



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Taylor Family YMCA

EARLY LEARNING CENTER

Parent & Student Handbook





FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TABLE OF CONTENTS

Childcare statement of services, purposes and goals.....	3
Philosophy, Inclusion Policy.....	3
Description of Daily Program.....	4
Fees, and Plan for Payment.....	5
Insurance Coverage for Children.....	5
Admission, Enrollment, and Discharge Policies and Procedures.....	5-6
Arrangement for Arrival and Departure of Children (Time, Location, Transportation)	7-8
Screening Policies.....	8-9
Pesticides, Radon Testing and Fire Arms.....	9
Provision for Emergency Medical Care, Injury and Accidents.....	9-10
Illness and Medications.....	10-11
Tornado,/Fire Drills.....	11
Formal Religious Observance.....	11
Visits, Trips, or Excursions off the YMCA Premises.....	12
Procedures concerning Personal Belongings.....	12
Nutrition.....	12
Hygiene.....	13
Policy Regarding Release of Personal Information.....	13
Guidance and Discipline Policy.....	13-14
Parent Involvement, Planned Means of Communication Between the Center and Parents-.....	14-15
Curriculum.....	15-16
Use of technology.....	16-17



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Statement of Services, Purposes, and Goals:

Golden Corridor Family YMCA Mission Statement: Golden Corridor Family YMCA is a community of members, open to all who seek a healthy spirit, mind and body. We are dedicated through our core values of Caring, Honesty, Respect and Responsibility, to building strong kids, strong families and strong communities.

Philosophy: The environment of the Taylor Family YMCA Early Learning Center is primarily one of loving concern, acting as a supplement to the home, and aimed at helping your child achieve a feeling of high regard for his/her own worth and to help develop trustful and responsible relationships with others.

As we lend a helping hand to working families, we strive to provide a variety of opportunities for young children. To develop PHYSICALLY, a child needs to exercise all parts of the body and to get plenty of sunshine and fresh air. To grow SOCIALLY, a child needs to interact, play, and talk with other children and adults they need to gain independence and self-discipline with encouragement and guidance. To mature EMOTIONALLY, a child needs to learn to express his/her feelings, to love, be loved, and feel good about himself/herself. To advance INTELLECTUALLY, a child needs to be encouraged to discover new things, to solve problems, and to verbally express his/her ideas and feelings. It is our firm belief that children learn by doing and so our program is based on a "hands on" approach. These components of our philosophy are put into practice daily by loving and caring staff.

The following excerpt is from the Taylor Family YMCA Policy of Inclusion:

The YMCA fully embraces the American with Disabilities Act and would like all special needs children to feel welcome in YMCA programs. To the extent, it is reasonably possible, and within the limitation of non-for-profits provided in the ADA, YMCA Child Care programs will provide services to children with disabilities, or any special needs child, in the same manner as services are provided for other children of comparable age.

YMCA Child Care programs are group centered programs; they do not provide one-on-one care, except on an intermittent basis, such as for injuries, immediate disciplinary issues, and certain personal care needs customarily provided to all children.

If a YMCA staff member determines that a special needs child requires individual one-on-one attention, the YMCA shall immediately discuss this issue with the child's parents. Parents shall be reminded of the above policy. Together, the YMCA and



parents shall attempt to work out a solution or refer the child to a more suitable program.

Important Contact Information

**Taylor Family YMCA
1111 Van St.
Elgin, IL 60123
847-888-7410**

**President & CEO: Doug Britt..... (847) 891-9622
Ext. 115
Executive Director & COO: Dave Burisek..... (847) 888-7410
Ext. 212
Early Learning Center Director: Tanisha Johnson..... (224) 769-7441**

TAYLOR FAMILY YMCA EARLY LEARNING CENTER (ELC)

Description of Daily Program:

The Early Learning program provides a warm and welcoming environment for children ages 3-5 years old. Our Program incorporates the Illinois Early Learning Standards into our curriculum, including physical, cognitive, social and emotional development. All programs offered at the Early Learning Center are designed to provide children with a balance of indoor and outdoor, quiet and active, and teacher and child initiated activities in a safe and organized environment. The Early Learning Center has Two Programs:

Preschool Program: The three-year old program goal is to assist your child in developing their social/emotional needs, also to help your child with his/her independence while in a warm and nurturing, learning environment.

Pre-Kindergarten Program: The four-year-old program is designed to continue developing your child's independence along with preparing them for Kindergarten by cutting, printing, letter recognition, and numbers.

Kindergarten Preparation Program: the program is a blended program designed to prepare your child for Kindergarten

*Registration is open throughout the year.

Fees and Plan for Payment:



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Registration: Each child will be required to pay a one-time non-refundable registration fee of \$45.00.

Member

5 Day- \$200 per week

3 Day- \$140 per week

2 Day- \$100 per week

Community Member

5 Day - \$210 per week

3 Day - \$150 per week

2 Day - \$110 per week

Pre-School Payment of Fees: All monthly payments are due the 1st of the month and will be directly withdrawn from your account on the 1st of each month if you have signed up for automatic deductions. Payments may be withdrawn from a checking account or credit card. All weekly payments are due each Monday and will be directly withdrawn from your account on Monday if you have signed up for automatic deductions.

Non-Sufficient Fund: If payment does not go through we will attempt one more time as a courtesy. If payment does not go through the second time, you will be charged a \$25.00 fee and your child will not be able to attend until the balance is paid in full.

Refunds and Credits: No refunds or credit will be issued due to illness, personal days off, snow days, or legal holidays.

Insurance Coverage:

Medical, dental, and accident insurance for each child are the responsibility of the parent. The YMCA does not provide individual insurance coverage.

Admission, Enrollment, and Discharge Policies and Procedures:

Hours of Operation: The Center is open Monday through Friday 7:00 a.m. until 6:00 pm.

Information Regarding Enrollment: Once registered, parents may not change enrollment without the Director's approval. Approval will be granted based upon program availability only.

Admission: Children must be a minimum of three years of age to register for preschool, child's birthday will be a determining factor on classroom admission. Children must be **completely** toilet-trained prior to admission.

The following forms must be completed, signed, and submitted to the center prior to the child's first day.

1. Application for admission.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2. Health examination form including up-to-date immunizations, and a blood test for lead and for TB as needed.
3. Consent release forms.
4. Social history of the child.
5. Receipt of Parent Handbook form.
6. Signed Summary of Licensing Standards
7. Certified Copy of Childs Birth Certificate*

*Parent or guardian must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child within 30 days of enrollment. The center will make a duplicate and return the original certified copy to parent or guardian no later than the end of the next business day after receipt.

If a certified copy of birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate.

Should a parent fail to provide a certified copy of the child's birth certificate or other reliable proof of identity; the YMCA will notify the Illinois State Police or local law enforcement agency of the parent's failure to provide the documentation. The YMCA will notify the parent or guardian in writing that the Illinois State Police or local law enforcement agency has been notified as required by law, advising the parent or guardian that he or she has 10 additional days to comply by submitting the required documentation.

The YMCA will report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content.

The YMCA will flag the record of a child enrolled at our center who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child.

NO discrimination: There will not be any discrimination in admission or dismissal because of race, color, religion, sex, or national origin. All information that is provided in regards to your child or your fees and income will be kept in the strictest of confidence.

*Please allow two full business days in order for your child to begin the program.

Holiday Schedule: Holidays are considered a day of attendance, since monthly fees are based upon a full school calendar. Full tuition is required for holiday



weeks. The Early Learning Center will be closed for the following holidays each year:

- *New Year's Eve & New Year's Day
- * Labor Day
- *Memorial Day
- *Good Friday
- * Thanksgiving Day & Day After
- *Independence Day
- *Christmas Week

Please refer to our expanded school calendar for additional days off such as: conferences and any other non-attendance days.

Vacation: Each child is entitled to a one week vacation without charge for each school year. A written notice must be submitted to the childcare office **two (2) weeks in advance**. This will hold the space in the program for your child. If you child will be gone for an extended period of time you may pay half of the fees to hold your child's spot unless we have a wait list then the full weekly amount will be needed to reserve your child's spot. Otherwise the next child on the waiting list will be offered the opening.

Absences: Please notify the center of a child's absence. If absence is due to illness, please advise us. Please call 224-769-7441.

Withdrawal from the Program: Written notice or withdrawal from the program must be submitted to the center director no less than 10 working days prior to the child's discontinuation in the program.

Termination for Disciplinary Reasons: If the director does not feel that the Early Learning Center program can meet a child's needs, or that the child is not ready to participate in the program appropriately, the YMCA reserves the right to terminate enrollment on a timeline that is in the child's best interest and in compliance with all DCFS 407 standards. (See page 4, excerpt from the YMCA Policy of Inclusion.)

Arrangement for Arrival and Departure of Children (Time, Location, Transportation):

School Hours: Our center is open from 7:00 am to 6:00 pm Monday through Friday. Children who arrive prior to 7:00 am will not be admitted into the building

Arrival and Pick-up Procedure: Children are to be dropped-off and picked-up inside the center by their parent or guardian or authorized adult. Class begins promptly at 9:00 AM in the morning however; extended care is available between 7:00 am – 9:00 am. Please remember that children and parents arriving late are disruptive to the classroom routine. A child will only be released to their legal



guardian or authorized persons listed on the child's release form. Written notification of any exception from the parent must be on file prior to release. The person to whom the child is to be released will be required to present a valid picture identification card. Without identification, the child will not be released.

Late Pick-Up: Parents must pick children up no later than 6:00 pm and should follow the schedule that was outlined on their enrollment paperwork unless other arrangements have been made for a specified day and time. A late fee will be charged for all late pick-ups. Late fees are \$15.00 for the first 10 minutes, or portion thereof, and an additional \$1.00 per minute thereafter. If late pick-up becomes habitual, child care services may be terminated.

Provisions for Emergency Medical Care, Treatment of Illness and Accidents, and Medications:

Health Examination: Each child, unless exempt, must be given a thorough examination and prescribed immunization by a licensed physician. The report, to be on file at the center, dated and signed by the examining physician, shall indicate the child:

- A. Has been found free of communicable disease, including active tuberculosis verified by a tuberculin skin test, or a chest x-ray if the skin is positive.
- B. Has been immunized against measles, German measles, mumps, whooping cough, diphtheria, rubella, pertussis, haemophilus influenza B, hepatitis B, tetanus, and poliomyelitis.
- C. Has been given a blood lead-screening test.

It is the parent or guardian's responsibility to update health examinations every year and immunizations as they are required. Please submit in writing the type of immunization and date received, signed by the physician or the Health Department.

Illinois Department of Public Health Vision & Hearing Screening: Children (ages 3 and up) in our center will be screened for hearing and vision by a certified IDPH technician annually. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.



Early Childhood Screenings: The Taylor Family YMCA will conduct developmental screenings on your child twice per school year to help ensure each child's development is proceeding without problems during these important early years. We will contact parents directly if the screening indicates concern. We are mandated by Part B of Individuals with Disabilities Education Act (IDEA) to refer you to your child's local public school system should we identify a possible developmental delay. Should you not wish to participate in the screenings we will need it in writing. Refusal for consent releases the Early Childhood and Education Practitioner, or the local public school system from providing services for your child and from future claims.

Pesticide Policy: The Taylor YMCA Preschool rooms are inspected monthly for pests by a state licensed pest control expert. Integrated Pest Management approached is utilized in concentrating on eliminating the conditions that are conducive to pest infestations. We use approaches that stress preventive measures and non-chemical pest control; relying only when necessary on products and techniques that are least harmful to human health and the environment.

Radon Testing- We test our Preschool rooms every three years for Radon Gas and post the results on the wall in the Preschool, in accordance with Illinois State regulations.

Fire Arms-Due to conceal and carry act we want to notify you that Fire Arms are **not** allowed inside of the YMCA or any childcare program facilities.

Injury and Accidents: Should an accident or injury occur which requires more than basic first aid, the following steps will be taken:

1. The staff will carry out immediate first aid.
2. Other staff will notify the parent or guardian.
3. If parent or guardian cannot be reached, other parent-approved contacts listed on the medical form will be notified.
4. If no one can be reached, the injured child will be transported by ambulance to the local hospital or emergency center. A YMCA staff person will remain with the child at all times.

When an emergency injury occurs involving a child, a YMCA incident report will be filed and parents will be notified promptly.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Illness/Medication: The YMCA Early Learning Center is licensed to provide care for healthy children. There are no available facilities or medical staff to care for sick children. Therefore, sick children will not be allowed to stay at the Center. If a child becomes ill during the day, a parent will be contacted. If we are unable to contact a parent, a person from your emergency list will be contacted. The child will be separated from the other children, and will be able to rest comfortably on a cot in the director's office until the child is picked up. The child must be picked-up within one hour. This policy is enforced to ensure that children and staff are exposed as little as possible to infectious diseases. We ask that you have alternate child care available if your child is required to leave the Center due to illness. Parents are requested to keep their children home if she/he exhibits any of these symptoms, which indicate a contagious disease:

- fever (over 100 F-under arm temperature)
- skin eruptions or rash
- a chronic "hacking cough"
- redness of throat or eyes
- vomiting
- Diarrhea (2-3 loose or water stools), or
- evidence of extreme fatigue
- head lice or nits
- mouth sores

The guidelines for the following contagious diseases are:

Giardia, Salmonella, Shigella – your child will not be allowed to return to the Center until there is documentation of three negative stool samples.

Conjunctivitis (pink eye) – your child will not be allowed to return to the Center for 24 hours after proper medication has been administered.

Impetigo – until 24 hours after treatment has been initiated.

Head Lice –child must nit free for 24 hour prior to returning to the center.

Whooping Cough – until 5 days of antibiotics have been completed.

Chicken Pox – your child will not be allowed to return to the Center until **all** pox are crusted over (5-7 days).

Strep Throat – your child must be on an antibiotic 48 hours before returning to the Center.



If a child develops any of these symptoms while at the Center, the parents will be notified to pick-up their child. Please do not bring your child to the Center with any unidentifiable symptoms. Please report any contagious diseases immediately to our staff. If a physician prescribes an antibiotic, we ask that you keep your child at home for 24 hours before returning to the Center. This time period and medication will help to keep all of our children healthy. A child may only return to the Center when she/he is fever free for 24 hours. In the event that medication is necessary at the Center, a parent and physician must sign a medication authorization form. Medication must be given to staff, for them to administer. Necessary medications will be administered to your child provided there is a personal prescription filled by a pharmacist on a physician's order, and the label bears the child's name, the physician's name, and the drug store, and prescription number, date of the prescription, and the directions for administering. We strongly suggest that you inform your physician that your child is enrolled in a childcare center.

Non-prescription over the counter medication may be administered in accordance with physicians written recommendations provided the note from the physician contains the following: your child's name, the medicine to be given, the amount, the frequency, the physician's signature and the length of time medicine should be used.

In case emergency medical care is needed for your child, you will be notified immediately. If you cannot be reached your emergency numbers will be called. Your child will be transported by ambulance to the local hospital or emergency center.

Tornado/Fire/Intruder Drills:

Tornado Drills and Intruder Drills will be practiced minimum of twice per year. Fire Drills will be practiced on a regular basis.

Formal Religious Observance or Instruction:

The YMCA program is Christian in character, but non-denominational in program delivery. The YMCA schedule observes all holidays identified by the local school district. Parents are encouraged to discuss specific religious requirements with staff. Every effort will be made to accommodate individual religious preferences.

Visits, Trips, or Excursions off the YMCA Premises, and the Transportation Used for these Excursions:



Occasionally the Preschool will schedule trips off YMCA premises for students. Notice will be given in the parent newsletter and parental permission slips will be provided. Additional fees may be charged depending on location. Transportation will be provided for participants.

Procedures Concerning Personal Belongings Brought to the Center:

Please provide the following items to the Center the first day your child attends.

Clothing: Every child should come dressed ready for a busy day according to the weather. Every child must have one complete set of extra clothing stored at the Center. All items must be contained and marked with the child's name. The Center will not be responsible for items not marked. Please remember that children are taken outdoors daily (weather permitting; 32 degrees or warmer and for summer, as long as there is not a heat advisory) and should be dressed accordingly: light jacket, cap, rain boots, for damp days, in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter.

Please label all clothing with child's name. If for any reason your child needs to use his/her extra clothing, please see that it is laundered and returned promptly.

If you wish for sunscreen or insect repellent to be applied to your child, you must provide a written note of permission. Sunscreen and insect repellent must be provided by the parent, and labeled with the child's name.

Personal Belongings: Children are not allowed to bring personal items from home, unless requested by the teacher. We will not be held responsible for lost or stolen items.

Nutrition: We provide nutritionally balanced prepackaged snacks for both morning and afternoon and a hot healthy lunch. Menus are posted in each classroom monthly and copies provided to parents. Vegetarian snack and meal options are available upon request. We are a nut-free center, which means absolutely no peanut products may be brought onto the premises. This includes food products that are cooked with or near nut oil.

Birthday Celebrations/ Healthy Snacks:

The YMCA strives to promote healthy lifestyles and eating habits to participants and members of the YMCA. Birthdays may be observed by sending healthy snacks or toys. **No homemade treats are allowed.** The state requires that only pre-packaged food may be brought in. Please consult staff in advance as to the number necessary to cover the group.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Hygiene:

All children will wash their hands when entering the center, before and after meals, after the use of the bathroom, after handling pets or animals, after touching bodily fluids, after outdoor play, before and after cooking or other food experiences, before and after using the sensory tables and after wiping or blowing their nose.

Policy Regarding Release of Personal Information on the Child or Family:

The YMCA will not release any personal information on the child or family, unless the parent requests such release, and then only if the parent has signed a release of information form. Parents will be asked to sign a release form at the time of registration authorizing the YMCA to use photos of children involved in the program for publicity purposes.

Guidance and Discipline Policy:

Discipline is designed and carried out to help each child learn self-control, choose alternatives, identify feelings, and when possible, develop an understanding and respect for the feelings of others. Steps that will be taken if a child is misbehaving.

1. Verbal warnings are the first step in curbing discipline issues. The staff will step in and remove the child from the situation and will clearly identify the inappropriate behavior to the child.
2. If the behavior continues a second verbal warning will be given to the child along with the identification of a consequence such as time-out (1 minute per year of child) sitting out from an activity for a period of time, moving the child to a quiet area, etc.
3. If the behavior continues the staff shall implement one of the above consequences. The staff member will also complete a behavioral incident report in writing.
4. If the behavior continues, the staff member will discuss the problem with the managing director and the parent, preferable in person. At this time we will discuss the inappropriate behavior, the expected behavior and the remedial action taken. The purpose of this meeting shall explore alternative solutions to correct the child's behavior with the parent.
5. If the behavior continues, the staff member shall consult with the managing director and schedule a parent conference. During this conference the managing director may suspend the child from the program for up to 1 week.
6. After such suspension, if the behavior does not improve, the Center Director and or the Executive Director will be consulted and another parent conference will be held at this time the child may be suspended up to 30 days.



7. Prior to returning to the program after serving the suspension another conference will be scheduled, preferably with the child present. The purpose of this conference is to assess the behavior pattern of the child and to set clear expectations for future behavior. If the Center Director or Executive Director determines the behavior can be reasonably expected to improve the child may be re-enrolled in the program on probationary status for 30 days.
8. If during the probationary period and the child's behavior does not improve the Center Director or Executive Director may permanently dismiss the child from the program or implement a second round of suspensions. Permanent dismissal shall be implemented if the health and safety of the child, other children, or staff members are in jeopardy, or the program must be fundamentally altered to accommodate the child.

YMCA Staff members shall only use discipline techniques that are non punitive and do not ridicule the child in front of peers. Discipline techniques, as a rule, should be done away from other children. Spanking, hitting, shaking, grabbing, screaming, or belittling the child is inappropriate and should never be used.

In all instances, when the facility decides that it is in the best interest of the child to terminate enrollment, the child's parents' needs shall be considered by planning with the parents to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities.

Parent Involvement:

Parents are encouraged to become actively involved in the programs at the Center. Parents are encouraged and welcome to visit any time during our operating hours. We are always looking for interested parents to enhance our programs. If you would like to share your profession, hobby, or talent with us, we would appreciate your contribution of time and expertise. We can always use your help!

The teachers are happy to discuss any problems or concerns pertaining to the child's experience in our programs. We rely on you for feedback and advice. Please refer to the parent's bulletin board, monthly newsletter, and sign-in table for upcoming events and other pertinent information.

Staff shall consult with parents before implementing any special procedures required to meet a child's individual needs.

Families can help the center by doing the following:

- Walk your children into their classrooms
- Sign children in and out
- Supervise your children at all times while inside the school and in the parking area.
- Drive safely through the parking area.
- Have all forms completed in a timely fashion



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

- Update forms, as needed, when changes occur (i.e., new phone number, address, etc.).
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Notify the School if your child is ill.
- Notify the School if your child will be absent.
- Notify the School if you will be later than usual dropping off and/or picking up your child.
- Participate in the School's special activities.
- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions or address concerns with the teachers and center director as they arise.

Planned Means of Communication Between the Center and Parents:

Parent-Teacher Conferences: Parent-teacher conferences provide useful insight and information for both parties. Most daily concerns will be dealt with at the time of the child's pick-up or drop-off. However, each parent will be asked to sign-up and attend two parent-teacher conferences during the school year. Conferences will be scheduled twice per school year. In addition, teachers will be available on a daily basis for parent communication.

Monthly Newsletters: Teachers will prepare a monthly newsletter for parents. This letter will explain the upcoming class themes and activities, address common concerns, and highlight new procedures or policies.

Parent Advisory Group: The YMCA may organize a parent advisory group to review the Center program, facility, and staff. This advisory group will meet monthly, and have direct input to the program. Participation in this advisory group will be voluntary. If you are interested in participating in our Parent Advisory Group please contact the Center Director.

Curriculum: The overall curriculum of the Early Learning Center is designed to offer your child a warm and nurturing environment as he/she learns to socialize with other children. Within this environment, we strive to build each child's self-esteem as a basis for future happiness and ability to learn. Our curriculum is filled with "hands-on" experience that stimulates the development of a child's physical, emotional, social, and intellectual skills. Furthermore, our program strives to foster independence as it guides a child to self-discipline.

Lesson Plans: Each of the children's classrooms follows a weekly theme in their curriculum that includes:

Large Muscle Activities – Hopping, balancing, running, crawling, climbing, jumping, and throwing. Dancing, games and body action songs. Outdoor climbing, swinging, bikes, and obstacle courses.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Small Muscle Activities – Cutting, coloring, tracing, zipping, snapping, puzzles, clay, play dough, lacing, pouring, Lego building, and painting.

Language Activities – Puppets, body part, letters, and numbers, names, areas of the room, simple topics, colors, and textures. Introduce and practice new songs, finger plays and dramatic play. Follow verbal and non-verbal directions, opposites, names of animals and the sounds they make.

Science Activities – simple experiments, microscopes, and weight/measurement activities are used to create knowledge of our physical world.

Math Activities – Recognizing numbers and counting, games are used to facilitate recognition of numbers.

Art Activities – Colors, cutting, pasting, chalk, collages, easel painting, finger painting, play dough, and water colors. Art is incorporated to enhance and encourage creativity, fine motor skills, perception, and eye-hand coordination.

Self Help – Encourage the child to do things on his/her own. Encourage eye-hand coordination, patience, waiting turns, etc. How to sit at circle, proper meal manners, hand washing, proper use of materials. Zipping, snapping, and buckling.

Music – Ample time is allowed for singing, marching and experimentation with instruments and rhythm. Often, listening to music serves as a way to relax the child and provide smooth transitions to other activities.

Use of Technology:

The use of visual media such as television, film, video tapes, DVD's, and computers shall be limited to developmentally appropriate programming. Media may be used as a special event as to achieve a specific goal, but shall not be used as a regular daily routine.

Camera/Video Policy:

Some cellular phones and personal Data Assistance (PDA's) now have the capability to take pictures. As a result, please be aware if someone points one of these devices in your direction. Report all concerns immediately to any YMCA staff members.

Policy:



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

1. Video recorders, cameras, or other visual recording devices are not allowed within the YMCA facility without consent of the YMCA President/CEO.
2. The Taylor Family YMCA will prosecute, to the full extent of the law; anyone caught taking inappropriate pictures of another person. In addition, YMCA memberships and program participation privileges will be revoked.

Taylor Family YMCA Early Learning Center

Adult Rules of Conduct



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Any Parent/Guardian, authorized person, or site personnel who displays any one of the following behaviors will not be allowed at the site.

- Disrespecting Staff
- Physical abuse, shaking, grabbing, hitting, pushing etc.
- Verbal Abuse
- Alcoholic beverages and drugs
- Smoking at the site
- Confronting and correcting other children enrolled in the program

If YMCA staff suspect a parent/guardian of alcohol/ substance abuse or view child abuse, the police will be called. The YMCA's first responsibility is the safety of the child.

RECEIPT OF PARENT HANDBOOK

I have read and received the policies of the Alfred Campanelli YMCA Child Care Program Handbook. I understand and agree to follow these policies. Failure to Follow these policies may result in termination of the child care service.

Child's Name

Class

Parent/Guardian Signature

Date