# Daycare

# Family Handbook

**Watertown YMCA Daycare**
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**The Y: We're for youth development, healthy living and social responsibility.**

## Family Language/Child Screening and Assessments

When families and children's primary language is not English, that enter the YMCA Daycare or WCSD Pre-K, we will call the local ESL office at Watertown City School District and ask for an interpreter to help assist us and the family. The developmental screening, if possible, will be done in the child's primary language. All further assessment of the child, when possible, will also be done in the primary language. We will work closely with the ESL department at WCSD to best meet the needs of the child. If the child is enrolled into the WCSD Pre-K program, they are also required to fill out Emergent Multilingual Learners Language Profile. We also use an app that is called Class Dojo and that offers translations in 27 different languages. Within the classroom all labels with have the child home language and English.

Within our center and classrooms, we will work with families to make every attempt to greet the families and children in their home language. We will do this by looking up and posting the greetings within the classroom and asking families how to pronounce words if we are unsure of the pronunciation. Within our classrooms, having materials labeled with both English and child's home language will help our staff become more knowledgeable of the family's home language and be able to incorporate their home language into the child's play.

## YMCA Core Values

- **Caring** – To love others, to be sensitive to the well-being of others, to help others.
- **Honesty** – To tell the truth, to act in such a way that you are worthy of trust, to have integrity; making sure your choices match your values.
- **Respect** – To treat others as you would have them treat you, to value the worth of every person, including yourself.
- **Responsibility –** To do what is right, what you ought to do; to be accountable for your behavior and obligations.

# YMCA Daycare History

The YMCA Daycare opened in January of 2011. Building on over 25 years of experience of providing school age childcare to working families and responding to community need, the Watertown Family YMCA felt it was important to meet the needs of the community in the area of early childcare and education. In 2015, we became a part of Watertown City School District's Universal Pre-K expansion program to help provide more children an opportunity to achieve their fullest potential.

# YMCA Daycare Philosophy

Through our childcare programs, we are responding to the complex needs of today's families and acting upon our commitment to kids, families and communities. We believe that daily practice and interaction with children must reflect the YMCA goals for childcare:

- ◊ To offer a safe, caring and fun environment for all children,
- ◊ To support and strengthen the family unit,
- ◊ To develop new skills
- ◊ To have fun.

YMCA programs provide opportunities for children to develop and grow as they learn through socialization, exploration, choice and creative play. The YMCA Daycare believes that children learn best when exposed to high-quality, child centered, positive learning environments. We support the needs of children and their development by assessing where children are currently at in their development and then using purposeful planning to enrich their environment with learning materials and activities to support their growth.

At our YMCA, children enrolled in the daycare receive member rates on certain programs such as gymnastics, swimming, soccer, etc. **Please remember to mention that your child is a registered daycare participant when signing up for programs!**

# Ages and Hours

**Ages:** 6 weeks – 4 years / 9 slots in our 3-4 Preschool room and 18 spots in our 4-5 PreK room, are placed with children by the Watertown City School District
**Hours:** Monday through Friday from 6:30a.m. until 5:30p.m.
***Please call the center 315-755-1208 by 9:00 a.m. if your child will not be attending that day***

# NYS OCFS

The YMCA Daycare is licensed and regulated by NYS Office of Children and Family Services. Regular inspections of the facility are conducted by a licensor. A copy of NYS OCFS Regulations is located in a binder at the front desk for parent viewing. There is also an up-to-date Compliance History of the facility for parent reference hung in the main lobby.

# Curriculum

We are committed to the Creative Curriculum which includes creative play, math, science, discovery, art, physical development, self-help skills and social development. Critical thinking is encouraged by providing choices, problem-solving opportunities for success, and encourages positive interaction.

# Programs

- **Infant (6 weeks -18 months):** In the infant program, teachers will provide a safe and nurturing environment with cognitively stimulating activities that support each child. Teachers provide both a theme-based curriculum and individualized planning based upon each infant's particular needs. Teachers will also use daily reports to communicate and highlight with parents' aspects of an infant's day. This tool will note a child's day to day activities and help facilitate the best way for teachers to care for a child.

- **Toddlers (18 – 36 months):** In the toddler program, teachers will provide theme-based curriculum introducing shapes, numbers, colors, etc through play. Each child will have the opportunity to grow cognitively, socially and physically through a wide array of experiences. Activities may vary depending upon the needs and developmental levels of the children in the program.

- **Preschool (3 years):** In the preschool program, teachers will provide a play base curriculum with the focus on different studies. Each child will have the opportunity to grow cognitively, socially and physically through a wide array of experiences. Activities may vary depending upon the needs and developmental levels of the

children in the program. Lessons in these classrooms are based on Creative Curriculum to help prepare children for their next level of education.

- ◊ **Pre-K (4-year):** In the preschool program, teachers will provide a play base curriculum with the focus on different studies. Each child will have the opportunity to grow cognitively, socially and physically through a wide array of experiences. Activities may vary depending upon the needs and developmental levels of the children in the program. Lessons in these classrooms are based on Creative Curriculum to help prepare children for their next level of education.

## Staff Qualifications

Staff information and qualifications are located on the staff board in the main lobby. All staff must produce documentation of education at hire. Experience is verified through the use of reference checks. All staff must complete a background check and are fingerprinted at time of hire.

Minimum education and experience qualifications:

(1) To be qualified as a director, a person must possess either:

(i) a Bachelor's degree, including or in addition to 12 credits in Early Childhood, Child Development or a related field; one year of full-time teaching experience in a child care center, family or group family daycare home or other early childhood program; and one year of experience supervising staff in a child care program or a related field of work; or

(ii) a New York State Children's Program Administrator Credential; one year of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and one year of experience supervising staff in a child care program or a related field of work; or

(iii) an Associate's degree in Early Childhood or related field, with a plan of study leading to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and two years of experience supervising staff in a child care program or a related field of work; or

(iv) a Child Development Associate Credential or other Office-recognized credential, with a plan of study leading to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of fulltime teaching experience in a child care center, family or group family day care home or other early childhood program; and two years of experience supervising staff in a child care program or a related field of work.

(2) To be qualified as a group teacher for a preschool class, a person must possess either:

(i) an Associate's degree in Early Childhood, Child Development or related field; or

(ii) a Child Development Associate Credential or other Office-recognized credential specific to the preschool developmental period; and one year of experience related to caring for children; or

(iii) 9 college credits in Early Childhood, Child Development or a related field, with a plan of study leading to a Child Development Associate Credential, other Office-recognized credential specific to the preschool developmental period, or an Associate's degree in Early Childhood, Child Development or a related field; and two years of experience related to caring for children.

- PreK Lead Teachers:
  - A Master's degree with NYS Early Childhood Teacher Certification
    or
    Must have a minimum of a Child Development Associates (CDA) or an Early Childhood Associate's degree and have a written plan to become certified within five years of employment as a prekindergarten teacher.

(3) To be qualified as a group teacher for an infant or toddler class, a person must possess either:

(i) an Associate's degree in Early Childhood, Child Development or a related field; and one year of experience related to caring for infants and toddlers; or

(ii) an Infant and Toddler Child Care and Education Credential, Infant Toddler Child Development Associate Credential or other Office recognized credential specific to the infant/toddler development period; and two years of experience related to caring for children; or

(iii) a Child Development Associate Credential; and two years of experience related to caring for children, one of which must be related to caring for infants or toddlers; or

(iv) 9 college credits in Early Childhood, Child Development or a related field, with a plan of study leading to an Infant and Toddler Child Care and Education Credential, Infant Toddler Child Development Associate Credential, other Office-recognized credential specific to the infant/toddler developmental period or an Associate's degree in Early Childhood, Child

Development or a related field; and two years of experience related to caring for children, one of which must be related to caring for infants or toddlers.

(5) To be qualified as an assistant teacher to any age class, a person must possess either:

(i) a High School Diploma or its equivalent; or

(ii) one year of experience working with children less than 13 years of age.

# Eco-Friendly

We are a certified eco-friendly childcare center. We are one of few centers in the area to have the Eco-Healthy Child Care national endorsement.

The following are some of our eco-friendly values:

- We ask all parents when able to not idle in the parking lot. Car exhaust releases pollutants that are harmful to health (especially children).
- We paint our facility with NO-VOC paint.
- We no longer use aerosol air freshener or cleaners. We mop the facility with Eco Friendly cleaner.
- We make sure the art materials we use are free from hazardous or toxic ingredients.
- We have had our classrooms and toys tested by the Child Care Council. We replaced our dramatic play furniture from vinyl to an eco-friendly material.
- We recycle and encourage children to help.
- We have a no donated toys policy – due to the dangerous materials in older toys.
- We reduced the use of canned food and moved to a fresh is best model.
- We clean carpets with baking soda and hot water monthly or as needed.
- We enforce a smoke free facility/grounds policy. There should be no smoking in the parking lot, near the playground or anywhere on the premises.
- We are constantly working to reduce the amount of paper we use through emailing families, monthly newsletters, flyers, and any other information.

# Daily Activities

Daily schedules will vary depending on the needs of the children and ages in the classroom. Classroom schedules and lesson plans are available for your review on our classroom parent boards.

# Enrollment Procedures

- The completed registration paperwork and payment deposit must be returned to the center 48 hours before the first day of attendance.

- Parents are required to complete an Ages and Stages Questionnaire and turn it in with registration paperwork.

- Parents are required to submit a medical examination report and a current immunization history with their registration packet. A child may not attend without the examination report. Copies of lead testing reports from age 1 and age 2 are also requested at the time of registration or once the testing occurs.

- In addition, if your child requires medication due to illness, allergy or a medical condition you will need to fill out medication paperwork with your child's doctor. This paperwork is available at the front desk and is required to be included with the registration packet. No child needing medication may attend without the medication paperwork.

- Parents are encouraged to visit the center before their child is enrolled and should bring their child with them. This will give the child an opportunity to meet the teachers and other children before the first full day of attendance.

- Parents should feel free to meet with the Director prior to the first day of enrollment to share information, voice their expectations of the program and ask questions.

- Notification of any changes in address, phone numbers, authorized pick-up etc., is pertinent for your child's welfare. You must immediately notify the front desk of any changes.

- All enrollment forms are kept strictly confidential. They will only be shown to YMCA staff, Department of Health, OCFS, Emergency Personnel or Custodial Parents.

- The YMCA reserves the right to require an official court ordered subpoena for release of records.

- In the case of a legal court order or document the YMCA will follow and enforce the court order as written. No exceptions will be given.

# Tuition and Fees

At the time of enrollment, parents are required to sign a financial agreement and pay the first two (2) weeks of care in advance by check, money order or credit card prior to the first day of attendance. An EFT draft will need to be set up for all subsequent monthly fees.

Each child's tuition is an ongoing fee, which may be separated into bi-weekly or monthly payments. **ALL PAYMENTS ARE RECEIVED THROUGH ELECTRONIC FUND TRANSFER.** All fees are due on your chosen EFT draft date for that month of care. There will be no refunds or reductions for days missed, holidays or closings.

***Returned checks and EFT drafts are subject to a $30.00 banking fee***

## DSS Recipients

The Department of Social Services payment amounts are determined by ***their*** payment system and any difference between the YMCA Daycare fees and the state maximum allowance will be the responsibility of the parent. You must sign in and out on the parent sign in sheets in your child's classroom so we can accurately bill DSS. Your DSS letter must state the YMCA Daycare is your provider for your child to be able to start. If you are not working but bring your child to care, we **cannot bill DSS for the care**. All DSS families will sign a memo of understanding regarding DSS policies and procedures.

## Late Fee

A late fee of $3.00 per minute in addition to any regular fees will be charged after 5:30 p.m. Constant late pick up will result in termination of services. As a reminder the YMCA is required to report frequent late pick up's to the Department of Social Services. If a child is not picked up by 5:30 p.m. the primary parent/guardian will be called. If he/she does not answer we will move on to the next person on your pick-up list and continue calling listed emergency contacts. After 60 minutes of no contact we will call the police or local CPS.

*****Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed*****

## Termination of Services

The YMCA Daycare requires a written notice on our withdrawal form if you are terminating services, **two weeks in advance**, to discontinue childcare services and not be billed.

The YMCA Daycare reserves the right to discontinue care at any time. If your childcare services are terminated, you will receive a letter of termination. At this time, we will provide you with a list of alternate childcare options to help aid you in this transition process.

## Arrival and Departure Policy

- No child will be released to anyone not listed on the enrollment form without prior written permission from the parent or guardian.

- **Photo identification will be required by anyone** (including parents) picking up the child. Once the pick-up person is known, photo identification may not be needed. Always have identification. Staff may change or not recognize you.

- Make sure you walk your child into his/her room and sign them in and out of their classroom on a daily basis. In the infant and toddler rooms you will also need to fill out a daily report at drop-off. At pick-up time please make sure to check your child's cubby and/or mailbox for important papers and artwork.

- Please do not use your cell phone while inside the center. Staff and children need your full attention as you arrive at the center and when you pick them up at the end of the day.

## Children with Special Needs

At the beginning of each calendar year and periodically throughout the year parents are offered a free developmental screening provided by a local agency. If a full evaluation is required parents will be notified in writing by the agency conducting the screening. The YMCA Daycare will implement any modifications and accommodations as prescribed in a child's IEP to the best of our ability. The staff will work closely with therapists and families to provide the educational supports necessary for children to excel. A copy of your child's IEP is needed at time of registration.

## Sick/Injured Child Policy

The center cannot care for sick children except for brief periods when the child becomes ill at the center. If a child becomes sick while at the center, parents or next of kin will be contacted by phone and expected to come for the child within an hour of being notified. The ill child will be isolated from the group and closely monitored by the staff until a parent or person authorized for pick-up arrives. All families will receive a copy of the sick child policy at registration. Please refer to this policy for exclusion signs and symptoms and readmission criteria.

If an injury occurs during the day, the parent or next of kin will be contacted immediately. If there is a serious injury and/or medical problem, the parent and/or 911 may be contacted for assistance.

## Administrating Medication

In order for the staff to administer medication it must be prescribed by a doctor. Please help us by:

- Signing and dating a medical consent form. This form can be picked up at the front desk.
- Only one medication per consent form is allowed.
- Making sure all medication is in the original container with the date, child's name, doctor's name and the dosage present on prescribed medications.
- We are only allowed to administer topical ointments without a medical consent form. All other medication **must be accompanied** by a medical consent form completed by a physician.
- If you need to leave medications (that we are not administering) here at the center please drop them off at the front desk. NO medication can be left in your child's bag in the classroom.
- **If no form is filled out, no medication will be able to be given.**

## Immunization and Physical

A current immunization record is required prior attendance. Please update this record whenever there is an addition or change. You must also have a current physical on file at all times with a copy of the lead testing reports (if available).

## Daily Reports

We believe it is important for families to be kept informed about daily care routines. Therefore, we utilize a program called Class DoJo which gives you the opportunity to communicate with the teachers throughout the day if needed. Class DoJo also offers translations in 27 different languages. At the end of each day you will receive listing of your child's diaper/potty times, food/drink schedule with amounts, sleep times and any supplies that your child may need. This report is for infants and toddlers. If at any time you have questions about your child's daily report, please feel free to speak with the teacher or Director.

## Meals and Snacks

Our center participates in the CACFP food program. We provide a healthy breakfast, lunch, and afternoon snack to all children. Menus are posted weekly and signed off by a licensed Dietician. Lunch is catered by Samaritan Medical Center because we do not have an on-site kitchen.

We are a ***nut free*** center due to allergies. Please see your child's teacher regarding allergies if you are going to be bringing in items for class parties or for your child's birthday. We need to be able to identify the ingredients of all items consumed by children while in our care.

We are committed to serving only healthy beverages. Therefore, the only beverages served to children while in care are: fluid milk and water. Water is available on demand throughout the day and with every meal.

**Infants (6 weeks – 11 months):** Parents/Caregivers may provide breast milk, formula, cereal and baby food as required by the individual child if you choose not to participate with the center's food program. Teachers will follow the feeding schedule of each infant as provided by the parent/caregiver. Parents will document feeding requests on our feeding form. Feeding forms will be updated as changes occur. We are a breast-feeding friendly center. This means we will make every effort to accommodate and encourage breast feeding mothers in their efforts. After 11 months of age, parents are strongly encouraged to work with the teacher to transition your child to table food.

**Pre-Toddler – Preschoolers (11 months - 3 years)**: We provide a nutritious breakfast, lunch and snack. Allergies, including milk alternatives will require a current, physician's *Food Allergy Action Plan* on file at the Daycare.

**No outside food or drinks are allowed unless children are on special diets for medical, religious or personal preference. You can discuss special food arrangements with the Director at any time. The Director will give you the bag lunch/snacks guidelines that must be followed.**

**I understand that your child may come to the center when we open at 630am and we don't have breakfast till 8am, we ask that you feed your child before entering the center. Teachers *will not* be able to except your child if they have food with them at the time of drop off.**

**For special events we will post items that the classroom is looking for, you may find at these time classrooms may ask for ONE sweet item.**
**For your child's birthday, the teacher will give you a letter of items of healthier options that you could bring in for the celebration.**

## Mealtimes

**Infant 1 ages 6weeks to 11 months:**
Meeting the need of the child and their schedule

**Infant 2 Ages 11 months to 18 months:**
Breakfast 8-830
Lunch 1130-12
Snack 230-3 (when children get up from nap)

**Toddlers ages 18mon.-36mon**

Breakfast 8-830
Lunch 1145-1215
Snack 230-3 (when children get up from nap)

**Preschool ages 3-5**
Breakfast 8-830
Lunch 12-1230
Snack 230-3 (when children get up from nap)

If you bring in your child past the scheduled mealtime, we ask that they are fed before coming into the center. When special circumstances arise, and you need us to hold your child's meal please call the center.

## Daily Rest Periods

Provisions will be made each day for each child to rest. Rest time is provided to meet the needs of each individual child. A crib sheet and a small blanket to cover the cots at naptime is required. The linen is to be picked up every Friday afternoon to be laundered and brought back to the center on Monday mornings. **Please label your child's linen and all personal items with his/her name.** For children unable to sleep quiet activities will be provided. A signed nap agreement will occur at the time of registration. Per NYS OCFS we are unable to force a child to wake from rest time. Therefore, at the end of rest time the staff turn on the lights and carry on with normal classroom activities but if your child remains sleeping, we are unable to force them to wake up.

## Personal Hygiene

All children and staff must arrive at the center wearing clothes that are free from odors (such as cigarette smoke). Some children have allergies and soiled clothing and/or clothing with odors may affect their health. Additionally, fingernails must be kept trimmed at all times, as children are hands on, long fingernails could be a possible health and safety hazard to other children and staff. We provide a toothbrush and toothpaste for your child to use while at the center. We value taking good care of our teeth, so children brush their teeth after meals.

## Potty Training

Together, you and your child's teachers will develop a plan for initiating/supporting potty training. When a child is being potty trained, several pairs of underwear, an extra pair of shoes and 2-3 sets of clothes should be brought to the center on a daily basis.
**Note: When potty training begins, please dress children in clothes that will help increase independence of this new skill (no buttons or belts).**

# Outdoor Play

Daily supervised play is required for all children in care, except during inclement or extreme weather. Both outdoor and indoor active play opportunities are provided for all children at various times throughout the day. Please be sure your child is dressed weather appropriately. We follow the Child Care Weather Watch chart. If you would like a copy of this chart one will be provided.

Inclement or Extreme Weather:

- temperature below 20 degrees and taking into account wind chills
- severe thunderstorms
- freezing rain, hail
- extreme heat or humidity
- blizzard

# Behavior Management Policy

Developing self-regulation, the ability to control one's own feelings and behavior is a primary task of early childhood. Our philosophy at the YMCA daycare is that children need to be taught how to self-regulate through positive guidance strategies used by teachers within the classroom.

### Infants

Self-regulation is taught to our infants through establishing and following rituals that are as similar to the child's home rituals as possible, using simple and clear language to communicate which behaviors are acceptable, giving infants many opportunities to move and be active throughout the day and using face, voice, touch and motion to help infants manage feelings and other stimulation.

### Toddlers

Self-regulation is taught to our toddlers through encouraging their growing sense of independence. This is done through inviting them to participate in daily routines and giving them many chances to make choices. Duplicates of favorite toys are provided in the toddler room to avoid conflict and sharing is modeled and encouraged by teachers. Teachers also help model alternative ways for toddlers to express their anger and acknowledge children's actions when they show some self-control. Toddlers who have trouble with biting and or hitting are shadowed by a teacher and guided toward using their words rather than through physical aggression. A copy of the biting policy can be found in the family handbook or you can ask for one at the front desk.

### Preschool

Self-regulation is taught to our preschoolers through a variety of positive guidance strategies such as:

- Teachers being good role models
- Giving the children responsibilities within the classroom
- Giving only one or two simple directions at a time
- Setting limits within the classroom
- Using positive language
- Giving choices when appropriate
- Allowing children to do their own problem solving when issues arise and talking it through with the teacher
- Having a clear and consistent daily routine and giving children time warnings when transitions are approaching
- Praising appropriate behaviors!

When self-regulation **is not** achieved through positive guidance strategies teachers will proceed through the following steps:

- Teacher will provide substitute activities – redirect the child.
- Teacher will help the child use problem solving skills by talking through the problem.
- Teacher will enforce a temporary loss of choice for the child (ex. child will choose a different activity or center).
- Director or Assistant Director will discuss the behavior with the child in the classroom.
- If unable to redirect the child and behavior escalates the Director or Assistant Director will remove the child from the classroom.
- A behavior report will be filled out by the teacher and discussed with parent/guardian and signed at pick-up.
- If the behavior continues or worsens, the child's parent/guardian will be called.
- For cases of continuous disruptive behavior a family conference will be requested with the Lead Teacher, Director and Assistant Director to come up with a plan of action.

  In extreme cases, a 1-2 day suspension or removal from the program may occur. **An extreme case is any case that the child is in danger of hurting themselves or others or is putting the licensed and regulated program in jeopardy.*
- Once a child has a Behavior Action Plan parents will receive a written or verbal daily report about their child's behavior. Copies will be kept in the child's file as documentation.
- After two weeks, or at the discretion of the Director, a follow-up meeting will be made with parent/guardian to discuss progress or changes to the plan.
- Removal from the program **will** occur if the child's Behavior Action Plan is not successful and we are unable to safely continue caring for your child.

  **The YMCA Daycare can terminate care without notice at the discretion of the Executive Director and Daycare Director.*

# Biting Policy

We want to ensure that every child is safe while in our care. For safety and health concerns, we take biting seriously. We have a biting policy in place which we follow when incidents of biting occur within our classrooms. When a child is bitten, we give immediate attention and, if necessary first aid, to the child who was bitten. You will receive an incident report and be contacted if your child is bit by another child. When children bite, the parents are informed personally and in private the same day. The parent of the child that bit also receives an incident report explaining how the biting occurred. We keep the name of the child who bit confidential. This is to avoid labeling and give our teachers the opportunity to use their time and energy to stop the biting.

# Mandated Reporters/Child Care Complaint Line

In order to ensure the well-being of the children in our care, our staff are trained and mandated under NYS state law to report incidents of possible neglect or abuse; including physical, sexual and/or emotional abuse to the Child Abuse Hotline. We do not have discretion in this matter but make such referrals whenever we have reasonable cause to believe a child may have been harmed by someone.

If you believe your child is being abused call the Statewide Toll-Free Telephone Number:
**1-800-342-3720**

If you believe at any time that a child is in **immediate danger**, call **911** or your local police department.

The State Office of Children and Family Services maintains a toll-free complaint line for complaints about day care programs. Call this number during normal working hours and a staff person will take the information. The Office is empowered to investigate any possible violation of childcare regulations. If you think a person or program is operating without the proper license or registration certificate, this is also a basis for making a complaint. Your complaint will be investigated, and if it is substantiated, staff will work with the provider to correct any violations.

A copy of NYS OCFS regulations is available in the lobby for parent reference at any time. We ask that if you have a complaint you please discuss the issue with the Director before calling the complaint line so we can work to rectify the situation.

If you wish to make a complaint, call:
(800) 732-5207

# Classroom visits

Parents are always encouraged to visit the classroom. We have an Open-Door Policy. Please discuss options with your child's teacher if visiting/leaving upsets or disrupts your child's day/schedule.

# Transitions

Transitions are an inevitable part of childcare. Our aim is to reduce the number of transitions that children experience. When staff changes occur in your child's classroom you will be notified verbally and in writing. When it is time for your child to move to a new classroom you will be given a transition letter indicating the date of the transition and a classroom welcome brochure. Leading up to the transition your child will be taken over for classroom visits in the new classroom. This will help make the transition smoother for your child. Extra time will be provided for children having difficulty transitioning.

# A Parent's Role

Parents play the most significant role in their child's growth and development. The YMCA daycare encourages parent participation. Volunteer opportunities are always available and encouraged at our facility. If you would like to volunteer in your child's classroom or in the center, please see the Director or Assistant Director for a list of volunteer opportunities. Open and friendly communication is essential. Parent concerns should be immediately directed to the director or front desk. Details surrounding the concern will be reviewed, solutions will be discussed, and a plan of action will be implemented. Communication is the best tool to guarantee your child's happiness.

# Parent Resources

There is a parent resource board located in the main lobby. Over the course of the year the board is updated with community and center resources. Throughout the year information will be sent home with your child regarding community events and resources.

# Emergency Contact

In the event of an emergency and our main number 315-755-1208 is out of service; please call our center cell phone 315-955-3287.

# Field/Walking Trips

Infants, Toddlers and Preschool children may go on local walking trips. The YMCA Daycare utilizes strollers and buggies for our infants and toddlers in order to maintain the safety of the children.

# Dress Code

Children in our program have lots of energy and we provide both active inside and outside play. The children need to be dressed appropriately for active play and the weather. Sneakers or closed toe shoes work best for climbing and playing on the playground. We do a lot of water and sensory play so please make sure your child always has a change of clothes in case they get wet or dirty and need to be changed.

# Sunscreen

All children in our program ages 6 months and up will have sunscreen applied daily from May – October before going outdoors. You will need to bring your own sunscreen. We ask for **lotion sunscreen only**. All sunscreen requires a written Non- Prescription Medication consent form to be signed by a parent.

# Religious and Celebration Policies

Holiday celebrations are very important for all children. The YMCA Daycare will recognize all holidays and include them in our curriculum. We respect all of our families and their traditions, therefore, if you have any input regarding your own family holidays and traditions please let us know. We do welcome birthday celebrations but please make sure to speak with your child's teacher regarding allergies in the classroom.

# Holidays, Snow Days and Emergencies

**The center will be closed in observance of the following holidays**:

New Year's Eve
New Year's Day
Martin Luther King Jr. Day –All Staff Training Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day – All Staff Training Day
Thanksgiving Day and the day after

Christmas Eve/Christmas

**The center will close if the following occurs:**

- NYS Police deems a travel ban in Jefferson County.
- If unable to get back into the building or site deemed unsafe.
- Closings/delays will be listed on newzjunky.com, watertownymca.org, the YMCA app, YMCA website, Class Dojo and local news and radio stations.

# Emergency Evacuation Procedure

In the event of an emergency our primary evacuation site is the back-parking lot. If we are unable to get back into the building, we will follow our emergency evacuation procedure which is outlined below.

1. A sign will be posted on the main doors with our alternate location (The Flower Memorial Library or the Downtown YMCA) and alternate contact numbers will be listed.
2. Our primary relocation will be to the Flower Memorial Library and if we are unable to relocate there, we will proceed to the Downtown YMCA. We will proceed to walk there in a quick, safe manner. Infants are evacuated in evacuation cribs.
3. Once we reach the Flower Memorial Library or the Downtown YMCA, we will begin calling all parents to notify them of the emergency and the pick-up location.
4. You can call the center cell phone 315-955-3287, the Flower Memorial Library 315-785-7705, or the Downtown YMCA 315-782-3100 if you have any questions during this time.

# Fire Drills/Shelter-in-Place

Fire drills are conducted at least once per month. Children and staff practice exiting the building in a quick and safe manner following both primary evacuation routes and secondary evacuation routes. All emergency exits have an evacuation diagram posted outlining the evacuation routes. Take a few minutes to familiarize yourself with the evacuation routes in your child's classroom. Shelter-in-place drills are practiced 2 times annually. Supplies are kept on site to be used in the event we have to shelter-in-place. Parents would be notified via our center phone/center cell phone and/or ClassDojo in the event that we had to shelter-in-place.

# Custodial Documentation

In the absence of a court order on file with the daycare, both parents will be afforded equal access to their child. This program cannot without a court order limit the access of one parent by the request of the other parent, regardless of the reason. If a situation

presents itself where one parent does not want the other parent to have access to the child, the parent should remove the child from the daycare until a court order is issued.

Any deviation of a child custody decree will require formal written approval acknowledging “in direct contradiction to stated court order” signed by both parties and notarized prior to pick up.

A legal restraining order must be on file at the daycare if a biological/adoptive parent is not allowed to pick up the child. Our program will not accept approval by a parent or guardian, written or otherwise, contradicting a legal restraining order.

In the case of joint custody, we will courtesy call the primary parent if a child is picked up outside of visitation guidelines.

Parents should submit a copy of the court order to prevent unauthorized pick up by the non-custodial parent.

## Contact Information

Daycare Director..... Elizabeth Harris