

**Adventure Alley  
Drop-In Child Care**

**Parent Information  
Guide**

**Hours:**

(Maximum time limit of 3 hours per day)

Please check our website [www.spymca.org/drop-child-care](http://www.spymca.org/drop-child-care) for current hours.

**Ages:**

Serves Children 6 weeks to 8 Years

**Drop-In Care Services:**

Services are available to parents while participating in YMCA activities **in the YMCA facility**. This service is free and only available with Single-Parent Family and Family Memberships.

**Staff:**

Our staff are present to make sure your child enjoys a safe, engaging, and enriching experience filled with fun and discovery.

**Please Provide:**

Please put a letter next to your child's name on the roster where their belongings are located.

\*Socks

\*Diapers (if needed)

\*Wipes (if needed)

\*Labeled Water bottle

\*Labeled change of clothes

\*Labeled pacifier (if needed)

**Check-In and Checkout:****Membership Key tag:**

Please scan your key tag upon entering Drop-in.

**Check-In:**

Please only **ONE family** into the check-in area at time.

Before staff allows entry into Adventure Alley, the Sign in roster must be completed and bracelets will be placed on child. Please indicate if your child has any special instructions and if they are in diapers or need bathroom reminders.

**Checkout:**

A staff member will admit families into the Drop-In area. Please be sure to sign your child out before leaving Drop-In and remember to take their belongings.

Staff take **responsibility** by supervising children in the **Adventure Alley**, ensuring their safety, engagement, and positive behavior while they participate in activities.

We create a **caring**, safe and happy environment by:

- Keeping your child safe.
- Using walking feet at all times.
- Wearing socks at all times.
- Play safely and keep your hands to yourself
- Not bringing food into the Drop-In Care Area.

(No outside food is allowed in the Drop-In Care area to protect children with allergies and ensure the safety of all participants.)

We **respect** our area by cleaning up when you are done playing or participating in an activity, we treat YMCA equipment with care so everyone can use it safely and use inside voice while indoors.

Thank you for your **honesty** and cooperation by abiding by the 3-hour visit limit and following the room age guidelines.

### **Health Policy:**

To ensure the safety and well-being of all children at the YMCA Drop-In Child Care, children exhibiting the following symptoms will not be accepted. If a child develops any of these symptoms during their stay, the parent or guardian will be notified and expected to pick up the child as soon as possible.

1. **Fever** – Temperature of 100.4°F or higher.
2. **Eye Inflammation or Discharge** – Possible sign of an infectious condition.
3. **Nasal Discharge** – Thick yellow or green mucus, possibly indicating infection of the ears, sinuses, or eyes.
4. **Rashes** – May indicate communicable diseases such as impetigo, yeast infections, or other infectious rashes.
5. **Vomiting** – Vomiting, especially when accompanied by flu-like symptoms such as lethargy, pale complexion, or loss of appetite.
6. **Croup or Severe Coughing** – Difficulty breathing or coughing up phlegm.
7. **Diarrhea-2** or more in 1 hour
8. **Convulsions or Severe Injury** – Parents will be notified and appropriate action will be taken.

Even if a child does not have a fever or other illness symptoms, if they show significant behavioral changes or are clearly uncomfortable and unable to participate in activities, parents will be notified.

To help reduce the spread of illness, we ask parents to ensure their children, please wash their hands before entering Drop-In Child Care.

**Diaper Policy:**

Staff will make every effort to check/change diapers every 45 minutes to 1 hour, following proper diapering procedures. Parents are asked to provide diapers and wipes for their children and to clearly label their diaper bag with the designated letter it is hung on.

**Child Guidance Policy:**

Discipline concerns at the YMCA Drop-In Child Care will be managed using the following approaches:

**Positive Guidance and Role Modeling** – Staff demonstrate appropriate behavior for children to follow.

**Redirection** – Children are guided toward acceptable behaviors through choices and alternatives.

**Age-Appropriate Limits** – Rules and expectations are set to be safe and suitable for each child's age.

**Safety-Related Issues** – Any behavior that affects the safety of others will be addressed individually in consultation with the parent.

**Our program has 3 basic rules:**

1. Help take care of yourself.
2. Help take care of your friends.
3. Help take care of our room.

Persistent behavior problems may result in possible dismissal from the Drop-In Child Care. Staff will make every effort to work with both the child and parent to resolve issues. Our goal is to provide a fair, safe, and positive environment for all children.

**20 Minute Comfort Policy:**

If a staff member is unable to comfort your child within 20 minutes, they will contact you or come to get you. We want to make sure your child is comfortable and feels secure.

### **Adventure Alley Family Play Time:**

Adventure Alley is now open to Family and Single Parent Household members:

Monday-Saturday from 12:00 PM to 4:00 PM

Sunday from 10:00 AM to 4:00 PM

(When not in use for other programs or rentals.)

This unsupervised area allows free play for children and families while Drop-In is not in session. Children must be supervised at all times.

Please note: For the safety of all children, parents are not allowed in the Drop-In area during program hours, except when helping a child become familiar with or adjust to the space. Please no phones in Drop-in.

### **Parents Morning/Night Out:**

Drop your children off at Adventure Alley and enjoy some time to relax and recharge! Dates for this service are listed on our website. Parents must register at least 48 hours in advance. The cost is \$15.00 per child for up to 3.5 hours.

### **Medication:**

Drop-In Care does not administer medication to children. If a child needs medication, a parent or guardian must come to Adventure Alley to give medication to their child.

### **Toy Sanitation:**

Toys are cleaned regularly and sanitized to ensure a safe and healthy environment for children.

### **Late Pick Up Fee:**

If a child is picked up late **three or more times**, the family may lose access to the Drop-In Child Care.

If you have any questions regarding Drop-In, please reach out:  
715-952-9337.

**Thank you, parents, for trusting us to care for and watch your children. We appreciate the opportunity to support their growth, fun, and learning.**