the YMCA

YMCA PRESCHOOL
PARENT PACKET
POLICIES & PROCEDURES

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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

About our program

Hours of Operation

The YMCA Child Development Center opens at 7:00am and remains open until 6:00pm.

Ages of Children That We Serve

YMCA of Pueblo accepts children between the ages of 3 years and 6 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 12. A child that will be turning thirteen will no longer be eligible for childcare after their thirteenth birthday.

Children With Access and Functional Needs

We aim to promote an inclusive environment where all youth, whatever their needs, can learn and develop in a happy, caring, and educational environment; however, we 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 preschoolers when determining the participation of any single person. Decisions are made on a per case basis.

Reporting Child Abuse

YMCA of Pueblo programs are State licensed. 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.

Complete Before Care Begins

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 wait-list. 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.

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

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/cdc for a list of all of our programs pricing. All monthly rates will be due on the first of each month. If you are late on a payment, you risk your child/children's position in the program.

SCAN TO VIEW

OUR PRICING!

Scholarships + Financial Assistance

Annually, the YMCA of Pueblo offers one Eleanor Crain Memorial Scholarship. This scholarship provides opportunities for eligible children to access quality early education--supporting life long learning. A partial scholarship is offered annually to qualified children in the Y's half-day preschool program. Eligible students must be 3 to 5 years old, a resident of Pueblo County, and complete the required application. View the application at puebloymca.org/scholarships.

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 seven (7) days before payment is pulled.

Late Payment + Returned Payment

Payments received ten (10) days after the balance due date, without prior conversation with our Child Development Director, will be charged $20 per child, per session. Once the 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 takes effect.

Refunds

Cancellations must be received at least seven (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.

Termination Policy

If a child does not attend for ten (10) consecutive days without notice the child will be dis-enrolled from the program.

Absences

Parents please contact Ms. Veronica or Ms. Harlee via the Remind app 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.

Daily Policies + Procedures

Attendance

The staff takes attendance daily and counts the children every 30 minutes regularly. 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 their 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 know. Please make sure your child's file has copies of any court documents regarding custody agreement when you enroll.

Late Pick Up

YMCA Preschool times vary depending on the program type you select when registering your child. Preschool is during the following times: **2-Day (Tues/Thur) = 8:00am-11:00am; 3-Day (Mon/Wed/Fri) = 8:00am-11:00am; 4-Day (Mon-Thur) = 11:30am-2:45pm.** If you're more than 5 minutes late, we will start calling parents/emergency contacts. If 30 minutes has passed and we cannot get a hold of anyone, we will then have to call local authorities/social services to come pick up your child.

Parent 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.

Meals + Snacks

Please provide your child with a water bottle, full size backpack, and a folder everyday. We promote healthy living so any candy will be returned home unopened. Some of our programs will provide lunch; please ask about these opportunities. **THE YMCA IS A NUT FREE ZONE.**

Personal Belongings

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.

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, iPhones, toys from home and all other electronic devices. This allows your children to get the most out of the program. **Exception being show and tell.**

Daily Outside Time

Children are required to have daily gross motor play. If weather is not appropriate for outside play then alternative play will be provided. **We DO NOT put on sunscreen. Please apply prior to class.**

Photo and Video

The YMCA of Pueblo reserves the right to use without limitation or obligation: photographs, film footage, or tape recordings which may include my or my children's image or voice for purposes of promotion or interpreting Y programs per YMCA waiver signed during registration

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:

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

Disciplinary Policies + Procedures

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 their child and suspension from one (1) to five (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 Director 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 (1) to five (5) 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

Injuries + Illness Procedures

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, you will be notified via the Remind app. 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 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

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

Thanks for choosing the YMCA of Pueblo!

Youth Development | Healthy Living | Social Responsibility

Identification + Emergency Information

Child Name:_____ Enrollment Date: _____/_____/_____

Date of Birth: _____/_____/_____ Sex:_____ Grade in Fall:_____

Primary Phone_____ Secondary Phone_____

Address_____

City_____ State_____ Zip_____

Parent/Guardian

Name: _____

Primary Phone: _____ Email: _____

Employer: _____ Work Phone: _____

Parent/Guardian

Name: _____

Primary Phone: _____ Email: _____

Employer: _____ Work Phone: _____

Preferred Hospital In Case of Emergency

Hospital:_____

Insurance Information

Child's Legal Name_____

Guardian's Name_____

School_____

Insurance Company_____

Policy/Group #_____

Name or Policy Holder_____ Relationship to Child_____

Guardian Signature_____ Date_____/_____/_____

Emergency Contacts + Pick Up Authorization

Please list anyone allowed to pick up besides Guardians listed above. Identification by valid Photo I.D. will be required at pick up.

Name: _____

Relationship: _____ Primary Phone: _____

Name: _____

Relationship: _____ Primary Phone: _____

Payment Agreement

All child care payments will be collected using a credit card draft of Electronic Fund Transfer using your banking account. This service is will only continue while my child is enrolled at the YMCA of Pueblo Child Development Center.

Please initial next to the following statements below.

_____ I understand that payment is due on the first of every month.
_____ I understand that if I wish to discontinue care; I must fill out a Child Development Cancellation/Change form. If I don't, I understand that I may not be refunded schedule charges
_____ I understand it is my responsibility to notify the Child Development Center of any changes of address, bank account information, or credit card information/expiration date.
_____ I understand the per-program registration fee is a one –time yearly fee. It is non-refundable.
_____ I understand a $20 fee is applied to every returned transaction. The YMCA of Pueblo reserves the right to collect those fees before continuing any services or allowing further registrations for any programs.
Electronic Funds Transfer (EFT) or Credit Card Authorization
_____ I authorize my bank to pre-authorized EFT or Credit Card charges, against my account for (child care service) payments indicated below. When the bank honors the EFT or Credit card by charging my account, such transfer shall constitute notice of payment due and my receipt for the payment. Should any pre-authorized EFT or Credit Card not be honored by said bank when received by them, then it is understood that the payment is to be made by me in the amount of said payment, plus a service charge (including all service charges from my institution, the YMCA of Pueblo and any third party collections institute.) It is further understood that if such payment is not honored by the bank or Credit Card Institution, then the YMCA at its discretion, may submit the amount due for payment on a future date.

☐ I choose to utilize the EFT option for monthly payment:
Bank Name_____
Name shown on account_____
Routing Number_____
Account Number_____
Authorized Signature_____
Date_____/_____/_____

☐ I choose to utilize the Credit Card Payment option for monthly payment:
Card Holder Name_____
Card Number_____
Expiration Date_____/_____/_____ VIN _____ Card Type_____
Authorized Signature_____Date_____/_____/_____

I _____ acknowledge the Payment Agreement.

Signature_____ Date_____/_____/_____

Personal History Information

Child's Name: _____

Nickname/s: _____

Mom_____

Dad_____

Guardian_____

Family Dynamic_____

For any custody arrangements, please include paperwork.

_____

_____

Sibling(s) of child:

Name_____ Age _____ Grade_____

Name_____ Age _____Grade_____

Name_____ Age_____ Grade_____

Name_____ Age_____ Grade_____

Has your child attended any Y Programs before? Yes / No

If yes, which programs _____

What activities does your child enjoy?

_____

What are your child's main interests and hobbies?

_____

Does your child have any allergies or health/behavior issues that we should be aware of?

_____

Has your child had any specific unfavorable experiences in this type of program?

_____

What word best describes your child's interaction with peers?

_____

What do you wish your child to gain by attending this program?

_____

Does your child wear an orthopedic appliance, glasses, or contacts?

_____

Please list any activities that you do NOT want your child to participate in:

_____

Is there any other information to help us better understand/help your child?

_____

_____

Waivers

Please read carefully and initial.

LIABILITY WAIVER

_____The attached Health History is correct so far as I know and the person herein described has permission to engage in all activities including field trips and photos for promotional purposes. I agree to follow the rules, guidelines, procedures, and policies described in the Parent Packet. The Undersigned hereby agree to hold harmless and indemnify the YMCA of Pueblo and/ or any of its employees and/ or volunteers from and against any claims, demands, liability, costs of suit, damages, loss and/ or judgments in connection with any use of the YMCA properties.

TRANSPORTATION AUTHORIZATION

_____I hereby give permission to the YMCA of Pueblo to transport my child on the YMCA provided Transportation.

EMERGENCY AUTHORIZATION

_____I hereby give permission to the allow medical personnel selected by the YMCA staff to order x-rays, routine tests and treatment for my child. In the event that I can not be reached in an emergency, I hereby give permission to transport, to hospitalize, secure proper treatment for and to order injection and/ or anesthesia and/ or surgery for my child. I accept financial responsibility if such treatment is necessary. I understand that this consent does not waive or diminish my rights.

I VOLUNTARILY ASSUME ALL RISKS WITH FULL KNOWLEDGE AND APPRECIATION OF THE DANGERS AND RISKS INVOLVED.

Signature_____ Date_____/_____/_____