



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Y Playhouse Parent Manual

Hours of Operation

YMCA at the Factory Playhouse

Mon-Sat 8:30am-12:30pm

Mon-Thurs 4:30pm-7:30pm

Sunday Closed

Kerr Family YMCA Playhouse

Mon-Sat 8:15am-12:30pm

Mon-Thurs 4:15pm-8:00pm

Friday 4:15pm-7:00pm

Sunday 1:00pm-4:00pm

child. We want every child's experience to be positive and we are willing to work together with the family to help the child's time in the Playhouse be successful. If a child cries consistently in the program for longer than one week, the Y Playhouse Coordinator/ Family Programs Coordinator and the parent/guardian will meet to assess the child's progress and options.

Tardiness

It is expected that all children be picked up before the Y Playhouse closes and that members follow the time limit based on age (one hour for infants six weeks—eight months and two hours for all other children). Parents will receive two reminders regarding these policies. Following the third reminder, the child will not be allowed to return to the program for one week.

Outside Time

We will go outside to the playground from time to time. Please make sure your child has a coat on the cool days. If your child does not have a coat with them and it is cold outside they will remain in the Y Playhouse with a staff member. On warmer weather days, we encourage parents to apply sunscreen to your child prior to dropping off at the Y Playhouse.

Welcome to the YMCA at the Factory & Kerr YMCA Playhouse

Thank you for choosing the YMCA at the Factory & Kerr YMCA Playhouse. We hope this manual will help you and your child plan for a fun and exciting experience. Please read the manual carefully so you and your child feel prepared. If you have any questions or concerns please feel free to contact us. We will be more than happy to help.

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Staff and Ratios

We are very proud of our Y Playhouse staff. Each Y Playhouse attendant is a kind and caring individual. We do an extensive background and reference check on each staff member prior to their start date. In addition, we have trainings throughout the year so we can provide the best care for your child. All staff are certified in First Aid, Blood Borne Pathogens and Friends and Family CPR. At least one employee each shift is also certified in CPR for the professional rescuer.

The staff-to-child ratios for the Y Playhouse are:

6 weeks—12 months, 1:3

13 months—5 years, 1:7

Price Options

The Y Playhouse offers a draft system for all members wishing to participate. The \$15.00 monthly draft covers all children listed on the membership for family or adult with dependent members for as many times as they wish to utilize the Y Playhouse during that month.

Parents who currently hold family or adult with dependents memberships but do not wish to participate in the draft system may purchase a three visit Y Playhouse punch card for \$20.00.

enough to come to the Y Playhouse, it is probably best not to bring him or her. Children that are kept home from preschool or school for illness will not be admitted to the program.

Discipline Policy

The Y Playhouse uses positive discipline techniques. If a child misbehaves, staff will talk to that child about the behavior. If misbehavior continues, staff will put a child in a short time out. If a child is placed into time out two times while in the Y Playhouse, the parent/guardian will be asked to check the child out for the day. If misbehavior continues to occur in future visits, a parent/staff conference may be necessary to come up with strategies for making Y Playhouse visits more successful.

Biting Policy

The first and second time a child bites another child, the parent will be notified immediately and must check the child out of the program for the day. If the child bites for a third time, the child must take a 2 week break from the program. Upon returning to the program, the parent must stay in the room with the child for the first 15 minutes.

Excessive Crying

If crying persists for more than fifteen minutes, the parent/guardian will be asked to pick up the

Illness and Sick Children

The staff clean toys and equipment, wipe surfaces with disinfectant cleaners, and follow good hand washing procedures on a daily basis to prevent and lessen the spread of contagious illnesses. In order to maintain a clean, healthy environment for all children and our staff, we ask that parents/guardians bring only healthy children into the Y Playhouse. Staff will not admit children with the following symptoms:

- Nose that runs consistently during the child's stay in the program
- Undiagnosed rashes, sores, or other skin conditions
- Sore throats
- Excessive coughing
- Diarrhea or vomiting
- Conjunctivitis (Pink Eye)
- Any other contagious diseases or

Symptoms

In addition, a child must be fever free, have stopped diarrhea and vomiting for a full 24 hours before returning to the program. If a child feels warm, we will take their temperature and if the child has a fever, we will ask the parent to check the child out of the Y Playhouse immediately. If a parent is not sure if their child is well

Children not covered under a membership or non-members purchasing a Day Pass will need to purchase a Day Pass for their child at \$8.00 per child per visit.

Visitors utilizing a Tour Pass will be able to use the facility including the Y Playhouse and Y Fun-house free of charge.

Y Playhouse Baby Room (6 weeks– 1 year)

Infants ages 6 weeks through 7 months may stay in the Y Playhouse up to 1 hour. At 8 months the infant may stay up to 2 hours.

Infants need to have a pair of socks, diapers, wipes, bottle and pacifier (if needed) and a change of clothes. Please feed and change your baby before entering the Y Playhouse. No solid food is allowed in the baby room. However, we will give a bottle upon request. Be sure to label all items (diaper bags, bottles, pacifiers, etc..) clearly.

Main Y Playhouse Room (1-5 years)

Please dress your child in play clothes. Activities may include music and movement, gym time, crafts and outside time(at the Kerr YMCA). If you do not want your child to go to the gym or outside , please communicate this to the staff at check in.

No snacks are allowed in the Playhouse but children may bring in labeled spill proof Sippy cups from home.

Please leave all personal toys at home.

Check-In and Security Procedures

Parents must remain inside the YMCA at the Factory or remain on the Kerr Family YMCA property while your child is checked in the program unless they are participating in a Y group fitness class that utilizes the surrounding areas.

We ask that you release your child to a Y Playhouse attendant at the gate. Parents/guardians coming into the Y Playhouse can create safety issues. When you check your child in, the Y Playhouse staff will give your child a yellow bracelet. You will need to put your child's name along with your member ID number on the bracelet. When you come back to pick up your child, we will check your YMCA membership card to make sure the member numbers match. If you do not have your membership card, we will use the last four digits of your Driver's License number. Please note that the same parent/guardian must drop off and pick up the child.

If the individual picking up the child will be different than the one that dropped off, the appropriate identification information must be communicated to the staff at the time of drop-off.

Shoes/Socks

Children who are able to walk must wear shoes while in the Y Playhouse. Children who can not walk must wear socks during their stay.

Diapering

We ask that parents check their child's diaper before checking them into the Y Playhouse. We will change a diaper when a child has had a bowel movement. It is helpful if parents pack a change of clothes for a child in case of a diaper leak.

Potty Training

We ask that parents take their potty training child to the bathroom before checking them into the Y Playhouse. We will be happy to assist your child in using the potty while in the Playhouse. It is helpful to have your child in Pull-Ups or underwear instead of diapers so that we can encourage independence. Please indicate that your child is potty training by placing a potty training sticker on them upon sign in. If a child who is potty trained has a bathroom accident, we will ask the parent/guardian to change the child.