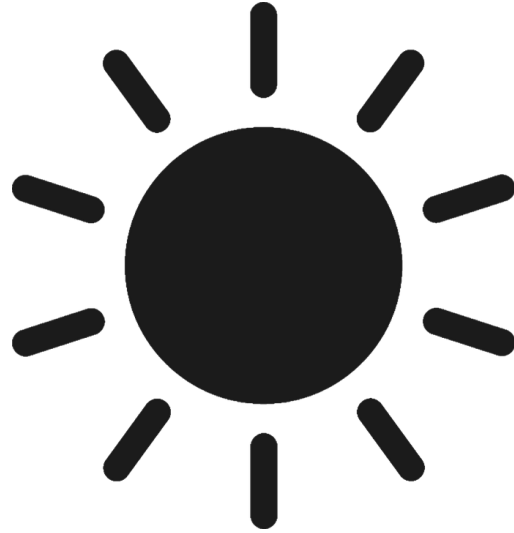




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

eliminating racism
empowering women
ywca

BEST SUMMER EVER



Little Campers

Parent Handbook

MARSHALLTOWN YMCA-YWCA

Please keep for future reference!

YMCA–YWCA STAFF CONTACT INFORMATION

Y Preschool Direct Lines

(641)352-5072 & (641)352-5073

Marshalltown YMCA YWCA

(641)752-8658

Brandee Brown Lead Teacher

(641)352-5073 brandee.brown@ymca-ywca.org

Dulce Garcia Assistant Teacher

(641)352-5072 dulce.garcia@ymca-ywca.org

Ashley Nelson Youth Director

(641)752-8658 ashley.nelson@ymca-ywca.org

***Download the Remind app, use the link remind.com/join/mtownymc or text @mtownymc to the number 81010 to receive text reminders and picture updates!**

REPORTING ABSENCES/LATE ARRIVALS

Please **phone** the Y by 8:30 a.m. if your child will be absent for the day. If no notice is given of your child's absence, you will be charged for that day. If you are registered for a day, and plan to not attend please phone staff as soon as possible. Your account will be credited or refunded if notice is given. If no notice is given, you will not be refunded. You will be charged the daily amount of \$28. Staff can be reached by calling the Y at 752-8658 or 352-5072 (direct preschool line).

LITTLE CAMPERS SUPPLY LIST

Please send the following items with your child each day in attendance or leave the following items at camp for the summer. Please mark all items with your child's name.

- **1 Crib size sheet**
- **1 Lightweight blanket**
- **1 Backpack**
- **1 Pair of tennis shoes and socks* if not worn daily**
- **1 Extra set of clothes and underwear, accidents happen!**

***Please put spare clothes in Ziploc bag and write child's name on bag**

***Please write child's name on tag of both sheet and blanket.**

NO Pull-ups or diapers allowed.

THANK YOU!

TABLE OF CONTENTS

PROGRAM PHILOSOPHY

- Values and Goals

CURRICULUM

- Creative Curriculum
- Positive Behavioral Interventions and Support
- Daily Schedule

COMMUNICATION

- Parent/Teacher Communication
- Newsletters
- Fees

ADMINISTRATION

- YMCA-YWCA Contact Information
- YMCA-YWCA Teachers

GENERAL INFORMATION

- Arrival and Dismissal ***COVID Regulation Change**
- Discipline
- Reporting Absences
- Personal Belongings ***Limited under COVID Regulations**
- Mandatory Reporting
- Meals/Snacks
- Hand Washing
- Nap/Resting Time
- Park Days
- Swimming Days
- Outside Play
- Field Trips

HEALTH POLICIES

- **COVID Guidelines/Regulations**
- Exclusion Policy
- Sudden Illness
- Special Health Concerns
- Fever
- Ear/Nose/Chest Infections
- Eye Infections
- Impetigo
- Vomiting
- Lice/Scabies
- Fifth Disease
- Strep Throat/Tonsillitis
- Medication Procedure
- Special Needs
- Biting Policy

SAFETY POLICIES

- **COVID Guidelines/Regulations**
- Parent Authorization Form
- Sign In/Out Policy ***COVID Regulation Change**
- Tornado & Fire Drills
- Emergency Plans/Evacuation Procedures
- CPR & First Aid
- Accident/Incident Reports

All policy changes/regulations are now the default policies/regulations until lifted by the Marshalltown YMCA-YWCA.

***Staff will sign children in and out. Parents/Guardians are not permitted in the facility. Mandatory temperature and health screenings will be conducted upon drop off each day. Children with a fever of 100.4 or above will not be permitted for care.**

VALUES AND GOALS

The Y respects the uniqueness of each child. The program engages children's learning in developmental areas, while allowing for individual differences in learning styles. Creativity is encouraged through play based experiences. The Y believes that child initiated play experiences give children the opportunity to explore and practice motor, cognitive, communication, and social skills.

The Y will provide a high quality, developmentally appropriate early learning program by:

- Maintaining a safe environment
- Creating a trusting and consistent environment
- Facilitating learning through play, in large group, small group and individualized instruction
- Providing an opportunity for exploring and experimenting
- Emphasizing the "process", not the "product"
- Modeling empathy and compassion
- Providing a child-centered program evolving from the interests of the children along with planned studies
- Using curriculums that are continually revised to ensure a variety of developmentally appropriate experiences

CURRICULUM

Children need activities for physical, social-emotional, and academic development. The YMCA-YWCA follows the Iowa Department of Education Early Learning Standards. Themes are used to facilitate integrated learning opportunities for students.

The YMCA-YWCA uses The Creative Curriculum For Preschool Curriculum.

Creative Curriculum is a comprehensive curriculum that guides teachers in designing a program in which children learn important skills and content, and develop social competence. The curriculum includes six areas of development:

1. Physical Well Being & Motor Development
2. Approaches Toward Learning
3. Social & Emotional Development
4. Communication, Language & Literacy
5. Mathematics & Science
6. Creative Arts

Interest areas facilitated include blocks, library, listening, dramatic play, writing, computers, toys/manipulatives, science, art, music and outdoor play. Cooking and field trips are also incorporated into the curriculum. ***Some interest Areas/Centers are not permitted under COVID regulations.**

Positive Behavioral Interventions and Support (PBIS)

In order to help children know what is expected of them in the classroom, YMCA-YWCA has established expectations that can be applied in all aspects of the day. This will provide consistency for the children, making it easier for them to learn and understand each expectation.

Program-wide expectations: -Be Safe-Be Helpful-Be Kind

Through these expectations, staff can address any behavior and help children to be respectful and responsible. These rules will be posted throughout the classrooms and the children will become very familiar with each expectation. Once a behavior is taught, each child will be motivated to use that behavior in place of a less appropriate behavior. Motivation will be provided through positive feedback from all staff interacting with children. This positive feedback will take many forms, for example, if a child is following the rule "Be Safe" a teacher may say "I like the way you are staying safe by walking to line up". This lets the child know he/she is following the expectation.

Red and Green Choices

Red and Green Choices sets reasonable and achievable behavioral standards, then teaches students to choose acceptable green solutions to situations. The strategy promotes talking about, writing words and drawing pictures of green choice behavioral solutions to responses as they occur, in green. The same is promoted for unacceptable red responses to stimuli, in red. Red and Green Choices provides immediate feedback to undesired responses as they occur then encourages practicing the opposite green choice until it is learned or developed.

DAILY SCHEDULE

7:15-8:45	ARRIVAL: PLAYGROUND Outdoor Play
8:45-9:00	TRANSITION Clean Up/Restrooms/Wash Hands
9:00-9:30	MORNING SNACK
9:30-9:45	MORNING TIME: Calendar, Story, Weather, etc.
9:45-10:45	LEARNING CENTER PLAY: Blocks, Dramatic Play, Art, Discovery
10:45-11:45	LARGE MOTOR PLAY: Playground, Field, etc.
11:45-12:00	TRANSITION Lunch Prep/Wash Hands
12:00-12:45	LUNCH
12:45-1:15	TRANSITION Clean up/Restrooms/Wash Hands
1:00-2:30	QUIET RESTING TIME
2:30-2:45	TRANSITION Wake up/Restrooms/Wash Hands
2:45-3:15	AFTERNOON SNACK
3:15-3:30	TRANSITION Clean Up/Restrooms/Wash Hands
3:30-4:30	IMAGINATIVE/LEARNING CENTER PLAY
4:30-5:30	OUTSIDE PLAY Pick up

COMMUNICATION

Parent/Teacher Communication

Please share any concerns involving children's daily routine or experiences with teachers as quickly as possible. Teachers welcome conversation regarding each child and his/her experiences. It is sometimes difficult to discuss such information at arrival or dismissal. Please feel free to schedule time with teachers throughout the Summer.

Newsletters and REMIND App

A newsletter explaining themes, special activities, as well as important dates for field trips, and swimming will be sent home monthly. Subscribe to the Remind app for updates, pictures and reminders by texting @littlecamp to 81010.

Fees

Fees are due weekly and must be drafted on Saturdays from a checking, savings, or credit card account, or paid in full at the time of registration. Parents must register with Ashley Nelson, Youth Director. Accounts must be kept current in order to continue services. Failure to comply with payment plan will result in being dropped from the program. Parents wishing to discontinue enrollment must give notice in advance. If no notice is given billing will remain active and you will be responsible for payment.

YMCA-YWCA Fees: \$28/day_Y Members \$38/day_ Program Participants Hours: 7:15a.m.-5:30 p.m.

ADMINISTRATION

YMCA-YWCA Staff

Y Preschool Direct Lines
(641)352-5072 & (641)352-5073

Marshalltown YMCA YWCA
(641)752-8658

Brandee Brown Lead Teacher
(641)352-5073 brandee.brown@ymca-ywca.org

Dulce Garcia Assistant Teacher
(641)352-5072 dulce.garcia@ymca-ywca.org

Ashley Nelson Youth Director
(641)752-8658 ashley.nelson@ymca-ywca.org

*Download the Remind app, use the link remind.com/join/mtownymc or text @mtownymc to the number 81010 to receive text reminders and picture updates!

GENERAL INFORMATION

Arrival & Dismissal

Parents/Guardians are required to sign children in and out daily. ***COVID Regulation Change: Staff will sign children in and out. Parents/Guardians are NOT permitted in the facility. Mandatory temperature and health screenings will be conducted upon drop-off every day. Children with a fever of 100.4 or higher will NOT be permitted for care. NO exceptions.** Children may arrive as early as 7:15 a.m. It is recommended that children arrive by 8:30 a.m. to allow for play before the group transitions to snack. Teachers will take attendance at (8:45) and during transitions throughout the day.

Children will not be released to anyone that is not listed on the authorized pick-up form. Any requested change must be made in writing on the release form. Staff will ask for I.D. from parties that are unfamiliar, but have permission to pick up a child.

A copy of a court order must be on file with the center if any biological parent is to be denied access to a child. It is parents' responsibility to make the director and teachers aware of any situation of separation/divorce for dual communication/conferences, which should be made available to both parents.

Discipline

Teachers reinforce desirable social behavior through positive redirection and earned praise. YMCA-YWCA philosophy includes attempting to prevent discipline through building strong relationships and behavioral redirection. Preschool age children naturally test boundaries. When a child's behavior may harm him/herself or another child, teachers will remove the child from the situation. If a plan of action is necessary, teachers will work with parents to create a behavior plan; successful behavior plans are individualized to each student and require family involvement. Teachers recognize the importance of helping children to develop self-discipline, independence, and responsibility. Children learn that they are secure and safe when positive guidance is used. Individualized positive guidance combined with self discipline and adults who assist children in understanding and expressing their feelings in acceptable ways help children develop the skills they need to successfully interact with others.

Reporting Absences

To report that a child is unable to attend care on a registered day, please notify teachers by calling the Y at (641)352-5072 direct line. Please call by 8:30 a.m.

*A staff contact information sheet is included in the registration packet, please keep it handy for future reference.

Personal Belongings

Please label children's belongings. Please send an extra set of clothing to remain at the center in case of accidents. Children may get dirty during the day and accidents happen. Please take notice when extra clothes are used and send new the following day. ***COVID Regulation: Children are NOT permitted to bring toys from home. NO exceptions.**

Mandatory Reporting of Child Abuse

The Department of Human Services requires staff to report any suspected cases of sexual or physical abuse or neglect, as outlined in the Iowa Code. The Mandatory Reporting of Child Abuse Policy is posted on the parent board in the classroom.

Meals/Snacks

Children are provided a nutritious morning and afternoon snack. Lunches will be provided daily from the Marshalltown Community School District, parents will be notified if there are days a lunch should be brought from home. If a child must be on a special diet, please provide documentation on the child's condition in order to provide proper care.

Hand Washing

The YMCA-YWCA works to offer a clean environment. Several measures are taken to keep the program as germ free as possible. Children and staff will practice thorough handwashing throughout the day, specifically before and after eating, transition times and restroom use. Staff will monitor children during handwashing to ensure proper procedure of 20 second handwashing.

Resting

Children will be given time to rest each day in a quiet environment. Soft music is sometimes played. Children that do not nap, will be expected to rest quietly. Quiet time is an important part of the full day care routine, giving children the opportunity to rest and recharge for the remainder of the day. The YMCA-YWCA provides cots and a sheet/blanket for each child. ***COVID Regulation Change: Children are NOT permitted to bring any plush items from home; pillow, blanket, sheet etc.** Sheets and blankets will be laundered at the Y weekly.

Park Days

Weather permitting, Children will walk on the bike path to Mega Ten Park two mornings each week. Please wear or pack tennis shoes for park days. The following safety procedures are followed on park days. Attendance is taken:

- Before leaving the Cultural Center
- Arriving at Mega Ten Park
- Before leaving Mega Ten Park
- Arriving at the Cultural Center

Swimming Days

Weather permitting, Children will walk to the Horne-Henry Center to swim with the Y's Aquatics Staff and certified lifeguards. Please pack a swim suit and towel on swimming days.

Children will each change in family dressing rooms. Teachers will assist as needed. The following safety procedures are followed on swimming days. Attendance is taken:

- Before leaving the Cultural Center
- Arriving at the Horne Henry Center
- Before leaving the Horne Henry Center
- Arriving at the Cultural Center

Outside Play

Fresh air and opportunities for large motor play are vital to children's development. Guidelines for outdoor play will be determined by The Child Care Weather Chart posted on the parent information board.

HEALTH POLICIES

In order to protect all children, established guidelines are in place for illness procedures. If staff determine a child is sick or contagious, the child will not be able to attend. Upon parent notification that a child is ill, parents are required to pick up as soon as possible. *May not exceed 45 minutes.

Exclusion Policy

If a child will not be attending for any reason, please inform teachers as soon as possible. ***COVID Regulation Change: Children with any signs of illness will not be permitted for care.** Children who exhibit the following symptoms will be sent home upon becoming ill during the day. Children will be excluded if unable to fully participate in activities or require greater individual care than staff can provide.

Sudden Illness

Some signs or symptoms of illness may indicate a serious illness and should be evaluated by a medical professional:

- Lethargy that is more than expected tiredness
- Uncontrollable coughing
- Unexplained irritability or persistent crying
- Difficult breathing
- Wheezing
- Other unusual signs for child

Special Health Concerns

• Allergies

Please make staff aware of child's allergies to any medications or food. Allergies must be posted in the classroom for awareness of all staff, volunteers or substitutes.

• Inhalers

If a child requires an inhaler/nebulizer, special instructions from a physician/pharmacy are required to be filed at the center.

• EpiPen

Notify staff immediately if a child uses an EpiPen. It is required that an EpiPen be left in the classroom. Additional paperwork and instructions will also be required from a physician.

Fever Criteria *COVID Regulation Change:

If a child has a fever (viral or communicable cause) of 100.4 or higher upon drop-off that child will not be permitted for care. Any child that exhibits a fever during the day must be picked up immediately. Before returning, children must be fever free for at least 24 hours without the use of medication. NO exceptions.

Eye Infections

Conjunctivitis or Pink Eye is a viral or bacterial infection. Eyes are pink with creamy or yellow discharge and the eyelids may be matted after sleep. Eyelids and around the eyes may be red and swollen, pain may also occur. Children should be taken to the doctor to confirm the diagnosis. Children may return after symptoms are gone.

Impetigo

Impetigo is a skin sore with a yellow, colored scab. It may ooze and drain. Most sores are on the face, around the nose and mouth. Children should be seen by a physician. Children must complete 24 hours of medication and be free from any weeping lesions.

Vomiting

A child may not return until free from vomiting for at least 24 hours. *If your child is sent home from care they may not return the following weekday.

Lice

Live mites or nits (eggs) are present in hair. Children may return following the first treatment. Staff will check the child's head upon arrival when returning.

Scabies

Live mites that invade the webs of the fingers or toes and wrist region and cause rash and severe itching. Child must be seen by a physician and treatment must begin before returning.

Fifth Disease

Fifth Disease is a viral illness (cold and cough) with rash likely involving face (slapped face appearance) followed by a lacey rash on extremities, chest and trunk. It is most contagious 2-4 days prior to rash appearing (not contagious after onset of rash). A physician should confirm diagnosis. A child may attend with rash; however, fever criteria previously listed applies.

Strep Throat or Tonsillitis

This is a bacterial infection of the throat that must be confirmed by a physician. Child must complete 24 hours of medication before returning, fever criteria previously listed applies.

Communicable Disease

Parents should notify staff immediately when a child contracts a communicable disease. Staff will post notices of exposure.

Medication Procedure

If a child requires medication while in care, the following procedures must be followed:

- Medication must be in original box or bottle. No medication may be administered otherwise.
- Parents must fill out a Medical Authorization Form. This is a required document in order to administer any medication in the center. Phone approval will not be accepted for medication administration for the safety of children.
- Medication must have patient information attached supplied by a pharmacy. It is imperative that staff is aware of the side effects this may produce in a child.

Special Needs

All needs will be reasonably accommodated. Please share any care plans with staff. Please discuss any procedures that need to be followed in the event of an emergency. When additional assistance is requested, staff works closely with specialists from AEA 267.

Biting Policy

Children biting other children is one of the most common and difficult behaviors in group child care. In the event that a child is bitten, the follow plan of action will be implemented:

For the biter:

- The child is immediately removed from the situation.
- The child will rinse their mouth with water.
- The child is allowed to return to activities after behavior has been discussed with child by staff, while reinforcing that biting is not acceptable.
- An incident report will be filled out and parents will be notified.

For the victim:

- Separate the victim from the biter.
- Administer first aid.
- An incident report will be filled out and parents will be notified.

If biting persists:

- All occurrences will be charted including attempted bites, location, time, participants, behaviors, staff present and circumstances.
- All parents will be informed of the problem and the procedures that will be followed to handle consistent biting.
- Staff will 'shadow' children who have a tendency to bite, attempting to head off biting situations before they occur. Staff will teach non-biting responses to situations and reinforce appropriate behavior. As possible, staff will adapt the program to better fit the individual child's needs.
- Staff will 'shadow' children who have a tendency to be bitten, attempting to head off biting situations, and teach responses to potential biting situations.
- Staff will work with all parents involved to keep all informed and develop a joint strategy of change.
- Director and staff will hold a conference with parents of the biting child to develop a specific written plan of action. Follow up meetings and/or phone calls will be scheduled as needed.

SAFETY POLICIES

The following guidelines are in place to ensure a safe environment for all children:

- No child will be left unattended.
- An Authorization Form (for pick up) must be completed (registration packet). Parents must list persons authorized to pick up children. The list will be kept in a designated area for staff to use when children are being picked up.
- Parents must sign children in and out when arriving and departing. ***COVID Regulation Change: Staff will sign children in and out daily. Parents/guardians are NOT permitted in the facility.**
- Tornado and fire drills are practiced monthly as required by law.
- Emergency Evacuation Procedures are practiced. In the event children need to leave the building for emergency reasons, the children will be taken to the Horne-Henry Center and will remain there until able to return to the building. In the event the Horne-Henry Center becomes unsafe, children will be taken to the Marshalltown Public Library.
- The YMCA-YWCA has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, power failures, bomb threats, chemical spills, earthquakes and blizzards.
- Emergency evacuation plans are posted by all exits.
- All staff members are certified by CPR and First Aid.
- First Aid kits are available within the classroom, at the Y Service Desk, on the playground and on all field trips.
- Emergency phone numbers are taken on field trips and at any time the children leave the classroom.
- The staff will complete an Accident Report or written notification to parents of minor injuries that occur. Serious injuries will be reported immediately to parents. If needed, emergency services will be called. A staff member will accompany your child to the nearest medical facility and will remain with your child until a parent/guardian has arrived.