  - b. Shows any sign of illness
4. No medications will be administered at Hourly Care, emergency meds will be allowed with appropriate documentation.
5. All surfaces will be sanitized using Clorox and/or Lysol spray.
6. Should a child sustain a minor injury (cut, scratch, bump, bruise, etc) while in Hourly Care, parents will be given a copy of the incident report form, if warranted a call will be made.
7. In the event of a medical emergency, 911 will be contacted immediately, followed by the parent.

### **Food and Beverages**

1. A snack will be served once during the allotted time, however, a meal will not be served.
2. Bottles must be premade and labeled with name and date.
3. Refillable water bottles are requested with only water, but must be labeled with child's name.

### **Restroom/Diapers**

1. Please take your child to the restroom and/or change diapers and wash hands immediately before attending Hourly Care.
2. ASYMCA staff will take children to the restrooms in the classroom and/or change diapers once every 2 hours or as needed.



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### Behavioral Concerns

1. ASYMCA staff do not discipline children.
2. ASYMCA staff will attempt to redirect disruptive children.
3. If a child cannot be redirected or harms others in any way, the parent will be contacted via text/phone call to pick-up the child.
4. The ASYMCA has a three-strike policy for behavior. Verbal strike, written strike and disqualify from the program strike for parent and child behavior and attendance.

### Length of Care

1. Hourly Care is available for up to three hours day/ twelve hours a week.
2. The following procedures will be followed if the parent is 15 minutes late picking up their child.  
1<sup>st</sup> - The ASYMCA staff will contact the parent via text or phone call (leaving a voicemail if no answer) at the phone number they have provided and will wait 5 minutes for a response.  
2<sup>nd</sup> - If no response, the ASYMCA staff will contact the emergency contact.  
3<sup>rd</sup> - If the ASYMCA staff have still not been able to reach the parent, the ASYMCA staff will notify the ASYMCA Program Director. The ASYMCA Program Director will then make the decision to notify on post MPs.

### Late Check-In / No Shows

1. If you are running late, please contact the Program Director at 270-798-3077 to let us know
2. A free online membership profile must be created prior to hourly reservation
3. The ASYMCA staff will only wait an additional 15 minutes past the scheduled appointment time before cancelling your Children's Waiting Room Reservation. If you do not show your reservation, you will still be charged for your reservation and a card must be kept on file.
4. After three no-show appointments you will be unable to utilize the program.

**Parent Signature** \_\_\_\_\_

### Cancellations

1. If you need to cancel your childcare appointment for any reason you must notify the ASYMCA Staff within 24 hours to not be charged for your reservation. You may call 270-798-3077.
2. Failure to notify the ASYMCA of cancellation may result in your inability to utilize the program in the future or charges on your account.

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature