FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Portage Township YMCA
Child Care and Development Center

Parent Handbook
2016

Welcome to the Portage Township YMCA's Child Care and Development Center program. We are so excited that you have decided to join the family at the Y. We look forward to getting to know your family and most of all, your child. This program has been developed to meet the cognitive, physical, emotional, social, and creative needs of a young child. The classroom environment encourages confidence and independence. The emphasis is on helping children gain a positive self-concept and self-esteem. Staff work with children and assist them in developing caring relationships with others.

Vision Statement

The Portage Township YMCA Child Care and Development Center exists to provide families with access to quality, affordable, curriculum-based child care. Children are actively engaged in age appropriate activities that build developmental assets, increases cognitive skills, provide social stimulation and encourage individual growth in a values- orientated environment.

Philosophy

Our well-balanced Child Care and Development Programs are designed to promote educational, emotional, physical, and social growth for infants, toddlers, preschoolers and school-age children. Well-trained educators provide safe, affordable, high quality care so you can have peace of mind while you work to help your family succeed.
Each child participates in pre-planned, positive activities to enhance their "whole" being. Our integrated curriculum includes art, music, fine motor skills and physical fitness to promote age-appropriate development in a combination of structured and non-structured activity time.

We believe that family is the most important structure in a child's life. At the Y, childcare is family care. We partner with parents and caregivers to support your efforts to nurture your child's healthy development and help them grow up healthy, happy and strong.

Objectives

At the Portage Township YMCA Child Care and Development Center, our objectives are to:

- provide a warm, caring, supervised environment
- further develop each child's cognitive, emotional, social and physical skills
- provide a safe environment that is a natural progression from home to school
- hire teachers who are professional, experienced and well-trained
- develop a positive partnership with families that ensures ongoing respect and communication.

Staffing

All staff members are trained in CPR, First Aid & Universal Precautions. Each staff member also participates in at least 20 clock hours of annual training in early childhood education best practices.

Program and Curriculum

Our knowledge of early childhood development and our cumulative experiences with children have been the major determinants of our various programs. Your kids are discovering all kinds of exciting worlds. At the Y, we carefully design every activity to expand their imaginations and encourage lifelong, positive values. Our center is designed with developmentally appropriate activities that stimulate a child's intellectual, social, emotional, and physical growth. The result is a comprehensive curriculum with a clear organizational structure and a particular focus on routines and learning experiences. Children develop skills for classroom readiness and a passion for learning.

<u>CORE CONTENT AREA OBJECTIVES AND GOALS:</u>

- Social Emotional:
    - SE.2.69 (Manners), Treat others with respect during physical activities.
    - SE.2.68 (Sharing), Play cooperatively with others during physical activities.
    - SE.2.63 (Expressing emotions), Express both positive and negative feelings about participating in physical activities.
    - SE.2.8 (Communication) Use language instead of physical force to resolve conflicts, with assistance.

- Social Studies:
    - SS.1.23 (Appreciating differences in people), Notice likeness and differences in others
    - SS.3.42 (Appreciating differences in places), Identify and describe people who live in different places for different reasons (e.g., farms, cities, small towns).

- Mathematics:
    - M.4.2 (Shape and color recognition), Use a shape toy to explore basic shapes.
    - M.1.23 (Counting), Imitate counting behavior using the names of large numbers.

    - M.6.15 (Patterns), Reproduce simple AB patterns of concrete objects. M.6.19 (Sorting), Sort a group of objects by more than one way.
    - M.1.37 (One to one correspondence), Apply one-to-one correspondence with objects and people.

- Science:
    - PC.1.5 (Using their 5 senses) PC.1.5 Use sight, sound, taste, touch, and smell to explore their world.
    - SC.1.89 (Exploring nature), Interact with and explore a variety of objects, books, and materials.
    - SC.1.70 (Problem solving) Talk to self to solve problems.

- Physical Development:
    - P.3.12 (Gross Motor) Perform locomotor and non-locomotor skills at a basic level (e.g., marching, walking, running, hopping, feet together, sliding, stretching, climbing, and walking in a line one behind the other).
    - P.3.14 (Coordination) Manipulate objects by throwing, catching large balls with two hands, striking, swinging, and pulling at a basic level. (e.g., throws an object at a target with an overhand motion and trunk rotation, throws something upward and catches it, and jumps over a stationary object).
    - P.5.1 (Fine motor), Grasps small objects.

- English/Language Arts:
    - ELA.2.40 (Letter recognition), Match upper to lower case letters.
    - ELA.8.39 (Phonemic awareness), Generate sounds from letters.
    - ELA 2.50 (Begin to form letters), Draw pictures and scribble to generate and express ideas.
    - ELA.7.27 (Recall or create a story), Tell something that a favorite character does in a story.
- Personal Care:
    - PC.4.10 (Self-esteem and awareness), Show pride in physical/personal accomplishments
    - PC.2.17 (Daily needs), Show a growing independence in hygiene, nutrition, and personal care when eating, dressing, washing hands, brushing teeth, and toileting.

- Fine Arts:
    - FA.1.1 (Rhythm), Produce rhythmic patterns to familiar songs (e.g., Jingle Bells).
    - FA.1.99 (Musical patterns) Follow repetitive patterns of movements.

    - FA.1.88 (Experience a variety of art), Demonstrate increasing skill in using different art materials. (e.g., paper, paint, clay, scraps, buttons independently

- Healthy Eating/ Physical Activity:
    - Children serve themselves (family style) all food and beverages from common bowls and pitchers with limited help.
    - Children eat fruits and/or vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack.
    - Children eat whole grain foods and are prohibited from eating fried, sugar sweetened or any foods containing trans fat.
    - Children participate in moderate and vigorous physical activity for at least 60 minutes per day.

The above goals and objectives were adapted from the Foundations to Indiana Academic Standards for Young Children Birth to Age 5 and The YMCA Healthy Eating and Physical Activity Standards.

2-Year-Old Program

Our two-year-old program is a basic learning program. We focus on encouraging cooperation, building large and small motor skills, developing creativity and promoting an understanding of cause and effect.

Transition Room

Our transition room is available for children (ages 3+) who have turned three years of age. In this classroom, the children have an opportunity to begin using the three-year-old preschool curriculum while continuing to work on social & emotional maturity and bathroom independence.

3-Year-Old to 6-Year-Old Program

Our preschool curriculum involves learning through discovery and play. We believe that curriculum is everything that happens at the child care center. It includes activities that take place and relationships that form between children and teachers. The materials, equipment and activities presented are carefully planned in accordance with developmentally appropriate curriculum practices that also reflect our philosophy of providing non-sexist, multi-cultural environment. Our 3/4 year old classroom is typically for children who are two years away from kindergarten. Our 4/5 year old classroom is for children who have turned age four by August 1st of the current school year and are one year away from entering kindergarten. Children in these classrooms must be fully independent in the bathroom.

Physical Activity

Please dress your child adequately for outdoor play in all weather. It is our policy to participate in light, moderate and vigorous physical activity for 60 minutes, three times daily outdoors, weather permitting. Children who are dressed appropriately for the weather have a more enjoyable outdoor play experience. Per state requirement, all classrooms will be going outside if the temperature is **25 degrees or above** including the wind chill.

Personal Belongings

Please label all clothing and accessories your child has at the center. Each child has a cubby space for clothing and belongings at the center. Unclaimed or unmarked items are donated to charity every two months.

The child care center cannot assume responsibility for loss or breakage of items brought from home. ***Toys from home are prohibited.***

Clothing

Children should be dressed comfortably for daily work and play activities. Simple, washable, easy-to-manage clothing suitable for tumbling, climbing, running on the playground as well as for messy play with paint, markers, play dough, sand, and glue is best for your child.

It is important that all clothing be easy to put on and take off to promote independence. Whenever possible, children should wear clothes and shoes to school that can be put on and taken off without adult help. Children in our 3/4 and 4/5 rooms need to be able to use the bathroom independently; therefore, the children must be able to dress & clean themselves after bathroom use.

In case of wetting, spills or messy play activities, please ensure there are two complete sets of clothing at the center (underwear, socks, pants, and shirt). Label all of the clothing and put them in a plastic bag with your child's name on it. These items will be kept in the child's cubby. If your child needs to change clothes and there are no clothes at the center; you will be contacted to bring clothes to the center immediately.

Supplies

Parents are asked to supply the following items for their child's personal use:

- A small pillow and blanket for use during naptime*
- A small stuffed animal for nap time*
- **TWO complete changes of weather appropriate clothing**
- **Children requiring diapers and/or pull-ups must have at least <u>10 on hand daily.</u>**
    - If your child has run out, you will be contacted to bring more to the center immediately.

*These items should be able to fit inside your child's cubbies.

School Supply List

In addition to the above personal items, please bring in the following school supplies for your child's classroom:

- 24ct Crayons (Large size for our 2-year-olds)
- 10ct Classic Color Markers (Not Fine Line)
- 1 box of kleenex
- 1 container of disinfectant wipes
- 1 container of playdough (any color)
- 1 package of glue sticks
- 1 package of ziplock bags (quart or lunch)

All children must bring in the supply list every year at the start of our school year in September. Children who enroll during our school year must also bring in the items. These items help to supplement the supplies already offered by the center.

Celebrations

We recognize that each family has unique traditions and beliefs. We encourage the acceptance of a variety of cultures, backgrounds, and traditions into the social life of our classrooms. However, our school's policy regarding the celebration of holidays needs to focus on what is meaningful and what is developmentally appropriate for the child in an early childhood setting.

In accordance with the State Board of Health and licensing regulations, we regret that no home baked goods can be allowed in the center. *Only store bought, commercially packaged items can be brought to the child care*

center with a completed **Safe Transportation of Food Responsibility Form**. Please see your child's teacher for further information on sending in food items for your child's birthday. We encourage the purchase of nutritional snacks such as: frozen yogurt, vegetables, fruit, etc.

Learning Pro-Social Behaviors and Guidance

Our center views learning pro-social behaviors as a process of teaching the child to relate to others in a positive non-violent way. All center teaching staff is encouraged to set consistent limits and to enforce these limits.

Learning social skills is a major developmental task of childhood. Center staff will attempt to help children learn pro-social behaviors by encouraging children to problem solve conflicts with others. We encourage pro-social growth by talking about inappropriate behavior when it occurs, keeping the children involved in classroom activities, by modeling social skills in the classroom, and by establishing consistent and clear guidelines regarding behavior. There are a number of reasons children behave in what adults would consider socially unacceptable ways. The teacher will, through observation, try to determine the source of the problem and to help the child find a more acceptable way to respond.

Discipline involves guidance. We want children to develop and rely on their own internal controls rather than external means. Teachers do not use corporal punishment or negative discipline methods that intentionally hurt, humiliate, or frighten children. When a child's behavior is inappropriate for the situation, staff will use a variety of techniques to help the child manage his or her behavior. Some techniques include: replacing challenging behavior with appropriate behavior that achieves the same outcome for the child, redirecting a child's attention to another more appropriate activity, helping the child to recognize the feelings that cause certain reactions, ("You are angry because she pinched you?"), positive reinforcement through encouragement and explanation, ("You and Kathy are sharing nicely," or "He's crying because that hurts.") and helping children problem solve interpersonal conflicts by "talking it through." Teachers act as facilitators to help children develop the negotiation skills they need to succeed and find appropriate resolutions for conflict.

Problem solving in the classroom also requires that children make decisions. Including children in the problem solving process, allows them control over the situation and encourages them to use words rather than physical means to express their feelings and thoughts. Sometimes, if there is not a choice

available (meal time or clean-up time) we will insist that the child follow the teacher's directions.

Occasionally, we find that a child needs to take some time away from the group and spend a few quiet moments with a staff person to regain control and to calm down. Staff realizes that children are learning cooperation and sharing. Staff will help children learn that all people have rights and sometimes need protection from invasion of those rights.

Children may experience difficulties at different stages of their development. The staff shall make every effort to resolve all situations with parents when the need arises. Some families may be referred to a professional outside of the center for further guidance. In order to meet the needs of the child, the center may request that parents facilitate communication with outside professionals by authorizing an exchange of information.

If a child's unacceptable behavior continues, despite the collaborative efforts of parents and staff, the parents may be asked to find an alternative child care arrangement. Behaviors that continue to pose safety concerns for others and/or require closer supervision than is possible in this setting cannot be accommodated. In making evaluations and recommendations, judgments shall be based on fact and relevant to the interests of the children and of the program. Parents will be notified when their child has had two unacceptable behavior incidents for the day. If the child reaches a third incident, they will need to go home for the rest of the day.

We believe these methods are the most effective and respectful of children. We hope that these methods are similar to those parents use at home, so that our work in the classroom is supported.

Confidentiality and the Release of Information Policy

Confidentiality of information about the child and family will be maintained. Except when the center is legally required to provide information, disclosure of children's records beyond family (custodial) members and program personnel, shall require familial consent.

Parent/Center Cooperation

Children benefit from school experiences most when there is good communication and cooperation between parents and center staff. It is vitally important that you as parents/guardians communicate your needs and desires regarding your child's development openly with your child's teachers. You are encouraged to discuss any developmental milestones you

have encountered and to share any information that is appropriate. In turn, we will make every effort to keep you informed about center activities, your child's experiences, development, and progress.

Parents are welcome to visit the center any time. Observing your child offers an opportunity to see him/her interacting with peers, teachers, and the environment. Parents who are unable to observe their child in action may want to talk with their child's teacher when they come to the center in the evening. Please feel free to stop in at any time during your child's scheduled hours.

Parent Conferences

Parent-Teacher conferences will be scheduled annually during the fall, as well as a parent may request such a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome at any and all times to observe our program.

Daily Information

Information is communicated through a variety of methods: newsletters, daily reports, bulletin boards, family nights and individual conferences with the teachers.

Parent Advisory Council (PAC)

Parents are encouraged to participate in the Parent Advisory Council as a way to keep up-to-date on current issues and concerns at CCDC. Parents and YMCA staff members come together to share ideas and suggestions regarding program content and quality, family activities, enrichment programs, and other items of interest, including healthy eating and physical activity.

Policies and Procedures

Admission Requirements

Applications will be accepted without regard to race, religion, sex, color, national origin, ancestry, or disability. In the case of a disability, the Director will meet with the parents, to ensure that the center can provide the care necessary to accommodate the child and provide a positive learning experience.

Children enrolled in our center must be at least 2 years of age and cannot be more than 6 years old or in kindergarten.

Enrollment Procedures

Enrollment packets are available at the child care center. All of the forms are to be filled out carefully and completely. All required forms are kept on file at the child care center. Instructions for enrollment are included in each packet.

A non-refundable registration fee of $30.00 per child must be paid at the time of enrollment.

Hours of Operation

The child care center is open daily Monday through Friday from 6:00 A.M. - 7:00 P.M.

The child care center will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve at 3:00 P.M.

The child care center will also be closed semi-annually in January and July for maintenance shut-down and teacher in-service trainings.

Tuition is not pro-rated for any closures.

Vacations

Full-time students are permitted to use 5 vacation days per enrollment year without charge. Your child is eligible for 5 vacation days during their first year of enrollment. Full-time students who have been enrolled for 1 full year without lapse in enrollment are eligible to use 10 vacation days per enrollment year without charge. Vacations must be taken a minimum of 5 consecutive days. Vacation days cannot be split up. All parents must give a two-week written notice for vacations. Your enrollment year begins from your child's first day of attendance at our Child Care and Development Center.

Fees

All fees at the child care center are flat weekly fees. There are no hourly or daily fees available at the center.

The following is a breakdown of fees by classrooms:

Two Year Old Room:

Full Time (4-5 days per week)	$155.00	Members
	$175.00	Non-Members

Transition Room:

Full Time (4-5 days per week)	$155.00	Members
	$175.00	Non-Members

Three Year – Six Year Old Child:

Full Time (4-5 days per week)	$135.00	Members
	$155.00	Non-Members

There is a 5% tuition discount for children, whose parents provide partial supplemental food and/or drinks for medically documented food allergies or special dietary lifestyles.

There is a 10% tuition discount for children, whose parents provide complete supplemental food and drinks for medically documented food allergies or special dietary lifestyles.

There is a $10 multi-child discount, deducting $10 from each additional child.

All fees are to be paid by Friday for care for the following week. A $20.00 late fee (per child) will be added to your weekly fee for any payment that is not made by Friday for the following week. Fees are paid for each week whether your child attends the center or not. After two weeks of non-payment, child care services will be suspended until payment is received. After three weeks of non-payment, your child will lose their enrollment place. If you need to

make alternate payment arrangements, please see the center's director immediately.

Payments of Fees

Weekly fees for child care must be paid at the Welcome Center. The center will accept cash, checks, money orders, Visa or Master Card. Checks or Money Orders must be payable to the Portage Township YMCA.

There will be a $25.00 service charge for checks returned for any reason.

If you pick up your child after 7:00 P.M., there is a late fee of $1.00 per minute paid in cash to the teachers on duty at that time. Any child who is picked up after 7:00 P.M. on two or more occasions may be asked to leave the center. If the center has not had contact with any person on the emergency contact card by 7:15 P.M., the authorities will be contacted and your child will lose their enrollment spot.

Arrivals and Departures

The child care center's responsibility for the child begins when the child is signed in by a parent, guardian, or other authorized person and ends when the child is signed out by an authorized person. Therefore, the authorized person must sign in (including name and time of arrival), and sign out (including name and time of departure).

A child will be released only to the person(s) authorized to pick up that child. Any individuals, who enter and are unknown to welcome center staff, will be asked to show identification. No child will be released to an unauthorized adult. If at any time you need to add an authorized pick-up person to your child's list, but are unable to do-so in person, you MUST give us the password chosen at the beginning of their enrollment or we must be able to contact the parent/guardian via a phone number listed on the emergency contact card.

Upon arrival, be sure you escort your child into the classroom and greet the teacher. Please make sure you fill in the sign-in sheet located in each classroom. The teachers will want to make sure that you and your child feel welcomed. When you are ready to leave the center with your child, please notify a teacher that you are leaving for the day.

Our parking area can be a busy place at certain times of the day. Please help up in providing a safe environment. We offer the following tips and ask for your cooperation.

- Hold your child's hand in the parking lot.
- Do not allow your child to run ahead or lag behind you in the parking lot.
- Never leave your car running while you drop off or pick up your child.
- Do not leave other children in the car unattended.
- Please drive slowly as you approach the YMCA.
- Do NOT park on the curb, leaving your vehicle unattended.

Drop Off Times

In order to ensure all children can benefit from the curriculum and academic instruction time, please drop your child off by 9 A.M. We ask that parents refrain from dropping off their child after 12:00 P.M. due to lunch and our daily scheduled nap/relaxation time. It is important for all children in the center to have a quiet, relaxing nap time with no interruptions or distractions.

Meals

Nutritious, healthy meals are served daily according to state and federal guidelines. Children are served at least ½ cup of fruit or vegetable at every meal and snack. Children learn pro-social behaviors and table manners by serving themselves (family style) during snacks and meals. Children and staff are prohibited from consuming any fried foods in the program. This includes items that have been fried during any point in the preparation process, commonly referred to as par-fried. If you provide meals from home for your child, fried foods may not be included.

Safe drinking water is available and accessible to children at all times. Sugar sweetened beverages are not allowed to be brought from home including for parties and holidays and are prohibited from being served at the center. Unflavored, 1% milk is served at breakfast and lunch. Water is served at breakfast, AM snack and PM snack.

In accordance with licensing regulations, a child must be in attendance at the time of the meal in order to be served. We regret that we cannot save meals, allow food to be brought into the center, or allow meals to be taken from the center. Parents must make other meal arrangements if they know that their child will not be at the center in time to be served. Lunch and snack menus are posted in each classroom. A light snack is offered to children arriving between 6:30am-7am, breakfast is at 9:30am, lunch is at 12:00pm, PM Snack is at 3:30pm and a late evening snack is served at 6:30pm each day.

If your child will be dropped after 11:00 am, **please make sure to call BEFORE 11:00am** to inform our kitchen staff that your child will be attending that day. We want to make sure every child has access to a well prepared hot meal, and that we have enough food prepared for children in attendance that day.

For children requiring a special diet due to medical reasons or allergic reactions, we will provide meals and snacks in accordance with the child's needs and the written instructions of the child's physician. A child requiring a special diet due to religious or personal beliefs shall have a written statement from the child's parent. We are prohibited from serving food items prepared in a home kitchen at any time, except with a physician's written order for a particular child's special diet. All food, not prepared at the child care center or provided by an approved vendor, must come in an unopened package from an approved food source.

Health Standards

We strive to maintain an ongoing awareness of good health habits and hygiene throughout our daily routine.

The Indiana State Board of Health and the Division of Family and Children require that each enrolled child have a physical examination including record of up-to-date immunizations on file at the child care center. All health records must be signed by the child's physician's note for dietary allergies must be on file with the center office.

Please contact the child care center as soon as possible if your child is ill and will not be able to attend the center. We ask that parents let us know the nature of their child's illness, and whether their child has, or has been exposed to, a communicable disease.

Parents can contact the child who is suspected of being contagious; the center reserves the right to refuse admittance for health reasons.
If a child in the child care center is known to have been exposed to a communicable disease, parents will be given prompt notice. An information sheet on communicable diseases will be given to the parents.

When a child is known to have been exposed to a communicable disease outside of the child care center, the child will be excluded from attendance for the length of time prescribed by the local health officer.

A child cannot be admitted to the center if the child has a bad cough or severe cold symptoms, diarrhea and vomiting, elevated temperature, strep

throat or scarlet fever, chicken pox, measles, conjunctivitis, ear infections, mites and lice.

A signed physician's release is required before a child can return to the center after experiencing any of the following: ring worm, pink eye (conjunctivitis), impetigo, and scabies.

Outside play is important for the health of young children. It is our policy to go outdoors every day that the temperature is above 25 degrees and below 90 degrees. **If your child is too sick to play outside, your child is too sick to be at the center.** If there are any serious medical conditions that keep the child from playing outside, please obtain a doctors note and give it to the child care director.

In the childcare school environment many communicable diseases are easily transmitted from one child to another. A healthy environment involves prevention, early recognition of illness, symptoms, prompt diagnosis and treatment. Children who are not feeling well have a difficult time concentrating and therefore do not benefit from the instruction they receive during that time. We need your assistance in providing a safe and healthy environment for your child.

Below are some guidelines to help you make the decision whether or not to send your child to school. Keep your child home if she/he has any of the following symptoms:

Fever---- 100°F or greater. May return when temperature is normal for a minimum of **24 consecutive hours**.

Vomiting ---- 2 or more episodes in the preceding **24 hours**, unless determined to be from a non communicable condition. May return when resolved.

Diarrhea ---- 3 or more watery or loose stools in **24 hours**. May return after resolution of symptoms or diagnosis made and clearance given by medical provider.

Rash --- Any new onset of rash. May return after rash resolves or diagnosis is made and clearance given by medical provider.

Sore Throat --- Painful with fever or swollen glands. Strep throat should be treated with antibiotics for **24 hours** before returning to school.

Eye Discharge --- Thick mucus or puss draining from eyes.

Severe Cough --- Phlegm producing cough or severe cough followed by whooping sound or croup.

Cold ---- Severe runny nose or congestion.

Medications

Medications will not be given to any child by any staff member unless it has been authorized by a physician. All medications must be registered with the name of the medication and the name of the child to receive the medication as well as the time in which it must be administered. Staff will administer all medications only. A medical authorization form must be filled out by a doctor before medication can be given to a child at the daycare center. Please see the child care director for a medical authorization form.

Child Abuse and Neglect Policy

The Portage Township YMCA Child Care and Development Center is required by law to report any suspected child abuse or neglect to Child Protective Services.

Policy on Release of a Child to an Intoxicated or Impaired Person

The Portage Township YMCA Child Care and Development Center reserves the right to deny release of children to persons who are suspected to be under the influence of drugs or alcohol. In the event this should occur, the Portage Township YMCA Child Care and Development Center will:

1. Call additional authorized adults from your list who can pick up the child.
2. Call a cab at the parent's expense.
3. If a parent or other adult is aggressive, abusive, or threatening, the police will be called.
4. If an intoxicated or impaired person insists on removing a child from the center, the staff will immediately report the incident to the local police agency.

Cancellation of Enrollment

The child care center reserves the right to cancel the enrollment of a child for the following:

- Non-payment or late payment of fees
- Not observing the rules of the center as outlined in the Parent Handbook
- Not completing and returning required forms properly
- Physical or verbal abuse of staff or children by a child or parent
- Not complying with center requests to seek outside professional services for your child within the specified period of time
- Parental refusal to cooperate with center staff

- When, after appropriate efforts have been made with a child and the family, the child still does not appear to be benefiting from our program

A client wishing to withdraw must notify the center two weeks in advance. Clients will be liable and billed for all scheduled hours two weeks from the day of receipt of written notice. A form is available from the center office.

Emergency Procedures

All center staff are trained in First Aid, CPR, AED, and Universal Precautions. First aid supplies are always available. Staff will administer first aid for minor accidents such as cuts, scrapes, and minor bumps and bruises. In compliance with our policy, no medications are used. Scrapes and cuts are washed well with soap and water and are bandaged. An ice pack may be applied to a bump. If more attention is required, you will be contacted to discuss what additional steps to take.
An illness/accident/or behavior report is completed by center staff when appropriate. If your child has been involved in a situation requiring such a report, you will be asked to sign the report upon receipt. One copy of the report is for your records and the other copies are filed in the center office.

Emergency information for your child is kept on file at the center office and an emergency card is maintained at the reception desk so you can be reached in the event of an emergency. It is the parent's responsibility to keep this information up to date. A good time to update information is every three months. Please let us know when there is a change in telephone numbers (home, work, or cell) or in the names of people authorized to pick up your child. We realize that most of our parents have busy schedules; however, it is extremely important that you keep us informed even if your schedule varies for a day. Write down an alternate number where you can be reached for that day above your name on your child's sign-in sheet.

In the event a medical emergency occurs, emergency personnel will be contacted first. Parents will be called next. If you cannot be reached, calls will be made to the individuals listed on your child's emergency pick up card (in the order they appear on the card). Staff will follow our center's emergency policy procedures. A staff person who is familiar with your child will accompany your child to the hospital and wait until you or an emergency contact person from your list arrives.

If your child has had an accident outside of the center, please let the staff know at the time of your child's arrival, sharing this information with a teacher saves staff time trying to track down the origin of the injury. It helps minimize unnecessary concerns.

In the event of a weather or fire emergency, the child care center is equipped with fire extinguishers, smoke detectors and emergency lighting. Fire drills are conducted monthly.

Insurance

Parents are expected to provide ample medical coverage for accidents and injuries as the we are not liable

Security

For your child's safety, we require that you accompany your child to and from his or her area and teacher at arrival and departure times.
We cannot release your child to anyone not on your signed authorization (pick up) card. All teachers are instructed to request identification if they are unsure as to the identity of the person picking up your child. Please keep in mind that this procedure is in place for your child's protection and safety. If you will not be picking up your child, call and let us know who will be coming.
In case of separation, divorce, the parent maintaining custody will be asked to submit in writing any documents authorizing custody and pick up arrangements. To ensure compliance with such orders preventing contact with a child, the staff at the center will be made aware of the existing orders.
The door that leads into the center is an electronic door, and the Welcome Center staff must release the lock in order for anyone to enter the main care area of the center.

Inclement Weather

In the event of inclement weather, we will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Portage Township YMCA CEO to make the decision to close earlier or open later due to weather conditions (i.e. Snow, ice, frigid temperatures …). The following forms of communication will be updated, prior to 6:00am, in the following ways:

- www.cancellations.com
- Portage Township YMCA website: www.ymcaofportage.org
- Portage Township YMCA facebook page: www.facebook.com/PortageYMCA
- Text Alerts (Text "YMCA" to 54900)

If the Center is open, but because of severe weather and/or road conditions administration decides to close early, families will be notified by phone and must pick up their child(ren) by the anticipated closing time.

We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

Field Trips

Field Trips are not taken at our child care center. We do occasionally take the children for nature walks on the bike trail located to the north of our building. Permission for these nature walks is given by the parent/guardian on our permission signature page located within the intake packet.

Maintenance Shutdown

Once per year, the Portage Township YMCA reserves the right to close the Child Care Center for our Annual Maintenance Shutdown. This complete YMCA shutdown allows all parts of our building to be deep cleaned and for projects to be completed that we otherwise cannot do while members are in the building. Notification of closure days will come in advance so that you can make alternate care arrangements during that time. We will not credit or discount tuition fees during the maintenance shutdown.

Screen Time

We prohibit all screen time (television, movies, cell phone, video games, computer, and other digital devices), excluding special events, not to exceed 60 minutes quarterly.

Temporary Scholarship/ Financial Aid

The Portage Township YMCA makes financial aid scholarships available to qualified participants for the Child Care and Development Center. This is possible through our Youth Scholarship Fund. The scholarship covers up to 50% off the weekly fees for the program participant(s) based on their eligibility level. The $30.00 registration fee is required at the time of sign-up. Scholarship participants agree to pay their weekly rate regardless of whether or not they use the service. Their scholarship may be subject to a $20.00 late fee if their payments are not made by the Friday before services are rendered. If you feel that you may qualify for financial assistance, please complete a financial assistance application which can be located at our Welcome Center. Be prepared to show documentation of your household's gross income, including any child support, TANF, food stamps, or other assistance you may receive.

This scholarship program was designed to assist families on a temporary basis. Financial assistance will be granted for a twelve-month period. At any time your circumstances change and/or income increases, you are responsible for reporting that change. After a total of 12 months on the scholarship program, families will need to wait at least a six-month period before reapplying, allowing us to assist other families.