



Beaver County YMCA

Child Care Programs

Parent Handbook





Welcome to the Beaver County YMCA Child Care Center. We hope that you and your children will benefit from the services provided by our program.

The Beaver County YMCA Child Care Center sites provide care for children in settings that are safe and secure. We provide opportunities for mental, physical, and social growth. We strive to support and strengthen family relationships and provide a sense of community with other families. The YMCA Child Care Center is a non-profit organization which is licensed by the Department of Public Welfare. Licensing regulations are available at each of our sites for review.

Should you have any questions regarding the information outlined in this handbook, please contact Teresa Hamilton, Child Care Director, at (724) 847-2200 or by email at thamilton.ymca@gmail.com.

SUBJECT Nondiscrimination in Services
To: Parents/Guardians and Child Care Children
From: Teresa Hamilton
Child Care Director
Beaver County YMCA

Admissions, the provision of services, and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any parent or child who believes they have been discriminated against may file a complaint with any of the following:

- **Beaver County YMCA**
2236 Third Avenue
New Brighton, PA 15066
- **Department of Public Welfare**
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105
- **U.S. Department of Health and Human Services**
Office of Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111
- **Bureau of Equal Opportunity**
Department of Public Welfare
Western Field Office
301 Fifth Avenue, Suite 410, Piatt Place
Pittsburgh, PA 15222
- **PA Human Relations Commission**
Eleventh Floor
Pittsburgh State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222

DISCIPLINE

Discipline will be administered in a firm but positive manner. A stimulating environment with scheduled activities shall be provided to prevent behavior problems. Being aware of the problem and redirection should eliminate any need for discipline; however, a "time out" or a "cool down" area will be used if needed. During this time, the teacher will talk with the child and when ready, the child will return to the group. Older children may have special privileges taken away as a form of discipline.

If a child behaves in such a way that is uncontrollable, causing harm to self, other children, staff, or property, the YMCA Child Care staff will take the following steps:

1. Document all situations and types of behavior involving the child for two weeks, alerting the parent either by phone or in person each time a situation occurs.
2. If no improvement is seen in behavior, the Director and/or Assistant Director will schedule a meeting with the parent to discuss behaviors and steps to improve them.
3. A behavior modification plan will be used to encourage the child improve the behavior.
4. If no change in behavior is seen after two weeks, the child will be terminated from the program.

We strive to provide a safe, secure environment for both children and staff. The following behaviors are not acceptable:

- Verbal attacks toward other children and staff.
- Fighting with other children and staff.
- Swearing, kicking, hitting, spitting, biting, and stealing.
- Destroying property belonging to the YMCA or to another child.

PERSONAL ITEMS

Please do not send personal items, toys, games, electronics, or phones to the Child Care Center. There are many items at the Center, and the Center will not be held responsible for the damages caused to or loss of items brought from home.



POTTY TRAINING

We are happy to partner with you to help you potty train your child. We ask that your child wear clothing with an elastic waistband when potty training. This will enable your child to experience greater success while potty training. Snaps, zippers, onesies/bodysuits, and buttons are often challenging for little fingers. We will regularly have your child try to use the potty while potty training. You will find these times documented on your child's daily sheet. We will be consistent with potty training, and we ask that you use the same consistency at home. A partnership works best when all partners work together to achieve a common goal. We consider a child to be completely potty trained when they are capable of telling the child care providers that they need to use the bathroom, and when they can use the bathroom independently. Children who are 37 months of age need to be completely potty trained in order to be moved into the preschool classroom. Children who are not completely potty trained at 37 months will remain in the Older Toddler Classroom until they are completely potty trained. The Older Toddler rates will apply until a child moves into the Preschool Classroom. A child with a physician's note stating that they are not capable of potty training will be transferred to the Preschool Classroom when they reach 37 months of age.



HEALTH POLICY

1. Each child enrolled in the program must have a completed health form, including immunization records, on file at the YMCA Child Care Center.
2. A child who is ill will not be permitted to stay in the Child Care Center.
3. Any child with an infectious or contagious virus or disease (i.e., conjunctivitis, measles, mumps, chickenpox, tuberculosis, viral flu, impetigo, etc.) shall not attend the Child Care program.
4. Any child who becomes ill (i.e., fever of 101 or higher, vomiting or diarrhea two times or that comes out of a diaper, unexplained rash, etc.) at the Child Care Center and/or is suspected of having an infectious virus or communicable disease shall be separated from the other children until a parent, guardian, or other authorized pick-up person comes for them. An ill child must be picked up within an hour of notification. In the event that the child is preschool-age or younger, they may not return to the Child Care Center for a minimum of **24 hours** from the time they are picked up or until the illness has been cured or diagnosed by a physician or authorized health professional as not being infectious or contagious. A school-age child may return to the Child Care Center once the illness has been cured or has been diagnosed by a physician or authorized health professional as not being infectious or contagious.
5. Any child attending the Child Care Center must be able to participate in regularly scheduled activities.
6. If medication is to be given to a child, all medication (prescription and non-prescription) must be in the original container. Medication is given to a Child Care Center staff member. All medications must be clearly labeled with the child's name. Prescriptions must have the pharmacy label with administration instructions printed on it, and it must contain the child's name. A medication log must be completed by the parent/guardian. Staff administering the medication will chart the dosage and time given. The Child Care Center will maintain records of medications given.
7. All medications that need to be administered twice a day must be administered at home.
8. Child Care staff may refuse to admit a child to the Child Care Center if the child is suspected of having any infectious or contagious illness.



EMERGENCY PROCEDURES

In the event of an emergency inside of the Child Care Center, whereas there is an accident or injury to a child in care, the following procedure will be followed:

- The Child Care Director, Assistant Director, or Group Supervisor will accompany the child to an Emergency Treatment Facility with the child's file and emergency contact data.
- Office personnel or other designated staff member will make every attempt to contact the parent/guardian or other emergency contacts to inform them of the injury.
- During this time, the overstaffed areas of the Child Care Center will be called upon to adequately staff the group where the incident took place to assure compliance of ratios in this area.

In the event of an emergency outside of the Child Care Center, whereas there is an accident or injury to a child in care, the following procedures will be followed:

- The Group Supervisor who is with the child will call 911 for an ambulance transport.
- The Child Care Center will also be called. Office personnel or other designated staff member will make every attempt to contact the parent/guardian or other emergency contacts to inform them of the injury.
- An available staff person from the Child Care Center will immediately go to the outside area to supervise the group of children where the injury took place.
- The Group Supervisor will accompany the injured child to the Emergency Treatment Facility with the child's file and emergency contact data.

PRACTITIONER REQUIREMENTS

Employee requirements meet or exceed the Department of Public Welfare (DPW) requirements, and staff/child ratios are maintained and meet or exceed DPW regulations. All employees are required to have background clearances through Childline Verification, the Pennsylvania State Police, and the Federal Bureau of Investigation in order to comply with DPW regulations. Two letters of reference are kept on file for each Child Care staff member. Practitioners are also required to have bi-yearly health appraisals and a Mantoux tuberculosis test as a condition of their employment. The YMCA requires all Child Care practitioners to be certified in CPR. First Aid Certification is required by the DPW. Six hours of additional training is also required each year. All practitioners are annually trained in Water Safety, Fire Safety, and Child Abuse Prevention.

BABYSITTING

YMCA staff shall not socialize with children enrolled in YMCA programs outside of approved YMCA activities, including babysitting or transporting children. Immediate disciplinary action will be taken by the YMCA toward YMCA staff if a violation is discovered. **PLEASE DO NOT ASK STAFF TO BABYSIT!**

PROGRAMS

In order to meet the needs of the children in our care, we offer a daily program of activities that include:

- **LARGE GROUP ACTIVITIES:** Circle time, games, music, dance, swimming (New Brighton only), developmental gym, and other structured activities which promote social skills.
- **SMALL GROUP ACTIVITIES:** Manipulative, matching games, and learning centers to promote development of fine motor skills, intellectual skills, and independence.
- **EDUCATIONAL ACTIVITIES:** Academic skills will be developed by doing developmentally appropriate activities to teach about shapes, colors, health and nutrition, math and reading readiness, social studies, science, and more. School-Age programs offer a designated time each day for homework supervision.
- **ART ACTIVITIES:** Drawing, cutting, painting, etc. and exploration of the imagination to assist in promoting fine motor skills and creative abilities.
- **RECREATIONAL ACTIVITIES:** Structured and unstructured large and small group activities which promote gross motor and overall physical development.

REGISTRATION

Children entering the center must be properly enrolled by the Director or authorized office personnel. A pre-admission visit should be scheduled so you and your child have a chance to see the center before your child begins. A meeting between parents and staff should take place at this time. The proper forms, fees, and scheduling will be discussed.

Each child enrolled in the Beaver County YMCA Child Care Center will be granted a complimentary Youth Membership.

Parents will complete an Emergency Contact/Registration form and an agreement which contains fee information. You will be given a form entitled "Child Health Report", which your child's pediatrician or registered nurse must complete. This form is due within 60 days of enrollment and must be updated according to the child's age. The Lead Teacher in your child's classroom will inform you when your child's next health assessment is due. We are unable to provide care if an age-appropriate health assessment is not on file within the designated timeframe.

The YMCA participates in the Child and Adult Care Food Program (CACFP), which reimburses the YMCA for meals served to your child(ren). You must complete the CACFP paperwork (included in the enrollment packet) before your child care service begins. Any family believing they have been discriminated against in any USDA-related activity should write to the following address: The Secretary of Agriculture, 1400 Independence Avenue, S.W., Washington, DC 20250.

A non-refundable registration fee of \$25.00 per child is required upon enrollment. If you withdraw from the program and re-enroll at a later date, you are required to pay

another registration fee. The registration fee is waived for members of the Beaver County YMCA.

Registration forms will be updated twice per year. Updates on all forms are required by the DPW every six months.

HOLIDAYS

Beaver County YMCA Child Care Centers will observe and be closed for the following holidays, unless otherwise stated: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The center will close one hour early (at 5:00 p.m.) on Christmas Eve and New Year's Eve.

PAYMENT PROCEDURES

1. The following schedules are available for care:
 - a. Three, four, or five full days (over five hours)
 - b. Three, four, or five half days (up to five hours)
2. If your child is registered for less than five days per week, please give the Director a copy of your schedule so that we know which days to expect your child. This information is helpful when scheduling staff.
3. Payments must be made weekly no later than the first day of service for the week.
4. If a family falls one week behind on payments, a reminder will be sent. If a family falls two weeks behind on payments, payment in full must be made in order to return to care the following week. Families receiving assistance from the CCIS office will not receive a payment reminder, as the CCIS office requires a telephone call from the YMCA when payment has not been made.
5. Scheduled YMCA holidays will be prorated. Vacations must be communicated to the Director (in writing or via email) at least 30 days in advance in order for the fee to be waived for the time of the vacation. You are responsible for the weekly fee regardless of your child's attendance, unless other arrangements have been approved by the Director.
6. All accounts must be at zero or carry a credit on the last service day of the year. Care will not be provided the first service day of the new year if a balance is owed. This overrides items #3 and #4.
7. A copy of the signed payment procedures will be kept in your child(ren)'s file(s).

AUTHORIZATION TO PICK UP CHILD

For the child's protection, only persons authorized in writing by the parents may pick up a child from the center. We must have your written consent on the agreement form in order for your child to be released. Please inform the person picking up your child that photo identification (driver's license, etc.) will be asked of them until staff members are able to identify them by sight.

A **VERBAL REQUEST FOR RELEASE OF CHILD** form will be completed to document a verbal request by a parent for the release of a child to a person(s) not indicated on the agreement.

LATE PICKUP POLICY

The center closes at 6:00 p.m. each day (Monday through Friday). If you arrive to pick up your child between 6:01 and 6:05 p.m., a \$5 late pickup fee will be applied to your account. For each additional five minutes, you will be charged \$10. In the event that we are not able to reach someone to pick up your child by 6:30 p.m., the local police department will be contacted. Late pick-up fees must be paid before the child can be dropped off for care on his/her next scheduled day.

WHAT TO BRING

PLEASE LABEL ALL ITEMS BROUGHT FROM HOME WITH YOUR CHILD'S NAME OR INITIALS.

INFANTS: Formula or breast milk, lunch, extra clothes, blankets, bibs, diapers, wipes, diaper cream (if needed) and pacifier (if used). Please contact Infant Lead Teacher for more specific information.

YOUNGER AND OLDER TODDLERS: Lunch and drink, extra clothes, blanket and small pillow, diapers/pull-ups, wipes, diaper cream (if needed), pacifier (if used). Older toddlers also need a towel, swimsuit, and swim diapers (if not potty-trained) if swimming.

PRESCHOOL/KINDERGARTEN: Lunch and drink, extra clothes, swimsuit and towel, lightweight blanket, and small pillow.

SCHOOL AGE: Lunch and drink (when not in school)

Younger and Older Toddlers will take naps and/or have a rest time after lunch. Blankets from home are requested. The center will provide a cot and sheet for each child.

Preschool children will take naps and/or have a rest time after lunch. Lightweight blankets from home are requested. The center will provide a mat or cot for each child. All blankets must be taken home at least once per month for laundering.

Children will also need to bring a lunch with a drink each day. Upon arrival, please give your child's lunch to a staff member in your child's room so it may be refrigerated from time of arrival until lunch time. Please do not leave your child's lunch in his/her backpack or cubby. A microwave is available to the staff in each room for heating children's food. Lunches need to be brought daily. With the exception of the Infant and Young Toddler Rooms, we do not have adequate space to store food for individual children.

PARENT STATEMENT OF UNDERSTANDING

I have reviewed the Parent Handbook and acknowledge that it is my responsibility to review the handbook and comply with the policies. If I have questions regarding a specific area of content, a YMCA staff member will clarify for me.

Parent Name (printed): _____

Parent Signature: _____

Date: _____