



PLAY AND LEARN CENTER

APPLE CREEK YMCA

HOURS OF OPERATION:

Monday through Thursday 8:00-4:30

Friday 8:00-Noon

Licensed by the Wisconsin Department of Health and Family Services, the YMCA Play and Learn Center is available for YMCA Members and the General Public who are in need of care for their children on an hourly basis. Children between the ages of 6 weeks and 6 years old may be in the Play and Learn Center suggested for up to 3 1/2 hours per day but maximum of 5 hours if space is available. Parents can be in or out of the building.

CONTACT INFORMATION:

Play and Learn Center: 920.702.2308

Front Desk: 920.733.9622

Fax: 920.882.1884

Amie Olson 920.702.2315

Childcare Services Director

Cindy Reinhold 920.702.2310

Childcare Services Coordinator

ADDRESS:

Apple Creek YMCA

2851 E. Apple Creek Rd.

Appleton, WI 54913

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.

GENERAL INFORMATION

ADMISSION:

There is no enrollment fee for the Play and Learn Center, but **there is State required paperwork which must be filled out prior to your child staying with us.** Please pick up the paperwork in the Play and Learn Center. A teacher will be happy to go over the paperwork with you. It will take approximately 20 minutes to fill out paperwork for an infant, and about 15 minutes for a child 2 or older. Please allow additional time if you have more than one child.

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. Please see Amie Olson, Childcare Services Director, if you have any questions or concerns.

CAN I TRANSFER PAPERWORK FROM OTHER Y LOCATIONS AND PROGRAMS?

We need to have our own paperwork on file. Some of the paperwork may be the same in our program as it is in other programs (i.e. Pre School, CLC, and the Appleton Play and Learn Center). You do not need to fill out the same paperwork twice, however, **it is the parent's responsibility to obtain copies and turn them into the Apple Creek Play and Learn Center prior to your child staying with us.** There may be some additional program specific paperwork that would still need to be filled out on your child's first day, so please plan accordingly.

ALLERGIES AND MEDICATION:

It is the parent's responsibility to inform staff members of any allergies/medication the child may have, and list them on all appropriate paperwork. You must also indicate that information on every Daily Intake form. A list of children with allergies will be posted in the Play and Learn Center.

Medication that needs to be administered by the staff, must meet the following guidelines:

- It must be brought directly to staff in its original container and clearly labeled with the child's name, name of drug, dosage information, and directions for administering.
- Parents must fill out a Medical Authorization form. Incomplete/vague forms will not be accepted.

It is the parent's responsibility to confirm all medication and/or allergy information with the teacher at every drop-off. It is also the responsibility of the parent to give medication to the teacher at the time of drop off, and retrieve the medication at time of pick-up. MEDICATIONS ARE NOT ALLOWED TO BE KEPT IN THE CUBBIES OR BACKPACKS.

RATES:

Child care in the Infant room is billed by reservation time, with a ½ hour minimum. Child Care for children ages 2 to 6 years old is billed in 15 minute increments, with a ½ hour minimum.

Member Rate

Infants/Toddler (6 weeks through 23 months) \$4.75/hour
Child (2-6 years old) \$4.25/hour

General Public

Infant/Toddler (6 weeks through 23 months) \$6.50/hour
Child (2-6 years old) \$6.00/hour

Financial Assistance is available. Please see Amie Olson for an Application. Play and Learn Center Financial Assistance is separate from a Y scholarship.

OUR PROGRAM:

No matter how many hours children spend in child care, family is the most important structure in their lives. The Y believes that good child care is good family care. Staff members are partners with parents working together to help children grow healthy, happy and strong. The Play and Learn Center serves children ages 6 weeks through 6 years old. Children may attend the Play and Learn Center for a suggested time of 3 1/2 hours per day or 5 hours a day if space is available.

TRANSFERS:

The Play and Learn Center staff will transfer children to and from other classes within the Y. There is a transfer space on each daily intake form for you to fill out. At the start of each session there is a transfer card that can be filled out. It is the parent's responsibility to fill out the transfer space on the Daily Intake Form and pull the transfer card to give to the teacher.

INFANT – ages 6 weeks through 23 months

The Infant room is ready for your child to have lots of fun playing. We have age appropriate toys and activities, as well as staff who love to play and cuddle.

WHAT YOU NEED TO DO:

Every time you drop off, you need to fill out a daily intake form. This form will tell us what and when your infant eats, when he/she sleeps, and other important information to help us make sure your child has a happy experience while staying with us.

WHAT YOU NEED TO BRING:

You need to bring a fully stocked diaper bag, weather appropriate clothing, food, and drink for your child. Everything needs to be labeled with your child's name. It is required that all children eat at least every 3 hours (please no nut or nut products), and that they are changed every 1 ½ hours, so please pack accordingly.

Children will not be allowed to stay without food, diapers, and wipes. It is the parent's responsibility to know when diaper bags need to be replenished. Do not expect staff to remember to tell you when you are running out of supplies. There is a microwave and refrigerator available in the room.

WHAT HAPPENS WHEN MY CHILD IS ALMOST READY TO TURN 2?

Children who are within 4 weeks of their 2nd birthday will start transitioning into The Big Kids room as space allows. However, you will still check into The Infant room and **your child will still need to have a reservation in The Infant Room until the day he/she turns 2 years old.**

RESERVATIONS:

Reservations are required for all children under 2 years old. You can call the Play and Learn Center at (920)702-2308, during our hours of operation to make reservations. When making reservations, be aware that you will be charged for the full time you have reserved.

DAILY RESERVATIONS:

You may call for a reservation for your infant up to 2 weeks prior to the day you need the reservation. Reservations are made on a first-come, first-served basis. If we are full, we will be happy to take your name and call you should a cancellation occur.

STANDING RESERVATIONS:

Standing reservations are contracted times and are good for one Y program session. Sign-up for Standing Reservations occurs 2 weeks before the new session begins and runs from 8:00am Monday through 12:00pm Friday. Please consult the Y program book for specific session dates. Signs will also be posted in the Play and Learn Center to let parents know of upcoming standing reservation sign-up dates. Standing reservations are limited and are taken on a first-come, first-served basis.

CANCELLING RESERVATIONS:

Cancellations must be made by 8:00am on the day of the reservation; call (920)702-2308. If a cancellation is not made, or made after 8:00am, you will be charged for your reservation time.

PAYMENT:

ALL FEES MUST BE PAID AT THE TIME THE CHILD IS PICKED UP FROM THE PLAY AND LEARN CENTER.

There are 2 methods of payment: System Credits, or Cash/Credit Card.

- **System Credits**

System Credits can be loaded on your Daxko account and can be used for other purchases at the Y. System Credits will expire one year after purchase.

- **Credit Card/EFT**

Credit Card and Checking and Savings accounts can be saved on your Daxko account. You will indicate the account you would like used on the Daily Intake form. Play and Learn Center Staff will complete the Daily Intake form for payment due. Payments can be made in the Play and Learn Center with a valid credit card or bank account on file.

- **Cash/Check**

Play and Learn Center Staff will complete the Daily Intake form for payment due. Payments of cash or check will need to be made at the Member Services Desk.

LATE FEES:

There is a \$20.00 late charge per child per 15 minutes past your reservation time, over the 5 hour maximum, or past closing, **starting at 1 minute late**. Three late pick-ups will result in a suspension from the Play and Learn Center.

THE BIG KIDS – ages 2 to 6 year olds

WHAT YOU NEED TO DO:

You will fill out the Daily Intake form. Please pick a hook and label it with a tag for your child's personal items and any artwork they may do. This hook number can be written on the Daily Intake form.

WHAT YOU NEED TO BRING:

You need to bring food and drink for your child and if applicable, a fully stocked diaper bag/change of clothes. Please bring appropriate outdoor clothing as we go outside every day, weather permitting. Everything needs to be labeled with the child's name. It is required that all children eat at least every 3 hours (please no nuts or nut products), and that they are changed every 1 ½ hours, so please pack accordingly. **Children will not be allowed to stay without food, diapers, and wipes.** There is a microwave and refrigerator available in the room. KIDS LIKE TO EAT WITH OTHER KIDS. Even if your child just ate before arriving, if you are going to be here during our eating times, please pack something small so they can sit down with the rest of the children. Keep in mind that we strive to teach the children about health and nutrition and therefore do not allow soda or candy in the Play and Learn Center.

Our eating times are:

9:15-9:45 Snack
11:30-12:00 Lunch
2:45-3:15 Snack

If you arrive either before or after our eating time, and your child is hungry, we kindly ask that you feed your child before dropping them off in the program. If you need, you may take your child to the lobby and they may eat there before coming into our room.

WHAT DO THE KIDS DO?

Throughout the course of the day, children will have opportunities for small motor and games, arts and crafts, math and science, as well as large motor time in the mornings and in the afternoons. Schedules are posted in the Play and Learn Center. If you would like a copy, please ask a teacher.

RESERVATIONS:

Reservations are suggested for all children over 2 years old. You can call the Play and Learn Center at (920)702-2308, during our hours of operation to make reservations. When making reservations, be aware that you will be charged for the full time you have reserved.

DAILY RESERVATIONS:

You may call for a reservation for your child up to 2 weeks prior to the day you need the reservation. Reservations are made on a first-come, first-served basis. If we are full, we will be happy to take your name and call you should a cancellation occur.

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WHAT HAPPENDS WHEN MY CHILD TURNS 7?

Once your child turns 7 years old, he/she is no longer allowed in the Play and Learn Center. The Y does offer care for children ages 5 (completed 5K) through 12 years old through our Summer School Age Program-Camp Apple Creek. Please see Amie Olson for additional Information.



MEAL POLICY

PLAY AND LEARN CENTER

MEALS/SNACKS Guidelines

(HFS rule 46.07 (5)(a)(8))

Children bringing their own lunch must also meet the following USDA requirements:

1. Meat: 1 serving - a protein source such as meat, poultry, fish, eggs, or cheese
2. Vegetable/Fruit: 2 servings- 2 vegetables, 1 vegetable and 1 fruit or 2 fruits
3. Bread or Bread alternate: 1 serving- cereal, whole grain, enriched bread, crackers or bread sticks

Daily nutritional morning and afternoon snack times are offered to all children. Snack needs to consist of fruit, vegetables, bread or cereal products, dairy products and other nutritional item. The morning snack is in no way intended to replace a nutritious breakfast. Snacks from home must follow guidelines above.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.