



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN GROW THRIVE



**PARENT HANDBOOK
YMCA EARLY CHILDHOOD
LEARNING CENTER**

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WELCOME! A MESSAGE FROM THE CHILDCARE DIRECTOR

Dear Parents:

Thank you for selecting the YMCA – Early Childhood Learning Center (ECLC) for your child’s educational growth and development. We appreciate your interest in the Y and look forward to having you join our family!

Ella McFadden serves children 18 months – 5 years and provides a safe and happy environment for your child that will stimulate physical, intellectual, social and emotional growth. Our center offers full-day child care, is licensed by the Texas Department of Family & Protective Services and uses the Frog Street Curriculum for all ages. Early Childhood Learning Center staff are trained yearly to enhance their teaching skills and support the curriculum learning. We are proud of the teaching experience of our staff.

Ella McFadden is Texas Rising Star Certified. TRS is a quality rating and improvement system for early childhood programs. This added designation signifies our commitment to excellence for a positive learning environment.

We encourage you to thoroughly read the Parent Handbook and sign pages 10 and 12. It will answer the majority of your questions as well as provide an overview of our policies and procedures. You will be asked to sign the last page and submit with your admission packet.

We are available for any questions, concerns, or just to visit with you. Our contact information is below. Again, thank you for selecting the YMCA.

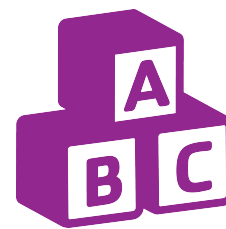
Sincerely,

Mechell Green
Director, Ella McFadden ECLC
(817) 332-3281

LaToya Flannagan
Child Care Coordinator, Ella McFadden ECLC
(817) 566-1050



ABOUT US



The YMCA is the nation's leading nonprofit organization dedicated to strengthening communities through youth development, healthy living and social responsibility. The YMCA childcare program philosophy is to provide an enriching environment, giving children opportunities to develop naturally. We want to enrich the whole child: spirit, mind and body. At the YMCA, we provide opportunities for children to learn, hands-on, through age appropriate activities.

Our Vision: Preparing youth to succeed and serve.

Our Values: Our values embrace the universal truths inherent in relationships with others - Respect, Responsibility, Caring and Honesty.

Our Mission: To put Christian principles into practice through programs, services and relationships that build healthy spirit, mind & body for all.

INFORMATION, QUESTIONS AND CONCERNS:

Our Early Childhood Learning Center has an open door policy and any/all information, questions and concerns MUST be directed to the management team. Notification of operational procedure changes will be done in writing and given to all parents prior to the change. Parents can review and discuss with Center Director any questions or concerns about policies or procedures of the childcare center.

CENTER DAYS OF OPERATION:

- Our Early Childhood Learning Center is open year-round, Monday through Friday from 7:00a.m. until 6:00p.m. We are closed on Major Holidays (New Year's Day, MLK, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas). A Center holiday and modified schedule is available.
- Procedure changes will be posted in the Center as well as a written copy will be given to parents.
- The Center follows the FWISD school closings for inclement weather.
- Please listen to WBAP; 820 AM; or watch KXAS (channel 5).
- If the local school district closes early, due to inclement weather, the center will notify you by telephone and ask that you pick up your child as soon as safely possible.
- If the local school district opens late, due to inclement weather, the center will open the same time as the school district.

CURRICULUM:

All of our classes use Frog Street Curriculum which is utilized in FWISD. Children acquire self-regulation skills as they learn to make choices in their classrooms and are exposed to a developmentally appropriate learning environment. Children also learn letter and number recognition as well as literacy, math, science, social studies and family involvement skills. Our goal is to have our children fully prepared to enter formal public school.

FINANCIAL ASSISTANCE:

The YMCA provides scholarship assistance to qualified families. All scholarship applications are completed twice a year (January and June), if your scholarship percentage changes after reapplying, your new tuition fee will start two weeks from the date you were notified. This is possible through our YMCA Annual Campaign. CCMS is also accepted at our center.

TEXAS RISING STAR:

Texas Rising Star is a quality rating and improvement system for Texas early childhood programs. We participate in TRS and meet higher quality standards than many other child care programs.

FORT WORTH ISD PARTNERSHIP:

Our early childhood learning center provides a Pre-K satellite partnership with Fort Worth ISD allowing your child to develop and grow in our center with a certified ISD teacher.

REGISTRATION AND PAYMENTS

REGISTRATION AND ADMISSION:

A registration packet, a signed acknowledgment for the receipt of the YMCA's Operational Policies, health statement from your child's physician, current copy of shot records and a completed USDA application must be completed and returned before your child can begin attending our program.

The first week's tuition must be paid prior to attendance and/or follow CCMS guidelines, if already a CCMS participant. There is at least a 24 hour process of registration & financial assistance paperwork.

No child will be refused entrance to our program due to race, religion or gender. The YMCA of Metropolitan Fort Worth makes every attempt to register a family regardless of economic hardships.

As a parent/guardian it is your responsibility to keep all records on your child up to date. This includes shot records, new phone numbers and any/all pertinent information that have been given to the center, regarding your child. For your convenience, extra copies of the health history and family contact sections of the registration will be available at the Front Desk for any needed changes. It is only necessary to complete sections that have changed.

PAYMENTS:

Tuition payments are due every Friday by automatic draft for the upcoming week, regardless of your child's attendance. A \$10.00 fee will be assessed if tuition payments are not received by 10:00 AM on the following Monday. *Failure to pay your weekly tuition and/or late fee on Monday morning will prevent you from dropping off your child on Tuesday and could result in termination of child care services until your fees are paid in full.

REFUND PROCEDURES:

All withdrawals from a YMCA program and/or refund requests must be done in writing. A full refund (less the deposit) will be issued if a written cancellation is received at least 2 weeks prior to the start of the week of care. If you paid by check/cash or your payments were made through EFT draft from a checking or savings account, it takes 4-6 weeks from the date requested to receive a refund in the mail. If you paid by credit card or your payments were made through EFT draft from a credit card account, it takes 1-2 weeks from the date requested to receive a refund on your credit card statement. **The YMCA does not credit for missed days or closing due to weather.**

DROP OFF TIME:

In order for your child to receive the most of his/her education, Pre-K students must be dropped off by 8:30 a.m. with breakfast served at 8:00 a.m. Younger classes may be dropped off by 10:00 a.m. with breakfast at 8:30 a.m.

PICK UP PROCEDURES:

Parents and those adults authorized to pick up children, as noted on the registration form, will be required to sign the children out each day. **Authorized persons will be required to show state approved identification and have their driver's license number recorded by a YMCA staff member on their first pick up.** The information will be retained in the child's records for at least three months. If an unauthorized person comes to pick up a child, the parent will be called for verification. The YMCA will not release a child without parent verification, proper identification from the individual picking up the child and a valid signature. We will also record the individual's driver's license number and car tag numbers. This information will be recorded and retained in the child's records.

LATE PICK UP FEES:

A late fee of (\$1) per minute will be charged after 6:00p.m. when the center is closed. All late fees must be paid in full by the next day in order for the child to return to the center.

ACCIDENTS, ILLNESS & INCIDENTS

HEALTH CHECK INFORMATION:

The Y will conduct a health check upon arrival of your child to the program. A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. A visual health check will be conducted by the classroom teacher who is trained annual on visual health checks. Any visual signs of illness or symptoms will be documented and provided to the parent. In the case of illness we will refer to our policies and procedures on Accidents, Incidents & Medication.

ACCIDENTS:

In the event of an accident a staff member will carry out immediate first aid and parents will be notified. If immediate attention is needed a staff member will contact parents to pick the child up from the center. If medical attention is urgent, 911 will be called and the parent(s)/guardians will be contacted. In the event a parent/guardian cannot be notified, the emergency contact person(s) listed on the emergency contact list as part of your registration packet will be notified.

ILLNESS:

If a child feels ill and cannot participate in the program, they will be given a quiet place to rest until their parent/guardian can be notified. If your child is sent home ill please do not return until they are 24 hours free of the symptoms.

EXCLUSION FROM THE PROGRAM:

- Excessive diarrhea
- Excessive vomiting
- Excessive green runny noses
- Mouth sores with drooling
- Uncontrollable behavior changes
- Unknown severe rash
- Fever over 100.4 (taken under the child's arm), fever over 101 (taken orally), fever over 100 (taken by ear)
- Abnormal breathing (in urgent cases 911 will be called)
- Child cannot deal with symptoms or other signs that the child may be severely ill
- Your child must be symptom free for 24 hours before they may return to the center.
- Children who contract lice must be nit free before they return to the center. A copy of the receipt & box the treatment came in must be shown to the director prior to resuming care.
- Any contagious disease requiring medical attention, in which a doctor has restricted the child from being in care, requires a "release to care" from the doctor.

A parent will be notified within 48 hours when a child or care-giver has contracted a communicable disease that the law requires you to report including head lice or other infestation group. Written notice will be posted in a visible place where parents can easily view.

CHILD ABUSE & NEGLECT:

The YMCA takes allegations of abuse and neglect very seriously. YMCA staff is trained each year on Child Abuse, Sexual Abuse, and Neglect Prevention. The YMCA reports all suspected child abuse, sexual abuse and neglect. Reports are made to local law enforcement, Child Protective Services, or The Department of State & Health Services Abuse Exploitation division.

Abuse hotline: 1-800-252-5400 or www.txabusehotline.org

MEDICATION & IMMUNIZATION

MEDICATION:

If your child needs to have medicine dispensed to them during childcare operating hours a medicine dispense form must be completed. All medication must be in the original container with the original label, dispensed by the pharmacist. The label must include the amount and time that the medication is to be administered. If the medication is not in its original container it will not be allowed in the center.



All staff are trained in Medication Administration for Child Care - a 2-hour course that is designed to help child care providers safely administer medications to children in our child care programs. Only the Director or designated staff member may administer medication.

If an EpiPen is needed, staff will administer, complete an incident report and notify the child's parent.

IMMUNIZATION, HEARING AND VISION REQUIREMENTS:

The Texas Department of Family and Protective Services requires all childcare facilities to have on file proof of each child's immunization as well as proof of hearing and vision testing. As long as each child has these items on file at the elementary school that he or she attends, the YMCA meets this requirement. The immunizations needed are listed below:

- Hepatitis B
- Measles
- Hepatitis A
- Pneumococcal (conjugate vaccine)
- DTp/DTaP/DT
- Mumps
- TB Screening
- Polio IPV or OPV
- Hib
- Rubella
- Rotavirus
- Polio
- Varicella
- Influenza

The YMCA of Metropolitan Fort Worth does not require staff vaccination/immunization, however we require all staff to be Tuberculosis screened prior to working with youth in our child care programs. We also recommend our employees receive the following vaccines:

- Influenza (annually)
- Pertussis

VISION & HEARING SCREEN:

Each center will conduct vision & hearing on an annual basis. See Center Director for more information.

SUNSCREEN:

Should your child be required to use sunscreen while participating in the afterschool program, the following procedures MUST be followed in accordance with YMCA policies.

- Keep the sunscreen in the original container, labeled with your child's name.
- YMCA staff will remind children to apply sunscreen multiple times per day.
- YMCA staff will apply sunscreen to children under the age of 9 years old.

BUG SPRAY:

Should your child be required to use bug spray while participating in the afterschool program, the following procedures will be followed in accordance with YMCA policies

- Keep the insect repellent in the original container, labeled with your child's name.
- YMCA staff will apply bug spray.

GANG FREE ZONE:

Our program is a gang free zone which is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day camp centers. The gang-free zone is within 1000 feet of our center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

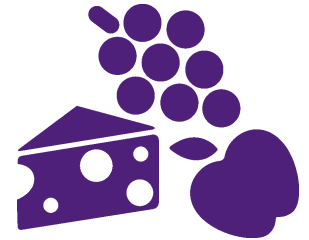
MEALS

MEALS AND FOOD SERVICE PRACTICES:

Breakfast, lunch and an afternoon snack are provided to all children. Meals and snacks meet USDA guidelines and are served in a family style environment. The family style environment helps enhance self-help skills along with social and motor development. No outside foods are allowed to be shared with other children.

- Breakfast: Pre-K is from 8:00 – 8:30 a.m. / All other classes: 8:30 – 9:00 a.m.
- Lunch: 11:30 am – 12:00 Noon
- PM Snack: 2:30 PM – 3:00 PM

Monthly menus are posted and we are committed to offering healthy options at both of our locations. This includes whole grain, fruits and vegetable selections weekly. We strive to select options that are trans- fat free and include no hydrogenated oils. We serve primarily water and 100% fruit juices. If you choose to provide your child a snack, the YMCA is not responsible for ensuring the snack meets the child's daily nutritional value.



Please note that no additional meals will be served after the times listed.

SPECIAL MEALS:

If your child has an allergy and cannot eat a food item you must complete an Allergy Action Plan complete with signatures from both parents and their primary care physician. If there is any medication to be given, that must be kept on-site. Allergy Action Plans are available at the program.

ADDITIONAL INFORMATION:

Liquids and food hotter than 110 degrees F are kept out of reach. All staff are educated on food allergies and they take precautions to ensure children are protected. On days that providers server meals, prepared food that is brought into the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local health officials.



CLASSROOM REQUIREMENTS

CLASSROOM REQUIREMENTS:

- The Infant Room, Toddler I classroom, Toddler II classroom and the Transitional classroom requires your child to have two additional outfits in case of accidental wetting, etc. Parents must also provide diapers, pull-ups and wipes for their child. It is also the responsibility of the parent/guardian to ensure that their child has enough of these items to last them through each week of care. A child who does not have the recommended items for the class will be sent home until the proper items are provided.
- The Pre-School classroom requires one outfit in case of accidental wetting.
- Blankets are required for nap times.
- No stuffed animals, toys, etc. are allowed in the classroom or center.
- For safety reasons, ALL children must wear closed toed shoes (no sandals, flip flops and/or any shoes or sneakers that have the toes or heels showing are not permitted in the center).
- All personal belongings must be marked with your child's name.
- Parents must sign their child(ren) in and out daily.
- Parents please check your child's cubby daily and take all papers and assignments home with you each day.
- Because of new state regulations, NO outside food(s) are allowed. For further clarification, please speak to the director.

VOLUNTEER AND CLASSROOM PARTICIPATION:

Throughout the year, our YMCA Early Learning Center will host several family engagement and community events. These events are designed to showcase your child's work, demonstrate the activities being done in the Center, and help build better bonds between kids and families. We encourage you to participate! If you would like to share a particular talent, volunteer on a field trip, or just spend quality time with your child, please do so. When visiting your child, no notification is necessary unless a court of law restricts your visitation. We do suggest, however, being aware of your child's sensitivity to separation anxiety. Some children do not experience visitation well until they are fully acclimated to the program.

Volunteers are always encouraged at the YMCA. Parents wishing to volunteer on the Parent Advisory Committee, special field trips, and/or classroom activities that are not a parent/child group function must fill out a volunteer application and a background check form. All paperwork must pass both YMCA and TDFPS standards before volunteer participation in an activity can begin.

PARENT CONFERENCES:

We conduct parent conference twice a year, once in the spring and once in the fall.

CHILDREN'S SCREEN TIME PROCEDURE:

Children are not allowed to bring in hand held computers, cell phones, or any electric devices into the center. We do not offer screen time.

OUTDOOR PLAY:

Weather permitting, children have outside time daily. Please make sure to dress your child accordingly. This includes close toed shoes and clothing that your child can run, jump, and play freely in. Children will not go outside on ozone alert days, or days that are excessively hot or cold. Children will be allowed indoor, controlled fun, activities when weather does not permit them to go outdoors.

ACTIVITY PLAN:

The daily activity plan will provide a minimum of two (2) opportunities for outdoor play, weather permitting, each day. Our lesson plans for a Toddler or a Pre-kindergarten age child include indoor and outdoor active and quiet play. We will also include moderate to vigorous active play for a minimum 60 minutes for Toddlers and a minimum of 90 minutes for Pre-kindergarten age children. Our Caregiver/Teachers will initiate 2 to 3 activities that will promote movement, and will also allow the children to initiate activities day to day as well.

DISCIPLINE PROCEDURE

DISCIPLINE AND GUIDANCE:

Discipline and guidance is provided to help children learn proper social, emotional, and physical, guidelines and skills needed to survive in an adult world in the future. Our school believes that discipline is a teaching process and a large part of education. When we discipline we are teaching appropriate methods of dealing with the social and emotional world that we live in. Discipline is guiding a child to use their own self-control and practicing appropriate words for specific situations.

Our goal is to help each child develop the self-discipline needed to manage him/herself. Therefore, we use the following positive guidance techniques and approaches:

- Age-appropriate expectations that are explained in clear, positive statements
- Environments that are safe and comfortable
- Modeling appropriate behavior
- Setting clear and reasonable limits that protect the child's safety and the rights of others
- Redirecting behavior using positive statements
- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Taking appropriate steps when behavior is unacceptable using brief supervised separation or timeout from the group, when appropriate for the child's age and development. (Limited to no more than one minute per year of the child's age.)

GUIDELINES:

1. Keep hands, feet, body and objects to yourself.
2. Show respect to staff, others and self.
3. Speak for yourself, not others.
4. Do not willfully destroy YMCA property.
5. Do not go anywhere without a YMCA staff person.
6. Always clean up after activities.
7. Have fun.

If a child is repeating unacceptable behavior, the Parents and Director will be consulted. If these behaviors persist, the Directors and Parents will conference about various options for the child's success.

If behavior has not improved:

1. Notice of suspension (1 day) next day of care/without refund.
2. Conference with Director/Teacher/Parent/Child.
3. Removal from the program if behavior is not corrected.

(*Due to the seriousness of the behavior any step can be taken at any time)

My signature verifies I have read and received a copy of the discipline and guidance procedures.

Parent Signature

Date



BITING PROCEDURE & ZERO TOLERANCE

BITING PROCEDURE:

Biting is a natural developmental stage that many children go through. It is usually a temporary condition. The safety of our children is our primary concern. Teachers make every effort to prevent biting in the classroom. However, we understand that there needs to be a procedure in place when dealing with this behavior. There will be three levels of biting behavior and the subsequent discipline methods for each listed below.

LEVEL ONE

If a child bites one time, they will be told, "No, biting hurts" and then redirected to another activity. Attention will be given to the injured child.

LEVEL TWO

If a child bites three times in one day, the same discipline method will be followed each time. In addition, the parent will be required to pick the child up from school. The child may return the next day.

LEVEL THREE

If a child reaches Level Two again in the same week, the above methods will be followed. In addition, the child may not be able to return to school the next day. Any child exhibiting level three behavior for three weeks may be dis-enrolled. At no time will we share information about the child biting or the child bitten with any other parent other than their own.

*An incident report will be written for all involved.

ZERO TOLERANCE BEHAVIORS:

1. Inflicting physical harm on another individual.
2. Verbal threats that may cause physical harm to another individual.
3. Verbal threats that may destroy property.
4. Possession of a weapon.
5. Possession of a controlled substance.
6. Possession of alcohol.
7. Use of foul language.
8. Inappropriate touching of another individual.

EXPULSION POLICY:

The YMCA reserves the right to end your child's enrollment with or without refund, if deemed necessary in the interest of the safety of children, parents or staff. If a child is terminated from our program, parents will be informed of reason for termination.

When necessary, the YMCA will do everything possible to work with your child including:

- Developmental screenings at the time of enrollment
- Documenting incidents
- Seeking support services from specialists
- Making environmental modifications
- Teaching social-emotional skills
- Engaging in discussions with parents

After relevant preventative measures have been taken, the YMCA can decide to suspend/expel the child from the childcare program if the needs of the child are not being met.

CANCELLATION POLICY:

A written notice by the parent or guardian must be presented to the management team at least 2 weeks before ending your child's care. If you terminate care without the appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child attends.



PARENT ACKNOWLEDGMENT

LICENSING & POLICIES

The YMCA of Metropolitan Fort Worth abides by all standards regulating licensed child care centers as prescribed by The Department of Family and Protective Services Minimum Standards: The Department of Family and Protective Services is located at: **1501 Circle Drive Suite 310, Fort Worth, TX 76119, (800) 582-8286 or (817) 321-8604**

Parents may obtain a copy of the minimum standards and review the most recent site inspection by going on the DFPS website. www.dfps.state.tx.us.org

SWIM SAFETY:

My child can swim without assistance:

YES NO

If no, please explain what you use to ensure your child stays safe in the water.

The YMCA will provide and ALL children will wear a US Coast Guard Approved Life Jacket.

ACKNOWLEDGMENT:

I acknowledge I have read the YMCA Early Childhood Learning Center's Parent Handbook and understand our procedures. I completed a new registration packet with updated household income (for USDA forms) and updated home telephone numbers and emergency telephone numbers that are in working order.

I have returned all information to my child's teacher.

Parent Signature

Date

Parent Signature

Date

Ella McFadden Early Childhood Learning Center

512 Lamar Street Fort Worth, TX 76102
817-566-1050

The Y. For a better us.

