



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# WHERE WORK IS PLAY

## PRE-K PROGRAM PARENT HANDBOOK

**Clifton Springs Area YMCA**  
3 Crane Street  
Clifton Springs, NY 14432

Palace: (315) 462-5437  
YMCA: (315) 462-6184

[www.csaymca.org](http://www.csaymca.org)

## **PROGRAM PHILOSOPHY**

The Clifton Springs Area YMCA Pre-K program exist to provide quality care in a safe and nurturing environment that fosters the intellectual, emotional, social, and physical development of children, while supporting and strengthening local families.

The program is designed to provide an environment that values safety, support, and care while allowing children the opportunity to grow while participating in a variety of age-appropriate activities.

## **PROGRAM GOALS**

To demonstrate caring, honesty, respect and responsibility in everything we do. To instill kindergarten readiness in all children who pass through our program by enabling them to work in a classroom setting with their peers.

## **CREATIVE CURRICULUM FOR PRESCHOOL**

Age-appropriate activities will be available daily with children's interest providing direction for the program. Curriculum areas include, but are not limited to, the following:

- Language and Literacy
- Math and Science
- Social and Emotional Development
- Creative Arts
- Physical Development (30 minutes daily)

## **PRESCHOOL PROGRAM**

Our focus is to promote healthy development by offering children age-appropriate physical, social, cognitive and emotional activities that will support feelings of confidence and competence as learners.

**Program Session;** Tuesday & Thursday 9:15AM-11:45AM

Program will follow the Phelps-Clifton Springs Central School District Calendar. If the district delays or closes school, no program.

Parents will be asked to bring in a healthy snack once a month for all program participants. A menu will be provided monthly to sign up for a day.

**Parent Engagement** - Staff will conduct at least 4 parental engagement events or materials that provide information on healthy eating and/or physical activity.

## **REGISTRATION**

The YMCA Preschool program is a non-discriminatory program and is open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status, or sexual orientation. Pre-K registration packets are available through the Membership Office. The proper registration forms must be completed and the non-refundable registration fee and deposit must be paid prior to the first day your child is to attend.

Registration packets include:

- Parent Agreement
- Legal Statement
- Emergency Information (2 sided)
- Child Medical Report (2 sided)
- Authorization for Change in Pick-up Designee Form

In addition, we require that parents read the parent handbook and sign a statement verifying that they understand and will adhere to the policies and procedures set forth by the YMCA Preschool program. Please contact the Child Care Director with any questions or concerns within the handbook.

**Registration Changes** – Any change in registration information concerning you or your child must be made immediately through the YMCA Child Care office (i.e. changes in pickup authorization, address, work or home phone numbers, emergency contacts, etc.).

**Confidentiality** – All information contained in your child's file is confidential and cannot be released without written consent. Authorized representatives of OCFS have the right and responsibility to review all records upon request. All staff will be aware of the confidentiality expectation and held accountable for any breach in this expectation.

**Pick-Up Authorization** – The pick-up authorization section on the Emergency Information Form must be completed by the parent prior to the child's enrollment in the program. If a child is going to be picked up by someone other than an authorized person, the parent must notify the program staff within twenty-four hours utilizing the Authorization for Change in Pick-up Designee Form. Parents or designated persons picking up children must come into the building with a valid driver's license (if unknown to the staff) before taking the child. All persons authorized to pickup must be at least sixteen years of age. Please be aware that if staff suspects the pickup person of consuming alcohol/drugs you will be asked to have someone else pickup your child.

## **LATE POLICY**

Program End Time: 11:45 A.M.

Late fees are as follows when second instance occurs:

- \$15 if you arrive between 1-15 minutes after the end of program
- \$30 if you arrive between 16-30 minutes after the end of program
- \$45 if you arrive between 31-45 minutes after the end of program
- \$60 if you arrive between 46-60 minutes after the end of program

If a child remains in our care longer than 30 minutes after the program ends and we have not heard from a parent or guardian, staff have been instructed to:

- Do everything possible to try and contact by phone, either parent or emergency contact.
- Children left at program for more than one hour past the end of program will be turned over to local authorities.

Fee must be paid prior to the child's next day of attendance. If late pickups are frequent, services will be terminated.

## **PAYMENTS**

Preschool payments are due in advance of service in monthly installments.

**Monthly**; due by the 5<sup>th</sup> of each month

Parents whose payments are two weeks late or in arrears of \$100 will be asked to withdraw their child from the program, unless other arrangements have been made with the Child Care Director.

All payments must be delivered or mailed to the:

Clifton Springs Area YMCA  
5 Crane Street  
Clifton Springs, NY 14432  
Attn: Andrea Bedette

If checks are returned with insufficient funds, the bank-processing fee (\$20) will be added to your account and the balance due must be paid by cash or money order thereafter.

## TAX INFORMATION

The tax identification number for the YMCA is 16-6000962. Year End statements are not automatically mailed to each home.

Please ask Child Care Director for this statement early in the New Year.

## ATTENDANCE

The YMCA Preschool program requests that if a child is to be absent from the program the parent must contact our staff. The parent will be contacted in the event that the child does not arrive at the YMCA on a scheduled day.

## CLOTHING

Children in the YMCA Pre-K program are active and involved. They should wear clothes that are comfortable, practical, and wash easily.

**Outdoor Play** – Children will have the opportunity to go outside whenever weather permits. During spring, summer, and fall weather, children will have the opportunity to play at the Clifton Springs village parks. During winter weather, children will have the opportunity to play outside as long as they have the required clothing (coat, snow pants [or change of pants], gloves or mittens, hat, and boots to go outside). These parks are owned and maintained by the Village of Clifton Springs.

## INDOOR/OUTDOOR SUPERVISION

OCFS Ratios

Age of Children	Min. # of Staff per child	Max
3 Years	1:7	18
4 Years	1:8	21
5 Years	1:9	24
OUT OF MAIN BUILDING	1:7	

Staff/children ratios and group sizes permit the staff to meet needs of children and youth.

- Staff/child ratios vary according to the ages and abilities of children. The ratio is 1:7 for children age 3, 1:8 for children age 4 and 1:9 for children age 5. If the group contains children of all age groups, the ratio for the youngest child must be used.
- Staff/child ratios and group sizes vary according to the type and complexity of the activity, but group size must not exceed 24.
- Substitute staff will be used to maintain ratios when regular staff are absent.

Children and are supervised at all times.

- Children's arrival is supervised.
- Children's departures are supervised.
- Staff will have a system for knowing where the children are at all times.
- Staff will plan for different levels of supervision according to the level of risk involved in the activity.

## DISCIPLINE POLICY

Behavior management is accomplished through a positive approach that respects the child as an individual. Discipline procedures are handled individually and immediately.

At the beginning of each Y program, children will establish a firm set of rules that they will be expected to follow throughout their duration of the program.

When children choose to behave outside these rules, some consequence is required to avoid further problems and the following procedure will be followed.

1. **Verbal Warning:** 1<sup>st</sup> time your child needs to be spoken to for not following rules, staff will issue a verbal warning.
2. **Time Out:** 2<sup>nd</sup> time your child will be given a time out for 4 minutes followed by a discussion of the incident.
3. **Write-Up:** When a verbal warning and time out is not successful in correcting the behavior, or the behavior is of serious nature, a write-up will occur. The write-up will be discussed with the child and parent.
4. **Behavior Contract:** If the behavior continues, a behavior contract will be put in place with a meeting involving the Child Care Director, Executive Director and the child's parent.
5. **Dismissal from Program:** If the above process has not resulted in corrected behavior, the child will be dismissed from the program.

**Parents/Guardians should note that physical or emotional endangerment or bullying, as determined by our staff, will not be tolerated and will result in immediate suspension and possible permanent dismissal from all child care programs.**

All behavioral concerns/ incidents are noted in our behavioral log.

Staff/child ratios previously stated do not support 1:1 care.

Any form of corporal punishment is prohibited.

## **MEDICATION POLICY**

### **Administration of Prescribed Medication/Non-Prescribed Medication:**

Effective April 2004 new regulations prohibit the YMCA staff from administering prescribed medication/non-prescribed medication to any child. If a child needs medication we recommend that the parent/guardian administer prescribed medication/non-prescribed medication before the child attends the program. If medication needs to be given under the third degree of consanguinity, parents must complete the OCFS-LDDSS-7006 for each child. Any medication given under the third degree of consanguinity will be documented on the OCFS-LDSS-7004.

## **ILLNESS**

If a child shows signs of an illness while in our care the following steps will be taken:

- The parent/guardian or an authorized person will be notified to pick up the child.
- A letter will be sent home with all remaining children to notify parents/guardians of the possible illness and have them on the lookout for signs of the illness in their child.
- While a child is waiting to be picked up, he/she will be isolated in the Palace or YMCA office away from other children under the supervision of the Child Care Director.

Please understand that bringing an unhealthy child to a child care facility may affect the health of other children and staff. If treatment requires medication, children must be symptom free for 24 hours without medication before they may return to the program.

## **EMERGENCY EVACUATION PROCEDURES**

Procedures for an emergency evacuation are as follows:

1. Staff will escort the children out one of the 2 exits, depending on the location of the fire, while a verbal and visual count of all children is done before leaving the building.

2. Staff and participants will meet at the G.W. Lisk Park.
3. Place children with buddies in a line and take another verbal count of children.
4. The Child Care Director or Executive Director will go to each group for child count verification.
5. Staff will remain with the group and reassure the children that they are safe.
6. The Child Care Director or Executive Director will notify all parents of the emergency evacuation.
7. The group will wait for further instruction from the Executive Director for emergency clearance.
8. If no clearance is given the group will relocate to the YMCA Building or the Library.

Staff members are reminded to:

- Remain calm
- Take the emergency evacuation binder & attendance clipboard
- Count children before leaving the building
- Leave the building
- Assemble at designated site and take attendance

## **CHILD ABUSE**

The YMCA Preschool program is mandated by the Child Protection Law and will report to the Child Protective Services of any suspected cases of child abuse, neglect, child sexual abuse or sexual exploitation. If you have any questions or a concern regarding the Child Protection Law and the Program's reporting guidelines, please speak to the Child Care Director.

Strategies to Help Prevent:

- The YMCA has in place a comprehensive pre-employment screening procedure to screen out staff not suited for working with children including a report filed with the State Clearance Registry.
- The YMCA will take any allegation or suspicion of child abuse **seriously**.
- Staff members understand their legal obligation to report suspected abuse as a mandated reporter.
- Policies, procedure, and trainings are mandated relating to discipline, supervision, staff/participation interaction, and staff Code of Conduct, etc.
- Staff members understand what practices may be considered abusive, and the difference between what may be considered appropriate and inappropriate touch.
- Staff members will communicate frequently with parents regarding day-to-day activities and encourage parents to report or question any behavior or event their child may share that appears out of the ordinary.

In order to ensure the well-being of the children in our care, trained staff members are mandated under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Child Abuse Hotline, and to cooperate in any investigation for such possible neglect or abuse.

The YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

If abuse is reported to staff, or probable cause

for abuse is discerned, staff will immediately call the Child Abuse Hotline. If there is a case for further investigation the mandated reporter is required to fill out form LDSS 2221A and then notify the child care director. If the child care director is not available, staff will notify an appropriate administrator. The child care director (or administrator) will then review the incident with the executive director.

**Mandated Hotline**  
**800 635 1522**

**Registered/Licensed Child Care Complaint**

**800 732 5207**

**Non-Mandated Hotline**

**800 342 3720**

**VISITORS**

The YMCA Pre-K program encourages parents to visit anytime. Anyone who enters the site having direct contact with the children, but is not picking up a child, will be required to sign in and out of the program on our visitor log.

**SNACKS & BEVERAGES**

The YMCA Pre-K program will ensure that a healthy snack is provided for children on a timely basis each day.

Parents will be asked to sign up for a day to bring in a predetermined fruit or vegetable to be served to all participants.

Staff will ensure that children thoroughly cleanse their hands with soap and running water when they are dirty, after toileting, before and after food handling and after contact with any bodily secretion or fluids.

Fruits and or vegetables will be served daily. No fried foods will be served.

Program follows the USDA CACFP Guidelines for serving sizes. Minimum serving of a fruit or vegetable is a ½ cup for children 3-12 years old.

Snacks are served in a family-style environment. The family-style environment helps enhance self-help skills along with social skills. Children will be reminded to take one serving. Children may take more than one serving if they have finished their first serving.

Water is always available throughout the day.

Program does not serve sugar sweetened beverages only water with snacks.

All sugar sweetened beverages, such as sodas, juices or energy drinks should not be consumed during program hours.

**SCREEN TIME**

The YMCA Pre-K program will have no access to television or movies.

**HOLIDAYS**

The YMCA Pre-K program will notify parents when program will be closed. There will be no program on the following days; *New Years Day; Memorial Day; Independence Day; Labor Day; Thanksgiving (Thursday & Friday); Christmas Eve; Christmas Day; New Years Eve*

# Parent Handbook Acknowledgment

I/We have read the Parent Handbook, understanding all contents, and will adhere to the policies and procedures set forth by the YMCA Pre-K program.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_