



## LEE COUNTY YMCA Y-PLAYHOUSE PARENT GUIDE

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### OUR STAFF

The staff in the Y-Playhouse are caring individuals who love children and several of the staff are parents themselves. We do an extensive background check on each staff member and trainings throughout the year so we can provide the best care for your child. Each staff member is certified in First Aid and CPR.

### CHECK-IN

Please sign your child in on the appropriate sign in sheets, which are labeled at the check-in desk.

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, but not limited to allergies and potty training.

White labels are provided and we ask that all belongings brought into the Y-Playhouse get labeled with the child's name. Labels are available at the check-in desk.

### 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. 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 ID information must be filled out on the sign-in sheet.

**\*Please note that parents must remain in the facility while your child is checked into the Y-Playhouse and children may only be checked into the Y-Playhouse for up to 2 hours per day.**

### ILLNESS & 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 illness. In order to maintain a clean, healthy environment for all children and our staff, we ask that parents 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 a temporal 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/her. Children that are kept home from pre-school 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 gets put into time out 3 times while in the Y-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 program 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 2 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 attending 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.

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.

### **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 4 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 the children.

### **SOCKS**

All children who are checked into the Y-Playhouse must wear socks during their stay.

**Please check the nursery schedule on a regular basis as hours may change.**