



SALEM FAMILY YMCA PRESCHOOL

SUMMER 2025

For a better us.®

» PARENT/
GUARDIAN
HANDBOOK

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Summer Camp Dates

One Week Sessions*

July 7th - August 22nd
2025

Hours of Operation

Mon-Thurs: 8:00am - 4:00pm
Fri: 8:00am - 2:00pm

**Must register for each individual week you're interested in attending*

Our Mission

Guided by our core values: caring, honesty, respect and responsibility, the Family YMCA of Marion and Polk Counties is dedicated to giving people of all ages, backgrounds, and walks of life the opportunity to reach their full potential with dignity for all since 1892.

Our Vision & Goal

Our goal is to create a safe, nurturing environment where children can thrive while their parents are at work or school. We are committed to helping children develop the foundational skills necessary for kindergarten readiness through engaging, developmentally appropriate experiences.

We believe that preschool should foster growth in all areas of a child's development—physical, social, intellectual, and emotional—by providing enriching opportunities that inspire curiosity, creativity, and confidence.

Our program is designed to not only support each child's individual potential but also to strengthen families by offering a high-quality, enriching experience in a safe and positive setting.

The YMCA's Values

Respect: Treat each other as we'd all like to be treated

Responsibility: Be accountable for your promises and action

Honesty: Be truthful in what you say and do

Caring: Show a sincere concern for others

Contact Us

Felicia Fisher, Youth Programs & Services Admin
503.399.2788 | ffisher@theyonline.org
Contact Felicia for Registration & Finance Questions

America Flores, Youth Development & Early Learning Director
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Reina Fiscal, Youth Development & Early Learning Coordinator
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Registration Information

We welcome all children and encourage families to visit our preschool before enrolling. We highly recommend that you and your child take a tour of our facility and meet our staff to gain a thorough understanding of our program. We hope this program provides your child with valuable new experiences and opportunities for growth. Our dedicated staff at the Y encourages you to take an active role in your child's preschool journey. We welcome open communication and invite you to speak with our qualified staff if you have any questions or concerns about your child's development and participation in the program.

This program is licensed by the Office of Child Care for the State of Oregon and accepts ERDC.

- 1. To secure a spot in the program, a completed registration form** must be on file, including all required paperwork fully completed, and any outstanding balances must be paid. We serve children ages 3 to 5 years old.
- 2. Please note that even if your child is currently enrolled** in our school-year preschool program, a separate registration form is required for any summer camp enrollment. If a program reaches capacity, we will establish a waiting list.
- 3. Parents/Guardians must notify us in writing** of any changes, such as address, phone number, workplace, or attendance schedule. All updates must be submitted in writing to the Preschool Director.

Payment Policy

By enrolling your child, you agree to pay the full program fee no later than two weeks before the camp start date. Please note that no credits or refunds will be issued for missed days.

A non-refundable \$45 fee is required for each child enrolling in YMCA Preschool Summer Camps. However, if your child is a current preschool participant, this fee was already covered at the time of enrollment. There is a \$30 NSF fee for all returned payments.

Financial Assistance & Payment Plans

Scholarships and Financial Assistance are available for those who qualify. If you would like to apply for military discount, ERDC or financial assistance, please contact Felicia Fisher at 503.399.2788 or ffisher@theyonline.org

Enrollment Eligibility

All activities are designed to be age-appropriate and safe for each group. We ask that each child be self-sufficient, meaning they can eat independently, use the restroom (if over the age of 4), and change on their own. Assistance may be provided under certain circumstances. Please contact the Preschool Director to discuss any specific needs.

Fees, Cancellations, and Changes

All requests for transfers or cancellations must be received in writing by emailing Felicia Fisher 30 days prior to the start of the specific camp week to qualify.

- All changes will be charged a \$15 processing fee (changes, transfers, and cancellations).
- Refunds are not available for absences due to vacations, special events, short-term illnesses/common colds, or other personal commitments that prevent attendance. Cancellations due to severe medical circumstances will need a written request and doctor's note, and will be considered on a case-by-case basis.
- If we must cancel a camp due to insufficient enrollment or any other circumstance beyond our control, we will offer a full refund or issue credit towards another camp.
- Payment is due in full two weeks prior to the camp start date.
- Late pick-up fees will be charged for each child picked up after 4:15 PM (camp ends at 4:00 PM) at a rate of \$1 per minute starting at 4:16 PM. Please ensure you arrive on time at the end of the camp day. If you are actively in line or in the classroom during check-out, you will not be charged a late fee.
- Late fees will be added to your account and may be included in the next auto-draft. Repeated late pick-ups may result in dismissal from the program. After three offenses, parents/guardians will be required to meet with the director to discuss possible solutions.

Third Party Billing

All third-party subsidies must be confirmed before registration. In most cases, parents/guardians must inform the third-party provider of the childcare program their child will be attending. Be sure to authorize Salem YMCA Preschool as your childcare provider before your child's first day at camp.

Families receiving tuition subsidies are responsible for the full cost of care if coverage is denied, expires, or if the child attends for more hours than authorized. Your third-party organization will notify you of any changes or lapses in coverage before they take effect. It is your responsibility to communicate these changes to the YMCA.

Records

To ensure emergency medical care can be provided, we require signed authorization from each child's parent or legal guardian. The child information record includes important details such as parents' work and home phone numbers, addresses, and the name, address, and phone number of the child's physician. This form must remain current and on file as long as the child is enrolled. Please notify the teachers or director of any changes.



Daily Routine & What to Bring

Clothing

Please pack an extra set of clothing for your child to keep in their cubby in case of accidents. Having familiar clothes on hand helps ensure their comfort throughout the day.

We strongly recommend sneakers or other soft-soled shoes to help prevent injuries. Since children love to run and play, their footwear should support safe movement. Sandals are discouraged, as they are not well-suited for active, large-motor activities.

Personal Belongings

We provide a wide variety of toys, learning tools, and developmental materials to support your child's daily needs. To ensure a positive and inclusive learning environment, we ask that all personal toys, gum, candy, and money be left at home.

The materials at the Y are shared among all children as part of their learning experience. Children tend to engage more fully in activities when they are not worried about personal belongings being lost or damaged. If a child needs a comfort item, they will be allowed to keep it in their backpack.

Drop Off & Parking

Parking in the area can be challenging due to the high number of summer participants, simultaneous Camp Greider drop-off and pick-up times, limited contract lot availability, and on-street parking restrictions. Minor traffic delays may occur during these times, and we appreciate your patience and cooperation.

Plan ahead to allow extra time for parking and the check-in/check-out process.

Drop-off and pick-up are walk-up only—this means you must park your vehicle in a designated space and walk into the building to check your child in or out.

Stopping, parking, or using hazard lights in the fire lane is strictly prohibited, and violators risk being ticketed or towed.

Repeated failure to follow these parking guidelines may result in consequences that could impact program participation. These rules are in place to ensure the safety of all our members and youth participants, as we manage check-in and check-out for over 100 Camp Greider families at the same time.

Thank you for your understanding and commitment to a safe and smooth process for everyone.

Pick Up

Parents/guardians are responsible for checking their child in and out of care as required by the State of Oregon. This is done through the Brightwheel app. Once a child is checked in, they are not permitted to leave the program without authorization. Likewise, once signed out, they may not remain on the premises.

Staff will conduct identification checks as needed. Anyone picking up a child must be listed on the authorization form, provide a photo ID upon request, and be at least 18 years old. Under no circumstances will a child be released to an unauthorized individual.

If an authorized pickup person appears to be under the influence of drugs or alcohol, staff may contact law enforcement or CPS and will require an alternate approved individual to pick up the child.

Employees are not permitted to sign out a child, transport them in their personal vehicles, or serve as an emergency contact unless they have a pre-existing relationship with the family and have received prior approval from the director.

Swimming

On occasion, and always with prior notice, we may have the opportunity to use the swimming pool. This provides a valuable chance for children to learn water safety and build confidence in the water. Please ensure your child has proper swimwear on designated swim days. We highly encourage families to participate in our swim days!

When participating in swimming activities, we follow these important safety rules:

- Swimming without a lifeguard is strictly prohibited.
- Showering before entering the pool is required.
- Running on the pool deck, in locker rooms, showers, or hallways is not permitted.
- Food, beverages, gum, and candy are not allowed in the pool area. The only exception is bottled water.
- Proper swim attire must be worn at all times. Cut-off shorts and street clothes are not permitted.
- Horseplay of any kind will not be tolerated.
- Anyone with bandages, open cuts, or wounds is not allowed in the pool.
- Only Coast Guard-approved flotation devices are allowed.
- Check with the lifeguard on duty before using water toys or life jackets.
- Always enter the water facing forward.
- Be respectful of others and refrain from photographing anyone other than your own child. Because the pool is a shared public space, we ask that all families respect the privacy of others and avoid taking photos without consent.

Family Participation Expectations:

When attending a swim day with your child, we encourage you to actively participate! Parents/guardians are expected to either be in the water with their child or engaging with them from the poolside. This is a wonderful opportunity to bond and create lasting memories together!

Field Trips

If we schedule a special field trip that requires transportation, we will notify all parents in advance. Information about field trips or off-site events will be communicated via email, text message, and flyer.

Please ensure your contact information is up to date so you don't miss important notifications.

Absenteeism

Please send a Brightweel message or call the preschool phone before 10 AM if your child will not be attending the program for any reason.

Please note: There are no refunds for absences due to illness, and no credits will be issued for vacations or other time away from the program. Exceptions for medical reasons may be considered on a case-by-case basis with proper documentation.



Communication Report

A detailed communication report is written when a child is involved in an accident with their surroundings and provided for the parent's review and signature. This report is also completed when a child is involved in an accident with a teacher, another child, or by themselves. The staff member who witnessed an incident will complete the form and the child's parents/guardian must sign the form. A copy of the form may be provided upon request. The reports are documented as soon as possible after the incident occurs.

Discipline Policy

We encourage parents/guardians to collaborate with our staff in reinforcing established limits and boundaries for every child. Our staff will always communicate with parents/guardians and the director regarding any situations involving negative behavior and its consequences.

Positive Redirection & Consequences

When a child exhibits behavior that is harmful to themselves or others, disrupts program activities, or is disrespectful to their peers, group leaders, or environment, the following steps will be taken:

1. Positive Behavior Redirection – Before any consequences are enforced, staff will use various strategies and positive behavior redirection techniques to guide the child's behavior in a positive direction.
2. Taking a Break – If redirection efforts are unsuccessful after continued attempts, the child may be asked to take a short break from the activity. They can rejoin once they are able to respectfully and appropriately engage.
3. Parent/Director Notification – If redirection and a break from the activity do not result in a positive change, the lead teacher will contact the parents/guardians and the director to provide an update on the child's behavior.

Immediate Response Behaviors

Some situations require a more immediate response due to the severity of the behavior. These include:

- Deliberate or malicious harm to themselves, other children, staff, their property, or YMCA property.
- Extremely disrespectful conduct toward an individual child, staff member, or group.

These behaviors may result in an immediate call for the child to be sent home. The child may return to the program the following day or at a later date, as determined by the director based on the situation.

Physical restraint can ONLY be used when a child's safety or the safety of others is at risk. Restraining a child must be as gentle as possible and limited to an appropriate amount of time to help control the situation.

Our goal is to create a safe, respectful, and supportive environment for all participants. We appreciate the cooperation of parents/guardians in reinforcing positive behavior expectations.

Release of Children

As a licensed childcare program, we are required to have a clear policy regarding the release of children to parents or authorized individuals designated by parents/guardians. It is essential that you discuss and document your child's departure plan in your registration forms.

Children may only be signed out by individuals authorized by their parents/guardians on the registration forms. If any changes or additions to the authorized pickup list are needed, you must inform the director or coordinator in writing or via email. By law, we cannot release a child without authorization from a legal guardian.

No child will be released to any individual who appears to be physically, mentally, or emotionally impaired to the extent that, in the judgment of the head teacher, the child's safety would be at risk. This includes individuals who appear intoxicated or under the influence of narcotics. In such cases, the head teacher will attempt to contact the child's other parent/guardian or an authorized pickup person.

To ensure your child's safety, it is important to list at least two backup contacts in addition to the parents/guardians. If we are unable to arrange an alternative pickup within one hour of the center's closing, the director or coordinator will contact the Oregon Department of Human Services.

In the event that a child remains in our care past 4:00 PM with no contact from a parent, the following procedure will be followed:

1. The Head Teacher or other YMCA staff will attempt to contact the child's parents/guardians, emergency contacts, and other authorized pickup individuals listed at registration.
2. If no one can be reached, the Head Teacher will notify the Preschool Director.
3. The Preschool Director will go to the classroom and attempt further contact. At this time, they will also notify the appropriate local police department to request a welfare check at the child's home.
4. If no contact has been made with the parents/guardians or emergency contacts by 4:30 PM, the police and/or the Oregon Department of Human Services (DHS) will take custody of the child and transport them to the appropriate station. The Preschool Director will accompany the child during transit as required.

We strongly encourage families to keep all emergency contact information up to date to prevent such situations.

Illness

Help us keep each other healthy and well this summer. If your child is experiencing any of the following symptoms, keep them home and do not send them to camp:

- A temperature above 100.4 degrees Fahrenheit. Temperature must be normal (98.6F) for **at least 24 hours** without taking fever reducing medication before returning to camp.
- Fever, vomiting, diarrhea, any undiagnosed rash, discharge from eyes, ears or profuse nasal discharge, severe cold symptoms, head lice.
- Showing symptoms of COVID-19.
- Exposure to communicable diseases (Such as: whooping cough, severe sore throat, measles, pink eye, ringworm, fifth disease, mumps, chicken pox, diphtheria, scarlet fever, strep throat, H1N1 virus, or COVID-19).

Please notify the program staff immediately if you become aware of any of these conditions, so that we can alert staff and other families (confidentially) to watch for symptoms.

If your child(ren) has any of the symptoms while at camp, Staff will contact a parent or authorized adult to immediately pick up the child. Your child will be isolated, within sight and hearing of staff, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact(s) listed on the child's registration form. Parents/guardians or emergency contacts are required to pick up their ill child within one hour of being contacted.

Re-Admittance after Illness

A child must be symptom-free for at least 24 hours, including being fever-free without the use of medication (unless otherwise noted by a doctor), before returning to the program.

If a child is sent home due to nits or lice, they may not return until they have been completely nit- and lice-free for at least 48 hours. Before re-entry, the child must be checked by a teacher to ensure they meet this requirement.

Medication Authorization

A Medication Authorization Form must be completed and signed by a parent/guardian before any medication can be administered. All medication must be given to staff in its original prescription-labeled container, which must clearly display the child's name, prescribing doctor, date, medication name, and dosage. Children are not allowed to self-administer medication. All medications, including inhalers, must be given to the Lead Teacher. For children requiring EpiPens, parents/guardians must provide the medication along with any special instructions and complete an Allergy Form before the child attends the program.

Please Note: The Family YMCA of Marion & Polk Counties does not provide medical or hospital insurance for medical costs incurred by the individual or immediate family as a participant of the YMCA and any of its activities. All cost incurred for such treatment will be the responsibility of the individual family.

Serious Injury

In case of serious illness or accident, if the parent/guardian cannot be reached, the Teacher or Director will contact the doctor noted on the child's registration form. If the doctor cannot be reached or if immediate intervention is necessary, 911 may be called. The 911 response team will provide the emergency care needed and transport the child to the designated hospital if necessary.

As a licensed program, we are also required to report any serious injuries to DELC (Department of Early Learning and Care).

Universal Precautions

The term "universal precautions" is used by healthcare professionals to mean that all individuals are treated with the same level of care and caution, regardless of whether they have a known or unknown infectious disease.

At the YMCA, employees follow universal precautions when administering any type of first aid to ensure the health and safety of both the child and the staff member. This means that any time first aid is provided, all individuals are treated as if they may have an infectious disease, following proper safety protocols to minimize risk.

Reporting Child Abuse

The Family YMCA is committed to the safety and protection of all children. Our staff members are legally mandated reporters, meaning they are required by law to report any evidence or suspicion of child abuse or neglect. If a staff member observes or becomes aware of such concerns, they must report it to Child Protective Services (CPS) within 24 hours.

Parent/Guardian Behavior

We reserve the right to dismiss a family from our program if the parent/guardian at any point threatens the safety of our children and/or staff. This also applies if the parent/guardian shows inappropriate, aggressive, or offensive behavior towards children and/or staff, or refuses to follow our policies and procedures.

We take the safety and well-being of our children and staff very seriously. Any reports of misconduct or concerns raised by parents, staff, or children will be thoroughly investigated. However, we also want to emphasize the importance of accuracy and importance of accuracy and truthfulness in these reports.

Knowingly making false allegations can have serious consequences, including potential legal action and termination of services. We encourage all parents/guardians to communicate openly, honestly, and proactively with us; and we ask you to do so responsibly.

We are committed to providing a safe and supportive environment for everyone involved in our program, and we appreciate your cooperation in this endeavor.

Emergency Evacuation Procedures

In the event of an emergency, the Y Care Program will evacuate all participants and staff to a safe location. As soon as all participants are evacuated and it is safe to do so, parents/guardians will be contacted with more information.

We hold monthly fire drills and it is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions, during fire drills, children are required to exit the building dressed as they are for a few minutes. Evacuation plans are posted in each classroom. In the unlikely event that the center is severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency shelter to await the arrival of a parent or guardian. Should such an emergency occur, each family will be notified by Y Staff.

Weapons Policy

The YMCA will not tolerate weapons or toy weapons on the property or in a child's possession at or away from camp. A student in possession of a weapon or a toy weapon may be subject to suspension or expulsion.

Switchblades, pocketknives, guns, and any other potential weapon, including "look alike" weapons such as plastic knives or guns, will be confiscated immediately and parents/guardians will be contacted.



Resolving Parent/Guardian Concerns

If you have questions or concerns, please follow these steps:

1. Speak first with the classroom teacher.
 - Please understand that teachers are responsible for supervising children, so scheduling a time to talk may be beneficial for a more focused discussion.
2. If additional assistance is needed, bring the concern to the Preschool Director.
3. For safety concerns or unresolved issues:
 - If the concern involves program safety, contact the Senior Director of Youth Programs and Services.
 - If the concern is facility-related, contact the Branch Director.

Contact information for these individuals is listed at the front of this handbook.

Babysitting

YMCA Staff shall not socialize with children enrolled in YMCA programs outside of approved YMCA activities, including babysitting or transporting children. Immediate disciplinary action will be taken by the Y toward staff if a violation is discovered. Please do not ask our staff to babysit.

Volunteer Program

Parents/guardians and volunteers are welcome to accompany children on field trips and assist with special projects throughout the year.

All volunteers must complete a screening process similar to that required for our staff to ensure the safety and well-being of all participants.

If you or someone you know is interested in becoming a trained volunteer, please contact the Director for more information on the application and training process.



