

The YMCA of Klamath Falls Childcare Program



2018-2019
Parent Handbook

**WELCOME TO THE YMCA OF KLAMATH FALLS
2019 CHILDCARE PROGRAMS.**

2018-

At the Y, childcare is family care, and family input is crucial to our program. We use family input to provide an appropriate learning environment for all. Adaptations are made for children with disabilities. If your child has an IEP (Individualized Education Plan), we request that the parent provide a copy of the plan to the Childcare Program Director. It is beneficial to meet with the parent/legal guardian to review the plan and work together to ensure that the guidelines are understood. In addition, YMCA staff collaborates with other professionals to make sure that children's needs are met.

Childcare staff uses The Creative Curriculum Child Development checklist; Ages and Stages Questionnaire; information from parents, including the initial preschool questionnaire, preschool mid-year questionnaire; and the parent survey to guide lessons.

We teach diversity in a unique way to introduce preschoolers to different customs, and traditions by using music, art, and dance from six continents. Preschoolers develop sensitivity and respect for people of other ethnicities and cultures.

We are determined to provide a safe, secure environment where all children are valued and respected in an atmosphere conducive to learning and making friends.

We look forward to serving you and your family.

If you have questions, please contact any of the staff listed below:

Charlene Shaw, Youth Development Director

Charlene.Shaw@kfallsymca.org

Nancy Riens, Associate Director

Nancy.Riens@kfallsymca.org

Steve Meng, Executive Director

Steve.Meng@kfallsymca.org

We have opportunities for parents to serve on advisory boards to assist with program and policy decisions.

**THE YMCA OF KLAMATH FALLS
at FAIRVIEW
1017 Donald Street
Klamath Falls OR 97601
541-887-2512**

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The YMCA of Klamath Falls Mission Statement

To put Christian principles into practice through programs that build healthy mind, body and spirit, and promote youth development, health living, and social responsibility.

The YMCA of Klamath Falls Childcare Philosophy

The YMCA of the USA's values of caring, honesty, respect and responsibility guide and nurture the children in our care. Diversity and inclusion is a key component of our strategic plan, through staff development, community engagement and partners.

The childcare programs are designed to promote cognitive, emotional, physical, and social growth for preschoolers and school-age children. We adhere to the concept of developing the whole child with our play-based curriculum that is infused with STEM (science, technology, engineering, and math) music, fine motor skills and physical fitness. Our Education Team meets regularly to make sure that the curriculum goals of the children are being met.

Highly-trained educators provide childcare that is safe, affordable, and high quality so you can have peace of mind. Teachers are evaluated annually on their performances using the parent survey, self-evaluation form, and supervisory observations of adult-child interactions. Teachers also are required to have 24 hours of continuing education in professional development annually.

Family is the most important structure in a child's life. The YMCA staff partners with parents and caregivers to support their efforts to nurture the child's development and help them grow up healthy, happy and strong. We respect and value input from parents and encourage families to share information about their child.

Parent Involvement

Parents are welcomed and encouraged to volunteer their time in our childcare programs. Custodial parents are allowed in our programs at any time-please speak to the Youth Development Director and she will give you the required background check paperwork.

We encourage our families to share their culture, traditions, beliefs, home language, and interests. Parents are welcome to lead or assist in planning and conducting these special activities.

The YMCA of Klamath Falls Staffing Policy

All staff is expected to present themselves as role models for the children and families. Reference checks through the Oregon Childcare Division are done prior to hire. Oregon State Law mandates child care professionals to report any suspected abuse.

Preschool Promise

What is Preschool Promise?

Preschool Promise is a model for a publicly-funded, high-quality preschool system. Preschool Promise leverages high-quality, local and culturally-relevant early child care and education programs and makes them available to children living at 200% of the poverty level. By incorporating a mixed delivery approach which recognizes that high quality early learning experiences can take place in a wide variety of settings, Preschool Promise offers a ½ day morning Class (8:00 am to 12:00pm) Year-round, ½ day Afternoon class (12:00pm to 4:00pm) year-round, and a full day (8:30am to 2:30pm) 9-month only class.

Program Fee/Scholarship Information

Auto draft payments will receive a 5% discount.

Afterschool students receive a free "School's Out Day Camp Certificate" for paying the Afterschool monthly amount due by the 5th of the month.

Childcare Registration Fee: \$25

The registration fee is non-refundable and non-transferrable. Registration payment will not be accepted without the complete registration form. All paperwork must be completed prior to the child's first day in the program.

Payment is due on the first day of the current childcare month. If payment is not received by the 10th of the current childcare month, there will be a \$25 late fee and enrollment may be terminated. **(This does not apply to auto draft payments)**

Payments can be mailed or made in person to the Y. We accept cash, checks, and debit/credit cards. Arrangements for auto drafting childcare payments or other billing options must be made with Vickie Walling at 541-887-2512 or contact her at Vickie.Walling@kfallsymca.org. In addition, all third party eligibility and billing arrangements must be confirmed in advance with Vickie.

There is no reduction in fee for days missed. When you enroll your child, you are reserving time, space, staffing and provision whether or not your child attends.

A limited amount of partial scholarship funds are available through a confidential application process. Scholarship assistance is only available for one program at a time.

For more information, please contact Vickie Walling by calling 541-887-2512 or by email at Vickie.Walling@kfallsymca.org.

Dates and Hours of Operation

Children in the Preschool/Pre-K program or School's Out Day Camp can be dropped off as early as 6:30. After-school students will be in the care of Y Childcare Staff upon their release from school. All students must be picked up from childcare by 6pm.

Note: There is a charge of \$1 per minute for any time your child has not been picked up by 6 pm. If there is an emergency and you are unable to pick up your child, please contact the office 541-887-2512.

At 6 pm staff will start calling the numbers that are on the authorized pick-up. If no one has been reached by 6:30, the staff will call the authorities to get further instruction.

The YMCA Childcare Program will not operate on the following holidays in 2018-2019 school year.

Labor Day Monday, September 3	New Year's Day Tuesday, January 1
Thanksgiving Day & the Day After Thursday, November 22 & Friday, November 23	Memorial Day Monday, May 27
Christmas Eve & Day Monday &, December 24 & 25	Independence Day Thursday, July 4

- Preschool/Pre-K will operate on all other weekdays of the 2018-2019 school year.
- School's Out Day Camp and Early Release will be available on most school closure dates to children participating in the Afterschool program on a first-come, first-served basis. Registration is required in advance with a \$10 deposit per day to hold the spot. The deposit is applied to the cost of the day. It will be forfeited if notice of cancellation of the reserved spot is not received at least 24 hours in advance of the scheduled date.

School's Out Day Camp is always held at the Fairview Y Childcare Site. Cost for full day: \$28 Y Members/\$31 Community Members.

Afterschool Absences

All Afterschool absences should be reported to the YMCA at Fairview (541) 887-2512 before 1:00 pm the day your child will not be in attendance. If no one answers your call, please leave a message.

No Call/No Notice: Failure to notify Y staff that your child will not be attending the Afterschool Program will result in a \$10 No Call/No Notice fee. It is very important that

notice is received prior to the time Y vans depart for schools. Waiting or looking for a child at their school causes delays in childcare pick-up at other schools.

Swim Days and Field Trips

Swim Days:



Afterschool Program participants will swim at the Y once a week on Fridays.

Parents-please note that if you wish to pick up your child at the Y on swim days, you must do so prior to 5:10pm. Otherwise, pickup will be at Fairview after 5:30pm.

School's Out Day Camp participants' swim times will be posted prior to the non-school day.

Pre-K Swim Lessons will be held on Mondays and Wednesdays for Full Week and MWF students. Half of the students will swim on Mondays and the other half will swim on Wednesdays. The Preschool Promise afternoon class will swim on Tuesdays Y vans will transport students to and from the YMCA for swim times.

Field Trips:

Preschool/Pre-K students will occasionally go on field trips with advance notice to parents.

School's Out Day Camp participants will go on fieldtrips with advance notice to parents.

Parents choosing not to have their child participate in a scheduled field trip must find alternate care for the day of the trip. When you completed the registration paperwork for your child's participation in the Y Child Care Program, a general permission for program activities was included. If you wish to see a copy of that form, please inquire in the main office at Fairview.

The behavior guidelines that are in place at the childcare program site are also in place for field trips. All children who participate in field trips must be on their best behavior and, if they cannot maintain appropriate behavior, they will not be allowed to take part in field trips.

Transportation

When being transported for field trips and activities as part of the Childcare Program, children are required to wear seat belts or ride in booster seats. Staffing ratios are fully maintained. All drivers are CPR/First Aid Certified and have a current driving record.

Afterschool arrangements have been made with each school regarding supervision of the children while waiting for the Y bus after school is dismissed for the day. We do our best to

schedule van pick-ups in a way that best accommodates the bell schedules at each school to ensure the shortest wait time.

Health Issues

Parents must notify the YMCA Childcare staff immediately if their child is exposed to any communicable disease. Sick children cannot be accepted or remain in care. Do not bring your child to Fairview if they have exhibited any of the following symptoms in the previous 24-hour period.

- Elevated temperature (101 degrees or above)Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ear
- Profuse nasal discharge
- Diagnosed contagious diseases such as strep throat, chicken pox, etc.



If a child arrives at the childcare site ill, or becomes ill while in attendance, or is found to have head lice, the parent or another authorized individual will be notified immediately to pick up the child within one hour. Children unable to remain at the childcare site for health reasons will be monitored and isolated with supervision, as necessary, until the arrival of the designated pick-up person.

The YMCA of Klamath Falls has a no lice/nit policy. All students must be completely free of lice/nits prior to returning to school.

Restroom Procedures

Children are taken to the restroom on a schedule and as-needed basis. For preschoolers, a staff member will remain in the restroom with the children to ensure safety and make sure needs are being met and hands are being washed. School-age children are allowed to use the restroom using a bathroom pass. The Afterschool teacher will note their names and time of departure on the board in the classroom.

Accidents and Emergencies

The YMCA Childcare staff is First Aid/CPR-certified, and has been trained in emergency procedures. You or your emergency contact person will be notified of minor accidents or injuries. When there is no question that your child must be taken to the doctor or medical facility, we will call you to inform you of our course of action as soon as possible.

IT IS VITAL THAT YOU KEEP OUR STAFF INFORMED OF ANY CHANGE IN THE CONTACT PHONE NUMBERS YOU HAVE PROVIDED ON YOUR CHILD'S REGISTRATION FORM.

In the event that we must evacuate The YMCA of Fairview childcare facility, we will relocate to the far end of the field behind the back playground.

Medication

If it is necessary for your child to receive prescription or non-prescription medications during Childcare Program hours, the following procedures will be followed.

1. Parent must complete and sign the Medication Distribution Form.
2. Medications must be delivered by the parent to the Youth Development Director or designated childcare staff. It cannot be brought to the Y by the child. No medications of any kind can be stored in the child's backpack or bag.
3. Prescription medication must be in the original container, labeled with the child's name, dosage, directions for administering, date and physician's name.
4. Non-prescription medication must be in the original container, labeled with the child's name, dosage, and directions for administering.
5. Staff will store medication in a locked container and will document when it is administered.

Sunscreen



Sunscreen lotion of either Western Family (from Sherm's) or Equate (from Walmart) Broad Spectrum SPF 30 or 50 are the sunscreen brands currently being used by the YMCA Childcare Program. The teachers administer one of these brands on your child before going to the playground.

If you prefer to supply a different brand of sunscreen for your child, you will need to label the sunscreen container with your child's name (first and last).

You will also need to fill out the Medication Distribution Form authorizing YMCA Childcare Program staff to administer it. The completed form must be delivered to Y staff at the same time as the sunscreen.

❖ **No aerosol sunscreens shall be used because of potential danger to children.**

Medical and Dental Insurance

Medical, dental or accident insurance for Childcare Program participants is the responsibility of the parent/guardian. The YMCA of Klamath Falls does not provide coverage. Parents assume all risks of physical injury normally inherent to activities.

Publicity

When registering a child for YMCA Childcare, parent/guardians have the opportunity to decide if the child may be photographed for publicity or news purposes. YMCA staff adheres strictly to the parent/guardian's wishes in this matter.

Discipline and Behavior Expectations

It is the goal of The YMCA of Klamath Falls to provide a healthy, safe and secure environment for all childcare participants, staff and Y members. The Y staff uses guidance techniques that promote self-control and awareness. We also use cool-downs when necessary. If problems persist, the staff will meet with the child's parents for help in discovering possible causes to the problem and an effective way to deal with the situation. If all efforts fail, the YMCA reserves the right to exclude a child from further participation in our program. Corporal punishment or punishment that is humiliating or frightening to the child will never be used in our Childcare Program.

The following behaviors are not acceptable and may result in the immediate suspension of a childcare participant for a time determined by the Youth Development Director.

- Endangering the health and safety of children and /or staff, YMCA members and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the program site without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity, or obscene language/gestures
- Acting in an inappropriate manner

The Y has a zero tolerance policy for tobacco, alcohol, illegal drugs, firecrackers, firearms or anything that may be construed as a weapon or explosives. Immediate expulsion may occur if a childcare participant is found to be in possession of and/or using any of the aforementioned items.

Sign In/Out

It is required that every child must be signed in and out of YMCA Childcare Programs. It is important to note that only authorized persons may sign the child/ren in and out of the Childcare Program each day and that they remain with the child at drop-off until the child is accepted by a Y staff member. It is also important that you keep your child's registration form up to date with current authorized individuals. We will ask for a picture ID and check the authorization for the release of your child. If an unauthorized adult attempts to take a child without permission, the parent and the police will be called.



Personal Belongings

It is the intent of the YMCA Childcare Program staff to make children as responsible for their belongings as possible. We believe that a child learning to care for his/her own belongings is an important life skill that we want to foster.

You can help by labeling all of your child's belongings for easy identification.

What you child should bring to Preschool/Pre-K:

- Appropriate clothing for weather conditions
- Travel-sized pillow and small blanket are needed for napping if child is enrolled in full-day program
- Swim suit and towel for swim days (Monday or Wednesday)
- An extra set of clothing, including underwear in a Ziploc-type bag

What your child should NOT bring to Preschool/Pre-K Care:

- Candy or food from home
- Toys from home-except as appropriate for "letter Bag" or "Show-N-Tell" days
- Pets of any kind

What your Child should bring to Afterschool Care:

- Backpack or bag that will hold his/her belongings and can be easily carried
- Swimsuit and towel for swim days (Fridays)
- Appropriate clothing for weather conditions

What you child should NOT bring to Afterschool Care:

- Expensive clothes, or clothing with inappropriate phrases, pictures, or connotations.
- Anything that can be construed as a weapon, including propellant toys
- Cell phones, iPod, iPads, other electronic items
- Pets of any kind
- Money-unless specified in weekly schedule



Do not allow your child to bring any item that he or she cannot afford to lose.

Lost and Found

Please check for lost items daily. We donate the unclaimed items to a local charitable organization after four (4) weeks.

Meals and Snacks

The YMCA Food Program is regulated by the United States Department of Agriculture (USDA) and the State of Oregon to ensure that nutritious meals and snacks are provided each day. Menus are posted on a weekly basis.

Children enrolled in the Preschool/Pre-K program are served breakfast, lunch, and an afternoon snack (full Day) daily. Breakfast is served at 8:00am - 8:45 am, lunch at 11:00am, 11:30am & 12:00pm and snack at 3:00. Children in the Afterschool Program are served a Supper at 3:30pm. If your child has or is suspected to have food allergies, you can request the necessary form from childcare staff.

USDA Nondiscrimination Statement

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



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

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

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

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

YMCA AFTERSCHOOL | 2018-2019 CALENDAR

03 YMCA Closed for Labor Day

SEPTEMBER 2018						
S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

04 1st Day of School - City & County
14 No School - Triad
21 No School - Triad
28 No School - Triad

MARCH 2019						
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24	25	26	27	28	29	30
31						

01 No School - Triad & Hosanna
15 Early Release - Hosanna 11:30
15 No School - County & Triad
21 No School - County
22 No School - County & Triad
25-29 No School - Spring Break
 For all schools including Triad

05 No School - Triad
08 No School - Triad
12 No School - County
18 No School - County
19 No School - County
26 No School - Triad

OCTOBER 2018						
S	M	T	W	Th	F	S
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APRIL 2019						
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21	22	23	24	25	26	27
28	29	30				

05 No School - City & Hosanna
12 No School - Triad
19 No School - Triad
22 No School - Triad

02 No School - City & Hosanna
09 No School - Triad
12 No School - City, County, Triad, Hosanna
16 No School - Hosanna
19-23 No School - City or County
21-23 No School - Hosanna
30 No School - Triad
22-23 YMCA Closed for Thanksgiving

NOVEMBER 2018						
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MAY 2019						
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26	27	28	29	30	31	

03 No School - County & Triad
10 No School - Triad
17 No School - Triad
24 No School - Triad
27 No School - Memorial Day
 For all schools including Triad

27 YMCA Closed for Memorial Day

14 No School - Triad
17-31 No School - Christmas Break for all Schools except Triad
21-31 No School - Triad

DECEMBER 2018						
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30	31					

24-25 YMCA Closed for Christmas

JUNE 2019						
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23	24	25	26	27	28	29
30						

06 Early Release/Last day Hosanna
07 No School - Triad
13 Last day for City
14 Last day for County & Triad

01 No School - New Years All Schools
11 No School - Triad
18 No School - Hosanna
21 No School - All Schools
25 No School - City or County

JANUARY 2019						
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01 YMCA Closed for New Years

JULY 2019						
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21	22	23	24	25	26	27
28	29	30	31			

4 YMCA Closed for the 4th of July

City Schools:

Conger
 Mills
 Pelican
 Roosevelt
 Ponderosa

01 No School - Triad
08 No School - Triad
15 No School - Triad
18 No School - Presidents Day
 For all schools
28 No School - Hosanna

FEBRUARY 2019						
S	M	T	W	Th	F	S
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AUGUST 2019						
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25	26	27	28	29	30	31

County Schools:

Ferguson
 Henley
 Peterson
 Shasta
 Sterns



All of the policies and procedures in this handbook have been carefully developed to ensure that each child is safe, healthy, and happy in YMCA Childcare. We are proud of our high standard of care, our enriching programs, our dedicated staff, and our attention to each child and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. If you should have any questions in regard to our policies, feel free to contact any of the staff listed at the beginning of this handbook. While we have tried to list our most important policies and procedures, please note that The YMCA of Klamath Falls reserves the right to make decisions not covered in this handbook as deemed necessary for the safety and welfare of the program participants.

