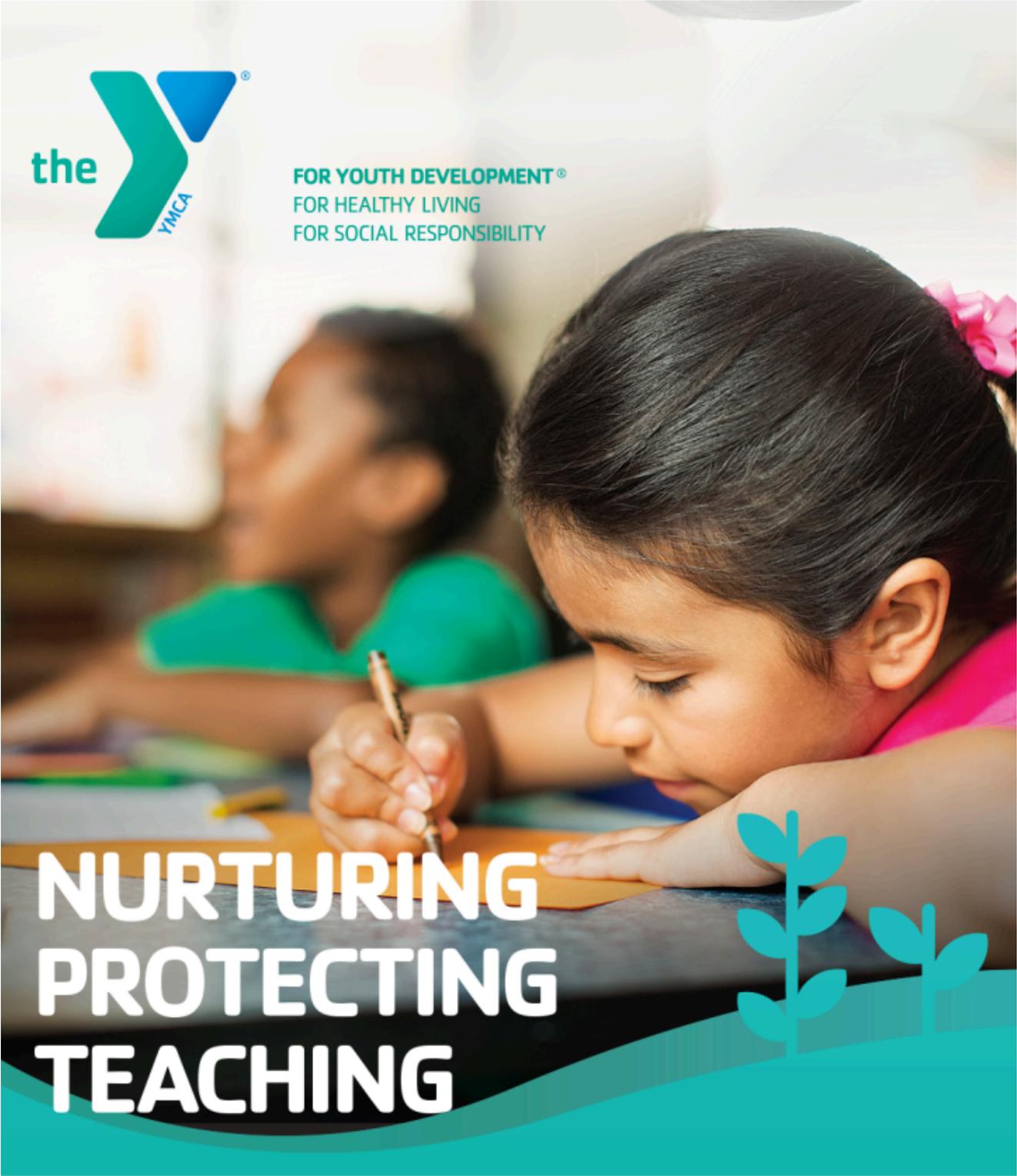




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



NURTURING PROTECTING TEACHING



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FOR YOUTH DEVELOPMENT
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Our Areas of Focus

Y's offer the programs we do for a reason. Young people need safe and enriching environments to try new things, develop skills, meet new people and show what they're capable of doing. Achieving and maintaining health in spirit, mind and body makes for a rich life. Giving back to neighbors and those in need is our responsibility as neighbors, colleagues and citizens. The Y defines our areas of focus – the programming you're part of everyday – like this:

Youth Development: Nurturing the potential of every child and teen

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

Healthy Living: Improving the nation's health and well-being

In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.

Social Responsibility: Giving back and providing support to our neighbors

The Y has been listening and responding to our communities' most critical social needs for nearly 160 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, confident, connected and secure.

PROGRAM/PHILOSOPHY

CHILD CARE PHILOSOPHY

The Y believes that childcare should provide opportunities and experiences that stimulate a child's physical, social, intellectual and emotional development.

OUR GOALS

- To provide quality care for all children
- To provide a safe, structured, and free choice environment
- To support and strengthen the family unit
- To help children develop to their fullest potential

FAMILY GOALS

- Respect and support the staff team
- Participate in family program opportunities, conferences, Parent Advisory Committees and fundraising
- Volunteer to assist when able for the support and betterment of the program
- Follow all policies and procedures

STAFF GOALS

- Offer programming that reflects the interest of each child
- Provide developmentally appropriate activities for the whole child
- Promote children's self-esteem
- Provide a positive, creative environment that motivates a love for learning
- Dedication to professional growth

MISSION STATEMENT

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

VISION

The Y commits to the spiritual, mental, and physical growth of all children and teens in the Greater St. Louis area.

Y VALUES

Caring – To have the heart to put others before you.

Honesty – To act in such a way that you are worthy of trust.

Respect – To value the work of every person including yourself.

Responsibility – To be accountable for your behavior and obligations.

The Y is an inclusive, family-friendly organization. We expect all our members, program participants and guests to model our YMCA values – caring, honesty, respect, responsibility, in their conduct and language. The Y has the right to deny applications for individual or family memberships or participation in programs and to terminate or suspend existing individual or family memberships or participation in all Y programs or activities at our sole discretion if actions or behaviors are not deemed to be in the best interest of the organization. If a membership or program is terminated or suspended, all fees already paid will be forfeited. The Y has sole discretion to reinstate members and participation privileges in Y programs and activities.

The purpose of play is about learning fairness, following rules, respecting oral contracts and taking action against wrongdoers-things that help children develop a sense of ethical and moral behavior.

PROJECT CONSTRUCT/PROGRAM CURRICULUM

The YMCA has invested in implementing Project Construct by certifying teachers and implementing a curriculum that focuses on the philosophy of Project Construct. Project Construct is derived from constructivism--the theoretical view that learners construct knowledge through interactions with the physical and social environments. Constructivist theory assumes that learning is due more to the reorganization of ways of thinking, of building upon the "known," than to development alone or the accumulation of facts alone.

Project Construct classrooms incorporate many of the activities found in traditional classrooms, such as pretend play and block building, but have a clear emphasis on cognitive objectives. A feature of a Project Construct classroom is its emphasis on the needs of individual children. A

Project Construct teacher takes into account and supports varying abilities of individual children, using developmentally appropriate practices and child-initiated experiences. The result is a supportive, collaborative, child-centered environment in which all children flourish.

Because young children do not categorize learning according to various disciplines as adults do, this framework is not organized according to traditional subject areas. Instead, it draws from the constructivist theory of learning and is organized according to four domains or spheres of development: Sociomoral, Cognitive, Representational, and Physical. Although separated in this document for the purpose of organization, these domains are interrelated, and children's development in any one domain influences and is influenced by their development in the others.

Sociomoral Development, the focus of the first Project Construct domain, refers to children's growing capacity to relate emotionally, ethically, and intellectually to the external world. This capacity is critical to development in all other domains because, according to constructivist theory, all aspects of development occur within a sociomoral environment. When children construct—through interactions with others—an understanding of self and others, of social roles, and of the values held by their society, and develop inquisitive, inventive, reflective, and confident dispositions, they establish the foundation for lifelong learning and autonomy.

The second developmental domain in this framework is the **Cognitive** domain. Project Construct is based on the belief that children's cognitive development always occurs within a social and physical context. When children interact with people and objects in the environment, they form certain expectations and theories about the way things are. As they attempt to make sense of their experiences, children construct a framework of relationships (schema) by which they organize information and make judgments. A key to cognitive development is the ability to reconcile new knowledge with what the learner already knows. When expectations are not met or when new information is inconsistent with previous knowledge, children cannot simply add the new information to previous ways of thinking; instead, they must construct new, often more elaborate understandings. Cognitive development refers to the increasing ability of children to coordinate thinking processes and theoretical frameworks with the demands of their environment.

Constructivist theory includes conventional knowledge as an area of cognitive development. Recent research by cognitive scientists has affirmed the important role of conventional knowledge; after all, knowledge is the "raw material" used in cognition. In this framework, however, developmental benchmarks related to conventional knowledge are not identified as a distinct category within the Cognitive domain. Why? The answer lies in the very nature of conventional knowledge itself.

Conventional knowledge consists of a number of facts, rules, symbols, or customs agreed upon by society. Gained through interaction with external sources, such as books, television programs, and other people, conventional knowledge encompasses children's development in all four domains. For example, a child may learn about herself and her own family at first. Later, she may discover that other individuals and families do things differently. This information—or conventional knowledge—provides the child with a way to think about and communicate with other individuals about things that are important to her and others. As she builds on her knowledge, the child expands her ability to put things into relationships as well as to consider the perspective of others. In this way, conventional knowledge supports development in all domains.

The third domain in this framework is the **Representational** domain. Representational development refers to children's growing capacity to form and communicate images or ideas of something seen, known, or imagined. As they develop, children become increasingly able to think about things that are not immediately present. These images or ideas are known as internal representations. When children attempt to convey these ideas to others or record them for their own use or pleasure, they employ some system of external representation. By one year of age, most babies understand several words, gestures to communicate, and try to say a few words. By age two, most toddlers can say about 50 words and can combine some. By three or four, most children can express themselves quite well in their native language. They can also represent their ideas and feelings through painting, drawing, and block building as well as through music, movement, and pretend play. By means of these various systems of representation (literacy and the expressive arts), children organize their experiences and expand their understanding of the world, as well as their enjoyment.

The ability to represent ideas and feelings, whether through language or some other form of shared representation, provides children with the tools for creating and communicating with others. It also enables children to reflect on imaginary and real-life situations and, as a result, to develop critical thinking and decision-making skills.

Physical Development, the last domain in this framework, refers to children's abilities to use their bodies with increasing purpose, skill, and control. During the years from birth through seven, children develop the basic motor skills that enable them to respond to their social and physical environments as well as acquire healthy living practices. These skills represent aspects of a child's motor development and are also closely related with the child's construction of other kinds of knowledge.

Guiding Principles

Four principles that are integral to Project Construct guide the Early Childhood Framework for Curriculum and Assessment. Following is a description of those principles, along with a list of some teaching practices that support them:

Principle 1. Children have an intrinsic desire to make sense of their world. They will learn what they genuinely need and want to know. When children have opportunities to plan and select their own activities, they not only acquire knowledge and skills in the process, but also the inclination to use them. Along with individual interests and needs, children also have personal styles of learning. Like adults, they learn in different ways and at different rates. By being flexible in expectations about when and how children will develop and by encouraging children to identify and solve problems that interest them, adults can give young children a good start on a course of lifelong learning.

Principle 2. Children actively construct knowledge and values by interacting with the physical and social worlds.

Because their thoughts are still closely tied to action, young children require a learning environment within which they can interact physically, intellectually, and socially. They need to act on objects and observe reactions, to make predictions, and to attempt to produce desired effects through their own actions. They also need to interact with their peers and exchange and compare ideas.

Principle 3. In their universal effort to understand the world, children's thinking will contain predictable errors.

These errors are necessary to the learning process. Children who ask questions and who risk making incorrect predictions are engaged in active thinking. Often, the errors also reflect advances in reasoning. When adults correct or dismiss these errors, they not only discourage children from thinking for themselves, they also neglect signs of advanced reasoning. Given sufficient time and appropriate guidance to recognize and correct their own errors, children both construct new knowledge and gain confidence in their own ability to figure things out. Teachers who are knowledgeable about child development use children's errors in thinking as useful guideposts for planning future instruction.

Principle 4. Children's development is an interactive and interrelated process and spans the Sociomoral, Cognitive, Representational, and Physical Development domains.

As children explore and expand on their interests and construct understanding in a particular domain, that understanding influences their development in other domains as well. While all developmental domains thus influence each other, it is within the Sociomoral domain (the area of children's personal and social development) that children best further their cognition and language.

Project Construct Curriculum Implementation in Classrooms Center Based learning is designed for every child to be successful.	
Daily Schedule Componets may include, but not limited to the following areas.	
Whole & Small Group Learning	Class meetings Discussions Group games Movement Music
Personal Development	Exploration & Experimentation Clean Up Distributing Items
Indoor & Outdoor Play	Gross motor skills Outdoor playground Indoor play in Gymnasium Chalk Push and Pedal toys
Art	Fine motor skills Use a variety of manipulatives Individual creativity Coloring/Drawing Craft projects
Language Development	Individual reading time Whole group story time
Science	Hands-On experiments Observe cause & effect Earth Science
Imaginative Play	Pretend Play Blocks/Building
Technology	Computers Listening Centers
Mathmatical Thinking	Manipulatives-counting & sorting Differentiate: quantity, size, shape, color Analyze data
Music	Rhythmic movements Use a variety of instruments Explore various types of music

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HEALTHY EATING & PHYSICAL ACTIVITY (HEPA)

The Y has signed on to be a part of the larger commitment that the YMCA of the USA (Y-USA) made to the First Lady to become the healthiest childcare provider in the country! Our goal is to make the healthy choice the easy choice for your child while he or she is in our care. We will be working diligently to implement Healthy Eating & Physical Activity (HEPA) Standards within our Early Childhood Education programs.

Food and Beverage:

Water is our beverage of choice. It is available at all times and is served all meals and snacks. We serve milk with breakfast and lunch. Fruit or vegetables will be served at every snack. No partially hydrogenated oils (trans fat), fried or pre-fried foods are allowed; we serve whole grain foods, free of sugar as one of the first three ingredients or less than 8 grams of sugar.

Family Engagement:

Newsletters will be sent with upcoming events, physical activities and healthy recipes to try at home. We look forward to seeing you at our family events which will include physical activities and healthy foods.

Snacks served Family Style:

Children and staff are to eat family style. Children serve themselves and everyone sits at the table to enjoy snacks and conversation.

Fruits and Vegetables:

All child care programs comply with the USDA Child and Adult Care Program and state licensing guidelines for serving sizes, food preparation, storage and service and notes serving sizes for fruit, juice and vegetables for children.

Physical Activity:

Outdoor play is an important part of your child's day. We believe that it is vital for the total health of children. We will be going outside every day, weather permitting. All children in our program participate in a minimum of 30-60 minutes of moderate to vigorous play daily that increases heart rate, requires harder breathing and promotes bone and muscle stretching. Examples: dancing, relay races, basketball, jump rope, hopscotch, jogging, walking, kickball, and playing on the playground equipment

Screen Time:

Our program encourages children to be social and to work on relationship building. Screen time will be limited and will be reflected in lesson plans or special activities.

We do offer the following program to our students:

Ignite by Hatch is a digital learning platform anchored in a child-facing app that delivers engaging, research-based learning experiences through a dynamic digital play environment. In as little as 30 minutes of independent, purposeful practice per week, children make meaningful progress towards their school readiness goals.

Through a rich data dashboard, teachers and administrators are provided real-time data to inform daily individualized instruction and evidence for developmentally appropriate assessment systems.

Celebrations:**(There are NO exceptions to HEPA Standards)**

We ask that you follow our guidelines when bringing in food and beverages for a special occasion. This includes not bringing sugar sweetened beverages.

Here are some fun ideas to help celebrate your child without treats!

Bring in special party napkins (or party hats) to use with the usual school snack.

Bring in your favorite book and the teacher will read it to the class.

Give a gift to the class, such as a book, a toy for the play area, or a game.

Provide a special craft for the class that day.

Y STAFF/VOLUNTEERS

Staff must pass a medical review

State licensing and YMCA require in depth training of staff. Training topics include but are not limited to: CPR, First Aid, Child Abuse Prevention, Child Development, Behavior Management, Bullying Prevention, Working with Children with Disabilities, Developmental Assets, Emergency Preparedness, State Licensing Requirements, Effective Communication, and Developmental and Age Appropriate Curriculum Planning.

Volunteers may be a part of the program.

Staff members and volunteers are prohibited from relating to children in non- Y activities, such as baby-sitting or weekend trips.

Staff providing direct care for children will be identified by a Y badge(where appropriate) and the Y approved uniform.

Staff and volunteers will be alert to the child's physical and emotional state as well as any sign of injury or suspected abuse.

YMCA staff are mandated reporters. An employee can make a good faith report to the Child Abuse and Neglect Hot Line if he or she has a suspicion that abuse may have occurred. It is the responsibility of the Department of Family Services (DFS-MO) or Department of Children & Family Services (DCFS-IL) to investigate the case.

ENROLLMENT PROCESS**REGISTRATION FORMS**

Complete enrollment packet must be completed and on site prior to your child's start date.

- Registration fee and first week tuition fee are due at the time of enrollment/accepted off of the waiting list.
- Registration/Waitlist fee holds your child's space through the approved start date. Failure to notify your Early Childhood Director on delayed start or extended absences will discontinue your registration and child's spot in the program. If discontinued,

re-registration will be required and acceptance based upon availability.

- Our YMCA welcomes participation by children with all abilities. The Y provides a recreational environment for children with and without disabilities through added support staff, when needed, to facilitate successful participation in programs, when appropriate. If your child has an Individual Education Plan (IEP) and/or Behavior Intervention Plan (BIP), or a 504 Accommodation Plan, a copy must be given to the Center Director with additional required paperwork to be reviewed before participation is authorized.
- Enrollment is based on chronological age, not developmental age
- A completed medical form (**by a physician**) and a copy of your child's current immunization must be on file to begin the program.
- Immunizations must be kept up to date and communicated to the Y centers.
- Written notification of any changes in address, phone numbers, authorized pick-up etc. is pertinent for your child (ren)'s welfare.
- Children's files will be kept confidential and viewed only by the YMCA staff, or official State of Missouri or State of Illinois representatives, parents or legal guardians and those persons so authorized by parents or legal guardians (after completing the required authorization/notarized forms).
- Per YMCA and Department of Health licensing regulations, children's enrollment files will be retained and remain property of the YMCA.

Child and Adult Care Food Program (CACFP) requirement. Every child enrolled in care must have a State approved enrollment record on file. The Department of Elementary and Secondary Education-Office of Childhood, Child Care Compliance and the CACFP regulations each require specific enrollment information. Centers have the option of using the combined Child Care Enrollment Form (MO 5803317) that is approved for both the Office of Childhood, Child Care Compliance and CACFP or the CACFP Enrollment Form for Child Care Centers (CACFP-229)*. Regardless of the form used, the original date the participant enrolled for care must be indicated, not the enrollment renewal date.

WITHDRAWING YOUR CHILD FROM THE PROGRAM

We require that you give a minimum of two (2) weeks written notice prior to your child's withdrawal. **If 2-weeks notice is not given, you will be charged for those 2 weeks.**

Withdraw Forms may be obtained from your Director.

Child (ren)'s belongings will be held for one (1) week after leaving the program. After one week they will be donated to a local charity.

Should a child withdraw from the program and wish to return at a later date, the child will be placed on a first come first serve basis with a new Registration Fee due.

Based on the demand of age level classrooms.

To maintain the spot account must be kept current until the child/ren's return to the program.

TERMINATION

The Y reserves the right to terminate children, families and/or parents/guardians from the program as a result of actions or behaviors that are not deemed in the best interest of the organization based on rules, policies, and situations. Fees will be forfeited.

FEE INFORMATION

A weekly fee payable the first day (Monday) of each week is required. Payment guidelines are strictly enforced:

The person who signs the Registration Form will be the designated person responsible for paying fees, receiving receipts, and be allowed to make inquiries about billing information.

A variety of payment options are available for your use: On-line, EFT Draft, Checks/Money Order (made payable to: Gateway Region YMCA), Cash (*Only accepted at Branch Service Center with receipt provided to Director)

There will be a process fee for returned checks or EFT drafts. After two incidents, payments will only be accepted by money order.

The Y utilizes the E-Cashflow system as a 3rd party administrator. Once you have written a check that is not honored by your bank, E-Cashflow Systems will continue to seek payment through your bank account until your payment is honored. There is a \$25 fee each time your check is returned unpaid. If E-Cashflow Systems is not able to collect the fees through your account, your check will be sent to collections with a \$25 fee. Please contact E-Cash flow directly at 1-888-339-6062.

The Y will charge a \$25.00 declined credit card fee for any credit card draft that is returned. Receipt of payments may be requested.
 Fees will not be prorated for illness, suspension, holidays, inclement weather, emergency closures or scheduled school-out days
 Fees are subject to change.
 Child must be included on Y Household membership to receive the member rate

FINANCIAL ASSISTANCE

It is the mission of the Y to provide services for any person who desires to participate in Y programs. Scholarship Assistance made available through the YMCA Annual Campaign for families who meet the criteria for financial assistance. For an application packet, contact your YMCA.

STATE ASSISTANCE/CHILD CARE REIMBURSEMENT PROGRAM

The Y accepts State Reimbursement Assistance for eligible families.
 An official letter of approval from the Division of Social Services must be on file **prior to your child beginning the program.**

A registration fee and co-payment for the balance of weekly tuition not covered by the State Assistance is required.

HOLIDAYS

We are closed on the following days:

- Friday following Thanksgiving
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth
- July 4th
- Labor Day

Holidays that fall on a Saturday typically will be observed on the prior Friday. Holidays that fall on a Sunday typically will be observed on the following Monday.

In Service Staff Training Days – Centers will be closed

Presidents Day
 Friday prior to Labor Day

FEES DO NOT CHANGE WHEN THESE DAYS FALL WITHIN THE WORK WEEK.

ABSENCES/CHANGES IN SCHEDULES

Please call the program or notify your child's teacher in Lilio if your child will be absent. There may be days you change your child's schedule; please notify your child's teacher and also if they will need lunch. If your child is absent without notification for two consecutive weeks, the child's enrollment will be discontinued.

There is no change in fees for absence or illness.

PAST DUE PAYMENTS

If your tuition payment is not received within 3 business days of the initial payment per billing cycle, your children's participation in the Early Childhood program or any other Y program(s) or services within the Association will be terminated and late fees assessed until your account is current or arrangements have been made with the Y Program Director.

TAX INFORMATION

Please keep all of your receipts for income tax information. Our Federal Tax Identification number is 43-0653616.

VACATION(FULL DAY Early Childhood Education Only)

Each family receives two (2) weeks vacation at half of the set fee for each week after 6 months of continuous attendance. Vacation weeks are defined as 5 days, **Monday through Friday and child not in attendance at the center**. Depending on your location vacation allowances must be used during the calendar year or school year and may not be carried over. Please check with your director on your vacation requirements. Please notify the Director in advance, in writing with your vacation dates on the vacation form or in an email that has a confirmation of being received to be properly credited. Payment for the ½ week tuition is due prior to the vacation week. For your convenience, vacation request forms are located by the payment box or from your Director. (See vacation form)

Y MEMBERSHIP BENEFIT

Holding a Y Household Membership to the YMCA will provide reduction of program fees besides all the added benefits of being a YMCA Member! Please inquire at your YMCA Service center for more information.

YOUR CHILD AND THE YMCA ADJUSTMENT PERIOD

You and your child will need a period of time to adjust to the new surroundings, teachers, volunteers, and other children even if your child has previously attended child care. The staff will assist in the separation period. They are experienced with this situation and will be nurturing and caring. Feel free to reach out to the center at any time using Lillio to get an update on your child's transition. Chances are that your child will be busy playing and you can ease your mind and concentrate on your tasks for the day. Depending on age and disposition a child might "act out" during this transition by doing some of the following:

- Cling to you and refuse to let go
- Have a tantrum
- Forget their toilet-training, bed-wetting
- Loss of appetite
- Revert back to an old comfort (pacifier, favorite toy, thumb sucking)
- Wake up during the night, have bad dreams
- Express a desire to stay home
- Usually these problems are temporary. If you are enthusiastic, chances are your child will be too! During this adjustment period, staff will send communication to inform you of your child's progress. Please respond and let the staff know how things are going at home.

ARRIVAL TIME

In order to include your child in all educational experiences, please make sure your child arrives no later than 9:30AM. Consistent late arrival may result in termination. Late arrival to the program disrupts the overall quality of our program.

We ask parents to limit the time to no more than 5 minutes to depart from the classrooms to minimize disruption of children's daily class routine. Should you wish to speak to your child's teacher at length we are happy to make an appointment for you.

Please do not bring your child back to the program during or after naptime.

CHILD(S) BELONGINGS

- Dress your child in clothing that is weather appropriate and suitable for our child care environment.
- Select comfortable clothes that they can manage themselves. We discourage overalls, buttons and zippers down the back, and belts.
- We encourage rubber-soled shoes for your child's safety (**no sandals, open toed or platform shoes, exceptions may be made for water play day**) and clothing that can be exposed to paint, sand, food, etc.
- For safety reasons, no jewelry i.e. necklaces, bracelets, rings are allowed.
- Girls wearing dresses must wear shorts or tights underneath.
- Medication must be given to the teacher upon arrival and appropriate authorization forms completed prior to distribution. Money is not allowed.
- Toys from home are not allowed except during designated Show and Tell Days

- Show and Tell toys may not include items of violent nature such as guns, swords, or action figures.
- Exception would be small cuddly toy for nap

NEW STUDENT ORIENTATION

- All new families are invited to visit their child's new classroom prior to their child's start date. This orientation is highly recommended. Parents should bring any outstanding enrollment or medical forms. It is very important to the YMCA that our families are oriented to the childcare program where their child is receiving services. Knowing and understanding the policies and procedures of the childcare program can have a positive impact on families and their child care experience.
- The Center Director will set a personal meeting time for your family to review a number of key items prior to your family first day. These will include, but not limited to: review of the family handbook, policies and procedures of the center, overall program, specific room schedule, volunteer opportunities, family events and communication, Parents Advisory Committee and much more. This orientation is intended to help you understand what you need to know as you leave your child in our care as well as assist in ongoing communication and partnership for the best interest of your child.

CHILD(S) FIRST DAY

- Bring a complete change of clothes (socks, underwear, clothing suitable for current weather conditions). Please replace these items as they are sent home, outgrown or as the weather changes.
- Photos of you and your child for their cubbies.
- Photo ID is needed and must be on the authorized pickup for anyone who may be picking up a child for identification.
- Sheet & blanket, **small travel pillow** and/or **small cuddly toy** for naptime.

Reminder:

Please label your child(ren)'s belongings. This will help reduce misplaced or lost items.
Please note the YMCA is not responsible for misplaced or lost items.

ESCORTING YOUR CHILD(REN)

Your child(ren) must be escorted into and out of the classroom, or to the playground, to a staff member. **NO EXCEPTIONS!** For their safety, please do not allow children to run ahead of you. Any child visiting to pick-up a sibling enrolled in the program must be supervised at all times by their guardian. YMCA staff members are not able to supervise visiting sibling members.

LATE PICK-UP

Your child **MUST** be picked up by program closing time. If you cannot pick up your child by closing, it is your responsibility to make other arrangements. A phone call to the YMCA Early Childhood Education program is required.

There will be a late pick-up fee of \$15.00 for the first 5 minutes and \$1.00 per minute thereafter. Late fees must be paid to the YMCA by check at arrival to Y staff. Child may not return to the center the following day if payment was not received. Frequent late pick-ups may lead to the termination of your child(s) enrollment. If you are late more than three (3) times your child may be dismissed from the program.

Any child left at the program for one (1) hour past closing time, police will be notified to assist in locating the parent or guardian and possible charges of child abandonment may be filed.

PERSON'S AUTHORIZED TO PICK-UP CHILD(REN)

The person signing your child out of the program must be 16 years of age and show a valid ID. A child will only be released to persons authorized by the custodial parent/s on the child's enrollment form. Anyone not on your list or who is not authorized in writing will not be allowed to pick up your child unless an emergency arises. In this situation a phone call will be accepted. You will be required to verify confidential information found on your child's enrollment form and the person picking up your child will be required to show a valid ID and be able to provide the "**Family Password**".

Staff will ask for ID until they become familiar with the person picking up your child. •

If the person who has arrived to pick-up the child is judged by the Y staff to be unsafe to drive a vehicle, the Y staff will offer to contact an alternate on the child's enrollment form. If the person becomes uncooperative, the Y staff will contact the police department to assist with the

situation.

SIGN IN/OUT PROCEDURES

Per state regulations, parents/guardians are required to sign in and out their child(ren) as they enter and exit the building.

Y staff are not allowed to sign in/out child from the program

LEGAL INFORMATION

CUSTODY/PARENTING PLANS:

Legal documents (copies: court order, divorce decree, parenting plan etc.) **must be on file** and current at the program regarding divorce/custody arrangements. • In the event of a parent's divorce or separation, we are required to release the child to either parent unless a court order states otherwise.

Divorced parents should submit a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick up by the non-custodial parent. Documentation must be kept in the child's file.

Any deviation of the child custody agreement will require written formal agreement with notarized signed approval by both parties acknowledging "In Direct Contradiction to the stated court order" prior to allowing pick up.

In the absence of a court order on file with the childcare program, both parents will be afforded equal access to their child as stipulated by law. The Y program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Y suggests that the parent keep the child with them until a court order is issued.

A legal restraining order must be on file with the childcare program if an individual is not allowed to pick up the child and the individual will not be permitted on YMCA property.

Custodial parents may visit the site on occasion to see what your child is learning. Your visit will need to be limited to 5-10 minutes so as to not disrupt the child's participation in the program and to ensure the safety of all of the children. Exceptions are planned, special events and family functions.

SUBPOENAS/REQUEST FOR INFORMATION:

I understand that if the YMCA is required to respond (whether to answer, modify, clarify or quash) to a third party subpoena (whether for testimony, documents, appearance, or any combination thereof) or other compulsory legal order or any other process as the result of any legal proceeding of which my child is a party or participant, I will be responsible for both promptly reimbursing the YMCA for its reasonable attorney fees, and the cost of the YMCA's employees and contractor's time and materials (including, but not limited to copying and document redaction costs) spent responding at the YMCA's then current hourly rates. I further understand that failure to promptly reimburse the YMCA will result in suspension or termination of child care services under this YMCA Care Program Enrollment Agreement and could result in the YMCA pursuing a legal action against me for collection, and that I will be responsible for paying all costs, including reasonable attorney fees, incurred by the YMCA for filing of such action

The YMCA reserves the right to require an official court ordered subpoena for access or release of records. At least a minimum of 10 business days to process the request must be given

In the case of a legal court order or document the YMCA will follow and enforce the court order stated as written. **NO EXCEPTIONS.**

Y staff will not be a mediator in the case of a divorce or custody situation, families may be asked to leave the program until issues can be resolved.

WITNESS/Common Ground Exchange:

YMCA branch buildings, parking lots of off-site locations and YMCA staff members are not to be used or involved with any child custody "Witness/Common Ground" exchange programs.

The State of Missouri & Illinois provides a listing of approved Exchange Site Locations and the YMCA is **NOT** one of them. Parents who need this option may contact the courts to obtain a listing of said exchange locations.

HEALTH AND MEDICAL

CHILD INJURY

If a child is injured, an Accident Report will be completed the same day with a copy given to the parent, YMCA office and one retained in the child's file.

Minor Injuries: Injuries that require no more than washing, band-aid, ice pack. • Major Injuries: Injuries that require more than washing, band-aid and ice pack. The staff, after evaluating the situation, will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: contact the parent or an authorized person to pick up the child or transport the injured child to the nearest hospital via ambulance.

If 911 is called and the child is sent to the hospital, the Director will notify the parents and Executive Director immediately.

If an emergency is such that the child is transported to the hospital, a Y staff member will accompany the child. Parents will be notified which hospital the child is being transported to. The YMCA does not provide accident insurance for your child. This will be the responsibility of the parent.

CHRONIC OR SEVERE HEALTH CONDITIONS

To establish a safe environment for your child and our staff members, the following procedures must be followed for your child's medical care and treatment should your child require the use of nebulizers, inhaler, epipens, diabetes testing, acid reflux or other chronic or severe condition.

An Identification of and Authorization for Treatment for Child Care Participants With Chronic or Severe Health Conditions forms is to be filled out completely by your physician and/or specialist.

A Release and Waiver of Liability for Administering Treatment to Children with Chronic or Severe Health Conditions form completed in full and signed.

A Department of Health and Medical Authorization form completed in full. Children will be accepted for care only after all above items and enrollment processes have been completed.

The YMCA is a recreational/educational not therapeutic program.

Failure to disclose all necessary information will void enrollment and be considered falsification of records.

CONTAGIOUS/INFECTIOUS DISEASE GUIDELINES

If a child is sent home with a communicable/infectious disease, the Y may require a child to be examined by a physician if the Y believes the child can infect others. **The child will be excluded from childcare until a physician provides written authorization determining the child cannot infect others, or until the recommended exclusion period has passed.** (Physicians written recommendation may not supersede YMCA policies or director discretion).

Children must be fever free without fever reducing medications for at least 24 hours before re-admittance to the program.

- Immediate notification is required if a child has a communicable/infectious disease.
- The following diseases are communicable and/or infectious:
- Chicken Pox-If child has skin eruptions that are not yet scabbed over and with or without a fever.
- Conjunctivitis (Pink Eye)-If the eye is red or swollen and has drainage or is oozing. Is highly contagious and must be medically treated for at least 24 hours before returning. • Fifth's Disease-Child will exhibit a slapped red rash appearance on cheeks. Child is contagious before exhibiting symptoms.
- Giardiasis - is characterized by diarrhea, loose, watery stools, stomach cramps and upset stomach. There is generally a 1 to 2 week incubation period before symptoms appear. Symptoms can last anywhere from 2 to 6 weeks. Doctor's statement required to return to the center.
- Hand Foot and Mouth Disease - Mild fever and sore throat; 1 to 2 days later blisters or ulcers inside mouth, tonsils, gums, tongue or cheek. Blisters or red spots appear on hands or soles of feet. Children usually get sick 3 -6 days after exposure.
- Head Lice - If lice or nits are found in the child's hair. The child may return after they have been treated.
- Impetigo - If infected sores or lesions are oozing and/or crusting. It is contagious and must be medically treated for 24 hours before a child may return.

- Measles - If a child has a rash accompanied by flu symptoms.
- Mumps- symptoms fever, headache, muscle aches, tiredness, loss of appetite and swollen/tender salivary glands under ears or jaws. Doctor's statement required to return to center
- Novel Influenza A (H1N1) - the symptoms are similar to the regular human flu and include fever, cough, sore throat, body aches, headache, chills and fatigue.
- Pertussis (Whooping Cough)-Cold like symptoms, mild cough possible fever with severe coughing that creates a "whooping" sound after 1-2 weeks. Doctor's statement required to be readmitted to the center.
- Pinworm or Ringworm - If a child is itching in the rectal area, especially at night (pinworm). If a child has a raised itchy spot resembling a hoop (ringworm).
- Rash - If the cause of the rash is unknown.
- Rosella - Child has a high fever for 48 hours followed by small red spots for a few days.
- Scabies - If a child has red, itchy areas in finger webbing, on the wrist, or under the armpit and says it also itches at night.
- Shigellosis - will develop diarrhea, fever, and stomach cramps. Diarrhea is often bloody. Shigellosis usually resolves in 5 to 7 days. Some persons who are infected may have no symptoms at all, but may still pass the Shigella bacteria to others. A lab test confirming non contagious will be required to return to the program.
- Strep or Possible Strep - Maybe no more than sore throat or fever, tonsils, swollen neck glands, lack of appetite or tiredness.
- Thrush/Candida - If the child has creamy white spots or patches on the inside of the mouth (gums, cheeks or tongue). Can also be found in the diaper area by smaller raised red spots or sore pustules.
- COVID-19 - Symptoms of COVID-19 are similar in adults and children and can look like symptoms of other common illnesses such as colds, strep throat, or allergies. The most common symptoms of COVID-19 in children are fever and cough, but children may have any of these signs or symptoms of COVID-19: Fever or chills, Cough, Nasal congestion or runny nose, New loss of taste or smell, Sore throat, Shortness of breath or difficulty breathing, Diarrhea, Nausea or vomiting, Stomachache, Tiredness, Headache, Muscle or body aches, Poor appetite or poor feeding, especially in babies under 1 year old

A parent/guardian will be notified when a child displays any of the above symptoms. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The ill child will be isolated from the other children.

Child must be picked up with-in one hour of the call. The late pickup policy will apply at the end of the one hour grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. **Sign-out is required.**

HEALTH CHECKS

Staff members are required to check your child for illness or injury upon arrival and authorized to deny care for the day if needed. Your child will not be accepted into the center if she/he has symptoms of a contagious/infectious disease, illness or injury that might require medical attention. **Y Staff have the right to take children's temperatures prior to being admitted for care and have the final authority if the child should be excluded from care.**

- Fever – Licensing regulations consider it a fever if 100° or above by mouth or 99° under the arm, auxiliary or accompanied by other symptoms such as vomiting, diarrhea, behavioral change or undiagnosed rash. Children must be fever (without fever reducing medications) and symptom free before they can return to the program the concluding day, for 24 hours.
- Respiratory Symptoms - Wheezing that occurs suddenly and is unexplained. Congestion is severe.
- Vomiting - If a child vomits and has any other symptoms such as fever, behavioral change, abdominal pain or diarrhea.
- Diarrhea - Loose, watery stool, if it is not food related (child ate too much corn or drank too much apple juice), if it is accompanied by symptoms such as fever, abdominal pain, or vomiting. If your child has two loose, watery stools within one hour, s/he will be sent home.
- Behavior - If your child wants to sleep most of the time, does not eat, cries and generally acts miserable, your child may be coming down with

something. Congestion and/or Excessive Coughing - Excessive mucus from ears, eyes, nose and mouth.

- Other Symptoms - Such as fever, rash, swollen glands, vomiting, or stomach ache accompanies sore throat or possible strep throat.

HYGIENE

Parents are expected to ensure their child(ren)'s proper hygiene at all times. If there are any concerns the Director or Teacher will discuss this with the Parent or Guardian confidentially.

IMMUNIZATIONS

As a condition of enrollment, parents must keep current on child immunizations and follow Illinois and Missouri State Immunizations Requirements. Failure to do so will be grounds for termination from the program.

MEDICATION/TESTING AND OTHER PROCEDURES

The Gateway Region YMCA provides recreational programs, which are not staffed by individuals trained to perform invasive medical procedures. In order to protect the health and safety of all children and employees, YMCA employees will not perform such invasive procedures including, but not limited to: administering shots, drawing blood, catheterization, diabetes testing, insertion of suppositories and tube feeding. The medical procedures which employees may not perform will be determined at the sole discretion of the YMCA.

Medicine must be handed to a staff member by the parent. **Do not send medication with the child.** Prescription medication or doctor prescribed over the counter medication or specific brand name sunscreen will be administered. **A Medication Authorization form must be completed and appropriately filled out by the parent/guardian the day the prescription is brought to the program site (forms are available from the Center Director).**

The staff member may dispense only prescribed drugs in the original container, which bears the original label displaying legible information stating the following:

- Prescription number
- Prescription name
- Strength and quantity of the prescription
- Expiration date of any time-dated prescription
- Directions for use
- Child's name
- Physician's name
- Date of original issue, or with refill, most recent date of issue
- Name and address of licensed pharmacy issuing the medication
- Each time the medication is given to the child the staff will complete the information on the Medication Authorization Form. When the child is no longer taking the medication, the medication will be returned to the parents and Medication Authorization Form placed in the child's file.
- If medication is requested to be kept on hand "for emergencies only", i.e. asthma attacks, severe allergies, seizures etc. a Chronic Health Form must be completed and signed by a physician prior to enrollment into the program. Chronic Health Forms can be obtained from the director.
- Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service. Records of food intake shall be maintained when indicated by a physician.
- Medications not taken during the program will not be stored or transferred by our staff.
- It will be the **Parent's Responsibility** to monitor and track prescriptions expiration date and replace said medication and educate staff in use of equipment as needed.

MEDICAL & THERAPEUTIC OBSERVATIONS

Requests may be made to have a child observed for medical concerns, provided therapy or specialist services during the day. See your Director for information required for possible approval. Additional paperwork from both parties will be required for observations to take place and could take up to 2 weeks to be processed.

IMPORTANT INFORMATION BEHAVIOR/DISCIPLINE

Our program's philosophy is based on respect for the child's self-esteem, setting reasonable

limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems in a positive way and learning self-control as the key to a successful program. The staff is dedicated to working together with the children and parents to resolve any concerns that may arise.

Discipline methods:

- Setting an appropriate environment for programming.
- Having a well-planned program.
- Redirecting behavior by giving choices.
- Encouraging group consensus on problem solving.
- Discussing problems to discover causes, and guiding the child or group of children to find ways to resolve it.
- Assigning special tasks and responsibilities that will help to build their self-esteem (for example, special helpers, clean up supervisor, snack helper).
- Reflecting children's successes and accomplishments.
- The "Thinking About It" area is a place that a child can choose to get away, be alone, or take time out from activities while in view of Y staff. This is also a space where children can think about what happened and what to do next time. The child chooses to leave this space when s/he feels ready to rejoin the activities or talk.
- Discipline or threat of discipline will not be associated with food, rest or toilet training.
- The use of physical punishment is never permitted

Action Plan for Identifying Children with Developmental Delays or Adaptive Support Needs

Children exhibiting signs of the need for additional assistance are observed and data is collected defining strengths and weaknesses.

Parents are contacted to discuss concerns they and the teacher may have. Strategies are brainstormed to help with weaknesses or refer for further evaluation.

Data is collected on defined strategies.

If further evaluation is needed, parents are referred to the Parents as Teachers program for a screening or other community resources.

Inclusion/Adaptive Support Observation Procedures:

The Gateway Region YMCA is committed to supporting the successful participation of the children in our programs by providing activities to help them grow from their experience. There may be situations in which participants exhibit difficulties or behaviors that prohibit them from achieving this experience. As with all participants, the YMCA Behavior Management Plan will be followed to ensure the safety of the children and staff in the program is not compromised.

The Gateway Region YMCA is proud to have a dedicated Association Department of Inclusion/Adaptive Support Services that will help provide families and Y staff teams with some of the tools and processes to assist in rectifying the situation. Observations on our programs are conducted on a regular basis. Should a participant display challenges within the program, the Director of Inclusion/Adaptive Support Services will conduct an observation of the participant and offer feedback and provide follow up as needed. Observation process is under separate cover; see your ECE Director for more information.

Behavior Management Policy:

It is the goal of the Gateway Region YMCA to guide children in becoming caring, honest, responsible, and cooperative participants in our program. The YMCA uses only positive behavior management techniques to increase participant's self-esteem by helping them to become responsible for their own actions. It is important for participants to grow to respect themselves as well as the rights and feelings of others.

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue.



YMCA EARLY CHILDHOOD EDUCATION Behavior Incident Reporting Form

YMCA Location/Center _____ Date: _____

Child's Name: _____ ECE Classroom: _____

Location of Incident: _____ Time: _____

What happened before behavior occurred?

- Child requested/wanted individual attention in group setting
- Provoked by peer
- Difficulties following directions during transition time
- Asked to stop an activity
- Not engaged in activity due to lack of interest of child
- Lost at a game
- Other _____

Behavior

- Self Injury
- Hit/Kicked Peer/Staff
- Tantrum
- Threw object/Damaged Property
- Pinched/Scratched/Spit/Bit
- Cursed/Screamed
- Refusal to participate
- Took off clothing
- Other _____

Immediate Consequence/Resolution

- Ask/Told to stop behavior
- Redirected to another activity
- Child directed to "think about it" time
- Child finished activity that was causing behavior issues
- Child cleaned up mess made in situation
- Behavior was ignored
- Parent was called
- Other _____

Comments: _____

Staff Name (PRINT) _____ Staff Signature _____

DIRECTOR USE ONLY

Consequences:

The following procedures will be followed (unless severity or repetition of incident requires other action) concerning suspension and/or expulsion: Parent Conference: _____ Suspension-Parent Conference: _____ Removal from Y-Program: _____

Parent/Guardian: _____ Date _____ ECE Director: _____ Date: _____

White - Child's File Yellow - Parent Copy

Depending on the severity and frequency of incidents, such as, fighting, inappropriate language, destruction of property, lack of regard for rules, or the possession of inappropriate toys (i.e. play guns, swords, or other weapons), a participant may be suspended or expelled from the program.

The following procedures will (**unless severity or repetition of incident requires other action**) be followed concerning suspension and/or expulsion:

- The participant will be suspended immediately and parents notified.
- The Program Director will be notified and review the situation.
- A parent conference will be scheduled with the Center/Program Director, Teacher, Parents or Guardian and any other YMCA designated resource person.
- At the Parent Conference a written Disciplinary Action Plan will be developed. The participant will not re-enter the Program until Parents and staff have agreed upon the Disciplinary Action Plan.

Any participant who is determined at the sole discretion of the YMCA to have intentionally harmed or attempted to harm another participant, staff member or themselves will be immediately suspended from the program and subject to termination from all YMCA programs after review of the incident by the Program Director and Executive Director or designated YMCA supervisor.

Participants can be removed from the program based upon inappropriate behavior of parent or guardian.

A parent/guardian will be notified immediately when a child displays any of the above issues. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The child will be isolated from the other children. **Child must be picked up with-in one hour of the phone call.** The late pickup policy will apply at the end of the one hour grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. **Sign-out is required.**

BIRTHDAYS

- Please notify staff if you want to bring something special for your child's birthday.
- No balloons are allowed
- We ask that you follow our guidelines when bringing in food and beverages for a special occasion. This includes not bringing sugar sweetened beverages.
- Per State regulations, only stores bought pre-packaged are allowed. Snacks must meet HEPA guidelines and nut free, Please no candles.
- Here are some fun ideas to help celebrate your child without treats!
- Bring in special party napkins (or party hats) to use with the usual school snack.

- Bring in your favorite book and the teacher will read it to the class.
- Give a gift to the class, such as a book, a toy for the play area, or a game.
- Provide a special craft for the class that day.

BREASTFEEDING/FORMULA FEEDING PROCEDURES

BREAST FEEDING

- To meet OSHA Regulations parents who are breastfeeding infants and toddlers may provide expressed milk to be given to your child per the following guidelines:
- Milk must be in sealed bottles or containers clearly marked with child's name and date.
- Bottles must be individually sealed in zip lock bags with child's name and date.
- Bottles will be stored in a refrigerator in the room.
- Full and used bottles must be picked up each evening.
- Breast milk can only be used or restored after 1 hour and must be discarded.
- Based upon space, a quiet, comfortable area will be offered to coordinate feedings

FORMULA FEEDING

- Canned formula to be provided by parent
- Bottles must be labeled with child's name.
- No glass bottles are allowed
- Teaching staff do not offer solid foods to infants younger than 6 months of age.
- No fruit juices will be served at the YMCA ECE, only water.
- Formula cannot be saved after 1 hour, unused will be discarded.

INFANT SAFETY

- Due to safety reason, the YMCA does not use baby walkers in the Infant/Toddler classrooms
- All infants will be placed on their back when put in their cribs
- The use of pillows and heavy quilts will not be used in the cribs
- Infants unable to sit are held for bottle feeding
- Infants and toddlers do not have bottles or sippy cups placed in their cribs or cots
Children are not allowed to walk, crawl, etc. with a sippy cup or bottle
- Children will drink fluids from a regular cup when they are developmentally ready

CAR SEAT SAFETY

- No children are allowed to be left in car seat
- Car seats are not allowed in classrooms

CODE OF CONDUCT-ADULT

- The Y requires adults of enrolled children to behave in a manner consistent with courtesy, respect and Y Values.
- The Y goal is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff, but the responsibility of each and every adult who enters the program.
- Adults are required to behave in a manner that fosters this ideal environment.
- Adults who violate the Code of Conduct may be dismissed from the program.
- Swearing/cursing: No adult is permitted to curse or use other inappropriate language at the childcare program, whether in the presence of children or not. Such language is considered offensive and will not be tolerated.
- Threatening of staff, children, or other adults: Threats of any kind will not be tolerated.
- Other children: Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no adult may physically punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the adult to direct their concern to the staff.
- Confidentially: It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult. Although you may be curious about the outcome of such a discussion, staff is strictly prohibited from discussing anything about another child with you. All children enrolled in Y programs have privacy rights and are further protected by our Confidentiality Policy.

- Violations of safety policy: Adults are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

COMMUNICATION

- Communication is an important component to providing quality care for your child. We have the following items in place to ensure good communication between you and the Y staff.
- Conferences: 2-Parent/Teacher conferences are held per year which includes review of your child's Developmental Portfolio's. Informal conferences may be initiated by parents or teachers.
- Information Boards are important communication areas. Here you will find children's art, photographs of center activities, community resources, articles, calendar of events, lesson plans, Y program information etc.
- Lesson Plan: Weekly/monthly plans are available to preview activities •
- Mailbox/Cubby: Each child will have a mailbox where receipts, artwork, notes, Y brochures and flyers for upcoming Y events etc.
- Menu: A menu will be posted each month listing breakfast, lunch and snack
- Newsletters will be sent out and they only take a few minutes to read, but they are a wealth of information about the center and what your child has experienced that month, upcoming events and family activities and ideas.
- Surveys: An important component of how we deliver and implement our programs depends on your opinion. Surveys will be sent via email. Please take a few moments to share your experiences with us!

Lillio

- What is the Lillio program?
- Lillio will be used by our educators to record activities and updates throughout the day. Everything from naps to snacks, it will provide you with a complete history of your child's experience in our program with photos stored safely and securely in a journal format. Whether it be at work, home or on the go through Lillio's mobile apps, you'll receive real-time updates on your child's activities to your email and smartphone.
- What does this mean for me?
 - Lillio will keep you in the loop with digital updates on your child to complement our important face-to-face interactions. It is also a great way to reinforce your child's in-program learning at home, as you'll have timely insight into what they've been working on throughout the day!
- Is there anything I have to do?
 - Relax and prepare for updates!
 - Updates of your child will automatically be sent to you via email. You may also elect to login to your special Parent Portal online or via the Lillio Parent app. You can expect to receive an invitation to log in from Lillio soon! At that point you can create an account. If you want to share updates with additional family members, you can also do so once you've created an account.
- Where do I go to learn more?
 - Want to learn more? Great! You can visit the Lillio website where you can find Lillio's page dedicated to Internet Safety, an FAQ page with answers to frequently asked questions, as well as a Contact Us page if you have specific questions.

DIAPERING/TOILET TRAINING

- Parents are responsible for bringing diapers/wipes until the child uses the bathroom independently.
- All diapers and pull-ups must be commercial unless a child has a medical reason that does not permit their use. The child's health care provider must provide documentation on children who require cloth diapers and must ensure that the cloth diaper has an absorbent liner completely contained with an outer cover that is waterproof material that prevents the escape of feces and urine.
- Clothing soiled by urine or feces are placed in a plastic bag (without rinsing or avoidable handling) and sent home the same day for laundering.
- Staff checks children every two hours for diaper changes. Staff will change children in

between as needed.

- Staff will partner with parents in toilet training when the child reaches two years of age and is developmentally ready. Toilet training will not be conducted in the infant and toddler room.
- Teachers will communicate with parents regularly through verbal and written communication during the toilet training process about the child's progress.
- In emergency, items i.e.: diapers/wipes will be provided by the YMCA to be reimbursed or a replacement charge incurred.

POTTY TRAINING POLICIES

Varies by the size of the center and classrooms

Half Day Preschool program must be fully potty trained

FIELD TRIPS

Walking field trips may be taken with YMCA guidelines followed-must be discussed with families upon enrollment that walking trips around the YMCA Campus may be done, and also sign to acknowledge on an additional form (in addition to licensing form) walking trips may be taken.

GRIEVANCE PROCESS

If a participant or family member has a concern or is removed from an Early Childhood Education program the parent/guardian will be given the right to express those concerns or in the case of a removal appeal that decision. Contact your branch YMCA Early Childhood Education Director or the Gateway Region YMCA Association Child Care Office to obtain the Grievance & Appeal Process steps.

INAPPROPRIATE SEXUAL BEHAVIOR

Inappropriate sexual behavior of any child toward any other child or staff member is strictly prohibited in the YMCA Child Care Program. A child is any person enrolled in any YMCA childcare program. Inappropriate sexual behavior is defined as sexual advances, requests for sexual favors, or other physical conduct of a sexual nature made by any child toward another child.

Children, who believe they have been victims of, or have witnessed inappropriate sexual behavior, must report the incident to any Y Club staff immediately. Parents of a child who believe their child has been a victim of inappropriate sexual behavior or witnessed such an incident must also report the incident to any Y Club staff immediately. The YMCA staff member who receives the complaint shall promptly inform the person who is designated to address such reports at the site. Each incident will be thoroughly investigated and reported in accordance with the YMCA Child Abuse Policy and with state laws.

CHILD ABUSE POLICIES The YMCA provides our youth and teens with the highest quality services available. We are committed to creating an environment for youth and teens that is safe, nurturing, empowering, and that promotes growth and success.

All reports of suspicious or inappropriate behavior with youth or teens or allegations of abuse will be taken seriously and investigated.

No form of abuse will be tolerated and any staff, volunteer, member, guest, teen or youth who is accused of abuse of a youth or teen will be immediately removed from the facility and prohibited from all YMCA property and activities for the duration of an investigation. If the investigation establishes that abuse is believed to have occurred, the staff member's employment or the volunteer's ability to volunteer will be immediately terminated. For all individuals found to have abused a teen or youth, they will be permanently prohibited from all YMCA property and activities.

The YMCA will both report to and fully cooperate with law enforcement and the Missouri Department of Social Services or Illinois Department of Children & Family Services and state licensing regulators regarding allegations of abuse which are made and require investigation.

Because the YMCA is dedicated to maintaining **zero tolerance for abuse**, it is imperative that every family member, staff or volunteer actively participates in the protection of youth and teens. In the event that staff or volunteers observe any suspicious or inappropriate behaviors and/or policy violations it is their personal responsibility to immediately report their observations. We encourage our families to be diligent in their observations as well in their communities to help ensure all families are protected. Please watch for information to assist in the awareness process and your ECE Director is always available to assist.

As professionals in contact with young children and their families, we at the Gateway Region

YMCA are mandated reporters required by law to report any suspected case to state officials of children or family situations of any possible abuse or neglect. If there is a situation you feel is concerning you may alert your ECE Director or utilize our anonymous reporting platform by completing the Concern/Complaint Report form on-line or call 855-347-0751 which is available 7 days a week 24 hours a day.

INDEMNITY AGREEMENT

I hereby waive any claim of liability and will hold harmless the Gateway Region YMCA, its officers, directors, trustees, agents, and employees for any bodily injury to me incurred while I am practicing for, or participating in, any contest or exhibition of an athletic nature sponsored by the YMCA. In addition, I understand that the YMCA is not responsible for my personal property nor is my YMCA membership transferable.

LICENSING REVIEW

The Gateway Region YMCA Early Childhood programs are state licensed through either the Missouri Department of Health and Senior Services, Child Care Division, (DHSS) of Illinois Department of Children and Family Services (DFCS) and must meet or exceed all state requirements identified for quality child care. In Missouri you may view your child care program site state compliance and inspection reports by going to www.dhss.mo.gov or for Illinois go to <https://sunshine.dcf.illinois.gov>.

NAPTIME

- Naptime ranges between 12:00 to 3:00 PM according to the classroom schedule.
- Your child(ren)'s cot items; blanket, sheet and pillow will be sent home every Friday to be laundered and should be returned on Monday.
- If children do not have appropriate bedding consistently they will be sent home.
- All children are required to rest quietly on their cot for 30 minutes.
- Quiet areas and activities are provided for "early risers" and "non-nappers".

NUTRITIONAL PROGRAM

- Your child(ren)'s daily nutritional needs are met through planned, balanced meals that follow USDA guidelines. Menus are posted weekly.
- If your child has a medical or religious nutritional need, we must have a statement explaining this need signed by your physician.
- Only staff may serve children due to Department of Health and Sanitation regulations, but we work on serving Family style.
- **PLEASE DO NOT BRING YOUR CHILD TO THE CENTER WITH FOOD, DRINKS, ETC. ONLY CENTER PREPARED FOOD IS ALLOWED TO BE SERVED.** The only deviation from this rule would be physician prescribed dietary needs, discussion with the director would be required prior to implementation
- All Early Childhood Centers make every effort to be "nut free"
- Teaching staff sit with the children during meal times. When children are ready, family style meal service is appropriate.
- At the Y, we commit that because children 4 years of age or younger are not recommended to have the following foods, we will not be serving the following foods at all in our centers to any children:
 - Hot Dogs/Corn Dogs
 - Nuts and seeds
 - Chunks of meat or cheese
 - Grapes
 - Hard or sticky candy
 - Popcorn
 - Chunks of peanut butter
 - Chunks of raw vegetables
 - Raw Carrots
 - Chewing gum
 - Fruits with skins

OUTDOOR PLAY

The Department of Health Child Care Services requires that children receive outdoor play opportunities each day weather permitting. All children will go outside. Please send your children with weather appropriate clothing. On cool/cold days, children will be required to wear jackets or coats (please mark all items with your child's name).

TEMPERATURE GUIDELINES FOR OUTDOOR PLAY

(Depending on heat index levels)

95° and Above Limited time, quiet activities

90° - 95° 10-15 Minutes

32° - 90° Unlimited time

20° - 32° 10-15 Minutes

10° - 20° 5 Minutes

10° and Below **DO NOT GO OUTSIDE**

If you feel your child's health does not permit them to go outside, your child is not healthy enough to be at the Early Child Care Education program at this time.

OUTSIDE AGENCY REQUESTS (exception Y approved Medical/Therapy)

To protect the privacy, confidentiality and safety of all children, the YMCA will NOT allow outside observations or information requests.

PHOTO/NEWS/TESTIMONIAL RELEASE

It is understood and agreed that the Gateway Region YMCA reserves the right to take and utilize pictures, likenesses, videos and testimonials of participants for promotional purposes including, but not limited to reports, publications, brochures, emails, our website and other social media. Families may opt out by providing in writing a desire to exclude children from above.

SCHOOL PICTURES

The YMCA Early Childhood Education program organizes school pictures. Please be on the lookout for notices within the newsletter and on information boards.

SEX OFFENDER REGISTRY

The Y is the nation's leading nonprofit strengthening communities through youth development, healthy living and social responsibility. Important to this effort is our ability to provide a safe and threat-free environment. For this reason, the Y monitors sexual offender registries. Persons on the list will not be eligible for Y membership, program participation, pick up privileges, volunteer or employment opportunities at the Gateway Region YMCA Association. **It will be required for all parents/guardians to be registered in our system. Please see your Center Director to have your picture and information logged into our Daxko system.**

SLEEP SAFE-INFANTS

To meet licensing guidelines and in conjunction with the American Academy of Pediatrics-infants will be placed on their backs for napping until they have reached their first birthday, there will be no exceptions. We also will not honor any request to cover a child's head. Cribs will only contain a tightly fitted sheet. We encourage you to bring a sleep sack for your child during their napping periods.

SUNSCREEN/BUG REPELLENT

- Application of sunscreen will require a completed authorization form. Parents will provide the child(s) sunscreen with their name written on the bottle. No aerosol cans are allowed.
- Bug repellent will not be applied at the center-Parents may apply prior to child arriving at the center

FAMILY PARTICIPATION

FUNDRAISERS

The YMCA Early Childhood Education program conducts annual FundRaising Events to add to and replace the many toys and materials needed to provide a rich learning environment for your child (ren). These fundraisers may also help with the YMCA Annual Campaign and Contributions to World Service. More information on the actual fundraisers will be posted on the center's bulletin boards and in your child's mailbox.

We welcome ideas, donations for raffles etc. We need volunteers to help with events. With parent involvement we will meet our goal each year. Be a part of our efforts to keep quality in our program for your child (ren) by participating in all our fundraising events.

ECE ADVISORY COMMITTEE

PAC/FAC meetings are conducted quarterly or it is up to the ECE location to hold additional meetings. The YMCA Early Childhood Education Program policies and procedures, growth area, concerns, fundraising and special family events are discussed at these meetings. This is an opportunity to make a difference in your child's Early Childhood Education program. Officers are elected annually.

FAMILY EVENTS

The YMCA Early Childhood Education program conducts monthly parent family meetings for a variety of reasons: Open House, PotLuck Suppers, Guest Speakers, Parent as Teacher Programs, Parent Conferences, Family Fun Night at the YMCA, and more.

VOLUNTEERS

All parents are encouraged to volunteer their time and services to our program on special occasions and special events, unfortunately not during regular school hours.