

CARROLLTON EARLY CHILDHOOD PTA
Nursery/Play Class Policy and Procedures
2018-2019



The Nursery/Play Class is provided at all general meetings. The rooms are organized to provide for the safety and well-being of all children and are staffed with qualified, paid workers. Member's reservations will be taken on a first-come basis. Guests of the CECPTA will be able to use the Nursery/Play Class only after all members have been accommodated. Snacks are provided for all children age 12 months and older.

The following are the procedures that must be followed when using the Nursery/Play Class:

1. For the safety and comfort of your child, reservations are required and can be made annually or on a monthly basis. In order to staff the Nursery/Play Class properly, reservations must be made no later than the **week prior** to the meeting. Please contact the Nursery Coordinators: **Jessica Parker, Angelique Lawless or Erin Shepardson** at **cecptanursery@gmail.com**.
2. Annual reservations are recommended if you will need the Nursery/Play Class for the majority of the meetings. We require payment in advance for annual reservations, and your spot is guaranteed, and you do not need to remember to call or email each month for a reservation.
3. When emailing, please include your child's name, birthdate, and your phone number. All emails will be confirmed, but if for some reason you don't receive a response within 3 days, please email again.
4. We do accept the children of PTA guests and visitors in our Nursery/Play Class, but members are given priority. If you are bringing a guest, please email to make a reservation and to place their children's names on our Nursery/Play Class list. Guests will need to sign a Nursery/Play Class Liability Release Form (located at the bottom of the Nursery/Play Class Reservation Form) for each child.
5. If you have to cancel your reservations (monthly or annual), please do so **by 8:00 p.m. on the evening before the meeting** by emailing **cecptanursery@gmail.com**. This allows us to adjust room sizes and sitter assignments. If you have a sick child the morning of the meeting, please email to cancel also.
6. The CECPTA follows Carrollton-Farmers Branch ISD school closings for inclement weather for our meetings.
7. Annual and Monthly reservations are preferred. There is a Walk-in rate for members that make no nursery reservation at all. The monthly charge for Nursery/Play Class is as follows:

	<u>Annual Reservations</u>	<u>Monthly Reservations</u>	<u>Walk-in Rate</u>
One Child	\$35.00	\$8.00	\$10.00
Two Children	\$56.00	\$12.00	\$14.00
Three or more children	\$77.00	\$14.00	\$16.00

*The Annual Reservation is a one-time, up-front fee. There will be no refunds given for missed meetings.

** Monthly Reservations must be made in advance to receive the monthly rate.

8. When you check-in your children in their room the morning of the meeting, you will receive name tags and safety tags (numbered stickers) to be placed on them. Additionally, you will receive a safety tag (one for each child) that must be returned to the sitter at pick-up time. The number on your safety tag corresponds to the number assigned to your child.
9. PLEASE do not bring any sick children, including those with colds or diarrhea. Make sure they have been free of fever for at least 48 hours before meeting time to reduce the chance of passing any illnesses.
10. Remember that the Nursery/Play Class opens at 9:30 a.m. and closes promptly at 11:30 a.m. These are the only times our sitters are paid for.

11. Take your children to the proper rooms assigned. Please do not move your child into a room to which he or she is not assigned. We place children by age and will do what we can to have them with others from their playgroup. However, we have children-to-sitter ratios, which we must follow, according to the State of Texas, and we fill our rooms based of that. The ratios the PTA Nursery/Play Class adheres to are as follows:

AGE	RATIO
0-12 months	3:1
13-17 months	4:1
18-23 months	5:1
2-3 years	8:1
3-4 years	9:1
4 years	10:1
5-6 years	11:1

12. When bringing a diaper bag, please be sure **all items are labeled** with the child's name. Please include in the bag: disposable diapers (or if using cloth, please provide a bag for soiled diapers), bottles or juice for the little ones, as well as any snacks that you want for children under 12 months. For those infants using sippy cups please provide those as well. If your child will need a snack or bottle, please notify the sitter in the room and write it on the sign-in sheet as well.
13. Snacks will be provided for all children 12 months or older. If your child has any food allergies, please note that on the reservation form, bring your own snack, and notify the sitter.
14. Please do not bring any toys from home, as we cannot guarantee that they will be returned at the end of the Nursery/Play Class.
15. Moms may bring infants **younger than 6 months of age** into the general meetings, but as a courtesy to others, please sit in the back of the room and leave the room if the child becomes disruptive.
16. If a problem arises during the meeting, such as excessive crying (10 minutes) or sudden illness, a Nursery/Play Class worker will come and get you. Unless a worker comes for you, please do not go back into the rooms once the meeting has started, as this disrupts the children and classes. If you would like to check on your child, please ask the Head Sitter, or a Nursery Coordinator (Jessica Parker, Angelique Lawless, or Erin Shepardson) to check for you.
17. Please pick up your children promptly after the meeting (11:30 a.m.); Nursery/Play Class sitters leave at this time. Please do not pick up your children early, if at all possible, as it disrupts the other children. If it is necessary to pick your child up early, please ask the Head Sitter or a Nursery Coordinator (Jessica Parker, Angelique Lawless, or Erin Shepardson) to assist you.
18. A Nursery/Play Class Liability Release Form (located at the bottom of the Nursery/Play Class Reservation Form) must be completed, and on file, **listing each child** before that child can be admitted to the Nursery/Play Class (one form per family).

Please follow these guidelines to ensure that everything runs smoothly and that both you and your children have an enjoyable time.

If you have any questions or comments, please feel free to email Jessica Parker, Angelique Lawless, or Erin Shepardson at cecptanursery@gmail.com. If you have any interest in helping with the Nursery/Play Class, please let us know. It's a great way to get involved with your PTA and meet other members!