



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK

YMCA OF CENTRAL KENTUCKY
Crayon Club



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WELCOME TO THE YMCA CRAYON CLUB

The Parent handbook serves as part of the admission agreement designed to help inform you of our policies and procedures and to help you learn more about our program. Please review, ask any questions and print for future reference. Our program policies and procedures are written to meet or exceed the Kentucky Division of Regulated Child Care licensing requirements. The Center participates in the Kentucky All STARS Quality Rating Program and follows the YMCA of Central Kentucky policies and procedures to provide a high-quality experience for the children and families we serve. In this handbook we refer to parent/guardian/family interchangeably.

PROGRAM PHILOSOPHY AND GOALS

The program is designed to meet the developmental needs of infants, toddlers, twos and preschoolers. The curriculum provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical and creative development. Within the Center's daily schedule, each child has opportunities to create, learn problem solving and personal interaction skills. Children develop a positive self-concept through a balance of self- and teacher-directed activities. Opportunities for solitary play as well as limited group activities are provided. Through play, children learn the vital lessons of how to manage feelings, emotions and relationships, cooperating, sharing and listening to others.

Program Objectives

- Provide a safe, well-supervised childcare program for families.
- Offer quality enrichment activities for children.
- Provide a community not only for the child but the family as well.
- Offer a place where there is a sense of belonging and everyone can succeed.
- Employ staff with a passion for children and learning.

OUR STAFF

We select our staff carefully in order to provide the best possible care and education for your child. We employ people who are warm and nurturing, who understand child development, who can apply their knowledge in the classroom, and who respect each child as an individual. We seek employees who value working as a team with parents and colleagues. Each staff person completes a state required background check with fingerprinting, Child Abuse and Neglect background check, and TB screening. The leadership team, cook and teachers are required to complete a state approved orientation program, First Aid and CPR training, Child Abuse Prevention, Recognition and reporting and Pediatric Abusive Head Trauma training. Continuing education is important for all YMCA employees and all staff attend at least 15 hours of in-service training per year in areas such as age-specific curriculum development, child development, communicable disease, teaching methods, physical activities, special needs, and child nutrition. The Center provides two professional development days each year and staff gain additional hours in online classes, face- to-face trainings and community early childhood events. Many of the staff are also continuing their education by working toward a Child Development Associate (CDA) certificate or Associate degree in Early Childhood Education. Teachers with associate or bachelor degrees are encouraged to continue their education by taking courses to further their knowledge in early childhood and program administration.

Goals for Staff:

- Serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child's individual needs.
- Respect parents as the primary and most important provider of care. We believe that parents and teachers are partners in children's care and education.
- Work in collaboration and cooperation with other organizations, such as schools, churches, social service agencies and other non-profits that are committed to serving the needs of children and families and who have goals similar to those of the YMCA.
- Seek to expand each child's potential by providing a creative environment for young children to develop individual capacities, socially, intellectually, physically, and emotionally.

ADMISSIONS

Children are admitted in the program according to the order that their registration form and fee are received. When a classroom is full, a waiting list is maintained. A futures list is maintained for infants when parents are expecting or are on leave. The Center does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, special needs or economic status.

When a space is available families will schedule an intake meeting with the Director where they will:

- Learn about our program, policies and procedures.
- Review the required enrollment paperwork.
- Meet the teacher.
- Schedule the child's beginning date and discuss a developmentally appropriate transition plan.
- Required paperwork includes:
 - Enrollment Agreement
 - Developmental History
 - Current Immunization or Medical Exemption Form signed by the physician or local health department
 - Child and Adult Care Food Program Income Verification Form
 - Additional paperwork deemed necessary or specific to a particular age group

ENROLLMENT AND TUITION

The Center is open Monday – Friday from 7:30 a.m. to 5:15 p.m. The operating hours may be adjusted as needed.

The Center is closed for major holidays such as:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the following day
- Christmas Eve, Christmas Day
- New Year's Eve

The holiday closing schedule and two professional development days (Spring and Fall) will be posted before the end of the current year. On the days before and after holidays, you may be asked for your child's schedule so that we can make appropriate arrangements for food ordering and to allow staff additional timeoff to be with their families.

Staff Ratio and Group Size

Transitions to the next age group will be based on child's development and available space. The age of children in each age group may be adjusted.

Age Group	Age Range	Ratio	Group Size
Toddlers	12 – 24 months	1:6	12
Twos	24 – 36 months	1:9	18
Preschool	3s and 4s	1:12	24
Kindergarten Prep	4s and 5s (4 years old by July 31 of the current year)	1:14	28

Immunizations

All children are required to have a current immunization certificate on file. If a child's immunization certificate will expire before their next set of immunizations or appointment with their health care provider, the parent should request a provisional certificate to meet the immunization requirement. If a current certificate or provisional certificate is not on file in the Center office the child shall not attend the center. Parents will be responsible for tuition until the current certificate is provided or the parent provides a two week notice of

withdraw with two weeks of required tuition. If a parent declines immunization for their child, they will need to provide a medical exemption form signed by the child's physician or local health department.

Tuition

Tuition is due in advance through a pre-authorized electronic funds transfer or scheduled charge to credit card. A valid payment method must be on file and tuition kept current. Tuition will be charged weekly and drafted/charged on the Monday prior to the week of care.

Tuition effective January 1, 2023

Toddlers \$190

Twos \$180

Preschool/K Prep \$160

A non-refundable re-enrollment fee of \$35.00 is due each January.

If you have a change in payment method or account, a *Change of Information Form* must be completed two weeks prior to the tuition draft date. A \$25 fee will be assessed if tuition fees are returned due to insufficient funds. Failure to keep account current may result in dismissal.

Tuition is charged according to the assigned classroom and is not reduced due to illness, absences, holidays, professional development days, or Center closings due to inclement weather, emergency closings or mandated closure by the State or local Health Department. Tuition is required to hold a child's space in the program. The Center does not offer a sibling discount or vacation discount.

The tax ID number and tax statements will be furnished upon request.

CCAP Child Care Assistance Program

Families receiving child care assistance must keep contract information current. The contract is between the parent/guardian and the State or organization paying tuition on their behalf. If partial or full payment is not received from the State/organization the parent/guardian is responsible for paying the full tuition. Some tuition assistance programs require regular attendance and will not pay for an excess of absences. The parent/guardian will be responsible for paying the tuition for the missed days. Written notice must be provided to the Center prior to a change in copay or eligibility. Families are responsible for knowing when the child's contract ends and paying full tuition beginning the day after the contract ends. Parent/guardians must sign in and out on the paper forms each day, and provide a legible signature verifying the child's attendance for the week.

Withdrawal Notice

A two-week written notice is required prior to withdrawing. Tuition is due for two weeks following this notice, regardless of child's attendance during this time. If you withdraw your child from the Center and re-enroll at a later date a new registration fee will be due. A completed and signed *Change of Information Form* is needed to stop the account draft or credit card charge.

Late Pick Up

The Center closes at 5:15 pm and families should allow time to pick up and exit the building by closing. If you arrive after 5:15 p.m., you will be charged a late fee of \$20 per occurrence for each child. We will sympathize with any explanations such as flat tires or traffic jams, but unfortunately, we must charge you the late fee regardless of the reason. Staff members often have commitments after work and need to leave on time. Late pick up should be a rare occurrence and repeated violations may result in the termination of the family from our program. The late fee(s) will be drafted from the bank account or credit card on file. If you do find that you are unable to pick up by closing time, please contact the center so arrangements can be made for staff to stay late.

If a child has not been picked up by 6:00 pm, with no response from the family or designated emergency contacts staff will notify the local Child Protective Services agency or other state agency.

Arrival and Departure

Families enter and exit through the front doors. When dropping off and picking up each day sign your child in and out on the iPad in the front lobby using your assigned PIN code. This serves as our official attendance and documents the person dropping the child off and picking the child up. Do not share your PIN with other adults. Use the keypad to enter the locked door and proceed to the classroom. Please ensure the teacher sees that you are dropping off or picking up your child. If your child's class is on the playground, please enter the lobby and sign your child in and out on the iPad and then proceed to the playground.

Procedure for releasing a child to persons other than the parent or guardian:

Children will be allowed to leave the YMCA property with custodial parents/guardians and adults designated on the Enrollment Form as emergency contact or authorized to pick up. Please inform nonparents/guardians that they will be asked for photo identification until familiar to staff. They will sign the child out on the Child Sign Out form in the front lobby. Families must provide written notification to the Center Leadership if their child is going to be picked up by someone other than those listed on the Enrollment form. Additional people can be added to the Authorized Pick-Up list by completing a *Change of Information Form*. In case of emergency, when prior written authorization is not provided, the parent must speak directly to a member of the leadership team and email the information to the Director or other designated staff member.

Children will not be released to anyone who appears to be under the influence of drugs or alcohol and unable to safely supervise the child. The other parent/guardian or emergency contact will be contacted. Law enforcement may be contacted if warranted.

Attendance

Please mark your child absent in the Tadpole app or call or email the Center if your child will be absent for reasons such as illness, planned vacations, appointments or unplanned days off. Teachers and the cook will be notified so they do not expect your child on that day.

Morning Drop-Off Time

We encourage all families to arrive by 9:00 a.m. for smooth drop off and to allow teachers to serve breakfast, begin morning circle time and learning activities. When children arrive mid-activity they can have a difficult time joining the classroom. If your child will be late due to an appointment, please put a note in Tadpoles with the estimated time of arrival. This will help the teacher anticipate their arrival and ensure they are included in the lunch count.

Transportation

The Center does not provide transportation to or from the Center. All families are required to drop off and pick up their children within the hours of operation. Children enrolled in the Franklin County Early Learning Village Preschool Program may be dropped off by school bus at the Center or picked up at the Center based on their preschool schedule. The Franklin County Schools will need to be added to the Authorized Pick-Up list before the child can be released to the school bus.

COMMUNICATION AND FAMILY ENGAGEMENT

Tadpoles App

The Center will utilize the Tadpoles app for daily communication with families. With this app you can expect:

- Information and photographs regarding your child's care and learning experiences each day.
- Ouch Reports, often with a picture when a child receives a bump, bruise, bite or injury.
- Notification that your child is not feeling well, needs supplies, or a special activity is happening.
- Forms, reminders and Center communication.
- Notice of communicable illness in the center.

The app will also be used for **emergency communication**. The Director is able to quickly send an email and text message to all families in case of lock down, closing, delay or other emergency.

Bulletin Boards

Parent Board-located outside of the office door has the required postings for licensing, and current Health Department Inspection.

Food Program Board-across from the office door has all of the documents required by the Child and Adult Care Food Program, current menu, and food permit.

Classroom Boards-provide families with information on the curriculum, activities, projects and early childhood learning standards.

Parent Boards-include teacher schedules, lesson plans and daily classroom schedules.

Emergency Boards-located in the classrooms include emergency evacuation and safety plans for fire, earthquake, tornado and lock down.

Open House

The Preschool and Kindergarten Prep programs will host an Open House event each Fall to provide parents with information on curriculum for the upcoming year, daily schedules, classroom goals and kindergarten readiness.

Annual Survey

The Family Survey allows parents an opportunity to share feedback on the Center's strengths and areas for improvement to help guide the Center's Quality Improvement Plan. Our goal is to ensure the Center is meeting the needs of the families, children and staff and to grow and change as needed.

Graduation

Kindergarten Prep children will participate in a graduation celebration during the summer before their transition to kindergarten. The children and teachers work hard all year to ensure the children have developed the academic and social/emotional skills needed for a successful kindergarten year. Parents, siblings and extended family members are invited to celebrate each child.

Additional events may be added each year.

HEALTH AND SAFETY

COVID-19 Specific Guidelines

The Center will follow guidance from the local health department and policies set by the YMCA of Central Kentucky. The Center may refuse entry to the facility if a parent or custodial adult, vendor or supplier refuses to abide by any of the current mandates, regulations or health policies.

General Safety Guidelines

No child will ever be left alone or unsupervised. All children are within sight/sound of a staff member at all times.

Staff always have immediate access to a phone. Telephones are located in the office, kitchen, and in the classrooms. Communication to and from the playgrounds is also in place in the form of walkie-talkies or cell phones.

Fire drills are held monthly, tornado, earthquake and shelter-in-place/lockdown drills are held at least quarterly to ensure that the staff know the procedure and children have time to practice in a safe and calm environment. A plan is posted in each classroom indicating staff responsibilities in case of fire emergency and weather alerts.

An Ouch report shall be completed by the child care staff member in charge of the child in the event of an accident or injury which requires first aid treatment. If a child receives medical care due to an injury the Center will report this information to licensing, as required.

Open Door Policy

Families are welcome to enter the building during operating hours. We are currently asking families to stay in the hallway when dropping off or picking up due to the risk of spreading illness. This policy will be lifted and families welcomed into the classrooms when the risks subside.

Service Providers (OT, PT, Speech, DI)

Service providers such as therapists, are allowed with proper documentation and will be required to follow all health precautions. Families must complete a Therapist/Medical Profession/Tutor Release Form prior to their visit. We will maintain your child's confidentiality unless we have a Sharing Your Child's Information Release Form.

Child Abuse

As Mandated Reporters, YMCA staff members are required by law to report any suspected abuse or neglect. Staff are trained to recognize and report any signs of abuse including physical, emotional, sexual abuse, and neglect and have a legal obligation to question bruises, marks, etc. Please understand that our concern is for the child and we do not determine whether abuse has or has not occurred; it is simply our role to report any suspicions based on training as we are required to do by law. Reports are made directly to the appropriate services and the rights and confidentiality of both the reporter and the child will be maintained throughout any investigation. Details will only be shared with law enforcement, child protective services, or the child's family as appropriate.

Child Custody

The Center remains neutral in all custody disputes. The Center staff cannot deny a parent or guardian access to his or her child without a legally binding custody order, restraining order or court ordered visitation orders. Because the Center must remain a safe place for all children and staff, the Center cannot be used as a place for scheduled visitation nor can staff be responsible for supervising parent or guardian visitations or communicating information between two parents/guardians. Please make sure we are fully informed of any issues of child custody that may affect the child and staff. All custody issues and legal documents should be discussed with the Center Director and a copy placed in the child's file.

Illness and Communicable Diseases

While we understand and respect a family's need for care, occasions do arise when children become ill while at the Center and must be sent home. The Center has the right to refuse a child who appears ill. During the COVID-19 pandemic we must error on the side of exclusion when a child exhibits signs of illness including, fever, persistent cough, sore throat or other COVID-19 signs as listed by the CDC and Health Department. When a child exhibit any of the signs we will isolate the child to a safe space away from other children and call the parents. Children must be picked up within 60 minutes. Below are common reasons why a child might need to be excluded from care.

- Cannot participate comfortably in the activities of the day.
- Requires a greater need for care than staff can provide without compromising their care of other children.
- Runs a fever of 100.4°F (by any method)
- Vomits more than two times in 24 hours
- Experiences excessive diarrhea which is not caused by a change in diet or medication or the stool cannot be contained in the diaper or is causing the child to have accidents.
- Poses a risk of contagion to other children.

If Center leadership determines it is necessary that your child be sent home, you can expect a written notification of your child's symptoms as well as the criteria for coming back to the center. To return a child must:

- Be able to participate fully in the activities of the day, including outdoor play.
- Be fever-free for 24 hours without the use of fever-reducing medications, not including the day they are sent home.

- Be free of other symptoms such as vomiting and diarrhea for 24 hours, not including the day they are sent home.
- Or have a note stating that he or she is not contagious provided by a physician (who is not a family member). Children with uncontained diarrhea must be excluded from care even if the health care provider provides a note stating that the child is not contagious.

Please know that this is not an exhaustive list and criteria for returning may depend on the child's illness. See Center leadership if you have questions about a specific illness or symptom. If your child has a diagnosed illness, we do ask that you let Center leadership know so that precautions might be taken in the classroom, if needed and so that information (while maintaining yours and your child's confidentiality) can be shared with other families in your child's classroom about the illness, symptoms to look for, and any possible control measures.

A child or adult who tests positive for COVID-19 shall follow the recommendations of the local health department on when to return to child care. The Center will follow the recommendations of the local health department. The center will notify enrolled families when a diagnosed case of COVID-19 is identified in the classroom or Center, while protecting the privacy of the individual who was diagnosed. If a household member or close contact of a child tests positive please notify the Center leadership and keep the child at home. In most cases the child will need to quarantine according to the current health department guidelines. If unsure please err on the side of caution and do not bring the child to the center until the health department can be contacted. A child who is in the center for even an hour and tests positive for COVID -19 within the next 72 hours can impact the health of other children and staff.

Communicable Illnesses

When a child or staff member is diagnosed with a reportable illness, we are required to report the illness to the local health department and Division of Regulated Child Care. We will also notify the families of this exposure so they can watch for symptoms in their child and notify their healthcare provider, if needed. **If your child is exposed to or diagnosed with a communicable disease, please notify the Center Director as soon as possible.** The following are a few of the reportable illnesses:

Bacterial Meningitis	Diphtheria	Rabies (Human)
Botulism	Measles	Rubella
Chicken pox	Meningococcal infection	Tetanus
COVID-19	(invasive)	Tuberculosis

Medication

When medication is needed it is always best to speak with your child's physician to determine a dosing schedule which can be administered at home. If it is not possible to provide dosages at home, the Center will work with you to determine if the medication can be administered by the staff. Medication with the ability to mask a fever or symptoms of COVID-19 will not be administered.

A parent is always welcome to administer medication to their child as long as the medication is not meant to mask or could mask a symptom which would exclude the child from the center and the parent keeps the medication with him or her.

If the child's physician states that a medication is needed during child care hours and the parent is not able to come to the center to administer the medication the center Director or designee can be authorized to administer the medication. Prescription medications must be in the original container with the label from the pharmacy and include the child's full name, name of medication, precise dose, dosing instructions and must be current. The dosing cup, syringe, implement must be labeled with the child's full name and match the dosage. Medication can't be administered in a bottle, cup or in food without specific orders from the child's physician. Parents should make arrangements with the Director prior to dropping the medication off at the Center to ensure the medication is stored properly and the required documentation in on file. Medication shall never be left in the classroom or in a child's backpack or diaper bag. **The first dosage of any new medicine must always be given at home.**

Please remember that we give medication as a special service to the parents and children. Parents are expected to take the full responsibility for completing the *Authorization to Administer Medication* Form and the *Administration of Medication Log* form. We reserve the right to ask your child's doctor the purpose for which the medication is being used. The Center does not allow children to self-medicate, including inhalers. We are sorry that we are not able to accept your delivery of medication if there are any items uncompleted on the forms—even if we don't give a child medication, if we have it on the premises and there is an issue with any of the paperwork, it is a violation of licensing regulations.

Sunscreen and Insect Repellent

Parents should apply sunscreen on their child before coming to the center. The staff will re-apply sunscreen, at parent request, with a completed *Sunscreen Permission* Form. Each child's sunscreen must be labeled with the child's full name and not be expired. A new form will be needed for each new bottle of sunscreen. Aerosol sunscreen is not allowed. Each child must have their own bottle of sunscreen that is kept in their classroom so that teachers have easy access. Siblings may not share sunscreen (unless they are in the same room).

If you would like for insect repellent to be applied it must be in the original container, labeled with the child's first and last name, not be expired, and be accompanied with an *Authorization to Apply Insect Repellent* Form. Please be aware of any warnings on the label. No aerosol products can be applied and the repellent can't be washed off the skin when returning indoors.

Emergency Contact Information

It is important that we be able to contact at least one parent or relative at all times and there should always be someone available to pick your child up in case of emergency or illness. Use the *Change of Information* form to notify the Center when you have change of address, telephone number, or place of employment or training. Notify the Center in advance of any temporary changes to the child's emergency contact person (i.e. parents traveling and relatives staying with child).

Emergency Transportation

In the case of a life-threatening illness such as difficulty breathing or a seizure, or the unlikely event of a severe injury, the Center will call 911. If the emergency medical personnel determine the child should be transported to the hospital a staff member will go to the designated emergency facility with the child and will take the child's records. The parents will be called to meet the child and staff person at the hospital and the staff person will remain at the hospital until the parent arrives.

General Emergencies

In the event of an emergency that requires the building to be immediately evacuated or closed including threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, children may be escorted out of the building and parents notified to pick up their children immediately, as indicated in the Emergency Disaster Preparedness Plan. If the loss of power, heat, or water, jeopardizes the well-being and safety of children, or as required by licensing or local health department parents will be called to immediately pick up their children.

Weather Emergencies Occurring During Center Hours

In the event of tornado or severe weather alerts, all classes gather in their designated safety areas. Parents who arrive during such an emergency will be required to remain at the Center until the alert has been lifted. If it appears that the weather will make travel dangerous, the Center may close early, and families will be contacted for immediate pick up. The main phone line will not be answered during these times of weather emergency. All staff will be ensuring the safety of the children.

Emergency Closings

We will make every effort to keep the center open. In the event of inclement weather and/or hazardous driving conditions the Center may have a delayed opening or close for the day. The decision will be made by 6:00 am and communicated through the Tadpoles app and Crayon Club Facebook page. Additional information will be provided each winter. If the local school system cancels classes, parents should take this as a cue to check the status of

the Crayon Club. If the Frankfort Independent School System cancels school for inclement weather it is likely that the Crayon Club will also close.

Although we make every effort to be open and on time, we want our staff to be able to arrive safely and this may make their usual commute longer. If this is the case, families may not be able to leave children at the Center until enough staff arrives to maintain appropriate staff child ratios. You can stay at the Center and play with your child until another staff person arrives or the decision is made to close the Center. If possible, you may want to delay your own arrival to allow staff time to arrive.

Security

All exterior doors to the Center are locked, except for the front outer doors during operating hours. All visitors, including people who are authorized to pick children up, must be given access to the center by a member of the Center staff. If you see someone waiting to enter or have any safety concerns, please notify a member of the leadership team. The office is staffed during most hours of operation however there are times when the office staff need to provide coverage in the classrooms or handle other Center business leaving the office and phones without coverage. Only parents and staff will have access to enter the second set of doors.

SAFETY DRILLS and EVENTS

Fire

The Center holds monthly fire drills during which time the staff escorts the children out the designated exit. It is the role of Center Leadership to check all rooms and playgrounds to make sure all children and staff have been evacuated and accounted for. Children cannot be released or dropped off during a fire drill. Please wait in your car until the children re-enter the building. If the center must be evacuated due to fire parents/guardians will be notified. The Fire Department responds to all fire alarms, even if the event is a known false alarm (a child pulls the fire pull station). The Fire Department will determine if it is safe for children to return to the building or if the center will need to close for the day.

Tornado and Earthquake

The Center conducts tornado and earthquake drills at least quarterly. Each classroom has designated spaces and procedures for the drills. Children cannot be released or dropped off during safety drills. In the event of a tornado warning, children will be calmly moved to a safe, internal space away from windows and doors. They will sit on the floor and teachers will provide a calm environment singing songs or reading books. In an earthquake event children will crawl under the classroom tables or be lead outside.

Lock Down Drills

The Center conducts quarterly lock down drills. The lock down drills are a licensing requirement and help staff and children prepare for a variety of situations where the center needs to enter into a lock down status. Depending on the situation, children may be kept indoors, away from windows and doors or in a safe location. The center may enter in lock down due to a threat in the industrial park or surrounding area, a domestic dispute or custody situation, an unidentified person in the building, a trespasser or someone trying to gain entry, a medical emergency, a threatening animal near the playgrounds, active shooter or bomb threat in the area, or on the advice from public safety personnel for any reason. During a lock down event or lock down drill the center will be closed to all visitors, staff and parents who may be attempting to enter or leave the building. Children will not be released or dropped off during a drill or event.

Parents will be notified that a lock down drill will happen in the next one or two days. The exact details will not be given ahead of time. In the event of a lock down incident, parents will be notified as soon as possible via Tadpoles app. The first priority will be the safety of the children and staff and then notification. If notification cannot happen during the incident, parents will be notified by the end of the day.

FOOD PROGRAM

Meals

Every child will be provided a nutritious breakfast, lunch and afternoon snack. Meals are carefully planned, prepared and portioned to provide children with the necessary nutritional components in accordance with the

state licensing regulations and the Child and Adult Care Food Program (CACFP). Fresh fruits and vegetables, whole grain items and meat/meat alternatives are served daily. Menus are posted on the parent board weekly. Children eat meals in their classroom and meal times are social times. Milk will be served with breakfast and lunch and water is served for snack. Children 12 months to 24 months are served pasteurized whole milk and children 24 months and older are served pasteurized skim or 1% milk. Safe drinking water will be available to the children at all times.

Outside food is not permitted inside the center or classrooms, except with a special care plan. This important rule protects children who may have food allergies and helps the center promote healthy food choices. The Center is a nut-safe facility. We do not serve peanut butter or any products made with nuts.

If arriving at the center after a scheduled mealtime (breakfast or lunch) please make sure your child has eaten before being dropped off. If your child is arriving after 9:00 a.m. please notify the office so the meal count for lunch can be adjusted.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Food Allergies

If your child has a food allergy (such as peanut, dairy or wheat) or special dietary restrictions due to a medical condition, please let us know and fully disclose this information on the registration forms. The *CACFP Medical Statement for Participants with Disabilities or Medical Conditions* must be signed by the child's healthcare provider. The Allergy Health Care plan may also be required and signed by the child's healthcare provider including a description of the expected allergic reaction and treatment procedures to follow (i.e., use of Epi-pen, etc.). If the healthcare provider lists an Epi-pen or other life-saving medications on the form, the medication must be at the Center in order for the child to attend on any given day. Suspected allergies and food intolerance do not require a physician's statement, but families will be asked to complete a *CACFP Request for Modified Meals* form. To eliminate the food restriction/substitution the Center must have a signature from a parent/guardian and/or healthcare provider. Please speak with the Center Director if your child requires accommodations for meals.

Food Preferences

Special meal requests for cultural, religious, or dietary reasons will be considered, but may not *always be able to be accommodated. Families should discuss these requests with the Center Director and complete a Request for Modified Meals* Form. The Center Cook will provide vegetarian options or substitutes in place of meat, fish, eggs, and dairy/cheese but cannot guarantee these items are not in processed products. Plain, unsweetened soymilk and Lactose Free milk will be provided by the Center with a completed *Request for Modified Meals* form. Almond, coconut, rice and oat milk cannot be served. For any additional substitutions families need to discuss alternatives with the Center Director and Cook to determine if the substitutions can be allowed. All outside food must be approved and stored in the kitchen.

To ensure all staff are aware of allergies and food preferences, an Allergy and Food Preference Chart is posted in the classroom, kitchen and a copy is stored in the office. The chart may include the child's picture, name, allergy, and treatment. This information is visible to everyone in the classroom.

Special Occasions such as Birthdays and Holidays

We are committed to providing children with healthy food options at the Center. For this reason, we do not allow sugary treats or other food items into the classroom. We always want parents to know that their child is served

nutritious food at the center so they can make a decision about what to offer their child in the evening. Please speak to your child's teacher about ways to celebrate your child's birthday or a family custom without food. Allowing children to bring in special napkins to use with afternoon snack, or donating a special book to the classroom can be a way for your child to celebrate with friends.

PROGRAMMING

Outdoor Play

Children have an opportunity to go outside to play each day, weather permitting. Staff will use the Child Care Weather Watch chart to determine safe outdoor temperatures, including wind chill and heat advisory information. If needed, outside play will be redirected to vigorous activities in the classrooms. We will provide opportunities for light, moderate, and vigorous physical activity for at least 60 minutes per day while children are in our care.

Please provide clothing appropriate for outdoor play. This may include a hat, mittens or gloves, coat with a working zipper (no drawstrings) and boots or extra shoes. We strongly encourage children to wear tennis shoes or other closed toe and closed back shoes to protect their feet and help prevent tripping while in the classroom and on the playground. Jellies, sandals and crocs do not protect the feet and can be a safety hazard when running and climbing.

All children should have the opportunity to go outside daily and unfortunately there is not always an option for a teacher to remain inside with an unwell child. Therefore, it is the expectation that if a child is at the Center, he or she is well enough to go outdoors.

Rest Time

Toddlers, Twos and Preschoolers will have a rest/nap time each afternoon after lunch. Each child has an assigned cot and we ask that you bring a small blanket. We encourage children to rest and lie quietly. After an appropriate length of time children who have rested but not fallen asleep will be offered quiet activities to do on their mat. It is important that all children learn to be quiet during this time to allow their classmates to sleep. Blankets will be laundered at the Center weekly.

Personal Items

Dress your child for school in comfortable, washable play clothes that he/she can manage in the bathroom. Children will get messy and dirty as this is how they learn about their world. Any soiled clothing will be bagged and given to you at pick up. Please be sure to send a fresh set of clothing for the next day. Children may not bring toys or other items from home to play with or to share unless they are part of a show and tell activity.

Diapering Procedure

In general, you can count on your child's diaper being checked at least every two hours to see if a change is needed. When the aroma in the classroom indicates that a child needs diapering attention, immediate attention is provided. If you desire for any special attention or instructions to be followed, please provide those to us in writing. Diapers should be provided for all non-toilet trained children. Pull ups require a child's pants and shoes to be removed with each change and slow the diapering process. Label the package of diapers with your child's name and we will let you know when it is time to restock.

Toilet Training

Toilet training is an ongoing process and all children will learn this skill at different rates. While this process may not be the same for all families, it is a goal in our Center that children start the process in the two- year-old classroom and are potty-trained by their third birthday and before the transition to the three-year-old preschool classroom. The preschool classrooms have bathrooms but do not have diaper changing facilities. It is important that the conversations about potty-training between parents and teachers happen early so a plan can be put into place that provides the child with consistency between home and the Center. Some factors that may play a role in your child's readiness to begin potty-training are how long they are able to stay dry, their ability to remove clothing, their interest, and their ability to communicate the need to go to the bathroom. It is common for a child to be more successful at home than at the Center as there are a greater number of children and activity in the classroom, so be prepared for accidents to happen. Our teachers are invested in helping you and

your child through this process, but it does take a joint effort. We will never force a child who is protesting to sit on the toilet. During the potty-training process please provide many changes of underwear, clothes and shoes. Pull Ups are discouraged and can hinder the process.

Screen Time

Children learn by being active, for this reason we do not offer computers or televisions in the classrooms. Occasionally, a teacher may use a tablet for educational purposes.

Positive Guidance and Discipline

The goal of discipline in our Center is to help children learn how to control their feelings and behaviors in ways that are appropriate for the child's age and development. As much as possible, children will be supported in problem-solving with their peers and in situations that may arise in the classroom. Teachers will use a number of strategies, including but not limited to, redirection, natural or logical consequences, and helping children to express their own feelings. Teachers will support children in treating one another kindly by teaching them appropriate and constructive language to use, appropriate touch, sharing, and safety practices.

In case of physical aggression, it is possible that a child may have to be removed from the classroom for the safety of other children. In this instance, the child's family will be called, and they may be asked to visit the center or take their child home for the day. If physical aggression (such as biting, hitting, kicking, or other unacceptable behaviors) persists, families will be asked to participate in a meeting with the child's teacher and the Center's leadership team to develop a plan for improvement. If the plan is implemented and an appropriate length of time passes with no improvement, the family may be asked to find other child care arrangements.

Conferences

Family conferences are offered three times per year and may be in person or virtual. Conferences provide an opportunity for parents and teachers to get to know each other better and to promote a closer working relationship between home and the Center. We will discuss your child's strengths, review assessments and work together to set goals for your child's growth and development. Transition conferences are also offered before a child moves to the next age group.

If you have any questions concerning your child or their care you are invited to schedule a meeting or call with the Director and/or teacher. By scheduling a time when the teacher is not responsible for the children in the classroom, he/she can give you their full attention. Please be sensitive and do not talk about concerns in front of children.

Screeners/Milestone Checklists

The Center uses the CDC Milestones Matter Developmental Checklists for all children and the Brigance Early Childhood Screener for children in Preschool and Kindergarten Prep. Newly enrolled children will receive an initial screening within 90 days of enrollment and parents will be notified within 30 days if an evaluation is recommended. Teachers will use the developmental checklists to help set individual goals and plan activities to give children opportunities to grow and reach their goals.

Parents can download the Milestones Matter app for children birth to 5 years of age to help document their child's development. For more information, visit www.cdc.gov/ncbddd/actearly/milestones-app.htm.

Service and Education Plans

If your child has an Individual Family Services Plan (IFSP) or an Individual Education Plan (IEP) from First Steps or the school district please provide a copy to the Center. Teachers will use the plans to provide consistency between home and Center and classroom accommodations, as appropriate.

Transitions

Because we believe that a smooth transition can be a key factor to a child's success, we have a plan for all transitions including enrolling into the program, transitioning to the next age group, and leaving the program.

When children are leaving our program for any reason (i.e., starting kindergarten, moving away, etc.) we encourage families to talk about the change with their child ahead of time so that he or she has time to prepare for their transition and say goodbye to their friends and teachers.

CURRICULUM

Approach to Creative Curriculum®

The Center uses the Creative Curriculum® for creating and implementing engaging and developmentally appropriate lesson plans. While teachers ensure that children are learning skills in science, math, language, literacy, as well as social-emotional skills, they do so in a way that seeks to engage the whole child through play-based learning. The Creative Curriculum® is centered around 38 research-based objectives and 10 different areas of development and learning. Teachers plan the curriculum around themes and projects and the needs of the children in the classroom.

Handwriting Without Tears®

The children in Kindergarten Prep are introduced to emergent writing and handwriting concepts through the Handwriting Without Tears® curriculum. This curriculum provides multi-sensory activities and techniques to help strengthen fingers, learn letter formation and support handwriting skills.

Additional curriculum programs are used to supplement the Creative Curriculum®.

AGE SPECIFIC INFORMATION

Toddler Program

In our Toddler program the children are actively learning in one on one, in small groups and large groups. Teachers spend one on one time during times of individual caregiving. They are in small groups during parts of the day when half of the class goes outside or to the gross motor area and the other group stays in the classroom for activities. Whole group times are in the mornings during drop off, at meal and nap times and in the afternoon. The toddlers eat together at small tables, feed themselves, drink from a sippy cup and are encouraged to try new foods. After lunch and diaper changes the toddlers are ready for a nap. They sleep on a cot with their blanket and are often asleep within minutes. If a toddler has a pacifier it will be kept in their cubby and out of reach until nap time. Play is very important for toddler development and can be messy. For this reason, you are encouraged to keep at least two extra sets of clothing and a second pair of shoes at the center. Toddlers go outside daily and need appropriate clothing and footwear.

Twos

As the children get older, they are able to do more for themselves so many of the skills worked on in Toddlers will expand in the Twos Program. Potty-training becomes a large focus in this age group and it is important that teachers are able to work in partnership with families to make these efforts successful. Potty-training usually means more accidents, so make sure you are sending in extra clothing. The teachers will help develop a plan for Center and home to help your child become toilet-trained by the time they turn three and transition to Preschool. Children's language skills at this age are flourishing so dramatic play, small group experiences, and the opportunities to communicate their needs are encouraged and supported by the teachers throughout each day.

Supplies to Send in for Toddlers and Twos

Diapers and diaper cream (if needed) with an *Authorization to Administer Topical Applications* Form

Extra sets of clothes, including shoes especially while potty training

Weather-appropriate clothing such as hats, jackets, etc. for outside play and walks

Small nap time blanket.

All items should be labeled with the child's name and fit into the cubby.

Preschool Program

Our three and four year old preschoolers learn to be independent putting away their personal items, going to the bathroom when needed and washing hands and putting on their coats. There is growth in their personal development and in being able to communicate and play with other children effectively. You will see a change in

lesson plans in this older age group as teachers provide activities which support kindergarten readiness skills. Play is still an important component of their day and will always be included, but you will also see more project work as well as experiences targeting science, math, language, and literacy. Children are supported in social problem-solving and self-sufficiency. Children will transition to Kindergarten Prep the year before they will be eligible for Kindergarten. This transition typically occurs in August of each year.

Kindergarten Prep

The Kindergarten Prep program focuses on getting children ready for the following year of elementary school while still allowing them the time and freedom to play and learn in developmentally appropriate ways. Children will work on writing, math, language, literacy and socio-emotional skills. There will be ample time for creative play, dramatic play and art. The teachers will help children learn appropriate ways to get along with friends and handle conflict. As the year progresses, the classroom schedule will become more structured, children will spend more time in centers and also group times. Naptime will be gradually shortened. Rest time will still be provided for children who need it, but our goal in reducing nap is to prepare children for a full day of kindergarten. All age-eligible children transition to Kindergarten Prep at the same time so the program mirrors a typical academic school year as closely as possible. Children must be four years old before August 1st to transition to this program.

Supplies to Send in for Preschool and Kindergarten Prep

Extra sets of clothes, including shoes

Weather-appropriate clothing such as hats, jackets, etc. for outside play and walks

Small nap time blanket.

All items should be labeled with the child's name and fit in the cubby.

ADDITIONAL INFORMATION

Licensing Regulations

The Crayon Club is operated by the YMCA of Central Kentucky and is licensed to operate by the Kentucky Cabinet for Health and Family Services, Division of Regulated Child Care. The license is posted as well as current compliance information.

Center Policy on Adult Conduct

The YMCA Child Care programs have a clear responsibility to protect and promote the YMCA's goals, which include teaching children to resolve conflicts in nonviolent and non-aggressive ways. This policy identifies unacceptable behaviors by parents, staff and visitors while at the YMCA. We expect that staff, parents, and visitors will treat each other kindly and with respect, keeping in mind that we are role models for our children. The unacceptable behaviors include, but are not limited to the following:

Profanity

Threats, intimidation or harassment

Inappropriate comments toward staff, families, children or visitors.

Mental or bodily harm

Disruption and obstruction

Destruction of property

Disturbing the peace

Dishonesty or misrepresentation

Violation of criminal law

Smoking or vaping on the property

Anyone found in violation of this policy is subject to immediate termination of services.

Staff Babysitting Policy

The YMCA strongly discourages their staff from meeting with children outside of the Center setting. The only exceptions to this may be if the staff and the child's family have a relationship that predates the staff member's employment or child's enrollment in the program, or the Staff and child's family are related. Teachers work long

days caring for children and need a break to reenergize for the next day. Please do not put our staff in a difficult situation by soliciting them for babysitting services or inviting them into your home.

If you and a staff member do agree to a babysitting arrangement, both you and the staff member must complete a *Babysitting Release* form and file it with the Director. All arrangements must be discussed outside of the staff member's working hours.

Tobacco/Smoke-Free Facility

Because the YMCA is committed to providing healthy living, all facilities, property, and programs are tobacco - free. The use of any tobacco product or "unregulated nicotine devices" such as e-cigarettes is prohibited.

Grievances

Complaints and problems should be discussed with the Teachers and/or Director as appropriate. If you have a concern, we encourage you to speak with someone at the Center so that we can do our best to resolve any issues. If you have discussed a problem with the Teachers and Director and feel it still has not been resolved, you may file a written grievance within 10 days to:

Angela Brant
Director of Early Childhood Development, YMCA of Central Kentucky
381 W. Loudon Avenue Lexington, KY 40508
abrant@ymcacky.org

Termination of Services

The Center reserves the right to deny enrollment or discontinue service to any child at its discretion.

IN CLOSING

We appreciate that your family has selected the YMCA of Central Kentucky to care for and educate your child. Just like you, we care deeply about your child. Your suggestions and comments will receive careful consideration as we continue to design a program responsive to the needs of your family.

Children and Parent Rights

Pursuant to KRS 199.898 Rights for children in child-care programs and their parents, custodians, or guardians
-- Posting and distribution requirements.

All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

The right to be free from physical or mental abuse;
The right not to be subjected to abusive language or abusive punishment; and
The right to be in the care of adults who shall meet their health, safety, and developmental needs.

Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;

The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;

The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;

The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;

The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year;

The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

History: Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. -- Created 1992 Ky. Acts ch. 57, sec. 1, effective July 14, 1992.

EMERGENCY/DISASTER PREPAREDNESS

Parent Information for Reunification

YMCA Crayon Club

142 Lane View Drive Frankfort, KY 40601

502-695-8810

Emergency/Disaster Contact at the Center:

Nena Noe Center Director

Office Phone: 502- 695-8810

Emergency Cell Phone: 859-397-7820

In the event the facility must be evacuated because of emergency/disaster, the staff and children will leave the building and gather in their designated areas. If it is determined that they need to leave the vicinity of the Crayon Club the staff will walk with the children .3 miles to Bluegrass Community Action, 111 Professional Ct., Frankfort, KY.

In the event the facility must be evacuated because of an emergency/disaster in the immediate area, the children and staff will be transported by the YMCA of Central Kentucky or with the assistance of Franklin County Emergency Management to the YMCA Prevention Park, 77 Davenport Blvd, Frankfort, KY, Phone 502- 875-9276 or other location in Frankfort.

If necessary, children needing medical care will be transported to:

Frankfort Regional Medical Center, 299 Kings Daughters Dr., Frankfort, KY, Phone: 502-875-5240

The complete emergency/disaster preparedness plan is located in the Licensing Binder in the Director's Office.

The Tadpoles app will be used to share emergency alerts and em