

# Hopkins County Family YMCA Kid Center



## School Year Parent Handbook

*revised June 2021*

**\*\*PLEASE READ. \*\***

**MULTIPLE POLICIES HAVE CHANGED.**

USDA CACFP Nondiscrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer

## Pre-School

The YMCA Preschool program is a 2-for-1 opportunity that includes a preschool curriculum and all day care. The program involves a variety of recommended practices for young children that incorporate their style of learning. We strive to create a learning environment that promotes educational, spiritual, and physical challenges. Care is available **6:00 a.m. - 6:00 p.m.** and includes breakfast, lunch, and an afternoon snack. The preschool portion of the program is held Monday through Friday 8:30a.m.-11:00a.m.

### *Special Notes concerning Preschool...*

- Breakfast is served from 8:00a.m to 8:30a.m. If you will be arriving after 8:15a.m., your child will need to eat **before** coming to the center. **Children are required to arrive by 8:30am unless prior approval is given.** If a child does not arrive by this time, they miss instructional time. We ask that you do not interrupt class work or circle time.
- Lunch is served from 11:00a -11:30a and snack is from 2:00p-2:30p. Please do not send any other food or drink to preschool. If there is an allergy or dietary need; please consult with the Director. If there is any type of food allergy, we must have a written statement from the child's doctor stating the allergy and what foods to avoid.
- **Toys from home are not permitted into the center. They cause many distractions and are at risk of becoming lost or broken.**
- An extra change of clothes needs to accompany your child in case of accidents or becoming soiled. This prevents us from having to contact you at work to bring a change of clothes. Please remember to update this change of clothing as the season change as well.
- All children in attendance must be completely potty trained and able to use the restroom without assistance.
- Your child needs to wear closed-toe and closed-heel schools to preschool daily. We do not allow any flip-flops or sandals.
- Quiet time is from 11:30a.m. -1:30p.m. Please do not drop off or pick up children during this time because it disturbs the others that are sleeping.
- We provide cots for nap, but you will need to provide a crib size sheet, small blanket and pillow small enough to fit in your child's cubby. (please, no comforters or sleeping bags) We will send ALL BEDDING home on Friday, please launder them and return on Monday. The YMCA is not responsible for lost or forgotten items.

- Staff ratios are as follows as directed by Kentucky State Regulations 1:12 for the Acorn class (3-year-old) and 1:14 for the Oaks class (4-year-old).
- Your child's age as of August 1<sup>st</sup> determines the class in which your child will be enrolled.

### **Physical Activity:**

- We provide opportunities for light, moderate, and vigorous physical activity for at least 60 minutes per day while children are in care for a full-day program and 30 minutes for half-day program. Also, daily outdoor time for physical activity when possible (weather permitting).

### **Screen Time:**

- At the YMCA Kid Center we limit screen time, including television, cell phones, or digital media, for preschoolers (ages 3-5) to less than 30 minutes per day for children in half-day programs or less than one hour per day for those in full-day programs..

## **Fees, Holidays, & Snow Days**

1. **Registration Fee:** There is a supply fee for each child per SCHOOL YEAR and SUMMER CAMP, per enrollment. This fee is non-refundable. State assistance recipients or scholarship recipients *are responsible* for paying this fee as State or Scholarship does not cover this fee.
2. **Payments:** Your payment will be automatically drafted every Monday from the account you provide us with.
3. **School Year Weekly Charge:** During the school year, a spot for your child will be held in our program for each week, which means you must pay for each week. We do not have part time rates as the demand for enrollment does not permit it. Therefore partial weeks are only prorated during holidays and inclement weather if the center closes. As a result your account will be charged weekly *even when your child does not attend*. However, you have 5 credit days per child, per school year which will allow you 5 non-paying absences. Credit days may only be used when an absence occurs and only during the school year. If you choose to use a credit day, you will need to let the Child Care Registration Staff know upon returning to the program from an absence. If your child becomes ill for an extended period of time, contact the Director for special arrangements concerning your account.
4. **Breaks:** PRESCHOOL is year-round and does not have breaks. Preschool accounts are charged the same during breaks as usual.
5. **Holidays:** The Kids Center is closed on the following days: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and the Friday after, Christmas Eve, Christmas Day and the day after. **If we determine that there is enough need for care on the Friday after Thanksgiving and the day after Christmas we will open. If we are not**

needed by enough people we will be closed on those days the decision will be made a month in advance.

6. **Rates:** Please refer to rate sheet in the enrollment packet.

## Enrollment Procedure

Enrollment is open to all potty-trained children ages 3-5 without regard to sex, race, religion, or political beliefs.

### PRIOR TO CHILD'S START DATE:

- 1) Pay the non-refundable registration fee.
- 2) Complete and return the enrollment packet for each child.
- 3) Complete and return the Income Enrollment Form required for our food program.
- 4) Submit a copy of your child's **Kentucky Immunization Record**

**In order to be enrolled we must have the completed registration packet, food program paperwork, a current immunization record, and the registration fee returned. Failure to return any portion of the required documents could result in you not being registered and your spot being lost.**

## Withdrawal Procedure

**A written notice one-week prior to withdrawal is required to avoid charges to your account.** This will allow time for others to enroll and be ready to enjoy the benefits of the YMCA Child Care Program. Full tuition fees for the week will be charged if the child attends for part of the week and withdraws prior to Friday.

The children usually become quite close to the staff, so in order to help your child cope with any separation anxieties, we encourage that each parent discuss with their child and the staff in your child's room the following key points:

- that they are withdrawing from the program and where they are going
- how many days left that the child will attend
- that it is OK to feel sad, excited, etc... *(We believe that all feelings are OK to be recognized. It is how a person handles feelings is important.)*

# State Pay

- If your family receives assistance for your child care tuition through the state of Kentucky your child is only permitted to have 5 absences a month. You will be billed full price for any absence over those 5 days as we only enroll for full time care.

## Arrival and Departure

### Hours of Operation

- The YMCA Kid Center hours are 6:00a.m. to 6:00p.m.

### Arrival

- You will pull under the awning and wait for our front desk staff to come out and walk your child in.
- Please **do not** allow your child to bring toys, candy, gum, or money from home to the program.

### Separation

- If your child is having some separation anxiety explain that the teacher will care for him/her until you return, then say "good-bye" and leave.
- Please try to make this separation process as simple as possible without prolonging it. The longer it takes the more upsetting and confusing it is for the child.
- Our responsibilities once you are gone are to put your child's fears at ease, comfort them, and gain their trust.
- If you are still concerned after leaving your child, please don't hesitate to call us or return after 5-10 minutes to observe your child through the two-way mirrors.

### Departure

- Pull up under the awning and call (270) 825-1254 and wait for our front desk staff to walk your child out to the car.
- Have your photo ID ready at every pick up.

### Release Procedure

- Only persons listed on your child's authorization pick-up list will be able to sign your child out. If another person other than the authorized persons listed in your child's file will be picking your child up, you are required to come by the Kid Center and add the person to your list. **This must be done in person** and only the people listed as parents/guardians may make changes to the list.
- For security reasons, we will request photo identification prior to releasing your child.

- If there have been legal matters concerning custody or guardianship for a child, please supply the center with a copy of the court proceedings and decisions.

## Parents

- Parental support, involvement, and communication are recognized as important aspects of each child's development and are essential for the successful operation of our Child Care Program. The YMCA Kid Center engages parents and childcare givers to use informational materials and/or activities focused on healthy eating and physical activity a minimum of four times per year.

We want to work closely with parents to make sure we understand the children's needs and what we can do together to provide an enriching environment for their childhood journey.

- Parent's can be involved by:
  - Volunteering in the classrooms
  - Sharing a talent with the children
  - Helping with field trips
  - Providing educational videos and music for classrooms
  - Becoming a resource for classroom supplies (i.e. egg cartons, shoe boxes, cardboard tubes, cotton balls, construction paper, markers, etc...)

**Donations of books, toys, games, craft supplies, Kleenex, baby wipes, toothpaste, extra socks and underwear are appreciated at any time during the year.**

## Open Door Policy

All of our child care sites have an open-door policy. This means any and all parents are welcome to visit their child at any time, without an appointment. We welcome and encourage each parent to visit with their child's class and learn about their world at the YMCA. For security purposes, please check in at the desk or with the Site Supervisor upon arrival. All guests of children must be on their authorization list approved only by the parent/guardian.

## Staffing

Nothing is more important to our Child Care Program than dedicated experienced staff that cares about children. Staff are carefully selected and screened for experience, training, and personal commitment to the needs of young children.

A thorough orientation process is completed with each new staff member. Staff evaluations and observations will be conducted regularly to assure our teacher expectations and standards are met. Classrooms have observation windows installed for staff training and observation purposes.

The Child Care Director will supervise, guide, and support the staff in planning the implementation of a developmentally appropriate curriculum.

Staff also receive training through the world's largest provider of child care services, the YMCA. Also, staff receives First Aid/CPR/AED Certification as well as in-house training for policies and procedures.

## Positive Discipline

Guiding the behavior of children, helping them develop core values, and building healthy personalities are important tasks adults must take seriously. We believe children learn self-control for behaving appropriately and responsibly when adults treat them with dignity and use positive discipline techniques such as:

- Setting clear, consistent, fair limits for classroom behavior.
- Valuing mistakes as learning opportunities.
- Redirecting children to a more acceptable behavior or activity.
- Making eye to eye contact and listening when children talk about how they feel.
- Promoting conflict resolution through modeling the skills.
- Patiently reminding children of the rules and their rationale as needed.
- Using effective praise that is immediate, sincere, and specific.
- Stating directions in a positive way.
- Not using corporal punishment or abusive language of any kind.
- Setting limits and boundaries that allow each child to safely explore and experience their world.

If a child misbehaves they will be have some "sit out" time during one of the classroom activities. The maximum "sit out" limit is one minute per each year of your child's age. This is utilized as a "cooling off" period which is followed by a discussion with the staff. If the inappropriate behavior continues, probation and/or dismissal from the program may result. This will be at the discretion of the Director. For the safety of all the children in the center, aggressive threatening behavior will not be tolerated. (fighting, hitting, kicking, biting, etc...)

## **\*\*Strike System\*\***

Strikes are the regulated system of discipline that is being implemented by the YMCA Kid Center. Strikes are given as disciplinary action at the discretion of the director. The strike system is as follows:

- **1<sup>st</sup> strike- sent home for the remainder of the day and a 1-day suspension**
- **2<sup>nd</sup> strike-sent home for the remainder of the day and a 3-day suspension**
- **3<sup>rd</sup> strike-permanent dismissal from the program.**
- Strikes can be given for any situation that is deemed worthy by the director. Any time that your child receives a strike, they must go home for the remainder of the day. When your child receives a strike, the Director would like to meet with you and your child.

## Communication

Parents and staff have many important daily messages to exchange. Our goal is to establish smooth communication between the family and center, linking the child's two worlds. Both parents and staff share responsibilities in building an effective system of communication.

In planning an effective communication system for parents and staff we will:

- Provide each child with a cubby space to store work and daily notes.
- Post daily activities, schedules, and breakfast/lunch menu.
- Establish a family information area in the foyer.
- Have available program information handouts.
- Each class will have a remind group that updates and reminders will be sent through. Every parent is required to join the group.
- We have a Family Resource Room in which we will have information regarding any programs and assistance available in our community for whatever family/child situations may arise. This will also be a meeting area for scheduled meetings with the direct should a problem, question, concern, or need arise.

**What parents can do:**

- Notify the center of any change in enrollment application information such as address, phone numbers, person to call in case of emergency, medical information and the like.
- Write down any daily instructions or information you need to convey to the staff. This important information will be passed onto all staff that is involved in caring for your child.
- Absences: If your child is going to be absent, please contact the Kids Center by 8:00 a.m. This will allow us to plan accordingly.

# Health and Safety

To ensure the well being of all of our children and staff:

1. If your child is too sick to go to school or to be outside, he/she is too sick to be at the Kid Center. Parents, please be considerate.
  - Children will be checked upon arrival and throughout the day for signs of communicable diseases. A child showing or developing symptoms of the following will be excluded from the group and **the parent will be contacted to make the arrangements to pick the child up as soon as possible.**
  - Fever (100+)
  - Rash
  - Diarrhea
  - Vomiting
  - Lice
  - Director's Discretion
2. **Contagious Diseases:** If the child has a confirmed case of a contagious disease he/she must be kept at home and the fact of this condition reported to the Center so that a notice can be posted at the Child Care Center (strep throat, pin worms, viral infections, measles, mumps, chicken pox, scarlet fever, diarrhea, head lice, and impetigo are among those conditions categorized as "highly contagious". At the discretion of the Director parents may be asked to submit a doctor's statement prior to the child's returning to the Center.
3. **Medication Policy:** State Law requires that any medicine be in its original container with the child's name on it. A medical release form at the Center must be completed and signed by the parent with the following information:
  - a) Child's Name
  - b) Type of medication
  - c) Amount to be given
  - d) Time to be given
  - e) Parental SignatureParents must sign the medicine sheet each day the child will be receiving medication. Also, by state law we are not permitted to administer fever controlling or reducing medicine. Children taking such medicine will not be permitted to stay at the Center until they are fully recovered and no longer taking medication or running a fever.
4. **Injury Reports:** the health and safety of the children entrusted to our care is our top priority. However children often test their physical limits, resulting in injury. If this occurs, we will inform parents of the accident that occurred during the day and of the first aid measures taken.
5. **Child Abuse:** We train extensively on child abuse and are required by law to report any suspicion we have of physical abuse, emotional abuse, sexual abuse, or neglect to the Office of Social Services.

6. **Medical Emergencies:** In the event of a medical emergency or accident, requiring a doctor's treatment, we shall contact the parent immediately. If we cannot make contact with a parent immediately, the child will be taken to the emergency room. The signed emergency medical release form in the enrollment packet authorizes staff to take my child for emergency medical treatment if necessary.
7. **First Aid:** There will be a staff person at the Center at all times who has First Aid and CPR certifications.

## **Child Protection Guide for Parents**

We know that you place trust in the Y to help your child develop and thrive—that is why our core values of caring, honesty, respect, and responsibility are part of everything that we do. We place great value on creating the most child-safe environment possible. We believe when you are well informed about safety protocols, it is greatly assisting our responsibility of remaining vigilant and aware of all individuals who potentially interact with children. You are strongly encouraged to immediately report any deviation from these procedures.

### **Staff**

The Hopkins County Family YMCA has more than 30 staff volunteers working with youth in the many programs that we offer. To keep children safe, we follow a comprehensive screening process for potential employees and volunteers that includes a detailed application and interview process, reference checks, criminal background checks, and training.

### **Training**

Our employees and volunteers complete an extensive child abuse prevention training program. Supervisors complete additional training to further promote a child-safe environment. Additionally, all staff and volunteers are mandated to report any suspected child abuse.

## **YMCA Child Safety Procedure**

Below you will find our zero tolerance YMCA procedures that are regularly communicated with parents. You are strongly encouraged to immediately report any deviation from these procedures.

- Children should not be contacted individually by a YMCA staff (i.e., no letters, email, telephone calls, texts, social media channels, visits, non-YMCA excursions, etc.) unless such communication includes the child's parent.
- A child should never be alone with a staff member, but may be separate, if in full view of others.
- Children should never receive gifts of any kind from individual Y staff members.
- Children should never be transported in a staff member's personal vehicle, and never alone.
- Y staff members should not babysit Y members or program participants. If the babysitting relationship pre-existed the Y relationship, the parents may request an exception from the Hopkins County Family YMCA CEO to continue the babysitting relationship. If the exception is approved, a specific acknowledgment must be signed by the parents and the babysitting staff member and retained by the Y.
- Children in Preschool, Day Camp, and Child Watch must sign in and out of programs each day and will only be released to pre-authorized individuals.
- Parents who become aware of hazing, bullying, or similar behavior should report the incident to the Y. Such behavior is often the precursor of peer-to-peer abuse and must be addressed.
- Parents should be provided with the names of at least two separate Y individuals whom they may contact if they believe there is an issue of any kind that needs to be addressed.
- Children should be encouraged to discuss their experiences with their parents and identify any behavior or activity that made them uncomfortable. Parents need to be aware that programs like aquatics require some physical contact between adult and child to provide the necessary instruction. A single touch in a normally inappropriate place may not be an inappropriate touch if it occurred while trying to prevent an injury etc.
- Kentucky law requires adults involved in the care of children to report cases of suspected abuse to the authorities.

## **How Can You Help Prevent Child Abuse?**

- Talk to your child about his or her experiences in the Y programs, school, sports, and other activities.
- Drop in on your child's programs.
- Trust your instincts. Don't wait to tell us if something seems "strange" Speak Up!
- Every once in a while, ask your child these questions:
  - Is anyone scaring or threatening you?
  - Is anyone asking you to keep secrets?
  - Has anyone said anything to you that made you feel bad?
  - Is anyone touching you in a way that you don't like?
- Encourage your child to tell you or another trusted adult if anything happens to him or her.

- Watch for signs of abuse:
  - Unexplainable bruising or other physical markings
  - Disturbed sleeping or eating patterns
  - Abrupt changes in behavior—anxiety, clinging, aggressiveness, withdrawal, depression
  - Fear of a certain person or place
  - Discomfort with physical contact
  - A child who abuses other children
- Listen and watch for signs of your child receiving special attention that other children or teens are not receiving, including favors, treats, gifts, rides, increasing affection or time alone, particularly outside of activities of school, child care, or other activities

## Food Program

The YMCA Child Care Program participates in the Child and Adult Day Care Food Program. All Nutrition and Health Services programs and activities are operated in accordance with the U.S. Department of Agriculture policy this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Any person who believes that he or she has been discriminated against in any USDA-related activity should fill out a form provided by this institution and send it to:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410

USDA is an equal opportunity provider and employer.

The food program requires each child in our program to have on file, a completed CACFP enrollment form on file as well as a signed income statement. These forms are passed out each October. This is used to qualify the CENTER for reimbursement of a portion of the meals and snacks.

### Meal Times

Breakfast: 8:00a.m.–9:00a.m.

**If your child arrives after 9:00, they will need to eat Breakfast BEFORE arrival.**

Lunch: 11:00a.m.

Snack: 2:00p.m.–3:00p.m.

- If your child is not here at the beginning of scheduled meal time, they will need to eat **before** coming to the Center.
- All Day Preschool care includes breakfast, lunch and snack.

- Please do not send additional food, drink or snack with your child to the YMCA Kid Center. If your child has allergies to foods, we must have a written statement from your child's doctor on file with the specific allergy, per state requirement. If there are other food concerns due to religious or cultural beliefs, please send a signed letter to the center that provides the foods that the child isn't allowed to have and the type of religion that you follow. *(this provides proof of food changes)*
- Also, your child will be offered what is served that day as well.
- Candy, chips, cookies and the like are not permitted as they have no nutritional value and cause a distraction to the other children.
- All meals are served family- style.
- Fried foods are prohibited at all meals and children are prohibited from bring them from home.
- Any outside foods are also prohibited.
- Safe drinking water will be available and accessible to the children at all times.
- All sugar sweetened beverages are prohibited at the center. *(No outside beverages are allowed)*.
- Only low fat and nonfat milk is served to the children at breakfast and lunch.
- Juice is served no more than one 4-6 oz. serving of 100 percent juice per day.

## Personal Belongings

Send your child to the Kid Center in comfortable play clothes as we will be playing and participating in messy crafts and active games. **We cannot be responsible for keeping clothes clean. YOUR CHILD WILL GET DIRTY!**

An extra change of clothing should be left at the Kid Center at all times. Please return a set of clean clothes the next day when soiled clothes are sent home.

Children will be taken outdoors daily unless extreme weather conditions prohibit us from doing so. Please dress your child accordingly.

Label all belongings with your child's name.

**THE YMCA IS NOT RESPONSIBLE FOR  
LOST, STOLEN, BROKEN, FORGOTTEN, OR  
OTHERWISE DAMAGED ITEMS OF ANY  
KIND.**

# Financial Assistance

We accept families who are on State Assistance; this means that you receive financial assistance from state funding.

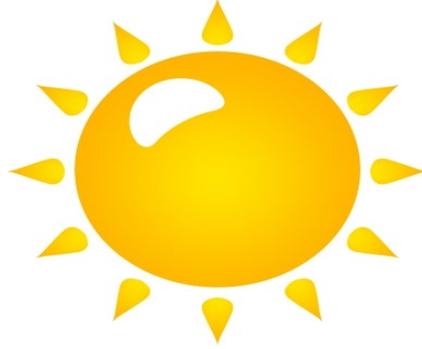
If you do not qualify for this funding, the Hopkins County Family YMCA has an Open-Door Scholarship program that those needing help may apply for. If you are interested, please pick up an application and carefully fill out all parts. Return it with the appropriate documentation to the YMCA. Once your application has been reviewed, you will receive a letter stating the range of your level of assistance. All child care scholarships are valid for 6 months in which re-assessment will be conducted. Financial assistance is available for other YMCA programs and membership.

**Be sure to return scholarship packets before the deadline.**

*Due to YMCA Sustaining contributors, members like yourself, and the United Way, the Hopkins County Family YMCA is able to provide financial assistance for child care services to those who cannot afford quality care. To learn how you can help with the Open Doors Campaign or United Way please contact us at 821-9622.*

## Other YMCA Programs

Swim Lessons  
Water Aerobics  
Swim Team  
Lifeguarding  
Arthritis Aquatics  
T-ball  
Soccer  
Basketball  
Dance  
Fitness Classes  
Yoga  
Personal Training  
And much, much more!



## SUNSCREEN RELEASE

Child's Name: \_\_\_\_\_

Date Range: From \_\_\_\_\_ to \_\_\_\_\_

Please apply sunscreen to prevent sunburn to all exposed skin. If my child requires a certain type or brand of sunscreen I will provide the sunscreen labeled with my child's name.

The sunscreen will be applied on body using spray sunscreen and the children will be required to rub it in as the teachers/staff are not permitted. Liquid sunscreen will be given to the children in their hands and they will apply it to their own face.

This product must be applied prior to each trip outdoors if the child will be in direct sunlight more than 10 minutes.

Parent Signature: \_\_\_\_\_



## Preschool 2021-2022 Handbook Acknowledgement

Please initial by each section below acknowledging you read and understand them. **This page must be returned in order to reserve your spot.**

- Enrollment Procedure
- Withdrawal Procedure
- Fees & Holidays
- Arrival and Departure Procedure
- Communication
- Discipline
- Strike System
- Health & Safety
- State Assistance Policy
- Personal Belongings
- Food Program
- Financial Assistance
- Child Protection Guide for Parents

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian