



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SIouxLAND Y EARLY LEARNING HANDBOOK



GROWING YOUNG MINDS
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Welcome to the YMCA Early Learning Center where we nurture the joy of learning and growth in every child entrusted to our care. We are delighted to have you as part of our community and look forward to partnering with you in your child's early education journey.

At the YMCA Early Learning Center, we believe that each child is unique and deserves a safe, loving, and stimulating environment to explore, discover, and flourish. With our licensed childcare services tailored for children from 6 weeks to 5 years old, we are committed to providing a foundation that promotes social, emotional, cognitive, and physical development.

Within this handbook, you will find valuable information about our programs, curriculum, policies, and procedures designed to ensure the safety, well-being, and holistic development of all children in our care. Please take the time to familiarize yourself with its contents, and feel free to reach out to us with any questions or concerns you may have.

Thank you for choosing the YMCA Early Learning Center. We are honored to be a part of your child's early years and look forward to embarking on this journey together.



OUR VISION & PHILOSOPHY

About Us

At the YMCA Early Learning Center our mission is to foster a nurturing and stimulating environment where every child feels valued, supported, and inspired to explore, learn, and grow. We are dedicated to providing high-quality early childhood education that promotes social, emotional, cognitive, and physical development. Through play-based learning, individualized attention, and partnerships with families, we aim to empower each child to reach their full potential and become confident, curious, and compassionate individuals prepared for future success.

At the YMCA Early Learning Center, character development is foundational to our programming. We are committed to instilling the core values of Honesty, Caring, Respect, and Responsibility into every aspect of our curriculum. Through a nurturing environment and dedicated staff, we empower children to integrate these principles into their daily lives, fostering their growth as compassionate and responsible individuals.

History

Established in 2021, the Norm Waitt Sr. YMCA launched its Early Learning Center with the inauguration of two preschool rooms: one at our YMCA location and another at Dakota Valley Elementary School. Recognizing the growing demand for childcare services, we extended in 2023 by introducing a second preschool classroom at Dakota Valley and an infant/toddler room at our YMCA facility.

Vision

We are committed to addressing the significant need for childcare in the Siouxland area with ambitious goals and visions. In response to this demand, we are expanding our facilities to introduce the Early Learning and Youth Development Center at the YMCA. This expansion will enhance our capacity with additional classroom space, expanded enrollment opportunities, and enriched learning experiences for both our early learning and youth programs. The new facility is scheduled to open in 2025, allowing us to better serve our community.



DESCRIPTION OF SERVICES

| Age Group | Program |
|---------------------|--|
| 6 Weeks – 18 Months | Infant Care @YMCA Location |
| 18 Months – 3 Years | Toddler Care @YMCA Location |
| 3 Years – 5 Years | Preschool Care @YMCA Location |
| 3 Years – 4 Years | Preschool Care @Dakota Valley Location |
| 4 Years – 5 Years | Preschool Care @Dakota Valley Location |

- This chart outlines the different age groups, corresponding educational programs offered, and locations

Three Preschool Locations:

Norm Waitt Sr. YMCA

601 Riverview Dr.
South Sioux City NE, 68776

Elk Point Jefferson School

1150 Northshore Drive
North Sioux City, SD 57049

Dakota Valley Elementary School

1150 Northshore Drive
North Sioux City, SD 57049

Pyramid Model

Our educational approach is grounded in the Pyramid Model, which supports young children's social and emotional development. We create a nurturing environment where children learn to express emotions, build healthy relationships, and develop essential self-regulation skills. Through play-based learning and intentional guidance, we help children grow not only academically, but also socially and emotionally.

Developmental Focus

- Social Development: Encouraging interaction, cooperation, and communication skills among peers
- Emotional Development: Building self-awareness, empathy, and emotional resilience
- Cognitive Development: Stimulating intellectual curiosity, problem-solving abilities, and early literacy and numeracy skills
- Physical Development: Promoting gross motor and fine motor skills through age-appropriate activities and play

Developmental Milestones / CDC Milestone Tracking

- We meticulously document your child's developmental milestones as they progress through each classroom level. This tracking is integral to our approach, allowing us to provide personalized guidance and ensure each child receives the support they need
- Tracking Method: Our classroom teachers use the CDC Milestone Tracking app to monitor your student's progress
- Quarterly Tracking: Milestones are tracked quarterly during the school year
 - Aug-Sept
 - Nov-Dec
 - Feb-March
 - May
- Communication and Reporting:
 - Parent-Teacher Conferences: These results will also be discussed in detail during scheduled parent-teacher conferences
- Collaboration Approach: We believe in a collaborative partnership between families and our classroom teachers. Regular communication and sharing of milestone achievements foster a supportive environment where everyone is involved in your child's education journey.

DAILY SCHEDULES

| DV Preschool Daily Schedule | |
|-----------------------------|----------------------------|
| 7:45–8:15 AM | Arrival / Center Play |
| 8:20–8:30 AM | Pledge / Bathroom Break |
| 8:30–8:45 AM | Circle Time |
| 8:45–9:30 AM | Activity Time |
| 9:30–9:45 AM | Snack |
| 9:45–10:15 AM | Music / Movement |
| 10:15–10:35 AM | Small Group Activity |
| 10:35–11:00 AM | Recess |
| 11:00–11:40 AM | Bathroom Break / Clean Up |
| 11:40–1:45 PM | Lunch / Bathroom Break |
| 1:45–2:00 PM | Rest Time |
| 2:00–2:30 PM | Reading / Snack / Clean Up |
| 2:30–3:00 PM | Recess |
| 3:00–5:00 PM | Back Up / Pick Up |

| Elk Point Jefferson Preschool Daily Schedule | |
|--|---------------------------|
| 7:45–8:30 AM | Arrival / Center Play |
| 8:30–8:40 AM | Clean Up |
| 8:40–8:50 AM | Bathroom Break |
| 9:00–9:15 AM | Activity Time |
| 9:15–9:30 AM | Circle Time |
| 9:30–10:30 AM | Activity/Music / Movement |
| 10:30–10:40 AM | Bathroom Break |
| 10:40–11:00 AM | Story Time |
| 11:00–11:45 AM | Lunch |
| 11:45–1:45 PM | Bathroom Break/Rest Time |
| 1:45–2:15 PM | Bathroom Break / Snack |
| 2:15–2:45 PM | Small Group |
| 2:45–3:00 PM | Clean Up / Folders |
| 3:00–5:00 PM | Free Play / Pick Up |

| YMCA Preschool Daily Schedule | |
|-------------------------------|---------------------------|
| 7:30–8:30 AM | Arrival / Center Play |
| 8:30–8:40 AM | Clean Up |
| 8:40–8:50 AM | Bathroom Break |
| 9:00–9:15 AM | Activity Time |
| 9:15–9:30 AM | Circle Time |
| 9:30–10:30 AM | Activity/Music / Movement |
| 10:30–10:40 AM | Bathroom Break |
| 10:40–11:00 AM | Story Time |
| 11:00–11:45 AM | Lunch |
| 11:45–1:45 PM | Bathroom Break/Rest Time |
| 1:45–2:15 PM | Bathroom Break / Snack |
| 2:15–2:45 PM | Small Group |
| 2:45–3:00 PM | Clean Up / Folders |
| 3:00–6:00 PM | Free Play / Pick Up |

| Infant/Toddler Daily Schedule | |
|-------------------------------|---------------------------|
| 7:30–9:00 AM | Arrival / Free Play |
| 9:00–9:30 AM | Morning Snack |
| 9:30–10:00 AM | Circle Time |
| 10:00–10:30 AM | Activity Time |
| 10:30–11:30 AM | Circle Time |
| 11:30–12:00 PM | Outside/Gym Time |
| 12:00–2:30 PM | Lunch |
| 2:30–3:00 PM | Rest Time |
| 3:00–3:30 PM | Afternoon Snack |
| 3:30–4:30 PM | Free Play/Centers/Reading |
| 4:30–5:00 PM | Outside Play/Gym/Walk |
| 5:00–6:00 PM | Free Play / Pick Up |

ENROLLMENT AND ADMISSION

Enrollment Process:

Parents can enroll through our website. Navigate to the Programs section and select either the Child Care or Preschool tab based on your child's age group

- Age Requirement:
 - Infant Care: 6 Weeks to 18 Months
 - Toddler Care: 18 Months to 3 Years
 - Preschool Care: 3 Years to 5 Years
- Enrollment Steps:
 - Online Enrollment: Complete the online registration through the steps above
 - Additional Enrollment Forms: After the online application is complete, your student will either be placed in the program or onto our waitlist. If your student is enrolled there will be additional paperwork that will be needed before your students first day:
 - Enrollment Form
 - Medication Form (If applicable)
 - YMCA Waiver
 - Immunization Records

Supply Lists:

Supplies will need to be provided on your child's first day.

Infant Supplies:

- Formula/Baby food when ready
- 4 Bottles with lids to keep at the center
- Pacifier if needed
- Diapers
- Wipes
- Diaper Cream / Powder
- 3-5 Extra Outfits
- Sleep Sack or Swaddle
- 1 Picture of Family and 1 Picture of Child

Toddler Supplies:

- Lunch – Everyday
- 2 Sippy Cups to keep at center
- Diapers / Pullups
- Wipes
- Diaper Cream / Powder
- 3-5 Extra Outfits
- Blanket – Rest Time
- 1 Picture of Family and 1 Picture of Child

Preschool Supplies:

- Backpack
- Pencil Box / Bag
- 1 Box Crayons
- 1 Box Markers
- Scissors
- 1 Bottle of Liquid Glue
- Rest Blanket
- 2-3 Extra Outfits
- Reusable Water Bottle
- 1 Picture of Family and 1 Picture of Student
- Swimsuit / Towel (Only on Swim Days)

Essential Enrollment Information:

- **Preschool students must be fully toilet trained before their start date in the program**
- All paperwork must be turned in prior to your students first day
- You will receive communication from the Early Learning and Youth Development Director after all the necessary paperwork is completed and your student has a confirmed start date.

PAYMENTS / FEES

| Classroom | Weekly Tuition |
|-----------|----------------|
| Infants | \$215 per week |
| Toddlers | \$215 per week |
| Preschool | \$185 per week |

\$50 Nonrefundable Registration Fee for All Classrooms

Payment Schedule / Late Payments:

Upon enrollment, the tuition for the first week is due on your child's start date. Following this initial payment, subsequent tuition payments will be automatically charged to your payment method on file every Friday, covering the upcoming week of care.

Please note that if a payment is declined, it will be reprocessed along with the following week's payment. If a payment remains overdue for 30 days or more, we reserve the right to withdraw your child(ren) from our program.

Discharge Policy:

If you are needing to discharge your student from the program, we kindly request a two-week notice. This helps us provide communication to families on our waitlist and ensures a smooth transition when adding a new student to our classroom.

- **If a two-week notice is not provided, you will be responsible for payment for the remaining two weeks following your notification of withdrawal from the program.**

Late Fees:

We kindly request that you pick up your child on time. A late fee of \$10 will be added if you are up to 15 minutes late. An additional \$10 will be charged for any time beyond the initial 15 minutes.

DROP OFF / PICK UP PROCEDURES

Hours of Operation:

Infant/Toddler: 7:30AM – 6:00 PM

YMCA Preschool: 7:30AM – 6:00PM

DV Preschool: 7:45AM – 5:00PM

Elk Point Jefferson Preschool: 7:45–5:00PM

Infant/Toddler:

- Consistent Schedule:
 - We ask that you maintain a consistent drop-off and pick-up schedule for your child and communicate this schedule to the classroom teachers.
- Drop-off Time:
 - Please ensure that your child is dropped off no later than 9:00 AM. If you anticipate a late arrival, kindly inform us in advance.
- Early Pick-up:
 - If you need to pick up your child before 3:00 PM, please communicate this in advance, as early pick-ups can affect our daily schedule and activities.
- Pick-Up/Drop-Off Location:
 - When dropping off or picking up your child, please enter through the main entrance of the YMCA and provide your name along with the child's name to the front desk.

All Preschool Locations:

- Consistent Schedule:
 - Please maintain a consistent drop-off and pick-up schedule for your child and inform the classroom teachers of this schedule.
- **Drop-off Time:**
 - **Ensure that your child arrives by 8:30 AM. If you expect to arrive later, please notify us in advance.**
- Early Pick-up:
 - If you need to pick up your child before 3:00 PM, please communicate this in advance, as early pick-ups may disrupt our daily activities.
- Pick-Up/Drop-Off Locations:
 - When dropping off or picking up your child, please make sure you are added to the approved pickup list.
 - YMCA:
 - Please enter through the 'Youth Development Doors' located on East side of the building. Enter through the Aquaplex entrance to the YMCA and follow the one-way road
 - Dakota Valley:
 - Please enter through #8, located on the backside of the building. If the doors are locked, please call the Preschool site phone number listed on the door
 - Elk Point Jefferson:
 -

Following these procedures helps us maintain a smooth and structured environment for all children.

Safety and Security:

The individual picking up your child must be a parent or guardian listed on the enrollment form. If someone other than a parent or guardian will be picking up your child, they must be included on the approved pick-up list provided in the enrollment paperwork. Additionally, non-parent/guardian pick-ups must present a valid ID at the front desk.

ILLNESS / MEDICATION PROCEDURES AND POLICIES

Illness Procedure

Please keep your child at home if they are unwell. If your child has a temperature of 100.4°F or higher, diarrhea, or flu-like symptoms, you must pick them up. They can return only after being symptom-free and having a normal temperature for 24 hours.

1. Children will not be admitted or allowed to stay if they have a temperature of 100.4°F or higher, diarrhea, or flu-like symptoms. They must be symptom-free for 24 hours before coming back.
2. If a child becomes ill during the day, we will contact you to pick them up immediately. If we cannot reach you, we will call your emergency contacts. The child will wait separately from others.
3. If a child seems lethargic and not active, we will contact you to assess the situation.
4. You will be notified if there is exposure to a communicable disease. Information will be posted in the classroom and sent home. The Department of Health will be informed if needed.
5. If a child is on prescribed medication for an infection, they may return only after taking the medication for at least 24 hours, except for ear and urinary tract infections, depending on their condition.
6. If your child is presenting any of the following symptoms they will not be able to attend our program until they are symptom free for 24 hours:
 - a. Pink, gooey, or matted eyes
 - b. Continuous and/or colored nasal drainage
 - c. Sore throat
 - d. Discharge from eyes or ears
 - e. Open sores
 - f. Vomiting
 - g. Skin Rash
 - h. Diarrhea

We enforce these policies to keep all children safe and healthy.

Medication Policy:

Our program can administer prescription medications, over-the-counter medications, and emergency medications (ex. EpiPen).

- Over-the-counter medications:
 - Parent or Guardian will need to fill out the medication form.
- Prescription medications and Emergency Medications
 - Must be brought by a parent or guardian
 - Original prescription container
 - Clearly identifying the prescribing physician
 - Medication name
 - Dosage
 - Frequency
 - Parent or Guardian will need to fill out the medication form
- A completed medication form is also required for all emergency medications.

EMERGENCY PROCEDURES

- **Emergency Contact Information:**

- YMCA Phone Number
 - 402-404-8439
- Early Learning and Youth Development Director:
 - aschultz@nwsymca.org

- **Disaster Preparedness Plan:**

- Hung up at every site with added details
- Fire:
 - Go to the nearest exit and leave the building
 - Walk to a safe location
- Tornado:
 - Once a tornado warning has been issued all staff and children in our care will relocate to the nearest shelter
- Flood:
 - Go the nearest exit and leave the building
 - Walk to a safe location

- **Emergency Supplies:**

- Class Roster
- Emergency Contact list for children in our care
- Authorized pick up list
- Emergency first aid bag
- Tornado kit

- **Communication Protocols:**

- Parents will be notified first through Class Dojo if an emergency has taken place
- Parents will then receive an email explaining the emergency and steps that were taken
- If children will need to be picked up from the center parents will be individually notified with a phone call

- **Drills:**

- Fire Drills:
 - Completed once a month in each classroom
 - One fire drill per year is conducted during naptime
- Tornado Drills:
 - Completed 4 times a year during the months of March through September
 - One tornado drill per year is conducted during naptime

- **Parental Responsibilities:**

- Ensure that your contact information that you put on file is always up to date.
- Keep the list of authorized individuals who can pick up your child updated
- Understand that if we are in an emergency, tornado warning, and it is unsafe to leave our designated safe area, we cannot authorize pick-ups until it is safe to leave.
- Please wait until it is safe for both staff, children, and you before attempting to collect your child

MEALS / NUTRITION

Preschool:

- Lunch Options:
 - Parents/guardians may provide lunch daily or opt for hot lunch.
 - **Hot lunch is offered by the school for a flat rate of \$30 per week.**
 - This rate covers up to 5 lunches per week, whether your student uses all five or only a few. The price remains the same regardless of the number of lunches taken.
 - Hot lunch charges will be added to your account and taken out on the 15th of the following month if chosen.
- Snacks:
 - Students receive morning and afternoon snacks provided by the YMCA.
- Allergies and Dietary Restrictions:
 - Please provide a doctor's note for any allergies or dietary restrictions.

Infants/Toddlers:

- Lunch Options:
 - Parents/guardians provide lunch daily for their child.
- Snacks:
 - Snacks are provided for infants and toddlers by the YMCA
- Allergies and Dietary Restrictions:
 - A doctor's note explaining any allergies or dietary restrictions is required.
- Breast Milk:
 - Use polypropylene bags or bottles to store breast milk
 - Clearly label bags or bottles with your child's name and the date the 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

Bringing a well-balanced meal for preschoolers, infants, and toddlers to daycare is essential for their growth and development. A balanced meal typically includes a variety of foods from different food groups such as fruits, vegetables, grains, protein, and dairy. Providing nutritious meals supports their overall health, promotes learning, and encourages healthy eating habits from a young age. It also helps in managing energy levels and mood throughout the day, ensuring they stay focused and engaged in their activities.

Nut-Free Policy:

Our program is strictly "peanut and tree nut-free" to ensure the safety of all students. Therefore, peanuts and tree nut products are not permitted within our facilities. Any snacks or party treats brought into the classroom (excluding fruit) must be purchased from a store or bakery and include an ingredient or allergy label for verification. This policy helps us ensure that all treats are safe for students with allergies. We appreciate your cooperation and understanding.

COMMUNICATION

Class Dojo (Preschool/Infants/Toddlers) : **Student Folders (Preschool) :**

- Teachers use Class Dojo to communicate directly with parents.
 - Message the teacher anytime with questions or concerns.
 - Events and important dates will be posted on the calendar.
 - Notify the teacher directly via Class Dojo for:
 - Late drop-offs or early pickups.
 - Student appointments conflicting with class time.
 - Days your student will be absent from school.
- Students will use folders for school-home communication.
 - Folders contain:
 - Behavior charts.
 - Yearly Calendar
 - Swim Dates
 - Monthly newsletter.
 - Any forms needing completion and return

CENTER POLICIES

Toys and Electronics Policy:

To maintain a focused learning environment, children are encouraged not to bring personal toys or games into the classroom. During designated rest times, children may bring a blanket and a small stuffed animal. Electronic devices including cell phones, smartwatches, tablets, and other communication or technology items are not permitted and must be stowed away until the end of Y Preschool or when the student is picked up.

Photo Release

At the time of enrollment, parents will be requested to sign a release form granting permission for the Siouxland Y to use their child's photograph for public relations purposes, or to withhold this permission. The Siouxland Y maintains strict confidentiality and will not disclose any information about your child to unauthorized individuals.

Clothing Policy

- Please ensure your child wears play clothes: comfortable, sturdy, and washable attire suitable for unrestricted participation in all activities, minimizing concerns about spills, spots, and tears.
- All clothing and personal articles should be clearly marked with your child's name.
- Essential footwear includes tennis shoes or non-skid shoes for active play.
- Socks are required for gym activities.
- For skirts or dresses, please have your child wear pants or shorts underneath for ease of movement.

Transition to a New Classroom

- The director will notify parents/guardians when a child is ready to transition to a new classroom.
- Transitions occur when a child has reached the age requirement for the next classroom.
- To ensure a smooth transition, your child will spend a few hours over a couple of days in the new room to become familiar with the environment before moving full-time.

FIELD TRIPS / SWIMMING

Field Trips – Preschool:

- A few field trips are planned each year for our preschool classroom.
- Transportation to field trips is provided by a YMCA bus driver.

Swim Lessons – Preschool:

- Preschoolers participate in swim lessons at the YMCA throughout the school year.
- Swim lessons are conducted by a certified swim instructor.
- A lifeguard is always on duty during swim lessons for added safety.
- Students will submerge their whole head under water during swim lessons.

INCELEMENT WEATHER

Infant/Toddler:

- Closings or changes to the schedules will be sent out via Class Dojo

YMCA Preschool:

- Closings or changes to the schedules will be sent out via Class Dojo

DV & EPJ Preschool:

- Follows their designated school district on any closings or late starts.
- Parents/guardians will be notified via Class Dojo.

CONTACT INFORMATION

Director Information:

- Abigail Schultz, Early Learning and Youth Development Director
 - Phone: 402-404-8439
 - Email: aschultz@nwsymca.org

YMCA:

- Website
 - www.nwsymca.org
- Phone Number
 - 402-404-8439

Facility Addresses:

Infant/Toddler/YMCA Preschool:

- 601 Riverview Drive,
South Sioux City, NE 68776

Dakota Valley Preschool:

- Dakota Valley Elementary School,
1150 Northshore Drive, North Sioux
City, SD 57049

Elk Point Jefferson Preschool:

- Elk Point Jefferson High School,
402 S Douglas St, Elk Point, SD
57025

At the Siouxland Y Early Learning Program, we are committed to providing high-quality early education grounded in developmentally appropriate practices. We deeply value and support the strong connection between each child and their family, recognizing that understanding children within the context of their family, culture, and society is essential. We celebrate human diversity and are dedicated to the fair treatment of all individuals. Our primary goal is to create an environment that fosters creativity, independence, and responsibility, empowering children to make successful choices and thrive as students.

Thank you for being a part of our community and for entrusting us with your child's early education.

YMCA EARLY LEARNING BEHAVIOR POLICY

Siouxland YMCA



Our Early Learning Program is committed to providing a safe, supportive, and inclusive learning environment for all children. Our behavior policy is designed to foster positive interactions, encourage self-regulation, and support the social and emotional development of each child.

Positive Behaviors:

- Use kind and respectful words/actions
- Follow directions from teachers
- Respect others' feelings, personal space, and belongings
- Express emotions in a safe and constructive manner
- Engage in cooperative play and problem-solving

Level 1 Behaviors:

- Being disruptive
- Being disrespectful
- Inappropriate language
- Attempting to leave supervised setting without permission
- Developmentally inappropriate biting or aggression
- Difficulty taking turns or staying in line

Level 1 Interventions:

Staff will utilize the following in-program interventions

- Verbal redirection
- Student is asked to move to a Safe Spot or Take a Break
 - Student is given time/tools to calm down
 - Student processes with adult before rejoining the group
- Positive Reinforcement
- Parent communication through Dojo, folders, or at pickup

Level 2 Behaviors:

- Prolonged active noncompliance, resulting in safety concerns and refusal to respond to any/all Level 1 interventions
- Disruptive behavior requiring one-on-one intervention for a prolonged period of time
- Destruction of property
- Serious physical harm, resulting in injury
- Inappropriate touching
- Leaving program property / supervised setting

Level 2 Interventions:

- Parent will be contacted, and student will be sent home.
- Child will sit in a Safe Spot or Break Spot until picked up
- Child may receive an additional day of suspension for repeat Level 2 behaviors
- Parents may need to meet with Program Director and Lead Teacher prior to their child's return to develop a behavior support and safety plan

Individualized Behavior Support Plan:

An individualized Behavior Support Plan is developed in collaboration with both parents and the teachers to address areas of challenge and promote growth in specific skills. This plan is implemented consistently in the classroom and shared with parents to ensure continuity of support at home. The plan is followed over a four-week period, with regular assessments of progress. If insufficient improvement is observed, a discussion will be held with the family to explore alternative options, including the potential discontinuation of the child's enrollment in the program. If the child's challenging behaviors results in other children being seriously injured, or parent input and cooperation are not present, YMCA reserves the right to end care immediately.

At our Early Learning Center, we prioritize building strong, collaborative relationships with families to ensure the best possible support for each child. We encourage open communication at all times, regularly sharing updates on the child's progress, behavior, and development. We value input from families and work together to address any concerns or challenges that may arise.

DIAPERING PROCEDURES

Infants/Toddlers ONLY

- A. Wet and/or soiled diapers are changed immediately.
 - B. Diapers are checked frequently and changed every 2 hours.
 - C. Disposable wipes are used
 - D. Wet and soiled diapers are properly disposed of in the trash can
 - E. Diaper-changing surfaces are cleaned after each use by sanitizing the surface
 - F. Proper hand washing is done after each diaper change.
-

STEPS:

1

- Gather supplies, a clean disposable or cloth diaper, baby wipes or a damp washcloth, and diaper cream or petroleum jelly Wash your hands
- Put Gloves on Undo the baby's diaper, but you can leave it in place until you replace it with a clean diaper
- Put baby on the changing table

2

- Check the folds of the skin and clean the baby's genitals with a baby wipe or washcloth
- Always wipe from front to back
- Lift the baby's legs and clean the buttocks
- Remove the dirty diaper, and slide a clean diaper under the baby's bottom

3

- Pat dry or air-dry the genitals and buttocks
- Apply diaper cream or petroleum jelly as needed
- Secure the diaper and straighten the leg holes to prevent skin irritation
- Dispose diaper and gloves
- Wash your and the child's hands

Toilet Procedures

Preschool: Your child must be toilet trained before they are enrolled into Preschool.

STEPS:

- 1. Toilet training is introduced in the Infant/Toddler Room starting at age 2.**
- 2. During diaper changes, children will be encouraged to try sitting on the toilet to become familiar with the process.**
- 3. Children aged 2-3 will be closely monitored for signs that they need to use the restroom. If signs are observed, children will be prompted to use the toilet.**
- 4. Children are expected to be fully toilet trained by the age of 3 to transition to the Preschool Room.**
- 5. In the Preschool Room, students will be provided with regular bathroom breaks throughout the day**