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**MISSION:**

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

**PHILOSOPHY:**

The YMCA Child Care programs stress care and safety. They nurture the children's natural desire to learn by providing ample opportunities to explore. This is accomplished through developmentally appropriate activities. The scheduling, pacing, and rhythm of these activities will be consistent with the recognized principles of early childhood education, which state that each child develops at his or her own rate.

We believe that the Child Care Center should be an extension of the home and should in no way attempt to be a substitute for or in competition with the home. The cooperative experience will set the stage between the child's education and interest and the family involvement.

**FINANCIAL ASSISTANCE:**

The YMCA strives to provide quality care to children regardless of their socio-economic background. Within the available resources of the Association, the YMCA will provide services for any youth, senior, adult or family who desires to participate and understands the benefits of the YMCA.

If you need assistance for child care you may apply for the following:

- 1) Child care assistance through the Department of Social Services (Co-pay is due every month, prior to receiving payment from the state. You are responsible for any remaining balance.)
- 2) Free and reduced lunches through Pierre are accepted; pick up application from the Child Care desk.
- 3) Scholarship assistance (reduced child care rates), pick up at the YMCA membership desk.

**THE STAFF:**

All YMCA Child Care staff is screened through Central Registry, verified through child molestation and criminal background checks, and the Department of Criminal Investigation completes fingerprinting. In addition, all staff is required to have 20 hours of in-service training in specific areas, including: health and safety, child growth and development, planning activities, guidance and discipline, communication, detecting and reporting child abuse, food handling and communicable diseases, and procedures in the event of fires or natural disasters. Staff is evaluated yearly.

**YMCA CHILD CARE IS:**

A full service center for children 9 months through the 5th grade. YMCA is more than baby-sitting. Caring and qualified staff are chosen for their ability to serve as positive role models; they lead well planned, well supervised, fun activities.

Programs are evaluated twice a year by parents and once a year by program or outside committees. Parent-teacher conferences are done on request by either the parent or the center.

**THE GOALS OF THE PROGRAMS ARE TO:**

- 1) Help children develop to their fullest potential physically, intellectually, socially and emotionally.
- 2) Deliver the program in a safe, supportive, caring, positive environment.
- 3) Support and strengthen the family unit.

# POLICIES AND PROCEDURES

## **ENROLLMENT/REGISTRATION/ELIGIBILITY:**

Children are enrolled on a first come, first served basis. Others will be put on a waiting list and accommodated as space permits.

The YMCA Child Care programs are offered five days a week. The YMCA Child Care programs do not discriminate on the basis of race, color, creed, national origin, and religion, sex of a child, marital status, or age of parents.

An annual (September-August) non-refundable registration fee of \$35 per child is charged. This fee is paid at the time of registration and does not cover any percentage of a monthly payment. A spot cannot be held without the registration fee being paid. If a child is taken out of the program and then returns to the program within the year a \$35 registration fee will be charged upon registration.

If you register for our summer and fall programs and choose to drop before the end of the summer session your fall reserved spot will be filled with a participant from our waiting list. All registration fees and deposits are non-refundable.

The YMCA Child Care program, as a state licensed center, is required to maintain a file on all registered children. Registering parents are encouraged to ask questions and/or attend the parent open house/orientation.

BEFORE ANY CHILD CAN BE ADMITTED INTO OUR PROGRAM the following forms must be completed and turned in:

- \* **Child Information Form**
- \* **Rapid City YMCA Registration Form**
- \* **Current Immunization Record**

## **PAYMENT POLICIES AND PROCEDURES:**

The program is a nonprofit organization which operates primarily on tuition fees from each child; therefore, it is essential that your fees be paid promptly and regularly. If your child is absent, the fee is still due in full. We cannot refund or credit tuition.

## **METHOD OF PAYMENT:**

Child Care tuition is paid in advance. Payments are due on the 1<sup>st</sup> of every month. Monthly payments may be made by cash, check, credit card, debit card, or telephone. If paying with cash, we need the exact amount. Payments not received by the 15<sup>th</sup> of the month will be charged a late fee of \$50.00. Any child with a past due account may be suspended with a 24 hour notification. This could also result in being barred from participation in any other YMCA programs until all accounts are paid in full and there is program availability. If past due accounts are paid with a returned check your child may be dropped from the program immediately. If payments are delinquent, the outstanding balance will be turned over to a collection agency.

All payments including Kid Stop payments need to be paid directly at the YMCA either in person or by mail. Payments will not be accepted in the rooms or at the Kid stop sites.

In order to insure proper credit to your account, your check should be made payable to the YMCA. The check must include the child's full name and the program in which they are enrolled in the memo portion of the check, and the name in which the account has been established.

If you are paying in person, there is a payment drop off box in the lobby outside the Child Watch (formerly known as the Drop-In Nursery). If you are mailing in your payment, it is your responsibility to ensure that payment is received on or before the due date. Receipts will be given to you in your child's classroom, in Sunrisers/Sundowners, or at the Kid Stop site.

## **RETURNED CHECKS:**

We will charge a \$35.00 handling fee for the processing of any check returned to us. Upon receipt of the second returned check, all future Child Care tuition payments must be paid by cashier's check or cash. All returned checks and fees must be paid within 48 hours of notification from the Child Care Office in order for your child to continue using the program.

**TAX STATEMENTS:**

Tax statements will not be automatically issued; therefore, we encourage you to keep copies of your receipts for tax purposes. The YMCA Tax ID number is 46-0227218. The tax statement can only be released to the first parent on the enrollment form.

**HOLIDAYS AND CENTER CLOSINGS:**

Tuition will remain the same during periods that contain closings for holidays, school closure dates, and our teacher training days in August. The Child Care programs will be closed on:

Good Friday

Memorial Day

Tentatively, the last week public schools are in session school age child care will be closed due to Summer Camp training. Some exceptions may apply.

Fourth of July

Labor Day

The week before Rapid City Public Schools start

Thanksgiving and the day after

Christmas Eve, Christmas Day, and the day after

New Year's Eve and New Year's Day

**ABSENCES/VACATIONS/ DROPS:**

Each family is allowed two weeks of vacation time per year with written advance notice, for which no fee is charged from Bear Den, Doodlebugs, Lollipop Kids, Noah's Ark, Zoo Crew, (year runs September to August), Jungle Kids, Kid Stop, and Sundowners (year runs September to May). Children taking vacation must be gone 5 business days. No vacation credit will be given without prior notice. There is no vacation time granted for summer camps because they run in two week sessions. Vacation may be used in one or two week blocks.

If you register for our summer and fall programs and choose to drop before the end of the summer session your fall reserved spot will be filled with a participant from our waiting list. All registration fees and deposits are non-refundable.

If a child is withdrawn from the program, written notification must be given at the Child Care desk. Vacation may **not** be used as part of your notification. Tuition is charged for two weeks (10 business days) following written notification, regardless if your child begins the program or not. In order to be re-enrolled, an opening will have to be available, and a new registration fee paid. We also recognize that not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parents in order to determine the cause. Sometimes, we can help the child make the adjustment. If this is not possible, the parent and/or program may choose to terminate the arrangement on a timeline that is in the child's best interest.

**TERMINATION OF CARE BY THE PROGRAM:**

If the program staff does not feel that it is meeting the child's needs, we reserve the right to terminate the care arrangement on a timeline that is in the child's best interest. Other reasons which may result in the termination of a specific care arrangement are as follows:

1. Non-payment for Child Care services and/or lack of adherence to our tuition payment policies.
2. Lack of cooperation from parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
3. Abusive behaviors and/or verbal threats by parent and/or child toward program staff, other children or parents.
4. Child exhibits special needs or needs related to a serious illness that is not possible to meet at the program. In this case, the program staff will make every effort to involve the parents, and possibly other resource persons (as appropriate) in order to decide together on the best course of action for this child, prior to any termination.

**DAILY CLOSING TIME POLICY:**

Each program has a specific closing time. We expect all children to be picked up by that time. A late fee of \$1.00 per minute will be charged per child. The late fee must be paid before the child is allowed to

return to day care. If a child is consistently picked up late you may be asked to find another source of child care that better suits your hours of need.

In the event that your child is still at the program after closing and we have not heard from you, we will take the following steps (in order):

1. Attempt to reach you at home, work, or school.
2. Call the people listed under Contact People.
3. Call the authorities.

### **SIGN-IN AND OUT PROCEDURE:**

Licensing laws require that all children be signed in and out using your first initial and full last name, upon arrival and departure. This is done through use of a sign in and out sheet. This is a legal document and times must be accurate on the child's sheet. Each child's name will be on the sheet. The parent must sign their child in upon arrival and out upon departure. Children may not be dropped off in front of the building. It is mandatory that children be brought into the center and picked up before the end of each program time. The child's arrival and departure must be communicated to staff members.

Children will be released only to those persons named on the enrollment form as being authorized to pick up a child. Revisions of this information must be dated and signed by either the first or second parent on the enrollment sheet, unless there is a court order stating otherwise.

In the event of an emergency, a parent may call the Child Care desk to verbally authorize someone else to pick up their child. The form must then be revised as soon as possible to reflect the changed authorization. Staff members will ask for identification of any individual picking up a child who is not known to them.

The center cannot take responsibility in deciding who has legitimate custody of a child. Copies of legal documents must be provided to the program director before any staff person can actively prevent non-custodial parents from picking up their child.

### **ILLNESS PROCEDURE:**

Children attending a child care center are exposed to more illness than children who remain at home. In order to keep exposure to a minimum, the following procedures regarding ill children have been established: **PLEASE DO NOT SEND YOUR CHILD TO OUR PROGRAM IF HE/SHE IS SICK.**

Parents will be contacted in the event that the Directors or Teachers feel the child should be sent home.

**The child must be picked up immediately.**

### **ILLNESS POLICY:**

In an attempt to minimize illness the following policies will be followed:

1. Each child will be required to have on file a health statement and immunization record that is current.
2. The child will be observed for signs of illness and/or communicable disease. No child will be admitted or allowed to stay with a temperature of 101.5 or above. The temperature must have been down to normal for a 24 hour period before the child returns.
3. No child will be permitted to stay with diarrhea or any flu type symptoms. The symptoms must have been back to normal for a 24 hour period before the child may return.
4. Should the child become ill during the day, the parent will be notified and must **pick up their child immediately**. If the parent cannot be reached, the persons on the emergency form will be called. Strict adherence to this policy will be maintained so that other children are protected. (We are not equipped to handle sick children.)
5. Should the child become lethargic and not actively participating in the program the parent will be called to evaluate the situation.
6. Should the children be exposed to communicable diseases, you will be notified of the possibility of exposure, symptoms, and a period of incubation. This information will be posted in the classroom.

### **IMMUNIZATIONS:**

Prior to admission, each child must have current immunizations. Children will not be admitted or retained unless all immunizations are up-to-date. Licensing laws require us to have on file a copy of your child's immunization records signed by a nurse or doctor. It is the parents' responsibility to ensure timeliness

of immunizations. The center needs an updated copy of your child's immunization record each time your child is immunized.

**MEDICATION PROCEDURE:**

NO MEDICATIONS WILL BE ADMINISTERED TO ANY CHILD UNLESS IT IS A PRESCRIPTION.

Our teachers are permitted by state law to administer prescription medications that are brought to the program in the original prescription bottle. If the medication is in pill form, the quantity will be verified and documented by the parent and staff in charge. All medications will be returned at the end of the week. A completed and signed medication permission form needs to be completed by the parent. Over the counter non-prescription medications such as cough drops, cough medicine or pain relievers are **not** permitted unless prescribed by a physician and the signed request is brought in with the medication. Prescription medication will be administered only to the child named on the label. Label dosage only will be followed. Medication will be kept locked up and out of reach of the children.

**POLICIES AND PROCEDURES REGARDING BITING BEHAVIORS:**

Biting is a common behavior among toddlers in group care. Biting is not viewed as a "bad" behavior, rather as an inappropriate behavior. When it occurs, staff has a responsibility to both the child who bites and to the child who gets bitten. Our primary goal is to support each child and each family as we move through this developmental period.

With this philosophy in mind, we practice many preventative strategies within the classroom. These strategies include but are not limited to: providing an age-appropriate room arrangement and curriculum, multiples of toys, close supervision and observation, and redirection.

When biting occurs:

1. The child who has done the biting is told "biting hurts" and redirected to another activity.
2. The child who receives the bite is comforted. The area is washed with soap and water.
3. An accident report is completed.
4. The parents of each child are notified personally.
5. Information about the biter and bitee is confidential. Names are not provided to either parent by staff unless the skin has been broken.
6. The staff who works with these children will meet to discuss the biting report form to evaluate the incident and develop an intervention plan.
7. If a child in the Bear Den or Doodlebugs bites more than twice in the same day he/she will be sent home for the day.
8. If a child in the Lollipop Kids and Zoo Crew (3 ½ years of age) bites more than once in the same day he/she will be sent home for the day.
9. Children in Noah's Ark, Jungle Kids, Zoo Crew, or any school age program (4 ½ years and up) will be sent home immediately for any biting.

Our goal is to find solutions that recognize the developmental nature of the biting behavior and provide solutions that demonstrate respect for each child. If biting persists after the above steps have been taken, your child may be removed from the program.

\*\*\*\* PLEASE NOTE: We do not believe in biting a child back who has bitten. We strongly urge parents not to use this response if their child bites.

**INSURANCE:**

Medical and accident insurance are parents' responsibility. The YMCA does not carry accident insurance.

**ABSENCES:**

If your child will be absent from any of our child care programs, please notify the child care desk before 9:00 a.m. This is vital to coordinate schedules, activities, transportation, and meals.

Teachers are not available to talk to you unless it is an emergency. Leave a message with the Child Care Office at 718-5437. If your child is enrolled in one of our after school programs, and will be absent, please call before 2:00 at 718-5437.

### **EMERGENCY PROCEDURE:**

ALL YMCA Child Care staff will be trained in first aid and CPR. We insure that there is one such trained staff on the premises at all times.

Our procedures involving emergency situations are as follows:

If a child is injured, parents will be notified if the injury requires emergency medical treatment. Depending on the situation the following will occur:

1. A parent will transport the child, if they are available.
2. The director or designated YMCA staff will transport the child and have a parent meet them at the hospital/doctor's office.
3. The Rapid City Ambulance Service will transport the injured child in extreme emergencies. Injured children will be transported to the hospital/doctor of their choice (if possible) which is indicated on their emergency medical form.

### **PLEASE INFORM THE CHILD CARE DESK OF ANY CHANGES IN ADDRESS, TELEPHONE NUMBERS OR EMERGENCY NUMBERS IMMEDIATELY.**

### **ARRIVAL/DEPARTURE:**

The center opens at 6:30 a.m. **Sign-in with your first initial and full last name.** When picking up your child, be sure to say "good-bye" to a teacher. This ensures that a staff person knows whom the child is leaving with. Children may be in the midst of an absorbing activity and unwilling to leave immediately. Try to accept this patiently and give him/her time to make the transition. **Sign-out with your first initial and full last name.**

### **CURRICULUM:**

The developmental approach used by the teachers is a variety of curriculums in early childhood development. This helps develop self-discipline in children. To achieve this long-range goal, teachers will guide children by using positive guidance methods.

### **GUIDANCE/RULES:**

Discipline at the program has two primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. To accomplish these goals we use the following techniques:

- |                    |                         |
|--------------------|-------------------------|
| 1. Prevention      | 2. Positive Redirection |
| 3. Modeling        | 4. Limit setting        |
| 5. Problem Solving | 6. Managing Behavior    |

### **CLOTHING/OTHER ITEMS TO BRING:**

In all seasons, children should be dressed appropriately for the weather. Children old enough to play outside spend time outdoors each day in appropriate activities except in severe cold or rain. Each child should always have a complete change of clothes and all items should be clearly marked with his/her name. For safety reasons, thongs or backless sandals are not permitted. Please send a pair of tennis shoes. Extra nice clothing should be saved for other occasions. Play clothes are the order of the day at the center.

\* For those enrolled in programs offering swimming lessons a swim suit and towel is required in a marked bag (such as a backpack).

\* For rest time, if your child is enrolled in a program that rest during the day, they are provided a cot to rest on. Children may bring a pillow, blanket and/or stuffed animal to sleep with at nap time, please take these items home on Fridays to be cleaned.

### **THINGS TO LEAVE AT HOME:**

The children are not permitted to bring gum, candy, video games, DVD's cassette tapes or CD's or money to the center, unless specially designated by the teacher. Books and tapes may be brought to share with the class. Please visit with the teachers before bringing anything special, including pets. Toys may be brought in only on designated toy days.

### **SUNSCREEN POLICY:**

The YMCA Child Care staff will apply a sun screen with a SPF of 30 to every pre-school child (school age children will be asked to apply it themselves) before going on outings. If you feel your child needs more than a 30 SPF or a specific brand you will need to furnish your own. If your child is on medication, consult your doctor or pharmacist to determine if special protection is needed. Certain medication can cause skin to have increased sensitivity to the sun's ultraviolet rays.

### **FIELD TRIPS:**

Field trips may be planned on occasion. You will be notified of major excursions, but trips to the park or walking outings may be taken on a daily basis without prior notice to parents if weather permits. The YMCA has buses for transportation. Driver and children will wear seat belts (if the vehicle provides them). Each vehicle will carry the number of children allowed by vehicle passenger capacity posted in each bus.

### **TRANSPORTATION:**

In the event public schools do not have school, the YMCA will offer All Day Programs (exceptions apply to some holidays). Buses will NOT run to private schools when public schools are closed. No bus rider service will be provided on Wednesdays to Rapid Valley or Valley View.

All school age children will be required to read and sign bus rules prior to riding the bus. If there are continuous discipline problems, parents will be notified, and your child may be suspended from riding the bus.

We have a tight bus route before and after school. In the event that your child will be absent, we request that you notify the Child Care desk prior to 2:00 p.m. If your child misses the Y bus please tell them to go inside and have the school office call the YMCA at 718-5437. If the event that you want to pick up your child and the bus has already left the school, you will need to meet the bus at the YMCA and must sign out your child before taking them with you. **Note: If your child misses the bus more than three times, it will be the parents' responsibility to pick up their child.**

### **LEFT HAND TURNS OR U-TURNS:**

Left hand turns or U-turns in front of the child care drop off area are **NOT** permitted. Parents, members, pedestrians, etc. may report license plate numbers to the Police Department if they witness anyone making a left hand turn or U-turn. This can result in a hefty fine. The Police Department Dispatch number is 394-4131.

### **MEALS AND SNACKS:**

**BREAKFAST:** Cereal and milk will be served in the morning at all programs. Check with your child's teacher regarding serving times.

**SNACK:** We will provide a snack both in the morning and the afternoon. School age children enrolled in summer camps receive only an afternoon snack. If you wish to bring a treat at birthday or holiday times please inform the teachers ahead of time. (No birthday treats will be allowed during summer camps.)

**LUNCH:** A daily devotion is said before lunch. You may pack your own child's lunch. Milk will be provided to children bringing their own lunch. We encourage you to pack food and a drink that is nutritious. Using the food pyramid as a guide, please pack a lunch that includes foods from the 5 different food groups. Please limit "junk food" items such as candy, pop, and other high-sugar/ fat content foods. Please make sure to include an ice pack in your child's lunch if it needs to be kept cold, as we are unable to refrigerate lunches brought from home. If your child requires a special diet for snacks or lunches they will need to be provided from home.

Lunch and milk will be offered for the children at no additional charge in the Bear Den and Doodlebugs programs. Lollipop Kids, Noah's Ark and Jungle Kids programs may purchase a lunch ticket. This card may be purchased at the time of your child care payment. The cards will be marked as your child uses them. If your child's lunch ticket has been depleted and no additional ticket has been purchased, your account will automatically be charged for a new ticket. If your child is sick or elects not to use a meal we must be notified before 9:00 a.m. on that day or you will be charged for the meal. Menus are usually posted in your child's classroom on Thursdays prior to the up-coming week. Please sign-up in your child's classroom. **(NO REFUNDS ON ANY LUNCH TICKETS).**

**PARENT INVOLVEMENT:**

The most important people in a child's life are their parents. Parents are welcome to visit at any time and become involved in all areas of the program. We ask that you consider your child's reaction to your visit. It takes a lot out of some children to separate from parents upon arrival and it may be even harder on them to separate a second time in the same day. If you choose to visit, please make sure your child understands that you must return to work and will pick them up later. We have special family events planned throughout the year, a monthly newsletter will be sent home with information for parents.

Please do not hesitate to call the center if you have questions, need information, or want reassurance regarding your child's happiness and well-being during the day.

**REPORTING SIGNS OF CHILD ABUSE:**

Cases of suspected neglect or child abuse (physical or sexual) will be reported to the proper authorities of Social Services as outlined by state law.

If a parent has been drinking, please make arrangements for someone else to pick up your child, otherwise the center is required by law to report this to the Police Department.

**SEVERE WEATHER, POWER FAILURE, BOMB THREAT, ETC.**

- \* In the case of severe weather requiring emergency shelter, the staff will escort the children to the basement of the YMCA.
- \* In the event of a power failure, the children will be gathered in a room with windows for quiet activities.
- \* In case of a bomb threat, the children will be exited out of the building to a shelter in a nearby business.

**DISASTER AND EMERGENCY PREPAREDNESS ALTERNATE SITES**

In the event of a disaster or other emergency in which we must leave the YMCA building, our primary alternate site is First Congregational Church located at 1200 Clark Street; our secondary site is First Presbyterian Church located at 710 Kansas City Street.

**CHILD CARE AND SCHOOL CANCELLATION POLICY**

If the Rapid City Public Schools are cancelled for the day:

The Sunrisers, Sundowners and AM/PM Kid Stop programs will not run.

- \* The Jungle Kids program will run.
- \* Bear Den, Doodlebugs, Lollipop Kids, Noah's Ark will run as normal.
- \* Zoo Crew will not run, as they follow the public school schedule and cancellation policy.

If the Rapid City Public Schools are cancelled during school hours:

- \* The Sundowners and Kid Stop programs will not run.
- \* The Jungle Kids are already here so this program will run. (If your child is at school the parent will be responsible for transportation).
- \* Bear Den, Doodlebugs, Lollipop Kids, Noah's Ark and Zoo Crew will run as normal.
- \* Buses will not run.

If the Rapid City Public Schools start up to 2 hours late:

- \* All of our child care programs will run like normal. AM Kid Stops and Sunrisers will open at 6:30 and will stay open until school starts.
- \* Jungle Kids will be taken to school at the appropriate time.

If the YMCA is closed the Child Care Center and Kid Stop Sites are also closed.

If you have any questions on whether your child's program is running call the YMCA child care desk for information. Listen to radio or TV for information regarding closing of the YMCA.

# TODDLERS

For children 9 months through 3 1/2 years of age

## **BEAR DEN / DOODLEBUGS**

These programs focus on our belief that children are wonderful people who have a limitless curiosity. They delight in fantasy and are intrigued by reality. Our programs are geared to meet individual needs in a flexible environment. Our primary goal is the development of a positive self-image. We encourage independence through learning self-care skills, verbalization, problem solving, and social interaction skills.

Activities which foster large and small motor development are an important part of each day's schedule. Cognitive growth is stimulated by promoting awareness of color, shapes, numbers, and parts of the body. Stories, songs, music, dance, coloring, painting, and outside play aid in development of skills, increase attention spans, and ensure an enjoyable day. Some of the children enrolled in Bear Den participate in water play in the family pool. The children enrolled in Doodlebugs receive swimming lessons twice a week.

Daily schedules are posted in the classrooms.

## **Toilet Training:**

Toilet training is an important step in becoming independent. We consider a child is toilet trained when the child is able to pull down their pants, use the toilet, wipe, and pull up their pants. Toddlers are nearing this important step. We encourage, but do not pressure, children who are ready. Signs of readiness are asking to be changed, mentioning soiled diapers, and staying dry overnight. Pressure before a child is ready can cause delays. Our staff is available to discuss with parents their concerns and questions about toilet training.

## **WHAT TO BRING:**

Blanket and small pillow

Complete change of clothing

Diaper cream

Adequate daily diaper supply

Wipes

Bottles

Sufficient bottle nipples to ensure a clean one for each feeding

Formula, if necessary

Stuffed animal

Swim suit and towel (for older toddlers only)

## **PLEASE LABEL ALL ITEMS.**

## **HOURS:**

6:30 a.m. – 6:00 p.m. Monday through Friday

## **CLASS CANCELLATION:**

SEE PAGE 9 ON SCHOOL CANCELLATION POLICY

# PRESCHOOL

## **Lollipop Kids Noah's Ark Zoo Crew**

The following guidelines are used when considering a child's readiness to join the preschool rooms.

The child needs to be:

- At least 3 ½ years old and toilet trained
- Able to listen to and speak to others
- Able to stay on a task for a short length of time
- Able to verbalize needs
- Able to understand and follow simple directions
- Able to function in a large group of children who are at different developmental levels

Our primary goal is the development of a positive self-image. We encourage independence through learning self-care skills, verbalization, problem solving, and social interaction skills. Activities which foster large and small motor development are an important part of each day's schedule. Cognitive growth is stimulated by promoting awareness of colors, shapes, numbers, and parts of the body. Stories, songs, music, dance, coloring, painting, and outside play aid in the development of skills, increase attention spans, and ensure an enjoyable day.

Daily schedules are posted in all the preschool rooms. Each group is offered swimming lessons.

### **WHAT TO BRING: (Lollipop Kids & Noah's Ark)**

- Blanket and/or stuffed animal
- Complete change of clothes
- Swim suit and towel on swim days

### **WHAT TO BRING: (Zoo Crew)**

- Complete change of clothes
- Swim suit and towel on swim days

### **HOURS:**

- 6:30 a.m. - 6:00 p.m. Lollipop Kids & Noah's Ark
- 8:00 a.m. - 12:00 a.m. Zoo Crew AM
- 12:30 p.m. - 4:30 p.m. Zoo Crew PM

**Zoo Crew runs on the public school schedules. If schools are closed Zoo Crew does not run.**

### **CLASS CANCELLATION:**

SEE PAGE 9 ON SCHOOL CANCELLATION POLICY

# KINDERGARTEN

## **JUNGLE KIDS AM JUNGLE KIDS PM**

The curriculum has a developmental approach based on a variety of experiences with hands on materials and physical activities. Jungle Kids is an extension of their kindergarten school day. They will experience a daily routine that requires them to plan, make choices, discover problems, explore solutions and recall experiences. Jungle Kids are offered swimming three times a week. Teachers serve as facilitators to encourage each child's interest and development at their own pace. Our primary goal is to develop their self-esteem.

Daily schedules are posted in the classroom.

### **TRANSPORTATION:**

We also provide transportation to and from **most** Rapid City area public schools and some private schools. Please check with the Child Care desk for specific school information.

**The first week of kindergarten no transportation will be provided.** More information will be provided to you by the Jungle Kids teacher.

### **HOURS:**

**6:30 a.m. – transported to AM Kindergarten and Pick up from school - 6:00 p.m.** for those children enrolled in morning kindergarten. (We do not provide morning transportation to schools where AM Kid Stop is offered. If your child attends Kindergarten in the morning they may attend AM Kid Stop at no additional charge)

**6:30 a.m. – transported to PM Kindergarten and After school - 6:00 p.m.** for those children enrolled in afternoon kindergarten. (If your child attends Kindergarten in the afternoon they may attend PM Kid Stop or Sundowners School Age Program at the YMCA at no additional charge)

### **WHAT TO BRING:**

Swim suit and towel on swim days  
Complete change of clothes

### **CLASS CANCELLATION:**

SEE PAGE 9 ON SCHOOL CANCELLATION POLICY

Jungle Kids runs according to the public school schedule. On some school closure dates, All Day Jungle Kids Programs may be scheduled with pre-registration required at no additional fee. If your child attends a private school and the public schools are closed, the buses will not be running.

## SCHOOL AGE

### **Sundowners Sunrisers**

### **Kid Stop AM Kid Stop PM**

The curriculum has a developmental approach based on a variety of experiences. The children experience a daily routine that requires them to plan, make choices, solve problems, explore solutions and recall experiences. Teachers serve as facilitators to encourage each child's interest and development at their own pace.

Our primary goal is to develop activity, growth, adventure, and fun for school age children. All programs offer snack time, centers, homework, gym time and enrichment clubs. Swimming is offered as an elective in Sundowners.

We provide transportation to and from most Rapid City area public schools and some private schools, check with the Child Care desk for the specific schools.

Daily schedules are posted in the classroom and on the Child Care hallway bulletin board for Sundowners.

All school age programs run on the public school schedules. On some school closure dates, All Day Programs may be scheduled at the YMCA for an additional fee. If your child attends a private school and the public schools are closed, buses will not be running. If you need after school child care you will be charged an additional fee for that afternoon.

### **GUIDANCE/RULES:**

Discipline at the program has two primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. To accomplish these goals we use the following techniques:

1. Prevention
2. Positive Redirection
3. Modeling
4. Limit setting
5. Problem solving
6. Managing Behavior

Sunrisers, Sundowners, and Kid Stops are school-based programs. As a result, we will use school policies as guidelines for our programs. This will be adjacent to our YMCA policies and procedures.

### **LOCATION:**

Sunrisers program is in the Clubhouse.

Sundowners main room is located downstairs in the Clubhouse.

Kid Stop AM/PM are located in either the multi-purpose room or the school gym.

### **KID STOP PM IS AVAILABLE AT THE FOLLOWING ELEMENTARY SCHOOLS:**

Black Hawk	Grandview	South Canyon	Wilson
Canyon Lake	Meadowbrook	South Park	
Corral Drive	Rapid Valley	Valley view	

### **KID STOP AM IS AVAILABLE AT SOME SCHOOLS. PLEASE CHECK WITH THE CHILD CARE DESK FOR WHICH SCHOOLS WILL BE OFFERING THIS PROGRAM IN THE FALL OF 2009**

### **HOURS:**

6:30 a.m. until school begins for those enrolled in morning Sunrisers or morning Kid Stop.  
After school until 6:00 p.m. for those enrolled in afternoon Kid Stop and Sundowners.

### **CLASS CANCELLATION:**

SEE PAGE 9 ON SCHOOL CANCELLATIONS POLICIES.

Dear Parents,

Welcome to the YMCA Brian Vucurevich Child Development Center. This handbook is designed to give you information as to the operation of the programs. Please read carefully and ask immediately if you have any questions.

Your involvement with the program and cooperation with the policies is essential. Take every opportunity to talk with YMCA Staff about your child's day each day. The family is the most important structure in a child's life. By working together we create a caring environment that insures healthy growth and development. You may also volunteer by helping, offering your special talents or by joining the parent advisory committee. You can count on us to provide your child with well supervised, educational, imaginative, and fun programs.

The Staff is carefully selected and then screened by the Department of Criminal Investigation. Each year our staff members complete 20 hours plus of in-service training in specific areas: CPR, first aid, health and safety, child growth and development, learning activities, food handling techniques, prevention of communicable diseases, and procedures in the event of fires and natural disasters. On going training is required to ensure that each child receives the best quality of care.

We are looking forward to having you and your child as part of the YMCA. If there is ever an area of concern, please visit with us.

Sincerely,

Alisa Heyl Cunningham  
Family Services Director

Veleda Williams  
Associate Preschool Director

Twila Meyers  
Associate OST Director

Michelle Falcon  
OST Coordinator