



**GROW.
BELONG.
EXPLORE.**

CHILDCARE PARENT HANDBOOK

SERVING GREEN COUNTY AND BEYOND

Green County Family YMCA | www.greencountnymca.org | 608-325-2003

WELCOME!

Thank you for enrolling your child into the Green County Family YMCA's Childcare! We hope this program is a wonderful experience for your child and family.

The team members of the Y would like to welcome you to our program. Each of us hopes your child's experience with us is a positive one. We all share a common goal – to provide a safe, nurturing atmosphere in which our children can grow, develop, learn, and have FUN!

The policies outlined in this handbook are what you may expect from our YMCA Childcare and what the team members expect from you in return. For your child's experience to be rewarding, we all need to work together. Please take the time to become familiar with the policies and procedures of our YMCA Childcare Programs. Failure to comply with any policies or procedures may result in dismissal from the Y program. Please contact us with any further questions; we welcome your input.

– YMCA Program Staff

MISSION

The mission of the Green County Family YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

PURPOSE

The purpose of the YMCA Childcare Center is to provide a safe, quality, child centered environment for your child/ren, during the times that you can't be there yourself. Our program is set to accommodate working parents and offers children the chance to grow and develop in a "semi-structured" setting. Our programs are an extension of home activities that foster a positive, educational, and recreational experience for children 6 weeks to 12 years of age.

PHILOSOPHY

The Y is committed to serving families. Our center acts as an extension to each family by providing support to children in healthy, caring, and safe environments. Our center attempts to meet the needs of each child's language, physical, cognitive, social-emotional development.

GOALS

- Foster development of a good self-image.
- Encourage children to take responsibility for their actions.
- Encourage children to develop independence.
- Encourage children to learn appropriate behaviors in social settings.
- Encourage children to deepen respect for themselves, others, and their surroundings.
- Foster positive relationships between children and adults.
- Encourage curiosity, creativity, and open expression of ideas.
- Offer participation in active learning opportunities according to the child's developmental level of interest.
- Reflect the cultural diversity of the families within the program.
- Encourage family involvement.
- Encourage children to become better leaders.
- Encourage children to clarify person values.
- Have fun!

OBJECTIVES

To help children develop their fullest potential by focusing on:

- Self-Awareness, confidence, and self-esteem
- Physical / Gross & Fine Motor Skills
- Health and Nutrition
- Fun and Adventure
- Developmentally appropriate readiness skills and academic achievement

To deliver a high-quality program in a Y environment of safety, support, and caring by:

- Having all children be safe and happy in the program.
- Broadening the community, national, and world understanding of the children and parents, including experiences that foster exposure to ethnic and cultural diversity.
- Conducting the program in accordance with the YMCA operating principals and goals.

CLASS DESCRIPTIONS

CATERPILLARS (6 WEEKS OLD – 1 YEAR)

CLASS DESCRIPTION

In our infant room we incorporate a wide variety of teaching method; infants learn directly through their senses, operating within their environment. We create our weekly curriculum and monthly themes with this in mind. The core of our curriculum focus is on sensory input experiences. We regularly go outside, for neighborhood walks, listen to a variety music throughout the day, make art projects and read lots of books. We plan lessons to accommodate all the different age-groups within our classroom, and as always, supervision and safety are a top priority.

Classroom Capacity: 8 Children

PENGUINS (1 YEAR OLDS)

CLASS DESCRIPTION

Our one year old classroom is a happy, nurturing environment where each child is encouraged to explore and develop new skills at their own pace. Equipment and toys are safe and age appropriate for them to use. The room arrangement satisfies individual needs by allowing space for eating, sleeping, playing and socializing. Curriculum concepts are taught at an introductory level with plenty of flexibility for shorter attention spans. Projects are fun and messy, yet meaningful. Books are read and songs are sung daily.

Classroom Capacity: 8 Children

KANGAROOS (2 YEAR OLDS)

CLASS DESCRIPTION

The toddler class focuses on helping children learn to socialize and interact with each other. Lesson plans include shapes, colors, letters, art, science and discovery. Toddlers will enjoy lots of hands-on learning through a variety of sensory activities. At this stage, toddlers are becoming more independent and our teachers will help them learn life skills, such as hand washing, toilet training, sharing with friends and picking up toys. Children will also have the opportunity to participate in weekly gymnastics lessons.

Classroom Capacity: 12 Children

GIRAFFES (3 YEAR OLDS)

CLASS DESCRIPTION

In our three year old preschool class, children are introduced to cognitive skills and practice making decisions. Science and discovery activities stimulate curiosity as the children learn valuable lessons about themselves and the world around them. Art and music activities encourage individual expression. Lesson plans include music & movement, creative art, story time, math, letters and writing. Theme-related projects introduce them to the seasons of the year. Children will have the opportunity to participate in gymnastic lessons weekly, and swimming lessons in the winter and in the spring. The children in this room do not have to be toilet trained, however we do prefer that they have started toilet training and are wearing pull-ups.

Classroom Capacity: 16 Children

BUTTERFLIES (3-4 YEAR OLDS)

CLASS DESCRIPTION

Our three to four year old classroom follows many theme based units and is designed to prepare your child for 4K Preschool. These units are scheduled on a weekly or bi-weekly basis. This class will emphasize the development of basic socialization and communication skills in a group. Children will be introduced to letters and numbers through playful songs and rhymes. Making new friends, communication, learning, and fun will be the focus of this program as children are introduced to academics and current events as they explore new interests. Weekly gymnastic lessons and swimming lessons are also incorporated into the curriculum. Children are expected to be fully toilet trained by the time they enter this room.

Classroom Capacity: 16 Children

TIGERS 4K PRESCHOOL CLASS (4 YEAR OLDS)

CLASS DESCRIPTION

In our 4K class students will begin to develop the skills that they need to have in order to be Kindergarten ready. Our preschool curriculum is guided by the same curriculum that the Monroe School District uses. We pair the curriculum with your child's natural talents and curiosity and with skilled teachers who will help guide. Early reading and math skills, science and nature concepts, artistic and creative expression are just a few of the things we love to teach. Weekly gymnastic lessons and swimming lessons are also incorporated into the schedule. Children are required to be fully toilet trained.

Classroom Capacity: 13 Children

CHEETAHS 4K PRESCHOOL CLASS (4 YEAR OLDS)

CLASS DESCRIPTION

In our 4K class students will begin to develop the skills that they need to have in order to be Kindergarten ready—Our preschool curriculum is guided by the same curriculum that the Monroe School District uses. We pair the curriculum with your child's natural talents and curiosity and with skilled teachers who will help guide them to become kindergarten ready. Early reading and math skills, science and nature concepts, artistic and creative expression are just a few of the things we love to teach. Weekly gymnastic lessons and swimming lessons will be incorporated into the schedule. Children are required to be fully toilet trained.

Classroom Capacity: 13 Children

DELEGATION OF AUTHORITY

The Director of Child Development of the Green County Family YMCA is responsible for the day-to-day operation of the Childcare Center and answers to the Executive Director. However, each room's operations are developed by the Lead Teacher and implemented by both Lead and Assistant Teachers. (Individual names of staff members in the above classifications are posted at each site and/or room.)

The Administrative Structure of the Y's Childcare Center consists of the following: Executive Director, Director of Child Development, Lead Teacher, and then Assistant Classroom Teacher. Executive Staff (all other YMCA Directors) are on-call to be available as an emergency contact person to be on-site within 5 minutes to give leadership and make critical decisions.

NON-DISCRIMINATION POLICY

The Green County Family YMCA will not discriminate in its intake services or personal hiring practices based on age, race color, sex, and/or sexual orientation, creed, handicap, political persuasion, national origin, or ancestry. The Y Childcare Center is open to children ages 6 weeks through 5 years of age. The preschool education, childcare and/or school-age programs are non-sectarian, non-profit programs.

CONFIDENTIALITY

The childcare staff is ethically and legally required to maintain confidentiality for children and families. Please respect this and help us in this matter. This includes, but is not limited to:

- Incidences between children.
- Behaviors of specific children.
- Teacher/child interactions.
- Information about other families.
- Information regarding children with posted illnesses.
- Information regarding children with special needs (physical, emotional, or cognitive).

The childcare teachers are responsible for guiding children's behavior while in our care. Parents may not discipline other children in our program.

HOURS OF SERVICE

YMCA Childcare Center

The YMCA Childcare is open year round, closed for certain holidays and staff professional development days. The Childcare Center will open at 6:30 am and will close promptly at 5:30 pm Monday through Friday.

YMCA 4K Program

The YMCA 4K Program is in session for 9 months (September – May) and follows the Monroe School District calendar for days closed.

HOLIDAY CLOSINGS

The YMCA Childcare Center is closes for the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

A yearly calendar will be made available in January to reflect any additional dates we will be closed.

STAFF

Potential candidates for Childcare staff are required to complete an application, interview(s), background check, fingerprinting, and undergo reference checks. Upon hiring, staff will receive a new employee orientation. Paperwork for administration and childcare requirements is completed as detailed on the New Employee Orientation Checklist.

The Childcare staff is made up of a group of caring individuals with specialized training in early childhood education. Their guidance and help will provide a relaxed yet stimulating experience for your child. All of our staff meet the Wisconsin licensing requirements including CPR/AED training, Abusive Head Trauma, SIDS, Wisconsin Mandatory Report training, and First Aid certifications. The staff members must attend a minimum of 15 hours of additional trainings throughout the year to enhance their professional growth which needs to be documented in the Childcare Office. Staff are also required to attend paid monthly meetings. The Director of Child Development assists teachers with curriculum development. Staff working in the Infant and Toddler rooms must have had or be willing to take a course covering infant/toddler development within six months of starting in the Infant/Toddler room.

OUTSIDE STAFF CHILD INTERACTION

The Y does not allow any of its staff to babysit for families in their program. Exceptions to this policy are if the staff member and the family are related, or if the staff member had babysat for the family previously, before the staff member or the family had joined the Y.

PRESCHOOL AND CHILDCARE CURRICULUM

It is not the purpose of this Parent Handbook to provide a complete curriculum guide. Specific information pertaining to principles and standards may be obtained from the staff. In general, however, our core curriculum revolves around the child. Using monthly units and weekly themes, reading readiness, math and science concepts, language development, awareness of cultural diversity and the arts are woven through our daily activities. There is a strong literacy component to our day, and emphasis on the YMCA's core values of respect, responsibility, honesty and caring.

Parent/Teacher Conferences for 4K classes are offered twice a year (fall & spring) to provide parents and teachers an opportunity to discuss their child's educational development. Conferences may also be scheduled upon request during other times of the year and/or for any other age category.

HOLIDAY CELEBRATIONS

As part of our diverse curriculum, we learn about and enjoy a wide variety of holidays. We do not teach about religion, nor force children to celebrate holidays. If you have concerns about your child's participation in a holiday celebration, please speak with your child's classroom teacher.

DAILY ACTIVITIES FOR ALL CHILDCARE ROOMS

Activities are planned to encourage children to explore, experiment, discover, learn, create, increase self-understanding, develop social, motor and language skills, and to acquire new skills. The day is organized to be predictable for the children, yet limits waiting time for them, especially during daily routines such as bathroom breaks and meals. In addition to the specific learning activities planned for the day, the child's day may also include:

Music:

One of the liveliest times of day, music time may include action songs, playing rhythm instruments, dancing, and movement to music.

Art:

Art activities teach children to express their creativity through multi-use materials including paint, markers, glue, play dough, yarn, and many other supplies. Art also helps to build small muscle control and develops eye/hand coordination.

Large Motor:

Children stretch and challenge their growing muscles and bodies by climbing, running, exercising, balancing, and moving. This may take place outside on our playground, in the other areas of the Y such as the gym, gymnastics center, aquatics center, or in the child's classroom. Weather permitting; children will play outside once in the morning and again in the afternoon.

Large Group/Circle Time:

Specific themes are planned each week. During circle time, the teacher introduces and leads the children in activities about the theme, incorporating activities that develop language and listening skills, math/science concepts, and school readiness skills. We may talk about the calendar and weather, read books, sing songs, play with puppets, or perform finger plays, to name a few typical circle time activities.

Free Choice Time:

This is one of the busiest times of the day. During free choice, children explore their learning environment, choosing from a variety of materials that interest them. They may choose from more active areas, like blocks/construction, to more quiet activities, like doing puzzles, or simply looking at a book.

Learning Centers:

This is the time of day most associated with “preschool” activities. During this time, a wide variety of activities are available for the child to choose from. Children explore the various areas of the classroom, playing with learning materials and toys that teach specific concepts, such as letter identification, print concepts, measuring, comparing, counting, number recognition, observing, experimenting, and many more. Some learning centers they may choose from are blocks/construction, art media, science, dramatic play, sensory, manipulatives/math, and library/language.

Screen Time:

Screen time includes the use of television, videos, computers and tablets during Childcare hours. Because we care about the health and well being of the children in our care, we follow best practice recommendations on screen time:

- Children 2 years old and under will not have any screen time.
- Children ages 3 and over will watch less than 30 minutes per week at Childcare.
- Additional screen time may be used for classroom research/learning activities or movement.

Rest/Nap Time:

Children who are five years of age and under in childcare are required by state regulation to rest every day, so your child will need to bring a sleeping bag that can stay at the facility. We provide the mat for the child to rest on. Children are given the opportunity to nap from 12:30 p.m. until 2:30 p.m. Children can wake on their own. For those children who do not nap, quiet activities on a mat will be provided. Children under two years of age sleep and wake according to their own schedule. We will ask you to launder your child’s sleeping items at the end of each week. If you do not wish for your child to nap, please provide written permission.

Diapering and Toileting:

Childcare workers will change wet or soiled diapers and clothing promptly. This will be done on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use. **There needs to be a supply of dry, clean clothing and diapers sufficient to meet the needs of your child at the center.** Lotions, powders, and salves will be applied to a child during diapering only at the specific written direction of the child’s parent or physician. The directions shall be recorded and posted in the diapering area. Any soiled clothing will be sent home in a labeled plastic bag. We allow cloth diapers to be used if a family chooses. We will also plan toilet training in cooperation with the parent so that the child’s toilet routine is consistent between the center and the child’s home, except that no routine attempts may be made to toilet train a child under 18 months of age.

DAILY ACTIVITIES FOR INFANTS & TODDLERS

Throughout the day each infant and each toddler shall receive physical contact and attention such as being held, rocked, talked to, and taken on walks inside and outside the center. Routines relating to activities such as taking naps, eating, diapering and toileting, shall be used as occasions for language development and other learning experiences. When a non-mobile child is awake, the childcare worker shall change the child’s body position and location in the room periodically. Non-mobile children who are awake shall be placed on their stomach occasionally throughout the day. The non-walking child who can creep or crawl shall be given opportunities during each day to move freely by creeping and crawling in a safe, clean, open, warm, and uncluttered area. Childcare workers shall encourage infants and toddlers to play with a wide variety of safe toys and objects. Infants and toddlers shall be taken outdoors for part of each day except during inclement weather or when it is not advisable for health reasons.

SIDS

The Y Childcare Center follows Sudden Infant Death Syndrome (SIDS) risk reduction guidelines. Children under one year of age will be placed in their crib on their back to sleep. No soft or fluffy items are allowed in the crib, and a blanket will be tucked in at the bottom, so the top of the blanket does not come up any higher than the infant’s chest. The child’s head will remain uncovered during sleep. Children that can roll over will be placed in the crib on their back, but will not be disturbed should they choose to roll over to their side or stomach. Children that fall asleep in a swing, bouncy seat or car seat will be removed from that location and placed on their back in their crib. If for some reason, parents would like their baby to sleep in a position other than on their back, the center must receive a note from the child’s doctor identifying the medical reasons for this request before we will do so.

EARLY MORNING/LATE AFTERNOON CARE

Children that attend early in the morning (before 8:00 a.m.) and late in the afternoon (after 5:00 p.m.) will be provided with a variety of activities, both active and quiet, that differ from those available during the main portion of the day. Breakfast will be provided in the morning before 8:00 a.m.

TRANSITIONS

Whenever children are being transitioned to another area, the teacher will do a face to name count with the classroom roster. Counts will be done when leaving, returning to classrooms, and periodically at each location. Accountability cards will be taken with teachers at all times.

FIELD TRIPS

Field trips are a fun and educational part of our program. Transportation will be provided by a school bus rental, or by walking. Parents will receive advance notice of forthcoming field trips and the means of transportation. Permission slips must be signed and returned to the staff if your child is to participate on the field trip. Several exciting field trips are planned for each year. They are fun and a great way for the parent and child to spend time with fellow classmates' families. Fees for the bus and admission may be separate from program payments and vary from trip to trip. Costs are kept to a minimum.

TRANSPORTATION PROCEDURES

When using any type of vehicular transportation, the center will ensure that the following procedures are followed:

Contracted Vehicle (School Bus)

- Emergency information will be carried in the vehicle with children's information, including phone numbers of parents, emergency contacts, and names, addresses and phone numbers of physicians.
- A roster with all children's names will be carried with the teacher. Once on the bus, the teacher will do a face-to-name count to ensure all children are present. The teacher will ensure all children are seated properly in their seat (faced forward, back against seat, feet on the floor or dangling toward the floor).
- Once at the destination, one teacher will get off the bus and lead the children. Another teacher will bring up the rear. While getting off the bus, the last teacher will examine each seat to make sure all children have exited.
- Once everyone is off the bus, and before the bus leaves, the teacher will do a face-to-name count to ensure all children are accounted for.

Transportation Emergency Procedures

- In cases of emergency, the bus will be shut off and evacuated. Children, staff, and driver will wait a safe distance from the bus.
- YMCA Staff will do a face-to-name count to ensure all children are present.
- YMCA Staff and/or bus driver will call for assistance. Parents will be contacted via emergency contact information.

GUIDANCE/DISCIPLINE POLICY

It is the goal of the YMCA Childcare Center to guide children in becoming happy, responsible, respectful participants through positive, non-threatening teaching techniques. The staff works to increase children's respect for themselves by guiding them to become responsible for their own actions and to help them grow in their respect for the rights and feelings of others.

If conflict should occur, it is our goal to work with the child, listening to what he/she has to say and trying to help resolve the conflict through effective communication. Serious discipline problems include:

- Hampering the smooth flow of the program by requiring constant one-on-one attention.
- Inflicting physical or emotional harm to other children.
- Physically abusing staff.
- Not conforming to the rules and guidelines of the program.

Persistent discipline problems will result in parents/guardians being asked to attend a conference with the staff to assist in working out an equitable solution to the problem. It is imperative that the YMCA staff receives total cooperation from the family. A parent's/guardian's unwillingness to be cooperative may result in the dismissal of the child from our program.

The Y program does not tolerate the use of any abusive methods such as, but not limited to, hitting, spanking, slapping, yelling, withholding of food, ridicule, embarrassment or physical restraint. "Physical Restraint" means the use of physical force to restrict the free movement of all or part of a child's body.

Physical restraint does not include:

- Briefly holding a child in order to calm or comfort the child;
- Holding a child's hand or arm to escort the child from one area to another;
- Moving a disruptive child who is putting him/herself/others in danger and is unwilling to leave the area when other methods such as talking to the child have been unsuccessful.
- Intervening or breaking up a fight.

Our discipline philosophy means setting limits and expectations, guiding behavior, and helping children to learn appropriate behavior. It is solution orientated and designed to help solve problems. We use the following forms of discipline techniques in our classrooms:

Distraction: Changing the child's focus.

Redirection: Preventative in nature, involves anticipating problems and intervening before they occur.

Ignoring: Used to discourage attention seeking behaviors such as temper tantrums, whining, and interrupting. (Dangerous and destructive behaviors are never ignored.)

Talking it over: Resolving conflicts to help a child recognize when they are out of control.

Time away: The least used of all methods. If children are unable to get themselves under control, then we assist them by providing a short cool-down time. This is not a punishment; it is an opportunity to think about alternative behavior. Time away will not exceed 5 minutes and is not to be used with children under the age of three. Time away occurs inside the classroom.

Physical or verbal abuse will never be used to resolve conflict by the Y staff, even at the parent's request. The Y, therefore, cannot allow others, including parents/guardians or children, to do so within Y programs.

INCONSOLABLE CHILD / DISRUPTIVE CHILD PROCEDURE

If a child is acting out in the classroom and unable to be redirected after thirty (30) consecutive minutes, causes harm to another child, or cannot be consoled after thirty (30) consecutive minutes, a phone call will be made to the parents for an early pick-up.

BITING POLICY

Our center recognizes that biting in children six weeks through 2 1/2 years old is developmentally age appropriate. Families with children in this age group should expect that their children may be bitten, or will bite another child. The staff understands that families are concerned and become upset when their child has been involved with a biting incident. We ask that the family remember that biting is developmentally appropriate, and that our staff will be working to identify situations that provoke or elicit this behavior.

As with any behavior, how biting is dealt with depends upon the age of the children involved, the reason for biting (if it can be determined), frequency of the biting, and many other specific circumstances. Information is handed out to families to help them guide their children through developmental changes and challenges. General guidelines for biting include:

- Helping the bitten child feel better or providing appropriate first aid, if warranted.
- Incident will be documented in Medical/Accident Log.
- Discussing the situation with the biter's parent.

Depending on the ages and circumstances involved, additional actions might include:

- Discussing a better solution with all children involved.
- Separation of involved children.
- Ensuring that the environment provides enough challenging activities.
- Carefully observing the child to identify precipitating events and prevent recurrences.
- Maintaining a log to track when the behaviors occur.
- Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.
- Tools may be used to divert biting such as a teething/bite ring.

With multiple occurrences, a formal conference will be held with the teachers, parents, and the Director of Child Development to outline a written behavioral plan to combat the biting behavior. There are multiple ways of approaching issues and these may vary from child to child. If the problem behavior continues or a bite of a severe nature occurs, the child will be removed from the center for the safety of the other children/staff for a period of time determined by the Director of Child Development. Parents may also be requested to consult a pediatrician or behavioral specialist.

Just as any other behavioral issue regarding a child is confidential, the name of the child that has bitten is also confidential, in order to ensure the privacy of the child and family. We will keep you informed as to what steps are being taken. Informative handouts may be given to parents regarding biting when the issue arises.

PROBLEM SOLVING PROCEDURES

Open lines of communication are expected and encouraged between parents and staff. Any concerns that a parent may have with their child's experience in the center should be discussed first, with the classroom Teacher. If you feel your child's experience is not improving, you may contact the Director of Child Development. Crying, fussing, angry or distraught children are dealt with on a situational basis. Staff remain calm, respectful, and caring with all children, and respond immediately to a crying/upset child's needs. If a child exhibits these behaviors due to illness or injury, staff will follow illness policy. If it is the child's demeanor, staff will follow the behavior management policy.

GENERAL POLICIES AND PROCEDURES

*Licensing specifics can be found at: <https://dcf.wisconsin.gov/files/publications/pdf/4024.pdf>

ELIGIBILITY

Children aged 6 weeks through 5 years will be accepted. The maximum attendance in any one day will never exceed state licenses.

ENROLLMENT POLICY

The Y only offers full-time enrollment for children ages 6 weeks through 2 years old. Full-time enrollment is considered as 5 days per week. Enrollment may be reduced to 4 days per week for children ages 3–5. Part-time care less than 4 days per week is not offered due to high numbers of families needing full time care.

ADMISSION ENROLLMENT FORMS

Initial contact must be made with the Director of Child Development for an interview, tour, and to receive enrollment paperwork. The Director will review a packet of enrollment forms with the parent/guardian. These forms, including such things as emergency contact information, authorized persons for pick up, and health information, need to be returned **3 days before** the child's first day of attendance. Infants and toddlers require in-depth information regarding normal daily habits.

The Childcare Center requires accurate and current records of home, cell, and workplace phone numbers. If you change your phone number or your emergency contact, please let us know immediately.

All forms are **REQUIRED** and must be completed to be eligible for admission to our program:

- *Emergency Card*
- *YMCA Enrollment Form/Contract*
- *DCF Child Care Enrollment Form*
- *DCF Intake Form* for children under 2 years of age
This form must be updated at least every 3 months, and describes your child's feeding, sleeping, diapering schedules, as well as other information about your child's health, development, and preferences. The intake form is crucial for the infant/toddler teachers to best meet your child's needs by providing care consistent to what they receive at home. This form is available from the Infant/Toddler teachers.
- *DCF Child Health Report* (Completed by a child's physician)
Each child over two years of age shall have a physical exam by a licensed physician that is dated not more than one year prior to or later than 3 months after admission, with documented physicals every two years after admission. Children under two years of age shall have a physical exam by a licensed physician that is dated not more than 6 months prior to nor later than 3 months after admission. Follow-up health examinations must be documented every 6 months after admission for these infants and toddlers.
- *DCF Health History & Emergency Care Plan*
Parents are required to sign a medical consent form for their child authorizing medical treatment. It is the policy of the center to contact the parent first whenever possible if the child requires more than simple first aid.
- *DCF Immunization Records*
Must be kept up to date according to licensing regulations.
- *DCF Authorization to Administer Medication Form*
- *Transportation Form* (If child is arriving/departing via another center, school, or bus company.)
- *Acknowledgement of Handbook*
- *Bank Draft Form*
- *Membership Application (optional)*

REGISTRATION FEES

A registration fee of \$100 per child is due upon registration. In the event of cancellation, the fees are **non-refundable and non-transferable!**

If a family wishes to hold a spot for a newborn infant that is not starting immediately, they can keep that spot available for up to 12 weeks for \$200/month (up to 3 months in advance). Families can be put on a waitlist for no charge with the understanding that enrollment will be on a first come, first serve basis.

Childcare is available all day for children enrolled in child care in the event of snow days or scheduled school district holidays.

Tuition Payments

Payments for childcare will be processed via a weekly autodraft. On the registration form, you are required to list credit card or banking information which will be automatically charged every Monday. You will be charged for care whether your child attends or not. Weeks containing Holidays are prorated. All fees are non-refundable. Insufficient funds may result in an additional fee.

The Y accepts 3rd party payments, but any family receiving payment benefits from a 3rd party will also be required to complete a payment agreement for any remaining fee balances. Families are responsible for any unpaid portion and **MUST** have an automatic withdrawal form on file.

Please see the chart that explains fee adjustments for billing on the next page.

Room	Rate (per week)	Normal Rate (without Holidays)	Rate (with 1 Holiday)	Rate (with 2 Holidays)
6 Weeks - 1 Year Old	\$290	\$290	\$232	\$174
1 Year Olds	\$290	\$290	\$232	\$174
2 Year Olds	\$265	\$265	\$212	\$159
3-4 Year Olds	\$255	\$255	\$204	\$153
4K Preschool	\$240	\$240	\$192	\$144

Anyone exceeding 2 missed payments or having a balance over \$300 will be asked to pay the balance in full or commit to a payment plan that requires automatic withdrawal from your bank account. Failure to pay or adhere to a payment plan will result in suspension of care for your child.

VACATION

One week (5 days) per year may be taken as vacation. Vacation credit must be requested in writing 2 weeks prior to the start of the vacation. The 5 days of vacation credit may be broken into singular days which will be applied to the following week's tuition. No verbal vacation requests will be permitted. Contact the Director of Child Development to schedule your five (5) free days. Vacation days may not be used when a child is sick.

FINANCIAL ASSISTANCE

It is the policy of the Green County Family YMCA that no person be denied membership or program participation by reason of inability to pay fees. Our Childcare Center is currently working on getting setup with the Wisconsin Shares Program and hopes to have it available by September 2024. Please contact the Director of Child Development for more information if assistance is needed.

WITHDRAWAL/DISENROLLMENT POLICY

Parent Termination

It is the responsibility of the parent/guardian to notify the Y in writing **two weeks in advance** prior to the date of withdrawal.

Mutual Decision Between the Y and Parent

In the event that the Y and the parent/guardian agree that the placement of a child is not in the child's best interest, the written notification of 2 weeks will be waived.

Childcare Center Termination

In the event that a parent/guardian and staff are unable to come to a mutually satisfying course of action after identifying and processing a problem, the Director of Child Development reserves the right to cancel the enrollment of the child for one or more of the following reasons:

- The child has needs of which the staff or the facility is unable to meet effectively. Unfortunately, our facility is not equipped to provide 1:1 care.
- A parent/guardian fails to observe the policies set forth by the Y.
- Outstanding balances for services exceeds 2 billing cycles.
- If the child cannot adequately adjust to the program.

TERMINATION POLICY

The Y Childcare Center reserves the right to disenroll a child if his/her behavior is harmful to other children, the staff, or to the child. Steps taken to help the child learn more appropriate behavior will be documented, and parents will be informed, preferably during a parent-teacher conference that a child's enrollment is in danger of being discontinued if the behavior continues. Decisions regarding enrollment termination, and the timeframe involved in making this decision, are based upon the severity of the behavior, the child's age, the length of time the behavior has been occurring, and the family's willingness to work with Y staff to help the child.

A child may be unenrolled if a parent is not cooperative, fails to pay, fails to submit any required forms, or fails to observe hours of operation.

ARRIVAL/DEPARTURE OF CHILDREN

Key Fobs

Parents/Guardians who have a child enrolled in the Childcare Program should use the Childcare Entrance to drop off and pick up their child(ren). Access to the Childcare requires a key fob. There is a one-time charge of \$10.00 per key fob. Key Fobs should be returned prior to the child's last day in the Childcare Center. If a new key fob needs to be issued due to a lost key fob, a \$50 fine will be assessed to cover the cost of a new key fob and the cost of disabling the old one.

Hours of Operation:

The Childcare Center is open from 6:30 a.m. to 5:30 p.m., Monday through Friday, year-round. Children can be in care for a maximum of 10 hours per day in the Childcare Center. The only way a child can spend more than 10 hours in the Childcare Center, is by providing us with a note from your company's Human Resource Department with the hours that you work.

When dropping off and picking up your child(ren), check in with your child's teacher and they will sign your child in on the attendance clipboard. If someone else will be dropping off or picking up your child, please make sure you inform them of the proper procedures.

The parent/guardian is responsible for bringing the child to the classroom where staff is available to greet the child. Parents need to verbally tell the teacher in the room that they are dropping off or picking up their child. At this time the teacher will put the child's accountability card "in" to ensure that all children are accounted for at all times throughout the day.

Children will only be released to authorized parents/guardians or to a person designated on the enrollment form or authorization permission slip. A photo I.D. must be shown to verify identity. Prior written consent from the parent/guardian must be on file in order to release the child to a designated person. Please let us know at drop off time if someone else will be picking up your child, so we can verify that we have them on file. It is mandatory for you to have your swipe/entry card with you at all pick up and drop offs for admission into the Child Development Center. If your child's arrival time or departure time will vary more than 30 minutes from the time contracted by the parent, the center should be notified. Any authorized adult who seems to be under the influence of drugs/alcohol will be brought to the attention of the Director of Child Development and proper actions will be taken.

If a child will be absent, parents should notify the center as soon as possible via telephone (608) 325-8046 or email to childcare@greencountyymca.org. If your child is not dropped off within 30 minutes of their normal arrival time, we will attempt to call you at that time.

Children will only be able leave with a designated adult picking them up if written permission is on file. This person will need to show a driver's license or other photo ID card for identification purposes.

Our center is only licensed to care for children between the hours of 6:30 a.m. and 5:30 p.m. Late pick-up is considered any time after 5:30 p.m. Staff will use a cellphone to document time of pick-up. Late pick-up will result in late charges. A penalty of \$1 for each one-minute increment after the stated ending time will be assessed.

ILLNESS

The center cannot care for an ill child. Teachers will consult with the Director of Child Development, when making the decision that an ill child is to be sent home. Please do not bring your child to the center if they are displaying any of the symptoms listed below, as opening staff will not allow an ill child to remain at the center. A child is considered ill when observed to have any of the following symptoms:

- Temperature of 100 degrees or higher (with other symptoms)
- Vomiting
- Diarrhea
- Symptoms of communicable diseases (COVID-19, RSV, Croup, etc.)
- Constant cough, especially a barking or croupy cough
- Heavy (green) nasal discharge

- Symptoms of a contagious virus (including cold sores)
- Undiagnosed rash
- Discharge from the eye
- Excessive atypical behaviors (whining, crying, tiredness)
- Inability to participate in regular daily activities.
- Lice, nits, or other scalp conditions

When a child becomes ill during care, they will be isolated from other children within the classroom. The child will be provided with a cot/mat and their sheet and blanket in the isolation area, with a staff member within sight and sound of the child. A parent or guardian will be contacted to pick up your child. **Your child needs to be picked up within 30 minutes after contact.** Your child will be isolated from classmates until picked up from the center.

We need your cooperation to help our center be as healthy as possible. Parents will receive a written notice of illness or accident. **A child must be symptom-free for a full 24-hours before they may return to the center. The child cannot be on medications that would mask these symptoms during this 24-hour period.**

Communicable diseases (RSV, chicken pox, measles, COVID-19, etc.) will be reported to the Green County Health Department according to licensing regulations. Illnesses are also posted when children have been exposed. Children must have a written doctor's permit to return to the center after recuperating from a communicable disease.

**WHEN YOUR CHILD WILL BE ABSENT DUE TO ILLNESS OR FOR ANY OTHER REASON,
PLEASE CALL THE CHILDCARE OFFICE AS SOON AS POSSIBLE! (608) 325-8046.**

PLEASE NOTE: OUR CHILDCARE CENTER DOES NOT CREDIT FAMILIES FOR DAYS ABSENT FOR SICKNESS OR OTHERWISE, EXCEPT FOR THE 5 DAYS OF VACATION THAT ARE SCHEDULED AT LEAST 2 WEEKS IN ADVANCE.

HEALTH CARE

Universal precautions are to be always used. Both staff and children's hands shall be washed with soap and warm running water before and after handling food and after toileting or diapering. Glove usage is recommended, and proper disposal is required. Disinfecting surfaces before and after usage is required by staff. Toys are disinfected with a bleach and water solution on a regular basis to avoid the spread of disease.

HEALTH INSURANCE

Parents are responsible for any medical expenses related to any injury their child incurs while participating in the program. The Y does not carry supplemental health insurance for any of its programs. Please file any medical claims with your personal health insurance company. In the event of an injury, appropriate accident forms must be completed.

MEDICINE

Our center staff members are not medical professionals. Staff are here to guide and nurture your child. We request that parents adjust the timing of their child's medication, so doses are given at home as much as possible. If medication needs to be administered during the time of care, please contact the Director of Child Development. An Authorization to Administer Medication form is required and must be on-file before our staff can administer any medications.

Staff will administer medication to your child only under the following circumstances:

- The prescription is in the child's name and the parent has filled out an Authorization to Administer Medication Form. The medicine must be in the original container with labels intact. The first dose of any medication must be administered at home. Staff will not give initial doses of any medication, except for physician's written permission of those intended for life-threatening situations (i.e., Epi-pen). Staff will not administer expired medication.
- Over-the-counter medication may be given but must be directed in writing by a physician. Medication must be in its original container with label intact. Staff will not dispense more than printed recommended dosage. Child's name (first and last) and the dosage must be written on the container. **All over-the counter medications require a physician's authorization slip.**

- Non-emergency medications will be stored in a locked container in the office area. Only medications needed in an emergency, such as an Epi-pen or inhalers, may be stored in the classroom, and then in a locked cabinet out of children's reach.
- Cough drops are a choking hazard and will not be allowed.
- Staff record all medications administered on the Authorization Form and in a Medication Log book.
- Parents must sign each day and time the medication is to be given.

Medication that needs to be administered using a device:

- Medication that needs to be administered using a device will need to be documented on the Authorization to Administer Medication Form. Written instructions must be provided by parent or physician, including signs and symptoms that the medication is needed.
- Parent or physician need to demonstrate the use of the device and include any pertinent information to all staff that will be administering this medication. Only these staff will administer this medication. This demonstration needs to be documented in writing on the Authorization to Administer Medication Form.
- Updates need to be made to this documentation annually or as the staffing or device change.

FOOD & NUTRITION PROGRAM

- A light breakfast is available each day at 7:30 a.m. to any child that wishes to partake of it.
- A morning snack will be served between 9:15 and 9:45 a.m. in the Childcare Center.
- A hot lunch is served between 11:30 a.m. and 12:15 p.m. in the Childcare Center.
- An afternoon snack is provided between 2:30–3:00 p.m.
- Children under two years of age eat according to their own schedule.

All breakfasts, snacks, and lunches are prepared according to licensing guidelines established by the State Department of Health and Family Services. A weekly menu is posted in each of the classrooms. Childcare staff will eat the same food as the children as a means of fostering healthy nutritional choices.

Parents of infants may choose to provide premixed formula or breast milk. Bottles are heated using warm water. If a child drinks only a partial bottle, the remaining formula/milk is not reheated or served to the child. When your child begins eating table foods, we will start offering our center's foods to them. Accommodations are made to the menu to make foods appropriate for children under two (i.e. whole milk, steaming and cooling carrots instead of raw carrots for a snack).

ALLERGIES & DIETARY RESTRICTIONS

It is the parent's responsibility to list on the child's enrollment and health forms any allergies the child may have. Your child's physician should also document allergies when completing the Health Report Form. Please keep staff informed as to any new allergies, particularly food allergies. Please let the Director of Child Development know of any other dietary needs your child may have. We will try to work with you, within licensing regulations, to meet those needs. Physician documentation may be required.

Birthday or other special treats are welcome. Please see your child's teacher in regard to any food allergies in the classroom and for a list of healthy snack suggestions. Homemade treats will be packaged and sent home. **Gum, candy, and/or soda should not be brought into the Childcare Center.**

MEALTIME ROUTINES

Mealtime is meant to be a relaxed social time. Many skills, including language, social and fine motor skills are learned during mealtime. Hands are washed with running water and soap both before and after each meal and snack. Children will sit at the tables during meals, with teachers joining them as much as possible. Meals are served family style and children are encouraged to serve themselves. Children are encouraged and expected to use age-appropriate table manners. They are encouraged, but never forced, to try each type of food served. Food is never used or withheld as a punishment. When finished eating, children will discard any uneaten food and disposable products in a covered waste container. Dishes, cups, and utensils are set aside for kitchen staff to wash.

If a caregiver chooses to supply the child with meals from home, our center will provide the caregiver with information about the minimum recommendations specified by the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP). If your child's meal does NOT meet the minimum guidelines established by the CACFP, our center will supplement with the missing components recommended by the CACFP.

FIRE & TORNADO DRILLS

Fire and/or tornado drills are practiced monthly, with evacuation routes posted in each classroom.

SCHOOL CLOSINGS

Our 4K program will not run when Monroe schools are closed, but the Childcare Center will be open. Parents are responsible for the transportation of their children.

NEWSLETTER

A monthly newsletter containing information about upcoming events, reminders, special activities, and curriculum information will be provided to each family around the beginning of each month.

FAMILY CALENDAR

A blank calendar will be sent home for your family to complete with your child(ren)'s schedule for the upcoming month. Please be sure to return it to the teacher as soon as possible. Calendars are used to create schedules for our staff, so it is very important for us to have accurate dates of attendance.

If your schedule changes after you have submitted your monthly calendar, please provide two weeks written notice to the center, prior to the change. We cannot guarantee the alternate schedule will be available. Verbal notification is not adequate.

PHONE AND WRITTEN COMMUNICATION

If we are unable to speak with you in person, staff will notify parents by phone or by written notes whenever a situation arises that we feel you should be aware of. We request that parents keep the staff informed of your needs, concerns and feelings as well. Be sure to update the center when you change employment, phone numbers, or emergency contacts!

COMMUNICATION WITH NON-ENGLISH-SPEAKING FAMILIES

Our plan for serving non-English speaking persons or families is as follows:

- The YMCA staff will make every attempt within reason to find an individual to interpret or translate.
- The Google translation website www.translate.google.com will be used if necessary for written communication.

FAMILY PARTICIPATION & ENGAGEMENT

It is the goal of the YMCA Childcare programs to recognize and support families as essential partners in providing services that improve children's development, learning and wellness. Family engagement is a collaborative and strengths-based process through which early childhood professionals, families, and child build positive and goal-oriented relationships. It is a shared responsibility of families and staff at all levels that requires mutual respect for the roles and strengths each has to offer. Family engagement focuses on culturally and linguistically responsive relationship-building with key family members in a child's life.

Parents and grandparents are urged to participate in the classroom by observing or volunteering to help with class activities and special events. We request that visits do not occur during rest periods as it can be disruptive to children during this time.

We also encourage parental participation by discussing their child's progress, behavior and needs with their child's teachers, and by attending parent educational events and/or classes. Flyers concerning the program or special events will be posted and given to parents/guardians. Parents will be surveyed 3-4 times throughout the year regarding the program and staff. Parental input will be taken into consideration and policies will be updated if necessary.

PARENT INFORMATION

Information regarding upcoming events, lesson plan activities, teacher requests, field trips, parent helper lists, rules, the state license, compliances or noncompliance's and a summary of the classroom's daily activities will be posted on the parent board near the door inside each classroom. Parenting, child development, and other information can be found in our Parent Information area in the hallway.

FUNDRAISER POLICY

The Green County Family YMCA is a non-profit organization and all of our programs are partially funded through fundraising efforts by all Members and Program members. As a Childcare Center participant, each family will be required to take part in two fundraisers throughout the school year. Families who choose not to participate, will be required to pay a "buy-out" fee. The fee amount will be based on the specific fundraiser chosen.

LOST AND FOUND

The Green County Family YMCA is not responsible for lost or stolen articles. Please label all belongings and bring only necessities to the center. Lost and found containers are located in the Childcare Center hallway and at the YMCA Welcome Center.

CLOTHING/ITEMS FROM HOME

The center tries to provide all the materials children need to be safe, busy, and happy while in our care. Please do not bring toys from home other than Show and Tell items on specific days. A soft toy, small pillow, or favorite blanket may be brought for use at naptime. Please be sure to label any items brought to school from home. Your child's teacher may on occasion request materials for special projects (such as shoe boxes or plastic soda bottles).

Play clothes are a must for fun! We do a lot of messy art projects and active games. Please dress your child comfortably, ready to play without worry of getting their clothes dirty. Each child must have at least one complete set of extra labeled clothing at the center in his/her storage area. If your child is not potty trained or is prone to accidents, please have multiple sets of labeled clothing available.

We try to get outside twice per day, so it is necessary to have outdoor clothing. Shoes with rubber soles are much safer for everyday activities. It is always better to dress your child with a sweater or sweatshirt that can be removed. Hats and mittens are sometimes necessary for cool spring/fall days, even though they are not needed for the ride to school. Again, please label all outer clothing including boots, coats, mittens, snowsuits, etc. Children must have tennis shoes at the center every day for gym play. If sandals are worn in the summer, they must have a back on them for safety purposes. Out of respect, we do not allow the children to wear hats in the classroom.

On swim instruction days, please have your child wear his or her suit under easy-to-dress clothing in the morning (sweatpants or shorts, t-shirt, and tennis shoes, for example). The swimming lesson schedule will be posted on your child's classroom bulletin board.

Clothing and Supplies for Infants/Toddlers

- Bottles & formula
- Pacifier
- Diapers and wipes
- Extra clothes
- Blankets
- Sleeping bag or matt sheet and blanket with small pillow (for children 1 year old and up)

**ALL ITEMS SHOULD BE WELL MARKED WITH THE CHILD'S NAME ON THEM.
ALL SLEEPING ITEMS MUST BE TAKEN HOME FOR CLEANING ONCE A WEEK AND RETURNED.**

Clothing and Supplies for Children Ages 2 to 5 Years Old

- Change of clothes (pants, shirts, underwear, socks, shoes)
- *Additional changes of clothes for children not fully potty trained*
- Tennis shoes
- Sleeping bag or sheet and blanket with small pillow (ages 2-5)
- Swimsuit and towel (for anyone taking lessons)
- Coat, hat, mittens, snow pants and boots for early spring, fall and winter outside play.

**ALL ITEMS SHOULD BE WELL MARKED WITH THE CHILD'S NAME ON THEM.
ALL SLEEPING ITEMS MUST BE TAKEN HOME FOR CLEANING ONCE A WEEK AND RETURNED.**

SAFETY POLICIES

DROP OFF AND PICK UP POLICIES

For the safety of everyone using the YMCA facilities, we ask all families to adhere to these parking lot policies:

- Absolutely NO parking in fire lanes or parking spots that are handicap accessible unless you have a permit to do so.
- All children arriving for Childcare must be walked inside with an adult who will inform their child's teacher that their child has arrived. All families must park their vehicle in the appropriate drop off spots and all cars should be turned off.
- It is extremely dangerous for any child under 12 years of age to be left alone in a vehicle. Children left unattended in a vehicle is a reportable offense. All children are to be supervised at all times.
- The YMCA is not responsible for any lost or stolen items. We ask for the safety of our families and your personal belongings, that you lock your car and secure any valuables before entering our facility.

REPORTING OF CHILD ABUSE/NEGLECT

The staff of the Childcare Center are required to report incidences of children who appear to be emotionally, psychologically, physically, or sexually abused or neglected to the Green County Child Protective Services or to the police. Suspicions of abuse or neglect will be documented and placed in confidential record. Staff are trained annually in identifying signs of abuse.

CHILD ABUSE PREVENTION

The Y has developed a policy on prevention of child abuse that includes the following provisions:

- All Y staff are trained in Child Abuse and Neglect Recognition.
- Families are encouraged to visit the program at any time.
- Staff will be alerted to the physical and emotional state of all children and will notify the proper officials when any signs of injury or suspected abuse is detected.
- No type of child abuse will be tolerated. Any kind of abuse by a staff member will result in disciplinary action, up to and including termination of employment.
- Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.
- Staff members are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.
- All questionable observations made by the staff will be documented following program procedure and shared with the Director of Child Development and Executive Director.
- The Y will not release a child to anyone other than the authorized parent/guardians or other individuals authorized, in writing, by the family.
- Staff will ask to see a photo ID upon pick up for anyone they do not recognize to be an authorized pick up person.

EXTREME WEATHER POLICIES

Daily outdoor playtime is a healthy, important part of our program. Children attending the program should be in good health and therefore able to go outside. Be sure that your child has weather-appropriate outerwear, including a hat, mittens, boots and snow pants for winter play. When outdoor playtime cannot be accomplished, gross motor activities or active games will be planned in the building.

- Temperature with wind chill is below 32°F:
 - Staff will use their discretion as to the length of outdoor playtime.
- Temperature with wind chill is 0°F or below:
 - There will not be outdoor playtime.
- Temperature with heat index is at 90°F or above:
 - There will not be outdoor playtime.

Indoor space temperatures will remain between 68°F and 72°F. If the building loses utility services (including, but not limited to, heat or air conditioning, water, or electricity) all parents will be notified immediately by phone and children will need to be picked up within one hour.

PETS POLICY

Occasionally, a classroom may have a class pet. These are primarily limited to fish. Children learn responsibility and companionship by helping care for the pet in ways such as feeding them. All pets are cared for according to licensing regulations and are included in our insurance policy. If pets are added to the program after a child is enrolled, parents will be notified in writing prior to the pet's addition to the center.

If a child would like to share his/her pet from home with the rest of the class, parents must first talk with the child's teacher beforehand. If your child has animal allergies or fears, please let the staff know.

PARENT COMMUNICATION

Parents are required to notify the center immediately of any changes in address, telephone numbers, employment, authorized pick-up persons, or emergency contacts. We must be able to reach you at all times!

Please feel free to speak with your child's teacher on a regular basis. To ensure program quality and safety, it is important that you maintain open lines of communication with the staff in regards to your child. Please speak to a teacher privately if information that you need to discuss is of a confidential matter.

Should you have further questions, a complete copy of the childcare policies and the State of Wisconsin Licensing Manual are available in the Childcare Center hallway or in the childcare office. Medical logbooks are also kept in each classroom.

PARENT/TEACHER CONFERENCES/PORTOLIOS

Your child's teacher will be available for communication daily throughout the year and written communication will be sent home regularly. Parent/teacher conferences for 4K Preschool will be scheduled every Spring and Fall. Individual conferences may be requested by parents or the YMCA staff at any time of the year. Children's portfolios are available for parents to view or checkout upon request.

INCLUSION AND CULTURAL DIVERSITY POLICIES

The Green County Family YMCA welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential. We are committed to providing programming that supports the child's pride in family, community and ethnic and linguistic origins.

All Childcare classrooms incorporate cultural diversity through songs, games, cooking, art activities, field trips and more. We have enhanced our environment with multicultural dolls, other toys and classroom decorations depicting cultural diversity.

Inclusion and Diversity will be displayed by:

- Respecting the individuality of all children.
- Ensuring all children are able to participate, learn and experience success.
- Ensuring language and daily practices are inclusive and non-discriminatory.
- Having an opportunity to develop an understanding of anti-bias education through education and professional development experiences.
- Self-evaluating and monitoring biases concerning gender, stereotypes or other differences.
- Utilizing family expertise with regard to the culture and religion that is shared in the household to enhance the continuity of care.
- Providing inclusive resources and materials regarding gender, race, religion, culture, ability, and family structure.
- Ensuring the physical environment of the program reflects the commitment to a cross-cultural and non-discriminatory perspective.
- Showing respect for the various ways that families care for their children and by being aware of the range of child-rearing practices and attitudes of different cultures and groups.

CUSTODY ARRANGEMENTS

Staff will not become involved in custody disputes. A copy of the most current certified court order must be submitted at the time of enrollment or if a change occurs in the structure of the family. The order will be kept on file at the Y.

Court Order on File

- **Primary/Sole Custody:** Staff will follow written instruction provided by the parent/guardian identified as having primary placement or sole custody on the court order.
- **Joint Custody:** Staff will abide by the court ordered custody arrangements specified for each day. Each parent will be requested to provide written instructions identifying persons authorized to pick up their child on their court ordered day. Each parent will complete a separate agreement for payment purposes, if necessary.

Court Order NOT on File

Staff will allow both parents to pick up their child if they are authorized to do so according to the registration paperwork on file.

REFERRALS TO OTHER AGENCIES

If a teacher has concerns regarding a child's development, we will request a Parent/Teacher conference to discuss their observations. If the parent desires, we would be happy to work with the family in making a referral to the appropriate agency, such as the school district or Birth-to-Three program, for an evaluation and possible services.

SOCIAL MEDIA POLICY

The Green County Family YMCA has developed an extensive Social Media Policy for its staff as a means of protecting children, families, and staff. When using social media, staff are expected to follow a number of guidelines, including:

- Always be respectful to and about others at all times.
- Be professional and use good judgment refraining from unprofessional language and/or poor behavior.
- To maintain professional boundaries, staff should not accept or initiate personal invites to be friends on social media from parents of the center unless they know them in a personal capacity.
- The center discourages staff from initiating "friend" requests with employees they manage. Managers/supervisors may accept friend requests if initiated by the employee, and if the manager/supervisor does not believe it will negatively impact the work relationship.
- Staff must not mention any names of children, parents, or staff on their own personal social media pages.
- Staff must not publish photos of children or families on their own personal social media pages.
- Staff may not use cell phones to take photos in the center for their own personal use. If a photo is taken for the purpose of being uploaded onto the classroom app, once the picture(s) is uploaded, the image(s) must immediately be deleted for the personal phone.
- Staff are not permitted to access social media sites during their working hours.

REVIEW OF PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

Parents/Guardians have the right to:

- Know their child is well cared for in a safe environment, where they are free to select from a variety of learning materials and activities.
- Share concerns with staff about anything that is in the best interest of their child.
- Know about any changes in policies, procedures, and fees.
- Enter the childcare facility at any time during its operating hours.

Parents/Guardians are responsible for:

- Observing the policies of the YMCA Childcare Program.
- Providing written consent to the teaching staff of administering medication, field trip permission, authorizing a pick-up person, etc.
- Completing all enrollment forms and providing current medical reports, phone numbers and emergency contact information.
- Informing staff if a child has had, or has been exposed to, a contagious illness.
- Keeping a child home whenever they are sick, or have cold or flu-like symptoms.
- Keeping track of, along with their child, all personal belongings.
- Giving a two-week written notice prior to the last day of attendance of their child.
- Parents are also responsible for on-time payment of registration.

**FULL PAYMENT IS DUE EACH MONDAY OF THE WEEK THAT CHILDREN ARE IN CARE.
LATE FEES WILL BE ASSESSED IF FULL PAYMENT IS NOT RECEIVED ON TIME.**

EMERGENCY PROCEDURES

No two emergencies are alike. While the various steps and suggested actions outlined in this handbook represent sound procedure; staff's own judgment should be the final authority until staff are able to contact their supervisor or one of the YMCA Directors. Policies for emergencies will be followed at all programs and on field trips. All programs will have emergency numbers, child information & First Aid/OSHA Kits with them at all times. Families will be notified in an emergency situations as soon as reasonably possible. In the event of an emergency, staff will follow the procedure listed below.

FIRST AID & CPR

All YMCA staff are trained in First Aid, Child/Adult CPR, and the use of universal precautions. Single use disposable gloves are worn if there is contact with blood containing body fluids. Hands are then washed with soap and water and the gloves discarded in a sealed plastic bag.

TELEPHONE & EMERGENCY NUMBERS

All Childcare classrooms have a working telephone, a list of emergency numbers, including 911, poison control, child protective services, and other YMCA emergency contacts posted near each phone. The phone numbers of emergency contacts can be at the site within 5 minutes of being contacted.

EVACUATION PROCEDURES

1. Calmly gather all children and line them up at the door. Once everyone is lined up, staff will proceed to evacuate the children to the specified location. The infant room is equipped with cribs that are moveable. Four children can be placed in the crib, and the crib rolled out the nearest safe exit.
2. All program areas and bathrooms will be checked to ensure all children have been evacuated.
3. Once all staff and children have reached the evacuation site, staff will conduct face to name checks.
4. Staff will have cell phone, emergency kits, attendance records and emergency contact information.
5. If the Director of Child Development is on-site, he or she will assist the infant and toddler teachers with the evacuation. If the Director of Child Development is not on-site, staff will provide information and regular updates on the situation and their location.
6. Additional Directors from other YMCA departments will also assist in the event of an emergency or during an evacuation drill by meeting the childcare classrooms outside the emergency exit and will also assist childcare staff in getting the children outside to safety.

7. If the facility experiences service loss due to extenuating circumstances, staff will take children to their designated emergency evacuation location. Families will be provided the new location for pick-up.
8. An incident report should be completed to document the event and turned into the Director of Child Development.

FIRE

1. Set off alarms and dial 9-1-1 if it has not yet been done.
2. Children will be taught to immediately stop everything they are doing when they hear the fire signal and to move in an orderly manner to the designated area. Fire drills are practiced every month at varied times and days.
3. All lights will be kept on when exiting the classroom, enabling firefighters to conduct a full sweep of the area.
4. Classroom doors will be closed to prevent the spread of the fire.
5. Face to name checks will be done at arrival to the designated evacuation area to ensure all children are accounted for.
6. Refer to the evacuation procedure for additional information.

TORNADO

1. In the event of threatening weather, staff will listen to the radio for the most accurate and up to date information.
2. If the call is given to seek immediate shelter, staff will have all children move to the designated area where a face to name count will be conducted to ensure all children are accounted for.
3. Tornado drills will be conducted during the months of April - October.
4. Refer to the evacuation procedure for additional information.

MINOR INJURIES

1. Apply appropriate First Aid.
2. Record injuries as is required by state licensing regulations.
3. Notify the Director of Child Development of the injury.
4. Notify parents/guardians at time of pick-up.

SEVERE INJURIES

1. Apply appropriate First Aid.
2. Contact a parent/guardian. If that person cannot be reached, contact the emergency persons listed on the enrollment forms. If no one can be reached, contact the child's physician and/or an ambulance.
3. Notify the Director of Child Development immediately of the injury.
4. If a child needs to be transported via an ambulance, he/she will be taken to the SSM Health Clinic in Monroe, accompanied by a staff member. In case of an extremely serious injury, an ambulance would be called first before the parents are contacted.
5. Record all injuries as is required by state licensing regulations. The Y requires parents to sign the accident report indicating that they have been notified of the injury.

OFF SITE INJURIES

1. Determine if the situation can be safely handled at the site, whether the group needs to immediately return to the center, or if an ambulance needs to be called.
2. Access the Field Trip First Aid Kit and follow the steps above based on whether the injury is minor or severe.

MISSING CHILD

1. Alert Director of Child Development and staff that a child is missing.
2. Immediately search the entire YMCA facility and surrounding area. If a child is missing on a YMCA field trip, notify the appropriate personnel on site and perform a search of the site and the surrounding area.
3. If the child cannot be located within 15 minutes, the Director of Child Development will notify the parents.
4. In the event the child's family cannot be reached, emergency contacts will be notified. If no one can be reached, the policy will be notified.
5. In the event the child is found, staff will promptly notify all persons contacted and will complete a Y Incident Report.

INTRUDER-INSIDE Y FACILITY

1. Facility lock down will occur and 911 will be called.
2. Staff will move all children into a secure locked area, out of sight from windows and doors.
3. Lock all doors, turn off lights, and cover interior windows (including door windows).
4. Keep all children as quiet and calm as possible.
5. Remain inside the secure area until the police clear the situation
6. Immediately inform the Director of Child Development and Executive Director of the situation.
7. Debrief with the children after the situation.
8. An incident report should be completed to document the event and turned into the Director of Child Development.
9. For the safety of all staff, children and families, no pick-up will be allowed until an all clear has been given by the Police Department.

LOCK DOWN-INTRUDER OUTSIDE Y FACILITY

1. Facility lock down will occur and 911 will be called.
2. Staff will move all children into a secure locked area, out of sight from windows and doors.
3. Lock all doors, turn off lights, and cover interior windows (including door windows).
4. Keep all children as quiet and calm as possible.
5. Remain inside the secure area until the police clear the situation
6. Immediately inform the Director of Child Development and Executive Director of the situation.
7. Debrief with the children after the situation.
8. An incident report should be completed to document the event and turned into the Director of Child Development.
9. For the safety of all staff, children and families, no pick-up will be allowed until an all clear has been given by the Police Department.

UTILITIES OUTAGE

In case of a building safety concern, such as power outage, no water, furnace not working, etc., executive management will determine if children can be safely cared for, and if not, parents will be called to pick up their children.



CHILDCARE CENTER ENROLLMENT PAPERWORK CHECKLIST

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

- INTAKE FORM (FOR CHILDREN UNDER 2 YEARS OF AGE)
- CHILD CARE ENROLLMENT FORM (DCF-F-CFS0062)
- HEALTH HISTORY & EMERGENCY CARE PLAN FORM (DCF-F-CFS2345)
- CHILD HEALTH REPORT (DCF-CFS0060)
- CHILDCARE IMMUNIZATION RECORD (DHS #F-44192)
- AUTHORIZATION TO ADMINISTER MEDICATION (DCF-CFS0059)
- YMCA WALKING FIELD TRIP PERMISSION FORM
- LAMER'S BUS REGISTRATION FORM (4K ONLY IF NEEDED)
- YMCA EMERGENCY INFORMATION FORM
- YMCA PARENT & FAMILY CONTRACT & ACKNOWLEDGEMENT

**All registration forms and paperwork MUST be turned in
3 days before the child's first day of attendance.**

Your child cannot start until all forms have been completed and turned in.



PARENT & FAMILY CONTRACT & ACKNOWLEDGEMENT

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

The parent handbook describes important information about the Green County Family YMCA's Childcare Center. I understand that I should consult the Director of Child Development if I have any questions that are not answered in this handbook.

I understand and acknowledge that there may be changes to the information, and policies in this handbook. I understand that the YMCA may add new policies to the handbook as well as replace, change, or cancel existing policies with amendments and notice to all program participants.

I attest that I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

In consideration of my child's enrollment into the YMCA Childcare Center:

- I agree to pay all tuition and fees on time. I understand a late fee will be assessed if timely payment is not made. I also understand that my child may be discharged from the program if payment arrangements are not made.
- I agree to drop off and pick up my child(ren) at the appropriate times. I understand that if I am late more than twice, I will be assessed a late fee for each occurrence.
- I agree to abide by all Policies and Procedures of the Green County Family YMCA and Childcare Center.
- I agree to keep my child home if they are not feeling well.

PHOTO AUTHORIZATION

*****Please initial next to the statement that best describes how you would like us to handle photos.**

_____ I give permission for the Childcare Center Staff to take and publish pictures of my child within the Childcare Center emails and YMCA marketing materials.

_____ I give permission for the Childcare Center Staff to take and publish pictures of my child within the Childcare Center newsletters/emails only.

_____ I do not give permission for the Childcare Center staff to take or publish pictures of my child.

Child's Name: _____ Date of Birth: _____

Print Parent Name of Person Signing Below: _____

Parent Signature: _____ Date: _____

Signature of Director of Child Development: _____



WALKING FIELD TRIP PERMISSION FORM

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

It is customary for program leaders to take their classes on walking field trips within the surrounding Green County Family YMCA community at different times during the program. The purpose of such walks is varied. Students may observe the neighborhood architecture and urban plants and animals or visit interesting places in the community such as the public library, local businesses, Twinning Valley & Twinning Park.

In order to allow flexibility for these valuable activities, this permission form will extend for the entire 2024-2025 Academic School Year. If a parent or guardian is expecting to take his/her child out of the program for any reason during the day, it is important to notify the Green County Family YMCA in advance what time check out will occur. Plans can then be made to be certain that the child is in the building at that time.

I hereby give permission for my child to participate in supervised neighborhood walks during the 2024-2025 Academic School Year Childcare Program.

Parent Signature: _____ Date: _____