

### **Introduction:**

The Jefferson City Area YMCA manages the Child Development Center. At the YMCA, we build strong kids, strong families, and strong communities. The YMCA is a not for profit organization dedicated to providing quality child care for all children and families in the community.

The YMCA has three facilities in the Jefferson City Area; these are located at 525 Ellis Blvd., 424 Stadium Drive and 3507 Amazonas. Please stop by and visit either facility to see the great ways we offer programming to families in the community. The Child Development Center opened its doors in 2006. There are 15 classrooms in the early childhood setting. These include:

- Younger, Middle, and Older Infants
- Younger and Older Toddlers
- Transition Two's (2 - 2 ½ year olds)
- Preschool I & II
- Pre Kindergarten I, II & III
- Kindergarten Readiness I, II, & III

### **On the first day your child is with us please bring:**

Enrollment Forms-Completed

Handbook Acceptance Form

Income Eligibility Form-if applicable

Blanket/Pillow

Change of clothes to keep at daycare

Medical Forms-signed by physician along with current shot record within 30 days of date of enrollment

In addition to the above INFANTS may also need:

Bottles & pacifiers

Formula/Breast milk

Individual Feeding Plan

Baby Food/Cereal

Diapers

Ointments with medicine forms completed

### **HEALTH FORMS/SHOT RECORDS**

Within 30 days of enrollment, you will need to furnish the center with a current physical and a copy of your child's immunizations. This is a state law and this information must be in your child's file. Any time your child receives immunizations, you will need to furnish the center with a current copy of the immunizations received. The center is required by law to submit yearly updated immunization

reports on all children at the center; therefore, it is important you keep the center current on all medical information including immunizations.

**ORIENTATION:**

We encourage all new enrollments to visit the center as much as possible prior to the first day. This will give both parents and children a chance to get to know the classroom and the teacher. This will make the transition smoother.

When possible, gradual introductions will be done for children graduating into the following classroom. Parents will be notified when a child will be visiting to the next classroom. A permission slip to visit the next classroom (Blue Note) will be sent home for the parents to sign and return. No child will be moved into another classroom setting who is not developmentally ready. The schedule for visiting children to the next room is as follows:

Two weeks before the child's move:

Monday - Wednesday 9 - 11:15

Thursday - the following Monday 9 - after lunch

The week before the child's move:

Tuesday & Wednesday 9 - after nap

Thursday Breakfast - nap

Friday before official move date all day

In rare occasions (usually around August) we are unable to visit children to the next room prior to moving them. When this occurs we generally move more than one child at a time to make the transition easier on the children.

**OUR CENTER IS ACCREDITED:**

We at the Child Development Center have taken on that one step better than licensing. We are proud of our Missouri Accreditation. We take quality seriously. The center has been accredited since 1993. Every aspect of your child's environment has been and continues to be carefully evaluated.

**CHILD CARE FEES AND PAYMENTS:**

Child Care Payments are due monthly. All payments must be made by automatic draft of a bank account or credit card. You may draft the whole amount on the 5th of the month or you may pay 2 equal installments on the 5th and the 20<sup>th</sup>.

The center is open from 6:30 am - 6 pm. *Any child not picked up by 6 pm, will be charged \$1.00 per minute payable in cash at the time of pickup to the teacher who stays with the child.* Parents pay for holidays and vacations. The holidays the center is closed are:

- ❖ New Year's Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ July 4<sup>th</sup>
- ❖ Labor Day
- ❖ Thanksgiving
- ❖ Day after Thanksgiving
- ❖ Christmas
- ❖ We will close at 3 pm on Christmas Eve when it lands on a week day.

<b>MONTHLY RATES:</b>	<b>Community</b>	<b>YMCA Members</b>
Infants/Toddlers/ Younger 2's	\$650	\$617
Older Two's	\$566	\$537
Preschool	\$510	\$484

All payments received will be generated a receipt. This receipt will be given back to your child's classroom to go home with their belongings for the day. If you have cafeteria account forms that you need to have signed for your dependent care reimbursement, we will be happy to sign them for you at the front desk. **Our Tax ID # is 43-0953286**

**PATRON ACCEPTANCE OF COST:**

All insufficient bank drafts be assessed a fee by the collection agency up to the amount that is allowed by law.

Payments not as a result of an insufficient draft may be subject to collections activity by a collection agency and/or attorney. If such occurs, the patron agrees that he/she shall be responsible for any or all of the Jefferson City Area's YMCA's expenses, including but not limited to collection costs, court costs, and attorney's fees, whether or not litigation is commenced.

Any family requesting a refund or credit will be assessed an automatic \$10.00 processing fee. A CREDIT only will be given to a participant two weeks prior to the

start of a month if the monthly fees have been paid in full and this notification is received in writing. No retro credits will be given to weeks already past session.

**DEPOSIT:**

At the time when a start date has been agreed upon, a \$100 deposit is due. If you fail to begin the program as obligated, you forfeit this fee. This deposit is refundable if 2 weeks written notice is given at the time of withdraw from the center.

**REFUND AND CREDIT POLICY:**

- Bank drafts must be canceled in writing by the 15<sup>th</sup> of the month prior to drafts ending. Drafted amounts are non-refundable.
- Credit Time limit- All credits are valid for one year and are transferable to any YMCA program. No credit may be applied to membership fees. No retro credits will be given for any care in the past.
- When a credit or refund is created by the action of a member or program participant, a \$10.00 handling fee will apply.
- In the event of an overcharge or a program cancellation by the YMCA, the individual may choose credit or refund.
- Two weeks written notice is required when leaving the center. If you pull out of the center and have pre-paid for the time past your "last day" with us, then you forfeit your balance and deposits if you fail to provide a full two weeks written notice to the director or the center.
- No credit is given to a child who is sent home for inappropriate behavior.

**INCLIMATE WEATHER:**

In the event of winter weather, please listen to 94.3 FM or 950 AM for late openings, closings, or early closings. If JCPS schools are cancelled, the center will open at 8:00.

**WAITING LIST PREFERENCE:**

Preference for the waiting list is given to children of currently enrolled families at the center, YMCA members, and then the general public. Waiting list openings are given on a first come first serve basis.

**PARENT ACCESS TO INFORMATION:**

The center is licensed under the Missouri Department of Health Bureau of Child Care. A copy of the rules and regulations set by DOH is available for all parents to view upon request. Periodically, monitoring visits are made by the DOH facility specialist to ensure the center is operating under compliance. Please ask the

director if you would like to view the center's copy of the licensing guidelines. YMCA Child Development Center is a Missouri Accredited child care facility. The facility completes required paperwork and self studies to submit to the Missouri Accreditation office for review. Visits are also made to observe the center's compliance with the accreditation standards. If you would like to view the center's accreditation materials, please schedule an appointment with the child care director at 635-6665. The phone number for the Missouri Accreditation office is 573-256-7444.

All employees of the center are screened by the Family Care Registry (FCR). This registry identifies any allegations of child abuse/neglect and also performs a criminal history report on the employee based on the social security number provided. The Missouri Department of Health keeps records of all individuals who register with the FCR. The public is allowed access to this information by calling the MDOH and asking for information on a registered childcare provider. A full name must be given. If you have any questions about the FCR, please do not hesitate to ask or contact their office at MDOH.

Lesson plans are posted weekly in all classrooms on the parent board. If you would like copies of previous lesson plans or would like a copy weekly to take home please ask for this information and it can be provided. Developmental records of your child and assessments are also accessible to parents upon request.

#### **WEBSITE:**

Feel free to visit our website at [www.jcymca.org](http://www.jcymca.org). Click on Child Care and then Child Development Center.

#### **SECURITY SYSTEM:**

For added security and protection, the center has an installed a keypad access system at both points of entry into the center. When your child starts the center, you will need to choose a four-digit number that you can easily remember. Once you have given this information to the center, it will be placed in the security system. To gain entry with your code, please push your four digits then the # sign. A green light will indicate entry has been granted. If you get a red light, try your code again. If this fails, push the doorbell located by the keypad and you someone will help you. You will need to make sure all authorized persons who can pick up your child have this code for entry. However, if they forget, we will assist them in picking up your child. When someone arrives to the center that staff is not familiar with, we will ask to see some form of picture identification. We will verify this person has permission to pick up your child by checking the escort list on your child's enrollment forms, the sign in/out book or the communication notebooks. No one will be allowed to take your child from the center who does not have written permission from the parent/guardian. We will request to see identification from

anyone who picks up your child that we do not recognize. For cases where custody is an issue, court documents must be presented for your child's file to support any parent who is not allowed to take your child from the center. It is also suggested that you verbally mention to your teacher if someone new will be picking up your child.

**PROCEDURE FOR ACCOUNTABILITY OF CHILDREN:**

Staff must take role multiple times throughout the day. They will always take role before going outside, while outside, before coming back inside, and when the class returns to the room.

If your child does not arrive to the center by 9:00 AM, and you have not called the center to inform them of your child's absence, a phone call will be first placed to the home and then the parent's work. We care about you and your child (ren) and want to know about your child (ren) when they are not with us during the week. Please call the center in advance, or let them know in person the day before, if your child will be absent from the facility for an illness or vacation.

**PARENT COMMUNICATION:**

We have several parent communication centers in our facility. These are located at the front desk in each classroom. At these locations you will find communication notebooks, lost and found items, newsletters, and other information that needs to be shared with parents and staff. Each classroom has a parent board that communicates weekly lesson plans, menu listing for the week, staff information, and other classroom topics that are important for parent's access.

Please make sure to stay updated on the information located at these points of parent communication. As much as we try to reach every parent on a personal basis when information needs to be shared, sometimes this cannot always occur and this ensures information is made available to parents at all times. You will also need to make sure you check your child's cubbies and classroom folders as information is also sent home by this method.

**COMMUNICATION NOTEBOOK:**

The communication notebook (spiral notebook) is located at the front desk. The notebook is for parents to use to give special instruction concerning your child. Staff is instructed to check, read, and share the information with other staff about the information in the communication notebook. Please write down anything that is not always in your regular schedule or requests such as special pick up, medications, etc. in the communication notebook.

### **SIGN IN AND OUT SHEETS**

Parents are **required** to sign in and out each day. This is a state licensing regulation. This also allows for daily interaction among the staff and families at arrival and departure times in addition to ensuring that the staff know who is going to pick the child up.

### **CURRICULUM ASSESSMENT:**

The Creative Curriculum includes a checklist, which covers each area of importance to early childhood education: social/emotional, cognitive, and physical development. The checklist coordinates with the goals and objectives of the curriculum to enable teachers the ability to assess children within the context of what they are learning. All teachers complete these checklists by observing the children in their classroom over a period of time. This provides an accurate representation of each child's individual progress. In addition to the checklist, teachers collect portfolios of children's work, which is concrete and shows growth over time. Teachers have a clear understanding of each child's overall profiles and can then communicate this with each parent more effectively. Parent conferences are offered to parents three times per year—August/September, December/January, and May/June. Parent Conferences are also held at anytime at the request of the parent or teacher.

### **COORDINATORS:**

The teachers report to their coordinator of their floor, who is responsible for those classrooms. The Coordinator is responsible for supervising the staff and the activities in those classrooms. Coordinators meet with the director about classroom operations, individual child development, and other areas of concern. Coordinators observe in the classrooms at least monthly in each classroom. Observation forms are filled out at this time and copies are kept by the director. Please feel free to see the coordinators with questions, concerns or comments.

### **OUR PHILOSOPHY:**

At YMCA we follow the learning philosophy of Creative Curriculum, a nationally recognized early childhood curriculum. The philosophy behind this curriculum is that young children learn best by "doing". Learning is not just repeating what someone else says but it requires active thinking and hands on experiences to see how things work and to learn first hand about the world around us. In the early years, children explore the world around them by using their senses, their means of exploration. In using real materials such as blocks, dolls, etc, they are trying out their ideas about relationships between objects around them. In time, children learn to use objects to stand for one another. This is the foundation for symbolic thinking.

Play provides for the foundation for academic learning. It is the preparation children need before they learn about highly abstract symbols such as letters and numbers. Play enables a child to achieve the goals of any early childhood curriculum. Play is the "work" of a young child. Play encourages socialization skills, which gives children the foundation for successful learning.

CDC also sets the goals for learning in accordance to the Preschool Standards set forth by the Department of Elementary and Secondary Education and the Kindergarten Standards.

### **GOALS:**

The most important goal of Child Development Center is early childhood curriculum is to help children become enthusiastic learners. This is done by encouraging children to be active and creative explorers and not to be afraid of trying out new ideas and thoughts. Our goal is to help children become independent, self-confident, active learners. We are teaching children how to learn not just in preschool but also the rest of their lives. We want all children to learn at their own pace in the early childhood setting. This allows children to develop positive attitudes towards learning and gives them a sense of strong self-concept in learning.

The philosophy of the center is based upon accepted theories of child development and the latest brain research. The early years of education are the most crucial for building a strong foundation for future learning.

Child Development Center identifies the following areas as objectives for all children:

**SOCIAL:** to help children feel comfortable, trust their environment, make friends, and feel a part of a group.

**EMOTIONAL:** to help children experience pride and self-confidence, develop independence, and self-control & have a positive attitude.

**COGNITIVE:** to help children become confident learners by giving them opportunities to try out their own ideas and experience success and to help them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe ideas and feelings.

**PHYSICAL:** to help children increase their large and small muscle skills and develop strength and control in these areas.

### **MO PRE-K STANDARDS:**

Our center uses a lesson plan form that provides an opportunity for the teachers to write what activity is planned, along with what Pre-K standard the activity will enhance. The Pre-K standards were designed by DESE. They are a set of

descriptors that indicate what most children know and can do by the time they enter Kindergarten. The purpose of the standards is to help adults who interact with young children make decisions about how they can best support the child's development. The addition of these standards into our lesson plan shows what the intent of each activity is. Our goal is to show what the purpose of our "play" really is. *If you would like more information on the Pre-K standards, please see the director or assistant director. We have parent handbooks on each of the 5 content areas—mathematics, literacy, science, social-emotional and physical development.*

### **STUDY VALIDATES EFFECTIVENESS OF THE CREATIVE CURRICULUM**

The U.S. Department of Defense Education (DoDEA) commissioned the study of Quality Assist, Inc to evaluate the Sure Start program for preschoolers. Sure start implements the CREATIVE CURRICULUM in all of its classrooms and serves children who are considered to be at risk for later school failure. The study conducted in ten randomly selected classrooms during the 2000 school year included the Peabody Vocabulary test, Language Assessment Scale, and the Metropolitan Early Childhood Assessment Program. Study results indicate that: Children in the sample made significant gains on measures of receptive vocabulary, mathematical problem solving, oral language production, awareness of print concepts, and classroom social skills.

Classroom quality was strong across the learning environment, scheduling practices, curriculum, interactions and individualizing procedures as measured by the Assessment Profile for Early Childhood Programs: Research Edition II.

Parents reported that they are highly involved in their children's home learning experience and are highly satisfied with the Creative Curriculum Program.

The activities that are planned help develop the environment, schedule, and individual needs that enable each child to accomplish the goals of the curriculum with success.

If you would like to learn more about Creative Curriculum you can visit their website at [www.teachingstrategies.com](http://www.teachingstrategies.com) or we have materials at the center you may view as well.

### **CREATIVE CURRICULUM FOR INFANTS AND TODDLERS:**

The Creative Curriculum for Infants and Toddlers provides a comprehensive, yet easy-to-use- framework for planning and implementing a developmentally appropriate program. It emphasizes the focus of curriculum for infants and toddlers, which establishes teachers building relationships with children and their families. Trust is the most important factor at this age for both children and their parents. Teachers create environments that offer a variety of experiences that interest and engage children of this age, and then to carefully observe how each

child interacts in a situation before deciding whether or not to intervene. By this, teachers help children to grow and learn. The center offers separate forms for young infants, mobile infants, and toddlers to guide the process of individualization.

### **CREATIVE CURRICULUM FOR PRESCHOOL:**

It is a goal for each classroom to work with the family unit as a whole. Unique to our curriculum, our assessment forms pinpoint specific goals for working with children and their families. This enables the center to form working relationships with parents.

Daily routines are opportunities to learn about each child and build a relationship. Routines are developed for each child in the classroom in the younger classrooms and then for the group in the older classrooms.

The activities children select from give them opportunities to discover their world and learn from these experiences. Activities include dramatic play, manipulatives, reading, arts and crafts, science and exploration, fine and gross motor activities and more. A balance of activities for small group, large group, individual, quiet, active and educational activities are introduced daily into the classrooms. The daily schedule is posted for each classroom on the parent board.

### **OUR TEACHERS:**

The teachers at CDC are qualified and well suited to care for and educate your child. As an accredited center, the teachers must have a standard level of requirements to be a part of our staff. They must have college credit hours in Early Childhood Education or related field or a CDA certificate. Our staff is caring and expected to deliver the highest expectations for your child. We will settle for nothing less. We understand you have many choices for early childhood education and appreciate the opportunity you have given us to be a part of your child's education. Teachers must also participate in 12 additional training hours in child related subjects each year. The staff at CDC are required to obtain a CPR and First Aid certificate.

### **OUTSIDE PLAY POLICY:**

Outside time is vital for early childhood development. It allows your child time to exercise and build gross motor skills. Outside play is required by state licensing and is planned into the center's daily activities, with the exception of Younger & Middle Infants. If the temperature is above 32 degrees or the heat index is not over 100, we will allow the children to have time outside. Times may be shorter or longer depending on the weather. Please make sure your child has a hat, gloves, and warm coat during the wintertime and sunscreen in the summer months.

Children will occasionally go on walks as a group around the outside of the center. During the winter months when the children cannot get outside daily many of the classrooms will be given the opportunity to have gross motor activities at the Firley YMCA. These times will be pre-scheduled so all parents are informed of these days in advance. The children will walk across the parking lot to the YMCA. During their time in the large gymnasium, the children will have 1-½ hours to participate in games and play time outside of their classroom. During the center's scheduled time in the gym, they are the only ones who have access to that area. This is a great opportunity for the children to get out during the winter months. We will not take the children on days there is inclement weather.

### **APPROPRIATE CLOTHING:**

Please bring your child to the center daily in clothes they can have fun and get messy in. Children are hands on learners, which sometimes makes for a spill here and there. We use washable paint however, please be prepared that clothing may get dirty. Please bring in an extra change of clothing for your child. No matter what their age, accidents and messes do happen that make it necessary for the teachers to change your child's clothes. Please refrain from sending your child in "flip flops". These types of shoes make it difficult for a child to fully participate in gross motor activities and are also easy to get little toes stepped on and injured.

### **MEALS:**

It is the philosophy of the center to provide all children proper and adequate nourishment while in our care that is based not only on individual needs but a sound nutritional foundation that is based on the requirements of the Child and Adult Care Food Program and the USDA.

Children will be offered proportions that are adequate for their age level. As children get older, the proportions of food will increase as do their nutritional needs.

✓ Children will be given items in the following food groups at breakfast:

- ✓ Milk
- ✓ Fruit
- ✓ Grains

At lunch children will be given foods that are representative in:

- ✓ Protein/Meats
- ✓ Fruits
- ✓ Vegetables
- ✓ Grains
- ✓ Milk

At snack children will be offered one item of two of the categories listed:

- ✓ Fruit
- ✓ Milk

- ✓ Vegetables
- ✓ Grains

Children will be encouraged to eat the items on their plate but never forced to "clean" their plate. If a child eats all of the food items offered and is still hungry, he/she will be given a second serving. A child in the center will not be given second servings if he/she has not eaten the items on his/her plate. We want to encourage healthy eating in the children that is nutritionally balanced.

Children, who are able, are encouraged to serve themselves in a family style setting. Proper serving utensils are offered to encourage this skill. Staff is also encouraged to sit down with the children and eat lunch with their class to model manners and healthy eating habits.

If you ever have any questions or concerns about the food program or the menus at the center, please do not hesitate in contacting the director.

Please note that menus are subject to change as needed.

This center's participation in the CACFP allows for reimbursement for the meals served at the center which helps keep costs down for our clients. Depending on income, family size, or foster situations, your child may be eligible for free or reduced lunches at the center. At the time of registration, you will be given an Income Eligibility Form. If you qualify, it is important you fill out the form completely and return it to the director prior to your child's first day.

Downstairs Classroom's breakfast is served at 8:15 AM and should be here no later than 8:30. Upstairs classroom's breakfast is served at 8:30 AM and must be here no later than 8:45. Lunch is served for downstairs classrooms at 11:15 AM and for upstairs classrooms lunch is served at 11:30 AM. Snack is served at 3:00 PM for all classrooms. Menus are made available to all parents upon request. Menus are posted in each classroom; however, if you would like a copy of the six-week menu rotation, please feel free in asking or obtaining one from the front desk. If there are any food allergies or food restrictions your child has, please make sure this is communicated on your child's enrollment form and verbally to your child's teacher. Infants also participate in the CACFP at the center. Upon registration, parent of infants will be asked to fill out individual feeding plans. Parents may choose to participate in the food program sponsored by the center or bring formula and food of their own into the center for feeding times. The center will provide PARENT'S CHOICE FORMULA to any parent wanting to participate up until 1 year of age. Participants in the food program will be introduced cereal at four months and then jar food at seven months. Please see the infant teachers for a list of the foods that we have. Again, this is only for the parents who want their child to participate in the CACFP program sponsored at the center. All other feeding options and instructions are entirely up to the family and individual needs of an infant. Please

fill out and return the parent preference form with your other enrollment papers in order to participate.

### **TEN-HOUR RULE**

Although the center is open for operation 12 hours per day, children may not be at the center for care more than 10 hours each day. Occasional circumstances may arise which requires a child's attendance exceeding 10 hours, which is acceptable. It would be helpful to your child when these circumstances arise, that it is communicated with your child's teacher so that we can be prepared.

### **DROP OFF AND PICK UP**

Each child must be escorted to his or her own classroom by a parent/guardian in the morning. Likewise, parents should escort their child out of the classroom in the evenings. In our attempt to keep all children healthy, please do not send your child to the center with a severe cold, sore throat, fever, undiagnosed rash, diarrhea, vomiting, lice, or other contagious illness (please refer to the illness policies). Please sign your child in and out daily with your child's teacher in the daily sign in and sign out book. Each classroom has a sign in and out book that is located in your child's classroom. Do not send children into the building alone. Do not allow your child to leave the building without you with them. There is a parking lot right outside of both exits and this is not a safe place for children to be without adult supervision.

**DO NOT LEAVE YOUR CAR RUNNING while coming into the building. You must shut your car off before exiting your car. Any parent who is seen leaving their car running while in the building, will be asked to go back outside and turn it off. This is a safety issue and one that will be taken seriously for the safety of all children at the center.**

### **NEGOTIATING DIFFERENCES**

Aside from the three times per year when parent conferences are pre-scheduled, anytime, a parent or a teacher may request a conference to address developmental or behavior issues. Parents are encouraged to go to their child's teacher to address any concerns about the child's classroom however; if such communication is ineffective parents may come to the coordinator or director. We encourage and value all parent feedback. Parents are invited to communicate differences they have with the center at anytime. We understand the need to be flexible and provide for individual needs and interests. However, at no time will the safety of children, staff, and the center be jeopardized. No child will be allowed to take away from another child's experiences at the center. With these in mind, all attempts will be made to accommodate all families.

Please see your child's coordinator, the administrative assistant, and/or the director if you have questions or concerns. Parent teacher conferences can be set

up by calling the daycare at 635-6665 and making an appointment. If the parent and the center cannot come to a mutual understanding in regards to a child's behavior, parents have the right to communicate any difference in opinion to higher management.

### **BEHAVIOR ISSUES**

We strive to make every experience a positive learning experience. We want children to learn from their mistakes and we try providing them with the means of making appropriate choices. Rules and limits are necessary to maintain a safe environment for all. It is our intent, that each child feels safe at CDC, not in fear of any other child or adult. If a child intentionally harms another child or teacher from acts of aggression or retaliation which results in the victim receiving physical injury such as broken skin, bruises, or an injury that causes the victim to bleed, then the child who did the harm will be sent home for the remainder of the day. When the decision is made to send a child home, the director or acting manager and the teacher determine if it is a behavior that will warrant a child being sent home. Removing a child from the facility for the day ensures the classroom to remain a safe place for the other children in care and gets the child doing the harm out of the environment. When a child is sent home for a behavior, it is the parent's responsibility to educate and enforce the severity of their child's behavior. The childcare facility will do everything possible to identify and intervene when such behaviors can be eliminated to decrease the possibility of a child being sent home. We ask all parents to work with the center and the teachers in our efforts to make sure every child is safe at CDC. If your child has been harmed in any way- scratches, bruises, etc that the center did not make the parent aware of, please bring it to the director's attention immediately so that we can ensure all behaviors are dealt with fairly and consistently. If physically aggressive behaviors continue, a parent conference will be scheduled. Childcare tuition is still assessed if a child is sent home for a behavior issue. CDC will also not tolerate children picking on or belittling another child. This type of behavior will be documented and if the behavior continues a parent conference will be scheduled.

**Children will be sent home immediately for the following behavior:** Biting-see biting policy, behavior of a sexual nature (touching others genitals, exposing ones body parts), and causing physical harm to another child or teacher as previously discussed. Parents are expected to pick up their child for such behaviors no later than sixty minutes from the time of notification.

### **REPEATED ACTS OF AGRESSION**

A child who intentionally hits, kicks, pinches, bites, and causes bodily harm leaving a mark on another child will result in the following:

1<sup>st</sup> time—written report

2<sup>nd</sup> time—phone call to parents

3<sup>rd</sup> time—the child will be sent home for the remainder of the day

When the child returns, should the behavior continue, the parent and the center will meet to agree upon a plan of action for the child to continue the program. If this is not successful and the behavior continues, the child will be suspended for 5 days. Future acts of aggression will result in the child's termination of the program.

When a parent is notified to come and pick up their child, a period of no more than sixty minutes is allowed for the child to leave the center. After one hour, the time is subject to the late pick up fee policy (see late pick up policy).

All children who enroll are accepted on a two-week trial basis. The center reserves the right to dismiss any child for inappropriate or violent behavior. If the teacher, director, and parent cannot arrive at a mutually satisfactory agreement in regards to a child's behavior while at the center, and all issues have been addressed and exhausted, the center reserves the right to dismiss a child from the program.

### **BITING POLICY**

For every biting situation - Parents of both children will be called, incident reports will be filled out, signed by parents and a supervisor and a copy will be kept in the children's file.

For a child who bites twice in a day or a child who attempts to bite 5 times in a day-  
The above will occur and the biter will be sent home for the day.

Biting attempts are bites that do not result in the bite leaving a mark. Parents will be called after the 3<sup>rd</sup> attempt to see if you have any suggestions, etc. They will be reminded at this time that after 5 attempts the child must be sent home.

After the child's 4<sup>th</sup> bite, the director and/or the child's teacher will schedule a conference to allow the teachers and parents to work together on solutions. We will discuss the following:

- Patterns of times, days, and situations that the biting occurs
- Possible reasons why the biting occurred
- Discipline used at home and at the center
- Consistent methods/strategies of dealing with this
- Future plan of action

Children who are sent home for biting twice or who bite 5 times within a 5 day period will be placed on probation. Probation will be ongoing.

While on probation, if the child is sent home twice or bites 5 times within a 5 day period, the child will be suspended.

If the child is suspended from the center, childcare tuition *will* still be owed during the time suspension. Biting occurring in children over the age of 4 will result in the biting child being sent home for the remainder of the day. Children of this age exhibiting biting behavior after 3 occurrences will be terminated from the program.

#### **INCIDENT/ACCIDENT FORMS:**

Accident forms are filled out any time your child has an injury while at the center. With a head injury, parents will be immediately notified. If your child has been injured, please make sure you sign the accident form at the time of pick up to indicate you have been made aware of the accident. Accidents that do not involve the head or require first aid will be notified at the time of pick up.

Incident forms will be filled out for behavior issues displayed while at the center. This includes but is not limited to, destruction of property, sexual behaviors, biting, inappropriate language, harming another child/teacher, or intimidating others.

#### **PARENT/CENTER COMMUNICATION**

There will be ongoing communication between the children, families, and the center daily. In circumstances requiring more immediate communication, parents will be notified during the day, prior to pick up, at the phone number designated on the enrollment form or the number left for that day in the parent communication notebook. In the event a parent cannot be reached, the emergency contact will be notified. If no contact can be made, messages will be left and this will be documented on the accident/incident form. Parents will be immediately notified for the following:

- ❖ Head Injury
- ❖ Sexual Incidents
- ❖ Biting
- ❖ Injury requiring medical attention
- ❖ Illness
- ❖ Abuse
- ❖ Other circumstances deemed necessary in keeping parents informed

#### **POTTY TRAINING:**

Our center usually starts the potty training process between the ages of 18 - 36 months, depending on when the parents and children have expressed interest.

Please communicate with you child's teacher about this on an ongoing basis. Consistency is the key to success.

### **SPECIAL EVENTS/PARENT INVOLEMENT:**

We encourage and support all parent involvement at the center. The center has an open door policy so parents are welcome at any time. If you would like to celebrate your child's birthday with their class, feel free to bring in special treats. The treats need to be store bought. Licensing does not allow homemade items to be served at our center. Our center is pleased to bring special events to the families each year. Be on the look out for more information when these special events will be held and make plans to attend/participate. This is an excellent opportunity to meet other parents, children, and just have an opportunity for family time. Here are a few of the things we may do through out the year:

- Parent Appreciation Week
- Family Swim Night
- Summer Picnic
- Ice Cream Social
- Fall Festival
- Book Fairs
- Annual Thanksgiving lunch
- Children's portraits
- Week of the Young Child events
- Holiday Programs
- Parent's night out

At our center, we know you have many options available to you for quality child care. Therefore, we appreciate and value that you have chosen us to provide for you and your child's early childhood education. We want to show our families how important we know their time is and how sometimes just a little extra can help. Advance notice will be given for any of the special events held at the center.

### **PARENT ADVISORY COUNCIL (PAC)**

The YMCA Child Development Center has a Parent Advisory Council that works with the center staff and management. The PAC holds fund raisers and "fun" events in the center throughout the year. Funds raised are used to give extra benefits to the staff such a special meal, incentive, or to purchase items not budgeted for the center. The PAC is also in place to be a liaison for other parents and staff. The PAC has an executive board comprised of parents from the center and a representative from each of the classrooms at the center. Meetings are held once a month alternating 12-1:00 and then 5:00-6:00 PM a month. Anyone may attend these meetings and all parents are invited to join this council.

### **EXTRA CURRICULAR ACTIVITIES:**

We offer additional classes for children 3 years and above. These groups come into the center and provide the enrichment for an additional charge. If you are interested in signing up, please see the director or your teacher for more information.

- ❑ Computer Palace (September-May)
- ❑ Music Class(September - May)
- ❑ Foreign Language lessons (When possible)

All classes must have the minimum number of children enrolled in order for us to offer them.

### **PARENT RESOURCES:**

We have resources for parents located outside of the director's office. There is information regarding Parent's As Teacher's program, Creative Curriculum, the MO Pre-K standards, pamphlets on biting, and other child concerns. We want to be a resource for you. If you have questions and/or concerns and need help finding the right resources, let us know and we will do what we can to help you.

### **MANDATED REPORTERS:**

All child care staff is mandated by law to report any suspected child abuse or neglect of the children in our care.

### **SUMMER VACATION POLICY/INTERRUPTION IN SERVICES:**

Parents enrolled at the center are responsible for paying for 12 months of the year. If you discontinue you child's enrollment for a period of time such as summer or vacation over a one-month period, your account will be charged the full tuition amount to keep your enrollment active. If you choose to withdraw your child from the program, the registration fee and deposits are due at the time you re-enroll provided the spot is still open. If a spot is not available, you will be placed on the waiting list.

### **NAPTIME:**

All children are required by state guidelines to have a rest/nap period daily. If your child does not nap, a rest time of 30 minutes will be given. After this time, your child will be given opportunities to participate in quiet, table activities for the remainder of the rest period. Naptime generally lasts about 2 hours and decreases in length, as children get older. Each child will have their own bed or cot to rest on. You can furnish a blanket and soft toy for your child during this time to make the rest period more "homelike" and comfortable. Please mark your child's belongings clearly with their first and last name.

### **DIVISION OF FAMILY SERVICES:**

The YMCA has an active contract with the Division of Family Services. If you qualify for child care assistance, you are eligible for a sliding scale rate on your weekly payment. To be eligible, you must provide proof of authorization prior to the first day of attendance to be eligible. Sliding scale fees apply for all FSD clients so please be advised a payment will be charged to your account depending on your assistance.

### **OUTREACH:**

Outreach assistance is occasionally available for patrons who qualify. Please see the director for information regarding the qualifications and application for the outreach program.

### **CHANGES IN ADDRESS, PHONE NUMBER, ETC**

It is your responsibility to notify the center of changes of job, address, phone number, authorized pick-up, etc. The center must remain current on all information that will assist us in our efforts to provide the best we can for your child.

### **OUTSIDE CONTACT POLICY:**

It is the policy of the Jefferson City Area YMCA, no employee engages in activities outside of the work environment with any participants and or their families. Therefore, employees are not permitted to participate with children outside of the child care facility, this include babysitting. This pertains to the teacher of the child in the classroom. In addition, we do not do home visits.

### **SPECIAL NEEDS:**

Any child in the center who has been identified with a special need will be given the opportunity to have staff trained and educated on their need to appropriately care for them. Staff that care for a child with a special need will be trained by finding community resources for training and gathering reading materials to become better educated on helping this child succeed at our center. The director will set up training for the staff by contacting agencies that help establish trainings such as child care connection, the Health Dept, or other agencies.

### **MEDICATION**

We encourage all medication to be given to children at the home. However, there are circumstances at times where medication must be given at the center while your child is in attendance. All medication must be in the original container with the child's name and appropriate dosage. No medication can be administered that has been pre-measured or put in a ziploc bag. If medicine is sent to the center in containers other than the original container, the parent will be called and the medication will not be given. Over the counter medications must also be in the

original container with correct dosage listings on the bottle. Over the counter medications cannot be left at the center for an extended period of time. All medication must be given directly to your child's teacher so that it can be stored in a safe place. Authorization forms must be filled out prior to the center administering any medication. These forms are located at both parent communication centers. Please make sure when filling out the authorization form for medication you complete all the information required: Name of child, name of medication, amount of dosage, any side effects, time to be given, and the parent signature with the date. The staff must sign the form after any medicine is given.

### **ILLNESS POLICIES:**

**FEVER:** If a child has an auxiliary (under the arm) temperature of 99.0-99.9, a call will be placed to you at this time informing you of your child's condition to see if acetaminophen is to be administered (with prior medication authorization). One half hour after giving medicine, we will recheck the temperature. If a fever of 99.0 or higher remains, the child will be sent home. The child will be sent home if their auxiliary temperature reaches 100 degrees or higher. A child must be fever free for 24 hours before returning to the center.

If your child has one of these symptoms, we ask you keep him/her home for 24 hours or until the symptoms are gone.

- Fever
- Vomiting more than once in a day
- Chronic Cough
- Diarrhea- two in an hour or three in a day
- Excessive green drainage from the nostrils
- Has trouble breathing
- Undiagnosed rash
- Is lethargic, loss of appetite

A child will also be sent home if any of the above symptoms occur while at the center. If your child has been diagnosed with strep throat, they must be on medication for a full 24 hours and fever free before returning to the center.

### **PINK EYE:**

If a child has pink eye, redness, irritation, and swelling of the eye with discharge present, he/she will need to be seen by a doctor. Children with diagnosed pink eye must be on eye drops for a full 24 hours before returning to the center.

### THRUSH:

Thrush is common in infants and young toddlers. Signs of thrush are sores in the mouth and a possible rash. Thrush is very contagious and is transmitted by saliva. Since infants and toddlers put many items in their mouth, a child will need to be home for a full 24 hours and on medication before returning to the center.

### HAND FOOT AND MOUTH

This is a very common illness in children. It is characterized by spots on the bottoms of the feet and hands. Sores can also be present in the mouth. A full 24 hours at home is required with diagnosed cases of hand foot and mouth.

### LICE

All children must be nit free before returning to the center. If nits are still present, they can be transmitted and can still hatch and re-infect others. Anyone who has had lice will need to be examined by the director prior to returning.

### CHICKEN POX

All sores must be scabbed over before a child can return to the center. This generally ranges from 7-10 days.

### UNDIAGNOSED RASHES

It is a licensing regulation that a doctor sees any child who has an undiagnosed rash. If the rash is not contagious, then the child may return with a note from the doctor. We will monitor all rashes for changes and contact parents when a suspicious rash is noticed.

### NOTE FROM DOCTOR:

A note from the doctor is valid for one week. A doctor's note is required for return to the center for a contagious illness, rash, or for lice.

### SPECIAL CARE PLAN FORM:

If you child has a special medical condition or behavior disorder, please see the office to obtain a special care plan form so that the center can be educated on all aspects of your child's health and development. This enables the best possible care to be given to your child. Special Care Plan forms must be signed off by the doctor(s) or other professional services agency the child is participating.

FROM THE STAFF AT THE YMCA, THANK YOU FOR CHOOSING US AS YOUR EARLY CHILDHOOD EDUCATOR. PLEASE LET US KNOW IF THERE IS ANYTHING WE CAN EVER DO TO MAKE YOUR TIME WITH US EVEN BETTER!!!!

TODAY'S CHILD  
TOMORROW'S HOPE  
WE ARE MAKING A DIFFERENCE  
THANK YOU FOR YOUR SUPPORT!

PLEASE DETACH, SIGN AND RETURN THIS PAGE IF YOU AGREE  
YMCA LIABILITY RELEASE FORM FOR ALL PARTICIPANTS

(If you are already a YMCA member, you do not need to fill out the liability release since one has already been completed at the time membership began BUT YOU MUST STILL SIGN THE BOTTOM PART - ACCEPTANCE OF HANDBOOK)

I, The undersigned request permission for \_\_\_\_\_(child's name) to enter the Jefferson City Area YMCA (Hein after "the YMCA") and YMCA Child Development Center , located at 603 Ellis Blvd in Jefferson City, MO and to participate in the YMCA activities associated with the programming of the child facility. I know and assume any and all risks related to my participation in such activities, whether such risks arise on or off the YMCA premises. In consideration of the permission granted to enter the YMCA premises and/or participate in YMCA activities, I release and discharge the owners, operators, and sponsors, as well as, all other persons in any way related to the YMCA from claims, demands, damages actions and causes of action (present or future, whether known or unknown, anticipated or unanticipated) for any and all personal injuries and or damages related to my property relating to my presence on the YMCA premises/ and or participation in YMCA activities.

I represent that I am 18 years of age or older and that my attendance and participation in the YMCA activities is voluntary.

I certify that I have read and that I understand the forgoing request and release.

**HANDBOOK ACCEPTANCE      2009**

Please read your parent handbook in its entirety. Enrollment will not be complete with this form signed and returned.

I have received the YMCA Child Development Center Parent Handbook-March 2008

I have read and understand the Policies and Procedures set forth by the facility. I will follow these procedures while my child is enrolled in the program.

Child(ren)'s Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_