



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LET'S WORK TOGETHER

PARENT HANDBOOK

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YMCA Philosophy and Values

Goals & Philosophy

The Aberdeen Family YMCA Youth Development Center (YDC) is dedicated to enhancing the spirit, mind and body of all persons in a positive Christian environment through quality programs, services and facilities. Upon that foundation, children, families and staff in our center are considered to be the three components of our programs. Our integrated curriculum, consistent administrative policies, health and safety standards, positive guidance are built upon these statements.

Raising Individuals

In accordance with our goals and philosophy, our program is play-based. Each day your child will be provided time for free play with a wide variety of materials and spaces. Some activities are teacher planned and guided, but each child can freely choose which activity, materials or space he/she wishes to use. The YDC strives to challenge and stimulate each child at his/her own developmental level and foster a positive self-image by accepting each child as an individual.

Supporting Family Life

A major objective of the YDC is to strengthen and support family life. However, all those involved must play a role in the process of care and development if it is to succeed. Guardians, caregivers, children and other family members all play an important role in caring for the child.

Adapting to Students' Needs

The YDC offers a well-balanced, child-centered program focused on the developmental needs of children 4 weeks through 6th grade. We will make program modifications to accommodate children with special needs when they are reasonable and necessary, and if they do not fundamentally alter the nature of the program or result in an undue burden for the YDC. All YDC child care is family centered, involving guardians and other family members as partners in the child care experience.

Connecting with Families

The YDC program is based on the focus for the developmental needs of each child. We are committed to nurturing individual differences and the growth of the whole child – physical, social, emotional and cognitive. We make every effort to keep families informed about what happens at the center concerning their child and appreciate receiving information about the child's activities and progress while at home. A strong communication between home and the center yields a better experience for both the child and the family.



Program Overview

Our Curriculum

A planned curriculum provides a dependable sequence of learning opportunities for children. Some components of each day's schedule include learning activities such as music, stories, self-directed play, field trips, and academic games. These activities promote learning in science, math, art and literacy. Daily routines provide security in the predictable schedule, and new activities keep interests high.

We use a research-based curriculum. One of the best ways to help children succeed is to teach them to be creative, confident thinkers. That's why we use The Creative Curriculum® by Teaching Strategies® LLC, which is widely recognized as a forward-thinking, comprehensive, rigorously researched curriculum. It is designed to help educators plan and implement a developmentally appropriate program for children with diverse backgrounds and skill levels while honoring creativity.

Hours of Operation

Monday through Friday
7:00am - 6:00pm

Our center will be closed on the following holidays, which are subject to change, according to YDC hours:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving + 1 day
- Christmas + 1 day

Holiday closures are built into the weekly tuition costs, therefore no discounts are given based on closures.

The Staff

Quality, continuity, and longevity of staff is a priority in a quality child care program. All staff have background checks as part of the hiring process. We pick our staff based on experience, competence, and education. We provide ongoing training for our staff so that they can be ready to work with your children.

In the Early Learning program we aim to hire lead teachers that have a two to four year degree in Early Childhood Education (or related field), or a CDA and practical experience working with young children.

Part-time staff members have experience and course work in working with youth.

All staff are certified in First Aid, CPR, and AED, as well as Child Abuse Prevention.

All staff that drive YMCA vehicles have motor vehicle records screened and receive transportation training to assure your child is transported safely.

Per State law, all staff are mandatory reporters. We must report all cases of suspected child abuse to the Department of Social Services or to the Aberdeen Police Department.

State Licensing Ratios

4 weeks to 2 years	1:5
3 to 5 years	1:10
School Age	1:15

The YDC follows all state licensing requirements and procedures. A copy of the current certification can be found in the YDC lobby.

Enrollment

Paperwork & 2 Week Deposit

Once the Youth Development Center has confirmed a position is available for enrolling, guardians are responsible for paying a 2 week non-refundable deposit that is applied to the first two weeks of care for the child.

Guardians are required to fill out enrollment paperwork which is due prior to the child being able to start attending the program.

Time to get to know each other

The YDC recognizes a child's first 30 days of enrollment as a "trial period." If we feel that the center is not a positive fit for the child, we reserve the right to give notice for removal from the program. If after the trial period or any time that we feel we cannot meet the needs of the child, we may give notice to end care for the child.

Withdrawal from Program

Families choosing to withdraw from the program must submit a two week written notice as a minimum. Accounts will be billed for two weeks following your notice of withdrawal.

Transitioning to a New Classroom

As children age in our programs they will go through periods of transitioning into new classrooms. These transitions are based on development, available space, and your child's schedule. Each child progresses at his or her own rate. Readiness to handle the different demands of each group is a major factor in determining placement. When we feel that your child is developmentally and chronologically ready to transition to the next classroom, you will be notified. Unfortunately, sometimes, we may want to transition your child sooner or later than you would like. Please talk to the director about your concerns and they will try to help work with you to do what is best for your child.



Tuition

Tuition Payments

Once the Youth Development Center has confirmed a position is available for enrolling, guardians are responsible for paying a 2 week non-refundable deposit that is applied to the first two weeks of care for the child.

Tuition is due every week via automatic withdrawal from an account of your choice.

Full tuition will be billed every week on Mondays.

For your convenience, we use Tuition Express for payments. You will sign up using the form in your enrollment packet. You must provide an email address to receive your statement.

Our rates may increase each year depending on the amount needed to meet financial obligations.

As your child grows and transitions from infant to pre-school to school age, you will see a rate change when the child transitions to an older room.

Declined Payment Charges

A \$35.00 fee will be assessed to accounts for declined payments. If the payment does not clear after being presented a second time, an immediate cash payment will be required to continue to receive services. Continued declined payments will be subject to withdrawal of care for insufficient funds.

Payment made by a Third Party

Upon enrollment in the YDC programs, it is to be understood that all child care fees, tuition, and expenses are the responsibility of the guardian(s) enrolling in the program. All families enrolled in the program are subject to the same policies, including policies related to payment of fees (ie. two-week deposit, declined payment charges, withdrawal from the program, etc.).

In the event that a third party (i.e. Social Services, Child Care Assistance Program, employer-sponsored flexible benefit account, non-custodial parent or extended family member, etc.) is responsible for all or part of the fees due, the agreement is between the guardian enrolling the child and the third party only. If family is receiving any financial assistance granted from the YMCA, if any portion of a refund is of those funds that amount will not be refunded to the family.

Financial Assistance Program

Our financial assistance program is sponsored by the United Way, YMCA, and grant/donation funding. The financial assistance awards are based on income, enrollment and family size. An initial application must be submitted to determine eligibility for the program and resubmitted annually in August. Families who receive Child Care Assistance may have their financial assistance removed once the Child Care Assistance Payment has been received.

Tuition Continued

Late Pick-up Policy

If you are picking up your child from the program and you are running late, please call to let the staff know.

You will be charged a \$1.00 per minute past 6:00pm. Late fee charges will be added to your next tuition statement. After 30 minutes if we are not able to reach the guardians or an emergency contact, local law enforcement will be called to pick up the child.

Flexible Benefit Programs

We will make every effort to accommodate your needs when involved with the flexible benefit plan. Please talk with the YMCA's business office to work out the best system for you.

Holding a Spot

When a position is open, the next person on the waiting list has the opportunity to accept the enrollment position. Weekly payments will begin at the time of the offered enrollment position or you can give the spot to the next person on the list.

Giving up the spot will result in your child going to the bottom of the waiting list.



Parent / Guardian Information

Parent / Guardian Center Communication

Quality child care includes an open line of communication between the family and the center. Classrooms provide monthly calendars outlining special events and activities that the children will partake in. Any special notices for parents will be sent home via a note, email, or phone call if needed. Please read the monthly calendars along with occasional letters and reminders you will receive in your child's locker/cubby. By checking their locker/cubby daily it will ensure that you are kept informed of all center events and news. Please feel free to contact your child's teacher with any questions or concerns you may have at any time.

Families are Welcome at Any Time

Families are welcome visitors to our programs. We hope that parents/guardians will attend family functions, help with classroom projects or attend field trips with us. Just give us a call to enable us to prepare for your visit.



Pick up Authorizations

All pick up persons must be authorized by the child's guardians. If someone other than yourself is picking up, you must inform us and the designated pick up person must provide photo identification. If a parent is not allowed to pick up a child, we will need a court order stating this. If any person under the age of 18 will be picking up your child, you will need to sign a release form authorizing that pick up. Please be aware that you are responsible for your child when you sign them out for the day. Individuals registered as convicted sex offenders may not be on any YMCA properties for any reason and are unable to pick up a child from the center.

Separated Parents / Guardians

In the case of parents/guardians being separated prior to or after a child has already been enrolled in the YDC, we may ask each parent to complete separate enrollment forms. If parents share custody it may be necessary to set up separate enrollment forms for billing purposes. If one parent fails to pay their portion of the childcare tuition, the other parent will be fully responsible for full payment of the childcare account. In the event that one half of the child's tuition remains in arrears, parents will be notified and the child's position in the program will be terminated without a two weeks notice. All authorized pick ups between separated parents must be agreed upon by both parties to ensure we are not held responsible for unauthorized individuals picking up the children. In order for staff to maintain a healthy relationship with the children in our care, we cannot be a part of any custody suit. Staff are required to stay neutral on custody issues.

Parent / Guardian Information Continued

Photo Release / Information Forms

You will be asked to sign a permission form before we use your child's picture for public relations (see child information sheet in the enrollment packet). We are not able to release information about your child to any unauthorized person. We can only accept authorization from the legal guardian to release information.

Conferences

Conferences are an important part of the overall ongoing communication with the YDC. Conferences allow parents and the child's teacher to focus on the child's specific needs.

Conferences may be called upon by the request of center staff and/or the guardians. Please feel free to keep continued communications with the staff members in your child's classroom at all times.



Grievance Procedure

If a family feels that *the Aberdeen Family YMCA* did not provide the child with the appropriate accommodations and/or services required by law, the family may choose from among the following options.

The family may contact the center director, and ask that the request be reviewed for further accommodations. Families may provide additional documentation supporting their need for such accommodations. Our staff genuinely wish to engage in these interactive conversations with families, and we strive to create an environment where families feel comfortable discussing the needs of their children.

If a family does not wish to speak to the center director, they may file a formal written grievance to *Michael Quast, CEO*, to request that the file be reviewed for additional consideration. The request must include a full description of the situation, including a statement of the requested solution. *Michael Quast* can be reached by email at mquast@aberdeenyumca.org or by phone at 605.225.4910.

The *CEO* will review the matter and will provide the family with a written statement outlining the decision/findings and any next steps available to the family. Where appropriate, the *CEO* may instruct the center to implement temporary and/or permanent approved accommodations.

General Information

Clothing

Play clothes are best for days spent at the YDC. Comfortable, sturdy, washable clothing that will enable the children to participate freely in all activities without undue concern for spills, spots, and rips are ideal for children to wear daily..

Please mark all clothing and personal articles permanently with your child's name. Occasionally check the lost and found box for misplaced items. We are not responsible for lost items. Sturdy, well-fitting tennis shoes or non-skid shoes are essential for active play. Socks are required so the children can play in the gym. Sandals, flip flops and cowboy boots are fun, but difficult to run and play in. We recommend that you send other shoes when children want to wear these. When skirts are worn, we ask that your child wear pants or shorts underneath. Please provide the following: a full change of clothing including socks and underwear to be left at the center, snow pants, hat, mittens, and boots for winter play and other appropriate outdoor clothing for the season. Please send a swim suit, towel, and light bag to carry items in for swim days as normal clothing is not allowed in the YMCA pool.

Pets

Some classrooms may have small pets or fish. You will be notified if your child's classroom has a pet. Please inform your child's classroom teacher if your child is allergic to any pet in particular. Children may not bring their own pets for a visit unless they can show their pet has proper vaccinations and there are no allergies in the classroom. Any pet visits require center approval.

Social Media

For privacy purposes, we ask that you not post pictures of children from our program on your social media page. These pictures may be taken innocently at school and program events but we must be mindful of all families preferences of photo sharing. Note that the YMCA does not condone posting pictures of children without written permission from a parent.

Toys, Blankets, and Rest Time Items

We strongly encourage that toys from home are not brought unless for a special classroom activity (i.e. show and share). Toys brought from home are brought at your own risk. The YDC does not assume responsibility for personal toys. In the event that an item brought from home causes disruptions or problems, it will be taken away and the guardians will be asked to take it home. Please refrain from allowing your child to bring any type of weapon toy, electronic toys of any sort or action figures to the center. Blankets/rest time items are only allowed for Early Learning children. We ask that you put them in the child's locker upon arrival and make sure that rest items are taken home and washed weekly.

Staff Babysitting Policy

As a program parent/guardian of the YMCA, you are notified that the YMCA supervises its employees and programs within the confines of the facilities under the policies of the YMCA and the programs approved and managed by the YMCA. If you would like an employee to baby-sit for you, please understand and note that the YMCA is not supervising the staff. The employees of the YMCA are not supervised by the YMCA during their off-duty hours and are not acting within the scope of their employment.

General Information Continued...

Birthdays and Celebrations

We like to make each child feel special on his or her birthday and we welcome you bringing treats for your child's birthday. Since children have a difficult time when they are not invited to parties, we ask that you not bring invitations to the center.

The center does host holiday parties in individual classrooms. Parents and guardians are encouraged to help celebrate these days and any other times that are important to your family.

Outdoor Play

Outdoor play is a planned part of each day, weather permitting. We do not go outside if the heat index is over 95 degrees or the wind chill is below zero. Children are supervised at all times. For staffing reasons, all children must go outside with the class if they are in attendance for the day. We will not keep your child inside due to illness or threat of illness, or if they did not bring proper clothes for outside play. If they are well enough to come to the center, they are well enough to go outside. We will use extra clothing when we do go outside to keep children comfortable.

When it is warm, we will take water with us outside and on walks. We may take children for walks to destinations that are no further than one mile from the program, depending on the age of the children.

Parking

Parking can be an issue during the day. Please drive extremely carefully in our lots and follow the directions of the parking lot arrows.

Field Trips

Field trips and outings are an integral part of the center activities. Families will be given advance notice of upcoming field trips. (except for walks within 1 mile of the center) Parent and guardians are welcome to join us on field trips, although you may need to arrange your own transportation. Talk to your child's teacher if you are interested.

Swimming

We have planned swimming time on a regular basis for certain age groups at both the YMCA and the local city pool. Please make sure that your child has proper materials to attend this activity when scheduled, such as swim diapers for toddlers, towels, and swim suits. The pools are staffed by trained lifeguards at all times. Swimming during the winter will be cancelled if the outside temperature feels like below zero.

Lost and Found

Although we are not responsible for lost items, we do make an effort to keep all of your child's things in order. Please check the lost and found bins as you see fit.

Bug Repellent & Sunscreen

We will furnish bug repellent and sunscreen for all children except infants under 9 months of age. We use SPF 50 sunscreen for all children. Parents are responsible for providing their own repellent/sunscreen in the event of allergy concerns. Repellent and sunscreen will be applied prior to outdoor activities and will continue throughout the duration of the outdoor activity time on a 2 hour rotation.

General Information Continued...

Transportation

While attending any YMCA childcare program, children's safety is a priority. While being transported by YMCA staff, all children will be in safety restraints recommended by age. Children under 5 years will be in a car seat for use on all class outings.

We will not transport children if, at any time, local law enforcement officials declare that travel is not safe or if the center director deems it unsafe to travel. If this situation arises, it will be the responsibility of the child's parent, guardian or emergency contact person to pick the child up at their location. Parents will be notified if this situation occurs. If we are unable to locate a parent, guardian, or emergency contact person, the police will be notified of the situation and asked to assist.

Snow Days

We will close the center when weather conditions make it impossible for staff to arrive safely. In such event, please check for an email, text alert, or tune into the local radio stations for an announcement. When closing must be declared during the working day, parents are asked to pick up their child within one hour of the official closing announcement.

Prayers

We are a Christian organization. As such, children will say prayers before eating as well as at other times during the day. Children are taught the importance of praying with and for each other.

Meal Service

Meals are prepared according to the guidelines set by the Federal Food Program for all children.

Meal Service Times

9:00am - morning snack
11:30am-12:30pm - lunch
3:00pm - afternoon snack

Children are welcome to pack their own lunches whenever felt necessary keeping in mind of any restrictions in their current classroom based on child allergies.

We are not a peanut free center however some classrooms are peanut free if a child in that specific classroom has an allergy. A red sign will be placed outside your child's classroom indicating if it is a peanut free classroom.

LUNCH COUNT IS TAKEN AT 9:00am DAILY.

If your child is not in attendance by 9:00am you must call the center and notify the classroom to count your child for lunch or parents are responsible for packing a sack lunch for that day.

Special Diets

Some children have food sensitivities or allergies. If your child requires a special diet because of an allergy a form must be completed by a physician for us to substitute or eliminate certain foods from that child's diet. Families are responsible for providing any specialized foods that are not part of our normal purchases and when a special diet form is not signed off on by a physician.

School Age General Policies

School Pick Up

The Youth Development Center after school program will adhere to the policies of the school your child attends. The bussing staff will meet children upon dismissal and take roll call of each child (unless families have called before to report a child not riding). If any children are not present the driver will contact the child's school for clarification as to whether the child was in attendance or not. The driver will then contact the authorized emergency contacts provided in the child's file for permission to leave or wait. We require a direct phone call to the front desk notifying the center that the child will not be riding on a specific day. Our bussing staff uses personal cell phones to contact families if needed, so please be aware of phone calls around 3:00pm from unknown numbers.

Part-time Schedules

The YDC school age program allows part-time options upon enrollment based on available space. We require the part-time enrollments to have a set schedule and we are not able to switch your child's schedule for specific weeks. A day cannot be banked or made up if your child misses their scheduled day.



Inclement Weather

In the event of an early closing of school due to poor weather conditions, we will do our best to run our vehicles to pick up the children. We will care for the children until our regular closing time or until the facility must close due to weather. You can check if the facilities will be closing by calling the YDC at 605.225.7113. We strongly encourage families to sign up for YMCA text alerts via our website. You will also receive email alerts regarding any potential changes due to inclement weather.

We do not care for school age children if the school declares a late start.

Non-School Days

Families who need care on days where school is not in session (ie. snow days, staff development, holiday breaks, etc.) must purchase the no school day package in addition to the normal weekly tuition charges for care provided on these days. The Uproar program is open normal operating hours on non-school days. If you do not opt into the no school day package and need care for a specific day, you must request in advance and if there is available space a drop in rate will be assessed. (see current tuition guide for pricing).

Summer Care

The YDC provides summer care for children Monday - Friday during normal operating hours. The Summer Uproar program is designed to be centered around child choice. The children fill out weekly brochures to sign up for a wide variety of activity choices based on fun weekly themes.

INFANT / TODDLER CARE

Feeding & Care of Infants

Infants are fed according to their schedule and will be held during bottle feeding.

Milk/formula for children's bottles is supplied for 1 meal and 2 snacks per day in accordance with our federal food program guidelines. Any additional milk/formula must be provided by the child's parent / guardian.

The center furnishes one type of formula. That formula is the *Walmart Parent's Choice Infant Formula Milk-Based Powder With Iron*.



Any other choice of formula must be furnished by the child's parent / guardian.

Filtered water is used to make bottles.

Nursing Mothers

Mothers that are breast feeding are welcome to come to feed their child at any time. Out of respect for other families at the center and for your comfort we provide a nursing room during this time.

CDC guidelines are followed in the storage and preparation of breastmilk.

All milk that requires warming is warmed via a crockpot.

Safe Sleep

All children are placed on their backs to sleep.

Sleep sacks are encouraged. Loose blankets are prohibited while sleeping.

Potty Training / Toileting

Potty Training

Potty training takes place between the ages of 27-36 months. Staff will discuss potty training with parents / guardians as the child approaches readiness for potty training. We will agree, as a team, how we will proceed to ensure positive training. It is best to have consistency between home and the YDC to allow the child to be successful. We view toilet learning as a developmental process and take its success and failures in stride.

Toileting

We encourage children to use the toilet by themselves. All children need to be completely potty trained and independent prior to transitioning to a preschool classroom.

Staff will remind children to use the restroom before a variety of activities such as going outside or laying down for rest time. We do however want children to become in tune with their own bodies and gain skills in using the restroom when needed.

Children will need to be independent in wiping their bodies during toileting. We will instruct the children how to wipe but for health and sanitary reasons we will not do it routinely for them. If children have soiled their pants we will assist them, but we do require them to do most of the cleanup so that they understand that toileting is their responsibility.

Meeting Children's Individual Needs

Guidelines Specific to Age Groups

Infants - We believe that you cannot spoil infants. When an infant cries, we will immediately respond. This establishes the foundation of emotional security for later self-control. Behavior guidance, or discipline, begins with consistently and responsively meeting infants' needs. This will build the trust needed to help children listen and follow directions as they grow.

Toddlers - Providing structured daily routines and responding with flexibility allows toddlers to have more control over their environment. We work hard to create a "yes" environment where children can be successful and the need for discipline is low. Learning self-control and appropriate behavior is a lifelong process and starts at a young age which is created through the "yes" environment. The "yes" environment is a safe, positive place that encourages personal growth by allowing the freedom of reasonable risk taking.

Preschool - Helping children acknowledge their emotion and control their reactions is our goal when guiding behavior. We look for everyday "teachable moments" to practice these skills.

School Age - The school age children are now equipped to make decisions, manage their projects and try out many new things. We want to give them the opportunities to try out things and learn from new experiences and their actions.

If a child is enrolled in one of our programs or would like to be enrolled in our programs and has needs that may be difficult for us to accommodate, we ask that you note the next page.

All children with diagnosed special health needs must have a current care plan signed by a health care provider and guardian as well as a release of information signed by the guardian. A care plan must be updated at least yearly. Emergency medication and/or equipment specified in the care plan must be available at the center at all times, and when the child is taken off site during child care hours.

Discipline

If a child should act inappropriately, staff will do their best to re-direct the child in a positive manner. If the child continues to be disruptive after re-direction, they will spend a short period of time away from the group or activity. With some children, re-direction does not get a positive result. In these cases natural and logical consequences are tried. Parents are encouraged to discuss their child's behavior frequently with the child's teacher and center director as needed.

Documentation will be sent home concerning any incident that may have required intervention. A copy of the documentation concerning any discipline issues will be kept in the child's file. At the center.

We will follow a "3 strike" policy, meaning 3 incidents in a given day will result in removal from the program for the remainder of the day. The YDC reserves the right to move directly to a 3rd strike dependent on the severity of the behavior that occurred.

Staff will work with parents if continuing behavior patterns are present. In some cases we may ask for outside resources such as Sanford Child Services, Birth To Three, Northeastern Mental Health, or another qualifying agency to assist. A two week notice may not be given to the parents in case of dismissal due to behavior problems.

Meeting Children's Individual Needs Continued



Biting

It is unlikely that children in a childcare setting will escape being bitten one or more times. Group settings are at times hard and exciting and a bite gets effective and immediate reactions from all involved.

Biting occurs for many reasons (explainable and unexplainable) such as teething, inability to use words to communicate, lack of self-control, excitement, frustration, etc. We try not to place blame on the child, parents or staff involved, but rather search for a resolution to the problem. Parents are informed if their child has bitten or if their child has been bitten through incident/accident reports or phone calls as necessary.

Children whom bite 3 times in one day will be sent home for the remainder of the day. Staff will call parents after 2 biting occurrences to give a warning that we may need to remove the child for the day if a third bite takes place.

IEP's

If your child has an Individualized Education Program or receives outside services, we will require a copy of the IEP and a pre-enrollment meeting between the program director and families/guardians to ensure your child's success in our program. Depending on your child's needs, our program may or may not be the best fit for your family. Communication is very important between families and staff so that care can be continued to the child's benefit. When care plans do not have adequate progress, guardians or staff can terminate care at any time.

Assessments to be completed

- 1) The ASQ (Ages and Stages Questionnaire) will be done in the first three months of enrollment.
- 2) A developmental assessment completed by School District shared with program staff.

After these assessments are completed, a determination will be made by the staff of the child care program to determine if the center is capable of caring for the child. These factors will include care needed, additional staff needed, skills of staff needed, and number of special accommodations needed for care.

After the child is enrolled, the following should be done on a regular basis:

- 1) Regular meetings with the classroom staff as needed.
- 2) Child care staff should be included on all IEP meetings.
- 3) Review of care plan developed for the child to assure that we are continuing to meet the child's needs.

If the items above are not followed through with, the access to our programs will be denied.

Health and Safety Information

Illness

Upon daily arrival at the YDC, children are given a brief visual health check.

If a child becomes ill while at the program, we will contact parents/guardians for early pick up of the child and the child should remain out of the center until the child is well. If your child is deemed well by a healthcare professional, the child can return immediately with a doctor's note.

Children with the following symptoms must remain out of programming until the symptoms have stopped for 24 hours without the use of fever reducing medications or until a doctor diagnoses indicating the child as not contagious.

- Any indication of childhood illness (see communicable disease guideline)
- Fever of 100.4 or greater
- Vomiting
- Undiagnosed rash
- Uncontrolled bowel movements (3 loose stools or more uncontrolled by a diaper or use of a toilet)
- Significant respiratory distress
- Inability to participate in activities with other classmates

We will notify parents at the onset of, or exposure to contagious illness in our facility. All communicable diseases are reported to the South Dakota Department of Health.

Children that are too ill to attend school are also too ill to attend the YDC School Age programs.

Medication

Staff may administer medication only with a completed and signed medication form from a child's parent/guardian. A new medication form must be filled out when there has been a change from the current medication form.

Medication must be clearly labeled and in the original pharmacy container if prescribed by a healthcare professional. The container must have the child's name, medication name, dosage, and specific time to be given daily.

Medications are kept out of reach of children at all times and are kept according to label directions.

Injuries

The YDC program and/or its staff are not responsible for accidents or expenses incurred due to accidents that may occur while attending any YMCA program or its activities.

All injuries that occur in our program will be documented on an accident report and kept on file. A copy of the report will be given to parents/guardians for take home.

Emergency Medical Care

If a medical emergency arises, we will first attempt to contact the parent. If the parent/guardian is not available, we will try contacting the emergency person on the authorized list.

If immediate medical attention is necessary, we will activate our EAP and call 911. All YMCA staff are certified in CPR & First Aid.

Health and Safety Information Continued

Immunizations

A copy of the child's immunization record must be on file at the time of enrollment.

Children that are not immunized must have a signed immunization affidavit on file objecting the immunization requirements.

Emergency Procedures

Emergency evacuation drills for fire, tornado, high winds, or other weather emergencies, as well as, drills for evacuations due to a dangerous intruder, bomb threat, gas, chemical or sewer leak, and flood will be conducted at least 4 times per year.

FIRE

- All areas of the program will be evacuated according to the evacuation routes listed in each room.
- Children will be escorted by teachers from each room. Teachers are responsible for taking attendance trackers with them and conducting head counts at assigned meeting spots.
- If it is necessary for children to evacuate the building for the rest of the day, we will follow evacuation procedure outlines in the "evacuation procedure for other emergencies" section.

TORNADO, HIGH WINDS, OR OTHER WEATHER EMERGENCY

- All areas of the program will be evacuated according to the evacuation route map in each room.

- Children will be escorted by teachers from each room. Teachers are responsible for taking attendance trackers with them and conducting head counts at assigned meeting spots.
- If necessary, all children and adults will assume positions on the floor with hands and arms covering their heads.
- Everyone shall remain in assigned meeting spots until the National Weather Service has given the all clear signal.
- If it is necessary for children to evacuate the building for the rest of the day, we will follow evacuation procedures outlines in the "evacuation procedure for other emergencies" section.

Evacuation Procedures for Other Emergencies

Dangerous intruder, bomb threat, gas, chemical or sewer leak, flood, etc.

- Above all else, decisions made about the evacuation of the YDC is made for the safety of the children and staff. If the need should ever arise for evacuation due to the threat of a serious danger or other impending or unforeseen disaster, all children will be escorted by the staff to the Aberdeen Family YMCA, 5 South State Street.
- At the time of evacuation, personnel from the program will take attendance trackers with parent and child information and immediately begin contacting parents/guardians or emergency contacts.
- Upon contact, parents are expected to pick their child up immediately. In the event that parents/guardians or emergency contacts are not reachable, the Aberdeen Police Department will be contacted to assist.
- To prevent any child or staff from remaining in the building any longer than necessary, children may be transported in staff vehicles to the Aberdeen Family YMCA, 5 South State Street.

Health and Safety Information Continued

Communicable Disease Guidelines

All communicable and chronic diseases must be reported to the director and reported to the South Dakota Department of Health.

DISEASE	EXCLUSION RULES
Chicken Pox (Varicella)	The child may attend school after all pox are dry and scabbed, or in immunized children without crusts, until no new lesions appear within a 24-hour period.
COVID-19	The child will be excluded based on current CDC and South Dakota Department of Health guidance.
CMV (Cytomegalovirus)	The child may attend school. Precautions should be taken by contacts who are immune-suppressed such as those undergoing cancer treatment, organ transplant, debilitating disease, AIDS, or anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer or infection.
Diarrheal Diseases	The child may attend once diarrhea has subsided. Exclude if stool is not contained in diaper, fecal accidents occurring a child normally continent, stool frequency exceeds two or more stools about normal for that child, stool contains blood or mucus. Good hand washing in all cases should eliminate the risk of transfer of infection.
E. coli, shiga toxin-producing (STEC)	Exclude until diarrhea resolves and two stool cultures are negative.
Fifth Disease (Erythema Infectiosum)	The child may attend when without fever. Rash may persist for several weeks.
HIV, Hepatitis B, Hepatitis C or other blood borne diseases	The child may attend unless there is potential for blood borne exposure. Consult physician for guidance.
Hepatitis A Infection	The child may attend one week after onset of illness or jaundice. Appropriate personal hygiene precautions should be practiced.
Impetigo	Exclude until after 12 hours of antibiotic treatment. The child may attend if treatment is verified and covered or dry.
Haemophilus influenza type B, invasive (HIB)	Exclude until after the child has been cleared by a physician.
Influenza & Influenza like Illness	The child may attend when fever-free for 24 hours without the use of fever-reducing medication. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.
Lice (Pediculosis)	The child may attend after treatment. For repeated infestation of the same student, school personnel will work with families until all lice and nits are removed.
Measles	The child may attend four days after onset of rash.
Meningococcal Disease (Neisseria Meningitidis)	The child may attend after 24 hours of antibiotic treatment.
Methicillin Resistant Staphylococcus Aureus (MRSA)	The child should be excluded only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered or contained.
Mono (infectious Mononucleosis)	The child may attend with the physician's permission. The child may need adjusted activities.

Health and Safety Information Continued

Communicable Disease Guidelines

All communicable and chronic diseases must be reported to the director and reported to the South Dakota Department of Health.

DISEASE	EXCLUSION RULES
Mouth Sores	Exclude if associated with drooling, unless a physician has determined it is not a communicable disease.
Mumps	The child may attend five days after the onset of parotid gland swelling.
Pink Eye (Conjunctivitis)	The child may attend after the eye is no longer inflamed or under medical treatment.
Ring Worm (scalp, body, athlete's foot)	The child may attend if the area is under treatment and covered.
Rubella	The child may attend seven days after onset of rash.
Scabies (mites)	The child may attend after treatment.
Shigella	Exclude until treatment is complete and one stool culture is negative.
Shingles	The child may attend if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.
Skin rash with fever	Exclude until a physician has determined it is not a communicable disease.
Skin rash without fever	The child may attend. Consult physician for guidance.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat, & Streptococcal skin infections)	The child may attend 12 hours after initiating antibiotic therapy, if clinically well.
Tuberculosis	The child may attend upon presentation of a physician's written permission.
Vomiting	Exclude if vomiting occurs two or more times in 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
Whooping Cough (Pertussis)	The child may attend after completing five days of antibiotic therapy. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of cough.

PARENT HANDBOOK AGREEMENT FORM

Acknowledgment

I, hereby, verify that I have received a copy of the parent handbook. Further, I have reviewed the policies and procedures stated in the handbook. I agree to cooperate with and abide by these policies and procedures as they pertain to my child’s care at the YDC. I further understand that any repeated instances of noncompliance to these policies may lead to the dismissal of my child.

Child First Name (print)

Child Last Name (print)

Parent First Name (print)

Parent Last Name (print)

Parent Signature

Date