

Child's Physician: _____ Phone: _____

Allergies (please list): _____

Check all that apply to your child's health:

- _____ Asthma _____ Heart Condition _____ Hearing Impairment _____ Diabetes
- _____ Seizures _____ Epilepsy _____ Med. Allergy _____ Frequent Colds
- _____ Cancer _____ Medical Allergy _____ Ear Infections _____ Visual Impairment

_____ Physical Impairments (please list) _____

_____ Other Concerns (please describe) _____

Is your child immunized? _____ Date of last immunization: _____

Currently taking medications (please list) _____

Any significant illness in the past year (please list) _____

Any limitations in activities (please list) _____

Does your child have any problems or fears _____

Behavior concerns we should be aware of _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.
I HAVE RECEIVED A POLICY HANDBOOK AND AGREE TO FOLLOW YMCA PLAYSTATION POLICIES.

Parent's Signature: _____ Date: _____



PLAYSTATION

Short-term Drop-in Child Care

PARENT HANDBOOK

YMCA OF CASS AND CLAY COUNTIES

Child Care Services

Fercho YMCA
 400 1st Ave. S, Fargo
 701-364-4143

Schlossman YMCA
 4243 19th Ave. S, Fargo
 701-356-1449

ymcacassclay.org/playstation

YMCA Playstation Enrollment Form

Child's Name:

Last _____ First _____

Parent's Membership Status:

YMCA Member _____ Non-Member _____

Enrollment Date: _____

Nickname: _____

Birth Date: _____

Primary Phone: _____

Mother's Name: _____

Father's Name: _____

Address: _____

Address: _____

Employer: _____

Employer: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Emergency Contact: _____

Phone: _____

Others Authorized to pick up your child:

Name: _____

Phone: _____

Name: _____

Phone: _____

All information requested is required by regulations set by the North Dakota Department of Human Services and shall be kept confidential.

PLAYSTATION HOURS AND RATES



The Playstation is a child care center providing quality short term care for children while their parents are using the YMCA. Parents must remain in the facility. We provide care for children from six-weeks to eight years (gym access is limited to certain hours). Children may attend our facility for a maximum of 2 hours per day. Children must be free of all illness, wearing socks, and wearing a clean, fresh diaper when signed in to the Playstation.

*If your child is potty training, they must be in a pull up for sanitary reasons. We are not able to train.

Labor Day - Memorial Day Hours

Monday - Friday: 8:00AM to 1:30PM 3:15PM* to 8:15PM
Saturday: 7:45AM to 12:00PM CLOSED

*The Schlossman Y Playstation opens at 4:15pm Monday - Friday.

Memorial Day - Labor Day Hours

Monday - Thursday: 8:00AM to 1:30PM 3:15PM* to 8:15PM
Friday: 8:00AM to 1:30PM CLOSED
Saturday: 7:45AM to 12:00PM CLOSED

*The Schlossman Y Playstation opens at 4:15pm Monday - Thursday.

Hours are subject to change on or around Holidays or due to usage. The Playstation will close due to inclement weather if Fargo Public Schools are closed. Please call the YMCA Storm Line at (701) 364-4159 if you have questions regarding the weather.

PARENT'S PRIVACY POLICY

The YMCA will not give out your personal information to other parents, members, or guardians. We understand that relationship building with others at the YMCA is important to families, although we will not be able to give addresses or phone numbers, or hand out invitations. On occasion, photos in the Playstation may be taken by designated Y staff. Photos will only be taken of children who's parents, members, or guardians have signed a photo consent form prior to the event/activity.

Please understand that it is appropriate to write the child's first name on art work and projects. In addition, bottles and snacks will be labeled with the child's name.

The goal of this notice is to be sensitive to the privacy of children. If you have any questions regarding this policy, please contact the Playstation Coordinator.

LIABILITY INSURANCE

The Playstation is covered under liability insurance in case of a major accident or incident involving your child. Your insurance would be required to cover injuries for your child, as the YMCA coverage is secondary. Your insurance coverage would include the calling of 911 and other emergency room care needed for your child.

ILL CHILD POLICY

If a child becomes sick during his/her stay in Playstation, the parent will be contacted immediately. No medication can be given while children are using Playstation. Children with conditions that require an antibiotic will need to be on medication for 24 hours before coming back to Playstation. Children with fever or diarrhea should remain home for 12 hours after the symptoms have subsided without use of a fever reducer.

Exclusion Guidelines:

- The illness prevents the child from participating comfortably in activities as determined by the Playstation staff.
- Fever with behavior changes or other symptoms. Temp of 100° F or higher taken under the arm.
- Symptoms and signs of possible severe illness such as Lethargic, Deep, severe uncontrollable coughing, Difficulty breathing, Wheezing
- Diarrhea, Vomiting
- Mattered eyes or any eye discharge
- Heavy or discolored nasal discharge
- Rash or unusual skin condition, until a doctor can determine

that these symptoms do not indicate a communicable disease.

- Symptoms of communicable diseases such as measles, chicken pox, mumps, severe colds, strep throat, pink eye, impetigo, head lice, tuberculosis, scabies, pertussis, hepatitis, rubella, herpes, and unspecified respiratory illness.

To help reduce the spread of colds, all staff and children must wash their hands upon arrival at the Playstation. We take every precaution to protect the health of children in our care.



Reminder: Parents must remain in the building while their children are in Playstation.

PAYMENT OPTIONS

NEW! Y Member Unlimited

Monthly Plan with Membership:

Family/Household Package - \$103mo
> Includes care for up to 2 hours per day for all children on the family membership.

Y Member Hourly Rates:

\$10.00/hour per child - up to 2 hours per day Please pay your hourly rate at the member services desk before you check your child in.

The Playstation is a Y Member

Benefit. A non-member paying the day pass rate may utilize the Playstation if they are accompanied by a Y Member at check in at the Member Services Desk.

ADDITIONAL FEES

Late Fee - Pick Up

\$5.00 per every 15 minutes. If parent is more than 15 minutes late from original scheduled pickup time, or the 2 hour time limit is exceeded, a call will be placed when 10 minutes late. *Late pick-up fees need to be paid before leaving.

Late Fee - After Closing

\$1.00 per minute if parent arrives after the Playstation closes. *Fees need to be paid at time of pickup.

DROP-INS

Drop-ins are taken on space/staff availability.

CHECK-IN

Members with the Family/Household Package must scan their Membership card at the Playstation Registration Desk when dropping off their children. Children need to have a clean diaper and have been fed upon arrival.

Members/Non-Members that do not have the Family/Household Package must pay for their care ahead of time at the Member Services Desk and then bring their receipt to the Playstation at drop-off.

If your child has any special needs or concerns, please discuss it with the Playstation staff. A sign in sheet is at the Playstation Registration Desk. Please record child's name, the time your child arrives and where you will be in case we need to contact you.

CHECK-OUT

When picking up your children record the time out. Remember that your child will only be released to the person indicated on the check-in form. If someone else is picking up your child, please inform our staff. Playstation staff is required to ask the person picking up the child for a picture I.D. before releasing the child.

PAYMENT/RECEIPTS

The Playstation will not provide back receipts or verification of hours for tax purposes, flex benefits or social services.



GENERAL INFORMATION

CLOTHING

Dress your child for play. While in the Playstation your child will have the opportunity for many activities. We will be doing projects using paint, glue, markers, etc. Paint shirts will be provided, but sometimes children still get paint or glue on their clothing.

FOOD/MEALS

Children may bring a snack. Everything must be labeled. Children must be able to feed themselves. Playstation will not feed or prepare baby food. Please send adequate bottles for babies. We will not allow glass containers, gum, hard candy, cough drops. Also **no nuts** will be allowed. For nursing babies, breast milk must come in its own bottle ready to feed.

PERSONAL ITEMS

All personal belongings should be marked with your child's name. Toys and entertainment are provided; therefore, it would be best for your child not to bring their toys or games from home that could get lost.

The YMCA or Playstation is not responsible for lost items, but any found items will be placed in 'lost and found'. If you are looking for an item, please ask the staff to show you the items in the 'lost and found'.

OUR STAFF

Our Playstation staff and volunteers have a strong understanding and appreciation for children of all ages. They are certified and maintain classes in CPR, First Aid and Child Abuse Prevention. Background and

reference checks are required for all Playstation staff and volunteers.

PROGRAM

Interaction is important to us at the Playstation. Your child will play with other children and caregivers and enjoy weekly themed activities. We have art supplies, Lego's, books, music and toys to stimulate their imaginations. Occasionally we will take a group outside to the park or YMCA grounds for an activity. When available, Playstation uses Kid's Gym.

GOALS

We strive to help your children develop their social skills through imaginary play, art projects, story time, etc. We want your children to feel that Playstation is a special place for them. We want parents to feel secure knowing that their children are safe and happy.

DISCIPLINE

The staff will encourage appropriate behavior using positive reinforcement and redirection when needed. If this is not successful, staff may use short, supervised periods of reset time. If a child deliberately hurts another child, themselves or staff member, families may no longer have access to the Playstation. This decision would be at the discretion of the Playstation staff.

SPECIAL NEEDS

If your child has special needs, please take some time to visit with the Lead Playstation staff about specific needs. The staff will make

every attempt to care for all children in the best possible way.

UPSET CHILD

If your child cries for a prolonged time (10 minutes or more), we feel it is in the best interest of your child to be comforted by you. If the need arises, a staff member will locate you and inform you of your child's needs. If you would like us to locate you after a shorter period of time, please let a staff member know.

BITING

Although biting is a common in a group setting of young children, when it happens it is disturbing to both parents and staff. The staff will do their best to ensure a safe environment for all children, but biting occurrences sometime happen. Staff supervise children carefully, reacting quickly when children are in dispute; pay extra attention to children who have been known to bite; provide enough toys, activities and space to minimize frustration; providing teethingers to children who are teething; and meet children's needs promptly before they get frustrated. If a bite should occur, staff will notify parents.

STAFF BABY-SITTING

As a client of the YMCA, you are notified that the YMCA supervises its employees and programs within the confines of the facilities under the policies of the YMCA and the programs approved and managed by the YMCA. If you would like an employee to baby-sit for you, please notify us in writing stating that you know the YMCA is not supervising the staff. The employees of the YMCA are not supervised by the YMCA during their off-duty hours and are not acting within the scope of their employment.

CHILD ABUSE

State Law considers us mandated reporters. If we suspect any signs of abuse or neglect, we are required to report it to the proper authorities.

FIRST AID PROCEDURES

All staff is certified in first aid and CPR. We will provide basic first aid for your child in the event that it is necessary. We will not remove splinters or wood ticks. We will apply ice, clean the injured area as best as possible and apply a Band-Aid if necessary. We are not able to put any creams, gels, or any type of antiseptic ointments on the injury, due to possible skin allergies and adverse reactions. An incident report will be completed by a staff detailing what happened and the actions taken.

DIAPERING

Due to sanitary reasons, we use disposable diapers only. Cloth diapers are not allowed. Please bring your child in a disposable diaper while utilizing the Playstation. Families must provide their own diapers and wipes.

TORNADO PROCEDURES

In case of a tornado warning, the children will be sheltered. Each location has specific shelter areas.

FIRE PROCEDURES

The Playstation has an evacuation plan posted.