

**KEARNEY FAMILY YMCA
Ron and Carol Cope
Child Development Center
PARENT HANDBOOK**



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**We build strong kids, strong families, strong
communities**

**4500 6th Avenue
Phone: (308) 237-9622
www.kearneyymca.org**

WELCOME!

(Revised June '12)

Welcome! We are happy you have chosen the Ron and Carol Cope Child Development Center at the Kearney Family YMCA! We are looking forward to becoming partners in caring for your child. Parents are encouraged to visit the Child Development Center with their child prior to the first day of child care. This gives the staff and child an opportunity to meet and get to know one another. It makes separating on the child's first day a little easier for both parent and child. This handbook should answer most questions you have regarding our center. Please feel free to talk to your child's teacher or the director at any time. Once again, welcome.

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

Philosophy: YMCA Child Development Programs stress care and safety as they nurture the children's natural desire to learn by providing ample opportunities to explore and to learn through developmentally appropriate activities in a safe environment.

YMCA Child Care includes families in all their shapes and forms. We provide more than just a place to play. We provide experiences to help entire family units cope, grow, communicate, and care for each other. We believe that child care should be an extension of the home and should in no way attempt to be a substitute for or in competition with the home. The cooperative experience will set the stage between the child's education and interest and the family involvement.

Goals:

- * Help children grow personally and develop a healthy self-esteem & confidence.
- * Allow children to learn through discovery and play.
- * Offer developmentally appropriate activities that help children develop physically, emotionally, intellectually, socially, and spiritually.
- * Provide a safe space, equipment, teachers and leaders that aid in children's development.
- * Allow each child to develop a warm relationship with at least one adult.
- * Involve children in some aspect of planning their own activities.
- * Improve communication among family members.
- * Increase family member's abilities to work and play together.
- * Increase families' sense of community with other families.
- * Develop character with emphasis on the values of caring, honesty, respect and responsibility.
- * Appreciate diversity.
- * HAVE FUN!

All YMCA programs incorporate the four core values of ***honesty, caring, respect*** and ***responsibility***. The YMCA strives to build strong kids, strong families and strong communities.

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ENROLLMENT/REGISTRATION/ELIGIBILITY:

The Kearney Family YMCA's Ron & Carol Cope Child Development Center is designed to provide quality child care to enrolled children ages 18 mos. – 5th grades.

The YMCA Child Care program is a full-time program, offered five days a week (Monday-Friday) from 6:30 a.m. – 6:00 p.m. Children are enrolled on a first come, first serve basis. If the rooms are at licensing capacity, a waiting list will be started and families will be accommodated as space permits.

To enroll, parents need to pay a \$25.00 non-refundable registration fee and complete and return all required forms:

- Parent information form/health records, emergency information,, pick up authorization, sunscreen release form, tricycle helmet form, and field trip release.
- Bank Draft Form

THE CHILD DEVELOPMENT STAFF: Hiring staff that are dedicated, experienced, well trained and truly care about children is very important. Our staff has been selected with regard to experience, training/education and personal commitment to the needs of the children.

All staff meets licensing requirements as determined by the Nebraska Department of Health and Human Services. All staff maintains current CPR and First Aid Certifications, receive continued early childhood education classes and participate in mandatory child abuse prevention education. Staff are evaluated after 6 mos. employment and then yearly.

CURRICULUM: Our curriculum is bias-free and developmentally based, for the individual child's social, emotional, intellectual and spiritual needs. Creative Curriculum, which is recommended by the National Association for the Education of Young Children, is primarily used.

Our professional staff encourages exploration and growth in a well-equipped environment that is stimulating, safe, consistent and nurturing. We strive to enhance each child's natural curiosity and love of learning. The Child Development Center provides opportunities for each child to master tasks that are appropriate to his or her individual level of development. Included in the curriculum will be Christian role modeling; Character Development; swimming or water play; small & large muscle activities- indoor and out; field trips which may be in the facility, walking field trips or away from the premises; guests; parent participation; process oriented creative art; science; math readiness; intergenerational activities; Kindergarten readiness; literature; singing; finger plays; creative play and cooking.

We are committed to working closely with parents toward the welfare of the whole family. Parents are welcome to visit the center at any time.

CLOTHING/OTHER ITEMS TO BRING: In all seasons, children should be dressed **appropriately for the weather** in comfortable, washable play clothes. Our children spend time out of doors each day in appropriate activities, weather permitting. The Child Care Weather Watch chart from the Early Childhood Environmental Rating Scale is used to determine whether the children will be outside. Each child must provide the following items to be kept at the center:

*** one complete set of seasonal clothing including underwear, socks, shirt, pants**

- * toothpaste (a toothbrush will be provided)
- * a blanket
- * child-size pillow (optional)
- * stuffed toy to sleep with at nap time (optional)
- * a back pack to take papers home daily
- * Preferred choice of shoes are tennis shoes for child's safety and gym activities

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Please label all items with your child's name.

Each child has her/his own "cubby" for jackets, extra clothes, nap blankets and art projects. Please check your child's cubby each day to take home items that need not remain at school.

Please refrain from sending any weapon or violent type toys or items from home.

Experience has shown that bringing toys from home create many problems at school. . We encourage you to have your child to leave personal belongings at home.

Each class will include "Show and Share" days and will provide more information. Have your child bring something from home on "Show and Share" days ONLY.

MEALS AND SNACKS: Menus are posted on the Parent Info Board

Breakfast is served from **7:00a.m.-8:00a.m.**

Morning snack is served between **9:00-9:30** The menu is posted on the Parent Info Board.

Lunch is served between **11:00a.m.-12:00 p.m.** The noon lunch will be catered by Expression's Catering Service.

Afternoon snack is served between **2:30 p.m.-3:00 p.m.**

****Children may not keep food/drinks in their cubby.**

Breakfast, lunch and snacks will be provided for all children. Meals and snacks comply with the USDA nutritional guidelines. Weekly menus are posted. The center is committed to providing a balanced diet that is healthy and appetizing for each child. If your child has special dietary requirements please let us know so that we can make adjustments as necessary.

BIRTHDAYS: If a birthday is to be celebrated away from the center and the entire class is invited, please feel free to bring the invitations to the center. If the entire class is NOT invited, please mail the invitations. Please be considerate of our children's feelings and comply with the above request.

Birthday treats are optional. If you choose to bring a birthday treat, according to our Accreditation criteria, the food item must be pre-packaged and nutritious. That means no homemade food items from home.

The class will sing Happy Birthday to the child. Parents may wish to donate a book, puzzle, or game to the classroom in honor of their child's special day. Your child's teacher may have ideas of what the class would enjoy.

WEATHER: If the YMCA closes due to inclement weather, the Child Development Center will close. Closings would be announced on the radio and TV or Y website.

If in doubt as to what to do, please call the Child Development Center. (308) 237-9622

PAYMENT POLICIES AND PROCEDURES:

The YMCA is a not-for profit organization that operates primarily on tuition fees from each child; therefore, it is essential that your fees be paid promptly and regularly. If your child is absent, the fee is still due in full. We cannot refund or credit tuition.

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METHOD OF PAYMENT

Child Care tuition is paid in advance through EFT bank draft. Tuition is based on the number of in-session days per year. Payments will be drafted on Monday each week for that week.

NONSUFFICIENT FUNDS:

A \$10.00 handling fee will be charged for the processing of any NSF from bank draft.

TAX STATEMENTS:

Statements may be issued for tax purposes upon request. A statement for each family is printed at the end of the year.

HOLIDAYS AND CENTER CLOSINGS:

Tuition is based on the number of in-session days per year and divided by 50 weeks. Therefore, tuition will remain the same during periods that contain holidays. The Child Development Center will be closed on :

Labor Day	Thanksgiving and the day after
December 24 & 25	January 1
Memorial Day	Fourth of July

If Christmas, New Years, or the Fourth of July fall on a Saturday, the holiday will be observed on the Friday before. If they fall on a Sunday, the holiday will be observed on the Monday after.

ABSENSES

Please call the YMCA at 237-9622 by **10:00 a.m.** if your child is ill or unable to be at the center. Child Care fees are due regardless of absences.

VACATION

Families will pay for child care 50 weeks per year. One week vacation time is permitted to each family **after your child has been enrolled for six months** (when a child is NOT attending the Child Development Center). After a year, two weeks vacation time is permitted to each family. Families may choose vacation weeks (weeks of non-payment) and need to turn in a vacation form to the Child Development Center **two weeks prior to the date.** There is a vacation request form at the Child Care

Service Desk. Vacation may be used in one or two week blocks, Monday-Friday (not single days). The two weeks are non-cumulative and run from January through December each year.

WITHDRAWAL

Discontinuing the Child Care Service requires that written notification be given to the program director **at least two weeks** before departing. Withdrawal forms are available at the Child Care Front Desk. We recognize that not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parents in order to determine the cause. Sometimes, we can help the child make the adjustment. If this is not possible, the parent and or program director may choose to terminate the arrangement on a timeline that is in the child's best interest.

4.

TERMINATION OF CARE BY THE PROGRAM:

As stated, the child's adjustment to the program and the appropriateness of this particular care arrangement for an individual child, may cause concern for the child's well-being. If the program staff does not feel that it is meeting the child's needs, we reserve the right to terminate the care arrangement on a timeline that is in the child's best interest. Other reasons which may result in the termination of a specific care arrangement are as follows:

1. Non-payment for child care services.
2. Lack of cooperation from parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
3. Abusive behaviors and/or verbal threats by parent and/or child toward program staff, other children or parents.
4. Child exhibits special needs or needs related to a serious illness that is not possible to meet at the program. In this case, the program staff will make every effort to involve the parents, and possibly other resource persons (as appropriate) in order to decide together on the best course of action for this child, prior to any termination.

ARRIVAL

The Child Development Center opens at 6:30 a.m. **Please sign-in your child.** We request that you leave a phone number where you can be reached in case of an emergency or your child is ill. When your child arrives in the morning, enough time should be allowed for him/her to be unhurried so he/she can let the parent go cheerfully and to give opportunity to relay messages to staff. Please make sure your child is left with a staff person. **Please turn off cell phones** when entering the Child Development Center in order to give your child your undivided attention.

DAILY CLOSING/PICK UP

The Ron & Carol Cope Child Development Center will close each day at 6:00 p.m. We expect all children to be picked up by that time. A late fee of \$1.00 per minute, according to the Child Care clock will be charged after 6:00. **The late fee will be by EFT the next day.**

Please sign your child out and say "good-bye" to a teacher. This insures that a staff person knows with whom the child is leaving.

If emergency delays you and you are going to be late picking up your child, please call the Child Development Center before closing time. Please notify a person on your emergency contact list to pick up your child.

In the event that your child is still at the program after closing and we have not heard from you, we will take the following steps (in order):

1. Attempt to reach you at home, work, or school.
2. Call the people listed on the Emergency and Authorization list as “persons to contact”. The contact person must show ID before the child will be released to him/her.
3. Call the authorities.

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SIGN-IN AND OUT PROCEDURE:

Licensing regulations require that all children be signed in and out upon arrival and departure. Children may not be dropped off in front of the building. It is mandatory that children be brought into the center and picked up before the end of the program time.

Children will be released only to those persons named on the enrollment form as being authorized to pick up a child. Revisions of this information must be dated and signed by the person having enrolled the child.

In the event of an emergency, a parent may call the Child Care Director or staff to verbally authorize someone else to pick up his or her child. The form must then be revised as soon as possible to reflect the changed authorization. Staff members will ask for identification of any individual picking up a child who is not known to them.

The center cannot take responsibility in deciding who has legitimate custody of a child. Copies of legal documents must be provided to the Child Care Director before any staff person can actively prevent non-custodial parents from picking up their child.

HAND WASHING

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Our staff and children wash their hands upon arrival, before preparing or eating snacks and meals, after handling animals, toileting, coughing, wiping noses, after playing outdoors and various areas of the Y, and as necessary.

ILLNESS PROCEDURE:

Children attending a childcare center are exposed to more illness than children who remain at home. In order to keep exposure to a minimum, the following procedures regarding ill children have been established. **PLEASE DO NOT SEND YOUR CHILD TO OUR CHILD DEVELOPMENT CENTER IF HE/SHE IS SICK.** Parents will be contacted if the Directors or Teachers feel the child should be sent home. The child must be picked up immediately.

In an attempt to minimize illness, the following policies will be followed:

1. Each child will be required to have on file a health statement and immunization record that is current.

2. The child will be observed for signs of illness and/or communicable disease. No child will be admitted or allowed to stay with a temperature of 100 degrees oral or above. **The temperature must have been down to normal without medication for a 24-hour period before the child returns.**
3. No child will be allowed to stay with diarrhea or any flu type symptoms. **The child must be back to normal for a 24-hour period before the child may return.**
4. Should the child become ill during the day, the parent will be notified. If the parent cannot be reached, the persons on the emergency form will be called. Strict adherence to this policy will be maintained so that other children are protected. We are not equipped to handle sick children. Until the parents pick up their child, the child will be resting in a quiet place, supervised.
5. Should the children be exposed to communicable diseases, a notice will be posted and you will be notified of the possibility of exposure, symptoms, and a period of incubation.
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IMMUNIZATIONS:

Prior to admission, each child must have appropriate immunizations. Children will not be admitted or retained unless all immunizations are up-to-date. Licensing Laws require us to have on file a copy of your child's immunizations records signed by a nurse or doctor. It is the parents' responsibility to ensure timeliness of immunizations.

MEDICATION PROCEDURE:

NO MEDICATIONS WILL BE ADMINISTERED TO ANY CHILD UNLESS IT IS PRESCRIPTION Our teachers are permitted to administer prescription medications to your child provided the medication is brought to the program in the original prescription bottle accompanied by an appropriately completed and signed medication permission form. Over the counter non-prescription medications are not permitted unless prescribed by a physician and the signed request is brought in with the medication. Prescription medication will be administered only to the child named on the label. Label dosage only will be followed. Medication will be kept out of the reach of the children in a locked box and will be returned to the parent when no longer needed.

Cough Drops and Chap Stick need to be given to the teacher to be disbursed as needed by the Child Care Staff. PLEASE PUT YOUR CHILD'S NAME ON THEM.

INSURANCE: Medical and accident insurance is the responsibility of the parent.

INJURIES/ACCIDENTS If a child is injured, a report will be completed with a copy given to the parent. The teacher will look after the injured child while the assistant sees to the other children. If a child is seriously hurt, the director will be notified and the parent called. If it is a life threatening situation, 911 will be called and the parent notified immediately.

CONFIDENTIALITY: Child Care Professionals respect the privacy of families, children and colleagues. Information shared within the child care center is regarded as confidential. Information in participants' files is accessible only to Administrative staff and the teachers as needed when information will benefit the child or family. Records are kept in a location separate from other records. **ROSTER:** Roster information will be available only from those families who have signed permission on the enrollment form.

PARENT/CENTER COMMUNICATION

Parent-Teacher Conversations: **Parents and teachers need to communicate!** Please feel free to talk to your child's teacher at school or drop a note at the office requesting a call back or a note of response.

Each class has a weekly lesson plans or monthly newsletter/calendar posted and sent home. Please put these on your refrigerator or someplace easy to refer to during the month. Teachers also post information on their dry erase boards each day. There are notebooks in each class for parents to leave information about their child's activities/schedule for the day. Meal menus are also posted by the classroom door.

PARENT BULLETIN BOARD

A bulletin board is available with announcements for you to view and read. Please take the time to scan the Parent board regularly to keep informed of the center happenings and/or announcements. Meal Menus are posted on the bulletin board and in the classrooms.

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CHILD CARE COMMITTEE

A Child Care Committee will be volunteers who represent a broad base of the YMCA membership and will include board members, child care parents and the appropriate YMCA staff. The committee represents a forum for open communication between parents, YMCA staff, school representatives and community leaders. The purpose of the Child Care Committee will be to support the YMCA's child care programs and services. The committee members will enhance the quality of YMCA Child Care programs and promote family values by increasing parental as well as community support and awareness. Member's names and pictures are posted on the Parent Bulletin Board by the entrance.

GRIEVANCE PROCEDURE

A parent who has a concern or problem needs to address the issue with the appropriate person, who would deal with the issue. If the results are not satisfactory, then go to the Director of the Child Development Center. If the issue is not resolved to your satisfaction, talk to our CEO.

BEHAVIOR GUIDANCE: The philosophy of the Ron & Carol Cope Child Development Center is to develop a positive relationship between the care giver(s) and your child as an individual person. We also believe that by providing a warm and caring atmosphere in which to grow and learn, and an interesting and challenging program, behavior problems will be kept to a minimum. The key to effective discipline is consistency and two-way respect between adult and child. These things will be kept in focus as we work with your child.

Our primary method of behavior guidance will be of a positive nature, to include use of redirection and positive reinforcement. The center has adopted the "Positive Behavior Support" program used by KPS. It is an approach to preventing problem behaviors by teaching expected behaviors and responding to discipline problems in an effective way. The rules are: Be Safe, Be Respectful, Be Responsible. Specific safety and rules for different activities will be modeled, taught, practiced, and reviewed with the children.

When the situation warrants, a child may be removed from a particular activity for a brief period of time in order for the teacher to spend some individual time with the child. This will enable the teacher to talk with the child and address the issue, as well as present the child with alternative methods for dealing with the situation. Since our goal is to be partners with you, we will keep you informed of any behavior issues and will seek your input as we work together through the process.

VISITS: Parents are invited to visit anytime during program operating hours. We encourage parent participation. Individual conferences will be offered in the fall and in the spring or at the request of the parent and/or teacher.

ROSTER : Class rosters will be available at your request. Information will be available only from those families who have signed the permission on the enrollment form.

CHILD ABUSE AND NEGLECT: Staff members are required by law to report any suspected child abuse or neglect to the proper authorities. All employees of the YMCA are required to complete a Child Abuse Prevention Training from the Redwoods Insurance Co. All Child Care Staff undergo background checks through Central Registry and reference checks. According to our statement of Applicant for YMCA employees, it is agreed that employees are “not allowed to fraternize with YMCA youth members or participants outside of YMCA programs, especially babysitting or inviting children to their homes.” Please do not ask our Child Care employees to baby sit.

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VIDEOS: Videos are NOT regularly used in our Child Development Center. Exceptions are made for short films that relate directly to a topic that has been discussed with the children. Very rarely, a G or appropriate PG rated movie may be watched.

RECYCLING: When you clean your house, remember that we can use:

good used toys	books	buttons	ribbons
dramatic play props	phones	spools	greeting cards
dress up costumes	jewelry	yarn	calendars
kitchen utensils	tiles	collage materials	

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