



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Y Playhouse Parent Manual

Ready to Transition?

Children move up to the next room once they are old enough and/or developmentally ready to interact with older children. The room supervisors will talk with the parent regarding this topic. Any exceptions will be up to the discretion of the Y Playhouse Supervisor. All decisions will be made with safety as the number one priority.

Tardiness

It is expected that all children be picked up before the Y Playhouse closes and that members follow the two-hour time limit. 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.

Hours of Operation

Day	Morning Hours	Evening Hours
Sunday	closed	2:30 p.m.-5:45 p.m.
Monday	8:30 a.m.—2:00 p.m.	4:30 p.m.-8:30 p.m.
Tuesday	8:30 a.m.—1:00 p.m.	4:30 p.m.-8:30 p.m.
Wednesday	8:30 a.m.—1:00 p.m.	4:30 p.m.-8:30 p.m.
Thursday	8:30 a.m.—1:00 p.m.	4:30 p.m.-8:30 p.m.
Friday	8:30 a.m.—1:00 p.m.	4:30 p.m.-7:30 p.m.
Saturday	8:45 a.m.—1:00 p.m.	closed

Snacks

We provide a peanut-free snack during our scheduled snack time; if you do not want your child to have any of our snacks you must notify the Y Playhouse staff as well as placing a green label on the back of your child upon checking in. We ask that you supply a drink of juice or water in a labeled spill-proof cup for your child. If your child does not have a drink, we will provide them water from the water fountain.

Shoes/Socks

We require all children who are able to walk to wear shoes while in the Y Playhouse. For children who can not yet walk, must wear socks.

Going Outside

We will go outside to the playground most days depending upon the weather. All decisions will be made by the supervisor with the safety of children, members, and staff as the first priority.

Please make sure your child has a coat on the colder days. Children without coats will remain in the Y Playhouse with a staff member. On warmer weather days, we encourage you to apply sunscreen to your child prior to dropping off at the Y Playhouse.

Summer time fun

Cricket Club children will have the opportunity to use the sprayground once a week. Sign-up sheets are available in the Cricket Club room.

Cricket Club Daily Schedule (3-5 years)- Alaska/Multipurpose Room

9:00-9:50 Activity Centers & Crafts

10:00-10:30 Playground/Gym

10:30-11:00 Snack and Story Time

11:00-11:30 Music and Movement

11:30-11:45 Activity Circle Time

11:45-12:00 Transition to Main Nursery

It is not a prerequisite for children to be potty trained before entering the Cricket Club, however we only take children who are wearing a pull-up or underwear on a potty break. If the child has a bathroom accident, we will ask the parent/guardian to change the child.

If picking up or dropping off your child/ren during transition times please allow time for little feet to travel. For the safety of the children we will sign in or sign out children once we have reached our destination.

Weekday Evening Schedule

4:30-5:30 Free Play/Activity Center

5:30-5:45 Snack

5:45-6:00 Games/puzzles/coloring

6:00-7:00 Music/Active Play

7:00-8:30 Free Play/Activity Center

Sunday Schedule

2:30-4:30 Free Play/Activity Center

4:30-4:45 Snack

4:45-5:45 Coloring/Activity Center

Welcome to the Cary Family Y Playhouse

Thank you for choosing the Cary Family Y Playhouse. We hope this manual will help you and your child plan for a fun and exciting experience. Please read the manual carefully and if you have any questions or concerns, please feel free to contact the people listed below. They will be more than happy to help.

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Nursery Coordinator

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Dawn White

Programs Director

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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

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 Funhouse free of charge.

Security Procedures

When you check your child in, the Y Playhouse staff will give your child a yellow bracelet. This will have your child's name, your name, and your member ID number. If you do not have your membership card, we will use your driver's license. When you come to pick up your child, we will check your YMCA membership card or driver's license to make sure the numbers match with your child's. Please note that the same parent must drop off and pick up the child. If the person picking up the child will be different, the appropriate identification information must be filled out on the sign-in sheet at the time of drop-off.

*Please note that you must remain in the facility (this includes the pool and tennis courts) while your child is checked into the Playhouse.

*Children may only be checked into the Y Playhouse for up to 2 hours per day.

At the Cary Family YMCA, we strive to offer intentional programming for all children. Please note the schedule below may change due to availability of space, staffing schedules & seasonal weather changes.

Bumble Bee Room & Saturday Morning Daily Schedule

(18 months-3 years) Ladd Room

9:00-10:00	Free Play/Activity Centers
10:00-10:30	Music and Movement
10:30-10:45	Snack & Potty Break
10:45-10:50	Transition to Playground/Gym
10:50-11:10	Playground/Gym
11:10-11:15	Transition back to room
11:15-11:45	Puzzles/Books/Coloring
11:45-12:00	Transition to Nursery
12:00-1:00	Free Play

Potty training

We can only take children who are wearing a pull-up or underwear on a potty break. If your child is wearing diapers, we will change them as needed, but we will not take them to use the bathroom.

If a child who is potty trained has a bathroom accident, we will ask the parent/guardian to change the child.

Staff and Training

We are very proud of our Y Playhouse staff here at the Cary Family YMCA. Each Y Playhouse staff member is a kind and caring individual. We do an extensive background and reference check on each staff member. In addition, we have trainings throughout the year so we can provide the best care for your child. At least one staff member is certified in First Aid, CPR, Blood Borne Pathogens, and Oxygen Administration at all times.

6 weeks-18 months 1:3

18 months-3 years 1:4

3 years- 5 years 1:7

Room Specific Information

Main Nursery

(6 weeks- 18 months)

Excessive Crying

If crying persists for more than twenty minutes, we will go get the parent/guardian to pick up the child. We want every child's experience to be positive and we are willing to work together with the family to make the child successful in the Y Playhouse. If the child continues to have a difficult time in our program, the Y Playhouse Coordinator and the parent/guardian will meet to assess the child's progress and options. This is for the comfort and well-being of all the children.

Diapering

Please label your diaper bag with your child's name and keep it stocked with diapers, wipes & a change of clothing.

Check-In

The Main Nursery and Bumble Bee room children must be signed in at the computer check-in by the Main Nursery.

Cricket Club children can be checked in on the sign in sheet located by the computer desk before 9:00 a.m.

After 9:00 a.m. Cricket Club children can be checked-in on the sign in sheet located in Cricket Club.

In the evenings and weekends, children 6 weeks-5 years are signed in at the computer check in by the Main Nursery.

When signing your child in, an authorized adult should list their name, the child's name and age, time of check-in, time of return, location inside the YMCA and your member ID number. When you are checking in your child, please let us know important information about your child, such as:

- Allergies/whether or not they can eat snack
- Potty training
- Special needs

We provide green labels that say "No snack" or "Allergies" and pink labels that say "Potty training." These labels are available at the time of check-in and should be placed on the back of your child.

In addition, we ask that parents check their child's diaper before checking into the Y Playhouse.

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 and have stopped diarrhea and vomiting for a full 24 hours before returning to the program. If a child feels warm, we will take his 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 enough to come to the Y Playhouse, it is probably best not to bring him or her. Children who have stayed home from preschool or school for illness will not be admitted to the program.

Discipline Policy

The Bumble Bee and Cricket Club rooms will address every child individually. However, occasionally children can seek attention inappropriately, struggle with "listening ears" or keeping their hands to themselves. Therefore, we use the "one, two, three, take a break" method of correction. Taking a break is viewed as a time for your child to regroup and reflect on his/her behavior. If we need to use this method you will be notified when picking your child up so that we can work together to help your child be successful and enjoy the fun experience of our Y Playhouse.

Biting Policy

The first time a child bites another child, the parent/guardian will be notified immediately and asked to check your child out of the Y Playhouse. The same discipline policy will be enforced for the second occurrence.

If the child bites for a third time, the child will not be allowed to return to the program for one month. A discipline report will be filled out for each biting incident and kept on file.