



HASTINGS FAMILY YMCA

Parent Handbook

Dear Parents,

Thank you for selecting the YMCA for your child's care. I hope this handbook will enable you to participate more fully with us in the care of your child. If you have any questions or suggestions on our program please don't hesitate to come talk with our staff or myself. All of us at the Hastings Family YMCA desire open communication between the parents and the staff.

We are committed to helping individuals develop values and behavior that are consistent with Christian principles. It is our goal as staff to help each child grow socially, emotionally, and intellectually. We look forward to working together as a team, with you, the parent and the staff to have the best positive experience for your child.

Please save this handbook for future reference. It will provide you with necessary information concerning policies, procedures, and parental expectations.

Tabbie Metcalf
Childcare Director
Hastings Family YMCA
1220 W 18th Street
Hastings NE 68901
402.463.3139
Email: childcare@hastingsymca.net

Mission Statement:

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

Philosophy:

Our purpose at the YMCA Preschool is to provide an atmosphere for children to develop...

- Spiritually through the teaching of God's Word.
- Intellectually through activities that stimulate cognitive development.
- Emotionally through recognition of their own feelings and those of others.
- Physically through gross motor and fine motor activities.
- Socially through encouragement of cooperative play with other children.

YMCA Leadership:

CEO: Troy Stickels 402-463-3139 / troys@hastingsymca.net

Childcare Director: Tabbie Metcalf 402-463-3139 / childcare@hastingsymca.net

The Childcare Department falls under the CEO.

Curriculum:

Children learn best by doing. In order to allow children to learn, time needs to be allowed for a variety of activities. Boys and girls at the YMCA childcare will be given the opportunity to participate in:

- | | | |
|---------------------|----------------------------------|-------------------|
| -Christian Stories | -Fine and Large Motor Activities | -Swimming Lessons |
| -Dramatic Play | -Blocks | -Arts and Crafts |
| -Science Activities | -Math activities | -Music |
| -Field trips | -Books | -Manipulatives |

Procure Software:

The YMCA & use Procure software for billing, communication, check-in / check-out, and registration. Parents are required to use Procure. This can be utilized via an app on your phone.

Daily Schedule:

Each classroom has their own class schedule and it is posted in their room. At the start of the year at the Y, your child will be given a daily class schedule.

School Closings:

Parents must decide if the weather is too severe for their child to go to school. If public schools close we will not have Preschool class, but we will offer extended care for the Preschoolers and the YMCA will be open for the school age children enrolled in the programs. If we decide to close the YMCA you will get a message on your Procure app from the Director. Be sure to keep this app up to date and watch for any messages we will send out updates as soon as we know them. The decision to close or stay open is made by the CEO.

Holidays:

The YMCA will be closed on the following days: Labor Day, Thanksgiving Day, and the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Memorial Day, and the 4th of July. If any of these fall on a weekend, we will be closed on either the Friday before the holiday or the Monday following the holiday. Parents will be charged on these holiday days when closed.

Clothing:

While attending the childcare programs, your child will be involved in a variety of activities. Children should be dressed in comfortable clothing suitable for play and for arts and craft activities. Tennis shoes with non-marking soles are required for the activities we do at the Preschool. Please don't forget socks while at the Y for playing at the adventure challenge.

Immunizations:

Proof of current immunization records are required on all children receiving care. This information needs to be on record prior to the start of care. You may provide us with a photocopy of the most current records. An updated copy needs to be provided each year of care.

Illness:

In order to maintain a safe and healthy environment, we ask that you do not send your child to school if he/she shows signs of contagious disease or illness in the past 24 hours, examples: Fever over 100.5 or 100.7 degrees, vomiting/diarrhea, sore throat, severe coughing, reddened or pink eye, skin rash or sore, earache.

A child may return to school after being fever free for 36 hours without medication. Your child's teacher or the Director should be notified if a child has a communicable (contagious) disease so we may inform the other families in our programs.

We do not give medication unless it accompanies a doctor's note, and in the actual container given by the doctors office. We will not give tylenol or allergy medication or any other over the counter medication unless prescribed by the doctor. Even if the child is teething, we still must have a doctor's note.

If your child becomes ill while in our care, you will be contacted immediately and we will ask that you make arrangements to pick him/her up. We will make every effort to make your child comfortable until you arrive. You have a half hour to get your child picked up before we will call again. We will follow the procedures outlined on the sent home sick form. If your child was sent home due to a fever and the doctor says it is teething we must have a note stating this and the parent must contact the center Director for approval to return before the listed time/date on the sent home sick form.

Accident Reports:

Any accident or injury that a child receives during our care is reported on an accident form, sent to the parents through Procure, and a copy is left in the child's file. Every effort is made to make the parent aware of the nature and extent of the injury.

Parents Responsibilities:

It is the parents responsibility to let the staff know if their child has any medical conditions or special food allergies. If your child has an allergy we need to have a doctor's note stating they have been diagnosed with said allergy. This will help us

assist in any emergencies that may arise. In the case of food, without a note from the Doctor and proper medication forms filled out we can't withhold the food from the child.

Please provide a bag/backpack to put your child's papers and activities in each day. Please also provide a change of clothes just in case they get dirty, or have an accident. Clothes included should be pants, shirt, socks, underwear, if possible and extra pair of shoes. We don't have an abundance of extra clothes. If we don't have the right clothes, or you don't have the right clothes you may be called to bring clothes for your child. Be sure to check with the seasons and that the clothes still fit.

Report immediately any change of address and telephone numbers at work or home. If this is not kept current and we need to get ahold of you we will follow down the emergency contact list. If contacts still can't be reached state authorities may be contacted.

Under Nebraska Law, all children under the age of 8 (regardless of weight) must ride correctly secured in a federally-approved child safety seat. We provide a federally-approved child safety seat to use in our mid-size buses or vans and for field trips. If you choose, you may provide your child's transportation to our destination. If we don't have enough seats for certain age groups, we may ask parents to provide a seat.

Children will play, or have activities outside, on days the weather permits. Please dress your child for the weather and make sure they have a coat. If the temperature allows us to be outside we will be going out.

We ask that you not be talking on your cell phone when dropping off or picking up your child. Your teacher may have questions and your child will be excited to see you at the end of the day. At drop off your child may need a little extra attention to help the drop off go smoothly and the teachers may have questions about their morning, night, or weekend.

A permission slip is issued for your signature before your child can attend any field trip. If, for any reason, a child cannot go on a field trip, he/she is to be kept home. Please inform the teacher if your child cannot attend a field trip.

At the Y, our west outside doors are locked for security reasons, but we ask that you enter there and wait for a staff member to answer the door and get your child checked in. The staff will have a few questions regarding if your child is staying or not, if they brought lunch or not, etc.

For any questions, concerns, or grievances you may contact the Child Care Director, Tabbie Metcalf at either the YMCA 402-463-3139 or childcare@hastingsymca.net.

Suspected Child Abuse or Neglect:

The Hastings YMCA take seriously the importance of the protection and safety of the participants in our childcare programs. We take all allegations of abuse seriously. Please be aware that we are required by law to report any and all incidents of suspected child abuse or neglect to the Child Protective Services. It is the responsibility of the agency to investigate each reported case.

YMCA Preschool Preparation:

Be sure to label all garments that are to be taken off at school. We are not responsible for lost or stolen items, we will do our best to make sure this doesn't happen.

Shoes can be important. Flip-flops make tripping too easy, make sure the shoes you provide your child can move freely in them and can get to walking places quickly. Shoes must be worn at all times except when in the Adventure Challenge. Socks must be provided if the child is not wearing any and they may not be able to use Adventure Challenge. No black soled shoes are allowed on the basketball courts. Tennis shoes work best for the activities we will do. Please be sure your child's name is on their shoes in a visible spot.

Paint shirts are provided for your child to use while painting, however some paint still might get on their clothes. Treat as a blood stain by soaking in cold water before laundering. Washable paints are only used in our Preschool programs.

At the YMCA Preschool students are required to be potty trained to attend. If your child has a special bathroom need, you must let the teacher know. We go to the restroom often with the children, but they need to be able to communicate when they need to go. If your child has multiple accidents multiple days in a row, we will need to have a conversation on if the child is really potty trained and ready to attend.

In Extended Care we have a rest time. You are responsible to provide a blanket for your child to use. If they wish to have a stuffed animal, or a pillow, that is fine, but we only have room for one small stuffed animal or one small pillow. You can take them home with you, or leave them here at the Y. We will wash all blankets on Fridays. If you require special soap you will need to take your child's blanket home weekly to wash them. We don't put children in pull-ups during naptime.

Preschool Supplies:

A list of supplies will be provided for you on what your child needs to bring at the start of the year. You are able to bring them to your child's open house or during the first week of school.

Parent Assistance:

PARENTS ARE NEEDED! We believe in program involvement. Parents are encouraged to visit at any time without prior notice. Parents are seen as program partners. They will be asked to help with field trips, swimming days, and to provide other help in the classroom as needs arise.

Preschool Snacks:

In our Preschool class we have a snack helper each day. You will be notified during the month if you are the snack helper. You will need to provide a healthy snack for the number of students in your child's class. If you forget, or cannot help with providing snacks on that day please let us know. Snacks need to be healthy. We will not allow cookies, cupcakes, donuts, or other sweet treats. Our childcare program participates in Step Up to Quality ratings, and Go NAPSAC. This is a nutritional program and we require healthy eating. Some options for healthy snacks are fruit, fresh veggie sticks, yogurt, cheese and crackers, etc. If you have questions please feel free to ask, we are happy to help. If your child has a birthday we understand birthday treats are fun, but we need to make sure they are on the healthier side.

Enrollment Policies:

- All forms must be completed and brought to the Preschool on or before the child's first day of class.
- Immunization records must be on file at the Preschool for each child enrolled.
- A nonrefundable \$30.00 registration fee must be made to assure a spot for the child. This is a yearly fee and must be made prior to the child being admitted into the Preschool program.
- If it is necessary for the child to cease attending the school for any reason, a written two weeks notice of this intention is required. We reserve the right to ask withdrawal of any child who, in the judgment of the Lead Teacher, along with the Child Care Director:

A. Is not benefiting from the Preschool experience.

B. Creates a danger to self or others.

- Applications for financial assistance needs to be approved prior to the first day of Preschool. Forms are available from the Welcome Center at either YMCA or by the parent boxes in the hallway.

Payment Policies:

You can make your payments a few ways; If paying online you can access your statements on myprocare.com and pay yourself through the portal. You can turn in a Tuition Express form and we can automatically deduct it from the account or credit card you provide. If you use a card there is a 2.75% interest charge per transaction, if using a bank account there is no charge. Cash and checks are accepted and payments can be made to Hastings Family YMCA. All payments are run through our Tuition Express Program.

All programs will be billed out weekly. Payment is due at the end of the week for that week. If the account hasn't been paid in full by the end of each month your child/ren will not be able to attend any YMCA childcare program until the payment is received in full.

Costs are as follows:

Preschool

5 Day Class - \$65 Members & \$70 Non-Members
4 Day Class - \$55 Members & \$60 Non-Members
3 Day Class - \$45 Members & \$50 Non-Members
Extended Care \$24/day (normal day) \$27/day (on no class days)
Pre/Post Care \$35/Members & \$40/Non-Members Monthly fee

YMCA After School

\$90 Members & \$115 Non-Members
Care on a day out of school is an additional \$27/day

Adams Central After School

\$65 per Week
Care on a day out of school is an additional \$27/day

Preschool Arrival and Departure:

Parents will be asked to sign their children in and out every day. For your child's safety, only those people designated in writing will be able to sign your child out. In an emergency, verbal authorization may be granted to someone else but the parent must contact the Director or Program Coordinators to arrange this. Anyone

not on the list for picking up a child, or that the child care staff does not recognize, will need to show ID. Your child will not be released to an unauthorized person.

No child will be allowed to be dropped off prior to the starting time of their Preschool class unless they are paying for the pre-care service. This time is important for the teacher in preparing for the upcoming Preschool day. The time directly after each Preschool class is important for clean up and planning of upcoming lessons. All parents need to be prompt in picking up their child at the scheduled class ending time.

After the second time a parent is more than 5 minutes late picking up their child, a \$5.00 late fee will be charged for each 15 minutes that they are late that day and each day after (ie... 5-15 min. late =\$5.00 fee, 16-30 min. late=\$10 fee, etc.). This late fee will be reflected on the next bill and has to be paid in full. We understand circumstances happen which are beyond your control, this is why you have two free times. Please don't use these unless it really is a circumstance that is beyond your control.

Parent Pickup:

All morning classes are dismissed at 11:30, and the afternoon class is dismissed at 3:10. All parents will need to wait outside until 11:30, unless the weather isn't accommodating for that.

At 11:30 the doors will be unlocked and the two groups allowed in first are the parents whose children are in the Green Class (Ms Sara's 5 day class) and the Blue Class (Ms Nikki's 5 day class), once inside you will go down the hallway to the east and then go out the north doors to the playground. Ms Nikki's class will need to go stand by the playground. When Ms. Nikki can see you are here and she will open her classroom door and dismiss the children 1 at a time to the parents. Ms Sara will dismiss at her door one at a time to the parents.

Then after those parents are inside the Red Class (Ms Ashley's 5 day class) parents will be greeted in the hallway, and children let out one at a time from the classroom entrance.

The Orange Class (Ms Sarah's 3 day class) will also be dismissed from the classroom door.

PLEASE don't go in the classroom, just wait in the hallway and we will get the children out to you, it will be a little congested so we will do our best to minimize this as we can.

Parent's, we will have QR codes by all doors so please be sure to scan them and sign your child/ren out.

ALL TEACHERS WILL HAVE THEIR ATTENDANCE CLIPBOARDS WITH THEM AND WHEN THEY SEE A PARENT/GUARDIAN AND RELEASE THE CHILD TO THE PARENT/GUARDIAN THAT IS PICKING UP FOR THE DAY THEY WILL ADD A CHECK MARK IN THE CORRECT COLUMN ON THE ATTENDANCE SHEET.

SCHOOL AGE ARRIVAL AND DEPARTURE:

Students will arrive at the YMCA after school once the bus/van arrives. They are then given a snack and their activities will begin. All children need to be picked up by 6:00 pm. If you are running late, we understand this sometimes happens, you need to let the Director know. If you are later than 15 minutes we will add a \$5.00 late fee for every 15 minutes you are late per child. If this happens two or more times you will no longer be able to attend the program.

When picking up your child from school, if we do not have an up to date weekly schedule and your child's name is not on our list to be picked up it is not our responsibility to take your child to the Y program that day. If your child is supposed to be on the bus/van but does not show up on time and doesn't come out after calling into the school, the staff will call you but we will not stick around waiting for your child. If your child is not going to be riding you need to send a message by 3:00 pm, or if they don't come to the bus you will be charged an extra \$5.00 for the day. If your child is sick or is gone from school and you have not let us know we will still add the late fee to the bill, we need to be notified as soon as you know, the schools don't notify us if the child is sick. Our buses and vans pick up from multiple sites, and some parents are waiting for us at the Y. We don't have time to wait around at the schools for your child to make it to the bus/van, we need them there ASAP and need to leave promptly.

Transportation:

All children are required to ride in a secured safety seat on the vans and buses if they do not meet the age requirements. All children are required to wear safety belts at all times. If your child isn't doing this and refuses to listen while on the bus/van, they will no longer be allowed to be transported to the Y by our staff.

Electronics:

Children are not allowed to have any electronic devices out while in our care. If there is a homework assignment that requires a device they will have to wait and do that once they are home.

Lincoln After School Program: No child will be allowed to have their phones or any electronic devices out to be able to tell parents when they want to leave. This is a program set up to offer convenience for you as parents. You as parents decide when your child is picked up, but they must be picked up by 6:00 pm or there will be consequences for such actions, which could result in termination of being able to attend the program. NO CHILD is able to walk home from our program unless the parents are walking home with them.

At any YMCA program if an electronic device is brought out during the program, it will be taken by the program staff and given back once the parents arrive to pick up the child.

If you need to contact your child for any reason you need to call the following numbers:

- **For the YMCA Site 402-463-3139**
- **For the Adams Central Site 402-4697832**
- **For the Lincoln Site 402-984-1827**

Snacks:

If your child wishes to bring in birthday treats this is allowed, we understand these tend to be fun treats, but we need to make sure they are on the healthier side. We will not allow cookies, cupcakes, donuts, or other sweet treats. Our childcare program participates in Step Up to Quality ratings, and Go NAPSAC, this is a nutritional program, and we require healthy eating. Some options for healthy snacks are fruit, fresh veggie sticks, yogurt, cheese and crackers, etc. If you have questions please feel free to ask, we are happy to help.

YMCA Fire Safety:

All emergency fire routes at the YMCA will be posted in the rooms. Fire drills will be conducted monthly to make the children familiar with the appropriate routes in the event of an emergency. We meet inside the mini golf course. We will make sure all children are accounted for and remain there until either it is declared safe to go back in the building by the fire department or we call parents to come pick up the children. We will assist any special needs children as needed. And let you know via

procare messaging if we have had to evacuate the building and when we are able to enter again.

YMCA Tornado Safety:

All tornado safety routes at the YMCA will be posted in the rooms. Tornado drills will be conducted four times per year during the months of March through September. We meet in the womens/girls locker room and make sure all children are accounted for. We will remain there until either we get the all clear to return back to our classrooms or parents come to pick up their child/children. We will assist any special needs children as needed. We will message via procare messaging if we have had to go to the shelter area.

YMCA Emergencies:

Parents will be contacted in the event of an emergency. Please keep the YMCA informed of any changes in your home or business addresses and phone numbers so we can reach you without delay. If you, or the listed emergency contact persons cannot be reached, we will call the physician identified by you on the child's medical form. In case of a serious emergency requiring immediate medical attention, the closest hospital (usually Mary Lanning) will be used via ambulance transportation.

In the event of a natural or man-made disaster that requires evacuation, we will leave the building at the safest location and walk to our other YMCA building on 16th street. In the event we are unable to use that building we will walk to the Hastings Senior High building. As soon as possible we will call all parents as to the situation and the location for picking up their child. We will assist any special needs children as needed.

If we need to transport children due to weather in the event of an emergency all families will be notified of where we were able to get to.

Please keep your Procare App up to date with us so you do not miss out on important messages.

Dear Parents,

Please sign the statement below and return this form to us. If you do have any questions regarding the handbook, please feel free to come and talk to us.

Thank You,

Tabbie Metcalf

Childcare Director

I _____ have read and understand the YMCA Parent Handbook. I have been given a copy of this handbook for my reference.

Child's Name

Date

Parent Signature

Date