



Child Watch Policy

Biting, Hitting, & Bullying

The safety of all children in the Child Watch area is extremely important to the staff of Clyde Recreation Center. This policy is for participant and staff protection. No child in Child Watch will be permitted to bully another child or employee for any reason. Bullying includes behavior which is an intentional effort to harm another, whether it is direct or indirect, behaviors that cause physical harm, and may be verbal (including oral and written language) or non-verbal.

The following steps will be taken with any behavior that may include, but are not limited to: fighting, kicking, hitting, biting, pushing, shoving, spitting, scratching, throwing object(s), stealing toys, and not sharing. Conduct will be handled in the following steps:

1. *First Offense*
 - a. Staff will handle the situation & review rules with child
 - b. Staff will redirect child with another activity
 - c. Staff will notify parents when they come to pick up their child
 - d. Staff will document incident on the Rule Offender spreadsheet
2. *Second Offense*
 - a. Staff will handle the situation & review rules with child
 - b. Staff will review rules with child and redirect them with another activity
 - c. Staff will page parent and ask them to come talk to their child
 - d. Staff will document incident on the Rule Offender spreadsheet
3. *Third Offense*
 - a. Staff will handle the situation & review rules with child
 - b. Staff will review rules with child and inform them their parents are being called and they will have to leave because they are not following the rules
 - c. Staff will page parent to come remove their child for the rest of the day
 - d. Staff will document incident on the Rule Offender spreadsheet
4. *Fourth Offense*
 - a. Staff will handle the situation & review rules with child
 - b. Staff will review rules with child and inform them their parents are being called and they will have to leave because they are not following the rules

- c. Staff will page parent to come remove their child for the rest of the day and be informed that their child will be suspended from returning to Child Watch for 1 week
 - d. Staff will document incident on the Rule Offender spreadsheet
5. *Fifth Offense*
- a. Staff will handle the situation & review rules with child
 - b. Staff will review rules with child and inform them their parents are being called and they will have to leave because they are not following the rules
 - c. Staff will page parent to come remove their child for the rest of the day and be informed that their child cannot return to Child Watch for up to 6 months without manager approval
 - d. Staff will document incident on the Rule Offender spreadsheet

If a child's conduct is dangerous or severe enough toward another child or staff member, their actions will be documented and immediate suspension may be utilized as a deterrent thereby expediting the "Offense" schedule.

Ages

Children ages 18 months to 8 years old are permitted in Child Watch. Clyde Recreation Center cannot guarantee that any child will be permitted into Child Watch during open hours. Due to staffing limitations, a limited number of infants, toddlers, and children are allowed in the Child Watch area at one time. If the Child Watch is full, additional children will not be permitted into the area until more spots open up.

Child Correction

Parents will be informed of the behavior expectations for all children in Child Watch. Caregivers in Child Watch may discipline children if necessary. Corrective actions will include: positive reinforcement, redirection, and clear limits which promote children's ability to become self-disciplined. Only in circumstances when children may injure themselves, others, or destroy property will Child Watch caregivers use gentle, passive restraint with children.

Staff Will Not

Under no circumstance will corrective actions include the following:

1. Corporal punishment in any form, such as, hitting, spanking, shaking, biting, pinching, or any other measure which will cause physical pain or discomfort;
2. Restraining of a child's movement by binding, tying, or any other form of restraint that is more than gentle or passive restraint;
3. Shouting at children;
4. Emotional abuse in any form;
5. Forcing or withholding toileting; and
6. Confining child in a closet, locked room, or any other kind of enclosure.

Parents will be called back to Child Watch if the following occurs while their child is in Child Watch:

1. Biting or hitting
2. Excessive crying
3. Diaper change or accident
4. Sickness or injury

Illness & Injury

To prevent the spreading of germs, sick children will not be permitted into the Child Watch facility. Children must be symptom free 24 hours before coming to Child Watch.

Illness

Any children with the following symptoms will not be allowed to stay at Child Watch; high temperature, persistent cough, heavy nasal discharge, diarrhea, vomiting, eye secretions, complaint of a headache, and rashes. If a child becomes ill during their stay at Child Watch, their parent must be contacted immediately. During the Respiratory Syncytial Virus (RSV) season, approximately November - April, staff should make sure they are paying particular attention to any signs of illness in children to help prevent the spread of disease.

Body Fluids

Any spills of body fluids (i.e.: blood, feces, vomit, urine, nasal and eye discharges, and saliva) need to be cleaned up immediately. Due to the possibility of exposing staff and/or children to germs that cause diseases, staff needs to work quickly and efficiently when dealing with body fluid. Use the Infectious Control Clean-Up Kit when cleaning up any body fluids. Staff should split up and do the following:

1. 1 staff member should secure area (keep all children completely away from area that contains fluids)
2. 1 staff member should page/contact parent
3. 1 staff member needs to clean up area & then contact the day porter
4. 1 staff member should clean-up child and/or clean up fluids on child and clothing

When cleaning up feces on a child, be sure to take the following precautions. Do not wash or rinse clothing soiled with fecal material, instead dispose of solid stool directly into the toilet and quickly put soiled clothes inside the plastic bag provided in the clean-up kit. Page parent/guardian and give bag directly to parent/guardian when they arrive to pick up their child. Always wash your hands after handling soiled clothing.

Staff must wear gloves when cleaning up any of the above situations and take proper precaution to not get any of the fluid in their eyes, nose, mouth, or open sores. All surfaces (countertops, floors, etc.) on which body fluids have spilled

needs to be cleaned and disinfected. Fluid-contaminated material should be placed in a plastic bag and properly sealed. Mops that have been used to clean up body fluids should be properly cleaned, rinsed with a disinfecting solution, wrung as dry as possible, and hung to dry completely. Be sure to wash your hands after cleaning up any spill.

Injury

If a child is injured while in Child Watch, the parent will be notified immediately via pager. Injuries include, but are not limited to the following: bleeding, head trauma, bee sting, broken bones. A First Aid kit will be located in the Child Watch area at all times. For minor injuries parents will be notified at the time of pick up. Staff will take the following steps when injury occurs.

1. Provide first aid when needed.
2. Have a staff member stay with child one on one for up to 15 minutes to help calm them down and reassure them. Then re-socialize with other children.
3. Fill out Incident Report form and give to FT staff
4. If injury shows after 5 minutes, or if the child is still crying significantly, page parent

Children

Children at Child Watch must be picked up by the same individual who drops them off unless prior written permission has been given to the Child Watch staff. The only exception is a medical emergency. This individual must be at least 16 years old. A Child Waiver Form must be filled out and put on file for this to occur and a photo ID is required at time of pickup. This form can be found in the miscellaneous Child Watch binder.

Child Watch Waiver

In the event that a parent/guardian is not the one to drop off or pick up their child(ren), the Child Watch Waiver form needs to be filled out by parent/guardian and the following steps need to be taken.

1. Staff will get a photocopy of parent/guardian driver's license and inform them that when the other authorized person brings or picks up their children that we will need to do the same for them.
2. Staff will fill out information on bottom of waiver form
3. Staff will file waiver alphabetically via child last name in the Child Watch binder

Bathroom & Diapering

Children are permitted to use the bathroom by themselves. All school-aged children will have privacy when using the restroom. It is required that toddlers are brought to Child Watch in fresh diapers. Toddlers who need their diapers changed will have their parents

paged for assistance. (Parents are responsible for providing diapers, wipes, and any other necessary item for diaper changing.) The following rules will be followed when a child uses the bathroom:

1. Only one child at a time from Child Watch may be allowed to go to the bathroom by himself/herself
2. For potty-trained toddlers, one staff should wait outside door until child has finished using the bathroom
3. If child cannot wipe him/herself, or has an accident, the following steps will be taken:
 - a. Parent will be paged
 - b. One staff will remain at the bathroom door until parent arrives
 - c. Note will be made on Bathroom Issues spreadsheet
 - d. Parent will be asked to keep child in a diaper until toddler is fully potty-trained, which includes the toddler to be able to take pants on and off, wipe themselves, and wash hands on their own.
4. If parent does not respond to page, the following steps will be taken:
 - a. Page parent over the PA located at the front desk
 - b. Try calling parent by using their cell number
 - c. Send a staff to do a physical search through the building for parent
 - d. Note will be made on Bathroom Issues spreadsheet
 - e. Parent will be notified that failure to respond to pager may result in loss of Child Watch services.