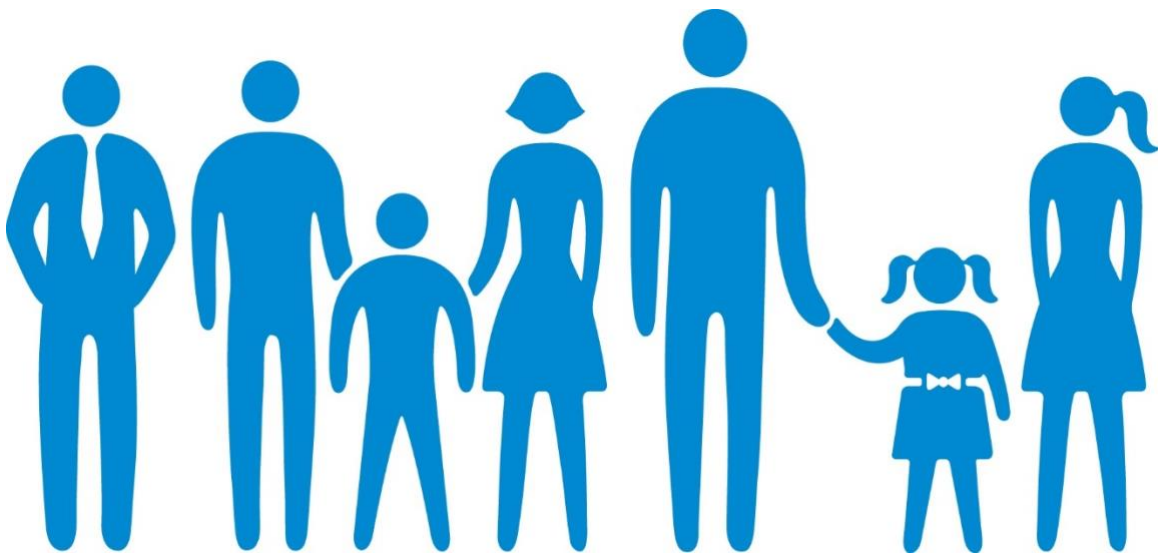




FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# WELCOME TO OUR COMMUNITY

**Member Handbook**  
**OCEAN COMMUNITY YMCA**



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# WELCOME TO THE Y!

As a member of the Y, you become part of much more than a place to exercise. You become part of a welcoming and supportive group of individuals committed to making our community a place where everyone has the opportunity to learn, grow and thrive.

For more than 150 years, the Ocean Community YMCA (OCY) has been guided by its mission and values to strengthen the foundations of our community and nurture the potential of all who call our region home. Although the work of our Y has changed over the years, from teaching English to immigrants in the early 1900's to teaching values to modern day youth, our Y has a long record of service and programs that have brought a better quality of life to the community. One of the greatest things our Y's will continue to do is build character in children and adults.

We have compiled this handbook as a quick reference for you. Please refer to this information to learn about policies, programs and the purpose behind our organization. We want to do whatever we can to help you make the most of your Y membership.

Thank you for being a part of the Y!

Sincerely,

Maureen Fitzgerald  
President & CEO  
Ocean Community YMCA

# WHO WE ARE

Since our beginning, our Association has strived to serve our community with valuable programs targeting the health of the individual, the strength of our families, and a lasting bond and friendship within our community. The Westerly-Pawcatuck branch was founded in 1928 on its current site in Westerly, RI. The branch saw many expansions through the years. With the turn of the new millennium, the Association opened both the Arcadia and Mystic branches.

## Our Mission

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

## Our Vision

The Ocean Community YMCA will be recognized as the leading community organization in our area by directly engaging children, adults, and families from all segments of our communities in achieving healthier lifestyles. As a result, we will inspire philanthropic support, engage more volunteers, develop staff, strengthen collaborations, and enhance facilities. We will be fiscally responsible, assuring fulfillment of our mission.

## Our Focus

At the Y, strengthening community is our cause. The Y believes that social change happens when people come together and invest in our children, health, and neighbors. To achieve this vision, the Y has three areas of focus: youth development, healthy living, and social responsibility.

## Volunteer Opportunities

When you volunteer at the Y, you take an active role in bringing about meaningful, enduring change right in your own neighborhood. Volunteer opportunities are wide ranging, flexible and available at all OCY locations so you can choose what you are passionate about.

- Special Events
- Fund Development
- Coaching
- Tutoring
- Mentoring
- Administrative
- Getting Camps Ready for Summer
- Camp Fall Clean Up
- and Much, Much More!



# FACILITIES & HOURS OF OPERATIONS

## Administrative Offices

90 High Street  
Westerly, RI 02891  
P:401-340-1011  
F:401-315-9003

**Hours of Operation**  
Monday – Friday: 9am – 5pm  
Saturday – Sunday: CLOSED

## Arcadia Branch

1190 Main Street  
Wyoming, RI 02898  
P:401-539-2306  
F:401-539-8667

**Hours of Operation**  
Monday – Friday: 6am – 8pm  
Saturday – Sunday: 7am – 4pm

## Camp Cove

1 Harry Austin Drive  
Mystic, CT 06355  
P:860-536-3575  
F:860-536-2049

**Hours of Operation**  
Seasonal Hours

## Camp Watchaug

160 Prosser Trail  
Charlestown, RI 02813  
P:401-364-6535

**Hours of Operation**  
Seasonal Hours

## Naik Family Branch

1 Harry Austin Drive  
Mystic, CT 06355  
P:860-536-3575  
F:860-536-2049

**Hours of Operation**  
Monday – Friday: 5am – 9pm  
Saturday – Sunday: 6am – 4pm  
\*Pool closes 30 minutes prior to facility closure

## Westerly-Pawcatuck Branch

95 High Street  
Westerly, RI 02891  
P:401-596-2894  
F:401-596-8675

**Hours of Operation**  
Monday – Friday: 5am – 9pm  
Saturday – Sunday: 6am – 4pm  
\*Pools close 30 minutes prior to facility closure

## Washington Trust Community Skating Center

61 Main Street  
Westerly, RI 02891  
P:401-637-7902  
F:401-637-4840

**Hours of Operation**  
Please view our website  
for the season schedule

*\*All locations' hours are subject to change in the Summer (Memorial Day-Labor Day)*

## Holiday Hours

New Year's Day – Adjusted Hours

Easter – CLOSED

Memorial Day – CLOSED

Fourth of July – CLOSED

Labor Day – CLOSED

Thanksgiving

- Arcadia Branch – Adjusted Hours

- Naik Family Branch – CLOSED

- Westerly-Pawcatuck Branch – Adjusted Hours

Christmas Eve – Adjusted Hours

Christmas Day – CLOSED

New Year's Eve – Adjusted Hours



# STAY CONNECTED!

Stay up to date with all facility updates and closures

1. Search "Daxko" in the App Store or Google Play Store and download.
2. Open the app and search "Ocean Community YMCA" and select from the list.
3. Allow notifications.
4. Save your scan card in the app.



# MEMBERSHIP

The Y is the utmost inclusive membership organization, which transforms lives and communities through people who want to belong and give back in an era that needs individuals to come together to improve well-being for all.

With a Y membership, you have full access to our three branches: Arcadia, Naik, and Westerly-Pawcatuck, as well as priority registration and member only rates for programs and services.

## Membership Categories

We offer an array of flexible categories within the facility membership, to ensure you find a fit for your unique household situation. Just find the right Y membership category from the list below.

- A. Youth: Ages 0-12 years
- B. Teen: Ages 13-17 years
- C. Young Adult: Individuals 18-22 years
- D. Adult: Individuals 23-64 years
- E. Senior: Individuals 65+ years
- F. Senior Couple: Two Senior Individuals, both 65+ years living in the same household
- G. One-Adult Family: One Adult and his/her dependents under the age of 22
- H. Two-Adult Family: Two Adults with or without dependents ages 22 years and younger.

## One Membership, Many Branches

Association-wide membership provides access to all OCY locations, including Nationwide YMCA access.

As a nationwide member, you now have the added value of visiting Ys across the United States and Puerto Rico. Before you travel, contact the Y you intend to visit to ensure it is one of the 2,600 locations that participate in the Nationwide Membership Program.

Please note: All members of the OCY have priority registration on fee-based programs at reduced prices.





# FINANCIAL ASSISTANCE

## YCares

Every year, thousands of individuals and families participate in our YCares program. YCares is the Y's income-based financial assistance program that helps ensure that we are there for those in need and affordable for all. An individual's rate for membership is determined by the chosen membership category and household income. Applicants for the program are required to provide verification of income. Everyone, including existing members, are welcome to apply.

If your income changes during the course of your membership, you are welcome to contact us to explore this option to maintain your involvement in programs and services of the Y.

YCares offers children, teens, adults and families the opportunity to benefit from Y programs and services that they otherwise could not afford.

## Annual Support Campaign

The Ocean Community YMCA is dedicated to making a positive impact in people's lives through youth development, healthy living, and social responsibility. At the Y, no child, family or adult is ever turned away due to their inability to pay.

Our Annual Support Campaign raises funds to ensure memberships and programs are available to all who wish to participate. Y programs provide learning and life-enhancing experiences that build strong kids, strong families, and strong communities.

When you give to the Y, your gift will have a meaningful, enduring impact right in your own neighborhood. All funds raised during the campaign go directly to those in need through our scholarship program.

The graphic features the YMCA logo at the top, followed by the headline "OUR PURPOSE IS DEEPER THAN OUR POOLS". Below this is a sub-headline: "Every dollar of support to the Y's Annual Campaign helps make life better for your neighbor." The main content consists of five heart-shaped callouts, each representing a donation amount and its impact: \$100 for water safety training, \$250 for CPR/AED certification, \$500 for a child's summer camp, \$1000 for an annual membership, and \$2500 for four senior memberships. The graphic concludes with a photo of children in a pool and the text "THE OCEAN COMMUNITY YMCA".

**the Y<sup>®</sup>**  
YMCA

## OUR PURPOSE IS DEEPER THAN OUR POOLS

Every dollar of support to the Y's Annual Campaign helps make life better for your neighbor.

- \$100** SPIRIT, MIND, & BODY  
HELP A CHILD LEARN HOW TO SWIM AND GAIN CONFIDENCE AROUND WATER
- \$250** CHARACTER COUNTS  
HELP TWO PEOPLE GAIN VALUABLE LIVE-SAVING SKILLS BY BECOMING FIRST AID/CPR/AED CERTIFIED
- \$500** STRONG KIDS  
SEND A CHILD TO CAMP FOR TWO WEEKS THIS SUMMER TO MAKE NEW MEMORIES AND FRIENDSHIPS
- \$1000** STRONG FAMILIES  
PROVIDE A SAFE AND WELCOMING PLACE FOR AN ENTIRE FAMILY WITH AN ANNUAL MEMBERSHIP
- \$2500** STRONG COMMUNITIES  
HELP 4 SENIORS FIND A HEALTHY COMMUNITY WITH ANNUAL MEMBERSHIPS

**THE OCEAN COMMUNITY YMCA**



# FEES AND PAYMENTS

Your prompt, consistent payment of membership fees helps us continue to offer our community- focused programs and services. The best way to ensure your payments are always on time is to set up a monthly bank, debit or credit card draft. With an automatic draft, we deduct your monthly membership fees directly from your bank or credit account—with no hassle to you—as long as you're a member.

To set up your automatic draft, simply visit the Welcome Center at your local Y and our staff will be happy to assist you. Here are a few things to remember when you do:

- If you must cancel your membership or change your account information, we will gladly make those changes for you upon receiving written notice. Just visit your local Y to complete a Change or Cancellation Form.
- Please monitor your monthly bank or credit card statement for discrepancies. You must report errors within 90 days of occurrence to enable us to correct our mistake and refund the appropriate amount to you. After 90 days, we will only be able to correct our error.
- If you prefer to be billed, we offer an annual invoice option in addition to payment by monthly draft. You will receive an invoice at least 30 days prior to the payment due date. If we do not receive your complete payment by the payment due date, we will assume that you are canceling your membership.

## Changes to Your Membership

Change is inevitable, even when it comes to your Y membership. Thankfully we offer a simple form (available at any branch) for you to complete any time you need to alter something related to your membership. Whether adding or removing a family member or updating your address or bank account information, you can submit updates any time with ease.

## Upgrades

Do you need to add someone to your membership? Simply complete the change form to let us know of the upgrade. Of course, adding participants to a membership may push you to a different membership category with added fees. If that's the case, please note that you will be responsible for paying additional membership dues, as well as the difference in joining fees, at the time you submit your change form. If you pay by annual invoice, we ask that you also pay the difference in your dues for the balance of your invoice period.

## Downgrades

If you need to remove members from your membership, complete a change form and return the membership cards of those no longer participating. We will adjust your membership category and dues. Please allow 30 days to adjust the bank draft amount. Refunds will be made for remaining dues paid on annual invoice payments. We cannot refund or provide a credit for the original joining fee.

## Moving

An Ocean Community YMCA membership is not transferable to another Y outside of our association. If you're moving out of our area but would like to maintain your Y membership elsewhere, you must cancel your membership here and join again in your new city. At your request, we will be happy to provide a letter stating your cancellation date here and the amount of joining fees you paid. Contact the Y in your new area to find out their policies, joining fees and dues, as details will vary.

## Holds

Members may be eligible, upon approval from the branch, to put their membership on hold for up to three months per calendar year without being assessed the joiner fee upon returning to the Y under the following circumstances:

- Medical reasons - verified through a Doctor's note (hold may be longer than three months if stated in Doctor's orders)
- Loss of employment - verified through unemployment documents
- Those who are eligible may apply for a YCARES scholarship

*\*All requests to put a membership on hold must be submitted in writing within ten days of the next draft date.*

## Cancellations

To end your membership, complete and sign the Ocean Community YMCA Exit Survey & Cancellation Form and submit it with your membership cards to your local Welcome Center. We ask that you provide a completed OCY Exit Survey & Cancellation Form **ten days** prior to your next draft date.

## Returned Payment Fees

If your credit card, debit card or checking/savings account declines upon drafting membership or program fees, a returned payment fee will be added to your account. This fee must be paid and cannot be refunded.

If your credit card or checking/saving account declines for two consecutive months, membership will be terminated, and member will be responsible for balance.

## Rejoining the Y

You are welcome to rejoin the Y any time after canceling your membership. If more than **90 days** has elapsed since your cancellation, we will assess an additional joining fee. No matter when you choose to rejoin, you will be responsible for paying current membership dues and any outstanding fees owed.

## Membership Refunds

If you choose to end your membership, we'll halt the automatic withdrawal from your bank account upon request **ten days** prior to your monthly dues draft date. There are no refunds for joining fees. Note that we never refund membership fees due to lack of use or non-attendance. Help us help you by monitoring your monthly bank statements. If you discover an error on our part and report it within 90 days, we will correct our error and refund the appropriate amount. After 90 days, we will only be able to correct our error.

# MEMBERSHIP POLICIES

## Member Code of Conduct

The YMCA is committed to providing a safe and welcoming environment for all members and guests. To promote everyone's safety and comfort, all individuals are asked to act appropriately at all times when in our facility or participating in our programs.

We expect persons using the YMCA to act maturely, to behave responsibly, and to respect the rights and dignity of others. Our Member's Code of Conduct outlines prohibited action, but the actions listed below are not an all-inclusive list of behaviors considered inappropriate in our facilities or programs.

- Using or possessing alcohol or illegal chemicals on YMCA property, in YMCA vehicles, or at YMCA-sponsored programs
- Smoking on YMCA property – the YMCA and its property is a smoke-free and vape-free environment
- Carrying or concealing a weapon or any device or object that may be used as a weapon
- Cell phones are only to be used in the lobby areas
- Harassment or intimidation by words, gestures, body language, or any type of menacing behavior
- Physical contact with another person in an angry, aggressive, or threatening way
- Verbally abusive behavior, including angry or vulgar language, swearing, name-calling, or shouting
- Sexually explicit conversation or behavior; any sexual contact with another person.
- Inappropriate, immodest, or sexually revealing attire
- Theft or behavior that results in the destruction or loss of property
- Loitering within or on the grounds of the YMCA

In addition, the YMCA reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse; is or has been a registered sex offender; has ever been convicted of any offense relating to the use, sale, possession, or transportation of narcotics or habit forming and/or dangerous drugs; or is presently or habitually under the influence of dangerous drugs or chemicals, narcotics, or intoxicating beverages.

Members and guests are encouraged to take responsibility for their personal comfort and safety by asking any person whose behavior threatens their comfort to refrain from such behavior. Anyone who feels uncomfortable in confronting a person directly should report the behavior to a staff person or the Director on duty.

The YMCA staff will investigate all reported incidents. Suspension or termination of YMCA membership privileges may result from a determination by the Branch Director if in his/her discretion a violation of the YMCA Member's Code of Conduct has occurred.

## Membership Cards

- All members will receive membership cards. They are essential tools to maintaining safety at all OCY locations.
- Your membership card is very important. Please keep track of it and present it at the Member Welcome Center every time you enter a Y location. If you happen to arrive without your card, you may show another form of photo ID, such as your driver's license.
- The YMCA mobile app is available to all members, which has scan card capability on smart phones.
- If your card does not scan, we will verify your membership by other means, such as an additional form of identification, while you wait. If we find your membership is not current, you may not enter the Y.
- Never loan your card or transfer your membership to someone else; these actions are grounds for termination.



## Service Animals

Service dogs are allowed to accompany the handler to any place in the building or facility where members of the public, program participants, customers, or clients are allowed.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA, and therefore are NOT allowed in our facility. Pets and all other species of animals or dogs that are not service animals are NOT allowed in our facility.

## Breastfeeding Policy

The Y supports nursing mothers. Nursing mothers shall be provided with a clean, welcoming place to breastfeed or express their milk. Nursing mothers may store their expressed milk in the facility's refrigerator. Mothers should provide their own containers, clearly labeled with the infant's name and date.

## Locker Rooms

Adult Locker Rooms are provided for those men and women ages 18+. For the respect and comfort of all members, children under the age of 18 are not permitted in the adult locker rooms at any time. Children under the age of 18 must use the Boys and Girls Locker Rooms. Adults with children should use the Family Locker Room.

In keeping with our commitment to diversity, equity, and inclusion, and ensuring everyone feels both welcome and safe at the Y, and adhering to state and federal guidance, we offer all individuals the use of facility spaces, including locker rooms, that align with that individual's gender identity.

## **Sauna Rules**

### DO:

- Proper attire is required while in the sauna (bathing suit preferred) or sit on a towel to protect the wood from perspiration and to protect other members using the sauna
- Individuals should shower before using the sauna
- Individuals should shower after using the sauna

### DO NOT:

- Do not exercise, smoke, eat, or drink while in the sauna
- Do not spend more than 30 minutes in the sauna
- Do not use the sauna if you are under 18
- For your personal safety do not wear rubberized or plastic clothing
- Wear sneakers or closed toed shoes in the sauna
- Use your cell phone in the sauna

### CAUTION:

- Persons with medical conditions should consult a physician before using this room
- Over exposure can cause nausea, dizziness, and fainting. The use of the sauna increases pulse rate, blood pressure, and body temperature. The effects of an individual are unpredictable and could be hazardous. Please check with your physician before using this facility
- The following individuals should not use the sauna: those with heart disease, diabetes, high or low blood pressure, circulatory or respiratory problems, seizures, epilepsy, pregnant women, those who are using prescribed or illegal drugs or under the influence of alcohol

### FOR YOUR SAFETY, YMCA STAFF RECOMMENDS YOU:

- Allow yourself at least 5 minutes after exercising to cool down before entering the sauna
- Limit your exposure to 15 minutes at a time in the sauna
- Allow a 5-minute cool down period after exiting the sauna
- Drink plenty of water before and after using the sauna
- Remove all jewelry
- After using the sauna, dress when completely dry because of perspiration or chilling may occur

## **Emergency Procedures**

For your safety, the safety of all members and to help support a safe environment at the YMCA:

- Please report all accidents and emergencies to the nearest YMCA staff member
- In the event of a fire, please pull the nearest alarm and exit the facility. If, at any time, a fire alarm is sounded at the YMCA, please promptly & quickly exit the YMCA facility
- First aid kits and AEDs (Automated External Defibrillators) are available in the facility; please see a Y staff member for more information
- All employees and volunteers are certified in Adult & Pediatric First Aid/CPR/AED

## **Inclement Weather Closing & Cancellation Procedure**

The YMCA reserves the right to cancel classes or close its facilities if it feels that remaining open will jeopardize the safety of members, participants and staff. In the event of inclement weather, the following guidelines will be used.

Branches will follow their local school districts:

**ARCADIA – *Chariho School District***

**MYSTIC – *Stonington School District***

**WESTERLY-PAWCATUCK – *Westerly School District***

If schools are **closed in advance of opening** due to weather conditions:

- All YMCA classes scheduled to begin prior to 3:00 pm will be cancelled
- If storm continues throughout the day, a decision to cancel afternoon and evening classes will be made by Vice President of Operations by 1:00 pm

If schools are **dismissed early** due to weather conditions:

- A decision to cancel afternoon and evening classes will be made by the Vice President of Operations by 1:00 pm

If schools are closed or dismissed early due to weather conditions:

- Any program held at school facilities will be cancelled

If schools have a **delayed opening** due to weather conditions:

- All YMCA classes scheduled to begin prior to 10:00 am will be cancelled
- Regular class schedules will resume at 10:00 am unless otherwise noted

If weather conditions deteriorate while a program is in session, the YMCA may elect to dismiss participants early after consulting with Senior Management.

If weather conditions warrant, the YMCA may close one or more of its branches at any time.

During weekend days, the Vice President of Operations and/or CEO will decide to delay opening, close early or close one or more branches.

The YMCA will utilize our website, constant contact email, current social media platforms, phone messaging systems and RI/CT broadcasting systems to communicate all delays and closings. Staff will be contacted by phone and/or email.

## **Personal Belongings**

The YMCA strongly discourages bringing important personal belongings into the Y locker rooms. The YMCA member is solely responsible for all personal belongings and must provide their own secure lock for protection of items.

## **Attire**

The Y is a family-oriented organization, and your attire must always be appropriate throughout all areas of our facilities. Swimsuits are required in the pools—no cutoffs or street clothes are permitted. Proper workout attire and gym shoes should be



worn in our wellness areas, aerobic studios, basketball courts, tracks and other program areas.

## Security

We do everything we can to ensure your security and safety while on any Y premises and that's why we place so much attention on the use of membership IDs for check-ins. However, we cannot be responsible for any theft or damage to your personal property, either in our buildings or in our parking lots. Please remember, you are responsible for securing any items you bring on site.

Leave valuables at home and protect the property you do choose to bring by securing it in a locker (you must provide your own lock). Y Staff are not permitted to hold or watch your valuables for you.

If you do have one of your possessions stolen or damaged, please complete an incident report at the Welcome Center.



# GUEST POLICIES

## Applicable to all Guests

- All guests must provide a valid photo ID on each visit and have a waiver on file
- All guests under the age of 14 must be accompanied and signed in by an adult over the age of 18 on each visit
- Guests under the age of 18 must have a legal guardian present to sign the waiver
- Each guest must be properly checked-in through Member Services at the Welcome Center
- If a guest is accompanied by a current Y member, that member will be held responsible for any discipline issues of their guest(s) up to and including suspension or termination of membership

## Day Pass Guests

Guests can purchase Day Passes for a fee of:

- \$7 for youth (ages 0-12)
  - Children can use Child Watch for \$4/hour per child
- \$8 for teens (ages 12-17)
- \$13 for adults (ages 18+)

Day Pass fees paid within 30 days of joining will get applied towards membership dues if a Guest decides to join the OCY.



# CHILDREN IN THE Y

At the Y, we're committed to giving children and teens the opportunity to learn, grow and thrive. Each day, thousands of kids come to the Y to learn, play, dream and achieve in a safe, fun and welcoming environment.

Kids' experiences at the Y are made even better when parents and guardians are aware of the policies regarding the supervision of children at our facilities and programs. These important policies are designed to ensure the Y is a secure, caring place for all children.

## Youth Facility Access

Note: General Facility Access without Parent/Guardian Supervision begins at age 12

	<b>UNDER 8 YEARS</b>	<b>8 TO 11 YEARS</b>	<b>12 TO 13 YEARS</b>	<b>14 TO 17 YEARS</b>
<b>CARDIO EQUIPMENT</b>	No Access	Access after orientation and certification based on physical and emotional maturity and accompanied by an adult (18+)	Access after orientation and certification based on physical and emotional maturity	Access
<b>STRENGTH MACHINES</b>	No Access	No Access	Access after orientation and certification based on physical and emotional maturity	Access
<b>FREE WEIGHTS</b>	No Access	No Access	No Access	Access
<b>GROUP EXERCISE</b>	Access to specialized youth group exercise classes only	Access to specialized youth group exercise classes only	Access to specialized youth group exercise classes or to regular group exercise classes alone under certification from Wellness Director	Access
<b>SAUNA</b>	No Access	No Access	No Access	No Access
<b>POOL</b>	Access with parent/guardian supervision within arm's length reach, regardless of passing swim test	Access if pass swim test - can swim alone in building. If doesn't pass swim test - swim only within arm's length reach of parent/guardian	Access if pass swim test - can swim alone in building. If doesn't pass swim test - swim only within arm's length reach of parent/guardian	Access if pass swim test - can swim alone in building. If doesn't pass swim test - swim only within arm's length reach of parent/guardian
<b>GYMNASIUM</b>	Access with parent/guardian supervisions	Access with parent/guardian supervisions	Access	Access

## Supervision Requirements

- Only children age 12 and older are allowed to be at the Y unaccompanied by an adult (18+).
- All children under the age of 12 must be directly supervised by their parents or guardians while on Y property or at a Y program location. The only exceptions to this policy are for children 8 – 11 who have passed the YMCA swim test and occasions when children are participating in an organized Y program or activity, such as our Child Watch area, Youth Activity Centers, swim lessons, etc.
- Parents or guardians of children under the age of 12 must remain on Y property while their children are at the Y. The only exceptions to this policy are if children are participating in a supervised Y program or activity.

## Child Watch

Child Watch staff is CPR, First Aid, AED, and Child Abuse Prevention certified. Child Watch is available for Family Memberships and One Parent Family Memberships free of charge. Child Watch ages are **6 months to 6 years**. Members and guests may use the service for up to two hours per day.

## Sign in & Sign out

- All children must be signed in and out of this program on the sheets or device provided.
- At the time of sign-in, the child watch staff must fill out a bracelet for parent and each of the children.
- At the time of sign-out, the parent/guardian wearing the bracelet must be present.



## Policies

- Parents/Guardians must remain on the facility grounds while children are participating in Child Watch.
- Please mark all personal belongings (coats, diaper bags, etc.).
- For the safety of all the children, food, including snacks, is not permitted in Child Watch. Drinks are allowed, water is preferred.
- Child Watch Staff are not licensed to change diapers. Please have children arrive in a clean diaper. Please take children who are potty training to the bathroom before leaving. Parents will be located for diaper changes.
- Families can feel free to utilize Child Watch for a maximum of 2 hours at a time.
- YMCA Child Watch staff will make every attempt to calm your child. If a child is unable to be calmed after a reasonable amount of time the parent/guardian will be located.
- Our staff are trained and experienced with handling an assortment of behavioral issues. Inappropriate behavior will be managed in an age appropriate manner. The child will receive a verbal warning. If the concern continues, the parent will be located and asked to come to the Child Watch room.
- Parents are asked to inform Staff about any medical conditions and the procedures they wish staff to take in case of an emergency. Staff may not administer medicine.

- Emergency medications (Epi-pens, inhalers) will be administered in the event of an emergency. Medication must be presented to Child Watch staff in its original packaging with a valid prescription label. A Medication Administration Consent form must be signed by a parent/guardian for each medication.
- If your child is exhibiting signs of illness or communicable disease (i.e., head lice, earaches, heavy nasal discharge, fever within last 24 hours, vomiting within the last 6 hours, diarrhea, pink eye, constant cough or undiagnosed rash), please keep children home out of respect for all Child Watch children. Child Watch staff may use discretion in asking parents/guardians to take children home.
- If your child stays home from school due to illness, they are not eligible to participate in Child Watch that day.
- If your child's school is closed because of a health reason, please keep them home from Child Watch.
- Socks must be worn at all times.
- Maximum limit to the number of kids in the program may be limited based on facility or staff capacity.

## Youth & Teen Center

Teen Center staff is CPR, First Aid, AED, and Child Abuse Prevention certified. Teen Center is available for Youth Members, Family Memberships and One Parent Family Memberships free of charge. **Teen Center ages are 7-14 years.** Members and guests may use the service for up to two hours per day. Children 12 years of age or older may be in the facility without an adult.

### Sign in & Sign out

- All children must be signed in and out of this program area on the sheets provided.
- At the time of sign-in, the Teen Center staff must fill out a bracelet for parent and each of the children under age 12.
- At the time of sign-out, the parent/guardian wearing the bracelet must be present if the child is under 12.

### Policies

- Parents/Guardians must remain on the facility grounds while children are participating in Teen Center, unless participating in an authorized off-site Y program or the child is 12 or older. Parents will be asked to leave cell phone number.
- Please mark all personal belongings.
- For the safety of all the children, food, including snacks, is not permitted in the Teen Center including peanuts and tree nuts. Drinks are allowed, water is preferred.
- Families can feel free to utilize Teen Center for a maximum of 2 hours at a time.
- YMCA Teen Center staff will make every attempt to guide your child. If a child is unable to be guided or behave appropriately after a reasonable amount of time, the parent/guardian will be located.
- Our staff are trained and experienced with handling an assortment of behavioral issues. Inappropriate behavior will be managed in an age appropriate manner. The child will receive a verbal warning. If the concern continues the parent will be

located and asked to come to the Teen Center room.

- Parents are asked to inform Staff about any medical conditions and the procedures they wish staff to take in case of an emergency. Staff may not administer medicine.
- Emergency medications (Epi-pens, inhalers) will be administered in the event of an emergency. Medication must be presented to Teen Center staff in its original packaging with a valid prescription label. A Medication Administration Consent form must be signed by a parent/guardian for each medication.
- If your child is exhibiting signs of illness or communicable disease (i.e. head lice, earaches, heavy nasal discharge, fever within last 24 hours, vomiting within the last 6 hours, diarrhea, pink eye, constant cough or undiagnosed rash) please keep children home out of respect for all Teen Center children. Teen Center staff may use discretion in asking parents/guardians to take children home.
- If your child stays home from school due to illness, they are not eligible to participate in Teen Center that day.
- If your child's school is closed because of a health reason, please keep them home from Teen Center.
- Shoes must be worn at all times.
- Maximum limit to the number of kids in the program may be limited based on facility.

## Gymnasium Guidelines

- Minimum age requirement: 12 years (Ages 11 and under must be accompanied by an adult or Y instructor).
- No food is allowed in the gymnasium. Water is permitted.
- Sport-approved and appropriate clothing and shoes must be always worn.
- Hanging from the rims is prohibited and will result in removal from the Y.
- Gym doors are equipped with alarms. Doors are to be opened only in building emergencies or by the Y staff.
- Disagreements, disputes, and arguments will be settled in polite, timely, and nonviolent manner.
- Players are responsible for any damages resulting from misconduct or misuse of equipment or facilities.
- Players will conduct themselves in a sportsmanlike manner. Profanity, spitting, unsportsmanlike conduct, provocative language and/or actions are prohibited.
- Please refer to the gym schedule for updated programming. The schedule is subject to change.
- The Y is not responsible for lost or stolen articles. Please lock up your items or leave them at home.





# WELLNESS CENTER GUIDELINES

The Y strives every day to provide a welcoming place where anyone—from beginning exercisers to competitive athletes—can come to improve their health and well-being. The following health and wellness policies are designed to help ensure the safety and positive experience of all members who use the Y.

## Personal Training Guidelines

Only staff members employed by the Y are allowed to provide personal training within Y facilities and programs. Our staff members are trained and certified by nationally accredited organizations. They are committed to carrying out our mission by providing high-quality programs. Personal trainers who are not employed by the Y are strictly prohibited from training or conducting business in a Y facility. The Y has this standard in order to provide safe, high-quality personal training at all times.

## Wellness Equipment Policy

We constantly strive to offer our members with a wide variety of well-maintained wellness equipment, and we oversee the safety of equipment used during our programs. Bringing personal wellness equipment for use within the Y— such as TRX equipment, dumbbells and any other items is prohibited.

## Wellness Center Age Requirements

A Wellness Orientation must be completed for those under the age of 14 before they can have access to the Wellness Center. Youth ages 8-11 must always be accompanied by an adult/guardian. Cardio machines can be used by those ages 8 and up. Strength machines can be used by those ages 12 and up. Free weights can be used by those ages 14 and up.



# SWIMMING AND WATER SAFETY

With three indoor pools and two waterfronts available across our organization, it's clear we prioritize aquatic activities, exercise and safety. All OCY lifeguards are trained to prevent aquatic emergencies and conduct emergency and rescue care whenever necessary. During your visit, you may observe on-going training exercises, including live water safety and rescue drills. Such training allows the Y's lifeguards to stay prepared as the guardians of your family's safety and well-being.



## Pool Rules and Guidelines

- Food and/or drink are prohibited in the pool area.
- All swimmers must take cleansing showers with soap and hot water prior to entering the pool area. This is a Rhode Island State law.
- Please, no foul language, running, or boisterous play in the pool area.
- SWIM EVALUATION POLICY: For those who like to swim in the deep end, our Lifeguards will swim-test anyone age 17 or under.
- Diving is prohibited in the shallow end. Jumping is allowed in designated areas at the Lifeguard's discretion.
- An adult MUST accompany their child in the water during all open swim times.
- Only the following equipment is allowed during Family Swim: Bubbles, Life Vests, Noodles, and Kickboards.
- Spitting, spouting water, or blowing your nose is prohibited in the pool.
- Extended breath holding and hyperventilation are prohibited.
- Any person with an infectious and/or communicable disease, diarrhea (within the last two weeks), or open cuts, blisters, lesions, and/or rashes are prohibited in the pool area.
- Street shoes are prohibited. Please bring flip-flops or sandals or walk barefoot in the pool area.
- Animals are prohibited from the pool area except Service Animals as defined by the ADA.
- The Lifeguard's word is final.
- Maximum bather load: 158 bathers

## Pool Closure During Inclement Weather

For the safety of our members and guests, the pools will close for thunder and lightning and remain closed until 30 minutes after the last observed thunder and lightning strike. The Y reserves the right to close the pool at any given time due to circumstances beyond our control to protect the health and safety of our members.

## Test. Mark. Protect.

The Ocean Community YMCA is committed to providing a safe and enjoyable aquatics experience. In accordance with Y-USA and our Risk Management companies' best practices, the OCY has a "Test. Mark. Protect." policy. All minors, age 17 and under, must participate in a swimming skills assessment and will be provided a green or red band for the day. These bands assist our certified lifeguards in keeping all swimmers safe. The Y reserves the right to test all swimmers regardless of age. Swimmers MUST be over 48 inches to complete the swim test. The following outlines the policy in detail.

Please note that swimmers need to take the swim test every time they enter the water and swim bands may change due to a tired or recently ill swimmer.

### TEST

- Jump into a designated area of water over their head and easily return to the surface.
- Swim 20 yards unassisted in a horizontal body position without resting.
- Tread water in deep end for 30 seconds, keeping head above water.

### MARK

- Swimmers 17 and under that pass the assessment will be provided with a GREEN swim band and will be allowed access to all areas of the pool.
- Non-Swimmers 17 and under who do not take or pass the assessment will be provided with a RED swim band and be limited to the shallow end.
- Swim band level is at the discretion of the lifeguard on duty.



### PROTECT

- Swimmers, who do not meet the height requirement, must wear a Personal Flotation Device (PFD). Swimmers who are in the pool with an adult at arm's length, may be excused of a PFD. Children aged 6 and under must be always within arm's reach of an adult.
- Lifeguard may switch a swimmer to a red band at any time if they notice the swimming is becoming tired.
- One adult can be responsible for no more than 3 non-swimmers during open swim.