

## Emergency Action Plan

**Electricity Outage:** The Nursery has back up light that will come on in case of a power outage. Please pick up your child as soon as possible from the gym or nursery. Children tend to get upset and anxious when the lights go out.

**Fire Alarm:** During a fire alarm, all children attending Nursery/Kid's Gym will be brought to the locations posted in these areas. You may pick up your child from any of these posted locations as soon as staff has had a chance to account for all children in their care.

**Tornado Warning:** In the event of a tornado warning, the children will be moved to the kitchen located in the youth wing. You may join your child there and will be asked to stay until the warning is over.

**Snow Days:** When it snows and you are uncertain which programs will continue to be held please call 540-371-9622 and listen to the automated messages in its entirety to find out about canceled classes, closed programs and late openings or visit our website: [www.family-ymca.org](http://www.family-ymca.org) and click on the Massad Branch.



## We Need Your Assistance...

### Donations:

All snacks for the children need to be brought in by the parent while in the Nursery. Please make that the snacks are peanut and nut free. The nursery will make every effort to give your child a bottle/snack while in our care except in the event that we have to many babies under the age of 1. This also applies to feeding children who have jar food. We prefer that they have a snacks they can eat with as little assistance as possible. Drinks also need to be in spill proof cups.

### Contact information:

If you have any further questions or concerns I can be reached Monday-Friday 9am- 2:30 pm. Michelle Grupe Nursery Manager (540)371-9622 ext. 1028 nursery or 1087 youth office. Tina Henry nursery supervisor (540) 371-9622 ext. 1028 nursery or 1013 youth office- Monday-Friday 6pm-8:30pm. Saturday 9am-1pm.

### Contacts:

**Youth Director: Karla Peot**  
[kpeot@family-ymca.org](mailto:kpeot@family-ymca.org)

**Nursery Manager: Michelle Grupe**  
[mgrupe@family-ymca.org](mailto:mgrupe@family-ymca.org)



**RAPPAHANNOCK AREA YMCA  
MASSAD BRANCH**  
212 Butler Road  
Falmouth, VA 22405  
540-371-9622  
540-899-3694 fax  
[www.family-ymca.org](http://www.family-ymca.org)

## NURSERY -Kidz Zone-

**Nursery Services are FREE for our members**

**Serving Ages: 6 weeks to 12 years**

Hours:

Monday-Friday: 8:45am - 8:30pm\*\*  
Saturday: 9:00am - 1:00pm\*

**Morning Kid's Gym**

**Ages: 3 to 12**

Monday - Friday 9:00am - 12:30pm\*

**Morning Kidz Club\*\***

**Ages: 5 to 12**

Monday - Friday 9:30am - 11:30am\*

**Evening Kidz Club**

**Ages: 5 to 12**

Monday - Thursday 6:30pm - 8:30pm\*

\*depending upon the number of children left in the program, we may close early. This may also apply to the evening Kidz Club  
\*\*Morning Kidz Club is only during the summer break of Stafford County Schools

## Our Guidelines...



Please follow the sign-in/out procedures when dropping children off at the Nursery/Kid's Gym. When you sign in please do not enter the Nursery without a Nursery workers permission.

**Non-members may use the Nursery/Kid's Gym at a cost of \$6.00 per child.** There is also a \$6.00 fee for children whose parents have a single membership with children 5yr and older. A \$6.00 charge also applies to members bringing other members children on school days off or snow days. This does not apply to the SUMMER: **only members may bring their own children to the nursery due to the increase of number of children.\*\***

There is **a three hour time limit**, This limit is placed on the child not the adult, from the time the child is signed in. Please be prompt in picking up your child. **Once your child is in the care of the Nursery Staff you may not leave the building.** The staff must be able to reach you if your child needs you.

If your child has special needs, please be sure to make notes under special instructions on the "sign-in" form and inform the staff. We would very much appreciate that all children be brought to the restroom and diapers be changed before entering the Nursery/Kid's Gym so that we can avoid trying to interrupt your workout and limit trips to the bathroom by the staff.

Your child's happiness is very important to us; If your child (ren) cries non-stop for 10 minutes, our staff may come and find you to try to help calm them down or take them home and try another day. This may also apply if your child has to be held the entire duration of their visit, if the nursery has more than 2 babies in our care.

Please remember that children are actively playing while in our care; appropriate clothing and footwear is necessary. **(NO open toes shoes i.e. sandals or flip flops).** To prevent unnecessary injuries, children are NOT allowed in the Kids Gym, Kidz Clubs or nursery unless under 1 years old with open-toed shoes. **\*\* Each Nursery reserves the right to ONLY allow Members to sign in their own children to utilize nursery services at any time.**

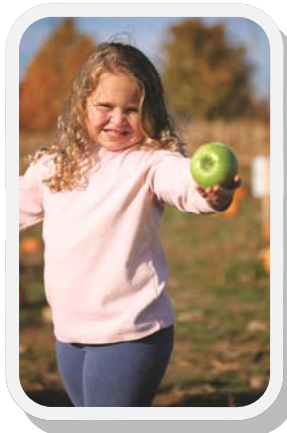
## Sick Child Policy...

Children who show signs of illness should stay at home. If your child shows signs of illness while in our care, you will be asked to take your child home immediately. If your child has diarrhea, is vomiting or has a fever greater than 100, they can not return to the **Nursery or kidzclub/gym** for 24 hours. We follow the same policy as the Stafford school system. Some guidelines for keeping your child at home include:

- **Fever:** greater than 100 degrees
- **Rubella:** until six days after an onset of a rash
- **Diarrhea:** Frequent, runny, watery stool
- **Vomiting:** Two or more times in a 24 hour period
- **Conjunctivitis:** Eye drainage of yellow or green. The child must be on an antibiotic treatment for at least 24 hours before he or she can enter the nursery.
- **Impetigo:** Skin lesions draining a yellow discharge.
- **Chicken pox:** Contagious until all lesions have dried and have scabbed over (10-14 days from start of first lesion.)
- **Strep Throat:** Must be on antibiotic treatment for at least 24 hours before he/she can enter the nursery.
- **Nasal discharge:** runny nose with green coloring. We will require a doctors note
- **Cough:** Productive of colored sputum with a fever.
- **Common Cold:** Cold with fever. If your child has a cold with clear, yellow or green drainage accompanied with a fever, they will not be permitted to enter the nursery.

Mary had a little lamb,  
she also had the flu.  
And when she left her child  
care, the others had it too.  
So anytime your child is  
sick, please keep them  
home with you. Then the  
children in our care will be  
happier and healthier too!

-author unknown



## Positive Behavior

**This is the positive direction of behavior toward established standards of conduct. It is necessary to promote a positive and orderly environment. If self-control fails, disciplinary action must be taken to protect and preserve the right of everyone in the Nursery/Kid's Gym. The general discipline policy of the YMCA Nursery follows the standards set forth by the Virginia Code (Standard 7.22-7.32) The following steps or situations have been incorporated to develop a positive approach to helping Children learn and exhibit appropriate nursery behavior.**

- **Children are expected to adhere to the Nursery guidelines including sharing, listening, following directions and helping clean up. (age appropriate)**
- **Proper manners are encouraged.**
- **For most disruptions, children are given warnings and the staff person will try and redirect the child to another activity. If inappropriate behavior continues the child will be given a "time out" to think about the situation.**

**If improper behavior persists, parents will be notified. If improper behavior continues after notifying the parents, the YMCA reserves the right to dismiss the child from the nursery. The Nursery follows a 3strike your suspended rule at the Supervisor/ Manager discretion.**

### Snacks:

**The Nursery or Kids Gym Or Kidz Club\* does not give out snacks. You may bring a snack for your child(ren) in the Nursery only but it cannot contain nuts, gum, candy, or popcorn. Sippy Cups must have spill proof lids. No toys from home Please. The illness**