



Parent Handbook

**SIOUXLAND Y EARLY LEARNING &
SCHOOL-AGE PROGRAMS**

Welcome to the SIOUXLAND Y Child Development Programs

This Handbook is designed to give you information as to the operation of the SIOUXLAND Y child development programs. Please read carefully and ask immediately if you have questions. Your involvement with the program and cooperation with the policies is essential. Take every opportunity to talk with SIOUXLAND Y staff about your child's day each day. The family is the most important structure in a child's life. By working together, we create a caring environment that ensures healthy growth and development. You can count on us to provide your child with well-supervised, educational, imaginative, and fun programs.

Our staff are carefully selected and screened by the Department of Criminal Investigation. Each year staff members complete 12 hours plus of in-service training in specific areas: CPR, first aid, health and safety, child growth and development, learning activities, food handling techniques, prevention of communicable diseases, and procedures in the event of fires and natural disasters. Ongoing training is required to ensure that each child receives the best quality of care.

We are looking forward to having you and your child as part of the SIOUXLAND Y. If there is ever an area of concern, please visit with us. We can be reached by calling 402.404.8439

Thank you,
Early Learning and Youth Development Director Team
earlylearning@nwsymca.org
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SIOUXLAND Y Mission and Philosophy

Early Childhood Development Center, and School- Age Learning Center are state-licensed centers by the Nebraska Department of Social Services. As such, our programs must meet a high level of requirements that stress quality care and safety. Our integrated curriculum, consistent administrative policies, health and safety standards and positive guidance are built upon this philosophy with children, families, and staff in mind.

Supporting Family Life

Our SIOUXLAND Y development programs are an extension of the home and should in no way attempt to be a substitute for or be in competition with the home. A major objective of the SIOUXLAND Y is to work cooperatively with parents and guardians to strengthen and support family.

Connecting with Families: The SIOUXLAND Y offers a well-balanced, child-centered program focused on the developmental needs of children 6 weeks to 12 years of age. We are committed to nurturing individual differences and the growth of the whole child – physically, socially, emotionally, and cognitively. Family interaction is very important to us. We make every effort to keep families informed and appreciate receiving information about your child’s activities and progress while at home. Please do not hesitate to call our center if you have questions or need information. Strong communication between home and our centers yields a better experience for both the child and the families. If you need a translator, please contact the Director for more information.

Adapting to Students’ Needs: Our programs are based on a concern for the developmental needs of each child. Program modifications to accommodate children with special needs are made when they are reasonable and necessary and if they do not fundamentally alter the nature of the program or result in an undue burden for the SIOUXLAND Y. All SIOUXLAND Y childcare programs are family centered, involving parents, guardians, and other family members as partners in their child’s growth and development.

Values

The SIOUXLAND Y believes that character development is essential in all our programming. Our learning centers promote the four principles of **Honesty, Caring, Respect** and **Responsibility** and we help your child incorporate these principles into daily life.

Hours of Operation

SIOUXLAND Y early learning childcare programs operate Monday through Friday. All day infant, toddler and preschool programs operate year-round from 7:30 am to 6:00 pm. Dakota Valley runs from August – May from 7:45 am – 5:00 pm and follows the public-school schedule. The business hours of the facility to reach a director with questions are 9am-4pm.

Teacher to Child Ratio

| | |
|-------------------|------|
| 6 weeks to mobile | 1:4 |
| Mobile to 3 years | 1:6 |
| 3 to 5 years | 1:10 |

Y Club – Before and After school program for K-5th graders starting at 3:20 pm until 6:00 pm. Located at Dakota Valley and Sergeant Bluff Luton. This program provides enrichment activities, help with homework, STEM activities, arts, and leadership.

Days Out – An out of school program for K-5th graders during school holiday breaks. Program hours are 7:30 am to 5:30 pm each day, located at the Siouxland Y. This program provides a daily snack, pool time on select days and enrichment activities.

Summer Day Camp Program – A 12-week program for Preschoolers and K-5th graders during the summer months. 7:30 am – 5:30 pm. **Summer Day Camp (K– 5th graders) & (Preschoolers) – Will have unique program times the week of the 4th of July.**

Attendance

If your child will be absent from school-age programming for the day, please contact the SIOUXLAND Y at 402-404-8439 by 9am. If there are any changes in your child's daily schedule in which you will be picking your child up for an appointment, sport activity, etc., please let the staff know in the morning upon arrival. In the event of an emergency in which you need to contact the Y staff, please call the SIOUXLAND Y and we will get the message to the staff.

What to Leave at Home

Due to the activities focused on outdoor play and camp experiences, electronic devices, video games, cell phones, games, toys, or anything that could be considered a weapon should be left at home.

Tuition and Fees

The SIOUXLAND Y is a nonprofit organization. Childcare programs operate primarily on tuition and fees. Tuition is expected regularly on a payment schedule. Refunds or tuition credit will not be applied if your child is absent.

Our Staff

Quality, continuity, and longevity of staff is a priority in a quality childcare program. The SIOUXLAND Y conducts state and federal background checks, which include being screened through Central Registry and the Department of Criminal Investigation. Staff are selected based on experience, competency, and education. We provide ongoing training for our staff to equip them to work with your child and foster developmental growth stages.

Lead teachers have a two- or four-year degree in Early Childhood Education (or related field), a Child Development Associate credential or are obtaining this credential through practical experience working with young children.



All staff members are required to have 12 hours of in-service training and attend monthly staff meetings. The focus of this training is on health and safety, child growth and development, guidance and discipline, cultural diversity, detecting and reporting child abuse, communication, professionalism, food handling, and procedures in the event of emergencies or natural disasters. All staff are required to be certified in First Aid/CPR and AED.

All bus drivers have their Commercial Driver's License (CDL) to assure that every child is transported safely.

Smoking Policy

The SIOUXLAND Y prohibits smoking at ALL Y facilities and on Y grounds. Staff is prohibited from smoking during work hours. If a staff member smells of smoke, they will be asked to go home and shower before returning to work.

Sex Offenders

Sex offenders are not allowed to drop off or pickup children in the childcare program even if they are a parent, guardian or relative.

Child Abuse Laws

SIOUXLAND Y staff members are considered mandatory reporters by state law. If we suspect any signs of abuse (physical, verbal, sexual or neglect), we are required to report it to proper authorities as outlined by state law. If you as a parent have been drinking, arrange for someone else to pick up your child, as the center is required by law to report this to the police department.

Y Bus/SIOUXLAND Y Vehicle Rules for Safety

The safety of your child is important to us, so please review the following with your child prior to receiving Y transportation. These rules are important for the safety of everyone. If a child does not follow these rules, a child may lose the privilege of riding the bus.

- Sit always facing forward
- Follow the guidance of the bus monitor and bus driver
- Talk in quiet, inside voices
- Keep buses clean and safe
- No eating, drinking and/or horseplay
- Hands and head need to remain inside the bus
- Bring a book to read
- Toys such as Gameboys, iPods, cars, trading cards, etc. should be left at home



Inclement Weather

Our school-age programs align with the public-school timetable. If public schools shut down due to inclement weather, both the Before and After School Program and/or Days Out programs will not be available. For the safety of our participants and staff, it's important to note that during early dismissals or delayed starts, the before and after school programs will not be operational.

Please note that in the event of program cancellations due to inclement weather or unforeseen circumstances, refunds will not be issued. Our commitment to the safety and well-being of our participants and staff remains our top priority, and while we strive to maintain regular program schedules, instances beyond our control may necessitate cancellations. We appreciate your understanding and cooperation in such situations.

In the event of inclement weather, closing information will be posted on the SIOUXLAND Y website nwsymca.org and the SIOUXLAND Y Facebook page. Local media (KTIV, CBS, NBC) will be notified, however closures are aired at their discretion. In the case of severe weather requiring emergency shelter, the staff will escort the children to a safe location in the childcare center.

Meeting Children's Individual Needs

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

After the child is enrolled :

- Hold regular meetings with the classroom staff as needed.
- Include child care staff in all IEP meetings.
- Review care plan developed for the child regularly to assure that SIOUXLAND Y programming continues to meet the child's needs.

Immunization Policy

- Prior to admission, every enrolled child must have current required immunizations. A child will not be admitted or retained unless immunizations are up-to-date. Licensing laws require us to have a copy on file of your child's immunization records signed by a nurse or doctor. It is the parent's responsibility to ensure timeliness of immunizations. Parents and/or guardians must provide an updated copy of your child's immunization record each time your child is immunized. Each teacher will keep a copy of each child's immunization schedule to make sure they are current on all their immunizations.
- The SIOUXLAND Y understand and respects parents' rights to opt out of immunizations in the state of Nebraska. If choosing to opt of immunizations, we need documentation that you are opting out.

All Y Child Care Programs

The SIOUXLAND Y recognizes that not every program or experience works for every child. If, for any reason, a SIOUXLAND Y childcare program is found to be unsatisfactory for any child, we will make an effort to discuss this with the parents in order to determine the cause. In working together, we often can help the child make the adjustment. If this is not possible, the parent and/or the SIOUXLAND Y may choose to terminate the arrangement on a timeline that is in the child's best interest.

Method of Payment

Before your child starts, your child's registration fee is due. All childcare programs are billed on a weekly basis. Payments are due on every Friday. Billing takes place one week prior to each bill period. Tuition will have a weekly rate. Infant, Toddler/Preschool tuition will be charged for each tuition period, including the six major holidays the center is closed, storm days, early closing days, non-school days, or any other days that the center is closed. School-age programs will not be billed for any weeks where school is out of session due to Winter Break Monday-Friday. Limited registration spots for Days Out childcare will be available over this break period when school-age programming is out of session.

The SIOUXLAND Y provides 2 payment options:

1. Automatic withdrawal from your bank account on tuition payment dates.
2. Online payments from your bank account or credit card prior to due date.

A \$25.00 late fee will be charged for tuition payments not paid by midnight of due date of each billing period. Any child with a past due account may be suspended with a 24-hour notification. This could also affect participation in any other SIOUXLAND Y programs until all accounts are paid in full and there is program availability. If payments are delinquent, the outstanding balance will be turned over to a collection agency. You are responsible for all fees charged.

There will be a \$35 charge on all ACH/Debit/Credit card payments returned or declined for any reason. The returned fee and payment amount must be paid within 24 hours by cash, debit/credit card or cashier's check. Receipts will be given to you upon request.

Early childhood learning programs: Classroom transitions will have rate changes when your child has reached the required age and has been moved into a classroom approved for the new rate.

Financial Assistance

The SIOUXLAND Y strives to provide quality care to children regardless of their socio-economic background. Within the available resources, the SIOUXLAND Y will provide services for any youth, senior, adults or family who desire to participate and understands the benefits of the SIOUXLAND Y.

Payment Made by a Third Party

Upon enrollment in a SIOUXLAND Y program, all childcare fees, tuition, and expenses are the responsibility of the parent(s)/guardian(s) enrolling in the program. If a third party (Social Services, Child Care Assistance program, employer-sponsored flexible benefit account, non-custodial parent, or extended family member, etc.) is responsible for all or part of the fees due, the agreement is between the parent/guardian enrolling the child and the third party only. The SIOUXLAND Y enters into the childcare and payment agreement with the enrolling

Late Pickup Policy

If you are picking up your child from the program and you are running late, please call to let the staff know. You will be charged \$1 per minute your child is picked up past stated closing time. If a child is consistently picked up late, you may be asked to find another source of childcare that better suits your hours of need. In the event your child is still at the program after closing, we will attempt to reach you through listed cell phone and home phone numbers. If we cannot reach a designated parent, people listed under other contacts will be called. If after 30 minutes we are not able to reach the guardians or an emergency contact person, law enforcement will be called to pick up the child.

Early Childhood Learning Program

Meeting Children's Individual Needs

During the early years, infants are learning to trust their world, actively explore their environment, and do things for themselves. Staff show respect for children and interact with them in caring ways. They plan individual activities and interactions with every infant each day, centering on daily routines such as morning and afternoon transitions, diapering, feeding, eating or napping. They also introduce infants to a variety of activities including art, outdoor time, playing with toys, looking at books, singing songs, exploring water play and more. The SIOUXLAND Y believes that you cannot spoil infants. When an infant cries, we will immediately respond. This establishes the foundation of emotional security for later self-control. Behavior guidance, or discipline, begins with consistently and responsively meeting infants' needs. This builds the trust needed to help children listen and follow directions as they develop.

As the child develops, providing structured daily routines and responding with flexibility allows toddlers to have more control over their environment. The SIOUXLAND Y works hard to create a "yes" environment where children can be successful and the need for discipline is low. Learning self-control and appropriate behavior is a lifelong process. A variety of fun learning activities are planned to help them solve, predict, plan, share, cooperate, empathize, and understand how to get along in their world. We promote positive self-esteem, self-help skills and encourage natural curiosity.

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

Preschool Curriculum

In accordance with our mission and philosophy, our early childhood learning program is play-based. The SIOUXLAND Y addresses the specific needs of a child based not only on age, but also on the individual pace of a child's development. Each day your child engages in planned curriculum and free play utilizing a wide variety of materials and spaces. Some activities are teacher planned and guided, but each child can freely choose which activity, materials, or space he/she wishes to participate. The SIOUXLAND Y strives to challenge and stimulate each child at his/her own development level and foster a positive self-image by accepting each child as an individual. We believe that the values and skills learned early on are vital building blocks for quality of life and future success.

Our curriculum provides a research-based sequence of learning opportunities for children. While our teachers use a blend of curricula based on early childhood development research, our classrooms implement "Teacher Strategies G.O.L.D. Curriculum". Teachers can align the classroom educational opportunities based upon the individual child's development stage. This helps develop self-discipline in children. To achieve this long-range goal, teachers will guide

children using positive guidance methods and a variety of learning activities. Qualified staff complete developmental assessments 3-4 times a year which are recorded in a portfolio throughout the year. These results are shared during parent/teacher conferences. Some components of each day's schedule include learning activities such as music and movement, stories, science, self-directed play, excursions, and academic games. Daily routines provide security with a predictable schedule and new activities to keep interests high.

Swim Lessons

Swimming lessons are an integral part of our childcare program and is included in your tuition. The Y swim program incorporates the national Y-USA Safety Around Water curriculum. Curriculum focuses on drowning prevention, pool safety rules and how to get in and out of the water safely.



Our skilled aquatic instructors provide your child with time to learn, time to have fun and time to explore in the water. Talking to your child about the positive and fun things that they get to do in lessons helps alleviate some of their apprehension. If there is apprehension, we recommend that you use messages such as “You will be safe. The lifeguards and teachers are there to keep you safe.”

Goggles are not permitted during swimming lessons, however, may be used during free swim. By signing the last page of the handbook, you are giving permission that your child is allowed to submerge their whole head under the water during instructed swim lessons.



Infant Feeding Policies

Breast Milk

Breast milk can provide optimal nutrition for infants. The SIOUXLAND Y supports parents who choose this feeding option for their child. Classrooms have refrigerators and freezers to safely store breast milk. Please follow these procedures if you are selecting this option for your child:

- Use polypropylene bags or bottles (no glass) to store breast milk.
- Clearly label bags or bottles with your child's name and the date milk was expressed.
- Bottles will stay at the center and washed daily.
- Bags containing stored breast milk can be frozen and stored in the classroom freezer for up to six months.

Infant Formula

Families will be responsible to supply their own infant formula, clearly label the formula with your child's name and the date the can or bottle was opened. If liquid formula is being used, open containers will be refrigerated. The SIOUXLAND Y will throw away or send home any mixed formula after 24 hours and any ready-made opened liquid formula after 48 hours.

Infant Food

When your baby is ready for solid food, we want to maintain the cleanest and healthiest practices possible. Whether you are bringing in homemade baby food or store-bought baby food, we will use safe handling practices as recommended by the United States Department of Agriculture (USDA). Opened or freshly made baby food must have your child's name, the date the baby food was made or opened, and all the ingredients clearly labeled. Different foods can be kept for different lengths of time. Store bought baby food will be provided by the families.

Meals and Snacks for Toddlers and Preschoolers

Eating and staying healthy is important to learning. Morning and afternoon snacks are served every day. The SIOUXLAND Y has adopted the Y-USA's Healthy Eating and Physical Activity (HEPA) Standards, which can be found on page 34. Lunches are not provided by the YMCA however we do contract out for a hot lunch option. This is \$5/meal and will be billed to your account monthly per time your child gets a hot ordered meal. Menus are published monthly and posted in the classroom and newsletters. To receive a hot lunch, your child must be signed in to his/her classroom prior to 8:30am each day. If you do not wish to purchase a hot lunch, please pack your child a lunch daily.

If your child requires a special diet due to allergies or orthodontic appliances, you may provide a lunch or snack. We encourage you to pack food and drink that is healthy and nutritious. Please limit "junk food" items such as candy, pop, and other high sugar/ fat content foods. Please make sure to include an ice pack in your child's lunch if it needs to be kept cold. We can microwave lunches brought from home at times however please keep warm food options in a thermos to limit time spent warming food. Water is provided to all children.

Outdoor Play

Outdoor play is a planned part of each day, weather permitting. We do not go outside if the heat index is over 90-degrees, or the wind chill is below 15. Children are always supervised. For staffing reasons, all children must go outside if they attend for the day. We will not keep your child inside due to illness or if they do not bring proper clothes for outside play. We will use extra clothing when we do go outside if your child needs to be comfortable. When it is warm, water is available during outside play and on walks.

Sunscreen Policy

The SIOUXLAND Y childcare staff will apply SPF 30 sunscreen on every child before going on outings. If your child needs a specific brand, please ensure sunscreen is provided for your child. If your child is on medication that affects sun exposure, consult your doctor or pharmacist to determine if special protection is needed. Certain medications can cause skin to have increased sensitivity to the sun's ultraviolet rays.

Nap Time/Quiet Time

Naptime and quiet times are scheduled each day for all infants, toddler, and preschool-age children. Each child must bring his/her own blanket with his/her name clearly marked on, in which to rest. A cot will be provided for each child. We do not require the children to sleep, however it is expected that they stay on their cot and lie quietly for 30 minutes. After approximately one-half hour, children who are finished resting may do quiet activities until rest time is over.

Infant Sleeping Policy

All infants under the age of twelve months will be placed flat on their backs in a safety-approved crib. Safe sleep practices states that children under 12-months should not have blankets or soft toys in their cribs due to choking hazards. If guardians request that their infant is placed in an alternative sleep position or in another device/equipment for sleep, a written order from a healthcare provider is required stating the medical reason and the time frame to follow the order. This policy includes swings, car seats, highchairs or other equipment not certified for infant sleep. The SIOUXLAND Y retains the right to refuse care if they do not feel comfortable following the request.

Field Trips

Field trips and outings are an integral part of the center's activities. Families will be given advance notice of upcoming field trips, which may include Apple Orchard, Launchpad, City parks, the Railroad Museum, and the Public Library. In our early learning center programs, we ask parents to provide a signed consent form when filling out enrollment forms. Parents and guardians are welcome to join us on field trips, although you may need to arrange for your own transportation. Talk to your child's teacher if you are interested. By signing the last page of the handbook you are giving permission to the Y staff to take your child outside of the centers.

Vacations

The Preschool program year runs August through May. If taking a vacation with your family you are still responsible for the full weekly amount that your child is not here.

Attendance

If your child will be absent from any of our early learning programs, please notify the Child Care Center before 9 am. This is vital to coordinate schedules, activities, transportation, and meals each day. SIOUXLAND Y policy requires all children in childcare and early learning children be signed in and out in each day in the classrooms. Teachers are not available during the day unless it is an emergency, however messages can be left with the Child Care Center at 402-404-8439.

Conferences

Conferences will be offered a minimum of once per semester in the Early Childhood Program to discuss your child's progress. Please arrive promptly to all scheduled conferences. If you are unable to attend, please call to let your teacher know. If you have a question or concern at any time feel free to call and arrange a meeting with your child's lead teacher.

Infant/Toddler Room Supplies to Bring

- Please label all items.
- Extra sets of clothing including socks and underwear to be left at the center, snow pants, hat, mittens and boots for winter play and other appropriate outdoor clothing for other seasons.
- 2-3 pictures of the people and pets important to your child.
- Water bottle (must be taken home on Fridays to wash).
- Blanket and pillow for rest time for children over 12 months (must be taken home on Friday to wash) We ask that you put them in a backpack that is small enough to fit in your child's cubby.
- Bottle with caps (if applicable).
- Diapers (if applicable).
- 1" binder with clear overlay front cover for preschoolers (3 prong folder for infants and toddlers) for your child's developmental portfolio.
- Swimsuit and towel
- Required registration paperwork

Please leave at home:

- Toys, action figures, electronic games, money, or any type of weapon from home (books and approved videos may be brought to share with the class).
- Barrettes or hair accessories that can be lost or cause safety concerns.

Make saying good-bye easier

Sometimes it is difficult to know what to do when your child cries or clings when it is time for you to leave. Such behavior is not unusual or unreasonable for young children. Here are a few suggestions:

- Arrive on time and greet the teacher like an old friend. Your child will have the chance to see you talking in a friendly way to the adult who will care for them. It is easier for a child to accept a new teacher as a caregiver (and human being!) if you like her/him, too.
- Bring along a comfort item to leave with your child. It might be a picture of you, a special blanket or stuffed toy. A wise person once described such security items as being like a “portable mom”. They do help. In much the same way, a parent who leaves a scarf or other personal item with a toddler is also leaving a concrete message – “A piece of me is staying with you. I will be back.”
- Do not slip away while your child is busy playing. Doing so may cause them to mistrust you and will only lead to more determined clinging next time. Always let your child know that you are leaving. You will be helping them learn that separation can be faced and managed. Tell your child you will return. Although your child cannot tell time yet, they can understand ideas like, “I’ll be back when you’re playing outside after naptime.” Be sure to return when you said you would.
- Say good-bye quickly. Say it cheerfully and confidently, even if you do not quite feel that way the first few times. Looking cheerful and confident says, “You can handle this!”

Call the center later if you are concerned. Because he/she is sad when you leave does not mean he/she will be sad all day. Knowing that your child has settled in can help you feel better.

Toilet Training

The staff will discuss toilet training with families as their child approaches readiness for learning. This developmental stage requires good communication between families and staff. Working together will provide consistency between the child’s home and the center and will allow the child to be successful. Learning this skill requires patience with success as well as failure and staff are here to help in this process.

Toilet learning can begin when the child:

- Shows some interest at home or at the center.
- Can retain bowel movements and urination for short periods.
- Is willing to sit on the toilet.
- Understands what is expected of him/her.

To encourage toilet learning at home, follow these procedures:

- Place child on the toilet at routine times (cues taken from the child and/or center’s schedule).



- Place child on the toilet at the child's request.

We suggest that there are no toys in the bathroom while the child is on the toilet and it is important to give immediate rewards such as hugs, cheers, or praise when the child has success. It is important to be CONSISTENT and present a relaxed attitude. Remember, learning to use the toilet is the child's job not yours. Let the child assume responsibility for this function themselves. They are, after all, the only one who can. If the child is showing signs of resistance, stop for a few days and try again later.

Bathroom Use

We encourage children to use the toilet by themselves. The staff will remind children before going outside and before naptime to use the restroom; however, we do want the children to become in tune with their own bodies and gain skill in using the restroom as needed.

We want children to be independent in wiping their bottoms and other toileting needs. We will instruct the children how to wipe their bottoms. Please teach your child how to wipe properly at home as well. Encourage them to do it with your supervision.

We will help the children clean themselves if they have soiled their pants, but we do require them to do most of the cleanup. This helps the child understand that toileting is their responsibility. If soiled clothing is not taken home from the center within 24 hours, it will be discarded. If you have a child in the preschool program the child will need to be fully potty trained before enrolling in the program. If the child is not fully potty trained, then the child may be removed from the program until they are fully potty trained.

Biting

Although biting is common in a group setting of young children, when it happens, it is disturbing to both families and staff. The staff will work with families to understand why children bite and take measures to prevent potential bites from occurring. They do this by supervising children carefully, reacting quickly when children are in dispute (paying extra attention to children who have been known to bite), providing enough toys, activities, and space to minimize frustration, providing teething to children who are teething and meeting children's needs promptly before they become frustrated. If a bite should occur, staff will notify parents. If a child establishes a pattern of biting, staff will work with families to develop an action plan.

When biting occurs:

1. The child who has done the biting is told "biting hurts" and redirected to another activity.
2. The child who receives the bite is comforted. The area is washed with soap and water.
3. An Incident/Injury Report Form is completed.
4. The parents of each child are notified personally.

5. Information about the biter and child bitten is confidential. Names are not provided to either parent by staff unless the skin has been broken.
6. The staff member who works with these children will meet to discuss the biting report form to evaluate the incident and develop an intervention plan.
7. If a child in an infant, toddler or preschool classroom bite more than twice in the same day, he/she will be sent home for the day.

Our goal is to recognize the developmental nature of the biting behavior and provide solutions that demonstrate respect for each child. If biting persists after the above steps have been taken, your child may be removed from the program.

Please note: We do not believe in biting a child back who has bitten. We strongly urge parents to not use this response if their child bites.

Infection Control, Sanitizing and Disinfecting

Viruses can easily spread through direct and indirect contact between toddlers in proximity. To help control the spread of germs the SIOUXLAND Y follows these standards:

Hands are washed/sanitized:

- upon arrival to classroom
- before and after meals
- when dispensing medication
- before food preparation (including bottles)
- prior to setting tables
- after toileting
- after sneezing, coughing, or wiping runny noses
- after diapering
- after coming in from outside or playing in gym,
- before and after using sensory tables



Infant/Toddler toys are sanitized after being mouthed. Toilets and sinks are cleaned and disinfected daily. Tables are sanitized before and after each meal. Blankets and sleep toys are sent home each week for cleaning. Cots are disinfected daily. Floors are swept and vacuumed daily. Bathrooms are cleaned and disinfected daily.

Transitioning to a New Classroom

Transitioning is based on development, available space, and your child's schedule. Each child progresses at his or her own rate. Readiness to handle the different demands of each group is the major factor in determining placement. When we feel that your child is development-tally and chronologically ready to transition to the next classroom, you will be notified. We usually do not consider transitioning children until they are at the chronological age for the classroom. Sometimes we may want to transition your child sooner or later than you would like. Please talk to your director about your concerns and they will try to work with you to do what is best for your child.



School-Age Programs

Y Club, Days Out, Kids Night Out, and Summer Day Camp

Our primary goal is to develop learning activities, foster growth, facilitate adventure and fun for school-age children. The SIOUXLAND Y aligns our school-age programming with evidence-based lesson plans while remaining flexible to meet the needs of the child.

When kids join the Y's after-school programs kids can extend school day learning through fun, project-based activities in STEM, arts & crafts, and physical activity. All programs offer healthy snacks, homework help, character development and enrichment activities. Swimming is offered for school-age programs upon schedule and availability.

In the summer, day camp provides participants the opportunity to grow spiritually, mentally, and physically. Each summer has a option of locations. Camp will focus on providing fun and exciting activities for kids in grades Preschool and K-5 that are built on a solid foundation of improving academic achievement, building relationships, developing social skills, and encouraging healthy living through outdoor experiences.

Summer Preschool Camp at the Y and Dakota Valley is for children that have completed or enrolled in Preschool (3–5-year-old) includes arts & crafts, character building, field trips, and swimming.

Healthy Eating and Physical Activity

The Siouxland Y has adopted the Y-USA's commitment to support healthy living. Please see the Healthy Eating and Physical Standard at the end of this handbook.

Snacks and Lunch

The SIOUXLAND Y provides a nutritious snack each day at no additional cost. If your child has special dietary needs, food allergies or orthodontic devices in which they cannot eat certain foods, or he/she does not like what is being served that day, you will need to provide a snack for your child. Families are responsible for supply lunch during school age programming. Water is provided all day, please bring a labeled water bottle for your child.

Summer Day Camp Activities and Schedule

Summer Camp runs 7:30am-5:30pm. Your child's schedule is released at the beginning of the summer with weekly field trips, swim days, etc all listed. Your child's daily schedule may vary. Depending on your child's age, activities may include arts and crafts, playground, tree house, hands-on environmental experiences, service-learning projects, family events, character building, field trips, field games, hiking, swimming. All activities are designed around building positive relationships with peers and adults as well as developing the four core values of honesty, caring, respect and responsibility.

Sunscreen

The SIOUXLAND Y camp staff understands the importance of safety around sun exposure. Each camper will be asked to apply sunscreen with a SPF of 30 or greater several times throughout the day. If your child is on medication, consult your doctor or pharmacist to determine if special protection is needed. Certain medications can cause skin to have increased sensitivity to the sun's ultraviolet rays. A light colored T-shirt for water days and a baseball cap to wear every day is recommended to help prevent your child from sunburn.

Insect Repellent

We do not apply insect repellent on children. If you would like your child to wear insect repellent, we strongly encourage that you apply the repellent at home prior to attending camp. If you want your child to bring insect repellent with them, we suggest it is a roll-on type, instead of spray. Children may only apply insect repellent with permission from staff and only when outdoors.

What to bring

Clearly mark all personal items with your child's name. Please send the following items to camp every day:

- Lunch and drink
- Water bottles - every child MUST have a water bottle each day.

- Sunscreen & hat for sun protection
- Swimsuit and towel (in the event we have water play opportunities)
- Tennis shoes or suitable footwear for outdoor activities
- Water shoes and extra t-shirt for pool days
- Insect Repellent
- Jacket for cooler days
- Backpack to carry personal items
- Book to read

Program Enrollment

Registration and Eligibility

The SIOUXLAND Y child care programs do not discriminate on the basis of race, color, creed, national origin, religion, sex of a child, marital status of parents or age of parents.

At the time of your initial registration, there is a non-refundable enrollment fee. This fee is required at the time of enrollment and does not cover any percentage of a program payment for Early Learning programs. For Summer Camp programming, this fee counts towards your overall camp balance. Your child's registration is guaranteed once the enrollment fee is paid.

Forms required for registration:

- Child Information Form (completed by parent who is responsible for billing)
- SIOUXLAND Y Registration Form
- Liability and Media Waiver
- Current immunization record

Please inform the child care center of any changes in address, telephone numbers or emergency numbers immediately.



Payment Made by a Third Party

Upon enrollment in a SIOUXLAND Y program, all childcare fees, tuition, and expenses are the responsibility of the parent(s)/guardian(s) enrolling in the program. If a third party (Social Services, Child Care Assistance program, employer-sponsored flexible benefit account, non-custodial parent, or extended family member, etc.) is responsible for all or part of the fees due, the agreement is between the parent/guardian enrolling the child and the third party only. The SIOUXLAND Y enters into the childcare and payment agreement with the enrolling parent(s)/guardian(s) only. Payment of tuition allows the child to attend childcare programming.

If the family is receiving any financial assistance through the SIOUXLAND Y, any portion of a refund will not be refunded to the family.

Enrollment Fee

If you leave the center and decide to return later, an additional enrollment fee will be required. Children are enrolled on a first come, first serve basis and a wait list will be used as space is available.



Withdrawals

Written notification of withdrawal must be given two weeks prior to withdrawal at the Child Care Center. Vacation may **not** be used as part of your notification. Tuition is charged during the two weeks (10 business days) following the notification, regardless of if the enrolled child starts/attends the program or not.

Past due balances must be paid prior to re-enrolling. All fees charged and your new tuition rate must be paid in full prior to re-enrolling.

Due to limited openings, if you choose to withdraw before the end of the summer, your fall-reserved spot will be filled with a participant from our wait list. Fall registration will be available only if space allows. All registration fees and deposits are non-refundable.

Holidays and Center Closings

All SIOUXLAND Y childcare programs will be closed on the following days: Good Friday, Memorial Day, Fourth of July, Day After Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, the day after Christmas, New Year's Eve and New Year's Day. Tuition will remain the same during periods that contain closings for holidays, school closure dates, and teacher training days. Weekly tuition rates are charged weekly.

Drop Off/Pick-up

Please bring your child into the center and pick up your child before the end of each scheduled program. Children will be released to those persons named on the enrollment form as being authorized to pick up a child and possessing appropriate photo identification.

In the event of an emergency, a parent may call the Child Care Center to verbally authorize someone else to pick up their child. Staff will ask for identification of any individual picking up a child who is unknown to them. Please update the information and sign the form as soon as possible.

The Child Care Center cannot take responsibility in determining who can have legal custody of a child. Copies of legal documents must be provided to the program director before any staff person can prohibit non-custodial parents from picking up their child.



Classroom Security and Access

Your child's safety and security are a top priority to us. All classroom doors will be always locked. When coming to drop off the front desk will buzz the family in, and you walk to the classroom. During pick up the front desk will have an authorize pick up list. You will need to show an ID before entering the building. If the person is not on the pickup list, you will need to call the director and the director will update the list. That person will need to show ID. We will not release any children to whom is not on the authorized pick-up list.

General Information

The SIOUXLAND Y Practices Conscious Discipline

Conscious Discipline utilizes character education curriculum and challenging situations to teach the following life skills: Anger Management, Helpfulness, (pro-social skills), Assertiveness, Impulse Control, Cooperation, Empathy, Problem-Solving and Real-Life Conflict Resolution. Our Early Learning and School-age Programs believe that character education is an important part of everyday life.

The following actions are not permitted by or at the direction of the SIOUXLAND Y staff:

- Corporal punishment, emotional abuse, or punishment
- Withholding food, light, warmth, clothing, or medical care as punishment for unacceptable behavior.
- Using physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm.
- Using mechanical restraints.

What you can expect from the SIOUXLAND Y:

1. Your child will be treated fairly and with respect.

2. We will work with you to develop a consistent plan to help you.
3. We will inform you when behavioral concerns arise.
4. We will do all that we can to provide a safe and happy environment for your child.

What we ask of families:

1. Your commitment to follow up on behavioral concerns.
2. Your help in developing a consistent plan to work through behavioral concerns.
3. Shared concern for the welfare of all children and staff in the center. (It is inappropriate for parents/guardians to discipline another child in the center for inappropriate behavior. Please refer the matter to the SIOUXLAND Y staff in charge of the child at that time.)

We will take the following steps to support your child:

- Create a positive environment.
- Understand the reasons for your child's behavior: Many behaviors occur because a child has not yet developed a way to communicate their needs or feelings. For example, is your child tired, scared, curious, bored, shy, ill, over stimulated, embarrassed, lonely, or in need of toileting? Once we know why a behavior is occurring, we will help your child meet their personal needs.
- Provide natural and logical consequences: For example, if a child is throwing a block, the teacher will remind him/her that blocks are for building. If the action continues, the child will be done playing with blocks for a short period of time.
- Teachers will help children choose an alternative activity: we will redirect your child to an appropriate activity.
- Support your child by providing a calming time: if your child becomes upset, we will assist him/her in calming down. This is done by sitting with the child, often with a book or activity. Your child may always rejoin the group as soon as they are ready. The SIOUXLAND Y Early and School-Age Learning Center refrain from using time outs.
- Protect your child's confidentiality: If a child in our program has a situation occur with another child, we will inform both families of the incident. However, because confidentiality is a keystone of our program, we will not disclose a child's name or information to another family.

- Work with you to create win-win solutions for the child: if challenging behavior is ongoing, we will set up a time to talk with you about what can be done to best meet your child's needs and create a joint action plan for approaching specific behaviors. Sometimes a child may display a need that is beyond the scope of our expertise. The SIOUXLAND Y reserves the right to notify other agencies as needed for support.

Clothing

Play clothes such as comfortable, sturdy, washable clothing that will enable your child to participate freely in all activities without undue concern for spills, spots and rips are recommended. Please mark all clothing and personal articles with your child's name. Occasionally check the lost and found box for misplaced sweaters, jackets, etc. The SIOUXLAND Y is not responsible for lost items. Sturdy well-fitting tennis shoes or non-skid shoes are essential for active play. Socks are required so children can play in the gym. When skirts are worn, we ask that your child wear pants or shorts underneath. Normal clothing cannot be worn during swim time.

Social Media

For privacy purposes, we ask that you not post pictures of children from our program on your Facebook page or other social media platforms. Although these pictures may have been taken at school and program events, the SIOUXLAND Y respects all requests for privacy of children.

Photo Release/Information Forms

At time of enrollment, parents will be asked to sign a release form allowing the SIOUXLAND Y to use your child's picture for public relations or denying this permission. The SIOUXLAND Y will not release information about your child to any unauthorized person.

Staff Babysitting Policy

The SIOUXLAND Y supervises its employees and programs within the confines of the facilities under the policies of the Y and the programs approved and managed by the SIOUXLAND Y. If you would like a Y employee to babysit for you, please write a signed statement regarding your understanding that the Y is not responsible for their staff during their off-duty hours and are not acting within the scope of their SIOUXLAND Y employment. This written statement should be given to the Program Director prior to employment of babysitting.



Birthdays and Celebrations

Special days at the SIOUXLAND Y are celebrated in the classroom and we ask families to reserve the cake, ice cream and sweets for celebrations at home. Birthday celebrations and other special events can be celebrated with the following options: veggies, string cheese, low-fat yogurt, fat free pudding cups, sugar-free Jell-O, stickers, pencils, mini playdough, or books.

Christmas, winter celebrations, events of the world (such as the Olympics), Hanukkah, Halloween, July 4th, Valentine's Day, and Thanksgiving are times when we often have center parties. Parents and guardians are encouraged to help us celebrate these days and other times that are important to family. If there are other cultural and ethnic celebrations that are important to your family, please notify us so that we can include them in our programming

Lost and Found

Although we are not responsible for lost items, we do try to keep all your child's things in order. Please check lost and found bins in each program location. We strongly encourage labelling all items with your child's full name.

Parking

To ensure the safety of children, drive extremely carefully, park in designated drop off/pick-up areas, utilize hazard flashers and refrain from making U-turns into drop-off spaces. Ask your child's teacher for information on designated parking areas.

Parent/Guardian Information

Parent/Guardian and Center Communication

Quality childcare includes an open line of communication between the family and the Center. A newsletter describing center activities and events, announcements, item of interest and parenting tips will be sent home regularly. A calendar is prepared monthly. This will ensure that you are kept informed of all center events and news. All childcare classrooms also utilize an electronic communication app to communicate with parents. See your child's teacher to sign up. Please feel free to contact your child's teacher or leader with any questions or concerns you may have at any time.

Families Are Welcome at Any Time

Families are always welcome visitors to our programs. We hope that parents/guardians will attend family functions, help with classroom projects, or attend field trips with us. We also encourage you to help with swimming or occasionally schedule lunch with your child.

Grievance Procedure for Parents/Guardians

If you have a grievance concerning something regarding our program, please follow the steps listed until you feel you have satisfaction on the matter. Final decisions in all matters lie with the CEO of the SIOUXLAND Y. Bring your concern to the attention of:

1. Lead Teacher or Site Coordinator for your child's program.
2. Associate Early Childhood Director or Youth Development Associate/Coordinator.
3. Early Childhood or Youth Development Director
4. Senior/Program Executive Director
5. Chief Executive Officer



Health and Safety Information

Insurance

Medical and accident insurance are the parents' responsibility. The SIOUXLAND Y does not carry accident insurance.

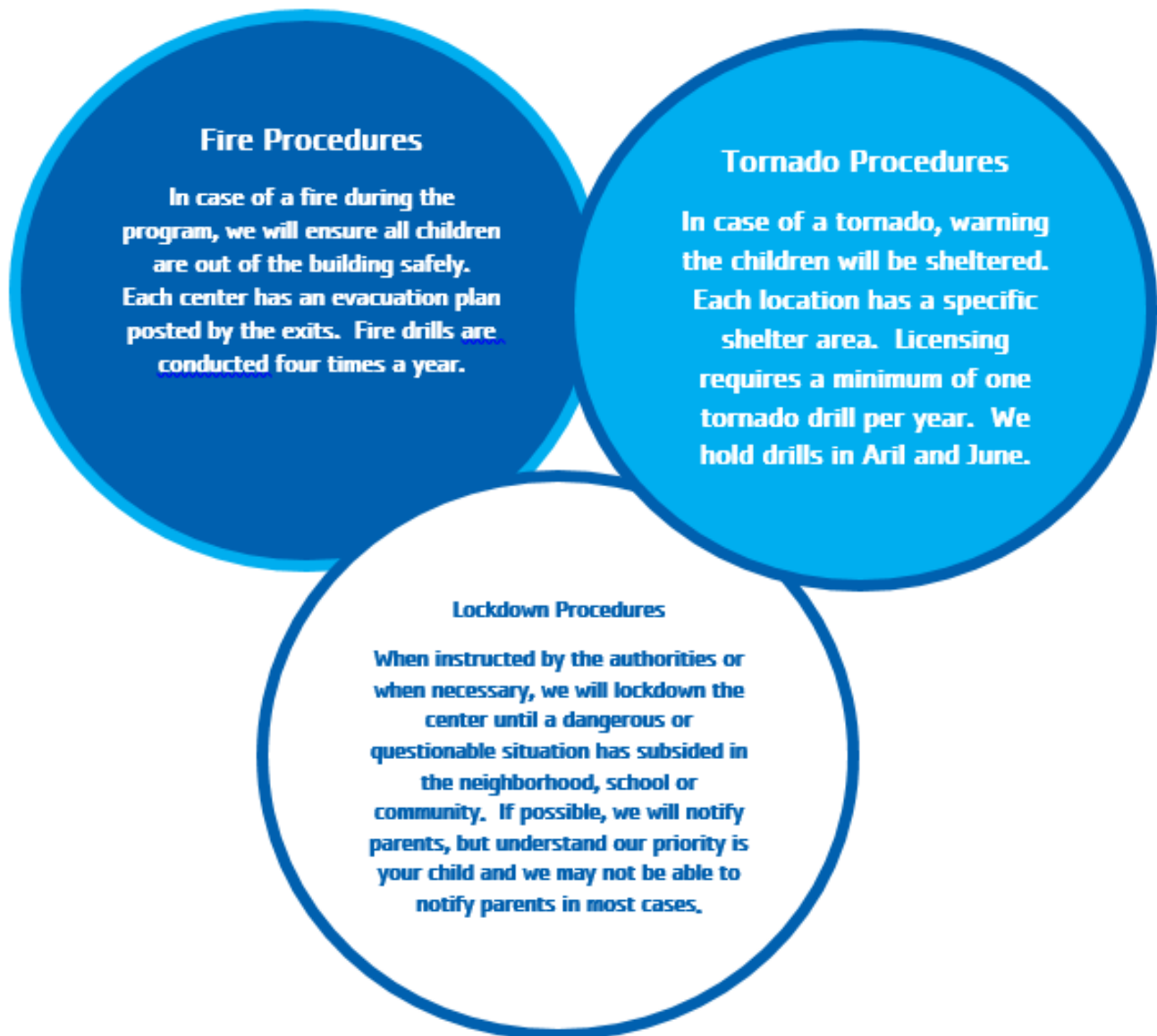
Emergency Procedures

Each site has a full emergency preparedness plan outlining the steps to take in the event of an emergency. This includes weather and non-weather emergencies.

First Aid/Accident Procedures

All staff are certified in First Aid and CPR. We will provide basic first aid for your child if it is necessary. We will not remove splinters, wood ticks, etc. We will apply ice, clean the injured area best as possible and apply a Band-Aid if necessary. We are not able to put any creams, gels, or any type of antibiotic ointments on the injury due to possible skin allergies and adverse reactions.

A form authorizing emergency medical care for your child is signed at the time of enrollment. In case of an emergency, you will be called. If our center staff is not able to reach you, we will attempt to notify the emergency contact(s) indicated on your child's authorized form. If after a half hour we feel the child needs medical attention and we are unable to reach the family or emergency contacts, we will take your child to receive such medical attention.



Head Injuries

Parents will be contacted if their child sustains a head or facial injury regardless of the severity.

Medications

Prescribed medications brought to the center must be in an original container, be current and labeled with your child's full name. No substitute containers will be allowed. A medication release form must be filled out completely and signed by a parent/guardian before any medication is given. Instructions on the form must match the instructions on the container exactly. Please ask your teacher for assistance. A note from your doctor outlining the purpose of the medication, recommended dosage, and the length of time that it is to be given, must accompany all prescription medications. Prescription medication will be administered only to the child named on the label. The label dosage will be followed. Medication will be stored out of reach of children. Over the counter non-prescription medications such as cough drops, cough medicine or pain relievers are not permitted, unless prescribed by a physician and the signed request accompanies the medication. Certain circumstances may arise that will not require a prescription from your physician.

Illness Procedure

We ask that you do not send your child to a SIOUXLAND Y program if he/she is not feeling well. Parents will need to pick up their child if they have a temperature of 100.4 or higher, diarrhea or any flu type symptoms. The child's temperature must have returned to normal or an absence of symptoms for a 24-hour period before the child may return to the program.

1. The child will be observed for signs of illness and/or communicable disease. No child will be admitted or allowed to stay with a temperature of 100.4 or above. The temperature must have been down too normal for a 24-hour period before the child returns.
2. No child will be permitted to stay with diarrhea or any flu type symptoms. The symptoms must have been back to normal for a 24-hour period before the child may return.
3. Should the child become ill during the day, the parent will be notified and must pick up their child immediately. If the parent cannot be reached, the persons on the emergency form will be called. The child will be separated from their classmates while waiting to be picked up. Strict adherence to this policy will be maintained so that other children are protected. (We are not equipped to handle sick children.)
4. Should the child become lethargic and not actively participating in the program the parent will be called to evaluate to situation.
5. Should the children be exposed to communicable diseases, you will be notified of the possibility of exposure, symptoms, and a period of incubation. This information will be posted in the classroom and conveyed via a letter to each family. The Department of Health will be notified if a contagious disease is reported.

If a doctor diagnoses an infection and places your child on prescription medication, your child may not be brought back to the center until he/she has taken the medication for at least 24 hours (ear and urinary tract infections excluded depending on child condition).

CHOICES WITHIN LIMITS

Healthy Eating and Physical Activity Standards

In response to a call by First Lady Michelle Obama and the Partnership for a Healthier America, the Y has expanded its longtime commitment to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards. Based, in part, on years of research with key partners, the HEPA standards will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity.

| Standard | Early Learning | Afterschool |
|--------------------------|---|-------------|
| Beverages | Water is accessible and available to children at all times, including at the table during snacks and meals. Provide only water and unflavored low-fat (1%) or nonfat milk (for children 2 or older), family style. | |
| Family Engagement | Engage parents and caregivers using informational materials and activities focused on healthy eating and physical activity a minimum of once every three months (a minimum of three to four times per year). | |
| Food | <p>Children serve themselves (<i>family style</i>) all food and beverages from common bowls and pitchers with limited help. Staff sit with children during snacks and meals.</p> <p>Provide fruits or vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack.</p> <p>Do not provide any fried foods. Fried foods include items like potato and corn chips, in addition to foods that are pre-fried and reheated (e.g., pre-fried french fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.).</p> <p>Do not provide any foods that contain trans fat (listed as partially hydrogenated oils in the ingredients).</p> <p>Offer only whole grains, as determined by confirming that the first item listed in the ingredients contains the word <i>whole</i> (e.g., whole wheat, whole oats, whole-grain flour, whole brown rice).</p> <p>Provide foods that don't list sugar (e.g., sugar; invert sugar; brown sugar; words ending in -ose; and syrups like high fructose corn syrup, honey, etc.) as one of the first three ingredients or that contain no more than 8 grams of added sugar per serving.</p> | |

| Standard | Early Learning | Afterschool |
|--------------------------|--|---|
| Food (cont.) | Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time. | |
| Infant Feeding | Promote and support exclusive breastfeeding for six months and the continuation of breastfeeding in conjunction with complementary foods for one year or more. | Provide children with opportunities for moderate and vigorous physical activity for at least 60 minutes per day during a full-day program or 30 minutes per day for a half-day morning or afternoon program. The time can be broken down into smaller increments. Include a mixture of moderate and vigorous activity (activity that increases the heart rate and breathing rate), as well as bone- and muscle-strengthening activities. Take active play outdoors whenever possible. |
| Physical Activity | Y staff will model active living by participating in physical activities with children. | Provide daily opportunities for infants to freely explore their indoor and outdoor environments under adult supervision. Engage with infants on the ground each day to optimize adult-infant interactions. Provide daily tummy time, or time in the prone position, for infants less than 6 months of age. |
| Screen Time | Eliminate screen time (television, movies, cell phone, video games, computer, and other digital devices) for children under 2 years old. For children over 2, limit screen time to less than 30 minutes per day for children in half-day programs and to less than 1 hour per day for those in full-day programs. During screen time, seek to minimize children's exposure to commercials and ads marketing unhealthy foods. | |

For more information or questions related to the Y's HEPA standards, contact YMCA of the USA at 800-872-9622.