

## Helpful hints for many successful visits to

### My Playroom

- Before dropping your child off in **My Playroom** for the first time, you may want to make a few visits with him/her so that he/she familiarizes him/herself with the room and the staff (no payment required).
- 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 pass, punch card or receipt must be submitted upon drop off or your child may not stay for a visit.
- If you have forgotten your punch card, 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 doctor's 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.

**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, Director, at 203-920-1649.

Sincerely,

My Playroom Staff

Rev. 7/20/2021



### 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(c)(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 Family Handbook

Information and  
Guidelines

for

Drop-in  
Babysitting  
Service

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



Contact Suzy Pfeifer at  
203-920-1949 for further information

## Summer Hours and Fees

### SUMMER HOURS: 7/26/21-9/10/21

#### **Monday-Friday: 8:00 am-1:00 pm**

\* Weekend hours will be available beginning 9/11/2021

90 minutes is the maximum amount of time per session that is offered for **My Playroom** participants.

### FEES

**My Playroom** is free for those with a current New Canaan YMCA Family membership.

Please stop by the Front Desk to receive your My Playroom pass for each visit.

#### **Non-Family Member Rates**

\$8.00/hour

\$12.00/90 minutes

\$95.00/Punch Pass for 15 hours

Individuals with a current punch pass may go directly to My Playroom.

Individual sessions and multi-session punch passes can be purchased at the Front Desk.

There will be no exceptions to this policy. There are no refunds or replacements for lost, stolen, or unused punch cards.

### COVID 19 POLICIES

Our mask guidelines remain in accordance with current CT state guidelines. All children ages 3 and older are required to wear a mask at all times while in My Playroom and throughout the facility.

Those dropping off and picking up children to and from My Playroom are also required to wear a mask.

All staff in **My Playroom** will continue to wear a mask regardless of vaccination status.

## Policies and Procedures

### 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 has 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.** **IF A CHILD IS NOT ATTENDING SCHOOL DUE TO ILLNESS, THEY MAY NOT BE IN MY PLAYROOM**

### 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.**

- First-time participants must fill out a **My Playroom** registration form. It is the responsibility of the parent to keep the registration form current and inform My Playroom staff of any changes.
- 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 toasted oats cereal (may not be gluten free) and water is available throughout your child's stay. Due to children with severe allergies, we ask that no other food or beverage be 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 children'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** (no toys please) .
- 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.