

# Bryan Family YMCA

## PlayZone/Energy Factory Parent Info

### MISSION OF THE YMCA OF GREENSBORO

The mission of the YMCA of Greensboro is to put Judeo-Christian principles into practice through programs that build a healthy spirit, mind and body for all.

### Welcome to PlayZone

Welcome to the Bryan Family YMCA PlayZone/Energy Factory Program. PlayZone/Energy Factory is one of the many benefits of being a member of the Bryan Y. This service is offered for members who have children between the ages of 3 months to 12 years old. It is the mission of the Y's PlayZone/Energy Factory to provide a quality child care service for infants, pre-school and elementary age children. This parent handbook is to assist you in your discovery of everything PlayZone/Energy Factory has to offer your child. Please take a moment to read through all of the information and feel free to contact the Bryan YMCA Membership Director with any questions you may have! Thank you for being a valued member of the Y and a participant of PlayZone/Energy Factory!

### **PlayZone** (3 months- 6 years)

#### Monday-Thursday

8:45am – 1:15pm

4:00pm - 8:00pm

#### Friday

8:45am – 1:15pm

4:00pm - 7:00pm

#### Saturday

9:00am - 12:00pm

### **Energy Factory** (6 years-12 years)

#### Monday-Thursday

4:00pm - 8:00pm

#### Friday

4:00pm - 7:00pm

#### Saturday

9:00am - 12:00pm

\*PlayZone/Energy Factory may close 15 minutes prior to posted times if services are not being utilized.

\*\*PlayZone/Energy Factory may be used for a limit of 2 hours per day. Parents must remain in the facility at all times.

PlayZone is designed for children from 3 months to 6 years old, but if the Energy Factory is not open we can accommodate children from 3 months to 12 years old.

### **WE EXPECT PARENTS TO AID IN THE COMFORT OF THE CHILD AND THE STAFF BY...**

- Bringing children in with clean attire and shoes on. Infants (non-walkers) are required to have feet covered with socks or shoes that must be put on by the parent.
- Checking your child's diaper at the PlayZone changing table to be sure the child has a clean diaper. Change diapers in the designated diaper changing area.
- Ensure the child is well fed or nursed BEFORE signed into PlayZone. Bottles and cups are ok.
- Clearly label all bottles, cups, toys, bags and belongings.
- Being sensitive to other children by not bringing in sick or unusually fussy children into PlayZone.

- Remain in the building in the area you designated on the sign in sheet. Please notify PlayZone/Energy Factory if you are going to be in a different area than you have designated.

## **YOU CAN EXPECT THE STAFF TO...**

- Work with you to help your child feel secure and welcome in our facility.
- Provide a positive social experience for your child.
- Provide a safe, quality supervised environment for your child.
- Every staff member is current with CPR and First Aid certification and participates in ongoing trainings.

## **Memberships**

This is a benefit for our Adult, Family and Senior memberships. As long as the accompanying adult is a member, children may use the PlayZone/Energy Factory. The adult must indicate their card number on the sign in sheet.

## **Sign In and Out Procedures**

NO child will be admitted without the parent/guardian being present. Parents/Guardians must sign their child in and out of PlayZone/Energy Factory, completing the appropriate sign in / sign out document located at the counter. Children will only be permitted to leave with the parent/guardian that has a matching bracelet. (see bracelet procedures)

## **Bracelet Procedures**

- Grab a Parent Bracelet
- Grab a blue children's bracelet
- Write the name of your child and the number from your bracelet on the blue bracelet
- Put the bracelet on your child and yourself.
- You may place them on ankles for toddlers and infants.
- Feel free to use blue bracelets to label diaper bags and car carriers in addition to children
- Staff will match bracelets before child can be released to parent

## **Health and Safety**

In the interest of your child's health and safety, and the well-being of the other children, we stress the following:

- If your child is contagious or feels ill, tired or unusually warm, you may not use the services for that day. This includes fatigue, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea, and sore throat regardless of the cause. If your child has had a fever due to illness, please wait 48 hours after the fever has stopped to use the service.
- If your child is too sick to attend school, they are too sick for the Y.
- If a child is ill and has been left in PlayZone/Energy Factory, parents will be notified, and will have to pick the child up at that time.
- If your child contracts a contagious disease and has been in PlayZone/Energy Factory while infectious, please let the staff know immediately so they can inform the other parents.
- The staff reserve the right to refuse a child that appears ill.

## **Crying or Upset Children**

For the comfort and best interest of your child and others, it is our policy to come get you if your child cries for more than 10 consecutive minutes. Although this policy may interfere with your personal workout needs, our goal is to provide a positive experience for all the children.

## **Diaper Policy**

We ask that all parents check their child's diaper at the sign in counter to be sure the child has a clean and dry diaper. If a child's diaper becomes soiled during their stay, a staff member will ask you to report to PlayZone to change the child's diaper.

## **Food and Beverage**

Due to a variety of allergies and the range of reactions children can have to allergies, NO opened food will be allowed in the PlayZone/Energy Factory areas. All food must be eaten or disposed of prior to entering the program area.

Bottles and Sippy cups are allowed in the PlayZone area, but MUST be LABELED with the child's name. If it is necessary for your child to have something to eat for medical reasons, please communicate this with a staff member on duty and we will make special arrangements for your child.

## **Emergency Procedures**

If an emergency should occur that requires the YMCA to evacuate, staff will escort all children outside. You can meet your child at the picnic tables in the front of the facility. In the event of an injury or accident involving your child, appropriate first aid measures will be taken immediately by staff and you will be notified or paged to the area.

## **Discipline**

Discipline at the YMCA is based on an understanding of the child's individual needs and stage of development. Our goal is to develop self-discipline, responsibility for self, and respect for others. It is based on the use of positive reinforcement, reasonable expectations, logical consequences, distraction and diversion, and, if necessary, supervised removal from the group for short periods of time. Physical punishment is never administered and is not allowed in the facility by anyone.

## **Bathroom Policy**

Children who are being potty trained, or are potty trained, will be directed to the bathroom located within the PlayZone area. Staff will not accompany children into the bathroom and they may not assist with bathroom functions or changing clothes. Staff will remain in the doorway of the bathroom, within ear shot of the child.

## **Donation and Outside Toys**

We have many toys, books, puzzles and other fun things to discover and explore in PlayZone/Energy Factory, so we recommend all toys be left at home. If outside toys are brought into the area, we expect that those toys will be shared with all children in the play area. We accept donations of new or gently used toys, baby items, books and supplies such as wipes, tissues, etc. All donations to the YMCA are tax deductible. If you would like an acknowledgement letter, please contact the Membership Director.

If you have any questions/comments or concerns please contact:

Bethany Williard

Membership Director

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