



WELCOME!

We are pleased to serve you and your child with Stay-n-Play days. Creating an experience for your child that is nurturing, fun and inspiring is a priority for all of us. Stay-n-Play Days offer a self-guided opportunity for children and their parent or caregiver to stay and play together in our nature classroom.

This document contains important information that will help inform families about the policies and procedures have been designed to provide quality services to all participants. Please take the time to read this and share it with your child, as is age appropriate. You and your child are responsible for the information that follows. If you have questions, please contact your Site Director.

REQUIRED DOCUMENTS

Please take the time to review these documents carefully and complete them in full.

- Stay-n-Play Registration
- Waiver of Liability Form for each participant (children & adults)
- Stay-n-Play Policy Signature Page

You can complete these forms online or download the PDF and bring it with you on the first day. *If you have already filled out a Waiver of Liability for 2020, you do NOT need to fill it out again.

BOOKING

You will need to book a session in order to reserve the time slot you and your children will Stay-n-Play at TerraTime. Be aware that there may be other families using the outdoor space at the same time you are. We are limiting bookings to 3 families per 4-hour time slot.

These sessions are non-transferable and are to be used by one family unit. A family unit is considered parents and children in the same household, validated by a legal document (birth certificate, marriage, adoption, etc.). If a parent is unavailable to attend, a grandparent or caregiver may accompany your children.

****Friends and extended family can attend with your family if they have purchased their own family session and booked a reservation for the same time.**

SUPERVISION

Stay & Play Programs are not designed to allow children to be dropped off. Adults must be with their children at all times and be aware of where each child is, much like you would at a public park. Be aware that we do not complete background checks on adults attending our Stay-n-Play days. Report any suspicious activity to the Site Director immediately.

TerraTime is designed as a “Yes” space in order for children to have freedom to play and use tools in a variety of ways, as long as it doesn’t cause harm to themselves or others. Although we encourage adults to give children all of the space they need to drive their own play, you are also there to help remind children when their play is getting dangerous.

PARTICIPATION EXPECTATIONS

Families participating in our programs are expected to be able to:

- Stay within the property lines
- Use positive language
- Treat others with respect
- Play cooperatively with other families
- Behave in a manner that does not pose an unsafe situation for themselves or other people

This is a self-guided session. You do not have to use the full 4-hour time allotted. However, you will need to arrive and depart within the time frame you signed up for.

WHAT TO BRING

Wear weather-appropriate clothing, a hat, and quality walking shoes or closed toed sandals.

List of suggested items to bring with you:

- | | |
|---------------------------------|---------------------------------|
| • water bottles for each person | • old towels |
| • hearty snack | • change of clothing |
| • bug spray | • extra pair of socks and shoes |
| • sunscreen | • folding chair |
| • nature journal | • craft supplies |
| • trash bag | • wet wipes |
| • camera | • nature books |

TerraTime is not responsible for lost, stolen, or damaged articles. Items brought to TerraTime are done so at the sole discretion and risk of participants.

WHAT TO DO

Have fun exploring our discovery centers, using loose parts, building and playing on equipment. There are non-consumable supplies available to use at the creation station (markers, pencils, scissors, hole punch, paint brushes, etc.). You can turn the hose on by the house if you want your children to engage in water/mud play.

You can also explore our trails, located in the woods behind our field. We have several thorn trees, so closed toed shoes and caution are required when walking in this area. The boundaries of our property are designated by a fence or orange tape.

WHAT IS NOT AVAILABLE:

Unlike our other programs, there are a few things that will not be available during our Stay-n-Play days. Please bring your own supplies if you think it is something you will need. The items not available include: trash bags, wet wipes, paper towels, consumable supplies (paper, paint, glue, etc.), water bottles, snacks, nails, books and access to the supply cabinet.

ANIMALS

Depending on the time of year, we have a variety of farm animals on our property. You might see cows, pigs, goats, donkeys, turkeys or chickens. Our pets are Lacy, the dog, and Piper, the cat. Of all the animals, Piper is the only free-roamer and she loves company. Don't be surprised if she joins you while playing in the woods. All other animals can be pet through the fence, but we ask that you do not feed them or enter the fenced area without a TerraTime team member present.

WILD LIFE AND LIVING THINGS

Teaching your children how to care for living things in nature is an important part of the TerraTime experience. Frogs and bugs can be captured with care and released after observing. Flowers can be picked, as long as there are more like it remaining. Leaves can be collected. Sticks found on the ground can become many wonderful things.

Please use caution when observing wildlife or plants you are unsure about. We also ask that you protect the bark of living trees and ensure that limbs are not broken off. If there is a hazard that needs to be removed please let the Site Director know.

FIRST AID STATIONS

There are two first aid stations at TerraTime, one by the bathroom and the other by the building center. Feel free to use supplies as needed and take the trash with you when you leave. If you use the last of something in the first aid station, please let us know so we can replace it. In a 911 emergency, our address is written on the inside of the door.

HEALTH POLICIES

Adults and children should sanitize their hands after each visit to the restroom and before eating.

We will make every effort to prevent the spread of illness but we need your help. If anyone in your family is sick, please stay at home.

Sickness includes:

- Fever over 101° in the last 36 hours
- Diarrhea in the last 36 hours
- Congestion, sore throat, ear pain, or any other symptom that indicates illness
- Head lice, ringworm, open sores, impetigo, or other skin diseases
- Pink eye (conjunctivitis) that has not been treated for 24 hours
- Any illness that a physician has written your child out of school for

COVID-19 PRECAUTIONS

We are limiting bookings to three families per 4-hour time slot. In addition, we will be sanitizing equipment daily when our classroom is in use and hand sanitizer will be available throughout our outdoor classroom.

Even with safeguards in place, there are two areas that are a challenge to adhere to CDC guidelines when working with children: masks and social distancing.

Concerning masks... There are mandates and there are also exemptions. Therefore, we will assume that guests, children, and team members not wearing a facial covering have a reason for it. We will continue to serve and welcome all.

Social Distancing: We realize social distancing is not possible for children while engaged in meaningful play with their peers. We also understand parent's concerns. Please ask and respect other families' space and preferences about their children interacting with yours.

DAMAGED EQUIPMENT OR HAZARDS

If you become aware of any conditions that may cause someone harm (glass, hanging limbs, poison ivy, etc.), you can remove the hazard if you can do so without harm to self or others. Notify the Site Director of any hazards you are uncomfortable or unable to remove safely. If you notice any equipment that is defective and might pose a danger, do not use and notify the Site Director immediately.

PARKING SAFETY

Drive slowly and stay alert for children. It is your responsibility to be extremely careful as you drive around our program locations. Children should not be sent through a parking area by themselves for any reason. Adults must always accompany children while walking through our parking areas.

REFUND POLICY

Because booking without attendance takes a spot that another family might have filled, we are unable to provide refunds or adjustments for unattended sessions. This includes absences related to illness, vacations, inclement weather days, or failure to fill out necessary forms.

Due to COVID, we understand that things could change at any moment. We will be providing a 100% refund for unused sessions if we have to cancel our Stay-n-Play program due to COVID mandates.

WEATHER

There is a lot to learn and much fun to be had in the rain, therefore our Stay-n-Play sessions run even if it rains. This holds true if the weather is hot, cold, snowy, or windy. With the right clothing, children will typically have a great experience being outside.

There are, however, if weather is dangerously hot or cold, or if there is a threat of lightning, the Site Director will cancel the session and reschedule to a later date.

PHOTOGRAPHS & PROMOTIONAL MATERIALS

Occasionally, TerraTime takes photos or videos of activities for marketing purposes. Photos are not used without parental permission as indicated on the registration form. If you need to modify this release, please notify your Site Director in writing.

Parents often choose to share pictures of their kids at play during our programs across social media, as they do with many other children's activities. Before posting, you must get permission from other parents when their child is in the picture.

ADDRESS/DIRECTIONS

TerraTime in Albany, IN: 10910 E. State Road 28-67

Our site is located 1 mile west of Albany, on State Road 67. As you are driving out of Albany towards Muncie, we are on the right-hand side of the road. Look for the TerraTime banners.

Once on site, **PLEASE PARK ON THE GRASS** so you do not block the driveway. Blocking the drive creates a hazard for those exiting the busy roadway.

Walk down, through the grassy side yard and enter TerraTime through the arch.

SECURITY & GAME CAMERAS

Be aware that we have cameras throughout our property. Please do not do anything you don't want us to see. Cameras should not be tampered with in any way.

LEAVE NO TRACE

In order to keep costs at a minimum, leave the space ready for the next family, and make TerraTime a safe place for wildlife, we ask that you Leave No Trace. You can do this by following three simple guidelines:

1. What you bring in, you take out.
2. What you get out, you put back.
3. What was here, is left here.

You will want to leave ample time at the end of your session to accomplish this.

With your help, we will be able to continue to offer this space for families to enjoy. Have a fun time!

TERRATIME STAY & PLAY POLICY AGREEMENT

This is to certify that I, _____

(Print first name and last name)

have read the STAY-N-PLAY POLICY & PROCEDURES provided to me by TerraTime. By signing below, I understand and accept TerraTime's policies, procedures and expectations.

Parent/Guardian Signature

Date