



WITHNELL FAMILY YMCA OF MARION & POLK COUNTIES
SALEM FAMILY YMCA PRESCHOOL
25-26 PARENT HANDBOOK
685 COURT ST NE, SALEM OR 97301

OUR MISSION

The Family YMCA of Marion & Polk Counties has been putting Christian principles into practice through programs that build healthy spirit, mind, and body for all since 1892.

OUR VISION AND GOAL

At the Family YMCA of Marion & Polk Counties, our goal is to provide a safe place for children to be while parents are at work or school. Provide a place where children will be able to learn foundational skills to be ready for kindergarten. We believe that our Preschool should provide opportunities and experiences that focus on a child's physical, social, intellectual, and emotional development. We aspire to provide a quality enrichment program to help support and strengthen the family unit, to help children develop to their fullest potential, and to deliver a program in a safe, positive environment.



KEEPING RECORDS CURRENT

In order to provide emergency medical care to children, we require signed authorization by each child's parent or legal guardian. The Child Information Record contains vital information about each child, such as parents' work and home numbers and addresses, and the name, address and phone number of the child's physician. This form must be kept current and on file as long as the child is enrolled. Please notify the childcare office of any changes.

HOURS OF OPERATION

Preschool operates M-F 7:30am to 5:30pm.

PSP and Half-day Hours are M-F 8:00am to 2:00pm.

SEVERE WEATHER

The YMCA Preschool follows the Salem-Keizer School District for closures.

DELAYED OPENING

The Preschool operates on the same delay system as the public schools. For example, if there is a 2-hour snow delay, the program operates starting at 9:00am. If the district is out of school then preschool is also closed.

UNEXPECTED EARLY DISMISSAL

If school is dismissed early for weather-related reasons, the Preschool will also close early. If school is closed for this reason, it is the parents' responsibility to be aware of the early closing. YMCA staff is not responsible for notifying parents on an individual basis. It is suggested that an alternative plan be in place as a precautionary measure.

TUITION WILL NOT BE REIMBURSED FOR DAYS THAT SCHOOL IS CLOSED DUE TO WEATHER.

DISCIPLINE POLICY

We encourage staff and parents/guardians to work together to follow through on developing established limits and boundaries for every child. Staff will always discuss any situation involving negative behavior and consequences with parents/guardians and the Program Director.

POSITIVE REDIRECTION AND CONSEQUENCES PROCEDURE

When a child behaves in such a way that is either harmful to themselves/others, disrupting the program activities, or is being disrespectful to their peers/group leaders/environment the following steps will be taken:

- Before any consequences are put into place, staff will use various tactics and positive behavior redirection to help point a child's behavior in a positive direction.
- If a positive redirection does not work after continued attempts, a child may be asked to take a break from the current activity for a period until the child is able to respectfully reengage in the activity.
- If a positive redirection and a break from the activity fails to change a child's negative behavior, a Teacher will contact parents and the Director to give an update on the child's day.
- There are times when certain situations occur and a more immediate response is required. These behaviors include deliberate and malicious harm to themselves, other children, staff members, their property, or the property of the YMCA. Also included is conduct that is extremely disrespectful to an individual child, staff member, or group. Any of these could be a cause for an immediate call for the child to be sent home. The child may return to the program the following day, or until the YD Director sees fit, depending on the situation.

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

***NO REFUNDS ISSUED IF A CHILD IS SENT HOME FOR THE DAY**



ABSENTEEISM

Please notify us, before 10am if your child will not be attending the program for any reason. Parents will be expected to pay tuition when their child is absent from the program due to illness. There will be no credits to your account for vacation or other time away from the program. The only possible exception to this might be medical reasons.

FOUR CORE VALUES

We stress the high importance of our four core values everyday in all of our programs.

Honesty: being honest, dependable & loyal.

Respect: living the Golden Rule, accepting others, showing courtesy and manners.

Responsibility: being accountable, doing one's best.

Caring: being kind, compassionate, & understanding, showing love and charity to others.

CLOTHING

Please pack an extra set of clothing for your child that can remain in your child's cubby. Accidents happen, and we want to put them in clothes that are familiar. We highly recommend sneakers or other soft-sole shoes to help prevent injuries. Children love to run, and shoes shouldn't hinder them from doing so. We try to discourage sandals as they do not lend themselves to large motor activities.



PERSONAL BELONGINGS

The YMCA provides an ample supply of toys, learning tools, and developmental materials to meet your child's daily needs. Please leave all toys, gum, candy, and money at home. The materials at the YMCA are shared by all children as part of their learning experience. Children have more fun and participate more fully in activities when they are not concerned about having personal belongings lost or destroyed. If a toy is needed by a child to provide comfort, the child will be allowed to keep the toy in their backpack.

FIRE DRILLS AND EVACUATION PROCEDURES

The YMCA Preschool holds monthly scheduled fire drills. 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 YMCA staff.

DROP OFF

For your child's safety and state regulation compliance, parents/guardians **MUST** escort children into the program and sign them in using our Brightwheel App. If you are having issues, please contact the preschool Director for assistance.

PICK UP

Parents are responsible, and required by the State of Oregon to check the children in and out of care by signing through the Brightwheel App.

- Once children are checked into the YMCA Preschool, they are not permitted to leave the program without authorization. Children are also not permitted to remain at the program once they are signed out.
- Staff will conduct identification checks as needed.
- Anyone picking up a child, must be on the authorization list, provide a photo ID upon request, and be at least 18 years old. Under no circumstances will a child be allowed to leave the program with an unauthorized person.
- If anyone authorized to pick up a child appears to be under the influence of drugs or alcohol, staff may call law enforcement or CPS. Staff may request for someone else to pick-up the child.
- Employees are not allowed to sign out a child, transport them in their personal vehicles, or be an emergency contact for a child unless there is a prior relationship and permission is obtained from the Director.



RELEASE OF CHILDREN

As a licensed childcare program we are required to have a policy concerning the release of children to parents or authorized individuals, by parents, to be responsible for the child. Please **CLEARLY** discuss with us and have in writing on our enrollment packets your plan for your child's departure from the classroom.

Children are allowed to be signed out only by individuals authorized by the children's parents/guardians on the preschool registration forms. If there are any additions or changes to these names, you must inform the Director in writing or via email. By law, we cannot release any child unless we have authorization from a parent/guardian.

No child will be released to any person who appears to be physically, mentally, or emotionally impaired, to the extent that in the judgment of the Head Teacher, the child would be placed at risk of harm if released to such an individual. This includes individuals who may seem to be intoxicated or under the influence of narcotics. In such a situation, the Head Teacher will attempt to contact the child's other parent/guardian or authorized pick-up person. It is important to always list two backups other than the parents. If we are unable to make an alternate arrangement within one hour of the center closing, the Director will call the Oregon Department of Human Services.

In the event that the child is left in our care past 5:30pm with no contact from a parent, the following procedure will be followed:

- The Head Teacher, or other YMCA staff, will call parents, emergency contacts, and other authorized pick-ups provided at registration.
- With no success at the above, the Head teacher will contact the Preschool Director.
- The Preschool Director will go to the classroom; at this time, they will call the appropriate local Police Dept. to have someone go to the child's home.
- At 6:00pm, if no contact has been made from parents/guardians or emergency contacts, the police will take the child to the appropriate police station. The Preschool Director shall accompany transit.

Parents/guardians arriving after 5:30pm (2:00pm on early release days) will be assessed a late fee beginning immediately at 5:31pm (2:01pm respectively). This fee is \$30 for the first 15 minutes. There will be an additional \$30 fee for every 15 minutes. Late fees will be added to the following auto-draft cycle. Chronic late pick-ups will be grounds for dismissal. The clock on site is the official clock used to determine check in and out times.

EXTRA CHARGES

- Returned payments result in a \$30.00 minimum charge that will automatically be added to your account.

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)

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. The Communication Report is also completed when a child is involved in an accident with a teacher or another child. The YMCA staff member who witnessed an incident will complete the form and the child's parent must sign the form. A copy of the form may be provided upon request. The reports are documented as soon as the incident occurs.

REPORTING CHILD ABUSE

The Family YMCA takes very seriously the safety and protection of children. Our staff are all legally mandated reporters. It is their responsibility to report any evidence of abuse or neglect of a child that they observe, or are aware of, to Child Protective Services within 24 hours.

KEEPING RECORDS CURRENT

In order to provide emergency medical care to a minor, we require signed authorization by each child's parent or legal guardian. The Child Information Record contains vital information about each child, such as parent/guardian's work and home numbers and addresses, and the name, address, and phone number of the child's physician. This form must be kept current and on file as long as the child is enrolled. Please notify the childcare office of any changes.

ILLNESS

If your child is ill, please keep them home. If your child becomes ill while in our care, a parent will be contacted and asked to pick up their child immediately. The 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 person listed on the child's enrollment form. The YMCA is not licensed to provide health care for sick children. Staff have the authority to ask a parent/guardian to remove their child from the program, if the child appears ill or their health is judged to be detrimental to other children and staff. Parents/guardians or emergency contacts will be required to pick up ill child within one hour of being contacted.

MEDICINE

A Medication Authorization Form must be completed and signed by the parent or guardian in order for any medication to be administered. Medication must be brought to staff in its original prescription-labeled container. The label must clearly identify the child's name, doctor, date, prescription name, and dosage. Children are NOT allowed to dose medication themselves – all medicine, including inhalers, must be given to the Head Teacher. Children requiring EPIPENS must turn in all medications to the Head Teacher and inform them of any special instructions.

RE-ADMITTANCE AFTER ILLNESS

There must be a 24 hour period free of symptoms, including fever, and without the aid of medicine (unless noted otherwise by doctor) before a child can return to the YMCA. If your child is sent home with nits or lice, they cannot return unless they are nit and lice free for 48 hours. In order to return, they must be checked by a teacher.

UNIVERSAL PRECAUTIONS

The term "universal precautions" is used by health care professionals, and it means that all patients are treated in the same manner, regardless of a known or unknown infectious disease. The universal precautions used by the YMCA employees, administering any type of first aid, ensure the health and safety of the child and employee. Any time any first aid is administered, all persons are treated as if they have an infectious disease.

FINANCIAL POLICIES

Registration is open throughout the year. Returning children must re-register each year. When a program fills to capacity, a waiting list will be established.

Parents/guardians must inform us of any changes (new address, phone numbers, workplace, change in days attending, etc.). This information must be put in writing and given to the Preschool Director.

We hope that this program can help your child have many new experiences and opportunities to grow into a responsible youth. The staff here at the Y encourages you to take an active role in your child's preschool program. We welcome you to speak with the qualified staff if you have any questions or concerns about your child's development and involvement in the program. The program is licensed by the Office of Child Care for the State of Oregon.



PAYMENT POLICY

By enrolling your child in the YMCA Preschool, you accept the responsibility of payment monthly.

All payments are due by the 1st or 15th of each month for the upcoming month. (e.g. October tuition will be due either October 1st or September 15th).

Late payments will result in a disruption of your child's attendance at the YMCA's Preschool. In addition, your account will be charged a \$30.00 late payment fee.

In the event of illness, vacation, or other absences, please contact the preschool phone 503.305.4405 by 10:am and leave a voicemail. No credit or refund will be given for missed days.

Monthly tuition is the same for every month that the school is in session, regardless of the number of days on the school calendar. There will be no reduced fees for the months with fewer school days.

ENROLLMENT ELIGIBILITY

All activities are deemed age-appropriate and safe for each group. We ask that each child be able to be self-sufficient. Self-sufficient is defined as: Children are able to eat on their own, use the restroom (if over the age of 4), and change independently. Assistance may be provided if needed under certain circumstances.

REGISTRATION FEE

There is a non-refundable registration fee of \$50 for each child enrolled in the YMCA Preschool.

WITHDRAWAL POLICY

In the event that a child must be withdrawn from the program prior to the end of the school, a cancellation form must be completed with TWO WEEKS NOTICE.

FINANCIAL ASSISTANCE

The Withnell Family YMCA of Marion & Polk Counties offers a financial assistance program to families who meet our qualification guidelines. For a copy of the financial assistance application and guidelines, please contact the Preschool Director.

Parents/guardians of a subsidized child must complete all required paperwork on time to continue enrollment at the Salem Family YMCA. If monthly payments are not made, the child may not be accepted into the program.

THIRD-PARTY BILLING

All third-party subsidies must be confirmed before registration. In most situations, parents/guardians must state which childcare provider their child will attend to the third party. Please be sure to authorize YMCA Preschool as your childcare provider before your child's first day. Families whose tuition is subsidized by a third party are responsible for the full cost of care if coverage is denied, expires, or if the child is in care for more hours than authorized.

You will be notified by your third-party organization regarding any changes or lapses in care prior to the changes taking effect. It is your responsibility to communicate with the YMCA regarding these changes.

SWIMMING

On occasion, and always with prior notice, we may have the opportunity to use the swimming pool. This will provide the program with the opportunity to learn water safety and be comfortable in the pool, as well as offering parents the opportunity to further bond with their child. Please be sure to provide proper swimwear for your child. When we do go swimming, we will abide by the following rules:

- Swimming without a lifeguard is prohibited.
- Shower before you enter the pool.
- Running on deck, in the locker rooms, showers, or hallways is NOT permitted.
- Food, beverages, gum, and candy are not permitted in the pool areas; the exception to this rule is bottled water.
- Proper swimming attire must be worn at all times. No cut-offs or street clothes.
- Horseplay of any kind will not be tolerated.
- Anyone with bandages, open cuts, or wounds is not allowed in the pool.
- Coastguard-approved flotation devices only.
- Check with the lifeguard on duty for the use of water toys and life jackets.
- Enter the water facing forward.

We highly encourage families to participate in our swim days.



VOLUNTEER PROGRAM

Parents/guardians and volunteers may accompany the children on field trips and offer assistance on special projects throughout the year. Volunteers go through a screening process similar to the process used for our staff. Please contact the Director if you or someone you know would like to be a trained volunteer for any of our programs.



FIELD TRIPS

If we arrange for an extra special field trip, which requires transportation, we will inform all parents in advance of every field trip, outing, or event away from the center. We will communicate these special field trips via email, Brightwheel message, and a flyer. Please make sure all your information is up-to-date to receive these types of messages.

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 YMCA against YMCA staff if a violation is discovered.

PLEASE DO NOT ASK STAFF TO BABYSIT!

RESOLVING PARENT/GUARDIAN CONCERNS

Parents having questions or concerns should proceed with the steps below:

1. Speak first with the Classroom Teacher. Please understand that scheduling a time may be beneficial, as the classroom teachers may have the responsibility of caring for other children while you are trying to speak with them.
2. Bring the problem to the attention of the Preschool Director if you need additional assistance.
3. Contact Preschool Director, America Flores at aflores@theyonline.org
4. If there are safety concerns that need to be addressed, please contact our Branch Director, John Herring, at jherring@theYonline.org if staff have not resolved the matter to your satisfaction.

Appropriate staff names and numbers are listed on the back page of this handbook.

CLASSROOM OBSERVATIONS

The Family YMCA of Marion & Polk Counties has an open-door policy allowing authorized parents/guardians to visit at any time. We encourage parents/guardians to visit the program at any time during the course of the day. Parents/guardians should feel free to observe and/or interact with their child. When arriving to visit or observe, we ask that you notify the classroom teacher of your presence. Please keep your child's classroom schedule in mind while scheduling a visit.

You will be asked to sign in.

IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION:

YMCA Front Desk

(P) 503.581.9622

Preschool Director: America Zetino

(P) 503.305.4405

(E) aflores@theyonline.org

Classroom A

(P) 503-376-9566

(E) preschoola@theyonline.org

Classroom B

(P) 503-379-2271

(E) preschoolb@theyonline.org

