BROOKVILLE YMCA

CHILD CARE FAMILY HANDBOOK

# ADMISSION

Brookville YMCA Child Care Services are open to all applicants regardless of race, sex, color, national origin, ancestry, religious creed, disability, age, or Limited English Proficiency (LEP). There is no discrimination in admission policy, meal service or the use of the facility.

Any client who believes he/she have been discriminated against may file a complaint of discrimination with any of the following:

* Bureau of Civil Rights Compliance

Department of Public Welfare

Room 412 Health and Welfare Building

Harrisburg, PA 17105

* Office of Civil Rights

U.S. Department of Health and Human Services

Region III, P.O. Box 13716

Philadelphia, PA 19101

* Bureau of Civil Rights Compliance

Department of Public Welfare

Western Field Office

702 State Office Building

300 Liberty Avenue

Pittsburgh, PA 15333

# OPENING HOURS

The childcare center opens at 6 am, Monday through Friday

# CLOSING HOURS

The childcare center closes at 5:30 pm. We do understand occasional delays happen due to emergencies, traffic or other unavoidable circumstances. If this is the case, please notify the center as soon as possible, so arrangements can be made for your child’s safety.

# ARRIAL & DEPARTURE TIMES

When filling out enrollment forms, each parent sets a specific arrival and departure time. We staff the center according to the times set. As we maintain a teacher/child ratio set by the State, we need these times followed as closely as possible. If for any reason you are going to be more than 30 minutes late, please notify the center.

# ARRIVAL AND PICK-UP

Each child must be signed in on the sign-in sheet when they arrive and signed out when they leave.

Only those people listed on your application form will be permitted to pick up your child. If someone not listed on your form comes in to pick up your child, the childcare staff will not allow your child to leave with this person. If you want someone not listed on your form to pick up your child, you must give a staff person written consent, which includes the name of the person, the date and your signature. During an emergency, phone calls will be accepted, you must tell child care staff the nature of emergency, name and visual description of person, and expected arrival time.

Children must be accompanied by an adult when leaving the center.

Persons picking up children from childcare should be prepared to show photo ID if they are unknown by the staff person. Because we require photo ID, no one under the age of sixteen is permitted to pick up a child from childcare. This is for your protection as well as others.

# FORMS

All forms must be filled out and returned to the Center for your child to participate in the program. Health forms have a leeway of 30 days from your child’s starting date to be returned. Failure to return Health form will demand removal of your child from the program until an appropriate form is returned. All forms must be completed with the proper information and signatures to be in compliance with the State of Pennsylvania.

**INCLUSION POLICY**

The Brookville YMCA believes that each child is unique. We welcome all children and are committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We work in partnership with our families and health and education professionals to provide the support needed for all our children to reach their full potential.

**Inclusive Environment:**

Early childhood educators at the Brookville YMCA use developmentally appropriate practices and consider the unique needs of all children when planning. The staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines, and activities are flexible and early childhood educators will work with therapists, special educators, and other professionals to integrate individual accommodation, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

**Professional Development and Support for Staff:**

Staff members who are involved with children with disabilities or special needs are provided with information to understand and meet the special needs. The orientation and training must be accomplished before the child with special needs participates in the program. A Care Plan provided by the child’s primary health care professional or specialist provides arrangements for this orientation and training. Topics to be addressed are any special handling, diet and feeding, medication, toileting issues, special treatments, adaptive equipment, abilities and limitations, recognition and response to emergencies, transport requirements, and methods of communication to use when clarification of the Care Plan is required.

**Collaboration with Other Professionals:**

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers, and medical professionals. The Brookville YMCA welcomes these professionals and works with them to ensure the child’s success. The service provider is encouraged to provide services to the child in the

context of the early childhood classroom environment, and the child’s teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. The Brookville YMCA supports the teacher’s participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

**IEP/IFSP Request**

Because of the diverse set of needs of the children in our program, it is important to gather as much information about the best ways to educate each child. IEP’s and IFSP’s are created by service providers working with children with special needs and include all the information that may be needed to help aid the child in their learning. The Keystone STARS Performance Standards therefore require early learning providers to request copies of IEP’s and IFSP’s for children in their care.

The information found on an IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA). Releasing of information may also be required when speaking to members of a child’s treatment team.

When IEP/IFSP meetings are scheduled, we are willing, when scheduling permits, to attend these planning meetings to further support the learning goals set for your child. This will also allow the other providers to take on the child and his/her needs that we see on a day-to-day basis.

If your child currently has an IEP/IFSP, or does in the future, it is required by the STARS standards to be shared with the center so we can work together to ensure that the guidelines are put into practice. Written documentation will be required by guardians releasing that information to our center but is easily obtained; a copy given to use by the adults/parents may also be accepted. Our goal is to include all children’s individual learning goals in our lesson planning. If you do have to provide this information, please know we will keep all the information confidential.

**Screenings / Observations / Conferences**

The childcare setting provides daily indoor and outdoor opportunities for promoting and monitoring children’s development.Our teachers will observe each child’s development, share observations with parents/guardians, and provide resource and referral information as needed for further screenings, evaluations, and early intervention services.

The use of authentic assessment, curriculum-based assessment, and work sampling methods are utilized as an ongoing process throughout the year.

The Keystone STARS Performance Standards state that “a research-based screening tool is to be used within 45 days of enrollment to identify children who may need additional evaluation and/or intervention strategies”. We utilize two approved researched based screening tools as appropriate per the age of the child.

Brigance *Screening* is used as one of theresearch-based developmental screenings available for our older preschool students.A base-line test is performed in the fall using the five-year-old screening.Subsequent screenings are performed in Januaryand April to monitor the children’s progress.Screening materials are in the Director’s office.

*Ages andStages* isanotheroptionofformalizeddevelopmentalscreeningadvocatedby PAKeystoneSTARS.The center has all the materials necessary for this screening for our students from birth to 5 years old.

Brigance and/or Ages and Stages will be completed at enrollment for every child. The screening will be completed and a conference offered to discuss results within 45 days of enrollment.

ThePADepartmentofHumanServices requiresthedirector/teacher to completea *ChildServices Report* oneach child enrolled in the program within six months of enrollment and at least every 6 months ongoing while enrolled. Conferences will be offered to families to review this report and any other screening, observation, assessment, or documentation gathered twice a year. This information will be used to support teachers and families in individual goal setting for their child.The original child service report will be given to the parents and a copy will be kept in the child’s file.

**Referrals to Intermediate Unit**

If any screeningor anyobservation of the child results in a concern about the child’s development, the director will relay these concerns to the parents. With the parents’ permission, the child will be referred to the appropriate community service or the*Riverview Intermediate Unit 6*. Consultative services are provided by the IU to assist in determining if a child has special needs and, if needed, to design an appropriate early intervention plan. The accommodations and/or specific strategies can focus on academic, as well as behavioral issues.

Consultative services are available by calling the local IU6 classroom at 814-849-1190. Families are required to sign a permission slip provided by the IU6 before their child can be further evaluated.

If a child continues to attend thechild care or our preschool program while receiving IU services, the IU will provide copies of IEP/IFSP goals to the child’s teacher and discuss strategies for meeting the goals. When it is possible, the director or child’s teacher may be requested to attend IEP/IFSP meetings to assist in goal setting or providing relevant information.

If a child is demonstrating speech delays, the director/teacher may make a referral directly to the IU6 speech therapist. When possible, they will work with the child one or two days each week in the classroom. The day(s) of the week are chosen by the family and the IU. They will provide weekly goals for the classroom teacher and discuss strategies for meeting those goals.

Parents who have questions about their child’s development may also contact the **CONNECT Helpline at1-800-692-7288**. The CONNECT Helpline assists families in locating resources and providing information regarding child development for children aged birth to 5. In addition, CONNECT can assist parents by making a direct link to their county early intervention program or local preschool early intervention program. To request a referral for early intervention, please call the **CONNECT Helplin**[**e at 1-800-692-7288**](http://www.connectpa.net/). [www.connectpa.net.](http://www.connectpa.net/)

If a family/guardian confides in the staff/Director about the need for social, mental health, educational, wellness, or medical services, the staff member will confidentially discuss the needs with the director and the director will reach out confidentially to the family/guardian in need.

Upon that time, the director will either give an exact agency’s name and number and may give a list of agencies available so that the family/guardian has all the resources at their disposal.

A list of agencies for our county can be found at https://[www.health.pa.gov/topics/Documents/County%20Guides/Jefferson%20County%20Resource%20Guide.pdf.](http://www.health.pa.gov/topics/Documents/County%20Guides/Jefferson%20County%20Resource%20Guide.pdf)

If a family resides in another county than the one our center resides in, we will look into agencies to the best of our ability for their home county and relay that information to them.

**ILLNESS / ATTENDANCE WHEN ILL**

Children are not allowed to attend childcare if they have a communicable disease. We cannot keep children who are vomiting, have severe diarrhea or are running a temperature. Children having any of these symptoms 24 hours prior to their arrival should not be sent to the Center. This is to protect your child as well as others from as much illness as possible. We ask everyone to have alternative care when your child is sick. If your child becomes ill at the Center, parents will be called to come and remove your child. Emergency contact numbers will be called if parents cannot be reached.

# EMERGENCY PROCEDURES

If your child gets injured, the following action will be taken:

1. Attempts will be made to contact parents or guardian.
2. Attempts will be made to contact you through any of the persons listed on the emergency forms.
3. If your child requires medical care and the above can not be reached, a staff person will accompany your child to the emergency room and remain with them until your arrive.

All Child Care Staff are certified in Basic Pediatric First Aid and CPR.

**MEDICAL/SPECIAL CONDITION PROCEDURE**  
Please inform the staff if your child(ren) have food, allergies, asthma, or other special conditions. This information will help our staff be prepared should there be an emergency.Your child's health and safety are a top priority for our center. One of the ways we can assure that we are prepared to meet your child's needs in any situation to the best of our ability is by utilizing special care plans. If your child needs special accommodation or has long-term health care needs such as asthma, allergies, a need for emergency medication, long term medication administration or other medical needs please obtain a **special care plan**. We request that you take the form to your primary care physician and have the form completed and return it to the center. Once it is in your child's confidential file at the facility, we are asking that you always keep it up to date and current. Please see a staff member to obtain the proper form.

Our center uses/refers to Caring for our Children to establish policies and practices such as for medication administration, supervision, and for special care plans for children with special medical needs. You can visit the Caring for Our Children website at: <https://nrckids.org/CFOC>.

# ADMINISTRATION OF MEDICATION

Staff will administer prescription and/or nonprescription medications only if the following requirements apply:

1. Medication must be in its original container. It cannot be brought in different bottle or in baggies.
2. A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medication. Instructions on a prescription label are acceptable.
3. The label of the medication shall identify the name of the medication and the name of the child for whom the medication is intended. Medications shall be administered to only the child whose name appears on the container.

Please give all medications to a staff person upon arriving at the Center. Do not leave medications in a child’s lunch box, backpack or cubby. All medications are to be stored according to the instructions on the original label and in an area of the facility that is out of reach of children.

Parents are to record the medication on the Medication Log upon arrival. A staff person will log information when it is administered.

# ITEMS FROM HOME

The Center will not be responsible for loss or damage of items brought from home. Absolutely no electronic devices will be permitted such as IPODs, IPADs, etc.

# SNACKS AND LUNCH

An afternoon snack will be served each day during Summer Fun and in the event that school is cancelled. After tasting, no one is required to eat something they do not like. “All meals served to children under the Child Care Food Program are served at no separate charge regardless of race, color, national origin, religious creed, ancestry, sex, age or disability. There is no discrimination in admission policy, meal service or the use of the facility.” Any complaints for discrimination should be submitted in writing within 180 days of the incident to the Secretary of Agriculture, Washington D.C. 20250. All snacks served meet the nutrition requirements set by the State of Pennsylvania.

Parents are to send a packed lunch with their child each day. Lunches are to be placed in the facility’s refrigerator.

# DRESS

Shoes should be rubber soled for the safety of your child while going for walks and/or playing in the gym. Swimming suits and towels should be clearly marked with the child’s name. Please provide a change of clothing clearly marked to be left at the facility in case of an accident.

***Transition***

Your child’s transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. I will set aside time at parent / teacher conferences to plan for transitions when appropriate for your child. We will discuss activities we do to help your child feel welcome at my program each day, skills we practice preparing for kindergarten and later to grow independent and responsible to prepare for self-care. I have resources to share with families to support children in these important times. I can share information on transitioning to and from child care, to formal schooling and when your child ages out of my program or you feel your child may be ready to stay home alone for self-care I can share readiness checklists and other information to help you in your decision making. More in depth examples of how we support transition are covered in our policy and procedure manual found on the YMCA website or by request from the director.

**Parent Involvement:**

In addition to parent/teacher conferences, parent newsletters, and our open-door policy, we also encourage communication and family engagement. Parents are welcome to visit the Center any time during the Center’s hours of operation to observe their child, the Center’s operation, and program activities, without having to secure prior approval. Parents may also participate in the Center’s operation and activities. Parents have the right to breastfeed or provide breast milk for their child while in care. A rocking chair is available in the infant room for comfortable seating.

Parents may be requested to engage in a workshop once or twice a year to maintain their spot at the center. This engagement opportunity may be an event, training, or a meeting of happenings at our center. These events will be held during the spring and fall months. If a parent has information that they would like to relay to the other families,they are also given the chance to put on a workshop at their cost.

# PAYMENTS

All payments are to be made at the front desk located in the lobby of the building. (Childcare staff cannot accept payments.) Payments MUST be made every two weeks at the latest. List dates being paid in each check. KEEP YOUR RECEIPTS to be used for tax purposes.

# LATE FEES

The childcare facility closes at 5:30 p.m. If your child is not picked up by 5:30, a staff person will stay with your child until an authorized person arrives to pick them up and you will be charged the following late fee of $10

If your childcare payment is not received on a bi-weekly basis a $10.00 late charge will be added to your childcare bill.

# HOUSEKEEPING

The childcare facility is cleaned and garbage removed nightly by a contracted cleaning service. Floors are mopped and carpets are swept nightly. Bathrooms and toilets are sanitized nightly. Dishes and/or utensils are washed and sanitized with a bleach rinse after each use. All cleaning supplies are stored out of the reach of children.

# SECURITY / SAFETY

All childcare staff have PA state criminal background checks, child abuse check, NSOR clearance and FBI clearances / fingerprinting.

All childcare staff must be certified in pediatric CPR and First Aide. A staff person certified in First Aide must be present in the facility at all times.

Fire drills will be conducted at the facility at a minimum of one every 60 days.

All electrical outlets will have child safe plug covers.

**Supervision/Ratios**

At least two staff membersare present at all times, regardless of the number of children, to help in the event of an emergency. Department of Human Services (DHS) ratios aremaintained at all times and in all circumstances. All staff members used for ratioare trained in pediatric First Aid and CPR. Substitute staff may be another YMCA childcare staff person or a facility volunteer that meets all aide qualifications, excluding the 12 hours of continuing education.

Staffdirectly supervise all children by ensuring they can see, hear, direct and assess every child in their group at all times. Staff position themselves where they can observe all children and scan play activities in the entire area while remaining solely responsible for close supervision of the children specifically assigned to them. Staffregularly count children, especially at transitions and when leaving one area and arriving at another, to confirm the safe whereabouts of every child at all times. Additionally, are able to state how many children are in their care at all times and be able to name those children. Regular counting of children will alert staff to begin a search before a child can get too far or slip into an unobserved location. DHS ratios are maintained at all times. Minimum ratios are 4:1 for children birth to their 1st birthday, 5:1 for children 1 year to their 3rd birthday, 10:1 for children 3 years to the 1st day of kindergarten, and 12:1 for children K-3rd grade.

**RetentionPolicytoassistwithChallengingBehaviors/Suspension/ Expulsion**

Ourfacilityis committed toeachstudent’s successin learningwithina caring, responsive, andsafeenvironmentthat is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity andsupportto develop to theirfullestpotentialand personal andmeaningful bondwithpeoplein theschoolcommunity.We strive to adhere to all state and federal laws when developing our policiesandproceduresincludingDHS,ADA,IDEA,andotherrelevant state and federalstatutes.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicatingconsistently andinvolvingchildrenin problem solvinghelpschildrendevelop theirability to become self- disciplined.We encourage childrento be fair, to respect other people, of property, andto learn to understand the results of their actions. We intentionally plan activities that teach and grow children’s social and emotional competence.

Children are guided to treat eachother and adultswith respectand kindness. Our goal is to createa caring, respectful environment where everyone feels included, loved, and accepted. Learning can only take place when we feel safe and secureinour environment.Weaimto support the successofeverychildbytakingpreventivemeasures that support allchildren. Someofthe steps we take to ensure this is:

-Theenvironmentissetupto beaccessibletoall children,developmentallyappropriate,andengaging.

-Weutilizetransitionactivitiestolimitconflictandencourageengagement.

-Ourdaily schedule allows for a balanceof activities, andwe implementa curriculum that is alignedwiththePA Early Learning Standards, is developmentally appropriate, and meets the level of all children. Our lesson plans reflect individualization for each child.

-Our staff take training on how to best support classroom management, teaching social / emotional skills, cultural competence,implicit toengage inhighquality interactionswith children.They are trained in childdevelopmentand are aware of typical developmental milestones and howdevelopmentimpactschildbehaviors.

-We striveto support a high-quality workforce byassuringourstafffeel supported andvalued. Wemaintainappropriate child / staff ratios at all timesandattempttoallow stafftime forwellness breaks duringtheirworkhours.We allowtime forobservation, lesson planning and relationships with children and families.

-Ourprogram has policiesand proceduresin placetosupport positive behaviorstrategies,sharingof resources and multiple supports

-Screenings andobservationsare conductedregularlyto catch red flags toassistchildren and set appropriategoalsfor each individual child.

Youare your child’sfirstteacher, andwe want to create strongfamily partnerships withyou. Someoftheways we attempt to maintain relationships between our facility and home are:

Takingtimetointeract withfamilies,utilizinggettingto knowyouformsatenrollment,andofferingparent/teacher conferences and have an open door policy. We also send home daily notes to keep families informed about their child’s day. We also haveinformational resourcestosharewith families if there are behaviorchallenges. to best supportyourchild bothathomeandat school.

EachstudentattheBrookville YMCAhas the right to:

* + Learninasafeandfriendlyplace.
  + Betreatedwithrespect.
  + Receivethehelpandsupportofcaringadults.

Whena childbecomesverbally orphysically aggressive,we intervene immediately to protect allofthe children.Ourusual approach to help children with challenging behaviors is to show them how to solve problems using appropriate interactions.When discipline is necessary, it is consistent, and understandable to the child. We maintain a zero tolerance to bullying.If you have any concerns about this at any time, please contact theDirectorofthe Center.

If a child’s behavior/circumstance isofconcern, communicationwillbeginwiththe parentsas the firststepto understanding the child’s individual needs andchallenges.We will worktogethertoevaluatethese needs inthe contextofour program.Wewillalso share social / emotional screening tools you can complete for your child, and we can review the results together before planning the next steps.

We utilizeinformation gainedfrom screenings,assessments, behavioraltrackingformsandotherdatato helpus partner with setting realistic goals for your child.

Ourprogram has access to,andutilizes as necessary,the assistanceof aQualityCoach or the Rapid Response Team. If your child is struggling, we can discuss contacting outside sources such as Early Intervention or an Early Childhood Mental Health Specialist through STARS. If your child is referred to Early Intervention and is found not eligible, we can also assist in referrals to other community partners such as Behavioral Health, Psychologists, Social Services, Wellness or Medical Specialists upon request.

Physicalrestraint is not usedorpermittedfordiscipline.We do notshame, ridicule, threatenor belittleany childortheir family.

On rareoccasions,a child’sbehaviormaywarranttheneedto findamoresuitable settingforcare.Examples ofsuch instances include:

* + Achildappearsto beadangerto others.
  + Continued care couldbe harmful to,or not inthe bestinterestofthechildas determined bymedical, psychological, or social personnel.
  + Undueburdenonourresourcesandfinancesforthechild’saccommodationsforsuccessandparticipation.

If this situationoccurs,wewill provideyouwith information to assistyouin locatingalternate care. We can supplycontact information for our ELRC / resource and referral agency or other providers in the area. We cannot guarantee placement.

If yourchildalready has anIEP/ IFSP inplace,wewill contactEIforassistancebefore askingyoutoUN-enrollyour child.

**BehavioralReasonsforSuspensionorExpulsion**

1. Continued placement in the program jeopardizes thephysical safety of the child and/or the other children in the program AND all possible interventions and support recommended by an early childhood mental health consultant aimed at providing a physically safe environment have been exhausted.
2. Thefamilyisunwillingto participatein mentalhealthconsultationsthathavebeenprovidedthroughthe Brookville YMCA program or they are unwilling to independently obtain and participate in child mental health assistance available in the community.
3. Continued placement in the program clearly fails to meet the mental health and/or social-emotional needs ofthe child as agreed by both the staff and the family AND a different program that is better able to meet those needs has been identified and can immediately provide service.

**Non-BehavioralReasonsforSuspensionorExpulsion**

1. The parents/guardians have failed to make tuition payments.The family will be notified by the director that payment is overdue, and services will be terminated two weeks after the notification if the fee has not been paid in full or other arrangements made.
2. The parents/guardians fail to comply with state licensing regulations as stated in Pennsylvania Code Title 55. Public Welfare, Chapter 3270. Child Day Care centers. Noncompliance includes but is not limited to providing the required paperwork for file (e.g., current health appraisals and updated emergency contact information).
3. The parents/guardians failtocomplywith theprogram policiesof theDiscoveryKids Learning Center asstated in the Parent Handbook, which is provided to parents upon enrollment.
4. A parent/guardian threatens physical or intimidating actions towards staff members or exhibits verbal abuse to staff in front of enrolled children.

**Final Thoughts:**

T**his** handbook is an abbreviated look at a few of our policies and procedures. For further clarification and more details, policies and procedures please refer to our policies and procedures manual on our website:

<https://www.brookvilleymca.com/page24.html>

Parents are encouraged to visit the facility at any time. If you wish a conference, please schedule one in advance; teachers may be unable to discuss specific problems at arrival and departure times.

We are flexible and can help in special and emergency situations. In order for us to be flexible and offer you a quality program, we need your cooperation. These policies are for your protection as well as our own. Please feel free to contact the facility at any time if you have questions, comments, suggestions or special needs.

Please sign and return the bottom portion of this page to be placed in your child’s file.

Tina Householder

Child Care Director

ACKNOWLEDGEMENT OF RECEIPT OF FACILITY POLICIES

I have read the Brookville YMCA child care facility policies. I further certify that I was given the opportunity to review it and ask questions regarding these policies. I agree to abide by these policies while my child is enrolled at the facility.

I have reviewed the program’s policies addressing behavior guidance, inclusion, and reduction of suspension / expulsion, payment for services and other policies and procedures utilized at this facility and outlined in the family handbook.

I have reviewed the information with the director or owner.

I am aware that it is my responsibility to understand and familiarize myself the components of these policies and to ask facility management any questions I may have regarding these or any other policies, procedures or information contained in the family handbook or supplied by this facility.

I agree to supply this facility with requested documents and signatures that will keep our child’s file in compliance with DHS regulations in a timely manner.

I will share any IEP/IFSP or educational goals set for my child if or when this becomes appropriate for my child.

Parent’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_