



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# MEMORIES WAITING TO HAPPEN

Beaver County YMCA Childcare Program Parent Handbook  
Updated on January 3, 2022





## **Contact Information**

### **Childcare Department**

Childcare Director: Erin Mott

Phone: (724)891-8439 ext. 314

Email: [childcaaredirector@beavercountymca.org](mailto:childcaaredirector@beavercountymca.org)

Assistant Childcare Director: Cassandra Bitts

Phone: (724) 891-8439 ext. 331

Email: [assistantchildcaaredirector@beavercountymca.org](mailto:assistantchildcaaredirector@beavercountymca.org)

School Aged Childcare Director: Megan Bever

Phone: (724) 891-8439 ext. 310

Email: [schoolagechildcare@beavercountymca.org](mailto:schoolagechildcare@beavercountymca.org)

Childcare Billing and Registration: Chasity Smith

Phone: (724) 891 – 8439 ext. 312

Email: [officemanager@beavercountymca.org](mailto:officemanager@beavercountymca.org)



## **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).

## **Nondiscrimination in Services**

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:

- 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
- Department of Human Services  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
PO Box 2675  
Harrisburg, PA 17105
- PA Human Relations Commission  
Eleventh Floor  
Pittsburgh State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222



## **Welcome to the Beaver County YMCA Childcare Center!**

The Beaver County YMCA Childcare Center is a non-profit organization which is licensed by The Department of Human Services (DHS). For more information regarding our licensing regulations, please visit [dhs.pa.gov](http://dhs.pa.gov). These regulations are also available on our website at [www.beavercountyymca.org](http://www.beavercountyymca.org).

We operate in accordance with Pennsylvania's Office of Child Development and Early Learning (OCDEL). They provide us with the most up-to-date policies and guidelines to effectively operate. For more information about OCDEL, please visit their website at [www.pakeys.org](http://www.pakeys.org).

Our childcare facility is rated as a Star 2 facility within Keystone STARS Pennsylvania's Quality Rating and Improvement System (QRIS). This means that we meet three core principles in operating a successful childcare program.

### **Keystone STARS Guiding Principles**

- A whole child approach to education is essential to meeting the holistic and individual needs of each and every child and family.
- Knowledgeable and responsive early care and education professionals are essential to the development of children and the support of families.
- Building and sustaining ongoing positive relationships among children, families, early care and education professionals and community stakeholders is essential for the growth and development of every child.



## **Programs**

In order to meet the needs of the children in our care, we offer a daily program of activities that include a variety of activities to meet the developmental needs of the whole child.

- Cognitive Development and General Knowledge - As children develop cognitively, they gain the ability to process thoughts, pay attention, develop memories, understand their surroundings, express creativity, as well as to make, implement, and accomplish plans. These academic skills are developed by implementing developmentally appropriate activities.
- Language and Communication – This domain includes alphabets, oral communication, basic sign language, phonemic awareness, and written language. Activities are planned to help foster communication at every age group from Birth to the Pre-Kindergarten Years.
- Social and Emotional Development – During large group activities, children are encouraged to interact with their peers while participating in games, dance, music, and other structured activities. Emotional development is promoted by encouraging children to resolve conflict and work as a team.
- Motor Development – Motor development includes both gross and fine motor skills practiced by recreational activities, small group activities, and art activities.
- Physical Health – Exercise and the appropriate diet is key. We foster this by providing children in our care opportunities to learn about what it means to be healthy. These opportunities include programs put on by the Y, such as Y Runners, Kids in the Kitchen, and swim lessons.
- Approaches to Learning – We encourage children in our care to problem solve in order to independently complete life skills and tasks. Examples of this include learning how to use zippers, wash hands, and use the potty.

The Beaver County YMCA Childcare Center creates programs and activities to help meet the needs of any child with an IEP or IFSP. However, we are unable to accommodate one on one care for your child.



## **Registration**

Children enrolling in the center must be properly enrolled by the Director or authorized office personnel.

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 to members of the YMCA.

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

At time of enrollment, a meeting between the enrolling family and director staff should take place. During this meeting, the staff and family will go over the paperwork required to begin care. This includes:

- Child Service Agreement
- Emergency Contact Form
- Child Health Assessment – Must be completed at 6 months, 1 year, and annually after that. We are unable to provide care if an age-appropriate health assessment is not on file within the designated timeframe.
- Ages and Stages Parent Questionnaire
- Getting To Know You Sheet
- Infant Care Sheet if applicable
- Parent Statement of Understanding\
- Child and Adult Food Care Program (CACFP) Paperwork

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



## **Payment Procedures**

**All questions regarding billing and registration should be directed to Chasity Smith, Office Manager, at [officemanager@beavercountymca.org](mailto:officemanager@beavercountymca.org) or by calling (724)891-8439 ext. 312**

### Rates

\*Effective January 3, 2022

#### **Infants (weekly)**

3 full days \$129

4 full days \$152

5 full days \$178

#### **Older Toddlers (weekly)**

3 full days \$112

4 full days \$144

5 full days \$168

#### **Young Toddlers (weekly)**

3 full days \$120

4 full days \$146

5 full days \$173

#### **Preschool 3 & 4 and PreK (weekly)**

3 full days \$108

4 full days \$143

5 full days \$168

Parents and families must be set up to automatically draft.

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.

Children are required to keep their set schedule, unless approved by director staff.

Unless given at minimum at two weeks' notice in writing, families will be charged for days missed. For exceptions to this policy, please contact the Childcare Director or Assistant Childcare Director.

Families will not be charged for days the center is closed due to holidays or other unexpected closings.

Rates are subject to change after annual review of services.



## **Policies and Procedures**

### **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:

- Good Friday, 04/15/2022
- Memorial Day, 05/30/2022
- Independence Day, 07/04/2022
- Labor Day, 09/05/2022
- Thanksgiving Day, 11/24/2022
- Friday after Thanksgiving, 11/25/2022
- Christmas Eve observed, 12/23/2022
- Christmas Day observed, 12/26/2022
- New Year's Day observed, 01/02/2023

The Child Care Center will also be closed the Friday before Memorial Day (05/27/2022) and the Friday before Labor Day (09/02/2022) for Teacher In-Service Training.

### **Time Off Policy**

Time off must be communicated to the Director (in writing or via email) at minimum two weeks in advance in order for the daily fee to be removed from your account during absences.

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

### **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.





### 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.

### 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.

### Personal Items

The Beaver County YMCA Childcare Center will not be held responsible for the damages caused to or loss of items brought from home.



## Potty Training

It is important for parents to understand the need for all children to be potty trained.

Your adherence to this policy helps ensure a positive first school experience for your child and the other children in their class. You must agree to the following for your child to be accepted into our Preschool 4 or Pre-Kindergarten programs.

### **Your potty-trained child ...**

- Will tell the teacher he/she needs to go the bathroom.
- Is able to go to the bathroom (both urinating and bowel movements) on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself), putting clothing back on, flushing the toilet, and washing and drying his/her hands.
- Is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day, for example, before or after meals, and before going out to the playground, etc.).
- Will not be in diapers or pull-ups at all, including nap time. He/she must be in regular underwear.

We do understand that accidents happen; however, we do not consider a child to be potty trained if accidents occur frequently.



## 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)

- Each child enrolled in the program must have a completed health form, including immunization records, on file at the YMCA Child Care Center. If you are choosing to not vaccinate or vaccinate at a slower rate an exemption form must be submitted.
- A child who is ill will not be permitted to stay in the Child Care Center.
- 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.
- 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.
- Any child attending the Child Care Center must be able to participate in regularly scheduled activities.
- The Beaver County YMCA will only administer medication if topical or deemed lifesaving. 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.
- All medications that need to be administered twice a day must be administered at home.
- 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.



## Covid – 19 Policies

Our childcare facility follows all state mandates in regards to Covid -19 and mask wearing in our center. For the most up to date information regarding our Covid-19 procedures, please see “Parent Board” located inside of our childcare center.

## 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.

## 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.



## Discipline and Behavior Management

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.

### 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:

- Three verbal warnings will be given to the child (children) involved.
- 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 behaviors occur three or more times in the same day, the child (children) family will be called and child will be sent home.

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. 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 center reserves the right to terminate care of the child (children)

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

The Beaver County YMCA reserves the right to terminate care if behavior is deemed unsafe.



## **Daycare Preparation**

### **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.

A microwave is available to the staff in each room for heating children's food. Lunches need to be brought daily.

#### **Infants:**

- Formula or breastmilk already prepared in bottles
- All food with the exception of infant cereal and afternoon snack once child is 6 months old
- Extra clothes
- Diapers, wipes, and diaper cream
- Pacifier (if used)

#### **Younger Toddlers:**

- Lunch
- 2 Sippy Cups (1 for Milk and 1 for Water)
- Extra clothing
- Diapers, wipes, and diaper cream

#### **Older Toddlers:**

- Lunch
- Water Bottle
- Extra clothing
- Diapers and wipes

#### **Preschool 3, Preschool 4, and Pre-Kindergarten**

- Lunch
- Water Bottle
- Extra clothing
- Diapers, wipes, and diaper cream (if needed)
- FRIDAY ONLY – Swimsuit, towel, and swim diaper if not potty-trained



## **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: \_\_\_\_\_