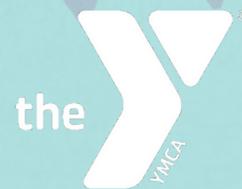


**PLAY  
LEARN  
LAUGH...**

**5 senses and beyond.**

**Skaneateles Y Preschool**

**Parent Handbook 2022-2023**



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# **Skaneateles YMCA and Community Center 2022-2023**

## **Pre-School**

### **Parent Handbook**

#### **WELCOME**

The Skaneateles YMCA Pre- School program staff welcomes you to our program and thanks you for choosing our program to meet your childcare needs. We are committed to providing, safe, affordable childcare for your family.

Our staff goal is to provide quality activities, that will benefit your child socially, emotionally, physically and academically. These activities will allow your child to have new learning experiences, have lots of fun and time to make new friends.

Please read through our Parent Handbook and familiarize yourself with our policies and procedures. It provides you with information about our services, programming and payment.

We welcome you to contact us with any questions and comments at 315-685-2266 or email [sheila@auburnymca.net](mailto:sheila@auburnymca.net)

#### **PHILOSOPHY**

The Skaneateles YMCA Pre-School program exists to meet the needs of families to have a safe and environment for their pre-school experience. The program is designed to meet the needs of the children enrolled according to their age and developmental level.

#### **MISSION**

The mission of the Skaneateles YMCA and Community Center is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. The YMCA welcomes men, women and children of all ages, income abilities, races and religions.

The Skaneateles YMCA and Community Center is a 501 (c)(3) Charitable Organization. Financial Assistance is available to all those who wish to participate and believes that no one should be denied access to the Y based on their ability to pay. Through our scholarship program the YMCA provides financial assistance to youth, adults, seniors and families, this process is confidential. Please contact [sheila@auburnymca.net](mailto:sheila@auburnymca.net) for more information.

## **GOALS OF THE SKANEATELES YMCA CHILDCARE PROGRAMS**

YMCAs are experts in adapting themselves to their communities, and so naturally there are many varieties of YMCA childcare programs. Even within this wide diversity, you'll find that YMCAs tend to have the following goals in common:

Help children to develop to their fullest potential

Support and strengthen the family

Deliver child care in a safe and positive environment

Teach, model, celebrate, practice, praise and reinforce the four core values of character development: caring, honesty, respect and responsibility

Confront inconsistencies

Foster health and well-being for children and families

## **MISSION IMPACT**

Today, children in the United States face some serious issues, they struggle to develop positive values, civic responsibility and educational skills. In a pervasive climate of unhealthy lifestyles, they are at risk of being overweight and having other related health challenges. Furthermore, families are under increasing stress and often need help balancing work, family and civic responsibilities.

As the common goals listed above demonstrate, YMCA child development programs are purposeful and asset based, demonstrating high quality and commitment to the holistic child development. These deeply ingrained values allow YMCA childcare programs to make a tremendous contribution to the vision for the YMCA movement outlined in YMCA of the USA's Strategic plan Mission Impact.

## **POLICIES AND PROCEDURES**

Enrollment in the Skaneateles YMCA Childcare program constitutes an understanding that you will abide by the following policies:

### **Parents may expect that:**

1. Their children will be cared for in a safe and supportive environment.
2. They may visit with the YMCA staff about concerns related to their child or the program.
3. They may be told about any misbehavior on the part of their child in order to bring about improvement to the situation.

**The program expects the parents will:**

1. Pay fees on time
2. Keep the child's records up to date.
3. Pick up their children on time.
4. Follow the health policy as explained.
5. Pay attention to any communications from the YMCA staff regarding their child's behavior, and cooperate in efforts to bring an improvement in the situation.
6. Keep the line of communication open in regards to any aspect of their child's health and or happiness.

**Children may expect:**

1. To have a safe, supportive and consistent environment.
2. To use all of the program equipment, materials on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

**The program expects the children will:**

1. Be responsible for their actions.
2. Respect the YMCA rules that guide participation while at the Skaneateles YMCA and Community Center.
3. Remain with the group and childcare staff at all times. No one, staff or student is permitted to go off by themselves while at the Before and After School program.
4. Take care of materials and equipment properly and return them to their proper place when finished or before taking new ones out.

**PROGRAMS AND SERVICES**

1. Staff and parents shall communicate through written and verbal systems to establish sharing day to day happenings.
2. Parents are informed about the programs through brochures, flyers, frequent notes, telephone calls and other similar measures.
3. Routines and daily activities will be established and will include, but may not be limited to the following:
  - a. Large motor activities to include outside play, swimming, ice skating, gymnasium time for at least 25% of program time.
  - b. Homework time
  - c. Snack time- children will bring their own snack.
  - d. Arts and crafts, board games, team work challenges, quiet time, free play

## **FEES AND PAYMENT POLICY**

The Skaneateles YMCA Before and After School Program billing is based on 180 school days and then divided into 10 equal payments. Each month, you pay 1/10<sup>th</sup> of your total childcare bill regardless of the number of school days actually occurring in that month. The Skaneateles YMCA does not give credits for illnesses or family vacations taken during school days. The monthly fee is the same amount each month.

All monthly payments after the initial registration will be due on the 1<sup>st</sup> of each month, for that month. We recommend to sign up for auto pay with a credit card or check, however cash, check or credit card is accepted as well.

In the event that your payment is returned/refused for any reason, a \$25 service fee will be added to your bill in addition to the unpaid tuition balance.

## **FINANCIAL ASSISTANCE**

Financial assistance is available to those who qualify. Scholarship applications are available on line, [www.auburnymca.org](http://www.auburnymca.org) or at the Service Desk.

Skaneateles YMCA financial assistance policy states that no person will be denied program participation solely due to the inability to pay. Applications for financial assistance applications are confidential and are available on line or at the service desk. The amount of assistance is based on individual need and family circumstance. All childcare program financial assistance must be submitted prior to registration and are on a first come first serve basis. Applications are processed in the order they are received, the process can take up to two weeks. Financial assistance is based on available resources of the YMCA. It is our intent that all individuals contribute in some way. Financial assistance is made possible through generous donations to the Skaneateles YMCA's Annual support campaign.

**Outstanding balances will lead to the inability to register for other programs.**

## **REGISTRATION AND ENROLLMENT**

The program does not discriminate on the basis of race, color, sex, religion, age, creed, marital status, domestic partnership status, national origin, ancestry, past or present physical or mental disability, sexual orientation, veteran status or citizen status, genetic information or any other classification protected by law.

## **Eligibility**

Children must be entering K- 5<sup>th</sup> grade to be eligible for enrollment.

All forms must be completed and given to the YMCA staff at the time of registration, including physical and immunization records.

Children will be allowed to attend the program only after all forms and payments have been submitted.

## **WITHDRAWAL OR TEMPORARY DISCONTINUATION FROM PROGRAM**

Withdrawal notice must be given to the Program Director at the YMCA at least 2 weeks prior to the end of the month. If less than one week notice is given non-refundable charges will accrue. To discontinue autopayment 15 days written notice must be given to the Program Director and Staff Accountant.

## **WEATHER RELATED CANCELLATIONS -Please read carefully**

If the Skaneateles Central School is delayed after the children arrive at the Y, we will allow the children to stay and remain in our care until the bus arrives at the Y at no additional charge.

If school is dismissed early we will accept the children from the bus and keep them here as a normal day.

If the weather gets to the point of having to close the Y, children will remain in our care and parents will be notified that we are closing early and they should pick their child up as soon as possible.

We will work to provide care on snow days and School's Out days. We will however have a minimum number of children that are needed to participate on those days in order to run them. Registration will close 3-5 days prior to the start of the day off, so that parents have a chance to make other arrangements in case the program does not run.

## **ARRIVAL AND DEPARTURE FOR CHILDREN**

Please note that these procedures may need to change due to circumstances beyond our control such as COVID-19 and its variants.

During the arrival and departure, we ask that parents park their car in the parking lot so as not to create a traffic hazard for children or other persons. Traffic flow patterns should be followed.

All parents/authorized person must enter the program area to sign the child in or out.

A child will only be released from the program to a parent or any other authorized person over the age of 18 who is listed on the registration forms.

Any parent or authorized person will be asked for picture ID to the YMCA staff. A child will not be released without proper identification.

If an emergency arises and someone not on the authorized pick up list has to pick up your child, the parent must contact the Skaneateles YMCA staff immediately and let them know who will be picking the child up.

The program must be provided a copy of all appropriate legal paperwork when Custodial parent requests the program not release the child to the non-custodial parent. If there are Court approved schedules that are to be followed by the program, please submit this paperwork at the time of registration or when documentation is established.

Anyone authorized to pick up a child is responsible to deliver any and all notes/messages pertaining to your child's day.

## **HEALTH AND SAFETY**

### **Ratios:**

The staff to child ratio shall be maintained according to the minimum standards for licensing for school age children to insure the safety of your child.

### **Outside play:**

Please dress your child appropriately for the weather, or bring extra clothes with him/her. Children are required to spend a small amount of time outside every day, weather permitting per our state regulations. Short-sleeved shirts for warm weather play and spring and fall jackets should be included for cooler days. Sneakers and socks are required for every day. Children will go outside during the winter, so please make sure they have boots, hats and gloves. Outdoor play will not be allowed when temperature falls below 15 degrees Fahrenheit to insure the safety of your children. Outdoor time will be greatly reduced depending on the temperature.

### **Insurance inquiries**

The YMCA carries no accident insurance on any of its program participants. This is the responsibility of the participants' family or guardian. In the event of any injury to your child, the YMCA staff will take the steps necessary to obtain emergency medical care. These steps include but are not limited to the following.

Attempt to call the parent/guardian

Attempt to contact those designated on the "emergency contact section" of your application.

Call an ambulance or paramedic

All minor injuries handled by the YMCA staff will be reported to the parents, at the time of the injuries, upon arrival or pickup.

### **Medical /Illness**

If your child has a known medical condition (asthma, diabetes, seizure disorder, ADD, HADP, food allergies etc.) please be sure that the YMCA staff knows what to do if a problem should occur during program hours. Parents will be asked to complete an "Individual Health care plan", indicating condition, symptoms, and emergency procedures.

The Skaneateles YMCA will not permit a child who has any illnesses other than or symptoms of illness specified below to be admitted to the program on a given day unless medical diagnosis from a health care provider, which has been communicated to the program in writing or verbally with a written follow up, indicates that the child poses no serious health risk to himself or herself or to other children or staff. Such illnesses or symptoms of illness shall include, but not limited to any of the following:

Illness that prevents the child from participating comfortably in activities

Fever over 100-must be fever free for 48 hours before returning.

Vomiting more than 2 times in 24 hours

Mouth sores with drooling, unless the child's medical professional states that the child is non-infectious

Rash with fever or behavioral changes

Head lice or nits, until after the first treatment (exclusion not necessary until the end of the day)

Scabies until after the treatment

Chickenpox until all the lesions have dried or crusted

Cough or cold symptoms that are accompanied by; a fever or behavior change, or if the child looks or acts very ill, or has rapid or difficult breathing, or a child has a severe cough, or has wheezing not already evaluated or treated, or has cyanosis (blue color of the skin and mucous membranes) or has a rash that is blood red or purple not associated with any injury.

Streptococcal pharyngitis (strep throat or other infection) until 24 hours after treatment has started.

If your child is exposed to any communicable disease at the program, you will be notified in writing.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken immediately to the hospital by emergency vehicle for treatment and the parents will be called immediately.

### **Emergency Medication Administration Policy**

The Skaneateles YMCA Before and After School site is authorized to administer emergency medications such as epinephrine injectors and diphenhydramine, asthma inhalers and nebulizers. Medication must be accompanied by completed paperwork authorizing staff administer medication as well as an "Individual Health Care plan" on which parents instruct staff on proper administration techniques and procedures.

If a parent discloses on registration paperwork, the Emergency "Blue Card" , or verbally to staff that the child has a life threatening illness that might require emergency medical attention, the parent is required to provide medication with proper consent forms or a doctors note indicating medication is not required.

New York State regulations state that parents must have the necessary items prepared for the child to attend the program safely. YMCA staff will work with parents to obtain doctor consent forms and medication to the best of their ability. If a parent does not provide the medication and paperwork , or proper doctors note, the child will be excluded from the program until medication and paperwork are submitted to the childcare program.

### **Required information for Administration of Medication**

Medications must be in the original container with the following information on it and be accompanied by the YMCA's medication form filled out by the parent and physician.

1. Child's name
2. 2. Authorized prescribers name
3. Pharmacy name and phone number

Please be aware that specifics for School Age Childcare are subject to change during the school year if conditions change.

We ask that when your child is in our care that you answer all phone calls, even if you don't recognize the number in case of emergency.

## **Food and Nutrition**

At this time, snacks are not provided by the program, parents should send in nutritious snacks, which are not meant to be a meal, but rather a snack. The SACC program will have a limited number of snacks for emergency situations.

## **Personal Property**

It is best to leave personal property at home, the Skaneateles YMCA is not responsible for lost or stolen personal property, this includes but is not limited to toys, books, money.

Children's personal belongings such as coats, hats, clothing, school bags etc. should be cleared daily from the classroom space. Any personal belongings left behind will be taken to the lost and found boxes, found outside the Allyn Arena entrance, and pool entrance.

Personal belongings should be clearly labeled.

## **Prohibited belongings**

Valuables

Electronic games or devices (Cell phones, smart watches)

Weapons (play or real)

Tobacco, alcohol or drugs

Candy, gum, cough drops (due to food allergies, children should not bring to the program unless given specific permission by the SACC Director)

## Behavior Policy

Enrollment or participation in youth programs at the Skaneateles YMCA is a privilege. Participants should at all times, demonstrate the YMCA values of Caring, Honesty, Respect and Responsibility. The YMCA is committed to providing a safe and welcoming environment. To promote safety and comfort for everyone, all individuals are asked to behave in a courteous and polite manner at all times when participating in our programs. The objectives in all YMCA programs are to promote youth development, healthy lifestyles and social responsibility through teaching and learning acceptable behaviors and promoting a positive self-image.

### **We ask children to:**

Use appropriate and suitable language at all times

Cooperate and follow directions given by staff

Respect other children and staff, as well as the equipment and facilities

Maintain a positive attitude

Stay in the program area

### **The following behaviors will not be accepted in the YMCA School Age Childcare program:**

Leaving the YMCA program premises without permission or going into unauthorized areas.

Rudeness, defiance or authority, or failure to follow directions.

Refusing to remain with the assigned group or running away from staff without permission

Inappropriate conversation, profanity, foul, abusive, vulgar or irreverent language.

Defacing or stealing the property of the YMCA other participants, staff or facilities.

### **Bringing or using illegal substances**

**Fighting; physical or verbal aggression, including provoking and quarreling Intentionally injuring another child, including deliberately causing anger or emotional distress. NO BULLIES!**

**Any repetitive behaviors that require consistent and prolonged one on one attention to the staff**

Should a child refuse to follow these rules, we implement a 3 strike system during each program session. During program hours, our behavior policy between staff and children is as follows:

1. The first time your child needs to be spoken to for not following the above established behavior guidelines, the staff will issue a verbal warning to the child.

2. The second time, your child will be asked to take a few moments of “chill time” where the child relaxes away from the group activity.
3. The third infraction will result in the staff speaking verbally with the parent about the day’s behavior. The inappropriate behavior will be documented.
4. After speaking with the parent on more than 1 occasion, a plan of action will be established with the staff and family.
5. If the behavior continues, any of the following may occur: a conference with the staff, parent and Program Director, suspension, a written and final warning indicating dismissal from the program if the misbehavior doesn’t improve. Parents and family should note that major offenses, such as physical or emotional endangerment or bullying will result in immediate suspension and possible permanent removal from all childcare programs. If such behavior occurs, a phone call will be made and the child must be immediately removed from the program site..

Please read and discuss with your child.