

NURTURING THE POTENTIAL OF EVERY CHILD

Southington Community YMCA
Child Development Program Parent Handbook



A MESSAGE FROM THE DIRECTOR OF CHILD DEVELOPMENT

Welcome to the YMCA! Choosing a child care program is one of the most difficult and important decisions that you will make. We are pleased that you have chosen us, and we will strive to provide the highest quality program for you and your child.

The YMCA has been operating full and part time educational programs for more than twenty years in the Southington community. We are committed to excellence.

This handbook is designed to introduce you to our general policies and procedures. Specific program information will be distributed in addition to this book. Please feel free to discuss any questions, concerns, or suggestions with any of our YMCA staff.

We look forward to your family joining "our" family.

Sincerely,

Chrissy Cassesse
Association Child Care Director
ccassesse@sccymca.org
203-272-3152



Diversity & Inclusion

WE WELCOME EVERYONE

The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect and responsibility – they guide everything we do.

Board Approved: October 25, 2017

**WELCOME TO THE YMCA
YOU BELONG HERE**

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HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA)

(As of August 2018)

The Y adopted a set of Healthy Eating and Physical Activity (HEPA) standards in 2015. These standards were adopted to help build a healthier future for our children by providing environments rich in opportunities for healthy eating and physical activity. To combat the nationwide epidemic of overweight children, life threatening food allergies and the associated health consequences of these conditions, we will be celebrating birthdays without food. The Y feels very strongly that this is the best avenue to ensure the safety and health of all the children in our care. Our Y policy aligns with the Southington Public Schools and assures safety for everyone. There are many creative ways to celebrate birthdays without food.

BIRTHDAY CELEBRATIONS MAY INCLUDE:

- Bringing in non-food items (age appropriate) for celebrating such as crayons, stickers, books etc.
- Visiting your child's classroom/site to be a guest reader.
- Donating games/supplies/books to your child's class or site in their honor.
- Engaging students in a special activity.

If there is a celebration with food, it will be done with careful planning by administration.

HEALTHY EATING

The Y will provide fruits or vegetables at every meal or snack. We will not provide snacks that are fried or that contain trans-fat. We will offer snacks that contain whole grains and do not contain sugar or words ending in -"ose" within the first three ingredients listed or that offer more than 8 grams of added sugar per serving. Staff will sit with children during snacks and meals to model healthy eating behaviors.

Water will be available to children at all times, including at the table during snacks and meals.

PHYSICAL ACTIVITY

Opportunities for physical activity will be provided for 30 minutes in a half day program and 60 minutes for a full day program.

We hope that we can count on your support as we move forward with HEPA. As always, keeping our children safe and healthy is a priority for the Y.

Should you have any questions, please feel free to contact us.

MISSION/GOALS

YMCA MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

PROGRAM PHILOSOPHY

At the Southington-Cheshire Community YMCAs, we believe in a child-centered programs that encourage curiosity, exploration, and initiative. We recognize and accept that each child is an individual, with unique needs, abilities, and life experiences. The activities and materials chosen are geared to the child's level of development and encourage individuality and self-esteem.

PROGRAM GOALS AND OBJECTIVE

Southington-Cheshire Community YMCAs Early Childhood and School Age before and after care programs are state-licensed. The programs are developed and maintained by the Southington-Cheshire Community YMCAs as part of our total offerings to provide desirable and needed services for the community.

In addition to providing for the social, emotional, intellectual and physical needs of the child, our staff may also provide specialized supportive services, referrals and related social services to meet the varied needs of individual families and their children.

REGISTRATION

ALL ENROLLMENT DOCUMENTATION MUST BE COMPLETED BY A LEGAL GUARDIAN

**** ALL REGISTRATION AND ENROLLMENT DOCUMENTATION MUST BE DROPPED OFF TO THE YMCA LEARNING CENTER. TEACHERS AND STAFF CANNOT ACCEPT PAPERWORK. ****

***** PLEASE NOTE IT TAKES 5 TO 7 DAYS TO PROCESS PAPERWORK*****

ENROLLMENT

To enroll in our Early Childhood programs for a fall start, children must be 2 years and 9 months and turning 3 by December 31st. This applies to all Early Childhood programs; Preschool and Nursery School. If their birthday is after December 31st, they must wait until after their third birthday to begin.

To enroll in our School Age programs, the child must be entering Kindergarten. Programming is available for children up until 8th grade.

Enrollment is granted without regard to a child's race, color, creed, religion, national origin, gender, or special needs; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender sexual orientation, pregnancy, economic status or special needs.

Initial enrollment is contingent upon receipt of the completed enrollment forms, signed payment responsibility form, membership form, registration fee, and first month's tuition. Preschool and Nursery School participants must have health forms completed and updated annually. This health form must include a physical examination by the child's physician and up to date immunizations. School Age children must have health forms completed upon entering Kindergarten and seventh grade. This is a state requirement, children will not be permitted to attend the program without a current health form: Early Childhood students will also need documentation of the flu vaccine.

All children who participate in programs will be on a 30-day probationary period. Early Childhood participants must be fully toilet trained and out of pull-ups prior to entering the program. Staff can provide minimal assistance for occasional accidents. If toileting becomes an ongoing concern, the Early Childhood Director or Director of Child Development will meet with the family to discuss continued participation in the program. In general, mandated staff-child ratios and the YMCA's risk-management policies do not permit us to sequester one or more staff in a private area away from the group of children.

Each child enrolled in the Southington Community YMCA Child Development programs must be a member of our YMCA. Program or full memberships are accepted and should be taken out prior to the first tuition payment.

The enrollment forms and payment responsibility form are not meant to serve as contracts guaranteeing service for any duration. The YMCA reserves the right to dismiss any parent or child at any time with or without cause.

CLASSROOM ASSIGNMENTS

Each year administration and teachers work closely to determine classroom placements. To create the best learning environment for all students, there are many factors to be considered when classes are being formed which include but are not limited to, individual student strengths, challenges, personalities and special accommodations. We value your thoughts and insights about your child but ask that you trust our professional judgement. If you feel that we may need additional information when creating balanced classrooms, we recommend that you write a letter outlining your child's learning style and needs but avoid requesting a specific teacher. All information regarding your child will be read and taken into consideration during this process but please keep in mind that no guarantees can be made. It would be impossible to honor all requests for all students in early childhood while maintaining balanced classrooms. We have the best interests of each student at the Y at heart and greatly appreciate your understanding.

HEALTH REGULATIONS AND RECORDS

EARLY CHILDHOOD:

A current health form must be kept on file for each child in the program and must be provided by the parents before the start of the school year. The form is valid for one year from the date of your child's exam.

All Early Childhood students must have a completed and updated flu shot form given between Sept.-Dec. This form must be on file by December 31st. Parents and guardians may complete the flu shot form and waive immunizations due to medical contraindication or religious beliefs. If waived, a notarized form documenting decline must be on file. Failure to provide documentation of the flu shot by December 31st will result in lapse of care. Should a health form expire, your child will remain out of our program until a new health form has been provided (there will be no adjustment to tuition during the lapse in child care).

SACC:

A current health form must be kept on file for each child in the program. A new health form must be provided when the child is entering Kindergarten and entering 7th grade. Should there be a change in a health form such as new allergy or health conditions please provide us with an updated health form.

Our Child Development Programs are required to keep accurate personal records for each child in our program. Please report changes in information in writing (address, home, business or emergency phone number, etc.) to the Child Care Administrator, at the YMCA Learning Center.

TUITION POLICIES

Child Care program fees are due on the 15th of each month prior to the month that care is given. For Nursery School, Jumpstart and School Age Child Care, the yearly tuition is divided into ten equal payments. For Preschool, the yearly tuition is based on 50 weeks of care and divided into *twelve equal monthly payments*. Monthly payments are not related to the number of class days in specific months, as they will vary. Payment #1 is due on August 15th, and that secures your child's position in our program. Payment #2 will be due on September 15th, and on the 15th day of each month thereafter. The final payment for Nursery School, Jumpstart, and School Age Child Care is May 15th. Preschool payments will continue each month unless a Child Care Change Form is submitted (see below).

1. Please note: if your child is enrolled for any part of a calendar month, you will be charged full tuition for that month. Please plan ahead, and submit a Child Care Change Form as early as you know that you plan to reduce the days you need care or withdraw from the program entirely (see below for our Withdrawal Policy).
2. A late fee of \$15.00 will be assessed to all unpaid accounts at the close of business on the 20th of each month. If payment is not received by the 30th of the month, child care services will be suspended until a payment is made. This situation will be avoided by making timely payments. We appreciate your cooperation on this matter. If, however, you come upon a difficult financial period and need additional time to make a payment, please contact Amber Knight, Accounting/Financial Aid Administrator immediately at 860-426-9515 or at aknight@sccymca.org to make payment arrangements. Amber will assist you in putting a plan in place that is beneficial to both the Y and your family. We are committed to serving your child's needs and are always willing to work with you in times of difficulty. Financial Assistance is available for qualifying individuals and families who live in the Southington community. The YMCA is a 501c(3) nonprofit organization.
3. We encourage you to use our EASY credit/debit card service which will enable us to charge your monthly payment directly to your credit/debit card on the 16th of each month. If you need a form, please contact Amber at 860-426-9515. This service will eliminate the process of writing checks and/remembering to make your payment every month. This service continues to be the most used means of payment. It is highly recommended for its convenience and assurance that payments are made accurately and on time.
4. If making payment with a check, please remember to write your child's name on the check each month (including last name if it is different). Child Care payments that are made by check are to be left in the lock box located at the Front Desk of the Main YMCA or the YMCA Learning Center. Please indicate on your envelope if you would like a receipt and one will be emailed to you. If you choose to pay with cash, please be sure that your payment is processed at the Front Desk and that you receive a receipt to retain as a record of your payment. Payments can now be made online at www.sccymca.org.

Fees Will Be Charged Regardless of Attendance

Payment is still required when your child is out sick. An exception may be made if a child is out of from the program due to a prolonged illness. The Director of Child Development must to be notified at the beginning of the absence. Credit will be given at the Director's discretion.

SUMMER ENROLLMENT POLICY

In order to help us better plan for teachers in the summer months (June, July & August) we ask that you let us know your summer plans as soon as you know them. Please note the following:

5. We ask that any changes (including returning to the program after a prolonged absence) be made in accordance to our Withdrawal Policy (see below). Specifically, please inform us of your plans no later than the first day of the month BEFORE your return will take effect.
6. If your child is enrolled for any part of a calendar month, you will be charged full tuition for that month (see the Tuition Policy above).
7. Requests for an early start will be granted based on space availability. We cannot guarantee a spot will be available prior to the first day of Southington Public Schools. Please note, this availability may not be in a specific room or with a certain teacher.

WITHDRAWAL FROM PROGRAM/ CHANGES TO SCHEDULE

Child care needs and situations change frequently. In order to better manage these changes and the impact they may have on classroom/program sizes and teacher/counselor needs, we ask that you please take the following steps to withdraw your child from our program:

- Pay any outstanding balances.
- Complete a Child Care Change Form. These forms can be found at the Y Learning Center and on-line at www.sccymca.org/registration-forms
- Submit a completed Child Care Change Form to the Y Learning Center by the first day of the month BEFORE your withdrawal will take effect.
 - For example, if you plan to withdraw your child from the program at any point in the month of June, please submit a Child Care Change Form to the Y Learning Center by May 1st.
- For your convenience you may email this form to a Director indicating your schedule change.

DAILY OPERATIONS

DAYS AND HOURS OF OPERATION

Preschool

Preschool is in session year-round. Preschool hours are 6:30AM-5:30PM. Extended care is available until 6PM, at an additional cost. Preschool options include M-F, MWF or T/TH.

Nursery School

Our 3-year-old Nursery School class meets T/TH from 9AM-11:30AM and our 4-year-old Nursery School class meets on MWF with the option of 9AM-11:30AM or 9AM-1PM.

School Age Before Care

School Age Before Care hours are 6:30AM until school starts, After Care hours are from dismissal of school until 5:30PM. Extended care is available until 6:00PM at an additional cost. School Age students may participate in Snow Days and Fun Days which can be purchased as needed at the Main Y front desk.

Holidays

Child Care programs will **not** operate on the following days: Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, Good Friday, Fourth of July, Memorial Day, and Labor Day. We will also close early on Christmas Eve and New Year's Eve (12:00 PM Noon with no lunches being served). **The Southington Community YMCA Child Development programs will be closed for professional development on Columbus Day, President's Day and the day before school starts. Fun days will be available for these PD days for children grades K-8. Please contact the Main YMCA at 860-628-5597 to register.**

Fun Days will NOT be available Christmas Eve or New Year's Eve. 48-hour notice must be provided to cancel a fun day and to receive credit.

Bussing

Students are to be 5 days consistent at any bus stop or parents are responsible to provide transportation from the school or that location (example: day care) on the alternate days. The above is a Southington Board of Education policy.

It is the responsibility of the parent or Legal guardian to notify the child's school office as well as the child's teacher that the child will be attending YMCA Before and/or After Care explaining what exact care the child will be doing with the YMCA.

If your child will be out for the day, please contact the respective site by phone. Leave a detailed message and contact information if needed. The site numbers are located on pages 9 and 10 in the phone directory.

If you have any questions or concerns, please contact: The YMCA Learning Center @ 860-621-8130.

AUTHORIZED PICK-UP/BUILDING ACCESS

To comply with state regulations, children will only be released to those individuals that are listed on the authorized pick-up list in the child's file. Anyone on the authorized pick up list must be at least 16 years of age and able to present a correct photo ID when picking up a child in any of our child care

programs. Minors must be at least 16 years of age with a current photo ID and must be on the pickup list to pick up children in any of our childcare programs. **If staff do not recognize the person picking up a child (including parents) they will be asked to show ID.** This is done for the safety and security of each child in our program.

The Southington YMCA Learning Center is a secure facility. All families are issued a code for building access. We ask that you please keep your code confidential. **Parents, guardians and staff are the only individuals that should have codes to enter our building.**

CHILDREN SHOULD NOT BE ENTERING THE FAMILY CODE.

ARRIVAL AND DEPARTURE

In compliance with state regulations, you must sign your child in and out every day. This includes signature and time of arrival and departure.

LATE PICK UP FEES

Please make every effort to pick up your child at the end of a program. There will be staffing of at least two staff 18 years or older on site.

Nursery School	9:00AM-11:30AM or 1PM with Nursery School Plus
Preschool	6:30AM-5:30PM or 6:00PM with Extended Care
School Age PM Care	School dismissal until 5:30PM or 6:00PM with Extended Care
Naciwonki Summer Adventures	9:00AM-4:00PM
Y-Time Summer program	7:30AM-4:00PM

If for any reason you feel you may be late, please try to make arrangements to have an authorized individual pick up your child. If you arrive late a fee of \$10 for every 15 minutes or portion thereof will be charged to your account. Upon your late arrival you will be asked to sign a late pick up form which will be returned to the YMCA for billing purposes. Continued lateness may jeopardize your child’s spot in the program. This policy applies to all child care programs.

CHILD NOT PICKED UP

If a child has not been picked up 15 minutes after the program closes the staff will contact the child’s parent or legal guardian. If they are unable to reach you and your child is not picked up within 30 minutes, emergency contacts will be called. After 45 minutes, if staff is still unable to contact an authorized person to pick up your child, they will contact the Southington Police Department. This applies to all child care programs.

CHAIN OF COMMAND

We value your input and want to hear your positive feedback or concerns about the program. As a first step, please attempt to resolve any issues with the teachers or site coordinator. If you feel the problem has not been remedied, please contact the appropriate program director and then Director of Child Development. If it still has not been resolved, please contact the Branch Director or Director of Operations.

ABSENCES

If your child is going to be absent from any School Age Child Development program, please notify the coordinators by contacting the site cell phone. If your child is going to be absent from any Early Childhood program, please notify the classrooms. Numbers are provided.

PHONE DIRECTORY

Southington Community YMCA	860-628-5597
YMCA Learning Center	860-621-8130
YMCA Learning Center Fax	860-426-9549
Child Care Administrator, Tania Levensaler	860-621-8130
School Age Child Development Director, Nicole Guerra	860-426-9547
Assistant School Age Director, Emily Snow	860-426-9587
Early Childhood/Enrichment Director, Kari Robarge	860-426-9542
Assistant Early Childhood Director, Marianne Frega	860-426-9585
Director of Child Development, Katie Sherman	860-426-9541
Child Care Registrar, Amber Knight	860-426-9545
Accounting/Financial Aid, Sue Cagno	860-426-9590
Director of Operations, Jay Jaronko	860-426-9508
Amazing Kids Club Coordinator- Christine Paulus	860-426-9538

SCHOOL AGE SITE CELL PHONES

Derynoski	860-637-7423
Flanders	860-919-2232
Hatton	860-637-2704
Kelley	860-637-7104
Oshana	203-671-5131
Strong	860-637-6676
Thalberg	860-637-2503
Club Y and Y Site AM/PM (Main YMCA)	860-426-9546

PRESCHOOL, NURSERY SCHOOL, ENRICHMENT and AMAZING KIDS CLUB PHONE NUMBERS

Room 1	860-426-9561
Room 2	860-426-9562
Room 3	860-426-9563
Room 4	860-426-9564
Room 5	860-426-9565
Room 6	860-426-9566
Room 7	860-426-9567
Nursery School	860-426-9568
Jump Start to Kindergarten	860-426-9543
YP4	860-426-9535
Amazing Kids Club	860-628-5597

SNACKS/LUNCHES

The YMCA follows HEPA (healthy eating and physical activity) initiative guidelines. These guidelines include:

- One fruit or vegetable as well as one food from another food group served at each snack time
- Snacks will be served family style
- Drinks will be water. The snack menu will be posted in your child's classroom or site location. The Office of Early Childhood requires that all lunches contain an ice pack. If your child's lunch needs to be heated up, the classroom has a microwave. We ask that each heat up be no longer than 1 minute.

School Age will be serving an AM/PM snack

Early childhood (Preschool and Jumpstart) will be serving an AM snack. PM snack time will be provided; however, we ask parents to provide the snack.

Nursery school will be given a snack time; however, we ask parents to provide the snack.

Please keep in mind that snacks are not designed to take the place of meals. They serve as a supplement to the child's food intake for that day.

Please notify the appropriate director of any dietary restrictions or food allergies your child may have. An individual care plan will need to be completed.

OUTDOOR PLAY

Gross Motor (Weather Permitted)

The YMCA follows the HEPA physical activity guidelines and encourages all children to participate in a variety of daily physical activities that are appropriate for their age group.

Full day preschool (ages 3-5) - are provided the opportunity for at least 60 minutes of structured physical activity or at least 60 minutes up to several hours of unstructured physical activity daily.

½ day program (ages 3-5) - are provided the opportunity for at least 30 minutes of physical activity each day.

School-age children (ages 6-and older) - are provided the opportunity for at least 30 minutes of daily physical activity that includes aerobic and age-appropriate muscle-and bone strengthening activities.

CLOTHING

Children should wear comfortable clothing suitable to the season. Please be sure to dress your child appropriately during the winter months so they may participate in outdoor play. For all full day Early Childhood programs please provide a change of clothing and shoes to be kept in your child's classroom. All children's clothing should be labeled with their name. The YMCA is not responsible for damaged or dirty clothing due to program activities. During summer months closed toe shoes with a strap must be worn for safety when playing outside. Shoes must be worn during nap time. Flip flops and crocks are not allowed.

TOYS FROM HOME

Due to the risk of damage, sharing issues, and possible loss, children are discouraged from bringing in toys from home unless specifically requested. iPad, iPod, leap frogs and music players, personal games and toys are also not permitted unless specifically requested with the understanding that the YMCA is not responsible for items lost or stolen. For preschool these electronics may be permitted with parent's permission for rest time. All electronics must have headphones so as to not disturb others. Cell phones are not permitted for regular use for school age students.

CURRICULUM AND DAILY ACTIVITIES

EARLY CHILDHOOD

Our curriculum for Preschool and Nursery School is based on the State of Connecticut's Preschool Framework and Assessment Goals as well as The Early Learning Development Standards. These approaches are based upon the most recent educational research and are generally recognized as the standard practice for educating young children.

The core of our curriculum is to balance both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. All of this is done through well planned learning and activity centers including: Library (language), Blocks (construction), Music and Movement, Art, Sand & Water (sensory), Outdoor learning, Cooking, Science, Math, and Physical Education activities daily. Each day brings new learning opportunities as children are provided a framework within which they will make both self-directed and guided choices. We also incorporate problem solving experiences that facilitate concept formation, language development and sensory discrimination. Language and learning experiences provide opportunities for spontaneous conversation, as well as experiences with books, poems, stories and songs. All experiences are designed to promote self-reliance and build self-esteem.

We strive to meet and enhance the individual needs of the diverse population of children including cultural, language and developmental differences.

A detailed daily schedule will be posted in each classroom at the beginning of the school year. Please note, the daily schedule is subject to change as sometimes we host special events or as the child's interests may dictate. Our daily schedule for Preschool and Nursery School includes:

1. **Center Play**—Children will choose activities in various centers. Centers change and may include: dramatic play, block play, science/nature, manipulatives, writing, library, art, math and music centers.
2. **Creative Expression**—Activities are done in small groups and the emphasis is on the process not the product. Creative experiences allow the children opportunity to develop and express their own ideas and feelings in all parts of the program. When children enjoy the creative experience, the end product is always beautiful.
3. **Art**—Art is an important part of our curriculum. Every day, children find a variety of art materials available on our shelves. Drawing, painting, pasting, molding, and constructing are not only enjoyable but also provide important opportunities for learning. Children recognize original ideas and feelings, improve their coordination, learn to recognize colors and textures, and develop creativity and pride in their accomplishments by exploring and using art materials.
4. **Circle/Group Time**—This is a time to discuss the day's activities. This allows children to experience large group activities and build on their communication and cooperation skills.

5. **Physical Activities**- Each day the children will spend time in the gym or outdoors. The gym or all-purpose room has mats, tricycles, balance beams, ramps, climbing equipment, etc. In nice weather the children may play outside or go for a walk.
6. **Quiet/Nap Time**-Children in preschool for a full day are required by State licensing to have a rest or relaxing time. Cots are provided, and children rest for a time after lunch. Children can quietly look at books or nap during this time. No child will be forced to sleep. The guidelines below pertain to preschool 4 year olds.
 - a. September-January nap time is 1.5 hours
 - b. January-May nap time is decreased to 1 hour
 - c. In May nap time is decreased to 30 minutes
7. **Field Trips/Special Events**-On occasion, we may plan a field trip or special event. Notification will be sent home and permission is granted at registration. An additional cost may be involved.

****At all times (indoor/outdoor) children will be supervised maintaining state ratios of 1 staff member to 10 children. At no time will a child be left unsupervised. ****

SCHOOL AGE

Our curriculum for school age is based on incorporating activities that promote learning new skills, making friends and increasing vital traits such as self- esteem. This makes for confident kids today and contributing and engaged adult's tomorrow. Our daily activities include sports, arts and crafts, quite games, science projects, group games, homework time, indoor and outdoor creative free play and possible service learning projects.

SCHOOL CLOSINGS/ INCLEMENT WEATHER

SCHOOL VACATION DAYS/FUN DAYS - Ages K-8 School Age Children

When there are scheduled days off from school, the YMCA offers a full day of exciting activities from 6:30AM to 5:30PM. Age appropriate Fun Day trips are planned for children in grades K-8. Registration is required and is not covered in the monthly tuition. Fun Day registration opens on September 15th for the school year. June Fun Days will open April 15th.

INCLEMENT WEATHER

If for any reason the YMCA building is closed, all Child Development programs will close. For information regarding closings/delays please contact the YMCA via Facebook or phone at 860-628-5597. If you know your child will be out, please call the appropriate program to let us know so that we can staff accordingly. In the event of a school closing, the YMCA offers a Snow Day for children in grades K-8 running from 8:00AM-5:30PM. Separate registration is required and is not covered in the monthly tuition. Snow Days may be purchased one at a time. Once the day is used you may purchase the next Snow Day. Registration opens September 15th.

The Southington Community YMCA reserves the right to close/delay opening in the event of severe weather

In the event of a Snow Day or Early Dismissal from Southington Public Schools there will be NO EXTENDED care (5:30-6:00PM) for any childcare programs. This is for the safety of our staff, children

and parents.

DELAYED OPENINGS

Preschool, Jumpstart YP3 Morning/Before Care and Snow Days will open at 8:00AM when there is a delayed opening or closing for Southington Public Schools due to inclement weather.

This is to ensure the safety of all children, families and staff.

SUMMER VACATION

During the summer vacation, the YMCA School Age Child Care program will not be in session. The YMCA holds three exciting summer options, Naciwonki Summer Adventures, YMCA Camp Sloper and a drop in Y-Time program. For more information please visit our website www.sccymca.org or contact the front desk at the YMCA or YMCA Learning Center.

HEALTH EDUCATION

Staff will model good health practices, sound nutrition and safety awareness.

ILLNESS/INJURY/MEDICATION

ILLNESS POLICY

Children with any of the following symptoms will not be allowed to remain in our program:

Temperature of 101 degrees or higher, conjunctivitis (pink eye), strep throat, head lice, vomiting, diarrhea, rashes of unknown origin or the presence of a contagious disease.

A child will be sent home if any of the above symptoms are seen during the day. **It is expected that if a child leaves the YMCA he/she will remain at home the full next day to ensure complete recovery.** The center is not equipped to care for ill children. Each family must be prepared with a reliable emergency contact in the event the child becomes ill during the day and parents cannot be reached.

Children are required to be excluded from the program for loose bowels or diarrhea which occurred 3 or more times in a 24-hour period. Children may return to the program when normal bowel movements resume.

A child will be allowed to return to school if he/she has been on medicine for a contagious illness for 24 hours.

Once a parent has been notified, the child should be picked up from the **YMCA within one hour**. If a parent is reached, but cannot pick up their child within one hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. If a parent is unable to be reached, the staff will begin to call people listed on the emergency contact form until arrangements can be made for the child to be picked up.

If a child is well enough to attend school, he/she will be expected to participate in swimming and/or outdoor activities. Our center is not equipped to accommodate children who cannot participate in an activity. Children cannot be transferred to another classroom due to state ratios. They must fully participate in their assigned classroom's daily activities.

If your child is absent due to illness, we request that you notify the Administrator. This enables us to keep track of any illness that may occur at school. This information will only be shared with staff on a 'need to know' basis. If your child has a communicable disease we will share the nature of the disease with the parents in the center and the symptoms to look for. No child's name will be released to the other parents.

If a child contracts louse (lice), parents will be notified immediately to pick up their child. To return to the program, proof of treatment must be provided. Child must be nit free and re-treated after seven days and cleared. Specific details regarding lice are available at the YMCA Learning Center. A doctor's note may be accepted at the discretion of the Director(s).

INJURIES/ACCIDENTS

If a child is injured during program hours, a staff person certified in first aid will treat the child if the injury is minor. If the injury is of a serious nature and emergency care is needed, the parent will be notified immediately. If the parent cannot be reached, the YMCA will take necessary steps to obtain an ambulance. Emergency personnel will determine which emergency treatment center to transport the child to.

Should your child be injured during the day, an injury report will be completed by a staff member. You will be asked to review the report and sign off that you have been notified of the injury and given a copy of the form. A teacher will be able to discuss the matter with you at pick-up time.

ADMINISTRATION OF MEDICATION

The center will only administer emergency medications which include prescribed inhalant medications and premeasured commercially prepared injectable medications (i.e. Epi-pens, Auvi Q. etc.), non-prescription topical medications and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available at the center.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and the end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

All medications must be in their original child resistant safety container and clearly labeled with child's name, name of prescription, date of prescription, and directions for use. Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-pens), glucagon and asthma inhalant medications, all medication will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the RCSA. Non-prescription topical medications will be stored away from food and inaccessible to

children.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

The center staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date and time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by (means of communication) when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medications shall be returned to the parent/guardian or disposed of, in the presence of at least one witness, if it is not picked up within one week following the termination or the order. The center shall keep a written record of the medications destroyed which shall be signed by both parties.

INDIVIDUAL CARE PLANS (ICP)

If your child has special health care or developmental needs, you will need to complete the appropriate individual care plan for your child. Care plans will be required for severe allergies, asthma, seizure disorders, chronic illness, specific dietary needs, hearing or visual impairments, history of a contagious disease or specific behaviors such as developmental delays or court documentation relating to custody and or pick up of children. If your child has special health concerns, please contact our Director of Child Development to obtain the appropriate care plan. For all custody agreements provide the YMCA Learning Center with a copy of any legal court documentation and a care plan to keep on file. This form is used to ensure all staff caring for your child are aware of his/her specific needs.

DIABETES

If your child has diabetes, please obtain the proper paperwork from the office for your pediatrician to fill out. These forms will include information such as: maintenance of the child's individual monitoring equipment, reading and interpreting the results, appropriate actions to take when test results fail to fall in the specified ranges and any dietary restrictions. Parents should arrange a time with the teachers and the Director prior to the child starting the program to go over any instructions related to your child's diabetic needs.

EMERGENCIES

FIRE/EMERGENCY DRILLS/ACTUAL EMERGENCIES

We conduct monthly fire and emergency/evacuation drills. Evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the exit. Immediately the group will walk to their site/program specific designated location safely away from the building to take a name to face attendance. YMCA staff will be responsible for taking the sign in/out sheets, portable first aid kits, cell phone and emergency files with them. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a real emergency, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the exit. Immediately the group will walk to their site/program specific designated location safely away from the building to take a name to face attendance. YMCA staff will be responsible for taking the sign in/out sheets, portable first aid kits, cell phone and emergency files with them. Should it not be possible to return to the program area, staff will walk the children to the site specific alternative safe location. Parents will be notified of any change in location. During this time, parents may not sign children into or out of the program.

Evacuation/Alternate Safe Location

Should the administration of the YMCA or any emergency service personnel determine the building is too dangerous to occupy, below are our expectations and procedures in such an event:

1. Parents are expected to pick up their children as soon as possible. If you are unable to do so, please have an emergency person notified (from your child's pick-up list).
2. If the Learning Center building is forced to close due to a building problem, our emergency shelter is 29 High Street (YMCA main facility).

The YMCA does not transport children unless it is through our designated transportation service; New Britain Transportation.

DISCIPLINE POLICY/BEHAVIOR MODIFICATION

POSITIVE DISCIPLINE PHILOSOPHY

At the YMCA, we believe in the concept of "Positive Discipline." Through generous praise, encouragement and positive reinforcement, the motivation for most misbehavior can be eliminated. However, some discipline situations may arise. The teacher will discuss the situation with the child and any other children involved. If this does not work, the teacher will try to redirect the negative behavior. If the behavior persists, the teacher will then allow the child some time away from the activity.

Prevention is the most powerful tool for managing discipline in a large program. A program environment that encourages freedom of movement, choices of activity, and clear boundaries prevents behavior problems. Each program must set clear expectations, adults who model appropriate communication and problem-solving strategies, and activities that teach and encourage children to discuss problems and deal effectively with anger. A quality and well-run program has a team of staff members who are calm, use appropriate language, help children work through problem solving steps and use reflective and active listening techniques. There will be continuous supervision by staff during any discipline action.

We specifically prohibit abusive, neglectful, corporal, humiliating or frightening punishment. Physical restraint is prohibited unless such restraint is necessary to protect the health and safety of the child or other people.

BEHAVIOR MANAGEMENT

To prevent discipline situations YMCA staff will do the following:

1. Children will be treated with respect and dignity.
2. Children will assist staff in developing the rules for the program.
3. Program rules will be posted so both children and parents can see them.
4. Staff will review the rules as needed with the group and individually.

The following techniques may be used to help modify children behaviors:

- Changing the setting
- Giving consequences
- Diverting attention
- Encouragement
- Giving choices
- Reinforcing positive behavior
- Encouraging the use of words to express feelings
- Giving reasons
- Appropriate humor
- Setting limits
- Encouraging better conflict resolution techniques
- Using positives
- Redirecting behavior
- Warnings

LOW-TOLERANCE BEHAVIORS

Low-tolerance behaviors include, but are not limited to the following:

- Biting
- Hitting an adult, teacher or staff in our program (aggressive and intentional)
- Risk of flight (attempting to run or running out of the classroom or program area, not to be confused with disassociating from a group or activity)
- Consistent profanity
- Physical harm to another child, teacher or staff
- Threats of harm to self, others or administrative staff
- Continual disruption of class (when your child requires continual one on one attention and redirection throughout the day and is jeopardizing the quality educational programming of others).
- If a child cannot be regulated and return to class/program within 30 minutes the parent/guardian will be asked to pick up.

The staff will use the discipline procedure outlined in the behavior modification section of this handbook and observe the child to determine what may provoke the inappropriate behavior. Parents are expected to cooperate with staff to help their child control the behavior. Because our goal is to develop, not dismiss, a child may be given an opportunity to correct the behavior after a consequence has been served. Limited chances may be given in low tolerance behavior situations.

Any instances of low tolerance behaviors will be documented and kept on file for review. A copy will be given to parents for signature. In the event of a serious threat of violence to children or staff, a director will determine appropriate steps of action. Directors will also determine future participation in the program.

Guidelines for behavior are just that – guidelines and not rigid rules. If staff believes that a situation exists that possess 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

PAYMENT FOR EQUIPMENT DAMAGES

Parents will be held responsible for payment of replacement equipment or repairs to property that has been damaged by their child as a result of inappropriate behavior.

SUSPENSION POLICY

There are times in which a child's behavior is harmful verbally or physically to other children or staff in the program. At these times the following steps will be taken:

1. Staff will meet with the child and their family to develop a behavior agreement.
2. The agreement will address what steps staff have already taken to help the child with their negative behavior including behavior charts, incentive program or special privileges.
3. The agreement will also outline which behaviors will not be tolerated and consequences for continuing them. Suspension from the program will be determined by the Director.

In the event that a child needs to be picked up, we will notify parent 1 and then parent 2. If contact is made, the child would need to be picked up within 1 hour. If a child is not picked up within one hour- director may add additional time to the suspension. If we are unable to reach either parent, we will make a second attempt in 15 minutes. Once an alternate pick up person is contacted, the expectation is that they will pick up within 30 minutes.

When possible, parents will be provided with two weeks' notice to make alternative care arrangements. The YMCA reserves the right to terminate without notice when the safety of children or staff is threatened by the attendance of a child.

DISMISSAL OF A CHILD

Children enrolled in our program begin with a 90-day probationary period. During this time staff will observe the child's behavior, emotional needs and their ability to adapt in a healthy manner to the structure of the program. If during this period the program cannot meet the needs of the child, parents will be required to remove the child from the program.

Parents will be required to remove a child from the program if:

- The child is not fully and independently potty trained.
- The child is a danger to him/herself, to the other children in the program, or to the staff.
- The parents refuse to follow the program policies as described in this handbook.
- The child cannot adapt in a manner that will encourage healthy growth and development or whose needs cannot be met with the resources available to the program.
- If special accommodations for the care of a child is made that:
 1. Can no longer be met with the available resources
 2. Is not consistent with the policies, program philosophy or practices of the YMCA

If a child is dismissed from our program, parents will be refunded any unused tuition.

BULLYING STATEMENT

With the influence of state guidelines, local school systems and community consultants, the Southington-Cheshire Community YMCA defines bullying as follows:

Bullying is any obvious and premeditated act by a child or group of children directed towards another child with the intent to ridicule, humiliate or intimidate the other child while in a YMCA program or event. These acts are targeted towards the same child over a continuous period of time.

Bullying behavior by any child at a YMCA program is strictly prohibited. This conduct may result in disciplinary action, including suspension and/or permanent dismissal from our YMCA program or programs.

Children and parents may file verbal or written reports of suspected bullying behavior. We encourage these reports to be made to the department or program director. Children are permitted to anonymously report suspected acts of bullying to the YMCA staff and/or YMCA Program Directors. Any report of suspected bullying behavior will be promptly reviewed.

If acts of bullying are verified, prompt disciplinary action may be taken against the person consistent with his/her right of due process. Both the suspected bully's parent and the bullying victim's parent will be notified.

Dishonest and fabricated claims of bullying to discredit or harm another child or family will also be reviewed and taken seriously.

DIVERSITY/INCLUSION/SPECIAL NEEDS

The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect and responsibility – they guide everything we do. The preceding diversity and inclusion statement was approved by the Southington-Cheshire Community YMCAs Board of Directors on October 25, 2017.

The YMCA does not discriminate against any child on the basis of race, religion, color, national origin, sex, marital status of the parent or because of a need for special care. Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff.

The YMCA complies with the Americans with Disabilities Act and applicable Federal, State or local law in providing services to children with special needs or disabilities. Each child brings his or her own uniqueness to the program. We will consider the application of any child.

Children with special needs will be considered for admission to the program on a case by case basis. If your child will require special services or additional accommodations are requested, please contact the appropriate program's Director so that we may set up a plan to best serve your child's needs.

A YMCA Director will meet with parents/guardians before enrollment to assess the child's individual care needs. The YMCA has the obligation to ensure the physical and emotional safety of each of the children entrusted to our care. It is essential that all information about the child's needs be available to staff from the beginning of the enrollment process, so that a continuing bond of trust and mutual partnership exists for the benefit of the child. Upon enrollment, a written individual care plan will be developed between the parent and the program (and possibly with outside specialists) on specifics relating to the care of the child. Staff and parents will continue to meet regularly to monitor the child's progress.

It is sometimes necessary to refer children with special needs to other programs, especially if we do not have the facilities or staff to meet the needs of the child. Children who pose an actual direct risk of harm to others or who cannot be accommodated safely will not be admitted or able to continue in the program.

Minimal monitoring and extra supervision are reasonable as long as it is not fundamentally different from the responsibilities that all child care staff have for safety and well-being of their program participants. The YMCA is 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.

If it is unclear whether the YMCA 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. A review will be comprised of:

- 1) The Director meeting with the child and family to observe the child in the child care setting.
- 2) The Director assessing the staff person's ability to properly care for the child. This may include whether additional staff training, at a cost, that is not unreasonable to the YMCA, would mitigate the difficulty.
- 3) The Director observing the child's adaptation to the group of children and discuss the child's needs with the program's staff.

A discussion of possible, necessary accommodations will be undertaken and accommodations that are reasonable and do not fundamentally alter the nature of the program will be offered and implemented. If a proposed accommodation is prohibitively costly or would fundamentally alter the nature of the program, the parents will be informed without delay.

A two-week trial period may be utilized to help make a final determination of our ability to provide child development services.

If it is determined that a child whose needs cannot be met in our child development program through reasonable accommodations but could potentially be met successfully with an accommodation such as an additional caretaker not funded by the YMCA, an agreement with the YMCA must be in place prior to enrollment. The agreement will provide that the caretaker:

- 1) Is at least 18 years of age
- 2) Has been fingerprinted and cleared of criminal records
- 3) Is free from tuberculosis and is determined fit to care for children by a physician
- 4) Meets all applicable state standards for the type of services
- 5) Is not an employee or independent contractor of the YMCA
- 6) Will be subject to the overall supervision of the YMCA while he or she is present at the program.

COMMUNICATION

A successful program cannot exist without effective communication with your family. At the YMCA, we value your input and support and welcome your participation. This may include spending some time at the program with your child, sharing a special hobby or talent with the class, attending our family events or communicating with the teachers about any concerns, comments or suggestions you may have.

Parents may visit our Child Development programs at any time. We do ask that you limit your visit to 20-30 minutes.

As for the YMCA, our efforts to promote successful communication include:

- Asking staff to be available to greet and talk to parents before and after school.
- Displaying a "Parent's Bulletin Board" with notices, special events and articles of interest to preschool families.
- Sending home regular newsletters to inform you of our activities and plans for the future.
- Planning family events throughout the year.
- Scheduling parent-staff conferences whenever needed or requested.
- White Boards are posted outside of classrooms/site locations for daily updates.
- Daily Sheets are optional and are provided in the preschool classrooms for specific communication regarding your child's day including the child's time at home i.e....did they sleep well the night before. It also has information regarding naptime and daily activities.
- Remind.com for updates etc.

Preschool and Nursery School offer parent conferences 3 times a year. Written notice indicating the exact dates and times will be sent home in the newsletter when the conferences are approaching. The conferences are a time when teachers can discuss your child's developmental progress at length with you. Parents are always welcome to request a conference at any time during the year.

MISCELLANEOUS

LEGAL CUSTODY

We require a copy of the legal custodial agreement and an individual care plan in situations when parents are unable to pick up their children. If a parental custody agreement has not been determined, both parents have a right to pick-up their children and we are not legally allowed to keep a parent from picking their child up from our program.

PARENTS RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in the care of the YMCA, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order or Restraining Order) the YMCA must be provided with a Certified Copy of the most recent order and all amendments in addition to a YMCA special care plan. The orders of the court will be strictly enforced.

In the absence of a court order on file with the YMCA, both parents shall be afforded equal access to their child as stipulated by law. The YMCA cannot, without a court order, limit access of one parent regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the YMCA suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. The YMCA staff will contact the Southington Police should a conflict arise.

Visitors (other than parents) are asked to schedule appointments with the Director and are allowed in the facility only at the discretion of the Director. An employee of the YMCA will accompany visitors at all times throughout the center.

MANDATED REPORTERS

All YMCA staff members are required by law to report any suspicion of child abuse or neglect to the Department of Children and Families and the Department of Public Health. An oral report will be made within 12 hours of the suspicion and a written report within 48 hours.

Child Abuse includes: any non-accidental physical or mental injury (i.e. shaking, beating, burning), any form of sexual abuse (i.e. sexual exploitation), neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision) emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth) or at risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect).

If a child's abuse is so severe that it requires medical attention, an ambulance may be called. The child will be accompanied by two staff people. By enrolling your child in our program, you are giving your permission for our staff to transport your child under this circumstance.

Leaving child unsupervised in place of public accommodation or motor vehicle.

Connecticut State Law

Sec. 53-21a Leaving child unsupervised in place of accommodation or motor vehicle.

- (a) Any parent/guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class A misdemeanor
- (b) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation, which holds a permit issued under chapter 545 for the sale of alcoholic liquor for consumption on the premises, for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class D felony.
- (c) Any parent guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodations or a motor vehicle between the hours of eight o'clock p.m. and six o'clock a.m. for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class C felony. (P.A. 97-298.)

The YMCA also takes many precautions to hire quality staff to care for children in our programs. We strive to create an environment where potential abusers will choose not to pursue employment due to the lack of opportunity for individual contact with children and the likelihood of discovery and negative consequences if such an attempt occurred. We have a stringent screening system to eliminate applications with various risk factors. We provide child abuse training to all our Child Development staff within six months of employment and once a year after that.

CONFIDENTIALITY POLICY

Within the YMCA, confidential and sensitive information will only be shared with employees of the YMCA who have a 'need to know' in order to most appropriately and safely care for your child. Confidential and sensitive information about YMCA staff, other parents and/or children will not be shared with parents, as the YMCA strives to protect everyone's right of privacy.

Outside of the YMCA, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided by law. You may observe children at our center who have special needs or who exhibit a behavior that may appear inappropriate (i.e. biting, hitting etc.), please remember those are low tolerance behaviors and are being addressed. Our Confidentiality Policy protects every child's privacy. Employees of the YMCA are strictly prohibited from discussing anything about another child with you.

We assess your child's developmental progress in our program through staff observation. We use this information to formulate lesson plans, guide themes and create an individualized educational plan for your child. Assessment records are confidential and will only be shared with the teachers in your child's class, the Child Care Director and the child's parents.

YMCA OUTSIDE CARE POLICY

The YMCA prohibits its staff from providing outside care services to YMCA members and program participants. Outside Care Services are defined as babysitting, instruction or tutoring, giving swim lessons, life-guarding, transportation, etc. that are provided off YMCA premises and, on the employee's, own time.

PARENT PARTICIPATION/VOLUNTEERS

Parents are invited and encouraged to be involved in their child's school activities. There are many ways in which parents can participate and volunteer in Preschool. Parents may read in the classroom, assist teachers and help to coordinate special events. Teachers will post any volunteer opportunities available.

BIRTHDAY/HOLIDAY CELEBRATIONS

If you are having a birthday party for your child at home, invitations passed out at the YMCA must include all of the children in your child's class. If you plan to invite only a few children from the YMCA, the invitations must be mailed.

BIRTHDAY CELEBRATIONS MAY INCULDE:

- Bringing in non-food items (age appropriate) for celebrating such as crayons, stickers, books etc.
- Visiting your child's classroom/site to be a guest reader.
- Donating games/supplies/books to your child's class or site in their honor.
- Engaging students in a special activity.

If there is a celebration with food, it will be done with careful planning by administration.

ADDITIONAL ENRICHMENT OPPORTUNITIES

(i.e. swimming, field trips, special guest, etc.) may be offered in your child's program and only full-time enrollment guarantee's that your child will be included in all activities. Part time enrollment may cause your child to miss some of these enrichment opportunities' depending on the day (s) your child attends.

SECURITY AND VIDEO FOOTAGE

All security and video footage are for administrative use only. Any questions or concerns can be brought to the Director of Child Development.

HELPFUL PROGRAM SPECIFIC INFORMATION

PRESCHOOL

Hours of operation Mon-Fri 6:30AM-5:30PM with an extended care option until 6:00PM for an additional fee. Preschool runs throughout the summer.

- We typically do not close due to inclement weather; however, we reserve the right to close if severe weather arises. If Southington Schools run on a delay or are cancelled due to inclement weather, the YMCA Learning Center, Jump Start and YP3 open at 8:00AM and closes at 5:30PM. There is no extended care.
- Bring a change of seasonally appropriate clothing to keep here including: shirt, pants, underwear, socks and shoes.
- Enrichment classes may include: Yoga, Zumba, Gymnastics, Aquatic Safety, fitness and music & movement.

FIRST DAY (PRESCHOOL AND JUMPSTART) CHECKLIST

Nap Time

- Crib Sheet (optional)
- Travel size blanket and pillow
- Lovie (stuffed animal, doll etc.)

Lunch

- All lunches need an ice pack (even if your child has thermos of soup)

Clothes

- Extra set of clothes to remain on site-including underwear, socks and shoes. Please ensure they are weather appropriate.

****Each classroom will let you know if there are any additional items needed.****

SCHOOL AGE

- Hours of operation for Before School Care are from 6:30AM until the start of school. For specific bussing times, please speak to the coordinator of the appropriate site. After Care runs from the time of dismissal to 5:30PM with an extended care option until 6:00PM for an additional cost.
- Follows the Southington Public School Calendar for vacations and holidays.
- If school is not in session due to a holiday or school vacation, Fun Days are held at the main Y and can be purchased starting September 15th at the Main Y. Fun Days run from 6:30AM to 5:30PM.
- Fun Day registration closes at 5:00PM the day before.
- If school is canceled due to inclement weather, parents may purchase one Snow Day at a time at the front desk of the main Y. Snow Days are held at the Main Y. Program runs from 8:00AM-5:30PM, NO EXTENDED CARE.
- If school is delayed in the morning, Morning Care will begin at 8:00AM and the busses will pick up according to the delayed school schedule.
- If school is a half day children will be dismissed to After Care. Programming will run until 5:30PM and 6:00PM for extended care. In the event of a ½ day due to inclement weather all children must be picked up by 5:30PM.
- A healthy snack and water are provided for all children.

NURSERY SCHOOL

- Hours of Operation for Nursery School AM classes 9:00AM-11:30AM and Extended Nursery School 9:00AM-1:00PM.
- Follows the Southington School Calendar for vacations and holidays.
- If Southington schools are cancelled or not in session, there is no class.
- Due to inclement weather, if there is a 2 hour delayed opening, NS will begin at 10:00AM and end at the regular time. If there is a 3-hour delay NS will be cancelled for the day.
- One snow day has been included in our calendar. If additional snow days occur, we will make up to a maximum of one week of classes.

Thank you for choosing the Southington Community YMCA for your child care needs. We look forward to serving your family for many years to come!