

YMCA CHILDCARE GOALS

The YMCA's childcare programs strive to support and strengthen families by doing the following:

1. Improving communication among family members
2. Increasing family members' ability to work and play together
3. Helping families share their values with each other
4. Increasing sense of community with other families
5. Helping families to improve their economic stability

The YMCA's childcare programs help children develop to their fullest potential by doing the following:

1. Helping children to build a healthy self-esteem
2. Allowing children to learn through diversity and play
3. Offering developmentally appropriate activities that help children grow physically, emotionally, intellectually, socially and spiritually
4. Providing space, equipment and most importantly, teachers and leaders that aid in children's development
5. Allowing each child to develop a warm relationship with at least one adult
6. Involving children in some aspects of planning their own activities
7. Believing in the value of all children and helping children appreciate the diversity and uniqueness of their peers
8. Helping children in their community to develop their social and living skills
9. Encouraging children and families to become involved in other YMCA programs, such as swimming, parent-child programs, music, art and movement education

ENROLLMENT

Enrollment is open without discrimination to any child age 6 weeks to kindergarten (Infant-Toddler/Pre-School) and ages 5 to 12 (School Age). Registration is first come, first served, provided the site has not reached licensed capacity. **Annual** registration is required for all childcare programs. Children with special needs will be accepted based on a recommendation from the Special Needs Resource Team. No child will be excluded from participation in childcare programs solely by reason of his or her disabilities.



In order to be fully enrolled, the following forms are required:

- Registration Form
- Immunization Card
- Emergency Number(s)
- School-Age Assessment and Health Form (Kids' Club only)
- Physical Exam (Learning Centers only)
- Emergency Medical Consent
- Permission for Field Trip
- CCAFP Form
- Parent Agreement
- Code of Conduct (Kids' Club only)

Waiting List: When the childcare program has reached its capacity, a waiting list will be established. Parents will be notified when there is an opening and will then be required to complete the registration form and pay registration fees before enrollment.

Hours of Operation: Monday – Friday, 6:00 a.m. to 6:00 p.m. for Infant, Toddler/Pre-School at the DTY Learning Center, the Palmer Learning Center located 724 Harrison Street is open from 7:00 a.m. to 6:00 p.m. The School Age Childcare hours are Monday – Friday, 6:00 a.m. until school begins, and after school until 6:00 p.m. We are closed on the following holidays:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Day
- We will close at 12:00 noon on Christmas Eve and New Year's Eve

Holidays: On days that school is not to be in session, care may be available. ADVANCED REGISTRATION is required, so we can plan extra staff and lunches. During Christmas, Spring and Summer Breaks, a full day care program is available. Registration flyers with fee information will be sent to families through childcare.

Early Dismissal/Late Starts/School Closings: When school is dismissed early due to heat, our staff will maintain the regular program at the site. Normal early school dismissals will not affect the School Age childcare program. When school is cancelled or dismissed early due to extremely cold weather conditions, the School Age Child Care program will be considered cancelled as well. An alternate program may be offered at the YMCA facility in Davenport. Please call (563) 322-7171 to make arrangements. If weather is extremely bad in the morning and school closings have not been announced, call the YMCA office at (563) 322-7171 to make sure staff has made it to the site. When school is late starting, staff will be at the sites to run the program until school starts.



Universal Preschool Program: This program is operated at our Palmer Facility located at 724 N Harrison Street in Davenport. This is a unique program in cooperation with the Davenport Community School District, the Scott County Family Y and Palmer College. It is funded by the Department of Education utilizing universal preschool funds. This program is provided free of charge for those children attending only the preschool portion of the day.

This program meets either 9:00 – 11:30 or 12:30 – 3:00 Monday – Friday. We follow the Davenport Community School District regular school schedule. Limited spaces are available if families need full day care in addition to the preschool program. If full day care is needed the regular rates for care will apply. Please check with the Director at the facility if you are interested.

The program is taught by a certified teacher and one assistant. The ratio for this class is 1 adult to 10 children. We utilize Creative Curriculum as our guide to help us prepare activities that meet the goals and objectives of the universal preschool program. We believe that children learn best by exploring their interests and will naturally expand their knowledge as they invent, problem solve and discover within a safe and comfortable environment. We achieve these goals by creating purposeful and productive play experiences that help children grow in all areas. In addition we participate in Brigrance and Dibbles screenings to ensure children are meeting goals necessary for success in kindergarten. This program is currently enrolled as a Quality Preschool Program Standard (QPPS) center in the process of receiving certification and is already ranked as a level three center on the Quality Rating Scale.

CURRICULUM

Learning Centers

- The program content is geared toward the individual needs and abilities of each child utilizing Creative Curriculum as a guide.
- A dramatic play area is provided to allow each child the opportunity to develop social skills and dramatic play.
- A science area is provided to promote and encourage a child to understand nature
- Our library encourages children to select books independently and provides a quiet area where children can be by themselves.
- Music is often a natural expression of a child's feelings
- Art is another important area that allows children to express themselves through painting, drawing, cutting or pasting. These are just a few of the enjoyable experiences they will have.
- Children are encouraged to use a variety of manipulatives (puzzles, stringing beads, Legos) to help in the development of fine motor skills.
- Children will go outside daily weather permitting. On days that we must stay inside games that promote physical activity will be played.



School Age Child Care (Kid's Club)

School Age Child Care is not an extension of the school day. After sitting in a classroom all day, children need time to relax and have fun. Therefore, School Age Child Care offers a program that includes a variety of activities. These include recreation and games, arts and crafts, reading, music, time to work on homework, free time and a friendly environment.

- Rooms are set up with a variety of centers, including dramatic play, science and nature, quiet area and others. These centers provide choices for our children.
- The School Age Child Care program is not one that stays inside the building. School Age Child Care goes out to the playground. On the days when school is not in session and during the summer, School Age Child Care takes field trips to museums, zoos and amusement parks.
- The School Age Child Care program is designed to enhance your child's feelings of positive self-esteem and belonging. Opportunities are provided for children to pursue their interests, to develop skills and to spend time in positive relationships with peers and adults.

FEES, BILLING AND COLLECTIONS

Learning Center

Fee Policy

- Tuition is due on or before the Friday of each week for the next week of childcare. If tuition is not paid, your child's enrollment may be discontinued. Limited financial assistance and payment plans are available.
- A two-week family vacation period will be permitted annually with no charge to hold your child's place. Parent must fill out a vacation request form in advance and the account must be current prior to vacation.
- Children who are out for the summer and return in the fall are required to pay a non-refundable deposit to hold the fall spot. This deposit will apply towards fall tuition.



School Age Childcare – Billing & Collections

Billing

The enrollment packet contains policies and procedures. Limited scholarships may be available based upon funding. Payment plans can be used to arrange scheduling of payments.

Collections

Payment is due on or before the Friday prior to the week in which care is provided. There is no credit for absences, vacations or snow days. Checks must be made to the Scott County Family Y with the child's name on it. Payments may be made at any branch of the Scott County Family Y or at your child's site. Payments received after the due date will result in a late fee. If payment is not received within 5 days of the due date, your child will be suspended from the program. NSF checks will result in a \$20.00 NSF fee and could result in all future payments being made by money order. Any unpaid balances will be turned over to a collection agency.

Note: If your child is suspended from the program due to lack of payment, you will receive 24 hour notice either in person or by telephone. No child will be suspended from the program until the parents have received advance notice.

TARDY PICK-UP FEES

Any child (including state paid) who has not been picked up by 6 p.m. will be charged as follows:

- 6:00 p.m. – 6:15 p.m. \$5.00
- 6:15 p.m. – 6:30 p.m. \$10.00
- 6:30 p.m - + \$10.00 plus \$1.00 per minute thereafter

Note: Any child who has not been picked up by 7:00 p.m. without notice to the YMCA from a parent or guardian will be turned over to the proper authorities. The Scott County Family Y has the policy that both police and the Department of Human Services will be notified.

REFUND POLICY

- Credits will first be applied to the other YMCA programs
- Refunds of program fee will be given with proper notification of withdrawal from the program.
- Registration fee and membership fees **ARE NOT REFUNDABLE**



SCHOLARSHIPS

If you are in need of assistance for child care, you may apply to the YMCA branch office for the following:

- Scholarship assistance based upon availability of funds
- Payment scheduling (for those who cannot pay in full in advance)

Leave Policy: In the event that a child is unable to be in the program due to illness, etc., the following will apply:

Learning Centers:

- Vacation: Two weeks vacation credit will be granted, without loss of enrollment slot. These weeks need not be taken consecutively, but cannot be taken less than one full week at a time (Monday – Friday). A one-week notice on a vacation request form is requested prior to using vacation credit. The account must be current to receive the vacation credit. When a child is absent beyond the vacation period full fees must be paid in advance or the enrollment slot will be lost.
- Extended illness: In cases of extended illness, which results in absence of one or more weeks (Monday – Friday), payment will be waited upon presentation of a physician’s note covering the period of illness.

DAILY ADMISSION AND RELEASE PROCEDURES

Learning Centers and Universal Preschool

- Each child must have a complete change of clothes that is left in the center to be used for emergencies. All clothing must be labeled. The center is not responsible for any articles brought from home.
- Parents are expected to bring their child into the building, sign them in and see that the child is under supervision before leaving the premises and enter the building when returning for their child and sign them out.
- Each child will have a rest/nap period. Each child must bring his/her own blanket and the blanket must be taken home and washed every week. (This does not apply to the Universal Preschool students that do not stay all day)
- Daily sign in/out sheets are posted by the front door. Your child must be signed in and out daily. Please sign your full name and time when checking in and out.
- Only persons authorized by you in writing will be allowed to pick up your child. If you wish to change or add to your authorization list, please notify the Learning Center in advance. Please notify the person on the list to bring their ID when picking up your child. IDs will be checked if Learning Center staff does not know the individual.



School Age Childcare

Check in: Each child is to be brought into the facility and checked in by a parent in the morning. Parents are required to sign the children in and out daily. Messages regarding the child's absence or change in their schedule must be called into the Davenport YMCA office at (563) 323-5770 by 2:00 p.m. Staff must account for children that are expected. Parents will be called if the child has not arrived at the site. If we have not been informed that your child is not attending School Age Childcare, we spend extra time trying to locate him/her which could make us late for other pick-ups. If we locate your child, and we are unaware that the child is not supposed to come to Kid's Club, we will bring your child with us for his/her safety.

Check out: No child may leave the School Age Childcare site without being signed out by:

- Authorized person on enrollment paperwork.
- A person (not on authorized pick-up list) that is authorized by an emergency pick-up verification process.

Learning Centers / School Age Childcare: Telephone calls do not ensure release of a child to another individual except in the case of an emergency and will be analyzed on a case-by-case basis. Children may not be released to siblings or other children under the age of 16. Individuals listed as parents on registration forms can not be denied access to their child unless a copy of the custody agreement that relinquishes such parental rights is on file at the office.

- A parent wishing to pick up a child from an activity location away from the site may do so only after the child has been signed out from the School Age Childcare staff.
- Parents picking up a child and exhibiting signs of suspect intoxication, such as slurred speech, unsteady walk, uncoordinated muscular ability, etc., will be reported to the police.

School Age Childcare:

Daily Admission Procedures

- All children must be signed in each day in the School Age Childcare site, unless they have been picked up from school by School Age Childcare personnel. The parent is responsible for the child's safe arrival to School Age Childcare and for signing the child in. This ensures School Age Childcare personnel that your child has arrived and gives us an accurate count of the number of children in attendance.
- If we are to transport your child to a school each morning, he/she must arrive at the YMCA by 7:15 a.m.



TRANSPORTATION

Field Trip Policy: Children may participate in field trips as part of developmental and recreational programming. Parents will be given information regarding date, time and destination no later than 48 hours before designated date.

Admission costs to field trips are included in Summer Activity Fees. Meals are also provided. However, any spending money will be provided by parents. Childcare and Family Services staff will not be held responsible for money given to your child. Parents are encouraged to volunteer and accompany children on field trips.

Parents will be required to sign field trip permission slips. Failure to sign will result in the child not being able to participate. Childcare staff will be responsible for taking children on field trips. Parents may be called upon for additional support. Parents will work under the guidance of Childcare staff and will never be left alone in charge of groups of children. All activities and field trip times are subject to change. Notification will be given as soon as possible when it becomes necessary to make changes.

Transportation of Children: School Age Childcare provides transportation at most elementary schools. A transportation fee is required. More information is available at (563) 323-5770.

Transportation is provided to all activity locations. A parent wishing to pick up a child from an activity away from the site may do so only after that child has been signed out at the office or from the group leader. Once the van or bus has left an activity to return to the site, it will not stop until it reaches the parking lot. Upon returning to the facility, all children must enter the building. No children will be released to a parent in the parking lot.

STAFF REQUIREMENTS

Each staff person must meet the Iowa Department of Human Services standards of education and work experiences. Each childcare staff person is required to be First-Aid and CPR certified and attends mandatory in-service hours annually.

HEALTH PROCEDURE AND MEDICATIONS

A physical examination report shall be required for admission to the Learning Centers and must be renewed annually thereafter. Parents will be called to pick up their child when ill: children must be picked up within one hour. Failure to arrange for care for a child beyond one hour after contact may constitute child neglect. As a federally regulated referral agency, personnel are required to report any suspected abuse of neglect to authorities.

- A child will be considered ill when he/she has a fever over 101 degrees, vomiting or has had two episodes of diarrhea or is obviously suffering from a contagious illness.



- A child who is sent home with a fever must remain out of the center for 24 hours unless the parent brings a note from their physician stating that he/she is not contagious.
- Children absent from the center with a contagious illness may not return without a signed statement from a “medical doctor” indicating that the child is no longer contagious.

Childcare service may be denied based upon the following criteria:

- Temperature in excess of 101 degrees
- Impetigo
- Scabies
- Ringworm
- Chicken Pox
- Conjunctivitis (pink eye)
- Persistent cough, severe diarrhea, vomiting
- Symptoms of other contagious diseases such as measles, mumps, hepatitis, scarlet fever and strep infection
- Inability to participate in daily activities

Children may be re-admitted only after fever has been absent for 24 hours and their presence will not endanger the health of other children. Children need to be well enough to participate in usual daily activities. When registering children, parents give their consent on Emergency Medical Form for personnel take their child for medical or dental care in an emergency condition that represents a serious or imminent threat to life, health or well-being. Conscious efforts will be made to notify parents if it is necessary to provide treatment for the child in a medical facility. Treatment for the child will be expedited; parents and childcare personnel are required to sign an incident/accident report. Conditions which might necessitate immediate medical treatment include but are not limited to:

- Convulsions
- Marked difficulty breathing
- Laceration significant in size or amount of bleeding
- Unconsciousness
- Injury to extremity with obvious deformity
- Head trauma associated with vomiting or altered consciousness.

Children who become ill after arrival at childcare will remain in an isolated area until such time that reasonable arrangements can be made for the child’s release to the parent of parent designated person. Reasonable time after an initial contact is made to arrange for child pick-up is one hour. Failure to arrange for a child beyond one hour after contact may constitute child neglect. As a federally regulated referral agency, personnel are required to report any suspected abuse of neglect to authorities.



MEDICATION

All prescription and non-prescription medication must be in the original container labeled with the child's name, the site, the date, directions and the physician's name. A medication administration form must be filled out by the parent. Medication will only be administered according to the directions on the label.

- Medication will be administered only within full-day childcare programs, enrolled with regularly scheduled children.
- Written permission from a parent or guardian must be obtained before administering medication.
- Parents must call or come by the office to make sure medications are on the approved childcare medication list.
- All medications must be in zip-lock plastic bags with the child's name and instructions for proper dosage. Parents must provide the appropriate measuring tool/device (i.e. cup, syringe) needed to administer medication.
- No medication will be stored by childcare personnel if not being administered by childcare.
- Medication will not be given on an "as needed basis" (PRN when necessary)
- Antihistamines, antibiotics and decongestants are the only categories of medications that can be routinely administered by childcare personnel. Other physician prescribed medication may be administered after specific consultation with the health consultant.
- Children will be on medication at least 24 hours before a dose can be administered by childcare personnel.

ILLNESS/ACCIDENTS

School-age children have normal childhood illnesses and accidents. If your child's health is questionable to the staff (fever, diarrhea or feels ill, 20 minutes or longer) you will be asked to pick up your child immediately. If an accident should occur at the site, you will be notified at once. If your child has been exposed to a communicable disease or condition, please notify the staff at once. If your child has been exposed to a communicable disease or condition at the site, you will be notified.



FOOD SERVICE

Learning Centers

Nutritional meals are provided for breakfast, lunch and afternoon snack. Weekly menu is posted in advance in the center and parents may refer to these at any time. The child may not bring food from home without a letter from a physician stating and explaining special circumstances. If the child's physician finds it necessary for a lunch to be sent, your child's teacher may supplement with foods being served if not all of the requirements the state calls for are met. If you send food items for special occasions, they must be store bought, not home-made.

School Age Childcare

Meals and Serving Hours: Breakfast and afternoon snack are served daily during the school year. Lunch is added during the summer months and any other occasion when School Age Childcare service is offered on a full-time basis. Children must be at childcare no later than 7:00 a.m. to be served breakfast during the school year. This ensures the proper amount of food is prepared to serve all the children. Menus are posted at the site and have been approved by the Food Services Division and the USDA. Special or therapeutic snacks are not provided. Snack donations (for special occasions) are arranged with the staff. School Age Children are allowed to bring their own lunches on days when school is not in session.

Breakfast
6:45 a.m. to 7:15 a.m.

Lunch
11:30 a.m. to 1:00 p.m.

Afternoon Snack
2:30 p.m. to 4:30 p.m.

DRESS CODE

All children must arrive at childcare clean and well groomed. Children who repeatedly arrive in soiled clothing or who are unwashed may be considered victims of possible child neglect cases and will be reported to the Family Advocacy Case Management Team. During full-day program, please bring your child in comfortable play clothes so that he/she may feel free to participate in activities. **No flip flops or sandals will be allowed.** Comfortable shoes and socks are required. During the school year, please make sure your child wears or brings appropriate clothing for scheduled activities. Shoes with black soles may mark the gym floor. *If no other shoes are provided, the child may be asked to remove the shoes while playing in the gym area.*



PERSONAL ITEMS – TOYS/FOOD

Children are not allowed to bring candy, gum, cookies, etc. to Childcare. We provide meals and snacks for all children and “goodies” create many problems among the children. Children requesting to bring “goodies” for their birthday must purchase store bought items only.

Please do not allow your child to bring toys and personal items. Toys and activities are provided at Childcare. Personal toys and items cause confusion, sometimes upset the children and may be lost. We encourage you to have your child leave his/her toys and personal items at home. If a special toy is brought for use at school, you may request that it be stored in the Childcare office for safety until time to leave for school or until the child is picked-up at the end of the day. Lost and found items will be held for 30 days. After 30 days, they will be donated to the Salvation Army. The Childcare program is not responsible for lost or stolen items.

DISCIPLINE

Learning Centers

Parent support and participation is encouraged. We see our role as helping you to nurture your child’s development. As a values-based organization, we will encourage and nurture the core values of Caring, Honesty, Respect and Responsibility. It is with this perspective that we will use techniques to manage children’s behaviors. Redirection, use of logical consequences and other developmentally appropriate discipline techniques will be utilized before the use of time out. Time out or removal from a group as a means of helping the child to gain control shall be a reasonable period. Under no circumstances shall corporal punishment be used. Punishment that is humiliating or frightening will also not be used.

School Age Childcare

As we try to assist you in encouraging Caring, Honesty, Respect and Responsibility, our behavior management policy stresses those behaviors. If a child fails to exhibit these appropriate behaviors, staff will try to redirect child’s behavior by repeating choices which the child needs to make, having the child move to another area, discussing inappropriate choices and giving an opportunity to make a new choice. Staff will encourage and assist all children in following the Code of Conduct. Each child will receive a copy of the Code of Conduct upon his/her first day to School Age Childcare.

Parents whose children cause physical/emotional harm to themselves or others or exhibit ongoing disruptive behavior will be called for a staff/parent conference. Parents may be requested to pick up their child for the day. IF a child’s behavior does not improve, the child may be released from the program at the discretion of



the YMCA. Staff is required to handle disciplinary measures at the site. If your child experiences any difficulties, speak with the site staff. Staff follows the steps as follows:

- Redirection or elimination of choices
- Separated for a period of time from the rest of the group (1 minute for every year of the child's age)
- If a problem continues, another separation period is used (up to 3 in one day).
- If the child continues to have problems after 3 separations the parent will be called to pick up the child.

A child may **not** be punished by:

- Spanking, pinching, shaking or other corporal punishment
- Isolation for long periods of time
- Confinement in small places
- Binding to restrain movement of mouth or limbs
- Humiliation or verbal abuse
- Deprivation of meals or snacks

SUSPENSION POLICY

Parents will be contacted and asked to remove their child if the child becomes unable to control his/her behavior. A child may be deemed to have a behavior problem if he/she is unruly, uncontrollable or if his/her conduct is such that it interferes with or harms other children (i.e., biting, scratching, and fighting) and does not respond to adult supervision. The procedure for suspension of children from Childcare is as follows:

- Parents will be notified when picking up their child concerning any incident resulting in unacceptable behavior (i.e. injury to other children, staff or to the child).
- In the event of suspension, the number of days the child will be required to be out of the program will be determined on a case-by-case basis.
- The decision to remove a child from the Childcare program will only take place after all alternatives have been explored and tested.
- Removal will be determined by the Childcare & Family Service Director and Department Director.



WITHDRAWAL FROM THE CHILDCARE SERVICES PROGRAM

Withdrawal from Childcare requires a two week advance notice of withdrawal to the Department Director in one of the following ways:

- In person
- By telephone at (563) 323-5725
- In writing

Re-admission to the program will require notification by phone, unpaid balances paid in full and at least 24 hours notice in order to have paperwork at the site.

PROGRAM DISMISSAL POLICY

Participants may be asked to withdrawal from the program for the following reasons:

- Delinquency in the fee payment with no immediate payment coming
- The child is unable to follow the procedures and policies
- Parents have failed to provide required records or to meet the standards of the Iowa Department of Human Services
- Parents are consistently late in picking up the child
- Child's needs cannot be met by our program. Child poses a threat to other children, staff or self.

Parents whose children cause physical/emotional harm to themselves or to others or exhibit ongoing disruptive behavior will be called for a staff/parent conference. Parents may be requested to pick up their child for the day. If a child's behavior does not improve, the child may be released from the program at the discretion of the YMCA. Parents or guardians will be given prior notice and reasons for the discharge.



PARENT INVOLVEMENT

Open Door Policy

Although we request cooperation in not disrupting our program, parents are welcomed to visit the center and Kid's Club sites to observe when their child is present.

Parent Involvement: Parents are considered partners and parent involvement is a goal of our program. Through this partnership a carry over of routines and learning experiences occur which helps to develop a cooperative relationship between parents, staff and children. Parents may visit the center or site at any time.

All parents registering for Childcare may receive an orientation and tour of the facilities with 24 hours of completed registration. Parent conferences will be scheduled with Childcare staff or Childcare personnel upon request.

All comments and questions from parents are welcome. Parents are invited to participate in conferences at the request of the staff. Parent volunteers are solicited each year to participate in the Childcare Services Program Committee which reports to the Scott County Family Y Board of Directors. Parents are allowed unlimited access to the Childcare Program at any time and are encouraged to participate in planned celebrations.

HOW CAN PARENTS HELP?

- Encourage your child to check into the School Age site immediately after school each day.
- Always notify the YMCA office each day that your child is absent. For School Age Childcare call (563) 323-5770. For the Learning Center call (563) 322-7171, for YMCA / Palmer child care call (563) 323-4668)
- Follow the procedures for checking your child in and out of the School Age site or Learning Center each day.
- Follow all policies and procedures for billing and collections.
- Maintain open communication with the YMCA staff.
- Donate toys, games, arts and crafts supplies, etc. to improve the quality of our program.
- Provide appropriate positive discipline for your child.
- Get involved in your child's activities.

Your comments and questions are always welcome. If your concern is not addressed at the site, feel free to call the Childcare Services Branch at (563) 323-5725.

For other YMCA information and available activities, call: (563) 322-7171.

