



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

CARING FOR THEM SO YOU CAN TAKE CARE OF YOU

Nursery Policy
JOPLIN FAMILY YMCA

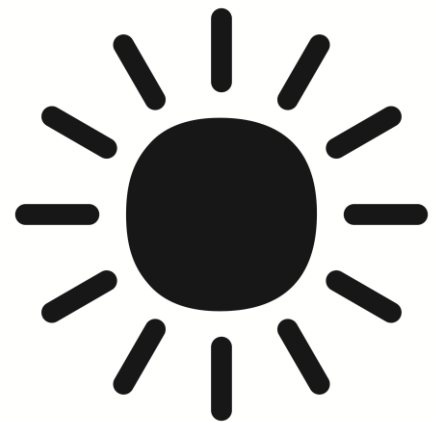
Welcome to the Joplin Family YMCA! Your child will have a fantastic time with us! Safety and security is our first concern in the YMCA Nursery. If your child has a comfort item such as a blanket or stuffed animal, you may bring these to help ease his or her adjustment to the nursery. With all of our staff members trained in CPR and first aid, you can enjoy your workout knowing that your child is in good hands.

Please keep a copy of this information so you can refer back to the policies and procedures that help us ensure quality programming. We are always available to answer any questions you may have. You can also leave your name and telephone number at any time if you wish to speak to our Nursery Coordinator or Membership Director.

Again, welcome! We hope you enjoy your time at the Y!

--Joplin Family YMCA Nursery Staff

- Nursery services are provided for children 2 months to 5 years of age. At the age of 5, children have the option to stay in the nursery, or they may be signed into the Y-Space childcare area. In the event that the areas for the older children are closed, the nursery will accept children over the age of 5 into the nursery as long as they obey nursery rules.
- When dropping off your children, please sign them in on the provided sign-in sheets. Children must be signed in and out by the same person, or the parent/guardian signing the child in must inform staff and make a note on the sign-in sheet of the name of the person who will be picking up the child.
- For security reasons, staff may ask for identification if they are not familiar with the individual picking up the child.
- There is a 2-hour time limit on nursery usage. It starts at the time that you sign your child into the nursery. If you surpass the 2-hour limit, a nursery staff member will come and ask you to get your child.





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- Nursery hours are posted and are strictly observed. We are not allowed to open early, and we cannot accept children less than 15 minutes prior to closing. Please make sure you pick up your child or children on time.
- To keep the facilities clean and safe, food and gum are not allowed in the child watch areas. Please do not send your child with snacks as the presence of some snacks could harm the health of those with certain allergies. During special events, we occasionally provide snacks, and we will check with parents for allergies upon drop off. If your child has allergies, please note them in the provided area on the form.
- For the safety of all our children, we have adopted the following guidelines, as recommended by area schools. Please do not bring your child to the nursery if he or she is sick. We will not accept children who have the following symptoms: fever, diarrhea or vomiting within the last 24 hours, green or yellow nasal discharge, listless or lethargic appearance or skin/eye irritation. If child is sent home due to fever they must be fever-free for 24 hours.
- We also ask for your help to control contagious conditions. For example, with head lice, we ask a child be fully treated, with no detection of nits, eggs or bugs, for a 24 hour period before they are brought into the nursery. For Hand, Foot, and Mouth Disease (or other contagious disorders) we ask that you seek appropriate medical attention and follow the recommended treatment as advised by your doctor. Upon return, we prefer that a doctor's note be provided to verify children returning are healthy and free of contagious conditions.



- Staff will locate you if your child is sick, injured, upset or unruly, or if your child cries continuously for 10 minutes or periodically for 30 minutes. If you are asked by nursery staff to check on or remove your child, you must do so immediately. Please do not wait until your workout is finished.
 - Please label diaper bags and cups, and please only leave cups with lids.
 - Toys from home are welcome. However, they will be taken away if deemed inappropriate or if they cause problems. Nursery staff are not responsible for lost, damaged, or stolen items brought by children or left in diaper bags.
- Please be sure children are fed and diapered upon drop off. Staff will periodically check diapers and change as needed. Please provide your own diapers and wipes. We will bottle – feed children; however, we do not mix formula, so please be sure bottles are pre-mixed.

JOPLIN FAMILY YMCA

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- Children who are potty-trained or are still in the process of being fully potty trained should visit the bathroom before they are signed in at the nursery. To support potty-training children, we offer assisted bathroom visits as the nursery schedule allows. In these assisted visits, staff can advise children to wipe their private area and can offer assistance with pulling up and buttoning pants. However, our staff will not assist in wiping private areas. If a child is not capable of completing restroom visits without such assistance, staff will ask for parent assistance. Staff will also request parent assistance if potty-trained children soil their pull-ups or training pants.
- You must remain on facility grounds during the time your child is in the nursery. Failure to do so may result in membership termination.
- Time out is used as discipline in nursery when necessary. Time out will last one minute for each year of your child's age.
- If a child is receiving parental discipline prior to arrival at our nursery, this should be completed before check in to our care. We will not allow children to sit in time out as a follow up from punishment at home. If they are grounded at home and you do not wish for them to play in the nursery, please keep them at home for the day.
- Inappropriate behaviors will be documented, or if necessary you will be asked to remove your child from the nursery. The following behaviors are deemed inappropriate: refusing time out, three (3) time-outs in the 2-hour time limit, cursing, spitting, hitting, throwing objects, injuring another child or biting. The nursery reserves the right to suspend service if inappropriate actions continue. Three (3) instances of being documented within the same year leads to a 1-week suspension. The second three (3) instances documented leads to a 2-week suspension. The third three (3) instances documented leads to a 1-month suspension from the nursery.
- If your child sustains an injury that needs your attention, staff will find you in the building and ask that you tend to your child. In order to properly document the situation, our appropriate response and ensure that you were notified, you will be asked to sign an incident report.
- Please read our emergency action plan to know what we will do to keep your child safe in the case of an emergency.
- Y-Space services are free to Joplin Family YMCA members with family memberships. Joplin Y members who have a non-family membership, guests and guests purchasing a day pass must pay \$3 per child per visit.