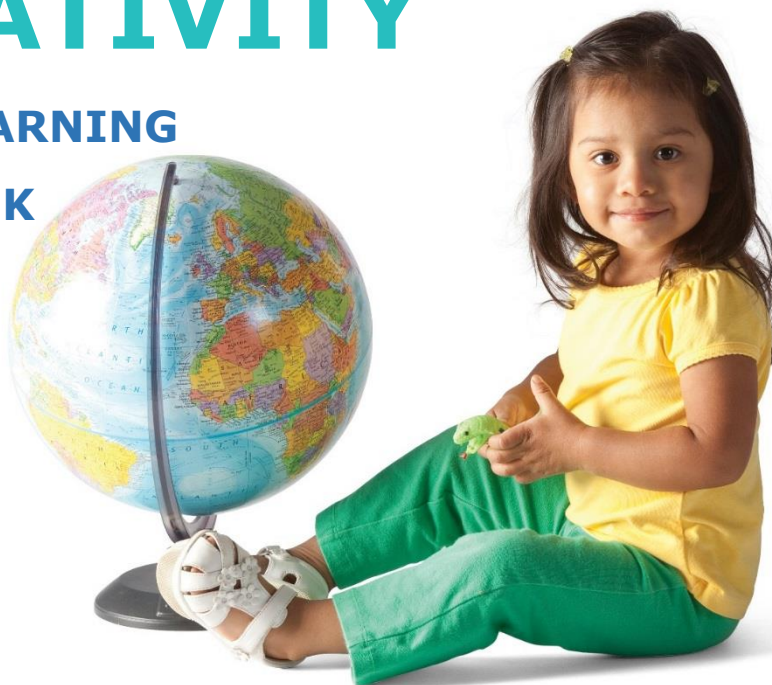




**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

EXPLORE YOUR CREATIVITY

**EARLY LEARNING
HANDBOOK
V9.21**



COMMUNITY YMCA OF EASTERN DELAWARE COUNTY

**Lansdowne YMCA
2110 Garrett Road
Lansdowne, PA 19050
610.259.8394**

**Ridley Area YMCA
900 South Avenue
Secane, PA 19018
610.544.2019**

**Springfield YMCA
194 W. Sproul Road
Springfield, PA 19050
610.557.9822**

The Community YMCA of Eastern Delaware County is a charitable association founded on Christian principles, dedicated to building a healthy spirit, mind and body. We are committed to being a positive part of family life by promoting the values of caring, honesty, respect and responsibility.

Table of Contents

Our Mission	3
Our Vision	3
Early Learning Philosophy	3
Keystone STARS	3
Continuous Quality Improvement	3
YMCA Staff	3
Early Learning Curriculum	4
Kindergarten Curriculum	4
General Information	4
Registration	4
Tuition	4
Payments	5
Late Fees	5
Withdrawing Your Child	5
TSS/One on One Registration	5
CCIS	5
Financial Aid	5
Vacation Policy	5
Snow Days	5
Holidays	6
Birthdays	6
Technology	6
Clothing	6
Lost and Found	6
Annual Shut down	6
Rest Time	6
Toys	7
What to Bring	7-8
Confidentiality	8
Non-Discrimination/Diversity	8
Communication	8
Developmental Screenings	8
Child Assessments	9

Parent Conferences	9
IEP/IFSP	9
Lesson Plans.....	9
Daily Notes.....	10
Newsletters & Calendars	10
Transitioning.....	10
Changing Child’s Classroom	10
Family Resources	10
Safety.....	11
Reporting Child Abuse.....	11
Security Entry System	11
Pick Up Identification	11
Drop Off & Pick Up.....	11
State Licensing Requirements	11
Emergency Contact Information	12
Volunteers.....	12
Weapons Policy	12
Health	13
Emergency Situations	13
Immunization Records	13
Illness.....	13
Medication.....	13
Prescription Medication	13
Over The Counter Medication	14
Biting.....	14
Toileting.....	14
Cleanliness	14
Meals.....	15
Discipline	16
Expulsion & Suspension Guidelines	17
Enrollment Dismissal Procedures	17

Our Mission

The Community YMCA of Eastern Delaware County is a charitable association founded on Christian principles, dedicated to building a healthy spirit, mind and body. We are committed to being a positive part of family life by promoting the values of caring, honesty, respect and responsibility.

Our Vision

We will be the community leader, the center of activities, a catalyst for change, and an organization that positively affects and improves our community.

YMCA Early Learning Philosophy

With so many demands on today's families and the increased focus on early brain development, families need all the support they can get to nurture the potential of youth. YMCA staff believe a partnership between the home and school settings support both children and families, while helping students develop skills for lifelong learning.

Keystone STARS

We participate in the Keystone Stars program at all our early childhood sites. Keystone STARS promotes quality improvement among Early Learning and Head Start programs through quality standards and targeted supports. Programs earn a STAR 1 through STAR 4 rating by meeting research-based standards for staff education and professional development, the early learning environment, family engagement practices and business management. Keystone STARS serves children from birth through school-age in every county.

Continuous Quality Improvement

Early Learning programs in Pennsylvania are supported and encouraged to engage in a continuous cycle of quality improvement focused on improved outcomes for children and families. Utilizing program and classroom assessments, staff professional development plans, parent surveys, staff meetings, and other sources of evidence, our centers annually identify areas for improvement. Plans are developed, changes are implemented, and an annual review of the plan is evaluated.

YMCA Staff

Professional, qualified staff, trained in [Mandated Child Abuse Reporting](#), Pediatric First Aid and CPR/AED will care for your child each day. • All staff is required to continue their education in the field or acquire training hours in various areas of child development annually. • All staff have updated clearances, health physicals and required trainings.

Early Learning Curriculum

We utilize the Creative Curriculum for Preschool and Toddlers as a guide and make use of three methods of teaching. Integrated (teacher directed), Play (hands on learning centers) and Emergent methods (child driven) are the strategies employed to deliver content to all children. The daily schedule includes mostly discovery play with learning centers that are supplemented with additional supplies and materials that enhance classroom themes. Staff interactions among the children allow for conversations that instill information and extend a child's thinking using open ended questions and suggestions. Lesson plans are driven by the individual and cultural needs of the child and include the PA Early Learning Standards to ensure all areas of a child's development are met.

Kindergarten Curriculum (RIDLEY YMCA)

The Ridley YMCA Kindergarten uses a research based program which meets the PA Early Learning Standards.

The Reading program: Sadlier's Phonics to Reading- addresses all foundational skills and fosters students understanding and knowledge of print concepts, phonological awareness, phonics, word recognition and fluency. It includes thought provoking phonics instruction based. It contains built in differentiated instruction that supports all students.

The Math program we use is Houghton Harcourt Go Math which builds and reinforces foundational Math skills that translate from the classroom to real life.

To introduce Science and Social Studies themes we use Scholastic's "Let's Find Out" classroom magazine throughout the year. These issues contain 4 weekly magazines a month; each incorporating the "Common Core" goals for Kindergarten curriculum. Each month there are computer activities to enhance learning.

Our children take part in swim lessons and gym classes each week. We also visit the Ridley Township Children's Library.

Children enjoy some field trips throughout the year. As we study our community our favorite places to visit include the Firehouse, Police Station, Post Office, Grocery Store and Franklin Mint Credit Union.

Children receive School Readiness testing in the beginning and end of the school year as well as 3 progress reports during the year.

GENERAL INFORMATION

Registration

Each child enrolled in the early learning program receives a free Family Full Privilege YMCA membership. This encourages the entire family to engage in a healthier spirit, mind, and body, helping everyone enjoy a fuller and more balanced life.

Tuition

A non-refundable fee, of two weeks tuition, will be collected and applied to the first two week's early learning. Our policy is to review fees annually and notify parents, in writing, at least two months prior to a tuition adjustment.

Payments

Weekly tuition payments are due each Monday, or the first day of attendance, and are due regardless of days absent from the program. Payments can be made online at www.cyedc.org. Partial payments will not be accepted and unpaid balances will result in a temporary withdraw. A returned check fee of \$20 will be charged to your account for all insufficient funds checks. The waiving of fees due to long-term illness must be approved by the Program Director.

Late Fees

Your account will be assessed a \$15 weekly late fee if your tuition is not paid each Monday. Pick-up is 6pm. Late pick-up after 6pm will be charged a fee of \$10 for every five minutes. You will receive a late slip with a total late fee due. This form must be taken to the branch Front Desk and paid in full to enter the program the next morning.

Withdrawing Your Child

Advance notice, of two weeks, is appreciated when withdrawing a child from the program.

TSS/One-on-One

If a child has an outside resource that provides services, that person is required to wear a photo ID while in the facility. In the event your child's TSS is not able to attend, a substitute must be provided for your child to attend the program.

Early Learning Resource Center (ELRC)

ELRCs provide a single point-of-contact for families, early learning service providers, and communities to gain information and access services that support high-quality child care and early learning programs. This department also provides subsidy to qualifying families. To apply, call 1.800.831.3117. The YMCA requires families seek ELRC funding prior to applying for YMCA Financial Assistance. All ELRC families are required to sign your child in and out daily.

Financial Assistance

Applications are available at www.cyedc.org. Assistance is made possible by individuals and businesses contributing to the Annual Campaign and United Way designations.

Vacation Policy

All participants who have been enrolled, for at least six months, will be offered one week of tuition free vacation per calendar year. Parents must notify the Early Learning Office when utilizing vacation. All requests will be sent to the billing department for approval. Parents will be expected to pay their program fees, on their current payment schedule, if any other vacations or withdraws occur.

Snow Days

Unless the YMCA is closed, the early learning programs will be open for the full day on most snow days and operate normal hours. If the weather becomes severe after opening, families will be called for early closures. If the Y is closed, there will be no program for the day.

Holidays

The YMCA observes the following holidays throughout the year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, plus Annual Shut Down. Except for the two-day annual shut down, full tuition is charged for these weeks.

In respectful observance of our families' diverse cultural, ethnic and religious backgrounds, we will celebrate any holiday observed by families in our care. Whenever possible, parents are asked to share their cultures and traditions with your child's teacher, helping us develop meaningful activities that are both celebratory and educational.

Birthdays

Birthdays are a special day and we enjoy being part of your child's birthday celebration. Please discuss your plans with your child's teacher prior to their special day. Please be aware, some classrooms will have restrictions on food items due to allergies.

Technology

When used wisely, technology and media can support child learning and social interactions. The AAP recommends children 2-5 years of age be limited to 1 hour of digital media time per day, with children under 2 exposed to limited or no digital media at all.

*It is important to emphasize to parents that the higher-order thinking skills and executive functions essential for school success, such as task persistence, impulse control, emotion regulation, and creative, flexible thinking, are best taught through unstructured and social (not digital) play, as well as responsive parent-child interactions-***American Academy of Pediatrics**

Our YMCA early learning programs will limit exposure to TV, digital media, and screen time to less than 15 minutes weekly per child. Parents are advised to create a [Family Media Use Plan](#) at home to ensure children are engaging in other activities important to their health and development.

Clothing

We request that all children wear sneakers and bring a complete set of extra clothing in case of spills. Clearly mark all belongings with your child's name and we will keep them at the center until needed. If your child participates in swim lessons, kindly follow the directions provided by your program director for swim day attire.

Lost and Found

If your child is missing anything, inquire at the center within two weeks. Remember to label everything because it is much easier to return a lost item to its owner.

Annual Shut Down

All Early Learning facilities will be shut down for annual maintenance, safety inspections and in-service trainings the last two days of the summer program. This week will be pro-rated.

Rest Time

All children who spend a full day with us will be required to rest. Depending upon their age, children are expected to rest quietly or engage in quiet activities allowing those who need to sleep the opportunity to do so. All bedding items must be taken home, washed weekly and returned. Children are permitted to bring a favorite stuffed animal or security item for rest time.

Toys

Our centers provide a wide variety of toys that promote creativity, active learning, and enhance the development of our students physically, socially, emotionally and academically. When students bring toys from home, this can have a negative impact on the classroom atmosphere and divert children's attention from enriching classroom activities. Unless the item is specifically for a show and tell activity set up by the teacher, we ask parents to explain to your child that toys from home should remain in the home, where they will not be damaged, or become lost.

What to Bring – Label all your child's belongings

Infants/Young Toddlers

These are the items that your child will need for school.

- School bag/diaper bag
- Lunch box (pack three drinks - bottles/sippy cups and three snacks and lunch daily)
- Weather appropriate extra set of clothes (pants, shirt, socks, onesies, shoes)
- Crib sheet & small blanket
- Diapers
- Wipes
- Extra-large Ziploc bag for nap belongings
- Bibs
- Diaper cream
- 4 recent photos of your child & family

Older Toddlers (2-3years of age)

These are the items that your child will need for school.

- School bag/diaper bag
- Lunch box (pack two drinks, two snacks and lunch daily)
- Weather appropriate extra set of clothes (pants, shirt, socks, shoes)
- Small blanket and crib sheet or sleeping bag for rest time
- Extra-large Ziploc bag for nap belongings
- Diapers
- Wipes
- Diaper cream
- 4 recent photos of your child & family

Preschoolers (3-5 years of age)

These are the items that your child will need for school.

- School bag
- Lunch box (pack two drinks, two snacks and lunch daily)
- Weather appropriate extra set of clothes (pants, shirt, socks, shoes)
- Small blanket and crib sheet or sleeping bag for rest time
- Extra-large Ziploc bag for nap belongings
- Family collage -- 9" x 12" (include recent pictures of your child, family members and your child's name). We will be laminating and posting this project so we can all get to know your child. Have fun as a family and remember to bring this on the first day of school.

Kindergarten (RY)

Please bring items on the first day of school

- Folders (2 pocket/plastic type) - 2 green folders, 2 yellow folders, 2 red folders
- 1 pair of blunt tip **Fiskar** brand scissors
- 6 sharpened #2 pencils
- 4 dry-erase markers (Expo brand-low odor)
- 1 pencil box (5x8 inch plastic)
- 1 pack of 12 Crayola brand colored pencils
- 1 pack of 24 Crayola brand crayons
- 6 regular Elmer's glue sticks
- 1 package of baby wipes (from each boy)
- 1 regular size boxes of tissues (from each girl)
- 8 pack of washable Crayola markers
- Oversized White t-shirt to be used for Thanksgiving project—due By November

Confidentiality

Requests for release of information to other agencies will be honored only if made in writing and with the permission of the parent. Education students who conduct studies at the center are not provided with personal information about the children's families. Our policy is to share information about the child with both parents unless there is a legal document limiting contact with one individual. A legal document showing the restriction must be provided.

Non Discrimination/Diversity

The Community YMCA of Eastern Delaware County is an equal opportunity early childhood education provider. Discrimination based on race, color, religion, sexual orientation or identity, national origin, disability, age or genetic information is illegal and will not be tolerated. All early learning programs will provide reasonable accommodations to applicants and employees who need them for medical or religious reasons as required by law.

COMMUNICATION

A successful program in Early Childhood Education cannot exist without effective communication with parents. When families communicate effectively, this allows early childhood staff to understand what is happening at home or how they would like their child's behavior managed in the early learning program. When staff communicate effectively, parents and staff can understand what is happening in their child's day and how they are progressing in the program. When families and staff share information, everyone can be aware of the child's strengths and challenges and can work together to support social and emotional well-being.

Developmental Screenings

Within the first 45 days of your child's enrollment in our program, staff complete an Ages and Stages Developmental Screening on your child to gain better insight into each child's individual strengths and needs. Parents are also asked to complete the forms so a comparison can be made between home and school. Teaching staff will provide copies of both screenings to parents, evaluate any differences, and discuss findings with parents.

Child Assessments

Assessment is the process of observing, recording and otherwise documenting what children do and how they do it. It is the basis for a variety of educational decisions that affect the child. Assessment is integral to curriculum and instruction. In early childhood education programs, the various assessment procedures that are used serve several purposes: • To plan instruction for individuals and groups. • To communicate with families. • To identify children who may be in need of specialized services or intervention. • To improve program development. Please remember assessments are based on a developmental scale. All children develop at their own rate; it is not expected or necessary for all children to master all skills at a specific age. If we believe there is a developmental delay, based on screenings, assessments and observations in the classroom, we will contact you regarding concerns and refer families to either the DCIU or other Health Care Professional.

Our programs are currently using the Ounce Scale for infants and toddlers, and Work Sampling for Preschool students. At the written request of the parent, assessments and screenings will be shared with other educational settings; such as when the child is transitioning into elementary school or another program.

Parent Conferences

Parent/Teacher conferences are scheduled throughout the year. Written assessments are ongoing and given out three times a year. A conference with your child's teacher can always be arranged in the event you have concerns. When teachers and parents meet to discuss a child's development or concerns, the following information will be documented: child's name, parent's name, date, topics discussed, goals for the child, parent strategies, and teacher strategies. A copy of the information will also be provided to the parent and the original placed in the child's file.

IEP/IFSP

Because of the diverse set of needs of the children in our programs, it is important to gather as much information about the best ways to educate each child. IEP's and IFSP's are created by service providers working with children with developmental differences and include information and goals vital to the child's development. If your child currently has an IEP/IFSP, or receives one after enrollment in our program, it would be beneficial to share a copy of this plan with the program so we can work together to ensure that the guidelines are put into practice. Parents are also welcomed to schedule IEP/IFSP meetings at the Early Learning center so that our teachers can be present to give feedback and gain information on program activities that are best suited to the child's strengths and needs.

Lesson Plans

The teacher in each classroom will post weekly lesson plans that provide information on activities and skills being developed through planned activities. Our programs utilize the Creative Curriculum model for Infant, Toddler and Preschool children and incorporate the PA Early Learning Standards in conjunction with the individual children enrolled. Full Day Kindergarten uses Sadlier's Phonics to Reading, Houghton Harcourt Go Math, and Scholastic Magazine when planning daily lessons.

Daily/Weekly Notes

Daily notes are provided for all children who are in the Young Toddler and Toddler classrooms. This will inform you of your child's individual activities and anything special that may have occurred. White boards, located inside/outside individual classrooms, provide important weekly information about classroom activities and special reminders for all ages. Parents are encouraged to speak directly to early learning staff whenever you have a question regarding daily/weekly activities or other concerns about the program.

Newsletters and Calendars

Each month, the classroom teachers will send home a newsletter with activities and other items of interest. This is available to all parents at the beginning of each month and is available online at cyedc.org. Look for helpful resources and information on health & safety, nutrition and fitness topics.

Transitioning

Transitions for children can be especially difficult. Student transitions can include: their first experiences in our program, moving from one activity to another, transferring from one classroom to another, relocating to another educational setting. Our goal is to assist both the child and the parent during these transition times. Individual transition notices will be handed out to families to help provide insight into what your child may be experiencing during these changes and how to better support their needs. Parents are welcomed and encouraged to meet with program administrators or educational staff anytime your child is ready to transition.

Changing Child's Classroom

Administrators and teachers take into consideration the following before transferring children to the next age-appropriate classroom: • Space availability • Age • Maturity • Social skills • Communication skills and if the child is fully toilet trained. This applies for children who attend 12 months a year.

Family Resources

Keeping with our mission of being a positive part of family life, and our vision to have a positive impact on our community, we have compiled a list of family resources for your review. Check out the list of public, social and community services on our website, <https://cyedc.org/locations/lansdowne-ymca/child-care-school-age-care/>

SAFETY

Reporting of Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

Security Entry System (LY and RY Facilities with outside entrances)

We have installed entry systems to protect the children in our care from strangers who may enter the center unattended. Authorized persons will be issued a programmed access card, which must be used daily to gain access to the center. Access cards are **NOT** transferrable and can only be used by the person listed in our software who has also been processed through the RAPTOR system. Lost access cards must be reported immediately to the early learning office. Families will be required to pay \$5.00 at the YMCA Courtesy Desk before a new access card can be programmed. Parents are asked to not give entry to others upon entering and exiting the center.

Pick-Up Identification

Photo identification is required at pick-up and staff will ask to see it prior to releasing a child to someone other than his/her parent/guardian. Prior authorization must be given if someone other than the child's parent or guardian will be picking up the child from the center. The parent/guardian should provide the names of at least two other adults who have permission to pick-up the child in case of emergency. If either parent wishes to place restrictions on the other parent's rights to pick up a child, the YMCA requires the enrolling parent to submit a copy of court orders or other legal documentation regarding child custody and/or visitation rights.

Drop-off and Pick-Up

All children are expected to be in class prior to 9:30am to avoid disruption during teacher instruction time. Access cards will be turned off between 9:30am and 2:30pm. We understand that there may be times when your child may have morning appointments, so please notify the office in advance. At drop off, bring your child into the facility, sign them in, supervise them during hand washing, and then escort them to a staff member. At night, when picking up in the facility, please sign your child out. Parents and guardians are required to supervise their children during both drop-off and pick-up times. Any authorized pick-up person who appears under the influence, has the odor of alcohol or marijuana on the breath or is deemed by the early learning staff as unable to ensure the safety of the child, the staff will not release the child to their care. The early learning staff member, using the Emergency Contact/Parental Consent form, will call the next person authorized to pick up the child if needed. If the situation warrants, 911 will be called to ensure the safety of all parties involved.

State Licensing Requirements

We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our centers go above and beyond what is required by DHS regulations and standards, as they relate to facility, staff and safety procedures. Our centers are subject to inspection by the Department of Human Services. For information on DHS, visit www.dhs.pa.gov/provider/earlylearning/.

Emergency Contact Information

Emergency Contact and Agreement Forms are due the first day of the program. Emergency information is kept on file in each center. In case of illness or injury, those who are authorized will be notified of the child's status. It is extremely important that the information be kept current and updated every six months. If the following information should change, please notify us so that we can better serve you and your child: 1. Phone Numbers where you can be reached during the day 2. Addresses at home/work 3. Names of authorized persons to be contacted in case of illness or injury 4. Names of all persons authorized to pick up your child 5. E-mail addresses (home/work)

Volunteers

Parents and authorized pick-up persons listed on the child's enrollment paperwork are encouraged to get involved and volunteer. There are many good reasons for parents to volunteer at school. It's a great way to show your kids that you take an interest in their education, and it sends a positive message that you consider school a worthwhile cause.

To volunteer please complete the following process:

1. Complete the volunteer application on our secure website:
<https://cyedc.org/support-the-y/volunteer/>
2. Stop at the Courtesy Desk with Government Issued **Photo ID** (Driver's license, State ID, Passport, Military ID) to be run through our Raptor System (National Sex Offender Database)
3. Turn in processed/cleared Child Abuse Clearance

The process can take several weeks so please apply to volunteer as early as possible. To maintain the highest level of safety for our children, no one will be permitted to volunteer until the process is complete. This includes spending time in the classrooms and attending field trips.

Weapons Policy

The possession or carrying of any deadly or offensive weapon by any person is prohibited in any YMCA building, property, owned, leased or used. Entry on YMCA property in violation of this prohibition is expressly forbidden and will result in the individual being directed to remove the weapon immediately from YMCA property. Failure to comply will result in a revocation of YMCA privileges both immediate and future.

Deadly or offensive weapons are defined as any device whose design and/or implementation may produce death or serious bodily injury. For purposes of this policy, deadly and offensive weapons include, but are not limited to, firearms and offensive weapons as defined below:

Offensive weapons: Offensive weapons include any devices so defined under the Pennsylvania Crimes Code entitled "Prohibitive Offensive Weapons"
18 Pa.C.S.A. 908(c).

Firearm: A firearm is any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or the frame or receiver of any such weapon.

Authorized Exceptions

Certified and sworn municipal, state or federal police officers who carry proper identification and are on duty are exempt from this policy.

HEALTH

Emergency Situations

All staff members are trained and certified in CPR and pediatric first aid and are present at all times in the event of an emergency. In all situations, we will follow instructions from the poison control center or physician in providing first aid procedures and/or administering emergency medications.

Immunization Records

We adhere to state regulations regarding immunization records. Immunization records must be provided upon enrollment. Validated proof of immunizations should be submitted to the center as your child receives new immunizations or booster shots. Immunization records for young toddler, toddler and preschoolers must be kept current. Annual physician signed physicals are also required to be always on file and up to date. Failure to provide these records could result in withdrawal from our early learning programs.

Illness

Children, who are ill, with a contagious disease or fever, may not attend the program. If your child becomes ill while in our care you will be contacted. The Center Director will determine if a child is too ill to remain at the school. Any child experiencing the following symptoms will be sent home: • A fever and unable to participate in classroom activities (must be fever free for 24 hours prior to return to the program) • Contagious skin or eye infection • Diarrhea that is not contained by a diaper or toilet • Vomiting • Profuse bodily discharge of any kind. If your child should become infected with a contagious disease, please notify the center immediately so the Director can notify families of other children who may have been exposed to the contagious illness, as required by state law.

Medication

Our primary concern, when administering medication, is the safety and optimal health of every child. All medications, both prescription and over-the-counter, must be signed in daily in our medication log. All medications are stored in an area inaccessible to the children and we will refrigerate those medications that require it. Your child will be administered the proper dosage of medication by one or more designated staff members in the center. The administration of medications will always be recorded in the medication log. We cannot administer any medication that has expired.

Prescription Medication

Prescription medication will be administered as directed by a licensed physician/dentist. A medication form must be filled out for each prescription medication and signed by the parent/legal guardian. Written permission is required for prescription medication to be administered. Medication must be presented in its *original container with a label attached bearing the child's name, current date and dose to be given, number of days to be administered, and pharmacy name*. This constitutes the physician's written permission. We recommend that you ask your child's doctor to prescribe a 12-hour dose of medication when appropriate. This allows you to always control the administration of medication. Any unused or expired portion will be returned to the parent. If your child requires medication for life-threatening conditions such as allergies, the prescription can be kept at the center and administered when necessary, for as long as the child is enrolled in our program. An authorization form is required, as referred to above.

Over the Counter Medication

We believe that over-the-counter medicines should be treated with the same caution as prescription drugs. Oral over-the-counter medications such as: pain relievers and cough medicine can be administered only with written permission of the child's parent. Pain relievers will not be dispensed more than two consecutive days without a doctor's note. Medication must be presented in its original container and have a label with the child's name. It is required that the parent or person administering the medication sign a medication form documenting the name of medicine, dosage, date, time, and who administered the medicine. Lotions, sunscreen, Chapstick and any other items that read "Keep out of reach of children," must be turned in to the Early Learning office.

Biting

Experts in the field of child development tell us that biting occurs primarily because of a child's inability to communicate. Many young children are not verbal and may become frustrated and bite by a new experience, such as toys being taken away, or suddenly being around many other children. When a child does bite, the following procedures occur: The child receiving the bite will be comforted and the bite area cleaned to prevent infection. An incident report will be filled out and the child's parent notified. The biting child will be redirected to appropriate activities. His/her parent/guardian will be notified and the incident report placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration for the child. The child will be closely supervised. The identity of the child will be kept confidential. Most children stop biting soon after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the center, either for a short period or permanently. Parent-teacher conferences may be required after consecutive incidents of biting.

Toileting

When your child is enrolled, we ask that you inform us of your child's toilet habits. If your child is not yet toilet educated, you need to supply us with disposable diapers and wipes. Your child's developmental needs are a primary concern and as a child gets older, toilet learning becomes a consideration in our program. We will work with you to train your child and support the toileting routine used at home to the best of our ability. Our teachers are aware of and look for indicators that a child is ready to learn to use the toilet. Each child's readiness for toilet learning must be the key that begins this process. If we feel that your child is not physically ready for this, we will talk with you personally.

Cleanliness

Our centers are cleaned daily, and we maintain a high standard of sanitation. We also engage in continuous, preventative pest control at our sites. Changing tables are cleaned and disinfected after each use and all toys and equipment are disinfected on a regular schedule. We promote cleanliness and good hygiene in all our programs. Throughout the day, hand washing is required before eating and after toileting. Parents are required to have children wash their hands upon entering the building each morning.

Meals

Unless the center participates in a State Sponsored Food Program, parents are responsible to pack all meals. Each child will need a morning snack, lunch, and pm snack, along with two beverages. The center will also provide water if a beverage is not provided.

Food from home should always be of nutritious value. We advise keeping sweets to a minimum and packing plenty of healthy choices such as: fruits, vegetables, nutritious sandwiches and yogurt. For the safety of your child, food for infants should be cut into pieces ¼ inch or smaller, food for toddlers should be cut into pieces ½ inch or smaller to prevent choking. Please help us by prepping this at home. Having trouble deciding what to pack? [Click here](#) for some nutritious ideas.

Upon enrollment, parents are encouraged to inform the program of any dietary needs, so accommodations can be made in the best interest of your child. Some students enrolled may have food allergies. Please check with classroom staff before sending in items that contain peanuts or peanut butter, and look for postings outside the classroom for more information on food allergies.

If your child's center participates in the CBS Food Program, you will be able to find monthly menus on the parent information bulletin boards located within the center or on the [CBS website](#). For heated meals, please check directly with your child's early learning program.

DISCIPLINE

We believe children should experience success and we strive for a classroom setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. We do not permit corporal punishment, punishment for lapses in toilet training, withholding food, light, warmth, clothing or medical care. We will not ridicule, embarrass or humiliate a child and we will not physically restrain, unless it is necessary to protect a child or others from harm. If behavioral issues occur, our philosophy is to help children learn human values, problem-solving skills and to take responsibility for their choices. Below are the techniques we use for positive guidance:

1. Ignoring

Negative behavior is produced by a child to get attention and the child should stop when no attention is given. This technique will be used unless a safety issue is involved.

2. Redirection/Distraction

Alternatives will be presented to children engaged in undesirable behavior such as: presenting a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.

3. Verbal Intervention

The teacher explains to the child the appropriate way to handle the situation with words.

4. Logical Consequences

The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the child is engaged in.

If these positive guidance techniques are not working effectively and inappropriate behavior persists, we will use the following progressive procedures:

1. Observe child and record behavior modification approach by staff.
2. Parent/Teacher Conference
3. Suggest outside resources to aide in responding to child's behavior

IMPORTANT - YMCA Early Learning Directors reserve the right to withdraw any child whose behavior creates a significant risk or harm to the health and safety of other children or staff without following the steps. Violations or inability to follow YMCA policies may also result in withdraw.

EXPULSION AND SUSPENSION GUIDELINES

To reduce or eliminate expulsion and suspension we aim to maintain: Positive climates and focus on prevention of expulsion or suspension. Clear, appropriate and consistent expectations and consequences to address disruptive child behaviors. Fairness, equality and continuous improvement. Communicate with family members, document strategies and goals for the child, work with direct early learning staff and family members. Promote positive peer interactions and peer support whenever possible. Students learn from one another.

ENROLLMENT DISMISSAL PROCEDURE

Failure of parents to abide by Center policies and procedures may result in termination of your child's enrollment. Disregard of Center policies and procedures may include, but is not limited to, the following circumstances:

- Not paying bills on time.
- Failure to use programmable access cards.
- Refusing to accompany child into the Center.
- Not supervising your child during drop off/pick up times. (This includes all authorized pick-up persons).
- Failure to return requested forms by due date.
- Endangering the well-being and safety of children (e.g. leaving medicine in child's locker).
- Continually bringing child in late or picking up late.
- Failure to submit or update medical forms by due date.
- Arriving or departing with a child while under the influence of substances/leaving apparently incapable of safely caring for a child.
- Failure to update Enrollment/ Health History and Emergency Care Plan form.
- Hostile or disrespect to a Center employee (which could include sexual harassment).