

Dumont Tri-County YMCA
Preschool / Childcare Parent Handbook
2023-2024



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Program description and objectives:

The Dumont Tri-County YMCA Preschool/Childcare center is a full-service facility licensed through the Department of Health and Human Resources and the State of WV. Our childcare provides daycare for preschool-aged children in a safe setting with opportunities for mental, physical, social, and emotional development.

We are a universal preschool in collaboration with Putnam County Schools. We utilize Putnam County Schools adoptive Creative Curriculum used in all Pre-K and Kindergarten sites. It is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. A copy of all applicable state and federal regulations is available for your review at the center. Any concerns or complaints may be directed to the Preschool Director or Executive Director of the YMCA.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Our Objectives are as follows:

- To provide opportunities for children to develop an understanding of self and others and to develop social skills in a setting characterized by warmth, persona respect, positive support, and responsiveness.
- To provide a curriculum that encourages children to grow intellectually by experiencing a wide variety of developmentally appropriate activities and materials and pursuing their own interests in the context of community life.
- To meet parents' and children's needs by offering safe, accessible, and affordable programs staffed by competent, responsible caregivers who understand and meet the needs of children.

- To strengthen the family unit by providing opportunities for family members to work and play together, share values, improve their economic stability, and broaden their sense of community with other families.

Staff/Child Ratios

We are licensed for 58 children. Children must be adequately supervised and therefore staff/child ratios must be maintained at all times. There must be at least two staff members present at all times when children are present. These ratios vary, dependent upon the age group in question: 3-year-olds – 1 adult per 10 children, 4/5-year-olds – 1 adult to 12 children, however the YMCA requires 2 adults present at all times.

Hours/Days of Operation

For Pre-K - We follow Putnam County Schools calendar for Professional Learning/Continuing Education, Faculty Senate early outs and school closings.

Services will be provided daily Monday through Friday from 7:30am-6pm with the exception of the following holidays:

Labor Day, Election Day, Veterans Day, Martin Luther King Jr's Birthday, Memorial Day, Fall, Winter and Spring Breaks.

The Center will only be closed unexpectedly when a state of emergency is declared by the governor. There will be no charge for holidays or other closings. Your account will be adjusted accordingly.

1-hour delay 7:30 class will start at 8:30 8:00 class will start at 9:00 Note: NO BREAKFAST WILL BE AVAILABLE ON DELAY DAYS.	2-hour delay 7:30 class will start at 9:30 8:00 class will start at 10:00 Note: NO BREAKFAST WILL BE AVAILABLE ON DELAY DAYS.	Putnam County Schools canceled=YMCA Pre-K and aftercare canceled Childcare will be available at the YMCA main facility. Hours of operation for vacation days is 7am – 6pm. Hours of operation for snow days is 7:30am – 6pm.
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When the Putnam County Schools (PCS) cancel school for the day, there will be no preschool or aftercare. However, we will offer childcare at a cost of \$30.00 per day for members and 50.00 per day for non-members at the YMCA main facility. Hours of operation for vacation days is 7am – 6pm. Hours of operation for snow days is 7:30am – 6pm. Parents can pay at the front desk at the time of drop off. We DO NOT offer after-care on early dismissal days. The Tri-County YMCA Childcare Center will only be closed on regularly scheduled Fridays if PCS cancels school due to inclement weather. This will impact Pre-K Friday care and the 3-year-old childcare class.

For our 3-year-old class - Services will be provided daily Monday through Friday from 7:00am-6pm with the exception of the following holidays:

Labor Day 9-4-23

Thanksgiving 11-23-23 & 11-24-23

Christmas 12-22-23 through 12-26-23

New Year's Day 1-1-24

MLK Day 1-14-24

Good Friday 3-29-24

Memorial Day 5-27-24

Independence Day 7-4-24 (Kiddie Camp)

The Center will only be closed unexpectedly when a state of emergency is declared by the governor. There will be no charge for holidays or other closings. Your account will be adjusted accordingly. The Tri-County YMCA Childcare Center will only be closed on regularly scheduled days if PCS cancels school due to inclement weather.

Enrollment Requirements

Please pick up registration forms at the main Tri-County YMCA building, the preschool, or download and print from our website. Submit all forms and payments at the main YMCA.

www.Tri-CountyYMCAPre-K.org

For our 3-year-old class - Children must be 3 or 4 years old and entering Pre-K the following school year. All children must be fully potty trained. A Birth Certificate from Vital Registration and current immunization records must be kept on file.

Monday - Friday

7:00am - 6:00pm

Session Start date: August 29th 2023

End date: May 30th 2024

Kiddie Camp (summer): June 5th 2024 – *date may be subject to change*

No enrollment fee required

Full Week: Members: \$175

Non-Members: \$195

There will be a 10% discount for siblings. Must be Tri-County YMCA members for discount to apply.

First week's payment is due at time of registration. Weekly payments will be deducted each Monday.

Pre-K Friday Care

7:00am - 6:00pm

Members: \$30/day Non-Members: \$50/day

\$40 registration fee due at enrollment. Bank draft occurs on the 1st and 15th of each month. Draft amounts will vary based on number of days facility is operating according to the Putnam County School calendar.

Pre-K Aftercare

Monday - Thursday until 6:00pm

Members: \$15/day Non-Members: \$30/day

Vacations/Illnesses for childcare

While we understand that there may be times throughout the school year that you take your child(ren) out of childcare for vacations and other events, we must always be conscious of the need we have as childcare providers to our staff. To that end, it is expected that you will pay in full, and your child will attend each day that your child is registered. However, to assist you in handling the vacations, unplanned trips, emergencies, illnesses, etc., that may arise, we provide the following:

- Children will receive ten (10) days of vacation to be used as needed each school year.
- Vacation days may not be used in lieu of payment during the final two weeks if you withdraw a child from the program.
- No credit will be given for unused vacation time.

Curriculum

We utilize Putnam County Schools adoptive Creative Curriculum used in all Pre-K and Kindergarten sites. It is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

Daily Meal/Snack Plan

Breakfast and lunch are provided for all children from Mountain View Elementary. Children are welcome to bring breakfast and lunch from home. For Pre-K, all hot breakfast and lunches are billed through Putnam County Schools, and you will receive a bill from the Board of Education.

Due to a wide range of allergies, we request that any food items brought into the center be peanut and tree nut free.

Assessments/Portfolios

Assessments are completed in May to determine proficiency in the alphabet, numbers, color and shape recognition and basic problem-solving skills. A report regarding your child's performance will be sent home for your review and a copy placed in your child's portfolio. If you should have any questions or comments, please do not hesitate to contact the preschool director.

Emergency/Safety Procedures

We committed to the safety of every child in our care. We conduct semi-monthly inspections of the facility, during which we look for any unsafe conditions such as inadequate lighting, loose, broken or splintered fixtures, missing outlet covers, broken toys, etc. We also conduct semi-monthly fire drills and semi-annual shelter in place drills in compliance with the WV Dept. of Health and Human Resources and State Fire Marshal's Office.

Children's Supplies/Necessary Items

All children are required to have and keep items at the center. Please label and send the following items:

- At least one complete change of clean clothes.
- Small blanket and pillow for rest time
- Toothbrush and toothpaste
- Sunscreen

Donations accepted

Donations of wipes, baggies, tissues, art and craft materials, toys, etc. are always greatly appreciated.

Open Door Policy

The Dumont Tri-County YMCA Preschool/Daycare Center maintains an open-door policy. If you should have any questions or concerns, please feel free to call or stop by the center at any time. Parents have full access to the center when their child is in attendance. You are welcome to stop in for a visit or pick up whenever you would like.

Parent/Staff communication

Communication is imperative to our partnership as caregivers for your child. However, please refrain from discussing issues with the teachers at drop off or pick up. The staff will endeavor to keep parents informed regarding upcoming events and special activities. However, to ensure that you receive up to date information changes, be sure to read all posted notices.

Please notify our staff of any changes or events in your child's life (i.e.: illness, death in the family, new siblings, moving, separation, divorce, etc.) These events have a profound impact on your children, and we can help them with these issues. All information is kept confidential and shared only with the appropriate staff. We care about your child and your family.

Admission/Eligibility Requirements/Basic Right

- **For Pre-K** – Must be 4 before July 1 of the current year and have not yet begun kindergarten.
- **For our 3-year-old class** – Must be at least 3 years old and potty trained. A birth certificate from Vital Registration and current immunization records must be kept on file.
- Able to follow the daily activities of the program with reasonable amounts of one-on-one direction from teachers and assistants.

Registration:

Pre-K

Participants must complete the online pre-registration through Putnam County Schools. All students must complete the Pre-K enrollment packet before attending the program. You must bring the registration enrollment packet to your assigned date with the following items:

- All enrollment forms completed
- Original birth certificate
- Copy of most recent well child visit
- Copy of immunizations
- Proof of residence
- Proof of income (if applicable)
- Court copies of legal documents (child custody, visitations, etc.)

Child-Care

All participants must complete and turn in ALL registration materials to the main YMCA before attending the 3-year-old class, aftercare, Friday care, or Kiddie Camp. You must bring the following to the YMCA before attending:

- Completed enrollment
- Birth Certificate
- Immunizations
- Pre-payment Fee (if applicable). The payment can be set up to be drawn from a credit/debit card or checking account at the front desk of our main YMCA facility.
- Any returns will be charged \$10 service fee
- Child-care fees are non-refundable and non-transferrable
- 30 day written notice required for bank draft or credit/debit card child-care fee cancellation

Your child will not be permitted to participate in the program without having first turned in an enrollment form with payment information.

Sign In/Out

Parents are required to sign their child in and out daily at the front desk.

If your child is enrolled in the 3-year-old class, aftercare, Friday care, or Kiddie Camp, you will ring the bell and staff will bring your child to you.

Child Release Policy

Children will not be released to anyone who is not designated in the child's file, in writing, by the parent or guardian. All persons picking up children should have a photo ID available for staff to verify their identity. If custody issues should arise, it will be custodial parent's responsibility to provide the director of Tri-County YMCA PreK a copy of the court's order. We cannot deny a parent, or any designated person, access to a child unless we have the order on file. If a child is released to an individual who is obviously under the influence of a controlled substance, Child Protective Services must be notified immediately. In the event that an individual becomes abusive or hostile, law enforcement will be notified immediately.

Caring for the Ill Child/Exclusion Policy

In order to ensure the health and safety of all children enrolled, the YMCA has established guidelines for short-term care and exclusion. Please be sure that we are aware of your child's known medical condition (asthma, diabetes, seizure disorder, etc.) and any special treatment or procedures. Parents may not bring children who currently have or have in the past 24 hrs. had any symptoms of illness including fever. The center has an obligation to deny admission to or send home any child who exhibits one or more of the conditions listed below:

1. The illness prevents child from participating comfortably in facility activities.
2. The illness results in greater need for care than the staff can provide without risk to the health and safety of other children.
3. The child has any of the following conditions:
 - Temperature of 100 degrees or greater.
 - Colored discharge from nose.
 - Symptoms and signs of severe illness.
 - Diarrhea
 - Vomiting (24 hr. symptom free before returning)
 - Rash with fever or behavior change.
 - Lice or other infestation
 - Conjunctivitis or pink eye
 - Impetigo

Parent or guardian will be notified immediately when a child has been symptom requiring exclusion from the facility.

Medication Policy

All medications are to be in their original, clearly labeled containers with the child's name and dosage requirements, physicians' order and signature, child-proof cap. All medications must be checked in

and obtained by a staff member immediately upon arrival for safe storage. A medication form must be completed by parent and physician to be placed in child's permanent file and a copy posted to remind staff to administer medication.

Hygiene/Hand Washing/Teeth Brushing Policy

Hand Washing

Hand washing is the first line of defense against infection and disease. Everyone will use anti-bacterial soap. Staff, volunteers, and all children will wash hands:

1. Before entering the classroom every morning.
2. Before meals and brushing teeth.
3. After using or assisting in the restroom.
4. Whenever necessary; after play, coughing, sneezing or use of tissues.

Brushing Teeth

Toothbrushes will be stored in a manner that will prevent them from touching one another and will facilitate air-drying. Children will be taught proper brushing technique.

Toys from Home

Please refrain from allowing your child to bring toys from home to school/center. Toys can get lost, broken or misplaced. Preschool aged children have a hard time sharing with other students. This creates a dispute among the students. The Dumont Tri-County YMCA Pre-K center will not be responsible for any toys brought in from home.

Students will have an opportunity to bring items from home for show and tell when permitted by the teacher.

Student Code of Conduct

Children and staff are entitled to a pleasant, harmonious environment. The Dumont Tri-County YMCA cannot serve children who display chronically disruptive behavior, and still provide quality care to all children participating in the program.

Chronically disruptive behavior is verbal or physical activity, which may include, but is not limited to such behavior that requires constant attention from staff or ignores and disobeys the rules that guide behavior during program hours. All reasonable efforts will be made to assist children who are adjusting to the program setting.

Children are expected to learn, discover and explore with appropriate teacher interaction to help them increase skills such as intellectually, physically and emotionally to increase their understanding of the world around them. This will be accomplished through child initiated and teacher directed activities together in a safe and comfortable environment.

Child Discipline Policy & Discharge Policy

All staff must use child management techniques other than physical punishment, verbal abuse, and threats that are frightening to a child. Statements of consequences may be unpleasant to a child but will not cause fright. Physical restraint may be used.

Definitions:

Physical Punishment - spanking, slapping, pushing, kicking, jerking, pinching, or applying physical pressure upon a child as punitive consequences for a child's actions.

Verbal Abuse - yelling, screaming swearing, name calling or speaking in ways that humiliate a child.

Physical Restraint - holding or touching a child to stop behavior which is dangerous to the child or to others.

When discipline problems occur, every effort is made to resolve the situation in a manner that is mutually beneficial to all parties involved. Under normal circumstances, incidents that occur will be handled by the guidelines below:

- Redirection and distraction
- Misbehaving child will be briefly counseled one-on-one. Possibly put in quiet time in order to allow the child to relax and consider his/her behavior. Quiet time will equal 1 minute for every year of age.
- Repeated quiet time or serious offenses such as fighting, cursing, etc. will result in the staff completing an incident report which will be given to the parent or guardian to read and sign.
- If a child receives three written behavior related incident reports, he/she will be suspended immediately. During the suspension, the parent and director will have a conference in order to determine if reinstatement is the best interest of all concerned and define the conditions and steps for behavior modification and referrals to other agencies.
- As a last resort, parents may be given a 5-day notice to remove the child from the program.

Tri-County-YMCA reserves the right to determine what course of action is to be taken in each individual situation. Very serious offenses and/or unforeseen circumstances may result in the child being discharged immediately from the program regardless of the established guidelines.

Withdrawals from Childcare (not Pre-K)

Two-week written notice is required to withdraw our child from the childcare program. We request that you include your reason for withdrawal in your notice. You will be responsible for any payment up to and including the two-week period following the written notice of withdrawal.

Reporting Child Abuse/Neglect

We are a mandated reporting center. We are required by law to report suspicions of abuse or neglect to Child Protective Services. Violation of this policy by YMCA Childcare employees will be considered ground for immediate termination. Although we support each individual's choice of child discipline,

everyone including parents, is prohibited from administering physical punishment of any kind on the childcare facility premises. If a staff member observes or receives a report from a child or other person that a child has been violated in any way, at the childcare center or elsewhere, it will be reported immediately so that steps can be taken to protect the child. The procedure is as follows:

- A written incident report must be made to the preschool director.
- A copy of the report must be sent to the executive director immediately.
- After a thorough investigation, the preschool director and executive director will take appropriate action.

Dumont Tri-County YMCA
Child Care Center/Preschool Program

Title: Grievance Procedure

Effective Date: 3/20/2014

Dumont Tri-County YCMCA Child Care Center program grievance procedure purpose: The purpose of this procedure is to ensure participants, responsible party(s) of participants. Or employees can express concerns or make formal complaints without fear of retaliation of any kind.

Grievance Procedure:

Participants, responsible party(s) of participants and/or employees must report any complaint within five days of the occurrence, Child Care Center/Preschool Director. The complaint or concern must be submitted in writing, including date of occurrence and signature of person submitting the concern or complaint.

The Child Care Center/Preschool Director must respond in writing within an additional five days.

In the event that one or more of the parties involved are not satisfied with the outcome or resolution after it has been addressed by the Child Care Center/Preschool Director a conference will be scheduled with Executive Director, site staff and individuals involved.