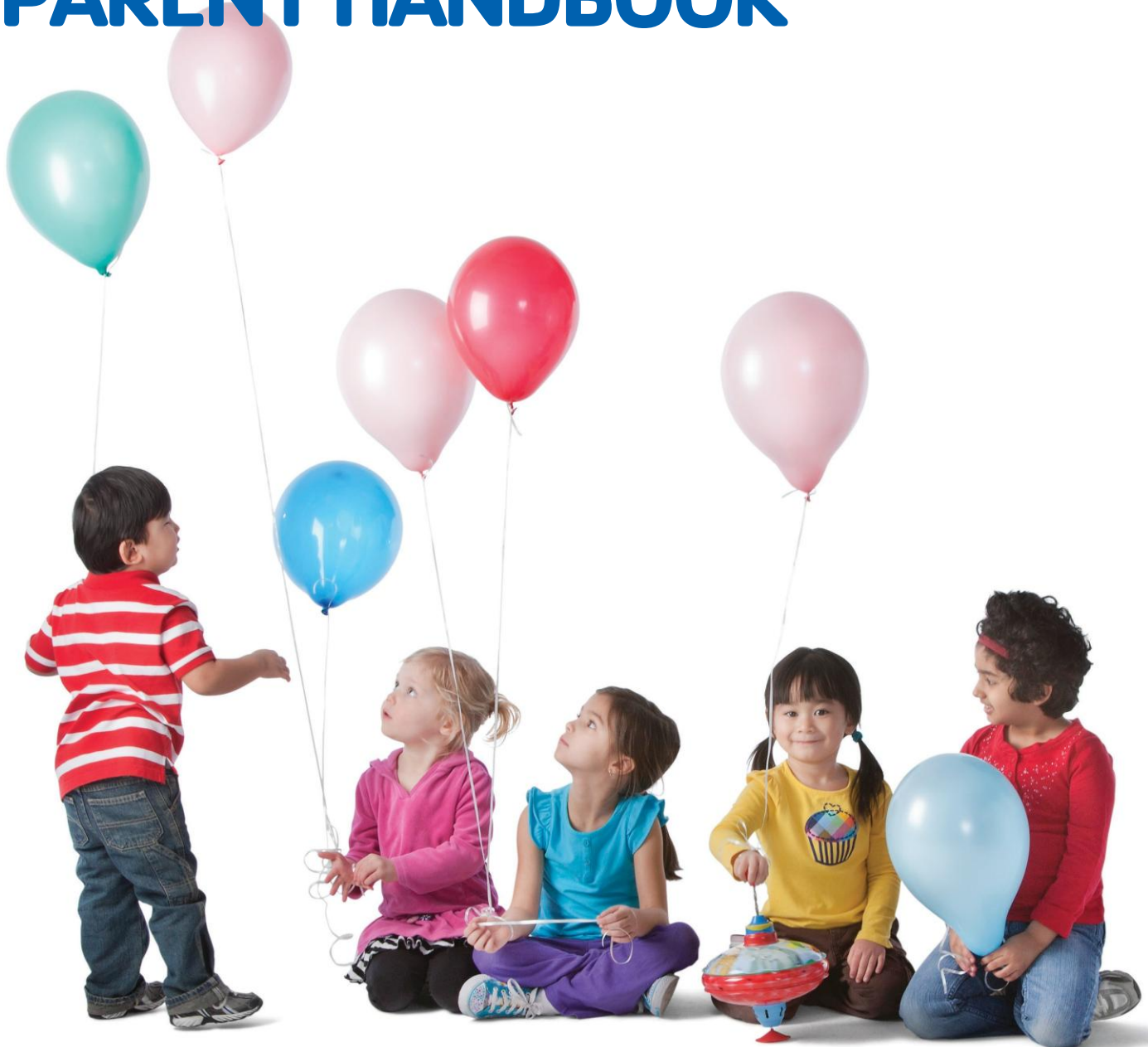




FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SCOTT COUNTY FAMILY YMCA CHILD CARE & FAMILY SERVICES PARENT HANDBOOK



# YMCA EARLY LEARNING, PRESCHOOL & SCHOOL-AGED CHILD CARE

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## **WELCOME:**

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Welcome to the YMCA Early Learning Centers, Preschools & School-Aged Childcare Programs! We are excited that you have chosen the Y to educate and care for your child. We strive to provide a safe, positive educational environment and are committed to maintaining standards which meet the physical, intellectual, emotional and social needs of your child. All of our programs are licensed by the State of Iowa and involved in the Quality Rating System.

This is your copy of the parent handbook, please review and keep this for future reference as it will help assist you in understanding the program policies and guidelines.

We look forward to getting to know your child and appreciate you choosing the Scott County Family Y as your childcare provider.

Deb Gustafson

Executive Director Childcare & Family Services

## **YMCA MISSION & CAUSE:**

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To put Christian principles into practice through programs that build a healthy mind, spirit and body for all. The YMCA strengthens community through youth development, healthy living and social responsibility.

## **PROGRAM PHILOSOPHY:**

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The YMCA early learning, preschool and school-age programs are dedicated to providing quality childcare. Each location emphasizes the children's emotional, physical, social, cultural and cognitive developmental needs. Teamwork between parents and staff will ensure the best possible environment for the children.

The objective of the educational philosophy is to foster the growth and education of children in such a way that it makes an important contribution to their well-being. The program is designed to offer a variety of learning experiences.

## **PROGRAM PURPOSE & OBJECTIVES:**

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- To provide families with a program that is educational, safe, nurturing and inviting
- To offer quality programming including formal curriculum and assessments
- To develop independence and a sense of worth leading to a positive self-image
- To provide the opportunity for enhanced positive self-esteem developed through activities that allow the child to be creative, unique and able to express their ideas
- To assist in developing age appropriate skills including; social, emotional, cognitive, physical and behavioral skills
- To learn to share and cooperate with others
- To learn social skills needed for successful and positive interactions with peers and adults.
- To encourage each child to develop self-care skills
- To provide a written plan of daily activities for children with the same developmental needs.
- To provide alternating periods of active and restful play
- To provide an atmosphere that is conducive to self-expression
- To provide an opportunity for children to explore and read books to enhance early literacy
- To provide an opportunity for both indoor and outdoor, individual and group play experiences
- To develop healthy relationships by believing in the value of all people and helping children appreciate the diversity and uniqueness of others
- To provide a frequent exchange of information between staff and families regarding the child's development and the Y's program
- To provide qualified staff who understand child development and who will consistently work to meet child's individualized needs for emotional, educational and social growth
- To provide support for the family, offering child rearing tips and children's behavior management techniques
- To encourage children and families to become involved in other YMCA programs

## OPERATIONS:

The full-day Child Care & Family Services YMCA programs are licensed by the State of Iowa Department of Health and Humans Services. This means that each of these Y programs must meet the health, safety and programming standards established by the state.

These staff hiring standards include:

- all staff are trained in CPR and first aid,
- additional child development training,
- background checks
- staff must meet specific education, experience and/or training expectations to be a qualified teacher.

Staff are carefully chosen for their ability to nurture a child's individual needs. Many staff members have training in Early Childhood Education and the Y provides opportunities for ongoing education. Staff are required training in several areas, including; lesson planning, discipline, developmentally appropriate practices, communication, Iowa Early Learning guidelines. All staff members are mandatory reporters of child abuse.

A copy of the licensing standards is available on line and/or by request to the director. Each site has a copy of their licensing consultant's name and number available to you.

Each program follows the state determined ratios for that age group.

Age Group	Iowa Ratio
6 weeks to 2 years	1:4 (up to 24 months)
2 years to 3 years	1:6 (24 months to 3 years)
3 years to 4 years	1:8
4 years to Kindergarten	1:12
School Age	1:15
<b>Swimming ratios</b>	
Toddler to Preschool	1:4
School Age	1:6
<b>Field Trip ratios</b>	Ratio +1

## DAILY ADMISSION & RELEASE PROCEDURES

### CHECK IN:

- Parents are expected to bring their child into the building, sign them in and see that the child is under supervision before leaving the premises (with the exception of children picked up from school by School Age Childcare personnel).

### CHECK OUT:

- No child may leave the program without being signed out by an authorized person on the enrollment paperwork. In the case of an emergency, a child may be released with authorization to an individual not listed however this will be determined on a case-by-case basis.
- For the safety of your child, ID verification is required for all individuals picking up a child whom the staff is not familiar.
- Children will not be released to siblings or other children under the age of 16.
- Individuals listed as parents on registration forms cannot be denied access to their child unless a copy of the custody agreement that relinquishes such parental rights is on file.
- Parents wishing to pick up a child from an activity location away from the program site may do so only after the child has been signed out from the program staff.
- Individuals picking up a child and exhibiting signs of suspect intoxication will be reported to the police.

## TUITION

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- Tuition payments are due on or before the Friday prior to the week in which care is provided.
- An automatic weekly bank draft payment option is available for your convenience. Contact the Administrative Services Director to begin the automatic draft.
- Checks must be made payable to the Scott County Family Y (SCFY) with the child's name on the memo line.
- Payments may be made at any branch of the Scott County Family Y, online at [www.scottcountyyfamilyy.org](http://www.scottcountyyfamilyy.org) or at your child's site.
- If payment is not received timely, your child could be suspended from the program with a 24 hour notice provided to parents.
- Returned checks will result in a \$20 NSF fee and could result in all future payments being made with cash or money order.
- Any unpaid balances will be turned over to a collection agency.

## CHILDCARE ASSISTANCE:

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The State of Iowa offers financial assistance to families that qualify to pay for childcare and preschool. You will have to apply for this assistance and if approved provide a letter of authorization to be kept in your child's file. You will then be responsible for any lapses in authorization or any co-pays. Our programs are full-time, if families are approved for only part-time assistance; payment of the difference is parent responsibility.

## FINANCIAL ASSISTANCE/SCHOLARSHIPS:

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The YMCA wants to provide a quality education and experience to all members of our community. If your family has some financial hardships, there are scholarships available to the Y programs. The director can help you through the scholarship application process. You must apply for state childcare assistance and be denied before receiving any type of scholarship from the program. The denial letter sent by the state must be presented for consideration. Payment plans may also be available.

## TARDY PICK-UP FEES

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If a child has not been picked up by 6 p.m. the following charges will apply:

- 1-15 minutes late..... \$5
- 16-30 minutes late..... \$10
- More than 30 minutes late...\$10 plus \$1 per minute thereafter

**The YMCA will notify both the local police and the Department of Human Services to make arrangements for any child who has not been picked up by 7 p.m. without notice to the YMCA from a parent or guardian.**

## REFUNDS

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- Credits will be first applied to other YMCA program balances
- Refunds of program fees will be given with proper two-week notification of withdrawal from the program
- Registration fees are **non-refundable**

## WAITLISTS

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- When the program has reached its capacity, a waiting list will be established.
- Parents will be notified when there is an opening and will then be required to complete the registration form and pay the registration fee before enrollment.

## HOLIDAY CLOSURES

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All childcare programs will be closed in observance of the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Day
- Programs will close early at 12:00 pm on Christmas Eve and New Year's Eve

## **HAND-WASHING:**

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Children are required to wash their hands prior to entering the program, before and after sensory play, before and after meals, after restroom use and at other times as needed. Children and staff are required to wash their hands regularly throughout the day. Children are taught to wash with warm water and soap for at least 20 seconds. Hand-washing is the easiest way to prevent illness.

## **HEALTH POLICIES:**

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### **Health/Illness and Exclusions:**

Children who become ill after arrival at childcare will remain in an isolated area until such time that reasonable arrangements can be made for the child's release to the parent or parent designated person. Reasonable time after an initial contact is made to arrange for child pick-up is one hour. Failure to arrange care for a child beyond one hour after contact may constitute child neglect. As a federally regulated referral agency, personnel are required to report any suspected abuse or neglect to proper authorities.

A child will be temporarily excluded if one or more of the following conditions exist:

- The illness prevents the child from participating comfortably in activities as determined by the childcare provider.
- The illness results in a greater need for care than the child care staff can provide: therefore, compromising the health and safety of the other children as determined by the childcare provider.
- Obvious signs of a contagious illness such as lethargy, uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs for the child.
- The child shows any of the following conditions:
  1. Fever exceeding 101°F, child may not return until fever free for 24 hours with no fever reducing medications unless the parent brings a note from their physician stating that the child is not contagious
  2. Vomiting
  3. Diarrhea (if stool is not contained in the diaper; if causing accidents for toilet trained children; if stool frequency exceeds 2 or more stools above normal for the child). Children are allowed to return to child care once the diarrhea resolves.
  4. Symptoms of other illnesses including: impetigo, scabies, ringworm, chicken pox, conjunctivitis (pink eye), measles, mumps, hepatitis, scarlet fever or strep infection

Children absent from the program with a contagious illness may not return without a signed statement from a medical doctor indicating that the child is no longer contagious and the child must be well enough to participate in usual daily activities.

If your child has been exposed to a communicable disease or condition, please notify staff at once. If your child has been exposed to a communicable disease while in a child care program you will be notified.

## **MEDICATION ADMINISTRATION:**

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- Medication will be administered within full-day childcare programs only. (Exceptions may be made on a case-by-case basis.)
- A medication administration form must be completed by the parent or guardian.
- All prescription and non-prescription medication must be in the original container labeled with the child's name, administration instructions and the physician's name.
- Medication will only be administered according to the instructions on the label.
- All medications must be in zip-lock plastic bags with the child's name and program location.
- Parents must provide the appropriate measuring tool/device (i.e. cup, syringe) needed to administer the medication.
- No medication will be stored by childcare personnel if not currently being administered.
- Medication will not be given on an "as needed basis" (PRN/when necessary).
- Antihistamines, antibiotics and decongestants are the only categories of medications that can be routinely administered by childcare personnel. Other physician prescribed medication may be administered after consultation with the prescribing physician. Parents must call or stop at the office to ensure medications are on the approved childcare medication list.
- Children must be on the medication at least 24 hours before a dose can be administered by childcare personnel.

## **SUNSCREEN:**

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During the summer months (May–September), we will apply sunscreen before playing outdoors. Sunscreen is provided by the program, however parents may provide their own if desired (no aerosol permitted). All personal sunscreens must be labeled with the child’s name. A specific consent form must be on file annually for it to be applied.

## **ACCIDENTS/INCIDENTS:**

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If your child is injured or has an incident while at the program, the staff will document the incident and contact the parent when necessary. If medical attention is needed, it is the responsibility of the parent/guardian to seek medical attention unless it is an emergency. Parents will receive a copy of the accident report and the original will be kept in the child’s file.

## **EMERGENCIES:**

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Scratches and scrapes, which are inevitable when children play, will be treated with water and a bandage. In the case of an accidental injury of a more serious nature, we make an immediate attempt to call the parent/guardian and summon an ambulance if necessary. It is very important, therefore, that we have current emergency contact information on file in the office at all times.

## **CHILD & ADULTS CARE FOOD PROGRAM(all day childcare programs only):**

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The Y programs do not charge for the meals and snacks served. If your income is at or below the eligible Federal Income level, your child may be eligible to be claimed for free or reduced-price meals. Also, if you receive food stamps, TANF or commodity assistance for your children, they may be eligible to be claimed for free meal reimbursement. This allows the center to receive additional federal money for meals and snacks served to eligible children according to the eligibility criteria. The Free/Reduced Price Application enclosed in your registration packet must be completed, even if you may not qualify.

The Child and Adult Care Food Program (CACFP) provides reimbursement to homes and centers that serve healthy meals and snacks to children and adults in approved facilities. The CACFP helps ensure that children from birth through the age of 12 and adults in day care receive nutritious foods as meals and snacks must meet federal guidelines. Under the Child and Adult Care Food Program, the same meals will be made available to all enrolled children at no separate charge.

## **FIELD TRIP POLICY**

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Children may participate in field trips as part of developmental and recreational programming. Parents will be given information regarding date, time and destination no later than 48 hours prior to the trip. Childcare staff are responsible for taking children on fieldtrips, however parents are encouraged to volunteer and accompany children. Parents volunteering under the guidance of Childcare staff will never be left alone in charge of groups of children. Childcare forms indicate field trips on them, when you register you are giving permission for your child to participate and be transported to/from these trips. All activities and field trips are subject to change, notification will be given as soon as possible when it becomes necessary to make changes.

## **TRANSPORTATION POLICY**

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Staff will have the children sit with backs against seat, or car seat, and facing forward. Staff will not transport children under the age of five in any form of transportation without car seats with the appropriate 5 point harness. Staff will take with them on any experience outside of the building emergency supplies including, but not limited to:

- Class roster, allergy list, and special needs list
- Emergency contact numbers
- First aid kit

Staff will use the class roster to count the children before, during, and after the trip, specifically when loading to return to the center, and again when they arrive back at the center. Multiple staff will do a double-check along with bus driver to ensure no child is left on the bus. Staff will identify each child using name to face recognition and checking them on the class roster. Children will never be left alone in a vehicle.

## **DRESS CODE:**

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- We ask that children wear comfortable, washable clothing that will enable them to participate freely in the many activities provided. We do many messy activities, so please take this into consideration when dressing your child.
- The Y programs go outside in all types of weather, so please ensure your child is dressed appropriately with the needed extras, such as coats, hats, gloves, scarves in cold weather.
- In addition, tennis shoes and socks should be worn all year long in the program. Sandals are not permitted and can be very hazardous to play.
- All children must arrive at childcare clean and well groomed. Children who repeatedly arrive in soiled clothing or who are unwashed may be considered victims of possible child neglect and will be reported to the Family Advocacy Case Management Team.

## **PERSONAL ITEMS:**

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- We ask that children do not bring toys, snacks or other items from home except on the specific show-n-tell days, for special occasions or as required by the program.
- YMCA program staff are not responsible for any articles brought from home.

## **PHOTO USE:**

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Snapshot pictures may be taken throughout the year. Some of these pictures may be used in promotional materials for the YMCA. You will be asked at enrollment to sign a picture/video consent form for each child enrolled in the YMCA program.

## **SUSPENSION POLICY:**

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Parents will be contacted and asked to remove their child if the child becomes unable to control his/her behavior. A child may be deemed to have a behavior problem if he/she is unruly, uncontrollable or if his/her conduct is such that it interferes with causes physical harm to other children and does not respond to adult supervision. The procedure for suspension of children from Childcare program is as follows:

- Parents will be notified when picking up their child concerning any incident resulting in unacceptable behavior.
- In the event of suspension, the number of days the child will be required to be out of the program will be determined on a case-by-case basis.
- The decision to remove a child from the Childcare program will only take place after all alternatives have been explored at attempted.
- Removal will be determined by the Executive Childcare & Family Services Director and Program Director.

## **GRIEVANCE POLICY:**

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The Y programs believe in community and working closely with our families to provide positive, helpful, kind and understanding programs. We recognize that parenting is one of the most difficult and intense activities an adult can undertake. We want to provide a forum to share your thoughts and hopes for your children. We understand that you want what is best for your child and it is your job to advocate for them.

We as staff make mistakes that can create misunderstandings and occasionally communicate poorly. When these mistakes occur please let us know, so that we can work through the situation. We want you to feel comfortable giving input, suggestions, asking questions, and sharing concerns.

When you have a concern:

- Please speak with your child's teacher directly to talk through the situation. They really want to fix things.
- If you are not comfortable, you may then speak with the director. The director will then investigate and ask the teacher questions. The director will then follow up with you regarding the solution.
- Sometimes we cannot make a change due to other restrictions, however we ALWAYS want to hear your suggestions.
- Consider once is ok rule, with minor issues, allow staff to make a mistake once or twice, but when it becomes a pattern, it is definitely time to bring it to their attention.



## **WITHDRAWAL POLICY:**

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Withdrawal from Childcare requires a two-week advance notice to the Program Director in one of the following ways:

- In person
- By telephone
- In writing

Re-admission to the program will require notification by phone, unpaid balances paid in full and at least a 2-business day notice. Re-admission is not guaranteed and will be based on space availability.

## **DISMISSAL POLICY:**

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Participants may be dismissed from the program for the following reasons:

- Delinquency in the fee payment with no immediate payment coming
- The child is unable to follow the procedures and policies
- Parents have failed to provide required records or to meet the standards of the Iowa Department of Human Services
- Parents are consistently late in picking up the child
- Child's needs cannot be met by our program
- Child poses a threat to other children, staff or self

## **FAMILY ADVISORY COMMITTEE:**

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The Y encourages parents to be involved in our programs. We have advisory committees that meet to find opportunities to volunteer in the program, assist with change in policies and procedures, fundraising and holiday events. We encourage parents to be involved, if you have interest in joining the committee please contact the Child Care & Family Service Director.

## **CLASSROOM VISITS:**

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Parents/family/guardians are always welcome in the Y programs any time during the hours of operation when their child is present. We ask that you be mindful of the children's schedules and cause as little disruption to the days schedule and activities as possible during your visit. You are encouraged to participate in activities. Depending on the involvement, you may be asked to have a background check completed on file.



## PERSONS WITHOUT AUTHORIZED ACCESS

### 109.4(2) h – DHS Licensing Handbook

Any person in the center who is not an owner, staff member, substitute, subcontracted staff or volunteer shall not have “unrestricted access” to children for whom that person is not the parent, guardian, or custodian, nor may they be counted in the staff to child ratio. \* “Unrestricted access” \* means that a person has contact with a child alone or is directly responsible for child care. All persons approved to be involved with child care shall have had a record check before being allowed access. People that have not had a record check and been cleared to work with children may not assume child care responsibilities or be alone with children.

Persons who have not been approved for unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person. Supervision means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly; Monitoring means to be in charge of ensuring proper conduct of others.

Center staff will approach anyone who is on the property of the center that is not an owner, staff member, substitute, subcontracted staff or volunteer, parent, guardian, or custodian of a child enrolled in the facility to ask what their purpose is. If staff is unsure about the reason they will contact their site manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center procedures”. Non- agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Iowa sex offender registry (Iowa code 692A) shall not operate, manage, be employed by or act as a contractor or volunteer at the child care center. They shall not be on the property of the child care center without written permission of the center director except for the time reasonably necessary to transport the offenders own minor child or ward to and from the center.

The center director is not obligated to provide written permission and must consult with the licensing consult before providing this permission. If written permission is granted it shall include the conditions under which the sex offender may be present including: the precise location in the center where the sex offender may be present, the reason for the sex offenders presence at the facility, the duration for the sex offender’s presence, and a description of how the center staff will supervise the sex offender to ensure the sex offender is not left alone with a child. This written permission must be signed and dated by the director and the sex offender and be kept on file for review by the center licensing consultant.

## SPECIAL ACCOMODATIONS

Accommodations may be made when possible and reviewed by the Executive Child Care & Family Services Director on a case by case basis. Any additional fees/charges incurred due to these accommodations will be the responsibility of the parent.

## PROCESS IMPROVEMENT/QUALITY IMPROVEMENT:

The YMCA has Quality Teams that meet regularly to evaluate the Y programs. This team determines next steps in quality initiatives, survey staff and parents to make sure we are providing the services our families want. At any time be sure to communicate any questions or concerns with your child’s teacher and/or the Director.

## NON-SMOKING:

All Y programs are non-smoking facilities; please do not smoke on the Y premises or grounds.

## FOR A BETTER US™ ANNUAL CAMPAIGN:

Our annual fund-raising campaign provides scholarship support for our YMCA programs. Your support in this fundraising effort is greatly appreciated. We rely on your active support for our fundraising to help enhance our program. All contributions, either as cash donations or in the way of materials and equipment, are tax-deductible.

# EARLY LEARNING CENTERS

## ENROLLMENT

Enrollment is open without discrimination to any child ages 6 weeks to kindergarten. Registration is first come, first served, provided the site has not reached licensed capacity. Enrollment forms are required to be completed annually along with a registration fee before your child can begin the program. Enrollment forms include:

- Registration Form
- Immunization Card
- Physical Exam
- Emergency Medical Consent
- Field Trip Permission
- CCAFP Form
- Parent Agreement
- Handbook Acknowledgement

## LOCATIONS & HOURS OF OPERATION

SITE	LOCATION	PHONE	HOURS
Davenport Early Learning Center	624 E. 4 <sup>th</sup> St.	(563) 323-5770	Monday – Friday 6am – 6pm
Newcomb Early Learning Center	2619 Division St.	(563) 345-6511	Monday – Friday 6:30a-6pm
Palmer Early Learning Center	724 Harrison St.	(563) 323-4668	Monday – Friday 7 am – 6pm

## CURRICULUM & DAILY SCHEDULE:

The YMCA utilizes Creative Curriculum as a guide to offer content geared toward the individual needs and abilities of each child. The program includes learning through play, sensory, discovery and imagination. A typical day involves rotating through various centers such as:

- Dramatic play allows each child the opportunity to develop social skills
- Science promotes and encourages an understanding of nature
- Reading in the class library encourages children to select books independently and provides a quiet area for self reflection
- Music & Art allow natural expression of feelings
- Manipulatives (puzzles, stringing beads, Legos) help development fine motor skills

Each child will have a rest/nap period. When weather permits children participate in outdoor activities daily and may include field trips to museums, zoos.

One of the many things that make the Y special is all the extra programs that may be available to children during childcare hours. These programs may include: swim lessons, large motor activities, classes such as dance, sports and creative movement. Ask the director for more details.

## ABSENCES & LEAVE POLICY:

- Notification of a child's absence or change in their schedule must be called into the Program Director at the site your child attends so that all children registered may be accounted for.
- A two-week family vacation period will be permitted annually with no charge to hold your child's place. These weeks need not be taken consecutively but must be taken in one-week increments (Monday-Friday). Parents must contact the Administrative Services Director at least one week in advance prior to using vacation credit and the account must be current prior to vacation.
- When a child is absent beyond the vacation period, full fees must be paid in advance or the enrollment slot will be lost.
- Children who are out for the summer and return in the fall are required to pay a non-refundable deposit to hold the fall spot. This deposit will be applied towards fall tuition.
- In cases of extended illness which results in absence of one or more weeks (Monday-Friday), payment will be waited upon presentation of a physician's note covering the period of illness.
- We do not offer refunds or credits for child absences from the program due to brief illnesses or other canceled days other than for those listed above.

## NUTRITION:

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- We are committed to providing a healthy breakfast, lunch and afternoon snack. Monthly menus are posted in each room and include balanced nutritional meals and snacks in accordance with Federal food guidelines.
- For infants, the centers provide Parent's Choice Advantage formula and age appropriate baby foods and snacks. If you prefer, you may bring food from home or a different type of formula/breast milk.
- During meal times, the staff are talking with and interacting with the children while modeling appropriate table manners. Meals are served family style to children and the staff will sit with the children and help them serve themselves.
- If your child has allergies to food, there must be a doctor's diagnosis in the child's file. All allergies will be posted for the staff to see. Please make sure that all food issues/ allergies are communicated with the program team. A current list of allergies is kept in each room to ensure that all teachers are aware of any allergies. Dietary restrictions based on family preferences need to be communicated so it may be documented for your child's file. The program will make every effort to accommodate requests.
- Our YMCA programs participate in CACFP (Child and Adult Care Food Program) federal food program, you will be asked to fill out the corresponding paperwork that is required for enrollment.
- Children may not bring food from home (except for infants and special occasions) without a letter from a physician stating and explaining special circumstances. In this case, when a lunch is sent, your child's teacher may supplement this lunch with foods being served if the lunch from home does not meet all state requirements.
- We are PEANUT FREE and ask that no food prepared with peanuts come into the center. Any food brought to be shared with the children must be whole fruits, pre-packaged vegetables or a commercially prepared and packaged food. No homemade products are permitted.

## DISCIPLINE POLICY:

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We believe children will learn self-control by being treated with respect and use of the following discipline techniques:

- Setting clear, consistent, fair limits for behavior and helping the children set their own goals.
- Valuing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity
- Posting classroom rules and reminding children when necessary
- "Time out" (1 minute for every year old) will be used in cases of disruptive behavior and if other listed measures fail.

The following **will not** be used as discipline in any Y program:

- Corporal punishment, including spanking, hitting, pinching, shaking
- Denial of food or water
- Isolation for long periods of time
- Confinement in small places
- Binding to restrain movement of mouth or limbs
- Verbal abuse or derogatory remarks

## WHAT TO BRING:

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- Children must have a complete change of clothes that is left in the center. All clothing must be labeled with the child's name.
- Parents of children in diapers or toilet training must provide **wipes/diapers/pull-ups for their child**.
- Children must bring his/her own blanket (and small pillow if desired) for rest time which must be taken home and washed at the end of every week.
- Please mark all clothing with your child's name and occasionally check the lost and found for misplaced items.

## DIAPERING & BATHROOM USAGE:

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- At the YMCA ELCs, Diapering will only be completed using the designated changing table and/or in the bathroom for those children who are beginning to toilet train.
- Children that are toilet training will be provided help as needed and placed on the toilet regularly. When privacy can be maintained the staff will make every effort to do so. Children wash their hands after each change or use of the toilet. All Children are reminded the proper times to wash their hands.

# Universal Preschool Program

## ENROLLMENT

Enrollment is open without discrimination to any child ages four and five. Registration is first come, first served, provided the site has not reached licensed capacity. Enrollment forms are required to be completed annually along with a registration fee before your child can begin the program. Enrollment forms include:

- Registration Form
- School District Enrollment Form
- Immunization Card
- Physical Exam
- Emergency Medical Consent
- Field Trip Permission
- CCAFP Form
- Parent Agreement
- Handbook Acknowledgement

## LOCATIONS & HOURS OF OPERATION

SITE	LOCATION	PHONE	HOURS
Davenport Early Learning Center	624 E. 4 <sup>th</sup> St.	(563) 323-5770	Monday – Friday 9:00a – 11:30a or 12:30p – 3:00p
Newcomb Early Learning Center	2619 Division St.	(563) 345-6511	Monday – Friday 9:00a – 11:30a
Palmer Early Learning Center	724 Harrison St.	(563) 323-4668	Monday – Friday 9:00a – 11:30a

\*Program follows the Davenport Community School District regular school calendar.

## CURRICULUM:

This is a unique program in cooperation with the Davenport Community School District and the Scott County Family Y. This program is funded by the Department of Education utilizing universal preschool funds and is provided free of charge for children attending only the preschool portion of the day. Limited spaces are available if families need full day care in addition to the preschool program. If full day care is needed the regular rates for care will apply.

The program is taught by a certified teacher and one assistant with a ratio of 1 adult to 10 children.

The YMCA utilizes Creative Curriculum as a guide to prepare activities that meet the goals and objectives of the universal preschool program. We believe children learn best by exploring their interests and will naturally expand their knowledge as they invent, problem solve and discover within a safe and comfortable environment. We achieve these goals by creating purposeful and productive play experiences that help children grow in all areas.

## DISCIPLINE POLICY:

We believe children will learn self-control by being treated with respect and use of the following discipline techniques:

- Setting clear, consistent, fair limits for behavior and helping the children set their own goals.
- Valuing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity
- Posting classroom rules and reminding children when necessary
- “Time out” (1 minute for every year old) will be used in cases of disruptive behavior and if other listed measures fail.

The following **will not** be used as discipline in any Y program:

- Corporal punishment, including spanking, hitting, pinching, shaking
- Denial of food or water
- Isolation for long periods of time
- Confinement in small places
- Binding to restrain movement of mouth or limbs
- Verbal abuse or derogatory remarks

# SCHOOL AGE CHILDCARE – BEFORE / AFTER SCHOOL

## ENROLLMENT

Enrollment is open without discrimination to any child ages 5 - 12. Registration is first come, first served, provided the site has not reached licensed capacity. Enrollment forms are required to be completed annually along with a registration fee before your child can begin the program. Enrollment forms include:

- Registration Form
- Immunization Card
- School-Age Assessment & Health Form
- Emergency Medical Consent
- Field Trip Permission
- CCAFP Form
- Parent Agreement
- Code of Conduct
- Handbook Acknowledgement

## LOCATIONS & HOURS OF OPERATION

The School Age Childcare hours are Monday – Friday, 6:00am until school begins and/or after school until 6:00pm.

		LOCATION	PHONE	PARTICIPANTS
<b>SITES OFFERING BEFORE &amp; AFTER</b>	Bridgeview Elementary	LeClaire, IA	(563) 340-9049	From this school only
	Cody Elementary	LeClaire, IA	(563) 514-6635	From this school only
	Grant Wood Elementary	Bettendorf School District	(563) 528-3712	From this school only*
	Herbert Hoover Elementary	Bettendorf School District	(563) 528-4515	From this school only
	Hopewell Elementary	PV School District	(563) 340-9281	From this school only
	Paul Norton Elementary	Bettendorf School District	(563) 579-4984	From this school only*
	Pleasant View Elementary	PV School District	(563) 529-5733	From this school only
	Riverdale Heights	PV School District	(563) 579-8439	From this school only
<b>SITES OFFERING AFTER ONLY</b>	North Family YMCA	624 W 53 <sup>rd</sup> St. Davenport	(563) 391-7771	From Harrison & Eisenhower Elementary
	West Family YMCA	3503 W Locust St. Davenport	(563) 386-4414	From Wilson Elementary

\* Bussing may be available through the school district, parents must make these arrangements through the bus barn at (563) 332-8600

## DAILY ACTIVITIES:

Children need to time to relax and have fun! School Age Childcare is not an extension of the school day and is designed to enhance your child’s feelings of positive self-esteem and belonging. Opportunities are provided for children to pursue their interests, to develop skills and to spend time in positive relationships with peers and adults. A variety of activities are designed to engage children in a fun and friendly environment. Activities include recreation and games, arts and crafts, reading, music, time to work on homework. Rooms are arranged to be conducive to these activities by creating “centers”, including dramatic play, science and nature, quiet area and others. When weather permits, children will also have time outdoors and may include field trips.

## EARLY DISMISSAL/LATE START/SCHOOL CLOSING

- When school is dismissed early due to heat, our staff will maintain the regular program at the site.
- Scheduled early school dismissals will not affect the School Age childcare program.
- When school is cancelled or dismissed early due to extremely cold /wintery weather conditions, the School Age childcare program will be considered cancelled as well. An alternate program may be offered at a YMCA facility, please call (563) 322-7171 to make arrangements.
- If weather conditions are extremely poor in the morning and school closings have not been announced, call the childcare office at (563) 323-5725 to make sure staff has made it to the site. When school is late starting, staff will be at the sites to run the program until school starts.

## ABSENCES:

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- Notification of a child's absence or change in their schedule must be called into the Program Director at the site your child attends, so that all children registered may be accounted for. If we locate your child on site grounds, and we are unaware that the child is not supposed to come to the program, we will bring your child with us for his/her safety.
- We do not offer refunds or credits for child absences from the program due to illness, vacations or other canceled days.

## NUTRITION:

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- Breakfast and afternoon snack are served daily during the school year at Before & After School Sites. Children must arrive no later than 7:00 am to be served breakfast during the school year.
- Afternoon snack is served at After School Sites.
- Menus are posted at the site and have been approved by the Food Services Division and the USDA.
- All required precautions will be observed during meal times including the cleaning and disinfection of tables as well as appropriate hand washing procedures for children and staff.
- Staff members are required to sit with the children during meal time to participate in discussion.
- We are PEANUT FREE and ask that no food prepared with peanuts come into the center. Any food brought to be shared with the children must be whole fruits, pre-packaged vegetables or a commercially prepared and packaged food. No homemade products are permitted.

Breakfast 6:46 am – 7:15 am

Afternoon Snack 2:30 pm – 3:30 pm

## DISCIPLINE POLICY:

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We believe children will learn self-control by being treated with respect and use of the following discipline techniques:

- Setting clear, consistent, fair limits for behavior and helping the children set their own goals.
- Valuing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity by providing choices
- Discussing inappropriate choices and giving an opportunity to make a new choice
- Staff will encourage and assist all children in following the Code of Conduct, a copy of which will be provided upon the child's first day of attendance

Parents whose children causing physical/emotional harm to themselves or others or exhibit ongoing disruptive behavior will be called for a staff/parent conference. Parents may be requested to pick up their child for the day. If a child's behavior does not improve, the child may be release from the program at the discretion of the YMCA. Staff is required to handle disciplinary measures at the site. If your child experiences any difficulties, peak with the site staff. Staff adhere to the following disciplinary steps:

- Redirection or elimination of choices
- Separated for a period of time from the rest of the group (1 minute for every year of the child's age)
- If a problem continues, another separation period is used (up to 3 in one day)
- If the child continues to have problems after 3 separations the parent will be called to pick up their child.

The following **will not** be used as discipline in any Y program:

- Corporal punishment, including spanking, hitting, pinching, shaking
- Denial of food or water
- Isolation for long periods of time
- Confinement in small places
- Binding to restrain movement of mouth or limbs
- Verbal abuse or derogatory remarks

# SCHOOL AGE SUMMER & NO SCHOOL CHILDCARE

## ENROLLMENT

Enrollment is open without discrimination to any child ages 5 - 12. Registration is first come, first served, provided the site has not reached licensed capacity. Enrollment forms are required to be completed annually along with a registration fee before your child can begin the program. Enrollment forms include:

- Registration Form
- Immunization Card
- School-Age Assessment & Health Form
- Emergency Medical Consent
- Field Trip Permission
- CCAFP Form
- Parent Agreement
- Code of Conduct
- Handbook Acknowledgement

## LOCATIONS & HOURS OF OPERATION

	LOCATION	PHONE	HOURS
Riverdale Heights	2125 Devils Glen Rd Bettendorf, IA	(563) 579-8439	Monday – Friday 6am – 6pm
Paul Norton Elementary	4485 Greenbrier Dr. Bettendorf, IA	(563) 579-4984	**See Below
Davenport Family YMCA	606 W 2 <sup>nd</sup> St. Davenport, IA	(563) 322-7171	Monday – Friday 6am – 6pm
North Family YMCA	624 W 53 <sup>rd</sup> St. Davenport, IA	(563) 391-7771	Monday – Friday 7am – 5:30pm
West Family YMCA	3503 Locust St. Davenport, IA	(563) 386-4414	Monday – Friday 7am – 5:30pm

\*\* Care is only offered at Paul Norton from 6am – 6pm when the calendar is different from the Pleasant Valley School District.

## DAILY SCHEDULE

- Kids will go on weekly field trips, work on craft projects, have reading time, STEAM activities, and more.

## ABSENCES & LEAVE POLICY:

- Notification of a child's absence or change in their schedule must be called into the Program Director at the site your child attends, so that all children registered may be accounted for.
- Registration is on a week-by-week basis, this way you only register for the weeks that you need!
- We do not offer refunds or credits for child absences from the program due to illness, vacations or other canceled days.

## NUTRITION:

- Breakfast, lunch and afternoon snack are served daily during the summer at the above licensed sites.
- Breakfast, lunch and afternoon snack are served during other school breaks and in-service days when a YMCA program is offered at the above licensed sites.
- Summer meal menus are posted at the site and have been approved by the Food Services Division and the USDA.
- All required precautions will be observed during meal times including the cleaning and disinfection of tables as well as appropriate hand washing procedures for children and staff.
- Staff members are required to sit with the children during meal time to participate in discussion.
- We are PEANUT FREE and ask that no food prepared with peanuts come into the center. Any food brought to be shared with the children must be whole fruits, pre-packaged vegetables or a commercially prepared and packaged food. No homemade products are permitted.



### *Summer Feeding Program:*

- Children enrolled in a full-time childcare program may participate in the summer feeding program offered by the local school districts which are open to all community members under the age of 18.
- Staff will ensure children enrolled in our programs are effectively supervised and seated separately from non-program participants.
- Children may bring their own meals but are not permitted to bring soda and are encouraged to bring nutritious items.
- If children walk to another location for the summer feeding program, the walk will be treated as a field trip and require one additional staff member above ratio to assist with safety during travel.
- If weather does not permit walking to the summer feeding program lunch site, the on-site supervisor will purchase items at the local grocery store to prepare a CACFP approved sack lunch.

Breakfast 8:30 am – 9:15 am Lunch 11:30 am – 12:30 pm Afternoon Snack 2:30 pm – 3:30 pm

## **DISCIPLINE POLICY:**

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We believe children will learn self-control by being treated with respect and use of the following discipline techniques:

- Setting clear, consistent, fair limits for behavior and helping the children set their own goals.
- Valuing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity by providing choices
- Discussing inappropriate choices and giving an opportunity to make a new choice
- Staff will encourage and assist all children in following the Code of Conduct, a copy of which will be provided upon the child's first day of attendance

Parents whose children causing physical/emotional harm to themselves or others or exhibit ongoing disruptive behavior will be called for a staff/parent conference. Parents may be requested to pick up their child for the day. If a child's behavior does not improve, the child may be release from the program at the discretion of the YMCA. Staff is required to handle disciplinary measures at the site. If your child experiences any difficulties, peak with the site staff. Staff adhere to the following disciplinary steps:

- Redirection or elimination of choices
- Separated for a period of time from the rest of the group (1 minute for every year of the child's age)
- If a problem continues, another separation period is used (up to 3 in one day)
- If the child continues to have problems after 3 separations the parent will be called to pick up their child.

The following **will not** be used as discipline in any Y program:

- Corporal punishment, including spanking, hitting, pinching, shaking
- Denial of food or water
- Isolation for long periods of time
- Confinement in small places
- Binding to restrain movement of mouth or limbs
- Verbal abuse or derogatory remarks

## **BATHROOM & LOCKER ROOM USAGE:**

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- Restrooms that are not accessible to the public or family changing rooms will be used whenever possible and available.
- If a public restroom is used staff will ensure there is adequate staff to supervise children in ration and additional staff to check the bathrooms before children enter. Once the restroom is determined to be free of non-program participants the staff will allow children to enter based upon the number of stalls in the restroom.
- Staff will stand in the doorway of the restroom to effectively monitor the children waiting in the hall as well as those in the restroom to ensure children are using the restroom and washing their hands before existing to the hall.
- Should a non-program participant attempt to enter the restroom, they will be directed to another restroom or asked to wait until our children have exited the restroom.
- At no time will staff members use the restroom facilities while children are present in them.
- If a locker room needs to be used for children to wash their hands or use the restroom the same policies as outlined above for public restrooms will be followed.

## USE OF YMCA BRANCH FACILITIES:

Summer childcare & no school day program participants will have an area designated as their “home” space that is available to program participants and staff throughout the hours of operation, in most cases this will be gym area. In addition to the designated areas the program staff will also utilize racquetball courts, meeting rooms and swimming pool areas. Please check the schedules posted at each facility for planned activities.

## NO SCHOOL DAYS

- On days that school is not in session, non-licensed care may be available. **Advanced Registration** is required so we can plan staffing and meals.
- During Christmas, Spring and Summer breaks, a full day care program is available. Registration information will be sent to families in advance of these breaks. This information is also available on our website: <https://www.scottcountyfamily.org/schools-out/>

## NOTICE:

All outlined policies in this handbook are subject to change at any time without prior notice. If you require these documents in another language please notify the director.

## DIVERSITY & INCLUSION POLICY:

At the Y, we value what everyone brings to the table. We work to ensure that all segments of our communities are welcome at the Y, and have equal opportunities to become connected to other participants, members, staff and volunteers at all levels of the organization. We make it a priority to educate and empower staff and volunteers to intentionally think, act and communicate with a diverse, inclusive and global approach to serving all.

The Y promotes and provides access to healthy lifestyles for all children and adults, including those with disabilities. Through positive recreational experiences, we emphasize each person's abilities and individuality and help participants build social skills. Our adaptive programs will work toward a healthy mind, body and spirit.

## HOW CAN PARENTS HELP:

- Follow the procedures for checking your child in and out of programs each day.
- Follow all policies and procedures for billing and collections.
- Donate toys, games, art and craft supplies, etc.
- Be involved in your child's activities.
- Provide appropriate positive discipline for your child.
- Maintain open communication with the YMCA staff.

**Thank you for choosing the YMCA, we are so glad you are here!**

