

# Welcome!

At the YMCA, Healthy Child Development starts early. That's why we offer early care and learning programs that help children learn the essential skills they will need to be ready for school. Our trained, supportive staff works to help children receive the best possible start to their education.

## Philosophy

The YMCA is a community leader in the development of the whole child. Children will learn through discovery and play. Our goal is to encourage a love for lifelong learning in a caring community.

School Readiness for all children is a core component of YMCA early care and learning. The YMCA of Hannibal Missouri has chosen the Creative Curriculum to ensure that our children are prepared for school. Creative Curriculum provides an innovative and effective curriculum, assessment, professional development, and family connection resources to programs serving children three years to five years.

The YMCA of Hannibal will also work with all children to make sure that they are physically active and healthy. The daily schedule will include 60 minutes for children to participate in a mix of moderate to vigorous physically active session. Weather permitting, these activities will take place outdoors. Television and movies will not be utilized and use of any digital device will be limited to educational activities.

## Hours, Days and Month of Operation

This year-round program runs Monday- Friday. Typical hours are 6:00am- 6:00pm This program will follow the operation of the YMCA during inclement weather. (If the YMCA is open the Preschool will be open). Contact the YMCA for questions. All cancellation will be posted on Facebook and our Mobile App.

## Arrival and Departure Procedures

Photo ID may be required for the release of your child. Your child will only be release to parent and or those adults that the parent specifically designates on the enrollment form. Amendments to the release section of the enrollment form can be made online by logging into your child's account or information may be submitted in writing to the program director with the signature of the parent or guardian who enrolled the child. Any court documentation restricting release or contact must be signed by a judge and provided for the child's file. Without this documentation we are obligated to release a child to either parent.

For security purposes, it is very important that you sign your child in and out every day by putting the time and your initials in the appropriate box. For safety reasons, all children must be signed in and out daily.

## Healthy and Safety (Illness and Exclusion Criteria)

The YMCA of Hannibal Mo does not require child care staff to receive any additional immunizations in order to work with children. In order to ensure the healthy and safety of all, employees who work directly with children will follow required procedures to prevent the spread of exposure to disease:

- Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths or tending sores;
- Specifying that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care;

In an effort to maintain a healthy environment, the following guidelines must be followed very strictly. Staff perform daily health checks to ensure children are healthy and to note any illness or injury. Children who become ill may not remain at the program, nor will an ill child be admitted. If a Child becomes ill during the day, a parent will be notified to pick up the child immediately. If we are unable to reach the parents, we will then begin calling the persons listed on your enrollment form.

For the safety of your child as well as the other children in his/ her class, you may not bring your child to the program for one business day after having any of the following symptoms:

- A fever above 100 degrees
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash (all rashes must have a doctor note)
- Sore or discharging eyes or ears
- Profuse, colored nasal discharge
- A communicable disease

Children must be free of all above symptoms and show no signs of illness when returning to the program.

Please notify us if your child will be absent from the program.

Children with allergies are required to provide a physician's letter noting the allergy, causes, severity, and treatment.

All children must be able to participate in their normal daily schedule (outdoor play included) Weather permitting children will go outside every day. We cannot keep one child inside due to illness.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician.

## **Medication Policy**

If your child needs medication while at the program, you must complete and “Authorization to Administer Medication” form. The Medication must be given to YMCA staff, and:

- Be in its original container
- Labeled with the child’s name (we cannot share medications among siblings)
- Labeled with the date that the prescription expires
- Labeled with the dosage the directions on how to administer the medicine.
- Include the name of the physician prescribing the medication

## **Medical Emergency**

Should your child require immediate medical attention, we will call 911, provide first aid and or CPR, and then contact parents or guardians. Responding emergency medical personal will make determinations as to whether the child should be transported to a hospital. We will provide them with your choice of hospital and physician as indicated in your child’s record. In the event that this information is not specified, the child will be transported to the nearest hospital.

## **Parental Notifications**

Parent notifications may be made in writing via letters, newsletter, emails, fliers, text messages, parent’s connection in the classroom, phone calls, or in person. Open communication is very important to the success of your child’s Y experience. Activity schedules, menus and other pertinent information will be available for your review. Please check daily for new information. Any policy changes will be provided to the parent or guardian in writing.

Occasionally children will be absent due to illness or family vacations please let the Youth and Family Director Summer Page know when your child will not be present. You may contact the director by phone or email.

## **Conduct and Guidance**

Self-management skills and positive social interactions amount children and adults are encouraged and maximize everyone’s enjoyment of the program. Y programs use positive guidance methods including

Reminders, distraction, logical consequences and redirection. Self-Management skills are taught according to the following guidelines.

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected or children is age appropriate and based on development level.
- An atmosphere of trust is established in order for children to know that why will not be hurt nor allowed to hurt others.
- Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibility.

Children grow and develop as individuals during the early years. Challenging behaviors are a part of growing and learning. Our goal as we work through these periods of time will be for director and teacher to have regular, ongoing conversations to express concerns and to discuss strategies for challenging behaviors with you to ensure that we are working together as partner to help your child. Parents will be kept informed of their child's progress.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designed through the departure and release procedure. Repeatedly disruptive or dangerous behavior will be discussed with the child's parent and will result in loss of privileges or activities, suspension or termination from the program.

## **Meals and Snacks**

Busy kids need a healthy lunch to boost their energy. IF your child does not like what is being served for lunch they may bring a sack lunch with them.

- Always included fruits and vegetable (fresh when possible)
- Whole grain bread, rolls, flat bread
- Serve milk during breakfast and lunch
- 100% Juice for snack

When providing your child's lunch or snack as we ask that you refrain from packing fried foods, foods high in sugar and fats. Examples fried chicken, soda, and candy.

A monthly menu will be posted and provided on request.

All foods will meet USDA guidelines are served family style to help enhance the social skills of your child.

Staff are educated and take proper precautions regarding any allergies that a child in their classroom may have as long as it is noted on the child's enrollment form. Staff are trained regarding common food allergies and common symptoms of food allergies.

## **Birthday and Class Parties**

We love Birthdays! If you would like to provide a snack to the class, it must be store bought and should be small portions. Please notify the Director or Teacher on what day you would like to bring a snack to share for your child's birthday!

### **Ratios:**

Preschool - 1:12 ratio

Field Trips 2- 1 ratio

## **A Typical Day in our Preschool Program**

A typical day will provide a balance between child directed and teacher directed activities. Core Content curriculum area include literacy, math, science, social studies, art, character development and healthy eating and physical activity.

- Arrival
- Center and Small Group Time
- Group Activities
- Snack Time
- Group Activities
- Outdoor Time
- Lunch
- Rest
- Snack
- Outdoor time
- Center and Group time
- Departure

## **Enrollment Procedures and notification of Policy Changes**

All registration may be completed online or inhouse at the YMCA. A non- refundable registration fee must be paid at the time of enrollment and at the beginning of each school year. Starting in August.

## **Special I Accommodations**

In order for us to provide the best care for each child, it is important that we have as much information as possible on all participates. If your child has any special concerns or needs including: allergies, existing illness, injuries disabilities, special conditions or learning challenges.

## **Holidays**

Our program will be closed the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

## **Water Activities**

Activities may include sprinklers, slip and slides, kiddie pool, YMCA Pool, and instructional swim lessons.

## **Field Trip/ Special Events**

Field Trips and special events are fun and exciting learning opportunity that enhance your child's experience. Check your school calendar for specific details.

## **Transportation**

All Children must stay seat belted at all times while the vehicle is moving.

For all trips the YMCA will be providing the transportation and driver. If you would like to volunteer to be a chaperon for the day and would like to transport your child yourself on that day, please see the Director to set up the requirements for that.

## **Daily Attire and Extra Items from Home**

Children should be dressed to active play. Since all children will be going outside twice per day, weather permitting, please ensure that they have weather- appropriate attire and sunscreen if needed. No open toed shoes permitted. Each child needs a change of clothes for emergencies. This should include: Pants/shorts, shirt and underwear. Children must be potty trained to attend the preschool. Children can wear pull-ups during nap time if needed.

Please bring a sheet, blanket, pillow for nap time. Ensure all items are labeled. Please do not bring toys from home unless it is show- and- tell day. We are not responsible for any lost, stolen or broken belongings.

## **Lost and Found**

It is important that each item brought from home is labeled with your child's name on it. Should an item be misplaced we do have a Lost and Found located at the front desk in the lobby.

## **Parent Statement of Understanding**

1. I understand that I am not to leave my child at the YMCA site unless a YMCA staff member present.
2. I understand that my child will not be allowed to leave the program with an unauthorized person or staff.
3. Should I or another authorized person appear to be under the influence of drugs or alcohol and seek to sign out my child, staff are empowered to contact local law enforcement authorities and place my child in their custody. Please do not put place staff in a position to make this judgment.
4. I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

The Child Abuse Hotline is **1-800-392-3738**

5. I understand that I will be charged "late fees" if I fail to pick-up my child by the agreed upon time of 6:00pm.
6. I understand that YMCA staff is not allowed to baby-sit or transport children outside of program hours.
7. I understand that a student behavior contract is the first formal step to help resolve repeated rule violations on the part of a child. A behavior contract involves parents, child, and staff. Failure to correct specified inappropriate behavior may result in suspension or dismissal from the Afterschool program.
8. You will be notified of any future policy changes made by MDHS or the YMCA of Hannibal via printed letter made available at the childcare site.
9. You may request a meeting with the Director to ask questions about the childcare centers policies and procedures. You are encouraged to contact the Youth & Family Office at 221-0586 any time you have a concern or comment about the operation of the site.
10. I understand that I must submit a 14 day written notice in advance to the YMCA office when withdrawing my child from the Preschool care.
11. I understand that to utilize the scholarship my child must be a member of the YMCA.

### **Behavior Contracts**

Good behavior is important to everyone in daily life. Certain behaviors are expected from the children involved in the YMCA Preschool Program. Following rules promotes a good learning experience that is safe and secure. Behavior contracts may be used when a child fails to work within the stated rules and policies. No physical discipline will be used.

### **Termination Policy**

Participants will be withdrawn from the program for the following reasons:

- Behavior of a child or parent that endangers anyone,
- Failure to pay program fees,
- Consistently late picking up child.

If you have any questions just or concern just give me a call or email.

**Director: Summer Page**  
**Youth & Family Department YMCA**  
**5732210586**  
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