

## Play Center Evacuation

In the event of an emergency such as a fire, it is the first priority of the Play Center Attendant(s) to ensure the safety of the children who are visiting the Play Center.

At the first indication of an emergency, or as soon as the alarm is sounded, the following procedures will be followed:

- A staff member from the Front Desk will immediately come to the Play Center.
- The Play Center Attendant(s) will count the number of children in the Play Center.
- Staff and children will remain in the Play Center unless in imminent danger. If necessary to evacuate, staff and children will relocate to the (North of parking lot F). An attendant will take the roster for that day.
- The Play Center Attendant(s) will take the children out the front entrance of The Center for Health Improvement, the closest exit door to the Play Center.
- If a parent comes to the Play Center, the Attendant(s) will ask the parent to accompany them and the child to the designated area.

Once safely outside, the Play Center Attendant(s) will again take a head count to make sure everyone is accounted for. They will check the children's name carefully and match them to the name on the attendance roster. Once assured all children are safely out of the building, the children may be released to their parents.

## Play Center Severe Weather Plan

In the event of lightning or hail, children will be taken into the Education Room or Gymnasium if necessary.

In the event of a tornado watch in the Hays area, we will move the children to the Education Room.

In the event of a tornado warning in the Hays area, we will move the children to the Women's Locker Room area. We will remain in the hallway outside the locker room for a short period, and then enter the locker room for safety reasons.

## Questions and Suggestions

If you have any questions or comments concerning these guidelines, please call The Center for Health Improvement at 785-623-5900. We want your child's stay with us to be safe, fun, and a great learning experience.

Thank you for putting your trust in the Play Center Staff. We appreciate your cooperation with our Play Center guidelines and look forward to welcoming you and your family.



# Play Center

HaysMed complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. ATTENTION: If you speak a language other than English, language assistance services are available to you free of charge. Call 1-855-429-7633 (TTY: 1-800-766-3777). ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-855-429-7633 (TTY: 1-800-766-3777). CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-855-429-7633 (TTY: 1-800-766-3777).

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[haysmed.com/the-center](https://haysmed.com/the-center)  
2500 Canterbury Drive | Hays, KS 67601  
Certified Medical Fitness Facility

785-623-5900

## Welcome to the Play Center

The Play Center seeks to provide a safe, caring, consistent and enriching environment where the children of our members and guests can have fun and enjoy their visit.

The Play Center staff strives to create an atmosphere of support and affection, as well as provide the materials, equipment, and tools for learning lifelong wellness habits. Each child will be exposed to developmental/age-appropriate activities and materials.

## Hours of Operation

Mon. – Thurs.	8 a.m.–noon 4 p.m.–8 p.m
Friday	8 a.m.–noon
Saturday	8:30 a.m.–11:30 a.m.

Hours of operation are subject to change in accordance with members' needs.

## Fees Schedule

Inquire at the Front Desk for pricing.

All members must pay at the Front Desk prior to leaving their child(ren) in the Play Center.

Play Center visits can be purchased individually or as a package of (30) 2 hour visits. If more than one child attends the Play Center a pass will be redeemed for each child.

## General Guidelines

Parents will be required to complete an Emergency Contact form, a waiver of liability and Media Release form on each child attending the Play Center. We ask that any changes to this information be brought to our attention so that our records are kept current.

Parents must check their child "in" and "out" each time they visit the Play Center.

Parents may not leave the grounds of The Center for Health Improvement while their child(ren) are in

the Play Center, but may use fitness trail if they have a cellphone with them and the Play Center attendant knows.

If someone other than the parent needs to pick up the child from the Play Center, the Play Center Attendant on duty must have written authorization from the parent who signs the child "in". Those authorized to do this will be listed by the parent on child's information sheet that is completed on the initial visit. A photo/picture ID will be required before your child will be allowed to leave the premises with this person.

The Play Center may accommodate a maximum of two infants (6 weeks to 12 months) and 16 children (ages 1 year to 12 years). To ensure proper staffing, Play Center reservations must be made for all infants.

In the event we reach capacity of 2 infants and 16 children, the members' children will take priority over the guest children.

Infant reservation must be cancelled through the Play Center at least one hour prior to the reserved time. If a reservation is not cancelled by the designated time.

If a child cries for 15 minutes or longer after being placed in the Play Center, a parent will be required to attend to their child. Decision to notify a parent will be left to the discretion of the Play Center Attendant.

Parents are to supply all needs of the child while he or she is in the Play Center. All supplies such as diapers, bags, pacifiers, etc., should be clearly labeled with the child's first and last name. Please leave all items of value in the car or at home. Baby strollers may not be stored in the Play Center. Parents may bring a snack and drink for the child. Drinks should be in spill-proof containers and clearly labeled.

Parents should bring a change of clothes for any child who is being potty trained. If the child needs to be changed while in the Play Center and there is no change of clothes, the parent will be notified immediately to pick up the child from the Play Center.

For the safety and well being of all the children in the Play Center, we ask that appropriate steps be taken by each parent to ensure that their child is appropriately dressed, clean and healthy before leaving them in the Play Center. The Play Center Attendants need to be informed of any special circumstances that may help in the care of the child(ren).

Children with any of the following conditions may not be brought into the Play Center:

- Fever within the past 24 hours
- Diarrhea within the past 24 hours
- Began medication within the past 24 hours
- Open sores
- Common cold (runny nose, cough, sore throat, etc.)
- Abnormal fatigue or irritability

If a child appears to be ill, the Attendant on duty will immediately notify the parent to take the child home.

The Center for Health Improvement cannot administer any medications.

## Play Center Discipline

We believe in the use of a positive approach to discipline and appropriate behavior is praised.

The ultimate goal for the children is that they develop self-control and problem-solving skills. We feel this is accomplished through the use of sensitivity, consistency, firmness, fairness, and the redirection of unwanted behavior conveyed in a firm, but pleasant voice by our Attendant(s).

At times, it may become necessary to make use of a "break time", in which a child is temporarily removed from the group until he or she can demonstrate appropriate behavior within the group. During the "break", the child will have a chance to think about the misbehavior that led to his or her removal from the group. After a brief interval of no more than five minutes, the Play Center attendant will discuss the incident and appropriate behavior with the child. The child will then return to the group.

The discipline policies that the Play Center staff will follow are listed below:

- A child may be removed from the group but will remain within open view of the Attendant(s).
- Children will not be subject to punishment of a psychological nature such as humiliation by derogatory or sarcastic remarks, harsh or profane language, or threats of physical punishment.
- Play Center Attendant(s) on duty are to model appropriate behavior, which includes both verbal and non-verbal body language.
- The use of physical force as a discipline measure is strictly prohibited and will result in loss of employment. This includes spanking, slapping, pinching, shaking, pulling hair or arms, jerking, etc.

## Play Center Sanitation

Play Center Attendant(s) are responsible for ensuring a sanitary environment for the Play Center.

All toys are on a frequent sanitizing schedule to prevent the spread of germs.

At the end of each shift, all work surfaces will be sprayed and wiped down with disinfectant.