



# STAY AND PLAY

Hamilton Area YMCA  
Babysitting Service

Parent Handbook



## Welcome to Stay and Play!

Stay and Play is an added-value service for members of the Hamilton Area YMCA. Our goal is to provide positive and safe care to children and youth while their parents enjoy peace of mind and time for themselves. Stay and Play is designed for free play; however we encourage the children to participate in various games, arts & crafts, social interaction and individual play.

### Added Value

Facility members receive FREE services. The adult bringing the child to our service must hold a current facility membership to utilize free services for their child/ren.

### Staff

All our Caregivers have extensive caregiving experience. Every Caregiver is equipped to provide a safe, welcoming, and engaging environment. To ensure the safety of all program participants our Caregivers are required to maintain the following certifications:

- CPR/AED
- First Aid
- Blood Borne Pathogens
- Child Abuse Prevention

### Surveillance

The Hamilton Area YMCA utilizes a video surveillance system. Cameras are located in the facilities and on the campus grounds. The surveillance system is used to help management determine how to better serve members, monitor high traffic areas and deter unauthorized access and crime.

### Ages & Ratios

All Stay and Play areas are directly supervised by Caregivers. There will be a minimum of two staff members present at all times, regardless of the number of children. Stay and Play is offered for children ages 2 - 10.

- General Play Area: 2 to 10 years old (1:10)

### Program Information

- Tot Time – Toddlers will be cared for by caring and experienced staff. Toys are available for your child to enjoy.
- Creative Kids – We provide your three to eight year old child/ren the opportunity to experience a wide range of activities. Activities may include: arts and crafts, puzzles, board games and dramatic play area.
- Kid Convoy – While parents workout, our staff will escort your child safely to their class in the JKR facility. YMCA caregivers will bring your child to and from gym class, **but will only be able to escort your child to swim classes**. Our caregivers will not be able to change your child into their swimsuit, so please have them dressed and ready for class.

### Comfort Level

Not all children are ready or comfortable for a 2 hour visit. Caregivers will do their best to comfort children who become sad or uncomfortable. However, a Caregiver will retrieve the parent for any child who becomes distressed for an extended period of time.

### Time Limit

For the safety and well-being of all children, the maximum time allowed for a child to stay in Stay and Play is 2 hours per day and the parent must remain on the JKR Campus.

### Cell Phone Policy

For the safety and privacy of all members, cell phone use is not permitted in the Stay and Play room.

### Check-In

Parent and child/ren arrive to Stay and Play room:

- Parent will present **Key Tag or Photo ID** upon arrival.
- Parent must **print** all information on sign-in sheet.
- Parent attending a program at Penn Medicine Princeton Health must inform Caregivers upon arrival and leave cell phone contact number.
- Parent will inform Caregivers if child has any allergies.
- Parent must remain on the JKR Branch campus.

### Check-Out

Parent arrives to pick child up

- Parent presents Key Tag or Photo ID to pick up child.
- Parent must enter time out and signature on sign-out sheet.

## Illnesses

We work very hard to prevent the spread of illness and germs in Stay and Play. We ask for your cooperation in keeping our program healthy for all children. If you have kept your child home from school, please refrain from bringing him/her into Stay and Play. The YMCA determines illness and/or exposure according to the New Jersey Division of Youth and Family Services guidelines. Parents should **keep their child home** if the child displays any of the following symptoms:

- A temperature of 101.5 degrees or higher within last 24 hours
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash: face, chest, abdomen, back or inside of arms
- Heavy nasal discharge
- Sore throat
- Headache
- Severe sniffles
- Constant cough
- Redness of eyes/discharge
- Nits or Lice
- Pain: a child may signal pain by crying, pulling at ears, and refusing to eat or drink, and saying that a certain part hurts
- A change in behavior: a happy, active child becomes listless, tired, irritable, or refused to play for no apparent reason

Children must be fever free for 24 hours without the aid of fever reducers (i.e. Tylenol, Motrin, etc.). Children should be symptom free or on antibiotics for at least 24 hours prior to returning to Stay and Play. Also, please inform the staff of any special health problems your child may have. In the event your child still appears ill, you may be asked to take your child home for an extra day of healing before returning to Stay and Play. Caregivers may request a medical clearance upon return from illness or rashes.

**If a child becomes ill following a visit to Stay and Play, please inform us immediately by calling the Stay and Play room at 609.581.9622 ext. 139 or by emailing [kvena@hamiltonymca.org](mailto:kvena@hamiltonymca.org).**

## Communicable Diseases

If your child is diagnosed with a communicable disease, please notify the Stay and Play Supervisor. In the event a child contracts a communicable disease, your child will not be allowed to return until the period of contamination has passed, as outlined by the New Jersey Division of Youth and Family Services.

## Medication

Caregivers will not dispense any type of prescription or over the counter medication to your child. Please do not leave medication in your child's bag.

## Injuries

All Caregivers are certified in CPR, First Aid, and Blood Borne Pathogens. In the event of an incident or injury, care will be provided and an incident report completed. The parent may be retrieved based on the severity of the incident or injury. If an emergency should occur, all Y staff have the right to immediately call 911, followed by the retrieval of the parent/guardian.

## Diapering/Restroom Policy

Children should be changed and taken to the restroom before arrival. If your child needs to be diapered or go to the restroom, the Caregivers will page you. **Children who are not 100% potty trained and cannot communicate with staff must wear a pull-up to avoid a potential accident.**

## Snack Time

Due to the high incidence and life-threatening nature of nut allergies in children, Stay and Play is a "nut-free" environment. **Absolutely no products containing nuts of any kind will be allowed.** This includes products that include nuts and peanut oil, such as peanut butter and cereals, granola, and baked products made with nuts. Please inform the Caregivers of any food allergies your child may have.

### Approved snacks are:

- Fruit Snacks/Gummies
- Goldfish Crackers
- Cheez-It's/Cheddar Bunnies
- Pretzels
- Dried Fruit
- Dry Cereal
- Vanilla Wafers
- Teddy Grahams
- Animal Crackers
- Raisins
- Wheat Thins
- Pirates Booty
- Vegetables: cut peppers, cut & peeled cucumbers, sugar snap peas, broccoli, cooked carrots
- Gerber Snacks: Puffs, Yogurt Melts, Wagon Wheels, Baby Mum Mums
- Fruit: peeled & cut apples, peeled & cut pears

Please send milk, juice or water in a spill-proof cup or bottle with a sports cap, labeled with your child's name.

### **Stay and Play Rules**

Stay and Play aims to set clear expectations and provide consistent support, engagement and guidance so that children can successfully follow the rules and contribute positively to the Stay and Play community. In doing so, we proactively nurture the children rather than simply respond to behavior.

- Play gently with the toys
- Cooperate and take turns
- Keep your hands to yourself
- Use walking feet
- Use inside voices
- Use manners & appropriate words
- Use kind words & actions
- Follow directions
- Clean up when you are done
- All walkers should have shoes on

### **Proactive Guidance**

All Caregivers have been trained to proactively scan the room to identify any areas of social need. Whether it's learning to share toys or negotiating tricky personalities, our Caregivers are equipped to model, teach and affirm appropriate behaviors in the children.

### **Responding to Misbehavior**

Most misbehavior's do not impact other children, however, should a child, preschool or older, mildly hurt another child a time out will be respectfully delivered, always viewing the time out as a tool to calm down. The child will be encouraged to apologize and try again with the correct behavior. Parents will be notified at pick-up. For misbehavior that results in injury, Stay and Play staff will immediately notify the parent/guardian and ask them to retrieve their child from Stay and Play for the day. We believe that, given the right tools, all children can succeed. Therefore, we greet all children with a fresh start each day.

### **Toys and Personal Devices**

Stay and Play has a wide variety of toys, puzzles and books for your children to enjoy. Please refrain from bringing in toys from home. Comfort items are permitted while a child is transitioning into Stay and Play. Electronic games are permitted, however the Hamilton Area YMCA is not responsible for these items. Please label all items. Games and programs played on personal electronics will be closely monitored by the Caregivers to ensure appropriate content.

### **YMCA Babysitting Policy**

Staff may not be alone with children they meet in the YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to their home. This policy is in effect to protect both members and staff.

### **Recycled Donations**

The Y is for social responsibility! If you are looking to recycle toys, books, baby gear, or craft supplies we accept them. Please note: we cannot accept anything plush, or with small pieces.

Thank you for trusting your children in our care. It is a pleasure to serve you. We are here to support Y families! If you have any questions regarding Stay and Play, Please connect with the Member Service or contact:

#### **Stay and Play Room**

609.581.9622 ext. 139

#### **Jack Ingersoll**

609.581.9622 ext. 127

[jingersoll@hamiltonymca.org](mailto:jingersoll@hamiltonymca.org)

#### **Kailin Vena**

609.581.9622 ext. 140

[kvena@hamiltonymca.org](mailto:kvena@hamiltonymca.org)

#### **Hours of Operation:**

Monday - Thursday

4:00 – 8:00 p.m.

Saturday

8:45 a.m. – 1:00 p.m.