



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUILDING CHILDREN OF CHARACTER

COUNTRYSIDE YMCA
Children's Center Child Care
Parent Handbook
2011-12



Hours: 6:30 am-6:00 pm
Monday-Friday

1699 Deerfield Rd., Lebanon, OH 45036
513 932 1424 ext. 131 or 191
Fax: 513 282 2292



WELCOME

Welcome to the Countryside YMCA Children's Center. It is our hope your child's experience at the Children's Center will be educational and enjoyable. Thank you for choosing the YMCA for your childcare needs. In order for you and your child to have the best experience possible in our programs and to provide for his or her health and safety, please take time to read this handbook. If you have any questions, please feel free to speak with any of the Children's Center office staff. You will be required to sign and date a form stating that you have read this handbook and understand our policies.

PHILOSOPHY

Our program is designed to meet the developmental needs of young children ages six weeks through pre-kindergarten. We provide experiences that enhance and enrich each child's cognitive, language, social, emotional, physical, and creative development. Each class is designed to foster developmentally appropriate skills for the children enrolled. Within the program's daily schedule, each child has opportunities to create, explore the environment, develop problem solving & personal interaction skills, and develop concepts through experiences. Children develop a positive self-concept through a balance of self-directed activities and teacher-assisted activities. Opportunities for solitary play, as well as group activities, are provided. We emphasize twelve Christian principles, five of which are the Y's Core Values. We teach this to the children through day to day experiences, activities, and lessons. We give the children the opportunity to use verbal communication to solve problems. Staff members serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child's needs.

The licensing inspection reports and complaint investigation reports for the current licensing are posted in a conspicuous place in the facility for review. The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq.

This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code. JFS 01237 (04/2003)

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Warren County Children Services

416 South East Street
Lebanon, OH 45036-2389
(513) 261-1546

<http://www.co.warren.oh.us/childrenservices/index.htm>

INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

There is a toll-free telephone number (it can be found on the license, which is located on the bulletin board next to the administrator's office) where you can report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility, or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

GOALS AND OBJECTIVES

The Countryside YMCA wants to help children develop to their fullest potential. Our program promotes growth and learning, through these goals and objectives:

- To provide a planned program of fun and recreation that will be attractive to those who participate.
- To develop friendships among boys, girls, and adults.
- To provide a program that will help children grow physically, mentally, socially, and emotionally.
- To provide an environment in which children have the opportunity to express themselves creatively.
- To help children learn and practice good decision making skills.
- To provide an environment that is safe, and will meet children's social and emotional needs.
- To help every child make friends through activities.
- To provide new experiences for children in different surroundings.
- Learning different skills, along with an appreciation of nature.
- To help children understand good health and nutrition.
- To accept ourselves and others as unique and special, including our diverse backgrounds.
- To provide several levels of activity, which will help promote self-confidence, responsible behavior and self-control.

REGISTRATION

The Children's Center is open to infants six weeks old to pre-kindergartners 6:30 a.m. to 6:00 p.m. year round.

Children are enrolled by priority: employees, siblings, members, and then non-members. A waiting list will be developed, as the classes become full. Children will be accommodated from the list, as spaces become available. Admission of exceptional children or children with special needs is decided on an individual basis, as qualified staff permits.

ENROLLMENT

To complete enrollment of your child at the YMCA program, you will need to fill out and return the following information: *A registration packet, child enrollment and health information, emergency transportation authorization, medical information, policies and procedures list, and a statement of financial responsibility.* No child can be accepted without all forms completed and the registration fee paid. The registration fee is nonrefundable. Enrollment forms need to be completed and returned to the administrator at least *one week* before your child begins the program. The medical statement must be completely filled out and returned, with a physician's signature within thirty days after your child's first day of attendance.

All immunizations must be up to date for your child's age. Each child, not of school age, will be required to obtain a new medical statement yearly. If you withdraw your child and then re-enroll again, another registration fee is required.

***Fees are in the parent enrollment packet.**

KEEPING CHILDREN RECORDS CURRENT

It is vital that the YMCA has the most complete and up-to-date information concerning the address, phone number, work numbers, and emergency information for each child in our program. We require that if any information changes you will notify the office immediately.

BIRTHDAYS

Every child's birthday is a special time and we always try to celebrate it at school. We encourage you to send in treats for your child's class on that day. We celebrate birthdays during snack time. See your child's teacher to see how many treats are needed and to confirm the date, so we can cancel snacks for that particular day. Check with the teacher concerning allergies.



CLASSROOM PARTIES

Throughout the school year, many opportunities for parental participation will be offered, such as: Christmas parties, Harvest parties, or year end celebrations. These are special times where parents can volunteer. If you feel you have a special talent that could be shared with the children, please feel free to contact the Director.

Children should never be left unsupervised at any time while they are in the building or parking lot.

Voice, need to reflect this. Parents are encouraged to share any comments, problems, or complaints with the administrator. If you are unable to satisfy a concern, contact the Youth & Family Program Director at the YMCA.

*The same procedure is required of staff. Staff is encouraged to discuss his/her ideas, concerns, or complaints with the Administration or with the Youth & Family Program Director at the YMCA.

All staff members are discouraged from dating or developing a personal relationship with program participants or their families. Please do not put a staff member in an awkward or difficult position at any time, as this may compromise their professional duty to the YMCA.

All staff members are discouraged from baby-sitting children in any childcare program and should not be asked to compromise their professional duty to the YMCA.

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CUSTODY PAPERS

When any court has ruled on child custody, Ohio law requires parents to provide copies of the most recent custody order to the YMCA. The YMCA will honor the most recent court papers we have on file. This is to protect your child from being picked up by an unauthorized person. The YMCA cannot withhold a child from a biological parent without the legal documents on file.

FEE POLICY FOR ABSENTEE, ILLNESS AND HOLIDAYS

Our program is a non-profit organization. We base our operating costs on annual registration projections. In order to continually assure the highest quality of staff, equipment, and supplies, we cannot offer tuition reductions for absences due to illness, holidays, or vacations. You will be charged the regular tuition rate even when your child is not in attendance.

TUITION PAYMENT

Bank draft is the preferred payment method. Payments can be drafted from your checking account, savings account, or credit card. This service makes it easy for you to pay your childcare fee automatically, at absolutely no cost to you. Your record of payment will be on your banking or credit card statement monthly. If your family decides not to participate in the EZ-EFT bank-draft option, you will pay a slightly higher weekly or monthly tuition. Non-EFT participants need to make your weekly or monthly tuition in the **BLACK PAYMENT BOX** located by the office in the Children's Center. If a weekly fee for the Children's Center is not received by Monday, a \$10.00 late fee will be added to your child's account.

Non-payment of your weekly Children's Center tuition fee by Friday will result in the child being withdrawn from the program until the debt has been cleared. Unpaid debts will be turned over to the accounting department for collection.

DISCOUNTS

Families enrolling more than one child will receive a discount on the oldest child's/children's tuition fee.

WITHDRAWAL POLICY

Written notice of intent to withdraw a child from the program must be submitted to the office two weeks prior to the child's last day. Please understand that if you leave the program abruptly, tuition will be charged for those particular weeks. This policy is extremely important for those using the bank draft automated payment plan.

TAX STATEMENT

Parents will be provided with a yearly summary of childcare payments for tax purposes.

EXTRA CHARGES

1. Returned checks result in a \$25.00 minimum charge. Recurrent returned checks will result in a payment method of cash or money orders only.
2. Late pick-up fees are \$15.00 (per child) starting at 6:01 p.m. and \$5.00 (per child) every five minutes thereafter. These fees are due upon pick-up of the child or this charge will be added to your child's account. After several offenses, the parent will be required to meet with the administrator to discuss a solution for this problem.
3. The Y offers optional extracurricular classes for an additional charge.

PARENT INVOLVEMENT

We encourage parents to visit the program any time during the course of the day. Parents should feel free to observe, interact with their child, volunteer and meet staff. When arriving to visit or observe, we ask that parents notify the administrator or the classroom teacher of their presence. It is helpful for the staff to be notified concerning parents plans to spend time in the class.

VISITORS CONDUCT

- *Keep physical contact to your child only (no holding or hugging other children).*
- *Leave reprimanding other children to the teacher. It is not your responsibility to reprimand or correct another child.*
- *Respect the classroom rules and expect your child to follow them even when you are present.*
- *Being a Christian environment, let this reflect in your choice of words.*
- *Do not physically discipline your child in front of the other children.*
- *Do not engage in lengthy conversation with staff. They need to supervise and interact with the children. Set an appointment for a scheduled conference time if needed.*
- *If you bring in a pet to visit, it must be approved by the office first. All pets must be up to date on their immunizations and be in good health.*

It is important that parents familiarize themselves with the YMCA programs and our policies. All concerns about your child's care should be promptly resolved with the lead teacher or the Director.

We ask that you are professional and respectful to our staff and other parents. All complaints and concerns need to be resolved in our office with the Director. Parents may discuss their child's progress or needs at any time. It is not appropriate to discuss a sensitive issue with other parents or children present. Our hallways are full of small children, your actions, language, and tone

- When a child's persistent or dangerous behavior takes too much energy and attention away from the needs, safety, the well being of other children, or they are disrupting the programs objective, the possibility of suspension or expelling the child from the program must be considered. The decision to send a child home, suspending, or expelling of a child, is a difficult one to make, and will be carefully considered before action is taken.

The following approaches are unacceptable:

- Confine children to equipment such as cribs or high chairs
- Withholding any food (including snack and treats)
- The programs shall not abuse or neglect children
- Using unusual, harsh, and or cruel punishments
- Using physical restraint to confine children
- Humiliating and/or shaming children
- Using profane language or other verbal abuse
- Delegating discipline to any other child
- Discipline shall not be imposed on a child for failure to eat, sleep, or for toilet accidents

HUMAN SERVICES

Countryside YMCA accepts families who receive assistance from the Department of Human Services. Acceptance letters must be given to the administrator at the time of registration. The YMCA adheres to the guidelines set by the county childcare unit. Delinquent co-payments will be reported to your caseworker. Parents are responsible for obtaining, maintaining, and reapplying for public funding as well as providing our office with this documentation. Any lapses in public funding will result in full child care fees being charged to the parent.



GENERAL INFORMATION FOR PARENTS

✂ All children must be signed in and out. This signature is for your child's safety, as it represents a formal transfer of responsibility for the care of your child. Children arriving and leaving must be supervised at all times. Punctuality is a crucial element in our child care operation. Please be conscientious of your child's schedule. Please call the office if your child will not be attending the center.

ARRIVING TO THE PROGRAM

The staff assumes total responsibility for your child when you leave the YMCA each morning. Under no circumstances should your child be allowed to find his or her own way into the classroom. We insist you bring children into the YMCA and to their classroom door. There is parking available located outside of the daycare. Only park in the spaces provided and please do not park in the handicap areas or fire lane at any time.



DO NOT leave your car running while you bring your child into the program for the safety of others. Also, children should never be left unsupervised at any time while they are in the building or parking lot.

Some children find comfort in having their parents spend time with them in the room he or she is being dropped off in. This can reduce the stress of those daily good-byes. It is important that children are aware that their parents are leaving. While this may result in an occasional upset, parents should take comfort in knowing that these episodes usually end after you are out of sight. Please, feel free to call us after arriving at your destination to see how your child is doing.

LEAVING THE PROGRAM

Parents must come into the YMCA and sign their children out. If you are unable to pick up your child, please call and inform the administrator who will be picking up. Children will only be

BEHAVIOR MANAGEMENT PRACTICES

When a child engages in inappropriate behavior that threatens the health and safety of him/herself, or others, the YMCA staff will do the following:

- Take immediate action to stop the behavior.
- Inform the child and parent of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him or her from the situation. Additionally, staff will attempt to learn the cause of the behavior and will try to help the child understand and overcome the situation at hand.

In other situations where other children are not directly jeopardized, YMCA staff will discuss the behavior problem with the child, but will take no disciplinary action unless the child repeats the behavior. In cases of repeated inappropriate behavior, one of the following disciplinary procedures may be used:

- Inform the child of any disciplinary action to be taken.
- Redirect and provide time away from the activity, with the child returning to the activity, contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
- Redirecting and time away from the activity plus notifying parents of child's behavior. If behavior continues, conduct a parent/guardian conference to discuss and provide support in managing child's behavior.
- If a child is involved in two incidents within one day, he/she may be asked to leave for the rest of the day, or dismissed for the following day after the incident.

Hope, Humility, Thankfulness, Honesty, Respect, Grace, Forgiveness, Love, and Patience.

The specifications of licensing rule twenty-two: child guidance and management applies to all employees of the center.

GUIDELINES

Guideline limits are set positively and are developmentally appropriate. Specific policies are listed below:

- The child will respect the rights and feelings of others and will avoid disruptive behavior that would interfere with program activities. Aggressive behavior such as hitting, kicking, biting, tripping, verbal “put-downs,” spitting, and other similar inappropriate behavior will not be tolerated.
- The children will follow all directions given by staff regarding safety procedures and will stay with the group for all scheduled activities.
- The child will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.

REASONS FOR TERMINATION OF CHILDCARE SERVICES

Failure to abide by any of the enrollment agreement conditions or failure to fulfill any of the responsibilities in this parent handbook may result in termination of childcare services.

1. Severe behavior by the child which disrupts the group or putting other’s safety at risk.
2. Refusal to follow classroom rules including repeated instances of failing to listen to his or her teacher.
3. Excessive use of physical force, including hitting, pushing, kicking, or biting.
4. Failure of parent to treat staff or other parents respectfully.
5. Failure to pay for childcare services.

released to a parent, guardian, or other designated person over eighteen years of age or older with prior authorization. The staff requires proper photo identification from any unfamiliar persons authorized to pick up a child, or we will not allow the child to be dismissed.

No child will be released to an adult under the influence of drugs or alcohol. If staff suspects that drugs or alcohol are present, a second adult will be called to pick-up.

EARLY AFTERNOON PICK UP

If you need to drop off or pick up a child between 12:30 p.m. to 2:30 p.m., you must see the administrator to make arrangements, due to our nap time for the children.

OUTDOOR/INDOOR PLAY

Our program provides outdoor play each day in suitable weather for any toddler, preschool, and school age children in attendance for more than four consecutive daylight hours. In the event of inclement weather, children are provided with a large muscle room for indoor play. Make sure your child is dressed properly for the weather. Clothes should be comfortable, easy for children to manage, and appropriate for “messy” activities. Sneakers or other soft-soled shoes are advised for the prevention of injuries.

PERSONAL BELONGINGS

Our program provides an ample supply of toys, learning tools, developmental materials, and food to meet your child’s daily needs. Please leave money, food, gum, sharp pointed items, or any weapon toys at home. Children have more fun and participate in activities when they are not concerned about personal belongings being lost or destroyed.

VIDEO

Staff will preview movies to determine if the content is appropriate for the children. Alternative activities will be available for children who do not want to view the video.

All movies are “G” rated, unless prior written permission is received from all parents. Video license is posted in the office.

SUMMER CAMP

Children who will be starting *first grade* in the fall, and are needing childcare for the summer at the YMCA, must register for our summer camp programs by the end of May. Information will be available at the front desk starting the first of February. Call the Camp Director at 932-1424 ext. 149 with any questions.

The scheduled times for camp are:

6:30 a.m. to 9:00 a.m.	Before Camp
9:00 a.m. to 4:00 p.m.	Camp
4:00 p.m. to 6:00 p.m.	After Camp

SCHOOL CLOSURE INFORMATION

IN-SERVICE DAYS

The Children’s Center will be closed for two in-service days a year, as well as the day after Thanksgiving and Christmas Eve. Parents will be notified at least two weeks in advance of these dates.

HOLIDAY CLOSURES

All programs are closed on:

<i>New Year’s Day</i>	<i>Christmas Day</i>	<i>Fourth of July</i>
<i>Memorial Day</i>	<i>Thanksgiving Day</i>	<i>Labor Day</i>

The Children’s Center closes at 3:00 p.m. on New Year’s Eve. Because our fees are set on an annual basis, there is no reduction in tuition for holidays, including spring break or snow days. When a holiday falls on a Saturday, we will be closed on Friday. When a holiday falls on Sunday, we will be closed on Monday.

**** If Lebanon City Schools are closed due to inclement weather the Children’s Center will operate on a one hour delay providing service 7:30 a.m. - 6:00 p.m.**

BEHAVIOR MANAGEMENT POLICY

The YMCA promotes positive reinforcement and behavior guidance, rather than a negative consequences disciplinary policy.

We encourage children to practice self-direction and conflict resolution. Considering each child’s age, developmental stage and personality, we establish fair and reasonable expectations of behavior.

The goal of our discipline policy is to teach children self-discipline and respect for the feelings and property of others. Appropriate behavior is taught by setting clear, simple rules, by explaining what we want them to do (rather than focusing on what they should not do), and by encouraging children to solve problems by using words instead of acting out.

When a child needs guidance, the staff uses the *Twelve Steps Before Time Out*. These steps consist of Prevention Steps (room arrangement, appropriate schedule, transitions, encouragement & self-concept building activities, and physical presence) and Intervention Steps (redirection, positive directions & limits, reflective listening, problem solving, I-messages, structured choices, no choice, and consequence). In addition, appropriate behavior is encouraged and modeled by staff. With help from adults and peers, children learn and practice nonviolent forms of conflict resolution. Our goals are to help each child develop positive feelings of self-esteem while fostering growth towards self-direction.

The Countryside YMCA child care program provides a safe environment for children to develop spirit, mind, and body. The overriding principles of the YMCA’s behavior management policies are to help children become individuals who make their own choices and who take responsibility for their actions. The primary basis of this policy is that discipline is a function of engaging children in meaningful and stimulating activities, focusing on positive role models, and promoting the twelve Christian principles of the YMCA: *Faith, Responsibility, Caring,*

A child isolated due to suspected communicable disease shall be.

- Cared for in a portion of the classroom away from the other children.
- An adult shall be within sight and hearing distance of a child, who is isolated due to illness. No child shall be left alone or unsupervised.
- The child will be made comfortable on a cot. All YMCA linens will be washed and disinfected.
- The child will be observed carefully for worsening conditions.

First aid kits are located in every classroom, in a cabinet or closet, and marked for everyone to see.

Children's registration and medical records are kept in the child's classroom, and entered into a computer located in the administrator's office.

A dental first aid chart that contains instructions for staff, is posted in every classroom in case of a dental emergency.

EMPLOYEE SICK POLICY

If an employee of the childcare program should become ill or show signs of illness, the employee will follow the same guidelines as any child enrolled in the program. The employees will follow the guidelines set forth from the communicable disease policy.

****In the event of a level 3 weather condition, natural disaster or other environmental conditions, parents will be called to pick up their children as soon as possible.**

SUPERVISION AND EMERGENCY POLICIES SAFETY

- Phones are located in the office, infant room, walker room, ABC Club, Peanuts room, and in the kitchen.
- Use of aerosol sprays are prohibited while children are in attendance.
- Fire drills, tornado safety, and evacuation procedures are in accordance with the Ohio State Law. We conduct monthly fire drills; children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans and routes are posted in each classroom.
- Safety: Our entire complex internally and externally, is secured by electronically monitored fire systems.
- The Children's Center is equipped with video cameras in each classroom and in the hallways of the center. This is for security and protection of the students and staff. We have security doors that are activated by an office designated pin number. This pin number needs to remain confidential.
- All children will be supervised at all times.
- Medical, dental, and general emergency plans are posted by each telephone in each classroom and other spaces used by children.
- Each classroom has a posted daily program schedule.
- The center shall maintain indoor temperature, which will not fall below 65 degrees or go above 85 degrees.
- We maintain ratio standards and regulations at all times.
- In the event of severe weather, closing announcements will be on local radio and TV stations.

EMERGENCY POLICY

In case of an emergency, the child will be treated appropriately; the director will be notified; ratios will be maintained; remaining children will be removed from the area of the situation, with proper supervision in a safe area; 911 will be called if serious; the ETA form will be sent with the life squad; parents will be notified; and an incident report will be completed. State inspector will be notified within 24 hours. Staff are not permitted to transport children in their own vehicles.



An incident report will be completed when:

- A. An illness, accident, or injury which requires first aid treatment occurs.
- B. A bump or blow to the head.
- C. Emergency transporting.
- D. An unusual or unexpected event which jeopardizes the safety of the children or staff, such as, a child leaving the center unattended. Parents are required to sign this form and will receive a copy. A copy will be kept on file at the YMCA.

EMERGENCY TRANSPORTATION PLAN

The YMCA emergency plan for transportation is to have staff to call 911, then to contact the child's parent from the information located on the child's registration form.

BLOOD BORNE PATHOGEN

Blood Borne Pathogen Kits are available for cleaning up accidents involving blood, vomit, or other bodily fluids.

MANAGEMENT OF COMMUNICABLE DISEASE

Our staff members are trained to recognize common signs of communicable diseases. Each day children are observed for any signs of communicable diseases. A *Child Care Communicable Disease Chart* is posted in the Children's Center. This chart is used for reference and is followed for the appropriate management of communicable diseases. All childcare staff members are required to complete a six hour course in the recognition and management of communicable diseases, including hand washing and disinfecting procedures.



Parents will be contacted to pick up their child if any of the following signs/symptoms are displayed while in care. Please note if any of these symptoms are present the child may be isolated from the other children until the parent arrives.

- Diarrhea, (three or more) abnormally loose stools within a twenty-four hour period
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, eyelid, thick and purulent pus discharge, matted eyelashes, burning, or itching or eye pain
- Temperature of at least one hundred degrees Fahrenheit (auxiliary method) when in combination with one other symptom
- Untreated infected skin patches, unusual spots, or rashes
- Stiff neck with an elevated temperature
- Sore throat or difficulty swallowing
- Vomiting, when combined with other symptoms
- Evidence of lice, scabies, or other parasitic infestations

COMMUNICABLE DISEASE AND ILLNESSES

A child dismissed for any health reason, will be given a “yellow slip” stating the reason for dismissal. The child may return to the program, after a twenty-four hour period and are symptom free of the illness or infestations which were indicated by administrator or physician.

- In case of prolonged illness, a doctor’s note may be required to return to the program.
- A child with diarrhea caused by antibiotic treatment or another medication must have a note from the pharmacist or doctor in order to return to the program. A child with diarrhea caused by teething must have a note from the doctor to return to the program.
- For parasitic infestations, the child must be bug and nit free for a twenty-four hour period.
- Should your child become exposed to a communicable disease at the program, we will post it on the communicable disease chart outside your child’s classroom. In return, we request that you report to us when your child has been exposed to a particular infection or disease outside the program.

The administrator of the program at any time may request a doctor’s note for the child to return to the program.

MILDLY ILL CHILD

If a child should show signs of illness, the child will be monitored on a regular basis by a staff member. Any decisions about the child’s well-being for the day will be left up to the administrator’s discretion. If the symptoms escalate, the administrator will follow the guidelines for communicable disease illnesses.

SWIMMING

Signed permission from a parent or guardian is required, before a child can participate in water activities or swim.

***Permission must include:**

1. The child’s name and birth date
2. A statement indicating whether the child is a swimmer or a non-swimmer
3. Location of the swimming site
4. A statement of whether or not the center is providing additional adults or child care staff members above the licensing ratio requirements for this activity
5. A statement that the parent or guardian grants permission for the child to participate.

***Sunscreen**

The Children’s Center will provide Water Babies sunscreen SPF 50 for all children unless otherwise specified by parent. A sunscreen form must be completed and updated yearly for each child.



SWIMMING SAFETY

Staff are required to review swimming and water safety rules with the children each time they participate in water activities. Included in these rules, there shall be a system for checking to ensure that each child is safe in the water. Staff will always be able to see all parts of the swimming area, including the bottom of the pool. Staff will never leave a group while swimming. We will maintain staff/child ratio at all times. Staff always accompany and supervise children during swim time. Children are never left alone and are supervised at all times. If the lifeguard is a child care staff member, they shall not be counted as a child care staff member in the staff/child ratio. The Countryside YMCA has certified lifeguards and water safety instructors supervising pools.

CLASS DESCRIPTIONS

INFANTS

Infants six weeks to twelve months are on their own individualized schedule. Feeding and nap times are scheduled according to the parent's request. Infants that are not napping or being fed are placed in an area near or with a caregiver for age appropriate play. Infants should have several changes of clothing left at the Children's Center. Clothing should be clearly marked with the child's name, so we can minimize the loss of personal belongings. A daily report will be given to the parents, letting them know how their child ate, napped, and when he or she was changed.

Hair ties, small hair clips, and buttons are choking hazards. Please be aware that this could become a serious issue if a small child should get a hold of these types of items. We do reserve the right to eliminate these items from the classroom, if we feel they are a safety danger.

This classroom is staffed with two full time teachers and one morning assistant. The infant program ratio is 1:5, with a group size of ten. The infant room is equipped with a variety of toys and materials to interest a developing infant.

Diapers, wipes, baby food, prepared bottles, (formula or breast milk), and diaper rash ointment are the responsibility of the parent. The Children's Center participates in CACFP food program. Therefore, we do provide rice and oatmeal cereal and Parents Choice with iron formula. Parents have the option of using our formula or their own. Infants six weeks to twelve months will be provided formula or breast milk unless otherwise instructed by a physician. When the child is ready for solid foods, this will be provided by the program as per parent request.

ALLERGIES

If your child has any type of allergies, the Medical Physical Care Plan needs to be completed. It must be signed by the Director and classroom teachers.



OUTSIDE FOOD

Due to state licensing requirements and in the interest of children with allergies, the YMCA does not allow any outside food to be brought into the center. This policy does not apply to children's birthdays, classroom parties or other special occasions. Please contact the Director with any questions regarding food for these occasions. Please note: The Children's Center is a peanut free zone; therefore, we ask you to refrain from bringing in food that contains peanuts, peanut butter or is made with peanut oil.



NO PEANUTS

PRESCRIPTION MEDICATION

The Children's Center will **only** administer medication if it is required for a "**life threatening illness**" or for "**behavior disorders**" that have been diagnosed by a licensed physician.

If a child is required to take medication at the center due to the above statement, the parent or guardian **must** complete an "**Administration of Medication Form**" & "**Medical Physical Care Plan**". According to state licensing requirements, the medication must be kept in its original container with the original label and clearly state the following: **The child's name, current date (within the last twelve months), the exact dosage to be given and the means of administration.**

All medications given to a child must be administered by a parent, staff trained by a parent, or a certified professional.

ADMINISTRATION OF MEDICATION FORM

An "Administration of Medication Form" must be filled out for all medications, food supplements, fluoride supplements, a modified diet, or when an entire food group is eliminated. All proper signatures are required before we will administer or modify anything. Medications will only be administered for the date indicated by a physician or dentist. Medication forms are only good for twelve months. Ointments, creams, or lotions for skin irritations can only be administered up to fourteen days without written instructions from a physician. All medications are stored in a secure place well out of the reach of children. We maintain dated records and the amount of medicine dispensed. We provide refrigeration when necessary. Medicines will be returned to you when the required dosage is completed as described by the parent, dentist, or physician.

WALKING INFANTS

This classroom provides care for children ages twelve months to twenty-two months. This room is staffed with two full time teachers and one morning assistant. Children have an opportunity to explore with projects that enhance their fine motor skills, communication skills, and senses. Children will have an opportunity to engage in outdoor activities, muscle room time, and buggy rides.

Several changes of clothing, diapers, wipes, and diaper rash ointment are the responsibility of the parent. Vitamin D milk will be served to this particular age group, unless instructed otherwise by a physician. A daily report will be given to the parents, letting them know how their child ate, napped, and when he or she was changed.

At eighteen months, there will be a transition from a crib to a cot. At this point the child will need a small pillow and blanket for his/her cot at nap time. Please be sure that your child's name is clearly marked, so we can minimize the loss of personal belongings.

Hair ties, small hair clips, and buttons are choking hazards. Please be aware that this could become a serious issue if a small child should get a hold of these types of items. We do reserve the right to eliminate these items from the classroom, if we feel they are a safety danger.

In the summer, we will take the children out to the outdoor baby pool, one day a week with parent's permission.

BITING

Biting is a normal phase of a child's development. However, when biting situations occur it can cause parents a sense of anxiousness. The YMCA biting policy is intended to protect the safety of all children while helping a child who is biting to extinguish this behavior. We ask for parent support when a biting situation occurs. This may include arrangements to have the child picked up from the center. This is not intended as punishment for the child or parent, but as a safety precaution for the other children in the room.

Below is a very general walking infant schedule that we follow:

6:30 to 7:00	Parent drop off
7:00 to 9:00	Snack/free choice/buggy ride diaper change
9:00 to 10:00	Outdoor or muscle room
10:00 to 10:30	Developmental activity
10:30 to 11:00	Outside play/free choice/lunch
11:00 to 11:45	Lunch/free choice/diapers
11:45 to 1:30	Quiet time/free choice
1:30 to 2:00	Outside time/diapers/buggy ride
2:00 to 2:30	Snack/outside play
3:00 to 3:45	Buggy ride/snack
3:45 to 6:00	Free choice/buggy ride/diapers/ outside time

STAFF DEVELOPMENT

The quality of the YMCA childcare program is determined by the staff's approach to childcare and the effectiveness of their interaction with the children. Our staff are selected on the basis of training experience and their desire to work within our philosophy of child care.

We place high expectations on our staff and encourage them to further their professional development through continuing education and training. Our teachers are committed to giving the children the very best education possible to ensure success now and in the future.

All of our administrators and lead teachers meet licensing requirements by holding a current CDA certificate, a college degree or are actively pursuing a degree. Non-degreed staff members work within a supervised area and receive training for a basic understanding of child development, nutrition and safety plus having experience working with children.

All staff members are trained in first aid, CPR, communicable disease, child abuse recognition, basic understanding of child development, and safety issues. All staff are required to attend 10 hours of specialized training a year .

CHILDREN'S CENTER NUTRITION

Good nutrition is an essential ingredient in our total child care program. Every day we serve a morning snack, hot lunch, and afternoon snack. Each meal and snack is planned to meet or exceed one third of a child's recommended daily dietary allowances and shall include: at least one food group from the meat, bread, and milk groups; as well as two servings from the fruit and vegetable groups. A source of vitamin C is served daily and vitamin A at least three times per week, either for snack or lunch. Milk is served with lunch daily. We provide Vitamin D milk for children twelve months to twenty-four months of age. The juice is 100% fruit juice. A daily menu is posted outside of the kitchen. Food is served family style in our toddler and pre-school rooms, while adults sit and eat with children and engage them in conversation.

TRANSITIONS and CONFERENCES

Transitions from one class to the next may occur at various times during the year, as determined by the office. Chronological age, readiness, and classroom space availability are among the determining factors in transferring a child to a new learning level. Parents are made aware of their child's transitions via regular communication with his or her teacher and formally through a letter. The letter serves to acquaint parents with our transition process. Transitions can result in slight behavioral changes. Children may express separation difficulties by crying, clinging to parents, or asking to return to their old room. Such reactions are common and usually short-lived. Children need to adjust to their new environment, teachers, and classmates. Parents may discover that they too, need time to feel comfortable with their child's transition. Maintaining good parent-teacher communication and regular visits to the program will help everyone make positive adjustments to change. To discuss the child's progress a transition conference will be offered within a month of the transition. Annual conferences will be offered in the spring of each year as well.

TODDLERS

Our toddler program is designed for children ages eighteen months to approximately three and a half years of age. These rooms are each staffed with three teachers.

Toddlers are offered a variety of choices based on the child's interest. Multiple art and manipulative materials are provided as well. One of the major objectives of the toddler program is to guide children in the development of verbal skills and interaction with their peers. Outdoor play and muscle room time are included every day.

Toddlers, ages twelve months to twenty four months, will be provided with Vitamin D milk unless otherwise instructed by a physician.

Several changes of clothing, diapers, and wipes are the responsibility of the parents. A report will be given to the parents at least weekly, letting them know their child's progress. These classes will assist your child in the toilet training process.

In the summer, we will take the children out to the outdoor baby pool, one day a week with parent's permission.

Below is a very general toddler schedule that we follow:

6:30 to 7:45	Free choice
7:45 to 8:45	Free choice/a.m. snack/muscle room
8:45 to 9:15	Diaper changes/free choice
9:15 to 9:30	Choice of developmental activity/free choice
9:30 to 10:00	Outside play/free choice
10:00 to 10:30	Muscle room
10:30 to 11:00	Free choice/diaper change
11:00 to 11:15	Prepare for lunch/story time
11:15 to 12:00	Lunch/clean up
12:00 to 3:00	Quiet time/muscle room for those awake/diaper change
3:00 to 3:30	Clean up/p.m. snack/free choice
3:30 to 4:30	Free choice
4:30 to 5:00	Outside play/free choice
5:00 to 6:00	Diaper changes/free choice/outside

All records for screening and assessments are kept confidential. Your individual child's teacher, Director, and Assistant Director will have access to the files. In the event your child needs a referral and release of information, a form will need to be completed by the legal guardian.

Screenings:

AGES and STAGES is the screening tool that is used within the first three months of the child's enrollment into the program.

All children receive developmental screening that includes

- a. the timely screening of all children within three months of program entry;
- b. screening instruments that meet professional standards for standardization, reliability, and validity;
- c. screening instruments that have normative scores available on population relevant for the child being screened;
- d. screening of children's health status and their sensory, language, cognitive, gross-motor, fine-motor, and social-emotional development;
- e. a plan for evaluating the effectiveness of the screening program; and
- f. using the results to make referrals to appropriate professionals, when needed, and ensuring the referrals are followed up.

Parents will sign a release form with this information.

Family members are provided information, either verbally or in writing, about their child's development and learning on at least a quarterly basis, with written reports at least two times a year. (conferences and open house)

ASSESSMENTS AND SCREENING

Assessments:

At Countryside YMCA we believe that authentic, ongoing assessment of children in any early childhood program is the key to planning appropriate learning experiences that respond to children's individual interests, learning styles, and abilities.

Programs conduct written assessments as an integral part of the program. Assessments are used to support children's learning, using a variety of methods such as observations, checklists, rating scales, and individually administered tests.

The program's written assessment plan includes the multiple purposes and uses of assessment including:

- a. arranging for developmental screening and referral for diagnostic assessment when indicated,
- b. identifying children's interests and needs
- c. describing the developmental progress and learning of children,
- d. improving curriculum and adapting teaching practices and the environment,
- e. planning program improvement, and
- f. communicating with families.

Our assessment system conducts an authentic, observation-based assessment using The Creative Curriculum approach. Simply put, our teachers are trained to know what to look for and how to support children's continued development and learning.

Having a solid picture of individual children's progress makes it easier to focus your observations and to consider the whole child. You'll find this particularly useful when partnering with families to plan how best to support their children's development and learning.

PRESCHOOL

Children are grouped by age and development levels. Activities and learning experiences are geared toward each child's individual needs. This program offers a wide range of self and teacher-initiated activities for the developing child, such as: block building, pretend play, music, story telling, games, and art. Outdoor recreation provides unlimited opportunity for exercise, motor development activities, water play, and science discussion. Indoor play is provided in our large muscle room, as well as the gyms and indoor soccer field in the y, when weather is unsuitable to play outdoors. Our program maintains high standards in health, hygiene, cleanliness, and comfort.

Through the use of the learning centers, each class provides a variety of activities during the course of the day to help young children develop cognitive, social, and self-help skills. Development of language skills is also a major part of the preschool program. Children are encouraged to express themselves and to solve problems verbally.

Children attending preschool should have several changes of clothes and shoes. No other items from home are allowed. All other materials and supplies needed will be provided by the center.

You may refer to your child's parent bulletin board outside of the classroom for information that pertains specifically to your child's class.

A weekly report will be given to the parents, describing your child's participation within the class, his/her listening skills, and overall behavior.

Preschoolers are offered the chance to participate in extra-curricular classes in the fall and winter for an additional fee.

Below is a very general preschool schedule that we follow:

6:30 to 8:00	Drop off/muscle room
8:00 to 9:00	Morning snack/free choice
9:00 to 10:00	Developmental activity/Art/Free Choice
10:00 to 10:30	Muscle room (large motor skill development)
10:30 to 11:00	Circle Time
11:00 to 11:30	Special Activities: Small group/Large playground/Nature trail/Movie
11:30 to 12:00	Outdoor Activities
12:00 to 12:15	Hand Washing/Quiet Time/Prepare for Lunch
12:12 to 12:45	Family Style Lunch
12:45 to 1:00	Clean up/Hand Washing/Prepare for Nap
1:00 to 3:00	Naptime
3:00 to 3:30	Snack/clean up/free choice
3:30 to 4:00	Muscle Room (Large motor skill development)
4:00 to 6:00	Outside play and Departure

Free Choice: Children can choose from a variety of educational centers in the classrooms such as dramatic play, math, science, books, woodworking, art, manipulatives, writing are, blocks and transportation, and sensory table.

CURRICULUM

Countryside YMCA Childcare Vision: *Building Children of Character*

Second only to human relationships, a well planned curriculum helps define a child's experience in a YMCA program. Curriculum affects all aspects of a program: over-all quality, parents' perceptions, and the outcomes and benefits of the program for individual children. To ensure that YMCA early childhood programs deliver high-quality activities and interactions, YMCAs have embraced "*The Creative Curriculum*", developed by Teaching Strategies, Inc. Our program also lists and shows the alignment of the Early Learning Content Standards to the Creative Curriculum on all lesson plans.

The Creative Curriculum includes five components:

- How children develop and learn
- The learning environment in which children learn
- What children learn
- The role of the teacher
- The role of the family

The curriculum is consistent with the YMCA's philosophy, which is grounded in a child-centered and holistic approach to early childhood. As with any YMCA program, YMCA childcare is grounded in the YMCA mission and program objectives.

The Creative Curriculum outlines the six core content areas of:

- Literacy
- Mathematics
- Science
- Social Studies
- Arts
- Technology
- Healthy Habits