



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL

Greensburg YMCA Early Childhood Learning Center

Parent Handbook

www.greensburgymca.org

YMCA Child Care Vision Statement

We are committed to serving the needs of our children and their families and are determined to provide all of the elements that our families are *most* important to the *YMCA core values of respect, responsibility, caring, honesty and faith*, demonstrated through reliable child care and fun, interactive activities.

The GreensburgYMCA Child Care Department welcomes you and your child. Our intent is to make this a happy and safe experience for your child. We hope this handbook will help answer any questions you may have in your child's experience within the Early Childhood Learning Center. Please feel free to call the Child Care Director with any questions you may have now or in the future.

Our purpose in providing quality child care is to support parents in their desire for children to grow to their fullest potential. Providing a safe environment, meeting their needs for challenge, stimulating ideas, and surrounding them with people who know how to listen will help achieve those goals. Each child has talents and skills to develop, energy to put to use, and huge reservoirs of creativity that need to be encouraged.

The structure of the Greensburg YMCA includes a volunteer Board of Directors that is responsible for the financial stability of the organization and all policy making. The policies that the board creates are carried out by a group of paid professional staff. The organizational chart for the paid staff is as follows:

Greensburg YMCA CEO
Child Care Director
Early Childhood Learning Center Department Coordinator
Head Teachers
Assistant Teachers
Childcare Aides

YMCA Mission Statement *"To put Christian principles into practice through programs that build healthy spirit, mind and body for all."*

YMCA Focus: Youth Development, Healthy Living, Social Responsibility

YMCA Program Objectives: Your child will...

Grow personally – build self esteem and self reliance

Build character – behave according to the YMCA values of caring, honesty, respect, and responsibility.

Improve personal and family relationships – learn to care about, communicate with, and cooperate with family and friends.

Appreciate diversity – respect people of different ages, abilities, incomes, races, religions, cultures, and beliefs.

Become better leaders and supporters – learn that "give and take" is necessary to work toward the common good.

Develop specific skills – acquire new knowledge and ways to grow in spirit, mind, and body.

Have fun – enjoy life!

Child Care Facilities

1. Early Childhood Learning Center (ages 6 weeks – 5 years)

STAR 2 moving to STAR 4 facility, DHS licensed; ELRC accepted

Keystone Stars

This statewide initiative aims to improve the quality of care and education given to each child. Our participation demonstrates our commitment to each child and to reaching higher environmental standards that will enhance social *and* emotional development, cognitive skills and school readiness.

Program Information

Registration

School Year: The non-refundable registration fee per child is due upon registration with the appropriate completed registration form.

At the time of registration, you will receive this parent handbook as well as important paperwork that must be on site at least 3 days prior to your child's start date. Your child cannot attend the program if the appropriate paperwork is not on site.

Payment Policy

Payment is due in FULL to the Office of Child Care Services on the Tuesday one week prior to the week care is provided. Electronic Funds Transfer options are as follows:

- Checking account
- Savings account
- Credit card

If your payment is returned for any reason, a \$30.00 Returned Payment Fee will be assessed. If more than two drafts are returned, the YMCA will require a new EFT method for future drafts.

Although you are responsible to pay for what you have registered, if you must make a change to your child's schedule, the Child Care Director must be notified in writing. This must be done at a minimum of two weeks prior for the week the change is being made. Be certain to include the child's full name, parent's name, date and exactly what you are requesting.

Request for Statement

To obtain a copy of Child Care expenses, please contact the Child Care Director. Tax information will be available online by January 31. To request a copy of your Child Care Tax Statement, please email info@gbgymca.org.

Our EIN number is 25-0965622

Withdrawal Policy

It is the YMCA's policy that written notice must be given two weeks in advance of a child's withdrawal from the program in order to avoid being charged for the upcoming weeks of care. Any outstanding balance must be paid at the time of withdrawal. The YMCA reserves the right to dismiss a child from the program upon notifying the parent.

Late Pick-up Policy

We understand that late pick-up may occur on a rare occasion. However, please understand the Early Childhood Learning Center opens at 7:00 a.m. and closes at 5:30 p.m. sharp. If your child is not picked up by the end of his/her program, a late fee will be charged at that time. If it is 5:31 by our clock, you are late and a late fee will be assessed. THE FEE IS \$1.00 PER 1 MINUTE. The late fee will be charged within 1-2 business days. This fee is used to pay the two staff persons who are required by the state to remain with our child. If you know that you are going to be late, please call us. We do understand that things come up and traffic can be challenging even in the best of times. We tend to worry about our safety just as much as your child does. Please be considerate. If we have not heard from you by 5:30 p.m. and we cannot reach you by phone, your emergency numbers will be called. One of those contacts will be asked to come and get your child/children. If neither you nor your

emergency contacts can be reached, we will keep your child for one hour. After that time, the police will be contacted to see if there has been an accident and/or to drive by your home to see if there is a problem. If no problems are found, Child and Youth Services will be notified.

Excessive Late Pick-up Policy

The Greensburg YMCA has found that it is necessary to have an excessive late pick-up policy. This policy is as follows: If you are late more than three times in any child care program, you may be asked to remove your child from our program. Many of our staff go to school or have other positions that require them to be on time for those duties. We are confident you understand the need for this policy.

Unattended Child Law

Pennsylvania State Law, 3701.1, states “a person driving or in charge of a motor vehicle may not permit a child under six years of age to remain unattended in the vehicle when the motor vehicle is out of the person’s sight and under circumstances which endanger the health, safety or welfare of the child.” Please ensure you are following this law during drop-off and pick-up times at the Early Childhood Learning Center.

Child Care is not offered:

The Greensburg YMCA child care programs will be closed for the following holidays and events:

- Independence Day
- Annual Shutdown (in August – specific dates TBA each year)
- Early Childhood Learning Center’s teacher in-service days are to be announced
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Good Friday
- Memorial Day

Financial Assistance

Scholarships are available to families who qualify for financial assistance. A financial assistance application is required but kept confidential. The processing of scholarships will be conducted by the Child Care Coordinator and the Child Care Director and may take up to one month to process. Financial assistance applications are available at the YMCA Member Services desk, online or from the Child Care Coordinator. A Greensburg YMCA confidential financial assistance form and sliding scale are used when processing a request for financial assistance. A reduction of fees may be available to those requesting such assistance, providing that the person can demonstrate financial need. Along with the application form, the applicant must document all gross annual income. Income must be documented by supplying the following items:

- a. Most recent tax return.
- b. Two consecutive paycheck stubs.
- c. Most recent W-2.
- d. A letter from ELRC stating acceptance, denial, or waitlist of your application.

If the applicant is divorced and is requesting financial assistance for child care, a child support obligation worksheet must be presented.

Payment is accepted from Child Care Information Services of Westmoreland County. All families seeking financial aid for child care must inquire with ELRC (formerly CCIS) of Westmoreland County to see if they qualify for aid. They can be reached at 724-836-4580.

Sign In/Out Procedures

Parents are expected to sign their children in upon ARRIVAL in the morning and sign them out before LEAVING in the afternoon via the Procure terminal located at the door to the facility. If you are unable to complete this process at the terminal, please see the Child Care Director so that your Procure account can be reset. Additionally, please sign your child in on the clipboard located just inside the door. This is needed as an exchange of responsibility from one adult to another is necessary. We cannot be responsible for your child if we are uncertain of his/her presence. All persons signing children in/out must be at least 18 years of age.

Authorization for Pick-Up

Authorization to pick up a child is given in the attached emergency contact/parental consent form. No child will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. In the case of an emergency, you are able to call the site and verbally authorize someone not designated on the emergency contact form to pick up your child/children. Children will not be released to anyone, including siblings under the age of 18.

Photo identification is necessary and must be shown by anyone not known to the child care staff.

Staff cannot legally refuse a child to be released to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights. The YMCA cannot deny a custodial parent/guardian from taking his/her child. If the parent/guardian appears to be under the influence, however, the proper authorities will be notified to ensure the safety of the child.

Child Health Policy

As per Office of Child Development and Early Learning regulations, each enrolled child, including a child, foster child, and a relative of an operator or facility person, to provide an initial health report with current immunizations no later than 30 days following the child's first day of attendance at the facility.

- The initial health report for an infant (a child from birth to 1 year of age) must be dated no more than 3 months prior to the first day of attendance at the facility.
- The initial health report for a young toddler (a child from 1 to 2 years of age) must be dated no more than 6 months prior to the first day of attendance at the facility.
- The initial health report for an older toddler (a child from 2 to 3 years of age) or preschooler (a child from 3 years of age until the date they enter Kindergarten in a public or private school) must be dated no more than 1 year prior to the first day of attendance at the facility.

We will require the parent to provide an updated health report in accordance with the following schedules:

- At least every 6 months for an infant or young toddler
- At least every 12 months for an older toddler or preschooler.

The health report must be written and signed by a physician, physician's assistant or CRNP. The signature must include the individual's professional title. The health report must include the following information: review of the child's health history; a list of child's allergies; current medication and the reason for such medication; an assessment of an acute or chronic health problem or special need and recommendations for treatment or services, including information regarding abnormal results of screening tests for vision, hearing or lead poisoning; review of the child's immunized status; a statement of child's medical information pertinent to diagnosis and treatment in case of an emergency; and statement that child is able to participate in child care and appears to be free from contagious or communicable disease.

Medication Policy

In compliance with the Pennsylvania Department of Human Services:

- The center will only accept medication, prescription or non-prescription, in its **original** container. The medication shall remain in the container in which it was received.
- Written instructions from a physician or pharmacist must accompany all medication. Instructions for administration contained on a prescription label are acceptable.
- The label of a medication container shall identify the name of the medication and the name of the child for whom it is intended. Medication shall be administered only to the child whose name appears on the container.
- All medication will be stored according to package directions in a locked area of the facility or in an area that is out of the reach of children.

- Medication shall be stored in accordance with the manufacturer's or health professional's instructions on the original label.
- A parent shall provide written consent for administration of all medications. Authorization is good for one week and then must be completed again. The only exception to this is long-term medications for asthma, ADHD, etc.
- The YMCA is responsible to establish and maintain a medication log if prescription or nonprescription medication is administered
- If a special diet is prescribed for a child, written instructions and consent will need to be provided and retained in the child's file.

Over-the-counter Skin Products

YMCA staff will administer lotion and diaper ointment/cream provided:

- We receive written parental authorization noting any adverse reactions.
- Products are in their original containers labeled with your child's name.

Sunscreen Policy:

We recognize that too much sunlight may increase the risk of getting skin cancer. Children at the YMCA may spend a great deal of time in the outdoors and thereby exposed to the sun's harmful rays. Since it is our commitment to promote healthy spirits, minds, and bodies, we have made the following policies in this regard:

- Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to morning drop off.
- Parents or legal guardians will be responsible for providing their children with enough sunscreen (in original sealed-with a lid container) to take with them for later day applications. One container per child, please label with the child's name.
- Staff will be responsible for ensuring time for thorough follow-up applications after one hour in the water, after two hours of activity in the sun (due to perspiration), and/or any other time as needed.
- The YMCA reserves the right to prohibit anyone to participate in the program at any time for failure to comply with this policy.
- If child does not have sunscreen, consent to administer YMCA provided sunscreen must marked on Sunscreen Policy, or we will not be permitted to apply.

Please note that these decisions were made to protect your child. Furthermore, our staff members have been trained on this subject and understand their responsibilities and the consequences for failure in observing this policy.

POOL SAFETY:

Because your child may be participating in free swim time at the YMCA or at an outdoor pool, it is of the utmost importance that you know and understand our POOL SAFETY RULES:

1. Shower before entering the pool.
2. No running, pushing, or shoving.
3. Long hair must be pulled back.
4. When the whistle blows, pay attention to the lifeguard.
5. All kids wanting to swim in the deep end must pass the deep water test.

The children will have water play offered throughout the year.

Throughout the summer, children may go to an outdoor swimming pool. This will be a recreational swim time for the children, rather than formal swim lessons; however, staff will be in the water with the children and a certified lifeguard will be present as well.

Toilet Training Policy

To enter into the Preschool and Pre-K (3 years – 5 years, 36 months – 60 months) classrooms, the child must be toilet trained, unless stated by the doctor or medical reasons they cannot be toilet trained. We at the center prior to moving into the preschool classroom will aide in potty training.

Child Injury Policy

If your child has an injury that may require more than our first aid skills allow or your child has a bump on the head of any kind, we will make an immediate attempt to contact you. If a parent or guardian cannot be reached, the YMCA shall record

in writing the reason emergency care was required and the attempts made to inform you. The YMCA will also document the manner in which emergency treatment was sought and obtained.

If necessary, we will call an ambulance. The program will maintain a parent's signed emergency contact form agreeing to this provision. Please make every effort to keep the YMCA up to date on phone numbers, emergency contact numbers and other pertinent information. **This is of utmost importance because the hospital will not treat your child without you being there.**

Child Illness Policy

The health and safety of your child is a matter of major importance to all of us. In order to protect the children in the program who are well, we have very stringent rules about sick children. These rules are in compliance with all Pennsylvania Department of Human Services regulations.

- Any enrolled child with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall be excluded from attendance until the YMCA receives notification from a physician or a CRNP that the child is no longer considered a threat to the health of others. The notification shall be retained in the child's file.
- If your child becomes ill in our program we will call you, and you must make arrangements to pick up your child within one hour.
- Sick children cannot return to the facility until they have been fever free for 24 hours without medication. This means if we send your child home on Tuesday, he/she may not return until Thursday at the earliest.

Please keep your child home if he/she has:

- A fever within 24 hours
- A cold that is less than two days old
- A heavy nasal discharge that is yellow or green
- A constant cough
- Reoccurring vomiting
- Diarrhea (two or more times)
- A temperature of 100.1 degrees or higher
- Symptoms of a communicable disease (red eyes, sore throat, rash, headache accompanied by abdominal pain or fever, etc.)

COVID-19 Addendum 2021

Your child may not return until he/she is fever and/or symptom free without medication for 24 hours, has a doctor's note stating they are not contagious and clear to return. Negative send out PCR day 5 or after due to COVID exposure or symptoms when tested.

- Vomiting of any kind
- 2 loose stools within a 3 hour period
- **A temperature of 100.1 degrees or higher**
- Symptoms that may be contagious (heavy green/yellow nose discharge, rash, pinkeye, a cold less than 2 days old constant cough, sore throat, headache accompanied by abdominal pain)

Vacation Policy

After six (6) months of enrollment, five (5) consecutive days (i.e. one week of care) of vacation may be taken. Two weeks prior written notice must be submitted to the Director.

Emergency Procedures

- If the need for evacuation arises, the Early Childhood Learning Center children will be taken across Maple Avenue to the First United Methodist Church to use as a safe shelter area. A notice will be posted that we have relocated to the First United Methodist Church located at 15 East 2nd Street, Greensburg, PA 15601.
- If an emergency arises in the Early Childhood Learning Center, children and staff will exit by the main stairwell, the preschool emergency fire escape or the Pre-K emergency fire escape. If a parent/guardian is in the building when the alarm sounds, they may not walk back through the building.
- The staff will guide the children out of the building. Parents may meet the children on the front sidewalk near the parking lot.
- All staff are trained in fire/water safety procedures, First Aid, AED and CPR.

Food Policy

The Early Childhood Learning Center provides breakfast, morning snack, lunch and afternoon snack at no additional cost. The YMCA participates in the Child Adult Care Food Program (CACFP). The center receives a small reimbursement for meals which is reapplied to the operating budget for the purchase of food. Participation in this program requires each family to complete a food program application at the time of enrollment and the time of renewal is outlined by the USDA. Menus are based on CACFP guidelines and are posted each month. Please do not send in food from home.

Meal time is an important part of the day. The Early Childhood Learning Center uses family-style dining during all meals and snacks. Staff sits at the tables with children during meals to facilitate conversation, table manners, and establish good eating habits. Children are encouraged to try new foods but may choose for themselves which foods and how much to put on their plates.

All YMCA childcare programs will not serve junk food or empty calorie foods as part of a required snack.

Non-discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

Clothing and Personal Items

We have plenty of equipment and activities to keep your child engaged. Please do not allow your child to bring any toys, games, hand-held electronics, tablets, cell phones, etc. with them to any program. This eliminates fights, theft, and/or lost items for which we cannot be responsible. **YOU WILL NOT BE REIMBURSED IF ITEMS ARE LOST, STOLEN or DAMAGED.**

In all YMCA child care programs, **PERSONAL SPACE** is important for every child. Knowing that we will provide every child an area to store his/her own belongings, it is expected that the parents will provide the proper seasonal clothing, and, if applicable, a bathing suit, towel, change of clothing, diapers, and wipes for their child/children.

All permitted items must be labeled with the child's name. The YMCA will not be responsible for lost or stolen items.

Behavior Modification Policy

All efforts will be made to guide children to appropriate behavior. The YMCA believes that punishment is unnecessary by **DISCIPLINE** is needed to help children gain self-control. Respect for your child will be demonstrated at all times. The same respect will be expected from your child for his/her peers and the YMCA staff at all times. When disciplinary action is necessary, age-appropriate methods will be implemented. The Department of Human Services behavior regulations are as follows:

- A facility person may not use any form of physical punishment, including spanking of a child.
- A facility person may not single out the child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.
- A facility person may not use harsh, demeaning or abusive language in the presence of children
- Staff will never force or withhold food, nor force or withhold naps as a means of discipline and toileting accidents will not be disciplined.
- A facility person may call 911 or Emergency Services if the behavior warrants such.
- If we cannot get your child to calm down and create a safe environment for themselves, their peers, or the Y staff, you will be called to pick up immediately. If you do not answer, we will proceed to call all the contacts on the Emergency Contact List. There will be no more than 1 hour allotted for the child to be picked up. If we cannot connect with a person during that hour, the police will be contacted to see if there has been an accident and/or drive by your home to see if there is a problem. If no problems are found, Child and Youth Services will be notified.

There are clear and appropriate behavioral expectations for the children in our care. We try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior. Children are more likely to follow rules that have been introduced from the beginning. Some rules that we like to see are:

- We find out what the problem is.

- We attack the problem, not the person.
- We listen to each other.
- We care about each other's space and feelings.
- We are responsible for what we say and do.
- We respect each other and ourselves.
- We use appropriate language at all times.
- We use words, not fists, to solve problems.

A system of cool down/redirection and suggestions from parents on what they have discovered works well at home will be used. Logical and natural consequences will be allowed when applicable. On occasion, our staff will identify behaviors that require disciplinary actions. If a child should exhibit an inappropriate behavior while under the supervision of a YMCA staff person, the following sequence of actions will be taken:

- The behavior will first be addressed by the staff person with the child in private.
- If the inappropriate behavior continues, the staff person will notify their supervisor and the situation will then be discussed with the parent.
- If a child's behavior jeopardizes the safety of themselves or others, the suspension policy may be ignored and the child may be removed from the program immediately.

Suspension Policy

- If inappropriate behavior continues, a supervisor will notify the parent that a meeting needs to be held within 48 hours. At that conference, the director may recommend the parent/child for outside testing and evaluation, and the child will be suspended from the YMCA program for 1 day.
- A second serious infraction will result in a suspension of 3-5 days and a request for professional testing and evaluation may be required before the child may return to our program.
- If the behavior has not improved, the child will be immediately removed from the program.
*If the parent/guardian refuses to work with us during this process, we will be forced to terminate the child from the program. The YMCA has rarely been forced to use suspension from the program. We believe that if the child perceives the YMCA as a concerned, involved, consistent, caring, and respectful, and if we exhibit calmness, few words, and a firm but kind attitude, the results will usually be positive.

Special Services

Occasionally it may be necessary for a child to receive special services while in care at the Early Childhood Learning Center. Examples of these services may be an aide, TSS, tutor, OT, PT, etc. These services may be needed to help the child in the classroom life as we must maintain our Department of Human Services ratios or it may be because the child needs help with the daily routine, or behaviors that are putting the child, other children or adults at risk. If it is deemed necessary by the YMCA to reach out for services in order to have the child remain in care, the family will have 30 days from the date of the special services letter to get services in place. The YMCA will provide support and resource help with compliance to this request, but ultimately it is the family's responsibility. Failure to comply with this request may result in the children being withdrawn from care at the YMCA until services are in place.

Individualized Education Plan / Individualized Family Services Plan (IEP/IFSP)

At times children may have an IEP or IFSP in place, in order for the staff of The Greensburg YMCA Early Childhood Learning Center to actively support the child and family with these expectations a copy of the IEP or IFSP must be submitted at the time of enrollment. This allows the family and the learning center the ability to work together for the best continuation of care plan for the child. If an IEP or IFSP is formed at any point during their enrollment in the program, it is expected that the plan would then be submitted. Additionally we are more than happy to be a part of any IEP/IFSP conference calls or meetings, please simply make us aware of the dates and times in a timely fashion and we will do our best to have a staff available.

Biting Policy

Although it is developmentally appropriate for a toddler to bite because of limited language and social skills, we find it an inappropriate behavior in the child care environment. When there is evidence of this reoccurring behavior, the YMCA will take the following actions:

- Parents will be notified that the problem exists within the child care setting.
- A conference will be set up and actions will be discussed to curtail the problem.
- If the biting continues, the parent will be asked to pick the child up from the center for the remainder of the day.
- If the biting still persists, the parents will be asked to shorten the child's day by half for up to 30 days. The behavior will be reviewed weekly during this time.
- If there is no improvement in this situation upon returning to the center, the parents may be asked to remove the child from our program for an extended period of time. THIS IS A LAST RESORT. This is at the discretion of the Director.

If there is a "biting incident" where an older child is involved, the parent will be called, a conference will be set up and a behavior contract will be implemented. We will monitor closely. If there is no improvement witnessed, then the suspension policy will be enforced.

Termination Policy

The YMCA Child Care program reserves the right to terminate our child's attendance in our programs for such things, but not restricted to:

- Disruptive behavior problems.
- Emotional problems or learning disabilities that we are not equipped to handle or that are a safety risk to themselves or the other children in attendance.
- If a parent or child is physically or verbally abusive to YMCA staff or children.
- If the Child Care Director or the CEO of the Y believes that continued service is not in the best interest of the child and/or the Greensburg Y.

If these or any other problems begin to upset or influence the other children in the program and we have proceeded through the steps cited in our suspension policy, we will have no other recourse than to terminate our child's attendance in our program. It is very rare but in extreme situations, we have been forced to pass over our suspension policy steps and immediately move to terminating a child from the program because of the severity of the problem and our responsibility to protect your child and others.

If your child has been terminated from any of our programs, he or she may not attend the same program at a different location.

- No refunds or credits will be given if a child is suspended and/or terminated from any YMCA program.

Licensing Information for Parents

The Commonwealth of Pennsylvania Department of Human Services helps assure parents/guardians that child care programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 55, Chapter 3270 of the Code of Pennsylvania gives the Department of Public Welfare authority to license these programs. Standards for licensed child day care centers address certain health precautions, adequate play space, a ratio of children to staff members, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes. Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Public Welfare. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard. The Department of Human Services phone number is 1-800-222-2149.

Observation Policy

Each child will be observed throughout the year. This documentation will be kept on file. This tool is used to note a child's progress, as well as what areas may need improving. Children will also have age appropriate evaluations done up to three times a year. Parents will receive a copy of any and all documentation.

Infants and toddlers will receive information via Procure regarding what their child did that day, how they ate, how they slept, diapering times, etc. Preschool and Pre-K classrooms will also receive information via Procure about their day.

Screening and Assessment Information

The Greensburg YMCA Early Childhood Learning Center staff will complete a variety of screenings or assessments on our child during their enrollment in our program. We have chosen the following tools based on the recommendation of Keystone STARS: Ages & Stages Questionnaire, Ages & Stages Social-Emotional Questionnaire, The Ounce Scale, The Works Sampling System and The Getting Ready to Read Screening. Assessments will be completed at least twice a year and Parent-Teacher Conferences will be offered to review the findings of the tools as well as your child's portfolio. These conferences can be completed face-to-face, over the phone or not at all, as it is the parent's choice to attend or not. Parent-Teacher Conference Slips will be sent home outlining the time frame and options and a slip must be returned for each child stating either Yes or No. These will be filed in your child's portfolio. The purpose of our screenings, assessments and portfolios are to allow the teachers to see what areas a child needs additional support in and in turn individualize their lesson plan each week to help the child accomplish their goals. Additionally, it sets the ground work of the family-school partnership and opens up the conversation of what both sides can do to ensure success for the child.

Curriculum Information

The Greensburg YMCA Early Childhood Learning Center has adopted the Keystone STARS approved Creative Curriculum Framework for all classrooms. The Creative Classroom supports the teachers in creating meaningful daily classroom routines and engaging learning experiences through exploration and discovery all with the goal of building children's confidence, creativity, and critical thinking skills (<https://teachingstrategies.com/solutions/teach/preschool/>). This framework partnered with the Pennsylvania Learning Standards for Early Childhood Infants, Toddlers, and Pre-Kindergarten lay the ground work for the weekly lesson plans each classroom team is preparing. Additionally, lead staff will be collecting work samples, authentic observations and photographs to create a portfolio for each child. The portfolios will move from classroom to classroom with your child to show their growth from year to year. Assessment completed by the staff will also be a part of your child's portfolio.

Transition Information

When it comes time for your little one to move from one classroom to the next, our staff will be there to guide you and your child each step of the way. There are a variety of different ways that we help your child with this change in their school environment.

1. Teaching them routines from the next class while still in their current class (ex. Infants transitioning to cots from pack 'n plays, Toddlers mastering their toileting skills).
2. Doing small visits with the next classroom for snack, center time, and gross motor time.
3. Talking with them about moving to the next room and introducing them to the children and teachers in that room, if they don't already have a reprieve with them.

Throughout the process there will be conversations between the teaching staff and the families about what next steps are and how their child responded to the visit, the cot, etc. If a parents feels a sit down conference to discuss transition is needed, we can arrange that. In most instances we do a two week transition period, but that is adjusted as needed on how the child is responding to the transition. A letter or email about the transition will also be shared with the family. The entire process is all about empowering the child to move up and take on these new "big kid" challenges and we approach it as a whole team with the previous teacher acting as a mentor/resources to the new teacher.

The Greensburg YMCA's Policy in Reference to the American with Disabilities Act in Child Care Programs

1. The YMCA child care program welcomes all children. To the extent it is reasonably able to do so, the YMCA child care program will provide services to children with disabilities or any special needs in the same manner as services are provided for other children of comparable age.
2. The YMCA child care program has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. It is essential that all pertinent information about the child's needs be available to staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent has the obligation to disclose significant medical, physical, or behavioral issues at the time of the child's enrollment and on an ongoing basis.
3. Minimal monitoring and extra supervision is reasonable as long as it is not fundamentally different from the responsibilities that all group child care operators have for the safety and well-being of their students. The YMCA child care program is, however, unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children.

4. If it is unclear whether the YMCA child care program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the following steps, unless such process would not meaningfully contribute to a final decision:
 - The director will meet with the child and family.
 - The director will observe the child in the classroom setting.
 - The director will assess the staff person's ability to handle the various manifestations of the child's special needs, and consider whether additional training, the cost of which is not unreasonable, would mitigate the difficulty.
 - The director will observe the child's adaptation to the group of children.
 - The director will discuss the child's needs with the staff person and supervisor.
 - If possible, the child will be enrolled for a trial period, not to exceed two weeks.
 - A discussion of possible, necessary accommodations will be undertaken and those accommodations that are reasonable and do not fundamentally alter the nature of the group childcare service offered will be implemented.
 - If the child's attendance cannot be accommodated because the needed accommodations are unreasonable or alter the nature of the service, the parents will be informed without delay.
 - If a proposed accommodation is prohibitively costly or would fundamentally alter the nature of the group-care service we provide, and we are not able to offer accommodation within the Program, the YMCA child care program may propose a surcharge for the additional cost or propose the presence of a trained aide at the parents' or others' expense to provide the services. At such point, the child will be admitted for a trial period to determine whether such accommodations are successful.
5. The YMCA child care program does not offer diaper-changing services as part of its group childcare service. In general, mandated staff-student ratios and the association's risk-management policies do not permit us to sequester one or more staff in a private area away from the group of children in order to perform this service. The YMCA child care program will consider a request for occasional diaper-changing services for a child as a possible accommodation but must make its final decision on availability of willing and trained staff, the size of the child, and the imperative to maintain certain staff-student ratios and the association's risk-management policies.
6. The YMCA child care program will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests. The YMCA child care program will not administer insulin shots. Any other substitute foods for raising blood sugar, such as honey, or orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must carry a pager with them at all times the child is at YMCA child care. The parents or other professionals sent by parents must train staff in the proper administration of such medications and must sign a waiver of liability from YMCA child care.
7. Guidelines for behavior are just that – guidelines, and not rigid rules. If staff believes that a situation exists that poses a direct threat of immediate physical harm to the child, to other children, or to staff, the director may make the decision to immediately suspend or to expel the child.
8. If it is determined that a child whose personal needs cannot be met in a group care setting through accommodations which are reasonable in policy, practicality and/or cost could potentially be successfully accommodated with a personal assistant not funded by the YMCA, an agreement with the YMCA child care program must be in place prior to such attendance. The agreement will provide that the personal assistant meets all applicable state standards for the type of services that the personal assistant will provide to the child; that the personal assistant will not be an employee or independent contractor of the YMCA; and that the personal assistant will be subject to the overall supervision of the YMCA child care program while he or she is present at YMCA child care. The agreement with any agency providing a personal assistant (or in lieu of said agreement, a certificate of insurance provided by said agency to the YMCA child care program) must state that said agency will provide liability insurance in the minimum amount of the general liability coverage maintained by the YMCA child care program to indemnify the YMCA child care program for liability to third parties in connection with the personal assistant. In the event that such agency ceases to provide the coverage specified in this paragraph, the parents agree to arrange that the agency shall notify the parents if and when the amount of insurance coverage is below the amount specified in this paragraph. The agency or parents must then inform the YMCA child care program without delay in writing of such notification by such agency. The YMCA child care program will then reasonably determine that the insurance is sufficient for the purposes of this provision.

The YMCA child care program will have no policies, practices, and procedures involving special enrollment requirements for the enrollment of children with disabilities, except as outlined above. The YMCA child care program states that each of its management staff has read this document and is familiar with the requirements of the ADA.

Staff Code of Conduct

Our staff is well trained and experienced with children and families. They are knowledgeable about child development, needs and activities. They are flexible enough to work well with children as they assert their emerging independence and are able to alter plans with ease and sensitivity. Our child care staff receives training in Bloodborne Pathogens, Fire Safety, Water Safety, Emergency Procedures and Child Abuse Prevention on a yearly basis, and CPR, First Aid, and AED on a bi-yearly basis. All of our staff is required to undergo criminal background checks, child abuse clearances, FBI Fingerprinting clearances, thorough reference checks and bi-yearly health assessment with a TB screening. Staff performance is evaluated periodically. A Staff Code of Conduct is included in your handbook. Each staff member working with your child has indicated their agreement to the code by signature. Please read and familiarize yourself with these standards. If at any time you feel that a staff member is not abiding by the Code of Conduct, please contact the Child Care Director.

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children in any way, including
 - a. Physical abuse—striking, spanking, shaking, slapping, and so on;
 - b. Verbal abuse—humiliating, degrading, threatening, and so on;
 - c. Sexual abuse—touching or speaking inappropriately;
 - d. Mental abuse—shaming, withholding kindness, being cruel, and so on;
 - e. Neglect—withholding food, water, or basic care.

No type of abuse will be tolerated and may be cause for immediate dismissal.

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a non-threatening way. Staff will document any questionable marks or responses.
8. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
11. Staff is not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.

15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and/or any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Staff is to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

Forms Necessary for Each Child's File

The following must be completed and returned prior to the child's first day of attendance:

- **REGISTRATION FORM:** This form should accompany your family's registration fee at the time of registration and needs to include the days of care needed and whether care is needed on a full time or part time basis. Registration will be taken by the Child Development staff.
- **AGREEMENT FORM:** Parents are required to sign a contractual agreement upon enrollment in the Early Childhood Learning Center program. A parent/guardian **MUST** complete the following areas: child's name, fee amount, child's arrival and departure times and persons to whom the child may be released. Please check the two bottom boxes and sign/date the parent signature area. The agreement form is required to be updated every six months.
- **EMERGENCY CONTACT FORM:** A current emergency contact form must be completed for each child enrolled. The emergency contact people listed on the application must be available during the hours in which your child is in our care. They must have transportation available to pick up your child and must be 18 years of age or older. ***All six boxes at the bottom of this form have to be signed.*** Initials cannot be accepted. This form is required to be updated every six months and when your contact information changes.
- **EFT TAX, PARENT HANDBOOK & PAYMENT POLICY FORM:** Please complete all sections in full and attach a voided check if choosing to draft from your checking account.
- **BEHAVIOR MODIFICATION POLICY:** Form must be signed and dated.
- **"GETTING TO KNOW YOU" QUESTIONNAIRE:** All areas must be completed.
- **CHILD HEALTH REPORT:** Due upon enrollment, details enclosed in the handbook.
- **CHILD AND ADULT CARE FOOD PROGRAM ENROLLMENT FORM:** All areas must be completed for it to be accepted by the USDA. **Must be completed in "original ink"; no copies or scans accepted.**
- ***INFANT FEEDING SCHEDULE:** Only complete this form if you have a child enrolling in the infant classroom.
- ***CUSTODY PAPERS:** If your child is involved in any custody situation, copies of those legal documents **must be** presented to your child's director. This information will be kept confidential in your child's file. Legal documentation of custody must be present in your child's file or we cannot deny a parent from picking up their child.

If any information changes, parents must inform the Child Development Department in writing immediately.

Blanket Care Plan

At the time of enrollment, the parent/guardian is responsible for completing the Emergency Contact, Registration Form and "Getting to Know You" Form as well as submitting the Child Health Report from the pediatrician. We review these documents to compile a listing of photo admissions, sunscreen permission, allergies and medical alerts. A copy of this document is found in each classroom, the kitchen, the director's office, and the emergency bags. Additionally, each child has a carabineer created which includes their name, date of birth, photo permission, allergies and medical alerts along with a photo of them. These are used by the staff daily and are an at-a-glance method for them to orient themselves with any of these facts quickly. In the event that a child is ill or an emergency of some type occurs, we will make contact starting with the mother/guardian listed on the Emergency Contact Form and moving down the list from there. If it is a life threatening emergency, 911 will be called as well and we will maintain care of your child until someone from your Emergency Contact Form relieves us of that post.

Records Transfer Policy

A parent or guardian may request in writing to have their child's records copied and/or transferred to another educational institution, i.e. an elementary school for Kindergarten Registration, etc. Please allow ten business days to copy and transfer your child's records. The contents cannot be mailed due to the confidentiality of the information.

Home Language Policy

In the event that we have a family enrolling in our program in which English is not their primary language, we will do our very best to find a means of communication that works for all parties. That may be written communication, using a translation app, or communicating with 3rd party acting as a translator. We will provide any materials possible in their home language as well as incorporate familiar items in the classroom environment, add books in their home language, and create new dishes for the weekly menu. Additionally, the family would be welcome to come and share any information about their home language and customs with the children in our program.

Parent Involvement

We encourage parents to become actively involved in our programs. Your participation demonstrates to your child how much you value them and it also increases their self-esteem. You can become involved in the program by such examples such as donating appropriate materials to your child's classroom, sharing a special skill or talent with the class, helping promote the program and recruiting new families, and by talking to your child about his/her day. To be a field trip chaperone, parents must fill out a volunteer packet, as well as have the three required, updated background clearances on file at the Greensburg YMCA prior to attending the desired field trip. If you are interested, please contact the Child Care Director for more information.

YMCA Character Development

The Y's commitment to character development makes it extraordinarily valuable to the communities and people it serves. The Greensburg YMCA has incorporated the Core Values into all of its Child Care Programs. The core values are Caring, Honesty, Respect, and Responsibility. Character Development begins with each of the staff embracing the core values and being trained in strategies for implementing them. They then are actively involved in planning activities, as well as the "teachable moments" that arise in the daily goings-on in the programs, that teach these values to the children.

Excursions and Field Trips

Throughout the day, classrooms will go on local excursions in Greensburg (St. Clair Park, the library, etc.), whenever these trips coincide with the daily planned curriculum.

There will be several field trips throughout the year, which are based on developmentally appropriate opportunities and in accordance with our curricular themes. At a later date, field trip locations, details, and permission slips will be made available and announced in a timely fashion by your child's classroom teacher.

Community Resources for Families:

ELRC OF WESTMORELAND COUNTY
724-836-4580

WESTMORELAND CASE MANAGEMENT INC.
724-837-8390

FAMILY BEHAVIORAL RESOURCES (Westmoreland County)

Greensburg Clinic: 724-850-7300
Latrobe BHRS: 724-537-8100
North Huntingdon BHRS: 724-861-9200
New Kensington BHRS: 724-337-1890
New Kensington Clinic: 724-335-9733

NHS THERAPEUTIC SERVICES

1-888-674-0200 or www.sebonnections.com

CHILDHOOD ENRICHMENT THERAPY INC.

724-331-6853

CHILDREN'S INSTITUTE (Norwin)

724-765-1010

BRIGHT TOMORROWS EARLY INTERVENTION

1-800-945-0023

CHILD DEVELOPMENT UNIT (CDU) – CHILDREN'S HOSPITAL

Oakland Medical Building
3420 Fifth Avenue
Pittsburgh, PA 15213
412-692-5560

WESTMORELAND INTERMEDIATE UNIT #7

102 Equity Drive
Greensburg, PA 15601
724-836-2460
<http://www.wiu.k12.pa.us>

HEALTH & DENTAL ASSISTANCE

Health Care Marketplace
www.healthcare.org
1-800-318-2596

Children's Health Insurance Program (CHIP)

www.CHIPcoversPAkids.com
1-800-986-5437

Community Health Clinic

www.communityhealthclinic.org
New Kensington: 724-889-2783
Vandergrift: 724-567-5671

Seton Hill Center for Orthodontics

www.orthodontics.setonhill.edu
724-552-2950

Westmoreland Dental Hygiene Clinic

724-925-4283

GED & JOB TRAINING

Private Industry Council
www.privateindustrycouncil.com
724-836-2600

ENGLISH AS A SECOND LANGUAGE

Private Industry Council
www.privateindustrycouncil.com
724-836-2600

YWCA of Westmoreland County

www.ywcawestmoreland.org
724-834-9390

HOUSING ASSISTANCE

Westmoreland County Housing Authority
www.wchaonline.com
1-800-924-2669

Westmoreland County Action

www.westmorelandca.org
1-800-816-0022

WESTMORELAND COUNTY ASSISTANCE OFFICE

- TANF/Cash Assistance
- SNAP/Food Stamps
- Medical Assistance
- LIHEAP/Heating Assistance

www.compass.state.pa.us
1-800-905-5413

FOOD & NUTRITION

SNAP/Food Stamps
1-800-905-5413

Westmoreland County Food Bank

www.westmorelandfoodbank.org
724-468-8660

Women, Infants & Children (WIC) Offices

Greensburg: 724-832-7723
Latrobe: 724-539-0434
Monessen: 724-684-4165
Mount Pleasant: 724-547-4340
New Kensington: 724-335-4560
www.pawic.com

2-1-1 is a STATEWIDE FREE phone number that allows callers a one-stop resource to get information 24/7 about community resources.
www.pa211sw.org