



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Learn.  
Grow.  
Thrive.



**YMCA LEARNING CENTER**  
Promoting excellence in early childhood education

## 2016 Parent Handbook

SOUTHEASTERN INDIANA YMCA  
30 State Road 129 South • Batesville, IN 47006 • 812-932-1415 • [www.siyymca.org](http://www.siyymca.org)

# Southeastern Indiana YMCA Learning Center Parent Handbook

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**Hello!**

**Welcome to our YMCA Learning Center! Built in 1995 we have available to you and your family a state-of-the-art facility to grow spiritually, mentally, and physically...a place where laughter is cherished...and where relationships blossom. Our uniqueness allows for children to practice Christian values daily, incorporate swim and gym into their regular activities and build lifelong friendships. Where else in our community can one do all that?**

**I hold special pride in our center's professional and experienced staff. Selected for their knowledge of child development as well as their interpersonal skills, they are the strength of our program. When visiting the program, please take the time to look, listen, and observe this enriched group.**

**It is my role and the role of my staff to not only facilitate the learning of children, parents, and one another, but to make each of you feel welcomed to our center and to our fine community. We are pleased to embrace these roles.**

**Respectfully yours,**

**Jenny Salyer  
Child Care Director**



## Child Care Philosophy

The YMCA Learning Center uses a developmental approach to caring and teaching young children. Our program offers opportunities for your child to explore, to make discoveries, and to use his/her senses and physical movement. Through hands-on activities children learn and develop at their own pace. Our center recognizes each child as an individual, expanding where they are, not where we want them to be.

Our mission is to offer the opportunities for your child(ren) to develop intellectually, physically, socially and mentally; to develop respect for the natural environment; to grow in the ability to relate to other individuals peacefully; and to enjoy the appreciation of the rich diversity of people that he/she encounters. This is accomplished in a comfortable yet challenging environment.

We foster an understanding of diversity among people by expecting and modeling behavior based on mutual and unconditional respect for self and others. We pursue every available opportunity to celebrate and explore individual and cultural differences. All children are accepted without regard for race, color, religion, sex, creed, ancestry, national origin, or the presence of any sensory, mental, or physical challenges. We have no religious affiliation, and we respect each child's right to observe his/her faith.



## Center Operations

The YMCA Learning Center is governed by a volunteer Board of Directors representing our YMCA community. Our Executive Director is Angie Johnson.

The center's operating hours are Monday through Friday 5:45 a.m. through 6:00 p.m. We will be closed on the following holidays. If any of the days fall on a weekend, the day of closing will be posted in advance. We reserve the right to adjust the hours of operation on Christmas Eve and New Year's Eve. The adjusted holiday hours will be posted in advance.

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

We are licensed to operate by the Indiana Division of Family and Social Services. State teacher to child ratios are as follows:

Infants	1:4
Toddlers	1:5
2 years	1:5
30-36 months	1:7
3 years	1:10
4 years	1:12
5 years	1:15
6-12 years	1:20

Should there be a time that a classroom has too many children to meet these ratios, a member of our Administration team or another staff member will step in to correct the ratio at the earliest moment possible.



**Our Staff**

Our child care staff are experienced, trained professionals chosen for their warmth, creativity, experience with children, and commitment to excellence. We employ people who are nurturing, who understand child development, and who respect each child as an individual. We seek employees who value working as a team with parents, colleagues, and volunteers. Our staff environment encourages mutual respect for each individual’s personal characteristics and teaching style, opportunities for shared leadership, and provision for providing professional growth. Per state licensing regulations, the lead teacher of each program has or is in the process of obtaining a CDA credential or higher degree in Early Childhood Education.

Each staff person has on file two or more written references. We require a Criminal History Check, physical examination, drug screening and annual TB skin test. Our staff is annually trained in Infant, Child and Adult CPR and Bloodborne Pathogens. Pediatric First Aid (including management of a blocked airway and rescue breathing for infants and children) is recertified every 2 years. All staff is trained to use the AED. All child care staff receives annual training in Child Abuse Recognition & Prevention, Nutrition and Sanitization in regard to food handling and Teaching Children with Special Needs.

Continuing education is an important part of working at our Child Care Center. All staff is required to participate in a minimum of 12 in-service hours per year. We also are a participant of the T.E.A.C.H. Early Childhood Indiana enabling employees who work 30 or more hours a week to earn a Child Development Associate Credential (CDA) and/or an Associate or Bachelor Degree in Early Childhood Education. With the T.E.A.C.H. scholarship, our site pays 10%, the employee pays 10% and the scholarship pays the remaining 80%.

**Our Early Childhood Programs (birth to age 5)**

The YMCA Learning Center’s Curriculum includes activities based on the Foundations to the Indiana Academic Standards for Young Children from birth to age 5. Our curriculum has a different theme each month in which the classroom teacher rotates and adds materials frequently to maintain and extend the children’s interests. Often our teachers create their own games and materials to offer extra challenges.

The Foundations address the following content areas: English/language arts, math, social emotional, physical development, personal care, science, and social studies. Each section includes an introduction and key findings that support children from birth to age 5. The Foundations are also aligned with the Common Core State Standards for kindergarten in a developmentally- appropriate way which reflects the type of experiences early learners need in order to be ready for the transition to kindergarten.

English/Language Arts: Perhaps the most important accomplishment a child makes during the first five years of life is learning language and using it to communicate. Infants begin through crying, gestures, and facial expressions. As infants grow into toddlers and preschoolers, they acquire a vocabulary of hundreds of words, and they learn how to get what they want or need, express their feelings, and make simple conversations. Young children must have the opportunity to do more than “read and write”, they need adults who will provide experiences for them that make literacy enjoyable.

Math: During the early years of life, young children begin to explore their world and with the help of adults they are able to connect math to everyday activities. They begin to compare quantities, find patterns, and engage in problem solving. Infants and toddlers have a natural interest in math and use it to make sense of their environment. Preschoolers are curious and eager to learn new things. This makes them the perfect candidates for learning math concepts that will form a working foundation for more formal math concepts in kindergarten. Adults have the opportunity to use natural occurrences to stimulate curiosity and problem solving in order for children to make the connection between learning and living.

Social Emotional Development: Healthy emotional development is very important in the first five years of life; it provides the backbone for all other areas of development. Everyday social interactions and relationships with parents and caregivers provide the foundation for brain development and function. The positive relationship with caregivers provides protection when children are exposed to risk factors that may impact their learning. Through nurturing care giving, every adult can make a difference in the lives of each child. By kindergarten a typical child will have developed self-regulation and social skills needed to be successful in social and academic requirements in school.

Physical Development: Early childhood is the time for a child to begin the development of a healthy, active lifestyle. Children learn through active movement. Infants and toddlers move their small muscles when they grab or hold a rattle, stack blocks, pull, stuff, or scribble. They practice movement of their large muscles through crawling, pulling up, walking, running, jumping, and even dancing. As children grow into their preschool years the caregivers provide the children with age-appropriate gross/fine motor and sensory activities that are fun, yet challenging.

Personal Care: Personal skills or self-help skills are incorporated into the child’s daily schedule. For infants diaper changing, feeding, and other routines are viewed as vital times for communication, self-discovery, and socializing. Toddlers are working on being independent and the caregiver respects this by allowing opportunities for the child to be responsible and encourages them in situations such as self-feeding and washing hands. The mastery of these self-help skills along with toileting, using a tissue, and changing clothes results in increased self-confidence among children and a belief in their own capabilities. The caregivers also take into consideration that some cultures values of independence are different than ours. They make an effort to understand the preference of each family and support the development of all children.

Science: Beginning at birth, babies use all of their senses to understand and organize their environment and experiences. Through multi-sensory, repeated observations, and direct experiences babies gradually begin to form an understanding of the world around them. As the child grows, this understanding will change over and over as the child uses evidence gained from the experiences. Caregivers offer guidance and structure to expand their

curiosity and activity into something scientific. When children are nurtured to act on their curiosity and need to make sense of the world, this becomes the foundation for the beginning use of skills to explore basic materials.

**Social Studies:** Social studies for infants and toddlers help them learn through their senses and experiences about body awareness, social-emotional competence, and personal responsibility. For young children, social studies is a combination of curriculum and instruction on appropriate practices, citizenship, and key understandings of history and social sciences. These concepts are built around a child's personal experiences. Through play; in the drama center or outdoors children make sense of their world by trying out roles, using their imagination, and exploring the social world of our child care center. Social studies curriculum assists young children to acquire the foundations of knowledge, attitudes and skills-citizenship education.

**Fine Arts:** The purpose of including Fine Arts in an early childhood program is to provide the children with a variety of activities to creatively express themselves. These activities can include but are not limited to: art, music, creative movement, and drama. Fine arts engage children's minds, bodies, and senses and invite them to listen, observe, move, and imagine using different modes of self-expression.

### **Ongoing Assessment for Young Children**

Assessment for young children is the process of gathering information from several sources of evidence and using the information to monitor the children's development and learning, guide planning, and decision making to determine the need for eligibility for special needs services. Assessment is the process of observing, recording, and documenting what children do and how they do it. It can also be in the form of photos and children's work; it is not a single occurrence but an on-going process.

Children are assessed both formally and informally while in our care. Our child care center uses the Ages and Stages Questionnaire as an assessment age appropriate for children ages 1 month-60 months. This questionnaire is also completed by the child's family on various aspects of their development. The questionnaire can be completed every 3 to 6 months depending on the child's age. The information is discussed during conference times, (Sept., Jan, and May) or if needed other times during the course of the year.

At the beginning of the year, families answer the questionnaires at home and return them to the teachers who review the results and use them as a starting point for discussion. This allows our staff to gain the family's perspectives on the child and his/her social, emotional, and cognitive development, and to ensure that communication is bi-directional. It is essential for families and teachers to work together to promote children's development. Assessment records are kept in the child's portfolio and are only available to the child's lead teacher and administrative staff. The goal of documentation and assessment is to better understand and support our children's learning and development. Teachers use the information from the assessments to set individual and classroom goals to meet the needs of all children as well as overall program improvements that may need to be made.

Assessment is essential for identifying children who may benefit from special services. If it is determined that your child may need referred for a potential problem, your child's teacher will meet with you and assist with the referral for diagnostic assessment when indicated.

More information can be found about the Foundations and the Common Core Standards by using the websites listed below:

<http://www.doe.in.gov/achievement/curriculum/early-childhood-education>  
[www.doe.in.gov/commoncore/](http://www.doe.in.gov/commoncore/)

## **Our Schoolage Programs (kindergarten through age 12)**

### Kids Club: Our Before and After School Program

Children are transported to and from Batesville Community Schools including St. Louis via Batesville's school bus and the YMCA bus. Children are served a healthy snack before going to school and upon their arrival to the Child Care Center. There's also a scheduled time to focus on school homework daily. Children have opportunities to join in a variety of experiences, including: service-learning; science and reading; swimming; and developing social skills. They gather in a safe environment that focuses on making friends, building relationships, staying active, and exercising leadership skills.

### Summer Camp

When school's out, there's more to experience than cartoons and video games. Designed for children entering 1<sup>st</sup> grade through age 12, children will have the opportunity to develop socially and have learning experiences that encourage a natural curiosity to explore the world around them and have fun in the process. Weekly activities are planned around a theme. Activities may include a trip to the Florence Freedom Baseball Game, water slides at Versailles State Park, a fun-filled day at Coney Island, a visit to the Indianapolis Children's Museum, roasting marshmallows by the campfire, sharing and learning camp songs, swimming and other water fun activities!

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## **What to Bring From Home**

Infants:

- Sleep sack or swaddle sack labeled with child's name (no blankets or other items are permitted in cribs due to the risk of SIDS)
- Disposable Diapers-unopened
- Diaper Wipes-unopened
- Bottles-4 or more, including caps (drop-ins if applicable)
- Pacifier-if needed



- Diaper rash ointment and other medications-unopened accompanied with medication order form with doctor's signature
- Extra clothes-2 outfits and socks
- Bibs-5 to remain at center
- Formula-unopened (if not accepting infant food program)
- Baby Food-unopened (if not accepting infant food program)
- Security items
- Photos of child and family

Toddlers:

- Disposable Diapers-unopened
- Diaper Wipes-unopened
- Diaper rash ointment and other medications-unopened accompanied with medication order form with doctor's signature
- Pacifier-if needed (For health reasons, we encourage children to only use their pacifier during nap time)
- Blanket and small pillow labeled with child's name
- Small stuffed animal for nap time
- Extra clothes-two outfits in zip-lock bag labeled with child's name
- Photos of child and family
- Permission and instructions (frequency and conditions) for use of sunscreen and insect repellent
- Tooth brush and cover

Preschoolers:

- Small soft naptime comfort item
- Blanket and small pillow for naptime labeled with child's name
- Extra change of clothes in a zip-lock bag labeled with child's name
- Swim suit and towel for designated swim days
- Photos of child and family
- Permission and instructions (frequency and conditions) for use of sunscreen and insect repellent
- Tooth brush, tooth brush cover and tooth paste

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**What Not To Bring From Home**

(Please check with classroom staff as well)

- Toys of violence (guns, swords, weapons, Power Rangers, etc.)
- Candy
- Food in the mornings at drop-off
- Chewing Gum

- Sandals or flip flops
- Anything unlabeled
- A frown



## **Collaborating for Children**

It is in the best interest of our children, families, and staff to collaborate with an extensive network of agencies and individuals. Our collaborations focus on the healthy development of children, on providing the family ultimate support, on developing our community in knowledge and understanding of early childhood practices, and on advocating for safe environments for our children.

The center is licensed to operate by the Indiana Family and Social Services Administration, Division of Family and Children. Our license is posted in the child care entrance. We are also licensed for food service operations with documentation displayed in the kitchen by the Indiana State Board of Health and Child and Adult Care Food Program. (The USDA and The State of Indiana are equal opportunity providers and employers.) We also meet compliances with the Indiana State Fire Marshall. To view Indiana Rules for Licensing Child Care Centers please log on to <http://nrc.uchsc.edu/STATES/IN/indiana.htm>. Click on "Rule 4.7." Our compliance reports can be accessed by logging onto [www.childcarefinder.in.gov/](http://www.childcarefinder.in.gov/).

Our center is nationally accredited by the National Association for the Education of Young Children (NAEYC) which is the highest standard established for Early Childhood centers. We have also achieved a level 4 with Indiana Paths to Quality. This is the highest level of a state wide initiative for identifying quality childcare. We are a mentor site for students attending IVY Tech State College majoring in Early Childhood Education as they complete their student teaching practicum. High school students in the area also complete mentorship programs at our site.

Another community organization that we collaborate with is Southeastern Indiana Economic Opportunity Cooperative (SIEOC) who serves as our Child Care Resource and Referral Agency. We also work with River Valley Resources who serves as our voucher agency helping families in need of financial assistance. Our staff also joins hands with community and parent volunteers. Volunteers working more than 8 hours per month have the same requirements as staff including criminal history check, physical and TB skin test. Together, with these volunteers, we strengthen our community's awareness of early childhood practices helping our children, families, center, and community develop healthier characteristics.



## **Parent Involvement and Responsibility**

Parents are always welcome into our center as they see necessary. Throughout the year we encourage parents to participate in swim days, field trips or special activities. Parents are welcome to come and share any special talent or activity with the children. We have a Parent Advisory Committee that meets to discuss upcoming events and strategies for the Child Care Center. This committee reports to the Board of Directors.

Parents may contact the staff for an appointment to discuss their child's needs and progress or exchange information concerning their child or family/culture. It may not be possible to share lengthy information during his/her class time or in front of the child.

Rosters of names, addresses and telephone numbers of parents of children attending this center are available upon request from the director. Parents may request that their name, address and telephone number not be included on the roster through a written request to the Child Care Center Director.

In accepting the privilege of using the Child Care Center, parents must also accept the responsibility to follow the policies stated in this handbook. Failure to provide schedules consistently, to responsibly handle health or discipline problems, or to follow standards listed below may result in the suspension of the privilege to use the YMCA Learning Center. The YMCA Learning Center has the responsibility for the safety and care of all the children in attendance and cannot compromise that responsibility to accommodate those who do not meet their obligations. It is the parents' responsibility to:

1. Follow all rules and regulations stated in this handbook.
2. Keep the teacher informed of any important changes in the home situation.
3. Support the policies and objectives of the YMCA Learning Center program by:
  - a. Helping your child to get sufficient sleep, to feel rested and ready to participate.
  - b. Safeguarding your child's health in order to insure regular attendance and protect the other children.
4. Do not discuss observations or information acquired through your child(ren) or other parents. Any information about a child/family is treated confidentially. Concerns should be discussed with the Director.
5. Inform the YMCA Learning Center's Director of any type of virus or illness contracted by your child that might be contagious.
6. Discuss concerns and/or observations regarding your child(ren) with appropriate staff in a timely manner.
7. Treat YMCA Learning Center staff and families with respect.
8. Do not display hostile behavior in front of staff members, parents, or children. Parents should remove themselves and appropriate staff to the Director's office.

Parents who fail to meet these outlined responsibilities will be counseled on an individual basis. Those parents who consistently fail to meet outlined responsibilities will be suspended or required to remove their child(ren) from the child care center.

#### Persons Appearing to Be Impaired by Drugs/Alcohol at Pick-Up

The parent's right to immediate access does not permit the center from denying a custodial parent access to their child even if the parent appears to be impaired. However, the staff will delay the impaired parent as long as possible, while contacting the director, other parent, and if necessary the local police and Child Protective Services.

Any other authorized person who attempts to pick up a child, and appears to the staff to be under the influence of drugs and/or alcohol will be denied access to the child. The staff will contact the child's parents, and if necessary local police and Child Protective Services to notify them of the situation.

#### Disagreements and Difficulties

The staff and administration of Southeastern Indiana YMCA Learning Center strive to give each child the best possible care. Occasionally differences do arise between parents and staff. If this does occur, the parent may do the following:

Step 1. Talk to the teacher involved---most differences or misunderstandings can be handled at this level.

Step 2. After discussing the issue with the teacher and the issue is not resolved, then the parent may bring the issue to the attention of the Child Care Director.

Step 3. In the rare instance that the issue is still not resolved, the parent may discuss the issue with YMCA Executive Director.

### **Financial**

#### Enrollment Process

The enrollment process begins by a tour of the child care facility with the Child Care Center Director. The parent and child must meet the child's assigned teacher and spend some time in the classroom with the child to observe and have any questions answered. Following, the parent should ensure that questions on the YMCA Learning Center program, including such topics as drop off and pick up procedures, tuition and fees, incident and accident reporting and medication policy are answered. All paperwork is reviewed, completed by parent and returned prior to enrollment. Needed items to be admitted to the child care center include a physical examination done within the last year and updated annually until after age 2, as well as up to date childhood immunizations. Medical forms must be turned into front office within 30 days from day of enrollment. If a child is overdue for any routine health services, parent/guardian must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for any immunization for which parents are using religious exemption. The content of your child's enrollment file is kept confidential in the front office. It is immediately available

to administrators or teaching staff as deemed necessary by the administrators, as well as regulatory agencies on request. Health information may be discussed with persons listed as emergency contacts on your child's emergency card if an emergency situation arises. Due to HIPAA laws, YMCA staff will never request or discuss a child's medical issues without parent written permission for such discussions. It is the parent's/guardian's responsibility to request and complete all medical documentation/forms in a timely manner.

After the paperwork is reviewed, determination of enrollment will be decided. If enrollment is determined to be appropriate for a child, it will be granted for a 30 day trial period. During this period, the child will be observed by classroom teaching staff, administration, and child's parent(s). After the first 30 days, a conference may be set to discuss the child's progress, goals and any concerns.

This center does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or financial status. The center shall accept only children who are at a stage of growth and development which enables them to benefit from its program, and for whose age level the center is staffed and equipped to provide quality group care. If your child has an IEP or IFSP, this document is required at enrollment and as it is updated. We encourage staff participation in any IEP or IFSP case conference to better enable us to help your child.

#### Payment procedures

Fees are reviewed annually or as needed by the Southeastern Indiana YMCA Board of Directors. The rates are based on those charged by programs of similar quality and do not meet the actual cost of care that we provide. A self-funding subsidy is available for families with financial hardships.

1. All child care tuition payments are due and payable by 6:00 p.m. the Friday preceding care. Payment may be placed in the drop off slot at the YMCA Learning Center front desk between the hours of 5:45 a.m. and 6:00 p.m. Tuition paid after Monday at 12:00 noon will be charged a \$20.00 late fee.
2. Kid's Club monthly tuition payments are due on or before the first Monday of each month by 6:00 p.m. Tuition paid after Monday evening will be charged a \$20 late fee. Care will be discontinued if not paid by the following Monday. The month's tuition will be charged for the entire month unless a written 2 week notice is received by the Child Care Director with proper notice.
3. Care will be terminated for unpaid balances exceeding one week.
4. There is a non-refundable registration fee required each year for each child enrolled in the center.
5. Child care fees are due on a continuous basis even if your child is ill or absent. Late fees will be charged even though your child is not in attendance when payment's due.
6. Full time child care students enrolled in our infant through pre-k programs for 12 months of continuous service are entitled to one (1) week of child care credit at the end of their contract year. This may be saved for future vacation weeks' payment or used immediately. Any changes in your child's schedule within the 12-month enrollment period, including leave of absences, will void all rights to this week of child care credit.

7. Part time students are not eligible for any child care credit.
8. A \$40 annual registration fee will be charged prior to enrollment and then every August following the enrollment date. Pro-rated fees after the initial \$40 is paid are as follows: \$20 (if enrolled after March 1), \$10 (if enrolled after May 1), \$0 (if enrolled in June or July).
9. All departures from each room must be done by 6:00 p.m. or a late pick-up charge of \$20.00 is required for each 10-minute interval after 6:00 p.m. This fee will be charged to the next week's payment. The fee is a deterrent to pick up late to ensure our staff have time to be at home with their families and overtime pay for staff is avoided. Late pick up charges are as follows:
  - 6:01-6:10 \$20 charged
  - 6:11-6:20 \$40 charged \*care suspended on next occurrence in 30 days
  - 6:21-6:30 \$60 charged \*care suspended on next occurrence
10. A two-week advance written notice is required when withdrawing your child. This gives us an opportunity to fill the vacancy. If notice is not given, 2 regular schedule weeks' fee will be charged. This notice must be given to the Child Care Director.
11. A wait list for each room will be established as rooms fill to capacity. Wait list priority is as follows:
  1. Full time staff children
  2. Families on work interruption leave
  3. Families with full time sibling(s) in the center
  4. Families on leave more than 30 days
  5. New enrollees
  6. Part time (part time may be bumped by any full time position)

### Leave of Absence

We have the following two (2) leave of absence policies:

**Work Interruption:** 3-12 weeks away from child care (ie. teachers, pregnancy, major medical, laid off)

1. No weekly fee is required during absence (exception: see #4).
2. A signed commitment waiver stating when your child will be returning with a paid \$40 registration fee must be completed before withdrawal.
3. Full time children, on work interruption absence, will be entitled to 1 week of childcare credit after 12 months of continuous care from the date of their return.
4. If the classroom that your child(ren) will be re-entering on return is going to be filled, the Director will call you and give you one of the following options:
  - a. You may pay the regular weekly fee to hold your spot before returning, or
  - b. If you choose not to pay the weekly fee, and if your child's classroom is full upon returning, you will be placed first on the waiting list.

For those persons wanting to withdraw their child(ren) for more than thirty (30) days for any reason(s) other than work interruption, the following will be in effect:

1. A written 2 week notice must be given to the Child Care Director.
2. A signed commitment waiver stating when your child will be returning with a paid \$40 registration fee must be completed before withdrawal.
3. Enrollment of your child(ren) will be based on the availability of classroom space.
4. Full time children, on more than a 30 day leave of absence, will be entitled to 1 week of childcare credit after 12 months of continuous care from the date of their return.

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## Health

### Childhood illness

Our center operates for well children only. Children who are mildly ill (i.e. minor cold symptoms) may remain at the center only with an Administrator’s approval. Children should be fully able to participate in all activities, including outdoor play. We will not go outside during heat and smog alerts. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Snow pants and boots are needed for snowy days as well as hats and gloves. Dress in dry clothing and layered for warmth is needed for chilly outdoor play. Swimsuits are needed for swim and splash days. Light sweaters or jackets should be made available, as well. “Jellies”, “flip-flops”, and sandals are not appropriate for wear at school. Sunscreen or bug spray may be applied by staff, with the written permission of the parent.

Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but if there is no verbal contact, we will notify the emergency contacts indicated by the parents on enrollment forms.

We will not serve children with:

- A fever of 100° F or higher, axillary
- A fever of 99° F or higher, axillary, if combined with another sign of illness or if a known illness is occurring in the center
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting
- Evidence of head lice, nits, scabies, or other parasite
- Severe coughing
- Rapid or difficulty breathing
- Yellowish skin or eyes
- Conjunctivitis, a cold in the eye, pink eye or other eye infection
- Unusually dark urine and /or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which the child complains and interferes with normal activity
- Evidence of infection

- Excessive fatigue
- A moist or open cold sore

Children may be readmitted:

- With a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or to others.

OR

- Is visibly free from communicable disease, fever free without fever reducing medications for 24 hours and free of vomiting /diarrhea for 24 hours while on a normal diet.

The center retains the right to continue to exclude a child despite a physician's statement if that statement contradicts the center's policies. When any youngster in a child's class has a communicable disease, parents are informed in writing within 24 hours via a posting in the child's classroom. If vaccine-preventable diseases have occurred in the program, the specific disease will be posted at the YMCA Learning Center front entrance and in the affected classroom. More information will be made available at the Learning Center front desk.

Our staff members have special training in recognizing communicable diseases. The staff relies on their training, as well as the disease chart issued by the Indiana State Board of Health posted in their classroom to determine indicated diseases. We follow strict hand-washing and disinfection procedures.

If a child's diet must be modified for health reasons, a physician's written explanation is required. If a child's diet is modified for cultural or religious reasons, the parent is asked to put the request in writing. In both these instances, the parent may be asked to help provide supplemental foods.

### Administration of Medicine

1. Any administrator or teaching staff who administer medication has had specific training on Medication Administration with the Six Rights for Giving Medications and updated annually by a health professional.
2. Medication is given only if parents sign a center-supplied permission form and only if it is needed 3 or more times a day. No over-the-counter medicine will be administered more than 5 days. A physician written instruction will be required after that. Dosage shall not exceed the appropriate amount for the child's age and weight as stated on the label.
3. Any over-the-counter medicine requires a "Record of Medication Order" form to be completely filled out by a physician or dentist. This form must be completed annually until age 2 then every 2 years after that.
4. Prescription medication must have a prescription label with the child's name, exact dosage, specific number of daily dosages, the route of administration, and current date on it. Instructions "to be given as needed" must have specific written instructions by the parent. The label must be attached to the original container. You should ask the pharmacist for an extra bottle with label if you need one for home.



5. No medication will be given if it is past the written expiration date on the container.
6. Medical samples and over-the-counter oral medicines MUST have a written note from the doctor as well as a parent-signed form.
7. Non-medicated Chap Stick, sun screen, and bug spray do not require a physician's signature, but do need a parent's written instructions and permission. Such items must be labeled, and given to a teacher.
8. The "Medication Record" form will be signed by the staff member administering medication, and kept on file for a minimum of one year.
9. When bringing over-the-counter medication to the center, please ensure your child's name is clearly marked on the bottle.
10. Tylenol and other fever reducers/pain relievers may be kept at the center (in a locked container) until the date of expiration. Cold medicines and others that are only needed for a current illness must be taken home at the end of the course of treatment.
11. All emergency medications that must be readily available (EpiPen, Benadryl for allergic reactions, and Asthma medications) will be kept in the child's classroom out of the reach of children in a locked cabinet or carried by the staff member during classroom outings.

Illness, serious injury or death of a staff member

Should a staff member become sick or seriously injured, parents of that classroom will be notified by the Administration team or other staff in the classroom. A substitute teacher will be scheduled until the return of that staff member.

In the unfortunate death of a staff member, the following will take place with the least amount of disruption to daily operations:

1. Parents of the classroom involved will be personally contacted making them aware of the situation.
2. If appropriate, staff will meet as a group in prayer to mourn our loss prior to returning to the classroom the following day.
3. A letter will be issued to all parents informing of the death and our grieving process.
4. Children will have opportunity to deal with the event by creating cards to express their feelings.
5. A counselor or clergy will be contacted and available to help anyone in the grieving process.

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**Nutrition**

We provide nutritionally balanced snacks, meals, and cooking activities. Menus are posted in each classroom as well as in the child care corridor. Copies are available upon request. We encourage the children to have a "hello" bite, that is--- to try a taste of everything. We limit sugars and prefer birthday celebrations sent by parents to be raisins or other fruits, yogurt, crackers and cheese, or other nutritious alternatives to cake and ice cream. Any food items brought to the center must be store bought and in its original container.

Meal times include a snack at 6:30 a.m. and 3:00 p.m., breakfast served at 8:30 a.m. and lunch at 11:00 a.m. Our menus meet the guidelines provided by the Indiana State Board of Health and the Child and Adult Care Food Program. (The USDA and The State of Indiana are equal opportunity providers and employers.)

Food is not to be brought to the center in the morning. Upon arrival, teachers will kindly direct any child to discard their food and eat at our next meal served. Menu exceptions can only be made with proper physician documented medical reasons, except for religious/cultural beliefs. It is important that you advise us of any allergies your child may have by submitting a physician statement of the allergy and restrictions.

We provide two-thirds of the child's daily nutritional needs. Seconds are offered to the children. Adults eat seated with the children. Mealtimes are relaxed times, rich with conversation and fellowship. Parents may join us for lunch if the cooks are aware by 9:30 a.m.



**Safety**

No child is ever left alone or unsupervised. We ask that parents closely supervise their children in the driveway, lobbies, and elsewhere in the center. It is recommended that children exit from cars and be offered a hand to hold. When departing from the center, please resist having the children run to the car while the parent signs them out. Sticking together seems to be a reasonable safety request. Please do not park against the curb at the child care entrance ensuring that visibility is clear of oncoming cars for safe crossing. When going to the classroom, families are asked to stay together. Parents are responsible for handing their child off to the child's teacher ensuring the teacher is aware of his/her presence.

Children must be signed in and out daily in the classroom. This is extremely important since the list is used to check attendance during emergency drills or events. Children are released only to persons for whom the staff has written permission from the parents. We will ask for photo identification for all unknown pick ups to match to name on permission slip. Please ensure the teacher is aware of the departure of your child.

**Fire Safety**

1. Monthly fire and disaster drills will be held at varying times during the year at a minimum of one fire drill per month. The director will maintain a record of fire and disaster drills.
2. A fire alert and weather emergency plan, including evacuation routes, is posted in each classroom.
3. In case of emergency evacuation, the center will use the Medical Arts Building (building to the south of the Y on HWY 129) until re-entry to our building is possible or all children are picked up.

Water Safety

1. Signed permission form from a parent is required for each child swimming. This is done so by signing the Parent Care Agreement form.
2. All swimming pools are fenced or locked from access by children.
3. The child care staff always accompanies children during swim time. Pool is supervised by certified life guards.
4. Child-Staff ratio shall be doubled and/or exceed state requirements.

Field Trip Safety

1. Signed permission form from the parent is required before escorting or transporting a child to or from the center for any reason.
2. By signing the Parent Care Agreement form you agree to allow us to transport to any field trips taken on the YMCA premises (i.e. the gymnasium, game room or swimming pool) as well as transports by the YMCA school bus and Batesville Community Schools for school year transports as needed for daily care.
3. Permission from parent will include child's name, destination, date of trip and departure/arrival time, parent signature and contact phone number for date of trip, and date permission was signed.
4. A first aid kit and a fire extinguisher shall be available on each field trip. A person trained in first aid will be available on each field trip. Each child on the field trip shall have identification attached to him/herself containing the center's name and phone number. Each child's emergency card will be taken on every trip. All children transported on trips are accounted for before, during, and after transport by designated staff member.

Incidents and Accidents

A report will be filed when an accident or injury occurs at the center. The incident/accident form will be given and explained to the parent. It will be signed by the parent. One copy will remain in the child's enrollment file.

Immediate access to telephone (for emergency use) is available in every area of the child care center.

Aerosol sprays are not used when children are present. Smoking is not permitted on YMCA property.

Child care staff is required to report their suspicions of child abuse or child neglect to the Child Abuse Hotline at 800-800-5556. The Indiana Division of Family and Children Social Services phone number is 317-234-3923 to report any suspected violation of the YMCA Learning Center.



## **Emergencies**

### **Medical and Dental Emergencies**

Sick children may not be brought to the center for care. They must be free of a fever for a minimum of 24 hours without any fever reducer medicine being given in that 24 hour period. A parent will be notified immediately in the event of any accident, injury, or illness requiring immediate medical or dental treatment. In the event we cannot reach either parent, the next person listed on the student enrollment form shall be contacted. If immediate transportation is required, the emergency squad will be called and the child will be transported to Margaret Mary Community Hospital.

First aid bags are kept in each classroom noted by a Red Y bag. They also are available in the staff lounge, child care front desk, and in the buses. Emergency numbers are filed in the child care front office as well as kept in each classroom. All staff is trained in Pediatric First Aid, Infant, Child and Adult CPR, and Bloodborne Pathogens.

#### **Emergency Phone Numbers:**

- |                          |                                  |
|--------------------------|----------------------------------|
| 1. Life Squad            | 911                              |
| 2. Fire Department       | 934-2230                         |
| 3. Police Department     | 934-3131                         |
| 4. MMCH (hospital)       | 934-6624                         |
| 5. Poison Control Center | 1-800-382-9097                   |
| 6. Children's Services   | 1-317-636-5050 or 1-317-636-2255 |

Dr. Gretchen Hartz (812-933-6000) is our consulting Child Care Physician.

Dr. Mark Gardner (812-934-6166) is our consulting Children's Dentist.

In the event of an emergency, one teacher will remain with the child. A second teacher will remove the other children to another area. The Child Care Director or Assistant Director will be notified immediately. First Aid will be administered, a parent notified, and transportation arranged, if necessary. Enrollment in the center implies permission for emergency transportation to be provided. We will not accept any children whose parents or guardians refuse to grant permission for emergency transportation. All of the child's records will be taken with the child. A staff member will remain with the child until a parent arrives. The attending staff member will prepare an incident report, a copy given to the parent and a copy kept on file at the center.

In case of an illness, a child may rest on a cot in the Director's office, or in an area away from the other children but visible to an adult. The child will be continually supervised until a parent arrives.

### **Fire Emergencies**

Staff members remain calm and reassure the children. The person noting the fire sounds the alarm and calls the fire department (911). Staff members escort children to the nearest safe exit and congregate in the parking lot. The infants are placed in a single crib and

wheeled outdoors. The staff takes attendance which is compared to the daily sign-in sheets. The Administration team checks the restrooms, cots, classroom, kitchen and other used areas to ensure everyone has evacuated the premise.

Plans for evacuation are posted in each classroom. Elevators are not used for evacuation.

### Stormy Weather Emergencies

Once it is determined that the weather is worsening, staff members are informed by the Administration team. They remain calm and reassure the children. Children are escorted to the inner hallway or restroom in the basement level of the center per their evacuation plan posted in their classroom. Staff may bring books or manipulative games with them for the children. Parents who arrive to take their children are strongly encouraged to remain at the center until the weather alert has been lifted.

### Winter Weather Emergencies

#### School Cancellation

When Batesville School Corporation cancels classes for the day due to bad weather all YMCA programs/classes will still run. The YMCA Learning Center will remain open.

#### School Runs on a 2 Hour Delay

If the Batesville School Corporation is on a 2 hour delay, enrolled Kids Club children will have care available to them until the bus arrives at 9:10 a.m.

#### Early Dismissal

If the Batesville School Corporation has an early dismissal, YMCA programs/classes will run as normal, unless a Red Level Ripley County Snow Emergency is declared, then the YMCA, the Learning Center, and all programs/classes will be cancelled. In the unlikely event that the child care center would close early, parents will be called and asked for a timely pick up.

### Snow Emergency Policy

The Southeastern Indiana YMCA and YMCA Learning Center will be open for business unless a Red Warning is declared in Ripley County. The Executive Director will decide when other factors require the facility to close.

- If the Red level is not lifted by 11 a.m., the YMCA and YMCA Learning Center will remain closed the rest of the day.
- If the Red level is lifted by 11 a.m., the YMCA and YMCA Learning Center will be open at 12:00 noon.
- In the event that we **foresee a delayed opening**, we may post the evening before that the YMCA and YMCA Learning Center will open at 8:00 a.m. Please note: this may change to a "CLOSED" status prior to 8:00 a.m.
- Classes and programs will run when the YMCA is open for business, pending the instructor is safe to travel.
- If a Blizzard Warning is issued specifically for the Batesville area, our building will be closed.

**Note:** The above listed scenarios are used for general guidance in making decisions of when to open or close. The Executive Director takes many factors into consideration when making the decision with the safety of our members and staff as the highest priority. WRBI radio is our local source for opening and closing announcements. You may view their website at [www.wrbiradio.com](http://www.wrbiradio.com). NIXLE is also used to post our opening and closing status, as is our Facebook page and website ([www.siyymca.org](http://www.siyymca.org)).

**Fees:** On a Monday-Friday week: one day closed: no credit will be given. On day 2, 3, 4, or 5...a 50% credit will be given off the day's rate (the 5 day pro-rated rate).



## **Discipline**

We recognize that positive discipline teaches and encourages the healthy development of a child's self-esteem. Our child care facility does not allow the use of physical punishment by caregivers. Our staff are trained to employ positive discipline techniques, which include praising, calling attention to appropriate behavior and acting as good role models in order to influence and reinforce a child positively. Children who have conflicts or problems with others while at our center will be encouraged to verbalize their angers and concerns. Our staff members guide rather than punish.

The classroom teacher, with the approval of the Director, is responsible for the discipline in his/her class. Discipline is not used for a child's failure to sleep or eat or for toileting accidents. Techniques of discipline are not intended to humiliate shame or frighten a child.

The Administration and staff of the YMCA Learning Center want to create the best learning environment possible for your child and the other children in the center. In order to have an atmosphere of cooperation and one that will stress excellence in education and character development, we have set some overall expectations for the center. We feel strongly that part of our goal is to help youngsters learn to make good choices about their actions and behavior.

Students have the right to learn. Teachers have the right to teach. Our primary goal is to offer safe, fun, and enriching experiences for everyone who attends the program. Occasionally, there are situations that require the staff to work with individual children on improving their behavior during their time with us. The YMCA discipline policy serves as a guideline for staff interactions with children.

The purpose of any discipline is to help the child become more responsible and to see options for correcting his/her behavior. Therefore, each child will be treated as an individual. Unfortunately, there are times when our usual guidance techniques are not effective and despite working with the parents, the inappropriate behavior continues. When this happens, the following steps will be taken:

1. The classroom teacher will schedule a conference to develop a more individualized behavior plan. Student behavior will be documented by the classroom teacher. Should

the behavior continue or not improve to an acceptable standard over a period of 2 weeks, step 2 will occur.

2. Habitual Behavior---Students that are habitual offenders will have a conference set with the classroom teachers, their parents, and the Center Director. At this time behaviors will be analyzed to see why the same behaviors keep occurring and the team of conference participants will work out a plan to help correct this behavior and break the pattern of inappropriate actions. A two week conference will be set at that time to follow-up on student progress.
3. Severe Behavior---If a child bodily hurts another, defaces property, uses foul language or gestures, threatens, bullies another (physically or verbally), fights, or is the cause of harassment in any way, it is considered a severe behavior. "Bullying" is defined as inflicting injury, causing another student to inflict injury, or behaving in any way that could cause physical injury or mental anguish to another student, teacher, or other child care center personnel. Sexual innuendoes and references will be considered a major misbehavior resulting in parent notification on first offense. Behavior includes lifting/looking under girls' dresses, inappropriate touch, artwork, language, jokes or conversations.

For severe behavior or repetitive habitual behavior, a parent conference including the classroom teaching staff and Center Director will take place. At that time a 30-day probationary period will take place during which time the child will be sent home for the day if they engage in a severe behavior offense. The Executive Director will be notified.

4. At the end of the probationary period, a conference will be set to re-assess the child's behavior. If no improvement has been made, and after consulting with the Executive Director, the child will be given a two week notice of disenrollment.

For very serious incidents where the safety of the child, other children, or childcare personnel is at stake, the child may be disenrolled without notice by the center director (with approval of the Executive Director).

### **Children are our business!**

If you have any questions about our child care center or any information contained in this handbook, please contact me at 812-932-1415. I am happy to answer any questions you may have. To see each individual child grow to his/her potential with a positive self-concept is what I hope each child can experience while in our care. I'll end with one of my favorite quotes from Thomas Carlyle, "A loving heart is the beginning of all knowledge." I'm confident your child's YMCA experience will be priceless!