



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DANCING, PLAYING, SHARING ACTIVE LEARNING AT IT'S BEST



SHERIDAN COUNTY YMCA Child Care and Pre-school

LAUGH, LEARN & GROW

The Y understands the need in our community for quality childcare and pre-school programming. Our goal is to provide curriculum and staff that increase the potential of each child to succeed by enhancing their overall development and increasing their effectiveness in coping with future responsibilities and settings.

Our program is designed to provide a fun atmosphere where your child will feel loved and valued. We, as caregivers appreciate the difficult job of parenting and wish to partner with you to ensure that your youngster has

the opportunity to develop to their greatest potential. We have an open-door policy at the Sheridan County YMCA Childcare. Parents are encouraged to visit and are welcome at all times – no appointment needed.

HOURS OF OPERATION

Operating hours are from 7:30 a.m. to 6:00 p.m., Monday through Friday. Staff arrives prior to 7:30 a.m. to put away toys cleaned the prior night and prepare the center for the day – please be considerate of this time. No early arrivals please.

SCHEDULING

Each child is required to have a set schedule. Each child must have a signed contract that will state only the days that the child will be attending childcare. Schedule change requests can be submitted to the Childcare Director. The request will be evaluated and the parent will be informed if there is space available during the times requested. Because we are not equipped to be a drop-in facility, we have a two sign-in and two sign-out maximum each scheduled day. This means that parents can pick up children for appointments and then return the child to our center for the remainder of the day.

REGISTRATION AND SUPPLIES FEE

When enrolling a \$35/ per child supplies fee is required, in addition to a \$135 non-refundable deposit. Every January a \$35 supply fee will be added to your bill. These monies cover all the soft goods and extra activities in the Childcare – wipes, dish soap, hand soap, craft supplies, snacks, field trips, ice cream, etc. All field trips with the exception of charges for the summer movie series will be covered in this annual charge.

TUITION

A statement reflecting your account balance will be placed in your child's locker on a weekly basis. We bill a week in advance. Therefore, credit days will be applied on the next week's billing statement. Your payment must be made at the Front Welcome Center of the Y or the drop box in our Childcare Center. Please do not leave

cash payment in the drop box. One payment a month is expected. If your account has not been paid, your child will not be allowed to attend at the YMCA Childcare. Unpaid balances and bills exceeding over \$500.00 will result in dis-enrollment. A set attendance schedule that is consistent from one week to the next is required. A fee will be assessed for this schedule as described in the table below. The days that a child is scheduled will determine the charge – there are some variances in charges for vacation and sick days described in further detail below.

Scheduled Days per Week	Weekly Charge	Rate per day
5 full days	\$135	\$27
4 full days	\$120	\$30
3 full days	\$96	\$32
2 full days	\$64	\$32
1 full day	\$32	\$32

Scheduled Days per Week	Weekly Charge	Rate per day
5 half days	\$110	\$22
4 half days	\$92	\$23
3 half days	\$72	\$24
2 half days	\$48	\$24

A half day is considered to be 5 hours or less. A full day will be anything more than 5 hours. Because the combination of full days and half days is an option, fees will be figured on an individual basis.

VACATION HOLDING FEES AND SICK DAY CHARGES

At the Y we find it important to provide constant support for families

while still maintaining a safe, quality child care center. As part of this mission, we are offering families "credit days" that can be used by families to cover the cost of either sick or vacation days during regularly scheduled times. Parents must notify us by 9am to receive credit for a sick day and 24 hrs notice for a vacation hold. After all of your credits are used, a reduced daily rate will be billed to cover the costs of ensuring quality staff during your set schedule. Because children attend on different schedules, we have created a "day credit" allocation scale that aims to account for the correlation between the set amount of days your child is scheduled to attend the program weekly and the probability of absence due to sickness and vacation.

***ANNUAL SICK/VACATION CREDITS**

5 days per week= 6 credit days for the first year your child attends the center, 8 credit days per year after attending one consecutive year in the program, 10 credit attending two consecutive years

3-4 days per week= 4 credit days for the first year your child attends the center/ 6 credit days per year, after attending one consecutive year in the program

2 days per week= 2 credit days for the first year your child attends the center/ 4 credit days per year, after attending one consecutive year in the program

Once all of your credits have been applied for the year, payment for missed scheduled days will be as follows:

Sick days= ½ of daily rate

Vacation days= **\$8.00 per day

*We reserve the right to alter these credits due to schedule changes throughout the year.

** To qualify for this rate, you must give at least one week's notice. The vacation holding fee ensures that your child's childcare position is reserved. This policy includes summer months.

SIGN IN AND OUT PROCEDURE

Parents are required to sign their children in and out using the form at the desk in the entryway. The paper sign-in form is used for roll call in emergencies – it is very important to remember to sign-in and sign-out your child on the paper.

If someone other than the child's custodial parents or guardian will be picking up the child from the Center, prior authorization, in writing, must be given. The parent or guardian is the only person who can authorize the Center to release the child to another individual. The parent or guardian should provide the names of at least two other adults who have permission to pick up the child in case of an emergency. The authorization is given on the enrollment form and should be periodically updated in writing.

The YMCA Childcare will ask for proper identification before releasing a child to someone other than his/ her custodial parent or legal guardian. A photo ID is required.

AFTER HOUR CHARGES

A CHARGE OF \$5.00 IS ASSESSED FOR ALL LATE PICKUPS. (It is considered late if the child is still in the center at 6:05 pm). In addition to this late fee, you will also be billed \$2.50 per child for every 5 minutes or any portion of 5 minutes that you are late. Consistent lateness will be cause to terminate child enrollment.

MEDICATION

Our primary concern when administering medications is the safety and optimal health of every child. We have detailed procedures in place to ensure that your child receives the proper dosage of medication. All medications (both prescription and over-the-counter) must be signed in on our medication form. All medication is stored in a secured area inaccessible to children. A certified staff member in the center will administer your child's medication. The administration of medication will always be witnessed by another staff member and recorded by our staff on the medication form. If your child has been given any medication before arriving to the Childcare Center, please notify staff immediately. This will protect the child from possible double dosing or the possibility of a reaction.

ILLNESS ABSENCE

If your child is under the weather and will be absent, please notify us. At times activities are delayed until all the children arrive – your call helps us stay on track. If your child is ill (particularly if it is contagious) notification of the nature of the illness is required and a doctor's note is needed before your

child can return. If your child is prescribed medicine, the medicine needs to be in your child's system for 24 hours before your child can return to the Center. This allows us to alert other parents of the potential ailments that are circulating. Please help us uphold our requirement as a licensed Childcare Center to notify parents of all potential exposure to contagious diseases. This is done through a notice posted on the doors at the Center.

HEPA Standards

Our Y has adopted the national Healthy Eating and Physical Activity Standards. As part of this initiative we have made a commitment to serving only fresh produce and healthy snacks and meals served family-style (with staff joining the children at tables for the snack).

We also have reduced the amount of screen time that children have during our program times. For the pre-school/child care program we will watch one hour of a movie each Friday afternoon. The last component of the HEPA standards that we have incorporated is a section of our program devoted to vigorous physical activity and outdoor time. Our staff is striving to get kids to actively participate in games and activities that increase their heart rate.

ILLNESS AT CENTER

Children who are ill with a contagious disease or fever may not attend the Center. If your child becomes ill while attending the Center, we will call you and your child needs to be picked up.

The Center Director will determine if a child is too ill to remain at the Center.

Any child experiencing the following symptoms will be sent home, as required by Wyoming State guidelines:

- ✓ A fever of 101 degrees or higher
- ✓ Contagious skin or eye infection
- ✓ Diarrhea three times in the course of two hours
- ✓ Vomiting
- ✓ Profuse bodily discharge of any kind

If your child is sent home due to illness, he/she must be free of any of the above symptoms for at least 24 hours before returning to the Center. If on antibiotics, you cannot return for 24 hours after first dose. Please notify staff if your child has experienced any side effects from their medicine.

PERSONAL BELONGINGS

The YMCA Childcare Center cannot assume responsibility for loss or damage to any personal possessions children bring into the Center. It is distressing to children to misplace or lose belongings and sometimes difficult for the teacher to identify the owner. Therefore, children are encouraged to leave toys, food, money, pets, gum, and candy at home. Please help your child understand why it is not wise to bring toys or other objects that they may not wish to share with the group. However, it is acceptable for a child to bring a blanket, special soft toy, or stuffed animal at rest time as long as it is marked with child's name.

CLOTHING

We require that all children bring a complete set of extra clothing in case

of spills. All clothing needs to be marked with your child's name. We cannot be responsible for unmarked clothing.

Children should come dressed for action! We recommend washable, comfortable play clothes that are easy for the children to manage. Tennis shoes or other soft-soled shoes are the safest, where as sandals, snow boots or hard-heeled boots can lead to injuries. Children can leave a pair of tennis shoes in their locker for use at the center. Please provide your child with weather appropriate clothing and shoes.

LOST AND FOUND

If your child is missing anything, please inquire at the Center as soon as possible. It is much easier to return a lost item if it is labeled with the owner's name. Remember to label everything. Unclaimed items are given to charity after a reasonable period of time.

HIRING STAFF TO BABYSIT

On occasion, parents ask our staff to baby-sit. The Y does not authorize or take responsibility for any service that the YMCA employees may provide outside of the YMCA premises or program. The YMCA Executive Director must approve exceptions in writing.

REST TIME

All children who spend a full day with us will be required to have down time. Children are expected to sleep or lie down and rest quietly. This allows those who need to sleep the opportunity to do so. Children will be

provided with a blanket and cot for rest time.

POOL POLICY

One of the opportunities offered to the preschool class is an open pool time when enough staff is provided. A signed swimming release must be on file in order for the child to participate, and that the child **must** also be potty trained. A ratio of one adult for every four children in the pool will be observed.

TRANSPORTATION POLICY

A signed transportation release must be on file in order for a child to participate in an activity not on YMCA property. Due to the location of the YMCA, the children and staff can walk to Kendrick Park, the Whitney Commons and the Library. The Childcare Center occasionally takes field trips in which a school bus may be necessary. The bus will be driven by a certified YMCA bus driver and is equipped with individual restraint belts. Children will be given a YMCA T-shirt to wear over their clothes for easy identification.

ACCIDENT PROCEDURE

You will be informed by phone or in person of all accidents that occur. If treatment requires your immediate attention you will be asked to pick up your child to get necessary medical advice.

In situations we deem to be life threatening we will call 911 to begin emergency treatment. We will then call parents to alert them of the situation and advise them of where they need to

go to be with their child. For any accident that occurs while your child is in our care, a complete report is filled out and requires your signature upon picking up your child.

BITING

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

When a child does bite, the following procedure will occur:

- ✓ The child receiving the bite will be comforted and the bite area cleaned to prevent infection. An incident report will be filled out and the child's parent notified.
- ✓ The biting child will be redirected to appropriate activities. His/her parents will be notified, and the incident report placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration for the child. The director will discuss the incident with the child's parents to determine ways to redirect the behavior. The child will be closely supervised.
- ✓ Most children stop biting soon after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from

the center, either for a short period or permanently.

BATHROOM TIME

When your child is enrolled, we ask that you complete a Child's Personal Record and inform us of your child's toilet habits. Your child **must** be toilet trained in order for him/her to move into our Preschool group. If your child is not yet toilet-trained, you need to supply us with disposable diapers or pull-ups.

Parents are often anxious for their child to begin toilet learning. Close and frequent communication is promoted between parents and our teachers in order to keep the child's developmental needs as a primary concern. When you feel that your child is ready to be toilet-trained, please discuss this with us. We will work with you through this important transition.

As a child gets older, toilet learning becomes a consideration in our program. To the best of our ability, we support the toilet learning routine that parents use at home. The manner of which toilet learning is conducted can have a tremendous impact on a child's development. It should be a positive experience with lots of encouragement for doing well. Toilet learning requires consistency and patience, and can only be effective when a child is ready. Our teachers are aware of and look for indicators that a child is ready to learn to use the toilet. Each child's readiness for toilet learning must be the key that begins this process.

PROGRESSIVE GUIDANCE (DISCIPLINE)

The Sheridan County YMCA believes that all children should experience success. We strive for a classroom setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. In this atmosphere, most behavioral issues are prevented.

However, if behavior issues occur, our philosophy is to help children learn human values and problem solving skills and take responsibility for their choices. The YMCA staff has the right to pull any child out of an activity if negative behaviors continue. The Y will use the following guidelines and techniques:

- I. Ignoring: A child sometimes has negative behavior to get attention. The behavior can be stopped when the child does not get the attention desired. We will use this technique unless safety is an issue.
- II. Redirection/ Distraction: We offer alternatives to children engaged in undesirable behavior by presenting a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.
- III. Verbal Intervention: The teacher explains to the child the inappropriate behavior and shows him/her the appropriate way to handle the situation with words.

- IV. Logical Consequences: The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the child is engaged in.
- V. Take a Break: The child is separated from the group to allow him/her to relax and calm down, and to help him/her not be influenced by peers. The child will have access to activities and will be supervised while in Take a Break. The child may return to the group as soon as the negative behavior stops or is significantly reduced. If Take a Break occurs two or more times in one day the child's parents will be notified.

If these positive guidance techniques are not working effectively and inappropriate behavior persists, the YMCA will use the following progressive procedures:

- I. We will observe and record the child's inappropriate behavior and what we have done to try to change the behavior.
- II. Parents will be asked to participate in a parent/teacher conference in which a specific action plan will be developed to address the behavior. The action plan will outline all steps the staff will take to try to change the behavior, all steps the parent's will take, and the

step toward disenrollment if the behavior persists.

- III. Our staff may suggest outside resources to parents and will work with any outside resources for further guidance in responding to the child's behavior.
- IV. If the inappropriate behavior continues, the parent(s) will be asked to keep the child home for a day or two.
- V. If the behavior continues after the child is kept home for several occasions, the Y will request that the parent(s) disenroll the child.

The Y may disenroll immediately any child whose behavior creates a significant risk of harm to the health or safety of other children or staff, without following the guidance steps outlined above.

The Y does not permit the following forms of discipline: corporal punishment; punishing a child for lapses in toilet-training habits; withholding food, light, warmth, clothing, or medical care; ridicule, embarrassment, or humiliation; and physical restraint, other than the restraint necessary to protect a child or others from harm.

HOLIDAY CLOSURES

Closure dates are as follows:

Christmas, New Years,
Thanksgiving, July 4th, Memorial
Day, Labor Day, Rodeo Friday &
one-week maintenance closure

(middle of August). There may also be some closures on other days before or after the holiday.

For all closures, reminders will be posted on the Center doors prior to the closure date.

EMERGENCY PLANS FOR Y CHILDCARE

Earthquake and Tornado: The children will be taken to the Ladies' locker room at the Y.

Flood: The children will be taken to the 2nd Floor of the Y.

Blizzard: The children will remain in the Childcare Center at the Y.

UNEXPECTED CLOSURES

If the YMCA Childcare's environment is unsuitable for the care of the children (due to situations such as lack of power or heat) several steps will be taken by the Y to notify parents as soon as possible. As with public school closings there will be announcements made **on the radio**.

Please tune into one of the following stations if there is a potential for such an occurrence – 1410AM KWYO, 93.7FM KYTI, or 930AM KROE.

Alternately, parents can also call in to the Y and ask the desk staff if there is a closing. The Back Member Service Desk phone number is 672-7916 – this station is staffed starting at 5:00am and there is no automated answering system connected to this specific line. If this number is not

answered the phone lines are not functioning which is indicative of a power outage. Childcare staff will also post signage on the Childcare entrance stating the reason for the closure. If it appears that the closure will last longer than a day, you will receive a call from the Childcare Director.

DISENROLLING YOUR CHILD

To dis-enroll, we ask that you provide us with as much advance notice as possible. Please include the reason for dis-enrolling.

The Y reserves the right to dis-enroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Occasionally dis-enrollment occurs when a parent or child's needs cannot be met. Refusal or inability to follow the YMCA's policies may also result in dis-enrollment.

CHECKLIST FOR THE 1ST DAY

The following forms need to be filled out prior to the parent leaving:

Paper work packet

- ✓ \$35/ per child supplies fee is required, in addition to a \$135 non-refundable deposit
- ✓ Health/immunization record
- ✓ At least one change of clothes, just in case. Label EVERYTHING!
- ✓ An appointment to discuss your child's needs and have a more thorough field trip of the facility