



Play, Work or Dash Playroom Policies

**** Please use our online system/app to reserve a space for your child for both the on-site play services and the drop-off services. Space is limited and children with a reservation take first priority – regardless of membership level. ****

Holidays/Closings and Inclement Weather Policy

We are open year-round and during most school breaks and Federal Holidays (except New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day).

During inclement weather, we will make our decision to close or have a delayed opening on a case-by-case basis. We will not automatically close if the schools are closed, although we may have a delayed opening to clear the parking lot. Please check our Facebook page – <http://www.facebook.com/playworkdash> -- for updates.

Drop-Off Procedures

Prior to dropping off, please have your child use the bathroom and make sure diapers are clean and dry. Parents must escort their child directly to the playroom and fill-out a nametag with important security information. **Please do not allow your child to roam the building unescorted.** The playroom is a shoe-free zone, so please remove shoes and hang-up coats and labeled tote bags/lunches outside the doors. Your labeled and prepared bottles can be handed to our staff to place in the refrigerator. Our staff will then help check-you in on the system. Keeping your credit card information updated on your account will make this a quick

process. Your entry time will be recorded on the nametag, as well as when you are checked in.

Pick-Up Procedures

The same parent who drops off, must pick-up unless clear written instructions are given. The security information from the nametag must be shared with our staff before releasing your child. Our staff will help check you out and make adjustments to payments as necessary.

Late Pick-Up Penalties

Our 90-minute and three-hour time constraints are mandated by Virginia Department of Social Services' guidelines. Here is an excerpt of their policies:

*"Programs of instructional or recreational activities wherein no child under age six attends for **more than six hours weekly** with no class or activity period to exceed **1-1/2 hours**, and no child six years of age or above attends for more than **six hours weekly** when school is in session or **12 hours weekly** when school is not in session..."*

*Child-minding services which are not available for more than **three hours per day** for any individual child offered on site in commercial or recreational establishments if the parent or guardian (i) is not an on-duty employee, except for part-time employees working less than two hours per day; (ii) can be contacted and can resume responsibility for the child's supervision within 30 minutes; and (iii) is*

receiving or providing services or participating in activities offered by the establishment;"

If you are unable to regularly adhere to this policy, this may result in a cancelling of your membership and the inability to use our services.

What to Bring

Children using the play services should bring a labeled tote bag with all necessary and applicable supplies, including diapers, wipes, clothes, lunch (if needed), labeled sippy cups and prepared bottles that are labeled. We can store your bottles in our refrigerator.

Snacks/Lunch

We will provide snacks and water to the children at specific times throughout the day. Snacks vary and include things like, goldfish, animal crackers, veggie chips, cheese sticks, and squeezable applesauce. If you prefer an alternative snack or want to bring other food for your child, please make sure it is labeled and that you tell our staff the appropriate times to feed your child. **Please keep in mind that we are a nut-free facility.**

Visitation

Parents are welcome to join their child in the playroom at any time. However, please keep in mind that visits can cause disruption to your child who may believe you are picking them up. We have installed a video camera in the room, so you can check-in on your child using a mounted tablet located on both floors.

Health

Children with the following must not be brought to playroom:

1. Deep or bronchial cough
2. Has had a fever within the last 24 hours
3. Has been vomiting and/or has diarrhea for any reason

Play, Work or Dash reserves the right to question the health of a child and reserves the right to exclude a child from attending for health reasons.

Parents will inform Play, Work or Dash within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in the family if their child has attended within 7 days of diagnosis.

When a child becomes ill while in the playroom, parents will be notified immediately and agree to pick-up their child within 30 minutes.

Toys

Please do not bring in personal toys as they may become lost or broken. If your child has trouble separating, then he/she may bring a reasonably sized comfort item. We are, however, not responsible if this item is misplaced or broken.

Name Tags

Please put your child's name on everything he/she brings.