



YMCA Early Learning Center Family Handbook

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Welcome

We welcome you and your child to Newton YMCA Early Learning Center. We are a year-round program open weekdays from 6 a.m. to 6 p.m. with the exception of specified holidays. We strive to provide quality care. It is essential to maintain open communication between you and staff to meet each child's needs. This handbook clearly defines our policies in some of the most common areas of concern. Your involvement with the program and cooperation with policies and procedures is needed.

Mission Statement

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

Philosophy

We believe that working together and sharing knowledge for the child's well-being is the key to success. It is important to support each child individually and meet his or her personal needs.

Children gain experience through discovery within themselves and within their surroundings. Our environment meets these needs by providing a child-directed/staff-observed curriculum. The beginning years of life are crucial to building a good foundation for the child.

Our loving, nurturing, and enriched environment aids in building that foundation. We stress the YMCA Christian principles and core values of CARING, HONESTY, RESPECT, and RESPONSIBILITY.

Philosophy of Education

The education program is designed to help children develop physically, intellectually, emotionally, and socially. A play-based approach provides a child-center/staff-guided curriculum in which children are encouraged to construct their own knowledge in various subjects. Music, art, literature, language development, science and math concepts are woven into the daily program. Children learn to make choices as long as they stay within the limits of consideration for people and things. The curriculum and activities prepare children to use their intellectual and creative abilities and apply them to future learning tasks. Our staff receives comprehensive ongoing professional development to stay current with the unique needs of young children and their families.

Goals:

- Become competent individuals
- Improve and expand their ability to think, reason, and speak clearly about each day's activities
- Learn to respect themselves and to grow in self-confidence
- Enjoy each day
- Experience learning as fun as they seek to satisfy their natural curiosity
- Form relationships with adults and peers in a setting which fosters respect, not fear
- Develop healthy habits
- Appreciate their unique places in the world
- Encourage development of large motor skills through outdoor and indoor activities and fine motor development through the use of manipulative toys, blocks, puzzles and other small tools and writing utensils

- Develop language, literacy skills, multilingual skills, appreciation through stories music and songs, dramatic play, problem solving, group discussion, and a rich environment

Program Overview

YMCA Child Care is a state licensed program that offers a 5 day, year round program for children 6 weeks to 5 years of age. The YMCA offers a before and after school program as well as a summer program for children 5 years (kindergarten) to 12 years of age. Our curriculum is bias-free and developmentally based. We focus on developing the whole child by providing activities to help stimulate the individual child's social, emotional, physical, and intellectual needs.

We encourage exploration and growth in a well-equipped environment that is stimulating, safe, consistent, and nurturing. We strive to enhance each child's natural curiosity and love for learning. We want children to develop habits of observation, questioning, and listening, and to become aware of their own feelings as well as others around them. We encourage children to have an open mind that prepares them to utilize their intellectual and creative abilities for now and later in life.

Each classroom has a weekly schedule posted on the parent board for easy reference. It is a guide only. Allowances are made for unexpected events or specific needs.

A child development screening tool and portfolio will be used in the center to assess children's age-appropriate development. This screening tool is intended for use by parent(s), teachers, and early childhood professionals to document fine and gross motor, cognitive, self-help, social, emotional, and language development. Information from this screening is used to design activities and choose curriculum that supports the developmental needs identified. Conferences will be held annually.

Program for Infants & Toddlers – 6 weeks to age 2

Well-trained and caring staff members at the center give infants 6 weeks to two years of age consistent, positive attention they require. Staff members aware of the developmental stages that accompany the early years guide children's growth. Positive relationships with staff help the children learn to trust others and themselves. The classroom ratio for infants and toddlers are one staff member to every four children.

YMCA PROVIDES: Specific formula, cereal, and baby foods are provided under the Federal Food Program, in accordance with the stipulated federal guidelines.

PARENTS PROVIDE: *Disposable diapers, wipes, and a set of spare clothes. These items may not be shared. If your child does not have the required items when needed, you will be contacted.*

Program for Preschoolers – 3 to 5 years of age

YMCA Child Care builds on a child's natural desire to learn new things and become more self-reliant. A specific preschool curriculum is in place with sufficient structure to foster readiness in social, intellectual, emotional, and physical development. Getting along with other children, sharing, taking turns, and working in a group are a natural part of learning. The center is an exciting and challenging place, helping preschoolers stretch their skills in mind and body. It is also a safe, comfortable place where children build positive relationships with caring adults. Our preschool classroom ranges from 3-5 year olds. Our classroom ratio for the 3 year old preschool program is one staff member to every 8 children and for the 4 year old preschool program is one staff member for 12 children.

PARENTS PROVIDE: *A set of extra clothing and 1 small blanket for nap time. Items must fit in their cubby. These items may not be shared. If your child does not have the required items when needed, you will be contacted. All blankets are sent home every Friday for washing.*

Program for School-Age – 5 (kindergarten) to 12 years

The YMCA provides a variety of exciting, theme based activities geared toward individual interests and grade levels to keep children engaged. Children are guided by YMCA values and positive behaviors to respect themselves and others, work out their differences, and discover the value of friendship. Physical activity is important to your child's health. We provide daily physical activity and movement through indoor gym or outdoor games. Music, art, literature, language development, science, and math concepts are woven into the daily program. Our classroom ratio for the school age program is one staff member to every fifteen children.

Transportation is provided through the Newton Community School District.

Enrollment Requirements

The Department of Human Services requires that each child has the following enrollment forms on file and are updated each year.

PreK:

- Enrollment Summary/No Nit Policy
- Sleep Policy
- Yearly Physical
- Certificate of Immunizations Record (updated each time your child receives vaccinations)
- Emergency Card with Medical/Dental Consent (updated twice a year)
 - Name, address, and date of birth
 - Parent's name(s)
 - Home, work, and other contact telephone numbers
 - Doctor's name and telephone number
 - Dentist's name and telephone numbers
 - Name and telephone number of other emergency contact
 - Names and telephone number of individuals authorized to pick up the child
- Red Allergies Emergency Card (if needed, updated twice a year)
- CACFP (food) Application

Additional for School-Age:

- Electronic Release
- Health Statement
- Behavior Contract
- Movie Release

Payment Policy

- One time registration fee (\$35.00)
- Child care accounts will be billed ahead for each week. Payment for the week will be on Friday for the following week.
- All children must be enrolled in a 5 day program.
- Parents are responsible for paying full tuition for absences' as well as vacation time.

- Rates

- Infants 6 weeks- 2 years old
\$225.00 Weekly
- 2 years old
\$225.00 Weekly
- 3 years old
\$199.00 Weekly
- School Age 4-12 years old (Full Days)
\$175.00 Weekly
- Before or After School Only
\$115.00 Weekly
- Before and After School
\$135 Weekly
- Full Day School Age (Including Thanksgiving break, Christmas Break, Spring Break, Etc.)
\$175.00 Weekly

Off Site Locations- Thomas Jefferson and Emerson Hough

- Before School
\$40.00 Weekly
- After School
\$75.00 Weekly
- Before and After School
\$80.00 Weekly

(This program doesn't contain care when school is not in session (Winter break, Spring break, Thanksgiving break, summer break, etc.) Payment will be due regardless of closure.)

This site is Open 6:00 am- 6:00pm

- Payment options include: check, debit or credit card, and automatic with drawl.
 - Parents will be notified of the insufficient funds and there will be a \$30 returned check fee charged.

Financial Assistance

Within the available resources of the YMCA, we will provide services for any youth who desires to participate in child care. We need accurate information from you to ensure that we are managing funds with integrity and that we are upholding our values. We want to provide assistance to those who are truly in financial need. Applicants are required to apply for assistance through the Department of Human Services prior to application through the YMCA Financial Assistance Program.

Holidays

The center will be closed to observe the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day. **There will be no tuition credit for these days.**

Additionally, the center will close at noon on Christmas Eve and New Year's Eve. Should these holidays fall on a Saturday, the center will be closed on Friday. When the holiday falls on Sunday, the center will be closed on Monday.

Inclement Weather and Emergency Situations

We value your work schedule. Therefore, we remain open regardless of weather. If school starts late, is dismissed early, or is cancelled, all school-age children will attend the YMCA. In the case of a late start, children will then be bussed to their respective schools.

We reserve the right to notify parents of closure due to emergency situations. The YMCA's utmost priority is to ensure both children and staff members' safety.

Attendance, Arrival, and Departure

Parents or other authorized adult must bring the child inside the classroom. Please sign your child in and out each day. When a child is picked up, be certain that a staff member is aware of the child's departure. Once the child is in the classroom and is dropped off, staff will take charge of the child and assume responsibility for safety and instruction. In instances where a parent chooses to remain in the classroom after the transfer has occurred, staff will take charge. This policy clearly defines the point of transfer for liability in case an unsafe situation occurs.

Children must never be dropped off or picked up from anywhere inside or outside the center without informing a staff member.

We ask that parents bring children to the center before 9:30 a.m. Children that arrive after 9:30 a.m. will not be allowed to stay. Please call the office if your child has a scheduled appointment or will not be attending that day.

If your child is picked up after 6 p.m., parents will be charged \$20.00. If the child remains at the center for more than 15 minutes, there will be an additional \$20.00 charge. Parents will be billed for the additional cost.

Only those authorized on your child's emergency card may pick up your child from the program. Picture identification is required before a child can be released. Authorized adults must be 16 years or older to drop off and pick up your child.

YMCA Child Care is **NOT** responsible for supervision when a child transfers to another program.

Supervision and Access Policies

Parents may have unlimited access to their child during the centers' hours of operation. Parents will not require a record check as long as they do not participate in any activities that would place them directly responsible for other children. The definition of direct responsibility is "being charged with

the care, supervision, or guidance of a child." The Director, staff members, and all volunteers who have direct responsibility for a child or access to a child must be fingerprinted and have a record check.

A volunteer that is included in meeting the required child-to-staff ratio has direct responsibility for a child or children or has access to a child or children with no other staff present must undergo the record check process. Any volunteer who has "unrestricted access," a person alone with a child, or directly responsible for child care must be at least 16 years of age, be fingerprinted, and have a criminal record check. Volunteers must sign a statement indicating whether or not they have had a conviction of any law in any state or any record of founded child or dependent adult abuse in any state. They must sign a statement indicating whether or not they have a communicable disease or other health concerns that could pose a threat to the health, safety, or well-being of the children. They must complete the DHS Criminal History check Form B, 595-1396. They must sign a statement that they have been informed of and are aware of their Mandatory Reporting responsibilities.

If a biological parent contact is prohibited, a copy of a court order must be on file with the center.

Parents need to fill out an emergency card two times a year or at any time there is a change in address, phone number, or emergency contact. Persons not listed on the pick-up form will not be allowed to visit, observe, or pick up your child.

A sex offender shall not be present upon the property of a child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center. The center Director is not obligated to provide written permission and may adopt more restrictive rules regarding sex offenders. However, if written permission is given, the Director must consult with the DHS licensing consultant prior to giving permission. Written permission shall include the location in the center where the sex offender may be present, the reason for their presence, the duration of this presence, and a description of the staff supervision that will be provided in order to ensure that no child is alone with the sex offender. Anyone on the sex offender registry is barred from operating, managing, or being employed by the center

Release Authorization

In the space provided on the Emergency Card, parents designate those people who may pick up their child. Emergency cards remain in the classroom. Staff must check the card to make sure the child is released to the proper person.

If someone other than those listed on your child's enrollment forms will be picking up your child, a release form must be completed and picture identification must be presented upon pickup. This may seem inconvenient, but your child's safety is a top priority to us. The card needs to be updated as parents make changes. Emergency cards are updated two times a year.

Parents need to make changes concerning authorized pick up in writing. All new pick up designees are required to present a photo ID when they come for a child. Staff may request identification at any time. If staff is unsure, an effort will be made to contact the parents for permission to release the child. If contact cannot be made, the child will not be released until the parents or another designated person on the emergency card can be contacted.

YMCA Child Care does not assume responsibility for inaccurate information provided on emergency card.

Redirect Policy

We believe each child is an individual and will be redirected according to his or her needs. Staff provides positive and clear expectations for behavior. Staff act as role models to support appropriate behavior.

Staff encourages children to use words to express their needs and feelings. Our methods include positive redirection.

Separation from the group or activity is an option for the child who continues inappropriate behavior. We will make every effort to work with parents of children having difficulties in child care. We are here to serve and protect all of the children. Chronic disruptive behavior, determined to be upsetting to the physical and emotional well-being of another child, may require the following actions:

Initial consultation – The Director may require the parents of the child to meet for a conference. Goals will be established and the parents will be involved in creating approaches for solving the problem.

Second consultation – If the initial plan for helping the child fails, the parents will again be asked to meet with the Director. Another attempt will be made to identify the problem, establish new approaches to solving the problem, and to discuss the consequences if progress is not apparent.

Suspension – When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the center. The Director may immediately suspend a child if he or she exhibits behavior that is harmful to him/her or others. A parent may be called at any time if the child exhibits uncontrollable behavior that cannot be modified by the child care staff. The parents may be asked to take the child home immediately. Suspensions from the center may vary from a few hours to an indefinite period.

Zero Tolerance Policy

YMCA Child Care has a zero tolerance policy regarding dangerous weapons. Parents of children found to possess weapons and/or dangerous objects on YMCA Child Care property will be notified of the incident. Confiscation of the weapon or dangerous object shall be reported to law enforcement. Depending on the severity of the incident, children will be subject to disciplinary action, suspension, or expulsion.

Discharge Policy

In rare instances, a child's participation in the child care program may no longer be in his or her best interest. In such circumstances, the center reserves the right to terminate the child's enrollment. Reasons for termination of enrollment may include, but are not limited to, the following:

- Inability of the child to adjust to the center setting, despite attempts to modify behavior as described above
- The requiring of excessive attention that interferes with the staff caring for the entire class
- Behavior deemed dangerous to himself/herself or others
- Non-payment of fees as scheduled

- Continued unresolved debt by parent
- Lack of parent cooperation or involvement when requested
- Continued negligence on the part of the family (consistent late pickup)
- Abusive language or behavior by parent to anyone
- A parent taking charge of or disciplining other children in the classroom where their care is the responsibility of staff
- Child care unable to reasonably accommodate special need(s)
- Not having appropriate paper work as stated in Enrollment Requirements

Health and Safety Policies

Children are required to have a current yearly physical and a valid immunization form at the time of enrollment.

Every child must have a dentist named on his/her enrollment summary and emergency card. According to the center's licensing regulations, "even very young children can sustain injuries to the mouth that can require dental care. If the family does not have a dentist or the parent has not yet secured a dentist for the child, the parent needs to authorize a dental office within the proximity of the center that can be contacted in the event of an emergency." 109.10 (2)

In accordance with state licensing guidelines, upon daily arrival at the center, children will have direct contact with staff for detection of illness. The center will report any reportable, communicable diseases to the local health department. Their guidance will be followed in caring for the child and the other children at the center.

Children who exhibit the following communicable disease symptoms will not be allowed to come to the center. Likewise, if they become ill with any of these symptoms during the day, the parents will be notified and asked to pick up the child within an hour. A license physician note saying a child can return will be accepted.

- Diarrhea – when 3 loose bowel movements occur, child will be sent home. Child should be diarrhea free for 24 hours before returning to school
- Fever – child should be fever free for 24 hours (a fever of 100.4)
- Severe continuous coughing
- Pinkeye – Symptoms include white or yellow eye discharge, matted eyelids after sleep, eye pain, and redness of the eyelids or skin surrounding the eye. A doctor's note determines when a child can return
- Vomiting two or more times in 24 hours
- Unexplained rashes
- Swollen glands
- Roseola –after the rash and fever are gone.
- Head lice – If treated & head is clean, children may return
- Impetigo – Child may return 24 hours after treatment has been initiated.
- Scabies – May return 24 hours after treatment has been given.
- Chicken Pox – until all sores are scabbed over
- Whooping Cough – Child may return after 5 days of treatment has been completed
- Mumps – until all swelling is gone
- Ringworm – must be on antibiotics for 24 hours

Any child that is unable to participate in daily activities because of fatigue, emotional distress, or any atypical symptoms the child director reserves the right to send child home for rest.

The center has written procedures for medical and dental emergencies, and the staff is professionally trained in these areas. Parents need to provide sufficient information and authorization to meet the medical and dental emergencies of the child.

Parents will be contacted immediately in case of illness or serious injury.

If the child must be transported to the hospital, a staff member will accompany the child. If the child should have a special needs care plan, staff will provide emergency personnel with a copy. The staff member will stay with the child until his/her parent arrives. Child to staff ratios will continue to be maintained at the center at all times.

Please call the center to notify staff of any contagious disease your child may have or if your child will not be attending the center.

Accidents/Incidents

In the event that an accident or injury occurs, immediate care will be given by our staff certified in first aid. While we make every effort to continually supervise children, occasionally a staff person may not be aware that a child has been injured.

Staff performs routine body checks throughout the day to look for signs of injury. Parents will be notified immediately of any serious accidents. We will contact only one parent. If unable to reach the first parent on the emergency card, the other caregiver or others listed will be notified. Staff fills out an accident report recording what the injury is and how it occurred. Once the report is signed by a parent/guardian, one copy is sent home and one is placed in the child's personal file.

Staff members are trained in Universal Precautions and follow precautions when handling blood or bodily fluids as recommended by the Center for Disease Control. Gloves are always worn when administering First Aid.

Biting

Biting is one of the most common and most difficult problems to deal with. It can occur without warning, is difficult to defend against, and provokes strong emotional responses for all involved.

Toddlers bite to get what they want from another toddler. They are beginning to learn what is and is not socially acceptable. For some toddlers, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress, change in environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting causes strong feelings. It is important to be aware of the potential problem before it happens and to have a plan of action if it does occur. Possible plans of action to be used when a child is bitten can include the following –

1. For the biter:
 - a. The biter is immediately (temporarily) removed with no emotion, using words such as "no bite" and "bite this", referring to a teething ring if individually appropriate.

- Any immediate response that reinforces the biting or calls attention to the biter is to be avoided. The caring attention is focused on the victim.
- b. Following the victim's care, staff handles the procedure to facilitate the biter's return to the group as soon as the offense is explained and presumably understood by the biter.
2. For the victim:
 - a. The victim is separated from the biter.
 - b. The victim is comforted.
 - c. If necessary, first aid is administered.
 1. For a bite that barely breaks the skin, such as a cut or scrape, washing with soap and water followed by bandaging and close follow-up is required.
 2. For a more serious skin-break, universal precautions are to be followed.
 3. Separate incident reports are written for the biter and for the victim; parent notification for each one is mandatory.
 4. If biting continues:
 - a. Staff meets with the Director on a routine basis for advice, support, and strategy planning.
 - b. Staff reports every occurrence, including attempted bites, and indicates location, time, participants, behaviors, staff present, and circumstances. Staff shadows a child who has the tendency to bite, heading off biting situations before they occur, teaching non-biting responses to situations, and reinforcing appropriate behavior. Likewise, children who are often bitten will also be shadowed to avoid biting situations and to teach the victim responses to potential biting situations by calmly stating to the potential biter "No", "Stop", or "Don't bite."
 - c. Parents are notified a problem exists and are made aware of the procedures followed in this situation. A meeting with the family to collect information about the child's behavior at home, share information, and demonstrate a commitment to working together may be arranged to help resolve the situation.
 - d. Early transition of a child "stuck" in a biting behavior pattern will be considered and the parents can prepare for the possibility of the child being removed from the center.
 - e. As a last resort, if it is deemed in the best interest of the child, the center, and/or other children, the biter will be terminated from the center for the duration of the biting stage. Every effort will be made by the center to help the family make contingency plans.

Hygiene

Hand washing is the most important element in good hygiene, as a protection against infectious diseases and as a valuable aid to good health standards. We require all staff to do frequent and thorough hand washing and to make sure the children are following regular hand washing. Handwashing is performed after using the bathroom, before and after eating, after blowing their noses, when coming inside from play, and after messy activities.

Babies' hands are washed after changing, before and after eating, and otherwise as needed. The staff members wash all toys, sheets, and cots on a regular basis to promote sanitary measures.

Public health now requires the center to practice tooth brushing. Children participate in dry tooth brushing once a day. Children brush their teeth without water or toothpaste after morning snack. Children, one at a time, hand their tooth brush to staff to rinse and store. Tooth brushes are replaced every three months.

Medication

Administration medication is taken very seriously. We realize under certain circumstances administering medication at the center is necessary. In order to prevent potential accidents from occurring when administering medications, we utilize the following policies:

1. Medication is not allowed in the classroom, thus keeping it inaccessible to children and the public.
2. Medication cannot be administered to a child without written parental consent and instruction.
3. Over the counter medication may be sent for an individual day as needed by a child and sent home the same day.
4. Any medicines for emergencies, serious and non-seasonal allergies, or medicines required on a daily basis may be kept and stored at the YMCA Child Care center.
5. A designated place for medication storage is available in the refrigerator located in Room D and office.
6. All medication requires a medication sheet signed and dated by the parent/guardian with appropriate instructions. No medication can be administered after the specified authorization date.
7. A separate form must be completed and signed each month for every medication, including over the counter medications, rash preventatives, and sunscreen.
8. Prescribed medication is administered only to the person for whom it was written and must be in the original container bearing the pharmacist's label with the child's name, date of prescription, and directions for dosage.

Health, Safety, and Nutrition

The YMCA designs policies for optimum health, safety, and nutrition. Recommended sanitation practices are used in effort to promote wellness and safeguard the health and safety of children and staff. Food and nutrition practices are aligned with USDA recommendations for young children in child care centers.

Meals

Nutrition breakfast, mid-morning snack, lunches and mid-afternoon snack are served to the children each day. All children will participate in the center meal plan. Parents may bring snacks for a special occasion such as birthdays or holidays.

The YMCA Childcare Center participates in the (Iowa Child and Adult Care Food Program), which means we serve the correct nutritional components and portions to the children. Breakfast is served from 6 a.m. to 8 a.m., morning snack is served from 9:15 a.m. to 9:45 a.m., lunch is served from 11:15 a.m. to noon, and afternoon snack is served from 2:15 p.m. to 3:30 p.m. The cost for our food program is included in the tuition fee. The Iowa Eligibility form needs to be completed upon enrollment by everyone. Information gathered determines how much reimbursement the center receives.

Mealtime is a very important time for children as they are beginning to distinguish their likes and dislikes. We encourage children to try all the foods that are served.

Menus are posted two weeks in advance on the parent board. Every effort is made to follow the menu; however, we reserve the right to substitute an item, based on availability and freshness of fruits and vegetables purchased.

Meals are served family style and offer an opportunity for developing social behaviors, conversational skills, nutritional habits, and encourage trying new foods. Appropriate table manners are fostered at every meal and snack time. Teachers and staff supervise the children and take the lead in modeling encouragement, healthy attitudes, healthy habits, and pleasant conversations with the children during snack time.

Food Preparation/Cleaning

- Personnel who prepare food are required to wash their hands with soap and water prior to any food preparation.
- Tables in the classroom are washed and sanitized with bleach before placing food on tables.
- Refrigerators are kept at 45 degrees and below for proper cooling.
- Food is heated to 140-160 degrees.
- Any portions of unused food will be tightly sealed and stored properly.
- Unused food that has been served out of the kitchen will be discarded.
- All dishes are washed, rinsed, and sanitized.

Infant Food

- CACFP Enrollment form in which each family completes will give the family the option to provide their own formula or use the center's formula. CACFP Infant menu is followed.

Allergies

- In case of a food allergy or special diet prescribed by a physician, families are required to fill out the Allergy/Food Exception Statement and must have signed by a medical authority. Child's emergency card will be the color red to flag a special need for that child. Food to substitute will need to be listed.

Nap Time

Nap time is a very important part of the day since most children need this time to regroup from the morning activities. Nap time follows lunch. The center provides cribs or cots and a cover during nap time. To help their child feel more comfortable, parents may bring a

blanket and a soft toy; these must fit in their cubby. During the nap period, children who do not sleep may participate in a quiet activity.

Safe Sleep Policy

- Healthy babies always sleep on their backs.
- The center provides a safety-approved crib with a firm mattress.
- Cribs are free of toys, stuffed animals, and excessive bedding.
- The room temperature is set between 68 and 72 degrees.
- Babies are monitored while sleeping.
- If a child has a special healthcare need that requires alternative sleep positions, information needs to be provided by a physician. If the infant needs a sleep positioner, the physician has an obligation to supply enough information to assure the staff of the infant's health. Simply sending a note is not acceptable. The physician's request is posted on the child's bed and a copy goes in the child's file. This complies with the SIDS state regulations.

Sudden Infant Death Syndrome (SIDS)

SIDS: Sudden Infant Death Syndrome is defined as a sudden and unexplained death of an apparently healthy infant younger than one year of age that remains unexplained after a thorough case investigation.

Potty Training

Potty training is a slow process and we believe the child should not be rushed. We believe that consistency between home and school is the key, as long as the child is developmentally ready. To make children feel more comfortable and to encourage potty training, our toilets are child sized. It is essential that children have an adequate change of clothing at the center in the beginning stages of potty training.

Clothing

Since we encourage hands-on activities, please dress your child in washable, sturdy play clothes for daycare. Children engage in a number of messy activities that can get clothes dirty. We do not want to inhibit your child's creativity, so we ask that your child be dressed in clothes that can be played in without hesitation.

Clothes should fit and should not pose a safety hazard to the child. Tennis shoes are strongly encouraged, as they are more comfortable and better suited for running and jumping.

All children need an extra set of marked, seasonal clothing in their cubby at all times. The center does not launder clothing soiled during the school day. To avoid lost clothing, clearly mark your child's name on clothing brought to school. The center is not responsible for damaged or lost clothing.

The center does not provide extra clothes to children. If your child does not have an extra set of clothes at the center when needed, you will be contacted to come to the center with the additional clothing.

Field Trips

The Newton Community School District provides transportation to and from field trips. Notification and authorization is obtained by having a permission slip signed and turned into the center before each field trip. This policy includes all field trips taken by the school age children during the summer.

To ensure your child's safety on field trips, we provide extra staff members, water, and first aid kits. If you choose not to have your child participate in the field trip, your child will join another classroom for the day.

In a medical emergency on a field trip, staff contacts emergency personnel.

Toys and Possessions

Each child has a marked cubby for his or her personal belongings. Please check your child's cubby each day and take home items and/or notices that need not remain at the center. Some classrooms also provide each child with his/her own folder. Please be sure to check the folder each night. Cubbies and folders are cleaned out every Friday. Any items left may be thrown out.

Children are not allowed personal toys into the center. Personal toys can lead to problems with other children and have the possibility of getting lost. We have a wide variety of materials as well as many opportunities to promote sharing at the center. **The center is not responsible for lost or damaged items.**

Play guns, weapons, or other toys that encourage aggressive play are not welcomed in our classrooms. We are trying to build cooperation and concern for one another in our center; these items promote aggression, competition, and hostile feelings.

Birthdays

Children are invited to celebrate their birthdays at the center. Please notify staff ahead of time. Staff will inform you the number of children to plan for and any allergies. Parents are always welcome as observers at their child's birthday celebration. (See Supervision and Access Policies in this handbook). Due to fire codes, we are unable to light candles at the party.

IF a birthday is to be celebrated away from the center and the entire class is not invited, please be considerate of other children's feelings and do not distribute the invitations at the center.

Pets

On occasion, pets are allowed to visit the center to visit the children. Any pets brought to the center are in accordance with licensing rules 109.10 (14). A permission slip is needed in order for any pet to enter into a classroom.

Emergency Plans

Emergency plans are posted in each classroom by all exits. Emergency numbers for police, fire, poison control, and ambulance are posted by the phone. Tornado and fire drills are practiced monthly. Emergency plans are reviewed with staff at least twice a year. In case of emergency, parents are notified by phone.

In a medical emergency, emergency personnel is contacted.

In an emergency evacuation, children are to be moved to the North West corner of the parking lot. If relocation is necessary, children go to Holy Trinity Church and parents will be notified.

Harassment and Threats

It is the policy of the YMCA Child Care to create and maintain a safe and nurturing environment for all children and staff. It is violation of this policy for children to harass other children or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, size, disability, marital status, or any other form harassment.

Violations of this policy are cause for disciplinary action.

Children and/or parents of children who believe they have been victims of harassment shall report such matters in a timely manner to the Director of the center. Threats that put another in fear of violence against another person is not to be permitted. Threats that put another in fear of immediate serious injury or danger are to be taken seriously and may result in suspension from the center.

Communication

Open communication between staff and our families is essential to the success of the program and the child's well-being. Staff and parents may contact each other by phone. Parents can arrange a time to conference when children are not present.

Professional Development

All staff members at the YMCA Child Care are required to take and pass classes in Early Childhood areas throughout the year. The YMCA Child Care is governed under the Department of Human Services for all trainings obtained. Orientation for 16 credit hours of study is earned the first year. Then, at least 6 hours are taken each successive year. Everyone certifies in CPR, First Aid, Mandatory Child Abuse Reporting, and Universal Precautions. Fingerprinting is required for all new employees.

Notification to Parents

Every two years, staff is required to complete a criminal and child abuse record check and fingerprinting check, unless there is an employment break, in which case, the check will have to be done immediately upon resumption of employment.

Staff is prohibited from involvement with child care for five years if their record check reveals the following: founded child or dependent abuse that was determined to be sexual abuse, placement on the sex offender registry, felony child endangerment or neglect/abandonment of a dependent person, felony domestic abuse, felony crime against a child including, but not limited to, sexual exploitation of a minor and/or a forcible felony. After five years, DHS will assess the circumstances of the incident and the person to determine whether or not the person can work in a child care center. DHS will notify parents

in writing if a founded abuse (confirmed and placed on the registry) ever occurs in the center.

Custody Arrangements

YMCA Child Care staff will not become involved in disagreements between custodial parents. Both legal parents are assumed to have privileges for pick-up, delivery, or observation unless specifically designated by a court order. The center must have the court order on file.

In instances in which one parent wants to deny the other parent access to the child, legal custody papers stating such denial must be provided to the center. If a parent does not honor this custody arrangement and tries to remove the child from the premises, staff will contact the police immediately.

Reporting Child Abuse

As child care providers, staff is required, by law, to report any suspected incidence of possible child abuse or neglect to the Child Abuse Hotline. All providers are trained to identify any signs of child abuse or neglect. Suspected instances of abuse to children by staff should be reported to the Director in a timely manner. The Director will investigate the incident to the fullest extent possible. The Director will use utmost discretion in investigating the incident as well as determining necessary consequences.

Confidentiality of Children's Records

The confidentiality of all children's records at the center is protected by state and federal regulations. Children's files include enrollment papers, a current immunization card, a yearly physical, a no nit statement, food form papers, and any incident/accident reports on the child. Enrollment and food form papers will be updated yearly. No information shall be disclosed to anyone without parents' consent. This includes health care providers, specific service agency staff members, another child care program, or another specialized professional who may already be working with the child.

Inappropriate Language

Inappropriate language is not accepted at the YMCA Child Care by parents, staff, or children. While we understand that children tend to repeat what they overhear, we expect our staff to set good examples for the children.

Visitors

Parents are afforded unlimited access to their children and to the provider caring for their children during normal hours of operation. Please identify yourself to staff upon arrival. See Attendance, Arrival, and Departure for visitation limits.

Security

There are security cameras located in all classrooms and entry ways entering the childcare area. Child Care door is always locked to prevent unauthorized access to children at the center. Jobs are assigned to parents for the child care area.

Parking Lot Safety

Cars must be parked in designated areas when children are being picked up or dropped off at the center.

Parking lots can be extremely dangerous for children. Parents are reminded of the importance of watching for wandering children. Children should remain safely beside their parents when crossing the parking lot. Children should not be left unattended in vehicles. If a car becomes disabled in the parking lot, please notify the center to prevent towing.

Suggestions and/or Grievances

The most successful programs occur when parents and staff work together as partners. Suggestions can be made at any time. When specific areas of concern arise for a particular family, the problem should be taken to the staff person involved or the classroom teacher. All suggestions or grievances are heard and staff will work to correct the problem. If additional communication is necessary, the problem should be taken to the Director. If a satisfactory agreement cannot be reached, the final grievance can be taken to the Executive Director of the YMCA. In the event of a situation being dangerous to the child's well-being, the problem should be reported immediately to the Director or the Executive Director of the YMCA.

Families should realize that confidentiality is necessary to protect children's interest; they should refrain from discussing situations that involve others. Often, inaccurate information is distributed quickly through a program and innocent staff or children are harmed.

Alcohol, Tobacco, and Drugs

Possession of alcohol and/or of a controlled substance will be reported to the local law authorities and the offender will be subject to expulsion.

**The YMCA building and the YMCA grounds are a smoke-free environment.
Incompliance with the Iowa Smoke Free Air Act.**

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Incompliance with the Iowa Smoke Free Air Act.**

The Internet address of the Department of Public Health for reporting complaints is (<http://www.iowasmokefreeair.gov/>).

Licensing Standards

A copy of the Child Care Centers and Preschool Licensing Standards and Procedures, Form SWS-0711, is available upon request from the center's supervisor. This center is inspected and licensed through the Department of Human Services, 2309 Euclid Ave, Des Moines, IA 50314, 515-725-2635.

The YMCA is an equal opportunity provider.

The USDA Civil Rights Non-Discrimination Statement

"This explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, or Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

The Iowa Non-Discrimination Statement

"It is the policy of the CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by the CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>."

The American with Disabilities Act

Under the American with Disabilities Act, employers are expected to make reasonable accommodations for persons with disabilities. Under ADA, accommodations are based on an individual, case by case situation. Accommodation requires knowledge of conditions that must be accommodated to ensure competent function of staff and the well-being of children in care. Note: Limitation of accommodation may exist for children whose needs require extreme facility modifications beyond the capability of the facility's resources.

Thank you for choosing us

YMCA CHILD CARE
1701 S 8 Ave E

Discontinuing Service Clause
The YMCA reserves the right to
discontinue childcare services.

Newton, IA 50208
(641)-792-7021

as your care partner.

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