

## 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 names carefully and match them to the names 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 moved into the Education Room or Gymnasium if necessary.

In the event of a tornado watch in the Hays area, the children will be moved into the Education Room and will remain until the watch ceases or will be moved to designated shelter area (main locker rooms and hallway outside of locker rooms) if watch develops into a tornado warning in the Hays Area.

In the event of a tornado warning in the Hays area, children and parents will be moved to designated shelter area to be reunited. Everyone will remain in shelter area until an ALL CLEAR is issued.

## 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

### 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.–1 p.m. 4 p.m.–8 p.m.
Friday	8 a.m.–1 p.m.
Saturday	8:30 a.m.–11:30 a.m.

Hours of operation are subject to change in accordance with members’ needs. Holiday hours will vary.

Parents should not drop their child(ren) off prior to the opening time and must pick them up by closing time.

### 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/Medical Information form and sign an E-waiver of Liability for 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 with their scan card.

The child must be checked in under the parent who brings him or her.

Parents may not leave the grounds of The Center for Health Improvement while their child(ren) are in the Play Center, but may use the fitness trail if they have a cell phone with them and the Play Center attendant knows.

If someone other than the parent needs to pick up the child from the Play Center before the parent leaves the premise, the Play Center Attendant on duty must be given authorization from the parent who signs the child “in”. Those authorized to do this will be listed by the parent on the 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 are encouraged for all children but are required for infants (6 weeks to 12 months).

In the event we reach capacity of 2 infants and 16 children, the children of the members who made reservations will take priority over those who do not have a reservation.

If parents have a reservation and know they will not be able to come, they should call to cancel. If a reservation has been made and the child(ren) have not arrived within 15 minutes of the scheduled time, the reservation will be cancelled.

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 should be labeled with the child’s first and last name. Please leave all items of value in the car or at home. Cell

phones and electronic devices are not allowed in the Play Center. If your child wants to bring a toy with him or her, please be sure it does not have small parts that could be a choking hazard. 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. Please do not send nuts of any kind or any food with peanut butter with your child. Gum and suckers are not allowed. There will be no sharing of snacks between children, and the Play Center will not provide snacks.

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. Please send jackets and/or coats with your children when appropriate so they can enjoy the outdoor play area as long as weather permits. 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 (temperature above 100.4 degrees F)
- Vomiting
- Rashes
- Green mucus
- Lice
- Coughing

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).

The following behaviors are not allowed in the Play Center: hitting, biting, pushing, scratching, or use of inappropriate language. In order to keep everyone safe, these behaviors will have consequences. The first step will be to talk to the child and explain this behavior is not allowed. If it happens again, the child will take a break from the other kids for an appropriate amount of time. If the behavior continues a third time, the parent will be asked to pick up his or her child from the Play Center.

The discipline policies the Play Center 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.