

YMCA Learning Center

"Promoting excellence in early childhood education"

Mission Statement:

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

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,

*Angie Johnson
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 Jerry Lanning.

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 close at 1:00 p.m. on Christmas Eve and New Year's Eve.

New Year's Day
Labor Day

Memorial Day
Thanksgiving Day

Independence 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 an Indiana 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. First Aid is recertified every 3 years. Some staff are trained to use the AED. All child care staff receive 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 are 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 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

Our Infant Program

(6 weeks to walking)

Our infant program focuses around the needs and unique differences of each child. Each infant has a primary caregiver who centers her day around the schedules of those for whom she cares. Routines are the curriculum for an infant's day. Every moment of a young child's day offers opportunities for learning. The caregiver captures these moments and helps each baby establish trust, discover and feel good about him/herself, tackle a motor task, realize the power of language, and begin to understand this strange new world from many angles.

The infant teacher knows that rich verbal interactions with children help them to understand that language is a tool for identifying and expressing their needs, ideas, and feelings later in life. Each of our caregivers accepts that infants developmentally need to explore the world through mouthing and touching. They allow for this, viewing it as a valuable learning experience. The teacher is alert to the need for proper sanitation measures and follows them consistently and conscientiously. As the trained adult looks at the environment, she views it from the child's eye and creates a cozy, inviting, and stimulating place for children. She understands that frequent rotation of toys is needed to keep up with a growing child.

Infants need to view the world from many angles, and are offered that experience. This includes crawling, being carried, buggy rides, outdoor play, climbing, and rocking so that various perspectives are gained. Diaper changing, feeding, and other routines are viewed as vital times for communication, self-discovery, and socializing. They are encouraged to master feeding themselves despite the messiness that accompanies this activity. While being supportive of infants in their quest for competence, our teachers look to the parents as the best resource in working with their children. Our early childhood educators view themselves as professionals with children and parents. (All infants are placed on their back to sleep unless otherwise authorized by a physician.)

Our Toddler Program

(10 months and walking through 30 months)

In our Toddler program, teachers understand that these children learn with their whole bodies. They learn more by doing than being told. Toddlers discover their world on a physical level, so it is expected that they will prefer walking, climbing, carrying objects, dumping, or dropping objects to sitting, picking up toys, or playing only in a designated space. These large muscle activities are the legitimate

activities of being a toddler. In planning for toddlers, our primary caregivers are prepared to be flexible and spontaneous. Since they are active explorers, toddlers are eager to try new things and use materials in different ways. Our teachers will go with the cues of the child and view that as learning, extending it even if it isn't part of the day's planned curriculum.

Toddlers are working on being independent. The caregiver respects this and allows opportunities for the child to be responsible and to make choices. This teacher also understands why certain behaviors must be limited, and sets limits that are fair and consistent. Expectations for behaviors are developmentally appropriate and allow the child to be challenged yet to feel support from the teacher, keeping frustration to a minimum and the child's confidence and self-esteem intact.

Our teachers, with patience, warmth and respect, redirect toddlers to help guide them toward controlling their impulses and behaviors. The teacher draws more attention to a child's appropriate behavior than to the inappropriate because he/she understands that toddlers will act in the way that draws the most attention.

The teacher recognizes that routine times are important moments to help children learn about themselves and others. Our caregivers view play as valuable, and facilitates this so that children stay interested and move from simple to more complex aspects of their play. The classroom includes materials for children to engage in imaginative play, appropriate art experiences for creative exploration, various manipulatives to develop cognitive and physical skills, as well as building blocks, music, and books. The environment allows for the children to choose activities and respects their need for ample time to use and reuse activities, because repeated experiences foster competence. The setting is stimulating and inviting. It offers comfortable spaces for privacy and for interacting in small groups. Children's art is displayed proudly and respected for what it is.

The Preschool Age Programs

(ages 3-5 years)

Hands-on learning is the foundation of our preschool program. Our classrooms are designed with learning centers where children can freely choose whether to participate or not and for how long. Our trained staff rotate and add materials frequently to maintain and extend the child's interest. Often our teachers create their own games and materials to offer extra challenges and maintain interests.

The preschool curriculum includes activities centering on dramatic play, language, science, math, social studies, music, art, and large and small motor development. An enrichment program that includes field trips and visitors is offered.

Dramatic play: From playing house to being a cashier in a pretend grocery store or a waiter in a make believe restaurant, the children are able to practice roles that productive adults hold.

Language: The whole language approach is our model. This is one in which children are exposed to print and language that is integrated into classroom environment and activities. The classroom is labeled with both pictures and words to foster a visual understanding of the functions of letters and words. Being labeled you will see table settings, cubbies, toy shelves, reading zones, and many more.

Science: Open-ended questions help the children learn how to question and to be thinkers. Hands-on activities include plant and animal life, magnets, sand and water play. Nutrition awareness and classroom cooking activities are also offered.

Math: Activities include concepts of introductory geometry, classification, numbers, quantity, length, weight, and use of simple graphs.

Social Studies: Learning about the world around us is the focus of this curriculum area. Learning of community helpers, occupations, and taking local trips in the community help enhance this area.

Music: Exposure to and involvement with simple rhythm instruments is part of our music program. Rhythms are also practiced by the learning of songs and finger plays.

Art: Exploratory, sensory art activities help the child experience a variety of media. Paints, chalk, pencils, paper, markers, glue, paste, and play dough are available in an art center for the children to use as they wish and display their masterpiece in their classroom afterwards.

Large Motor: Movement activities including free dance, parachute handling, climbing, crawling, running, and balancing are just a small part of the large motor component. Children have daily opportunities to visit the gymnasium and play on one of our four playgrounds when weather permits. Swimming is also available as a scheduled classroom activity.

Fine Motor: From the use of manipulatives to completing pegboards, children are continually offered opportunities to develop their smaller muscles which is an

important prerequisite for handwriting. Other activities to enhance the development are playing with silly putty, gak, play dough, scissors use, and sorting small objects.

Our Schoolage Programs

Kindergarten

Kindergarten students have the opportunity to attend our accredited program after they share their time and friendships with the local schools. We provide the mid-day transportation! Here's how it works: Students can register for the morning session at Batesville Primary School or the all day session at St. Louis School. Transportation will be provided at the mid-day transport. We work closely with Batesville Primary School to enrich the kindergartner's day, utilizing the same themes they are concentrating on at their school.

Language Arts and Reading:

Recognize and print name • Know relevant personal information • Recognize capital and all small letters • Learn letter sounds • Listen for a variety of reasons and purposes • Follow oral directions • Participate in numerous writing experiences • Have exposure to rhyming words • Participate in a variety of speaking activities (songs, poems, etc.) • Interact with a variety of printed materials • Develop left to right progression • Know colors and shapes • Recognize that written words represent spoken words • Learn a select list of sight words • Learn to sound out short vowel words

Mathematics:

Develop a positive attitude toward mathematics • Communicate math ideas verbally • Use math concepts in every day problem solving • Develop one-to-one correspondence • Find sums and differences to 10 • Recognize numerals 1-30 • Count orally from 1-100 • Determine one more or one less than a given number • Know ordinals 1st, 2nd, 3rd • Sequence numbers 0-30 • Classify objects • Use position words (up, down, above, below, etc.) • Work with coins • Master telling time to the hour • Create simple patterns

Science:

Observe that many of the changes that take place in the land, water and sky are observable and affect our lives • Observe that senses help people define and interact with the world as they grow and change • Introduce that scientific inquiry involves such processes as observing, comparing, and classifying • Study sound, texture, shape, color, size, odor

Social Studies:

Identify different, changing and expanding environments, including school and neighborhood • Explore the geographic relationships of home, school, and community • Examine the reasons why in families and in groups rules are needed • Demonstrate that people have likenesses and differences and that people learn from each other in many different ways • Practice citizenship skills • Study various holidays • Develop an awareness of community helpers

Gross Motor:

Develop locomotor skills of running, jumping, hopping, skipping and galloping • Perform jump rope skills • Toss, catch, bounce and kick a ball • Demonstrate fair play in simple games • Identify positive feelings that result from participation in gross motor activities • Swimming

Creative Art:

Experience working with different materials • Drawing with various tools • Large tempera painting, finger painting, watercolors • Pasting • Gluing

Music:

Perform simple beats and rhythms • Develop an appreciation for a variety of musical styles • Move appropriately to music • Perform simple melodies in unison

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 breakfast before going to school and a healthy snack 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 1st 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 Cincinnati

Reds Game, water slides at Versailles State Park, skating until day's end during Rollerama week, a visit to the Indianapolis Children's Museum, roasting marshmallows by the campfire, sharing and learning camp songs, swimming and other water fun activities!

What to Bring From Home

Infants:

- Blanket labeled with child's name
- 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 by a parent written request
- Extra clothes-2 outfits and socks
- Bibs-5 to remain at center
- Formula-Ready to Feed, unopened (if not accepting infant food program)
- Baby Food-unopened (if not accepting infant food program)
- Security items
- Photos of child and family

Toddlers:

- Diapers-unopened
- Diaper Wipes-unopened
- Diaper rash ointment and other medications-unopened accompanied by a parent written request
- 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

Preschoolers:

- Small soft naptime toy

- 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
- Photos of child and family

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/.

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 are a mentor site for students attending IVY Tech State College majoring in Early Childhood Education as they complete their student teaching practicum. We also work with the Batesville High School Child Development class to give their students early childhood experience and opportunities to do

observations and teach lessons to the children. 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.

Children are assessed both formally and informally while in our care. Assessment is the process of observing, recording, and otherwise documenting what children do and how they do it as a basis for a variety of educational decisions that affect the child. Parent-Teacher conferences are scheduled three times per year in September, January and May. Seeing the crucial benefit for these conferences, we ask that you sign a form stating the conference has been completed and this form is kept in the child's file. Assessment records are kept in the child's portfolio and are only available to the child's lead teacher and administrative staff. Families are involved in planning by setting goals for their children to accomplish.

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. Child assessments will also guide planning and decision making for your child's classroom as well as overall program improvements that may need to be made.

Parents may contact the staff for an appointment to discuss their child's needs and progress or exchange information concerning their child's program. 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.

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 SIY 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. 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.

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 Kindergarten 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

The following two (2) leave of absence policies will go into effect January 1, 2007:

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.

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. 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, bug spray, and diaper lotion 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.

Our staff members have special training in recognizing communicable diseases. The staff rely 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. 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.
2. 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.
3. 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.
4. No medication will be given if it is past the written expiration date on the container.
5. Medical samples and over-the-counter oral medicines **MUST** have a written note from the doctor as well as a parent-signed form.
6. Chapstick, sun screen, diaper rash medications, 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.
7. The "Medication Record" form will be signed by the staff member administering medication, and kept on file for a minimum of one year.

8. When bringing over-the-counter medication to the center, please ensure your child's name is clearly marked on the bottle.
9. Tylenol and other fever reducers/pain relievers may be kept at the center 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.

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.

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 7:15 a.m. and 3:00 p.m., breakfast served at 9:15 a.m. and lunch at 11:15 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 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. No child will be released to a person suspected of being intoxicated or impaired. If this incident should happen, the teacher is trained to phone Administration team, address the person picking up, and if there is a refusal to cooperate, the police will be called.

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 Margaret Mary Community Hospital (MMCH) Outpatient Rehabilitation Center until re-entry to our building is possible or all children are picked up. The phone number to that site is 812-934-6199.

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.

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 are required to report their suspicions of child abuse or child neglect to Ripley County's Child Protection Service at 812-689-6295. 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.

First aid boxes are kept in each classroom noted by a Red Cross icon. They also are available in the staff lounge and in the downstairs hallway by the playground door. Emergency numbers are filed in the child care front office as well as kept in each classroom. All staff are trained in First Aid, Infant, Child and Adult CPR, and Bloodborne Pathogens.

Emergency Phone Numbers:

- | | |
|--------------------------|----------------------------------|
| 1. Life Squad | 911 |
| 2. Fire Department | 934-3131 |
| 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. Scott Callahan (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. There will be no Hooked on Phonics on that day.

School Runs on Plan B

If the Batesville School Corporation decides to run their Plan B schedule, enrolled Kids Club children will have care available to them until the bus arrives at 8:50.

Early Dismissal

If the Batesville School Corporation has an early dismissal, YMCA programs/classes will run as normal, unless a Level 2 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.

County Emergency

The Southeastern Indiana YMCA and YMCA Learning Center will be open for business unless a Level 2 Snow Emergency is declared in Ripley County. The Executive Director will decide when other factors require the facility to close.

- If the level 2 emergency **is not lifted** by 11 a.m., the YMCA and YMCA Learning Center will remain closed the rest of the day.
- If the Level 2 emergency **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.

Note: We will only call to notify parents if we open at 12:00 noon. Please listen to WRBI radio or log onto wrbiradio.com.

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!