



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



**Forest City Family YMCA
Child Care Parent Handbook**

FOREST CITY FAMILY YMCA
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1000. PARENT ACKNOWLEDGMENT AND AGREEMENT

100. INTRODUCTION

101. CHILD CARE LOCATIONS

Bright Beginnings

Y's Hanson Family Life Center
306 South 6th St
Forest City, IA 50436
641-585-5187

Preschool Plus

Forest City Elementary School
1405 West I St
Forest City, IA 50436
641-590-6157

Kids Club

Forest City Family YMCA
916 West I St
Forest City, IA 50436
641-585-5220

102. WELCOME TO THE Y

At the Y, we believe all kids deserve the opportunity to discover who they are and what they can achieve. In our wide-range of child care program offerings, children are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

The YMCA offers care to children six weeks through 5th grade with a variety of program options:

- **BRIGHT BEGINNINGS** All day care for children six weeks to four years old (those not yet eligible for preschool through Forest City Community School District.
 - **THREE YEAR OLD PRESCHOOL** Half day preschool program designed to serve children in our community.
- **PRESCHOOL PLUS** Care for four year olds enrolled in preschool through Forest City Community School District
- **KIDS CLUB** Before and after school care for children K-5th grade
- **SUMMERS ROCK at the Y or Elementary School** Summer programming for school age children.

103. ABOUT US

The Y is a community service organization which promotes values through programs that build healthy spirit, mind, and body for all. When you're a member of the Y, you are part of a non-profit organization with three areas of focus:

- **YOUTH DEVELOPMENT** Young people need caring adults to provide support, guidance and encouragement as they grow.
- **HEALTHY LIVING** Wellness in spirit, mind and body strengthens our very being and enhances our interactions with others.
- **SOCIAL RESPONSIBILITY** We truly are in this together and together we can harness our individual strengths and bring about positive change around us.

104. ABOUT OUR CHILD CARE PROGRAMS

Child care programs at the Y are for everyone. While we don't offer financial assistance for child care, we do participate in the DHS Child Care Assistance program.

Our programs are licensed by the Iowa Department of Human Services and meet or exceed the state standards. We participate in the Iowa Quality Rating system, a voluntary rating system which recognizes care programs that exceed quality benchmarks over and above Iowa's licensing standards.

Classroom staff are chosen for their nurturing abilities, experience with children and their educational background. We look for staff who are positive, patient and loving towards all children. Staff are required to attend ten hours of pre-service training and six hours of job-related training after their first year. All staff are trained in CPR, First Aid, Mandatory Reporting of Child Abuse and Neglect, and Universal Precautions.

200. ENROLLMENT AND ORIENTATION

The Y admits students of any race, color, religion, national and ethnic origins to the rights, privileges and activities of the program. The Y is open to enrolling and accepting children with special needs if we have trained staff to meet the needs of the child without compromising the health and safety of the other children.

201. FORMS REQUIRED PRIOR TO START DATE

- Enrollment Form
- Child Care Weekly Rate Contract/Automatic Payment Plan (APP) Authorization
- Immunization Record*
- Physical Exam Form*
- Handbook Acknowledgment and Agreement
- CACFP Eligibility Form (Participating sites only)
- CACFP Enrollment Form (Participating sites only)
-
- Child Care Permission Form

*The Physical Exam Form and Immunization Record must be signed by medical staff in order to be valid. IT IS THE PARENTS RESPONSIBILITY TO KEEP THESE RECORDS UPDATED AS NECESSARY. Failure to comply in a timely manner could result in termination of child care services.

202. PAYMENT POLICIES

1. The weekly contract rate will be charged each week of the calendar year based on the signed Child Care Weekly Rate Contract on file.
2. Parents will be asked to review/update forms in May and August. Parents are responsible for completing a new form for life changing events (a change in schedule, new baby, new rate category, etc.). A 14-day notice is required.
3. All fees for services of YMCA child care are to be paid through the YMCA Automatic Payment Plan.
4. Invoices are emailed weekly at the beginning of the week. Invoices will be sent for each individual child.
5. Drafts will occur each Friday and the amount deducted will be the amount due from the prior week. Drafts will be deducted for each individual child.
6. If the child's hours of attendance in a particular week exceed the terms of the contracted rate, weekly invoices will be adjusted accordingly and your contract rate may need to be modified.
7. Children not signed in and out (i.e. missing an in or out punch on the computer) will be charged until center closure.
8. In the event of a site closure, the weekly invoice will be adjusted by a half or full day credit. In the event that school is cancelled but Y child care sites remain open, no credit will be given.
9. School age programs (Preschool Plus and Kids Club): The weekly minimum always applies followed by an hourly rate based on the child's attendance (includes late starts, early outs or no school days due to weather). Scheduled no school days are open to the public; therefore, all participants must pre-register and a daily rate will apply.
10. A two week notice is required to withdraw your child and an Unenrollment Form must be completed and given to front desk staff. Parents are responsible for the weekly contract rate if a two week notice has not been provided.

11. Accounts not paid in full within 14 days of invoice will be assessed a \$10 late fee. If a family has not made any payments after 30 days, the child(ren) will be unenrolled and further collection efforts apply.
12. If applicable, a one-time registration fee of \$25 (Y member) or \$40 (Non Y member) will be collected with enrollment forms.
13. A fee will be assessed for any returned bank drafts. The fee is \$25.00 per occurrence, but is subject to change.
14. All enrollment paperwork must be completed and turned in to the Director of Child Care before your child may attend programs.
15. Certain programs may have extra fees (i.e. field trips, no school days, etc.).
16. Rates are published once a year and are subject to change at the discretion of the YMCA. Federal Tax ID: 42-1257332

203. LATE PICK-UP

Our hours of operation are Monday-Friday, 5:30 a.m.-6:00 p.m. If your child has not been picked up by 6:05pm and you have not contacted the child care site staff, the following action will take place:

1. Staff will try to contact the parents to determine arrival time.
2. If contact can't be made, the staff will contact the alternate adults on the child's enrollment form to arrange pick-up.
3. After 30 minutes and above actions fail, staff will call the local police or children's services for assistance.
4. A late fee of \$10 per 15 minutes (per child) or part thereof will be charged after 6:05 p.m. This fee will be added to your weekly draft.

204. WAIT LIST

A fee of \$25 is required to be put on the waiting list. This fee is nonrefundable and is transferrable to your registration fee if the child is enrolled.

205. MULTIPLE CHILD DISCOUNT

Y child care programs offer a multi-child discount for all families, regardless of part time or full time status. A multi-child discount of \$10/week per child will be applied to the weekly rate of the 2nd, 3rd or 4th child. Please see the table below for an example.

Child	Child Age	Weekly Rate Before Discount	Weekly Rate with \$10 discount
Child #1	9 months	\$150	\$150 (no discount for 1 st child)
Child #2	Age 2	\$130	\$120
Child #3	Age 9	\$20 (plus variable hourly rate)	\$10 (plus variable hourly rate)
Family Total:		\$300	\$280

Weekly Rate amounts can be obtained from Child Care Weekly Rate Contract.

Note: Families will see a **separate weekly invoice and bank draft** for each child, not one total bank draft or invoice amount.

INVOICE EXAMPLE

CHILD CARE INVOICE



TEST Forest City YMCA
916 West I Street
Forest City, IA 50436
641-585-5220
www.forestcityymca.org

Facility: HFLC - Hanson Family Life Center
Participant: 01-37479-01 Doe, Jaden
Attendance: 04/22/2018 through 04/28/2018
Session: Year Round 2018

Invoice Number	12356
Invoice Date	04/30/2018

Infant enrolled in Extended Full Time Contract

Type	Description	Units	Rate	Amount
Chg	EFT 6 WEEKS TO AGE 2	1.00	165.00	165.00
Invoice Total:				165.00
Payments Applied as of 05/10/2018:				0.00
Balance Due This Invoice as of 05/03/2018:				165.00

For billing inquiries, please contact Courtney Schauermann at the Forest City Family YMCA branch at 6415855187.

Preschool Plus

Facility: FCE - Forest City Elementary
Participant: 01-37480-01 Doe, Joe
Attendance: 04/22/2018 through 04/28/2018
Session:

Type	Description	Units	Rate	Amount
Chg	PP Minimum	1.00	54.00	54.00
Chg	PP Hours over minimum	5.00	2.88	14.40
Invoice Total:				68.40
Payments Applied as of 05/03/2018:				0.00
Balance Due This Invoice as of 05/03/2018:				68.40

School Age Kids Club

Facility: Y - YMCA
Participant: 01-36812-02 Doe, Jalyne
Attendance: 04/22/2018 through 04/28/2018
Session:

Type	Description	Units	Rate	Amount
Chg	MINIMUM	1.00	10.00	10.00
Chg	HOURS OVER MINIMUM	5.00	2.44	12.20
Invoice Total:				22.20
Payments Applied as of 05/02/2018:				0.00
Balance Due This Invoice as of 05/02/2018:				22.20

The Doe family has three children: Jaden (infant), Joe (Preschool Plus) and Jalyne (School Age).

- 1) An weekly invoice will be generated and emailed for each child.
- 2) The youngest child's invoice (Jaden) will show the contract rate.
- 3) Joe and Jalyne's invoices each reflect a \$10/week discount for the multi-child rate.
- 4) In this example, three invoices will be emailed and three bank drafts will occur weekly.

206. ABSENTEE/VACATION DAYS

Select program participants will receive Absentee/Vacation Days. If a child is absent for any reason, an absentee day form (provided in your enrollment packet and on the parent board near the front desk) must be completed and turned into the front office staff. After the form is submitted, expect the credit(s) the following week. One absentee day=one calendar day (no partial days may be used). All absentee forms for the calendar year must be submitted by Jan. 15 of the following calendar year to be reimbursed and there is no "carry over" of days to the following calendar year. **NO EXCEPTIONS.**

Please see the table below to determine your Absentee/Vacation Days eligibility.

Program Type/Location	Contract Rate	Absentee/Vacation Days Awarded
Year Round Care at Y's HFLC	Part Time	0 days
	Full Time	5 days/calendar year
	Full Time Extended	5 days/calendar year
School Year Care Preschool Plus	N/A	0 days
School Year Care Kids Club	N/A	0 days
Summer Rocks at the Elementary School	3 Day Contract	3 days/summer session
	4 Day Contract	4 days/summer session
	5 Day Contract	5 days/summer session
Summer Rocks at the Y	3 Day Contract	3 days/summer session
	4 Day Contract	4 days/summer session
	5 Day Contract	5 days/summer session

207. EXTENDED ABSENCES/HOLDING FEES

In the event of an extended absence, families can choose to unenroll the child(ren) from the program without the guarantee of an opening upon return **or** pay the minimum weekly rate per child to hold the spot in the classroom until the child(ren) returns. These arrangements must be approved by the Director of Child Care.

208. UNENROLLMENT

If a family wishes to unenroll their child/children, a two week notice must be given and an Unenrollment Form must be completed and given to front desk staff. Parents are responsible for the weekly contract rate if a two week notice has not been provided.

209. INCLEMENT WEATHER/EMERGENCY SITUATIONS

The YMCA reserves the right to close any program during inclement weather events or if an emergency situation arises. Center closings will be announced on 107.3 KLOW radio, KIMT, and the Remind app. Should severe weather/emergency situations warrant closing while the program is in session, parents will be contacted to come pick up their child(ren). Emergency contacts will be contacted in the event a parent is unable to be reached. Child(ren) must be picked up within 30 minutes of being contacted.

210. HOLIDAY OBSERVANCES FOR CHILD CARE SITES

Y child care programs will be closed for the following holidays:

- New Years Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- There may be other days that we may be closed due to low enrollment.
- If a holiday falls on a business day, the weekly invoice will be adjusted by a full day credit.

211. DROP IN CARE

Drop in care is available when space allows. Fee for drop in care is \$40/day and must be paid at the time of drop off. All drop in care must be approved by the Director of Child Care.

300. PROGRAM POLICIES

301. ARRIVAL AND DEPARTURE

Upon arrival, the parent/guardian must escort the child into the child care site, **sign their child in on the computer and on the classroom sign-in sheet** and escort the child to their group. When picking up the child, the parent/guardian **must sign their child out on the computer and the classroom sign-out sheet** and escort the child out of the child care site. **It is absolutely imperative to the safety of the children in our care that parents follow sign in and out procedures.**

302. CHILD ABSENCE

If your child will be absent for a partial or full day (due to illness, doctor appointment, program participation at Y, etc.), you must call their child care site by 9:00am and leave a message for the child care site staff. **These absences are not credited to your weekly payment fee unless an Absentee/Vacation Day form is submitted.** As a reminder, only full day credits will be given (i.e. no partial days will be credited).

303. CHILD SUPERVISION

Supervision means the child care staff members have knowledge of a child's needs and accountability for his or her care at all times. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately including responding to the child's basic needs and protecting them from harm.

Children will be supervised at all times by YMCA staff. When in the restroom, children will have privacy in the restroom stall, but staff will be in or just outside the restroom area to assist if necessary.

The following staff/child ratios are always maintained:

0-23 mos 1:4

2 years 1:6

3 years 1:8

4 years 1:12

5-12 years 1:15

304. ALTERNATIVE PICK-UP

Individuals listed on the enrollment form will be allowed to pick up the child(ren). Occasionally, parents may wish to send someone to pick up the child who is not on the list. The center staff must have written or verbal authorization from the parent and this person must present a valid driver's license before the release of the child. For release authorization, parents should make every attempt to put all possible adults and their phone numbers on the enrollment information. It is the responsibility of the parents to notify the YMCA of any changes in this authorization. Individuals must be at least 16 years of age to pick up children from our child care programs. Any other situations must be approved by the Director of Child Care.

305. CUSTODY AGREEMENTS

If there are any issues regarding custody or restraining orders issued against any primary guardian or immediate relative of the child enrolled, a copy of those arrangements must be on file at the center. If these orders are not on file, the center can release the child to either parent. The custodial parent and proper authorities will be notified in case any issues or concerns relating to the arrangements on file arise.

306. CLASSROOM PLACEMENT AND TRANSITIONS

Upon enrollment, your child will be placed in a classroom based upon his/her chronological age and development. *Advancement into the next classroom is based on readiness and space availability.* Children will begin the transition between classes by spending an increased portion of each day in his/her new classroom. Transitions are a cooperative effort between the family and the classroom staff.

307. EMPLOYEE FAMILY RELATIONSHIPS

The YMCA of Forest City has a policy that prohibits staff relating to children who participate in the YMCA programs outside of scheduled YMCA activities. This includes, but is not limited to, babysitting, social media, social outings and phone conversations.

400 HEALTH AND SAFETY

401. MANAGEMENT OF ILLNESS

A child's daily attendance in our programs is subject to his/her physical health. All children should be free of any physical condition that might adversely affect the health of other children and staff in our child care programs. In order to maintain a safe and healthy environment for each child and those around him/her, the following guidelines have been established and will be enforced.

If a child is unable to comfortably participate in the planned activities for the day and requires more care than the staff can safely provide without compromising the health and safety of the other children, **THE CHILD SHOULD NOT ATTEND.**

When a child has one of the following symptoms or illnesses, s/he **MAY NOT** attend the program. If a child develops these symptoms while in attendance, parents will be contacted and must pick up their child within 30 minutes.

- *Fever of 101 degrees Fahrenheit or above:* Cannot return until fever-free for 24 hours without aid of medication. For infants 3 months and under, discretion will be used when any elevated temperature arises. Parents will be contacted as teachers feel necessary.
- *Vomiting:* 24 hours should pass with no vomiting before a child can return.
 - Note: Infants can spit or throw up for many different reasons. With no other symptoms present, we would wait to see if an infant threw up a second time before notifying a parent.
- *Diarrhea:* three or more loose watery stools within one hour. Cannot return until they are completely free from diarrhea for 24 hours.
- *Colds:* colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reason for exclusion.
- *Strep Throat:* cannot return until 24 hours *after* treatment has started.
- *Conjunctivitis/Pink Eye:* cannot return until treatment has started.
- *Difficulty Breathing:* If child exhibits difficult or rapid breathing or wheezing, a doctor note is required to return to care.
- *Lice, nits, scabies, bed bugs, fleas or other infestation:* Cannot return until nit-/lice-free. Child will be checked upon return to ensure there are no remaining nits, lice or bugs.
- Unusual or uncharacteristic behavior, such as lethargy and inconsolable crying lasting more than 2 hours. This may be evaluated on a case-by-case basis.
- *Herpes Simplex (Cold Sores):* Children who cannot control their saliva and/or cold sores which cannot be covered will be excluded.
- *Chicken Pox/Shingles:* cannot return until all sores are dry and scabbed over.
- *Influenza A or B:* cannot return until 5 days *after* treatment has started. Doctor's note also required for return.
- *Measles:* must be excluded from child care until 4 days after the onset of the rash.
- *Hepatitis A:* must be excluded until 1 week after the onset of illness.
- *Mumps:* must be excluded until 9 days after the onset of swelling.
- *Pertussis/Whooping Cough:* cannot return until 5 days after treatment has started.
- *Persistent Abdominal Pain:* parent will be called if pain lasts for more than two hours.
- *Tuberculosis (TB):* will exclude until we receive a signed statement from a physician stating it is safe for child to return to child care.
- *Impetigo:* cannot return until 24 hours *after* treatment has started.
- *Unknown Rash:* will exclude until we receive a signed statement from a physician stating it is safe for child to return to child care.

The YMCA has the right to ask for a signed physician's statement that states the child is able to return to child care and does not pose a health risk to others. **This applies to any illness at any time.**

402. MEDICAL STATEMENT/IMMUNIZATION POLICY

All children enrolled in our Infant, Toddler or Preschool age classrooms are required to have a Physical Exam form and an immunization record signed by a medical staff every 12 months. The immunization record must show proof the child has been immunized in accordance with state requirements. School age children must have a parent-signed document stating they are free of communicable disease, as well as a signed copy of their immunization record.

403. COMMUNICABLE DISEASES

In the event that a child contracts a *contagious* illness or disease, it is the parent's responsibility to inform their child's center director so that we can post appropriate notices about possible exposure. The YMCA will notify the Iowa Department of Public Health when any illness or condition specified by law is present, immediately after the program becomes aware of the situation.

404. ALLERGIES

If your child has allergies and/or special dietary concerns related to medical reasons, please discuss them with the Director of Child Care and your child's teacher. A conference will be held with the Director and parents to discuss the allergy and determine a plan of action. If your site participates in CACFP, an Allergy/Food Exception Statement will need to be filled out. Every effort will be made to accommodate your child's needs.

405. ADMINISTERING MEDICATION

Medications (including non-prescription) will be administered to the children as directed by a physician. Parents must also fill out and sign a Medication Authorization Form for any medication that is prescribed by a physician to be given under our care. Parents will be called if there is a question regarding the dispensing of a medication.

The medication must be in the original container with accompanying physician or pharmacist's directions and label intact. The label should include: child's name, date, medication name, dosage, times to be given and physician's name. We suggest that the parents ask the pharmacist for an additional container to be kept at the program site. Non-prescription medications must be administered according to label directions. If the medication is in liquid form and your child requires a syringe or dropper, please include one with the medication in a labeled Ziploc bag. Parents will need to pick up any medication that is not currently being used. No expired medications will be accepted.

In order to avoid confusion and risk a dosage of medication being missed, the Executive Director, On-Site Supervisors or designated staff trained in Medication Administration, will dispense all medication. Medications must be dropped off with a staff member at the front desk where they will be placed in locked storage.

406. EMERGENCY PROCEDURES

In case of severe emergency or accident, a trained staff member will:

1. Administer first-aid
2. Contact the parent/guardian immediately and/or call emergency medical transportation if the situation warrants. The YMCA staff is instructed to contact 911 in the event of an emergency. All children enrolled in our centers are required to grant the YMCA consent to call 9-1-1 for transportation of child for emergency treatment. Staff will make this call at their discretion.
3. Stay with the child until released to the parent or until emergency medical transportation arrives. In the event, a parent is not available, an Y staff member will accompany the child.
4. Complete incident report and give to parent/guardian for signature.

407. REPORTING INJURIES

All accidents that occur to children will be documented on an Incident Report detailing what child was involved, what happened and what action was taken. This is to be signed by the parent and one copy will be kept on file within the program. If an injury is more serious, parents will be contacted to determine a further course of action. Incident Reports will be filled out for a child that caused an injury.

408. FIRE/TORNADO DRILLS

Fire and tornado drills are held monthly to assure that emergency situations are understood and easily managed. A plan is posted in each room indicating staff responsibilities in case of fire/tornado emergency or weather alerts.

409. OUTDOOR PLAY

Weather permitting; all children will spend time playing outside daily. If it is raining or the temperature is 20 degrees or below (including wind-chill factor), children will stay inside and large motor play and activities will be provided in the gym. Weather-appropriate clothing (labeled snow pants, boots, mittens, etc.) is expected each day.

It is our policy that children who are well enough to attend our child care program are well enough to go

outdoors. Staff/child ratios must be maintained outdoors as well as indoors, which means that we will not have enough staff available to remain indoors with one child.

410. POSSESSION OF A WEAPON

The YMCA Child Care centers have a zero tolerance policy for possession of a weapon in our programs. A weapon includes guns, pellet guns, knives, pocket knives or club type implements. It may also include a toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another person.

411. SAFETY AND INSURANCE

While in our program, every precaution is taken to assure your child has a safe and fun experience. If an accident should occur while your child is in the program, please note that the YMCA does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

412. CHILD ABUSE AND NEGLECT

When YMCA staff suspects abuse or neglect on an enrolled child, they are legally obligated to report their suspicions to the proper authorities as all staff are Mandatory Reporters.

413. SMOKING

Smoking on any YMCA child care property is prohibited. Persons violating this policy will be asked to leave or refrain from smoking.

414. REGISTERED SEX OFFENDER OF A CHILD ENROLLED IN A CENTER

If the YMCA of Forest City is made aware that a parent/guardian of a child is listed on a registered sex offender database, the center director will be notified and the director will inform the center staff of the situation. Parents who are registered sex offenders are able to enter YMCA child care programs for the purpose of enrollment, conferences and to drop-off and pick-up their children from the center. For the protection of the parent and the children, the parent/guardian must be under the direct supervision of a YMCA staff at all times when they are in the facility. The YMCA of Forest City reserves the right to limit or refuse admittance to any center to any registered sex offenders if they do not follow our policy for staff supervision. The program's DHS licensing agent will be made aware of any related situations.

500. EDUCATIONAL PROGRAM

501. CURRICULUM

The Y uses a child-driven philosophy. The use of a developmentally appropriate practice individualizes and scaffolds the child's learning to develop their unique qualities and character. The program is designed to foster social/emotional, physical, cognitive, and spiritual growth in each child. Our goal is to provide a nurturing environment with engaging activity to promote learning through play.

If you looked into the classrooms, you would see:

- **502. INFANTS AND TODDLERS**
 - Children will explore safe, healthy and creative indoor and outdoor environments, physical activity that encourages gross and fine motor development, cognitive development using all senses, interactions to promote curiosity, and communication to encourage children to communicate through feelings and help develop listening and speaking skills. Staff will lead social and emotional activities, interactions and routines for young children to feel successful, develop trusting relationships, express feelings and encourage self-discipline.
- **503. 2-5 YEARS/PRESCHOOLERS**
 - Children will engage in activities to support their development through interest areas while teachers set up environments that encourage them to learn at their varying developmental stages. Interest areas include: Language, Literacy, Science, Creative Arts and Math. Healthy habits are encouraged through personal safety, nutritious snacks/meals and indoor and

outdoor activities. Social skills and expressions of feeling and connectedness with others are also encouraged.

- **504. SCHOOL AGE**

- Developmentally appropriate environments and activities include: arts and crafts, board games, building, dramatic play, quiet area, reading, floor games, music, homework completion, outdoor play, and physical activities.

- **505. INTEREST AREAS**

- Interest areas are used to divide the environment using a developmentally appropriate anti-biased approach. Open-ended activities are incorporated into the different learning areas to scaffold the children's learning while offering choices that encouraged engaged learning. Each interest area offers opportunities for learning. They will be used *in conjunction* with teacher-directed activities. The types of interest areas promoted:
 - Language and Literacy: Children will be exposed to letters and words. They will be able to experiment with reading and writing at their own developmentally appropriate level. You can observe books, writing materials, chalkboards, and whiteboards, etc.
 - Dramatic Play: Children will be able to role-play and practice positive social behavior and cooperation. Child-sized furniture, dishes, pretend food, and dress-up clothes, are utilized with pro-social imaginations.
 - Science/Discovery: Children will be observing and asking "Why?" with help from scales, magnifying glasses, magnets, nature items, etc.
 - Sensory: Children experiment with properties, changes, scooping, pouring, use of hand/eye coordination and stress reduction through sand, water, and play dough.
 - Blocks: Children will learn physical properties, spatial relationships, balance, logic and cooperation.
 - Creative Arts: Children will be making choices and using fine motor while experimenting with color and media and developing aesthetic pleasure. Items in this center could include paint, chalk, glue, scissors, pencils and colored pencils etc.
 - Music: Children use self-expression and demonstrate musical appreciation by using instruments, singing, use of finger plays, and listening stations.

600. INFANT/TODDLER/PRESCHOOL INFORMATION (Bright Beginnings & Preschool Plus)

601. MEALS

Y's HFLC provides breakfast, lunch and two snacks. At Y's HFLC, breakfast will be provided from 7:00 a.m.-7:30 a.m. Morning snack will be provided from 9:00 a.m.-9:30 a.m.. Lunch will be provided from 11:00 a.m.-11:30 a.m. Afternoon snack will be provided from 3:00 p.m.-3:30 p.m.

Preschool Plus children will be offered breakfast, lunch and two snacks. Mealtimes will vary depending on child's Preschool and child care schedule. Please see your child's teacher for specific mealtimes.

If you would like your child to eat a meal, they *must* arrive before the specified ending time. No exceptions can be made.

Y's HFLC will provide an iron-fortified formula, baby food and table food (included in the weekly rate). Please see your classroom teacher if you wish to provide any of these items.

The meals served at Y's HFLC and Preschool Plus program follow the Child and Adult Care Food Program (CACFP) guidelines for quantity and content. Meals are intended to promote the development of healthy eating habits and provide a nutritional, well-balanced diet, including a wide variety of foods. Weekly menus will be posted near the kitchen. Children will be encouraged to try all the available foods, but they will never be forced to eat anything they do not like.

Parents may not request withholding of foods, which are specified by the CACFP, without filling out the appropriate Allergy/Food Exception Statement completed by the child's physician. Arrangements will be made on a case-by-case basis for those with an Allergy/Food Exception Statement. Because of the guidelines we are required to follow, **FOOD AND DRINK MUST NOT BE SENT FROM HOME**. Any opened food or drink brought to the Center (with the exception of pre-packaged birthday treats) will be thrown away.

602. INFANT AND TODDLER CARE SHEETS

For younger children, daily care sheets will be provided for parents at pick up each night. Care sheets are filled out by parents at the beginning of the day and staff will fill in how the rest of the child's day went. Feeding times, diapering details, activities, and child demeanor are a few of the things that will be included on the daily care sheet.

603. PARENT COMMUNICATION

Information about lesson plans, menus, attendance, etc. can be found on the parent board. Each child has their own designated space, in most cases, a cubby. It is important parents check their child's space and backpack every night.

Verbal updates will be given for all children upon departure. Written updates will be given for younger classrooms. Every effort is made to communicate with parents when they drop off and pick up their child. If there is ever a question which can't be answered by the staff on duty at departure, the information will be passed to the staff who can best provide the answer the following day.

604. DRESS

Please dress your child for play and fun. An extra set of clothes should always be on hand in case of accidents or your child needs to be changed during the day. It is important that all children wear closed toe shoes. Children attending the YMCA must wear clean carry-in gym shoes or clean socks to play in the gym.

605. DIAPERS AND DIAPERING MEDICATION

Parents will provide enough diapers and wipes for their child. An Administration of Medication form must be completed for our staff to apply diaper ointment. Diapers will be checked and/or changed at least every 2 hours or on an as needed basis.

606. BLANKETS

Child care laws prohibit blankets to be used for infants under 12 months old in cribs. A one-piece sleeper is suggested as everyday dress for those infants or wearable blanket is permitted. Only children who are not yet able to roll-over are permitted to be swaddled using a wearable swaddling blanket.

607. BITING

Biting is common amongst young children. During early childhood, children are sensory learners and often explore orally. If biting occurs, the children involved will receive an incident report and/or biting report. Teachers make every effort to minimize this behavior, however, it may still occur.

608. BREASTFEEDING

Breastfeeding is encouraged by the YMCA. Mothers who wish to breastfeed their babies are encouraged to make arrangements with the infant teachers. A private, comfortable space will be provided.

609. TOILET TRAINING

The YMCA will support families' efforts towards toilet training. Staff will encourage and assist children in their attempts at toilet training. We will attempt to follow your directions to ensure consistency between home and school whenever possible. It is a good idea to dress children in clothing that is very easily removed at this stage. Several extra changes of clothes and underwear should also be sent daily. Be sure to check your child's cubby daily for soiled clothes to go home.

610. FORMAL ASSESSMENTS

All children enrolled will be assessed and teachers will document learning through work samples, pictures and journal entries. The Ages and Stages Questionnaire (ASQ) (or the teacher's preferred assessment) is administered at least once per year, per classroom. Parent participation is highly recommended for this assessment. Conferences will be scheduled with parents on a case-by-case basis.

611. NAPTIME

A rest time will be provided every day after lunch. Cots and sheets are provided. Each child keeps the same cot (which is sanitized regularly) and sheet (which is laundered weekly). Children will be patted or soothed to sleep. If a child cannot sleep, s/he must rest quietly on their cot for one hour and will then be allowed to do quiet activities on their cot.

612. TOYS AND ELECTRONICS FROM HOME

We ask that children do not bring toys, or any form of electronics to the YMCA child care programs. The YMCA cannot be held responsible for any lost or stolen items. There may be special show and share days, or electronic days. In the summer, water play days will be scheduled periodically. Children will play outside with sprinklers and water toys. These days will be posted and children will need to bring swimsuits, a towel and sunscreen. You will be notified by your child's teacher about special events.

613. CELEBRATIONS AND BIRTHDAYS

Birthdays are very important events in the lives of children. The child care staff enjoys acknowledging and being part of birthday celebrations. Parents may wish to send pre-packaged, low-sugar treats for their child to share with classmates. Please check with classroom teachers and/or office staff to determine the best time and whether or not children may have allergies to specific foods. Parents are invited to attend and help with the celebrations.

700. SCHOOL AGE INFORMATION (Kids Club, Summers Rock)

701. ABSENT CHILD/"NO SHOW" PROCEDURE

It is very important that parents call if their school age child will not be attending. If a child who is expected to be in attendance does not arrive and the parent does not provide a verbal or written note, the following procedure is followed:

1. The school office will be contacted for information (during school year).
2. A call to the parent/guardian is made.
3. If the parent is not accessible, the staff must make contact with emergency numbers for verification of the child's location.
4. If the child cannot be located without the help of the parent, school personnel or emergency contacts, the police and/or children's services will be called for assistance.
5. An incident report will be issued and the Director of Child Care will be notified.

702. SCHOOL DELAYS AND CANCELLATION

In the event of school being delayed or cancelled, please watch for YMCA closures on KIMT/KIOW/Remind.

703. ATTENDANCE

If a child is suspended from school, they may not attend the YMCA before-or after-school program during that time period.

704. SCHOOL ARRIVAL/DEPARTURE

Once a child enters the school district school bus or is dropped off at school at the appropriate location by the YMCA, and is dismissed from the morning YMCA program to go to their classroom, the YMCA is no longer responsible for the supervision of the child. The YMCA does not assume responsibility for the child until they check in with the staff in the designated after school space.

705. TRANSPORTATION OF CHILDREN

During the school year, children will ride the Forest City Community School District bus in the morning *and* if inclement weather arises. If additional transportation is needed, it is most often provided by Forest City Community School District. The YMCA will not transport children in personal vehicles for any reason. Should a child need to be picked up while away from the program (i.e. on a field trip), it is the responsibility of the parent to come pick up their child.

706. MEALS

During the school year, the Y provides breakfast and afternoon snack. Breakfast is typically served from 6:45-7:30AM. Afternoon snack will be provided from 3:00 p.m.-3:30 p.m.

During the summer, the Y provides breakfast and a morning and afternoon snack. When available, all students and staff walk to the Forest City Elementary School to participate the free summer lunch program. Children may bring their own lunch if they prefer. If the free summer lunch program is not being offered, children are required to bring their own lunch. Children are welcome to bring a healthy snack from home.

707. FIELD TRIPS

Occasional field trips for the older classrooms are planned during the summer months. Written permission from parent or guardian is required for all field trips. Children will be required to bring their own sack lunch and drink on field trip days unless otherwise noted.

708. FIELD TRIP SAFETY

Transportation for children to and from field trips is most often provided by Forest City Community School District. Children will be under the supervision of their assigned staff at all times. Staff/child ratios will be maintained throughout the trip. All transportation authorizations and health records will be transported with the child and first-aid kits will be available in all vehicles.

709. SWIMMING POLICY

Children enrolled at the YMCA will be allowed to swim on Wednesdays and no school days. A swimsuit and towel will be needed for swim days. Please advise the school age coordinator to your child's swimming abilities. Children requiring a float belt will only be allowed to swim when a child care staff is in the pool with them (as staffing allows).

800. BEHAVIOR MANAGEMENT

801. BEHAVIOR GUIDANCE PLAN FOR PARENTS

YMCA believes that all children should experience success. We strive for a classroom setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits; in such an atmosphere, most behavioral issues are prevented. However, if behavioral issues occur, our philosophy is to help children learn human values, problem solving skills and to take responsibility for their own choices. By using the following progressive guidance techniques, we strive to minimize inappropriate behavior while creating a positive environment for all of our children:

I. Classroom Management Our teachers will manage individual classrooms by:

- Modeling and reinforcing appropriate behavior
- Maintaining consistent supervision
- Setting reasonable expectations for children's behavior based on their developmental levels and individual differences
- Becoming familiar with an individual child's special needs
- Providing interesting, challenging, age-appropriate activities to do in a timely manner

II. Ignoring Negative Behavior Some negative behavior is exhibited by a child to seek attention; however, it can be stopped when it does not get the attention desired. We will utilize this technique unless a safety issue is involved.

III. Redirection/Distraction We will offer alternatives to children engaged in undesirable behavior by offering a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or by suggesting independent play.

IV. Verbal Intervention The teacher explains to the child the inappropriate behavior, and shows him/her the appropriate way to handle the situation. For example, a teacher might say, instead of hitting Sarah, say, 'I am angry because you took my truck'.

V. Logical Consequences Here, the teacher helps the child understand the logical consequences of his/her actions by removing an object, activity, etc. that is causing the problem. For example, if a child uses blocks to hit other children, the consequence is to remove the blocks from the child.

VI. Take A Break The child is separated from the group, to allow him/her to relax and calm down, and to enable him/her to not be influenced by peers. The process used for "Take A Break" is:

- The child is assisted to an area in the room where he/she can be supervised at all times.
- The child will have access to activities and materials while in "Take A Break."
- If "Take A Break" occurs two or more times in one day, parents will be notified when the child is picked up at the end of the day.
- The child may return to the group as soon as the negative behavior stops or is significantly reduced.
- If "Take A Break" is not working effectively, the Persistent Inappropriate Behavior Procedure will be instituted.

Note: "Take A Break" will not be used for children under the age of 18 months; instead, redirection or distraction techniques will be used.

802. GUIDELINES FOR PERSISTENT INAPPROPRIATE BEHAVIOR

Persistent inappropriate behavior is any inappropriate behavior which continues after the progressive steps have been used; any behavior which threatens the health or safety of themselves, other children or staff; or a continuous inability to follow the rules and guidelines of our program. YMCA will use the following progressive procedures:

1. We will observe and record the child's inappropriate behavior.
2. We will document what we have done to try to change the behavior.
3. If inappropriate behavior continues, parents will be asked to participate in an immediate parent-teacher conference. Children old enough to understand this process will be invited to attend. A specific action plan will be developed at this conference to address the behavior. The action plan will outline all steps the staff will take to change the behavior, all steps the parents will take, and all steps toward unenrollment if the behavior persists.
4. The Center Director/Program Administrator may suggest outside resources to parents and we will work with any outside resource for further guidance in responding to the child's behavior.
5. If the inappropriate behavior continues, parents will be asked to keep the child home for a specified period of time.
6. If the inappropriate behavior persists upon return to the program, the YMCA will unenroll the child.

803. GUIDELINES FOR IMMEDIATE UNENROLLMENT

Certain behavior may cause a significant risk of harm to the health and safety of themselves, other children or staff. Examples include: a physical assault (that is carried out or attempted) which results in serious bodily injury, setting or attempting to set fires, bringing weapons to the child care site, substantial damage to real or personal property, bringing illegal substances onto Y property, etc.

YMCA will unenroll any child whose behavior creates a significant risk of harm to the health and safety of themselves, other children or staff, without following the guidance steps outlined above.

The YMCA of Forest City expects all adults to conduct themselves in a polite and respectful manner while present in our facilities. We reserve the right to remove adults from YMCA premises if the adult is causing a disruption, is inappropriate in their language or actions, or is a threat to the safety of staff, children or other families. We also hold the right to dis-enroll any child from the program if their parents, guardians or any other adult connected to them are exhibiting inappropriate or threatening behavior to any of the YMCA staff, property, children, and families. We will contact the appropriate authorities if we feel there is an immediate threat to the safety of our center by an adult whose child/children are enrolled in our center.

Other reasons which may result in the termination of child care services include:

- Non-payment for child care services and/or lack of adherence to our tuition payment policies.

Y's Hanson Family Life Center 641-585-5187 | Preschool Plus 641-590-6157 | Kids Club 641-585-5220

- Lack of parental cooperation with the Director of Child Care to resolve differences and/or conflict to meet the child's needs through parent/staff meetings or conferences.
- Abusive behavior and/or verbal threats by parents or children toward Center staff, parents and/or children.
- Any behavior deemed inappropriate, dangerous or destructive, according to On Site Supervisor or Director of Child Care.
- Repeated use of offensive or inappropriate language.
- Parental failure to report any communicable disease, as specified by the Department of Public Health. Phone number for Iowa Department of Public Health, (641) 421-9300.
- Parental non-compliance with the any policies/procedures.
-

804. FORMS OF UNACCEPTABLE DISCIPLINE

Our policy does not permit the use of the following forms of discipline: Corporal punishment. Emotional punishment, including ridicule, embarrassment, or humiliation. Punishing a child for lapses in toilet training habits. Withholding food, light, warmth, clothing or medical care. Physical restraint, other than the restraint necessary to protect a child or others from harm. The staff has received a copy of the Behavior Guidance plan and understand their role in behavior management with children. This is reviewed yearly with staff and upon orientation process.

900. PARENT INFORMATION

901. PARENTAL CONCERNS

We want our families to feel that they can share their concerns. If you have any questions, please talk with the site director or supervisor of the program. If you feel your questions have not been answered or your problem is not resolved, please contact the Director of Child Care.

902. PARENT INVOLVEMENT

All parents are encouraged to visit and participate in the child's classroom. A minimum of a 24 hour notice is appreciated for parent visits. We ask that consideration of rest time schedules are observed. We greatly appreciate parent volunteers and their support.

903. CHILD CARE ADVISORY COMMITTEE

Centers are best operated with parent input and support. With parent support, we would like to have volunteer representation on Child Care Advisory Committees for our YMCA child care sites. Some of the duties related to a parent advisory committee would be: internal audits/total quality management, fundraisers, support for special events, and marketing referrals. If you have an interest in this as a parent, please let the director know.

Revised May 3, 2018

1000. POLICY ACKNOWLEDGMENT AND AGREEMENT

I, the undersigned, acknowledge that I have received a copy of the YMCA's Parent Handbook of Procedures and Policies. I understand and agree to follow the policies and procedures as stated in this Parent Handbook. I understand that failure to adhere to the policies of the Parent Handbook may result in my child's enrollment being terminated by the Forest City YMCA.

Parent Printed Name

Child's Name

Child's Name

Child's Name

Child's Name

Parent Signature

Date

Director Signature

Date

After acknowledgment has been signed, this document will be kept in each child's file.