

PLAYTOWN

Short-Term, Drop-In Child Care

YMCA OF CASS AND CLAY COUNTIES

Parent Handbook

YMCA 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/playtown



PlayTown Hours and Rates

PlayTown 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 while children are at PlayTown.

We provide care for children ages six weeks to eight years (kids' gym access is limited to certain hours).

*If your child is potty training, they must be in disposable training pants for sanitary reasons.

Labor Day – Memorial Day Hours

| | | |
|------------------|------------------|-----------------------------|
| Monday – Friday: | 8:00am – 1:30pm | 3:15*-8:15pm |
| Saturday: | 7:45am – 12:00pm | Closed in afternoon/evening |
| Sunday: | Closed all day | |

*Schlossman Y PlayTown opens at 4:15pm Monday-Friday

Memorial Day – Labor Day Hours

| | | |
|--------------------|----------------|-----------------------------|
| Monday – Thursday: | 8:00am-1:30pm | 3:15*-8:15pm |
| Friday: | 8:00am-1:30pm | Closed in afternoon/evening |
| Saturday: | 7:45am-12:00pm | Closed in afternoon/evening |

Hours are subject to change on or around holidays, or due to usage. PlayTown will close due to inclement weather if Fargo Public Schools are closed. Please call the YMCA if you have questions regarding the weather.

Parents 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 occasions, photos in PlayTown may be taken by designated staff. Photos will only be taken of children whose parents or guardians have signed a photo consent form prior to the event/activity.

Payment Options

Y Member Unlimited Monthly Play with Membership

Family/Household Package Members: \$103/month

- Includes care for up to 2 hours per day for all children on the family membership

Y Member Hourly Rates

Family/Household Membership, Single Membership, Senior Membership or Student/Youth Membership.

- \$10/hr per child – up to two hours per day. Please pay your hourly rate at the Member Services Desk before you check your child in.

Payment Options, cont.

PlayTown is Y Member Benefit

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

Additional Fees

Late Fee – Pick-Up*

- \$5/every 15 minutes past pick-up time
- Late fee may be assessed if parent arrives after two-hour limit.

Late Fee – After Closing*

- \$1/minute if parent arrives after PlayTown closes.

*Fees need to be paid at the time of pick-up

Check-In

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

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

If your child has any special needs or concerns, please discuss it with the PlayTown staff.

Check-Out

Your child will only be released to the person who signed them in. If someone else is picking up your child, please inform our staff. PlayTown staff is required to ask the person picking up the child for a picture I.D. before releasing the child.

Payments/Receipts

PlayTown 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 PlayTown 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. For the safety of the children, we will not allow glass containers, gum, candy or cough drops. All food must be peanut-free. 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. We provide toys & entertainment, so these items are not necessary to bring along. We are not responsible for personal belongings. We will place any found items in our Lost & Found.

Our Staff

PlayTown staff have a strong understanding and appreciation for children of all ages. They have been certified and maintain up-to-date certification in CPR, First Aid and Child Abuse Prevention. Background and reference checks are required for all PlayTown staff.

Program

Interaction is important to use at PlayTown. Your child will play with other children and caregivers and enjoy weekly themed activities. We have art supplies, Legos, 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, PlayTown uses the Kids' 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 PlayTown is a special place for them. We want parents to feel secure knowing that their children are safe and happy.

Discipline

We strive to meet every child's individual needs. We believe that you cannot spoil infants. When an infant cries, we will immediately respond. We work hard to create a "yes" environment where children can be successful and the need for discipline is low. Learning self-control and appropriate behavior is a lifelong process. If the need for a redirection were to arise, we will have the children in our care reset their body, calm their mind, and they will be able to rejoin the activity when they feel they are ready. If the children are not familiar with the tools they need to reset and take a break, we will help them practice techniques such as deep breaths, walking away when they are frustrated, and using words to express their feelings.

Special Needs

If your child has special needs, please take some time to visit with the Lead PlayTown staff about specific needs. The staff will make every attempt to care for all children in the best possible way.

General Information, cont.

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.

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 babysit for your, please ask for babysitting policy form.

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 members are certified in first aid and CPR. We will provide basic first aid 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 PlayTown. Families must provide their own diapers and wipes.

Tornado Procedures

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

Fire Procedures

PlayTown has an evacuation plan posted.

General information, cont.

III Child Policy

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

Exclusion Guidelines

- If the illness prevents the child from participating comfortably in activities as determined by PlayTown 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 lethargy, deep, severe, uncontrollable coughing, difficulty breathing, wheezing.
- Diarrhea, vomiting
- Matted 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, strep throat, mumps, severe colds, impetigo, head lice, tuberculosis, scabies, pertussis, hepatitis, rubella, herpes and unspecified respiratory illness.