



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

LEARNING THROUGH DOING

**2020 Child Care Parent Handbook
STEVENS POINT AREA YMCA
NAC Accredited
5 Star Quality Rated Program
State Licensed**



Updated 05/26/2020

A Child's Plea – original author unknown

Today I did my math and science.
I toasted breads, I halved and quartered, counted, and used my eyes, ears, and hands.
I added and subtracted on the way.
I used my magnets, blocks and memory tray.
I learned about a rainbow and how to weigh.
So please don't say-
'ANYTHING IN YOUR BAG TODAY?'

You see. I'm, sharing as I play, to learn to listen and speak clearly when I talk, to wait my turn and when inside to walk.
To put my words into a phrase, to find my name and write it down.
To do it with a smile and not a frown,
To put my pasting brush away. So please don't say-
'WHAT NOTHING IN YOUR BAG TODAY?'

I learned about a snail and a worm.
Remembered how to take my turn.
Helped a friend when he was stuck.
Learned that water runs off a duck.
Looked up words from left to right.
Agreed to differ, not to fight.
So please don't say-
'DID YOU ONLY PLAY TODAY?'

Yes, I played the whole day through.
I played to learn the things I do.
I speak a problem, find a clue
And work out for myself just what I do.
My teacher's set the scene, and stay near-by to help me when I really try.
They are there to pose the problems, and to help me think.
I hope they will keep me floating and never let me sink.
All of this is in my head and not in my bag. It makes me sad to hear you say-
'HAVEN'T YOU DONE ANYTHING TODAY?'

When you attend your meeting today and do your work I will remember not to say to you-
'WHAT NOTHING IN YOUR BAG? WHAT DID YOU DO TODAY?'



YMCA Mission:

To put Christian principles into practice by promoting youth, adult and family activities that build a healthy spirit, mind and body for all.

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WELCOME

Thank you for choosing the YMCA for your child. We are dedicated to providing a well-supervised, safe, quality and positive childcare experience for children ages six weeks to six years. Our program provides a cooperative effort between staff and parents to promote family and the YMCA values.

YMCA Staff have the capacity, creativity, and imagination to respond to the complex needs of families today. Through our YMCA childcare programs, we are acting on our commitment to build strong kids, strong families, and strong communities.

We have met exemplary standards for a childcare program providing early care and education for young children by achieving NAC accreditation.

The Stevens Point Area YMCA is a non-profit, charitable organization that is dedicated to the development of the whole person: spirit, mind, and body. No child is denied membership or participation due to financial need.

PROGRAM GOALS

- To support and respect your family values.
- To act as an extension to your family with caring, positive role models.
- To provide a safe, encouraging environment in which children thrive.
- To help children reach their fullest potential through creative and developmentally appropriate learning techniques.
- To develop and practice virtues, and values.

HOURS OF OPERATION

Monday through Friday from 6:30 am to 5:30 pm

Our facility is closed for the following:

| | |
|-------------------------|-----------------------------------|
| New Year's Day | Friday after Thanksgiving (11/27) |
| March 22-26 (no charge) | Christmas Eve |
| Memorial Day | Christmas Day |
| Labor Day | New Year's Eve |
| Thanksgiving Day | New Year's Day 2021 |

When the Child Care Center is closed, we will still charge the child's regular weekly rate.

PARENT INVOLVEMENT

We believe that in order to have a successful program, parent involvement is an important component. We encourage visits by parents during the course of each day. Parents may visit at any time without prior notice and are welcome to play and participate with their child in their child's environment. Prior to the first day of attendance families are encouraged to visit the classroom to become comfortable with the environment.

All families will receive a tour and orientation prior to your child's first day of attendance.

Parent teacher conferences are held twice a year in November and May. The classroom teacher will communicate the dates.

CURRICULUM

We follow the Creative Curriculum and Wisconsin Model Early Learning Standards to provide a developmentally appropriate learning environment.

SCHEDULE

A daily schedule is posted in each classroom outlining how your child will spend the course of his/her day. The YMCA Child Care Program schedule varies by the age and ability of the child and may include:

- **Large Group Activities:** Children are encouraged to interact in a large group, take turns, participate individually and allow others to participate with them.
- **Small Group Activities:** Children are assisted in developing particular skills. Those skills include counting, tracing, balancing, hand-eye coordination, color and shape identification, games and more.
- **Story Time:** Children are exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary and to develop listening skills.
- **Academic Achievement:** Children are provided with activities that stimulate learning.
- **Meal/Snack Time:** Children will be encouraged to learn group cooperation, language development, personal discipline, social interaction, nutrition and to try a variety of different foods.
- **Self-Care:** Children in all programs are encouraged to practice personal hygiene.
- **Clean-Up:** Children are encouraged to respect and participate in the care of their environment.
- **Values:** The YMCA core values of caring, honesty, responsibility, and respect are reinforced in all activities and built into all lessons.

ACTIVITIES

YMCA Child Care activities provide each child with age-appropriate experiences which:

- Encourage **self-esteem and positive self-image development**. Activities include warm staff and child interactions, challenging developmental materials, consistent daily routine, interesting and diverse activities, positive adult/child and child/child communication and stressing that each child is valued for individual achievements.
- Encourage **social interaction**. Program activities include creative play, group time, mealtime interaction, community programs and field trips, planned family activities, teacher-directed activities and music, songs, and finger plays.
- Encourage **self-expression and communication skills**. Activities for Child Care participants include group story time, acting out stories and plays, making books and tapes readily available, show-and-tell, creative play experiences, and other teacher-directed activities.
- Foster **creative expression**. Activities include providing creative art materials and play equipment, using constructive toys, exposure to fine arts and using community resources.
- Encourage **physical development**. Large muscle development includes activities like swimming, climbing, group activities, sports, Adventure Alley, playground equipment and offering classes at YMCA facilities. Small muscle development is enhanced with the use of puzzles, beads, finger plays, and more.



NUTRITION

We will be providing a nutritious breakfast and lunch. Under Wisconsin State Licensing requirements, children must have one portion each of fruit, vegetables, grain, protein and milk: or two fruits or two vegetables, one grain, protein and milk for the mid-day meal. A nutritious snack of 2 of the following four groups, milk, meat, fruit, vegetable or grain will be provided in the afternoon.

Children are welcome to bring a special treat for snack on their birthday or when they are

star of the week. All foods must be prepared in a state inspected kitchen (this means no homemade food). We also request that you do not bring in foods with nuts including peanuts and peanut butter.

For any special diets, including milk alternatives, a special needs form must be completed by parents and signed by a physician and updated yearly. Our center may only serve soy or lactose free milk as an alternative, which must be brought in by the family. The following do not work as milk alternatives:

- Flavored (ex: vanilla, chocolate, strawberry)
- Almond milk
- Rice milk
- Coconut milk

BREASTFEEDING

- Breastfeeding Mothers - A lactation room is provided for breastfeeding or to express milk in our down stairs women's locker room.
- Refrigerator - A refrigerator is available in each classroom for all milk. Parents must label (name and date) all containers.
- We will be aware of the child's pick up time and will work with the parents to give them the opportunity to feed the children at pick up.
- All staff are trained on how to handle milk properly.
- Breastfeeding information is displayed in the classrooms.

CHILD GUIDANCE

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive teaching techniques as specified under DCF 25 1 Licensing Rules for Group Child Care Centers. In the event that behavior requires discipline, we show guidance through:

- Enhancing the child's self-image.
- Applying teachable moments.
- Guiding children to learn self-control, choose alternatives, identify feelings and develop an understanding and respect for others.
- Enlisting the cooperation of the child and parents to solve problems.
- Communicating regularly with families regarding behavior concerns.

Additional information can be found in the YMCA Child Care Policy Handbook that is available at the parent table.

HOLIDAY CELEBRATIONS

We recognize that each child belongs to a unique cultural background rich with family traditions. We would like to share each family's traditions and ask that you help us in planning celebrations that respect your heritage.

FIELD TRIPS

- Field trips will be taken to enhance the curriculum.
- Parents will receive advance notice of any trips to be taken by the program and any additional fees.
- Permission slips must be signed and returned for each trip.
- Parents are invited to accompany children and teachers on field trips. A background check will be completed.

QUIET TIME/NAP TIME

In compliance with the State Division of Children and Family Services, all children under 5 years old will have a minimum of one half hour per day quiet or nap time.

SUPPLIES

Child Care participants should keep the following items on hand:

- Labeled child size sleeping bag for children one year and older.
- Labeled sleep sacks or swaddlers for children under one year old. We do not allow blankets in the cribs.
- Labeled change of clothes.
- Wipes and diapers for children who are not potty trained.

CLOTHING

Please be sure your child has appropriate clothes for indoor and outdoor programs (boots, hat and mittens are required for outdoor winter play). Please provide the following:

- Clothing children can put on and take off independently.
- Washable play clothes
- Comfortable shoes
- Label all clothing.



ADMISSION

The YMCA provides safe, quality care for children.

- Any child age six weeks to six years is welcome to participate in the program appropriate to their age.
- YMCA of Stevens Point Child Care programs does not discriminate by race, color, sex, national origin, creed, or special needs.
- Children with specific physical or emotional needs will be accepted provided "reasonable accommodations" can be made for their participation and/or if the child's participation does not require an inordinate amount of staff time that would not allow for safe and quality care for the other children in the program.

ENROLLMENT

Completed registration forms must be submitted a minimum of three business days prior to the requested start date.

The following forms must be completed at the time of registration:

- Enrollment/Health History
- Parental/Guardian Consent
- Intake for ages 6 weeks to 2 years
- Child Care Food Program Forms
- Child Health Report
- Immunization Record
- Bank Draft Authorization
- Parent/Provider Payment Agreement (for families receiving state assistance)
- Custody Arrangements/Court Orders

Special intake forms are required for children age two and under to provide specific information on the eating, sleeping, and waking patterns of their child. This form must be on file by the first day of attendance and needs to be updated every three months.

Updating all information, including additional immunizations, change in address, telephone number or family situation is the responsibility of the parent. Please check every six months to make sure all information is current.

Staff will not become involved in custody disputes. A copy of the most current certified court order must be submitted at the time of enrollment or if a change occurs in the structure of the family. The court order will be kept on file at the Y site.

- Court Order on File
 - Primary/Sole Custody: Staff will follow written instructions provided by the parent/guardian identified as having primary or sole custody on the court order.
 - Joint Custody: Staff will abide by the court ordered custody arrangements specified for each day. Each parent will be requested to provide written

instructions identifying persons authorized to pick up their child on their court ordered day. Each parent will complete a separate contract for payment purposes if necessary.

- Court Order Not on File
 - Staff will allow both parents to pick up their child.

VACATION

Each child will be allowed 7 days per calendar year for vacations.

- Vacation time is earned throughout the calendar year. Your child will earn 1 day per month that they are in full attendance.
- Vacation time can be taken as earned but not before it is earned.
- Unused vacation time will not be carried over into the next calendar year.
- To receive full credit for your vacation, written notice must be received by the Child Development Office at least two weeks prior to the vacation.

FEES AND PAYMENT

- A \$50 non-refundable registration fee is required at the time of enrollment.
- A non-refundable \$250 must be paid at time of registration; this will be applied to your child's weekly tuition.
- A \$50 weekly deposit will apply to all families receiving State Assistance. If authorizations are not in after two weeks, the balance must be paid in full before your child can attend the following Monday.
- To receive the weekly member rate on your child's tuition, the child must belong to an active Family or Single Parent Family Membership.
- All children must have a credit or debit card on file for their weekly draft that will take place on Fridays prior to attendance. If payment is declined, all fees are due by Noon on Monday the week of care provided. If you do not wish to have a card on file, tuition must be paid in full for the entire year.
- If you do not want the card on file to draft, payment needs to be received by Thursdays at 12PM. You may put a check in one of the drop boxes, pay over the phone with a different card, or utilize your child's online account.
- A \$10 late fee will be assessed each week for fees not received by Friday.
- Returned cards and checks will result in a \$20 charge.
- If a child is absent or when the Child Care Center is closed for holidays, the child's regular weekly rate will still be charged.
- Fees are computed on a full week basis. Legal holidays, sick days, or absences that shorten the week will not be credited.
- Any family with past due fees of one week must pay in full, including late fees and NSF fees, before your child can return. Childcare space may be given to other children if payment is not received by the second week.
- Summer ONLY hold fee for June 15 through August 21
 - Must be absent for at least 3 consecutive weeks

- A \$50 administrative fee per family.
- A holding fee of 3 days will be charged each week per child while absent.
- Director pre-approval is required and not guaranteed.

ARRIVAL

- Sign your child in each day on the daily roster sheet.
- Children must be escorted by an adult into the classroom.
- Inform your child's teacher of any special needs for the day. Write them on a note near the sign-in sheet.
- Children may not arrive prior to scheduled starting time.

DEPARTURE

- Only authorized persons may sign a child out of the program. Please provide a list of authorized people on the enrollment form. This list will be kept on file at the center.
- The Division of Early Care and Education recommends a maximum of 10 hours per day for a child to be in the center.
- Anyone unfamiliar to the teacher will be asked for identification. For your own protection there are no exceptions to this policy.
- Sign your child out each day.
- If a parent or other authorized person appears to be under the influence of alcohol or other drugs or exhibits behavior that gives staff reasonable concern for the safety of the child, staff will attempt to contact another authorized person listed in the child's file to come and pick up their child. If all attempts to contact another person have been exhausted, staff will contact the police and/or social services for assistance.

ABSENCES

- If your child will not be attending on a day they are scheduled, please call the YMCA Child Development Office at 715-342-2999. Also, please communicate to us if your child is not attending Child Care because they have been exposed to or have developed any communicable disease. As a Licensed Child Care Center, we are required to report all communicable diseases to the Portage County Health Department and to notify all families enrolled in our center.
- If your child is not in attendance for 1 week without notification, they will be terminated.

ILLNESS

- Parents must notify the Center or Child Development Office when a child is absent due to illness.
- The YMCA is not licensed to provide sick childcare. Please do not bring a child who is ill to the program.
- Each day upon arrival, each child will be observed for symptoms of illness. If a child has any sign of illness such as diarrhea, rashes, vomiting, communicable diseases, or fever of 100 or more, the child will be sent home with the parent and will not be admitted until 24 hours after the symptoms subside without medication. In cases of communicable disease such as pink eye, chicken pox, or strep throat a statement may be needed from a physician.
- If a child has no overt symptoms of illness, but displays significant behavior changes and is clearly uncomfortable and not able to participate in classroom activities, a parent will be called to pick up the child.
- If a child becomes ill at the center, a parent will be contacted to take him or her home. Until a parent arrives, the child will be isolated, within sight and hearing distance of an adult.
- If the parent cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form.
- Because we are not licensed to provide sick childcare, a parent or emergency contact must pick up the child within one hour after being contacted.
- To ensure proper staff/child ratio, children may not stay inside during outdoor playtime. If your child needs to stay inside for a few days for health reasons, please keep him or her home a little longer.
- Medication can only be administered when an "Authorization to Administer Medication" form is on file. All medicine (prescription and non-prescription) must be in its original container and must be labeled with the child's name, dosage, time, and the doctor's name and phone number. We do not administer the initial dosage of medicine. Medications for infants must include a measuring device.

INJURY/MEDICAL EMERGENCY

If your child is injured at the program, the director/teacher will take whatever steps necessary to obtain emergency medical care. They include, but are not limited to, the following:

- Attempts to contact parent or guardian directly.
- Attempts to contact parent or guardian through emergency contact listed on enrollment forms.

If we cannot contact you, we will do one or both of the following:

- Call an ambulance/911
- Have the child taken to St. Michael's Hospital

A written Incident/Accident report will be filed at the center. Parents will be notified of the incident/accident upon end of day pick-up if not contacted earlier.

LATE PICK-UP

- Please call in advance if you are running late so we can plan appropriate staffing and reassure your child.
- Parents or authorized persons shall pick up children by 5:30 pm. A late fee of \$1 per minute will be charged after this time, minimum charge \$5. Time will be determined by the clock in the room.
- Chronic late pick-ups will be grounds for termination.

If your child is not picked up by 6:30 pm, the local authorities will be called.

SNOW EMERGENCY

The YMCA will make every effort to stay open to meet your needs. Our program will only close when the entire YMCA closes. In the event of closing, we will post it on our website.

EMERGENCY EVACUATIONS

In the event of an emergency where we need to evacuate the building, we will relocate in the basement of Boston Funeral Home. Staff will call families to pick up their children. The tornado shelter is located in the YMCA Adult Women's locker room in the basement.

CHILD ABUSE PREVENTION

The health and well-being of your child(ren) is essential to the YMCA. The YMCA has developed a policy on the prevention of child abuse that includes the following provisions:

- Parents are encouraged to visit program centers at any time and do not need to make an appointment to do so.
- Parents will be informed about their child's program participation.
- Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the director will be notified immediately and a report will be made to the appropriate authorities.
- The YMCA will offer information on child abuse and assistance to parents and children through workshops, counseling and resource materials upon request.
- YMCA Staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Sign-in and sign-out logs will be maintained on a daily basis and kept on file at the program site.
- YMCA Staff and volunteers will not verbally or emotionally abuse or punish children.
- YMCA Staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care such as food and shelter.

- Reference checks on all prospective YMCA employees will be conducted, documented and filed prior to employment. Criminal record checks are conducted on all staff and volunteers working with children.
- Staff training will include information about the signs of child abuse and the appropriate procedures for responding to the suspicion of abuse.

For more information on the YMCA's policy on Prevention of Child Abuse and Child Abuse Reporting Procedures, refer to the YMCA Child Care Policies and Procedures Handbook.

COMPLAINTS OR CONCERNS

All complaints or concerns will be directed to the Director of Child Care. You may contact the Child Care Services Director personally, by phone or email. A comment card can also be placed in the comment box located near the front desk.

WITHDRAWAL FROM THE PROGRAM

At Parent's Request

- Two weeks' notice of withdrawal is required in writing to the center/program director.
- Two weeks' notice is required for a schedule change, which affects the number of days, or hours your child will attend.
- Your signature on the enrollment form verifies your agreement and understanding of this policy.

At YMCA's Request

- Notification period prior to withdrawal is not required if the withdrawal is requested by the YMCA program.
- The YMCA reserves the option to withdraw a child for any of the following reasons:
 - Nonpayment of fees as agreed upon.
 - Does not attend for one week without notice.
 - Repeated failure of parents to pick up child on time.
 - Failure to provide program with forms or current medical information as stipulated by State Licensing and this Handbook.
 - Continuous disciplinary problems.
 - Hostility by parents toward YMCA staff or volunteers.

DISCIPLINARY PROBLEMS

A serious disciplinary problem is defined as one in which a child is continually disrupting the smooth flow of the program in one of the following manners:

- Requiring excessive one-on-one attention.
- Inflicting physical or emotional harm on other children/staff.
- Using inappropriate language and gestures.
- Inability to conform to the guidelines of the program.

Behavior difficulties usually become manageable with cooperative efforts between staff, parent, and the child. The staff will work with the parent through:

- Observation and documentation
- Parent/staff conferences.
- Referrals and outside resources.

Every effort will be made by the staff to enlist the cooperation of the child, parents, and any outside agencies to solve each problem. In the event of continues problems, the following procedure will be followed:

- Staff will inform parents/guardians of specific situations. Staff will seek advice from parents and work with the family to resolve problems.
- A conference with parents will be set to establish a mutually agreeable solution for the child's behavior.
- Child dismissed from the program for a period between one day and one week. No refund given.
- Child is terminated from the program.

CHARACTER DEVELOPMENT

Character Development is the philosophy at the YMCA. The YMCA asserts that the best long-term solution for many social problems in our country is challenging people to accept and demonstrate positive values. It is our intent to provide a Child Care program that will help young people to build character development through the four YMCA values:

CARING, HONESTY, RESPECT, & RESPONSIBILITY

We are dedicated to providing a fair and positive program for all children. We want your child to succeed!

STAFF

We are committed to having the highest quality of staff to care for your children. Our staff meet or exceed the education experience requirements outlined by the State of Wisconsin. Together we provide an educational environment that is healthy and nurturing for you and your children.

FINANCIAL ASSISTANCE

The YMCA is a non-profit organization open to men, women, and children of all ages, races, religions, incomes and abilities. Anyone requiring special accommodations or financial assistance to participate in a YMCA program or activity should call us at 715-342-2999. Financial Assistance is made possible through contributions to our Annual Campaign and support from United Way.

USDA Nondiscrimination Statement and Complaint Procedure

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.



YMCA Child Development Office

1000 Division Street
Stevens Point, WI 54481
715 342 2999
childdevelopment@spymca.org

Child Development Office Hours of Operation

Monday-Friday
8:00AM-6:30PM

Child Care Services Director

Kara Breitbach
715 342 2980 ext 339
kbreitbach@spymca.org

Center Hours of Operation

Monday - Friday
6:30AM - 5:30PM

