



Building Strong Kids,
Families and Communities

YMCA of Burlington County

Membership and Program Handbook

The YMCA of Burlington County is the not-for-profit 501(c)(3) charitable corporation that is building strong kids, families and communities through programs designed to improve an individual's spirit, mind and body.

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Welcome!

You've just taken the first step towards a life style change-- a healthier you!
You deserve the best service and the staff here at the Y is ready to provide quality programs and service. Together we are creating better tomorrows for our children, responding to health epidemics and promoting healthy living for all.

With two full facility sites located in Mt. Laurel and Burlington City and more than 25 program sites throughout the county, the YMCA serves thousands of youths, teens, adults, seniors and families. I welcome you to view our offerings on the web at www.ymca-bc.org

If I can be of any assistance during your visits to our facility, please feel free to contact me at 856-234-6200 Ext. 232 or email me at: pamh@ymca-bc.org

The YMCA of Burlington County builds strong kids, families and communities through programs committed to improving an individual's spirit, mind, and body.

Pam Hall
Member Relations Director

Dear members and program participants,

The purpose of all YMCA programs is to develop competency in skill development, along with confidence and endurance. We expect each participant to learn and progress at his or her own rate no matter what the program. A participant is advanced to the next level only when he or she can proficiently and safely perform the skills within his or her level; this pertains especially to aquatic swim programs.

Therefore, don't be discouraged if you or your child doesn't complete all the skills within his or her level during any one session. You or your child need to know that it is acceptable to take as much time as is necessary to master the skills or exercises. Many organizations offer their programs as an end in themselves, but the YMCA uses programs as a vehicle to deliver our unique mission of putting Christian principles into practice to build a healthy spirit, mind and body for all.

Our program staff hopes that you and your children will enjoy participating in our programs and will continue participating in future sessions.

If you have any questions, concerns or ideas, or if we can be of help in any way, please feel free to call us.

In the "Y" Spirit,
Tracey Atkinson
ML Branch Executive Director

Kevin Quinn
RF Branch Executive Director

Sean Phillips
Program Executive Director

YMCA OF BURLINGTON COUNTY MISSION

The YMCA of Burlington County builds strong kids, families and communities through programs committed to improving an individuals' spirit, mind and body.

MEMBERSHIP AND PROGRAM MISSION STATEMENT

It is the mission of the YMCA of Burlington County to provide a facility and programs that help us build on the YMCA's Activate America commitment to help combat childhood / adult obesity and encourage healthy lifestyles in a safe and fun environment. We are committed to providing you the best customer service when you are at our facility and to provide you with programs which allow everyone the opportunity to make friends, to be creative and to participate in exciting quality programs that can be sustained throughout your life time.

PHILOSOPHY OF PROGRAMS

The YMCA uses teaching methods that develop the whole person—physically, mentally and spiritually. Each individual is treated as unique and important. We will strive to teach individuals effective ways to learn new and build on old skills while in our programs. We want all individuals to advance in their own time frame by increasing their coordination, comfort level and endurance. Classes are designed to be safe, educational and to promote positive values as an important part of the program.

FACILITY MEMBER BENEFITS

As a part of our commitment to our YMCA family, we are constantly adding value to your membership, which includes:

- Two locations that you can utilize - Mt Laurel and Riverfront (Burlington) Facility
- Free orientation to our facility fitness rooms by one of our trained Wellness staff. (Be sure to make an appointment when you join.)
- Use of Active Family Center (fitness center), Strength Training Center (weight room) and our Strive express circuit. (See section on rules for age restrictions.)
- Use of our Indoor Track (Must be at least 7 years and older to use the Mt. Laurel track in the company of at least one parent up to the age of 12. Thirteen and older can use the track on their own.) Mt Laurel only
- Two sets of locker rooms - one for families and the other for adults only
- Use of the Sauna in the adult only locker rooms. Riverfront Only
- Use of our pool and gym during open / family times. Check schedules for times
- Babysitting services while you work out. Check website for times and days
- Reduced fees on most YMCA programs, rentals and parties.
- Certain programs and events are free to our full facility members. Check our program flyers.
- Quality programs and instructors who are trained and experienced.
- AWAY privileges - use of other YMCAs throughout the country for free or at a reduced guest fee.

MEMBERSHIP AND PROGRAM GOALS

MEMBERSHIP GOALS

- Provide the best customer service from a friendly staff
- Greet each and every person who walks through our doors
- To provide well trained and caring staff who are available to make your YMCA experience fun and enjoyable.
- Well maintained, clean and safe facilities and equipment. We will repair, replace, or post the anticipated repair date within 24 hours.
- Opportunities to evaluate your YMCA on a regular basis
- Opportunities to expand your involvement at the YMCA through special events and volunteer programs.

PROGRAM GOALS

As a mission-driven organization, the YMCA is committed to nine program objectives. The goal of YMCA programs is to help individuals grow spiritually, mentally and physically. To accomplish this goal, YMCA programs and program activities strive to help adults, children and families do the following:

- Exceptional program quality. We work consistently to improve and provide innovative programs to meet your ever-changing needs.
- Grow personally—help individuals build self-esteem and self-reliance
- Strengthen positive values—help accept and demonstrate the core values of caring, honesty, respect and responsibility
- Appreciate diversity—help individuals celebrate their own culture and beliefs and respect people of different ages, abilities, incomes, races, religions, cultures and beliefs
- Become better leaders and supporters—Give individuals an opportunity to work toward the common good of a group; promote leadership development through volunteer development
- Develop specific skills—help individuals acquire new knowledge to build life skills and to grow in spirit, mind and body
- Build Developmental Assets—create an asset-rich environment for all, by providing assets that have been shown to help foster and nurture positive development; support individuals in their efforts to build assets
- Lead healthy lives—provide physical, mental and spiritual well-being for all
- Improve personal and family relationships—help families learn to care about, communicate with and cooperate with one another; help families connect with other families for support and friendship
- Have fun—most important, make sure that what we do with individuals in the Y is fun; help everyone enjoy life and each other

PROGRAM ACCREDITATIONS

Our staff is here to deliver the best quality programs and services that we have to offer. Our staff and instructors are trained through accredited programs from the YMCA of the USA, American Red Cross, United States Water Fitness Association, Arthritis Foundation, Silver Sneakers, AFAA, AAAL, ACE, NCSM and other appropriate trainings through program specific areas, including safety guidelines and program quality insurance standards.

VOLUNTEER OPPORTUNITIES

The YMCA of Burlington County is a volunteer driven organization. There are many opportunities to volunteer at the YMCA including Family Volunteer program, Policy Committee Volunteer (serving on our Board of Directors) or just helping out in our programs. Please see our Welcome Center staff for more details or fill out our volunteer application.

II. BUSINESS PROCEDURES AND POLICIES

MEMBERSHIP POLICIES AND PROCEDURES

MAKING FACILITY MEMBERSHIP PAYMENTS

- Annual Facility Membership can be purchased with cash, check, Visa, MasterCard or Discover
- YMCA membership is offered on a month-by-month basis, individuals who choose to pay their total annual fees upfront will incur a nominal charge of \$1 per month to cover administrative processing fees.
- Automatic payment options
 - Bank Drafting
 - Draft payments are taken on the 1st and 15th of each month depending upon your sign up date. Should we receive overdraft notice on your account; a banking fee will be charged. If at any time you wish to change your membership status, (i.e. downgrade or upgrade levels) please advise us in writing 30 days prior to the change. Sign the form authorizing the YMCA to draft your monthly membership dues from your checking account. Attach a voided check.
 - Charge Ahead
 - You give the YMCA permission to charge your American Express, Visa, MasterCard or Discover monthly. **We currently can not accept Debit or Check Cards.**
 - Facility Procedures
 - In both cases, your membership continues until you cancel it by notifying the Welcome Center in writing 30 days prior to your automatic payment date.
 - Membership dues and program fees are subject to change throughout the year and will be automatically adjusted in you monthly payment
 - Memberships are neither refundable nor transferable

PROGRAM MEMBERSHIP

Program Memberships are paid in full on an annual basis. Program membership is designed for people who want to enroll in YMCA programs. It does not allow for facility access or privileges.

BUSINESS MEMBERSHIPS

Your employees will receive an excellent benefit that also benefits you. Studies show that people who exercise regularly are healthier, happier and more productive at work. For more information and to set up your Business Membership package, please call Pam Hall @ 856-234-6200 ext 232.

TAX ID NUMBER

Our tax ID number is: 21-0634482.

FINANCIAL ASSISTANCE

The YMCA of Burlington County believes that no one should be denied a place in a YMCA program because of inability to pay. For those who qualify, financial assistance is provided through donations to our Strong Kids Campaign. Strong Kids financial assistance bridges the gap between what someone can afford and the full cost of our programs. Proof of financial need is required and it requires some financial commitment by the recipient. Financial aid applications are available at the Welcome Center of each of the YMCA Branches or by looking online at: www.ymca-bc.org. Allow three weeks for processing.

STRONG KIDS

The Strong Kids Fund comes only from donations, not membership or program fees. The YMCA of Burlington County designates a percentage of your joining fees to support the Strong Kids Campaign, ensuring that our YMCA is open to all members of the community, regardless of ability to pay.

YMCAs consistently rank among the best charities for giving, based on the percentage of money spent on services rather than administrative or fund-raising costs.

MEMBERSHIP LAPSE

Memberships lapsed for more than 90 days are subject to a reinitiation fee of \$40. Membership fees are nonrefundable.

CHANGES / TRANSFERS

If you should change your home or business address, phone number, dependent or marital status, please advise our Welcome Center desk.

If you wish to transfer to another YMCA please let us know. If you need verification, we will gladly write a letter indicating your current membership status.

WITHDRAWALS

Members must provide written notification of intention to withdraw from membership as soon as they become aware that it will be necessary. **A minimum of 30 days written notice is REQUIRED.**

INSURANCE REIMBURSEMENT

Some insurance companies and HMOs will reimburse participants for partial or all program or membership fees. We will be happy to verify your participation, but will not bill the insurance company for fees due. Check with your carrier for details.

MEMBERSHIP CARDS

All members receive a YMCA identification card which will show a photo, bar code identification and the date you began your membership. This card will remain valid as long as you maintain your membership. New cards are not issued annually.

CHECK-IN WITH YOUR CARD

Each time you visit the YMCA, we'll run your card through our check-in scanner at the Welcome Center. We ask this for the safety and concerns of all members.

Membership cards and privileges are not transferable. A \$5 fee will be charged for a replacement card.

The YMCA reserves the right to suspend or revoke membership privileges as necessary

CLASS ENROLLMENT PROCEDURES AND POLICIES

MEMBERSHIP POLICY

To enroll in programs, memberships must be up to date, whether you are a Program Member or Full Facility Member of the YMCA, prior to registering for programs.

HOW TO REGISTER

If your membership is up to date, you can register on-line on the first day of registration at www.ymca-bc.org. If you can't register on-line, then come in person, early to the Welcome Center. If a particular day and time are needed to fit your schedule, we strongly recommend that you register early as class size is limited. Note: Participants in aquatic classes need to get a registration slip from their teacher prior to registering so they know what level to sign up in.

Full Facility Members receive priority registration and can start registering for classes 3 weeks before the start of the next session. Program Facility Members can start registering 2 weeks before the start of the next session. Most programs are offered in 7 or 8 week sessions, depending on holidays.

MEMBER COMMUNICATION

- There are two ways to get information about program fees and schedules.
 - You can check online at www.ymca-bc.org
 - Pick up **program flyers** at the Welcome Center.
- Phone: Please provide us with a phone number in case of accidents/incidents involving your child, emergency closings or other information we deem important.
- Personal meetings: If there is an issue you would like to discuss with the Director or Assistant Director we will arrange a meeting with the necessary parties. We may also request a personal meeting with you if necessary.

CANCELLATIONS

When the YMCA of Burlington County cancels classes due to low enrollment or for emergency situations we will try to notify you within 24 hours of your class time. You will also receive a credit for the amount of the class that is cancelled. Classes cancelled due to inclement weather will not be made up and no credit will be given.

CREDITS/ REFUNDS

Class credits will be given only to those that are medically related (Doctor's note must be attached) and must be approved by the Director. Credits will also be given when the YMCA cancels a class due to low enrollment. Credits and Refunds must be submitted in writing by the member by the end of the session in order for credit to be given. IF this needs to be a refund please note that on the form. A \$15 processing fee will be applied.

Membership and Joiner fees are not refundable unless special circumstances exist and prior approval has been given by the program and/or membership director.

MAKE-UPS

There are **no make-ups for classes due to inclement weather, vacations or absences that are non-medical.**

III. FACILITY AND PROGRAM POLICY AND PROCEDURES

LOCATION

Mt Laurel Branch
59 Centerton Road
Mt Laurel, NJ 08054
Phone: 856-234-6200
Fax: 856-234-6560

Riverfront Branch
302 Commerce Square Blvd
Burlington, NJ 08016
Phone: 609-543-6200
Fax: 609-542-6560

CONTACT INFORMATION

Aquatics Swim Lessons:	Mt. Laurel Dawn Willers dawnw@ymca-bc.org	Riverfront Linda Davis lindad@ymca-bc.org
Aquatics Water Exercise:	Linda Davis lindad@ymca-bc.org	Same
Membership:	Pam Hall pamh@ymca-bc.org	Same
Wellness - Group Exercise:	Joann Agoglia joanna@ymca-bc.org	Joe Demby joed@ymca-bc.org
Wellness Personal Training:	Joann Agoglia joanna@ymca-bc.org	Joe Demby joed@ymca-bc.org
Preschool and Youth Programming: Prime Time and Camp	Sean Phillips seanp@ymca-bc.org	Same
Childcare	Dana Collins danac@ymca-bc.org	Same

SCHEDULES

OPENING AND CLOSING TIMES

School year (Sept-June)

Monday - Friday	5:30 am - 10:00 pm
Saturday	7:00 am - 6:00 pm
Sunday	10:00 am - 5:00 pm

Summer (July -Aug)

Monday - Thursday	5:30 am - 10:00 pm
Friday	5:30 am - 8:00 pm
Saturday	7:00 am - 6:00 pm
Sunday	10:00 am - 5:00 pm

PLAYGROUND HOURS - Mt Laurel only

Monday - Friday	after 6:00pm to dusk
Saturday	7:00 am - 6:00 pm
Sunday	10:00 am - 5:00 pm

Note: Because our Childcare Center is state certified, we must maintain restricted usage for the playground when the center is in session.

BABY SITTING HOURS (Summer - Friday nights change)

Monday - Friday	Days 8:30-12pm / Nights 5:30-8:30pm
Saturday's	9:00-1pm

PRESCHOOL PLAYZONE HOURS

Monday - Friday 12pm - close
All Day Saturday and Sunday

HOLIDAYS THE YMCA IS CLOSED:

New Years Eve**	New Year's Day	Good Friday	Easter Sunday
Labor Day	Independence Day	Memorial Day	Thanksgiving Day
Christmas Eve Day**	Christmas Day		

** Indicates early closing

DAYS THE PROGRAMS WILL NOT RUN- same as the above including:

Easter Weekend, Spring Break, Thanksgiving weekend, Christmas / New Years Week

SCHOOL HALF DAYS

All programs will run when schools have half days

SHUT DOWN

Building will be shut down and no programs will be offered the last week of August and first week of September. Although we regret any inconvenience, we only shut down one facility at a time. This will allow you to use the other location to continue your work out as we make improvements to better serve our Y family.

EMERGENCY CLOSINGS:

INCLEMENT WEATHER:

The decision to open the YMCA will be made between 4 and 4:30am. At this time a Director will notify KYW News Radio, 1060 am. (Mt Laurel - **709 - day and 2709 evening**) (Riverfront - **715 day and 2715 evening**). Once we have opened, any decisions to close early or cancel classes will be made as necessary.

POWER FAILURE/ FIRE - where building needs to be evacuated:

If a fire alarm sounds or the power goes out while you are at the YMCA, please exit the facility as quickly as possible. For your own safety, familiarize yourself with our exit locations. Please follow staff recommendations for evacuation routes as needed.

PROGRAM ATTENDANCE

For a number of reasons, it is very important that you sign up for all classes whether they are free or not. The most important reason is for your safety. In case of emergency and we must evacuate the building, we need to be able to account for everyone in the class. Additionally, our instructors take attendance at every class which assures you are enrolled in the proper class. Finally, all credits and refunds are determined on class attendance sheets.

MEDICAL POLICIES

ILLNESS:

We are concerned with the health and welfare of each participant in our classes. In order to prevent illness from being spread to other participants, we require you observe our policy on the management of communicable diseases: If a participant has exhibited any of the following symptoms within the last 24 hours, he/she can not attend the program class.

- Temperature of 100 degrees or more (excluding immunization reaction)
- Severe cold or cough
- Difficult rapid breathing
- Severe pain or discomfort, including ear or throat
- Visibly enlarged lymph nodes
- Stiff neck
- Yellow eyes or jaundiced skin
- Red eyes with discharge (Pink eye)
- Vomiting
- Diarrhea
- Blood in urine
- Rashes that have not been diagnosed by your health care professional
- Contagious diseases such as MRSA or chicken pox, we would appreciate a call notifying us, so we can pass the information concerning potential exposure on to the other class members
- Unusual behavior; for example, extreme lethargy, refusing food or drink

To return to the program, participants must:

- ❖ Free of symptoms for twenty-four hours
- ❖ On the appropriate medication for twenty-four hours
- ❖ In order to return, we must receive a note from your health care professional stating the diagnosis, that the participant is not contagious and/or that they may return to the YMCA.

If emergency medical care is necessary, any of the following steps might be taken:

- Attempt to contact parent or guardian
- Attempt to contact person on the emergency form
- An ambulance or paramedics may be summoned
- Take individual to hospital if no responsible person can be reached

SPECIAL LIMITATIONS

Before classes begin inform your child's instructor of any limitations or special needs which could affect his/her health, safety or ability to understand and follow directions or to perform various skills.

PARENTAL INVOLVEMENT

COMMUNICATION

PARENT OBSERVATIONS

You are invited to observe your child's progress the first and last days of any class or program. We have found that most children are less distracted when parents / guardians are not present. Note: Aquatics - When you enter the pool area, please remove your shoes before walking onto the pool deck.

PARENT CONFERENCES

Instructors may not always be available to talk to you after class as they may be teaching classes back to back. If there are questions or concerns please notify the director in charge of the program, who will be glad to answer any questions that you may have. The director can also set up appointments with the instructor and the parent if needed.

MEMBER NEWSLETTERS

Give the Welcome Center your email so you can receive newsletters and information about membership incentives and information about our programs.

CLASS PROGRESS REPORTS/CERTIFICATIONS - Aquatics Only

Class progress reports/ certificates will be handed out the last day of each session. Class progress reports are designed to let you know how your children are doing. These reports will show which skills your child has mastered and those skills needing improvement. Class levels are designed so skills will continue from those previously learned. Children may be in a level 3-6 times before completing the skill requirements and progressing to the next level. The levels were not designed for children to pass through quickly. Have patience with your child's progress and try not to compare one child with any other, including siblings. Each child will learn and improve at his/her own pace.

FACILITY RULES

For the safety of all YMCA members, guidelines have been established for each area in the facility. Please refer to those listed below or posted in those areas. The YMCA welcomes children, but parents must be responsible for the supervision of their children during visits. All children under the age of 10 must be accompanied by an adult when using the facility, except when the child is in a program.

CORE VALUES

We want every member to strive to develop, accept, strengthen and demonstrate the core values of caring, honesty, respect and responsibility.

DISCIPLINARY ACTIONS/ LOSS OF MEMBERSHIP

The YMCA of Burlington County expects members and guests to behave in an appropriate manner. Behavior such as the use of foul language, dangerous play, fighting, sexual activity, drug and alcohol use or property damage may result in the suspension or loss of membership.

SMOKING AND ALCOHOL

Because of our emphasis on maintaining a healthy lifestyle, smoking and consumption of alcoholic beverages are not permitted on YMCA grounds, including parking lots.

CELL PHONES

Because many cell phones now have cameras and video capability, cell phones are not allowed in the locker rooms, on the pool deck or during children's programs.

GUEST POLICY

Guests are welcome and must be accompanied by a Full Facility member who has a guest pass. Unaccompanied guests must pay a guest fee and must present a picture ID upon entering the building.

LOST AND FOUND

The YMCA is not responsible for lost or stolen articles while members are in the YMCA facility or taking YMCA programs. All items found in the facility should be turned in to the Welcome Center. Items not claimed within four weeks will be distributed to other Burlington County service organizations.

YOUTH BUILDING GUIDELINES

The YMCA cares about all our families and children and is dedicated to supporting strong, healthy families. While we are dedicated to providing a safe environment for all, the safety and welfare of our youth members is especially important to us. The following youth guidelines are in place so that your children will be cared for and properly supervised. Thank you for your cooperation

1. Children 13 and up are permitted to use all the facilities as long as they have been orientated by a Wellness staff person.
2. Children 7 -12 meeting the height requirement of 4'6" (54 inches) are permitted in the Active Family Center and the Track upstairs when accompanied by an adult over 18 and have received a Wellness Orientation.
3. Adult locker rooms are for members 18 and older only. Youth can use the family locker rooms on the first floor.
4. YMCA staff will call the parents of un-chaperoned children

POOL RULES

Our pool is 25 yards in length and 6 lanes wide. The depth ranges from 4 feet deep to 5 feet deep in Mt. Laurel and 4 feet deep to 6 feet deep at Riverfront. A chair lift is available for those who require assistance getting in or out of the pool. Schedules will change each program session, so please look for updated schedules on our website or at our Welcome Center. Below is a list of pool guidelines.

Those in the pool area are subject to the authority of the lifeguard on duty and those not obeying will be ejected from the pool area.

- All persons must shower before entering the water (NJ State Law)
- No one may swim in the pool or be on the deck unless there is a lifeguard on duty
- **Children 10 and under must be supervised while in the pool by an adult over 18. All non-swimmers must have a parent in the pool and parents must be within arm distance of the child at all times. Those children requiring a floatation device are not ALLOWED IN DEEP END OF POOL**
- No diving in pool or off of any of the starting blocks (unless in instructional classes or swim team practice). No flips or back dives allowed.
- A bathing suit must be worn - no cutoffs, cotton T-shirts or belts. All children in diapers must use a swim diaper or plastic pants with snug fitting elastic waist and leg bands. Disposables or paper diapers are prohibited. Do not wash out soiled diapers in the pool water.
- Children should be encouraged to use the rest rooms before entering the water. Immediately report any "accidents" you observe to a lifeguard.
- Shoulder length hair and longer must be tied back or wear a bathing cap.
- Any person showing evidence of skin disease, sore or inflamed eyes, cold, nasal or ear discharge or any communicable disease shall be DENIED admission. Any person with excessive sunburn, open blisters, cuts or bandages shall be DENIED admission in the pool.
- Do not enter the water if you are experiencing or recovering from diarrhea or have had any signs or symptoms of a gastrointestinal (stomach) disease in the past seven days
- Glass containers shall be prohibited in pool area or locker rooms
- No food, gum or drink is permitted in the pool area or locker rooms (Water Only in Plastic Bottles)
- Street shoes may not be worn on the pool deck. Please come onto the pool deck with bare feet or deck shoes that are for inside use only. This helps to keep the deck clean and free from tracked in dirt.
- **No strollers are allowed on the pool deck**
- Running is not permitted on the pool deck or locker rooms
- Persons suspected of being under the influence of drugs or alcohol are prohibited from entering the water
- Conduct which endangers the safety and comfort of others shall be prohibited
- No animals, except for service dogs, shall be allowed in the swimming pool, dressing rooms or other parts of the building
- Pool and pool area will be closed during electrical storms

- **NO inflatables are allowed in the pools. All equipment for handling children should be Coast Guard Approved.**
- When lap swimming, please circle swim. Try to judge your swimming speed and identify the lane that suits you best.
- EMERGENCY
 - 1 Long whistle blast -- signals an emergency - leave pool immediately.
 - 1 Short whistle blast - signals lifeguard needs attention of a particular swimmer.
- EQUIPMENT USAGE
 - Kickboard usage is for Lap Swimming and Swim Lessons Only
 - Noodles are not Coast Guard Approved. Children must be under direct supervision of an adult (over 18) and adult must be within arms distance of non-swimmers.
 - Float belts are not Coast Guard Approved. They must be used under direct supervision of an adult (over 18) and adult must be within arms distance of non-swimmer.

BABYSITTING RULES

Babysitting services are provided to members who are in the building for a class or workout. The maximum time a child may be in the babysitting room is 1 ½ hours. Babysitting services are available during peak morning and evening hours. Babysitting is available only to children of member's. If you have other children in your care that are not on your membership you must pay for them individually to attend babysitting. See Welcome Center for more details and for pricing.

LOCKER ROOM RULES:

- The men's and women's locker rooms are reserved for adult members (18+). Lockers are full length and private dressing areas are available in the ladies locker room
- **Members under the age of 18 must use the family locker rooms**
- Children under 6 may use the family locker room with their parent; those older should use gender appropriate family locker rooms
- Members with special changing needs may use the area off our pool deck. See the lifeguard for assistance
- Lockers are available for use on a daily basis only
- Please use a personal lock to secure your valuables
- For your convenience, combination locks are available for purchase at the Welcome Center
- Small security lockers are located next to the Welcome Center
- For your protection, please leave valuables at home
- The YMCA will not be responsible for lost or stolen items

SAUNA RULES - Riverfront only - see posted signage at facility

ACTIVE FAMILY CENTER RULES (FITNESS CENTER)

Please observe all policies posted in those areas and be respectful to other members.

- Members (Children) meeting the height requirement of 4 ft. 6 in. (54 inches) can use the equipment after a Wellness Orientation.
- Children meeting the height requirement and under the age of 12 must be accompanied by Parent or Adult over 18.
- Please wipe off equipment after use. Bring a towel for personal use or use the paper towels and spray cleaner available in the areas.
- During busy times, use the posted sign up board or sheets to reserve your turn on the equipment. (Ellipticals, Treadmills, Bikes, Wii, DDR)
- Be Responsible, there is a 20 min limit on all cardio during peak times.
- Please respect equipment. Do not drop, bang or abuse the equipment and put it back after use.
- If you notice any equipment that is not working correctly, please notify a staff member as soon as possible.
- Schedule an orientation before using equipment.
- Proper exercise attire such as warm-ups, T-shirts, shorts, leotards and sneakers (rubber soled) is required. No Jeans or cut-off shorts may be worn. (tears upholstery)
- No bags or jackets are to be left in this room. Please use locker room, bring your own lock.
- The Active Family Center will close 10 minutes before the building closes.

20 MINUTE LIMIT POLICY

- There is a 20 minute limit on all cardiovascular equipment, Wii, and Dance Dance Revolution. If there are no names on the board, then there is no limit.
- If you want to use either an Elliptical, Treadmill, Bike, Wii or DDR and they are in use; you must sign your name and the time you arrived on the Active Family Center Board.
- You do not need to wait in line. However, we ask that you remain in the Active Family Center, as it is your responsibility to know where you stand on the sign up board/sheet. If you miss your turn, you must write your name again at the bottom of the list.
- When it is your turn, please cross your name off the list before you start your exercise.
- After you have completed your 20 minutes, please check the sign up board/sheet. If there is no one on the list, you may work out for an additional 20 minutes.

ML PRESCHOOL PLAYZONE RULES

- Open from 12 pm to close Monday - Friday, and all weekend.
- For ages 8 weeks to 7 years old
- This is a Shoe-Free Zone (Socks must be worn) Please deposit all shoes in the cubbies before playing
- Children must be supervised by an adult at all times
- Please ask staff members to operate the TV
- No Food or Drink permitted in the Playzone
- **Please clean up before you leave**

STRENGTH TRAINING CENTER RULES (WEIGHT ROOM)

Members must be 13 years of age to use the weights. Please observe all policies posted in those areas and be respectful to other members.

- Please wipe off equipment after use. Bring a towel for personal use or use the paper towels and spray cleaner available in the areas.
- Please respect equipment. Do not drop, bang or abuse the equipment and put it back after use.
- If you notice any equipment that is not working correctly, please notify a staff member as soon as possible.
- Proper exercise attire such as warm-ups, T-shirts, shorts, leotards and sneakers is required. No Jeans or cut-off shorts may be worn. (tears upholstery)
- Please re-rack / re-stack your weights when finished.
- Remove all plates from bars when you are done using equipment.
- Only lift when a spotter is available.
- Please do not lean weight belt buckle against upholstery.
- Schedule an orientation before using equipment.
- No bags or jackets are to be left in this room. Please use locker room, bring your own lock.
- The Strength Training Center will close 10 min. before the building closes.

TRACK RULES - Mt Laurel only

- Our indoor two lane track is used for both walking and running
- 18 laps equals a mile
- In an effort to encourage families to engage in more physical activities together, we are allowing children 7 -12 years old to use the track in the company of at least one parent or guardian over the age of 18.
- Age 13 and older may be on track unaccompanied.
- Corners areas of the track are for warm up/ cool down/ strengthening exercises
- Please walk/run in single file. Slower participants stay to the inside. Pass on the outside.
- When entering/ leaving track, be aware of others.
- Do not stand on the track.
- Direction changes on odd (counterclockwise) and even (clockwise) days. This is due to the slight pitch of the track.

OUTSIDE BABY SITTING POLICIES USING YMCA STAFF

The YMCA has its own hiring standards for its employees. These standards may be more or less stringent than your personal hiring standards for activities including but not limited to in-home child care, child babysitting or child monitoring/caretaking positions.

It is understood that, to the extent you utilize the services of a YMCA employee or volunteer outside of a YMCA program - i.e. activities including but not limited to in-home child care, child babysitting, child transportation or child monitoring/caretaking positions - that you do so subject to your own hiring/screening process. The YMCA urges you to take this process very seriously. In hiring any private employees for activities including but not limited to in-home child care, child babysitting or child monitoring/caretaking positions, you will not rely on any such person's status as a YMCA employee or volunteer or allow it to affect your hiring standards or lack of such standards.

In fact, the activities listed above when performed outside of a YMCA program by a YMCA staff member or volunteer, are not part of such programming. YMCA staff members and volunteers who provide such services outside of YMCA programs are prohibited from representing that they are acting as YMCA staff or volunteers and are not acting in such a capacity. All actions/inactions taken outside of YMCA programs by such persons are done so as the employee(s) of the parents, not the YMCA. The YMCA takes no responsibility for any actions of such persons as parents' employee(s) outside of YMCA programs.

IV. PROGRAM SPECIFIC POLICIES

AQUATICS

Please check our aquatic policies on the website www.ymca-bc.org or see the program flyers for more information.

PRESCHOOL / YOUTH / WELLNESS CLASSES

All participants must wear the proper attire and footwear for the program. Prior to starting a program, please check with the instructor and/ or program flyers for any additional equipment that may be needed for the classes.