



CHILDCARE PROGRAM HANDBOOK 2022 - 2023

(361) 575-0511

1806 N. Nimitz Street

Victoria, Texas 77901

YMCA MISSION

PUTTING JUDEO-CHRISTIAN PRINCIPLES INTO
PRACTICE THROUGH PROGRAMS THAT BUILD A
HEALTHY SPIRIT, MIND, AND BODY FOR ALL.

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Dear Parents,

The YMCA of the Golden Crescent is extremely pleased to provide a Childcare Program for your child. By selecting the YMCA Childcare program, you are giving your child(ren) the opportunity to benefit from a quality program with a foundation of YMCA traditions and many years of experience serving children and their families.

We offer a staff of counselors that are trained in effective supervision and a positive approach to promoting the well-being of every child physically, emotionally, spiritually, and intellectually. Our programs are well-balanced with recreational, character development, and enrichment programs.

This parent handbook has been designed to answer your questions, promote communication between our staff and your family, and assist you in understanding our policies and procedures. The policies outlined in this handbook are intended to protect your child (ren) and to ensure that his /her experience with our Childcare Program is positive and rewarding.

Please read the handbook carefully and in its entirety with your child(ren) and refer to it as needed.

Sincerely,
YMCA Childcare Management Staff

OUR MISSION

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

YMCA POLICY

The YMCA prohibits behavior, which is inappropriate, relating to profanity, abusive language/behavior, sexual harassment, or removal of YMCA Property.

OUR PHILOSOPHY

We believe in creating an environment for children where they have the freedom to explore experience, inquire, and discover while developing their maximum potential.

OUR GOAL

To provide the widest range of fulfilling programs to serve the changing needs of the community. We strive to help individuals develop intellectually, emotionally, and physically.

ENROLLMENT POLICY

- Enrollment shall be open to any child, provided the program can meet the needs of that child.
- Enrollment shall be granted without discrimination regarding race, color, creed, religion, or political beliefs.
- Children must be enrolled in the program before they can attend.
- The enrollment form must be completely filled out to attend.

TERMINATION POLICY

Program participants may be asked to withdraw from the program for the following reasons:

1. Delinquency in fee payment with no immediate payment forthcoming.
2. The child shows an inability to adjust to the program rules, after all methods, including parent conferences, have been tried to affect a behavior change.
3. Parents are late twice in picking up a child.

STAFF REQUIREMENTS

Each staff member must meet the Texas Department of Protective and Regulatory Services Minimum Standards of education and work experience to qualify for being considered for a position. Victoria County does not require tuberculosis testing so our staff are not required to have this.

ACTIVITIES

1. Staff will encourage each child to participate in all activities; however, no child will be forced to participate in any scheduled activity.
2. Outside play and activities may be limited to short periods due to the weather. We encourage outdoor play for all children daily, weather permitting.

PLAY AREAS- Applies to Full Day Care at YMCA

The children enrolled in the Youth Adventure Camp that are under the age of 5 will use the Early Learning Center playground for playtime as it is fenced in. The caregivers will exit the playground area from the back door of the YMCA.

The older children will utilize the soccer fields as their play area. The area is not fenced and is located by our outdoor pool. There is a sidewalk that leads to the soccer fields and we will walk the children down the said sidewalk to the play area. Caregivers will be placed at the front of the line and the end of the line to make sure the children are supervised at all times. The caregivers will be positioned all around the area the children will utilize so that they are supervised at all times.

The written activity plan includes at least the following:

1. The group activity plan is designed for and dates (daily, weekly or monthly) the plan covers:
2. A variety of activities daily.
3. Indoor and outdoor play in which the children make use of both small and large muscles.
4. A balance of active and quiet play including group and individual activities both indoors and outdoors.
5. Regular meal and snack times (meals for full days).
6. Supervised nap times (no child will be forced to nap).
7. Both child-initiated and caregiver-initiated activities.
8. Sufficient time for activities and routines so that children can progress at their own developmental rate.
9. No long waiting periods between activities or prolonged periods during which children stand or sit.

DAILY ACTIVITY PLAN:

Check-in: Roll Call and Announcements.

Discussion: Activity themes and ideas, show and tell, circle time (ex. Sunshine/Cloud Activity)

Snack/M meal Time: Nutrition and Social Time

Outdoor Recreation: Organized Games/Free Time

Activity Centers: Enrichment modules on a varying schedule, arts and crafts, table games, and centers.

RULES AND DISCIPLINE PROCEDURES

ALL PARTICIPANTS WILL BE EXPECTED TO ABIDE BY THE FOLLOWING RULES

- RULES:**
- Follow directions.
 - Listen to leaders at all times.
 - Be respectful of others' feelings, belongings, and rights.
 - Use of appropriate language.
 - Let safety be your first concern.
 - Gum chewing is not permitted.

DISCIPLINE:

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation time from the group, when appropriate for the child's age and development, which is limited to not more than one minute per year of the child's age.
5. Any child who **purposely destroys or defaces YMCA equipment or property will be held accountable.** Parent/Guardian may be asked to replace or repair any equipment or properties destroyed or defaced by the child.
6. Any child who has continuous discipline problems despite time-outs may be subject to the following procedure:
 - a. **Child/Parent/Staff conference**
 - b. **Child/Parent/Director conference**
 - c. **Probation/Suspension**

There will be no harsh, cruel, or unusual treatment of any child; the following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food and naps/quiet time.
3. Pinching, shaking or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for **the child's age.**

All YMCA staff members will encourage and assist all children in following the discipline rules. All children will be treated with kindness and respect. Each child's comments, suggestions, requests, and complaints will be given sincere consideration.

PREVENTING AND RESPONDING TO CHILD ABUSE AND NEGLECT

The caregivers that will work with your children must attend a training or workshop on child abuse and neglect and prevention. They will be trained on recognizing, factors indicating a child is at risk, warning signs, and reporting abuse.

GANG FREE ZONES

An area within 1000 feet of a childcare center is a gang free-zone, where criminal offenses related to organized criminal activity are subject to harsher penalties. Information will be posted at your center.

CHILDCARE PARTICIPANT RULES

For us to assure that our program runs smoothly; protects the safety of all; promotes cooperation and assists our children in taking responsibility for their actions, the following rules will apply to all participants.

Participants must:

1. Check-in with Site Director immediately upon arrival each day.
2. Respect the property of the YMCA and the school.
3. Report to the director or group leader if they are sick or hurt.
4. Keep all personal belongings in their backpacks during summer camp hours, unless otherwise instructed to retrieve them.
5. Behave responsibly, be helpful, and be cooperative.
6. Demonstrate courtesy and respect for one another.
7. Respect Counselors and Program Leaders and follow directions.
8. Obey all school rules that are observed during the school day.
9. Be honest, truthful, and fair with others.
10. Comply with safety rules.

It is our goal that Site Directors, counselors, children, and parents work together toward good behavior and a cohesive atmosphere. However, in some cases, additional disciplinary measures may be pursued if a child inflicts physical or emotional harm on other children, is dangerous to himself or others, or is physically or verbally abusive to staff and others. In these instances, one or all of the following techniques may be used to achieve cooperation and safety.

1. Staff will notify parents of emerging difficulties and ask for behavior assistance management.
2. With parental permission, when appropriate, the input of teachers or school counselors may be sought.
3. Documentation of the child's behavior may be written and placed in his/her file.
4. The child may be placed in time out according to his/her age or development.

NOTE: The YMCA reserves the right to remove a child from the Childcare program after all attempts have been made to help the child and the family when the desired results have not been achieved. Please understand, however, that our primary goal is to avoid such action and to successfully meet the need of the participants.

CONTACT INFORMATION

If you have any questions regarding our Childcare Programs, you may call our YMCA Front Desk at 361.575.0511.

You may use Option 2 to speak with Michelle Falcon, the Childcare Director.

Office hours are Monday – Friday, 8:30 a.m. - 6:00 p.m. If you call before or after this time you may leave a message or send an email to mcavazos@ymcavictoria.org.

You may use Option 3 to speak with Elizabeth Orsak for enrollment or billing questions.

Office hours are Monday – Friday, 11:00 a.m. – 7:00 p.m. If you call before or after this time you may leave a message or send an email to meorsak@ymcavictoria.org.

| | | |
|-------------------|-----------------|---------------------|
| Front desk hours: | Monday-Thursday | 5:00a.m. - 9:15p.m. |
| | Friday | 5:00a.m. - 8:15p.m. |
| | Saturday | 7:00a.m. - 5:00p.m. |
| | Sunday | 1:00p.m. - 5:00p.m. |

If you wish to speak directly with your Childcare Site Director you can reach them at the following number:

| | | |
|--------------------|--------------|------------------|
| 1. Aloe | 361.652.9584 | Kobi Cardenas |
| 2. BBB | 361.220.0300 | TBD |
| 3. Crain | 361.652.0412 | TBD |
| 4. DeLeon | 361.652.9579 | Alicia Connor |
| 5. Dudley | 361.652.9596 | Ruth Hopes |
| 6. Edna | 361.652.9612 | Amelia Espinoza |
| 7. O'Connor | 361.212.3428 | Tiffany Franklin |
| 8. Pinnacle Pointe | 361.571.1577 | TBD |
| 9. Rowland | 361.652.9585 | Jenny Gwosdz |
| 10. Shields | 361.652.9567 | Roger Mejia |
| 11. Smith | 361.652.9576 | Julianna Ybarbo |

CHECK-IN/SIGN-OUT PROCEDURES

Children enrolled in the Childcare Programs will meet in the cafeteria upon arrival. YMCA staff will check them in as they arrive. Parents are required to enter the facility and sign their children in and out each day.

Children must be signed out daily with the time of pick up listed. If anyone other than the parent is picking up a child, his/her name must be on the enrollment form. Picture identification will be asked if any unfamiliar person(s) on form claiming any child (ren) and license ID and number will be recorded by Site Director.

If a parent calls the site to authorize the pick-up of any children to someone not on the enrollment form, the Site Director will call that parent to verify. If we are unable to reach the parent at that number, the child **WILL NOT** be released.

No child will be allowed to leave the program area unless a parent or guardian or the designated adult you have listed on the enrollment form has signed them out. A child refusing to stay at the Childcare program and/or attempting to leave the Childcare program unattended will be subject to either temporary or permanent suspension.

RESTROOM SUPERVISION

There will be restrooms located in the back area of the YMCA building that the children will utilize when the group sizes exceed the use of the front restrooms. There will be two caregivers at all times that will assist the children in going to the restrooms that are located outside of the daycare area and will ensure kids are supervised at all times.

OPERATIONAL POLICY

1. The hours of operation for the Afterschool Programs are from the time of school dismissal until 6:00 pm. Except for Pinnacle Pointe Learning Center and Barbara Bauer Briggs YMCA Location, which dismissal is 6:30 p.m.
2. Parents can visit the site anytime during the childcare center's hours of operation to observe the child, the childcare center's operation, and program activities, without having to secure prior approval. Parents can spend time with their children during an activity if they like and get involved as well. Parents will be notified of any changes in our operational policy or enrollment agreement at the Parent Information Board.
3. Parents can review a copy of the minimum standards and the childcare center's most recent licensing report. You can find these items at your child's site. They will be located at the director's desk or the Parent Information Board.
4. Parents may contact Licensing Representatives at 361.574.7330 or cell 361.571.5351. They are located at 2706 Leary Lane. The Abuse Hotline Representative at 1.800.252.5400 or at www.tdprs.state.tx.us/childcare for any concerns or questions you may have.

PERSONAL BELONGINGS

1. Toys are not allowed to be brought to the Childcare Program unless approved by the Site Directors for special activities.
2. All personal belongings are to be put in the assigned place upon arrival and left until departure. Each child will be responsible for his/her belongings, and the **staff will not be accountable for lost articles**. Please see that your child's items are marked with their names.
3. No sharp objects or exploding toys will be allowed.

WATER ACTIVITIES

All safety precautions as described in the Minimum Standards p. 145 (746.5001) will be followed.

BIRTHDAY PARTIES

Birthday celebrations are always welcome at our Childcare Program. Please notify the Site Director of your intentions so we can plan ahead for this. It will be the Parent/guardian's responsibility to provide any supplies that are necessary for this special event for the child's group.

ILLNESS/ACCIDENT/MEDICINE POLICY

Illness: We urge you to keep children at home if they are ill. If a child is feeling ill during program hours for a duration of 20 minutes or longer or if the illness includes fever (100.4 degrees or higher), vomiting, or diarrhea, the Program Leader will contact the parent for immediate pickup. If the child has been exposed to a communicable disease, the Site Director should be notified at once. If children have been exposed to communicable disease at our Childcare program, we will notify the parents through a posted flyer in front of sign-in/sign-out forms at the Site Directors table or Parent Information Board Center.

Accident: If an accident should occur at the Childcare Program the Site Director will notify the parents at once. An accident report will be completed by the Site Director. We require that parents read and sign this document. If emergency treatment is necessary, the Site Director will immediately notify the parent or guardian and the child will be transported by ambulance to the hospital listed on their enrollment form.

Medication: Any prescription medication to be administered to your child by our Childcare staff must:

- Be brought directly to the Site Director by the parent or guardian.
- Parents must sign an authorization form and include times for child-care center employees to administer each medication according to label directions.
- The medication must be in the original container labeled with the child's full name and the date it was prescribed.
- The medication label must clearly give the physician's name and instructions on the time and dosage for the medication to be administered.
- A log will be kept at the center which will include the following:
 1. Full name of the child to whom medication was given.
 2. Name of medication.
 3. Date, time, and dose of medication.
 4. Full name of the employee administering the medication.
 5. Medication records will be kept for 3 months after administering the medication.
 6. Medications will be kept out of reach of children.
 7. Medications will not be administered after the expiration date.

PROVIDING AND APPLYING SUNSCREEN AND INSECT REPELLENT

The caregivers will be allowed to apply sunscreen or insect repellent on the children if we have permission from the parent. The parent must sign a form giving permission for this to be done. The caregivers will apply under the supervision of another caregiver or director.

VACCINE POLICY

This operation does not require our staff to receive any type of vaccine while employed with the YMCA.

INCLEMENT WEATHER PLAN

If inclement weather occurs in the course of the Childcare program and puts the children and staff in danger we will ask that the children be picked up at a designated time. The center's evacuation and relocation area are listed on the evacuation plan posted at the center. The children will either be transported by bus or if we can reach our location by walking them down to the area that is how it will be done.

EMERGENCY PREPAREDNESS PLAN

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, hurricanes, etc.) and fire escape routes are addressed in staff training. Monthly fire drills and periodic tornado drills will be conducted. In the event of an emergency at the center the staff will call 911. The staff will then gather the children along with their enrollment forms, first aid kit, and group sheets and exit out the door closest to their area. The staff will walk the children to the designated shelter in place listed on the evacuation plan posted at the site.

YMCA CHILDCARE FEES

Registration Fees: \$45.00 Members \$45.00 Community Participants

Weekly Fees:

***ALL CHILD CARE PROGRAM FEES ARE DUE THE FRIDAY BEFORE THE WEEK OF CARE.**

***A \$25.00 LATE FEE WILL BE APPLIED IF PAYMENT IS NOT MADE ON TIME.**

***A \$30 RETURN FEE WILL BE APPLIED IF YOUR FINANCIAL INSTITUTION DOES NOT HONOR YOUR PAYMENT.**

AFTERSCHOOL CARE WEEKLY AND DROP-IN RATES

| | YMCA MEMBERS | COMMUNITY |
|--------------------|---------------------|-------------------|
| Weekly/3 – 5 Days | \$50.00 per child | \$55.00 per child |
| Drop-Ins/1 -2 Days | \$12.00 per child | \$15.00 per child |

WEEKLY AND DROP-IN RATES FOR HOLIDAY BREAKS

| | YMCA MEMBERS | COMMUNITY |
|-------------------|---------------------|--------------------|
| Weekly/3 – 5 Days | \$83.00 per child | \$103.00 per child |
| Drop-Ins/1-2 Days | \$20.00 per child | \$25.00 per child |

***\$45 Registration Fee applies if the child is not enrolled in Afterschool Care**

PINNACLE POINTE RESIDENTS

| | YMCA MEMBERS | COMMUNITY |
|-------------------|---------------------|------------------|
| Registration Fee: | Free | Free |
| Weekly Fees: | Free | Free |

***A valid and unexpired lease must be presented at the time of enrollment.**

***Child(ren) names must show on the lease agreement.**

***Regular Fees Apply for Holiday Breaks**

Refund Policy

1. Registration fees are **NON-REFUNDABLE**.

BILLING POLICIES

The following policies are in effect for all YMCA programs:

1. Payments are due every Friday before the week attending. Late fees will be assessed if your payments are not received on time. You will be assessed a late fee of \$25.00 if payment is not made on Friday by 8:00 pm.
2. Late payment arrangements must be approved by the Billing Coordinator, Elizabeth Orsak, by phone at 361.268.3846 or by email at meorsak@ymcavictoria.org.

3. Failure to pay and/or make payment arrangements may result in the removal of your child(ren) from our program.
4. Financial Aid is available to those families who qualify. Families requesting financial assistance must do so through the Financial Aid Manager, Valerie Ramirez by phone at 361.268.3845 or by email at vramirez@ymcavictoria.org.
5. A \$30 return fee will be applied if your Financial Institution does not honor your payment.
6. Late child care pick-ups will be charged \$1.00 per minute you are late.

IMMUNIZATIONS

For our center to comply with TDFPS standards on immunizations we must have one of the following:

1. A copy of the current immunization record that is on file at the pre-kindergarten program or school the child attends.
7. A signed statement from the child's parent that the child's immunization record is current and on file at the kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school listed in the statement

VISION AND HEARING SCREENING

The child(ren) enrolled in our program must have a vision and hearing screening done to attend the program. The parent must sign a written statement stating that their child's records are current and are filed at the child's school.

FOODSERVICE

Daily Menus will be posted on the Parent Information Board

1. All Children's Nutrition Snack Program will provide a nutritious snack for the children.
2. Snacks will be nutritious and include at least one of the following which can be included in the child's daily food needs:
 1. One serving from the fruit and vegetable group.
 2. One serving from the milk group.
 3. One serving from the grain group.
 4. One serving from the meat or meat alternative group.

Parents may provide their child(ren) snacks. The YMCA will not be held responsible for providing its nutritional value or meeting the child's daily food needs.

Children will not be allowed to share the snack provided by the parent or the Childcare program with other children.

If your child(ren) is on a special diet we must have written approval from a physician or a registered or licensed dietician in the child's records to serve a child a therapeutic or special diet provided by the parent.

TRANSPORTATION (FIELD TRIPS)

To ensure the safety of all children on field trips our center must comply with each of the following requirements:

1. Signed permission forms from the parent for the child to participate in the field trip and to be transported to and from the field trip.
2. Staff will carry the emergency medical consent forms and emergency contact information for each child on the field trip.
3. A list of all children on the field trip will be carried and reviewed frequently to account for the presence of all children.
4. A first aid kit will be available on all field trips.
5. Each child must wear a shirt or nametag listing the name of the childcare center and the phone number.
6. Staff will be in a YMCA uniform so that the children can easily locate and identify them.
7. At least one staff will have transportation and a cellular phone available on each field trip, in case of an emergency.
8. Staff participation in field trips will be First Aid and CPR Certified with rescue breathing and choking.