



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

LEARN GROW PLAY

**CHILD CARE HANDBOOK
IRVIN DEUTSCHER FAMILY YMCA**

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SCHOOL AGE CHILD CARE GUIDELINES

Supervision Ratio

Our ratio of adults to children in YMCA Child Care is 1:14. These ratios are the minimum required by Licensing and many times our supervision ratio provides even greater adult supervision.

Parent Communication

Monthly e-newsletter and event calendars are distributed during the first week of the month, providing parents and guardians, information regarding upcoming events and activities. If you do not have an email address, we are happy to provide you a hard copy. Whether dropping off or picking up your child, we invite you to check out the parents' bulletin board on a regular basis.

Support of School Sponsored Activities

The YMCA realizes that many families elect to have their children participate in school-sponsored activities, such as Girls Scouts and Boy Scouts, after-school sports and other special school activities. The YMCA will strive to facilitate participation, and build partnerships to ensure that enrolled children are transported safely to and from these on campus activities. For more information, you may contact your Site Director.

Clothing

Children should be dressed comfortably and be able to play freely. Clothing should reflect the season and climate temperatures. Closed toed shoes, such as tennis shoes (with socks) provide the most safety and comfort for children in our child care program. Please send an extra change of clothes for Kindergarten children. In addition, please mark all clothing and backpacks with your child's first and last name.

Snacks and Meals

Snacks are served mid-morning and mid-afternoon to all children in attendance at these times. Each snack provides a minimum of two food groups and snacks are to offer a range of nourishing foods. A snack menu is available for review at each YMCA Child Care program. Although we do not provide breakfast or lunch, we are happy to provide table space for children who want to bring meals from home. Please remember to mark your child's lunchbox with their first and last name.

Children in kindergarten who attend YMCA Child Care during lunch time and any children spending the day at the site (i.e. off track) should bring a lunch. Parents who feel their child may need an additional snack may send one in their child's lunch. We encourage healthy food and do not allow children to bring soda or candy as an additional snack.

Field Trips

Occasionally, we take groups of children on field trips. Transportation is provided by chartered bus or walking short distances. Parents will be notified of field trips in advance. We welcome parent participation in the planning and facilitation of all field trips.

Items from Home

Because our program offers a variety of activities, children should leave cell phones, iPods, Gameboys, skateboards, roller blades, bicycles, or radios at home. When possible, our child care programs will plan special days and activities where children can bring special toys.

The YMCA is not responsible for lost personal items, though every effort will be made to assist children in looking after their personal belongings.

PRESCHOOL CHILD CARE GUIDELINES

The YMCA Preschool program has been developed to nourish all facets of your child's development. Helping him or her learn to get along with others in an atmosphere that builds a positive self-image is among our most important objectives.

The YMCA environment also encourages creativity. Your child will participate in a multitude of hands on activities that will help stimulate enthusiasm for learning and accomplishment. The unique experiences that the YMCA provides have all been designed to generate fresh excitement about discovering the world in which he or she plays such an important part. These goals are met through a learning center environment that includes:

- Circle Time (learning through music, songs, fingerplays, poems, movement, and stories)
- Language Arts
- Dramatic Play
- Block Play and Manipulatives Art
- Science/Math/Computers
- Outdoors Play and Group Games

Parents are encouraged to be involved in their child's experiences at pre-school. We have so much for you to share, so stop by for a visit any time!

Supervision Ratio

Our ratio of adults to children in our YMCA Preschool programs is 1:12. These ratios are the minimum required by Licensing. Many times, our supervision ratio provides even greater adult supervision.

Items from Home

Sharing encourages language development and self-confidence. When possible, our preschool programs will plan special days and activities where children can bring special toys.

The YMCA is not responsible for lost personal items, though every effort will be made to assist children in looking after their personal belongings.

Snacks and Meals

Snacks are served mid-morning and mid-afternoon to all children in attendance at these times. Each snack provides a minimum of two food groups and snacks vary to offer a range of nourishing foods. A snack menu is available for review at each YMCA Preschool program.

Children in attendance during lunch time should bring a lunch from home. We encourage healthy food and do not allow children to bring soda or candy as an additional snack. Please remember to mark your child's lunchbox with their first and last name.

Birthdays (Preschool)

We enjoy celebrating birthdays at the YMCA and encourage you to celebrate birthdays at preschool. We plan birthday celebrations into our daily schedule-usually after lunch or for afternoon snack. If you decide to bring cupcakes or a cake, children must first be served a healthy snack consisting of two food groups.

Enrollment Criteria

The YMCA Preschool program is designed to serve children two years, six months of age through enrollment in kindergarten. Children must be fully toilet trained and socially ready to participate in a group setting. Select YMCA Preschool programs offer a non-toilet trained program.

Additionally, parents must interview with the Preschool Site Director prior to enrollment.

YMCA CHILD CARE POLICIES AND PROCEDURES

Hours of Operation

YMCA Child Care is available at all locations from 7:00am-6:00pm. However, based on the needs of our families some locations are open from 6:15am-6:15pm.

Sign-In/Sign-Out Procedures

Parents must sign their children in (before school) and out (after school) daily. Parents must sign a legible legal signature with first and last name as part of the YMCA's compliance with Community Care Licensing regulations.

Kindergarten children will be picked up from their classroom by YMCA staff and escorted to the YMCA Child Care program. Children in first through fifth grade walk from class to the YMCA and are checked in by the staff at the site/ if parents authorize, a child may walk home or bike home if they are in fourth or fifth grade only. We require a written waiver authorization from the parent that becomes part of your child's file (this waiver only applies to leaving the site).

Children will not be permitted to leave with someone whose name is not on our Emergency Information Form. If a friend or neighbor will be picking up your child, please provide us a note or a phone call in advance. Parents and guardians, and those designed to pick up children should be prepared to present a photo ID to staff.

Enrollment Criteria

Children enrolled in kindergarten through fifth grade and attend the school that our child care program is located on, are eligible to attend YMCA Child Care programs.

Additionally, parents must interview with the Site Director prior to enrollment.

Nondiscrimination Policy

The YMCA has a long history of inclusiveness in the programs and services we provide to all community members. As a program licensed by the State of California, we have a policy of nondiscrimination based upon race, religion, color, creed, or ethnic background.

Children with Special Needs

The Irvin Deutscher Family YMCA strives to provide services to children with special needs whenever possible. Children with special needs may participate in our child care programs provided there is no adverse effect on other children enrolled in the program (though direct behavior of the child or the need for one-on-one attention). Prior to enrollment, the family and Site Director will meet to discuss the appropriateness of the child's placement.

Required Enrollment Forms

Because YMCA Child Care programs are licensed, a series of state forms are required for each child to enroll in the program. Required forms include:

- **Child Care Enrollment forms**
- **Healthy History Form**
- **Emergency Information**
- **Consent for Medical Treatment**
- **Parent Rights**
- **Personal Rights**

YMCA Required Forms are:

- **Child Care Payment Agreement Form**
- **Release of Liability**
- **Photo Release**
- **Behavior Management Agreement**
- **Family Handbook Receipt**

The forms required by licensing are available on the Irvin Deutscher Family YMCA website. Please visit www.baymca.org to download these forms and submit them to the Site Director at your child's school.

Holiday Schedule

The YMCA is open Monday through Friday, except for the following holidays:

- **New Year's Eve**
- **New Year's Day**
- **Martin Luther King Jr. Day**
- **President's Day**
- **Memorial Day**

- **Independence Day**
- **Labor Day**
- **Veteran's Day**
- **Thanksgiving Day**
- **Day after Thanksgiving**
- **Christmas Eve**
- **Christmas Day**
- **End of School Year Cleaning Days**
(Check with your Site Director for exact date)
- **Up to Five Training Days- TBD**

If a holiday falls on a Saturday, it will be observed the preceding Friday and if it falls on a Sunday it will be observed on the following Monday.

On holidays and during the summer, our sites may combine due to lower attendance. You will of course be notified of these changes if they do take place.

BILLING AND COVERAGE OPTIONS

Registration Fee

A non-refundable and non-transferable annual registration fee is required at the time of enrollment. The registration fee is paid annually. If there is a break in service, a re-registration fee will be charged at the time of re-enrollment.

Financial Assistance Policy

The YMCA seeks to assist people who have financial limitations. Financial assistance funds are donated through the Strong Kids Campaign, United Way, special grants, and endowment funds. The amount of assistance awarded to any one individual/family may be limited in order to serve the greatest number of applicants with the resources available. Financial assistance awards are valid for the school year only and applicants must reapply each year and for summer programs. An application for financial assistance does not guarantee approval or availability of funds. For more information, please contact the Children and Family Services Business Office at (925) 687-8900.

Payments

Payments will be bank drafted on a monthly basis on the first day of each month. Prior to beginning child care, the parent or guardian must provide the following:

- **Payment Agreement form**
- **Voided check, copy of a savings statement or copy of credit card**
- **A back up form of payment, (credit card, savings statement, or checking account other than first form of payment)**
- **Payment for the first month of child care (including the Registration Fee)**

It is the responsibility of the families enrolled in YMCA Child Care programs to have funds available on the date of the scheduled draft. In the event a payment is returned, the YMCA will automatically redraft, using the second form of payment and will include a \$25.00 returned payment fee. Two or more returned drafts in a school year may result in termination from the program or require payment in full for the remainder of the school year.

For families wishing to have monthly receipts, please contact the Children and Family Services Business Manager at (925) 687-8900.

Late Fees and Service Charges

If payment is not received by the fifth day of the month, a \$25.00 late fee will be assessed, and regretfully, we will no longer be able to continue to offer child care for your child until your payment is made in full.

A service charge of \$25.00 will be assessed on all returned checks, bank drafts, and credit cards no matter the return reason. Charges that do not clear either account will require payment by money order or cashier's check payment to our Children and Family Services Business Office.

Cancellation and Change Policy

The YMCA requires at least a thirty-day advance written notice of intention to withdraw or change enrollment in the program. Without this written notice, participants are expected to pay full programs fees.

Changes in the schedule will be permitted as space allows. There is a \$35.00 fee for all changes. All changes require a thirty-day written notice.

Coverage Options

The following YMCA Child Cares programs are available at select locations only:

- **Year Round:** covers the entire school year and summer (includes, school holiday, staff development days and summer sessions).

- **School Year:** covers the school year only (includes: school days, school holidays, and staff development days).
- **Drop In:** provided as a daily rate based on availability. A minimum of 24 hour noticed is required.

Attendance

When your child is enrolled in a YMCA Child Care program, we reserve space in that program for your child. While we understand that absences occur for a variety of reasons, non-attendance does not entitle you to a refund. For extended illnesses, please contact your Site Director.

If your child does not attend school for any reason, they may not attend our YMCA Child Care program that day or until they return to school.

Late Pick-Up Coverage

If you are late in picking up your child, there will be a late fee of \$1.00 per minute per family. You will be requested to initial a payment record form to draft your primary form of payment for your late fee. If you are not the person picking up your child, you have until closing of the next business day to sign the form.

Tax Statement

Tax Statement is mailed upon request only. The Irvin Deutscher Family YMCA is a not-for-profit 501 © (3) organization. The YMCA's Tax ID No. is 94-1156635.

Behavior Management

Our staff is committed to providing nurturing, individualized care for each child in our program. Upon registering your child in our child care program, each parent will be required to sign a Behavior Management Form that states you have read and understand our policy.

Every participant in our YMCA Child Care program is expected to respect and be courteous to themselves, other people and personal belongings.

Our discipline is based on friendly, caring attitudes toward the health, development and needs of children. It gives careful regard to feelings and emotions, to unique differences between individuals and to preserving an atmosphere of acceptance, tolerance and patience. No corporal punishment of any kind.

A supportive and trusting environment is gently guided by a set of rules that we incorporate in our program. At the YMCA, these rules are developed by both children and staff, and are posted and reviewed regularly. Consistency is important and consequences are developed when rules are violated. Parents will be kept informed of any behavior problems, verbal or emotional punishment will not be tolerated at any time.

Through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement. As a result, the following behaviors from a child will result in immediate suspension:

- **Physically confronting another child or adult**
- **Leaving the site unexcused**
- **Damaging supplies, equipment, vehicles, or property**
(Parents will be held financially responsible for all damages)
- **Endangering the lives of other children or staff**

Children who have been suspended or expelled from school will not be accepted at any YMCA Child Care program until they return to school.

With any of these cases or with other persistent and inappropriate behavior, the Site Director will request a meeting with parents or guardian and the child to discuss the safety guidelines of our program. At this meeting, a Behavior Agreement may be implemented. This agreement will clearly identify the specific unacceptable behavior and establish date for further evaluation. During the evaluation, if a significant change has not occurred then the YMCA will have no other choice but to ask the parent to find another child care program. You will not be refunded if your child is terminated due to violation of a Behavior Agreement.

Dismissal from the YMCA may result from the following:

- **Behavior patterns that infringe upon the rights or safety of other children or staff members**
- **Repetitive late pick-ups**
- **Failure to make child care payments**
- **Repeated failure to notify center of absences or no shows**

The YMCA is hopeful that conflicts will not arise with our child care staff. However, if conflicts do arise, the following procedures are implemented for appropriate resolution:

Questions or concerns should first be addressed with the Site Director. We will take appropriate action as necessary. Should you have further concerns, please contact the Program Director.

Illness

For the protection of all children, your child should be kept at home if he or she displays any of the following symptoms:

- **Persistent, congested cough**
- **High Temperature/fever (100 degrees or higher)**
- **Diarrhea or vomiting**
- **Undiagnosed watery or inflamed eyes**
- **Any contagious ailments, i.e. head lice, chicken pox, pink eye**
- **Undiagnosed skin rashes or insect bites**

If your child develops any of these symptoms while at YMCA Child Care, we will notify you or your emergency contact and require that your child be picked up promptly, in the case of fever, vomiting and/or diarrhea; children must be symptom free for 24 hours before returning to the YMCA. Your doctor will advise you when the contagious periods are over.

If your child is ill and not in attendance at school, please telephone the child care site. If children become ill at school, or did not attend school that day, he/she will not be able to attend the YMCA Child Care programs that day.

Medication

Medication required during child care hours must be turned in to the Site Director. Medication prescribed by a doctor must be in its original container with the child's name and specific administrative instructions. A physician's letter stating specific administrative instructions must accompany non-prescriptive medicine. Parents must sign a Medication Form for each medication to be dispensed. This letter is good for one year. A doctor must sign a special form for inhaled medication.

Emergency Procedures

Each Irvin Deutscher Family YMCA child care location has an emergency plan with posted emergency evacuation instructions (Licensing Form 610). Each child is required to have an emergency bag. Please see the Site Director for more information about what items are required in your child's emergency bag.

If the school district closes school due to safety or emergency reason, YMCA child care will be closed until the district deems the school safe to be re-opened. For any children in care, parents will be called to pick them up.

Injuries

Should a child be injured while attending a child care program, a parent will be contacted and appropriate measures to obtain medical care will be taken. Parents will be consulted whenever possible before seeking additional medical assistance.

Please note: The YMCA does not provide medical or hospital insurance for medical costs incurred by the individuals or immediate family, either as a member of this YMCA or a participant in any of its activities. Therefore, any cost incurred for such treatment shall be the responsibility of the family.

School District Policies

The YMCA, in partnership with each school district, will follow and abide by all rules enforced by the school.

Open Door Policy

We encourage parents to meet and talk with YMCA staff at any time that questions arise regarding the program, policies or staff. Please let us know if your child is experiencing any difficulties of which you feel we should be aware.

Baby Sitting Policy

YMCA employees who are responsible for the care, supervision or instruction of children in any program are not allowed to baby-sit outside the YMCA for children attending our programs.

Community Care Licensing Division

As a licensed child care provider under the authority of the State of California, the YMCA is required to monitor and report to the state, any and all cases of abuse of a child.

Should you have questions on licensing standards or requirements for child care providers, please contact the Community Care Licensing Division of the Department of Social Services, State of California.

Bay Area Regional Office

1515 Clay Street, Suite 1102, MS: 29-04
Oakland, CA 94612
P (510) 622-2602 / F (510) 622-2641

Parent's Rights

Parent's Rights are posted at each of our YMCA Child Care locations.

Child Care Locations in Contra Costa County

Central Contra Costa County

Hidden Valley Elementary

500 Glacier Drive
Martinez, CA 94553
(925) 372-7271

Mountain View Elementary

1705 Thornwood Drive
Concord, CA 94521
(925) 609-7971

Rett Turner Preschool

350 Civic Drive
Pleasant Hill, CA 94523
(925) 363-5465

Strandwood Elementary

416 Gladys Drive
Pleasant Hill, CA 94523
(925) 674-1662

Valhalla Elementary

530 Kiki Drive
Pleasant Hill, CA 94523
(925) 674-1676

Woodside Elementary

761 San Simeon Drive
Concord, CA 94518
(925) 602-0114

South Contra Costa County

Alamo Elementary

100 Wilson Road
Alamo, CA 94507
(925) 280-4927

Gale Ranch Preschool

2200 Brookcliff Circle
San Ramon, CA 94583
(925) 648-1201

Rancho Romero Elementary

180 Hemme Avenue
Alamo, CA 94507
(925) 838-2964

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