

ALLERGIES

If a child has any allergies, these must be verbally communicated to the Play and Learn Specialist as well as in the Health History Emergency Care Form upon enrollment. A list of all children's allergies is posted in each classroom. If your child requires specific proactive or preventative medication for their allergy, a Medication Form must be completed and stored in the classroom lock box with your child's medication.

DIAPERS AND TOILETING

Diapers and wipes are provided by parents, please ensure the wipes are labeled. Children wearing diapers will be changed at a minimum of every two hours or more frequently if they are soiled. It is important to pack enough diapers and extra clothes in your child's bag. If your child has a diaper cream to be used, we will store it in a locked box in the classroom. A completed Medical Form is required for staff to administer diaper cream.

POTTY TRAINING

We can begin potty training as early as 18 months old, but potty training is based on each child's readiness skills. We recommend most children begin potty training between 2.5-3 years old. Please collaborate with the classroom teachers or Specialist to establish if your child demonstrates potty training readiness skills. Please note that we avoid toilet training as the first task after transitioning to the classroom because we want to build rapport with your child. Children who independently use the bathroom may use the classroom restroom at their convenience. Teachers will encourage children to go every two hours.

COMMUNICATION

Our childcare program communicates using the Lillio app; upon enrollment families are provided login details. In this app, teachers send photos or video updates about your child's day or week. The classrooms also utilize Lillio to track attendance, bottles, diapers, naps, and meals.

MEDICATIONS

Our primary concern when administering medication is the safety and health of every child. Medication to be administered by 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 their 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 to administer 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 & Learn staff.

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

CONTACT INFORMATION

Allison Liegel – Play & Learn Specialist
aliegel@ymcafoxcities.org
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HERE FOR YOU

Play and Learn Part-Time Child Care

APPLETON YMCA



Ages 6 weeks-6 years

AM Session: 7:30 AM-12:30 PM

PM Session: 12:30-5:30 PM

Full Day: 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.

The Appleton YMCA Play & Learn Center provides part time, safe and quality child care. Play & Learn is licensed by the Wisconsin Department of Children and Families and is open to Y Members and the General Public. Parents/Guardians may leave the building while children are in Play & Learn.

HOURS OF OPERATION

7:30 AM-5:30 PM

SESSIONS

School Session: September-May

Summer Session: June-August

REGISTRATION

Play and Learn has two registration periods for contracted child care.

Registration for the school session is in August.

Registration for the summer session is in May.

REGISTRATION OPTIONS

Full Day: 7:30 AM-5:30 PM

Morning: 7:30 AM-12:30 PM

Afternoon: 12:30-5:30PM

Families may register for the days of the week they need, however the days must be consistent each week throughout the entire session. All families must register for each session and enrollment cannot be guaranteed from session to session. Enrollment and waiting lists do not transfer from session to session.

DROP IN ONLY

Families may request drop-in care if care is needed on occasional days throughout the session.

Families must request drop in care in Lillio at least 24 hours prior to needing care. Care is not guaranteed. If care is available, payment for the requested day will be scheduled to charge the Friday before. Registration, paperwork, and documents are required prior to starting drop-in care.

2026 PLAY & LEARN RATES

DAILY RATES

	Under 3 years old Y Member	Under 3 years old General Public	Over 3 years old Y Member	Over 3 years old General Public
FULL	\$62	\$77	\$57	\$72
HALF	\$31	\$38.50	\$28.50	\$36

HOURLY RATES

	Under 3 years old Y Member	Under 3 years old General Public	Over 3 years old Y Member	Over 3 years old General Public
HOURLY	\$6.50	\$8	\$6	\$7.50

PAYMENTS

A payment method (credit/debit card or bank account) must be on file prior to your child's start date. For contracted care, this payment method is charged on the Friday (as early as 2:00 AM) prior to the week of care. Payments are collected for all contracted days, no refunds will be given for child absences. A \$10 registration fee collected, each session, when a child is accepted into the program. Changes in your child's schedule or withdraw from the program requires a two-week written notice.

FINANCIAL ASSISTANCE

Families may apply for the My WI Shares program [Apply for Wisconsin Shares Child Care Subsidy Program](#). Additionally, families may qualify for up to 40% financial assistance through the YMCA of the Fox Cities. Families may apply for YMCA of the Fox Cities financial assistance at the Appleton YMCA member services desk by providing WI shares information and verification of employment or full-time student status.

STARTING POINT

If either parent is enrolled as a student at Fox Valley Technical College, they have a financial program. Each child would receive up to 8 hours of free childcare per week with a maximum of 5 hours per day. For more information, please contact Alicia Lutgen at alutgen@ymcafoxcities.org. For more information see the Fox Valley Technical College Website [Starting Point | Fox Valley Technical College](#).

Employee Discounts are available [G5General_EmployeeDiscounts2026.pdf](#)

PROGRAM FOR ALL

All Y programs are best able to meet child's needs when special needs are identified prior to enrollment. Children with specific physical or emotional needs will be accepted if the program is determined to be in the child's best interest. In Play & Learn, we expect all children to acclimate to the group setting by remaining with the group as well as being safe and kind. Children who require additional support may require additional services to be successful in the group setting.

CLASSROOM ROUTINES

Play and Learn has two classrooms

Fawns Classroom: 6 weeks to 2 years | Opossums Classroom: 2 years to 6 years

Each classroom has unique routines. A Welcome Packet is sent to families upon registration and will include the classroom schedules.

NAP/QUIET TIME

Each classroom has a "nap or quiet time" designated between 12:30-3:00 PM and each child will be expected to attempt to sleep or remain quiet for a minimum of 30 minutes. Infants in the Fawns classroom will follow their natural sleep patterns. If a parent requests a child to be woken up early or not participate in nap time, we require a doctor's note on file.

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.

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.

SNACKS AND LUNCHES

Parents are responsible for providing formula/breastmilk, and/or all meals. Meal items must be stored in a lunchbox and be labeled with their child's name and the date. Each classroom has a schedule with an AM snack, Lunch, and PM snack. The Appleton YMCA Childcare Center is a nut free facility. If you pack an alternative butter, please label it "Nut Free."