

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.

PAYMENTS

All fees will be scheduled once your reservation is confirmed by a director or coordinator. When the reservations are confirmed, daily payments will be scheduled with the form of payment indicated. A written two-week notice will be needed to cancel any scheduled payments.

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 920.702.2310 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)	\$6.50 per hour
Child (3 years and up)	\$6.00 per hour

General Public

Infant/Toddler (6 weeks-2 years)	\$8.00 per hour
Child (3 years and up)	\$7.50 per hour

CONTACT INFORMATION

Cindy Reinhold • Child Care Coordinator • 920.702.2310 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

School Year:

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

Friday 8:00 AM – Noon

Summer:

Monday-Thursday 9:00-AM-4:30 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.

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 (30 min increments). 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 a \$10 enrollment fee per session for the Play and Learn Center. September-December, January-May, and June-August.

The Child Profile and registration need to be completed before your child(ren) will be able to attend the Play and Learn program.

Accessing the Child Profile

- To access the Child Profile, you will need to log into your YMCA online account using this link. https://operations.daxko.com/online/5099/Security/login.mvc/find_account
- If you have not previously utilized YMCA online registration, you will need to enter the e-mail address the YMCA has on file and then click the forgot password link.
- If you receive a pop-up saying "We could not find an existing account," please do not click the Sign-Up button as doing so will force you to needlessly enter all of your contact information, billing information, etc. and create duplicate accounts for your family in our system.
- It is possible that the child care center has the correct e-mail address in Lillio but that it has not been updated with the YMCA registration software.
- If you are having trouble logging in please contact yinfo@ymcafoxcities.org, and they will help you gain access to your account.
- Regardless of YMCA member status, all families with children in childcare have an existing account in our Daxko software platform

Completing Child Profile

- Once you are logged in, all of the family members on your YMCA account will be visible in the membership box on the lower left-hand side of the screen. Click on your child's name. This will bring you to the Profile. There is a save changes button at both the top and bottom of the form. Be sure to save if you need to take a break.
- Have your child's immunization record with you. We are required by law to have a record of each child's immunization history indicating that the child has received at least the first dose of each immunization required to the child's age or that the immunization requirement is waived.
- If, because of your child's age, they have not yet received a dose you may enter 00/00/0000 in that immunization's date field. As soon as the immunization has been administered it is the parent's responsibility to update the profile.

Health and Immunization Forms: Licensing requires completed health and immunization forms on or before the first drop-off. **The Child Health Form will be sent via email and must be completed prior to your child's first day in program. If you are unable to print the form, please visit the Apple Creek YMCA to pick up a copy prior to your child starting program.**

The Y programs are best able to meet a child's needs when special needs (physical, emotional and/or behavioral) are identified prior to enrollment. Failure to disclose a child needing special accommodations, at least two weeks prior to the start of a

program, may result in suspension while a plan is developed.

<https://www.ymcafoxcities.org/ada-accommodation-policy>

RESERVATION INFORMATION

CONTRACTED RESERVATIONS

Reservations are required for all children. Sign-up for contracted reservations will be done online one week after the Fall 1 Program Session sign-up, the Winter 1 Program Session sign-up and the Summer 1 Program Session sign-up. These contracts will run September-December, January-May and June-August.

During this step any questions left unanswered from the Child Profile will be required. There will be a few additional questions specific to early childhood and/or your specific center

All children will be placed on the Play and Learn waitlist. This DOES NOT guarantee you a spot but is the first step to secure your reservation. You will be added to a waitlist and the coordinator or director will reach out to confirm your reservation. The \$10 enrollment fee will be collected once the reservation is confirmed.

CANCELATIONS OF RESERVATIONS

Cancellations must be made two weeks prior to the day of care. Cancellations must be made in writing to the director or coordinator. 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. AM Snack is between 9:00-9:30; Lunch is 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.