



Beaver County YMCA  
Child Care Program  
Parent Handbook

We are a Keystone STARS Facility.



Child Care Department

(724) 891 – 8439

[childcaresdirector@beavercountyymca.org](mailto:childcaresdirector@beavercountyymca.org)



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 provides care for children in a setting that is 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 Human Service. Licensing regulations are available at our site for review.

The Beaver County YMCA program operates in accordance with Pennsylvania's Office of Child Development and Early Learning's inclusion policy. Inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging, membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports (2009).

We are a Keystone STARS facility. Please ask the director for more information about our star level.

Should you have any questions regarding the information outlined in this handbook, please contact our Child Care Department, at (724) 891 – 8439 x 314 or by email at [childcaaredirector@beavercountymca.org](mailto:childcaaredirector@beavercountymca.org).

**SUBJECT:** Nondiscrimination in Services

**To:** Parents and Child Care Children

**From:**

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, curriculum modification, the provision of aides, alternative service delivery locations, and inclusionary classroom strategies. 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 Human Services  
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 19105-9111
- Bureau of Equal Opportunity  
Department of Public Welfare  
Western Field Office  
301 Fifth Ave, Suite 410, Piatt Place  
Pittsburgh, PA 15222
- PA Human Relations Commission  
Eleventh Floor  
Pittsburgh State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222

## 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. If your child requires an IEP or IFSP please bring that information with you to this meeting.

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 at 6 months of age, 1 year, and every year after that. The Lead Teacher in your child's classroom will inform you when your child's health assessment is due. We are unable to provide care if an age-appropriate health assessment is not on file within the designated timeframe. At the time of registration, parents will also complete the Ages and Stages assessment for their child. Your child's classroom teacher will use the completed Ages and Stages Assessment as well as your child's IEP or IFSP (if applicable) to create lesson plans and a classroom structure that is appropriate for your child.

The YMCA participates in the Child and Adult Care Food Program (CACFP), which reimburses the YMCA for meals served to your child (children). 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.

Emergency contact and registration forms will be updated twice per year in accordance with the DHS.

## 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, 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.
- 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

## Holidays and Closures

Beaver County YMCA Child Care Center will observe and be closed for the following holidays, unless otherwise stated and those holiday weeks will be prorated:

- New Year's Day, Good Friday, Memorial Day, Independence Day Observed, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day.

The Center will close one hour early (5:00 PM) on the following holiday:

- New Year's Eve

The Child Care Center will also be closed the Friday before Memorial Day and Labor Day for Teacher In-Service Training.

## Time Off Policy

Families will receive ten days of time off to be used throughout the year for illness or vacation. Extended time off past the ten days will result in a \$50 per week holding fee. This is to ensure a space is available upon return.

Time off must be communicated to the Director (in writing or via email) in advance in order for the fee to be waived for the time off.

You are responsible for the weekly fee regardless of your child's attendance, unless other arrangements have been approved by the Director.

## Payment Procedures

1. The following schedules are available for care:
  - Three, four, or five full days
2. If your child is registered for less than five days per week, a schedule is required one week in advance to ensure we are staffed accordingly.
3. Payments must be set up to automatically draft.
4. If a family falls more than one week behind on payments, payment in full must be made in order to return to care the following week. Families receiving assistance will not receive a payment reminder, as the CCIS office requires a telephone call from the YMCA when payment has not been made.

## 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.

## 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 verbal agreement.

## **Late Pick Up Policy**

The center closes at 6:00 PM each day (Monday through Friday). If you arrive to pick up your child between 6:01 and 6:05 PM, a \$5 late pick up 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 PM, 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.

## **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. A partnership works best when all partners work together to complete a goal. We will follow a consistent potty training schedule, and we ask that you use the same consistency at home. You will find your child's potty times documented in our software. We also ask that your child wear clothing with an elastic waistband while potty training in our care. 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 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 potty trained in order to be moved to 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

(Note: The Beaver County YMCA program uses the Caring for Our Children Website <https://nrckids.org/CFOC> to establish all policies and procedures)

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, chicken pox, tuberculosis, viral flu, impetigo, etc.) shall not attend the Child Care program.
4. Any child who becomes ill (including but not limited to: fever of 100.4 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. 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.
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 only) 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 the 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 Child Care 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 Human Services (DHS) requirements, and staff/child ratios are maintained and meet or exceed DHS regulations. All employees are required to have background clearances through Childline Verification, the Pennsylvania State Police, and the Federal Bureau of Investigation and NSOR Registry in order to comply with DHS 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 DHS requires all Child Care practitioners to be certified in CPR and First Aid. Six hours of additional training is also required each year. All practitioners are annually trained in Water Safety, Fire Safety, and Child Abuse Prevention.

## **Child Care Classroom Transitions**

When students are ready to transition to the next classroom, a transition letter will be sent home as to when the transition will take place. Along with the transition letter, parents will receive, a list of developmental milestones for their child and an Ages and Stages Questionnaire to be filled out by the parents and returned back for the child's file. Once the ages and stages questionnaire has been received by the Child Care Director your child (children) will begin visiting their respective classroom for scheduled activities such as playtime, nap, and snack. This is done to encourage the child to begin feeling comfortable in their new classroom.

### **Assessments**

The children will be assessed twice a year with a Child Service Report (CSR). The CSR will outline the strengths of the child, the next developmental milestones for the child, and ways that you can help your child at home. These reports are completed by your child's classroom teacher and will be reviewed with the parent upon completion.

### **Discipline**

In accordance to PA OCDELS guiding principles, the YMCA has established developmentally appropriate social-emotional and behavioral health promotion practices, and discipline and intervention procedures.

The YMCA will create a positive climate and focus on prevention; develop clear, appropriate, and consistent expectations and consequences to address disruptive student behaviors; and ensure fairness, equity, and continuous improvement.

Given the substantial developmental and experiential differences among children birth through age five, our program pays distinct attention to the developmental appropriateness of both behavioral expectations and consequences for challenging behavior. Children's desired behavior will be met with praise and challenging behavior will be met with developmentally appropriate and consistent consequences.

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.

If these behaviors occur the following steps will be taken:

1. Three verbal warnings will be given to the child (children) involved.
2. If the behavior continues after the child (children) has been given three warnings the "Thinking Spot" area will be used if needed. During this time,

the child will sit and reflect for a designated time based on age level (2 year old = 2minutes), once the designated time passes the child (when ready) and the teacher will talk with the child and return the child to the group.

If the child's behavior doesn't improve or worsens harmful to others and/or them self, 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 Child Care Director will schedule a meeting with the parent(s) and the classroom teacher to discuss behaviors and to create a behavior modification plan.
3. A behavior modification plan will be used to encourage the child to improve the behavior.

Once the behavior modification plan has been implemented,

4. If no improvement is seen in behavior after four weeks, the classroom teacher(s) will again begin documenting the observed situations and behavior involving the child. The child's parent(s) will be contacted either by phone or in person each time a situation occurs.
5. The Child Care Director will again schedule a meeting with the parent(s) and the classroom teacher to discuss behaviors, to create a behavior modification plan and to discuss alternative methods of meeting the child's needs.

These practices and procedures are clearly communicated to all staff, families, and community partners, and implemented consistently and without bias or discrimination.

## What to Bring

Please label **ALL ITEMS** brought from home with your child's name or initials.

Children will 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 Room, we do not have adequate space to store food for individual children.

Infants: Formula or breastmilk, lunch, extra clothes, blanket, diapers, wipes, diaper cream (if needed), and pacifier (if used). Please contact the Infant Lead Teacher for more specific information.

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

Younger Toddlers: Lunch and drink, extra clothes, diapers/pull-ups, wipes, diaper cream (if needed), pacifier (if used).

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

Preschool: Lunch and drink, extra clothes, swimsuit and towel.

Pre-K: Lunch and drink, extra clothes, swimsuit and towel.

## **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.

Child's Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Get Ready for School!

Please use these checklists to make sure your child is ready for school each day.



Infant Classroom	Young Toddler Classroom
<ul style="list-style-type: none"> <li>• Schedule Information Sheet</li> <li>• Diapers</li> <li>• Wipes</li> <li>• Bottles (One Per Feeding + One More "Just in Case")</li> <li>• Formula/Breast Milk</li> <li>• 2 Full Changes of Clothes</li> <li>• Pacifier (If Used)</li> </ul>	<ul style="list-style-type: none"> <li>• Diapers</li> <li>• Wipes</li> <li>• 2 Sippy Cups (One for Water and One for Milk)</li> <li>• Daily Lunch (Packed in Disposable Containers Only)</li> <li>• Pacifier If Used</li> <li>• A Change of Clothes</li> </ul>
Older Toddler Classroom	Preschool Classrooms
<ul style="list-style-type: none"> <li>• Diapers</li> <li>• Wipes</li> <li>• Water Bottle</li> <li>• Daily Lunch (Packed in Disposable Containers Only)</li> <li>• Pacifier If Used</li> <li>• A Change of Clothes</li> </ul> <p>** On Swim Days a swimsuit, towel, and swim diaper if not fully toilet trained</p>	<ul style="list-style-type: none"> <li>• Daily Lunch (Packed in Disposable Containers Only)</li> <li>• A Change of Clothes</li> <li>• Water Bottle</li> </ul> <p>** On Swim Days a swimsuit, towel, and swim diaper if not fully toilet trained</p>

Every student must bring a school bag daily to assist with sending home soiled clothing and/or supplies. Suggestions for a school bag are: a disposable single use bag such as a paper grocery bag (plastic bags are not permitted), a 100% wipe able backpack, or other wipeable bag such as a reusable shopping tote.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY