

**YMCA
Birth to Five
Child Development
Center
Frederick County
Maryland**



Parent Handbook
2024-2025

Welcome to YMCA of Frederick County Birth to Five Child Development Center

The Mission of the YMCA of Frederick County Child Care is to provide families with a program focused on meeting the social, emotional and academic needs of our young learners so they can grow into the changemakers of tomorrow.

Vision Statement: The YMCA of Frederick County believes in strengthening our diverse community by empowering families, staff and partners to successfully advocate for children and families to reach their fullest potential for a better future.

YMCA of Frederick County Cause: At the YMCA of Frederick County strengthening community through youth development, healthy living and social responsibility is our cause. Every day, we work side-by-side with community members to address the most pressing needs in Frederick County to make sure that everyone - regardless of age, income or background - has the opportunity to learn, grow and thrive. Our work is not easy but real and lasting changes can only come about when we work together to invest in our kids, our health, and our neighbors and the first step to achieving these improvements is having the full support of our community.

YMCA of Frederick County Mission: To build a healthy spirit, mind and body for all.

Our Commitment to Families

The YMCA of Frederick County Birth to Five, Head Start and Early Head Start programs are dedicated to family engagement as fundamental to fostering positive outcomes for children and families.

We are committed to ensuring our engagement with families is culturally respectful and inclusive, responsive to individual strengths and needs in support of increased family resilience and overall well-being.

We acknowledge families are recognized as their children's most influential teachers and actively encourage parents and guardians to participate in the learning and development of their children. Open, mutually respectful communication between families and our staff is highly encouraged through conferences and technology like phone and email communication.

We recognize the well-being and development of every child as a partnership - where responsibility is shared between the program and our families. We encourage parents to be involved in their child's program by participating in various family involvement opportunities, including parent meetings and volunteering.

The YMCA Child Care Program

The YMCA of Frederick County Child Care program offers quality full-day early learning opportunities and child care for infants through preschoolers, enabling parents and family members to go to work knowing their children are in safe, stimulating environments. The Y's Birth to Five Program is staffed with people who understand the cognitive, physical and social development of kids, the support parents and families need and the importance of maintaining a safe, clean environment for children to learn and thrive. At the Y, infants develop trust and security, preschoolers experience early literacy and learn about their world and school-age kids make friends, learn new skills and get help with their schoolwork.

The YMCA School Partnerships

Many school districts transitioned to remote or hybrid learning environments at various points over the past two years. YMCAs across the country are working to ensure their programming not only aligns with and complements the work of schools as they meet state and local guidelines, but that programs are also executed safely and in ways that advance our commitment to equity.

Arrival/Departure of Children

Please make sure children arrive and are picked up from the center at the times agreed upon at the start of the program year and specified in the enrollment agreement.

Please enter and exit the building through the designated entrance. To ensure your child's safety, you must accompany your child to this entrance. ***You must sign*** your child in and out of the center and tell the appropriate staff member that you are arriving and/or leaving with your child. Persons, other than a child's parent, signing children in and out of the center must be at least 18 years of age and must already be listed on the approved list of emergency contacts.

Children will not be released to any individual not designated on the Emergency Card. There will be **NO** exceptions. If you need to make any changes to the Emergency Card, please contact your child's teacher or the director so that they may update this information. Photo ID will be required to release children to approved persons.

Attendance and Absences

Students who attend school regularly learn more and are more successful in school than students who do not. Parents who make regular school attendance a priority also are helping their children learn to accept responsibility. Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school career. That's important, because students who miss school miss out on carefully planned sequences of instruction. They miss out on active learning experiences and class participation. They miss out on the opportunity to ask questions, and therefore are more likely to fall behind.

Parents are asked to notify the center when their child will be absent from the program. Contacting us will alleviate the need to contact you at work. There is **no refund** or **adjustment to the weekly fee** if your child is absent. Full payment is due regardless of the number of days used.

Account Statements

Families may access your annual childcare account statement by logging into your account at www.frederickymca.org. If you would like a statement at another time during the year, please contact our Child Care Billing Department. They can be reached at childcarebusiness.com.

Admission and Registration

Children are accepted on the basis of available space in the program.

To register your child, you must complete the enrollment forms, submit all of the required forms for licensing and pay an annual non-refundable registration fee of \$50. The annual registration fee pays for activities, some special events, and classroom supplies.

A two-week notice is required for disenrollment. Withdrawal of your child for any period of time designates a slot available for children on the waiting list. The following forms must be completed before your child can attend the center. Parents will be given an enrollment packet, which includes:

- Registration application form
- Health inventory I and II
- Blood Lead Testing Certificate
- Medication Authorization form
- Immunization form
- Emergency card
- Parent handbook receipt

The following items will be given to you after you enroll:

- Meal Benefit Application
- Inclement weather policy
- The Parent Handbook is available online at www.frederickymca.org.

Babysitting

It is against the YMCA policy for center staff to babysit for children they have met through the program. Please help staff support our policies by not requesting their assistance outside of YMCA programming.

Belongings

Please have your child keep all personal items of value such as toys, jewelry, etc at home unless it is an approved show and tell day. Children tend to not want to share these items, and they may get lost or broken. Please be sure other items that your children bring are labeled with their name (lunch, extra clothing, pillow, pillowcase, blanket etc.)

Cell Phones

YMCA Birth to Five staff are not permitted to be using a cell phone while with children. Teachers are supplied with iPads as a way of capturing pictures to add to your child's portfolio. We ask that during pickup and drop off, parents and guardians please keep cell phones away. It is important to be available to speak with the staff and to make a smooth transition with your child. Also, we are hopeful to in the near future, once again be able to invite parents to visit their child's classroom. When you plan to visit your child's classroom, we respectfully ask you to maintain the same policy and keep cell phones away. By keeping cell phones away during a visit, you are showing your child that you are committed to them and their education!

Center Calendar

The 2024-2025 program calendar includes dates of operation and closures. The calendar is posted on the Frederick YMCA website.

Web address: <https://frederickymca.org/programs/children-teens/birth-to-five>

Child Abuse and Neglect

It is the responsibility of YMCA Birth to Five Staff to promote the healthy and safe development of the children in our program. It is our goal to promote healthy family functioning of families enrolled in our Birth to Five Program. YMCA Birth to Five staff are mandated by state law to report any cases of suspected abuse or neglect to the local Child Protective Services agency.

Reportable situations may include the following:

- Signs of malnutrition
- Poor hygiene
- Unattended physical or medical problems
- Unexplained bruises, burns, or welts or explanations that don't fit the injury
- Child appears frightened of a parent or caregiver
- Pain, bleeding, redness, or swelling in anal or genital area
- Sexual play with toys, self, or others that is not age appropriate
- Knowledge of sex that is not age appropriate
- Extremes in behavior ranging from overly aggressive to overly passive
- Delayed physical, emotional, or intellectual development
- Abandonment of a child by a parent or guardian; Absence of proper parental control or subsistence, education, medical or other care of control necessary for the child's well-being
- Child is constantly belittled, berated, or blamed by the parent

Children with Disabilities

Young children vary in their skills, knowledge, backgrounds, and abilities. Effective teaching requires individualized teaching and chances to learn for all children to access, participate, and thrive in early learning settings. Individualizing education for children who need more support helps ensure effective teaching for children with disabilities and other special needs across all the Child Care early Learning Outcomes Framework domains. Using children's Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) goals is part of effective teaching, individualizing, and creating inclusive environments to support children's positive outcomes. There are resources on the Early Childhood Learning Knowledge Center (ECLKC) website ([link here](#)) that can help parents who may have questions about suspected or known disabilities, including parents' rights and how to communicate effectively with the Local Education Agency (LEA) staff.

YMCA staff work closely with Frederick County Public Schools, Child Find and Infants & Toddlers, to establish the most successful learning environment for your child. It is always recommended that everyone involved with your child's education be present in establishing goals and routines. If your child is having an upcoming IEP or IFSP meeting, please contact the Teacher or Director, as we will accompany and support you through the process. Some children's disabilities will be identified through the child care process of screening, ongoing assessment, or sharing a parent or staff concern. With the parents' consent, they will be referred to the LEA for further evaluation.

Clothing

Please dress your children in comfortable 'play clothes' so they may participate in all activities, both indoors and outside; bring appropriate outerwear for the current weather conditions. For safety, flip flops, sandals and any type of open toed shoes are strongly discouraged. Shoes should have rubber soles. If your child likes to wear 'dress' shoes, please keep a pair of sneakers in their backpack.

Each family is asked to provide a clean change of clothing for their child, to be kept at the center at all times. Please exchange these clothes as the seasons change so that children are appropriately dressed. When a child wears home the change of clothing left at the center, please provide the center with another set of clothing as soon as possible.

Code of Conduct

This Code of Conduct outlines the expectations for parents, guardians, and family members to create a supportive, safe, and respectful environment for children, staff, and families.

Safety and Security

To ensure a secure environment, we ask that all parents, guardians, and visitors adhere to the following guidelines:

- **Identification:** Be prepared to show ID upon staff request.
- **Authorized Pickup and Drop-off:** Ensure that children are picked up and dropped off by designated persons at the appropriate times.
- **Sign-In/Sign-Out:** Use the provided sign-in and sign-out sheets for classrooms, meetings, and events.
- **Well-being Focus:** Prioritize the health, safety, and emotional well-being of all children.
- **Safety Procedures:** Adhere to all safety protocols, including keeping doors secure and not holding locked doors open.
- **Report Concerns:** Notify program staff of any safety or security concerns immediately.

Important Notice: Threats, profanity, intimidation, drugs, and alcohol are strictly prohibited on all YMCA premises. Violation of this Code of Conduct may lead to restricted access to YMCA facilities and programs.

Confidentiality

To protect the privacy of all participants:

- **No Cell Phones or Recording Devices:** Refrain from using cell phones or recording devices in classrooms to maintain the confidentiality of children and families.
 - **Confidentiality of Information:** Staff are unable to discuss any information about a child/family with other parents,volunteers, or visitors. Similarly, staff are unable to discuss sensitive information with families about their child in the presence of other children/visitors and will schedule a time when privacy can be maintained.
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Model Positive Behavior

Parents and guardians are encouraged to reflect the program values being taught to children:

Core Values: Demonstrate and promote responsibility, respect, caring, and safety at all times.

The Positive Behavioral Interventions and Supports (PBIS) Committee offers parents the opportunity to engage and provide input into their child's social and emotional development. Join us the third Thursday of each month at the Head Start office (801 N. East Street, Suite 3, Frederick, MD 21701) from 1-2pm to discuss and share ideas. Please email Ms. Irene Slevin at islevin@frederickymca.org if you have any questions and/or would like to participate.

Behavior Redirection

- **Staff-Led Guidance:** Program staff are responsible for redirecting children's behavior as needed.
 - **Parent-Staff Partnership:** In support of our classroom discipline policy, parents should avoid redirecting children in the classroom unless it has been discussed and agreed upon with program staff.
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Inclusive Play

The program encourages inclusive play, where all children learn and grow together:

Encourage Sharing and Communication: Support your child in learning skills such as sharing, expressing feelings, and setting boundaries.

Curriculum and Ongoing Assessment

The curriculum used at YMCA Early Learning Center is the Creative Curriculum by Teaching Strategies. It is based on sound early child education principles and developmentally appropriate practices. This curriculum is based on the foundation of child development theories which support that children learn best through actively exploring their environment. We provide opportunities to build children's confidence, creativity, and critical thinking skills through hands-on, project-based investigations. We promote discovery and inquiry with opportunities for children to think critically and develop process skills with rich, hands-on investigations of relevant and interesting topics in the classroom. The Creative Curriculum fosters

independent, self-confident, inquisitive, and enthusiastic learners by actively exploring their environment. Curriculum goals focus on the areas of: Social/Emotional, Cognitive, Physical and Language, Motor skills, Academic Learning, and Adaptive skills.

Teachers use various resource materials for ideas and activities to be developed according to each child's stage of development and individual needs. To individualize the curriculum to meet each child's developmental stage and areas of interests, a number of screening and assessment tools are utilized. The teachers use observations, information given by parents and helpful screening/assessment instruments throughout the year to gather information about the children to then plan activities for small groups and for individuals within each classroom.

Communication

YMCA believes parents are the most significant adults in a child's life. We strive to create mutual respect between parents and staff and to develop a partnership for the benefit of the child. While these partnerships might become strong throughout the child's enrollment in the program, staff and parents must also recognize the professional nature of their relationship while their child is enrolled in our child care program .

We ask that you tell your child's teacher about any unusual behavior or incident that may have occurred with your child at home so that teachers can take care of your child in the best way possible. Please also share your observations of your child's development with the teachers as well as the positive impacts the program is having on your child and family.

The following opportunities will strengthen your relationship with program staff and support your child's progress:

- Daily conversation with teacher upon arrival and departure
- Daily reports
- Check child's mailbox daily
- Monthly Newsletters

CHILD CARE CLASSROOM

- Infant Classroom/Room 101: (301) 418-6595
- Toddler Classroom/Room 102A: (301) 418-6592
- Two's Classroom/Room 102B: (301) 418-6597
- Head Start Preschool Classroom/Room 103: (301) 418-6583
- Head Start Preschool Classroom/Room 104: (301) 418-6594
- Preschool Classroom/Room 105: (301) 418-6593

CHILD CARE ADMINISTRATION

- **Education Manager (Preschool-aged):** Scherrilee Garcia, sgarcia@frederickymca.org
- **Education Manager (Infant, Toddlers, & Twos):** Sam Early, searly@frederickymca.org

Developmental Screenings

The YMCA Early Learning Center program will be using the Ages & Stages Questionnaire (ASQ) screening assessment tool. This screening tool offers a meaningful way to evaluate and document children's growth, accomplishments and areas of difficulty. The screening tool will set a baseline for the classroom teacher to be able to develop an individualized learning plan for each child.

Emergencies

Medical Emergency: In the event of a medical emergency, you will be contacted immediately. If you cannot be reached, we will proceed to call emergency contacts. If you or your emergency contact person(s) cannot be reached, staff will follow program procedures until your child can be reunited with you.

Emergency Contacts

- Emergency contacts (person(s) authorized for a child to be released to) must be **18** years of age.
- Three emergency contacts are preferred, a minimum of 2 must be completed. Each contact must have a current phone number and address.
- Parents cannot be considered a contact.
- Contacts must have phone numbers that are different from the child's home and parent information.
- For your child's well-being it is critical that we have up-to-date emergency contact information for your family in our files at all times.
- It is the responsibility of the parent/guardian to update the emergency card with any changes of address or phone numbers and to inform the classroom teacher of these changes.

Fire Drills

YMCA holds monthly fire drills and posts evacuation plans. Please do not be alarmed if a fire drill occurs while you are in a classroom. We suggest that families practice fire and other safety drills at home so that all family members are familiar with what to do in case of a fire emergency.

First Aid/Incident Reports

The welfare and safety of your child is of primary importance to us, and we make every effort to see that accidents do not occur. However, young children are active and occasionally accidents do happen.

YMCA staff have both First Aid and Child CPR training to rely on if there is a serious injury to a child. All centers have first aid kits that are well supplied and kept in a designated location. Only soap and water will be used to clean any wound.

If your child gets hurt or there is an incident that occurs while your child is in our care, we will fill out an injury report. You will need to read it and sign that you were made aware of it.

If the injury is located on the face or head, or your child is bitten and it has broken the skin, you will receive a call right away, otherwise you will be informed at pick up time.

If a child requires emergency care, the following steps will be taken:

- We will contact 911 and attempt to contact the parents. If a parent cannot be reached, the center will contact those persons listed on the emergency card.
- The child will be transported to the hospital via ambulance if necessary. A staff member will ride with the child and stay with them until a parent arrives.
- All accidents causing injury to the child while at the center will be documented in a written report within 24 hours.

Dietary Requirements

Nutrition is key for children's healthy development, and is a focus of all the YMCA Child Care programs. Healthy eating habits established early in life are important in establishing and maintaining a healthy weight that can last a lifetime.

During the registration process, parents should provide information regarding any health concerns for the child or on the physical provided by the child's physician.

We are not a food restrictive center, however if a child has a specific allergy we will ensure all necessary precautions are taken and notify families of any limitations related to the allergy to maintain the child's safety and well-being.

If your child has allergies, please make note of it on the appropriate forms and make

sure to personally inform your child's teacher.

These processes will assist with identifying any allergies or special dietary requests that may be necessary for the child's well being. The Health & Nutrition Manager will provide the classroom teacher with the required food allergy or special dietary requirement paperwork that needs to be completed and signed by your child's physician.

- The forms will be reviewed by the Health & Nutrition Manager to ensure completeness. The child may not start attending class until all papers and medications are received and cleared by the Health & Nutrition Manager.
- The Food Service Staff will work in conjunction with the Health & Nutrition Manager Nutrition Consultant and appropriate Cook to ensure substitute foods are appropriate to meet the required nutritional value for each meal and that all ingredients are reviewed before serving the foods to a child with allergies.
- Classroom staff will be provided a list of all children in their classroom who have medical and food allergies & preferences. Each classroom teacher will be required to include a picture of the child, to post in the classroom. This list should be covered with the red cover sheet (to maintain confidentiality).

Guidance and Discipline

YMCA Child Care supports the social-emotional development of all children by building nurturing, trusting relationships and fostering growth and independence. Providing clear, consistent rules, routines and expectations also contribute to the child's development as does encouraging respect for others feelings, their rights and their home language and culture.

A primary goal for children enrolled in the program is to provide a setting where children can develop healthy relationships with staff and peers, feel comfortable, engaged and supported in their learning environments and develop self-regulation and problem solving skills. We understand that children are still developing emotionally and socially. They have limited life experience and language skills and need our guidance. Just as we teach children academic concepts, such as pre-reading, math and science, we guide children's social and emotional development through mentoring, modeling and direct teaching.

Positive Guidance techniques assist children in developing self-control and pro-social skills over time. Positive Guidance techniques include strategies such as: teaching social skills, encouraging the child to use words to solve problems, helping children to solve problems by finding workable solutions, modeling positive communication and social interactions, looking for the reasons behind the behavior, telling child specifically what to do rather than what not to do, praising positive behaviors and diverting a behavioral issue by offering two choices.

Should a child struggle with behavior management such as physically harming another person, endangering him/herself the child care staff will work with the

parents to develop a plan for addressing the behavioral concerns. The developed plan will follow the guideline set forth by PBIS and will support the child by establishing behavioral goals with positive reinforcement for achieving the goals.

Program Wide Positive Behavior Interventions and Supports (PBIS) Implementation

YMCA Child Care implements a program wide behavioral intervention and support plan.. This plan has been created by an implementation team of Child Care managers, Family Services staff, teachers, YMCA staff representative and Child Care parents. All Child Care staff will receive initial training on The Pyramid Model, the tool used to implement PBIS, and ongoing training and coaching on positive guidance and support.

Four program wide expectations will be implemented to ensure consistency in messaging that all children, staff and families can use: "Bee" Responsible, "Bee" Respectful, "Bee" Caring and "Bee" Honest.

The PBIS implementation team has adopted a honeybee mascot to represent the expectations visually in the Child Care program. These expectations align with the four YMCA Core Values. These expectations will be used throughout our program to guide expectations for children, staff, and families.

An example of how the staff may respond if they see a challenging behavior being demonstrated by a child:

- Gently correct the child in a positive manner while referring to one of the four program wide expectations: Bee Responsible, Bee Respectful, Bee Caring or Bee Honest Example: Mary is looking at a book and Max takes the book away from her.
- Gentle correction - "Max, can you come over here and be respectful to Mary by asking if you can see the book? That's how we show our friends we care."
- Staff may need to further guide and intervene if Max does not respond appropriately. If Max does listen and responds appropriately, staff will provide Max specific verbal praise for a job well done.
- Specific praise - "Thank you Max for coming over and returning the book. How could we ask Mary for a turn?" Staff will have a conversation with Max and Mary and guide Max through the steps of how to nicely ask for the book for better understanding and learning of these concepts.

Mental Health is an essential part of well-being. It is foundational to the "ability to think, learn and grow". For young children the term "mental health" is synonymous with social and emotional development. In early childhood, mental health is developing the capacity of children birth through age five to:

- Form close and secure relationships with adults and peers
- Experience, regulate and express their emotions in appropriate ways

- To explore their environments, try new things and learn - all in the context of their family, culture and community.

All aspects of development, including children's social emotional competence, are essential outcomes of the YMCA Child Care program. YMCA Child Care provides behavioral/mental health services. Some examples of these services include:

- Classroom observations to support the teacher in their efforts to provide appropriate emotional support to all children using effective tools and methods of guidance and discipline and developing positive teacher-child interactions.
- Collaborating with parents, teachers and other support staff to develop individualized Behavior Intervention Plans (BIP) to further support individual children's social/emotional development, with written parental permission.
- Referring children for individual therapy support when needed and with written parental permission.
- Parenting education.

Health Services

The goal of health services is that each child receives ongoing, continuous health care. Promotion of good health and preventative health care involves children, parents and staff.

All health papers on file with the YMCA ELC must be current at all times. *A yearly physical/ well-child visit is required for all children participating in the program.* If the health papers expire, it is an expectation that the new papers will be supplied to the program within two weeks of the expiration date. If that can't be completed, a note from the medical office stating the date and time of the child's appointment must be received by the Health and Nutrition Manager.

Sickness Policy and Exclusion from Care

Exclusion from the classroom due to sickness occurs when a child has any of the following conditions:

- a. The illness prevents the child from participating comfortably in activities.
- b. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- c. A severely ill appearance - this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having quickly spreading rash.

- d. Fever (temperature above 100.4°F by any method requires exclusion and immediate medical attention.
- e. Viral respiratory illnesses (Covid-19, influenza, RSV) - fever-free for 24 hours without use of medication and improvement of other symptoms
 - i. For persons with chronic conditions such as asthma, the symptoms should represent a change from baseline.

Staff must call the Health and Nutrition Manager anytime a child is going to be sent home early or is not allowed to attend due to any communicable illness.

All children and adults in the classroom should be monitored for signs and symptoms of communicable disease as defined by the CDC Communicable Disease Summary.

For more information, please reference the Maryland Department of Health and Mental Hygiene Communicable Disease Summary ([website link here](#)).

If a child exhibits signs of a COVID like illness, or other communicable disease, they should be isolated briefly in an easily supervised area and emergency contact should be reached to pick them up as soon as possible.

If a child exhibits symptoms during the day, all attempts should be made to have the remaining members of the class go outside until the room can be cleaned and determination is made by the Health and Nutrition Manager, Health Department, MSDE Office of Child Care or other YMCA Administrator on the next course of action.

If a child is isolated due to COVID-19 symptoms during the school day, one staff person should supervise that child and the other staff person should supervise remaining children, taking them outside if possible. The staff supervising the sick child should wear gloves, mask, and face shield in addition to maintaining social distancing and sanitizing surfaces recently touched by the child.

Once children have left the building, all appropriate surfaces will be disinfected.

**Be advised that if your child is out of school due to illness for less than 2 days and the illness is not a Communicable Disease, they may return to school with a written note from the parent or physician indicating the child has been symptom free and without medication for more than 24hrs. If your child is out of school for 3 or more days due to illness or a communicable disease, they may only return to school with a written note from the physician indicating they may resume regular activities and are no longer contagious.*

Lice Policy

The following steps will be followed if a child is found to have head lice or nits:

- The parents/guardians will be notified immediately by the classroom staff or another staff member.
- If at all possible, the family will be asked to come pick up the child and take them home. Their hair must be treated with lice shampoo and combed through before they can return to the school.
- Parents/guardians will be provided guidelines about effective treatment for head lice for the child and the household.
- A classroom staff member will check the child's hair upon return to school and again in one week to determine the effectiveness of the treatment. If the head lice bug is still present upon returning after the first treatment, the child will need to go home and the family will need to consult with the child's healthcare provider. If the nits are still present after one week or the lice bug reappears after one week, the child will need to be retreated. The parents/guardians will be notified and expected to consult with their child's healthcare provider and/or treat their child again before returning to school.
- A letter will be sent out to all the families in that classroom informing them that a case lice has been identified and ways to monitor their child.

(Referenced CDC Caring for Our Children: National Health and Safety Performance Standards, 4th edition: Pediculosis Capitis (Head Lice): 7.5.8.1. And FCPS Rg. No. 400-21)

Holidays and Other Celebrations

YMCA provides meaningful experiences for children that are reflective and respectful of family traditions from all children in the classroom. Families are encouraged to share their traditions! We encourage you to talk with your child's teacher if you would like to share some of your family's celebrations and traditions and to work closely with the teacher to provide developmentally and culturally appropriate experiences for our children. Conversations about the many ways people celebrate are encouraged and will be included as we plan with you to create a multicultural curriculum. If you choose to send a special snack in for a holiday celebration, such as a birthday, please ensure it is an unopened store-bought product with an ingredient label.

Hours of Operations

The Child Care Center is open Monday - Friday, 6:30am to 6:30 pm.

Inclement Weather, Delays, Closures

Announcements will be made via the Frederick YMCA program website:
www.frederickymca.org/programs/education

Late Payment of Tuition Fees

Late fees will be charged on past due accounts at \$25 for weekly payers and \$50 for bi-weekly payers. Accounts that fall 7 days past due may result in termination of child care. Failure to stay current on any payment agreements will result in disenrollment. After three broken payment agreements payment plans will no longer be permitted. Following all disenrollments, a \$50 registration fee will be required upon return to the program. (Fee will not be waived for CCS.)

The YMCA reserves the right to charge a fee for returned drafts.

Late Pick Up Fees

Parents must have an emergency contact within 15 minutes of the childcare site to satisfy licensing regulations. If you are running late, please call the classroom to let the staff know you are on your way. If you find you will not be able to arrive by 6:30 p.m., please inform the center and find someone to come in your place (be certain that whoever picks up your child is listed on the emergency form). Many of our staff have other commitments after 6:30 pm., so timely notification is important. Children also become anxious when their parents are late.

A ***late pickup fee of \$1.00 per minute*** will be assessed for pick up past 6:30 pm. At closing, childcare staff will call the emergency contacts as noted on the emergency card. If the emergency contacts cannot be reached in a reasonable amount of time, Child Protective Services will be called.

Medications

Medication Administration and Storage

1. Medication, whether prescription or non-prescription; may not be administered to a child in care unless:
 - a. Parental permission to administer the medication is documented on a completed, signed, and dated medication authorization form, provided by the office, that is received at the center before the medication is administered; and

- b. A licensed health practitioner has approved the administration of the medication and the medication dosage; and
 - c. The Health and Nutrition Manager or another Management Staff of the YMCA ELC has received the medicine, the Medication Administration form completed and the medication has been reviewed for compliance and accuracy between the form and medicine received.
2. A prescription medication may not be administered to a child unless at least one dose of the medication has been given to the child at home.
3. If the medication is by prescription, it is labeled by the pharmacy or physician with:
 - a. The child's name;
 - b. The date of the prescription;
 - c. The name of the medication;
 - d. The medication dosage;
 - e. The administration schedule;
 - f. The administration route;
 - g. If applicable, special instructions, such as "take with food";
 - h. The duration of the prescription; and
4. *Topical Applications*: A diaper rash product, sunscreen, or insect repellent applied by a child's parent may be applied with prior approval of the parent the the Topical Application Form is filled out and received by the office. If this is a diaper rash cream and is an over the counter cream, for example Desitin, this form is only used for the prevention of a diaper rash. If your child has an "outbreak diaper rash", this would be considered treating a condition and then the Medication Administration Form must be completed by a Doctor for the diaper rash cream (including prescription and over the counter creams), per OCC Licensing regulations.
5. *Medication Administration*: Medication shall be administered according to the instructions on the label of the medication container or a licensed health practitioner's written instructions, whichever are more recently dated.
6. *Recording Requirements*:
 - a. Each administration of a prescription or non-prescription medication to a child, including self-administration of a medication by the child, shall be noted in the child's record.
 - b. Application of a diaper rash product, sunscreen, or insect repellent supplied by a child's parent shall be recorded in the child's record.
7. *Medication Storage*: Each medication shall be:
 - a. Labeled with the child's name, the dosage, and the expiration date
 - b. Stored as directed by the manufacturer, the dispensing pharmacy, or the prescribing physician; and
 - c. Discarded according to guidelines of the Office of National Drug Control Policy or the U.S. Environmental Protection Agency, or returned to the child's parent upon expiration or discontinuation.
 - d. All medications, unless deemed a Controlled Substance Medication, shall be stored to make them inaccessible to children in care but readily accessible to each employee designated by the operator to administer

medication. Controlled Substance Medications are to be kept in a locked container and inaccessible to children in care.

**All medications not picked up by the child's parent or guardian, on the child's last day of school, will immediately be properly disposed of.*

Nap Time

Infants nap as needed. Your infant will always be put to sleep on their back until they are able to roll over. This has proven to help to prevent SIDS. If your child needs to sleep on their tummy or side, we will need a written note from the doctor with the reason why and an ending date. No infant will be placed in a swing, car seat or bouncy seat to sleep. Swaddling is not permitted unless a doctor writes a note approving this. If a child does fall asleep in one of these they will be moved to their crib. Bedding is washed daily or more often if needed.

Older Infants/Toddlers-As the children transition to the older infant classroom, and they are ready, we will try to wean them off of their morning nap. The children will be placed on a cot for naptime. Parents will need to sign a waiver allowing them to do so.

Twos and older-The center is required by the MSDE Office of Child Care to provide a rest or nap time daily. Please bring a small travel-sized pillow, pillowcase, blanket and crib sheet on Mondays and take them home on Fridays to be washed. Every classroom will have a quiet nap time. Each child will have a cot marked with his/her name. The children aren't required to sleep but are required to stay on their cot quietly for a short period of time. Children who do not sleep during rest time can quietly rest, look at library books, or listen to soft music. The children will be given quiet activities to do if they haven't fallen asleep within 45 minutes. You may send something for your child to play quietly with at naptime.

Please refer to your child's classroom schedule for their specific nap time.

Nutrition

The Early Learning Center is a member of the MSDE Child and Adult Care Food Program which requires us to serve foods that meet the USDA standards. Menus are designed using the regulations of the USDA, CACFP and the MSDE Office of Child Care. Menus are available at the beginning of each month.

Each child has the option to eat the meals served by the ELC (Breakfast, Lunch, Snack) or to bring his/her own lunch from home. All children are required to complete the CACFP Meal Benefit Form every year in July or at the start of their enrollment. Please let your child's classroom teacher know if you will be bringing your child's lunch from home

or utilizing our lunch service.

Breakfast: A nutritious breakfast is served at 8:30 a.m. which consists of a grain, a fruit, and milk for ages 12 months and up. Please make sure your child is in attendance by this time to make sure they will be provided breakfast. We will stop serving breakfast at 8:45a.m. Parents of toddlers (12 months and older) must sign a food waiver before we can start providing food. Infants (6 weeks-12 months) will be fed according to the parent provided schedule with food brought from home. Infants will be held for bottle feeding until they are sitting up and can hold the bottle for themselves in a highchair. Bottles in cribs are not permitted.

Lunch: A nutritious lunch is served various times starting at approximately 11:15 am until 12:00 pm, depending on the classroom. Please consult your classroom teacher for the exact time your child's class will be served. Lunch consists of milk, meat/meat alternative, grain and fruit/vegetable for ages 12 months and up.

Afternoon Snack: A nutritious lunch will be served in the afternoon around 3 pm. Please consult your child's classroom teacher for the exact time. Snack consists of a grain, vegetable or fruit, milk or water for ages 12 months and up.

If you decide to bring your child's Lunch from home here are some things to remember:

- Please be sure that your child's Ziploc bag lunch is clearly labeled with his/her full name and date.
- The items in your child's lunch should consist of nutritious, healthy foods such as sandwiches, fruits, vegetables, yogurt, and other dairy and bread products. You will not need to provide a drink.
- Please do not send gum, candy or sugary snacks as this may have a negative effect on your child's ability to focus throughout the day. If there is something that needs refrigeration, make sure you label it with your child's name and date the item was packed. Since we have a large group of children that we are assisting, please fully prepare your child's lunch at home. We will warm up small items for the children. Please do not pack large heat-ups such as TV dinners, etc. which require longer than 1 minute to heat up. All leftover contaminated food (food exposed to saliva) will be disposed of after lunch. It will not be sent home. Unopened food will be sent back home.

Milk

We will provide whole milk to the infants (once they switch over from formula to milk) and toddlers and 1% milk to children 2 yrs and up.

Outdoor Play

YMCA Child Care views the outdoor setting as an extension of the classroom and a setting where learning and interaction can occur. The outdoor setting is viewed as an "outdoor learning environment". Unless it is raining or the weather service has issued a warning to remain indoors, all children will go outdoors daily. Even In cold weather your child still needs fresh air, sunshine, and exercise. In general, if your child is well enough to attend school he/she is well enough to go outside. Please dress your child for outdoor play and supply appropriate clothing and shoes for the season, allowing for weather extremes. As mentioned before, please dress your child in "play clothes", so he/she may enjoy the time outdoors.

Ready Rosie

Ready Rosie, the parenting curriculum, is a simple tool for you to use. Ready Rosie is aligned to the Creative Curriculum for Preschool used in our classroom. By signing up for and using the Ready Rosie app or website, along with the Teaching Strategies app, you will be able to hear about what your child is doing in the classroom. Both of these tools are *FREE* for you to use. You will discover activities and games you can play with your child that relate to their classroom learning. The best part is that each activity/game is modeled in a two minute video so you and your child can watch together and then play the game! You will receive these videos and communication via text message and/or email.

Scholarships

Child Care Scholarships are available to those who qualify from the Maryland State Department of Education. For more information and to apply please visit <https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program>.

Please allow up to 30 days for a response back upon submitting your application. If vouchers are awarded from the state, please turn these in with your registration packet.

Parents may apply for a temporary YMCA scholarship upon submitting their application to the state. Once a determination has been made by the state please update the Y by either providing copies of your vouchers or a denial letter. The financial assistance application for the Y can be found on our website at www.frederickymca.org At the bottom of the page under Learn More, parents can submit their application along with a copy of their most recent tax return. In addition, a meal benefit application needs to be submitted with the acceptance

letter. Scholarships are determined based on household size and income level. Applicants must not have any balances past due and must stay in good financial standing to maintain their scholarships.

Screen Time

Appropriate early education programming for young children focuses on active learning and exploration. Some live action videos/DVDs may be appropriate for Child Care children to see animals or scenes of interest which they may not be able to experience first-hand. Current popular children's videos or DVDs are not part of your child's lesson plans. Children are not permitted to bring tablets from home to use during Child Care hours. If a computer is used by the Child Care children, the teacher is to monitor the child's computer time. Computers should not replace creative activities, music, socialization with other children, outdoor time or other early childhood activities.

Social Media

The YMCA Child Care Program is committed to keeping confidential information private for children and families. By signing the permission form, you are allowing appropriate use of your child's photo. These may include fun activities happening at the YMCA, exciting milestones or celebrations for your child, and reminders of upcoming events. It is exciting to see the fun things happening in our program, and many times, this is the easiest way to access these great moments! If you wish not to give permission, your child's photo will not be published on any YMCA or affiliate websites. If you have captured any moments of your child and would like to send them to your child's teacher, you may do so, please email your teacher.

Sunscreen

During the summer months, your child may need sunscreen. You will need to fill out a Topical Application Medication Form listing the exact type (Coppertone with SPF 30) before we can apply sunscreen to your child. You must supply and label your sunscreen with your child's full name. Please apply your child's sunscreen in the morning. We will re-apply it when needed before going outside, and before playing in the water. This form only needs to be completed by the Parent/guardian. *If you switch brands of sunscreen, you will need to complete a new paper.* If the brand of sunscreen is different than previously used, then the first application of sunscreen will need to be completed at home to ensure that there is no allergic reaction. We are not allowed to apply any sunscreen to a child for the very first time.

Supplies

Below is a list of classroom supplies by age group

Infants

- Child's feeding, nap and diapering schedule
- Pre-made plastic bottles secured with a lid and labeled with name, and full date—first and last (Example- Sally Smith 8/4/2017)
- Baby food and cereal (new and unopened). Open unused food will be sent home daily
- Pacifier labeled with child's full name
- Diapers (disposable only)-large pack
- Wipes-large pack
- Diaper rash cream (with medication form)-if needed
- Sunscreen (with medication form)-if needed
- At least 3 changes of clothing with child's initials (include weather appropriate as well as socks and onesie /t-shirt)
- Family picture
- At least 5 fabric bibs **without** plastic backing (younger infants); 5 pullover bibs (older infants)
- Fitted crib sheet and blanket
- Inside shoes or slippers, as well as outside shoes

Toddlers

- Lunch (12 months old and older) -Food should be "ready to go" (everything cut up and precooked) when you pack it in a plastic container. We will provide milk and reheat items.
- 1 pack *Take and Toss* sippy cups-to leave at the center
- Diapers (disposable only)
- Wipes
- Diaper rash cream (with medication form) if needed
- Sunscreen with an authorization form
- At least 3 large bibs, the kind that goes over the head
- At least 2 changes of clothing with the child's full name (include weather appropriate as well as socks and onesie /t-shirt.
- Family picture
- Fitted crib sheet and blanket

Twos

- Blanket/sheet and pillowcase/pillow-labeled with child's name
- At least 2 sets of extra changes of clothes with the child's full name on tags and placed in a Ziplock bag with the child's full name
- Diapers, wipes or Pull-ups (if pottyting)
- (2) -pocket folders (no prongs)

- Family picture
- Lunch (every day) Label all items and place them in a labeled gallon Ziploc bag. No lunch boxes. We will provide milk
- Sunscreen with an authorization form

Older Twos-Fours

- Blanket/sheet and pillowcase/pillow labeled with the child's full name
- At least 2-3 pairs of changes of clothes (shirts, pants, underwear, and socks) with child's full name on tags and placed in a labeled Ziploc bag
- large pack of pull-ups and wipes (if necessary)
- Composition book
- Sunscreen with an authorization form
- Family picture
- Lunch (every day). Please make sure the Ziploc bag is labeled. We provide milk.
- (4) hole punched plain non-poly pocket folders (no prongs)
- Wet flushable wipes

Tax Information

Parents/guardians can access year-end tax receipts by going to your account at www.frederickymca.org. Our tax ID number is **52-0607953**.

Toys

Please have your child keep their toys and electronics at home, unless it is an approved Show and Tell day. Toy guns or other weapons are not offered as play options and should not be brought to class. Material that is violent, sexually explicit, stereotyped, or otherwise inappropriate for children is also not allowed. Please do not allow your child to bring these types of items.

Toilet Training

Children are enrolled in the program without regard to whether they have learned to use the toilet independently. We will change diapers and assist children in learning to use the toilet when they are ready. Accidents are to be expected. Coordination between you and program staff around toilet learning is imperative. If your child is currently learning to use the toilet, please dress your child in clothing that is easy to get on and off. Also, please provide a change of clothing just in case the need arises.

When your child starts showing signs of readiness, we will begin working together to toilet train your child. Please also work on this at home in the evenings and on the weekends. We will ask you to provide pull-ups during this process. Children should wear comfortable clothes that are easy for them to pull up and down independently. Clothes worn during these transition times should not have zippers or buttons. Onesies and overalls are not recommended during toilet training. When you and the teachers feel that your child is ready to begin using the toilet, please speak to a teacher about your methods and practices at home. Together we can develop a plan that best suits your child. No child will be forced to use the toilet if he/she shows resistance. If your child has more than one accident during the day, he/she will be placed back in a pull-up.

If your child is still using diapers or pull-ups, you must supply the pull-ups and wipes as well as at least three changes of clothes including underwear, socks and one change of shoes. When your supply is getting low, the teacher will notify you in your communication log. Each child will also have a sticker chart to help motivate them.

Transitioning

Your child will move to the next room once there is an opening and we also feel that the child is developmentally ready. When it is time for your child to move to the next age group you will be given a transition paper if this occurs during the school year. A typical transition plan when we are allowed by MSDE will be that your child will start by visiting the first two days in the mornings, the 2nd two days in the afternoons and then the fifth day he/she will spend all day in the new classroom. If one week of transitioning is not enough, we will transition a few more days, until the child is comfortable enough to remain in the new class. You will have an opportunity to meet with the new teachers before your child is moved. The teachers will also meet to talk with you before your child joins the new class.

Withdrawal

Parents may withdraw a child from the program at any time. A 2-week written notice is required during the school year. Parents not giving proper notice will still be responsible for tuition.

Parent Handbook Acknowledgement

Parent Name _____

Child Name _____

**I have received a copy of the Frederick YMCA Child Care Program
Family Handbook and I agree to adhere to the policies and
procedures described in the handbook.**

Parent signature _____ **Date** _____

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Parent Handbook Acknowledgement

Parent Name _____

Child Name _____

**I have received a copy of the Frederick YMCA Child Care Program
Family Handbook and I agree to adhere to the policies and
procedures described in the handbook.**

Parent signature _____ **Date** _____

(please sign and return this page to your child's teacher)