TABLE OF CONTENTS

WELCOME
- Our Mission, Our Vision, & Goals  4

RESOURCE INFORMATION  5
- Registration Process  5
- Keeping Records Current  5
- Photo Release  5
- Hours of Operation  6
- Holidays  6
- Licensing  6
- Clothing  6
- Personal Belongings  6
- Birthdays  7

SAFETY  7
- Fire Drills & Evacuation Procedures  7
- Drop Off  7
- Pick Up  7
- Release of Children & Late Pick-Up  8
- Serious Injury  8
- Communication Report  9
- Reporting Child Abuse  9

HEALTH  9
- Illness  9
- Medicine  10
- Re-admittance after Illness  10
- Universal Precautions  10
- Nutrition: Snacks & Lunches  10

NUTRITION  10
- Snacks & Lunches  10
- USDA Guidelines  10-11
- YMCA Guidelines  10
- Lunches  11

FINANCIAL POLICIES  14
- Payment Policy  14
- Enrollment Eligibility  14
- Registration Fee  14
- Withdrawal Policy  15
- Financial Assistance  15
- Third Party Billing  15
- Extra Charges  15

PROGRAMS  15
- Absenteeism  15
- Four Core Values  16
- Discipline Policy  16
- Swimming and Water Safety  17
- Severe Weather  18
- Field Trips  18
- Babysitting  18

PARENT INVOLVEMENT  18
- Resolving Parent Concerns  18
- Classroom Observations  19
- Volunteer Program  19

IMPORTANT PHONE NUMBERS
Listed on back page
Our Salem YMCA Preschool welcomes all children regardless of race, religion or creed. Before you enroll, we strongly recommend that you and your child visit the Preschool. Our staff will give you and your child a tour of the facility and a thorough overview of the program. To ensure a space in the program, we require that your child have a completed application on file, which includes all forms completed in their entirety, and balances are paid.

We serve children ages 3 to 5 years old. Registration is open throughout the year. Registration is on a first come, first serve basis. Returning children must re-register each year. When a program fills to capacity, a waiting list will be established.

Parents must inform us of any changes (new address, phone numbers, work place, 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 Childcare for the State of Oregon.

**OUR MISSION**

The mission of the Family YMCA of Marion & Polk Counties is to strengthen the foundation of the community through programs, services & relationships that build a healthy spirit, mind, and body. We aim to be an effective resource and influential partner of the community by strengthening meaningful, caring relationships and promoting healthy, productive lifestyles for generations. The Family YMCA of Marion & Polk Counties is a 501(c)(3) not-for-profit organization.

**OUR VISION**

The Family YMCA of Marion & Polk Counties is part of a worldwide association of YMCA’s based on Christian principles, inclusive of all people, that builds communities nurturing personal growth in spirit, mind, and body. We develop, conduct and support programs and relationships which foster healthy lifestyles, strengthen families, develop responsible citizenship, environmental stewardship, build international understanding and cooperation, promote concern for others and respect for individual differences. Supported by volunteers, our YMCA encourages participation by men, women, and children regardless of age, race, creed, socioeconomic condition or cultural heritage. The Family YMCA of Marion & Polk Counties promotes and ascribes to the core values of caring, honesty, respect and responsibility.

**GOALS**

The Family YMCA of Marion & Polk Counties believes 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.
RESOURCES INFORMATION

Registration Process
The Family YMCA of Marion & Polk Counties Preschool is open to children 3 to 5 years of age. Children do not have to be toilet trained if they are under the age of 4 to join our program (they must be toilet trained by their 4th birthday). Children are enrolled on a first-come, first-served basis. Others are placed on a waiting list and accommodated as space becomes available. To complete enrollment of your child we encourage you to visit one of the Y’s branches.

You will need to fill out and return the following information prior to your child’s first day:

☐ Enrollment Form
☐ Payment Authorization Form
☐ Immunization Forms
☐ $45 Registration Fee
☐ Handbook Acknowledgement
☐ Statements of Understanding
☐ Sunscreen Permission Form

When applicable:
☐ DHS Forms
☐ Financial Assistance Application

Return these items and pay the registration fees as soon as possible to save your child a space as we do have limited class sizes.

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 phone 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 child care office of any changes.

Photo Release
The Family YMCA of Marion and Polk Counties may take photos, videos, or sound recordings of your children in our child care programs. We often use them for crafts, projects, or posted online. The Family YMCA of Marion and Polk Counties reserves the right, and if granted permission by the parent as indicated in the registration packet, to photograph or film your child while they are participating in any activity. The Family YMCA of Marion and Polk Counties may also use said pictures and video files for any form of advertising or promotion, at no compensation to the family, as deemed appropriate as well as publish them on the YMCA website for publicity purposes.

Hours of Operation
The Salem YMCA’s Preschool operates Monday - Friday from 7AM to 5:30PM.

Holidays
THANKSGIVING: Closed on Nov. 28 & 29
CHRISTMAS: Closed Dec. 24 & 25
NEW YEAR’S: Closed Dec. 31 & Jan. 1
CLOSED: Labor Day, Memorial Day, July 4th

The YMCA Preschool follows the Salem-Keizer closure schedule when it comes to inclement weather. Tuition will not be reimbursed for days that school is closed due to bad weather.

Licensing
The YMCA hires quality and experienced staff that are subject to thorough background checks and verifications. Not only do the Preschool staff pass the Y’s background check, but they also pass the Oregon Childcare Registry check. Our employees are CPR/First Aid trained, have the education and experience required for their position, and complete over 30 hours of continued education every year. Our teachers follow strict state licensing guidelines when it comes to their level of qualification.

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. Toddlers and young children love to run, and their shoes shouldn’t hinder them from doing so. We try to discourage slide on shoes and 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, pets, and money at home. The materials at the YMCA are shared by all children as part of the 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 his/her backpack.
Birthdays
Birthdays are special days for children and can be celebrated in a variety of ways. Parents can make arrangements with our staff to bring a special healthy snack to celebrate with the group. If you would like to share a special gift with your child’s classroom please consider donating a book or toy to our program in honor of your child’s special day. Invitations to parties outside the YMCA can be given out at the classroom if the entire group is to be invited.

SAFETY
Fire Drills & 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 at each site/classroom.

In the unlikely event that the center is ever 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
MORNING DROP OFF PROCEDURE
For your child’s safety and state regulation compliance, parents MUST escort children into the program and sign them in.

Pick Up
Parents are responsible, and required by the State of Oregon to check children in and out of care by signing the classroom attendance sheet.

• 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 authorized list, provide photo identification upon request, and be at least 16 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 and may refuse to release the child(ren).

• 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 Child Development Director in advance.

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 plans for your child’s departure from the classroom.

Children are allowed to be signed out only by individuals authorized by the children’s parents on the Preschool registration forms. If there are any additions or changes to these names, please inform the Youth Development Office 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(s) or parent who appears to be physically 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 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 1-855-503-SAFE.

In the event a 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 7PM, if no contact has been made from parents or emergency contacts, the police will take the child to the appropriate police station. The Preschool Director shall accompany transit.

Late pick-up fees will be charged for each child picked up after 5:30PM. Late fees are charged at a rate of $1 per minute beginning at 5:31PM. Late fees will be added to the following auto draft. Chronic late pick-ups will be grounds for dismissal.

Serious Injury
In case of serious illness or accident (if the parents 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.
**Communication Report**
A detailed Communication Report is written when a child is involved in an accident with his or her surroundings, and provided for the parent’s review and signature. The Communication Report is also completed when a child is involved in an incident with a teacher or another child. The YMCA staff member who witnessed an incident will complete the form and both the director and the child’s parent must sign the form. A copy of the form will be returned to you. These reports are documented as soon as the incident occurs.

**Reporting Child Abuse**
The Family YMCA of Marion and Polk Counties 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 made aware of, to Child Protective Services within 24 hours.

**HEALTH**

*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(s) listed on the child’s enrollment form. The YMCA is not licensed to provide health care for sick children.

Staff has the authority to ask a parent to remove their child from the program, if that child appears ill or their health is judged to be detrimental to the other children and staff. Parents or emergency contacts are required to pick up the ill child within one hour of being contacted. **Children exhibiting the following symptoms may not attend the program:**

- Severe pain
- Temperature over 100 degrees
- Diarrhea or blood in urine
- Swollen joints
- Jaundiced skin, yellow eyes or red eyes with discharge
- Visibly enlarged lymph nodes
- 1 or more episodes of vomiting in 24 hours
- Infected/untreated skin patches or rash lasting more than one day
- Evidence of head lice or nits
- Sore Throat
- Unknown Rash
- Any contagious illness

**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 medication to the Head Teacher and inform them of any special instructions. Please note: The Family YMCA of Marion and Polk Counties does not provide medical or hospital insurance for medical costs incurred by the individual or immediate family as a member of the YMCA or a participant of any of its activities. Therefore, any costs incurred for such treatment will be the responsibility of the individual family.

**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 a 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 means all patients are treated in the same manner, regardless of a known or unknown infectious disease. The universal precautions used by 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.

**Nutrition:**
**Snacks & Lunches**
All children are provided a daily, nutritional, morning and afternoon snack. Please provide your child with a USDA approved daily lunch. During the summer months we will provide lunch through the free summer lunch program. Should a family choose to provide supplementary snacks, healthy options are encouraged as **candy, soda, and fried foods are not permitted**. If a child has a severe food allergy, staff reserve the right to prohibit other children in the classroom from bringing food related to the allergy.

**USDA Guidelines**
The Preschool provides balanced, nutritious, mid-morning and afternoon snack prepared according to USDA guidelines. The food that a family provides for a child in our program must meet USDA guidelines – per Oregon state licensing 414-300-0270.

**YMCA Guidelines**
**Warm-ups for food need to be under two minutes, in a microwave safe container, and not require any additional preparation and/or mixing.** Drinks sent in lunches must either be milk or 100% juice, or water. Squeeze-its, Capri Sun and the like are not 100% juice and do not count toward USDA requirements. **Lunch boxes and all containers need to have child’s first name and last initial.**
Each lunch served shall equal at least 1/3 of a child’s daily nutritional needs. Every meal shall meet USDA guidelines and shall include at least one serving from each of the following groups: fluid milk; breads and grains; meat, fish, poultry or meat alternatives (e.g., dried beans, yogurt or cheese). Each meal shall include two servings of fruits and/vegetables. No liquids other than milk and 100% fruit juice shall be counted as part of the daily nutrition.

Lunches
The following guidelines may be helpful in preparing lunches:
Use whole-wheat products. Include food from each of the following groups—protein foods, fruits, vegetables, and bread/grain. A treat is nice every now and then, but incorporate it into the meal rather than a dessert. Children get plenty of sugar from fruits, vegetables, and carbohydrates. Try to prepare foods so that they are easy for your child to eat. Popcorn, hot dogs, apples, carrots and potato chips are foods that children often choke on. Please cut these food items into very small pieces. Incorporate foods that have bright colors.

Here are some additional lunch ideas:
Sandwiches, soups, pastas, applesauce, honey and sunflower butter sandwiches, cheese, cheese spreads, tuna or egg salad, hard-boiled eggs, cream cheese, cornbread or muffin, cold chicken, turkey or meat loaf.

Fruits: Oranges (peel and cut in small wedges), bananas, raisins, fruit salad, pears, dried fruit, fruit leather, melon wedges, berries or grapes.
Vegetables (cut into small pieces): Carrots, celery sticks, zucchini, tomato wedges, tossed salad, cottage cheese with chopped vegetable or cucumber.

Munchies, Desserts, or Snacks: Raisins, whole-wheat fig bars, tortilla chips, whole-wheat pretzels, sesame sticks, yogurt, pickles, olives, and fruit.

Snack
Preschool provides a snack in the morning and afternoon. Snack shall also meet USDA guidelines and must consist of 2 components from the following food groups: fluid milk, breads and grains, meat, fish, poultry or meat alternatives.
FINANCIAL POLICIES

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. (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) 881 6586 by 10AM by leaving a voicemail. No credit or refund will be given for missed days.

Monthly tuition is the same for every month that school is in session, regardless of the number of days on the school calendar. There will be no reduced fees for 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 $45 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 school, a withdrawal form must be completed with TWO WEEKS NOTICE. A voucher will be issued for any overpayment. The voucher is valid for one year and can be applied toward any YMCA program or membership.

Financial Assistance
The Family YMCA of Marion and 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 call the Youth Development Office (503) 399-2753.

Parents 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, children may not be accepted into the Program.

Third Party Billing
All 3rd party subsidies must be confirmed before registration. A current child care authorization must be on file at the time of registration.

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 3rd 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.

Extra Charges
- Returned payments result in a $30.00 minimum charge.
- Punctuality is a crucial element in our operation. Please be conscientious of your child’s schedule. After three offenses, the parent will be required to meet with the director to discuss possible solutions to the problem. Late pick-up fees will be charged for each child picked up after 5:30pm. Late fees are charged at a rate of $1 per minute beginning at 5:31pm. Late fees will be added to the following auto draft. Chronic late pick-ups will be grounds for dismissal.

PROGRAMS

Absenteism
Please call the Preschool phone (503) 881 6586, 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 vacations or other time away from the program. The only possible exception to this might be medical reasons.

Four Core Values
The Four Core Values were introduced by the YMCA of the USA in the mid 1990’s. These assets were put in place in order to teach children the difference between right and wrong. We stress the high importance of these 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.

 Discipline Policy
We encourage staff and parents to work together to follow through on established limits. If a child continues to display inappropriate behavior, a staff member will discuss the situation with the Head Teacher. A “3-Strike” rule of discipline is to be used. The children in our care have certain rights, high among them if the right to personal safety. Any child who physically or emotionally assaults another child will receive consequences. They are as follows:

- Parents will be made aware of any problems that occur on a daily basis. These will be in the form of a conversation with the Head or Assistant Teachers or Incident/Accident reports. Serious issues will be cause for an immediate phone call to the parent.
- If a serious, negative pattern is observed, we will implement a “3-Strike” standard. When a particular negative behavior occurs, parents will receive notification by phone, in writing, in person or a combination of the three. After three occurrences, the child will receive a one day suspension for the program. These behaviors include, but are not limited to: hitting, biting, disrespecting staff, property, or others, disregard of program rules, and bullying actions. After four occurrences, the child will be dismissed from the program.
- There are times when certain situations occur that a more immediate response is required. These behaviors include, but are not restricted to: deliberate and malicious harm to themselves, other child, staff member, 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 cause for an immediate suspension of one or more days.
- The program is responsible for the safety of all children and staff. Therefore, if a child’s behavior does not improve, the parents may be asked to withdraw the child.

Physical restraint will not be used unless a child is in danger of hurting him/herself or others. If a staff member disciplines a child inappropriately, he/she will be dismissed.
Swimming and Water Safety
On occasion, and always with prior notice, we may have the opportunity to use the swimming pool. When we do go swimming we will abide by the following rules:

- Swimming without a lifeguard present 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 pool areas; 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.
- Persons with bandages, open cuts, and wounds are not allowed in the pool.
- Coastguard approved flotation devices only.
- Check with the lifeguard on duty for use of water toys and life jackets.
- Enter water facing forward.

Severe Weather
The YMCA Preschool is closed when school is closed in the Salem-Keizer School District.

Severe Weather
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 at 9am; 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 parent’s responsibility to be aware of the early closing. YMCA staff will not notify parents on an individual basis. It is suggested that an alternative plan be in place as a precautionary measure.

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, text message, and 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 toward YMCA staff if a violation is discovered. PLEASE DO NOT ASK STAFF TO BABYSIT!

PARENT INVOLVEMENT
Resolving Parent 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, Amanda Setzer at asetzer@theyonline.org

4. If there are safety concerns that need to be addressed, please contact Nancy Umeda at numeda@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. When contacting staff beyond the Classroom Teacher, please be sure you are contacting the proper supervisor so as to expedite a solution.

Classroom Observations
We encourage parents to visit the program any time during the course of the day. Parents should feel free to observe and/or interact with their child. When arriving to visit or observe, we ask that the parent notify the classroom teacher of their presence. Please keep your child’s classroom schedule in mind, while scheduling a visit.

The Family YMCA of Marion & Polk Counties has an open door policy allowing authorized parents/guardians to visit at any time. You may be asked to either sign in or observe from an area that is not disruptive to programming.

Volunteer Program
Parents 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.

IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION:

Preschool Director: America Flores  
(O) 503.881.6586  
(E) aflores@theyonline.org

Youth Development Program Director: Felicia Fisher  
(O) 503.399.2788  
(E) ffisher@theyonline.org