



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

STRENGTHENING COMMUNITY

YMCA Child Care & Learning Centers
-Dewitt Community Church
-East Area Family YMCA
2018-2019



EAST AREA FAMILY YMCA

East Area Family YMCA *200 Towne Drive* (315)637-2025 x240

Dewitt Community Church * 3600 Erie Blvd East * (315) 637-2025

EAST AREA FAMILY YMCA

Child Care Handbook

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WELCOME TO THE YMCA CHILD CARE

Thank You for choosing the YMCA Child Care Program at the East Area Family YMCA and Dewitt Community Church. The YMCA is committed to making a positive impact on the lives of the children and youth while directly supporting the working family.

MISSION

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

WHO WE ARE

The YMCA is a nonprofit organization governed by a Board of Directors that is made up of concerned and interested local community leaders. The Y is supported solely by those who choose to join and take part in the many programs offered as well as those who choose to make voluntary contributions.

STRENGTHENING COMMUNITY

Joined together by a shared commitment to nurture the potential of kids, promoting healthy living and fostering a sense of social responsibility, members, and staff believe that lasting personal and social change can come about only when we all work together to invest in our kids, our health and our neighbors.

OUR COMMITMENT

At the Y, we work side by side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive. That's why

we offer financial assistance to families who need help paying for membership or programs.

Our Annual Giving Campaign raises money for financial assistance to ensure that no body is turned away due to an inability to pay. To apply for financial assistance or to make a donation visit the Y today or go to www.ycny.org. We handle all applications confidentially.

NYS OCFS LICENSING

Our program is governed by the Office of Child and Family Services; we adhere to all the State of New York Licensing Regulations, Policies and Procedures. If you have any questions regarding OCFS regulations please contact the Program Director.

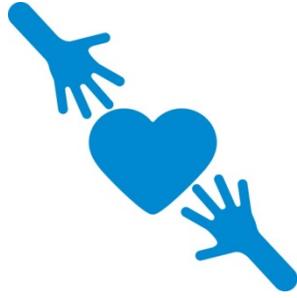
OUR CURRICULUM

The YMCA program reinforces our core values in a caring atmosphere. Children build confidence and trust by making friends, taking part in group projects and activities where fair play, teamwork and responsibility are emphasized.

Our preschool programs are based on the Highscope Curriculum, emphasizing adult-child interactions, a carefully designed learning environment, and a plan-do-review process that strengthens initiative and self-reliance in children and young people. In alignment with the New York State Common Core, the Highscope Curriculum integrates all aspects of child and youth development. Using research-validated strategies, this approach enhances each young person's growth in the foundations of academics as well as in social-emotional, and creative areas.

Y Values

Caring
Honestly
Respect
Responsibility



Nutrition

Our YMCA Child Care programs participate in both the Child and Adult Care Food Program (CACFP) and Healthy Eating and Physical Activity (HEPA) programs. We provide a healthy snack during our programs which represents a minimum of 2 food groups. Water is served with each meal as well. If your child would like to bring their own snack from home we would prefer it to be a peanut/tree nut free snack.

A Healthy bag lunch should be sent with your child for full day programs.

If your child has any food allergies or special dietary needs please let us know on the back of your child's registration form.

OUR STAFF

The quality and effectiveness of YMCA child care programs are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training and supporting the staff are essential, interrelated processes in ensuring the success and integrity of the programs. Staff is hired based on experience working with children, educational background and the ability to positively represent our four core Y values.

Our staff receives medical clearances, criminal background checks and reference checks through YMCA and OCFS agencies.

YMCA MEMBERSHIP

Every child enrolled in our child care programs receives a complimentary youth membership. Families are also able to upgrade to a Family membership at a discounted rate.

(Note: one discount is available per family. This offer cannot be combined with the church member childcare discount).

ENROLLMENT

Children that are or are turning ages 3-5 years old by December 1st are eligible for enrollment into our Fall preschool programs. Before and after school care is available for Prek-6th grade at Dewitt. All children must be registered before they attend program and registrations will be accepted on a first come, first serve basis.

Our ratios are 1:7 for three-year olds, 1:8 for four-year olds and 1:10 for five to twelve-year olds.

Special Needs and Inclusion

The YMCA shall accept into the program all children who are able to participate within the regular activities and guidelines as part of a group with the ratios listed above.

In accordance with the requirements of Title III of the Americans with Disabilities Act and applicable state disability law, the YMCA will not discriminate against any individual on the basis of disability. The YMCA will consider reasonable accommodations and/or modifications to its policies and procedures when such are necessary to allow children with disabilities an equal opportunity to participate in this program; unless the accommodations or modifications would pose an undue hardship or fundamentally alter the nature of the program. The YMCA will

not exclude any child with a disability from the full and equal enjoyment of its services, unless the child poses a direct threat to the health or safety of others in the program. The YMCA will not exclude any child from the full and equal enjoyment of the program because of the child's association with a person with a disability.

Families can contact the Program Director to discuss accommodations. If you feel an enrollment request has been wrongfully denied please contact our Senior Program Director, 315-637-2025, x231.

All enrollment applications will be held for a minimum of 3-5 business days to allow sufficient time for a member of the YMCA Administration Team to review necessary information before a child is enrolled in the program. If a parent/guardian has indicated that a child may require some form of accommodation or additional support, the YMCA will set up a meeting with the parent/guardian to determine whether the child has a disability for which accommodations are needed and to explore potential accommodations. In some cases an Individual Health Care Plan may be developed prior to the completion of the enrollment process per OCFS regulations. When necessary, the YMCA will obtain written authorization from the parent/guardian in order to obtain pertinent medical information from the child's healthcare provider regarding the child's disability and need for accommodations. The YMCA will then make an individualized assessment to determine whether the child would pose a direct threat to the health or safety of others and/or whether it will be able to meet the particular needs of the child without fundamental alteration or undue

hardship to the program. If a request for reasonable accommodation or modification is denied, the YMCA will notify the parent/guardian of the reason(s) for the denial.

If a child requires equipment, auxiliary aids or services beyond those which the YMCA is required to provide under the law, the YMCA will attempt to direct the parent/guardian to local agencies that may be able to provide the child with assistance. This program is designed for a group care setting so we generally cannot provide one on one care. If it is determined that a child requires the one on one care of a personal assistant in order to participate in the program, it will be the parent/guardian's responsibility to assume full responsibility for securing the necessary support person who will in turn be responsible for facilitating the child's participation as well as providing the child with any necessary personal services, such as toileting assistance. If the outside support services provided by the parent/guardian are unavailable at any time the child is scheduled to attend the program, the parent/guardian will need to make other child care arrangements for that day.

The original Individual Health Care Plan forms shall be kept on file in the administrative office and a photocopy shall be provided for all locations at which the child participates in a program. Should no special health care adaptations be necessary for a child with special needs, the parent will note this on their child's Individual Health Care Plan. In addition, the parent/guardian of a child who is more than 12 months developmentally delayed will provide a copy of the child's current IEP for the YMCA School Age staff.

Registration

Pick up your child's registration packet at the East Area Family YMCA, Dewitt Community Church, or go online to www.ycny.org. To register your child, submit all of your completed registration forms and a \$50 deposit to the East YMCA. Please allow 3-5 Business Days for processing.

Fees vary and will depend on the program.

Contact Information Changes

If you experience a change of address, phone number or email, be sure to let the Site Director know in writing at least 24 hours in advance. In the event of an emergency, it is critical that we are able to reach you.

Family/Caregiver Orientations

Upon enrollment, we recommend that you attend a Family/Caregiver Orientation to learn more about our program, our staff and our policies and procedures. This can be in a group or one-on-one setting with our Director or Coordinator.

ATTENDANCE

To ensure your child's safety, if your child will not be attending our program or if your child will be arriving late, please call us to let us know.



PICKING UP YOUR CHILD

Parents or caregivers must sign their child in and out each day. The sign in/out sheet is a record of your child's attendance. For your child's safety, only you or the person(s) you designate in writing on the Emergency Contact section of the registration form may pick up your child from the program. All contacts must be older than 16.

If anyone including yourself arrives to pick up your child, we will ask them to present a valid photo ID. We will deny access to anyone who is not on the Emergency Contact form or is not able to produce photo ID. If you would like another adult to pick up your child, be sure to notify us in writing in advance.

Divorce/Separation

The YMCA can not deny access to a biological parent without an appropriate court order on file. If a non-custodial, biological parent arrives to pick up their child and they are not listed on the form, and whether or not a court order is on file, with the Y we will:

1. Call the parent/guardian listed on the registration form.
2. Explain to the non-custodial, biological parent that we can not release the child to them without proof of guardianship and explain the release procedures to the non-custodial parent.
3. Call the police to release the child to the police. The police will then confirm the identity of the non-custodial, biological parent.

This scenario can place all parties in a very difficult situation. Often times, the person who will have the most difficult time is the child. Please consider these implications when completing your paperwork.

All court orders must be provided to the Director in a timely fashion.

Concerns for Safety

Safety is our number one priority. If we have reason for concern regarding the safety of a child's release to a parent or other adult, we may

call the police. Cause for this course of action includes:

1. Parent/adult suspected to be “under the influence”
2. Parent/adult is abusive or threatening to the child, our staff, or any other persons present.

If there is concern for safety of our program participants please contact the Program Director IMMEDIATELY.

TRANSPORTATION

JD School District provides transportation to and from the before and afterschool program. Please contact the transportation department to ensure transportation is arranged for your child.

We cannot transport children in our personal vehicles.

NO SCHOOL

Our program follows the FM School District (East) and JD School District (Dewitt) Calendar. When school is not in session, including preschool, registration forms will be available for care on scheduled full days off from school with an additional fee. These days and weeks are not included in your monthly fee. Fees are non-refundable and non-transferable unless written notice of cancellation is received 5 business days prior to the program.

All registration forms received less than 5 business days prior to a scheduled day off will need to be approved by the director/coordinator to ensure space and proper staffing. Registrations are accepted on a first come, first serve basis.

What To Bring On ½ Days Or Days Off

Your child will need a bag lunch, sneakers, a water bottle, and weather appropriate clothing.

Vacation Club

The school year typically consists of 3 holiday vacation weeks, December, February and April Break. Vacation Club will be held at the East Area Family YMCA and/ or Dewitt Community Church. Child Care participants receive priority registration for Vacation Club; two weeks prior to the break, enrollment will open to all YMCA members.

Snow Days

Snow day care will be held at East Area Family YMCA from 6:30am–6:00pm. *Program will run as long as the YMCA is open during inclement weather. (Included in monthly fee)

School Delays

When school is delayed, the AM care program will still be available at 7:00am for children currently enrolled in our **AM program ONLY**. (Included in monthly fee)

Half Days (SACC Only)

The program will operate from the time school dismisses until 6:00pm at Dewitt Community Church for those registered in our **PM program ONLY**. (NEW: \$10 per child/day)

Program Holiday Closures

The YMCA–Dewitt Child Care program does not operate on the following days:

- | | |
|--|----------------------------|
| -Labor Day | -New Year’s Eve |
| -Thanksgiving | -New Year’s Day |
| -Christmas Eve | -Friday after school |
| -Christmas Day | concludes (camp staff day) |
| -Summer Recess (Choose from several Y Camps, including one at Dewitt Community Church) | |

FAMILY/CAREGIVER INVOLVEMENT

Parent support is critical to the success of the program. We have an open door policy and our families are encouraged to visit our program at any time. Please be respectful of the children's routines and programmed activities, as well as our staff's need to be with the children. We encourage you to schedule a time with your program staff to discuss your child's progress. In addition preschool parent conferences will be held at least once per year.

PAC Committee

Parents and community members are encouraged to participate in our Parent Advisory Committee (PAC) as a way to be actively involved in current issues and solutions. Contact the Program Director for more details.

Newsletter

Each month, you will receive a newsletter via email that will review important information about the YMCA afterschool program, including upcoming special activities and days off.

Family Events

Family events are held throughout the school year and provide an opportunity for families to spend time together, meet new friends and have fun. Check out our family calendar for the next event.

HEALTHY AND SAFETY

Illness

If your child becomes ill while in program, he/she will be isolated from the other children and you will be contacted to pick him/her up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. Pick up by an

authorized personal shall be within one hour for the following occurrences:

- Temperature over 100.4 degrees
- Vomiting/Diarrhea
- Questionable Rash
- Any contagious disease; mumps, chicken pox, pink eye etc.
- Lice
- Severe cold with heavy congestion
- Non-clear secretions coming from eyes, nose, mouth, etc.

For children to return to the program after being ill, they must be symptom free for 24 hours without the aid of medication.

Lice

In the event that your child has live lice while at the site, we will call you to pickup your child within one hour. Children may return if there are no live nits present after 24 hours.

Medication

If your child is required to take a medication during program, written medication consent (OCFS document) must be completed by the child's physician and parent prior to starting program. We also are required to have the medication in the original box.

Medical Emergencies

If your child is injured during program hours, the staff member in charge will take whatever steps necessary to obtain emergency medical care as warranted.

In the event that it is a serious medical emergency, staff will provide first aid, contact parent/guardian immediately, contact emergency contacts if necessary and call 911.



Child Abuse Prevention

All YMCA staff are mandated reporters to the New York State Child Abuse and Maltreatment Register whenever there is reasonable cause to suspect that a child has been abused, neglected, or maltreated. Suspicious marks, patterns of behavior or situations that make the staff feel uneasy about the child's condition will be documented and discussed with the Program Director. There are 4 types of abuse that staff are trained to identify: Physical, Sexual, Emotional Maltreatment and Neglect, all types will be considered in observations of children.

Confidentiality

Children's records are open to staff working with the child or any other authorized employee at the YMCA. Children's records are also open to the parents or legal guardian. Staff is not permitted to talk about any child in the program except to the child's parent, legal guardian, or other staff employed by the YMCA.

DISASTER PLAN

Emergency Closing Procedures

When schools close early due to an emergency or weather the afterschool program will run from the time school dismisses until 6pm. Childcare staff will begin contacting parents to pick up as soon as possible so all can get home safely.

When afterschool activities are cancelled this does not mean the YMCA afterschool program.

Emergency Drills

Our program will conduct a monthly evacuation drill along with a bi-yearly shelter in place drills. In the event that a situation arises that is not a drill families will be notified immediately of change in location or situation. Alternate locations are listed on our posted "Emergency Plan."

BEHAVIOR MANAGEMENT

Our first step in discipline is prevention. Our staff are trained to be proactive to prevent behaviors prior to the trigger.

Steps:

1. Staff will be proactive in preventing negative behaviors.
2. Staff will address the behavior in a calm manner and redirect the child to a more positive approach. Staff will discuss with parents at pick up the occurrence.
3. If behaviors continue staff will complete a behavior reflection session with the child to encourage them to develop a better outcome. Staff will share this with the parents at pick up.
4. If 3 behavior reflections have been filled out in a 30 day period for similar occurrences, staff will request a meeting with the parent outside of program time to discuss the next step. This meeting must take place within 3 days of 3rd reflection. At said meeting the staff, parents and child will fill out an action plan which states the steps everyone will take to create a positive experience.

5. If behavior continues the child will be suspended for 1 day.
6. If behavior continues the child will be suspended for a minimum of 2 days and the parents must meet with the Program Director prior to child returning to program to discuss behaviors.
7. If behavior occurs again the child will be suspended from the program and all other YMCA programs for a minimum of 6 months.

Please note: the above steps may vary based on what is developmentally appropriate for the age of the child. In addition, the above steps can be bypassed based on severity of the actions and behavior.

HOMEWORK

Each day, we provide a quiet area for children to do their homework during after school child care. While we do encourage children to do their homework, it is not mandatory. We are there to help but we do not provide extensive tutoring. If desired, please encourage or impress upon your child that homework must get done during program hours. Our staff will do their best to assist in accomplishing this.

LESSONS

At the childcare programs, our staff offer complimentary drop off and pick up of lessons during program hours. Lesson information sheets need to be filled out and returned to Site Coordinator prior to the beginning of the session.

TOYS AND ITEMS FROM HOME

We strongly discourage participants from bringing toys or other items from home. We are

not responsible for lost or stolen items brought to the Child Care Program.

ELECTRONIC DEVICES

Participants in our program may possess electronic devices including cell phones, ipods, or gaming devices but to adhere to OCFS licensing policies, the device must be turned off and stored away. If your child is in need of a specific device per a physician please contact the Director.

Extra Clothing Policy/Lost and Found

Please pack an extra set of clothing for your child in the event he or she needs to be changed. The clothes will be kept in your child's backpack. Please mark all of your child's belongings (e.g., lunch, coats) and be sure to check that your child has everything that he/she came with. The YMCA will not be responsible for lost, damaged, or stolen articles. Please do not send valuables. Please check the lost and found regularly.

Dress

Please dress your children in washable clothes (they are allowed to change if necessary). Daily activities include active play as well as activities that may be messy. Please provide sneakers each day for your child. Children without sneakers may not be able to participate in gym activities. Children should also dress appropriately for the weather. Please wear or send boots, coat, gloves, mittens, and hats are required in the winter. Children must wear safe footwear at all times.



ENDING CARE

We reserve the right to end your child's enrollment for the following reasons:

1. If you pick up your child after the program closes on three consecutive days.
2. If you fail to pay your fees on a timely basis for two consecutive months.
3. If there are disciplinary problems with you child that puts other children or program staff at risk physically and/or emotionally.
4. Parent/Guardian is abusive or threatening to staff or program participants.

Refund

The Y Child Care program does not issue refunds or credits except when overpayment of fees occurs or the program is cancelled. Refund will not be given if your child is suspended or terminated from the program or during the suspension period from school.

Cancellations/Withdrawal

If you choose to withdraw your child from the Child Care program, notice in writing a minimum of 1 month in advance must be provided. Families will also be asked to fill out an exit survey as well. If you cancel less than 1 month in advance a refund will not be granted.

PAYMENTS

Child Care payments are due on the 20th of the month prior to participation. Payments can be made through automatic payment, check, cash or credit card at the membership desk. Payment of checks can also be deposited into the payment box located in the Child Care hallway.

DSS Payments

DSS payments are due on the 20th of the month prior for all weeks in the month. A current authorization must be on file with the bookkeeper. If authorization is discontinued the parent is responsible for the full months payment.

Late Pick-Up

Our preschool program promptly ends at 3pm and our after school program promptly ends at 6pm. Please notify staff if you will be arriving to pick up after your expected time. There is a \$15 late pick up fee per 15 minute intervals.

If your child remains at the site until 7:30 with no contact from the parents/guardians the child will be turned over to the local authorities.

Late Payment

A late fee of \$20 will be assessed to you after the payment due date (20th of the month). Any outstanding fees could hinder your ability to continue with YMCA services.

IRS Statements

If you are in need of a itemized statement for tax purposes, please contact our program bookkeeper, 637-2025 x234.

FINANCIAL ASSISTANCE

At the Y, we welcome everyone. We offer financial assistance to families who cannot afford child care programs. To apply for financial assistance please contact the Director (x238) or Program Bookkeeper (x234)

***All policies in this handbook are subject to change, at any time, at the discretion of the YMCA.**

MONTHLY FEES

Preschool Full Day: 9am-3pm

5 days Dewitt: \$715

3 days (MWF) Dewitt: \$415 East 4's: \$415

2 days (TR) Dewitt: \$310 East 3's: \$315

Preschool Half Day East: 9am-11:30

3 days (MWF) 4's: \$225

2 days (T TH) 3's: \$170

Before/ After School Care (DEWITT):

7am-9am / 3pm-6pm

AM Only: SACC \$220 Preschool \$195

PM Only: SACC \$285 Preschool \$270

AM & PM: SACC \$445 Preschool \$395

*Multi-Child Discounts Available

NO SCHOOL DAYS

Snow Days- Included in Monthly Fee

Delays- Included in AM CARE ONLY

Half Days- \$10 per child/day (NEW)

Single Days Off- \$35 per child/day

*Columbus Day, Staff Development Days, etc.

Vacation Club- \$35 per child/day

*December, February and April Breaks

Financial Assistance Available

*Apply by contacting the Program Director and/or Childcare Bookkeeper.

BENEFITS

Church Member Discount

*15% off monthly fees with verification letter from Church administration

YMCA Youth Membership

*included with program registration; may get family membership upgrade at a reduced rate.

Note: you may choose one benefit based on eligibility- the church member discount or the YMCA family membership upgrade.

CONTACT INFORMATION

Dewitt Site Cell Phone:

Danielle Caletka (315)466-3408

DCaletka@syracuseymca.org

East Preschool Phone:

Renee Crow (315) 637-2025, x 240

RCrow@syracuseymca.org

Senior Program Director:

Amber Shannon (315) 637-2025, x 231

AShannon@syracuseymca.org

Childcare Bookkeeper-

Briody Scheid (315) 637-2025, x 234

bscheid@syracuseymca.org

