



# POLICIES & PROCEDURES

## Hours

Monday – Friday	8:30 am – 1:00 pm 4:00 pm – 8:00 pm
Saturday	8:30 am – 2:00 pm
Big Apple Time	9:30 am - 10:30 am
Sunday	8:30 am – 2:00 pm
Big Apple Time	9:30 am - 10:30 am

## Playroom Procedures

- ◆ Ages: 6 Months-6 Years!
- ◆ Parents must accompany their child to the Playroom and Completely Sign them in on the Playroom Sign-In form (Highlighted in Pink).

## General Policies & Procedures

- ◆ Please Enter and Exit through the Playroom Door Only!
- ◆ \*2-Hour Time Limit in both Playroom & Youth Center!
- ◆ Parents Must Remain in the Building
- ◆ Space is Limited
- ◆ No Food

## Youth Center Procedures

- ◆ Ages: 7-15 Years Only!
- ◆ Parent must accompany their child to the Playroom and Completely Sign them in on the Youth Center Sign-In form (Highlighted in Blue).
- ◆ Please check-off and initial the box on the right-hand side of the sign-in form if you are giving your child consent to sign themselves out of the Youth Center to go to another activity in the building (such as Basketball, Tennis, Swim, etc.).

## SICK POLICIES

We ask that you follow all sick policies. If your child is exhibiting any of the following symptoms, please keep them home.

- ◆ A temperature of 100 degrees or above
- ◆ Vomiting and/or diarrhea
- ◆ Uncontrollable cough or wheezing or shortness of breath
- ◆ Suspected communicable disease (i.e. chickenpox)
- ◆ Suspected contact with an individual with a known communicable disease, e.g., COVID-19
- ◆ New Onset of Headache or Severe body aches
- ◆ Loss of taste or smell
- ◆ If your child’s classroom has been exposed and they are not able to attend school, please keep them home.
- ◆ If you are unsure, please keep your child home until you have received appropriate medical clearance.

We ask that you kindly keep your sick child (ren) at home for the safety of our staff and other kids using the Downtown and Youth Center areas.

If they are too sick to go to school, they are too sick to be in Downtown & Youth Center.

