



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **KEEPING YOU INFORMED**

## **OUR MISSION**

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

# **JAMES FAMILY PRESCOTT YMCA CHILD CARE PARENT HANDBOOK 2019-2020**

James Family Prescott YMCA    750 Whipple St.    Prescott, AZ 86301    928-445-7221  
[prescottymca.org](http://prescottymca.org)

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## GENERAL INFORMATION

### YMCA Child Care Philosophy

YMCA programs are designed to encourage children to build healthy, happy attitudes and to work toward developing competencies and skills through a variety of work and play experiences. Our goal is to develop the individual child's positive self-image, creative expression, communication skills and motion coordination, in an environment that stimulates a desire to learn and have fun.

### Non-Profit Organization

The Prescott Young Men's Christian Association of Yavapai County, Inc. is a 501(c)(3) non-profit community-focused organization dedicated to putting Christian principles into practice through programs that build healthy spirit, mind and body for all.

A community volunteer Board of Directors sets policy, gives ideas and oversees financial decisions that govern the YMCA. Founded in 1914, the James Family Prescott YMCA has followed Prescott's growth. It is supported by memberships, program fees and public and private contributions. As a membership organization, the YMCA is open to everyone regardless of their ability to pay. An extensive scholarship program ensures access to kids and families who could not otherwise afford the benefits of the YMCA.

### State Licensed

As an Arizona State Licensed facility, we are inspected annually. Parents/Legal Guardians may review inspection reports at any time.

Arizona Department of Health Services  
Child Care Licensing  
150 N. 18th Avenue, Suite 400  
Phoenix, AZ 85007  
602-364-2539

### Department of Economic Security Child Care Administration (DES)

Our YMCA Child Care Programs are DES certified. It is the responsibility of the parents/legal guardians to meet with DES and make the necessary financial arrangements, prior to attending the program. The Y must receive a verbal or written authorization from DES to verify reduced rate. Full rates will be charged until there is DES verification on file. *Parents/legal guardians are responsible for any unauthorized time not paid by DES.*

### Communication

Individual program licenses, indicating program capacities, licensing exceptions and recent licensing inspections are displayed by the entrance check in/out area. This is where parents/legal guardians are notified of important information and center policies.

Communication with parents/legal guardians is a crucial part of our program. The staff communicates with parents/legal guardians in many ways through daily reports, parent/legal guardian meetings, telephone contact, formal conferences and conversations when your child is dropped off and picked up. Each staff person will employ his/her own methods of communication with you. If you ever feel that the communication is not as frequent or as detailed as you would like, please see the Child Care Director so that additional arrangements can be made. All parent/legal guardian comments and suggestions are valued.

### Enrollment

Families interested in enrolling in a program must complete the registration materials and applicable fees before the first day of participation in care.

- AZ Dept of Health Services Emergency Information and Immunization Record (blue card)
- Additional Student/Parent Information
- Liability Waiver/Photo Release
- Best of Care Form
- Parent Statement of Understanding
- Parents Agreement
- Behavioral Policy
- DES Parent Agreement (if applicable)
- Child Illness Policy
- Day Camp Permission Slip (summer field trips)
- Copy of child's Immunizations
- Parent Packet

An annual non-refundable \$30 registration fee per child is required for enrollment. Registration fee is valid June 1, 2019 to May 31, 2020. Register your child in our Preschool Building 7:00am – 6:00pm, Monday-Friday. Allow 2 business days to process paperwork before attendance. Once your child is enrolled, payments may be made in person or over the phone in the Preschool building or the main building.

Updating all information about the child, including additional immunizations, changes in address, telephone numbers, or family situations is the responsibility of the parent/guardian. We encourage you to observe the program prior to enrolling and periodically while enrolled. We have an open door policy and will be happy to have you visit us at your convenience.

### **Immunizations**

- All children must have current immunizations required by the state of Arizona, due at time of registration.
- If a parent/legal guardian chooses to not immunize their child for medical or religious reasons; an exemption must be completed and on file.
- If a communicable disease occurs in child care, the un-immunized child will be required to leave until the contagious period has expired; he or she may not be allowed to attend childcare for up to 3 weeks or until the risk period ends.
- No child will be permitted to attend without proper immunization record.

### **Children's Records & Confidentiality**

Children's records required for enrollment are kept confidential. Children's records are available to parents/legal guardians upon request. The staff (excluding student participants and volunteers) will have access to the children's records. This information will not be discussed or disclosed with regard to the children and the facts learned about the children and their relatives. A Parent has access to areas where child is enrolled.

This does not apply to:

- The parents/legal guardians or persons authorized in writing by the parent/guardian to receive such information.
- An agency assisting in planning for the child when informed written consent has been given.
- All records required by the State Department of Health and Family Services for licensing purposes are available to the licensing representatives.

### **Non-Discrimination**

Any family is welcome regardless of their race, color, creed, national origin or ancestry, sexual orientation, political persuasion or financial status.

### **Americans with Disabilities Act**

The YMCA complies fully with the Americans With Disabilities Act and the Arizona With Disabilities Act. If your child has a disability that you believe may require modifications to our programs, policies, practices or procedures, please notify our Child Care Director. The YMCA will work with you to evaluate the disability and issues arising therefrom to determine any reasonable accommodations that may be appropriate so that your child may enjoy the benefit of the programs that we offer. You may be asked to complete an additional information form and provide necessary medical information to assist the YMCA in this process. The YMCA cares about every child and we look forward to working with you on any special arrangements that may be appropriate.

### **Concealed Carry Weapons**

The YMCA is committed to maintaining a safe and healthful environment for its members and participants. As part of this commitment, the YMCA's policy is to prohibit weapons of any type from the actual facility or surrounding areas where members and participants are located. Employees, customers and lawful invitees who possess a valid concealed weapons license may keep a firearm inside their privately-owned motor vehicle when their vehicle is parked on Y property. Any violation of this policy shall subject the offending person to a potential fine and banned from the YMCA's premises. Officers of the law are exempt from this policy.

### **Holiday Closures**

YMCA is closed:

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

Child Care is **also** closed:

New Year's Eve, 3:00pm

Friday after Thanksgiving

Christmas Eve, 3:00pm

## Annual Campaign

Summer Camp is a place where kids can learn valuable character building lessons, new skills, and make new friends. Unfortunately, many children are unable to experience this, simply because of their inability to pay. We at the YMCA, strive to give every child the chance to attend camp through the Annual Campaign. This fund allows most children to experience camp through financial aid and scholarships made possible by generous donations.

Please help us achieve our goal and give to our Annual Support Campaign.

100% of every dollar raised goes directly to the fund.

There are no overhead or administrative costs. Tax deductible.

## ENROLLMENT

### Attendance

Daily attendance rosters and sign in/out sheets are used to sign children in and out of the program. They will be used in the event of an emergency to determine the number of children in the program. Your child's teacher will know the number of children in attendance in their care, as well as the name and location of each child.

### Sign In/Out Procedure

- Parents/Legal guardians must assist children into the facility each day by signing them in and out.
- Your signature is required!
- Arizona Department of Health Services Child Care Licensing and Department of Economic Securities require your complete legal signature as it appears on your driver's license.
- Use black/blue ink ONLY.
- Be sure you write the exact sign-in and sign-out times (do not round). Do not use Military Time.
- If you need to make a correction on either your signature or time, cross it out with one line, make the correction and initial it.
- Signers may be requested to show proof of identification at time of pick-up.
- Children will be released only to those listed on the child's emergency form.

### Pick-up Procedure

- Anyone who is picking up a child other than the child's parents/legal guardians must be designated on the Child's AZ Emergency Information/Immunization Card and must provide photo identification.
- If a parent/legal guardian wants someone else to pick up their child for a specific day and time, the parent/legal guardian must provide a letter to the Child Care Director in advance.
- No child will be released to anyone appearing to be under the influence of drugs or alcohol.

## PARENT/LEGAL GUARDIAN COMMUNICATION

### Absent Child & Attendance Methods

All our child care programs require the known whereabouts of the children at all times. This is done through a sign in/out sheet in each program area. If a child is absent from a scheduled program without parental/legal guardian notification, the staff will contact the parents/legal guardians to learn the child's whereabouts.

### Preschool:

We ask the children arrive by 8:00 am, 9:00 am at the latest so they can easily transition to their classroom. Arriving by 8:00 will allow your child some free play and/or outside time with other friends from other classrooms. If your child will be late or will be absent, please call the Preschool office by 9:00 am.

### Call Out Procedure for After School Children

Due to the fact that our School Age Program participants arrive off buses in the afternoon, we ask that you notify the YMCA of your child's absence by 2:00pm on the day of the absence, by phone to our Preschool 928-445-7221 x224. A \$10.00 "Finder's Fee" will be charged to parents/legal guardians that do not call in to notify us of the absence. This fee covers administrative time of our staff calling the parents/legal guardians to locate the child and ensure his/her safety and well-being. It is our policy to make at least three phone calls in an attempt to locate the parents/legal guardians regarding a child that is pre-registered but did not arrive on the bus. This policy ensures your child's safety and allows for communication if a child misses the bus or gets on the wrong route.

Repeated failure to notify YMCA staff of a child's absence could result in denial of program services.

### Custody Arrangements

Staff will not become involved in custody disputes. A copy of the most current certified court order must be submitted at the time of enrollment or if a change occurs in the structure of the family. The order will be kept on file at the YMCA.

Court Order on File:

- Primary/Sole Custody: Staff will follow written instructions provided by the parent/guardian identified as having primary or sole custody on the court order.
- Joint Custody: Staff will abide by the court ordered custody arrangements specified for each day. Each parent/legal guardian will be requested to provide written instructions identifying persons authorized to pick up their child on their court ordered day.
- It is the parents/legal guardians' responsibility to work out payment arrangements with each other; as the enrolling parent/legal guardian is the one responsible for payments.

Court Order NOT on File: Staff will allow both parents/legal guardians to pick up their child.

## **PAYMENTS**

### **Registration**

An annual non-refundable \$30 registration fee per child is required for enrollment. Registration fee is valid June 1, 2019 to May 31, 2020. Register your child in our Preschool Building 7:00am – 6:00pm, Monday-Friday. Once your child is enrolled, payments may be made in person or over the phone in Preschool or the main building. No cash payments taken in Preschool.

### **Fees**

So that we can effectively plan our week, all YMCA Child Care programs are weekly, prepaid programs with attendance verification and payments due, in full, *Friday by 10:30pm prior* to each program week. A \$10 late fee will apply for payments or attendance verification received after Friday including adding additional days. There are no refunds, credits or transfers of prepaid fees. Consider a YMCA Membership for your child and/or family. A YMCA Membership will reduce your program fees. All membership and program fees must be current with no balance owed before gaining facility access or signing up for another program.

### **Late Pick-Up**

Child Care is licensed until 6:00pm. Please make every effort to be on time when picking up your child(ren). A late pick-up fee per child will be charged as follows:

- \$10 if you arrive between 01-10 minutes after the end of the program
- \$20 if you arrive between 11-20 minutes after the end of the program
- \$30 if you arrive between 21-30 minutes after the end of the program
- \$40 if you arrive between 31-40 minutes after the end of the program
- \$50 if you arrive between 41-50 minutes after the end of the program
- \$60 if you arrive between 51-60 minutes after the end of the program

Late pick-up fees must be paid before your child returns to the program. If you are late, we will call your home and your place of employment. If we have not heard from you, all emergency contact numbers provided on your child's emergency information card will be contacted. If emergency contacts are unavailable, or you have not picked up your child within 60 min., Department of Child Safety (DCS) and/or local authorities will be called.

### **Refunds**

There are no refunds, credits or transfers of prepaid fees.

### **Financial Assistance**

The YMCA provides financial assistance for those in need through the YMCA Scholarship Program. If you would like your child to participate in a YMCA program and cannot afford to pay the entire fee, apply for a YMCA Scholarship today. No one is turned away for inability to pay. Qualifying is based on the needs of the family and scholarship funds available.

### **Income Tax Credit**

If you use child care in order to work, you may qualify for a federal income tax credit of up to 20% of your child care expenses. Check with the IRS office for current information. Be sure to save your tuition receipts to verify these expenses. The YMCA can provide yearly tuition payment totals if all payments are current and there are no membership or program balance dues.

YMCA's tax number is # 86-0119151.

## **PROGRAMS**

### **Preschool**

Ages: 2 years (non-diapered) – 5 years

Our goal and priority are to provide an environment for learning. Our program concentrates on developing the whole child and values uniqueness within each child. We provide a developmentally appropriate learning environment that promotes their growth through these formative years. Children will be exposed to numbers, shapes, colors, and letters, as it pertains to each child and their individual needs. It is our philosophy that for children in preschool, much of their learning is done through play, exploration, and discovery. We provide opportunities for open-ended art, songs, games, swimming, gardening, and gymnastics. As children develop

and grow, they will transition to newer classrooms. The decision for a child's movement will be made by the parent/guardian, teacher, and director based on the developmental level of the child.

Monday - Friday:	6:30am-6:00pm
Preschool:	9:00am-4:00pm
Extended Care:	6:30am-9:00am 4:00pm-6:00pm

Please bring your child no later than 9:00 am unless he/she has a medical appointment. This will help ensure that your child will be able to participate in the morning curriculum and activities with their home classroom.

YMCA Members:	\$ 78.00	M/W/F per week
	\$ 52.00	T/TH per week
	\$130.00	MON-FRI per week
Community Members:	\$ 93.00	M/W/F per week
	\$ 62.00	T/TH per week
	\$155.00	MON-FRI per week

### **School Age Care/After School**

Ages: Kindergarten - 12 years

Children attending Prescott Unified Schools are transported to the YMCA after school program weekdays by PUSD buses. With an excellent child/leader ratio, students are divided into groups with a designated home base site. A monthly calendar of activities is provided. Weekly, the program may offer arts, crafts, sports, playground time, curriculum, teambuilding activities, technical skills, survival skills, technology, physical fitness, swimming, gardening, science, music, cooking, park play, character values, homework time and occasional field trips. Snacks are provided soon after arriving off the bus so that children can enjoy the activities that follow.

Monday, Tuesday, Thursday, Friday:	3:00pm-6:00pm
Wednesday:	2:30pm-6:00pm
YMCA Members:	\$10.00/day
Community Members:	\$14.00/day

On days where the Prescott Unified School District has early dismissal or scheduled closures, we will offer camps. Fees are for full days, rather than half days. Pre-registration is required.

Early Release	12:30pm-6:00pm
YMCA Members:	\$12.00/day
Community Members:	\$16.00/day
Full Day Camps	6:30am-6:00pm
YMCA Members:	\$26.00/day
Community Members:	\$31.00/day

### **School Age/Full Day Friday Care**

Ages: Kindergarten-12 years

For school age children with a 4 day Monday-Thursday school week, the YMCA offers full day Friday care from 6:30am-6:00pm. Activities may include sports, swimming, crafts, games, outdoor activities, and playground time. Students must bring a lunch, snacks and a water bottle. Students not currently enrolled in a YMCA Child Care Program for the 2018-2019 school year will be required to pay the annual \$30.00 registration fee prior to attending.

YMCA Member:	\$23.00/day
Community Member:	\$28.00/day

### **No School/Holiday/School Break**

Ages: Kindergarten - 12 years

During school closures, fall break, winter break, spring break and holidays, the YMCA offers full day care for children in grades kindergarten through 8<sup>th</sup>. Activities may include sports, swimming, crafts, games, outdoor activities, and playground time. Students must bring a lunch, snacks and a water bottle. Students not currently enrolled in a YMCA Childcare Program for the 2018-2019 school year will be required to pay the annual \$30.00 registration fee prior to attending.

YMCA Member:	\$26.00/day
Community Member:	\$31.00/day

## Summer Day Camp

Ages: 5 (Kindergarten completion is a pre-requisite for attending) - 12 years

Tired of hearing "I'm bored" all summer? Send your kids to YMCA Camp. They'll enjoy swimming, teambuilding, camp songs, sports, field trips, arts & crafts, music, stories, park play, weekly themes, science, dress-up days and opportunities to make new friends. Plus they get to hang out with the coolest staff in Prescott. Each week we will have a new theme to keep things interesting. Kids will come home each evening with stories to tell about new friends and positive experiences.

Our Camp is designed to promote active learning. We use active play to help our YMCA Campers discover, learn and grow. Experiences and activities are selectively planned by our YMCA Staff to provide your child with a wide variety of opportunities to discover, learn, grow, and make decisions throughout their stay with us. Our primary goal is to help promote the maximum development of children. That includes their physical, emotional, social, intellectual, creative and spiritual self. We've carefully prepared a developmentally appropriate environment which provides a place for your child to feel significant and successful.

With over 100 years of camping experience, the YMCA is still bringing character values into its camps. The day-to-day camp interaction will provide children and camp leaders an opportunity to demonstrate the qualities of caring, honesty, respect and responsibility.

Summer Day Camp	5 years-12 years
Participation:	6:30am-6:00pm

YMCA Member:	\$26.00/day
Community Member:	\$31.00/day

## What to Bring/Wear

Please print your child's full name in permanent marker on all personal items.

- *Athletic Shoes ONLY*
- Comfortable clothing
- Sweater, jacket, hat, gloves for cold weather days
- Sunscreen applied at home before attending
- Swim Days – Swimsuit and towel. Separate bag for wet items
- Change or two of clothes for preschoolers in case of accidents
- Fitted crib sheet and blanket for nap time in the Preschool only
- Backpack to secure your child's belongings
- Do NOT bring cell phones, toys, valuables, money, electronics, jewelry, etc.
- Children may bring toys on Friday in Preschool for Show and Tell

Please remember that the YMCA is not responsible for replacement or repair of personal items or valuables that your child brings to our programs.

## CHILD EDUCATION

### Holidays

Our program will explore and acknowledge all known holidays. These celebrations will help children understand and appreciate various cultures and beliefs. Parents/Legal Guardians with concerns may address these issues with the Childcare Director.

### Curriculum/Programming

We believe that children learn best when active and engaged. YMCA program activities will provide each child with experiences to encourage several areas of development, including large/small motor, creative, social, intellectual and cognitive opportunities. Programs will vary to meet individual needs of the respective children and to reflect the creativity of our teachers.

Teachers are ultimately responsible for curriculum and may draw from a number of child-based curricula to insure programs are developmentally appropriate. The programs will provide each child with experiences which will encourage the following:

Self-Esteem and Positive Self-Image Development will be developed by:

- Maintaining staff and child interactions which are warm, nurturing and compassionate.
- Providing materials which help the child's progress and challenge the child's developmental level.
- Encouraging each child to develop his/her own independence and problem-solving skills through the use of classroom materials and experience.
- Maintaining a daily routine which is consistent and predictable.
- Planning activities that are consistent with the child's development, interests, experiences, ethnicity and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks and meals.



- Using positive communication between adult to child, and child to child.
- Stressing the importance of process, not products, and that each child is valued for individual achievements.
- Allowing children time to transition from activity to activity. Children may be required to wait between activities and will try to keep them to a minimum.

Social Interaction will be encouraged through:

- Creative play experiences.
- Group time.
- Interaction at the meal table.
- Planned family activities.
- Teacher-directed planned activities.
- Music, songs, and finger plays.

Self-Expression and Communication Skills will be encouraged and developed through:

- Group story time where children participate.
- Acting out stories and plays.
- Readily available books.
- Creative play experiences.

Creative Expression will be encouraged through:

- Readily available access to creative art materials and creative play equipment.
- Opportunities to use constructive toys.
- Exposure to the fine arts.
- Use of community resources.

Large/Small Muscle Development will be developed by:

- Using climbing apparatus, playground equipment, participating in group activities and classes at the Y, and gym equipment.
- Using puzzles, beads, blocks, art materials, pegs, stacking toys, and finger plays.

Intellectual Growth will be developed through:

- Learning centers that challenge children.
- Homework assistance when appropriate.
- Opportunities to participate in decision making.

### **Outdoor Activities**

Outdoor play space is provided for children. School Age programs utilize school playgrounds for large muscle development and sport activities. Children will take advantage of outdoor activities weather permitting.

### **Schedule**

Schedules will be planned to include an appropriate balance of the following:

- **Large Group Activities:** Children are encouraged to interact in a large group, take turns, participate and allow others to participate with them. Both indoor and outdoor activities will be offered.
- **Small Group Activities:** Children are assisted in developing particular skills. Those skills include cutting, tracing, balancing, hand-eye coordination, color and shape identification, board games, indoor/outdoor activities and more.
- **Literacy Time:** Children are exposed to age-appropriate literature and are encouraged to use their imagination, to build a vocabulary and to develop listening skills.
- **Cognitive Achievement:** Children will be provided with activities that stimulate learning, including literacy, science, arts, nature, fitness, sports, dancing, cooking, healthy habits, and social and moral development.
- **Meal/Snack Time:** Children will be encouraged to learn group cooperation, language development, personal discipline, social interaction, nutrition and to try a variety of different foods.
- **Rest:** Preschoolers will be given an opportunity to nap or rest.
- **Social Skills Development:** The Y Core Values of caring, honesty, respect and responsibility are reinforced in all activities and built into all lesson plans. Children will also be encouraged to practice personal hygiene and participate in the care of their environment.

### **Classroom Information**

A weekly or monthly calendar is posted in each program area and online at [prescottymca.org](http://prescottymca.org) to keep you informed. Parents/Legal guardians are also informed of weekly lesson plans, monthly newsletters, special notices, flyers and more.

### **Homework**

- After school child care provides a quiet area in which children can choose to do their homework. While we encourage children to do their homework, it is not mandatory at the center.
- Staff may be available to help them.

- We do not provide tutoring.
- Staff will provide the opportunity for the children to choose to do their homework; it is up to the parents/legal guardians to encourage them or impress upon them that it must get done.

### **Pets**

- Any pets in a child care program will be announced to parents/legal guardians in writing.
- Access to any pets will be supervised by YMCA employees.
- Parents/Legal Guardians have the right to request their child not be exposed to pets.

### **Water Activities**

We offer swimming to all children in our programs:

- School Age Summer: swim 4 days a week
- School Age School Year: swim 1-2 days a week
- Preschool: swim 2 days a week school year, 3 days a week for summer camp
- Children change in the public YMCA locker rooms, classrooms(preschoolers), or child care restrooms
- Summer Day Camp has 2 water themed weeks

### **Field Trips**

Occasional field trips may be scheduled. Children and teachers will travel by foot to those locations close to the YMCA Campus, such as Prescott High School or Las Fuentes Assisted Living. If farther away, bus transportation will be provided by PUSD. Children are to remain seated at all times on the bus. Staff will assist all children on and off the buses. Information will be posted in advance and will require a parent/legal guardian written authorization. Field Trip and Transportation costs are typically included with regular enrollment fees. However, in special cases a transportation fee may be charged.

During Summer Day Camp, if your child doesn't arrive by the time specified for the field trip, care will not be available. If you do not arrive in time to leave on the bus for the field trip our child may return to Camp when we return to the Prescott YMCA campus. Children may NOT be dropped off at any of the field trip locations.

## **CHILD GUIDANCE**

### **Behavior Management**

- Environmental room arrangements and setting of limits will be carried out to help each child learn self-control, make correct choices, identify feelings and develop a healthy understanding and respect of feelings for others.
- Room arrangements will consist of preset limits in each area to enable children to recognize a problem in advance and determine what is expected of them in case of overcrowding in an area.
- The environment will provide optimal space for children to become involved in both group and solitary play. It will be arranged with specific areas, each with set limits and visually accessible to staff.
- Guidance will be ongoing throughout the day in all activities in which children participate. The staff and children will cooperatively establish expectations and will be posted for all to follow.
- Daily schedules and weekly lesson plans will be posted and followed to provide consistency and to help children thrive and build their bond of trust with staff.
- Optimal amounts of activities will be provided to keep each child involved at his/her developmental level.
- Daily routines will be examined and transitional activities will be evaluated continually with the intent of accommodating the needs of all children.

### **Prohibited Treatment**

Children will not be subjected to the following:

- Spanking, hitting, or other corporal punishment
- Verbal abuse or derogatory remarks
- Tying, binding, or confining
- Withholding or forcing food or naps

The above disciplinary actions are prohibited even at parental/legal guardian request.

Physical or verbal abuse will never be used to resolve conflict.

### **Child Management Techniques**

Our goal is to guide children in becoming happy, responsible, and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- Teacher action will not damage the child's self-image or embarrass the child.
- Teacher action will help children learn self-control, choose alternatives, identify feelings and develop an understanding and respect of feelings for others.
- Teachers will communicate regularly with families regarding behavior concerns.
- Every effort will be made by staff to enlist the cooperation of the child and parents/legal guardians to solve problems.

- Whenever possible, logical and natural consequences will be used as a format for discipline. Any disciplinary action shall be carried out by staff only, not by volunteers, observers or other children.

The following factors shall contribute to good discipline:

- Modeling by Adults – Adults shall model appropriate behavior by incorporating the Y core values of caring, honesty, respect and responsibility.
- Classroom Environment – The physical environment will provide optimal space for children to become involved in both group and solitary play. Equipment shall accommodate the height of the children and shall be arranged in a manner that defines specific areas of the room and allows visual accessibility by teachers.
- Planned Activities – Careful planning by staff will provide an optimal amount of activities to keep each child involved at his or her developmental level.
- Related Curriculum – Plans devised by the staff shall involve interpersonal relationships of children, identifying feelings, developing self-esteem, self-control, good manners, sharing, honesty and safety.
- Ongoing Scheduled Evaluations – Staff shall periodically examine the daily routine and evaluate transitional activities with the intent of accommodating both the needs of the children and the staff.
- Redirection of Children – Staff shall be aware of typical signals coming from children that indicate potential misbehavior, such as increased noise level and irritability. Staff will try to avoid discipline problems by offering a variety of appropriate activities. The staff will have more understanding of potential discipline problems by knowing the children involved.

### **Behavior Policy**

Program policies are designed to meet state requirements to ensure the safety and well-being of all program participants, staff, vehicles and facility security. It is the desire of the Y staff that the children enjoy their time in the program, however, listening and abiding by age appropriate rules is expected of all children. It is essential that parents/legal guardians and staff work together to enhance every aspect of the program. Discipline begins with positive interaction that reinforces the appropriate behaviors we desire in the children in our program. It is our hope that YMCA Child Care programs provide a place of safety, growth, and positive interactions for children.

A serious guidance problem is defined as one in which the child is continually disrupting the smooth flow of the program in one of the following manners:

- Requiring excessive one-on-one attention
- Inflicting physical or emotional harm/injury on other children/staff
- Using inappropriate language and gestures
- Fighting, biting

If a serious guidance problem occurs, staff will give the child a timeout and/or attempt to redirect the child away from the behavior/activity, which is the cause of the behavior issue. Children may be removed from the situation if necessary, but will at no time be left alone. The YMCA does not use any form of corporal punishment as a means of discipline. In the event these measures are not effective for a child we will take the following steps:

- First Violation: The child will be given a warning and parents/legal guardians will be given a written copy of the behavior upon pick-up.
- Second Violation: The parents/legal guardians will be called to come pick-up the child within 30 minutes, and the child cannot attend the program on the following day.
- Third Violation: Parents/legal guardians will be called to pick-up the child within 30 minutes, and the child will be given a week's suspension from the program.
- Fourth Violation: The child may be suspended from the program.

**Zero Tolerance Behavior:** Behavior that threatens or harms another person (adult or child) will not be tolerated. If your child exhibits this type of behavior you will be immediately called to pick up your child and services will be terminated. Types of behavior include violence with the intent to harm physically, mentally or emotionally, action deemed to be inappropriate or dangerous to themselves or others, aggressive intimidation, theft, destruction of property, carrying objects that would be deemed a weapon, possession of tobacco, alcohol or illegal substances.

**Serious Behavior by Family Member:** In the event that a situation develops where a family member exhibits inappropriate behavior, the YMCA reserves the right to require the family to either: have other family members drop off/pick-up child or to withdraw their child(ren) immediately without notice. Examples of "inappropriate behavior" include, but are not limited to:

- Arriving at the YMCA impaired and attempting to remove their children from the program.
- Being abusive to staff members and/or other program participants.
- Failing to adhere to YMCA policies listed in this parent packet.

The goal of this process is to allow every child an opportunity for growth as well as keep the environment safe for other children and staff working with the child.

Note: If your child has a disability that may impact his or her ability to comply with the above behavior policy and/or to fully participate in any of our programs, please let us know so we can discuss possible reasonable accommodations.

## **DISCHARGE OF ENROLLED CHILDREN**

### **Parent/Legal Guardian Initiated Withdrawal/Change:**

Annual registration fees are non-refundable.

Pre-paid program fees are non-refundable.

### **YMCA Initiated Withdrawal**

In the event that the parent/legal guardian and the staff of the school age program are unable to come to a mutually satisfying course of action after identifying and processing a concern, the Director reserves the right to cancel the enrollment of the child. Written notification prior to withdrawal is not required if the withdrawal is requested by YMCA staff.

The Child Care Director reserves the right to cancel the enrollment of a child for one or more of the following reasons:

- The program is not contributing to the child's emotional or physical development.
- A parent/legal guardian fails to observe the policies set forth by the Y, including but not limited to the following reasons:
  - Non-payment or persistent late payment of child care fees.
  - Failure to submit all enrollment forms.
  - Failure to comply with the procedures for arrival and departure of the child.
  - Physical or verbal abuse of children or staff by the parent/legal guardian.

## **HEALTH CARE**

### **Observation**

- Each child, upon arrival, shall be observed for symptoms of illness.
- Any evidence of unusual bruises, contusions, lacerations, or burns must be noted in the medical logbook and reported immediately to the Director.
- Food allergies and other special health needs of a child shall be known to all staff having direct contact with these children.
- Allergies and special health needs are listed on enrollment forms and allergies are posted in program areas for staff to consult.

### **Record Keeping**

A record of the accident or injury will be kept in the child's permanent file and in the program's medical logbook with the following information:

- Date and time of accident or injury.
- Description of accident or injury and how it occurred.
- Treatment given or emergency procedures carried out.
- Time parents/legal guardians were notified.
- Signature of staff in charge at the time of the accident or injury.
- Confidentiality is maintained at all levels.

### **Medical Logbook**

- The program will maintain a logbook for tracking illnesses and injury and will record daily any injuries received by a child.
- Entries shall be made in ink on the date of occurrence and shall be dated and signed or initialed by the person making the entry.

### **Medication**

- The YMCA does not distribute medication of any kind.
- No medication should be sent to the YMCA with a child.
- Parents/legal guardians may bring medicine and administer it to their child.
- Medications may not be left at the YMCA.

### **Sunscreen**

Preschool

- Apply sunscreen before your child comes to Preschool.
- Send extra sunscreen to school.
- Label it with your child's first and last name.

- Sunscreen will be kept in a cabinet out of reach of kids.
- Sunscreen will be reapplied after 11 am if going outside after nap before going outside.

#### School Age

- Apply sunscreen before your child comes to child care.
- Send extra sunscreen if needed.
- Label it with your child's first and last name.
- Children will need to reapply sunscreen themselves as staff may not apply sunscreen to school age children.

### **When a Child Becomes Ill**

#### Isolation

- A child who becomes ill during care will be isolated from other children within the room or in the office.
- A child with a sore throat, inflammation of the eyes, fever, lice, rash, or vomiting will be isolated.
- The child will be provided with a cot/mat and a sheet/blanket in the isolation area, with a staff member within sight and hearing distance of the child. Isolation shall be used until the child can be picked up from the site.

#### Pick-up of an Ill Child

- The child's parents/legal guardians shall be contacted immediately after illness is discovered (or designated responsible person when parents/legal guardians cannot be reached). The adult contacted shall make arrangements for the child to be picked up within one hour.

#### Re-admittance

- In order to maintain a healthy environment with respect to each child's well-being as well as the staff's and parents'/legal guardians', children will be readmitted to the program once they are symptom-free.
- Follow Child Illness Policy guidelines.

#### Communicable Diseases

- When a diagnosis of a communicable disease is made, the exposed children shall be watched for symptoms of the disease.
- All parents/legal guardians shall be notified immediately through a posting in the program, with respect to confidentiality.
- A child may be readmitted, without a statement from a physician after a communicable disease, if the child has been absent for the period of time designated by the Department of Health Services.
- Follow Child Illness Policy guidelines.

### **Parent/Legal Guardian Notification**

The program staff will notify parents/legal guardians:

- If their child has been exposed to a diagnosed or suspected communicable disease reportable and transmitted through normal contact.
- If the child becomes ill or is injured seriously enough to require professional medical treatment.
- When they pick up the child, if the child sustained a minor injury.
- A copy of the program policies will be available to parents/legal guardians in program areas.

### **Cleanliness**

- Soiled Clothing - Wet and soiled clothing will be changed promptly from the child's available supply of clean clothing.
- Soiled clothing will be placed in a plastic bag for parents/legal guardians to take home.
- Sanitizing - Sanitation of toys and equipment will be done as needed with disinfectant.
- Tables will be sanitized before children sit down to eat snack.
- Universal Precautions - Universal precautions must be taken with incidents involving blood and/or body secretions. This includes the use of single-use gloves, which shall be disposed of in red biohazard plastic bags.
- Hand Washing Procedures - Children's hands must be washed with soap and water before and after eating and using the bathroom.
- Staff working with children must wash their hands with soap and water upon arrival and before handling food.

### **Staff Health Qualifications**

All persons including volunteers must certify that:

- The person is free from any communicable disease reportable under chHss.145 which represents a safety or health risk to children, including tuberculosis.
- The person is physically able to work with young children.
- No staff, volunteer, visitor, or parent/legal guardian may be on the premises of any child care program with symptoms of illness, communicable diseases or whose behavior gives reasonable concern for the safety of children.

- No person may work in child care with a health history of typhoid, paratyphoid, dysentery, or other diarrheal diseases until it is definitely determined by appropriate tests that such person is not a carrier of the disease.

## **NUTRITION**

### **Healthy Lunch and Drink**

- Bring water bottle filled with water
- Bring large healthy lunch and snacks
- HEPA (Healthy Eating & Physical activity) promotes no sugary drinks or sweets
- No microwavable food
- Preschool has a refrigerator for lunches
- School Age does not have a refrigerator
  - Add ice pack if necessary
- Morning and afternoon snacks are provided in Preschool
- Afternoon snack is provided in After School program
- Staff will be responsible for planning the snacks which includes age appropriate foods.
- A variety of foods will be offered to represent diversity.
- Staff will notify parents/legal guardians of any menu changes by indicating the change on the posted menu.
- All children and staff must wash their hands with soap and water before eating.
- Food will not be withheld or force fed, and will not be used as a reward.
- Tables will be washed with soap and water followed by a bleach solution, before and after snacks and lunches.

### **Missing Lunch**

If your child does not have an adequate lunch (on full days) within 15 minutes of the scheduled lunch time, our staff will supply nutritious snacks from the kitchen. We will try to call you in the event that your child does not have a lunch. However, if you are unable to be reached or to bring a lunch for your child within the 15 minutes, you will be charged a \$5.00 snack fee.

## **TRANSPORTATION**

### **No Child Left Unattended in Vehicles**

- No child will be left unattended in vehicles.
- At destination, staff will physically inspect the vehicle to ensure all children have vacated.
- Staff will walk to the back of the bus before exiting to double check children have been accounted for.

### **Parent/Legal Guardian Notification of Field Trips**

- Parents/Legal Guardians will be notified in advance of field trips.
- Parents/Legal Guardians must sign the field trip permission slip.
- No verbal authorizations accepted.
- Parents/Legal Guardians must provide alternate care for their child if they choose not to send them on the field trip.

### **Summer Day Camp Field Trips**

If your child doesn't arrive by the time specified for the field trip, care will not be available. Your child may return to Camp when we return to the Prescott YMCA campus. Child may NOT be dropped off at any of the field trip locations.

### **Tracking**

Through use of attendance sheets and face counts, each staff member will ensure children in their care enter and exit transportation vehicles.

### **Emergency Information**

The following information must be carried in the vehicle for each child:

- An address or telephone number where a parent/legal guardian can be reached in an emergency.
- The name, address and telephone number of the child's physician or medical facility.
- Written consent from the child's parent/legal guardian for emergency medical treatment.
- A list of children transported.
- The transportation route.

### **Contracted Transportation**

The YMCA does not use any YMCA owned vehicles to transport children.

Contracted transportation through Prescott Unified School District buses will be the only means of transportation for children on field trips.

### **Child Safety Restraints**

Prescott Unified School District Transportation Department follows all state requirements.

### **First Aid**

When transporting children on field trips, a first aid kit will be available at all times.

### **Staff Vehicles**

Staff are not permitted to transport any program participant in their personal vehicles.

## **EMERGENCIES**

### **Emergency Specific Procedures**

#### Fire

- Set off alarm and dial 9-1-1 if it has not yet been done.
- Children will be taught to immediately stop everything they are doing when they hear the fire signal and move in an orderly manner to the designated area.
- All lights will be left on when exiting, enabling fire fighters to see better in a smoke-filled building.
- Classroom doors will be closed to prevent the spread of the fire.
- Refer to Evacuation Procedure.
- Fire drills will be held monthly and recorded.

#### Missing Child

- In the case of a missing child, all attempts will be made to locate the child within the building.
- All exits will be monitored or locked.
- A staff member will inform appropriate school staff or administrative staff of the situation. They will assist in the process of locating the child.
- If the child cannot be located within 10 minutes, the child's parents/legal guardians will be contacted.
- In the event no parents/legal guardians can't be reached, emergency contacts will be notified. If no one can be contacted, the police will be notified.
- In the event the child is readily found, staff will promptly notify all persons contacted.
- Staff will complete a YMCA Incident Report.

#### Intruder

- Staff will "lock down" or put a "shelter in place"
- In the case of an intruder all program areas will be locked and the police will be called.
- Intruder drills will be held quarterly and recorded

#### Building Evacuation

- Diagrams of escape routes are posted at the program site.

#### Emergency Procedures:

- Staff will take the sign in/sign out sheets and each child's records.
- Staff will take count of all children and line the children up. Staff will lead the children to the appropriate exit. A staff member will be the last to exit the building after checking bathrooms, closets, hallways, etc.
- After children are assembled in the pre-designated areas, staff will refer to sign in/sign out sheets to account for each child.
- Program site leaders will notify the Y regarding the location of the children.
- Evacuation drills will be practiced monthly, at varied times and days. This is to insure that all participants have been exposed to the drill.
- Following each drill, it is to be documented. This form is posted on the parent/legal guardian communication board.
- Periodically these forms will be checked by the Director to insure that the drills are taking place.

### **Medical Care**

#### Major Injuries

- Call 9-1-1. Alert Y front desk for programming in the Y facility.
- Administer CPR, if a life-threatening injury.
  - If site supervisor is alone, they will contact the Child Care Director or other Y staff for assistance.
- Contact child's parents/legal guardians.
- Yavapai Regional Medical Center will be used for offsite location.
- Fill out Incident Report and give to Director.

#### Minor Injuries

- Administer first aid by washing area with soap and water only, apply ice and/or bandages
- Complete Ouch Report; give one copy to parents/legal guardians, one to child's file at the program.

- Written permission from parents/legal guardians to call the family physician or refer the child for medical care in case of an emergency must be on file at the site (on AZ Emergency Form).
- All program areas will have a supply of ice packs, bandages, tape and band aids.

### **Telephone and Emergency Numbers**

- Each program will have a working telephone during hours of operation.
- A list of emergency numbers, including 9-1-1, Poison Control, and other Y emergency contacts, will be posted near each telephone.
- Phone numbers of emergency contacts who can be at the site within 5 minutes will be posted by each telephone.

### **Liability Insurance**

The YMCA provides liability insurance as required by law. The James Family Prescott YMCA does not provide medical insurance relative to accidents or injuries sustained as a result of a program related activity.

### **Building Maintenance**

In the event of a need for building maintenance, (including painting, use of pesticides and/or building or furniture remolding) parents/legal guardians will be notified 48 hours in advance. Most building maintenance will be done over the weekend or after hours.

### **Fire Extinguishers**

All staff will be trained in use of fire extinguishers and where they are located in their program area.

## **WEATHER**

### **Temperatures**

- The inside room temperature may not be less than 68 degrees. If the inside temperature exceeds 80 degrees, the program will provide fans or other means for air circulation.
- If outdoor temperature are 0 degrees or below, children will not go outside. If outdoor temperature are 20 degrees or below, children the age of 2 will not go outside. If outdoor temperatures are above 100 degrees, children may go outside for brief periods of time as long as shade and water is available.
- Staff will use their own discretion for outdoor play, taking into consideration wind chill factor for cold weather and heat index for hot weather.

### **Snow Days**

In the event area schools are closed due to snow, full day child care will be available at the YMCA for children already enrolled in the school year child care program. A full day rate will be charged. Unless the weather is critical, the YMCA will remain open. In the event of a late start or school is cancelled due to snow, the child care program will open at 10:00 am. Contact the YMCA for updates. Be sure to register for the text alert system, you will be notified for any updates or schedule changes.

## **STAFF**

### **Review of Arizona Department of Health Services Licensing**

A thorough review of all applicable licensing rules and procedures for the program will be presented by the Director within the employee's first week. The orientation will cover all of the following:

- Review of AZ Dept. of Health Services licensing rule book.
- Specific program policies and handbooks.
- Contingency plans including fire plans.
- First aid procedures.
- Job responsibilities/job description.
- Recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions.
- Schedule of activities in the program.
- Child abuse prevention and neglect laws.
- Procedure for knowing children's whereabouts.
- Child management techniques.
- Sharing information related to child's special health care needs.
- Procedure on how to contact parent/legal guardian if child is absent without prior notification.
- Procedure for tracking transported children.

### **YMCA Required Trainings**

All Y staff are required to be trained in:

- CPR/AED
- First Aid
- Child Abuse Prevention
- All staff are required to sign a Child Abuse Prevention Code of Conduct upon hire



- Review Code of Conduct first month and then annually
- OSHA
- Social Media
- A.D.D. (Avoid, Deny, Defend)
- Bully Prevention
- YMCA New Staff Orientation

### **Background Checks**

- A background information disclosure will be in each employee's file that affirms that the employee has not been convicted or is not the subject of a pending criminal charge as specified by the department.
- AZ Licensing requires all child care staff to obtain a federal fingerprint clearance.
- Staff submit their fingerprints for clearance upon hire; if the clearance is not approved, the staff will no longer be employed.

### **Child Abuse Prevention**

The YMCA has developed a policy on prevention of child abuse that includes the following provisions:

- Parents/Legal guardians are encouraged to visit program sites at any time.
- Staff and volunteers will be alerted to the physical and emotional state of all children and will notify the proper officials when any sign of injury or suspected abuse is detected.
- All childcare staff are mandated reporters and able to make a report.
- When reports are made in good faith, reporters are immune from civil or criminal liability for the act or reporting or participating in the investigation or proceeding.
- The YMCA will not release a child to anyone other than the authorized parents/legal guardians or other individuals authorized, in writing, by parents/legal guardians.
- Staff will ask to see a photo ID upon pick-up for anyone they do not recognize to be an authorized pick-up person.
- Reference checks on all prospective Y employees and volunteers will be conducted, documented and filed prior to employment.
- Criminal record checks will be conducted on all staff and volunteers.

### **Suspected Child Abuse by Child Care Providers/Volunteers**

If a staff member or volunteer is suspected of child abuse or maltreatment of a child in our care, that staff member or volunteer will be reported to the proper authorities for investigation. They may be suspended or given leave (with/without pay) pending investigation of the accusation. Staff or volunteer may also be removed from the classroom and given a job that does not require interaction with children. No accusation or affirmation of guilt will be made until the investigation is complete. Staff or volunteers found guilty will be summarily dismissed or relieved of their duties.

The James Family Prescott YMCA and its staff/volunteers shall cooperate in the investigation of allegations of abuse and neglect by:

- Meeting with Department of Child Safety or law enforcement investigators and answering questions related to the investigation
- Testifying in court when served with summons
- Providing written records related to the investigation when served with a summons
- All records are open for Department of Child Safety, AZ Department of Health Services at their request

### **Social Media**

In order to protect the Y, all employees are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes.

The following guidelines must be followed by all employees when using social media or other online communication tools:

- Use of photos, video or images of the Y or its programs, members or participants is prohibited.
- Use of the Y logo is prohibited.
- If an employee used the Y name (including names of camps or other programs ) in any such communication they should be especially careful to support the Y's images and mission, while making it clear that they are speaking for themselves and not on behalf of the Y.
- Employees must also keep in mind that they may not post an endorsement of Y programs without disclosing their employment relationship with the Y.

### **Babysitting for Participants in the Program**

- Staff members and volunteers are encouraged not to become involved or associated in any way with a child, who is not a relative, enrolled in Y programs outside of Y activities.
- If the staff member or volunteer desires to undertake any such activity, the YMCA requires the staff member or volunteer advise the child’s parents/legal guardians of the activity and that it is not approved and/or sanctioned by the Y.
- The Y assumes no control, responsibility or liability, for any actions of staff and volunteers with children, if a staff member or volunteer becomes involved or associated in any way with a child, who is not a relative, in activities which are outside of regular Y activities and which are not formally approved and/or sanctioned by the Y.
- Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
- Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.

**Misc.**

We will notify at least 48 hours before a pesticide is applied.

**CONTACT INFORMATION**

**Child Care Staff/Contact Information**

Kristie Bandy kristie.bandy@prescottymca.org	Child Care Director 928-445-7221 x236
Melanie Rauscher Melanie.rauscher@prescottymca.org	Child Care Assistant Director 928-445-7221 x224
Stephanie Miller steph.miller@prescottymca.org	Child Care Administrative Assistant 928-445-7221 x224
Lindy Baker dolinda.baker@prescottymca.org	Child Care Administrative Assistant 928-445-7221 x224
Preschool YMCA Fax	928-445-7221 x224 or x222 928-445-5135

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**The Y: We’re for youth development, healthy living and social responsibility**

**James Family Prescott YMCA 750 Whipple St. Prescott, AZ 86301 928-445-7221 prescottymca.org**