



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

FOSTERING CURIOSITY

2011 Childcare

STEVENS POINT AREA YMCA



**Parent Handbook
State Licensed
Serving Portage County**

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?'

TABLE OF CONTENTS

Welcome	4
Program Goals	4
Hours of Operation	5
Activities	5
Enrichment Activities	6
Parent Involvement	6
Schedule	7
Staff	7
Child Guidance	8
Holiday Celebrations	8
Field Trips	8
Supplies	9
Clothing	9
Quiet time/nap	9
Nutrition	9
Admission	10
Enrollment	10
Fees & Payment	11
Financial Assistance	12
Arrival & Departure	13
Absences	13
Vacation	14
Late Pick-up	14
Snow Emergency	14
Injury & Medical Emergency	15
Illness	15
Child Abuse Prevention	17
Withdrawal From the Program	18

WELCOME

Thank you for choosing the YMCA for your child. We are dedicated to providing a well supervised, safe, quality and positive child care 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.

As an organization, the YMCA has made a commitment to quality and safety at our child care facilities by striving to surpass State Licensing Standards.

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 ever 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.



HOURS OF OPERATION
Monday through Friday
from 6:30 am to 6:00 pm

Our facility is closed on the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve (1/2 day)
Independence Day	Christmas Day
Labor Day	New Year's Eve (1/2 day)

For holidays that fall on Saturday or Sunday our child care center will be closed on Monday or Friday.

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

- 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 through the use of puzzles, beads, finger plays, and more.



ENRICHMENT ACTIVITIES

The YMCA offers a variety of enrichment activities for your children ages 2-6 to participate in throughout the year. As part of your tuition your child will receive:

- Preschool
- Swim Lessons for the Tykes and Kinder Kids
- Tumbling in the gymnastics room
- Sports activities in the gyms

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.

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 is varied 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 will be 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.



STAFF

We are committed to having the high-

CHILD GUIDANCE

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive teaching techniques as specified under DCF 251 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 which 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 families 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.



SUPPLIES

Child Care participants should keep the following items on hand:

- Labeled sleeping bag or blankets for children who nap.
- Labeled change of clothes.
- Wipes, diapers, and blanket for infants and toddlers.

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:

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

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.

NUTRITION

We will be providing nutritious hot 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.

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 will not discriminate by race, color, sex, national origin, creed or special needs.
- Children with specific physical or emotional needs will be accepted provided that "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

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

Additional consent forms may be required for activities such as field trips.

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

FEES AND PAYMENT

- Payments are due in the Child Development Office on the Friday prior to attendance. A \$10 late fee may be assessed each week for fees not received by Friday. If your child does not attend on Friday, please make your payment in advance.
- Returned checks will result in a \$15 charge.
- Any family with past due fees of one week must pay in full, including late fees, before your child can return. Child care space may be given to other children if payment is not received by the second week.
- Fees are computed on a full week basis. Legal holidays, sick days or absences which shorten the week are paid for and will not be credited. Due to enrollments and scheduling in our classrooms, switching days can only be approved by the Director and will be granted when space is available.
- Refer to "Late Pick-Up" section for information on fees charged for picking your child up late.
- A \$15 non-refundable registration fee is required at the time of enrollment.
- A non refundable first week of tuition must be paid at time of registration; this will be applied to your child's first week of care.

ARRIVAL

- Sign your child in each day on the sheet provided in the classroom.
- Children must be escorted by an adult into the classroom. A list of persons authorized to pick up your child must be noted on the enrollment form.
- Inform your child's teacher of any special needs for the day. If possible, 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 Wisconsin Division of Children and Family Services 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.

ABSENCES

- If your child will not be attending on a day they are scheduled, please call the YMCA Child Development Office at 342-2999. Also, please communicate to us if your child is not attending Childcare because they have been exposed to or have developed any communicable disease. As a Licensed Preschool 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.

VACATION

- Each child will be allowed up to one week per calendar year for vacations.
- Vacation time is earned throughout the calendar year. Your child will earn 1/2 per month that they are in full attendance.
- Vacation time can be taken as earned but not before it is earned.
- Unused vacation time cannot be carried over into the next calendar year.
- To receive full credit for your vacation, written notice must be given to the center two weeks prior to the vacation.

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 6:00 p.m. A late fee of \$5 per 15 minutes will be charged after this time. 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



INJURY/MEDICAL EMERGENCY

If your child is injured at the program Center 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 an emergency 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.

ILLNESS

- Parents must notify the Center or Child Development Office when a child will be absent due to illness.
- The YMCA is not licensed to provide sick child care. 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 or any signs of 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 without medication. In cases of communicable disease such as pink eye, chicken pox and 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 child care, a parent or emergency contacts 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 will 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. Medications for infants must include a measuring device.



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 Policy Handbook.

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:
 - Non payment of fees as agreed upon.
 - Does not attend for one week with out 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.



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 the United Way.



**United Way of
Portage County**

CHARACTER DEVELOPMENT

Character Development is at the heart of what we do in the YMCA and at Great Escape. 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!

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.





FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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 Director

RoxAnne Forrest
715 342 2980 ext 339
rforrest@spymca.org

Center Hours of Operation

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