



YMCA Lion's Pride and Little Rascals

(Licence 393612141 and 393616426)

Preschool and Daycare

WOULD YOU LIKE YOUR 3 TO 5 YEAR OLD ENROLLED IN AN EXCITING, SCHOOL-BASED
LEARNING EXPERIENCE?

DO YOU WANT YOUR CHILD TO BE BETTER PREPARED FOR
KINDERGARTEN?

WE OFFER "CIRCLE TIME"; A GROUP SETTING WHERE SONGS ARE SUNG, STORIES ARE READ,
AND LETTERS AND NUMBERS ARE TAUGHT

FREE PLAY IS OFFERED THROUGHOUT THE DAY. WE FEEL THAT LEARNING THRU PLAY IS AN
ESSENTIAL ELEMENT OF A DEVELOPMENTALLY APPROPRIATE PRESCHOOL.



WE ARE THE PROUD RECIPIENT OF THE 2009 SAN JOAQUIN COUNTY FAMILY RESOURCE AND
REFERRAL ABC (ACTION ON BEHALF OF CHILDREN) AWARD.

WE WILL BE OFFERING A DISCOUNT TO THOSE EMPLOYED BY THE LINDEN UNIFIED SCHOOL
DISTRICT.

OUR LIBRARY OFFERS QUALITY BOOKS THAT WERE DONATED TO LION'S PRIDE PRESCHOOL
BY THE BRING ME A BOOK FOUNDATION. WE ALSO USE THE RAISING A READER PROGRAM
AND SEND HOME BOOKS WITH OUR CHILDREN TO READ WITH THEIR FAMILIES EVERY
OTHER WEEK.

WE ARE OPEN DURING WINTER, FALL, AND SPRING BREAKS.

LION'S PRIDE IS LOCATED AT LINDEN HIGH SCHOOL IN ROOM 36

LITTLE RASCALS IS LOCATED IN ROOM 2 ON THE WAVERLY ELEMENTARY SCHOOL CAMPUS
PLEASE FEEL FREE TO CALL FOR MORE INFORMATION AT 887-2710, 304-7904 OR STOP BY

ANYTIME. Or email Sue Cammisa at Sue@ymcasjc.org.

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

For more information, contact the YMCA of San Joaquin County at
6135 Tam O Shanter
Stockton, CA 95207
(209) 472-9622
(209) 887-2710
<http://www.ymcasjc.org>

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YMCA Child Care Philosophy

The YMCA of San Joaquin County is pleased to provide quality child care that meets the needs of your child(ren) and family. The YMCA strives to provide a caring and nurturing environment for all of the children entrusted to our care. We believe our child care program should provide opportunities and experiences that stimulate your child's physical, social, emotional, and educational growth. We strive to provide flexibility to meet the unique needs of your child(ren) and to help them develop to their fullest potential.

Our staff emphasizes the YMCA's four core values in every program we operate. *Honesty, Respect, Caring, and Responsibility* are the foundation for the YMCA's work with all children and parents.

Program Content and Emphasis

Our program strives to meet the developmental needs of the individual child(ren) and age groups in the program. The scheduling, pace, and rhythm of each activity is consistent with recognized principles of childhood education. These principles establish that each child develops at his or her own unique rate within the general needs of his or her age group. Our program is designed to provide a wide and well-rounded range of activities. If there are certain activities or skills you wish to see emphasized with your child(ren), please take time to discuss those preferences with your site director.

YMCA Lion's Pride and Little Rascals Preschools will be utilizing Creative Curriculum. The Creative Curriculum® for Preschool is designed for early childhood programs serving children ages 3-5. Based on the latest scientific research on how children develop and learn, it helps teachers plan a program with explicit guidance about **what** to teach, **how** to teach, and **why**.

The Creative Curriculum® for Preschool explains the ongoing cycle of observing, guiding, learning, and assessing children's progress using The Creative Curriculum Developmental Continuum for Ages 3-5. The Developmental Continuum shows teachers the sequence of steps children take as they learn particular skills and concepts in all areas of development. It is a tool for planning instruction and assessing learning.

Parent/Staff Communication

The YMCA believes that parents should fully understand our child care operation. We want to know if there are ways you would like to participate in activities. We welcome your involvement through birthday parties and other special events.

Certainly, we want to keep our lines of communication open, as well. Drop by any time, and please feel free to express your concerns, so that we can respond to issues in a timely manner. On the other hand, if you find our staff doing a great job, let us know that too!

Twice annually, we will ask you to complete an anonymous Parent Evaluation of our program. The feedback we receive from the evaluations will help us make any necessary adjustments to our program.

Birthdays

Your child's birthday will be celebrated on or near his or her birthday. This is normally done during morning snack time. Parents are welcome to join us. We encourage you to bring a snack to share for your child's special day.

Signing Your Child In and Out

In order to help us ensure the safety of your child, parents must sign the attendance book when bringing children to the site and when picking them up. Parents need to write the time in/out and sign where directed. Please be sure to use your full name, not initials when signing in and out. Only those people whose names appear on the Registration Form as authorized to pick up your child will be allowed to sign the child out. This procedure is required by law and is necessary for your child's safety. Staff will ask to see your Identification the first time that you pick up.

Child Abuse and/or Neglect

While the YMCA does not ever expect child abuse or neglect to be a problem, our staff is required by California State Law and licensing requirements to report immediately to the police or Child Protective Services any instance in which there is reason to suspect the occurrence of physical, sexual, emotional child abuse, child neglect or exploitation.

If YMCA staff believe that notifying a parent may place a child in the way of more serious harm, our staff may not tell parents when the police or Child Protective Services have been called about possible child abuse, neglect, or exploitation. The extent of staff's communication with parents will depend on the recommendation of Child Protective Services after they intervene.

The State of California general licensing Requirements, section 101195 states: The department of Licensing agency shall have the authority to interview children and/or staff, and to inspect and audit child and/or facility records without prior consent. The licensee (YMCA of San Joaquin County) shall make provisions for private interviews with any children and/or staff members; and for examinations of all records relating to the operation of the facility. The Department of Licensing agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional examine the child(ren).

Notification of Parents Right's

Please see the Child's Rights posted by the front door and also included in the enrollment package.

As a parent/authorized representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are present.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive from the licensee the Caregiver Background Check Process form.

Behavior Management

Naturally, the YMCA child care program sets clear and understandable behavior standards so that the whole group can function, and so that our program can meet the needs of individual children. The first step we take to manage behavior is to offer praise and reinforce positive, acceptable behavior. Our staff strive to find children "doing things right," instead of focusing only on negative behavior.

The YMCA does not endorse or practice spanking or any other form of corporal punishment as a form of discipline. It does not deny children opportunities to use the bathroom, drink water or eat scheduled snacks and meals as a form of discipline. In addition, the YMCA does not use neglectful or emotionally abusive methods of discipline.

When inappropriate behavior does occur, and it inevitably will, YMCA staff follows these steps:

1. Point out the inappropriate behavior, and offer suggestions about what behavior is appropriate.
2. If the behavior continues even after a warning or two, remove the child from a specific activity. In most cases, this "time-out" period is sufficient to produce the necessary behavior change.
3. If there continues to be a pattern of inappropriate behavior, and progress is not being made, the site director will schedule a meeting with the parent and child.
4. After this three-way meeting and its negotiated agreements, if there is still no appreciable change in behavior, the child will be removed from the program.

The following behaviors are not appropriate or acceptable and are grounds for progressive disciplinary action. If inappropriate behavior persists, suspension and/or expulsion may result.

- ◆ No running, jumping, or screaming permitted inside classroom.
- ◆ No hitting, pushing, biting, grabbing, kicking, spitting, or pinching.
- ◆ No standing or climbing on chairs, tables, toys, or furniture.
- ◆ No mistreatment of toys - ie standing on, throwing, bashing, hitting with.
- ◆ No mistreatment of name calling, teasing, swearing, and bad language such as "shut up."
- ◆ No gun or violent play allowed.
- ◆ No roughhousing, climbing or sitting on, pulling, or lifting/carrying other children.
- ◆ No going out the door or gates without an adult.
- ◆ Endangering the health and safety of children and/or staff.
- ◆ Damaging or stealing from the YMCA, site facility, or personal property.
- ◆ Leaving the child care program or site without permission.
- ◆ Continuously disrupting the program.
- ◆ Continuously refusing to follow behavior guidelines, corrective actions and/or school rules.

Any willful destruction of property will be the responsibility of the child's parent, guardian or representative. In addition, continued inappropriate behavior (including, but not limited to threatening, swearing, teasing, sexual harassment/intimidation) may result in suspension and/or expulsion from the program with no refund.

Valuables

Each child is assigned a cubby to keep personal items, clothing, and supplies during the program hours. However, the YMCA is not responsible for lost or damaged personal belongings.

The YMCA provides a wide range of toys and learning materials, so we ask that your child not bring toys from home.

Clothing

We believe it is important for children to be well-groomed, with clean hair. They need to be dressed in clean, comfortable play clothes. We do wear aprons when we paint; however, there are still times when paint, etc. reaches the clothing. Please keep this in mind when dressing your child for school. Children may not wear flip-flops, backless shoes, or slippery bottom shoes. On cooler days, please send a (clearly marked) coat, sweatshirt, or sweater.

- ◆ Extra clothing: Please bring a complete change of clothes to keep at school. Please label them with your child's complete name.

Nap/Rest Time

All children in full day care must participate in rest time. Please bring your child a blanket. You may also bring in a small pillow and a favorite nap time buddy if you would like to. Nap time will be from 12:00 pm to 2:00 pm.

Transportation and Field Trips

We try to offer at least one field trip per school year. Trips will be announced in advance. Transportation is provided by Linden Unified School District.

Health Issues

For the well-being of your child and the protection of all the children, each child will be given a quick health check each morning. The physical health of all our child care participants is extremely important. The YMCA does not knowingly accept children for care when they are ill. If it is apparent that a child should not remain at the site, the YMCA will call the child's parent or otherwise authorized individual to pick up the child and make other arrangements. A more thorough medical policy is posted at each site for your review.

State licensing requires child care agencies to have written authorization from parents before administering prescription or non-prescription medication to children. This includes such products as Tylenol, cough medicines, suntan lotion/sunscreen, lip balm, etc. If your child takes medication regularly or for a temporary condition, please contact the site director. All medication will be kept under the control of the site director. Any medication brought to the site must be in its original container and clearly labeled with the child's first and last name. In case of any other health consideration, please contact the Preschool.

State licensing requires that, prior to admission, all immunizations be current. There is Physician's Report (Child's Pre-Admission Health Evaluation) that is due at the time of enrollment.

The YMCA does not provide health insurance for children in our child care program.

Symptoms Requiring Removal of Child from Child Care:

- ◆ Communicable Diseases: Not permitted by law in child care. Some of those illnesses are but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Diarrhea, Chicken Pox, Measles, Scarlet Fever, Lice, and Strep Throat. Your child will be accepted back into care when no longer contagious. All parents will be notified of the possibility of a communicable disease and what symptoms to watch for.
- ◆ Fever: Not permitted. A child needs to be fever free for a minimum of 24 hours before returning to child care; this means that the child is fever free without the aid of any fever reducing substance. Administering Tylenol to reduce your child's fever so that you can bring him or her to care is not permitted.
- ◆ Vomiting: Not permitted. If your child vomits while at daycare, you will be expected to come within the hour to pick up your child. The child must stay home until 24 hours have passed with no vomiting episodes.
- ◆ Running Nose: Your child may be brought to care if he or she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable.
- ◆ Rashes: Not permitted, unless you provide a doctor's note stating it is not contagious.
- ◆ Lice: Not permitted back until to care until after the second hair treatment.
- ◆ Excessive Crankiness: If your child is irritable, excessively whining or crying, wants to be held constantly, or requires more attention than we are able to provide without jeopardizing the health, safety, or well being of the other children, you must keep your child home regardless of the presence of other symptoms. If this occurs during child care hours, you will be called to pick up your child.

***** 24-hour Rule: Your child must be free from any of the previous symptoms for a minimum of 24 hours before you can return to child care. No exceptions. *****

Meals and Food Allergies

Lunch will be provided and served in the classroom. During all LUSD scheduled holidays/ breaks parents may be responsible for providing their child's lunch. Please be certain to advise us of any food allergies!!! Full day children will be offered a light morning and afternoon snack.

Fire Safety

We have a written fire evacuation plan and practice fire drills with Linden High School and Waverly Elementary School. In addition, we will incorporate fire safety curriculum into the program.

Emergency and Accident Procedures

Parents of all children in our child care program are required to submit a Medical release Form, which gives the YMCA permission to seek medical attention for your child in case of an emergency. Parents must keep the child care site and the YMCA office up-to-date on any changes in home, work, and medical emergency phone numbers.

In case of an accident or emergency, the following procedures will be used:

1. A member of the staff will carry out immediate first aid.
2. A member of the staff will contact the parent to pick up the child if medical care is necessary.
3. In case the parent or designated person cannot be contacted, the site director will have the authority to call the designated physician and/or call the local emergency unit for

treatment and/or transportation to a hospital. A staff person will accompany the child to the hospital and stay there until the parent/guardian arrives.

4. A member of the staff will complete an Incident report Form, will ask the parent to sign it, and will give the parent a copy within one week.

YMCA Closings

The YMCA's preschool program is closed on the following days: Labor Day, Lincoln's Birthday, and President's Day, Martin Luther King's Day, Veterans Day, Thanksgiving, both Thursday and Friday, Christmas Eve, Christmas Day, New Year's Day, Independence Day, and Memorial Day. Monthly tuition remains the same regardless of the holidays during the month. Professional Growth is important to quality Child Care and so staff will be taking a few days off for trainings; we will let you know in advance of those days.

Tuition and Fees

Program fees are paid as pre-payments for the services to be received during the month. Fees are based on enrollment, and not attendance, so there are no fee adjustments due to non-attendance. Payments are due on the first of the month. Payment will be considered late after the 3rd of the month and a fee of \$10.00 per day will be assessed starting on the 4th day. There will be a fee of \$25.00 for any returned checks. Non-payment may result in termination of enrollment, unless arrangements have been made with the director ahead of time.

The YMCA will provide a refund to program participants as long as they follow the established procedure. When terminating child care, parents should provide the YMCA a two-week written notice. Tuition will be refunded on a pro-rata basis according to the two-week notice. The YMCA has the right to terminate the contract if a situation arises where, conflict occurs between parent and staff, and there seems to be no resolution to the problem. **In order to meet state mandated staffing ratios, the YMCA cannot accommodate any requests for changes in the scheduled programs or rates.**

Monthly Rates:

◆ Full Daycare with Preschool (700 AM to 5:30PM)	\$575.00
◆ Full Daycare with Preschool (3 days)	\$385.00
◆ Full Daycare with Preschool (2 days)	\$305.00
◆ Preschool (9:00 am to 12:00 am)	\$375.00
◆ Preschool (9:00 am to 12:00 am) (3 days)	\$270.00
◆ Preschool (9:00 am to 12:00 am) (2 days)	\$230.00
◆ Annual Family Registration Fee	\$125.00
◆ Priority will be given to 5 day programs	
◆ 2 day programs and their availability are based on enrollment	

We will offer a 10% discount for each additional sibling enrolled in the program.

Please Pick up your child at your scheduled times.

Admission Interviews

An interview with parents and children to be enrolled is required before any child will be accepted into YMCA Lion's Pride and Little Rascals Preschools. Please call the Preschool to set up an interview time. Please bring all completed enrollment forms at this time.

Enrollment Forms

YMCA Lion's Pride and Little Rascals Preschools serve children between the ages 2.9 months-5 years old. Our Childcare Program forbids discrimination because of race, color, national origin, sex, religion, or handicap.

Since YMCA child care programs are licensed by the State of California Department of Social Services, there are specific forms that must be completed by the parent/guardian/representative of each child prior to the child's participation in the program. These forms include:

- ◆ Identification and Emergency Information
- ◆ Physician's Report (completed by doctor)
- ◆ Child's Preadmission Health History
- ◆ Consent for Emergency Medical Treatment
- ◆ Acknowledgement of Notification of Personal Rights
- ◆ Acknowledge of Notification of Parent's rights
- ◆ Media Release
- ◆ Memorandum of Understanding
- ◆ Waiver of Liability
- ◆ Current Admission Agreement

Policy Handbook Changes

Any time a change is necessary in the Policy Handbook, parents will receive a two week notice of the change and a new Agreement page will be required.

Keeping in Touch

The physical and emotional safety of the children in our care is our most important concern. If you have concerns about the program and its operation, we want to hear from you. Of course, we would also like to hear comments that affirm what we are doing. So please call Sue Cammisa, YMCA Preschool Program Director, at 209-887-2710 or Rich Good, YMCA Executive Director, at 209-472-9622 with any concerns or suggestions. You may also email Sue at Sue@ymcasjc.org or scammisa@sjcoe.net. We would love to talk with you.



YMCA of San Joaquin County

Lion's Pride or Little Rascals Preschool Daycare/Preschool Fees and Rates Admission Agreement

Registration Fee: There is an annual registration fee of \$125.00 per family. This is non-refundable. The fee is payable at the time of registration, regardless of the date of program registration; it will not be pro-rated if a child enrolls during the school year.

Payments: Monthly program fee payments are due on the first day of each month. Payment will be considered late after the 3rd day. A fee of \$10.00 per day will be assessed starting on the 4th day. After seven (7) days the child may be terminated from the program, unless other arrangements have been made.

Please check a plan:

Full Daycare (5 days)	_____	\$575.00 per month
3 days	_____	\$385.00 per month
2 days	_____	\$305.00 per month
Preschool (5 days)	_____	\$375.00 per month
3 days	_____	\$270.00 per month
2 days	_____	\$230.00 per month

Late Pick-up Fees will be charged if your child is picked up after their specified time. That fee is \$1.00 for every minute late.

Priority will be given to 5 day programs.

2 day programs and their availability are based on enrollment.

I have read and understand the terms and conditions related to the YMCA Lion's Pride or Little Rascals Preschool Parent Manual and the Child Abuse and Neglect Reporting Policies. I agree to abide by the rules, terms and conditions stated in this Parent Manual, including the refund policy and policy handbook changes. I also understand that my child's immunizations need to be current and that the Physician's Report is due prior to my child's first day along with all other forms included in the Parent Manual. Parents will be given a 30 day notice of any changes or modifications to the Parent Manual and a new admissions agreement will be required.

Child's Name: _____

Signature of Parent/Guardian: _____

Signature of Preschool Director: _____

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