

Hours of Operations

Day of the Week	Morning Hours	Evening Hours
Monday	8:30 am– 2:00pm	4:30pm-8:30pm
Tuesday	8:30am-1:00pm	4:30pm-8:30pm
Wednesday	8:30 am- 1:00pm	4:30pm-8:30pm
Thursday	8:30am-1:00pm	4:30pm-8:30pm
Friday	8:30am-1:00pm	4:30pm-7:30pm
Saturday	8:30am-12:40pm	None
Sunday	None	2:30pm-5:45pm

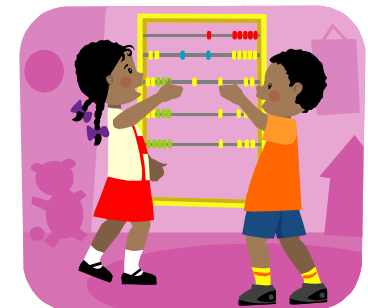
Cost:

- **YMCA Members have two options to choose from to pay for nursery care:**
 1. Upgrade your membership to include UNLIMITED nursery visits for \$15.00 a month. This fee is valid for all the children in your family and would be added to your membership draft. Please note that your child has to be a member in order to participate in the draft system.
 2. Purchase a nursery card that is valid for 3 nursery visits for \$20.00. Card has no expiration date.
- **If your child is not a member of the YMCA** then your child will need to purchase a guest pass at the Welcome Center. The cost of a guest pass is \$8.00 for children.

Contact Information:

Laura Swackhammer-Nursery Coordinator– 469-9622 x 148
Dawn White – Youth Director-469-9622 x 133

Y-Playhouse Parent Manual



CARY FAMILY
YMCA

Updated 9.15.09

Staff and Ratios

The staff in the Playhouse are caring individuals who love children. Many of the staff are parents themselves. We do an extensive background check on each staff member. We also have trainings throughout the year so we can provide the best care for your child. Each room has a Room Supervisor, who is certified in First Aid and CPR. The ratios for each room are:

Main Nursery (6 wks.-18 months)	1:3
Bumble Bee Room (18 months-3 rd Birthday)	1:4
Cricket Club (3 rd Birthday-5 years)	1:7

Security Procedures

When you check your child in, the Playhouse staff will give your child a yellow bracelet. This will have your child's name, your name, and your member ID number. When you come 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 number on your Driver's license. Please note that the same parent must drop off and pick up their child. If the person picking up the child will be different, the appropriate identification information must be filled out on the sign in sheet.

Fun House—Age 5 –5th Grade—Gameroom

Kids tracked out of school and you want to work out –then the Fun House program is for you!

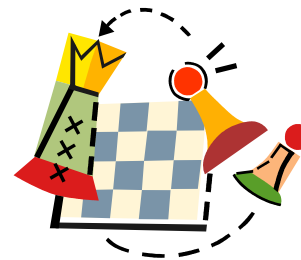
Offered Monday—Friday from 9:15 - 12:00

Fun House Schedule:

9:00—11:00	Free Play, Games, Arts and Crafts, Wii
11:00-11:30	Playground
11:30-12:00	Free Play

Snacks– Please bring a snack from home. If money is brought from home then we will walk children to the snack machine.

Games-No electronic games allowed. We will provide games that are YMCA approved. Also, no heeilies or trading cards . Our Game Room offers Air Hockey, Bumper Pool, and Foose ball tables. We also have a wide variety of age appropriate board games for the children to choose from.



Saturdays

On Saturdays, the Y-Playhouse operates out of the Main Nursery and Bumble Bee Room. Main Nursery is for 6 weeks –18 months and Bumble Bee Room is for 18 months -5 years. The weekend schedule for the Bumble Bee Room is:

9:00-9:45	Activity Centers-Housekeeping, Blocks, Cars and Garage, Doll House, Reading, Manipulatives, and Free Play
9:45-10:00	Potty Run and Clean Up
10:00-10:30	Playground –Weather Permitting
10:30-10:45	Snack Time
10:45-11:00	Potty Run and Clean Up
11:00-11:30	Music and Movement
11:30-12:40	Puzzles and/or Coloring

Sundays and Evenings

During our Sunday and evening hours, all children are checked into the Main Nursery room. Children using the program on Sundays should be no younger than 8 months. We provide a graham cracker snack during these times for all children.

Check-In

Please sign your child in on the appropriate sign in sheets. They are labeled at the check in desk.

- The pink sheet is for the Main Nursery (6wks-18 months).
- The yellow sheet is for the Bumble Bee Room (18 months – 3 yrs).
- The green sheet is for the Cricket Club (3-5yrs).
- In the evenings, children who are 18 months – 5 years are signed in on the orange sheet.

Parents should put their name, their child's name, time of check in, when they will return, location inside the YMCA, and member ID number. When you are checking in your child, please let us know important information about your child. This includes:

- Allergies
- Whether or not they can eat snack
- Potty training

Allergies and no snack directions need to be put on a green label and put on the **front and back** of the child. If your child is potty training, please put this on a pink sticker and put on the back of your child. White labels are also provided and we ask that all belongings brought into the Playhouse get labeled with the child's name. All these labels are available at the check in desk.

***Please note that parents 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.

Illness and Sick Children

The staff cleans toys and equipment, wipes surfaces with disinfectant cleaners, and follows 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 bring only healthy children into the 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 a temporal temperature and if the child has a fever, we will ask the parent to check the child out of the 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 that are kept home from preschool or school for illness will not be admitted to the program.

Cricket Club (3-5 years) -Poole Room B

The Cricket Club follows a set schedule for the day:

9:00-9:45	Free Play Activities- Housekeeping, Blocks, Cars with garage and mat, Doll House, Puzzles, Manipulatives, Coloring Sheets, Play Dough, Optional Arts and Crafts.
9:45-10:30	Small Playground
10:30-10:45	Snack
10:45-11:30	Music and Movement Value Times/Letters and Numbers
11:30-12:00	Balls and Games in the Gym

*At 12:00, All children are moved to the Main Nursery

Snacks- Please bring a drink in a labeled spill proof cup for your child. If your child does not have a drink we will provide them with water. We provide goldfish crackers, and graham crackers for snack.

Going Outside – We will go outside to the playground most days depending upon the weather. Please make sure your child has a coat on the colder days. If your child does not have a coat with them and it is cold outside, they will be placed in the main nursery during playground time. Shoes are required in the Cricket Club Room.

Potty Training- It is not a prerequisite for children to be potty trained before coming to the 3-5 year old room, however the staff does not change diapers in this room. If a child has an accident or soils a diaper while in the 3-5 year old room, we ask the parent to change the child.

Bumble Bee (18 months-3 years) -Ladd Room

The Bumble Bee Room follows a set schedule for the day:

9:00-9:45	Activity Centers-Housekeeping, Blocks, Cars and Garage, Doll House, Reading, Manipulatives, and Free Play
9:45-10:00	Potty Run and Clean Up
10:00-10:30	Music and Movement
10:30-10:45	Snack Time
10:45-11:00	Potty Run and Clean Up
11:00-11:30	Playground or Gym
11:30-12:00	Puzzles and/or Coloring

*At 12:00, all children move to the Main Nursery

Snacks- Please bring a drink in a labeled spill proof cup for your child. If your child does not have a drink we will provide them with water. We provide graham crackers for snack.

Going Outside – We will go outside to the playground most days depending upon the weather. Please make sure your child has a coat on the colder days. If your child does not have a coat with them and it is cold outside, they will be placed in the main nursery during playground time. Shoes are required in the Bumble Bee Room.

Potty Training- If you need further assistance with potty training please ask the Bumble Bee Room Supervisor about the Lollipop or Sticker incentive 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 gets put into time out 3 times while in the Playhouse, the parent 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 time a child bites another child while in the Y-Playhouse, the parent will be notified immediately and have the option of staying in the room with the child for the remainder of the visit or checking the child out of the room and taking them home.

If a child bites another child for a second time, the parent will be notified immediately and the parent must stay with the child for the remainder of the visit or take them home. The child may return to the program, but the parent must stay with the child for 1 ½ hours during the next two visits. This is to help watch that the child does not bite again and to help reinforce positive behavior. After two supervised visits have been successful, and the child does not bite again, he or she may return to the program without a parent staying with them. If the child bites during the supervised visit, it will be counted as the third bite.

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.

Diapering and Potty Training

For children in the Main Nursery and Bumble Bee Room, 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.

If a child is potty training, we ask that the parent put a “potty training” sticker (located at the check in desk) on their child’s back below their name label. This will remind staff to take the child to the bathroom more often. We can only take children who are wearing a pull up or underwear on a potty run. If your child is wearing diapers, we will not take them to the potty.

If a child who is potty trained has a bathroom accident, we ask the parent to change the child. It is not a prerequisite for children to be potty trained before coming to the 3-5 year old room, however the staff do not change diapers in this room. If a child has an accident or soils a diaper while in the 3-5 year old room, we ask the parent to change the child.

Moving Up

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. If a parent wants to move their child up early, the staff will observe how the child interacts with older children. If the staff thinks the child is ready, then he or she will be moved to the next room. All decisions will be made with safety as the number one priority.

Room Specific Information

Main Nursery (6 weeks-18 months)

Snacks- The Main Nursery provides Graham Crackers, Gerber Fruit and Veggie Puffs, for snacks. If you do not want your child to have any of our snacks you must notify the nursery attendant of this as well as placing a green label on the front and back of your child. This sticker is located at the check in desk.

Excessive Crying-if crying persists for more than twenty minutes, the child’s parents will be asked 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 room. If a child cries each day in the program for longer than four weeks, the Nursery Director and the parent will meet to assess the child’s progress and options. This is for the comfort and well being of all the children.

Socks- All children who are checked into the Main Nursery must wear socks during their stay.