



ARMED SERVICES YMCA

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YOUTH DEVELOPMENT PROGRAMS

## Armed Services YMCA of Alaska Rules & Regulations

Youth Development Programs are provided by the Armed Services YMCA of Alaska (ASYMCA) and offer a safe place for your child to play while you are attending a scheduled medical appointment or participating in fitness activities. We offer two short-term child care options for you and your family:

### CHILDREN'S WAITING ROOM

Up to two hours of supervised care for your child(ren) during family or parent medical appointments. Appointments strongly recommended.

#### Ages:

6 months\* to 12 years

#### Locations:

5955 Zeamer Ave. | JBER Hospital  
Baker Field House | Eielson AFB

#### Fees:

No charge

\*Children's Waiting Room at JBER Hospital accepts children ages 6 weeks–12 years.

### CHILD WATCH

Up to two hours of supervised care for your child(ren) while you use the Baker Field House or Buckner Fitness Center. Appointments strongly recommended.

#### Ages:

6 months to 12 years

#### Locations:

Building 690 – Annex | JBER  
Baker Field House | Eielson AFB

#### Fees\*:

\$3 per child per session  
\$30 for a 10-visit punch pass

\*At this time, JBER Child Watch is available at no cost thanks to a generous community partner.

### Eligibility:

In order to participate in these programs, the following rules and regulations must be followed. Please carefully review and complete the following:

- **Child Watch:** Open to dependents of active duty service members
- **Children's Waiting Room:** Open to dependents of those who qualify for medical facility services
- **Rules & Regulations Packet Signature** (first visit, then every two years)
- **Participation Waiver & Photo Release** (yearly)
- **Vaccination Records** (first visit, then every two years)
  - See Rule #6 on the following page for additional details
- **Sign In/Sign Out on Daxko** (provided at check-in, required for each visit)

### Scheduling & Availability:

Reservations are available and encouraged for all programs. Walk ins are welcome provided space is available. Families are encouraged to call ahead for up-to-date availability.

UPDATED: OCTOBER 2024

## **Time Limits & Pickup:**

There is a two-hour daily time limit for all programs, regardless of your intended activity's schedule. The two hours begins at the time you sign in—not the appointment or activity time. All children must be picked up from each site before or at the two-hour mark. All children must be picked up by the end of our posted care hours. Your available session time will be shortened if you drop off within two hours of closing.

Care is provided only for the time you are attending a scheduled medical appointment or participating in fitness activities at the designated program sites. Parent **MUST** remain on site and be available by phone should ASYMCA staff need to quickly request your return. You must pick up your child immediately following your appointment or fitness activity.

**We are unable to keep your child past two hours.** Access to the program may be denied if your child(ren) is regularly left with staff past their appointment end time. See Rule #13 violation procedures.

## **Check In/Check Out:**

Registration paperwork and shot records will be checked and verified by staff at time of check in. The legal parents/guardians will be allowed to pick up a child from our programs as long as both are registered on a child's account. The only other party that will be allowed to pick up as child from an ASYMCA program or those listed on the child's authorized pick-up list. No exceptions will be made.

## **Emergency Procedures:**

In the event of an emergency, staff will immediately notify the ASYMCA Associate Executive Director. Should you need to reach the ASYMCA during an emergency, please call the office at 907-552-9622 for updated information. Text messages and emails will not be received immediately during an emergency. In the event of a medical emergency involving your child, staff will call 9-1-1, then notify the parent.

## **Youth Development Program Rules:**

Please review the following rules carefully. Rules apply to all ASYMCA Youth Development Programs unless noted.

1. We recommend scheduling a reservation time as soon as you have confirmed your visit. Your slot will be forfeited if you arrive more than 10 minutes past your reserved time. Walk-ins are accepted, but depend on space availability and are not guaranteed. Cancellation notice is required should you no longer need your reservation. Failure to provide cancellation notice will be recorded as a No Show, which may result in loss of scheduling future appointments.
  - **For Children's Waiting Room (CWR) Only:** Reservation times are always set 15 minutes prior to your appointment. We do not schedule CWR for people being seen at Labor and Delivery, Emergency Room, or Surgery. If space is available, children may be accepted as a "walk-in" on a case-by-case basis at the discretion of the CWR staff on duty.
2. **(Children's Waiting Room Only)** This service is provided only for the time you are attending your scheduled appointment. You must pick up your child immediately following your appointment. If you need to visit the pharmacy or laboratory following your appointment, you must physically check in at the CWR to ensure availability. A clinic verification card may also need to be signed and stamped for the approved appointment and/or pharmacy or laboratory visits.
3. Children who are ill will not be admitted to ASYMCA programs. If your child is running a fever or showing other signs of illness, please contact the ASYMCA to cancel your appointment. If your child arrives and is visibly ill, your child will not be accepted unless a note is provided by their doctor stating that the child is not contagious. This is to protect the health and wellbeing of all children and staff in our programs.
4. We have an Inconsolable Child Policy. To ensure their wellbeing, children who are unable to adapt to their parent's absence will not be allowed to remain in the program. If your child is not able to stop crying within 10-15 minutes, we will contact you, or the clinic, for you to immediately return to pick up your child.
5. Please take your child to the bathroom or be sure your child is in a clean diaper before signing in.
  - **Restroom Independent:** Staff will escort restroom-independent children to the restroom and prop open the restroom's main door. Children will then independently enter the appropriate stall. ASYMCA staff cannot assist children with bathroom use. Please have your child wear clothing that they can button, snap, and/or pull up independently.

## Youth Development Program Rules: (continued)

- **Children in Diapers:** ASYMCA staff do not change diapers. Extreme accidents resulting in soiled clothing will result in a phone call for you to come tend to your child.
6. Up-to-date vaccination records must be provided for children ages 1+ who are registering for programs. Records should be dated within six months of registration. For example, if your children's first appointment is on May 1, 2024, vaccination records must be dated between November 1, 2023 and May 1, 2024. If your child is on a delayed or catch-up immunization schedule, please provide us with the current record and documentation from the physician or immunization staff indicating clearance for program participation, along with a copy of the immunization plan. Medical exemptions permitted. Flu and COVID vaccinations not required.
- **Exemptions:** If you are seeking a medical or religious exemption, you will need to complete the appropriate exemption form. The medical exemption form is available at [health.alaska.gov](https://health.alaska.gov). The religious exemption form is available at [asdk12.org](https://asdk12.org). Completed forms must be submitted to an ASYMCA Youth Development director at time of registration. By submitting an exemption form, you understand that, due to a medical or religious exemption, your child has not been protected against vaccine-preventable disease(s). In the event of an outbreak or epidemic of a vaccine-preventable disease in the community, the ASYMCA leadership may exclude your dependent from attending ASYMCA Youth Development Programs and related activities for the duration of the vaccine-preventable disease outbreak. The ASYMCA will follow the guidance of public health and state of Alaska leadership until the risk or threat of the outbreak has been mitigated.
7. Snacks are not permitted in program areas unless required to accommodate medical needs. If your child requires a snack to accommodate medically-indicated needs, you will need to provide a snack that is free of nuts and nut contaminants. Note that we only allow water on the premises—all water must be provided in a sippy cup or sports bottle that can be closed. Juice boxes, drink pouches, or other beverages or beverage containers are not allowed.
8. ASYMCA staff can not mix formula. If your child requires formula, you must provide a premixed bottle.
9. All children of walking ability must wear shoes while participating in programs. Shoes worn inside the ASYMCA site must be free from dirt and excessive water. Please also ensure your child comes with appropriate outer wear for the current season and weather conditions. In the event of an emergency that requires us to exit the building, proper shoes, jackets, and hats are essential for your child's safety.
10. The ASYMCA is not responsible for lost, stolen, or damaged personal items left in the room.
11. Children who exhibit aggressive behaviors that pose a risk to themselves, other children, or to ASYMCA staff will be required to leave and will not be accepted for future appointments.
12. Children with special needs are welcome at the ASYMCA. Staff will make reasonable accommodations for your child's needs to the best of their ability; however, staff do not have specialized training that allow them to accommodate all needs. For your child's safety and wellbeing, ASYMCA staff may refuse admission if they feel your child's needs exceed their ability to accommodate them.
13. Violation of these Rules & Regulations will result in the following:
- First occurrence: verbal intervention and discussion date of occurrence Initials
  - Second occurrence: suspension or termination of access as determined on a case-by-case basis as appropriate date of occurrence
  - Initials: \_\_\_\_\_
14. ASYMCA staff have the authority to discuss options, make decisions, refuse service as necessary for the safety and wellbeing of the children in their care, and determine availability of appointments in our programs. ASYMCA staff decisions are final. ASYMCA directors are happy to discuss concerns or questions regarding our programs at any time.

By signing below, you certify that you have read and understand all the terms set forth in the Rules & Regulations for ASYMCA Youth Development Programs, and that you agree to abide by these terms as they are stated.

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Youth Development Program Staff Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_