



ASYMCA CHILDREN'S WAITING ROOM RULES & REGULATIONS

ARMED SERVICES YMCA

The ASYMCA Children's Waiting Room (CWR) is a service provided by the Armed Services YMCA of Alaska that offers a safe place for your child to play while you are attending a scheduled medical appointment in one of the clinics located in the hospital. A donation of \$1 per hour, per child is suggested in order to help us maintain the availability of the program for all military families. The ASYMCA never denies families the opportunity to participate due to inability to pay.

Listed below are the rules and regulations you will be required to abide by in order to use this service.

1. We recommend scheduling a reservation time at the CWR as soon as you have confirmed your clinic appointment. Reservation times are always set 15 minutes prior to your clinic appointment. **Your slot will be forfeited if you arrive more than 10 minutes past your reserved time.** Walk-ins are not accepted at this time.
 - a. We do not schedule reservations at the CWR for people being seen at **Labor and Delivery, Emergency Room, or Surgery.**
 - b. We **require a cancellation notice if you no longer need to use your slot at the CWR.** If you do not cancel, you will be recorded as a No Show, which may result in suspension from the program.
2. There is a **two hour daily time limit** at the CWR regardless of how many appointments you may have scheduled for the day. Your two hours start at your reservation time with the CWR—not the appointment time at the clinic in which you are being seen. All children must be picked up from CWR by the end of our posted Care Hours, regardless of what time your appointment was scheduled. If you schedule an appointment within the final two hours of our posted Care Hours, your daily time limit will be shortened accordingly.
3. 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. You will need to take a clinic verification card with you to your appointment and **have it signed or stamped by a member of the clinic personnel** where you are being seen. A clinic verification card will also need to be signed and stamped for approved post-appointment pharmacy or laboratory visits.
4. The CWR is for healthy children only. **If your child is running a fever or showing other signs of illness, please contact the CRW to cancel your appointment.** If your child arrives and is visibly ill, your child will not be accepted into the CWR, unless a note is provided by their doctor stating that the child is not contagious. This is to protect the health and well-being of all children entrusted to our care.
5. The CWR has an Inconsolable Child Policy. To ensure their well-being, children who are unable to adapt to their parent's absence will not be allowed to remain in the CWR. 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 the CWR to pick up your child.
6. Please take your child to the bathroom, or be sure your child has a clean diaper on before leaving for your clinic appointment. Extra diapers and wipes should be provided to children still in diapers. Extreme accidents resulting in soiled clothing will result in a phone call for you to come tend your child.
7. Up-to-date vaccination records must be provided for each child that is being accepted into the the CWR in accordance with the hospital's regulations. If your child is on a catch-up or delayed immunization schedule, you will be required to provide documentation from the physician or immunization staff indicating clearance for program participation. **No vaccination record—no admission—no exceptions.**
8. The CWR does not supply snacks, and snacks are not permitted in the CWR unless required to accommodate medical needs. We suggest that you ensure your child receives a snack prior to drop-off if your appointment overlaps their normal snack

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time. 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**. Please 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 in the CWR.

- 9. The staff at the CWR can not mix formula for your infant or toddler. **If your child requires formula, you must provide a premixed bottle.**
- 10. The CWR is not responsible for lost, stolen, or damaged personal items left in the room.
- 11. If your child exhibits aggressive behaviors that pose a risk to themselves, other children, or to the CWR staff, he/she will not be allowed to remain in the CWR, and will not be accepted at the CWR for future appointments.
- 12. Children with special needs are welcome at the CWR, and staff will make reasonable accommodations for your child’s special 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 well-being, CWR staff may refuse admission if they feel your child’s needs exceed their ability to accommodate them.
- 13. **Violation of these Rules and Regulations will result in the following:**
 - a. First Occurrence: verbal intervention and discussion Date of Occurrence_____Initials_____
 - b. Second Occurrence: suspension or termination of access
as determined on a case-by-case basis as appropriate Date of Occurrence_____Initials_____
- 14. **The CWR staff have the authority to: discuss options, make decisions, or refuse service as necessary for the safety and well-being of the children in their care; and to determine availability of appointments in the CWR. Their determinations are final.**

By signing below, you certify that you have read and understand all the terms set forth in the ASYMCA Children’s Waiting Room Rules & Regulations, and agree to abide by these terms as they are stated.

Parent/Guardian’s Signature Date CWR Staff Member’s Signature Date

Please remember that the CWR is a free/donation-based service. By requiring everyone to follow these rules, we can be sure to accommodate as many children as possible in a safe and healthy environment.

Thank you for your cooperation. If you have any questions, please contact one of our CWR staff at the location nearest you. CWR locations and contact information are listed at the bottom of this page.

JBER HOSPITAL
5955 Zeamer Ave | JBER
Phone Number: 907-580-6455
cwr.jber@akasmca.org
CARE HOURS:
Mon - Wed
0745-1430
Ages: 6 weeks to 12 years

BASSETT ARMY HOSPITAL
Building 4076 | Ft. Wainwright
Phone Number: 907-361-5612
cwr.fwa@akasmca.org
CARE HOURS:
Tue - Thurs
0900-1300
Ages: 6 months to 12 years

BAKER FIELD HOUSE
3301 Broadway Ave | Eielson
Phone Number: 907-377-1962
fairbanks@akasmca.org
CARE HOURS:
Mon - Fri
0800-1300
Ages: 6 months to 12 years



ARMED SERVICES YMCA

REGISTRATION

ASYMCA CHILDREN'S WAITING ROOM

Parent's Name: _____
LAST FIRST MIDDLE

Home Address: _____ Phone: _____

Sponsor's Name: _____ PCS Date (est) _____
LAST FIRST MIDDLE INITIAL

Duty Status: _____ Rank/Grade: _____

Emergency Contact: _____ Phone: _____

1	CHILD'S NAME:	GENDER:	BIRTH DATE:
	ALLERGIES OR MEDICAL CONDITIONS:		
2	CHILD'S NAME:	GENDER:	BIRTH DATE:
	ALLERGIES OR MEDICAL CONDITIONS:		
3	CHILD'S NAME:	GENDER:	BIRTH DATE:
	ALLERGIES OR MEDICAL CONDITIONS:		

The ASYMCA Children's Waiting Room (CWR) provides intermittent on-site supervision of children for patients with appointments in the installation hospital only. If the use of this service is abused, it may result in the user being barred from using this service in the future. We reserve the right to refuse admission of any child who: 1) shows visible signs of illness; 2) does not have a current shot record showing up-to-date vaccinations; or 3) who has a prior history of aggression or inconsolable crying. Personal belongings must be labeled. The CWR is not responsible for lost, stolen, or damaged personal items.

I have read and understand the Rules & Regulations governing the ASYMCA Children's Waiting Room program and agree to abide by the terms defined therein. In the event of an emergency, I authorize the Care Providers on staff to access any necessary emergency treatment for the child or children listed above.

 Parent/Legal Guardian's Signature Date

 CWR Staff's Signature Date

FOR CWR USE

Vaccine Record Verified

CWR Staff initials: _____