



KIDS NIGHT OUT (KNO)

POLICIES AND PROGRAM INFORMATION

ALBANY YMCA
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**CONTACT US at the
YMCA: 510-524-9737
during KNO**

Kids Night Out (KNO) is held on designated Saturday evenings (usually the 3rd Saturday of the month) from 6:00-10:00pm. Call the Albany YMCA for current KNO dates.

REGISTRATION AND PAYMENTS

You must register at the office at 921 Kains Avenue. Spaces fill quickly, so it is recommended that you sign up in advance. Payment is due at the time of registration. No registrations will be taken without payment or after 5:30pm on the evening of KNO. No registrations will be accepted at the program location on the night of the program.

FEE: \$35 per child (1/2 price for siblings)

Cancellation Policy: You must cancel at least 7 days in advance to receive a credit that may be used toward another KNO or YMCA program.

LOCATION

KNO is held at 1216 Solano Avenue. You may reach the staff during the program hours at the number listed at the left.

AGES

KNO is for children ages 2½ - 10 years old.
(All children must be potty-trained.)

OUR STAFF

KNO is staffed by YMCA paid employees and are trained in First Aid and CPR. While not working at KNO, our staff can often be found in Childwatch, Summer Camp, or Y-Kids. Staff meetings and trainings are held on a regular basis and the staff's performance is reviewed regularly to ensure the highest standard of care. Occasionally we have youth volunteers who are supervised by the adult staff.

SIGN IN PROCEDURE

- To sign your child into the KNO program on the night of the event, please go to the front desk at 921 Kains Avenue. Registration closes at 5:30pm.
- Before you may drop off your child, parents/guardians must have a completed current Registration form and Waiver of Liability on file. These forms take just a few minutes to complete and will only need to be completed once per school year. Parents are responsible for updating any information when necessary.
- Sign your name on the line next to your child's name on the sign in sheet. Include a phone number where you may be reached throughout the evening. If someone else will be picking up your child, please inform the staff and write the person's name and phone number on the sign-in sheet, too.
- Help your child get settled and introduce them to the staff and other children. This is a great time to share information with the staff, including allergies, concerns, likes and dislikes, etc.
- Say goodbye and enjoy your evening!

THINGS TO BRING

KNO staff are not responsible for any items that are lost or damaged, so please leave valuables or well-loved items at home. Your child may bring a blanket or sleeping bag/pillow to get comfy while watching a movie.

THINGS NOT TO BRING

- Dinner and small snacks are provided, so it is not necessary to bring your child with food or drink.
- Candy, peanut products and other chokable food items are not permitted during KNO.
- Toys, money and coins, jewelry, or other personal or chokable items are not permitted.

MEAL/SNACK TIME

At approximately 7pm, KNO staff serve pizza & water for dinner. An additional snack is served during the movie. Please alert the YMCA at least 2 days in advance if your child has food allergies or restrictions we should be aware of. Please also alert the staff upon arrival. You are welcome to bring different food for your child.

POTTY-TRAINED

Children who attend KNO must be completely potty-trained. We understand that our younger kids may sometimes have an accident, so please send a change of clothes (in a labeled bag) just in case they need it. Please also help your child use the restroom before you leave home.

HEALTH & SAFETY

In the interest of your child's health and safety, and the well-being of other children, we stress the following:

- If your child is contagious or feels ill, tired or unusually warm, they may not participate in KNO. If your child has had a fever or has vomited, please wait 48 hours before attending KNO.
- If a child is ill and has been signed into KNO, parents will be notified and asked to pick him or up at that time.
- If your child contracts a contagious disease and has been at KNO while infectious, please contact the YMCA so that other parents may be notified.
- There is always a staff member trained in First Aid and CPR on duty.

MEDICATIONS POLICY

If your child is taking any medication, please bring it directly to a staff person in its ORIGINAL CONTAINER WITH A PRESCRIPTION OR DOCTOR'S NOTE (EVEN IF IT IS OVER-THE-COUNTER MEDICATION). You will be asked to complete an "Incidental Medical Services" form at that time.

KIDS NIGHT OUT SCHEDULE

Time:	Activity:
6:00-6:45pm	Arrival/Free Play
6:45-7:00pm	Group Time
7:00-7:30pm	Pizza Party
7:30-8:00pm	Group games/Art Activity
8:10-9:45pm	Movie Time & Free Play
9:45-10:00pm	Quiet Time/Reading/Pick up

TIME TO GO HOME/PICK UP

You may pick up your child at any time throughout the evening. Please sign your name on the sign in-out sheet, next to your sign in signature. Your child may have art projects or items to bring home, so please check with staff.

CHILDREN'S RESPONSIBILITIES

- Children attending the KNO program are responsible for:
- Being aware of the YMCA character values: Caring, Honesty, Respect and Responsibility
- Always treating staff and other children and adults in a respectful manner
- Always using appropriate language that is not offensive to others
- Always treating YMCA materials and equipment in a gentle and respect manner
- Using "I" messages to avoid conflicts with others
- Letting staff know if she or he is not having a good time or needs help
- Staying within eyesight of a KNO staff at all times. The only exception is when children are using the restroom. Some children may still need staff assistance in the restroom, so the door may remain slightly open in such cases.

PARENT'S RESPONSIBILITIES:

- Before your child's first visit, you will be asked to read the KNO policies and review them with your child. You will be asked to complete necessary forms. In addition, parents are responsible for:
 - Always signing your child/ren IN and OUT, and communicating with staff when someone other than a parent/guardian will be involved in this process
 - Always leaving a phone number where you may be contacted throughout the evening
 - Communicating any concerns or questions that you may have with the KNO staff, and work with the staff to solve any discipline issues
 - Being prepared to pick up your child early if she or he is hurt, upset or disruptive to the program.

DISCIPLINE PROCEDURE

- If staff experience problems with a child related to any specific rule or behavior, the following procedure may be followed:
- The child will be redirected to another activity or space.
- The staff will remind the child of the rules.
- If the behavior continues or escalates, the child may be asked to sit with staff in a quiet area away from other children. Possible solutions or alternative behaviors may be discussed.
- If the behavior continues or there are immediate safety concerns (including hitting, biting or leaving without permission) you may be asked to pick up your child early.
- Staff will work with parents on a plan to ensure future cooperation with YMCA policies.