



**CHILD
DEVELOPMENT
CENTER**



PARENT PACKET

2026-2027



Policies + Procedures



Dear Parents,

Welcome to the YMCA of Pueblo Child Development Center! We are honored you chose us to care for your family. Please read the following pages carefully. Important information about our policies and procedures are enclosed.

We are a nut-free facility!

We look forward to serving you and your family! The YMCA of Pueblo strives to provide a safe, affordable, convenient, and quality program that will meet your family's needs.

The YMCA programming teaches our four core values:

- **Caring**
- **Honesty**
- **Respect**
- **Responsibility**

These values guide how our staff interacts with you and your child, how we communicate with each other as staff, and how we expect the children of our program to treat each other and their Y Leaders. We hope that you are pleased with the programs we offer and have created for your child.

If you have additional questions, please contact us at 719-543-5151 ext 263 or email cdevelopment@puebloymca.org

**Sincerely,
YMCA Staff**

Please contact the Department of Human Services Office of Early Childhood at 303–866–5958 if you suspect abuse.

COMPLETE BEFORE CARE BEGINS

Immunizations

The State of Colorado requires a physician–signed vaccination certificate for every child. Vaccines will be due the day the child begins. Failure to follow this policy will result in a delay in your child’s start in the YMCA program; your spot will not be reserved, and it will be given to a child on the waitlist. Immunization exemption forms are also available.

Physicals

Per state regulations, the parent must provide a physical for the child within 30 days of enrollment. If, after 30 days, you have not provided the physical, your child will no longer be able to attend, and placement in the program will not be guaranteed.

Required Documents

- Identification and Emergency Information
- Payment Agreement
- Personal History Information
- Waivers
- Insurance Information

Billing Information

Registration

All programs require a registration fee, payable at the time of registration. If payment is not received, your child’s spot may not be saved. Colorado childcare licensing rules require all parents/guardians to submit copies of the children’s immunization records. The day the child is scheduled to start. It also required that parents provide a physical

parents' responsibility to make the payment before the late charge takes effect.

REFUNDS

Cancellations must be received at least seven days before your account is drafted after a session begins. No transfer credits or refunds will be issued. No refund is given to a student who arrives late, leaves early, or is sent home for behavioral problems or illness.

CCCAP

It is the responsibility of the authorized parent or guardian to approve your child's DAILY in-and-out attendance to ensure reimbursement to the YMCA for the care they have provided. Failure to access the ATS on a daily/weekly basis will result in being charged as a private-pay parent or in the dis-enrolment of your child. All parents' fee payments will be received on the second of the month. Late charges for returned payment fees will be applied if either occurs.

TERMINATION POLICY

If a child does not attend for 10 consecutive days without notice, the child will be disenrolled from the program.

ABSENCES

Parents, please contact Miss Veronica or Miss Harlee via the reminder app to inform us that a child's absence is nonrefundable.

INFORMATION CHANGES

Any changes to phone numbers, addresses, pick-up authorizations, or custody decisions must be made in writing and submitted to the child development center's welcome desk.

Parent Involvement

Parent support is critical to the program's success. The YMCA of Pueblo recognizes and values parents in our programs. Daily communication with staff is essential; parents or guardians are always welcome to visit. However, the observing parent or guardian must be listed on the child's authorization card and have access to the program area.

Babysitting

YMCA staff and volunteers are not allowed to babysit or transport children outside the YMCA program at any time. Therefore, we ask that you refrain from requesting staff to babysit your child.

Meals + Snacks

We promote healthy living, so any candy will be returned home unopened. Some of our programs will provide lunch. Please ask about these opportunities. Please provide your child with:

- Water bottle
- Full-size backpack
- Folder everyday

We only allow cold-style lunches. No microwaves available. THE YMCA IS A NUT-FREE ZONE.

Personal Belongings

The YMCA of Pueblo intends to ensure that the children are as responsible for their belongings as possible. We feel that this is an important life skill. We are not responsible for any lost or stolen items. Please make sure that all of your child's belongings are labeled for easy identification.

Rest Time

If your child is joining us for nap time, please make sure they have a crib sheet and a blanket. Stuffed animals and pillows are allowed. Nap attire will remain on site unless

Swimming

Swimming is part of the curriculum and the weekly schedule. If you/your child does not want to participate in swimming, they will need to be dropped off after the class has returned from swimming. We will not have staff available for children who do not want to participate. The YMCA of Pueblo has implemented a Swim Band Policy.

Children under 48" will be issued a green, yellow, or red swim band. This policy requires that all staff be present in the water with children.

Red Band: Indicates the child has not taken or passed the swim test. A red band indicates to lifeguards that a child is a non-swimmer under 48 inches tall and that a guardian is responsible for the non-swimmer. Children with a red band must be within reach of a guardian 16 years or older, with a limit of 2 red-banded children per guardian at a time.

Green Band: Indicates the child has passed the swim test. A green band indicates to lifeguards that a child has passed the swim test and is considered a swimmer. Any child listed in our records as a green band may be asked to retest if a lifeguard deems it necessary. With a green band, a child can swim in any area of the pool available for recreational swimming.

TRANSPORTATION

When going on field trips, the procedures are as follows:

- Attendance will be checked before leaving the site.
- Children are assigned to different groups, and an adult is designated for each group.
- Children are counted, and attendance will be taken on the bus upon departure from the site and the field trip sites
- Children are counted upon arrival at the field trip site and counted several times during the excursion.
- Attendance is taken before boarding the bus to return to the site.

Should a child become separated from the group and determined to be missing, the following procedures will be implemented:

1. A staff member shall search the immediate area until the child is found and returned to the group.

child. They may be suspended from the program for one (1) to five (5) days or removed from the program entirely. No child will be allowed to continue in the program if they become a safety hazard to themselves or others. In addition to the behavior management procedures outlined above, parents must be aware that the child may be released from the program without a refund for the following misconduct.

Examples include:

1. Leaving the YMCA premises without permission or going into an unauthorized area
2. Using foul language or being rude or discourteous to staff and other children.
3. Defacing property
4. Physical Violence (fighting, biting, putting hands on another child, threatening)
5. Bringing or using any illegal substances or weapons
6. Any demonstration of sexual contact? words
7. Any behavior that jeopardizes the safety of staff or participants
8. Stealing

INJURIES + ILLNESS PROCEDURES

Minor cuts/abrasions will be taken care of by the staff. They will wash the area with soap and water and apply a Band-Aid. The staff will also attend to other minor injuries such as sprains and strains. All team members are First Aid and CPR certified. Parents will be provided with a copy of the report for their personal use.

If your child is seriously injured, the Child Development Association team will take any necessary steps to obtain emergency medical treatment. These steps may include, but are not limited to, the following:

1. Attempted to contact the parent, guardian, or the emergency contacts listed.
2. If we are unable to reach you, we may call 911, the Emergency Medical System, or an ambulance service.
3. Take the child to the emergency room accompanied by a staff member.
4. State regulation requires that a report of injury be sent to the state within 24 hours of the injury if medical care is needed.

Trained and delegated staff will administer the medication according to the directions and log the procedure and time in a bound book. The medication will be kept in a locked cabinet, inaccessible to children.

ILLNESS

In accordance with state licensing requirements and to protect all children, parents will be asked to pick up children who exhibit the following symptoms. In some cases, a doctor's note of release is required.

- Elevated temperature (Over 100 degrees Fahrenheit)
- Diarrhea or vomiting
- Undiagnosed rash
- Discharge from the eyes, ears, nose, or other sores.
- Diagnosed with a contagious illness, such as strep throat, chickenpox, or pink eye.
- Lice
- The child appears lethargic and unable to participate in the day's activities.

If your child displays any of the symptoms above, they will be sent home until they are symptom-free for 24 hours.

Thank you for choosing the YMCA of Pueblo!

Youth Development | Healthy Living | Social Responsibility