

# ywca child enrichment programs



## parent handbook

2016-2017

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eliminating racism  
empowering women

**ywca**

## **YWCA CHILD ENRICHMENT PROGRAMS**

### **At 909 Fairfield Road**

Location: YWCA East, 909 Fairfield Road, Gettysburg  
Hours of Operation: Monday – Friday, 6:30AM – 6:00 PM  
334-9171 ext. 126

### **At Adams Commerce Center**

Location: 50 Expedition Trail, Gettysburg  
Hours of Operation: Monday – Friday, 6:30AM – 6:00 PM  
**334-7150 ext. 0**

### **At Fairfield Elementary**

Location: 4842 Fairfield Road, Fairfield  
Hours of Operation: Monday – Friday, 7:00 AM – 6:00 PM  
642-2022

Welcome to the YWCA of Gettysburg & Adams County Child Enrichment Programs! We are very pleased that you have chosen the YWCA as your child care provider. The YWCA Child Enrichment Programs believe that each child is a unique person and comes from a unique background, with many different experiences. Admission is open to all regardless of race, color, national origin, sex, age, or disability. The Child Enrichment Programs embody the ideals of the YWCA --- peace, justice, freedom and dignity for all people. Therefore, we encourage children to communicate peacefully and to embrace diversity and equality.

In our classrooms you will see a curriculum that is designed to enhance and enrich learning in all developmental areas including physical, social, emotional, cognitive and self-help skills. Activities are a balance of child-directed and teacher-directed experiences.

Our staff acts as facilitators, structuring the environment to provide developmentally appropriate opportunities for exploration and discovery. Interactions and activities are designed to develop the child's self-esteem and a positive feeling toward learning. Our teachers work in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children.

The YWCA Child Enrichment Programs consist of:

- Infant
- Young Toddlers
- Older Toddlers
- Preschool
- Before & After School Programs for school age children
- Clubhouse Before & After School Program at Fairfield Elementary School
- Jelly Beans – Part time preschool at 909 Fairfield location only

The carefully selected staff of the YWCA Child Enrichment Programs meets or exceeds the requirements of the Pennsylvania Department of **Human Services**. Each program has a group supervisor in charge of the classroom that has specialized training and experience in early childhood education, elementary education or child development. Assistant group supervisors who assist in the classroom have a high school diploma or G.E.D. and experience with young children. All staff members receive 18 hours of training annually on topics relating to childcare. Staff members receive First Aid training, Infant/Child CPR training, Water and Fire Safety training. Our creative and energetic staff looks forward to working with you and your child.

### **KEYSTONE STAR PARTICIPANT**

The YWCA Child Enrichment Program is an active participant in the Keystone Stars Program. Keystone Stars is a quality improvement program that recognizes child care providers who exceed state health and safety licensing requirements.

## Infant/Young Toddler

Quality care is provided in this program for children from 6 weeks through approximately 24 months of age. The staff provides nurturing care for the changing needs of infants and young toddlers using the Primary Care Giving Philosophy. Upon enrollment, each child is assigned to a primary caregiver. Each caregiver spends significant time with their primary children each day and handles their group's routines (eating, napping, toileting/diapering). This caregiver communicates with the parent/guardian daily and is the main person who interacts with the child. Primary care giving provides continuity of care so that every family feels a partnership with the person who provides nurturing for their child everyday.

*Items to Bring : ( Please label everything with the child's first & last name)*

Pre-made formula/juice bottles for the day	Blanket
Two Changes of Clothing (seasonally appropriate)	Crib Sheet
Cloth for shoulder/spit-up cloth	Disposable diapers
Favorite stuffed animal to sleep with (optional)	Box of Wipes
A written daily schedule for staff to use as a guide	

*Items to bring as your baby:*

Sippy cup  
Sunscreen, diaper cream (permission slip provided in the enrollment packet)  
Plastic bibs

## Older Toddler

A program for children from approximately 24 months to 3 years of age. Large and small group activities for these toddlers and young preschoolers provided. Activities include songs, finger plays, outdoor/indoor recreation, circle time and weekly themes. Staff will work with parents and children on toilet training in this program.

*Items to Bring include: (Please label everything with your child's first & last name)*

A change of clothing (seasonally appropriate), including shirt, pants, socks, underwear, and jacket.  
A bag of diapers and box of wipes for children who are not toilet trained.  
A small blanket, pillow, and/or stuffed animal for naptime.  
Sunscreen, (permission slip provided in the enrollment packet)  
Sippy Cup  
Plastic Bib  
Toothbrush and Toothpaste

## Preschool

A caring learning environment offering developmentally appropriate activities for children 3-5 years of age. The preschool program is designed to encourage development in all areas including: cognitive, social & emotional, fine & gross motor, physical and self help skills. This program offers theme based activities; curriculum is designed around the children's interests. Activities include art, music, circle time and outdoor/indoor recreation. Our preschool classrooms offer a more structured environment to prepare your child for the school environment. Lesson plans incorporate the PA Learning Standards.

*Items to Bring: (Please label everything with your child's first and last name.)*

Two changes of clothing (seasonally appropriate), including shirt, pants, socks, underwear, and jacket.  
A set of blankets and sheets. Children may also bring a pillow and something soft to sleep with.  
Sunscreen, (permission slip provided in the enrollment packet)  
A bag of diapers or pull-ups with easy open sides and wipes for children who are not potty trained.  
A bathing suit, towel, and canvas type bag for swim days. **PLASTIC BAGS ARE NOT PERMITTED!**  
An extra pair of shoes for those children in the process of potty training  
Toothbrush and Toothpaste

### **School-Age Before & After School Program**

The School Age Programs provide care for children 5 to their 12<sup>th</sup> birthday. This program begins on the first day of school and ends on the Friday of the last week of school. We provide all day care during most school holidays and teacher in-service days. This program provides a variety of activities/experiences for children attending public or private schools. Activities include quiet homework time, games, physical recreation, swimming (at 909 location only) and theme related activities. The Programs do not operate during the summer months. Care for school-age children during the summer is provided through our Camp Bearfoot program.

### **Summer Camp**

This program offers school-age children 5 to their 12<sup>th</sup> birthday a safe and fun environment for the summer. Camp typically begins the Monday following the last day of school in Gettysburg and ends the Friday prior to school beginning in the Gettysburg Area School District. Activities include swimming, outdoor/indoor recreation, walks around town, and Field trips. Summer camp is offered in two locations; 909 Fairfield Road and **50 Expedition Trail (Adams Commerce Center)**.

### **Fairfield Clubhouse**

This popular program conveniently located at the Fairfield Elementary School, provides care for children 5 to their 12<sup>th</sup> birthday that live in the Fairfield and Carroll Valley areas. Activities include quiet homework time, games, arts & crafts, outdoor recreation and theme related activities. The Fairfield Clubhouse Program does not operate during the summer months. Care for school-age children during the summer is offered at one of our two locations. (See above for locations.)

### **Jelly Bean Program (909 Fairfield Location Only)**

The Jelly Bean Program helps meet the needs of parents looking for part-time preschool care. The program operates from 9:00am till 12:00pm. Monday through Friday. Parents have the option to come as little as one day a week and as many as five days a week. Cost is based on the number of days your child will attend. Jelly Beans offers developmentally appropriate activities for children 3-5 years of age. This program offers theme based activities that include art, music, circle time and outdoor/indoor recreation. Please note that this program will not be in operation when the school-age program is in session, such as snow days, holidays, or when Gettysburg School District has a 2 hour delay.

### **Curriculum**

At the YWCA Child Enrichment Programs we believe children should have fun! After all, even the experts agree that children learn most through play. These carefree years are so short, and soon the children will be exposed to a much more structured form of learning. How then do we encourage a child's love of learning? By making learning fun! The children's ideas, thoughts, interests and needs should be the main basis of the curriculum planning. Great ideas can be discovered through daily observations of the children as well as data collected through child assessments.

Many of the curriculum materials we have seem more like toys to the children, yet while the children are playing with them, they are learning important concepts. Curriculum is incorporated into the daily activities for fun and to prepare the older children for school.

Each week/month concentrates on a different theme. Many of the activities should revolve around this theme (stories, crafts, music, games, puzzles, etc.) as well as incorporating the needs based on individual assessments and child interests. The activities selected promote the guiding principles as stated within the PA Early Learning Standards such as: "Approaches to Learning (ex. problem solving, responsibility, creativity and invention), Creative Arts, Language and Literacy, Logical-Mathematical, Personal/Social, Physical-Health, Program Partnerships (ex. connecting with parents and the program, helping parents advance their children's learning, and helping parents transition their children), Science, and Social Studies."

We currently are using the Creative Curriculum <http://www.fldoe.org/earlylearning/pdf/CreativeCurriculum.pdf> in conjunction with the PA Early Learning Standards [http://www.pakeys.org/pages/get.aspx?page=Career\\_Standards](http://www.pakeys.org/pages/get.aspx?page=Career_Standards)

and the individual needs of the children that we establish through observation and assessments. We are currently using one of the state approved assessment tools- The Work Sampling and Ounce system.

### **Transitions**

We will complete a group transition each year when a new school year begins. On occasion there may be a need to complete an individual transition.

Your child will be transitioned to different classrooms within the YWCA as you child grows and develops. Several criteria will be considered before a child is transitioned (chronological age, developmental age, potty training, slots available in the next classroom, etc.) The following steps will take place during transitions.

- You will be notified by letter inviting you to attend a transition meeting with the director. We will address any questions or concerns you have with the upcoming transition and a date to begin the transition will be set. We will also address any concerns your child's primary care provider in your child's current classroom and a teacher from the next classroom may have.
- Teachers from both classrooms will plan transition activities to be included on their lesson plans to help prepare your child for the transition. The children will transition over a three day period in the following procedure:

Day 1 – Sign your child into their current classroom and the staff will help them to their new classroom after breakfast. Your child will participate in the morning activities and then return to their current classroom for lunch and the remainder of the day.

Day 2 – Sign your child into their current classroom and the staff will help them to their new classroom for lunch, nap and afternoon activities. You will be picking your child up and signing them out from their new classroom.

Day 3 – Your sign in sheet will be in your new classroom. You will take them to their new classroom for a full day of activities. This will complete the transition and your new fee agreement will begin.

You will be given a thirty day report from your child's new teachers and we will also be asking you to answer some questions pertaining to their transition.

## **Child Health Policy**

The YWCA Child Enrichment Programs in an effort to keep children and staff as healthy as possible have developed the following child health policy.

If a child displays signs and/or symptoms of an illness that prevents them from participating in daily activities the parents or guardians will be required to pick up their child.

Conditions and/or symptoms that would require the parents or guardians to pick their child up and keep their child out of the center are:

- Fever of 101 or greater (armpit) with signs and/or symptoms of illness or behavior change
- Repeated vomiting accompanied with a fever and/or signs or symptoms of illness or behavior change
- Repeated Diarrhea accompanied with a fever and/or signs or symptoms of illness or behavior change. Diarrhea not contained in the toilet. (All infants and children in diapers with diarrhea must be excluded.) Uncontrolled diarrhea (stool runs out of the diaper or the child can't get to the toilet in time)
- Suspicious Rash with fever and/or signs or symptoms of illness or behavior change
- Signs and/or symptoms of illness or behavior change

### **Signs and/or symptoms of illness or behavior of illness defined; but not limited to:**

A child that displays unusual drowsiness, persistent fussiness, inexplicable irritability, difficulty breathing, wheezing, and the inability to participate in the classrooms daily activities.

We will follow the Managing Infectious Diseases in Child Care and Schools reference guide written and published by the American Academy of Pediatrics to determine exclusion for illnesses and/or communicable diseases such as, but not limited to measles, rubella, mumps, etc

An ill child shall be given appropriate care away from general play until the parent, guardian, or designated individual arrives. The Center will notify the parent/guardian of any suspected exposure to a communicable disease. Parents must sign the sick policy form, and fill in the time when they pick their child up.

Children may return to their classroom once they have been symptom and/or fever free for 24 hours without the use of medication, or have a written release from a licensed physician stating that your child's illness is not contagious and they may return to the classroom.

## **Medication**

Pennsylvania regulations dictate that childcare staff is not required to administer children's medication. Therefore, administration of medication is the responsibility of the parent or guardian. Whenever possible, prescribed medication must be administered in the mornings and evenings by the parents or guardians. Medication may not be stored in cubbies, diaper bags, backpacks, or other carry all. Medicine must be kept in the original container and taken daily to specified place in your child's classroom. Tylenol (acetaminophen) may be administered by the center staff for fever or pain with written instructions from a licensed physician. Notes from physicians for Tylenol should be updated regularly.

**All** medications must be signed in on the medication log daily. If the medication log is not signed, the medication will not be administered. If your child needs a medication log, please ask your child's teacher.

Children with chronic illnesses that require medication on a daily basis for long or indefinite periods of time should have a written "plan" provided by a licensed physician giving detailed instructions and guidelines.

## **MANDATED REPORTER INFORMATION**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. In accordance with section 3270.19 of the PA Department of **Human Services** Child Day Care Center code book, child day care center employees are considered mandated reporters under this law. In addition, it is Teachers and child care administrators are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. This responsibility is taken very seriously and we will make all warranted reports to the appropriate authorities. No one, including center management and/or a child's parents, can interfere with this reporting requirement. As mandated reporters, the staff cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith". The Child Protective Services Act is designed to protect the welfare and best interest of all children.

## **Emergency Care Procedures**

For your child's safety and protection there is at least one staff member in each program who is trained in First Aid Infant/Child CPR in accordance with the Pennsylvania Department of Public Welfare regulations. In the event of an accident that creates a need for medical attention, we will proceed as follows:

For minor injuries, the trained YWCA staff member will administer First Aid on site. The staff will document all incidents by completing an Accident Report to communicate the incident/accident to the parents. Parents/guardians will be asked to review the accident report and sign it. Staff will make available a copy of the accident report.

For immediate medical treatment a YWCA staff member will call 911 and request emergency assistance. Parents will be contacted immediately. If parents are unable to be reached, your emergency contacts will be called. If necessary, your child will be transported to the nearest emergency center by the dispatched ambulance and a YWCA staff member will accompany them until a parent or guardian arrives. An accident report will be completed within 24 hours.

## **Emergency Contact Information and Keeping Staff Informed**

Upon registration and twice annually you will be responsible for reviewing and/or completing a series of forms. We rely on this information in the event of an emergency and we need to reach you and so our staff can meet specific needs for your child and family. It is inevitable that this information will change from time to time; therefore it is your responsibility to keep our files up to date. Please take the time to write us a note with any new information as the occasion arises. Your cooperation is greatly appreciated.

## **Health Assessments**

All children will require a health assessment within 30 days of enrollment. In addition, children will be required to have a regularly scheduled physical in accordance to the recommendations by the American Academy of Pediatrics. Your child's teacher will send out reminders when your child's health assessment is due.

## **Rest Time Policies and Procedures/All day Child Enrichment Program**

Adequate rest and/or quiet time is a very important part of a young, growing child's day. The children rest in the afternoon generally for 2 hours. Children are not required to sleep, but are required to lie quietly for a portion of this time so the children that do nap can do so without interruption. If a child does not nap, they will be offered alternative activities while the others sleep. Alternatives may include puzzles, books, coloring, etc.

All children will be assigned a crib, mat or cot that will be labeled with their name for resting/napping. Parents of infants are asked to provide a crib sheet (we will follow the safe sleep recommendation of no blankets in the cribs). Parents of toddlers and preschoolers are asked to provide a small blanket, a pillow and/or something soft and cuddly to sleep with. All bedding must be taken home on Fridays to be laundered and returned on Monday.

## **Behavior Management**

The YWCA Child Enrichment Program staffs approach to discipline is to help the child learn self-control within the program environment. Discipline is viewed as a learning process. A positive approach is essential in reinforcing the child's success. Appropriate discipline requires planning, setting clear limits, reasonable expectations, redirection and logical consequences.

Child Enrichment Program Procedures for Discipline:

- Reminder: Staff will remind child (ren) about the rules and encourage problem-solving.
- Redirect: Staff direct the child to a different activity
- Consequence: loss of a privilege
- Staff removes child from activity and group

Parent(s) will be informed by the Program Supervisor of recurring inappropriate behavior. Parent(s) will be asked to assist with the situation by offering suggestions and support. Program staff will document inappropriate behavior to help staff and parents develop an insight into patterns of behavior. A conference may be required of the parent(s), Program Supervisor, and Children & Youth Director to further discuss the child's behavior. Included in the conference will be discussion of a "plan of action" to address specified behaviors. If necessary, suggestions may be made for referrals to outside agencies.

If the child's inappropriate behavior continues after the above steps have been followed, the child may be dismissed from the program. However, if a situation occurs that severely jeopardizes the health, safety and well being of the children and/or staff in the program, the Children & Youth Director reserves the right to dismiss a child immediately, without advance warning or notice.

In addition to the above, the school-age and camp programs at the 909 Fairfield Rd and the **Adams Commerce Center** location have incorporated a Bullying and Inappropriate Behavior Policy. A copy of this form is included in each child's enrollment packet.

## **Biting**

Unfortunately biting occurs in most childcare programs caring for toddlers. When it happens it can be scary, frustrating and very stressful for children, parents and staff. There are no quick and easy solutions.

Some of the things we do to try and reduce biting:

- Staff model appropriate language communication: i.e. sharing, turn-taking, gentle touches, etc.
- When a child is bitten, staff avoids any immediate response that reinforces the biting, including negative attention. The staff describes the event and/or emotions of the incident to the children involved. Then the staff firmly states the rule/limit, and offers appropriate words as a way to communicate what the child wants/needs. The staff supports the children as they resolve their conflicts and then encourages them to move on to other activities.

Staff will document biting incidents and look for patterns. Staff may change the room arrangement; change where children are asked to sit, shadow the biter and/or meet separately with the parent(s) of the "victim" and the "biter".

## **Recreation**

### **Playground/Outdoor Play**

Outdoor play is an integral part of our daily schedule and curriculum. Fresh air and exercise are important parts of a child's health and part of our daily routine. Children will be taken outdoors daily if the temperatures are above 25 degrees Fahrenheit and below 90 degrees Fahrenheit. Outdoor play will be limited to 15- 30 minutes if temperatures are out of this range and the weather is not to extreme. Please remember to dress children appropriately for the weather. Boots, snow pants, mittens and a hat should be brought in daily as the weather necessitates. Please remember that the children will be running. To help in assisting us in the number of accidents, children should wear (or have available) sneakers. If a child must be kept inside for medical reasons, please keep them home.

### **Walking Trips**

Children are taken for walks on the YWCA property and surrounding areas. Once again, sneakers are encouraged.

### **Field Trips/Transportation**

Parents will be asked to sign a permission form for all field trips. Identified on the permission form will be the destination, time of departure and return, and how the children will be getting to their destination. Parents are encouraged to accompany the group on field trips.

### **Swimming/Open Swim**

Open swim is offered to children enrolled in our Preschool and Jelly Beans Programs; 909 Fairfield Rd. location only one day a week. Children participating in our school-age program; 909 Fairfield Rd. location only are offered open swim two afternoons each week. Children participating in our summer camp program are offered open swim four afternoons a week. Children participating at our Commerce Park camp program are offered open swim once a week. Children are encouraged to participate in this activity and should come prepared to swim on their group's scheduled swim day. Swimming will be available on most all day Clubhouse Days. Parents will be asked to sign a release for those swimming which is included in the enrollment packet.

## Fees and Enrollment Procedures

### Enrollment

At the time of enrollment into the YWCA Child Enrichment Programs parents are required to complete and return a registration packet prior to the child's first day of care.

The following information is contained within the registration packet:

- Welcome Letter
- Tuition Agreement (updated every 6 months)
- Child/Family Information Sheet
- Civil Rights Compliance
- Photo Release
- Emergency Contact Form (updated every 6 months)
- Child Health Assessment Form (must be on file within 30 days of enrollment)
- Swim Release/Permission Form (Three years olds +)
- Release of Information to Schools (school age only)
- Meal Benefit Forms (updated annually)
- Permission to apply diaper crème
- Permission to apply sunscreen (6 months and older)
- Permission to apply hand lotion and/or chap stick (these items need to be labeled with your child's first and last name and must be given to your child's teacher)
- A copy of the Bullying and Inappropriate Behavior Policy (909 Fairfield Rd. location)
- "Getting to Know You" form (offering a conference)
- If applicable to the child, copies of child's IEP, IFSP, written plans, and or special needs assessment

### **Fees**

At the time of enrollment a \$20 non-refundable registration fee is required.

### Tuition

**1. As of July 1, 2016 the Basic Membership fee of \$30.00 has been replaced with an association fee to be billed at \$0.60 per week in addition to the weekly tuition.**

**2. Payment is due by Monday morning at 9:00 AM** for the week care is provided. If the YWCA is closed on Monday in observance of a holiday, payment must be made Tuesday morning by 9:00 AM.

**3. A \$15.00 late fee will be charged** if payment is received after Monday morning at 9:00AM or 9:00 A.M. Tuesday morning if the YWCA is closed Monday.

**4. Families with accounts falling two weeks in arrears will be considered delinquent, care will be terminated and payment will be sought.**

**5. There is a \$25 charge for each check returned for non-sufficient funds.**

**6. A late fee of \$5 will be charged every 5 minutes** after the program closes beginning at 6:01. If a parent is continually late, childcare services will be terminated. **(NO Exceptions)**

**7. Tuition is based upon a 10 hour day.** If a 10 hour day is exceeded, **\$5.00 for each 15 minutes** (or any part thereof) will be charged.

### Withdrawal Policy

The YWCA contract may be terminated by providing a two-week notice in writing to Paula Howard (909 Fairfield Rd. location) / Teresa Rodgers (Adams Commerce Center). ***If you do not give a two week notice, your child's account will be charged and you will be billed. Failure to pay the outstanding balance will result in the inability for all family members to use the YWCA facility and its programs, and may result in legal action to collect this debt.***

### **Food and Nutrition**

The YWCA provides morning and afternoon snacks and lunch. The CEP participates in The Child and Adult Care Food Program (CACFP). The CACFP program provides Federal funding for nutritious food for children in regulated childcare settings. The CACFP program assists us in covering costs for the meals provided.

“All meals are served at no separate charge regardless of race, color, national origin, sex, age, or disability, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

If you wish to file a Civil Rights program compliant of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/compliant\\_filing\\_cust.html](http://www.ascr.usda.gov/compliant_filing_cust.html), or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

**Menus are posted in each classroom and on the parent information board.** All lunches and snacks are Federal Department of Agriculture approved. Each classroom eats together in a family style setting, allowing for uniformity and consistency within the program while teaching and/or enforcing proper table manners and **introducing** to them new and healthy foods. In the event that your child is unable to eat the foods we provide, a doctor's note is required so that you may provide your child's meals and snacks. No packed foods will be allowed without the proper documentation from a licensed professional.

### Food Allergies

If your child has food allergies, please bring in written notification from the child's physician and notify the Program Supervisor. Food allergies will be posted in the classroom for the staff to easily refer to.

### Birthdays

Birthdays are special days at the YWCA, and we enjoy celebrating them with children. All Birthday celebrations are held at the afternoon snack. Parents are welcome to join us. Parents may send in a special treat for the birthday snack.

### Arrival/Pick-up Procedures

It is very important for your child to arrive before 9:30am.

Most of the structured curriculum takes place around this time and your child (ren) miss out on the learning experiences if they arrive late. Please sign your child in daily. A sign-in/out book is available in your child's classroom or mailbox; this also applies to the school-age children. **Parents are required to accompany their child to the classroom and sign them in/out.** Please inform your child's teacher of any pick-up arrangements, regardless if pick-up person is on the Emergency Contact/Parental Consent

Form. The parents or guardians shall notify the center in writing when someone other than those named on the Emergency Contact/Parental Consent Form will be coming for the child. If changes in pick-up arrangements are "last minute" parents must call the classroom teacher and inform them verbally; a staff member will call you back to confirm your request. A proper picture ID must be presented before a child will be released. It is very important for safety reasons that your child remains with you while entering and exiting the building.

Reminder: For your child's safety, a pick-up person will be asked for their ID if the staff in the room at the time of pick-up has not met them.

### **Emergency Closing of the YWCA**

In an attempt to meet the needs of working parents, the YWCA makes every effort to be open on days when the weather is inclement. Please listen to WGET/WGTY for the most accurate and up-to-date cancellations or delays. You can also call the YWCA and a recorded message will be placed on the answering machine if there will be a delayed opening or closing of the facility. If the weather dictates that we must close early, you will be contacted by YWCA staff and given a time by which your child must be picked up.

### **Family and Custody Issues**

The YWCA Child Enrichment Program staff is not qualified to make decisions on custody issues; they will not act as mediators or counselors with parents. Unless given information and court documentation by the enrolling parent that denies access to the child by the other parent, staff will allow both parents free access to the child and any and all information pertaining to the child. In situations where the parents are separated or divorced and joint/shared custody has been awarded, the staff will make every effort to provide duplicates of newsletters, lesson plans, and other information given to families.

### **Transfer of Child Records**

In an event that your child relocates to another educational setting, you may request that your child's records also be transferred. In order for your child's records to be sent, a transfer of information form must be completed. These forms can be obtained through the C&Y Director.

### **Parent Involvement**

We believe that high quality childcare programs need a partnership between the teachers and parents. Frequent, informal communication with the staff is encouraged on a daily basis. Parents are also encouraged to call/visit at any time during the day.

Parent Conferences are scheduled 3 times a year; however, parents or teachers may request conferences at any time.

In addition, The Child Enrichment Program offers other ways to cooperatively be involved in the center.

### **Fundraising**

Fundraising activities will be held in the fall, winter and spring to help support the YWCA and the Child Enrichment Programs. Parents are encouraged to support the YWCA's efforts to assist us in maintaining quality programs at a reasonable cost. Fundraising activities may include; bake sales, t-shirt sales, special events and the YWCA Annual Campaign.

### **Children & Youth Committee**

The C&Y committee is a group of individuals who help to strengthen and further our Child Care Programs. This committee meets monthly to discuss childcare needs and concerns in the community, plan fundraising activities and discuss parenting issues. If you would like to become more involved with the YWCA Child Enrichment Programs please contact the Children & Youth Director at 334-9171 extension 126 for more information.

### **Parent Code of Conduct**

The YWCA requires that parents of enrolled children shall, at all times, behave in a manner consistent with courtesy and respect. One of the goals of the center is to provide an appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of YWCA employees but is also the responsibility of each and every parent or adult who enters the center. Parents who violate the Parent Code of Conduct will have their services terminated immediately and will not be permitted on center property thereafter.

No parent or adult is permitted to curse or use other inappropriate language on center property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At no time shall inappropriate language be directed toward members of the staff.

Threats of any kind will not be tolerated and shall be reported to the appropriate authorities. While apologies for such behavior are appreciated, the center will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.

### **Additional Information**

#### **Toy Policy**

We ask that children do not bring toys from home. Toys from home are often a source of conflict. Toys from home may result in the toy being broken, lost or stolen. We are not responsible for any lost, stolen, or broken toy/item brought in.

#### **Photographs**

Upon admission into the YWCA Child Enrichment Programs you are asked to sign a Photo Release. At this time you inform us as to your wishes regarding outside agencies or the YWCA taking photos of your child for publication purposes. The YWCA Child Enrichment Program staff reserves the right to take photographs of the children for educational/curriculum purposes without specific consent. Children are identified by first name and age only when these photographs are used within the program.

**CEP Closings 2016 - 2017**

**YWCA Child Enrichment Programs will be closed on the following days:**

Monday, January 2, 2017..... New Year’s Day Holiday  
Monday, January 16 .....Martin Luther King Jr. Day  
Friday, April 14.....Easter Break  
Monday, May 29..... Memorial Day  
Tuesday, July 4..... Independence Day  
**Last 2 days of summer break (Gettysburg Area School District) Staff In-Service Training**  
Monday, September 5, 2016.....Labor Day  
Thursday, November 24 and Friday, November 25.....Thanksgiving Break  
Monday, December 26.....Christmas Day Holiday

Full tuition payment for our childcare programs includes holidays, program closings, absenteeism, vacations etc. The YWCA Child Enrichment Programs reserve the right to close programs due to very low attendance.

**OUR MISSION:**

The YWCA Gettysburg & Adams County is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

**LIVING OUR MISSION:**

The YWCA Gettysburg & Adams County will be the center for personal and community growth – a place to learn, to play, and to improve emotional and physical well-being. By connecting cultures, encouraging healthy lifestyles, and empowering all who walk through our doors, we will guide Adams County to positive change.

**OUR VISION:**

By 2019 the YWCA will be positioned as the center for personal and community growth – the place to learn, to play, and to improve emotional and physical well-being.  
The YWCA will guide Adams County to positive change by connecting cultures, encouraging healthy lifestyles, and empowering all who walk through our doors.