



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Pueblo Parent Packet

Dear Parents,

Welcome to the YMCA of Pueblo Child Development Center. We are pleased that you have decided to join our family. Please read carefully as most of the Program's information you will need is in this Parent Packet. You will also receive a Welcome Packet from your child's lead staff member. If you have additional questions, please contact us at 719-543-5151.

Front office Business Coordinator Ext #265

Veronica Lewis, Child Development Director Ext#262

Kayleigh Vergo, Director of Licensing Ext #263

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. These policies & procedures answer many of the questions you may have concerning our childcare services.

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. Please feel free to let us know how we can improve the services we are providing.

Sincerely,

YMCA Staff

Billing information

Registration

All programs require a registration fee that is to be paid at registration. If the payment is not collected then your child's spot may not be saved. Colorado Child Care licensing rules require all parents/guardians to submit a copy of children's immunizations the day the child is scheduled to start. It also required that parents provide a physical within 30 days of registration. The child's physician must sign any medication authorizations before approval to attend the program. All medical needs/plans must be approved by the contracted Nurse Consultant and the YMCA site Director prior to attendance. If you do not have the proper paperwork, your child will not be able to start.

Rates

Please visit Puebloymca.org for a list of all of our pricing.

All monthly rates will be due on the 1st of each month. You will need to set up a fee schedule with Samantha Blain, Business Coordinator Ext 265. If you are late on a payment, you risk your child/children's position in the program.

(Note: The YMCA does have a scholarship program that may help to subsidize part of your fees for qualifying individuals. Please see Samantha for details and to pick up an application.)

Changes to Account

Fees will be based on the days and sessions for which you have registered your child. You will be responsible for fees for ALL days, sessions, and activities for which your child is registered unless parents fill out a **complete** change form at least 7 days before payment is pulled.

Late Payment/ Returned payment

Payments received 10 days after the balance due date, without prior conversation with our Business Coordinator, will be charged \$20 per child, per session. Once the

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late fee has been established, only credit cards or cash will be accepted. Also, if payment is not received in full, according to the dates listed, the child will be removed from the session. If you have a payment that is returned there will be an automatic fee of \$20.00 that will be added. It is the parents responsibility to make the payment before the late charge take effect.

Refunds

Cancellations must be received at least 7 days before your account is drafted. After a session begins, no transfers, credits, or refunds will be issued. No refund is given to a student who chooses to attend late, leave early, or those who are sent home for behavioral problems or illness.

CCCAP

It is the responsibility of the authorized parent or guardian to approve your child's attendance in and out DAILY to ensure the reimbursement to the YMCA for the care they have provided. Failure to access ATS daily/weekly basis will result in being charged as a private pay parent or disenrollment of you child. All parents fee payments will be received on the 2nd of the month. Late charges for returned payment fee will be applied if either occur.

Termination Policy

If a child does not attend for 10 consecutive days without notice the child will be disenrolled from the program. If the child is on CCCAP, then the caseworker will be notified.

Absences

Parents please call the YMCA (719) 543-5151 Ext 265 by 10:00 am to inform us of a child's absence. **Absences are not refundable.**

Information Changes

Any changes in phone numbers, addresses, pick up authorizations, or custody decisions must be done in written form, then turned into the Welcome Desk of the Child Development Center.

About our program

Ages of Children That We Serve

YMCA of Pueblo accepts children between the ages of 3 years-12 years of age. Under Colorado State Regulations we are not allowed to take any child under the age of 3 or over the age of 13. A child that will be turning thirteen will be no longer eligible for childcare after their thirteenth birthday.

Children With Access and Functional Needs

Special Needs At the Y we aim to promote an inclusive environment where all youth, whatever their needs, can learn and develop in a happy, caring, and educational environment. We strive to include everyone, but take into account the safety and well being of all participants when determining the participation of any single child. Decisions are made on a per case basis. When it is mutually determined by the YMCA Staff that a child needs professional assistance beyond the capabilities of the staff in areas of social, emotional, cognitive, language, and/or motor development growth, the parent(s) will be informed that our program does not have the adequate resources to care for their child. We always strive to include everyone, but take into account the safety and well being of all campers when determining the participation of any single person. Decisions are made on a per case basis.

Hours of Operation

The YMCA Child Development Program opens at 7:00 a.m. and is open until 6:30 p.m.

Reporting Child Abuse

YMCA of Pueblo Programs are State licensed programs. The YMCA of Pueblo Child Development staff are mandated to report any suspicion of child abuse/neglect to Social Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask

to see the license. If you believe that your child has been abused, you should seek immediate assistance from your county Department of Social Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect. Please contact The Department of Human Services Office of Early Childhood if you suspect abuse at 303-866-5958.

What is needed

Immunizations

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

Physicals

Per state regulation the parent is required to provide 30 days after enrollment a physical for the child. 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.

Sunscreen

Each family must provide sunscreen for their child. All bottles must be labeled with the child's name. Staff will supervise the application of sunscreen. If your child burns easily, send an extra shirt to wear while outdoors/swimming. We strive to prevent sunburn, and we appreciate your efforts in bringing the child prepared.

Injuries /Illness

Injuries

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. 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 file.

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

1. Attempt to contact parent or guardian or those listed under emergency contacts;
2. If we are unable to reach you, we may call 911 Emergency Medical System or an ambulance service;
3. Take the child to the emergency room in the company of a staff member.
4. State Regulation requires that a report of injury will need to be sent to the state no more than 24 hour after an injury if medical care is needed.

Communicable Diseases

In the event the children may have been exposed to an infectious disease, the sign in/out sheet will post a sign. Information regarding the illness and treatment will be obtained from the Health Department.

Allergies

For our staff to better serve your child, it is imperative that parents inform staff of any allergies that their child may have or had for example food, medication, environmental or other substances. **The YMCA is a nut free zone.** Please be mindful of what you pack in your child's lunch/snacks.

Insurance

Participants in YMCA programs are NOT covered by any accident or medical insurance policy by the YMCA of Pueblo. When participants are enrolled in the YMCA programs, parents must release YMCA of Pueblo officers, agents, or employees from all liability, demand or claims of loss, damage or injury resulting from participation in YMCA Activities, and must give consent for emergency treatment if deemed necessary by YMCA staff. Forms are enclosed in this packet.

Medication

Medication

All medication must be brought to the site in the original container/box and given to a staff member. *Medication left in backpacks is strictly prohibited.*

We must receive permission in writing and from a physician in order to administer ANY medication, including those over the counter.

Permission must include in detail:

- Name of medication
- Name of the child receiving the medication
- Exact amount of medication to be given
- Specific time medication is to be given (“as needed” is not acceptable)
- The correct route for dispensing medication (by mouth, nasal spray, injection, etc.)
- All paperwork (health care plan, any additional information from physician)

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 not accessible to children.

Illness

According to state licensing requirements and for the protection of all children, parents will be asked to pick up children exhibiting the following symptoms: In some cases, a doctor's note of release is required.

- Elevated temperature (over 100)
- Diarrhea or vomiting
- Undiagnosed rash
- Discharge from eyes, ears, nose or other sores.
- Diagnosed with a contagious illness such as strep throat, chicken pox, pink eye
- Lice.
- Child appears lethargic and unable to participate in the days activities.

If you displays any of the symptoms they will be sent home and needs to be symptom free for 24 hours.

Attendance/ Disenrollment

Attendance

The staff takes attendance daily and counts the children every 30 minutes regularly. Sign-out sheets are verified after each session to ensure that every child has been picked up. If a child has not been signed out and is not in the room, the staff will call the home to ensure that they were picked up correctly. Names from the attendance sheets are often used to group the children for activities and lineup, etc.

It is a State requirement that parents sign child in and out.

Sign In/Sign Out-

Your child will be released only to those adults listed on your authorization form. For your child's safety, a valid ID will be required when picking up your child. If you have someone that you need added to the pickup list, please let the teacher and front desk

know. Please make sure your child's file has copies of any court documents regarding custody agreement when you enroll.

Disciplinary Policy

The YMCA strives to maintain a positive approach to managing behavior at all times. The overall safety of all participants is our highest priority. Process In cases of inappropriate behavior, the following will be employed.

1. Redirection: Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. A verbal warning will be given at the onset of inappropriate behavior.
2. Removal from the Specific Activity : When a warning has been issued and behavior has not changed, removing the child from the activity for a personal time out is necessary.
3. Behavior Reports: When staff are not successful in correcting behavior, or the behavior is of a serious nature, a behavior write-up will occur. The write-up will be discussed with the child and parent, and requires a parent/guardian signature. If a child receives three write-ups, a parent conference will be required. If the severity of the behavior reports continue this may result in immediate suspension or removal from the program using the following guideline:
 - First report: Parent notified by Director and behavior report will be given.
 - Second report: Parent will be called to pick up there child and suspension from 1 to 5 business days. (*refunds will NOT be given for time missed*)
 - Third report: The action taken at this point is at the discretion of the Directors after appropriate consultation with the parent.

Serious Behavior Issues

When a child has a serious discipline problem, the parent may be called by staff and asked to pick up the child. They may be suspended from the program for a period of one to five days or may be removed from the program entirely. No child will be allowed to continue in the program who becomes a safety hazard to him/herself or others. In addition to behavior management procedures outlined above, parents must

be aware that a child may be released from the program, without refund, for the following misconduct.

1. Leaving the YMCA premises without permission, or going into unauthorized areas
2. Using foul language, 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 and weapons
6. Any demonstration of sexual contact/words
7. Any behavior that jeopardizes the safety of staff or participants
8. Stealing

Visitor Policy

All visitors are required to sign in to the visitor Log Book, and staff will ask to see an official I.D. When the Visitor Log book is signed, the individual must indicate the date of their visit, time of arrival, time of departure, the purpose of their stay, and their signature. A Visitor is defined as an individual on official business who enters the site and is not a staff member or parent (or documented representative of the parent) of a participant. Visitors will be limited to representatives or the Fire Department, Health Department, the Police department, the Department of Human Services, and Guests of the YMCA of Pueblo.

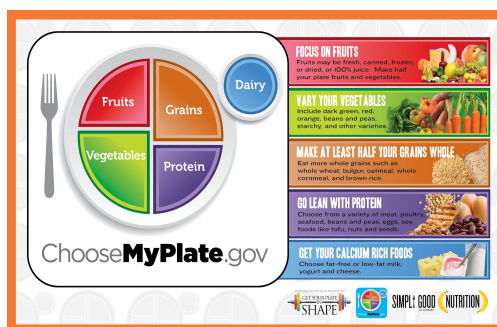
Late pick up

The Ymca opens at 7:00 am and closes at 6:30 pm. If you have a late pick up there will be a charge of \$1.00 per min per child. Starting at 6:35pm we will start calling parents/emergency contacts . If thirty minute has passed and we can not get ahold of anyone we will then have to call local authorities/ social services to come pick up your child.

When your child Attends

Meals and Snacks

Please provide your child with a water bottle, an appropriate lunch and two healthy 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. We only allow cold style lunches. We will not heat your child's food in a microway.



Personal Belongs

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

Naptime/ Rest time

If your child is joining us for nap please make sure that you supply them with a crib sheet and a blanket. Animals or “lovies” are allowed. Nap attire will stay on site unless soiled. They will be sent home the last day your child will attend for that week.

Electronics/ Toys Policy

Electronics are not allowed. ALL toys or electronics will be confiscated and held in the Director's Office and will only be returned to parents. This includes cell phones,

tablets, iPods, DS, toys from home, and all other electronic devices. This allows your children to get the most out of the program.

Swimming

Here at Ymca of Pueblo swimming is a part of the curriculum and weekley schedule. We ask that if you/your child does not want to partake in swimming the they will need to be dropped off after their class has arrived back from swimming. The Ymca of Pueblo has implemented a Swim Band Policy(*children under 48" will be issued a green, yellow or red swim band. Max number of two swimmers, years or older. Red Band: Indicates the child has not taken or has not passed the swim testA red band indicates to lifeguards that a child is a non-swimmer who is under 48", and that the guardian is responsible for the non-swimmer. Children with a red band are required to be within touch reach of a guardian 18 years or older; with a limit of 2 red banded children per guardian at one time*) This policy requires that all staff be present in the water with the children. We will not have staff available for children who do not want to participate.

Movie Policy

Movies will be shown occasionally during the program. The movie will be offered to children as an option and will be a G rating (or PG rating with written parent approval). No PG-13 or R rated movies will be shown in school-age programs. Movies and screen time will not exceed 2.5 hours per week.

Babysitting

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

Parent/Staff Involvement

Parent support is critical to the success of the program. 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 to have access to the program area.

Daily outside time-

Children are required to have an hour of gross motor play a day. If weather is not appropriate for outside play then alternative play will be provided.

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. 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 buses to return to the site.

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

- ❑ A staff member shall search the immediate area until the child is found and returned to the group.
- ❑ If the Child has not been found within 5 minutes, the Child development Directors will be notified.
- ❑ The Child Development Director will contact the parents, proper authorities and the YMCA CEO if the child is not located within one hour. The site leads will handle all the necessary documentation.

Thank you joining the YMCA of Pueblo family for where we are you for youth development , healthy living and social responsibility

