

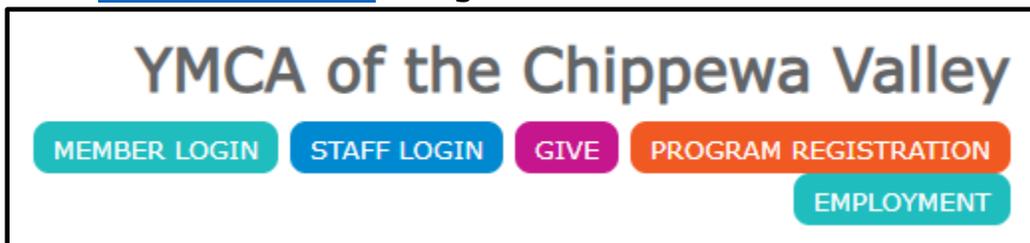
## Child Watch User Guide for Members

Child Watch is a reservation based, drop-in childcare service for adult YMCA members only. Walk-ins are welcome but if no reservations are made, we may close early. The YMCA Child Watch service follows licensing procedures but is not a licensed childcare program.

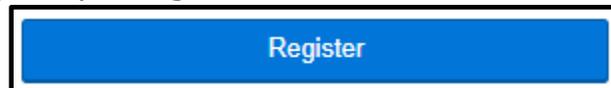
- Pre-purchased Child Watch Sessions required
- Rate: \$2 per 30 minutes per child
- Limit: 2 hours per day
- Age Range: 4wks – 10 years
- Qualifying Memberships: Single Adult & Family
- Cancellations done no later than 1 hour before reservation
- No-Show Penalty: 1 session per child
- No food except formula, water bottles welcome
- Must remain on YMCA premises

### STEP 1 – Purchase Your Sessions

1. Go to [www.ymca-cv.org](http://www.ymca-cv.org) and go to PROGRAM REGISTRATION.



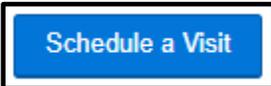
2. Make sure your location settings include YMCA OF EAU CLAIRE WISCONSIN and choose the category CHILD WATCH.
3. Select EAU CLAIRE CHILD WATCH SESSIONS. **NOTE: Sessions may only be purchased by active members age 18 and up.**
4. Review program package details and click REGISTER



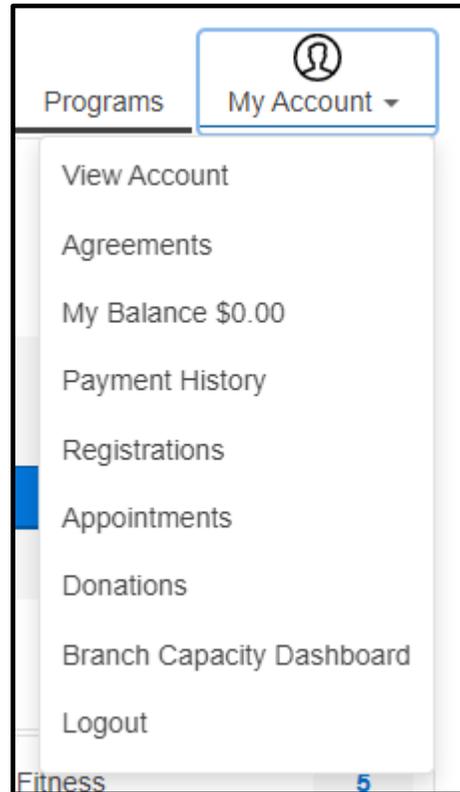
5. You will have to log in to complete the purchase. If you are having trouble accessing your account, please contact customer service at 715-836-8460

## STEP 2 – Make a Reservation

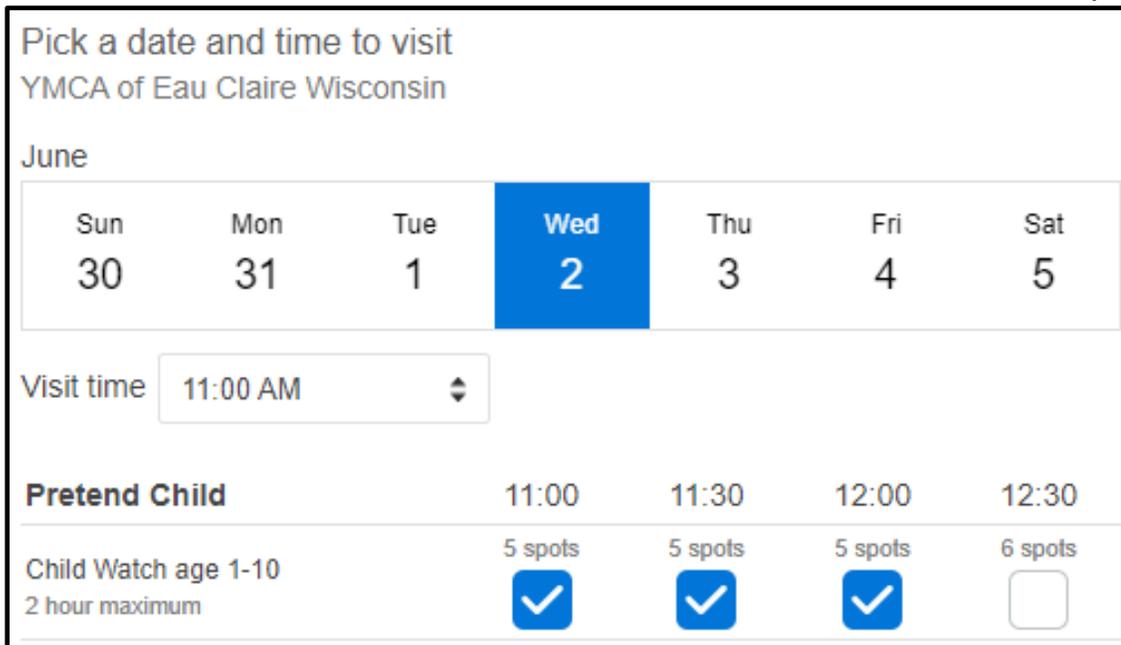
1. Log in to your YMCA Member Account
2. Go to MY ACCOUNT > SCHEDULE A VISIT
3. Review details and select your branch then click SCHEDULE A VISIT



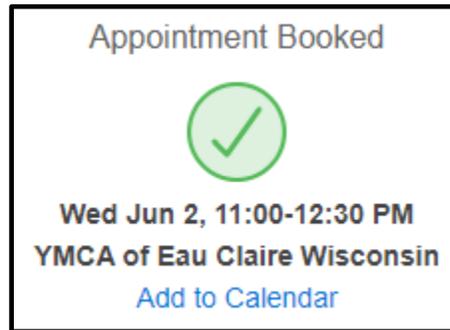
4. Choose the child you would like to drop off and the age group they qualify for, click NEXT
5. Page through available MONDAYS and WEDNESDAYS from 9a- 1p to find a time slot that works for you!  
**TIP: Change the VISIT TIME drop down to the time you would like to START**

A dropdown menu for selecting a visit time. The text "Visit time" is on the left, and "09:00 AM" is selected in the dropdown box. A small upward and downward arrow icon is on the right side of the dropdown box.

6. **PLEASE NOTE:** Each check box is a 30-minute session. The example below indicates a reservation that starts at 11am and ends at 12:30pm

A screenshot of a reservation selection screen. At the top, it says "Pick a date and time to visit" and "YMCA of Eau Claire Wisconsin". Below this is a calendar for the month of June. The days are Sun 30, Mon 31, Tue 1, Wed 2, Thu 3, Fri 4, and Sat 5. The Wednesday (Wed 2) is highlighted in blue. Below the calendar is a "Visit time" dropdown menu set to "11:00 AM". At the bottom, there is a table for selecting a child and time slot. The table has columns for "Pretend Child", "11:00", "11:30", "12:00", and "12:30". The "Pretend Child" row lists "Child Watch age 1-10" and "2 hour maximum". The "11:00", "11:30", and "12:00" columns show "5 spots" and a checked checkbox. The "12:30" column shows "6 spots" and an unchecked checkbox.

7. Add to your calendar! Because life happens and we all need a reminder once in a while 😊



## HOW TO Check Your Available Sessions

1. Log in to your YMCA Member Account
2. Go to MY ACCOUNT > REGISTRATIONS
3. Use the drop-down menu to view current/upcoming or past registrations
4. For more info about Child Watch, click VIEW DETAILS

## HOW TO Check your Reservations

1. Go to MY ACCOUNT > APPOINTMENTS
2. Use the drop-menus to view by current/upcoming or past and by child
3. On this screen there are options to ADD TO CALENDAR (in case you missed it!) and to CANCEL your reservation.

