

DROP-IN HOURS:
3 MONTHS to 5 YEARS

Monday – Friday
8:00 AM to 12:00 PM
&
4:00 PM to 8:00 PM

Saturday
8:00 AM to 12:00 PM

6 YEARS to 12 YEARS

Monday – Friday
4:00 PM to 8:00 PM

Saturday
8:00 AM to 12:00 PM

SEASONAL, Monday – Friday
8:00 AM to 12:00 PM



PALESTINE YMCA

We Build Strong Kids, Strong Families, Strong Communities

Established 1892

5500 North Loop 256 • Palestine, Texas 75801 • (903) 729 3139 • Fax: (903) 729-7232

June 1, 2009

Dear Parent or Guardian:

Welcome to the Palestine YMCA members' "Drop-In" care. This is a complimentary service provided for members' children only. The "Drop-In" care is not part of the Palestine YMCA licensed Childhood Center and is not intended as a day care program. It is a short term service which allows members to work out with the assurance that their children will be safely attended. We provide care for children from three months to twelve years old. To meet risk management standards, we must have an enrollment form completed for each child 24 hours prior to attending. After the 24 hour waiting period, your child's (children's) name(s) will be listed on the sign in sheet. To better serve all YMCA members and to meet compliance standards, drop-in care is limited to 2 hours per day per child.

Please remember that for risk management purposes, all children under 13 must either be placed in the Y "Drop-In" care or be directly supervised (with them at all times) by a parent or guardian 18 or over.

Please read the attached "Drop-In" information sheet, then fill out your enrollment form (a separate one for each child) and return it to the staff member at the front service desk.

For those parents who have been utilizing the "Drop-In" care for the past year, please note that due to licensing and ratios, we are required to separate our complimentary "Drop-In" care from our licensed early Childhood Center and our licensed After School and Day Camp Programs. The "Drop-In" care is located in the Multi-Purpose room. Please fill out new enrollment forms for each of your children. Should you desire to enroll your child (children) in one of our licensed child care programs, please visit with the staff at the front service desk who will be happy to give you information on these programs.

Thank you for your cooperation and we look forward to serving you in this capacity.

If you have any questions or need further information, please do not hesitate to contact me.

Candy Dillon
Member Service Director

MISSION STATEMENT

"To put Christian principles such as caring, honesty, respect and responsibility into practice through programs that build healthy spirit, mind, and body for all."



A United Way
Agency

PALESTINE YMCA MEMBER "DROP-IN" CARE

ENROLLMENT REQUIREMENTS:

- ☺ Parent or Guardian must be a member in good standing of the YMCA
- ☺ Child must be carried as a dependent on the member's tax statement
- ☺ Child must be 3 months to 12 years old
- ☺ Completed enrollment form must be received 24 hours prior to attendance
- ☺ Child must be listed on the sign-in sheet
- ☺ Parent or guardian must sign in the child, initial, date and note time
- ☺ Parent or guardian must sign out the child by initialing and noting time.
- ☺ Parent or guardian must remain on the premises while the child is in Drop-In
Only the parent or guardian may drop off or pick up a child -please do not send sibling

DROP-IN CARE HOURS:

DROP-IN CARE IS LIMITED TO 2 HOURS PER DAY PER CHILD

- | | | |
|----------------------|-----------------|---------------------|
| ☺ 3 MONTHS – 5 YEARS | MONDAY – FRIDAY | 8:00 AM - 12:00 PM |
| | | & 4:00 PM - 8:00 PM |
| | SATURDAY | 8:00 AM - 12:00 PM |
| ☺ 6 YEARS – 12 YEARS | MONDAY – FRIDAY | 4:00 PM - 8:00 PM |
| | SATURDAY | 8:00 AM - 12:00 PM |
| | SEASONAL, M-F | 8:00 AM - 12:00 PM |

We will be closed for the following holidays:

New Year's Day, Memorial Day, Fourth of July, Labor Day, thanksgiving Day, Day after Thanksgiving and Christmas Day.

SNACKS/FOOD

If needed, your 3 month to 12 month old will be given a bottle which you have provided. However, besides that exception, due to sanitation and health care needs, please refrain from bringing snacks or beverages into the facility. Since the "Drop-In" care does not have a set schedule for each child, "snack time" will not be provided. You are, however, more than welcome to divide your 2 hour time slot by utilizing the "Drop-In" for an hour, picking up your child to give them a snack in the front lobby area, and then checking them back in to utilize the "Drop-In" for another hour.

MEDICATION

The staff will not administer any medication.

DISCIPLINE

Caregivers may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction. It will be directed toward teaching the child acceptable behavior and self-control. Should the caregiver not be able to maintain a safe environment for your child and others due to the child's behavior, you will be asked to help by removing the child from the "Drop-In" area.

YMCA MEMBER DROP IN CARE ENROLLMENT

Child's Name: _____ Date of Birth: _____

Parent's Name: _____

Child's Home Address: _____

Child's Telephone # _____

HEALTH INFORMATION

List any special problems that your child may have, such as allergies, existing illness, injuries and any other information which caregivers' should be aware of:

Give the name, address and phone number of one person to contact if parent or guardian who is on premises becomes incapacitated.

I have read and agree to follow all the policies and procedures of the YMCA member "Drop In". If it becomes necessary I give consent for the YMCA to secure any and all necessary emergency medical care for my child

Signature – Parent or Legal Guardian

Date