



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

YMCA OF GREATER DES MOINES ACADEMIC PRESCHOOL

PARENT HANDBOOK

Updated August 2011

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

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Dear Parents:

Thank you for choosing the YMCA of Greater Des Moines as your Academic Preschool. We are dedicated to providing a fun, safe and enriching program for your child. Your child will be cared for by well trained, positive adult role models, and participate in activities inclusive of recreation, character development, exploration and much more. Through our YMCA Preschool program, we are acting on our commitment to support youth development, healthy living and social responsibility.

The following Parent Handbook is designed to help you and your child make the best of our program. It is your responsibility to read and understand the information. Please don't hesitate to contact the Preschool Site Supervisor or Child Care Program Executive if you have any questions.

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868-0507

Sara Krohnke, Preschool Site Supervisor
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249-8091

FIVE GREAT REASONS
TO ENTRUST YOUR CHILD
TO THE YMCA

1. Trained professional staff that are warm and responsive to your child's needs.
2. Positive reinforcement in both words and actions of the values of Caring, Honesty, Respect, and Responsibility.
3. An environment that enables children to develop feelings of self-worth, independence and relationships with both children and caring adults.
4. A variety of creative, educational and fun activities.
5. An organization that realizes the importance and value of family and continuously strives to support each child and their family.

PROGRAM PURPOSE AND OBJECTIVES

Our purpose is to provide an environment that will stimulate and nurture the development of young children by surrounding them with tools to help them understand the world around them. It is our mission at the YMCA to put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

The curriculum that is established will provide emotional, social, intellectual and motor development through a variety of activities.

Our emphasis will be experimental learning. The process is more important than the product. Students will have the ability to be involved in many meaningful and challenging activities to promote individual learning.

HOW TO REACH THE YMCA PRESCHOOL

Our site phone number is **249-8091**. If there is no answer, leave a message on the site voice mail. Staff will check the messages often and call you back as soon as they get the message.

If you have tried to speak with the Preschool Site Supervisor and need further assistance, you may call the Child Care Program Executive at 868-0507.

Main number for the YMCA: 987-9996

SITE INFORMATION

Our preschool may enroll:

- 10-12 two year old students per classroom
- 15 three year old students per classroom
- 15 four year old students per classroom
- Special needs children may not be able to be accommodated for enrollment in the Waukee Family YMCA preschool

All participants will be required to be the age of the program that they are entering on or before September 15 of the current school year.

Our Preschool Camp may enroll:

- 30 three to six year olds per weekly session

All Preschool CAMP participants must be 3 years of age on or before the first day of the camp session.

CLASS STRUCTURE/RATE STRUCTURE - PRESCHOOL

All programs are located at Immanuel Lutheran Church
900 Warrior Lane, Waukee, IA

2 year old program

Days: Monday Only - member rate: \$50 non-member rate: \$70
Wed/Fri - member rate: \$95 non-member rate: \$115
Tues/Thurs - member rate: \$95 non-member rate: \$115
Times: 9:30-11:30am

3 year old program

Days: Tues/Thurs - member rate: \$105 non-member rate: \$125
Mon/Wed/Fri - member rate \$140 non-member rate: \$160
Times: 9:15-11:45am

4 year old program

Days: Mon/Wed/Fri - member rate: \$140 non-member rate: \$160
Times: (9:15 - 11:45 am)
Days: Mon thru Fri - member rate \$205 non-member rate: \$225
Times: (12:30-3:00pm)

A non-refundable \$50 registration fee must be received at the time of registration. Our space is limited, so we operate on a first come, first serve basis. If the classes are full, your name will be added to our waiting list and you will be contacted as soon as space becomes available. Tuition is due the first of every month.

PAYMENT PROCEDURES

Monthly Preschool Fee may only be paid by credit/debit card.

You will be charged the monthly rate on the 1st of each month in accordance with the program in which you child is registered. Fourteen (14) days notice prior to your draft date is required to make any changes.

If your membership status changes (i.e. you begin/cancel a YMCA membership) you must complete the add/change form. This change will take effect on your next draft date.

In the case of insufficient funds in the account (NSF) you will be required to pay the amount plus a \$20 processing fee to the YMCA.

You will receive a receipt via email, each time a payment is drafted from your account.

ADMISSION RESPONSIBILITIES

All registration information must be received in the YMCA office prior to your child beginning the program- without exception.

- Forms include: YMCA Preschool Program Information, Payment/Enrollment Policy, Health and Medical Record, Physician's Medical Form and Immunization Form.
- The parent will be informed of the opening and closing time of the program, monthly fees, discipline procedures, and policies outlined in the parent handbook.
- The parent agrees to discuss any information about their child that will be beneficial to the program.
- Updating all information, including physicals, change of address, telephone numbers or family situations is the responsibility of the parent at the time of change. Please check every three months to make sure all information is current.

Upon signing the enrollment forms, parents and children agree to indemnify and hold harmless the YMCA and employees affiliated with the program from and against any and all liability for any injury which may be suffered by your child out of or in any way connected with the participation in the Preschool/Preschool Camp Program.

ENROLLMENT AND CHANGE PROCEDURES

- Please remember that this is a full time program and therefore you will need to pay whether or not your child attends on a full time basis.
- Withdraw from the program requires filling out the add/change form 2 weeks in advance.
- If a 2 weeks notice is not given for enrollment changes, you are responsible for payment. If proper notice is not given for withdraw, you could be responsible for the next months payment.

FINANCIAL ASSISTANCE

Through generous contributions from the YMCA members and the United Way, no one is turned away due to the inability to pay. If you think you may qualify for financial assistance, please contact the front desk at the YMCA 987-9996.

GUIDANCE AND DISCIPLINE

Children are in the process of learning appropriate behavior. We will try to establish an atmosphere that will encourage the children to act in a positive manner. Should a behavior occur that needs guidance we will follow the guidance plan listed below:

1. Problem solve with the child.
2. Redirection/distraction of the child to a new activity
3. Temporary separation from the group activity.

If in the sole judgment of the YMCA, your child must be terminated from the program for whatever reason termination may occur at whatever juncture the YMCA determines appropriate, with or without a conference.

To ensure a great preschool/preschool camp experience remember:

- Children should eat a good breakfast and get a good night's rest!
- Parents should communicate to staff with any "events" that have occurred that may affect behavior.
- The YMCA is not responsible for lost items.
- **Children will be responsible for all personal property they bring to the program.**

ARRIVAL AND DISMISSAL

Staff will not be available to supervise children before class begins, as they are preparing for their day. Therefore, children may not be dropped off before the established start time.

Children are to be picked up at the classroom. Please be patient with us as the hallway is congested with lots of parents and children at this time. Staff will not be able to supervise children after class dismissal. There will be a \$5 late fee charged for the first 5 minutes and a \$1 for each additional minute thereafter. Payment must be made in cash before your child can return to our program.

SCHOOL CLOSINGS/INCLEMENT WEATHER

The preschool program will follow the Waukee Community School District for closings due to inclement weather. If the Waukee Community School District has a late start due to inclement weather, there will be NO morning preschool classes. Likewise, if the Waukee Community School District has an early dismissal due to inclement weather, there will be NO afternoon preschool classes. The Program Director can override the inclement weather schedule. In this event, you will be notified personally.

Overall, the Waukee YMCA Preschool will follow the Waukee Community School District calendar. If there is no school due to a scheduled in-service day, we will likewise observe that no school day. On early dismissal days we will not have afternoon preschool. The program Director can override the Waukee Community School District calendar. In this event, you will be notified personally.

OPERATING PROCEDURES

- YMCA staff will, under no circumstance, release a child to anyone other than those authorized by the parents, guardians or to an individual authorized by the parents in writing including relatives of children. Sign-in and sign out logs will be maintained on a daily basis and kept on file at the program site. Staff will require anyone, other than yourself, to show proper identification before we release your child. Please indicate all possible persons, who may pick up your child, on the enrollment form.
- Parents shall be afforded unlimited access to their children and to the provider caring for their children during the center's hours of operation or whenever their children are in the care of a YMCA provider, unless parental contact is prohibited by court order.
- Parents will be informed on a regular basis about their child's program participation.
- Staff and volunteers providing direct care for children will be identified by a name tag and YMCA staff shirt that is familiar to the children. Children will be instructed to avoid any person not so identified.
- All staff and volunteers will receive an orientation, which includes written materials explaining YMCA policies, procedures and regulations.
- Staff and volunteers are alert to the physical and emotional state of all children at each YMCA program. When any sign of injury or suspected child abuse is detected, the Child Care Program Executive will be notified immediately.
- On-Site visits to each program will be the responsibility of the administrative staff to insure that the program quality, standards, and policies are being maintained.
- The YMCA does not discriminate in regard to race, creed, color, religion, national origin, age, sex, or disability.

EXPECTATIONS OF STAFF

- YMCA staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care such as food and shelter. They will not verbally or emotionally punish children.
- Two reference checks on all prospective employees will be conducted, documented and filed prior to employment. Criminal Record and Child Abuse and Neglect checks are conducted on all staff and volunteers working with or around the children as well as sex offender registry checks.
- Staff training will include information about the signs of possible child abuse and the approved procedures for responding to the suspicion of child abuse/neglect.
- Staff are required to have a health checkup each year to ensure that they are adequately healthy to care for and be around children.

SUPERVISION

Research shows that the most important component of quality preschool is the choice of staff. Our staff members are trained professionals chosen for both their experience and their warm and friendly natures. YMCA staff genuinely love being with children. They have the patience to listen and the experience to challenge the children to be their best.

A staff person will supervise children at all times. Whether inside or outside, the staff person will position him/herself so that all children in the area can easily be seen.

Staff will be alert to weather conditions and the appropriate clothing for children. On cool days children must wear jackets or coats. On rainy days children will be kept inside and as dry as possible. Parents are responsible for sending children with the appropriate clothing.

When we are outdoors, staff will move around frequently and position themselves in order to observe the entire group. The area outside in which we play will receive a daily check to make certain the area is free of any hazards.

DRUG AND ALCOHOL POLICY

If the YMCA suspects that the person picking up your child is under the influence of drugs or alcohol we will call the emergency numbers and arrange for another ride.

STAFF BABYSITTING POLICY

As a client of the YMCA, you are notified that the YMCA supervises its employees and programs within the confines of the facilities under the policies of the YMCA and the programs approved and managed by the YMCA. The employees of the YMCA are not supervised by the YMCA during their off duty hours and are not acting within the scope of their employment. You are respectfully requested not to ask any YMCA employee to babysit.

POTTY TRAINING

All children enrolling in the 3 and 4 year old program must be potty trained before they begin class. Exceptions can only be made for the children that are enrolled in the 2 year old program.

NOTIFICATION OF ABSENCE

Please call the Preschool Site Supervisor if your child will not be able to attend school that day. You may do this by calling **249-8091** for the preschool program.

COMMUNICABLE DISEASE

If any child has a communicable disease, all the parents at the site will be notified so they can watch their child closely for symptoms.

MEDICATIONS

Our policy is to not administer medication. However, if you have a specific situation unique to your child, please contact the Preschool Site Supervisor or Director for further instruction.

PERSONAL BELONGINGS

If your child is more secure bringing along a favorite "something" to ease the transition of Preschool, feel free to send these items along. Please make sure that all belongings are marked with the child's name. Also, know that we will encourage that these items be stored away once the transition is complete.

We will be involved in outside play, in all kinds of "safe" weather conditions. Please make sure that your child has the appropriate and necessary related items and that all items are properly labeled. (i.e. mittens, hats, boots, etc.) Outside experiences without the appropriate things may be uncomfortable for your child.

Please send a backpack along with your child on a daily basis. Included in this bag should be an entire seasonal appropriate change of clothing (if your 2 year old is wearing diapers, please make sure to include a diaper and wipes.) We may experience things in Preschool/Preschool Camp including unexpected accidents. All belongings should be marked with the child's name. **The YMCA is not responsible for lost items.**

HEALTH POLICIES - ILLNESS/INJURY

If your child becomes ill during Preschool/Preschool Camp, you will be notified immediately. If you are unable to be reached, the emergency contact person will be notified. Your child will need to be picked up immediately from the program if they become ill. **The child may return back to the preschool program once he/she is symptom free for 24 hours with a doctor's note.**

The YMCA reserves the right to turn your child away if they appear to be ill or running a temperature of 100 degree F or higher. This policy is for the protection of your child, as well as for the other children in the program.

Acute illness signs include:

- Sore throat
- Fever (100+ degrees)
- Runny nose, cough, sneezing or other signs of severe cold
- Vomiting
- Diarrhea
- Infection with a communicable disease.

REPORTING PROCEDURES OF CHILD ABUSE AND NEGLECT FOR SITES

All YMCA Preschool Programs are required by law to report child abuse and/or neglect. When there is suspicion of child abuse and/or neglect, the staff or volunteers of the site will follow these reporting procedures:

- Fill out an incident report with the facts.
- Notify the Preschool Site Supervisor who will then notify the Child Care Program Executive and they will notify the Executive Director of the Waukee Family YMCA.
- The incident will be reported to the proper child protective services agency.

Child Protective Services shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent.

All staff and volunteers will be sensitive to the need for confidentiality in the handling of information in this area. They will be instructed to discuss matters pertaining to abuse or suspected abuse only with the appropriate YMCA director.

MEDICAL EMERGENCIES

Parents of all children in YMCA preschool are required to submit a medical release form giving the YMCA permission to seek medical attention and/or authorize to leave the site with their child in case of emergency.

YMCA staff have been trained in CPR and First Aid.

Incidents involving a child, including minor injuries, minor changes in health status, or behavioral concerns shall be reported to the parent on the day of the incident. Incidents resulting in an injury to a child shall be reported to the parent on the day of the incident. Incidents resulting in a serious injury to a child or significant change in health status shall be reported immediately to the parent.

If it is determined that further medical help is advised; every attempt will be made to contact the parent or guardian.

If this is not possible we will respect the information that you gave on the enrollment record and contact the emergency contact person and an emergency contact will take your child to the doctor or hospital listed on the form.

If immediate medical attention is needed we will call the parent and then an ambulance. At no time will the YMCA staff transport the child. The parent or guardian will be held responsible for any and all expense incurred.

DENTAL EMERGENCY POLICY

1. In the event of a dental emergency, the injured child will be assessed and cared for by staff #1.
2. Staff #2 will call 911 or the child's dentist and follow directions given by emergency/dental personnel.
3. Staff #2 will then contact the injured child's parents to advise them of the situation.
4. Uninjured children will be taken to another care area at the site with remaining caregivers.
5. Upon arrival of emergency personnel, Staff #1 will accompany the injured child to the hospital or other necessary facility and remain with the child until the arrival of the child's parents.
6. All involved staff will prepare an incident report and file it with the YMCA.

EMERGENCIES

Building Emergency:

If the YMCA program receives information from YMCA authorities, school administration or another credible source, the Site Supervisor will evacuate the premises based on the situation. Children will be safely escorted from the building with a copy of your child's emergency card and a first aid kit. If the need arises, the children will be transported to safety as soon as possible.

- Updates as to the location and status of the situation are called in to the YMCA Service Center.
- Cell phones are available for emergency only. Also, a sign will be placed on the door with emergency information.

Severe Weather:

- The Preschool/Preschool Camp site is equipped with a weather radio.
- YMCA Staff are trained to know the approved safety shelter for the school/building that they are at.
- YMCA Staff is trained in evacuation procedures for severe weather.
- Your child will be kept in the approved safety shelter until Severe Weather Warnings have expired.
- Parents are discouraged from calling the site phones to check on their children. Phone lines can become jammed and this could prevent staff from giving children proper attention. Cell phones are needed for emergencies.

WITHDRAWAL FROM THE PROGRAM AT THE CENTER'S REQUEST

- Every attempt will be made to accommodate each child in a YMCA program. If your child does not benefit from the care offered by the YMCA, or his/her behavior is detrimental to other children or staff, the child may be discharged from the program.
- Care will be terminated if the parent fails to provide the Preschool program with any required documentation or current medical information required by the State of Iowa.
- Care of your child may be discontinued if the YMCA and the parents cannot establish a mutually satisfactory working relationship.
- Repeated failure of parents to pick up a child on time may result in dismissal from the program.
- Repeated failure of parents to report absences for their child may result in dismissal from the program.
- All agreements may be terminated with one day written notice from the YMCA.

COMMUNICATION WITH THE YMCA

Formal and informal exchanges between parents and staff provide valuable insights for both. Problems that your child may have at home could affect behavior at the YMCA Preschool Program. The YMCA requests that changes at home affecting your child (such as moving, hospitalization of parent or sibling, alteration in parent's relationship, etc.) be reported to the staff so that they can better provide for the child's needs by being aware of the situation. This will enable the YMCA to provide the best possible environment for the child's growth and development.

The YMCA has an open door policy. You are encouraged to visit your child at any time, come enjoy an art experience, read a book to your child's class or whatever your schedule will allow. However, prolonged visits may cause a disruption to your child's daily routine. If disruption occurs, YMCA staff has the right to ask you to step into the hallway or to leave the site.

CLOTHING POLICY

Young children take pride in dressing and undressing themselves and may become frustrated when clothing is too difficult to manipulate. There are steps parents can take to expedite the learning process.

1. Provide clothing that is loose and has simple fasteners (elastic waistbands are of tremendous help for young children, especially when they need to use the toilet.)
2. All removable clothing should be labeled with the child's name, especially coats, jackets, sweaters, hats, mittens, and boots. It's also a great way to help children learn to recognize their name and take responsibility for their own belongings.
3. Expect your child to get messy. Please dress him/her in clothing that can get dirty or messy. Painting, gluing, playing in sand and water and exploring other sensory mediums are all part of their growth and development. Although we have smocks for the children to wear, they don't cover everything, so please dress your child for play!
4. Tennis shoes or other rubber soled, closed toed shoes are required to ensure your child's safety indoors and outside. Please do not send your child in flip flop's or crocks.

SNACK GUIDELINES/NUTRITION POLICY

Good eating habits and positive attitudes toward food should be established at an early age. Snack is a special time for our preschoolers, as the children gather to share food and converse with each other and staff. Snack time encourages the children to learn and to properly use table manners.

Each session will include a snack time. Enrolled families in the Academic Preschool Programs will be expected to participate in providing a nutritious snack upon request. A well balanced snack consists of two components out of the four components outlined by the Child and Adult Food Program. At least two required components will be served to each child. We ask that you provide those for the entire class. If two of the four components are not provided by the parent, the YMCA will provide an additional component. The components are as follows: Milk and Milk Products,

SNACK GUIDELINES/NUTRITION POLICY cont'd

Meat and Meat Alternates, Fruits and Vegetables, and Grains and Breads. A special treat may be brought on their birthday; however, we ask that **NO CAKE or CUPCAKES be served.**

CURRICULUM

Our preschool curriculum is a discovery-based learning experience that gives each individual child the opportunity to move through specially designed learning centers of his or her own level of interest and ability. The curriculum focuses on learning basic concepts and skills through hands-on experiences and activities. Some centers are designed to develop large and small motor skills while others are more academically oriented. Through our program, each child is given the tools needed to encourage the growth of the whole child.

MUSIC: Songs, tapes, CD's and instruments are all used to develop the child's appreciation for music. Listening skills and the ability to follow directions are enhanced through music.

SCIENCE: Hands on activities encourage exploration of bugs, animals, and rocks. Concepts such as weights and measurements are discovered through play at the water table.

DRAMATIC PLAY: Our dramatic play area at the preschool is full of many opportunities for the children to explore real-life situations.

ART: Our art projects correspond with each week's theme. The projects encourage creativity and help to develop fine motor skills.

LANGUAGE ART: Finger plays, nursery rhymes, poetry, stories, etc. are combined to enhance a child's vocabulary and encourage a love for books.

ABC'S and PREWRITING: There will be a "Letter of the Week" each week. The children will learn to recognize the letters and their sounds. Prewriting activities will be offered on a regular basis in the three and four year old classes.

SOCIAL STUDIES: These activities focus on learning about self, home, family, transportation and the community.

MATH: Opportunities are presented which allow the child to learn beginning math skills through sorting, ordering and comparing. Play based lessons provide opportunities for the child to develop skills in number recognition and counting.

HEAT AND COLD INDEX

The YMCA will use the National Weather Service's Heat Index guidelines when determining whether or not it is appropriate to conduct programs outdoors. The grids on the following page will assist staff in determining safe temperature, humidity and wind chill levels.

Heat Index:

- When the Heat Index is in the Safe Range there is little danger of heat related illnesses due to programming activities outdoors.
- When the Heat Index rises into the Caution Range, activities can safely take place outdoors with caution. Children should be given frequent drink breaks and time out of the sun.
- When the Heat Index climbs into the Extreme Caution Range programming should be limited to non-vigorous activities, and children should be given frequent drink breaks and time out of the sun.
- When the Heat Index is in the Cancel Range, outdoor activities should be cancelled, postponed, or moved indoors.

Cold Index:

- Outdoor activities will be limited when the temperature drops below the 20 degree wind chill line.

OUTDOOR CLOTHING GUIDELINE

As weather changes from warm to cold in the fall and back from cold to warm in the spring the following guidelines need to be observed for your child as we play outside in all temperatures.

Up to 49 degrees:

- Winter coat, mittens, gloves and hats
- If there is snow on the ground, boots and snow pants are needed

50-59 degrees:

- Lightweight jackets or windbreakers with hoods are needed

60+ degrees:

- Long sleeves, sweatshirts, etc.

BITING POLICY

Biting is a very common behavior among children birth to three years. It is common but also a difficult behavior in a group setting. It can occur without warning, is difficult to defend against and provokes strong emotional responses in the biter, the victim and the caregivers involved.

For many children the biting stage is a passing problem. They are in the process of learning what is socially acceptable and what is not. For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation evokes strong feelings for all involved. It does help, however, to be aware of the potential problem before it happens and to form a plan of action if it does occur.

When a child is bitten:

For the biter:

1. The biter is immediately removed from the situation with no emotion, avoiding any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the area of play and is talked to on a level that the child can understand.
3. Redirect the child to another area of play
4. Complete an incident report and notify the parents of the biter.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid. In a bite that does not break the skin, rinsing the area of the body and applying ice for pain is usually sufficient. In a bite that breaks the skin, the parents will be notified immediately. The area will be rinsed and ice applied, however, parents will be notified that medical attention may be necessary at their discretion.
4. Complete an incident report and notify the parents of the victim.

If biting continues:

1. Staff will meet to form a strategy around the problem area (which may include evaluating (including but not limited to; schedules, activities, routines, and transitions) and continual documentation will be done (which will include attempted bites, location of the problem area, time, behaviors, staff present, and circumstances).

BITING POLICY CON'T

2. Staff will keep all parents informed of the progress by providing confidential written documentation in the form of a behavior report when the biting occurs. A copy will also be kept in the child's file.
3. Staff will "shadow" children that have a tendency to bite, heading off a biting situation before it occurs. Staff will also teach non-biting responses to situations and reinforce appropriate behavior.
4. Staff will work with parents of all children who are part of the biting sequence to develop a joint strategy for change, however, only the name of the individual will be relayed to the respective parents.
5. A conference will be scheduled with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
6. If it is deemed in the best interest of the child, the YMCA Preschool Program and/or the other children in our care, termination of the child may be necessary for the duration of the biting stage.

SUPERVISION AND ACCESS POLICY

Any person in the center who is not an owner, staff member, substitute or volunteer who has had a record check and approval to be involved with child care shall not have "unrestricted access" to children for whom that person is not the parent, guardian, or custodian. "Unrestricted Access" means that a person has contact with a child alone or is directly responsible for child care.

The YMCA has additional restrictions for sex offenders who have been convicted of a sex offense of a minor who are required to register with the Iowa Sex Offender Registry, even when the sex offender is the parent, guardian or custodian.

A sex offender who has been convicted of a sex offense against a minor who is required to register with the Iowa sex offender registry (from Iowa Code 692A):

- Shall not be on the property of the child care center without the written permission of the Program Director and Executive Director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
- Shall not operate, manage, be employed by, or act as a contractor or volunteer at a child care center.

The Director is not obligated to provide written permission. If the Director decides to give written permission, they will contact DHS prior to doing so.

If written permission is given it shall include the conditions under which the sex offender may be present, including:

- The precise location in the center where the sex offender may be present.

SUPERVISION AND ACCESS POLICY cont'd

- The reason for the sex offender's presence at the facility.
- The duration of the sex offender's presence.
- The description of the supervision that the center staff will provide the sex offender to ensure that no child is left alone with the sex offender.
- The written permission shall be signed and dated by the Program Director, the Executive Director and the sex offender. It will be kept on file for review by the center licensing consultant.

The YMCA wants to ensure that the children at the center are safe. We want to prevent harm by being proactive and diligent in supervision and monitoring of all individuals that enter the childcare center.

Anyone present at the YMCA childcare programs do not have unauthorized access to children at the center. Parents, teachers, and any other individuals that are present at the center will be supervised and monitored at all times. "Supervision" is defined as controlling the entire center environment to make sure that no one has unrestricted access to the children. "Monitoring" is defined as being aware of all individuals that come into the childcare area and making sure they are there for a legitimate purpose.

Anyone deemed an intruder should be approached to determine their purpose for being at the site. If the staff member deems their business legitimate the visitor will sign-in and out similar to the visitors to the schools. If the staff member is not comfortable with the intruder's presence, he or she will ask them to leave. If necessary, the police shall be contacted after discussing the situation with the Program Director. An "intruder" is anyone who arrives at the childcare center, who does not have business there. i.e. not a parent, not authorized to pick up a child in the program, not a school or YMCA employee or volunteer.

VOLUNTEER POLICY

Any volunteer must first have a background check before volunteering in our Preschool Program.

In order to become a volunteer, these steps must be followed:

- Person will apply online to be a volunteer
- A background check will be conducted
- If the background check comes back with no hits, the Program Director or Site Supervisor will meet with the potential volunteer to discuss why they are wanting to volunteer.
- If the person's intentions are valid and the background check is clear, that individual will be allowed to volunteer at the Preschool Program.

Volunteers will not monitor or supervise children on their own. At all times, the volunteer will be under the supervision of a staff member.

PARENT CODE OF CONDUCT

- Support and teach the YMCA values of Caring, Honesty, Respect and Responsibility.
- Communicate any questions or concerns to the staff in a mature and private manner.
- Never discredit a staff member, parent, or child and especially not in front of any children.
- Work with the YMCA staff in a positive manner on all behavioral issues dealing with your child.
- Volunteer if you have the opportunity to do so.
- Read this parent handbook so you are familiar with all of the information in it.
- Read all information, and respond to if necessary, any information that is handed out at the site.
- Understand all of the payment and add/change procedures.
- Enter into the Preschool Site with your cell phone OFF. Staff may need the opportunity to relay important information to you. Your child also needs your attention at drop-off and pick up times to encourage a smooth transition.

YMCA VALUES

We accomplish our mission through
Programs that develop character.

We develop character by teaching and
Demonstrating positive values.

Honesty: Fairness and honor, ethical behavior and integrity.

Responsibility: Trustworthiness and dependability, reliable and consistent behavior.

Respect: Consideration and appreciation, courtesy to all.

Caring: Kindness and sympathy, thoughtfulness and affection.

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