



Crayon Club Parent Handbook June 2020

YMCA Crayon Club Parent Handbook

The Center is currently operating under the Cabinet of Health and Family Services, Department of Community services, Division of Child Care Emergency Administrative Regulations effective June 2020.

Many of the policies and procedures for Center operation have been adjusted to meet the requirements during the COVID-19 pandemic and declared state of emergency to prevent the spread of disease in child care centers. An updated handbook will be provided once the state of emergency has ended and the emergency administrative regulations are lifted. *COVID-19 specific regulations are in italics throughout this document. Many, but not all of the regulations required by Healthy at Work and enhanced requirements for licensed child care programs are addressed in the handbook. If you have specific questions or concerns contact Nena Noe, Center Director at nnoe@ymcacky.org.*

We will keep you informed of changes in policies and procedures as the requirements for child care change. Please partner with us to provide the best early care and education experience for every child during this historic time.

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 references. 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 (currently on hold) and follows the YMCA of Central Kentucky policies and procedures to provide a high-quality experience for the children and families we serve.

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. *Family events will continue after the restrictions are lifted.*
- 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 fingerprinting, Child Abuse and Neglect background check, and TB screening. *Fingerprinting is not currently available but new staff will complete the other two types of checks. TB screenings are not required for up to 120 days.*) The leadership team, cook and teachers are required to complete a state approved orientation program, First Aid and CPR certification, Child Abuse Prevention and Recognition and Pediatric Abusive Head Trauma training and *new mandatory training on cleaning, sanitizing, health procedures, and mandatory reporting.* 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's 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 the Center 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 phone call with the Director in which they will:

- learn about our program, policies and procedures and staff.
- Review the required enrollment paperwork.
- 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

All paperwork and immunization certificates must be kept up-to-date for continued enrollment.

ENROLLMENT AND TUITION

Hours of Operation/ Holidays

The Center is open Monday – Friday from *8:00 a.m. to 5:00 p.m.* 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 and Christmas Day
- New Year's Eve

The holiday closing schedule and two professional development days for the following year 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 time off to be with their families.

Staff Ratio

The staff to child ratio and group size has been adjusted to comply with the Social Distancing Requirements for Child Care. Classrooms may be divided by a temporary wall to accommodate additional groups. The age of children in groups may be adjusted.

		<i>New</i>	<i>New</i>	Previous	Previous
Age Group	Age Range	<i>Ratio</i>	<i>Maximum Group Size</i>	Ratio	Class Size
Infants	Six weeks – twelve months	<i>1:5</i>	<i>10</i>	1:5	10
Toddlers	12 – 24 months	<i>1:6</i>	<i>10</i>	1:6	12
Twos	24 – 36 months	<i>1:10</i>	<i>10</i>	1:10	20
Preschool	Three-year-olds	<i>1:10</i>	<i>10</i>	1:12	24
Kindergarten Prep	Four-year-olds	<i>1:10</i>	<i>10</i>	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 may 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.

Effective June 2020

Infants \$185

Toddlers \$180

Twos \$165

Preschool \$150

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

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 amount is set 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 tax ID number and tax statements will be furnished upon request.

Arrival and Departure

The center will utilize two centralized drop off and pick locations to limit unnecessary traffic from parents and guardians into the classrooms. A staff member will be stationed outside each location from 8:00 am – 8:30 am to receive children and from 4:30 pm–5:00pm to escort children to their car. Adults should wear masks during this time. The front doors will be used for all classrooms upstairs and the back door on the lower side of the building for classrooms located on the bottom level. If a child must be dropped off or picked up outside of the stated hours please park by the upstairs front door and call the number posted. A staff member will meet you at your car and follow the procedures listed below. These procedures may be adjusted as needed.

- *Drop off – parents will arrive during the designated window and be greeted by a staff member who will take the child's temperature and ask the adult the required health questions. If the child is fever free, does not show signs of illness, has not had fever reducing medication in the past hours and passes the health questions, they will be escorted into the building, and the parent can leave.*
- *The child will be signed into the Center, escorted to their classrooms where they will wash their hands.*
- *Pick up – parents will arrive during the designated window. Directly before the designated pick up time, teachers will gather items to go home (bottles, soiled clothing...) and children will wash their hands. Children will be signed out of the Center and escorted by staff outside to their parent's vehicles. Infants will remain in the classroom and brought to the parents individually.*

Procedure for releasing a child to persons other than the parent or guardian: Children will be allowed to leave the YMCA property only with custodial parents and guardians or adults designated on the Enrollment Form. Please inform nonparents/guardians that they will be asked for photo identification. 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 Emergency Contact form. Additional people can be added to the Authorized Pick Up list by completing a Change of Information form, please request the form via email. 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.

The Center closes at 5:00 pm. If you arrive after 5:00 p.m., you will be charged a late fee of \$10 per occurrence for each child. Families should arrive at the center and be in the pick up line prior to 5:00. 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 a child has not been picked up by 5:15 pm, with no response from the parents or guardian or designated emergency contacts then staff will notify the local Child Protective Services agency.

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.

Communication

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 as appropriate for the age group. The app will also be used for emergency communication. The Director will be able to quickly send an email and text message to all families. Families will begin receive information about downloading the free app when the Center reopens.

OPERATIONS

Attendance

Please mark your child absent in the Tadpole app or call or email the Center office 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.

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 Frankfort Independent School (FIS) Preschool Program may be dropped off by school bus at the Center or picked up at the Center based on their preschool schedule. The FIS will need to be added to the Authorized Pick Up list before the child can be released to the school bus.

HEALTH AND SAFETY

COVID-19 Specific Guidelines

Staff will follow the Healthy at Work guidelines including frequent handwashing, use of hand sanitizer and gloves. Adults will wear a mask or face shield (infants and Toddlers) while working around children and other adults unless a there is a documented medical reason. Children will not wear masks.

The Center may refuse entry to the facility if a parent or custodial adult, vendor or supplier refuses to wear a mask or follow the Healthy at Work guidelines.

Children will remain in small groups with their primary teacher and designated support teacher throughout the day. They will not share toys, equipment, or space with other children outside of their class group, except for the playgrounds and outdoor space.

Staff will disinfect high touch surfaces, furniture, toys and equipment daily and the professional cleaning company will clean and disinfect in the evenings.

Staff will be screened for fever and contagious symptoms and will not be allowed to enter if displaying a contagious fever or COVID-19 symptoms.

General Safety Guidelines

No child will ever be left alone or unsupervised. All children are within sight or 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.

Fire drills are held monthly, tornado and earthquake drills are held 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.

Open Door Policy

For the safety of all children and staff, the Center will limit who can enter the facility each day. Parents will not enter the building on a daily basis. Parents may be approved to enter the building on a case by case basis, i.e. nursing mothers, emergencies, service providers or other health reasons.

Visitors/Volunteers

No classroom visitors are allowed in the building and no in-person tours will be conducted during this time. However, virtual tours may be conducted during the day.

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.

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. Please make sure we are fully informed of any issues of child custody that may affect us. 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. During the COVID-19 pandemic we must err 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 exhibits any of the signs we will immediately isolate the child to a safe space away from other children and call the parents. Children must be picked up within 60 minutes per the licensing regulations. Below are common reasons why a child might need to be excluded from care.

These include if the child:

- Cannot participate comfortably in the activities of the day or 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) with or without a behavioral change.
- 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. For returning to the Center, a child must:
 - Be able to participate fully in the activities of the day, including going outdoors.
 - 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 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 on whether the program must be temporarily close due to an outbreak of COVID-19. The center will notify enrolled families when a diagnosed case of COVID-19 is identified in the Center, while still protecting the privacy of the individual who was diagnosed.

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 a symptom 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. *The parent should call the center office to have the child brought to the car to receive the medication.*

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. 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 should 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 appropriate forms. 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 rules.

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.

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, relatives staying with child, etc.).

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 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 in 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.

Fire Emergencies

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.

Security

All exterior doors to the Center are locked, except for the front outer doors during operating hours. *During the centralized drop off and pick up times a staff member will be stationed by the preschool doors in the back of the building. The door will be unlocked during these times.* 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 assist in the classrooms, handle other Center business or manage the drop off and pick up procedures leaving the office and phones without coverage. Only parents and staff will have access to enter the second set of doors. *During the COVID-19 precautions parents and visitors will remain in the lobby if they enter the building unless given permission.*

All families, staff, and visitors must enter and exit at the front. The exterior classroom doors should not be used as an entrance or exit *except the preschool doors used for centralized drop off and pick up.*

FOOD PROGRAM

Meals

Every child will be provided a nutritious breakfast, lunch and afternoon snack. Meals are carefully planned to provide children with the necessary nutritional components in accordance with the state licensing regulations and Child and Adult Care Food Program (CACFP) and menus are posted weekly. Children and teachers eat in the classroom. *Teachers will plate the food for the children to reduce the possible spread of illness.* Outside food is not permitted in the classrooms, except in the infant classrooms or with a special care plan. This important rule protects children who may have food allergies and helps the center promote healthy food

choices. If your child is arriving at the center after a mealtime, ensure they have eaten prior to arriving. If your child is arriving after 10:00 in the morning, please notify the office so the meal count for lunch can be adjusted. Each classroom's meal schedule is posted on the Family Board inside the classroom. *Meal and snack times will be adjusted based on the new center operating hours. Please communicate with your child's teacher about the new meal schedule.*

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 milk or 1% milk. Safe drinking water will be available to the children at all times.

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 allergies to food (such as peanut, dairy or wheat) or special dietary restrictions due to a medical condition, please let us know and make sure to fully disclose this information on the registration forms. The Allergy Health Care plan must be completed 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 health care provider lists an Epi-pen or other life-saving medication, the medication must be at the Center in order for the child to attend on any given day. Suspected allergies or food intolerances do not require a physician's statement, but families will be asked to complete a Suspected Allergy/Food Intolerance Form. Each child's picture, name, allergy, treatment and parent contact number will be included on the Allergy and Health Care chart. These charts are posted visibly in the classrooms, kitchen and a copy is kept in the office. To eliminate the food restriction, the Center must have a signature from a parent/guardian and/or physician.

The Center is a nut-safe facility. Please do not bring or allow your child to bring in any items that contain nuts (such as peanuts, cashews, almonds) into the Center. For the safety of the children in our Center, we also do not allow outside food inside the classrooms.

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 Food Preference Form and CACFP Request for Modified Meals. 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. Milk alternatives such as plain, unsweetened soymilk are permitted and will be provided by the Center or Family, depending on the request and the regulations of the Child and Adult Care Food Program. Almond milk will not be served due to nut allergies. 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.

Special Occasions such as Birthdays and Holidays

We are committed to providing children with healthy food options at the Center. For this reason, and due to allergies in the Center, we do not allow sugary treats or other food items into the classroom. While one cupcake does not seem like a big deal it does become an issue when the child is not hungry for dinner and misses an opportunity for healthy, nutritious food later in the day. We always want parents to know that their child was 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.

Naps

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. *During the COVID-19 precautions, nap toys are not allowed and blankets will be stored in a bag in the child's cubbie.* 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 drop off. 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.

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 appropriate. 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. Label the package of diapers with your child's name.

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 for our Center that children start the process in the two-year-old classroom and are potty-trained by their third birthday and 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 that they can come up with a plan 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 occasionally happen. Our teachers are invested in helping you and your child through this process, but it does take a joint effort. We will, however, never force a child who is protesting to sit on the toilet.

Screen Time

Children learn by being active, for this reason we do not offer computers or televisions in the classrooms. On occasion, 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

We plan to begin Parent-Teacher conferences once the social distancing restrictions are lifted. 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.

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

Transitioning

Because we believe that a smooth transition can be a key factor to a child's success, we have a detailed policy in place for all transitions including entering into the program, switching classrooms within the program, and leaving the program.

We must suspend family visits to the new classroom prior to the transition during the COVID-19 restrictions. The Director can answer any questions you may have about the program.

If children are leaving our program for any reason (i.e. starting kindergarten, moving away, etc.) we encourage families to talk about it 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 program for creating and implementing engaging and developmentally appropriate lesson plans on a weekly basis. 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.

AGE SPECIFIC INFORMATION

Infant Program

Infants (6 weeks – 12 months) will receive individual attention throughout the day and are cared for according to their individual schedules. Our goal is to partner with parents to provide consistency for schedule and routines between home and the center. Infants eat, sleep and play according to their own needs. Parents will provide information about the child's night and morning through the Tadpoles app or *by completing the daily*

sheet before to arriving at the center. The teachers will use the Tadpoles app to provide information to the parents each day on the child's day and routines.

Infant Safe Sleep Policy

Infants will be placed on their backs to sleep to reduce the risk of Sudden Infant Death Syndrome (SIDS). Infants are moved to their cribs if they fall asleep anywhere other than their crib. The classroom is kept at a comfortable temperature throughout the day and the only items allowed in the crib while an infant is sleeping is a firm mattress, a fitted sheet, and a pacifier. Infants who arrive to their classroom asleep in a car seat carrier will immediately be placed in their crib and the car seat taken to the storage area. If a child has a medical condition and the child's physician is recommending a different sleep position, parents should speak with the Director to complete the paperwork for a Special Care Plan.

Infant Feeding

Infants will be fed according to the schedule provided by the parents and by the infant's individual needs. Bottles containing breastmilk or formula will be provided by parents each day at drop off and must be fully prepared, capped, labeled with the child's first and last name, dated with the current date. The teacher will place the bottles in the refrigerator. Breastmilk bottles will be labeled with a red band. Mothers are welcome to breastfeed in the Center and will be provided with a comfortable place to sit. *During the COVID-19 restrictions please speak with the Director to review the procedures for entering the infant classroom. Mother's will be required to wear a mask while in the building and wash their hands before entering the classroom.*

Bottles must be consumed within one hour from the beginning of the feeding and the contents discarded after this time. It is often better to provide several bottles with fewer ounces as an infant adjusts to child care and the teacher learns to read their hunger cues. Unused bottles must be sent home at the end of the day. Disposal exceptions may be made for breastmilk bottles with a Bottle Exceptions Release; these bottles may be sent home at the end of the day, but teachers may not feed them to your child in the Center.

Once an infant is ready to begin baby food the family will speak with their child's teacher and they will support them through the process. The Center provides infant cereal, prepared baby food, including fruits, vegetables and meats. As table foods are introduced, families can select items from the menu that their child can eat. If a parent chooses to provide food for their baby, the food from home must be labeled with the child's full name and (if fresh) date. Sealed food items and infant cereal may be stored in the infant room.

Children transitioning to toddlers should be eating table food provided by the center, drinking milk and water out of a sippy cup, and not be dependent on bottles while at the Center.

Supplies to Bring to Infants

Pacifier (if used) labeled with child's name

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

Extra sets of clothes

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

Toddler Program

In our Toddler program, the children are generally much more active. They are on a group schedule rather than an individual one and while teachers will be flexible as much as possible to accommodate each child's needs it is important for all the children that they are able to participate in the activities of the day. Meals and naps are conducted as a small group and there is only one nap per day. Toddlers sleep on cots and may have a blanket for nap times. Toddlers go outside daily and need appropriate clothing and footwear. Some children may still be using a pacifier in Toddlers. It is a goal of this age group to transition away from a pacifier as the child gets older so you may see their use reduced to only during nap time. When not in use, their pacifier will be kept in their cubby. Play is very important for their development and learning and sensory experiences are essential. For this reason, you may want to bring your child an extra set of clothing (including footwear) in case of messes. Toddlers sit at the table and feed themselves and this can also be a messy experience.

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

During the COVID-19 restrictions, the group size will be a maximum of 10 children. Normally the number of children in our Preschool program does go up, and while this helps with a child's social development in being able to communicate and play with other children effectively, the teachers are focusing more time on activities and less on daily caregiving. Preschoolers are responsible for putting away their personal items, going to the bathroom when needed and washing hands and putting on their coats. You will also see a change in lesson plans in this older age group as teachers begin working on skills to get children ready for school in the coming years. 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 the next age group of 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 will be modified during the COVID-19 restrictions. The 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. As the year progresses, the classroom schedule will become more structured and 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. Our compliance with licensing requirements is monitored and licenses are renewed regularly.

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, volunteers, families, or children.
- 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. Please do not put our staff in a difficult situation by soliciting them for babysitting services or inviting them into your home. 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.

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 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.

Some of our policies and procedures will change as the licensing regulations change. Child care is going to look different for a while as we live within the guidelines to provide the safest and healthiest environment for our children, staff and families.

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.

(1) 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:

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

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

- (a) 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;
- (b) 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;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) 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;
- (e) 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; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) 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.

Effective: July 15, 1998. History: Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. -- Created

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
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 40601.

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 or with the assistance of the Franklin County Emergency Management to the YMCA Prevention Park 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 4060, Phone: 502-875-5240

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