

# YMCA

## Child Care Programs

Before/After School and Summer Camp

# Parent Handbook

We build strong kids, strong families, and strong communities!

WOOSTER YMCA, 680 Woodland Ave. Wooster OH 44691  
SHREVE ELEMENTARY, 598 N. Market St. Shreve, OH 44676  
330.264.3131

CORNERSTONE ELEMENTARY, 101 W. Bowman St. Wooster, OH 44691  
330.264.3131

ORRVILLE YMCA, 1801 Smucker Rd., Orrville, OH 44667  
330.683.2153

GREEN LOCAL ELEMENTARY SCHOOL, Smithville, OH 44677  
330.683.2153

THE CREATIVE ACADEMY, 621 College Ave. Wooster, OH 44961  
330.262.1401



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Dear Parents,**

**At the YMCA of Wayne County Child Care Programs, we understand one of the most significant decisions you will make as a parent is choosing a childcare provider for your child. It is important to select a setting that supports your family's needs and provides you with peace of mind. The YMCA Of Wayne County offers a childcare program with families in mind and creates an environment where your child will thrive.**

**The YMCA of Wayne County Child Care Programs are proud to serve families with childcare needs. Our safe and supportive learning atmosphere will provide your child a place to pursue and obtain developmental milestones. Children will grow and develop social, emotional, and creative skills, as well as gross motor, fine motor and self-help skills. Our age appropriate curriculum, a large area of open space for gross motor play and caring, and dedicated staff will help your child reach their full potential.**

**In addition, we have some new policies regarding attendance, absences, and tuition. Please be sure to read the entire handbook and sign the agreement. This must be turned in with your child's enrollment packet by before their first day in the program.**

**We look forward to another great adventure together!**

**-YMCA of Wayne County Child Care Program Director and Staff**

### Philosophy and Goals

The philosophy and mission of the YMCA of Wayne County Child Care Programs is building strong kids, strong families, and strong communities while including its four core values of caring, honesty, respect, and responsibility to the following specific goals.

- To provide a safe and nurturing environment where children will be given opportunities to learn and grow at his/her own individual pace.
- To provide encouragement and support to families and their children.
- To model and to teach children as they are developmentally prepared to understand the importance of demonstrating the values of caring, honesty, respect, and responsibility.
- To provide learning opportunities and activities that will develop the spirit, mind, and body of each child.
- To offer a program that will encourage positive social interaction, exploration, and creative play.

### Licensing

YMCA of Wayne County Child Care Programs are licensed by the Ohio Department of Job and Family Services. The license is posted in all locations to be seen by all. The laws and rules governing licensure are available at the center. The center's licensing record including compliance report forms and evaluation forms from the health, building, and fire departments are available upon request from the Ohio Department of Job and Family Services. The current inspection report is posted in all locations with the state license. The Ohio Department of Job and Family Services has a toll-free number which may be used to report a suspected violation of the law and rules by the center.

### Days and Hours of Operation

The YMCA of Wayne County Child Care programs are open from Monday through Friday. Hours Vary by location. Please refer to the front cover for specific times.

### Teacher/Child Ratio

The following teacher-child ratio and small group sizes are mandated by state law: 1:18 for children who are eligible for enrollment in school, ages 5 to 14.

### Parent to Staff Relations

One of our main goals is to assist your child in the task of learning. As professionals, we try to plan activities and learning experiences that will encourage your child's skills and interests on an individual basis.

Parents/Guardians that have children enrolled in our program have the opportunity to come at any time and volunteer in any of the activities or field trips that we have planned. If you do plan to do so we do need a 24 hour advance notice of when it will be.

Parents/Guardians that have children enrolled in our program have the freedom to request a conference with a staff member whenever desired. We will set up a time to meet and discuss any thoughts/issues that the parent/guardian might have. Parents/Guardians also feel free to discuss these things at pick up/drop off.

As a staff member it helps to know if your child does not sleep well, was up late, complained of a tummy ache, or may just need a little TLC. Please do not hesitate to share your thoughts with us.

Our main form of communication throughout the day is our Procure App. This is an app that is required for you to have. On this app you will see when your child was signed in/out, any notes or pictures your child's teacher might post, and private messages they may send to you by the teacher.

From time to time your child's teacher may send a message on Procure to you describing a situation or an incident that s/he feels you should know about and/or would want you to know about. We feel that this is an important line of communication between parents and staff and that is mutually beneficial to maintain.

You and your child's teacher may communicate via PROCARE, Facebook, notes, email, or conferences. Your child's teacher will return communications when they are NOT in the class. Please notify your child's teacher immediately of any changes to your contact information. Failure to do so may result in your child being unable to attend until the information is received.

Communication with your child's teachers can be made at any time during program hours. If you send an email or a message on Procure to the teachers outside of program hours, they will respond to you once they are back at the program. We value our staff's time off and do not expect them to work off the clock.

### Parent to Director Relationships

The Director/Administrator of The YMCA of Wayne County Child Care Programs is responsible for the daily operation of the center, its programming, and its staff. Priority is given to maintaining the highest quality of childcare services for families. The Director/Administrator's office hours are posted at all locations and they are available during that time if you feel like chatting or if you wish to discuss a matter that concerns you and your child. You may also email the Director/Administrator anytime and they will get back to you as soon as they can. Your suggestions and comments are appreciated.

### Tuition and Fees/ Payments

A non-refundable registration fee is due for each child. The registration fee is considered to be part of the enrollment process from program to program and enrollment is not complete until the

registration fee is paid, and the necessary forms are completed. Before/After school and Summer Camp are two separate programs with separate registration fees.

**\*\*\*You will be required to enroll in the EZ Pay Authorization ACH credit. You will need to provide either a credit card or a checking account with a bank routing number. Your account will be charged on Friday every week for the following week's attendance. Enrollment may not begin until this information is secured on your account. Even if you receive ODJFS benefits, a payment method must be provided.\*\*\***

We accept the Ohio Department of Jobs and Family Services (ODJFS) payment as well. You may contact Wayne County Ohio ODJFS at 330-287-5800 for more assistance. Once approved, you will sign in with your phone number and a pin on the TAP-IN tablet. Depending on your case, you may be responsible for a weekly co-payment.

A written contract stating the payment policy and terms of enrollment will be reviewed and signed by the parents before the child's admission into the program. Parents who fail to pay due to insufficient funds or something of that matter will be given notice and payment must be made within three days. If payments are not made, you risk your child's spot in our program. Returned payments will have a fee of \$30, which will be added to your bill. An excessive number of returned payments will require a meeting with the director prior to rendering future childcare services.

## **POLICIES AND PROCEDURES**

### **Enrollment Policy**

The YMCA of Wayne County Child Care Programs admit children of any race, color, creed, religion, sex and nationality or ethnic origin.

For enrollments to be accepted and your child to attend, the student enrollment forms and registration fee must be completed and paid at least one week prior to your child's first day in the program. The major portion of this information is required by state regulations and must be kept on file at the center beginning with your child's first day.

**Children with Special Needs:** We strive to meet the needs of all students, regardless of disability or needs. Please advise the director and all staff if your child has special accommodations or needs. To the best of our ability we will meet all needs and provide care for disabilities. If your child requires a one on one teacher or aide, it is the responsibility of the parents to provide that aide.

### **Attendance Policy**

Students are required to attend at least once a week to hold their spot. ***If your child does not attend at least once a week, you will still be billed for one day.*** Payment is required on the day you return to the program. If you know that your child will be out for a period of time, you must submit either in writing or by email to the program director/administrator at least 2 weeks in advance. Failure to do so will result in still being charged.

### Arrival/Departure

It is imperative that your child be picked up on time in the evenings. There is a late fee assessed if you pick up late. There will be a \$ 10 charge for EACH child for the first 15 minutes after 6:00pm and then after 6:15 pm a fee of \$ 1.00 per minute will be charged. The fee will then be added to the next tuition payment

Parents or authorized adults when dropping off must walk to the classroom door. At PICKUP, children will only be released to an adult on the authorization list. Please notify us in advance, in writing, if your child will be picked up by an adult that is not listed on the authorization form. The staff will ask for identification if the adult is unfamiliar. All children must be signed out before leaving the program.

If there is a custody agreement affecting pick up/drop off times and/or who is picking up/dropping off, we must have a court order with signed documentation so that we can legally follow the agreement. If a custody agreement schedule is not followed, we will begin contacting guardians in the order that the custody agreement states.

### Absence Policy

The YMCA of Wayne County Child Care Programs does NOT have absent days without payment options. Anytime a child is sick weekly charges will remain the same. If the YMCA of Wayne County closes for a holiday, your payment will automatically be adjusted in the system for the number of days we are open.

If you know that your child will be out for a period of time, you must submit either in writing or by email to the program director/administrator at least two weeks in advance. Failure to do so will result in your account still being charged.

If your child becomes ill and you keep them home, please message the director through the Procure app, or by calling the location your child attends. All absences due to illness need to be recorded and noted in case of communicable diseases that can spread.

### Supervision and Child Guidance

The YMCA of Wayne County Child Care staff members assigned to supervise a child or group are responsible for the guidance and management of your child. We feel that our guidance is a joint effort in working with families to help develop their child's growth. The techniques used in managing the behavior of children will help them to process their feelings, recognize their consequences, discover alternative solutions and outcomes, and to develop internal self-control. This policy applies to all staff members of The YMCA of Wayne County Child Care Programs.

To assist the children in growth and development here at The YMCA of Wayne County Child Care Programs, the staff members will be committed to the following:

- Recognize, encourage and praise the children on a regular basis
- Use fair and consistent guidelines with simple instructions meeting the needs of the child's developmental age.
- Communicate clear directions and age-appropriate expectations.
- Allow for easy transition by notifying children of change several minutes prior to a new activity.
- Using positive and constructive words with the children, such as, "please drive the car on the carpet," (Rather than "don't drive the car on the wall").
- Encouraging the children at their level of development, to control their own behavior along with learning to share and cooperate with others.
- Helping the children feel successful while attempting a new task and providing options when a task may be too difficult.
- Protecting the children from abuse and neglect.

The staff members will do the following when a child's behavior is unacceptable.

- Redirect the child, talk with the child about the situation and give alternatives.
- The child may need to be separated from the activity and taken to the "cool down" area to help her sit down, or for safety purposes. Separation would be for a limited time and used to assist the child in self-control. This separation period would be considered a time-out or cool down. This time helps the child to get away from the situation that may be causing his/her difficulty.
- Talk with the child to help him/her understand the difference between "helpful" and "hurtful" behaviors or choices.

We will make every effort to work with parents of children having difficulty in childcare. Behavior of children which disrupts normal classroom group activities on a frequent or extended basis may indicate physical or emotional problems requiring the attention of a professional specialist. The teachers and/or Director/Administrator, with parental consent, will take the necessary steps to refer the child to a doctor, a mental health consultant, behavior specialist or other appropriate places for a professional evaluation.

The Student Rules and Expectations policy as well as the Disenrollment policy are part of this packet and must be reviewed and signed by parents and child.

### Child Guidance: Rules and Expectations

Students are expected to maintain self-control within the program setting. To ensure a safe and effective learning environment, classroom rules and behavioral expectations will be in place throughout the duration of the program.

The exercise of self-control, self-discipline, and self-direction is essential to a positive experience and success in the future. As with any organization, cooperation and the observance of the rights of others is essential if the goal of the organization is to be met. To this end each student must be responsible for his/her behavior and respect the rights of others. Most often, individual discipline issues are handled by the staff. If staff efforts are not successful in correcting behavior and the

teacher speaking to parents has not helped, the director/administrator of the program will call home to talk to parents about the child's behavior.

### Suspension/Expulsion Policy

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class, and the wellbeing of everyone in the program. Every effort will be made to correct a situation before a final decision is made (i.e. making a behavior plan, redirecting behaviors, providing choices, separating children who are not getting along or other interventions, meeting with parents and coming up with a plan together). Disenrollment may be a result of the following:

- Abuse of other children, staff, or property by child or parent/guardian.
- Continued violation of policies by child or parent/guardian.
- Disruptive or dangerous behavior by child or parent/guardian.
- The school's inability to meet the child's needs or the parent's/guardian's expectations.

This is a partial list and we reserve the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

### Recognizing Signs of Child Abuse

We do understand that children will sustain a variety of bumps and bruises as a result of "being a kid"; however, we ask that you let us know of any unusual injuries and/or accidents that occur at home.

The YMCA of Wayne County employees are required by law to report to the proper authorities any suspicions of child abuse and/or neglect.

All children must be properly restrained in a child seat at drop off/pick up according to OHIO STATE LAW. Children under age 8 and 80 lbs are required to be in a booster seat. If you pick up your child without proper restraints, we are required to report this as well.

Children must be properly dressed, for both the weather and for their size. If we suspect that a child is not being taken care of, dressed properly or seems neglected in any way, we are required to report this to the proper authorities.

### Care of Children Without Immunizations

We do accept children into our program that do not have immunizations. We do not treat the child any different however we do need to be notified if they aren't. This way, in the case of an outbreak, we are able to notify you.

### Americans with Disabilities Act (ADA)



It is the intent of the YMCA of Wayne County to include children with special needs in activities to the greatest extent possible. Recognizing limitations due to a child's special need is important and the YMCA of Wayne County Child Care Program will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodations. Please feel free to discuss any restrictions with the child care director.

### Outdoor Play

Children enrolled in the program will be given outdoor play time, weather permitting. If the weather is not suitable for outdoor play each group will have the opportunity to engage in large muscle play in the indoor gym area.

Outdoor play will be substituted with gym time if any of the following apply: rain with lightning or thunder; steady or hard rain; ice or sleet; temperature without wind chill that falls below 25 degrees or rises above 90 degrees; high humidity in combination with a high temperature; or any other reason that may make it unsuitable for outdoor play such as high wind, high pollen count for children with allergies, or other things in the weather forecast suggested by local news meteorologists.

The elements and/or temperature will be considered when length of outdoor time is given. It is very important that appropriate clothing is available so all the children may enjoy their time outside without being too cold or too hot.

### Meals and Snacks

The YMCA of Wayne County Child Care Programs provide breakfast between 7:30–8:30 am. An afternoon snack will be served around 3:00–4:00 pm. When we provide food to your child they are receiving  $\frac{1}{3}$  of the recommended daily deity allowance. In the event that your child attends a no school day, snow day, or any other day where your child is required to pack a lunch, there is a list of state requirements that must be followed. Please ask the program director/administrator if you would like a list of these requirements or have any questions.

### Food Supplements or Modified Diets

If your child requires a food supplement or modified diet, you must secure written information from your physician. Parents are required to bring in other alternatives of their choosing that meet the nutritional requirements.

Parents are required to provide lunches for all 'no school days' (vacation, snow days, spring break, etc.).

- Lunch must include one food from the meat (or meat alternative), dairy, and grain group, as well as two foods from the fruit/vegetable group.
- Snacks include a minimum of two out of the four basic food groups.
- Should your child require vitamins or a special diet, you must have a written prescription or statement signed by a licensed physician.

Parents should note that government nutrition recommendations are precisely that, recommendations. If your child has a medical, religious or cultural dietary need that necessitates deviation from this policy, it should be documented in the child's registration information. The Child Medical/Physical Care Plan (JFS 01236) forms are to be kept as part of the child's file. Substitute snacks will be offered by the site for medical, religious or cultural reasons. The current menus are posted in the classroom, and copies are available to parents upon request.

### Health Policy/Management of Communicable Disease

Many parents ask "How do I know if my child is well enough to go to school?" The following guidelines should assist you in making that decision.

1. The child should enjoy his/her day at school.
2. The child should not become over fatigued as the result of normal participation in class activities.
3. Your child should not be medicated to reduce their fever or medicated to mask other symptoms.
4. Will my child's presence spread germs to other children and/or is my child's resistance exceptionally low?
5. If your child has a communicable disease, the period of communicability must be over prior to return, in accordance with the communicable disease chart.

#### ***DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS:***

- Elevated temperature of 100°F or higher
- Unusual spots or rashes
- Severe coughing and/or whooping sound, causing the child to become red or blue in the face
- Difficult or rapid breathing
- Vomiting
- Diarrhea
- Yellowish skin or eyes
- Conjunctivitis
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Evidence of lice, scabies or other parasitic infestation

***YOUR CHILD WILL BE SENT HOME IF STAFF NOTICES ANY OF THE ABOVE SYMPTOMS.***

A child will be readmitted to childcare only under the following conditions:

- Child's temperature has returned to normal for a 24-hour period
- Child is free of any skin rash
- No vomiting or diarrhea for a 24-hour period
- Child has been properly treated for a lice infestation, pinkeye or other symptom
- A signed statement by a licensed physician indicating that the child is no longer contagious and can return to daycare

A notice will be posted at the parent communication board if your child has been exposed to a communicable disease.

### Isolation Policy

If the child shows any of the previously discussed symptoms while in the program, he or she will be removed from the group and held in the designated "isolation" area, which is the director's office, or an area separated from other students. The parent or authorized adult will be notified to pick up the child. If a parent cannot be contacted within thirty minutes, The YMCA of Wayne County Child Care Program will contact an alternate from the child's emergency form.

### Accident and Injury

All minor injuries will be treated by a person who has been trained in first aid, or treatment will be checked by a trained person in first aid. An incident report will be filled out and a copy will be given to the parent or guardian, as requested. The original will be kept on file. An incident/injury report will be completed when the following occurs:

- a. an illness, accident, or injury which required first aid treatment
- b. a bump or blow to the head
- c. emergency transportation
- d. an unusual or unexpected event which jeopardizes the safety of the children or staff, such as a child leaving the center unattended.

In the event that a staff member in charge feels the injury requires medical attention, the parent or guardian will be called. If the injury is serious, and the center has written consent, an emergency squad will be summoned, and the child will be transported to the hospital indicated on his/her records. A staff member and the child's records will accompany him/her to the hospital if the parents are not immediately available.

**Refusal for emergency transportation policy:**

If a parent/guardian refuses to sign for emergency transportation, our program reserves the right to deny services. If the center director/ and or administration feels the need to summon emergency personnel, we feel the need is justified.

### Safety Policy

Your child's safety and well-being are of utmost importance to every staff member here at The YMCA of Wayne County Child Care programs. Our policy consists of:

1. NO spray aerosols will be used when the children are present in the room.
2. NO child will be left alone or unattended. All children will be supervised.
3. Children WILL NOT be permitted to leave the classroom without a teacher to occupy them for any reason.
4. A group of six children, school age and older, may be engaged in safe activities without a teacher if: (1) the teacher can always see or hear the child and (2) the teacher's checks on the children periodically. K-3 is every 5 minutes, 4th and up is every 10 minutes
5. Parents are instructed as to the "Arrival and Release of a Child" procedure.
6. Fire drills are held monthly at varying times and a record of this is posted at the center where all licensing forms are posted.
7. Weather drills are held monthly during the months of March-September and a record of this is posted at the center where all licensing forms are posted.
8. Emergency Plans (General Emergency and Serious Incident, Injury or Illness Plans) are posted at each location. Fire and Weather alert plans are posted in the at every location near the entrance to the
9. The center staff always has immediate access to a working telephone (either classroom phones or cell phones).
10. The indoor and outdoor environments of the center are designated as NON-SMOKING areas in their entirety. There will be NO SMOKING permitted inside or outdoors on property housing YMCA Child Care Programs. On occasion if there is someone smoking, they will be asked to put out the cigarette or leave the premises entirely.

The program will be closed if there is a Level 2 weather hazard warning in Wayne County and/or if the facility would lose electricity for more than 1 hour.

### Administration of Medication

Parents must fill out the "administration of medication" paperwork for any medication brought into the program. You can request this form for the Program Director/Administrator.

All medications must be used at home first and then given to a staff member upon arrival at the center to be stored in a safe place away from children. Medications may NOT be stored in bags brought in by parents.

For the administration of medication, a prescription is needed showing the child's name, a current date (not more than 12 months old), exact dosage to be given, specific number of doses to be given daily and the methods of administration. Labels which order "to be given as needed," must be accompanied by written instructions from the parent or doctor. In addition to this, an "administration of medication" form must be completed and signed by the parent. Staff members are required to record the appropriate information on the form each time they administer the medication.

Non-prescriptions, fever reducing medication that DOES NOT contain aspirin or non-prescription cough or cold medication that DO NOT contain codeine can be administered when written instructions from the parent contain the name of the medication, name and birth date of the child, parent signature, and current date. The medicine must be in its original container with the original label attached and may not be given more than THREE DAYS. All medications are required to be used at home first, to ensure no allergic reactions. Dosages administered by the center shall not exceed

the manufacturer's recommended dosages listed by the label, based on the child's weight and age. If medication states to consult a physician, a physician is required to sign an ADMINISTRATION OF MEDICATION FORM before the center will administer the medication.

Non-prescription topical ointments, creams and lotions may be applied when written instructions from the parent include the name of the product, the parents' signature, and current date. Written instructions will be valid for not more than TWELVE MONTHS. When used for skin irritations, the ointment will not be used for more than 14 consecutive days.

Only staff trained by the parent or certified medical professional can administer special procedures and medications.

School age children with special health conditions such as asthma may be permitted to carry their own medication if it would be needed for emergency purposes upon the approval of the director and the knowledge of the staff member in charge. We DO NOT have any Epi-Pens or Inhalers on hand.

### Transportation Policy

Anytime there is a field trip scheduled the following rules will apply:

- Each child will need a separate field trip form for each location visited.
- When riding the bus, all bus rules will apply. Children will need to wear their seatbelt. Children will need to stay in their seats until the bus comes to a complete stop. Children are to remain quiet when crossing the railroad tracks. There will be no yelling on the bus.
- All children will follow the individual rules given by each location visited.
- If our field trip requires us to walk to the location, each child will use the buddy system and head counts will be done regularly.

### Water Activities/Swimming

Anytime there is a water activity or swimming time the following rules will apply:

- Each child will need their own permission for water that is 18" or deeper.
- Children will be allowed to participate in all water activities and swimming with permission slips.
- Children will be supervised at all times while using water and/or swimming.
- Sunscreen will be used when swimming or doing water activities outside.

### School Delays/Closings

The YMCA of Wayne County Child Care programs reserve the right to close the center in the event of severe weather, emergency repairs, or any situation that might endanger the safety of your child and/or staff members.

- School closings - we offer all day care at the Orrville and Wooster YMCA branches.
- School delays mean the program's open time is at the discretion of the program Administrator. Please check all forms of communication for updates.

**Delays/Closings will be announced and communicated through the Procure app, and on the programs Facebook page.**

**Our planned days of closure are as follows:**

**New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day.**

**The center will also be closed for teacher in-service. Each year the center will close 1-2 days for in-service hours which are required by state laws. These days will be announced with notice for families to find care for those days.**

### **Withdrawal Policy**

**To withdraw a child from the program, a one-week written notice must be given to the Director/Administrator. If you choose to pull your child before the one week, you will still be charged for one week.**

**If you do not withdraw from the program with notice your account will still be charged. If your child is on JFS and has not attended for 3 weeks, after the 20 allotted absent days, you will be automatically removed from the program and have to go through the enrolment process again.**

### **Disenrollment Violations**

**Students are not permitted to have weapons, toy weapons, lighters, matches or any other item which could cause or imply physical harm to students. Please note other rules that could result in discipline:**

- 1. Contributing to and encouraging disruptive behavior, including but not limited to fighting**
- 2. Creating a disturbance**
- 3. Disobedience, disrespect, and/or insubordination (not complying with a reasonable request) to adults**
- 4. Intentional, negligent, or careless damaging of school property, another student's property, or school personnel's/visitor's private property (this includes graffiti anywhere inside or outside the building)**
- 5. Use or display of vulgar language, gestures, pictures, gang-related activities, violence, or sexually suggestive materials to other students, visitors/volunteers, or employees (includes note-writing)**
- 6. Theft**
- 7. Leaving assigned location without permission**
- 8. Throwing of food, liquids or unauthorized objects in the building or on school grounds (includes spitting)**
- 9. Possession, transmission, or use of weapons such as guns, knives, explosives, chains, or other tools which might be considered capable of inflicting harm to another person**
- 10. Hazing or sexual harassment**

The foregoing acts of misconduct are prohibited on all school property, school functions and activities, and on or off school property if such acts affect the operation of the school. In the event of negligent or willful property damage, reimbursement shall be borne by the student and his/her parent or guardian.

- **Inappropriate Materials for School**

In addition to the above-mentioned items, it is important that students leave any materials that could cause harm, (or things that could be perceived to cause harm to others), at home. An example of this would be materials such as chemicals, toy weapons, or “fake drugs”. Students who bring these types of items to the program will receive disciplinary consequences. Toys your child values should not be brought to school, as we cannot accept responsibility for items that are broken or stolen. Toy knives or sharp objects will be confiscated by the teacher and may be picked up at the end of the day by a parent or guardian.

- **Anti-Harassment**

It is a violation of program rules, and often of law, for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or communication, derogatory language, or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the staff. All reports shall be kept confidential and will be investigated as soon as possible.

- **Anti-Bullying/Hazing**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another student more than once and the behavior causes mental or physical harm to the students and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent, or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communication devices are inconsistent with the educational process and are always prohibited. No employee of the program shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No student may plan, encourage, or engage in any hazing and/or bullying.

- **Cyber Bullying**

Cyber Bullying involves comments made via the use of cell phones, computer email and or social media accounts. We suggest that parents limit access to these types of technology. If students are found to be harassing students which then cause issues to carry over to the program, there will be disciplinary consequences.

## Issue Resolution for Parents

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found.

- 1) Child's Teacher/Staff
- 2) Program Director
- 3) Branch Director
- 4) YMCA of Wayne County CEO

Employees with concerns are asked to follow the same chain of command, starting with the administrator.

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems before they grow into bigger problems. Staff fully realize that you are trusting us with your child(ren), and we want our relationship to be a good one.

## Curriculum

Building a Primary Classroom is the curriculum we have chosen for The YMCA of Wayne County Child Care Programs. Building a Primary Classroom is built on theories of development in young children, which all children learn through active exploration of their environment and therefore the environment plays a critical role in learning. The goal is to help children become independent, self-confident, inquisitive, and enthusiastic learners by actively exploring their environment.

The curriculum identifies goals in all areas of development: Social/Emotional, Cognitive, Physical, and Language. The planned activities for the children, the organization of the environment, the selection of toys and materials, planning the daily schedule and interacting with the children, are all designed to accomplish the goals and objectives of the curriculum and give your child a successful year in school. Building a Primary Classroom shows teachers how to integrate learning in literacy, math, science, social studies, the arts, and technology throughout the day. It also gives the teacher a wide range of teaching strategies; from child-initiated learning, to teacher-directed approaches to best respond to children's learning styles, strengths, and interests.

The staff at The YMCA of Wayne County Child Care Program builds the curriculum for students using different interest areas or centers:

- Blocks
- Table Toys
- Art
- Play dough
- Library
- Music & Movement
- Tablets
- Outdoors
- Science

The richer the environment, the more concrete opportunities there are for children to learn by interacting with materials and people. The teacher's role is to create an environment inviting children to observe, to be active, to make choices, and to experiment.



Our staff post pictures on our electronic bulletin board, helping families see what goes on at the program and what your child(ren) are learning. Please join the bulletin board to check out your child's photos.

### **Changes of Information**

Please notify the childcare director immediately of any change in the following:

- residential address
- employment
- telephone number
- doctor/dentist information
- new allergies
- new persons to add to the pickup list

This information is vital in case of any emergency.

### **Screenings and Assessments**

At the beginning of each program we will ask parents to fill out a Developmental and Educational Goal paper. With this paper we will be able to help track and record developmental milestones of your child and help them learn and grow in areas where they struggle. We take weekly observations of your child and discuss with you what we have observed. This is a required form for your child's program to maintain all star ratings your program may hold.

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## Parent and Child Handbook Agreement

I \_\_\_\_\_ agree to the terms and policies, including financial responsibility.  
(Parent/Legal Guardian Name, Please Print)

I \_\_\_\_\_ understand disenrollment policy and I will follow rules and expectations at the program.  
(Child's Name, Please Print)

\_\_\_\_\_  
(Parent/Legal Guardian Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Child's Signature) \_\_\_\_\_ (Date)

(Please sign this page and return to The YMCA of Wayne County with enrollment packet and registration fee. Thank you!)