



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EARLY CHILDHOOD LEARNING CENTER PARENT HANDBOOK

LEARN GROW THRIVE



YMCA OF THE GREATER TRI-CITIES

Dear Parent/Guardian,

The YMCA of the Greater Tri-Cities is pleased to provide childcare for your family! By selecting the YMCA, you are giving your child the opportunity to benefit from a quality program that has a foundation of YMCA tradition and an organization that is nationally recognized as the authority in childcare.

Our center will be serving breakfast and two healthy snacks during the day. A monthly menu will be posted for all parents to review. These menus have been reviewed by a health district nutritionist. We ask that you please provide a well-balanced lunch with a drink for your child. We will provide utensils.

We ask that you provide a change of clothes and label them with your child's name for a 'just in case' situation, and that you provide a blanket for your child's rest time. A favorite stuffed toy is acceptable to ensure your child has a peaceful rest time experience.

We offer a well-rounded staff team that is fully trained in supervision and positive approaches to promoting the well-being of every child physically, emotionally, spiritually, and intellectually. Our programs are well balanced with recreational, educational, character development and enrichment activities.

The parent handbook has been designed to answer your questions, promote communication between our staff and your family, and to assist you in understanding our policies and procedures. The policies outlined in this handbook are intended to protect your child and to ensure that his/her experience at the YMCA is positive and rewarding. Please read this handbook carefully and refer to it as needed.

As a reminder, we have an annual registration fee due by the 1st of September each year.

We hope to not only meet, but to exceed the expectations of you and your family. We wish you and your child a happy path of learning, fun, and accomplishments at our Early Childhood Learning Center.

Sincerely,

Tracie Hawkins
Director of Early Learning

YMCA HISTORY

For over 100 years the YMCA has been meeting the needs of children, adults, and families in our community. The Early Childhood Learning Center offers a well-balanced, child-centered program focused on the developmental needs of children two to five years of age. The program is committed to serving a wide variety of families without regard to race, creed, color, national origin, or financial ability. Our center is also ADA accessible.

The YMCA offers year-round child care for toddlers, preschool and school age children. All YMCA child care is family centered, involving parents and other family members as partners in the child care experience.

YMCA PROGRAMS

Help all children, youth, families and staff to.....

Grow Personally – We encourage people to set their own goals and work toward them in programs which help to develop healthy self-images.

Clarify Values – YMCA programs provide opportunities for reflection both on personal values and on the relationship between stated values and actual behavior. We encourage values that reflect Christian traditions and beliefs.

Improve Personal and Family Relations – Programs offered for individuals and families help people to develop cooperative attitudes and communication skills.

Appreciate Diversity – We encourage a diversity of thought, culture, religion and ethnic traditions. An appreciation of diversity is the basis of local, national and international understanding. The YMCA is composed of people of all ages, ethnic backgrounds and religious affiliations.

Become Better Leaders and Followers – Leaders are developed, not born. The same is true of followers. Shared leadership is basic to the YMCA. Everyone is invited to practice leadership roles and to practice following others.

Develop Specific Skills – The development of individual skills is essential to achieve personal goals and to improve confidence and self-esteem.

Have Fun – Enjoyment and laughter lead to pleasant interaction with others; enjoy yourself, enjoy others and enjoy life!

Further, the YMCA seeks to help individuals:

- Develop self-confidence, self-respect, and an appreciation of their own worth as individuals;
- Grow as responsible members of their families and citizens of their communities;
- Appreciate that health of mind and body are sacred gifts, and that physical fitness and mental well-being are conditions to achieve and to maintain;
- Recognize the worth of all persons, and work for interracial and inter-group understanding;
- Develop a sense of world-mindedness, and work for worldwide understanding;
- Develop their capacities for leadership and use them responsibly in their own groups and in community life;
- Appreciate the beauty, diversity, and interdependence of all individuals and forms of life.

Y OF THE USA PRESCHOOL GOALS

To support and strengthen families by:

- Improving communication among family members;
- Increasing family member's ability to work and play together;
- Helping families to share their values with each other;
- Increasing their sense of community with other families; and
- Helping families improve their economic stability.

Preschool programs promote children's growth and learning through these 10 goals:

- Help children to develop a healthy self-esteem.
- Allow children to learn through discovery and play.
- Offer developmentally appropriate activities to help children develop physically, emotionally, intellectually, socially and spiritually.
- Provide space, equipment, and, most importantly, teachers that aid the children's development.
- Allow each child to develop a warm relationship with at least one adult.
- Involve children in some aspects of planning their own activities.
- Believe in the value of all children, and help children appreciate the diversity and uniqueness of their peers.
- Involve children in their community to develop their social and living skills.
- Encourage expression of feelings, whether sad, joyful, or otherwise, and respond to those feelings.
- Encourage children to be involved in other YMCA programs, such as swimming, parent-child programs, music, art, and other movement education.

The YMCA of the Greater Tri-Cities provides a state licensed, safe and well-supervised early childhood program. The values of respect, responsibility, caring and honesty are incorporated in all aspects of preschool programming. Curriculum such as arts & crafts, sports, games, creative time, music, holiday activities, healthy snacks, and field trips are designed to help children grow physically, mentally, socially, and spiritually. At the Y we are for youth development, healthy living and social responsibility.

PAYMENT POLICY AND SCHEDULE

A \$50.00 non-refundable registration fee is required upon application and annually thereafter. Payment is due on or before the 1st of the month preceding service. A late fee of \$20.00 will be charged for payments received after the 5th of the month. Balances not paid in full by the 6th of the month will result in termination of service until your child care account is paid in full. Credit is **not** given for days missed. **The office must be notified in writing of intent to withdraw from program by the last working day of the month preceding the change.**

For added convenience, the YMCA has now added an online payment option on our website. The Child Care Payment Portal icon can be found on the bottom right hand corner of the home page. Payment due dates and late fees will still apply if you are utilizing the online payment portal.

REFUND POLICY

Full refunds are given only when the program is canceled. Once the child enrolls, refunds for that month are not available.

FORMS REQUIRED TO BE COMPLETED AT ENROLLMENT

1. Registration, including the child's allergy history and consent for emergency medical care
2. A complete record of immunization
3. A signed fee and payment plan
4. Membership/Registration
5. YMCA Enrollment and Payment Policies Form

LATE POLICY

We close promptly at 6:00 PM. A late charge of \$2.00 per minute (minimum of \$10.00 per child) will be added to your bill for any time after 6 pm. These charges will be added to your next monthly statement. The YMCA uses the clock in the main room for official time. Please be sure to check that clock and set your watches to it. Families on state assisted child care programs or scholarships are responsible for this late fee. The state will not be charged.

EARLY CHILDHOOD LEARNING CENTER HOURS

The center is open from 7am to 6pm. You may drop your child off at any time during the day. To ensure quality learning we prefer children arrive by 9 am. Children may stay a **maximum** of 10 hours a day in YMCA care.

The Richland and Kennewick ECLC may combine at one location on Holidays due to low-attendance. The Preschool Director will communicate with you should this take place.

BEHAVIOR MANAGEMENT

YMCA Child Care uses **indirect guidance** techniques:

- We give previous warnings: "You have 5 more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or you may read a book in the quiet corner."
- We have a regular routine: "We always wash our hands before snack time. After snacks we have study time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what is asked.
- We are consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use **direct guidance techniques**:

- We get the child's attention by communicating at his/her eye level, speaking quietly and asking the child to repeat directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem;" You can choose a quiet place to calm down or I can choose it for you."

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to regroup, not as punishment. The YMCA promotes a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or rest-room privileges, confining children in small locked rooms, verbal or emotional abuse, hitting, spanking, shaking, scolding, isolating, labeling ("bad", "naughty", etc.) or any other negative reaction to a child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

EXPULSION POLICY

If a child is unable to gain control and requires more individual attention than can be given within child to staff ratios, we will contact the child's parent and ask that the child leave the program temporarily for safety's sake. This action will result in a disciplinary write up.

No child will be allowed to take away from another child's experiences at the center. The YMCA reserves the right to dismiss any child for inappropriate or violent behavior. The YMCA tracks negative behavior utilizing a write up form. Parents will be required to sign their child's disciplinary write up form. In the event that a child receives three write ups, a parent conference will be called. If the Early Learning Childhood Center Director and a parent cannot

arrive at a mutually satisfactory agreement in regards to a child's behavior, the center reserves the right to dismiss a child from the program. Reasonable attempts will be made to accommodate all families; however repeated uncontrollable behavior will lead to permanent discontinuation of child care services.

The YMCA will be conducting an informal assessment for each child outlining their child's growth and development in the program three times a year; fall, winter and spring. Within 30 days of the assessment parents will receive a copy of their child's assessment and are encouraged to provide feedback to the YMCA and be actively engaged in the child's learning. At any time, a parent or teacher may request a conference to address developmental or behavior issues.

Parents have the obligation to disclose significant, medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis. Due to the large group format of our program, we are unable to provide one-on-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues and certain personal care needs customarily provided to other children.

RESTRAINT POLICY

If the child's safety or the safety of others is threatened, staff are trained in proper technique of child restraint. If physical restraint is used, we will contact the child's parents and proceed with our Expulsion Policy.

STAFFING

In order to assure individual attention and proper supervision; our goal is to maintain a staff-child ratio of 1:10 for children ages 30 months to five years. YMCA Staff members have experience working with children and attend regularly scheduled trainings. Staff and volunteers are screened and evaluated on a regular basis and are required 30 hours of Early Childhood training to ensure continued high performance. All Staff members undergo and receive CPR/First aid and food handler cards, blood borne pathogens and Child Abuse Prevention training; have a cleared background check and meet state licensing requirements.

At no time during any YMCA program are program staff members or volunteers alone with a single child unobserved by other staff. Teams of staff or volunteers are rotated. Children are never left alone in bathrooms or locker rooms. YMCA Preschool staff members are mandated reporters under Washington State Law.

CLOTHING

Please dress your child for the appropriate weather. Send a sweater or coat if the weather requires. Outside play is vital for early childhood development. It allows time out of the classroom to exercise and build gross motor skills. Outside play is required by state licensing so dress your child appropriately. If the temperature is above 32 degrees and under 100 degrees, activities will be planned outside. Length of time will be based on weather.

In addition, all children must have an extra set of clothing with them daily. YMCA Creative Curriculum mean active kids and spills and messes are part of having fun.

TOILET

It is expected that children registering for YMCA Childcare will have attained a level of toilet training whereby the child is not totally dependent on a diaper. Pull-ups are acceptable. If your child requires pull-ups you will need to furnish the YMCA with pull-ups and diaper wipes for your child's use. If you do not furnish the YMCA with pull-ups and wipes, the YMCA may provide them for an additional charge. This charge will be on your monthly bill and will need to be paid in full each month. If it is not paid your child may be removed from the program. Children will be expected and encouraged to use the age-appropriate toilets located onsite. Ongoing toilet training will be offered in consultation with parents: using positive reinforcement, cultural sensitivity, not using food as reinforcement and following a routine established between parents and staff. Pull-ups will be checked every two hours and changed more often if needed.

Parents must send a change of clothing with all children daily and if appropriate, an adequate supply of pull-ups and wipes. All belongings must be labeled with the child's name. YMCA staff members understand that accidents are prone to happen in a new setting, especially during nap time. Diapering procedures are posted in the diaper changing area. If a child has an accident and it is not contained within a pull-up, per state requirements, YMCA staff members will place the child's soiled clothing, without rinsing in an appropriate bag to be sent home for laundering.

MEALS

Breakfast

If your child arrives prior to 8:30am, breakfast will be provided. Breakfast will contain a fruit or 100% fruit juice, a dairy product, a grain product and milk.

Lunch

Children must bring their own lunch meal and drink to be served by the YMCA. Refrigeration and a microwave will be used to store and heat lunches. Each lunch that children eat at the YMCA must contain;

- (a) A dairy product (such as milk, cottage cheese, yogurt, cheese);
- (b) Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, beans or peanuts);
- (c) A grain product (such as bread, cereal, bagel, or rice cake);
- (d) Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required). When juice is served in place of a fruit or vegetable it must be one hundred percent fruit or vegetable juice.

State Regulations declare if a child is missing an item from the above list, the YMCA must provide them. Your account may be charged for items purchased. All food must be covered, dated and labeled with the child's name.

Snacks

The YMCA will provide two snacks; one at 10:00am and one at 3:00pm. Each snack the child eats at the YMCA will include at least two of the following four components:

- (a) A milk product (such as milk, cottage cheese, yogurt, cheese);
- (b) A meat or meat alternative (such as meat, legumes, peanut butter, beans, egg);
- (c) A grain product (such as cereal, bagel, rice cake or bread); and
- (d) A Fruit or vegetable.

Beverages

If provided by the YMCA, each snack or meal will include a liquid to drink. The drink could be water or one of the required components such as milk, fruit or vegetable juice. Additional water will be available to children throughout the day.

If your child is celebrating a special day, you are welcome to bring a snack, but it must be store purchased and in the original container with the ingredient label intact.

Any special dietary requirements should be listed on your registration form.

TYPICAL DAILY SCHEDULE

7:00-8:00	Quiet time, children arriving, activity centers
8:00-8:30	Breakfast
8:30-9:00	Free Choice/Outdoor play
9:00-9:15	Morning greeting and circle time
9:15-10:00	Small learning group rotations
10:00-10:30	Morning snack
10:30-12:00	Small group classroom activity and outside time
12:00-1:00	Lunch
1:00-2:45	Quiet rest time, quiet activities
2:45	Story time, music/movement circle time
3:00	Snack time
3:30	Outside time
4:15	Planned choices, group games, crafts, etc
5:00-6:00	Free choice

Facility Closure Days

The Early Learning Child Care Center will be closed on the following days: New Year's Day, Christmas Day, Memorial Day, 4th of July, Labor Day, Thanksgiving & the day after. We will also be closed using 2 in service days for staff training; Veteran's Day and Presidents Day.

KIDKIOSK AND DAILY SIGN-IN/OUT PROCEDURES

The state has now required all licensed child care providers to select an electronic signature program for attendance purposes. The YMCA has selected to use KidKiosk. During your drop off and pick up times, an iPad will be present for both a PIN number and electronic signature to be given. Similar to the registration packet in previous years, your child will only be released to an authorized person listed in your child's KidKiosk. For your child's safety, we will not release your child to anyone who appears under the influence of drugs and/or alcohol. Additional information about KidKiosk can be found on our website as well as the front page of your registration packet. A request for multiple accounts for your child(ren) will be accompanied by a \$50 fee per account.

PET POLICY

The YMCA believes children that learn to care for a pet grow into responsible members of their families and citizens of their communities. Children will be supervised at all times, as well as having no physical contact with the pet. Pet's enclosures are kept clean and secure while receiving food and water regularly.

PERSONAL BELONGINGS

Do not send your children with knives, weapons, matches, cameras, Pokémon or other trading cards. All other belongings must be clearly marked with the child's name. The YMCA is not responsible for articles lost, stolen or damaged.

QUIET TIME

The YMCA will provide a cot and sheet for each child. Children must bring a blanket with them weekly. On the last day of care for the week, parents must take the child's blanket to wash.

Quiet time will be provided for one hour daily for children in the 2-3 classroom and ½ hour daily for children in the 4-5 classroom. Children will be allowed to sleep longer unless otherwise instructed by parents. If your child does not require a nap, quiet activities will be offered after a 30-minute rest time.

CHILD ABUSE REPORTING

All YMCA staff are required by law to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, or child neglect or exploitation. The decision on when and how or if to notify the parents will be determined by Child Protective Services.

TRANSPORTATION

Transportation for field trips will be primarily provided by the YMCA's mini-bus and/or other YMCA owned or leased vehicles. The YMCA mini-bus is equipped with safety belts. In accordance with state law, all children will be properly restrained in a forward-facing child safety seat. The YMCA may ask parents to bring a car seat from home on field trip days.

OPEN ACCESS

Parents have open access at all times to all areas of YMCA child care programs. The YMCA encourages parents to stop by and join in on any activity or field trip. Special events will be listed in the monthly newsletters. Parents are always welcome to attend.

CUSTODY ISSUES

We realize that custody decisions and parenting plans are very important to both parents. However, we are not a party to any custody orders and in a position to enforce parenting plans. If both parents are listed on the registration form both parents may pick up regardless of the custody agreement. Any disagreements must be addressed by the parents away from the site. Please make sure you have established clear expectations between the parties. We honor Restraining orders, Anti-Harassment orders, or other court orders created for the protection of the child, in order for these to be honored copies must be given to the site Supervisor or Director and the YMCA office in advance.

INSURANCE

It is the responsibility of every individual, their parent or legal guardian to provide for their own accident and health coverage while participating in all YMCA activities. The YMCA of the Greater Tri-Cities does not provide any accident or health coverage for its participants.

PESTICIDES

During certain times of the year it is necessary for the YMCA to use pesticides on areas of the building that children in the YMCA Early Childhood Development Center use. Whenever pesticides will be used, staff members will notify all parents by placing a notice at the check in table at least 48 hours before pesticide application and will include:

- Product name of pesticide being used
- Intended date and time of application
- Location of application
- Pest to be controlled
- Name and number of a contact person

NON-DISCRIMINATION POLICY

No person will be subjected to discrimination or harassment because of race, color, national origin, gender, sexual orientation, age, religion, creed, marital status, disability, physical, mental, or sensory handicap. The YMCA strictly prohibits and will not tolerate any form of discrimination based on any of these attributes. This policy applies to every aspect of our agency's programs, practices, policies, and activities, including membership participants and employment practices.

RELIGIOUS ACTIVITIES

The YMCA of the Greater Tri-Cities Early Childhood Learning Center offers children the opportunity to express their religious beliefs through personal prayer. The YMCA celebrates Christian holidays and recognizes other holidays throughout the year. If the family prefers that children not participate in holiday celebrations, please let the center director know.

MEDICATION MANAGEMENT

For children requiring medication, parents must fill out a medication permission and administration form and keep them current. Consent may be given to administer medication:

- For a specified period of time during a period of illness.
- For the duration of the prescription.

Non-prescription medications may be given **with written parent authorization**, only at the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing the medication. A physician's or physician's assistant's written authorization is required if medication is to be taken differently than indicated on the manufacturer's label.

Blanket medication authorizations are allowed only for certain chronic or life-threatening conditions requiring medication. These authorizations must come with a signed statement from the child's health provider or a prescription indicating the treatment is ongoing.

Prescription medications must be in the original prescription bottle. The label qualifies as a doctor's authorization to give the medication. Non-prescription medications must be in manufacturer's container with a label. This state regulation applies to everything with active ingredients, and includes products such as sunscreens.

HEALTH CARE PROTOCOL

Children with any of the following symptoms will not be permitted to remain in care:

Fever of 100 ° under arm or 101° by mouth or ear or higher AND/OR who also have one or more of the following:

- Sore Throat
- Earache
- Cough (Added)
- Vomiting on 2 or more occasions in a 24 hour period
- Diarrhea-3 or more watery stools within a 24 hour period or 1 bloody stool.
- Rash
- Eye discharge or pink-eye (children can be re-admitted after medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment).
- Fatigue that prevents participation in regular activities
- Open or oozing sores, unless properly covered (may require 24 hours on antibiotic treatment)
- Lice, nits and scabies
- Communicable diseases

* Additionally, following Department of Health guideline when in effect.

If your child becomes ill at YMCA we will:

1. Notify the parent to pick up the child.
2. Separate the ill child in a quiet area until parent arrives.
3. All communicable diseases will be reported to the local health department, and other parents in the program at that site will be notified so they can take appropriate action to protect their children.
4. If your child had been seen by a doctor, you must provide a doctor's note that gives permission for your child to return to school after a contagious illness.

EMERGENCY PROTOCOL

Parents of all children are required to submit a medical release form giving the YMCA permission to seek medical attention for the child in case of an emergency.

The YMCA office must have current home, work and medical phone numbers.

Minor Emergencies:

1. A staff member will carry out immediate first aid.
2. A staff member will contact the parent.
3. In case the parent or designated person cannot be reached, the site supervisor will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or transportation to a hospital. A staff person will accompany the child to the hospital and stay until the parent/guardian arrives.

Life threatening emergencies:

1. A staff member will stay with the child.
2. Staff will call 911 immediately.
3. Parents will be contacted following call to 911.
4. The child will be transported to the nearest hospital.
5. A staff person will accompany or follow an emergency vehicle to the hospital and stay until the parent/guardian arrives.

Hospitals that may be used for emergencies are:

- Kadlec Medical Center, Richland, WA
- Kennewick General, Kennewick, WA
- Our Lady of Lourdes, Pasco, WA

Medical emergencies are documented and copies are kept at the child care site, the office and copies are sent to the Department of Child Care and Early Learning, (the state child care licensing department), and the Washington State Department of Health.

DISASTER PROTOCOL

In case of:

Fire

Whether the alarm goes off or not:

- A YMCA staff member will blow two short whistles to signal the children to line up to exit.
- Staff will take file notebook as the group exits the center and meet at the designated outside area. One staff member will check bathrooms and then join the group.
- Roll will be taken of the children and staff; a bodily harm check will be performed by staff.
- Group will wait for further instructions from fire personnel.

Flood

- YMCA program will stay in the safest area at the center's grounds to wait for transportation.

Bomb Threat or Threatening Intruder

- When an alarm is sounded the YMCA staff will speak with other personnel to identify which of the following scenarios is best given the situation.
- Staff will take file notebook as the group exits the building and meet at the designated outside area.
- One staff member will check bathrooms and then join the group.
- If it is deemed unsafe to leave the building, the YMCA will gather the group together and go to a designated "safe" place in the center with file notebook in hand.
- Roll will be taken of the children and staff; a bodily harm check will be performed by staff.

- The YMCA program will await further instructions whether as to enter the center for emergency transportation to a designated location.

Chemical Leak or Explosion

- YMCA staff will gather group with file notebook in hand.
- Roll will be taken of the children and staff; a bodily harm check will be performed by staff.
- YMCA will listen to radio while they are waiting for further instructions as to stay on site or to be transported to a designated area.
- In any emergency situation please listen to KONA 610 radio, children may be taken to another location or be closed off in the center. The YMCA will try to notify parents at the given home and work numbers. The most current information will be given, including the location of the children and if they are available to be picked up.

Alternate Site Location (Short Term Site Near Child Care Center)

Children’s Developmental Center
 1549 S.E. Georgia Ave Suite A
 Richland, WA 99352
 Phone: 735.1062

Alternate Site Location (Long Term Evacuation Site)

Vista Elementary
 1701 N. Young
 Kennewick, WA 99336
 Phone: 222.6100

PROGRAM COMPONENTS

There are eight guidelines we follow in our curriculum planning:

1. Actively engage children
2. Give children choices
3. Respond to individual children
4. Present meaningful activities
5. Build on previous knowledge
6. Integrate learning experiences
7. Provide an interactive curriculum
8. Respect all children

Second only to human relationships, a well-planned curriculum helps define a child’s experience in a YMCA program. Curriculum affects all aspects of a program: overall quality, parents’ perceptions, and the outcomes and benefits of the program for individual children. To ensure that the YMCA early childhood programs deliver high-quality activities and interactions, the YMCA of the Greater Tri-cities have embraced Creative Curriculum and Teaching Strategies Gold as their classroom curriculum.

YMCA PRESCHOOL CURRICULUM

1. Literacy
 - Increased vocabulary and language skills
 - Comprehensive skills
 - Enjoyment of literary experience
2. Mathematics
 - Beginning understanding of numbers concepts
 - Beginning understanding of patterns and relationships; geometry and spatial sense; and measurement
3. Science
 - Beginning understanding of physical science

- Beginning knowledge of life science
 - Beginning knowledge about the earth and the environment
4. Social Studies
 - Understanding of places and geography
 - Understanding of people and how they live
 - Understanding of people and their environments
 5. Arts
 - Knowledge of dance
 - Understanding of music concepts
 - Drama skills
 - Visual arts skills
 6. Technology
 - Increased awareness of technology
 - Beginning basics of how to use tools and terminology
 - Beginning to understand how to use equipment responsibly
 7. Healthy Habits
 - Understanding of healthy eating habits
 - Understanding of physical and personal safety
 - Sufficient physical activity to develop healthy patterns and habits
 8. Social, Moral and Spiritual Development
 - Age-appropriate social skills
 - Core values in an age-appropriate way: caring, honesty, respect and responsibility

CORE CONTENT

The YMCA of the Greater Tri-Cities believes in eight core content areas and uses them when implementing curriculum and are included in the goals and objectives of the program.

Arrival and departure times are opportunities for staff to engage in meaningful conversation with children and families. Staff greets the family, inquiries about the child's life and shares information about the child with parents or guardians.

Activities are designed for **large group participation** under the leadership of staff. Group times help children experience a sense of belonging and may be used to engage children in discussion, read a story or welcome a visitor.

Small group activities are designed to teach children about a new topic or skill, and they typically occur in the interest areas. Staff also use this time to focus their observations on a particular group of children and to document children's learning.

Choice time. Children have the option of choosing from several activities or interests; choices can range from relatively unstructured activities to staff-designated learning centers.

Transition time These brief periods between activities can provide staff and children with opportunities to reinforce new concepts and skills (e.g. taking direction, assuming responsibility, listening).

Children need **physical activity** and fresh air each day. In YMCA gyms, pools and playgrounds, children are engaged in physical activities and introduced to lifelong sports and exercise such as swimming and running. Trained staff can turn **meal times** into learning times by engaging in conversations, introducing topics, and responding to children's inquiries and ideas. It is also an opportunity to encourage healthy food choices and teach responsibility through meal preparation and cleanup.

Rest time. Young children need time midday to rest and relax.

SPECIAL NEEDS

YMCA staff members are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed at YMCA youth programs. However, we are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-to-one support, or have great difficulty in managing their behavior in a group setting. YMCA program fees do not pay for outside consultants or one-to-one support. We may not be able to accommodate your child based upon the number of other children who are currently enrolled with special needs; we can place your child on a waiting list. For further information about accommodations, please contact the YMCA.

Upon enrollment, a written care plan will be developed between the parent and the center on specifics relating to the child's care. Staff and parents will continue to meet regularly to monitor the child's progress. Children who pose an actual risk of harm to others or who cannot be accommodated safely or appropriately will not be admitted/continued in the program.

FINANCIAL ASSISTANCE

The YMCA maintains the philosophy that all children should be able to participate regardless of their ability to pay set fees. Applications for partial scholarships are available at the YMCA office.

The YMCA of the Greater Tri-Cities accepts DSHS child care payments. There are steps that need to be specifically followed when filling out paperwork and receiving authorization. Please speak carefully with the DSHS worker and the YMCA office coordinator. DSHS will need to authorize a ½ day rate for child care or full day for Day Camp and the membership fee. Parents/guardians will need to call the YMCA to check if the office has received the authorization. After receiving the authorization the YMCA would gladly register the children in the program. Be prepared to make a co-payment at the time of registration. If at any time DSHS forfeits payment parent/guardian will be responsible for the program fee due.

PARENT COMMUNICATION

The YMCA staff will be happy to address any concerns you may have regarding your children or the YMCA child care program. If you feel you need to speak with office staff please feel free to call 374-1908. The staff put out newsletters to let parents know of any upcoming events, issues, reminders, or other important information. Make sure to read through your newsletter when you receive it.

Please utilize the bottom of the sign in and out sheet to write down anything that you would like to communicate that is not in your regular schedule.

It is important that you notify the YMCA office of any change in address, phone, or place of employment. All change notifications must be made in writing to be valid.

Thank you for choosing YMCA Childcare!

YMCA OF THE GREATER TRI-CITIES

Early Childhood Learning Center Registration Form 2022-2023



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PROGRAM & PAYMENT POLICIES

<i>Initial Here</i>	A nonrefundable Registration/Membership Fee of \$50.00 is required at time of enrollment. YMCA members receive reduced rates and early registration benefits on other programs throughout the year. Refunds are not available after the month that child care begins. We do not give credit for missed days.
<i>Initial Here</i>	As a courtesy, payment reminders are given out approximately the 25th of each month. Once registered, you are responsible for the payment regardless of whether you receive the reminder. Please deliver payments to the office or use our online payment portal WebTime.
<i>Initial Here</i>	It is your responsibility (even if the State DSHS pays) to ensure that payments are received at the office by the 1st of each month (before the service is provided). The YMCA assesses a \$20 late fee for any payment received after the 5th of the month when payment is due. Outstanding balances not paid in full by the 6th of the month will result in suspension of care until delinquent account is paid in full.
<i>Initial Here</i>	If you withdraw from service, you must let the office know, in writing by the last working day of the month preceding the change. Otherwise, the rates previously registered for will apply. We only accept full month withdrawals.
<i>Initial Here</i>	There will be no special arrangements made for payments.
<i>Initial Here</i>	The YMCA Early Childhood Learning Center closes at 6:00 P.M. We have the following late charge policy: A late charge of \$2.00 per minute (minimum of \$10.00 per child) will be added to your bill for any time after 6:00 P.M. These charges will be added to your next monthly statement. The YMCA uses the clock in the center for official time so be sure to check the clock.
<i>Initial Here</i>	PHOTO ID IS REQUIRED AT TIME OF PICK UP TO VERIFY IDENTIY. Children will not be released to anyone without authorization from a parent/guardian. All additional authorized pick-ups need to be added to KidKiosk through the parent portal. Children are required to be signed in and out of the program each day by a legal parent/guardian or authorized pick-up person listed in KidKiosk. I understand that by utilizing KidKiosk, I am authorizing my child to be checked in and out of child care.
<i>Initial Here</i>	If your child is NOT potty trained you need to supply the YMCA with pull-ups and wipes. These are to be used for your child when changing is required.
<i>Initial Here</i>	If your child needs food other than what is provided by the YMCA determined by our food calendar, you are responsible for providing the YMCA with the alternate food. For example, if your child is allergic to milk you are required to send a milk substitute with your child, or supply the YMCA with the milk substitute to be served to your child.
<i>Initial Here</i>	I hereby authorize the YMCA to apply sunscreen/lotion (Brand Name: Equate (generic lotion or spray) SPF #50. Broad spectrum SPF 50 Kids sunscreen Pediatrician Tested) to my child for protection against the sun's harmful rays as deemed appropriate by the YMCA staff.
<i>Initial Here</i>	I hereby give my child permission to participate in all activities at the YMCA. This includes gymnastics and water play.
<i>Initial Here</i>	I hereby authorize the YMCA to transport my child to and from specified field trips throughout the duration of the School Year as well as give my child permission to attend all YMCA field trips. This includes the use of public transportation.
YMCA staff members are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed at YMCA youth programs. However, we are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-to-one support, or have great difficulty in managing their behavior in a group setting. YMCA program fees do not pay for outside consultants or one-to-one support. We may not be able to accommodate your child based upon the number of other children who are currently enrolled with special needs; we can place your child on a waiting list. For further information about accommodations, please contact the YMCA.	
The Early Learning Child Care Center will be closed on New Year's Day, Christmas Eve, Christmas Day, Martin Luther King JR. day, Memorial Day, 4th of July, Labor Day, Thanksgiving & the day after. We will also be closed using 2 in service days for staff training: Veteran's Day & Presidents Day.	
Parents are required to send a blanket and to take their blanket home to launder weekly.	
Remember to give the Site Supervisor 24 hour notice if your child will not be using a whole day of service so we can ensure proper staffing ratios. Full time rates still apply.	
Our center will be serving breakfast and two healthy snacks during the day. A monthly calendar will be posted for all parents to review. Please provide a well-balanced lunch with a drink for your child. We will provide utensils.	

PARENT STATEMENT OF UNDERSTANDING- Early Childhood Learning Center

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to the YMCA.
Please keep and refer to your copy of YMCA of the Greater Tri-Cities Preschool Parent Handbook. Your signature below indicates that you have received it.
I understand that YMCA staff and volunteers are not allowed to baby sit or transport children at any time outside of the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.
I understand that I am not to leave my child at the YMCA site unless a YMCA staff is there to receive and supervise my child and my child is signed in with a legal signature.
I understand children should not receive excessive gifts (e.g., TV, video games, jewelry) from YMCA staff or volunteers, and I should report this to a supervisor if they do.
I understand that my child will not be allowed to leave the program with an unauthorized person. Any person I wish to be authorized to pick up my child must be listed under pick up authorizations, and have photo ID.
I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.
I understand that my payment will not change until my child has officially moved classes.
I understand that state law mandates the YMCA staff to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
I understand that I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I too will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.
I acknowledge and accept the terms the YMCA of the Greater Tri-Cities has set forth for its Early Childhood Learning Program. I agree and accept that I am financially responsible for all care, late charges, extra day charges, meal charges and any monies due for classes I have signed my child up for through the YMCA of the Greater Tri-Cities.
I have received a copy, read and understand the YMCA of the Greater Tri-Cities Early Childhood Learning Center Parent Handbook including policies and procedures. I understand that my child's PROGRAM EMERGENCY CARD must be on file at the YMCA Early Childhood Learning Center before my child can attend.

Parent/Guardian Signature _____ Date _____



PROGRAM CHANGE/WITHDRAWAL FORM

All changes must be in writing, signed by the parent/guardian and returned to the YMCA office by the last working day of the month preceding the change or previous rates will apply.

CHILD'S NAME _____ SCHOOL _____

PROGRAM: ___ SCHOOL-AGE CHILD CARE ___ EARLY CHILDHOOD LEARNING CENTER

WHAT TYPE OF CHANGE IS BEING MADE?

___ **WITHDRAW:** FROM (SITE): _____

___ **SITE CHANGE:** FROM (SITE): _____ TO (SITE): _____

___ **SCHEDULE CHANGE:** ___ **RETURNING TO CARE:**

SCHOOL-AGE CHILD CARE SCHEDULE		
Current schedule that child is registered for (please check):		
FULL-TIME	PART-TIME	<input type="checkbox"/> 1 DAY PER WEEK (e.g. Wednesday early release) PM ONLY
<input type="checkbox"/> AM/PM <input type="checkbox"/> AM Only <input type="checkbox"/> PM Only	<input type="checkbox"/> AM/PM <input type="checkbox"/> AM Only <input type="checkbox"/> PM Only	
New schedule requested (please check):		
FULL-TIME	PART-TIME	<input type="checkbox"/> 1 DAY PER WEEK (e.g. Wednesday early release) PM ONLY
<input type="checkbox"/> AM/PM <input type="checkbox"/> AM Only <input type="checkbox"/> PM Only	<input type="checkbox"/> AM/PM <input type="checkbox"/> AM Only <input type="checkbox"/> PM Only	

TO HELP US IMPROVE OUR PROGRAMMING, PLEASE TELL US THE REASON FOR THIS CHANGE

EARLY CHILDHOOD LEARNING CENTERS	
Room change request (if turning age 4) to be eligible for a rate reduction:	
<input type="checkbox"/> I am requesting a transfer to the older classroom	My child is turning 4 on (M/D/Y): / / /

Parent Signature _____ Date _____