

# Apex Centre Playroom Guidelines

Welcome to the Apex Centre Playroom. Children should enjoy their experience at The Apex Centre as much as their parents. Prior to working out or taking a class, members may check their children ages 3 months through nine years into the Playroom. Children may stay for a maximum of two hours per day, which may include visiting twice per day. Please follow the established guidelines to ensure that all children have a safe and enjoyable stay in the Playroom.

Only a parent, legal guardian or designated person may drop off and pick up children in the Playroom, (the designated person is defined as a person who has been identified by parent; this can be a relative or friend who is a member). Parent and/or legal guardian **MUST** include the designated person on their Registration form. Parent and/or guardian **MUST** be 18 years old or older. Parents/legal guardians or designated persons may not leave the building or outdoor pool while their child/children are in the Playroom. Children aged 3 months to 6 months will be held or placed in a carrier, swing, crib or reclining seat. If the child is older than 6 months of age and able to sit up without assistance, they can use playmats in our setting.

The Playroom environment includes an infant and toddler room and play zones for older children. There is a child-friendly restroom facility located in the infant and toddler room. Children using the Playroom will utilize this restroom (those that can do this on their own with no assistance) if needed while in the care of Playroom staff.

The Playroom service is provided to our members without an additional charge. With that in mind we must be fair/reasonable regarding the number of children we can accommodate given the limited room size as well as the number of staff:

- There is a maximum usage time of 2 hours per day. Children may visit the Playroom twice a day, not exceeding 2 hours per day.
- Based on the age and number of children in each age group, there is a maximum number of children allowed in the Infant/Toddler room at any given time, and a maximum number of children allowed in each of the other rooms used for babysitting. We set limits to avoid safety issues for the children. If you arrive at the Apex Centre to use the service and we have already reached the maximum number of children permitted, you may leave a cell phone number with the Playroom staff members and we will contact you as soon as a spot opens.
- The staff to child ratios that will be followed in the Playroom are:
  - The ratio for children ages 3 months to 11 months is 4:1.
  - The ratio for ages 12 months to 23 months is 5:1.
  - The ratio for ages 2-3 years is 8:1.
  - The ratio for ages 4 – 9 years is 10:1.

Parents must complete a registration form before their child can be signed-in to the Playroom.

## Playroom Guidelines

- Children 3 months through 9 years are welcome to visit the Playroom up to twice a day for a maximum of two hours. The time limit of two hours is strictly enforced.
- Individuals found to have left the building will lose their Playroom privileges for 30 days. We do allow members to utilize the outdoor pool area, and or participate in an onsite program that may be outside on the grounds of the Apex Centre.
- An Apex Centre membership card or valid ID is required for check-in/out of children. Parents will be required to note on the sign-in sheet what they will be doing in the facility. Children will not be allowed to leave the Playroom unless checked out by a parent/guardian/designated person.
- Parents/guardians/designated persons are not allowed in the Playroom except in the area near check-in/out. Space permitting, parents may stay for up to 5 minutes in this area if they want to observe care.
- Photographs and video are not allowed in the Playroom.
- We are not responsible for any lost or stolen items from cubbies or other Playroom areas.
- Please do not bring personal items except those necessary for babysitting into the Playroom.
- Please do not bring toys from home. If your child has a special toy need or comfort item please inform the staff so we can do our best to accommodate that request as a necessary personal item for babysitting.
- Please do not bring any electronics from home.
- Please make sure that any necessary personal items are clearly marked with your child's name. Pacifiers must be attached to the child's clothing or car seat.
- As an hourly Playroom operation, no food or drink may be brought into the Playroom. If a child expresses thirst in the Playroom, we will provide water. Sippy cups for water are allowed for younger children. They must be labeled with your child's name and stored by staff members.
- Staff members are unable to change diapers or assist with toileting. Please change your child prior to checking him/her into the Playroom. If your child needs a diaper change, the parent will be paged. Soiled diapers are to be changed immediately. If the parent does not have a diaper, the parent will be asked to check their child out of the playroom. For children out of diapers, please take your child to the restroom before leaving them in the Playroom. If the child is old enough, they can use the facilities without assistance. If the child requires assistance, we will notify the parent to assist them.
- Please notify the staff of any allergies your child may have or any other health or physical limitations our staff should be aware of. Medication will not be allowed or administered by staff members.
- If a child cries for more than 10 minutes and the staff members have made every effort to soothe the child, the parent will be notified/paged.
- As a health standard and courtesy to others, parents are expected to adhere to the Sick Child Policy. All children are required to have their temperature checked before entering the playroom.



## Sick Child Policy

We reserve the right to deny babysitting to members with children who are ill. A sick child is defined as a child who is contagious or infectious and poses a health risk to others. A child who is not able to participate in Playroom activities in reasonable comfort cannot be left in the care of the Playroom.

### Please Do Not Bring Your Child to the Playroom

**IF:** Child has symptoms of possible communicable disease (usually sniffles, red eyes, sore throat, headache, abdominal pain, fever, and/or skin spots, bumps or patches).

**IF:** Child requires more care than our staff can provide without compromising the health and safety of other children.

The following are sick child symptoms. We cannot accept children in the Playroom with these symptoms:

- Child has a fever of 99 degrees or higher.
- Child has vomited within the past 24 hours.
- Child has had a watery stool in the past 24 hours.
- New onset of any kind of rash within the first 3-4 days of its occurrence. The child has a rash not associated with diapers.
- Child has a sore throat and/or swollen glands causing difficulty in swallowing. Strep Throat is contagious if left untreated. A child may attend the Playroom 24 hours after the 1st dose of antibiotics for this or other bacterial infections.
- If a Child has Chicken Pox they must be completely clear of pox before attending the Playroom.
- If a Child has any green or yellow mucous coming from the nose regardless of the use of antibiotics.
- Child has significant respiratory distress (a constant cough).
- Child has unexplained lethargy.
- Child with untreated and/or contagious lice, ringworm or scabies.
- If a Child has a fever of 99 degrees or higher, they will not be allowed back into the playroom unless they have been fever-free for 24 hours.

If a child comes in with any of these symptoms we will ask you to wait to use the Playroom until after the symptoms have been resolved. If staff observes any of these symptoms during the child's visit, the parent will be asked to remove the child. If the child is without any of these symptoms but still seems ill, the parent will be asked to remove the child.

## Behavior

To address behavioral issues, we will implement the use of “time-outs” for children two years of age and older. Activity redirection will be used for children younger than two. We will contact parents if the child’s behavior needs attention for longer than 10 minutes. If behavioral issues continue after 3 attempts of correction, the child will be suspended from the playroom for a minimum of 30 days.

## Potential penalties for Playroom Room Misuse

### 1. Two-hour maximum stay

- Late pick up. If you pick your child up later than the time permitted for use, we will, after the third time, suspend your Playroom privileges for 30 days.
- The McKinney Police Department may be notified if the child is in the Playroom for more than 2 hours and we cannot locate the parent.
- Future use of the Playroom may be revoked.

### 2. Parents Leaving The Apex Centre

- The McKinney Police Department may be notified if the parent leaves the premises.
- Future Playroom privileges will be revoked for a minimum of 30 days. Privileges may be permanently revoked if repeated offenses.

### 3. Potential Parental Notifications

A parent’s stay at the Apex Centre may be interrupted for the following reasons:

- A child is in need of a diaper change or toileting assistance. If the parent does not have a diaper, the parent will be asked to check their child out of the playroom.
- A child is crying for more than 10 minutes and the staff members have made every effort to soothe the child.
- A child is not following instructions from staff members-the child’s behavior needs attention for longer than 10 minutes.
- A child’s stay exceeds the 2-hour limit. (2 hours per day maximum)
- Staff members determine the child is sick.
- Staff members determine the child is in need of a parent.

Please note: Future Playroom privileges may be revoked if your child causes severe interruptions while in the Playroom.

