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- For the safety of your child/children and the other **My Playroom** participants it is important to make sure you check in and out with the **My Playroom** staff. A coupon, or receipt must be submitted upon drop off or your child may not stay for a visit.
- If you have forgotten your coupon, you can purchase a receipt at the front desk for a **My Playroom** visit.
- If your child should be upset at drop off time and you feel unsure about leaving him/her in **My Playroom**, please know that the staff will do their best to make sure your child is taken care of. If he/she continues to cry for more than 15 minutes and will not calm down, the **My Playroom** staff will personally come find you to come pick up your child from the program . If there is something your child can bring from home that would make them feel more comfortable, please do so.
- Due to children with severe allergies that attend **My Playroom**, Epi pen and Benadryl are the only medications allowed to be administered during their stay if necessary. A complete Authorization of Administration of Medication form along with your child's doctors orders. Is needed in order for the YMCA staff to administer these medications. Please ask the **My Playroom** staff for the proper form.
- Any further questions, the **My Playroom** staff would be happy to assist you.

To our members.

**My Playroom** gives parents and caregivers the opportunity to engage in activities in the Y facility while their children are taken care of in a safe, nurturing and loving environment.

We hope that your child enjoys their stay and look forward to hearing any comments, suggestions or praise you may have.

We are honored with the opportunity to spend time with your child/children and look forward to meeting all of you in the near future!

If you have any questions please feel free to ask the staff or contact Suzy Pfeifer, Child Care Director at ext. 163.

Sincerely,

**My Playroom** Staff



New Canaan YMCA

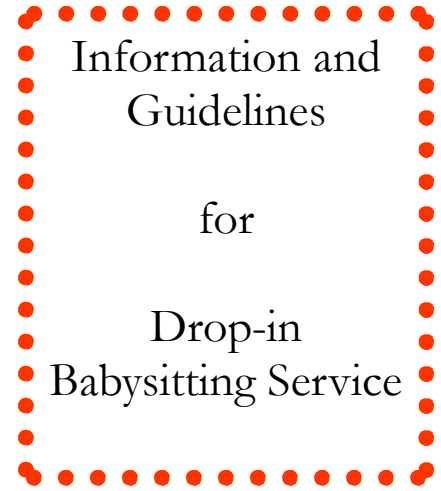
Enriching all people in spirit, mind and body....

(203) 966-4528 [www.newcanaanymca.org](http://www.newcanaanymca.org)

The New Canaan YMCA is a 501©(3) not-for-profit organization that relies on private and public support to fulfill its charitable mission of community service.

New Canaan YMCA

**My Playroom**  
Parent Hand Book



Information and  
Guidelines

for

Drop-in  
Babysitting Service

*Enriching all people in  
spirit, mind, and body...*



Contact Suzy Pfeifer @ ext. 163 for  
further information

**Monday—Friday:** 8:15am - 1:15pm

**Saturday** - 8:15am - 12:00pm

**Sunday** - 9:00am - 12:00pm

**New Hours Effective December 7, 2009**

1 1/2 hours is the maximum amount of time  
per session that is offered for  
**My Playroom** participants.

### **FEES**

You have the option of purchasing a booklet or  
an individual stay. Prices are as follows

**effective January 1, 2010**

15 hour booklet = \$95.00

1 1/2 hours service = \$12.00

1 hour service = \$8.00

Upon arrival to **My Playroom** you must have a  
coupon from your purchased book or a receipt

## *Policies and procedures*

- ❑ First time participants must fill out a **My Playroom** registration form. It is up to the parent to update the **My Playroom** staff of any changes or updates on the information originally provided.
- ❑ This service is for the children of members who are participating in activities and programs within the YMCA facility.
- ❑ This service is available for ages 6 months and up. (Children must be able to sit up on their own).
- ❑ A snack of plain Cheerios and water is available throughout your child's stay. Due to children with severe allergies, we ask that no other food or beverage is brought into the facility from home. (Please inform the **My Playroom** staff of any allergies your child may have so that we can take the proper precautions).
- ❑ **My Playroom** staff will be happy to assist you and your child in your child's potty training. Please inform us of any special requests you may have and most importantly, please provide your child with a change of clothes, just in case.
- ❑ Please provide your child/children with a **labeled** cup, diapers, wipes and a change of clothes if needed.
- ❑ You may bring one personal item from home to help your child feel, more at home, in the **My Playroom** Program.

- ❑ For babies 20 months and younger, **My Playroom** has provided a designated play space just for them within the room.
- ❑ **My Playroom** staff reserves the right to limit the number of participants in My Playroom at any given time if need be.

### **ILLNESS POLICY**

To ensure the health of **My Playroom** participants and staff, if your child appears ill while in My Playroom, the parent/guardian will be asked to remove the child from the program. Any child/children who are/seem ill will not be allowed into the **My Playroom** program upon arrival. The **My Playroom** staff have the right at any time to inform a parent/guardian that their child may not stay in the program until child is free of symptoms. A list of symptoms can be found on the Parent Board in My Playroom. **For the safety of the My Playroom participants, pregnant mothers and staff, please notify the My Playroom staff of any infectious diseases that your child has had or come in contact with . A list of these types of illnesses are posted on the My Playroom Parent Board.**

### **Signing in/out your child**

Due to the safety of your children and **My Playroom** participants, Please make sure you check in and out with the **My Playroom** staff upon arrival and departure to and from **My Playroom**.