

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

## **FAMILY FOCUS**

No matter how many hours children spend in childcare, family is most important. Staff members are partners with parents working together to help children grow healthy, happy and strong.

## **ADMISSION**

There is no enrollment fee for the Play and Learn Center.

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 within 14 days. 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 YMCA programs best serve a child's needs when special needs are identified prior to enrollment. Children with special physical or emotional needs are accepted if the program is determined to be in the child's best interest and reasonable accommodations can be made.

## **RESERVATION INFORMATION**

### **DAILY RESERVATIONS**

Reservations are required for all children. Please call the Play and Learn Center at 920.702.2308 between 8:00 AM and 4:30 PM to make reservations. When making reservations, please remember that you will be charged for the entire time you have reserved.

### **CONTRACTED RESERVATIONS**

Contracted reservations continue through one YMCA program session. Sign-up for contracted reservations is held in the Play and Learn Center at 8:00 AM each Monday two weeks before a session begins. Contracted reservations are limited and are taken on a first-come, first-serve basis in person.

### **CANCELATIONS OF RESERVATIONS**

Cancellations must be made by 8 AM of the day of care. Voicemail is available at 920.702.2308 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.

## **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 and games, arts and crafts, math and science as well as large motor time once in the morning and once in the afternoon.

## **DAILY INTAKE FORMS**

A daily intake form must be filled out for each child, each day, they attend the Play and Learn Center. 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 is between 9:00-9:30 AM, lunch is between 11:30 AM-12:00 PM, and afternoon snack is 3:00-3:30 PM. Refrigerators are available for snacks/lunches and bottles. **Please label all items with your child's name and the date. Food must be provided if your child will be cared for during our set meal/snack times. Please no peanut or nut items.**

## **DIAPERS/TOILETING**

**DIAPERS:** Diapers and wipes must 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.

## **ALLERGIES**

*It is the parent's responsibility to inform staff, list on Health History Emergency Care Plan Form and daily intake forms any allergies as well as to keep staff informed of any new allergies. A list of children with allergies is 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, 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 giving 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.

## **TRANSFERS**

Transfers to other YMCA programs and classes are available. Transfers are added to the daily intake forms. 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.

## PAYMENTS

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

### SYSTEM CREDITS

System credits can be loaded on your Daxko account and can be used for Play and Learn as well as other purchases at the Y. System credits expire one year after purchase.

### CASH- CREDIT CARD-CHECK

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

### FINANCIAL ASSISTANCE

The YMCA believes in providing membership and program services to all, regardless of ability to pay. A sliding fee scale is available for all families who cannot afford the full cost of childcare. Please call the Child Care Office at 920.954.7613 for an application.

**PLAY AND LEARN RATES** • 1/2 Hour Minimum Care • 5 Hour Maximum Care

**There is a \$20 late fee per child if you are 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 Center.**

### YMCA Members

Infant/Toddler (6 weeks-2 years)	\$5.25 per hour
Child (2 years and up)	\$4.75 per hour

### General Public

Infant/Toddler (6 weeks-2 years)	\$6.75 per hour
Child (2 years and up)	\$6.25 per hour

### CONTACT INFORMATION

Cindy Reinhold • Child Care Coordinator • 920.702.2310 [creinhold@ymcafoxcities.org](mailto:creinhold@ymcafoxcities.org)  
Play and Learn Center • 920.702.2308 • F 920.882.1884



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

# FOR YOUR PEACE OF MIND

## APPLE CREEK YMCA LICENSED PLAY AND LEARN CHILD CARE CENTER

Ages 6 weeks- 6 years

For YMCA Members and General Public

Monday through Thursday 8:00 AM – 4:30 PM

Friday 8:00 AM – 12:00 PM



**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.

