



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Parent & Policy Handbook



YMCA

**Child Development Center
And Adventure School Age Care**

**1080 US 68
Maysville, KY 41056
606-564-6772
Fax 606-564-6774**

Thank you for choosing the YMCA Child Development Center, where our commitment is to provide a safe, loving, nurturing, and stimulating Environment for your child, please make an appointment with one of the follow people.

Patti Clark
Program Director

Kim Thompson
After-School Site Coordinator

GOALS OF THE YMCA CHILD CARE PROGRAMS

1. To support and strengthen the family unit, focusing on:

- Improving communication among family members
- Strengthening families' sense of community with other families
- Helping families' work and play together
- Supporting families' effort to build good values in children

2. To help children develop to their fullest potential, focusing on:

- Self-awareness, self-confidence and feeling of self worth
- Interpersonal relationships
- Values development
- Physical, social, emotional, and cognitive growth
- Health and Nutrition

3. To deliver child care in a safe, caring, positive environment, focusing on:

- Making sure that all children are safe and happy
- Broadening children's and parents understanding of their community, country, and world.

CENTER OPERATING HOURS

Center hours Monday-Friday 6:00 AM – 6:00 PM
Classroom Hours Monday – Friday 8:00 AM – 5:00 PM

Program Director Office Hours
Monday – Friday 8:00 AM – 5:00 PM

THE CENTER WILL OBSERVE THE FOLLOWING HOLIDAYS:

- New Years
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday After
- Christmas Eve
- Christmas Day

PRIMARY FEES

Registration
\$30.00 (per year)

Weekly Fees:

Infants – 1 year \$100.00 per week
2 year – 5 year \$95.00 per week

\$25.00 daily part-time (3 day minimum)

YMCA Child Care and School Age News!

What do I pay and where do I pay?

I know a lot of you are confused about what you are to pay and where do you pay for child care, specifically the before and after school program participants.

Child Care (PAY THE FRONT DESK WEEKLY)

Infants/Toddler	Full-time	\$100 weekly	Daily (3 day minimum)	\$25 per day
2 yrs.-Preschool	Full-time	\$95 weekly	Daily(3 day minimum)	\$25 per day

Mason Co. Preschool and Licking Valley Head Start Before and after school and all day Friday care. (Pay at Desk Weekly)

Before School Care and Friday	\$38 members	\$42 non members weekly
After School Care and Friday	\$50 members	\$58 non members weekly
Before & After Care and Friday	\$62 members	\$66 non members weekly
Friday Only	\$30	

Preschool age before and after No Friday

Before School	\$20 member	\$25 non member	\$ 8 member/\$10 non member daily
After School	\$35 member	\$45 non member	\$11 member/\$13 non member daily

****All before/after school programs are only prorated if school closes for bad weather or holidays. We do not prorate if your child is sick or misses for any reason.**

School age (Kindergarten-12 yrs.) Pay Ms. Kim Every Friday

Before School	\$23 member	\$28 non member	\$8 member/\$10 non member daily
After School	\$38 member	\$48 non member	\$ 11 member/\$13 non member daily
Before/After School	\$ 53 member	\$58 non member	No Daily

School's out program (All Day)

Member \$25 daily/ \$88 weekly

Nonmember \$35 daily/ \$98 weekly

YMCA Program Objectives

YMCA childcare programs focus on child development and place a high priority on serving the individual needs of the child, the parent and the family. Standards established through state licensing organizations are required and followed.

Objectives for Personal and Family Growth.

The YMCA programs are based on the Christian concern for human life and are designed to achieve common objectives for the individuals and families involved.

In all YMCA programs we seek to help individuals and families:

Grown Personally...

We encourage people to set personal goals and work toward them through programs structured to help develop healthy self-images.

Clarify Values...

Programs provide opportunities for reflections on personal values and the relationship between stated values and actual behavior. There is an emphasis on the match of individual values with Christian traditions and beliefs.

Improve Personal and Family Relationships...

YMCAs help people develop cooperative attitudes and communication skills through programs for individuals and families.

Appreciate Diversity....

Programs encourage diversity of thought, cultures, religions, and ethnic traditions, leading to communication and understand among all people.

Become Better Leaders and Supporters...

In YMCA Programs, shared leadership and support are basic organizational principles, which are taught, practiced and encouraged.

Develop Specific Skills....

The development of individual skills is essential in accomplishing personal goals and in improving confidence and self-esteem.

Have Fun....

Fun, enjoyment and laughter are essential qualities of all programs and contribute to people feeling good about themselves and the YMCA!

Objective for Community Development

YMCAs participate in community activities and collaborate with others to focus on efforts designed to improve community conditions. In these programs our objectives are to.

Provide Equal Access for All/Non-Discrimination Statements...

All members of communities should enjoy equal access to opportunities and resources, YMCAs help to free communities from barriers associated with race, creed, sex ethnic background, national origin or physical disability.

Develop Strength Through Cooperation....

YMCAs encourage cooperation as a basic principle for strengthening communities through unified efforts.

Create a Healthy Environment....

YMCA programs encourage people to improve the physical world in which we live, to advocate changes, which add to the quality of life for all, and to become a significant force for good beyond our walls.

The YMCA childcare program is consistent with YMCA traditions of working with families and meeting community needs. It is an especially good program vehicle because it is a recognized need by many families of the times and because it responds to children and families at a time when they are very open to growth and development. YMCA childcare can improve the quality of life for the whole person, the whole family and the whole community.

Sample Daily Schedule

Each Room is a little different

8:00-8:30 AM	Breakfast
8:00-9:00 AM	Table Games
9:00-9:30 AM	Circle Time (morning greeting, songs, finger plays & weather report)
9:30-9:45 AM	Restroom
9:45-10:30 AM	Music/Art
Music-Learning the basic elements of music, melody, harmony, mood and tempo through singing, playing, instruments, moving and self-expression.	
Art-Projects using various materials and media	
11:00-11:30AM	Outside Play
11:30-2:00 PM	Restroom, Lunch & Nap
2:00-2:30 PM	Snack & Restroom
2:30-3:15 PM	Language Arts: focusing on basic reading & listening concepts
3:15-4:00 PM	Math/Science
Math-Learning shapes, sizes, counting numbers, measurements, problem solving	
Science-Activities designed to help children learn and investigate	
4:30-5:00 PM	Outside Play
5:00-6:00 PM	Story Time

Operations and Procedures

Age Requirements and Staff Ratio:

Children must be between the ages of six weeks and 12 years old. Special consideration is given to children of dual and single military families. The staff ratio is shown below.

5	Younger Infants per teacher
5	Older Infants per teacher
6	Young Toddlers per teacher
6	Older Toddlers per teacher
10	2 year olds per teacher
12	3 year olds per teacher
14	4 year olds per teacher
15	5 year olds per teacher
7 and older 1 teacher per every 25 children	

Operating Hours:

The full-day programs are for infants, young toddlers, older toddlers and preschool age children. Our operating hours are from 6:00 am-6:00pm. Parents must pick up their children before closing time. Recurring lateness (more than two times in one month) may indicate center-based childcare is not meeting your needs and other childcare arrangements should be considered.

Registration:

Registration form, a combined registration package and medical consent form must be completed before registering and a current immunization record is needed. Please notify the center of any changes in your address, home telephone, and work number, place of work, work schedule and emergency telephone numbers. Provide a number where you or another authorized person can be reached in case of an emergency.

Please keep your telephone numbers up to date.

Open Door Policy:

Parents are always welcome to visit our center at anytime. We encourage your involvement in the Center's programs. Please come and participate in any special activities and feel free to share your talents and family traditions with us. If you have any comments, questions, concerns, or suggestions please drop them in our Parent Suggestion Box located at the front table by the sign in sheets, or feel free to stop in the office at anytime.

Daily Admission and Drop-Off Procedures:

Upon arrival, we ask parents to bring their child into the center each day. It is our policy that children must be brought to the classroom daily by the parent or other designated person. Parents are responsible for making the child's teacher aware of their arrival to the center, and this can be acknowledged by a verbal conversation, wave or facial expression. Please have your child at the center by 9:00 am so lunch can be prepared for them. We ask parents to do this for the following reasons:

- The caregiver is involved with the group in the room and leaving the group may distract from the activities.
- Parental participation in this activity promotes a feeling in the child that the parents, center, caregiver and child work together, assuring a smooth transition from home to center.
- The free minutes that the parent is in the room give the parent and the care giving staff an opportunity to discuss special events, the child's activities and behavior and permit the parent to sign that child in and out. Reassuring the child of your love and that you will return to pick him/her up at the end of the day. Never sneak out!!! Always say good-bye to the child.

At the end of the day, allow time for the child to clean up after your arrival. Leaving a mess for others to clean is unfair to the other children and care giving staff. Encouraging your child to assist in cleaning promotes independence and teaches responsibility.

Authorized Pick Up:

We have on file in the office, a copy of the names of the people you have authorized to pick up your child(ren). This list should be kept current and should include only the names of the people you want to have access to your child. Please be sure to call and let us know if someone other than the parents will be picking up your child(ren). If picking up for the first time, the designated person must present a picture I.D.: this is for the protection of our children within the facility. If there is a restraining order on an adult to have access to a child, we must have a copy of this order in our files. This included mother and father of the children.

Health Policy:

A child with an elevated temperature or any symptoms of illness or contagious disease will not be admitted to the center. Symptoms of illness, which exclude a child from the center, are fever, vomiting and signs of pink eye, impetigo, chicken pox and ringworm. If any indication of illness parents will be contacted. Please remember that a sick child needs special care. The child must be fever free for 24 hours before he/she needs special care. The child must be fever free for 24 hours before he/she can return to the center.

Allergies- Inform that care giving personnel and program director if your child has allergies or sensitivities to any food or drug. Medical documentation is required.

Medicine- Medications may be given by designated center employees, but only under strictly controlled conditions. The parent must complete and sign a medicine dispensation form. Illness Exclusion/Infectious Disease Policy. Many illnesses do not require exclusion from group care as mildly ill children can safely attend if they are feeling well enough to do so. However there are instances when children must stay home! Always check with the director to make sure it is okay for your child to return. The following list of requirements will be followed for a child to return to school after list of requirements will be followed for a child to return to school after exclusion from care:

Ring worm- Same day treatment starts and a Dr's note

Impetigo- One day after treatment and a Dr's note

Pink Eye- 24 hour on medication and Dr's note

Head Lice- After treatment bring empty box or receipt

Strep Throat- On medication for 24 hours and a Dr's note

Diarrhea- Must be free for 24 hours

Vomiting- Must be free for 24 hours

Fever-(>101) must be free for 24 hours

- Over the counter medications (i.e. Tylenol, cough syrups, ect.) Will not be administered without a parent's written authorization.

Dismissal Policy:

We will not be able to care for children in our center if the following occur:

- Continue non-payment of tuition.
- Non-compliance with the policies and procedures of the center by the parent or child.

Staff

The staff is the most important element in the successful operation of a child development center. They create the atmosphere and environment in which learning take place. The parents and the staff create a partnership to promote the well being of the children at the center.

Our staff consists of:

- Program Director
- Child Development Teachers
- Child Development Coos/Floater for breaks

Training is provided to encourage staff to advance to a level of competency consistent with the goals and philosophy of the center. They create the atmosphere and environment in which learning take place. The parents and the staff create a partnership to promote the well being of the children at the center.

- Workshops and discussion groups in the areas of social, emotional, physical and cognitive development of young children.
- Staff Meetings
- Individual or age-level discussions with education program specialists and program directors.
- Providing a variety of books, pamphlets and other reading materials
- Special consultant training classes

Severe Weather Policy:

In the event of severe weather conditions, the center will make every effort to open and stay open. If conditions are so hazardous that it becomes dangerous to be out, closing announcements will be aired on the local radio station (WFTM Maysville).

Swimming & Water Safety:

The center shall have written permission from the parent or guarding of a child before the child shall be permitted to swim or otherwise participate in water planned activities that are two or more feet in depth. A certified lifeguard will always be on duties, plus childcare staff. Children that are not toilet trained must wear a swim diaper under their swimwear. All children must have a swimsuit and towel before swimming. Staff has the right to cancel daily swim for any reason they feel is unsafe. (example large group in

the pool, other than child care, bad lighting storm, or staff cannot get in the pool with the younger children.)

Phone Policy:

At the YMCA Child Care Center we take the care of your child very serious and for this reason we ask our staff not to take time away from the supervision of your child to answer the phone. If you as a parent need to call the center and talk to someone we ask you to leave a message with your name, phone number, and a brief message for the staff person. Program Director will check messages throughout the day and call you back at the time when another staff person is caring for the children.

Fees:

Payment is due each week. Payments may also be made on a monthly basis. A \$15 late charge (per child) is also charged for returned checks. This payment is your commitment to the center that your child will attend daily and is our guarantee that a space will be available for your child. In order for us to plan effectively, a two-week termination notice is required, in writing. Tuition is based on the child's enrollment and not attendance. Therefore, parents are obligated to pay fees regardless of absences due to illness, inclement weather, or closure due to holidays. If the withdrawal notice is not received, charges continued must be paid.

Miscellaneous fees include the following:

Late Fees; \$20 for the first 10 minutes. Patrons are charged \$2.00 per minute thereafter, for children remaining in the center after the stated closing time or after the time for which hourly care has been reserved.

Snack and Meals (does not apply to School Age Program)

Nutritious meals and snacks are provided for the children in the center. Breakfast, lunch and afternoon snack are offered to children at the center longer than eight hours. Meals meet a nutrition value. Parents should supply only special foods (infant food and formula). Breakfast is served from 8:00-8:30, lunch is served between 11:30-12 and snack is served at 2:30-2:45. The menu is posted in each classroom. Parents must provide prepared infant formula, if needed. Infant food and formula that is prepared or provided by the parent should be dated and labeled by the parents with the child's name and feeding instructions. Please do not send treats (gum, candy, potato chips, soda) with your children. Sweeten children's appetites for proper meals and snacks. We strive to ensure only nutritious foods and snacks. Snacks are served daily.

Special Instructions for Infants:

An instruction sheet for infant care is provided at the time of enrollment. Parents are responsible for writing down any special instructions. A

completed instruction sheet is required for babies with bottles or food. Please do not bring glass bottles to the center.

Diapers:

Only disposable diapers may be used unless a written doctor's note indicates an allergy. Parents must provide a sufficient number of diapers for children not toilet trained. We asked that parents bring diapers that can be put on their child without having to take off pants and shoes. Please No pull up diapers that do not have the sides that un-tape. Parents of children being toilet trained should bring sufficient changes of clothes in case of accidents. To avoid that problem of misplaced diapers, please label the box and the individual diapers. Please bring in a box of wet ones with your child's name on it. If your child is out of diapers and you have been asked to bring them in, a staff member may have to call you at work to bring some. Please make sure your child has diapers.

SIDS Policy:

All babies are placed in the cribs on their backs to sleep. This reduces the risk of Sudden Infant Death Syndrome (SIDS). If the child is able to roll over on his or her own, then they should be allowed to assume whatever position they move into for sleep either back or stomach.

Clothing:

Dress your child appropriately, according to weather conditions. The children will go outside daily, so they will need weather appropriate clothing. Remember germs cause colds not the weather. Clothes should be strong and washable, as there are many activities in which a child may get dirty. Save good clothes for special occasions. Please bring a change of clothing for your child. The center has little storage space to keep extra clothes, so we could be required to call you at your job to bring extra clothes for your child. If you are potty training please bring necessary clothing. (At least 4 sets of changing clothes).

Children's Personal Items:

The center is not responsible for children's personal items. Label items to prevent possible misplacement of your child's belongings.

TV & Nap Time:

Children in the toddler and preschool rooms have a quiet time after lunch between 12:00 and 2:00 pm. To help with the transition to nap time, the TV will be turned on from 12:00 to 12:30. Children are not made to go to sleep, however they are required to lie quietly on their mat for the entire naptime. Non-sleeping children will be given storybooks to look at while others sleep. To minimize disruption, plan to arrive or depart before or after naptime.

Toys:

Toys are provided for the children. Toys from home are not to be allowed in the center. Parents please work with the staff on this matter. We will not accept responsibility for toys brought from home.

Discipline:

The YMCA's goal is the help children learn to live comfortably with themselves and others. In order to achieve this, an individual needs to be responsible for his or her own actions. The YMCA wants to assist children in recognizing alternatives and consequences, and help to guide them to mature and appropriate behavior. We will do this through discipline.

Our first efforts will be towards preventive discipline:

- Planning the program to meet the needs of the children
- Clearly defining limits
- Being consistent
- Offering problem solving assistance
- Stating directions in a positive matter
- Encouraging feelings of self confidence
- Redirecting the children

Immediate action will be taken when behavior gets out of bounds:

- Discuss the wrong behavior with the child
- Child will be redirected to another activity
- A teacher will "Shadow" the child
- Parent's will be kept updated on the child's behavior
- We will work with parents to solve conflicts
- Parents could be asked to come in to observe their child in-group setting

The YMCA expects all children in any of our programs to show respect for others and their property. Should a child become a constant disruption or a danger to him/herself, other children or staff. The YMCA may ask that the child be suspended or expelled from the program.

Donations:

Usable toys, puzzles and books are always needed. If you have extras at home that your children are no longer using, please donate them to us. Children's outgrown clothing can also be used by the center, as the children often have accidents and need to change. For arts and crafts, we use scraps of material, egg cartons, oatmeal boxes, milk cartons, dress-up clothes, hats, popsicle sticks, felt scraps, wallpaper, old magazines, thread spools and yarn.

Children's Work:

The children work hard during the day with many materials and are very proud of their work. Displaying and praising your child's work makes him or her feel good. Please check your child's work and notices daily.

Monthly Newsletter:

A monthly newsletter is published by the Center Association to inform you of upcoming field trips and events, projects the children are working on and other important information.

Waiting List Policies and Moving up Policies

Waiting List Procedures

- A child that has been placed on the waiting list will be accepted into the center only when authorization is reviewed from the Program Director. The authorization will be given when another child meets the criteria to move to the next level.
- You will be notified by letter when a position becomes available and to when your starting date or when your child is to be moved up to the next group.
- In most cases we know the anticipated starting date a month in advance.
- We try and move children up as soon as possible however; all groups have to keep in compliance with the state regulations.

Waiting List Priority

Children on the waiting list will be accepted into the center according to a priority list order. It is as follows:

1. Children of employees of the YMCA
2. Children who currently have siblings in the facility
3. Children for the community
4. Children that are at the age a particular group had room for

Confidentiality & Security of Files

YMCA Child Care will maintain confidentiality and security of our files.

1. The children's files will be locked at all times. Only YMCA Child Care Staff shall have access to the files. All records are the property of the center and the director, as access to the files. All records are the property of the center and the Director, as access to the files. All records against loss, tampering, or any unauthorized use.
2. YMCA Child Care will maintain confidentiality of all of the children's records.
3. YMCA Staff will obtain written informed consent from the parent prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies.

Ages and Rooms Groupings

The children's rooms are broken up into an infant, younger and older toddler 2-3 from, Pre-K room and School age. The age ranges are approximates, expected ages that the child should be for placement in a particular group. During the early hours and the closing hours it may be necessary to put the age group together. This will be done for a short period of time when staff are coming in and also leaving for the day. We will always maintain our age appropriate child staff ratios.

Little Chick Room Newborn-12 months

Super Tot Room 12 months- 24 months

Zoo Room 25 months-3 years

Preschool Room 3 years – 5 years

Adventure Club Program School age (3 year potty trained- 12 years)

Moving Child to New Group

Children are moved up according to age, abilities, needed room in the group for now children or other children in the age group. Parents are asked to help make this transition positive for their child, being as positive as possible and taking time to get to know your child's new teacher.

Adventure Club (summer) will be given a schedule during the first week of Adventure Camp.

Child Care Checklist

- We encourage our parents to bring children to the center no later than 9:00 am each day, unless other arrangements have been made. This helps us administer the program by scheduling the correct number of caregivers for the number of children. This also assures that your child will participate in planned field trips and special projects or events.
- Disposable diapers should be provided unless you have written note from a doctor stating cloth diapers are necessary for your child. If you child runs out of diapers, the center will supply diapers, which you must replace.
- Please put names on each article of clothing you bring to the center. We cannot take responsibility for lost clothes. Each child must have at least one extra change of clothing. When children are being toilet trained, bring even more clothing changes, especially training pants.
- Take the time to remove your child's coat and other outer clothing and hang them up.
- Sing your child in and out in the daily log and add any information you would like the child's caregiver to know.
- Consider the weather conditions and dress your child accordingly. The children go outside daily, except in rainy weather.

- Preventive medicine requires all infant bottles and caps to be clearly labeled each day with the child's name, the date and contents of the bottle.
- Parents must provide the prepared infant formula or baby food that the child requires. The center is not permitted to use leftover baby food.

Centers

Centers are play areas suitable to the needs of children by allowing all kinds of play from solitary to small group cooperative play. Centers are age appropriate and managed by the teacher.

Housekeeping Center:

Home living areas includes kitchen items; baby dolls and beds, cleaning items (brooms, mops,) dress up clothes.

Block & Manipulation Center:

Picture puzzles, insert puzzles, legos, construction toys

Music & Listening Center:

Designed with earphones for listening, recording, read along stories and music. Also included: rhythm instruments.

Library Center:

Comfortable, cozy place with a variety of books

Math & Science Center:

Counting toys, containers for sorting and grouping, liquid measures, ect.

Art Center:

A variety of materials for coloring, painting and drawing, ect.

The caregivers in this program are especially warm and supportive and provide a stimulating atmosphere with an emphasis on individual growth and development. YMCA Child Development Center is offered as a supplement to, not a substitute for, the family. Join us as a partner to help your child develop into an individual who has a concern for others, and an enthusiasm for life and learning.

Sincerely,
YMCA Staff

Enrollment Form

Enrollment Date: _____

Child's Name: _____ Date of Birth _____

Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian Information:

Mother's Name: _____ Mother's DOB: _____

Home Ph: _____ Cell Ph: _____ Work Ph: _____

Address: _____

e-mail: _____

Father's Name: _____ Father's DOB _____

Home Ph: _____ Cell Ph: _____ Work Ph: _____

Address: _____

E-mail: _____

Marital Status: () Married () Single () Separated () Divorced () Widowed

Child's Legal guardian(s): () Both () Mother () Father () Other

Child's Legal guardian(s): () Both parents () Mother () Father () Other

List 2 people to contact in case of emergency if parents cannot be reached:

Name: _____ Relation: _____ Ph: _____

Name: _____ Relation: _____ Ph: _____

In case of an emergency, to what hospital should the child be taken? _____

Child's Physician: _____ Ph: _____

I give the YMCA permission to use photos of my child for promotional literature:
() Yes () No

A Copy of your child's updated Immunization form must be on file.

Parent/Provider Financial Agreement

Date: _____ Child's Name: _____

The following information is important for the safety and protection of your child. Please read the information, initial after each sentence, sign this form and return it to the YMCA Child Care office.

Please keep and refer to your copy of the YMCA Program Policies. Your signature below indicated that you have read and received them.

I will pay weekly fee of \$_____ for childcare from y child(ren) between the hours of 6:00am-6:00pm. If my child(ren) is/are left after the normal closing time, I understand that a late fee of \$20.00 for the first 10 minutes. Patrons are charged \$2.00, per minute thereafter, for children remaining in the center after close.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put the staff in a position where they have to make this judgment. _____

I understand the YMCA payment policy and agree to follow it. I also understand that my child care can be terminated if payments are not made on time. _____

I understand that state law mandates the YMCA, to report any suspected cases of child abuse or neglect to the appropriate authorities. _____

I agree to pay the full fee for the week containing major holidays although the program will be closed on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day. _____

I understand that if my child is allergic to any foods or drinks, I must bring in a note from the Doctor stating this fact. _____

I have received a copy of the YMCA Parent Handbook/Parent Policies and Procedures. _____

I understand that if my child is part-time there may be an occasion where they could lose their placement if there is a need for a fulltime slot. 1 week advance notice would be given. _____

Parent/Guardian Signature	Date	Social Security #
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Parent/Guardian Signature	Date	Social Security #
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Director Signature	Date
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For Office Use:

Date entered in computer	Office Staff Signature
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Please check all that apply:

My child will attend:

- Infant Room 2-3 Room School's Out Program (all day)
 Toddler Room Pre-School Room Before School Care
 Summer Program Friday Program After School Care

Items to be supplied by the Parents
(If applicable) Label Everything

Infants

- Diapers
 Wipes
 Prepared bottles for feeding
 Change of Clothes
 Small Blanket

Toddler

- Diapers
 Wipes
 Kleenex
 Small Blanket
 Crib sheet (to go over mat)

2-5 years (including Friday Program)

- Diapers (if needed)
 Wipes
 Kleenex
 Change of Clothes
 Small Blanket
 Crib sheet (to go over mat)

School box w/ following:

Safety Scissors, Crayons,
Markers, 2 Glue Sticks

Swimwear/towels (pre-school only)

School-Age Care:

- Snacks and Sack Lunch (all day only)
 Swimwear (before School/All Day program)

EMERGENCY TREATMENT PERMISSION FORM

I, _____, residing at _____,

Do hereby state that I am the natural parent and / or legal guardian of _____ . Minor whose date of birth is _____, and who resides at _____.

I hereby authorize the bearer of this letter, the Limestone Family YMCA, to consent to any x-ray, examination, anesthetic medical or surgical treatment and hospital care to be rendered to the said minor child, under the general or special supervisions, and on the advice of any licensed physician or surgeon, when such medical or surgical treatment is necessary and I will be responsible for any cost of same. I also certify said minor is covered under the _____, insurance plan and the name of the policyholder of said plan is _____. Parent's place of employment and address _____.

Child's physician _____ phone _____

Child's Allergies _____

Medication child is taking _____

Date of Child's last tetanus shot _____

Signature of Natural Parent and/or Legal Guardian _____

Child's Name: _____

Parent Release Form:

I _____, give the following people authorization to drop off and/or pick up my child(ren). Only those listed here are allowed to pick up my child(ren).

Name: _____ Relation _____

Address: _____ Phone _____

Name: _____ Relation _____

Address: _____ Phone _____

Name: _____ Relation _____

Address: _____ Phone _____

Name: _____ Relation _____

Address: _____ Phone _____

Name: _____ Relation _____

Address: _____ Phone _____

The Following people MAY NOT pick up my Child(ren):

Name _____ Relation _____

Name _____ Relation _____

Name _____ Relation _____

I understand that anyone not listed above will be unable to remove my child(ren) from the Limestone Family YMCA without a hand written note from me, the child's legal parent or guardian.

Parent or Guardian Signature

Family History Form

Child Information:

Child's Name: _____ DOB _____

Has your child had previous group or child care experience? _____

Does your child have any siblings? _____

Name

Age

Does your child have any allergies? _____ If yes, please
Indicate: _____

Does your child have any medical problems that you are aware
of: _____

What are you child's favorite foods? _____

Are there any special food or eating instructions? _____

Are there any special bathroom or changing
instructions? _____

What is your child's napping routine? _____

Please indicate the activities you would like to be involved in:

snack picnic staff appreciation efforts

story time art special activities

parent meetings

fundraising for "Gifts from the Heart" Campaign

Child _____

Emergency Medical Release

This health history is accurate to the best of my knowledge, and the child herein described has my permission to engage in all activities and field trips except as told by me. In the event that I cannot be reached in an emergency, I hereby give permission to the director for the program or the designee to secure emergency medical services including transportation and Physician. I also give permission to the attending physician to order injections, anesthesia, or surgery for my child as named above, in the event of a life or death emergency. I understand that the YMCA carries liability insurance only; parents must carry their own accident insurance.

The undersigned understand that the YMCA does not allow members of its staff to perform additional child care services or any other services directly for participants that are outside the scope of the YMCA's programs. Should an employee perform such services without the knowledge of the YMCA, said employee will not be acting as an employee or agent of the YMCA. YMCA disclaims any and all liability in connection there within.

I am signing that I have received and read a copy of the parent handbook. I understand and agree to comply with the policies outlined in the handbook.

Signature: _____

Date: _____

Understand the Weather



Wind-Chill

- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -29° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute



Heat Index

- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
40	40	36	34	32	30	29	28	28	27	
30	30	25	21	19	17	16	15	14	13	
20	20	13	9	6	4	3	1	0	-1	
10	10	-1	-4	-7	-9	-11	-12	-14	-15	
0	0	-11	-16	-19	-22	-24	-26	-27	-29	
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	
-20	-20	-34	-41	-45	-48	-51	-53	-55	-57	
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71	

Comfortable for out door play

Caution

Danger

Heat Index Chart (in Fahrenheit %)

Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	106	109	113	117	122	127	132
94	97	100	102	106	110	114	119	124	129	135			
100	109	114	118	124	129	136							
104	119	124	131										
110	136												

Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

Condition GREEN - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.

YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen.

OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

Condition YELLOW - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime.

Child care providers need to structure the length of time for outdoor play for the young child. **OLDER CHILDREN** need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

Condition RED - most children should not play outdoors due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.