



CHILDCARE FAMILY HANDBOOK

WELCOME TO Y-Care!

Thank you for choosing the Berwick Area YMCA's Y-Care programs for your childcare needs! We believe the values and skills learned early on are vital building blocks for quality of life and we are dedicated to providing a safe, nurturing environment for children to learn, grow and develop social skills. At the Y, your kids will learn their ABC's, learn to share, develop skills, confidence and, most importantly, learn how to be themselves. That makes for confident kids today and contributing and engaged adults tomorrow.

As an organization, the Y has made a commitment to quality and safety by striving to surpass PA Department of Public Welfare licensing standards. We are also committed to working with you to provide the best possible experience for your child while they are in our care.

Here at the Berwick Area YMCA, we aim to strengthen our community by:

Improving communication among family members

- ➔ Helping families share values with others.
- ➔ Increasing your family's sense of community with other families.
- ➔ Providing families with peace of mind while children are in our care.

Helping Children reach their fullest potential

- ➔ Developing self-awareness, confidence and feelings of self-worth.
- ➔ Developing interpersonal relationships.
- ➔ Values development.
- ➔ Emergent learning.
- ➔ Developing physical skills.
- ➔ Focusing on health and nutrition.
- ➔ Role-modeling these values to your child.

Creating a program that provides safety, support and nurturing

- ➔ Surpassing the PA Department of Public Welfare licensing standards.
- ➔ Committing to support the four core values of the Y- care, honesty, respect, and responsibility.
- ➔ Affirming your child for who they are throughout their experiences here.
- ➔ Providing opportunities for your child to discover who they are and what they can achieve.
- ➔ Cultivating values, skills, relationships that lead to positive behaviors.

Supporting Language Development at every stage

- ➔ Serve our community and students, no matter their skill or learning level at enrollment

➔ Staff seeks to promote and guide systematic, explicit, and sustained language development throughout the learning process.

➔ Provide strategies for success for all, including materials and accommodations for students using sign language, learning devices or English as a Second Language (ESL) tools

Program Options and Tuition

Infants: 6 weeks - 12 months

3 Days: \$604/month

5 Days: \$730/month

Pre-Toddlers: 13 months - 24 months

3 Days: \$604/month

5 Days: \$730/month

Toddlers: 25 months – 36 months

3 Days: \$540/month

5 Days: \$672/month

Preschool: 3 years – 5 years

3 Days: \$520/month

5 Days: \$650/month

We do accept ELRC!

Please visit the site below for more information or to apply for Childcare tuition assistance!

[Region 11 - ELRC - Early Learning Resource Center \(elrc-csc.org\)](http://elrc-csc.org)

Y-CARE BASICS: What to expect

The Berwick Area YMCA Main Location and Ycare II are open from 6:30am-5:30pm, Monday through Friday, 52 weeks per year. The Daycare is officially closed on the following holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, and the day after, and Christmas Day. The Daycare does close at 1pm on both New Year's Eve and Christmas Eve.

During inclement weather, the Y will make every effort to stay open to meet your needs. Our day care programs will only close when the entire Berwick Area YMCA closes. Closing announcements are made via our Tadpoles Parent App and on our Facebook Page as soon as decisions are made. Please do not hesitate to call the center/site before heading out on a questionable day.

PROGRAM PAYMENTS

Childcare rates are calculated based upon the YMCA providing 50 weeks of care per year and averaged to determine a flat, monthly rate. Two weeks of time off are already built into the payment system. For this reason, the Y does not provide discounts or credits for illness or vacations. Program fees are paid monthly and are due the 25th of the month for the next month of service. As an example, payment for October month of service is due September 25th. We are sorry, but we cannot provide the service if payments are not kept current. Once paid, childcare fees are non-refundable. Please understand we have scheduled staff to meet legal ratios based upon your intended attendance.

DRAFT PAYMENTS

You may choose to enroll in our auto pay program that will automatically draft your tuition payments using a checking or savings account, debit or credit card. Fees can be drafted:

Weekly on Monday or Friday

Bi-weekly on the 1st and 15th of the month

Monthly on the 25th of the month prior

1st of the month

If your draft is declined for any reason there will be a \$40 fee. This payment option is not available for child care subsidy payments.

CHILD CARE SUBSIDY PAYMENTS

Many families don't realize they can qualify for assistance with their care fees through the state subsidized child care programs. We help families through the process. If you are receiving child care subsidy, your weekly copay is due the Friday before the week of care per state regulations. We are required per our subsidy agreement to report delinquent co-pays that could result in the loss of subsidy assistance. If you lose your ELRC funding due to no fault but your own, then you will be responsible for paying the full tuition rate of your child's care.

The full tuition rate will go into effect as soon as any grace period that could potentially be given by the Child Care Information Services has expired. At the end of that potential grace period you will be responsible for paying the full tuition rate. The full tuition rate will remain in effect for your child until the Child Care Information Services have funding available. IF they place you on the waitlist, then the copay issued to you will not remain in effect with the YMCA until you are notified that funding is available, and you are no longer on the waitlist.

YMCA FINANCIAL ASSISTANCE

The YMCA accepts subsidized childcare funding! In addition to accepting subsidized childcare, the YMCA also has scholarship opportunities for families in need of childcare tuition assistance. To be eligible for a scholarship, families must first apply through the ELRC and must be considered "ineligible" for funding. Applications for scholarships are available online and at our front desk. Please note that all applicants must have current tax returns, and proof of dependency for completion of application.

ADMISSION AND ENROLLMENT

The health and safety of your child depend upon the accuracy of the information you provide us. It is important you keep us notified of changes in address, phone numbers, emergency contacts and other vital information about your child. In addition, we need copies of the most recent family court documents in order to abide by custody agreements and orders.

- Any child 6 weeks to 5 years is welcome to participate in the program appropriate to their age
- Berwick Are YMCA Child Care programs do not discriminate by race, color, sex, national origin, creed or special needs.

- Berwick Area YMCA Day Care Child Enrollment and Agreement Form, Emergency Contact Form and Health Assessment Form with immunization record must be on file by the first day of attendance.
- A non-refundable \$25.00 registration fee is required at the time you enroll.
- Additional forms may be required, including field trip permission slips.

RIGHT TO DISMISS

We reserve the right to dismiss any child who, after reasonable trial, is exhibiting the following:

- Repeated failure of parents to pick up their child on time.
- Failure to provide the program with forms or current medical information as stipulated by State Licensing and this handbook.
- Consistent behavior that is detrimental to the group OR repeatedly (3+ times) causes injury or harm to another child, teacher, or staff person where an incident report is required.
- Any parent who violates any of the rules and regulations set forth by the childcare department will also be dismissed.

In such an event, any fees paid WILL NOT be refunded.

RECORDS

The health and safety of your child depend upon the accuracy of the information you provide us. It is important you keep us notified of changes in address, phone numbers, emergency contacts and other vital information about your child. In addition, we need copies of the most recent family court documents in order to abide by custody decisions and release records to non-custodial parents. We cannot deny a natural parent his/her child unless a court order has been established and a copy in **ON FILE** with the child's records.

FAMILY INVOLVEMENT^[1]

The Y prides itself on Community and Family involvement in our programs, including various volunteer and giving opportunities throughout the year. Topics including water safety, nutrition, mindfulness and movement, classroom participation and involvement opportunities will be shared through Brightwheel Parent App periodically in addition to the annual survey provided to families to offer feedback on the program.

If you have ideas on how we can continue to create a better learning and experiential environment for our children and their families, we encourage you to reach out to your Site or Program Director to make positive changes in our programs!

CONCERNS

Your family's positive experience here is our primary objective. At your enrollment meeting, please be honest and address any concerns you may have at that time. We also offer a 45-day follow up meeting to see how your child is adjusting. It is natural for you as a parent to have questions, or at times, concerns that need to be addressed. The following guidelines will make it easier to communicate your concerns in a way that will benefit you and your child.

Be assured that our center welcomes your visit at any time. Do not wait until a question or concern arises to visit. If the problem involves group activities, talk to your child's teacher. The staff is always willing to talk at a time that is convenient for the both of you.

Daily logs are provided for each student via the Tadpoles Parent App. Please be sure to check these each day as they provide information on your child throughout their day; they also may have notes for you of items that may be needed for the next day. Each room has a lesson board displayed within the classroom, be sure to check on these boards daily to be aware of what the class will be working on.

Remember, your child will have a better experience here with your involvement. We welcome your interest and involvement in our center and want to be able to help whenever you have concerns.

CHILD ABUSE PREVENTION

The Berwick Area YMCA takes our responsibility to protect seriously and has adopted a Child Abuse Prevention Policy that includes the following provisions:

- Parents are encouraged to visit program sites at any time and do not need to make an appointment to do so. Centers have locked entrances and only parents, staff and those authorized by parents/guardians to pick up children have access to centers.
- Parents will be informed about their child's program participation. Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the director will be notified immediately, and a report will be made to the appropriate authorities.
- The Y will offer information on Child Abuse and assistance to parents and children through referrals and resource materials upon request.
- Y staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Any person to whom children are released to must be over the age of 18 and will be verified by a staff member.
- Sign-in/out logs will be maintained daily and kept on file at the program site via the Tadpoles Childcare Application
- Y staff and volunteers will not physically, verbally, or emotionally abuse or punish children.
- Y staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care such as food and shelter.
- Reference checks on all prospective Y employees will be conducted, documented, and filed prior to employment. Criminal record checks are conducted on all staff and volunteers working with children.
- YMCA staff are not permitted to have contact with children outside of the YMCA program. Please don't ask our staff if they can babysit for you outside of the YMCA.

- Staff training will include information about the signs of Child Abuse and the appropriate procedures for responding to the suspicion of abuse.
- For more information on the Y's policy on the Prevention of Child Abuse and Child Abuse Reporting Procedures, please contact the Berwick Area YMCA CEO.

WITHDRAWAL FROM THE PROGRAM

The Berwick Area YMCA reserves the right to withdraw a child from the program if, at the Y discretion, the enrollment of the child negatively affects the integrity of the program and/or the Y's legal obligations through and under the PA department of Public Welfare.

At Families' Request:

Please understand we must schedule staff to meet with legal ratios and provide adequate supervision. If you choose to withdraw your child from the program, we please ask that you give us 30 Days written notice. There will be no refunds of childcare payments made on your account. Those who pay program fees by draft must provide us with at least 30 days written notice prior to the next scheduled draft for us to stop this service. Your signature on the enrollment form verifies your agreement and understanding of this policy?

At the Y's Request:

The Y reserves the option to withdraw a child for any of the following reasons:

- Non-payment of fees agreed upon.
- Repeated failure of parents to pick up their student on time.
- Failure to provide the program with forms or current medical information as stipulated by State Licensing and this handbook.
- Continuous disciplinary problems (**see suspension and expulsion policy)
- Hostility by parents toward Y staff or volunteers.

Children Enrolled in other Y Programs

We are not able to take children to or pick them up from other programs within the YMCA. The legal requirements of our state license prohibit this. If your child is enrolled in another YMCA program that takes place during childcare hours, it is the responsibility of the parent or guardian to make sure they are signed out from the program and taken to their other class.

Emergency Operating Procedures

In the event of an emergency, families will be notified via email and text message through the "Emergency Alert" function of the Tadpoles software used for Daily Reporting and Family Communication. Alerts will include the type of emergency, estimated timeline of the event and reunification point, if not at the students' usual Y-Care location.

If children and staff remain on-site, pick-up procedures remain the same. If students must evacuate and gather off-site, pick-up procedures will occur at the location specified in the Emergency Alert. In the event of an emergency, please be sure to bring proper identification for the release of children in care, regardless of familiarity with staff, as emergency personnel may be assisting.

- **Immediate Evacuation:** Children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- **In-Place Sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation:** Total evacuation of the facility may become necessary if there is danger in the area. In this case, children will be taken from the **Berwick YMCA Daycare** to the relocation facility at the **Y Care II at Good Shepherd Lutheran Church** at 1600 Fowler Ave, Berwick, PA or vice-versa. In the event that we need to evacuate the Berwick Area, we will be relocated to the Danville Middle School, Danville PA.
- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

- Please listen to local radio station **106.5 or 103.5** and television stations **WNEP and WBRE** for announcements relating to emergency actions listed above.

We ask that you **NOT** call during the emergency. This will keep the main telephone line free to make emergency actions listed above. The form designating persons to pick up your child is included in this packet and will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Nicholas Pajovich, CEO.

HEALTH AND MEDICAL NEEDS

Medication Policy: Medications should be given at home before care. When it is **ABSOLUTELY NECESSARY** to be given at school, the following procedure **MUST** be followed:

- All medication must be accompanied by a physician's current written instructions.
- All medication must be labeled with the child's name, the dosage, and the times to be administered.
- All medication must be accompanied by a written Consent/Medication log **MUST** be filled out and signed by the parent before medication is given.
- All medication must be kept in their original containers, labeled with the original prescription label, and have safety lock closures on the containers.
- Over the counter medication will only be given with current instructions and parental permission.
- Medications for infants must include a measuring device to ensure proper dosage.

- Medication should never be stored in the child's backpack. The medication must be passed ADULT to ADULT (Given to a teacher or director)

ILLNESS

We request that you help us in efforts by keeping your child home from care if he/she is ill, notifying your child's teacher when he/she is ill, and promptly reporting to the YMCA to pick up your child should they become ill while in care.

- We will be calling you to pick up your child in the event of a temperature of 100.5 or higher, vomiting, and if your child has more than two bouts of diarrhea.
- If a child has no apparent symptoms of illness but displays significant behavior changes and is clearly uncomfortable and not able to participate in classroom activities, a parent will be called to pick up the child.
- If a child becomes ill at the center/site, a parent will be contacted to take him or her home. Until a parent arrives, the child will be isolated, within sight and hearing distance of an adult. If a parent cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form. For the health and safety of all, a parent or emergency contact person must pick up the child within one hour after being contacted. Failure to do so will result in a \$20 per hour charge.

When to keep your child at home: Children showing signs of infectious illness should be kept at home. Please help us protect everyone's health and safety by keeping your child home if they:

- Have a fever of 100.5 or higher.
- Purulent nasal discharge (yellow-green discharge, a sign of bacterial infection)
- Runny, red eyes (especially matted eyes)
- Sore throat
- Vomiting
- Diarrhea

- Open sores, cold sores
- Inability to participate in usual YMCA Daycare Activities
- Unknown rash of any kind.

To ensure proper staff/child ratio, ill children may not stay inside during outdoor play time. If your child needs to stay inside for a few days for health reasons, please keep him or her home.

Children may return to the center under the following guidelines.

- No fever for 24 hours without the use of medication
- No diarrhea or vomiting for 24 hours
- With a physician's note that says the child is no longer contagious
- When able to participate in normal YMCA Daycare Activities
- For some illnesses, a physician's note may be required.

Your child's health and welfare are important to us. YMCA staff follow the same requirements as children for staying home and returning to work.

Reportable Illness: If a child, staff, or relative is in close contact with any of these diseases, please inform the center immediately so that appropriate measures can be taken.

- Infectious hepatitis
- Giardiasis
- Pinworm
- Shigellosis, Salmonellosis
- Bacterial Meningitis
- Staph Infections (such as impetigo)
- Strep Infections
- Head Lice

Injuries and Medical Emergencies: if your child is injured at the program center/site, YMCA staff will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to any or all of the following:

- Attempt to contact parent or guardian directly/immediately.
- Attempt to contact parent or guardian through emergency contact listed on enrollment forms.

If we cannot contact you, we will do one or both of the following:

- Call an ambulance or paramedic.
- Have the child taken to an emergency hospital.
- In the event of a serious life-threatening incident, 911 will be called first.

Biting: Many children between the ages of 1 and 3 go through a biting phase which they eventually outgrow. Kids bite for many reasons and most of them aren't intentionally malicious. They are teething, exploring their world, are frustrated, looking for a reaction, seeking attention or any number of reasons. The staff has been instructed to follow this procedure when a child or staff has been bitten:

1. When a child bites, or injures another in any way, an incident report is to be filled out including the following:
 - Name of Child
 - Date of incident
 - Description of incident
 - Action taken
 - Follow-up plan
2. Inform parent of bitten child in the event medical attention is required.

For more information on biting please go to:

<http://children.wedmd.com/tc/biting-topic-overview>

For more information on the development of your child please go to the PA Promise site for better insight of your child's developmental needs:

<http://papromconvio.ney/site/PageServer?pagename=index>

INCLUSION POLICY[2]

The Berwick YMCA actively promotes inclusive practice in order to best meet the needs of the children, families, and staff at our centers and encourages collaboration between teachers, parents and community service providers. All children are welcome to attend our school regardless of ability, need, background, culture, religion, gender, or economic circumstances. Through inclusive practice, we aim to reflect the diversity of all children, families, and the wider community. When necessary, we will provide reasonable accommodations and adaptations to help all children achieve success in our program. The YMCA and our programs:

- Support a culture of inclusion, one that is very open and accepting and one where all children and families feel welcome and included.
- Ensure our staff from early childhood and early intervention programs have the knowledge and competencies to support inclusion.
- Ensure that everyone is of the attitude that this is something that should be done for all children.

We are happy to work with students who have an IEP (Individualized Education Plan), and can assist parents with securing additional help and resources when there are mutual concerns about a child's development. Our teachers will use the plans for lesson planning and individualizing as well as attempt to attend all meetings for the child(ren). Should the child's needs surpass the ability of the Y programs, the Y will assist the family to locate resources through collaboration between teachers, parents and community service providers.

CARE PLAN POLICY

Children with special health care needs should have a care plan on file with the program. Should your child have a medical condition or special needs such as asthma, diabetes, allergies, ADHD, etc., please see the supervisor for a care plan form. This form can be completed by your child's pediatrician and returned to the supervisor. The supervisor will review this form with parents/guardians and

instructions for the care of your child will be shared with the appropriate childcare staff. A copy of this care plan will be kept on file for easy access for your child's caregivers. Please communicate any changes to your child's medical care plan immediately to the supervisor. Plans will be reviewed twice per year to ensure up-to-date information.

CURRICULUM, DAILY ROUTINE, LESSON PLANS

Arrival

Children may be dropped off via Daycare Entrances at each location.

- **Main YMCA:** The Main Daycare Doors near Third Street are open and available for drop-off from 630-9am. Ring the door buzzer and a staff member will open and assist you and your student promptly.
- **Y-Care II:** The Daycare Entrance is directly to the left of the playground at Good Shepherd Lutheran Church. Ring the door buzzer and a staff member will identify you via our door camera system and buzz you and your student into the building promptly.

Daily Schedules:

- The academic portion of the day starts promptly at 9:00am, please make every effort to drop your child off by this time.
- If your child will not be attending that day, or will be arriving later than 9:00am then please make every effort to notify their teacher or the front desk staff as early as possible.
- If your child is not dropped off, and we do not hear from you by 11:00am, then we will assume they are not attending that day.
- We schedule staff according to the number of children expected each day and have the right to deny care to any child that is dropped off after 11:00am that we have not already been notified about.
- Children must be escorted by an adult to the classroom.

- A list of persons authorized to pick up your child must be noted on the enrollment form.
- Inform your child's teacher of any special needs for the day.
- YMCA staff must be present to accept the child.

Snacks/Meals:

- The YMCA will provide breakfast, and a daily snack to children enrolled in the program. Parent/guardian is responsible for supplying lunch daily.
- We do not serve food at any other times other than those designated on the daily schedule.
- Students should not bring candy, gum, or food. Any special food concerns should be discussed with the childcare staff.
- Please notify us of any dietary restrictions or special needs at enrollment.

Quiet Time/Nap: In compliance with PA Department of Public Welfare Guidelines, all children under 5 years old will have a daily nap or rest period. If, after resting for 30 minutes a child does not sleep, they may do quiet activities which will not disturb other napping children.

Departure: Only authorized persons may sign a child out of the program. Please list all authorized people on the enrollment form. This list will be kept on file. In addition:

- Students may be picked up at the same entrance as drop-off, following the same procedures.
- No child will be released to the care of anyone under the age of 18.
- Anyone unfamiliar to the teacher will be asked for photo identification. For your child's protection there are no exceptions to this policy.
- You must sign your child out at the end of the day.
- All children must be picked up by 5:30pm.

- If you wish to speak to your child's teacher about their day, we ask that you please arrive early enough to do so.
- Due to the liability, we ask that all children and parents depart the building by 5:30pm.

Late Pick Up: Our center closes at 5:30pm. Parents arriving after this time are considered late. We use cell phone time as our guideline. If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child.

The first occurrence of late pick up is a written warning that will be kept on file. All other times will result in a \$1.00 per minute late charge. Please understand the YMCA incurs additional payroll costs when staff need to stay late with a child. Further actions will be taken with families that have repeated tardiness. If your student is not picked up by 6:30pm the local authorities will be called.

Clothing: We strive to not limit a child's activities due to the type of clothing worn. Please be sure your child has appropriate clothes for indoor and outdoor play. These include:

- Washable play clothes.
- Comfortable shoes.
- Labels on all clothing
- Clothing children can put on and take off by themselves.
- NO jewelry or other items a child could lose throughout the day.

Supplies: Child Care participants should keep the following items on hand:

- Labeled sleeping bag or blanket and pillow.
- Labeled change of clothes.
- Wipes, diapers, formula/milk, bib, crib sheet and blanket for infants and toddlers.

Field Trips:

- Field Trips will be taken to enhance the curriculum.
- Parents will receive advance notice for any trips to be taken by the program and any fees.
- Permission for walking field trips is given the enrollment form.

Curriculum: The Berwick Area YMCA uses Experience Curriculum for all enrolled students. Experience Curriculum exceeds all PA State Standards. Using this curriculum, your child will be offered opportunities for creative expression, allowed freedom to explore their environment, permitted to get messy during play and are encouraged to work independently. The curriculum focuses on four major goals:

- Social/Emotional Development
- Physical Development
- Cognitive Development
- Language Development

Daily Routine: In each classroom, the teacher is responsible for posting and following a daily schedule. This provides a structure and routine for your child's learning experience.

Lesson Plans: All our lead teachers are responsible for completing monthly lesson plans. The lesson plans include what activities and goals they would like to achieve for the month. Each lesson corresponds with the Pennsylvania Early Learning Standards. Results from observation-based assessment, ASQ evaluations and Child Service Assessments are used to inform lesson planning.

Evaluations: All of our lead teachers are responsible for completing ASQ developmental screening within the first 45 days of enrollment as well as a Child Service Report at least 2 times per year and ongoing Observation Based Assessment using Teaching Strategies GOLD. They will review this with you and provide you with a copy (if desired). We will also keep a copy on file. You are required to sign the evaluation sheet and are welcome to ask any questions or express any concerns. If any concerns arise, the program will assist the family in locating appropriate referrals.

Parent/Teacher Conferences: All lead teachers are required to offer two parent-teacher conferences per year. They will have a sign-up sheet available

when the time is near. At the conference they will review your child's strengths and weaknesses and progress. Conferences are typically offered in November and May. Requests for conference any other time may be discussed with teacher and director.

Transitions[3] : When your child is ready to be transitioned into a new setting, we will help to provide you with any necessary information to make the transition a success. When moved from one room to another in our facility, we will prepare the child by letting them tour the class and then two weeks prior to the move, we will have them spend short periods of time in the classroom. The parents are introduced to the new staff and any questions are addressed at this time. If a child is leaving our facility, we will provide the necessary transfer of information as requested by the parent. That child is also prepared by learning of the new facility and incorporating things they may be doing differently.

The transitional points in our program include:

- ➔ **Infants:** 0-12 months OR students who are not yet pulling themselves up to stand/walk
- ➔ **Pre-Toddlers:** 1 and 2 year olds OR students who are learning to walk, run and climb with confidence AND are not yet potty trained; students transitioning into this classroom should be confidently pulling themselves up or taking steps
- ➔ **Toddlers:** 2 and 3 year olds OR students who are running and climbing confidently and are beginning to potty train; students transitioning into this classroom should be walking confidently and learning basic independence skills like sitting at a small table for meals
- ➔ **Preschool:** 4-5 year olds OR students showing developed prewriting/reading skills AND are fully or almost completely potty trained. Students transitioning into this classroom should be developing basic self-help skills like cleaning up independently and verbally asking for help as needed.

EMERGENCY OPERATING PROCEDURES

Immediate Evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.

In-Place Sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

Evacuation: Total evacuation of the facility may become necessary if there is danger in the area. In this case, children will be taken from the **Berwick YMCA Daycare** to either A) New Story School or B) Good Shepherd Lutheran Church

In the event that we need to evacuate the Berwick Area, we will be relocated to the Danville Middle School, Danville PA

Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of winter storms or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Lock Down: Staff and children remain in the classroom locking the classroom door, securing the door with available furniture to create barricade, or use a doorstop or other wedge to keep door closed; turning off the lights & audio equipment, covering the windows, if possible (black paper, blinds, curtains), staying clear of windows and doors.

Infant Room: Will relocate against the wall next to the refrigerator, taking with them Emergency Contacts, First Aid Kit and Cell Phone.

Pre-Toddler Room: Will relocate to the closet inside the classroom taking with them Emergency Contacts, First Aid Kit and Cell Phone. Will lock the door behind them.

Toddler Room: Will relocate to the corner of the room by the counter and refrigerator, taking with them Emergency Contacts, First Aid Kit and Cell Phone.

Preschool Room: Will relocate to the corner of the room where the quiet area is located across from circle time, taking with them Emergency Contacts, First Aid Kit and Cell Phone.

SWIM POLICY

Our childcare site at the YMCA offers weekly swim lessons as part of the curriculum for 3-5yr old's for children located at Main Y. The Y understands that although swimming is something kids love; it can make parents nervous. Childcare children are restricted to the shallow area of our pool and all childcare children are required to wear a swim backpack during the program. While swimming, your child will be supervised by childcare staff who have been specifically trained in water safety and our YMCA pool is always guarded by certified YMCA lifeguards.

The Berwick YMCA also offers swimming lessons. Contact our aquatic director to find out how you can enroll and keep your child safe around water.

YMCA CODE OF CONDUCT

ALL PARTICIPATING CHILDREN, FAMILIES AND YMCA STAFF ARE EXPECTED TO DEMONSTRATE YMCA CHARACTER VALUES AT ALL TIMES

CARING

- ➔ I will demonstrate **CARING** by adopting an attitude of service toward others.
- ➔ I will be **CARING** by displaying a friendly and positive attitude.
- ➔ I will be **CARING** and remember that I have a choice to be part of the problem or part of the solution.

HONESTY

- ➔ I will always be **HONEST**.
- ➔ I will demonstrate **HONESTY** by not allowing others to use my membership card.

RESPECT

- ➔ I will show **RESPECT** by wearing appropriate attire. Swimsuits in the pool area and shoes, shorts, and shirts in other areas of the facility. I will not wear clothing that displays inappropriate language, writing, or pictures.
- ➔ I will show **RESPECT** to all individuals by choosing appropriate language and behavior.

- ➔ I will show **RESPECT** by listening to music via earphones only, at an appropriate volume and with language that will not offend others around me.
- ➔ I will **RESPECT** others by not harming anyone in a physical, mental, verbal, or unlawful manner.
- ➔ I will **RESPECT** the Y's and other people's property.
- ➔ I will **RESPECT** the Y by engaging in positive, constructive, and lawful activities and events.
- ➔ I will show **RESPECT** for the Y by leaving the facility, program area and materials provided by the Y in the same condition that I found it.

RESPONSIBILITY

- ➔ I will always be **RESPONSIBLE** for all my actions, both good and bad.
- ➔ I will be **RESPONSIBLE** for my own choices, and I understand that all my actions have consequences.
- ➔ I will be **RESPONSIBLE** for my own property. I will keep my belongings in my possession to secure them in a locker.
- ➔ I will demonstrate **RESPONSIBILITY** by not bringing any valuable or dangerous items to the Y.

DISCIPLINARY AND REFERRAL POLICY

Our goal is to guide students in becoming happy, responsible, and cooperative participants through positive teaching techniques and we encourage collaboration between teachers, parents and community service providers. In the event that behavior requires discipline:

- YMCA staff actions will not harm the child's self-image or embarrass the child, rather reinforce a positive self-image.
- YMCA staff actions will help children learn self-control, make good choices, identify, and express their feelings with words and creative expressions and develop an understanding and respect for one another's feelings.

- YMCA staff will communicate regularly with families regarding behavioral concerns and highlights.
- Every effort will be made by staff to enlist the cooperation of the child along with parents to solve problems.

Referral Procedure: In the event that our staff may determine that we cannot provide a quality experience for your child without additional support services, we will refer families to outside resources for help managing their care and development. These resources can include but are not limited to social, mental health, educational, wellness and medical services. The YMCA encourages collaboration between teachers, parents and community service providers and will work together to maintain a safe learning environment for all involved.

The Referral Process is as follows:

- The teacher notifies the director of behavior that is inappropriate, unusual, or unacceptable for the classroom environment.
- Director observes and documents behavior.
- Parents are informed by phone or upon pick up of a request for a meeting between teacher, director, and family.
- Meetings are held, documentation is presented and resources for help are offered to the family.
- Center and family work together to create an environment where the child can be successful. Accommodations are made to a reasonable extent to ensure the best possible outcome for the child.
- Class times, days, and teachers may be subject to change based on specialized needs of the classroom and student(s).

Behavior Management and Referral

The Berwick Area YMCA uses two behavior management guidelines in all YMCA childcare programs for behavior that falls out of our Character Values expectations of Caring, Honesty, Respect and Responsibility.

Positive Behavior Modification (day to day behavior correction)

Positive discipline is a model that focuses on the positive points of behavior, based on the idea that there are no bad children, just good and bad behaviors. YMCA staff teach and reinforce good behaviors while weaning the negative. Positive behavior modifications include several different techniques that, used in combination, lead to a more effective way to manage a child behavior through:

- Mutual respect. Adults model firmness by respecting themselves and the needs of the situation, and kindness by respecting the needs of the child.
- Identifying the belief behind the behavior. Effective discipline recognizes the reason students do what they do and works to change those beliefs, rather than merely attempting to change behavior.
- Effective communication and problem-solving skills.
- Discipline that teaches and is not punitive.
- Focusing on solutions instead of punishment.
- Encouragement that recognizes effort and improvement, not success, and builds long-term self-esteem and empowerment.

Progressive Behavior Management (when Positive Behavior Modification is not effective)

The safety and well-being of each child in our care is our number one priority. When behavior expectations are not met, YMCA staff will implement our Progressive Behavior Management policy to help correct the undesired behavior. Listed below are the steps utilized by our staff:

- Verbal warning given: explain why behavior is inappropriate.
- Partial loss of activity time-time to refocus and redirect. Parent will be notified of incident. (Incident Report #1)
- If repeated behavior occurs, verbal communication between parent and staff with written notice of incident(s). (Incident report #2)
- If inappropriate behavior continues, a child may be suspended from the program for one day, up to one week. A parent conference will be required prior to returning to the program. (Incident report #3)

- Prolonged disruptive and inappropriate behavior will result in dismissal from the program.

Referral Procedure: In the event that our center feels we cannot provide quality childcare experience for your child, we will refer you to outside resources for help. These resources can include but are not limited to social, mental health, educational, wellness and medical services.

The Referral Process is as follows:

- ➔ The teacher notifies the director of behavior that is inappropriate, unusual, or unacceptable.
- ➔ Director observes and documents behavior.
- ➔ Parents are informed by phone or upon pick up of a request for a meeting between teacher, director, and family.
- ➔ Meetings are held, documentation is presented and resources for help are offered to the family.
- ➔ Center and family work together to create an environment where the child can be successful. Accommodation is made to a reasonable extent to ensure the best possible outcome for the child.

YMCA Behavior Contract

Our goal is to guide students in becoming happy, responsible, and cooperative participants through positive teaching techniques and we encourage collaboration between teachers, parents and community service providers. Our program is designed to build positive relationships among children and adults. In this setting we want all children to feel safe from peer pressure, build self-confidence and learn how to deal with bullying. Bullying is a form of intentional negative behavior directed at another person. Bullying can be physical or verbal.

Behaviors that may warrant suspension or dismissal include but are not limited to: fighting, harming a teacher or student, threatening to harm or using threatening language, setting off fire alarm, swearing at a teacher, destroying property, bullying other students, misbehavior on transportation and any other behavior that is deemed to be unsafe.

I have read and understand the behavior expectations, accountability, consequences, and management techniques, reviewed them with my child and am committed to upholding the YMCA Character Values.

Childs Name

Parent/Guardian Signature

Date

PARENT ACKNOWLEDGEMENT

I have received the Parent Handbook and I understand all of the policies and procedures of the Berwick Area YMCA Childcare Program. I agree to follow the Handbook and when I have any questions or concerns, I will ask staff personnel.

In consideration of the entry to the Berwick Area YMCA program listed above, I waive all claims for myself and for the participants listed above, for any injuries or illnesses which may result from participation, including any transportation provided by the YMCA, its staff, or agents. I further state that the above participants are in proper physical condition to participate in this program. In the event that there is a question regarding the physical condition of the participant, a physician will be consulted to review the situation prior to any participation.

In the event that the children are included in any newspaper, videotape, or television publicity, I give permission for my child to be included without compensation.

I agree to adhere to the Berwick Area YMCA rules and policies for the Childcare Program as outlined in this handbook and give my child permission to participate fully in this program.

Child's Name

Parent/Guardians Name

Parent/Guardian Signature

Date

Parents, please download the Brightwheel app so
you are in constant contact.



BERWICK AREA YMCA

570-752-5981 | www.berwicky.org

COMMUNITY RESOURCES [4]

If our staff notices a potential concern, we will work together with families to develop the best possible plan of action to support your student and family. This may involve family meetings, increased check-ins or referrals to outside agencies and community resources who can help.

The Berwick Area YMCA works closely with community resources to ensure the health, safety, security of all families enrolled in our programs, including:

- ★ **Agape** (<https://www.agapelovefromabove.org/>): provides several programs to assist families in need through our holistic approach to address our community needs.
- ★ **Beyond Violence Berwick** (<https://www.beyondviolenceberwick.com/>): a private, non-profit organization whose mission is to provide support and safety to victims of domestic violence and sexual assault.
- ★ **Bundles of Blessings - Good Shepherd UMC** (<https://www.facebook.com/Bundles-of-Blessings-Good-Shepherd-UMC>): Diaper Ministry which provides disposable diapers for families in need. There will be monthly distributions, no questions asked.
- ★ **Central Susquehanna Intermediate Unit** (<https://www.csiu.org/>): regional education service agency that prides itself on serving the needs of schools, students, families, and communities.
- ★ **Central PA Food Bank** (<https://www.centralpafoodbank.org/>): fighting hunger, improving lives, strengthening communities
- ★ **Childcare Works Program** (<https://www.dhs.pa.gov>): The subsidized childcare program helps low-income families pay their childcare fees
- ★ **Columbia County Family Center** (<https://familycenter.columbiapa.org/>): committed to providing education that empowers families to meet the developmental & health needs of their children by encouraging families to access & utilize community-based health & human services
- ★ **Early Learning Resource Centers** (<https://www.dhs.pa.gov>): provide you and your family with information on quality childcare and personalized childcare referrals to child care providers based on your specific needs or preferences.

Family Engagement

Inclusion

Transitions

Community Resource Sheet

