

Christian Child Watch Parent Handbook

Monday-Friday: 8-1 and 4-8

Saturday: 8-12:30

Mission Statement

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

Biblical Practices

We will sing songs about Jesus and the Bible as well as read bible stories and pray. The children and teachers will sing/say grace before snack and lunch.

Child Care Philosophy

The YMCA Christian Child Care philosophy is to serve families with quality, affordable and fun programs that support and strengthen the family unit, help children develop to their fullest potential and deliver a caring, safe and positive environment. Children cultivate 85 percent of their intellect, personality and skills by age five and we believe that a solid foundation is essential to everyday life, both now and in the future.

YMCA Policies and Procedures

Quality child care by its very nature has many rules and regulations. Some are self-imposed and some are mandated by licensing agencies and ours is Department of Family Services. All of them are designed to protect your children and give them a welcoming, safe and nurturing environment. Please help us provide the highest quality care by abiding by our policies.

We keep accurate records

Registration Forms – A completed registration form is required for children who enroll in YMCA child care programs. The registration form must be kept up-to-date when information changes. For example, new cell numbers or changes in employment or authorized pickup information. Failure to inform the YMCA of these changes may result in unenrollment.

Immunization Records – For a licensed child care program, the State of Wyoming requires that we keep immunization records on file and up-to-date. For school age children, the YMCA must have knowledge that you have these records on file with the school.

Documentation - As mandatory reporters for the State of Wyoming we document any signs of abuse or neglect in any form. This information will be put in your child's file and can be requested by or given to the State at anytime.

We protect your child

Person's Authorized to Pick Up or Visit Your Child – Only persons authorized in writing by parents may pick up or visit a child. For safety reasons, we will not release your child to anyone without authorization. All persons picking up a child will be asked for identification. Please have this available until we recognize your face and name. Persons not on the registration form will not be permitted to pick up or visit your child. If the person picking up your child appears to be under the influence of alcohol or drugs and is not their legal guardian, we will not allow the child to leave with this person. If the legal guardian is under the influence we will immediately call authorities as we cannot refuse them the right to pick up their child. For your clarification, if the staff member can smell alcohol, the child will not be released from the YMCA program, and another authorized person must pick up the child.

We communicate with parents(Sign In and Sign Out)

The YMCA requires that all children being brought into a Y program be accompanied by and signed in by the parent/guardian. Parent/guardians are urged to communicate with the counselors/teachers concerning any special information that is valuable to your child's safety and well-being. At Sign Out, the person that is picking up the child is urged to communicate with the counselor/teacher concerning your child's experience for that day and any special circumstance or event of which you as a parent should be made aware. Please remember that it is the parent's responsibility to educate anyone authorized to pick up a child about these policies, including the requirement that they provide a driver's license or proof of identification. We will not release a child to anyone who is not authorized on the enrollment form. An exception to this is written notification from the parent upon drop-off that day. Please remember to be on time when picking up your child.

We need your supplies

Infants: Diapers, wipes, formula/breastmilk, baby food, cereal, bottles and extra clothes. If your child uses a pacifier or special blanket please feel free to bring those also.

Toddlers: Diapers, wipes, and any other necessary items (special blankets)

Preschool: Extra clothing, and any other necessary items (special blankets)

We are prepared for emergencies

Each child care program has an emergency procedure plan in place, based on the site and location. Please ask for a copy of the plan so that you will know what to expect in case of a natural catastrophe or unusual conditions.

We work to prevent childhood illness

Sickness & Illness – If children come to a Y program when they are not feeling well, they will be more vulnerable to infection. It is in the best interest of your child and others in the YMCA program to keep your child at home when he/she is ill. Children need to be well in order to participate actively in the program. However, the YMCA recognizes that in some cases children who are not contagious will attend the program when they are not functioning at their best.

Here are some examples of when not to bring a child into a Y child care program.

These include Child Watch, preschools, day camps and after school programs. **(If a child becomes ill while at the program, a parent or authorized person must pick up the child within 30 minutes of discovery.)**

1. If a child has diarrhea more than 3 times, runny nose (colored discharge) or vomiting.
2. If a child's temperature is 101 degrees or higher.
3. If a child is in severe pain or discomfort.
4. If a child has difficult or rapid breathing.
5. If a child has yellowish eyes or skin.
6. If a child has red, inflamed or crusted eyes.
7. In the event that your child contracts a case of head lice.

It is the YMCA policy that a child must be free of symptoms for 24 hours before being allowed to re-enter the program. If your child has a communicable disease, such as chicken pox, pink eye, head lice etc. we must have a doctor's note clearing your child to return to the program. Other illness that requires medication the child will need to be on the medication for at least 24 hours before returning.

We will administer medications with caution.

As required by the State of Wyoming, DFS regulates that our staff are certified in the administration of medication. Only those who have gone through the training will be allowed to administer any medication. Before any medication will be administered by YMCA staff, a medication consent form must be completed. The medication should have the child's name, the name of the medication and complete instructions for administration. Please ask to see the medication form each day to make sure that the staff is following your instructions as written. This includes all prescription and over the counter medication.

We can't be open every day!

Holidays – The YMCA child care programs will be closed on the following holidays: Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day. Additional days may be taken, such as the day after Thanksgiving or Christmas Eve as well as training dates. However, you will receive at least two weeks prior notice if any additional closures are planned.

Absentee – If your child is going to be absent from the program for illness, vacation or just taking a day off from one of the regular child care programs, we ask that you contact the Y office to let them know that your child will not be attending.

Weather Closings – The Y will generally follow the decisions made by the public schools for closing. After school programs on site at schools will certainly close if their host school closes. However, some child care programs located in YMCA branches may be open even if public schools are closed. For the most accurate information check with the YMCA or check your local TV and radio stations for a complete list of closings. Child Watch will only close if the Y branches are closed due to weather or holidays.

Training – The YMCA will have staff trainings. You will receive an advance notice of all closings due to staff trainings.

We offer financial assistance.

Quality child care requires quality staff. Quality staff like to receive paychecks, so it's necessary that we have policies regarding child care fees. We also believe that every child deserves quality child care, so the Y offers a financial assistance program. We believe that no child should be denied services simply because his or her parents cannot afford to pay. If you need assistance paying for child care, please see the courtesy desk at any Y branch and ask for a scholarship application. Scholarships are awarded to those who apply and qualify.

By remaining financially stable, we can attract good teachers.

Program Fees – All program fees are due a week in advance. Your program fee does not change if your child is absent or if there is only one day of closing due to weather, holiday or training. However, if the Y closes the program for three or more days due to weather or holidays the YMCA will prorate your weekly fee. Families who have children in full time daycare are allowed one week of vacation exemption from child care fees. Please submit a written notice for the week that your child will be absent. Payments should be made in the form of a check, cashier's check, money order or credit card and cash. All payments must be made by the 1st of the month and will be considered late if not paid by the 5th of the month. If more than 30 days late your child will not be able to attend until the balance is paid in full and your child's spot WILL NOT be held.

Registration Fees – Each program has one registration fee. This is an annual fee that is due at the beginning of the program start date or at the time you register. A registration fee is charged per family for each program. Registration fees vary by program, so please see the program director for specific information.

Supply Fees – The YMCA preschools have two supply fees each year. The supply fee is \$30 and is charged upon registration and then September and April.

Refunds – All refunds will be made in the order of a YMCA credit. Your account will be credited for any charges and can be applied to another program. If you made a payment by credit card, a credit can be made to your credit card provided you are not still actively enrolled in the child care program.

Tax Credits – The YMCA will provide a letter for tax purposes by January 31 of the following year. You can pick up these letters at the YMCA branch or child care site. If you

are receiving reimbursement by an employer, please use your payment receipts for tax purposes.

We teach children appropriate behavior.

Discipline – The YMCA does not use any form of corporal punishment as a means of discipline. Take a Break will be the main form of discipline used in the program. Staff members will first attempt the following positive guidance techniques.

Redirection: Staff will offer alternatives to the child/children engaged in the undesirable activity by presenting a different activity or getting the child away from the behavior/activity, which is the cause of the behavior issue. Children may be removed from the situation, if this is deemed necessary

Verbal intervention: Staff will explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.

Logical Consequence: We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.

If the above techniques do not work we will then have the child take a break.

Take a break: The child will be separated from the group to allow him/her to relax and calm down. This will also help the child not be influenced by their peers. The child will have access to limited activities and be closely monitored. The child will then be allowed to return to the group as soon as the negative behavior stops or significantly reduces. At no time will the child be left alone. Take a break will only last as long as the child needs it to. If they need more time to get themselves calmed down we will accommodate them in any way.

If these disciplinary techniques do not accomplish the desired behavior, the Y staff will inform the parents of the problems and request a parent/teacher conference. It is the desire of the Y staff that the children enjoy their time in the program; however, listening and abiding by age appropriate rules is expected of all children. It is essential that parents and staff work together to enhance every aspect of the YMCA program.

Punishment that is humiliating or frightening to a child such as: hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishment for lapses in toilet training are **prohibited**.

Discipline Notification Policy – The YMCA will use the following policy when dealing with disruptive behavior in a child care program. Disruptive behavior consists of aggressive horseplay, use of foul language or gestures, refusal to participate or follow

directions, and so forth. To address these behaviors, Y staff will follow this four rule procedure.

First violation: the child will be given a warning, and parents will be given a written copy of the behavior or spoken to upon pick up.

Second violation: the parents will be called to come to pick up the child within 30 minutes, and the child cannot attend the program on the following day.

Third violation: parents will be called to pick up of the child within 30 minutes, and the child will be given a week's suspension from the program. Parents will still have a financial obligation to pay for that week of suspension in order to keep their child's space in the program.

Fourth violation: the child will be suspended for the remainder of the program. The counselor/teacher will consult the site director before implementing any of these procedures.

Zero Tolerance Behavior – Behavior that threatens or harms another person (adult or child) will not be tolerated. If your child exhibits this type of behavior you will immediately be called to pick your child up, and a meeting between the parents and child care director will ensue. Types of behavior include violence with the intent to harm physically, mentally or emotionally, action deemed to be inappropriate or dangerous to themselves or others, aggressive intimidation, theft, destruction of property, carrying objects that would be deemed a weapon, possession of tobacco, alcohol, or illegal substances.

We provide all the activities and materials your child needs.

Personal Property – The YMCA will not be responsible for or replace personal items. Please do not send toys or valuable games that could be stolen, lost or broken. The YMCA will provide the necessary materials for the program. Toys and other belongings brought from home also can be a cause of discipline problems.

I, _____, hereby acknowledge that I received a copy of the YMCA Christian Childcare Handbook and fully understand all rules and regulations that must be followed.

Parent Name(Please Print)

Child's Name(Please Print)

Parent Signature

Date