



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Sally's YMCA

## Drop-In Childcare Parent Handbook



### **Drop-In Childcare Hours:**

#### **Monday - Friday**

8:00 am to 12:00 pm

#### **Monday – Thursday**

4:15 pm to 7:30pm

#### **Saturday**

9:00 a.m. to 12:00 pm

## ***Welcome and thank you for using Sally's YMCA's Drop-In Childcare!***

Drop-In Childcare is for children ages 6 weeks to 9 years old. Children are cared for by responsible, trained staff in a safe, fun environment while parents remain on the Sally's YMCA property.

This parent handbook should answer all of your questions regarding policies, schedules, and other pertinent information needed for use of our Drop-In Childcare. On the bottom of the attached registration form, there is a place to be signed by the parent and/or the primary care giver as acknowledgement that you have read and understand the handbook. This signed form will be kept on file.

We look forward to getting to know you and your little one(s)!

### **Registration Form:**

Although this is not a registering program, a form must be filled out on each child that participates in our Drop-In Care center. This is to help the childcare staff give your child a secure and more positive experience. There are sections on this paperwork to designate an emergency contact as well as a place to alert us to any allergies your child may have. You will also need to give a password on your child that only people who are authorized to pick them up will know.

### **Password Protection:**

On your registration form you are to designate a password for your child. This serves as a code that all persons designated to pick up your child will need to know. It is the parents' responsibility to give the password to those individuals authorized to pick up their child from the Drop-In Care center. The Sally's YMCA reserves the right to deny custody to all persons who do not know the child's password, are not on the list of persons authorized for pick-up, and/or do not have photo identification.

If there is any change in who may pick-up your child, especially if someone who has been regularly signing your child out is no longer allowed custody, please contact the 0-5 Program Coordinator to change your child's password immediately.

Keep your password private even from your children who most likely will not understand its importance to their safety. When picking up your child please quietly say the password and name of your child to the designated staff person. They will then confirm the password to release your child.

### **Well children only, please:**

Children cannot be accepted in Drop-In Childcare if they have had one or more of these symptoms in the proceeding 24 hours: fever, vomiting, green or yellow runny nose, and diarrhea. If your child develops one of these symptoms, we will contact you. OSHA (Occupational Safety and Health Administration) states that any child with a yellow or green discharge from the nose must be removed from the program immediately. Children whose fever is being treated with a fever-reducer such as Tylenol or Advil are still considered contagious. If your child's symptoms are from allergies, please have a physician submit a letter relaying they the symptoms are due to allergies. At the bottom of your registration form the wellness policy is more clearly defined and we ask you to sign it to acknowledge you have read and understand our policy.

### **Bottles:**

ALL BOTTLES MUST BE PRE-MEASURED AND PRE-MIXED.

### **LABEL, LABEL AND LABEL!:**

It is in your best interest and that of the staff to have everything labeled with a first and last name. (This includes: diaper bags, jackets, strollers, blankets, extra clothes, food & drink containers). Infants can only be fed bottles that are properly labeled. This is for the safety of the child.

### **Sometimes It Is Hard to Say Goodbye:**

We like to accommodate all children in our program, but sometimes children have a difficult time adjusting or may just be having a sad day. If your child cries continually for more than 15-20 minutes, we will need to come and get you.

We will work with children who are new to the program. If there is a problem, talk with a staff member about how we can work together to make your child have a more positive experience.

### **Personal items:**

Please leave personal items such as toys at home where they are safe. The YMCA is not responsible for items brought into the Drop-In Care center.

### **Sometimes we may reach our limit:**

There may be a time when a room reaches the limit of children for which we can safely care for. If this occurs, we will begin a Waiting List at the sign-in desk. Children can enter the room as openings occur on a first-come, first-served basis. You will be notified when there is space available.

Please use the main lobby for waiting – Staff will call the member services desk to let them know when a spot opens up.

**\*Only parents or other authorized persons can sign-in and sign-out your child.**

### **Diapering and Potty Training:**

Children should arrive with a clean diaper. Cloth diapers are not accepted. Please provide diapers and wipes. Please notify us if your child is potty training and be sure to bring a change of clothes. Please use labels (potty training) provided.

\* Your child must have a pull-up on if not completely potty trained. And remember; label all items with child's name. We are not responsible for items that are not labeled.

### **Check your bag:**

Before coming to the YMCA, please check and make sure that you have diapers, wipes and a change of clothes if needed.

### **Dress for the occasion:**

- > Outside play, running and climbing call for sturdy, rubber soled shoes. Sunscreen should be applied before you bring your child to Drop-In Childcare.
- > Please leave necklaces at home. For safety's sake, we cannot let children wear them on the playground.
- > Remember a jacket – it might be needed.
- > Children in diapers or potty training may need an extra set of clothes.
- > Children who are potty training/learning should wear pull-ups. Please pack only diapers to put back on them.

### **Behavior:**

The YMCA has the right to refuse attendance in Drop-In Childcare due to behavior problems. Positive Guidance is the YMCA method of discipline. Parents will be notified immediately of continuing behavior problems.

## **Discipline:**

Parents, please encourage your child to follow the instructions of the YMCA staff. The philosophy of our program is based on the golden rule with respect being shown to all. Good manners and personal empathy are traits we will foster.

Encouraging good behavior helps discourage unacceptable behavior. Therefore, using this principle of positive reinforcement, each child will be praised for good work and made to feel important and successful. Negative behavior will be confronted and redirected toward positive behavior.

If a child is continually disruptive and refuses to be redirected to positive behavior, he or she will be removed from the classroom setting for a short time. During this time, the child has a chance to think about the misbehavior leading to his or her removal from the group. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

Suspension from Drop-In Childcare may occur for behavior that is putting your child or another participant in harms way (for example: hitting, biting...etc.) Suspension will occur after the 3rd incident or the 0-5 Program Coordinator's discretion.

Our Staff are committed to working with parents regarding disciplinary matters; however, should these processes fail and behavioral problems are not corrected, the 0-5 Program Coordinator reserves the right to dismiss the child from the program.

## **Volunteers in Drop-In Childcare:**

We always welcome volunteers in the program. If interested, volunteers must complete a volunteer application and description of duties. Volunteers in Drop-In Childcare must be over the age of 13 and must have gone thru proper volunteer training. Please see any childcare associate for further information.

## **Screen time:**

We limit screen time, for preschoolers (ages 2-5) to less than 30 minutes per day for children in half-day program or less than 60 minutes per day for those in full-day programs. No screen time for children under the age of two.

## **Ratio's in Drop-In Childcare:**

6 weeks to 12 months old --- 1:5  
1 year olds --- 1:6  
2 year olds --- 1:8  
3 to 9 year olds --- 1:10

## **What We Do Drop-In Childcare:**

**Your child(ren) will enjoy some of the activities listed below during their stay in our drop-in childcare program.**

**It's a Great Way to Start the Day/Afternoon:** Get ready for the day or afternoon by warming up our minds and bodies through singing songs, story time, daily devotions and meeting new friends.

**Shake, Rattle and Roll:** Come on in and join the band! Sing, dance, play instruments and create musical fun! We'll move to the beats of all different music from Beethoven to the Wiggles.

**Little Artists:** Children will be introduced to a variety of art projects to keep their creativity alive! We'll experiment with mediums including crayons, play dough, paint and more! Please dress accordingly.

**My Y:** A fun, interactive activity time where we'll run, hop, skip and jump through games and activities that develop gross motor skills (usually done outside or in the gym).

**Use your Noodle:** They're smarter than you think! Come have fun as we learn all kinds of new things from shapes, colors and the alphabet to discovering far off places and languages.

**Can I Tell You a Story?:** Kids love to listen and tell stories! We'll read stories and perform skits and see puppet shows. Watch as our imaginations grow!

**Goodbye Friends:** End the morning/afternoon with us by saying our daily devotion and saying so long to our new and old friends.

### **Morning Schedule**

#### **Monday – Friday**

8:00 – 8:30 It's a Great Way To Start the Day

8:30 – 9:00 Little Artists

9:00 – 9:30 Shake, Rattle and Roll

9:30 – 10:30 Can I Tell You a Story

10:30 – 11:00 My Y/ Discovery Kids

11:00 – 11:30 Shake, Rattle and Roll

11:30 – 12:00 Goodbye Friends

## **Afternoon Schedule**

### **Monday – Thursday**

4:15 – 5:00 It's a Great Way to Start the Afternoon  
5:00 – 5:30 Little Artists  
5:30 – 6:00 Shake, Rattle and Roll  
6:00 – 6:30 Can I Tell You a Story  
6:30 – 7:00 My Y/Discovery Kids  
7:00 – 7:30 Goodbye Friends

### **Saturday Schedule**

9:00 – 9:30 It's a Great Way To Start the Day  
9:30 – 10:00 Little Artists/ Shake, Rattle and Roll  
10:00 – 10:30 My Y  
10:30 – 11:30 Use You Noodle /Discovery Kids  
11:30 – 12:00 Goodbye Friends

**Closed:** New Year's Day, Thanksgiving Day, Christmas Day, Memorial Day, Independence Day, Labor Day

Short term drop in child care centers are not licensed and regulated by the State Department of Child Development. All YMCA's of Greater Charlotte child care programs adhere to YMCA quality standards." The YMCA of Greater Charlotte performs annual audits to ensure the quality of the program is fulfilled.

"Children may not participate in the following programs or a combination of the following programs for more than four hours in a 24 hour period in a Charlotte YMCA or a combination of Charlotte YMCA's: Children's Enrichment Programs, Unlicensed Preschool, Drop-In Childcare, and Unlicensed Afterschool."

The Sally's YMCA Drop-In Childcare Program is a member-based service designed to care for your children while you, the parent or legal guardian, **remains on site.**

\*\*\*Please make sure to sign the bottom of the registration form acknowledging that you have read and understand the policies set forth in the participant waiver, parent handbook and wellness guidelines before your child participates in the program.\*\*\*

Please feel free to contact me, Ryan Swengros, if you have any questions regarding our Drop-In Childcare program.

**Ryan Swengros**

**Program Coordinator**

**704 716 7309**

[Ryan.swengros@ymcacharlotte.org](mailto:Ryan.swengros@ymcacharlotte.org)