

ENROLLMENT

YMCA Bright Beginnings Development Center accepts children from the ages of six-weeks up to five years old. Children, age six (6) weeks to three (3) months, must have a medical form that states the child's licensed health care provider is permitting the child to be enrolled in a group care program.

All enrollment forms must be completed prior to the child's start date. A one-time registration fee of \$25.00 will apply. If space is not available for your child, you may request to be put on the Admissions Waiting List. For the printable enrollment packet, please click here. (PDF of Enrollment Packet)

PAYMENT

YMCA Bright Beginnings uses Tuition Express for automatic bank or credit card drafts. The use of an automatic bank or credit draft is the **required** payment method. Bank accounts or credit cards will be drafted on your choice of 'every other Tuesday' or 'on the 15th of each month.' For the printable Tuition Express Sign-Up Sheet, please click here. (PDF or link)

Financial assistance is available from WV Connect Child Care at 304-344-8290. If you are denied services, you can apply for YMCA Community Assistance. Questions concerning assistance should be directed to the YMCA billing department at 340-3540.

OBSERVED HOLIDAYS

The YMCA observes the following holidays: *New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day*. On these days, **the Center will be closed**. Reminder signs will be posted prior to the holiday. For each major holiday, the Center will post a sign-up form for the day before the holiday. The Center will use the form to determine participation for that day and make a decision to remain open or to close based on the amount of interest.

HEALTH POLICY

FITNESS

The YMCA is committed to supporting the healthy growth and development of kids. Children who possess knowledge of, and who are taught to, practice healthy habits will grow into strong adults. The YMCA wants to help children achieve healthy lifestyles so our programs offer numerous physical fitness activities both onsite and offsite. These include, but are not limited to: swimming, tennis, soccer, and other field games.

ILLNESS

Our Center is only equipped to care for well children. We have no facilities or staff for the care of sick children. Children who are running a fever, or who have a known or possibly

communicable disease, should not be brought to the Center (See list). Parents are urged to make alternative plans for care of a sick child in advance of need.

Do not bring your child to the center when there are signs of illness developing:

- Cold with yellow nasal discharge
- Fever
- Diarrhea
- Nausea or vomiting
- Skin rash
- Sore or swollen joints
- Severe cough
- Chills
- Sore throat
- Rapid or labored breathing
- Inflamed eyes
- Enlarged glands
- Earache
- Temperature over 101
- Head lice
- Contagious illness of any sort which results in child being too ill to participate in daily activities

If your child becomes ill, you or one of your emergency contact persons will be called to pick up your child. It is extremely important that there is someone listed on your enrollment form that is available to come quickly for your child when we call.

MEDICATION

If your child is on prescription/non-prescription medication and it needs to be administered while he/she is at the Center, **the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken.** You will need to sign a form giving the Center permission to administer the medication to your child. Medication will be administered at the time, or with the meal, specified by parent/medication label. A written record will be kept.

Medication will be stored in a locked container and refrigerated, or unrefrigerated, according to instructions. If medications are not picked up at the end of the given week, the Director will discard.

The Director can refuse to administer medication if:

- the medication is not in its original container.
- the desired dosage is more than the suggested dosage on label.
- the child is younger than the suggested age on label.

DENTAL HYGIENE

Children, over the age of 25 months, will brush their teeth after lunch. Toothbrushes will be individually labeled and will be stored in a sanitary manner. The Center will provide

toothbrushes and toothpaste. If your child uses a specific type, you may provide your own as long as your child's name is labeled on the container. (The Early Learner's Preschool is not included.)

UNIVERSAL PRECAUTIONS

Universal precautions are steps we should take to protect ourselves when we come into contact with the blood or body fluids of other people. Universal precautions are intended to stop the spread of germs to others.

HAND WASHING

Hand washing is the best single way to prevent the spread of germs from one person to another. The YMCA staff will wash hands thoroughly with **soap and water** for at least **15 to 20 seconds**.

Always Wash Hands:

- immediately after cleaning a restroom
- before break times
- after using the restroom
- before and after providing first aid
- after handling blood or body fluids

GLOVES

The YMCA staff will wear latex or rubber disposable gloves when handling blood, body fluids, or when cleaning cuts, scrapes, or wounds. Staff will wash their hands after removing gloves and will dispose of the gloves in a plastic bag.

USDA FOOD PROGRAM

Approved meals are prepared daily for the children. Breakfast, lunch, and an afternoon snack are offered. Nutritious, low sugar menus are planned with copies posted and available for parents. If your child will need substitute food items due to religious or ethnic backgrounds, a parent preference letter will be necessary for your child's file.

YMCA Bright Beginnings participates in the Child and Adult Care Food Program (CACFP), and **all** parents/guardians are required to annually fill out a Child Food Program Eligibility Application in order for the Center to maintain state compliance. The Director can answer any questions you may have.

For infants, parents must provide formula. The Center does, however, offer baby foods. Parents are required to fill out an Infant Feeding Schedule before the first day of care if the Center provides the food or not. The Schedule is to be updated every two (2) months.

CREATIVE CURRICIULUM

INFANT/TODDLER

People who provide care and education for infants and toddlers have an awesome responsibility. Research tells us that more growth and development takes place during the first three years of life than at any other time. During this age span, children are finding out who they are, whether they are worthy of being loved, and if they are competent. They are also learning how to relate to others, how others respond to them, and what it means to express their feelings. Their brains are being "wired" for lifelong learning, thus establishing patterns for emotional, social, physical, and cognitive development.

The Creative Curriculum for Infants & Toddlers provides a comprehensive, yet easy-to-use framework emphasizing that relationships between caregivers/teachers and children and their families form the basis of curriculum for very young children.

Based on The Creative Curriculum, the YMCA staff members will:

- Build relationships with the children as well as their families.
- Create a warm, comfortable environment that responds to the changing needs of babies and toddlers.
- Make the environment inviting to families and inclusive for children functioning on different development level.
- Balance concerns for children's safety with the need for children to explore their environment and take risks.
- Help children develop inner control and positive social skills.
- Focus learning on five very important routines:
 1. Hellos and Good-byes
 2. Diapering and Toileting
 3. Eating and Mealtimes
 4. Sleeping and Naptime
 5. Getting Dressed
- Expand the children's interests to gain greater abilities to interact with their environment using the following eight activities:
 1. Playing with Toys
 2. Dabbling in Art
 3. Imitating and Pretending
 4. Enjoying Stories and Books
 5. Tasting and Preparing Food
 6. Exploring Sand and Water
 7. Having Fun with Music and Movement
 8. Going Outdoors

Since infants and toddlers cannot communicate their daily happenings, the teachers will fill out a daily report for each infant/toddler each day. On the report, you will find such information as: time of feedings, what was eaten, the amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day.

PRESCHOOL

For children age three to five, real learning requires active thinking and experimenting to find out how things work. The Creative Curriculum puts into place the best preschool teaching

practices to make the most of children's natural inclination to play. Important research in the last 10 years has expanded our understanding of how children develop and learn. The Creative Curriculum emphasizes the development of social competence, learning through play, fostering independence, self-confidence, and self-esteem. The Creative Curriculum explains how to teach content in ways that respect the developmental stages of preschool children, defines the body of knowledge included in each content area, and the process skills children use to learn that content.

- Literacy - vocabulary and language, phonological awareness, letters, words, print, comprehension, books, and other texts
- Mathematics - numbers, patterns and relationships, geometry and spatial awareness, measurement, and data collection, organization, and representation
- Science - the physical properties of objects, living things, and the earth and the environment
- Social Studies - how people live, work, get along with others, shape, and are shaped by their surroundings
- The Arts - dance, music, dramatic play, drawing and painting
- Technology - tools and their basic operations and uses
- Process Skills - observing and exploring; problem solving; and connecting, organizing, communicating, and representing information

With an understanding of content and how children learn it, teachers can expand the opportunities they offer children to acquire knowledge and understand concepts. They can make a direct link between the preschool curriculum and what children will learn in elementary school. When the content of the curriculum is taught with children's developmental stages in mind, children are more likely to be successful learners who feel excited about and challenged by what they are learning.

FIELD TRIPS

Field trips and nature walks will be taken periodically to nearby places and are considered an important part of the educational program. The same responsible adult supervision will be provided for those excursions as available to the children while in attendance at the Center. Parents will be notified in advance of all field trips away from the Center and a separate permission slip must be signed prior to the trip. Parents are welcome to come along and may be asked to provide entrance fees.

Programs providing transportation for field trips must use seat belts as required by law. The law requires that your child be placed in a restraint device, please leave the safety seat at the Center on the day of the field trip. Children will never be left alone in a vehicle.

INDOOR AND OUTDOOR PLAY

Children should arrive dressed for play. Our day involves outdoor play and lots of messy, hands-on activities so make sure that your child is dressed appropriately. Because clothes may get stained, please do not dress your child in nice clothing. Clothing should be comfortable and seasonally appropriate. For safe play on larger toys and equipment, we strongly recommend rubber-soled shoes or sneakers. Hard-soled shoes do not provide adequate grip, and sandals are

not appropriate for active play. Also, make sure to include hats, mittens, boots, and coats for cold weather.

INDOOR PLAY

Indoor play constitutes the majority of our play time. The Center provides a variety of age-appropriate toys for your child to play with throughout the day. Teachers will arrange the classrooms so that children will have choices in what they do. Activity and learning centers will be positioned in the room to create an inviting, yet structured environment for learning. Each classroom has daily schedules and/or lesson plans posted in each classroom. Each class schedule reflects the amount of time that is appropriate for that age group.

OUTDOOR PLAY

Outdoor play is a very important activity for the children. Outside play allows children to improve their gross motor skills as well as to burn off excess energy. When weather and circumstances permit, the Center will provide a minimum of one (1) hour of outdoor activity daily. Children enrolled in Early Learner's Preschool will have a minimum of thirty (30) minutes. (Temperature must be 40 degrees Fahrenheit and higher.)

MEDIA

ACTIVE MEDIA

Active media is materials that the child **can** control while participating in an activity such as taking pictures with a camera, making audio or video tapes, or working on a computer. The YMCA staff will **encourage** participation in active media by allowing children to experiment with various activities. Computers are available in most preschool classrooms.

PASSIVE MEDIA

Passive media is materials that the child **can not** control while participating in an activity such as watching television, films, and videos. The YMCA staff will **discourage** passive media, except when used as a learning tool. Films and videos will be allowed on a limited basis and are restricted to a "G" rating. The Director may refuse a film or video brought by a child based on rating and content.

DAILY REST TIME

Provisions will be made each day for each child to rest. A minimum of one (1) hour per day and maximum of two and a half (2 ½) hours rest time will be available for each child. You may be asked to provide a crib sheet and/or a small blanket to cover cots at nap-time. The linen will either be laundered once a week at the Center or should be picked up every Friday afternoon and brought back to the Center on Monday mornings. Please label your child's linen with his/her name or initials.

DISCIPLINE AND GUIDANCE

Discipline at the Center is based on an understanding of the individual child's needs and stage of development. Our goal is to develop self-discipline, responsibility for self, respect and caring for others and honesty. Our staff attempts to be good role models for children.

The YMCA staff will provide Verbal Guidance by:

- Speaking kindly to children.
- Providing positive verbal praise when interacting with children.
- Giving clear instructions.
- Avoiding making comparisons between children.
- Giving positive directions and suggestions.
- Modeling Christian values.
- Promoting positive self-esteem.

The YMCA staff will provide Behavioral Guidance by:

- Supervising children for all activities (indoor, outdoor, and field trips)
- Planning developmentally appropriate classroom activities.
- Ensuring that children know the consequences for inappropriate behavior.
- Providing consistency in discipline practices.
- Ensuring that teachers and staff will be positive role models.
- Giving children choices.
- Knowing and understanding the mental and emotional needs of the children.
- Using "Time Out" immediately following physical aggression, hitting with objects, kicking, or biting. (See explanation of time out).

Positive reinforcement, reasonable expectations, logical consequences, distraction and diversion, and, if necessary, supervised removal from the group for short periods of time are all techniques used in guiding children's behavior. Physical punishment is never administered. We will communicate with parents directly when possible. Notes will also be left if the teacher is not able to talk with you, and conferences will be arranged if warranted. A log of a disruptive child's behavior will be kept. Check your child's classroom folder each day.

TIME OUT

Time out is a very effective discipline technique and will work with children as young as 18-24 months old. By using this method of discipline, the teacher is giving your child time out from positive reinforcement after he/she misbehaves. Time out is a discipline technique that we feel is appropriate when your child is in our care. If a child is displaying inappropriate behavior in the classroom, the teacher will handle the problem with the following steps:

1. When the behavior is observed, a verbal warning will be given to tell the child how they can correct their actions.
2. After the second occurrence, the teacher will redirect the child and remind them how they can correct their actions.
3. After the third occurrence, the teacher will sit the child away from the group in time out (one minute for each year of their age).
4. If the behavior persists or several time outs are given in one day, a note from the teacher will be sent home notifying the parents of the problem.

Remember that this is just one method of using time out and it can be modified to fit each classroom and/or the child's temperament. Each classroom may use a different variation of this time out. If one does not work, then the teacher will look for a different discipline technique or a different way of using this one.

BITING

Child care experts agree that due to their lack of communication skills, it is not uncommon for young children to bite. This is a natural stage which will normally disappear through the guidance and direction of parents and caregivers. The YMCA staff will redirect children from the situation if a biting incident should occur. If this behavior continues, a parent conference will be scheduled to discuss ways to work toward correcting the behavior and providing guidance to parents. If no improvement occurs, disenrollment may occur.

Procedures regarding the care of the child bitten will include washing the bite with soap and water, completing an Accident and Injury Report, and notifying parents.

DIAPERING

The diapering surface is waterproof and free of cracks. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, and gloves are immediately thrown away. The hands of the child and staff member are washed thoroughly and dried with a paper towel.

Diapers are changed as needed and are checked often based on individual schedules. Creams, ointments and powders are used only when necessary. The Center will provide baby wipes as well as any creams, ointments, and powders. If your child uses a specific type, you may provide your own products as long as your child's name is labeled on the container. You **are** responsible for supplying **all** your child's diapers and/or pull-ups.

SUGGESTIONS OR CONCERNS

Good communication is of the utmost importance. Parents are encouraged to discuss any suggestions and/or concerns with the classroom teacher on a regular basis. Parents are also welcomed to schedule a conference with the Director, if desired.

STAFFING PROCEDURES AND CODE OF CONDUCT

The staff is comprised of both professional and paraprofessional caregivers. Staffing for the Center meets the licensing requirements related to age, educational background, continuing education, and care-giver-child ratio.

Staff members are selected on the basis of their qualifications, skills and concern for the health, safety and development of your children. Regular ongoing training is provided for all staff members in child development and child care techniques.

- Reference checks will be conducted, documented, and filed on all employees. Part of this check will include a Criminal History check.

- The YMCA staff or volunteers must maintain current CPR and First Aid Certification for minor emergency situations. Continued training occurs throughout the year in areas of child development, health, safety, and nutrition.
- In order to protect the YMCA staff and program participants, the children and staff must be within sight and/or sound of each other at all times.
- The YMCA staff or volunteers may not discipline children by use of physical punishment or by failing to provide the necessities of care.
- The YMCA staff or volunteers may not verbally or emotionally abuse or punish children. The staff are not permitted to yell or shout to or at a child, unless in imminent danger.
- The YMCA will under no circumstances release children to anyone other than the authorized parent/guardian(s) or individual(s) authorized by parents in writing.
- Staff will be alert to signs of child abuse or neglect and an occurrence report will be made immediately on any signs of physical injury.
- The YMCA is a **MANDATED REPORTER**. It is the **LAW** that any suspicion of child abuse **MUST BE REPORTED**. The organization and staff members individually may be prosecuted if we fail to do so.

ABUSE AND NEGLECT

Based upon its concern for the children, parents, and the YMCA staff, the following standards related to reporting procedures, staffing, standards, code of conduct, and resources for parents and children have been developed.

DEFINITION

“Child Abuse” is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional, or sexual. Its effects are severe emotional and physical handicaps, anti-social behavior, even death.

REPORTING PROCEDURE

- At the first suspicion of child abuse, the staff or volunteer will immediately inform the Director.
- The YMCA is required by law to make a report to the appropriate law enforcement body and request that the situation be investigated.
- In the event the reported incident or suspicion involves an employed staff person or volunteer, the Director will suspend the person from all responsibilities and, if appropriate, without pay until the investigation is complete.
- All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with the Director.
- The YMCA staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the Director.

