

RESERVATION INFORMATION

Daily Reservations:

Reservations are required for all children under 2 years of age. Please call the Play and Learn Center at 882.3687 between 7:30 AM-5:30 PM to make reservations. When making reservations, please remember that you will be charged for the entire time you have reserved.

Contracted Time-Infants:

Contracted Time continues through age 2. Sign-up for Contracted Time is held in the Play and Learn Center. Contracted Time reservations are limited and are taken on a first-come, first-serve basis.

Cancellation of Reservations:

Cancellations must be made 24 hours prior to the time of the reservation. Voicemail is available at 882.3687 and may be used for cancellations. If a cancellation is not made, or if it is after the required time, charges are incurred for the full time reserved.

PAYMENTS

All fees must be paid at the time the child is picked up from the center using one of the following options.

Play and Learn Cards

Punch Cards can be purchased at the Member Services desk of the Y.

Cash-Credit-Check

Play and Learn staff will complete the daily intake form for payment due. Payments are then made at the Member Services desk, and the intake form must be returned to the Play and Learn staff.

Financial Assistance

The Y believes in providing membership and program services to all, regardless of ability to pay. A sliding fee scale is available for families who cannot afford the full cost of childcare. Please call the Child Care Office at 954.7613 for an application.

PLAY AND LEARN RATES

1/2 Hour Minimum Care • 5 Hour Maximum Care

Capacity

Play and Learn could reach maximum capacity. This means the number of children we are able to care for at one time has been met. When this happens, a sign will be put on the door alerting parents is max capacity has been met and when more children will be accepted.

Late Fee

There is a \$1 per minute, per child late fee for every minute over 5 hours or past closing, starting at 1 minute late. 3 late pick-ups will result in a suspension from the Play and Learn program.

| | Y Member | General Public |
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| Infant/Toddler (6 weeks-2 years) | \$4.75/hr | \$6.50/hr |
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| Child (2-6 years) | \$4.25/hr | \$6.00/hr |
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Additional children or infants \$1 off per hour.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HERE FOR YOU

Licensed Play and Learn Child Care Center APPLETON YMCA



Ages 6 weeks-6 years

Monday-Friday • 7:30 AM-5:30 PM

Open to Y Members and the General Public



Our Mission: To put Christian principles into practice by promoting youth, adult and family activities that build a healthy spirit, mind and body for all.

FAMILY FOCUS

No matter how many hours children spend in child care, family is the most important structure in their lives. The Y believes that good childcare is good family care. Staff members are partners with parents working together to help children grow healthy, happy and strong.

ADMISSION

There is no enrollment fee for enrolling children in the Play and Learn program. An **enrollment form and health history/emergency care plan** must be completed on or prior to each child's **first date of attendance**. An **immunization form** must be turned in to the Play and Learn center **within 14 days** to the center. The **Health Report**, which must be filled out by your child's physician, must be turned in **within 14 days of the first date of attendance**. For children under 2 years of age, an **Infant/Toddler intake form** must also be filled out **by the first date of attendance**.

All Y programs are best able to meet a child's needs when special needs are identified prior to enrollment. Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest and reasonable accommodations can be made.

SIGN-IN SHEETS (DAILY INTAKE FORMS)

A daily intake form must be filled out for each child, each day they attend the Play and Learn program. Please be sure to fill out all information accurately, including a phone number where parent/guardian can be reached.

LUNCH/SNACK

Parents/guardians are responsible for providing a nutritious snack/lunch. No candy or soda will be given to children in the Play and Learn Center. Morning snack time is held between 9:00–9:30 AM, lunch is between 12:00–12:45 PM, and afternoon snack is between 3:00–3:30 PM. Refrigerators are available for snacks/lunches and bottles. **Please be sure to label all items put in the refrigerator with your child's name and date. Food must be provided if your child will be cared for during set meal times.**

DIAPERS/TOILETING

Diapers: Diapers and wet wipes need to be provided by the parent/guardian. Please see the Play and Learn staff if special creams or powders need to be applied.

Toileting: In order to meet the needs of you and your child, please communicate with the Play and Learn staff as your child goes through the toilet training process. The Play and Learn staff will assist each child to the best of the program's ability. Remember to bring extra clothes for your child who is toilet training.

TRANSFERS

Transfers to other Y programs and classes are available from 8:30 AM–4:30 PM Monday through Friday. Transfer cards are available in the Play and Learn Center and must be filled out for each transfer. If the parent/guardian is picking up after the class, payment must be made before dropping the child off at the Play and Learn Center. Play and Learn staff transfers to swim classes but do not pick up from swim classes.

ALLERGIES

It is the parent's responsibility to inform staff and list on Health History Emergency Care Plan Form and daily intake forms any allergies the child may have as well as to keep staff informed of any new allergies. A list of children with allergies will be posted in each room in Play and Learn.

MEDICATIONS

Our primary concern when administering medication is the safety and optimal health of every child. Medication, which needs to be administered by the staff, must meet the following guidelines:

- The staff will administer medication prescribed by a physician only. Medications need to be brought directly to staff in its original container and clearly labeled with the child's name.
- Prescription medicine must have the following information on the container: child's name, name of drug, dosage, directions for administering, date prescribed and the physician's name.
- Parents must fill out and sign a medication authorization form which gives staff their permission and full instructions for administering the medicine.
- It is the parent's responsibility to complete a new form if there are any changes.

Medication Authorization Forms are available from the Play and Learn staff.

Non-prescription medications will not be administered unless prescribed by a physician in writing, this includes: aspirin, Tylenol, cough drops and cough syrup.

PROGRAM ACTIVITIES

- Large motor activities to enhance physical fitness, encourage sportsmanship and promote cooperative learning.
- Small motor activities to build hand-eye coordination.
- Dramatic play to stimulate the imagination.
- Opportunities for socialization to enhance a positive self-image through sharing, building self-confidence and expressing oneself.
- Art activities to experience freedom of expression and creativity.

Daily Schedule for children 2 years and up

9:00 AM – Morning Snack

12:00 PM – Lunch

3:00 PM – Afternoon Snack

Throughout the day children will have opportunities for small motor time and games, arts and crafts, math and science as well as large motor time once in the morning and once in the afternoon.

CONTACT INFORMATION:

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| Child Care Director | 920.954.7636 |
| Child Care Coordinator | 920.954.7613 |
| Play and Learn Infant Room | 920.882.3687 |
| Play and Learn AAL Room | (P) 920.882.3684 |
| | (F) 920.734.2000 |

Licensed by the Wisconsin Department of Health and Family Services, the YMCA Play and Learn Child Care Center is available for Y Members and the General Public in need of care for children on an hourly basis. Children are able to be in the Play and Learn program for up to 5 hours per day. The Play and Learn program provides safe, quality child care while parents exercise, meet appointments, attend school, work part-time or meet other needs.