



# **Great Plains Family YMCA Child Development Center Parent Handbook**

Parent Policy  
&  
Emergency Preparedness  
Plans & Procedures

1500 N Airport Rd

Weatherford, OK 73096

580-772-0202

## **Welcome to the Child Development Center**

The Great Plains Family YMCA welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow, and thrive. Take a minute to learn more about the Y and how we'll help your child explore, connect, and discover. If you have any questions, concerns, or suggestions, please feel free to contact staff at any time. The Great Plains Family YMCA staff strives to meet age appropriate play experiences, in a safe and healthy learning environment, in which a child can develop his or her own, individual and unique, potential socially, physically, emotionally and intellectually.

Sincerely,  
Chelsey Powers  
Youth and Family Director  
580-774-0404  
chelsey@gpfymca.org  
Great Plains Family YMCA

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### **Our Mission**

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

### **Our Cause**

At the Y, strengthening community is our cause. Every day, we work side – by side with our neighbors to make sure everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

### **Our Philosophy**

The YMCA Child Development Center believes the first five years of childhood are most important in the development of learning. The YMCA CDC provides a safe, caring environment with a developmentally age appropriate program to set the foundation for learning experiences. We use the "Whole Child Development" philosophy, which means we provide a day of developmentally appropriate, fun activities where children can develop socially, emotionally, intellectually, and physically.

The motto of the YMCA CDC is "Hands on Learning." The learning experience is centered on a weekly theme that is used center wide. Children learn by doing, touching, smelling, and experiencing. To help facilitate the child's learning experience, our classrooms are set up with a print rich environment with learning centers such as; blocks, home living, science, library, dramatic play, computers, writing, and quiet area. The learning experiences are also taken outdoors. Outdoor learning experiences include; large motor free play on a large playground, games, sand and water play, science, chalk drawings/paintings and dramatic play.

All staff realizes that each child is unique and has different needs and interests. Therefore, the educational program is set up to allow children to develop at his or her own pace and developmental level. When planning play experiences, a child's age and interests are given full attention.

Providing a caring, nurturing environment also gives each child the opportunity to develop positive self – esteem. We feel a parent interacting in their child's learning experiences is invaluable to the quality of their child's life, so we have an open – door policy and welcome parents in our classrooms always. Parents are also welcomed to share family and cultural traditions at any time.

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### **Why Choose the Y?**

The Y is, and always will be, dedicated to building health, confident, connected, and secure children, adults, families, and communities. We believe the values and skills learned early on are vital building blocks for quality of life. Together we can make a difference.

## **A-Z INFORMATION**

The Great Plains Family YMCA Child Development Center is a licensed child care facility. We are also a nationally accredited three-star facility, by the National Early Childhood Program Accreditation. This institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. All the following policies are subject to change due to changes in YMCA policies, state child care licensing requirements, National Child Care Accreditation Standards, and with Director's discretion at any time.

### **ABSENCES**

It is imperative that we are notified if your child will not be in attendance on a normally scheduled day. If your child will be absent, please call the Child Development Center and let them know. Voicemail and email systems are always available and the front desk staff can take messages. Parents/guardians of all children not in attendance without prior notification will be contacted via the contact information provided on the registration paperwork. No refunds will be given due to non – attendance.

### **ADMISSION POLICY**

The Great Plains Family YMCA Child Development Center generally admits children ages 1-4 (4-year-old that is not in Pre-K). The Y is open to all youth regardless of race, gender, religious belief, or income. The Y will address children with additional needs on a per request basis. Upon reasonable notice, efforts will be made to accommodate your request. The safety and well – being of all must be maintained.

### **ADMISSION REQUIREMENTS**

- Prior to a child's attendance, families are required to have a YMCA Household Membership, for their child to attend the CDC. These can be attained in the main YMCA building.
- Completed enrollment forms/CACFP Application
- Current and updated immunization record
- Any legal documents (divorce, custody etc.)
- Tuition and registration fees
- Authorization to set up automatic bank draft for withdrawal of tuition, DHS copays, and scholarship participants
- Goals for children
- Authorization of approval from DHS case worker for DHS clients
- Physical and Dental Assessments (due upon request)
- Orientation to the center by director/teacher and classroom observations encouraged

### **AGE GROUPS**

Children are assigned to groups according to their ages. This atmosphere encourages close child/staff interaction and provides an opportunity for each child to express herself/himself, be accepted by their peers, and learn new skills. \*We CANNOT take special requests to keep friends, siblings, or relatives together. We also cannot guarantee your child will be placed with a staff member.

### **ALLERGIES**

ALL known allergies or any special dietary needs based on a medical condition must be in writing on your child's Registration. Please talk to staff if your child has special or more serious circumstances (example: cannot eat peanut butter or latex). An authorization to administer medication form must be filled out and signed for all medications given during programs.

### **AMERICANS WITH DISABILITIES ACT**

The YMCA is committed to enforce and implement all required provisions of the Americans with Disability Act, in both policy and practice. If your child needs a reasonable accommodation to participate, requests may be made. Upon reasonable notice, efforts will be made to accommodate your request. The safety and well-being of all children and staff must be maintained.

## **CANCELLATION**

Written notification of your intent to drop out of the program must be given at least two weeks prior to your intended last day.

## **CDC ADVISORY BOARD**

The CDC has an advisory board that meets approximately every four months to discuss policy/procedures, curriculum and anything else deemed necessary. Any parent that would like to join please notify the assistant director or the director. Staff are encouraged to attend.

## **CDC TEACHING STAFF**

The YMCA CDC is staffed with teachers, substitute teachers, and occasionally volunteers. All work under the supervision of a director and a coordinator who are part of the CDC facility. All teachers are professional early childhood teachers who have education, training, and experience. All teachers have obtained their Child Development Associate Credential, working toward their credential, working on their Elementary Education, Special Education degrees, or have obtained them. Rotation of teachers is done daily due to college class schedules, sickness, trainings, and staff/child ratio's.

## **CHARACTER DEVELOPMENT**

The YMCA has four core values that we strive to model and teach to our children daily: caring, honesty, respect, and responsibility.

The mission comes to life through the emphasis of four-character values: Caring, Honesty, Respect, and Responsibility. Challenging people to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for his/her entire life. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

If everyone exhibited Caring, Honest, Respect, and Responsibility, what would the community look like? That is what the YMCA is about.

## **CHILD ABUSE & NEGLECT PREVENTION & SAFETY/HUMAN TRAFFICKING**

The health and well – being of your child is essential to the YMCA. The YMCA staff are trained in the signs of child abuse and the appropriate procedures for responding to the suspicion of abuse and will be alert to the physical and emotional state of all children. When any sign of suspected abuse is detected, the Leadership Staff will be notified immediately and a report will be made to the appropriate authorities. The YMCA will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by the parent/guardian.

It is mandated by law that any child that is suspected of child abuse or neglect must be reported to the Department of Human Service/Child Welfare Department. The YMCA respects this right and contact will be made to the DHS office, in the county of service, or the child welfare hot line. Toll free number 1-800-522-3511 or Custer County. 1-800-572-6846. Every person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children, as described in the Oklahoma Statutes, reports the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control.

## **CLOTHING/DAILY ATTIRE**

Children attending school to participate in active, busy play, to explore the world freely and to experiment with many kinds of materials. The clothing they wear can add to or detract from their enjoyment. To meet the children's needs of fully participating in the program and being successful in dressing themselves, parents should keep the following in mind. The YMCA is NOT responsible for loss of belongings (see LOST and FOUND).

1. Be simple enough so the child can put it on and take it off.
2. Be loose enough to provide freedom of movement.
3. Be durable and washable enough to permit vigorous play.
4. Be inexpensive so that soil, damage, or loss will not cause great concern.
5. Be appropriate to present weather conditions.
6. Shoes should be sturdy, and have an ankle strap.
7. All clothing should be labeled with the child's name.

Aprons are provided for painting, water play, and mud play. Staff will take normal precautions to protect the child's clothing, but accidents do occur. State guidelines do not allow the center to wash soiled clothing. They will be bagged and sent home.

## **COMMUNICATION**

Parent telephone calls and visits are welcome any time. Staff will try to notify parents when children are not feeling well as usual, but not sick enough to be sent home. Daily sheets for ages 1 to 4 will be sent home with parents daily. Verbal communication is used for ages 5 and up.

## **CONFIDENTIALITY/DATA PRIVACY**

Discussion of children in the program, other than one's own, is not allowed. Staff are held to the same standard and sign a contract once hired to keep our children and family information confidential as well. Records concerning your child: enrollment forms, health records, observation records, and written parent/teacher conference reports and all other information about your child is confidential information. This information will only be available to parent/guardian, the Director, staff, and a person designated by the state licensing department to review our records for licensing purposes.

## **DHS LICENSING COMPLIANCE FILE**

A compliance file is located on the child care resource area. The file contains monitoring visit reports, licensing correspondence, Notice to Comply, licensing complaints, and Child Welfare Investigations Summary Notification to Child Care Licensing Services. With findings of confirmed, for one year from the completion of investigation.

## **DIAPER CHANGING**

1. Changing surfaces are sanitized after each use (bleach water).
2. (DHS procedures posted at each changing table)
3. Staff have diaper, wipes, diaper cream and gloves ready for each change.
4. Staff washes hands before and after each changing for 20 seconds.
5. Staff washes child's hands after each changing for 20 seconds.
6. Liquid soap is accessible at each station.
7. Parents are required to furnish all diapers, wipes, and cream.
8. A foot – pedaled trash can with liner are available in all diaper changing areas.
9. Hand washing sinks are adjacent to each changing table.
10. Staff always have a hand child when changing a child's diaper.
11. Diapers are checked every 30 minutes and changed every hour, or before if necessary.
12. Wet or soiled clothing/diapers are changed immediately.
13. All staff are trained in proper cleaning of a child's genital area (DHS video and ELCCT online trainings).
14. The area is never located next to food preparation.
15. The tables are sanitized after each use.
16. Progress reports document each diaper changing.
17. Staff wear gloves.

## **DISCIPLINE/EXPULSION POLICY**

All efforts will be made to guide children to appropriate behavior. Respect for your child will be demonstrated always, and the same respect will be expected from your child for his/her peers and the Y staff. We arrange the environments to prevent discipline problems, and to help children learn the rules of getting along in a group. Children are made aware of the rules and expectations while in Y programs. Redirection, suggestions from parents on what they have discovered at home, as well as natural consequences may be used when appropriate.

Our staff are trained to help your child, by word and example, to realize that the following actions are not desirable behaviors:

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the group without accompaniment by a staff person or parent
- Using profanity, vulgarity, or obscenity
- Physical and/or verbal bullying

Guidance and discipline techniques that will be used with the children include:

- Setting clear and enforceable limits
- Modeling acceptable behaviors
- Recognizing each child's individual needs
- Structuring the environment and schedules to maximize good behavior
- Recognize the children's efforts
- Anticipate and eliminating potential problems
- Redirection

When disciplinary action is necessary, age – appropriate methods will be implemented. If the behavior is not corrected the following steps will be taken:

- A communication form will be completed, and will require the signature of the parent/guardian.
- If the child continues to demonstrate the inappropriate behavior, he/she may be suspended for one day.
- The next serious infraction will result in a three-day suspension.
- If the behavior has not improved, the child may be removed from the program for its duration.
- The Y reserves the right to bypass the steps listed above and terminate a child's enrollment immediately if the child's behavior poses a threat to the safety of himself or others. If a child is suspended or removed from the program, no refund will be given.
- The Y reserves the right to terminate your child's attendance for such things as, but not limited to: excessive disruptive behavior, emotional problems or disabilities that we are not equipped to handle, or that are a safety risk to themselves or others in the program.

## **EMERGENCY PROCEDURES**

- Roll calls are taken and all children are accounted for.
- First aid will be administered. First aid kits are located throughout the Y, and will be taken on any trip.
- Parents will be notified. The center address and telephone number, emergency numbers, are posted in the classroom, and each staff members binders.
- In case the YMCA building would have to be evacuated the children would be taken next door to the main YMCA building, or across the street, to the Fastlane parking lot.
- The Oklahoma State Department of Human Services Licensing Worker will be notified regarding any incident requiring emergency medical attention by a physician.

## **FIELD TRIP DAYS**

Field trips are planned on a regular basis for ages two through 4. One-year olds are not taken on field trips other than riding the buggy to the main YMCA building. The field trips are a fun and educational part of the YMCA CDC program. The YMCA gym/play areas are identified as field trips. All parents are notified in advance and welcome to come on each field trip. We will provide the Center's teaching staff on all field trips. Attendance is taken before and when leaving field trips. First aid kits are taken on all field trips, outside and trips to the YMCA gym. Children in diapers/pull ups are taken back to the YMCA CDC to be changed every hour or as needed.

## **FINANCIAL ASSISTANCE**

Financial assistance is available to those who qualify. A sliding-fee scale is used to determine appropriate levels of assistance. To apply for financial assistance, pick up a financial assistance packet at the Y front desk.

## **FOOD POLICY**

Your YMCA Staff is dedicated to giving your child a fun, healthy time. The YMCA follows all the recommendations of the State Department of Education Child Nutrition Program. We contract with the Child and Adult Food Program and an application must be filled out on all families and enrollment forms for each child at enrollment time. Our program provides breakfast, lunch, and an afternoon snack. Breakfast is 7:30 am to 8:30 am for all children. Lunch is served at 11:00 am for everyone. Snack is served from 2:45 pm to 3:45 pm. Meals will not be served after these times. It is the parent's responsibility to provide meals to children not in attendance during these times. Menus are posted monthly.

If you would like to send some cookies or crackers for snacks for birthday parties. Etc. All food brought in to the center must be store bought. No homemade items will be fed to the children.

## **HEALTH CONSULTANT**

Stephanie Yoder P.A. Ms. Yoder works in Dr. Badgett's office. She can be located through the Director or Coordinator when needed.

## **HOLIDAYS & INCLEMENT WEATHER**

Care will not be offered on holidays that the Y is closed or on inclement weather days. These and other similar occurrences have been considered in the pricing, therefore, credits or refunds will not be issued.

Care is not provided on the following holidays:

New Year's Day	Easter Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Black Friday	Christmas Eve
Christmas Day			

The Y and all programs close early on New Year's Eve.

## **HOURS OF OPERATION/LATE FEES**

We operate Monday through Friday: 6:30am – 6:00pm. A late fee of \$2.00 per minute will be assessed for each minute after 6:00 pm that your child remains in care. Late fees will be drafted from the account on file at the time they are assessed.

## **ILLNESS**

The health and safety of your child is a priority for us. A sick child is to be kept at home. If your child becomes ill in our program, we will call you. You must then decide to pick up your child immediately. If we send your child home with an illness, they may not return until they have been without an illness for 24 hours. A child may not swim until at least 24 hours after the end of any illness. Call the Y by 10:00 am on the days when your child is ill or will be absent from the program. We need to know where your child is every day for the child's own safety and

accountability. A doctor's note is mandatory for any contagious illness that requires antibiotic. The Y should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appeared. \*The Y uses Oklahoma State Health Department resources as a guide for illnesses and/or communicable diseases.

The following are just a few indicators that your child is too sick to attend our program.

Fever over 100	Chickenpox	Impetigo Pink Eye
Extreme exhaustion	Mouth sores	Diarrhea (3 or more within 3 hours)
Severe irritability	Persistent crying/coughing	Rash
Head Lice	Sore Throat	Difficulty Breathing
Vomiting	Shingles	Mumps
Pertussis	Scabies	Tuberculosis
Measles	Rubella	Hepatitis A

## **IMMUNIZATION**

Your child must be up to date on immunizations as required by the Oklahoma Department of Human Services prior to enrollment to the center. After admissions to the center, you are responsible for regularly updating your child's health files to reflect new immunizations.

## **INCLEMENT WEATHER & DRILLS**

Tornado drills and fire drill are practiced monthly. Children use the inside hallway of the facility for tornado drills. In the case of an emergency, parents will be notified and children may be transported by the YMCA buses to the basement at Burcham Elementary, 1401 E. Lark Street/Burcham Elem. #580-774-0812.

The YMCA also practices fire drills monthly. Children exit the building and cross the west parking lot and meet at the CDC sign. Roll call is taken before and after the fire drill. Children line up at the closest exit door and follow their teacher. All emergency contact information is taken on the drill.

## **INJURY**

All staff are trained in emergency first aid. If your child sustains an injury more severe than our skills allow, the staff will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following:

- Attempt to contact a parent/guardian, using all numbers for persons provided on the enrollment form.
- If injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a staff member.
- Document any injury that your child sustained during the program.

## **INJURY/INCIDENT/DISCIPLINARY REPORTS**

These reports will be filled out depending on the situation. We will contact you regarding any serious injury that occurs. Injury reports will be completed on injuries that your child sustains at the program. All injuries have written documentation. The YMCA CDC staff pays close attention and supervises all children daily.

A child that is aggressive towards another child or teacher, destroys property, or fails to follow YMCA rules will receive an incident report.

Discipline reports are given when inappropriate behaviors exist consistently.

## **LOST AND FOUND**

Unclaimed lost and found items will be donated to the local ETC shop after one month. We provide a well-rounded activity schedule, which does not require additional toys, equipment, phones, games, etc., from home, unless specifically requested. Any of these items found with your child will be taken away and returned to the parent at the end of the day. Lost items are not the responsibility of the Y.

## **MEDICATION & OVER THE COUNTER SKIN PRODUCTS**

Medication will be dispensed to children only under the following conditions:

All medications must be accompanied by a completed **Authorization to Administer Medication Form** which includes the dosage, date, and time the medication is to be administered.

Prescription and non – prescription medications must be in the original container and labeled with the child’s name, date, directions, and physician’s name (prescription only). All prescription and nonprescription medications will be administered in accordance with label directions.

Each time a child is given any medication an entry will be made in the Medication Administration Log on the form. All medication will be kept secure. While we strive to fulfill your requests, we cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to parents. Please understand that it may not always be possible to administer medications as requested.

## **NEWSLETTERS**

A CDC monthly newsletter and menu will be emailed out to the parents to inform them of upcoming events and foods served within the center.

## **OUTDOOR PLAY**

Activities in which large muscles are used in outdoor play is beneficial to a child’s development and health, so outdoor time is planned daily unless weather is severe. Children should be dressed properly for outdoor play. No flip flops will be allowed.

Outside play schedules are posted in each classroom in the parent information area and on the playground cabinet area. When children are unable to go outside due to weather problems, the main YMCA building can be utilized as an inside play area. Boundaries are established for the children’s play area. Outside lesson plans are used at the YMCA gym. Attendance is taken upon any major transition times outside play, coming in and out of the building.

## **PARENT/TEACHER CONFERENCES**

Each April and October the classroom teachers will assess your child’s development by using a non-standardized test. You will have an opportunity to meet with your child’s teacher to set individual goals for your child based on the assessment. If Individualized Education Plans need to be utilized the teacher, the school, and the parents will coordinate together upon enrollment. Annual program assessments are also conducted during the conference twice a year. Goals are set for the program at this time through parent questionnaires.

## **PARENT VISITS**

The YMCA has an open-door policy for the parents. All visitors should speak directly with a Y Staff to let them know that you are visiting upon your arrival. Visitors may be asked to show identification and fill out an additional form or documents. Parents are invited and encouraged to visit the program, but must take care to not interfere with or disrupt the on-going activities.

## **PARTICIPATION**

Children are encouraged to participate in all activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. Children who refuse to participate in group activities make it difficult for the other children in the group to have an enjoyable time. If a child *continually* refuses to participate in activities they may not be allowed to return to the program. When applicable, any child not swimming will sit with the staff on the pool deck for the swim time or an alternative activity may be scheduled.

## **PAYMENT POLICIES**

1. Acceptable payment form is: Electronic Funds Transfer (EFT) or advance payments made in full.
2. A \$25.00 registration fee is required, and resubmitted annually.
3. Drafts will be made by the close of business on Friday for the following week of care.
4. Drafts will be made each week unless a two – week written notification has been provided for a vacation week or for cancellation of registration.
5. Any change to your bank draft information must be received at least seven days prior to the end of the week.
6. The Y does not issue statements for individual tax purposes. Please keep all cancelled checks, payments receipts or bank statements as documentation of childcare payments.
7. No adjustments in the weekly fee will be made for partially attended weeks, when care is not provided due to holidays that the Y is closed or inclement weather days. The YMCA CDC follows the Weatherford Public Schools calendar, and inclement weather day decisions.
8. Refunds are typically not given. A Refund Request Form may be obtained from, and returned to the Membership Desk and all refunds are at the discretion of the CEO.
9. If your payment is returned for insufficient funds (NSF), your payment along with an NSF fee of \$25.00 will be collected electronically. If an NSF payment is unable to be collected electronically, year – round pricing will no longer apply. Any change to your bank draft information must be received at least seven days prior to the date change to take effect. A \$10 late fee will be assessed on payments not made by the deadline.
10. The YMCA reserves the right to resubmit a draft and service charge as provided by law in the state of Oklahoma.
11. A late pick up fee of \$2.00 per minute will be assessed for each minute after 6:00 pm that your child remains in our care. This fee will be drafted from the account on file.
12. All accounts through the Great Plains Family YMCA must be in good standing before your child may be enrolled in any program.
13. DHS Copayments will be set up with automatic bank withdrawal and drafted the first day of the month. It is the parent's responsibility to have his/her EBT card with them and have swipes completed DAILY! The parents will be responsible for payment after the 10<sup>th</sup> day of the missed swipe. DHS participants may only be at the facility if the parent is working or in class. Children who are absent on a consistent basis may be dropped from the program.

## **PERSONAL PROPERTY REGULATIONS**

Children are not allowed to bring unnecessary items, or items of value such as any electronic hand – held games, iPod, and trading cards, animals or sports equipment. This also includes cell phones, iPads, tablets, and any other electronic. The YMCA is not responsible for any lost or stolen items, so please leave these items at home.

## **POSITIVE GUIDANCE TECHNIQUES**

The goal of using guidance techniques in early childhood programs is to help the children develop safe and appropriate ways of interacting with others, with their environment and to move toward controlling their own behaviors. One of the goals of discipline is to help children develop tools to problem solve.

Our staff is trained to help your child, by word and example, to realize that the following actions are not desirable behaviors.

- Hitting or harming others
- Teasing or name calling
- Leaving the group without accompaniment by a staff person or parent

Children are not expected to immediately understand or immediately fully comply with all the rules. Rather, they are reminded and redirected encouraging them to make good choices and the use of alternative choices.

Guidance and discipline techniques that will be used with the children include:

- Setting clear and enforceable limits
- Modeling acceptable behaviors

- Recognizing each child's individual needs
- Structuring the environment and schedules to maximize good behavior
- Recognize the children's efforts
- Anticipate and eliminating potential problems
- Redirection
- Planning a daily schedule in such a manner as to follow the children a successful mixture of choice and structure
- Use of natural and logical consequences
- Use of alternatives

## **PROHIBITED SUBSTANCES**

The YMCA will not allow smoking, prohibited substances, or firearms upon the premises at any time. Failure to follow this policy could mean the exclusion of a child(ren) from the center.

## **PROPER HANDWASHING**

1. Before and after food preparation, handling, or serving.
2. 20 seconds.
3. After toileting or changing diapers/pull ups.
4. After assisting a child with toilet use or toileting accidents.
5. After removing disposable gloves.
6. After coming in to contact with blood.
7. Before any food service activity (including setting the table).
8. Before and after eating meals or snacks.
9. After handling pets or other animals.
10. After blowing or wiping noses.
11. Upon arrival into the classroom.
12. Upon reentering classroom from outdoor play.

## **REFUNDS**

No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether he or she attends or not. School and program closings due to inclement weather, power outages, and other similar occurrences have been considered in the pricing.

## **RELEASE OF CHILDREN POLICY (SIGN IN/OUT)**

**Parents are required to sign their children in upon arrival to the program, and sign them out before leaving each day.** Children are not allowed to sign themselves in or out of the program. The Y cannot be held responsible for your child if we are uncertain of his/her presence. All children *must arrive* by 10am each day.

Authorization to pick up your child is included in the enrollment forms. The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and submitted to the Youth & Family Director. Photo identification is required for any person picking up a child. Persons **MUST** come into the program facility for the child to be accepted or released. No child in our care will be released to persons not authorized to do so by the enrolling parent. In the case of an emergency, please contact Y staff as soon as possible.

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the staff member in charge will suggest alternate transportation with a private provider to be paid by the parent. If no arrangements can be made, DHS and the local police will be notified. The staff member in charge has an obligation to see that the child is safely supervised.

## **Custody Agreements**

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody of the child. A staff cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the enrollment form that you do not want a parent to pick up your child does not give us the legal right to refuse pick up.

## **REST & RELAXATION/QUIET TIME**

All children in the program participate in a time of rest or sleeping in the early afternoon. Each child will have a cot and will be expected to remain quietly on it during rest time. Restful music is played during this time and a staff will give backrubs to resting children. Children are placed 3 feet apart for naptime.

Mats are sanitized weekly and bedding is bleached weekly also. All children have a mat of their own with their names on the mat. Each mat is stored in a large zip lock bag and kept in the classroom closet.

Children are welcome to have security blankets at naptime if they are important to your child.

## **SANITATION**

In the case of exposure to communicable disease, the area exposed will be disinfected with soapy water and then disinfected with bleach water. If needed, bedding will be bleached also. Mouthed toys are sanitized daily. Documentation of all diseases is kept in the Director's office. A physician note may be required for re-entry to the program. Cleaning is conducted by staff. Daily, weekly, monthly cleanings are documented.

Cleaning is done nightly to ensure health and safety of children. All toys in the 1's and 2's classrooms are bleached daily. Bedding is bleached weekly. Rugs are cleaned on a regular basis. Floors are stripped and waxed approximately twice a year.

## **SHOW AND TELL**

The purpose of show and tell is to encourage interest in life, build self – esteem, self – image, self – discovery, awareness, social skills, and enhance vocabulary knowledge. Show and tell can be fun for children and a part of the person may be shared with others in more ways than one. Show and tell is every Friday.

Children may bring an item on show and tell day or they may choose to just tell about something or choose to watch and listen. Guns and war related items are not allowed.

Pets are allowed, the pet must leave with the parent or pet provider.

## **STAFF**

Y Staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to birthday parties, babysitting, sleepovers, transportation, and any non-Y event. Any exceptions require a written explanation before the fact and are subject to administrator approval.

## **SUPERVISION OF CHILDREN**

Supervision of children means the function of observing, overseeing, and guiding a child or group of children. This includes awareness of and responsibility for the ongoing activity of each child and being near enough to intervene if needed. It requires physical presence, knowledge of activity requirements and children's needs, and accountability for their needs.

1. Children are required to be adequately supervised at all times including nap time.
2. Each child is assigned a staff person responsible for him or her who is aware of the details of the child's habits, interests, and special problems, if any staff have access to each child's records at all times.
3. When shared play areas are accessible to other public, boundaries are identified to children.
4. When the child care center provides or arranges for activities off the premises, an adult staff member from the child care center is required to be with each group. Appropriate staff ratios and a written plan of supervision are maintained.
5. Infants, toddlers and two-year olds. Staff required to meet staff-child ratios are present in the room or adjacent bathroom and able to see or hear all infants, toddlers and two-year-olds at all times, including nap time.

6. Preschool-age children. At nap time when preschool-age children are resting quietly, at least one staff person is required to be within sight and hearing of children. Other staff required to meet staff-child ratios remain in the building.
7. School-age children. School-age children are generally required to be within the sight or hearing of staff. Staff may assess whether a small group of five or fewer children, who have a good understanding of the center's rules and policies regarding appropriate behavior, may be permitted to take part in a short-term activity that is not within the sight or hearing of staff. In these instances, staff make personal contact with the children at least every ten minutes. Staff are required to
  - a. Be able to provide immediate intervention if needed
  - b. Know the whereabouts of each at all times and the nature of his or her activities and
  - c. Provide supervision when children are playing on stationary playground equipment
8. Staff/Child Ratios – The number of children in a group is limited to facilitate staff – child interaction and constructive activity among children.
  - a. Staff are required to be present with the children to correspond with the chronological age and grouping of the children present. A substitute staff member is present in the absence of regular staff.
  - b. The staff-child ratio and maximum group size listed in Appendix L-4.

## **SWIMMING**

Children of 4 years old will have the opportunity to swim. Each pool is staffed by Y lifeguards. Swimming authorizations must be completed before a child can participate in the swim class. A Coast Guard Approved lifejacket must also be furnished before any child can swim. Ratios are as follows.

- 1:1 for children younger than two years of age
- 1:2 for children two years of age
- 1:6 for children three years of age
- 1:7 for children 4 years of age

## **TERMINATION OF CARE**

The YMCA attempts to meet the individual needs of each child, as well as the needs of the group. If we cannot meet your child's needs, or if we cannot meet the group's needs, we will not be able to care for your child. We reserve the right to dismiss children from the program for the following situations:

- When the child has needs that we cannot meet
- When the child hurts children and/or staff
- When the child needs medical services
- When the child's behavior cannot be controlled by techniques commonly used for normal children
- We cannot keep the child safe
- When the child destroys equipment or materials
- Biting 3 consecutive times per day/or break skin
- Non-payment for child care services and/or lack of adherence to our tuition payment policies
- Abusive behavior and/or verbal threats by parents toward program staff or other parents
- Parents disciplining, in any way, children (other than their own), while at the center

## **TOILET TRAINING**

Children are taken to the potty every 45 minutes to 1 hour. Children are not forced to use the potty but are introduced to it.

## **TRANSPORTATION**

The YMCA has four insured busses. They are utilized to take children to and from school, and on various field trips. Written and sign authorization must be on file before a child can be transported. We will only provide transportation from the following schools: Burcham Elementary, East Elementary, West Elementary, Weatherford Middle School, and the Weatherford campus of Western Oklahoma Christian School. Rolls calls are taken before and after transporting children. Children are to remain seated with their seat belt on, always. No food, drinks, or candy can be consumed while on the bus at any time, unless approved.

## **TUITION**

<b><u>Age</u></b>	<b><u>Rooms</u></b>	<b><u>Capacity</u></b>	<b><u>YMCA Member Rates</u></b>
1 Year Olds	2	12	\$130.00/week Drop In \$31.00
2 Year Olds	1	16	\$125.00/week Drop In \$31.00
3 Year Olds	1	18	\$120.00/week Drop In \$31.00
4 Year Olds	1	20	\$115.00/week Drop in \$31.00

\*All tuition is due prior to the child's attendance.

\*Drop in based on availability only.

\*DHS co-payments are due the 1<sup>st</sup> of each month.

\*Refunds will be submitted if applicable and policy has been followed.

## **VACATION**

Children enrolled in the Child Development Center receive one week of vacation without payment. Written notification of intent to take a vacation week must be given at least two weeks in advance.

## **VOLUNTEERS**

The YMCA has volunteer opportunities available in many departments. Ask our staff to become part of the many volunteers that help make a difference in people's lives each year. If you would like to volunteer or chaperone a field trip, you must complete a background check, read our policies and procedures manual, go over all safety procedures with the Director. We would like this completed at least two weeks prior to the trip you would like to chaperone. Parents may not be allowed to volunteer or attend a field trip without these forms on file. When the program uses procedures and policy manual, provided the emergency preparedness plans and procedures, and procedures for ensuring volunteers obtain training and comply with requirements. Volunteers are not left in charge of children.

## **WATER**

Water is the ultimate hydrator and is our primary drink during the day. All water used by our programs is from public water systems.