



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN, GROW & THRIVE PRESCHOOL & DAY CARE YMCA of San Joaquin County



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| YMCA Administration Office 2105 W March Lane Stockton, CA 95207 Office: (209) 472-9622 | Lions Pride Preschool Location: Linden High School 18527 E. Front Street Linden, CA 95236 | Little Rascals Preschool Location: Waverly Elementary School 3507 Wilmarth Road Stockton, CA 95215 |
| For more information contact Gabbie Torres at (209)292-8474 or email gtorres@ymcasjc.org <i>WE WILL BE OFFERING A DISCOUNT TO THOSE EMPLOYED BY THE LINDEN UNIFIED SCHOOL DISTRICT</i> | | |

www.ymcasjc.org/preschool

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YMCA Child Care Philosophy

The YMCA of San Joaquin County is pleased to provide quality child care that meets the needs of your child(ren) and family. The YMCA strives to provide a caring and nurturing environment for all of the children entrusted to our care. We believe our child care program should provide opportunities and experiences that stimulate your child's physical, social, emotional, and educational growth. We strive to provide flexibility to meet the unique needs of your child(ren) and to help them develop to their fullest potential.

Our staff emphasizes the YMCA's four core values in every program we operate. *Honesty, Respect, Caring, and Responsibility* are the foundation for the YMCA's work with all children and parents.

Program Content and Emphasis

Our program strives to meet the developmental needs of the individual child(ren) and age groups in the program. The scheduling, pace, and rhythm of each activity is consistent with recognized principles of childhood education. These principles establish that each child develops at his or her own unique rate within the general needs of his or her age group. Our program is designed to provide a wide and well-rounded range of activities. If there are certain activities or skills you wish to see emphasized with your child(ren), please take time to discuss those preferences with your site director.

YMCA Lion's Pride and Little Rascals Preschools will be utilizing Creative Curriculum, the LANA Curriculum, and the YMCA Food & Fun Curriculum. The Creative Curriculum® for Preschool is designed for early childhood programs serving children ages 3-5. Based on the latest scientific research on how children develop and learn, it helps teachers plan a program with explicit guidance about **what** to teach, **how** to teach, and **why**.

The Creative Curriculum® for Preschool explains the ongoing cycle of observing, guiding, learning, and assessing children's progress using The Creative Curriculum Developmental Continuum for Ages 3-5. The Developmental Continuum shows teachers the sequence of steps children take as they learn particular skills and concepts in all areas of development. It is a tool for planning instruction and assessing learning.

We have added the LANA Curriculum and the YMCA Food & Fun Curriculum to help teach children about making good choices. If you would like know to more information or receive suggestions about providing nutritious meals for your family, please let us know and we would be happy to provide you with resources.

Parent/Staff Communication

The YMCA believes that parents should fully understand our child care operation. We want to know if there are ways you would like to participate in activities. We welcome your involvement through birthday parties and other special events. The YMCA offers a Healthy Kids Day and participates in community activities as well. The Preschools send home a newsletter every month with current events, important dates, nutrition and physical activity information, and Reading Connection.

Certainly, we want to keep our lines of communication open, as well. Drop by any time, and please feel free to express your concerns, so that we can respond to issues in a timely manner. On the other hand, if you find our staff doing a great job, let us know that too!

Birthdays

Your child's birthday will be celebrated on or near his or her birthday. This is normally done during morning snack time. Parents are welcome to join us. We encourage you to bring a healthy snack to share for your child's special day.

Daily Schedule

Community Care Licensing requires that an authorized adult sign children in and out each day. The signature must include the person's first and last name. Parents must list all authorized adults on the child's emergency information form. It is imperative that parents keep their emergency information up to date. Visitors who are

not recognized by staff will be asked to provide identification. No person without authorization will be allowed to take a child from the center. Please make sure that staff is aware of your child's arrival and departure at the time they are signed in and out.

Failure to sign out properly may result in a fine of \$100.00 per day and a "Type A" violation from Community Care Licensing.

Children who arrive significantly after 9:00am miss the opportunity to attend circle and ease into the regular morning routine teachers and peers. In addition, children arriving late may interrupt the flow and structure of the morning. Please try and have your child arrive before 9:00 am. If you are aware that your child will be late, please make every effort to call the office as soon as possible.

Each day children are free to choose from a variety of activities including manipulatives, dramatic play, building blocks, creative arts, reading, writing, and science. Large group activities include circle, stories, music, movement, discussion, and Handwriting Without Tears Curriculum. Outdoor activities include organized play, water play, sand play, bike riding, etc. We serve a healthy mid-morning and mid-afternoon snack. Parents are asked to provide lunch. The teachers sit with children during snack and lunch. The daily schedule considers the child's need for solitary play, quiet and active times, large and small group and opportunities for one-on-one instruction between teacher and the child.

Separation

All children experience anxiety at some time. Separation concerns are a part of a child's adjustment to outside-of-the-home care. For each child, this concern is very real, yet a normal and a healthy part of the developmental process relating to adjusting and gaining trust. As a parent you may feel this anxiety, especially if this is your child's first time in a care setting. Here are some things to remember to help make the transition as smooth as possible:

- Try to be as positive as possible. Talk enthusiastically about the fun your child can have with other children. Even the youngest child can gain confidence when your tone of voice is positive.
- Spend a few minutes with your child before leaving the first time. When it is time to leave make sure that you tell your child goodbye. Do not sneak away. This can be devastating to a child's sense of trust and will only create confusion and worsen anxiety. The process of trust in this situation starts with a direct goodbye.
- Our teachers have a lot of experience helping children make their adjustment. It is not helpful for you to linger. This only delays the adjustment process and may even worsen the situation for both the parent and the child. The child will begin to adjust, often, after the parent has left.
- Children will begin to understand that even though their parent is going to leave, they will indeed return. This confidence may take a few days or even a few weeks, but it will happen.
- You are invited to call the preschool at any time to get an update on how your child is doing. First days are very important and we do all we can to make it a comfortable and happy experience for you and your child. Teachers will keep you informed about how your child is doing with our daily routines.
- If you feel your child is still having difficulty, please feel free to discuss the situation with the teachers so that we can work together to help ease your child's transition.

Staff

A. Staff Education

The YMCA of San Joaquin County takes great care in selecting the most qualified and caring people. Preschool staff are trained in Child/Adult CPR and First Aid as well as clearance through fingerprinting, criminal records and child abuse background investigation. California law requires a background check on any adult who works in a licensed child care center.

Preschool

All of our teaching staff is educated in the field of early childhood education. They are selected for their educational background, training, experience, and sensitivity to the needs of small children. Staff meet Community Care Licensing requirements and are encouraged to continue with their education. Staff take a mandated Child Abuse Training.

B. Private Employment of Staff

The YMCA prohibits parents with children enrolled at the preschools from hiring staff as personal babysitters or for private employment of any kind. This would include transporting children to and from the YMCA Preschools as well as being listed on the parent pick up list.

C. Resolving Conflict with Staff

Parents who feel they are having a conflict with a member of the YMCA Preschools are encouraged to seek a resolution by first speaking with the staff member directly. If the problem is not resolved in a timely and respectful manner, the parent is encouraged to seek assistance from the Program Director, Gabbie Torres. If the problem is still not resolved the parent may wish to contact the CEO, April Lewallen.

Child Abuse and/or Neglect

While the YMCA does not ever expect child abuse or neglect to be a problem, our staff is required by California State Law and licensing requirements to report immediately to the police or Child Protective Services any instance in which there is reason to suspect the occurrence of physical, sexual, emotional child abuse, child neglect or exploitation.

If YMCA staff believe that notifying a parent may place a child in the way of more serious harm, our staff may not tell parents when the police or Child Protective Services have been called about possible child abuse, neglect, or exploitation. The extent of staff's communication with parents will depend on the recommendation of Child Protective Services after they intervene.

The State of California general licensing Requirements, section 101195 states: *The department of Licensing agency shall have the authority to interview children and/or staff, and to inspect and audit child and/or facility records without prior consent. The licensee (YMCA of San Joaquin County) shall make provisions for private interviews with any children and/or staff members; and for examinations of all records relating to the operation of the facility. The Department of Licensing agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional examine the child(ren).*

Notification of Parents Right's

Please see the Child's Rights posted by the front door and also included in the enrollment package.

As a parent/authorized representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are present.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive from the licensee the Caregiver Background Check Process form.

Behavior Management

We believe that the most effective way to positive behavior is through teachable moments, and open two-way communication between teachers and children. Teachers pay special attention to learning environments that help prevent common negative behaviors. We try to keep children engaged and stimulated. We create numerous opportunities for children to develop relationships with one another and ensure that daily activities encourage the use of oral and written language.

Teachers help children understand the consequences of their behavior and their choices whenever possible. "If you crash the bike, you will lose your turn. What would you like to do?" We state the rules firmly and positively, never harsh or judgmentally.

We expect your child to have trouble sharing. They are still learning. We refrain from dwelling on mistakes or accidents and sooth children's disappointments by providing new opportunities to get it right. "You will get another turn with the sand toys after lunch."

Sometimes a child may need some time away from the situation that is causing the difficulty. This time usually lasts no more than a few minutes, but it gives the child the opportunity to regain self-control, and try to make a different choice.

If the child is having a difficult time, teachers may:

- Use a variety of supportive verbal communication.
- Redirect or separate the child from an undesirable situation.
- Help the child involved to find a peaceful and comfortable resolution to the problem.
- Affirm positive behavior.
- Make an "I" statement. "I see you throwing blocks. The block need to stay on the floor." We do not use the "You" statements like "You are a bad boy" because that is a judgment of the child's worth.
- We never use any form of physical punishment, humiliation or bribery.

Should a child's behavior escalate, we will ask the parent to meet with us to discuss ways that we can work together to help resolve the undesirable behavior and to help the child succeed.

Valuables

Each child is assigned a cubby to keep personal items, clothing, and supplies during the program hours. However, the YMCA is not responsible for lost or damaged personal belongings.

Toys

No guns or weapons of any kind are permitted at the preschool. There may be special days when your child is asked to bring an item to share. If toys are brought in on other days your child will be asked to put the toy in their cubby. The YSJC/ Preschool cannot be responsible for lost, broken, or stolen items.

Clothing

We believe it is important for children to be well-groomed, with clean hair. They need to be dressed in clean, comfortable play clothes. We do wear aprons when we paint; however, there are still times when paint, etc. reaches the clothing. Please keep this in mind when dressing your child for school. Children may not wear flip-flops, backless shoes, or slippery bottom shoes. On cooler days, please send a (clearly marked) coat, sweatshirt, or sweater.

- ◆ Extra clothing: Please bring a complete change of clothes to keep at school. Please label them with your child's complete name.

Nap/Rest Time

All children in full day care must participate in rest time. Please bring your child a blanket. You may also bring in a small pillow and a favorite nap time buddy if you would like to. Nap time will be from 12:00 pm to 2:00 pm.

Transportation and Field Trips

We try to offer at least one field trip per school year. Trips will be announced in advance. Transportation is provided by Linden Unified School District.

Health Issues

Community Care Licensing does not allow YSJC to provide care for children who are sick or show symptoms of illness. Parents are required to make arrangements for when their children are sick. The American Public Health Association and Academy of Pediatrics have published Guidelines for Out of Home Child Care Management and Prevention of Illness. The preschools comply with these guidelines.

A brief health inspection of each child will be made daily as each child enters the preschool. If a child develops signs of illness or symptoms that prevent them from actively participating in the program, parents and guardians will be notified by phone to come and pick them up. An authorized adult must arrive within 30 minutes of notification.

When a child becomes sick at school, he/she will be isolated from the other children to prevent any illness from spreading. **All parent contact phone numbers must be current.** If a parent is unavailable or unable to pick up their child, a preschool staff will begin to call people listed as the child's emergency contacts. In the event of a severe or sudden illness we will call 911. We must have a way to contact you quickly when your child is ill. An authorized adult must pick up within 30 minutes of notification. Parents who have not picked up in one hour will be charged a fee of \$50.00.

The following is a list of common symptoms that would require a child to stay home or need to be picked up from the program:

- 100 degree, or higher, fever
- Nausea and/or vomiting
- Congestion
- Sore throat
- Two or more diarrheas
- Skin rash
- Earache
- Watery or inflamed eyes
- Discharge from eyes
- Lethargic behavior
- Communicable diseases
- Excessive crankiness/crying
- Unable to participate in program

All employees are required to use universal precautions to avoid illness and spread infection. The following is our requirement for washing hands:

Children:

- Upon entering the preschool
- Immediately before and after eating
- After using the toilet
- After playing on the playground
- After playing at the water tables
- After handling pets
- After sneezing, coughing, blowing nose

Teachers:

- Upon arrival at work
- Immediately before handling food
- After using the toilet
- After assisting a child use the toilet
- After coming into contact with a child's bodily fluid, runny nose, vomit, etc.
- After sneezing, coughing
- After handling, cleaning a pet

- Before giving medications
- Before going home
- Before and after eating, drinking, or taking a break

The YMCA does not provide health insurance for children in our child care program. 24-hour Rule: Your child must be free from any of the previous symptoms for a minimum of 24 hours before you can return to child care. The Program Director has the right to change the minimum hours at her discretion if it benefits the preschool.

Medication Procedures

Medication should be given at home whenever possible, but there will be times when it must be given while the child is in our care. California Community Care Licensing (CCL) regulations permit child care providers to administer medication under the following conditions:

- Medication will be placed in the medication box and then stored in the locked cabinet. The consent form will be filed in the Medication Binder/ Folder.
- Medicine administered will be recorded on the Consent to Administer Medication form located in the Medication Binder/ Folder.
- Medication box will be kept locked in file cabinet at all times.
- All prescription and nonprescription medicine will be maintained with the child's name and shall be dated.
- Prescription medications shall be administered in accordance with the label directions as prescribed by the child's physician. Nonprescription medications shall be administered in accordance with the product label directions on the medication label.
- Parents must complete the Consent to Administer Medication form provided by the Site Director. The instructions from the parent shall not conflict with the label directions as prescribed by the child's physician or conflict with the product label directions on a nonprescription medication label.
- All staff should be notified about conversation between parents and teachers regarding special needs, allergies, medications, etc.

Healthy Eating

The YMCA of San Joaquin County has adopted the Healthy Eating and Physical Activity Standards (HEPA) recommended by the YMCA of the USA.

We will serve a mid-morning and a mid-afternoon snack. All foods served meet USDA guidelines and served in a family style environment, when possible. The family style environment helps enhance self-help skills along with social skills. Water is available at all times. All snacks are served with 100% Juice (4 oz.), or milk (unflavored 15 or nonfat) daily.

All sugar sweetened beverages, such as sodas, juices, or energy drinks are not allowed to be consumed at the program site.

Please advise us of any food allergies. Parent are responsible for providing a simple nutritious lunch. Time and staffing does not allow us to heat individual foods. We ask that you provide lunches in bags or lunch boxes with your child's name clearly marked on it.

We ask that parents refrain from packing fried foods, and foods high in sugar and saturated fats, such as chips, cookies, gummies, gum, candy, cakes, etc. Teachers will be asked to return those items home in your child's lunchbox with a gentle reminder. Your cooperation will help make meal times pleasant as well as nutritious. Ideas for appropriate lunches will be provided upon request.

We are asking parents to not send any items that contain peanuts: peanut butter sandwiches, crackers with peanut butter, peanut butter cookies, etc. This provides the staff the needed support to ensure that children with severe nut allergies are safe. We have discovered that many children who enjoy peanut butter and jelly sandwiches also enjoy Sunflower Seed Butter or WOW Butter as a substitute.

Physical Activity

The teachers will provide opportunities for light, moderate, and vigorous physical activity for at least 15 minutes per hour while the children are in care. Play will take place outdoors whenever possible. All children will take advantage of our outdoor activities. All activities should be fun, exciting, and developmentally appropriate for young children.

Regular physical activity has many benefits for young children.

The benefits include:

- Developing muscular and cardiovascular strength and endurance
- Building and encouraging self esteem
- Increasing stability
- Building strong muscles, heart, bones
- Developing object control skills
- Developing locomotor skills
- Enhancing thinking skills
- Developing object, color, and shape recognition

Screen Time

Based on Healthy Eating and Physical Activity Standards (HEPA) teachers will limit screen time for children ages 3-5 to less than 30 minutes per day for children in the half-day program or less than 60 minutes per day for those in the full day program.

Fire Safety

We have a written fire evacuation plan and practice fire drills with Linden High School and Waverly Elementary School. In addition, we will incorporate fire safety curriculum into the program.

Emergency and Accident Procedures

Parents of all children in our child care program are required to submit a Medical release Form, which gives the YMCA permission to seek medical attention for your child in case of an emergency. Parents must keep the child care site and the YMCA office up-to-date on any changes in home, work, and medical emergency phone numbers.

In case of an accident or emergency, the following procedures will be used:

1. A member of the staff will carry out immediate first aid.
2. A member of the staff will contact the parent to pick up the child if medical care is necessary.
3. In case the parent or designated person cannot be contacted, the site director will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or transportation to a hospital. A staff person will accompany the child to the hospital and stay there until the parent/guardian arrives.
4. A member of the staff will complete an Incident Report Form, will ask the parent to sign it, and will give the parent a copy within one week.

YMCA Closings

The YMCA's preschool program is closed on the following days: Labor Day, Lincoln's Birthday, President's Day, Martin Luther King's Day, Veterans Day, Thanksgiving - both Thursday and Friday, Christmas Eve, Christmas Day, New Year's Day, Independence Day, and Memorial Day. Monthly tuition remains the same regardless of the holidays during the month. LUSD has the right to close the preschool for any reason (cleanings, etc). We will try to notify parents in advance of such closings but there might be an emergency that we were unaware of. Professional growth is important to quality child care and so staff will be taking a few days off for trainings; we will let you know in advance of those days.

Tuition and Fees

Parents will be asked to complete the YSJC Payment Authorization Form at the time of enrollment. Monthly programs fees will be charged between the 3rd and the 5th of the month. You may also call the YMCA office at (209) 472-9622 to make a payment using a Visa or MasterCard credit card. Payment arrangements can be made with Program Director and Site Director as needed on a special need basis. Program fees are paid as pre-payments for the services to be received during the month. Fees are based on enrollments, and not attendance, so there are no fee adjustments due to non-attendance. Payments are due on the first of the month. Payment will be considered late after the 3rd of the month and a fee of \$10.00 per day will be assessed starting on the 4th day. If a charge is declined, payment in full must be received by the end of the next day after being notified. There will be a fee of \$25.00 for any returned checks. Non-payment may result in termination of enrollment, unless arrangements have been made with the Director ahead of time. When terminating child care parents should provide the YMCA a two-week written notice. The YMCA has the right to terminate the contract if a situation arises where, conflict occurs between parent and staff, and there seems to be no resolution to the problem.

In order to meet state mandated staffing ratios, the YMCA cannot accommodate any requests for changes in the scheduled programs or rates.

Monthly Rates:

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| ◆ Full Daycare with Preschool (5 days) | \$678.00 |
| ◆ Full Daycare with Preschool (4 days) | \$505.00 |
| ◆ Full Daycare with Preschool (3 days) | \$413.00 |
| ◆ Full Daycare with Preschool (2 days) | \$327.00 |
| ◆ Preschool (8:00 am to 11:00 am) | \$421.00 |
| ◆ Preschool (8:00 am to 11:00 am) (3 days) | \$303.00 |
| ◆ Preschool (8:00 am to 11:00 am) (2 days) | \$258.00 |
| ◆ Annual Family Registration Fee | \$125.00 |
| ◆ Priority will be given to 5 day programs | |
| ◆ 2 day programs and their availability are based on enrollment | |

The YMCA prefers that you are enrolled in our Auto Pay Program, but does accept checks, and cash. You can also pay with a debit or credit card by calling the main Y office at (209) 472-9622

We will offer a 10% discount for each additional sibling enrolled in the program.

Pets

Lions Pride and Little Rascals Preschools are not a "pet free" zone. At times we might have several small animals or birds for the children to enjoy.

Parties/Celebrations/Birthdays

Your child's birthday will be celebrated on or near his/her birthday. This is normally done during morning snack time. Parents are welcome to join us. We encourage you to bring a healthy snack to share for your child's special day. If bringing in drinks, please bring only 100% juice or low fat milk. For our Halloween, Christmas, Wild Things visit, and Graduation day all children will invited to attend. No sodas permitted.

Enrollment Forms

YMCA Lion's Pride and Little Rascals Preschools serve children between the ages 2.9 months-5 years old, depending on your child's developmental level. Our childcare program forbids discrimination because of race, color, national origin, sex, religion, or handicap.

Since YMCA child care programs are licensed by the State of California Department of Social Services, there are specific forms that must be completed by the parent/guardian/representative of each child prior to the child's participation in the program. These forms include:

- ◆ Identification and Emergency Information
- ◆ Physician's Report (completed by doctor)
- ◆ Child's Preadmission Health History

- ◆ Consent for Emergency Medical Treatment
- ◆ Acknowledgement of Notification of Personal Rights
- ◆ Acknowledge of Notification of Parent's rights
- ◆ Media Release
- ◆ Memorandum of Understanding
- ◆ Waiver of Liability
- ◆ Current Admission Agreement
- ◆ Current Immunization Records

Policy Handbook Changes

Any time a change is necessary in the Policy Handbook, parents will receive a two week notice of the change and a new Agreement page will be required.

Keeping in Touch

The physical and emotional safety of the children in our care is our most important concern. If you have concerns about the program and its operation, we want to hear from you. Of course, we would also like to hear comments that affirm what we are doing. So please call Gabbie Torres, YMCA Program Director, at 209-292-8474 or Susan Long, YMCA Operations Director, at 209-472-9622 with any concerns or suggestions. You can also email Gabbie at Gtorres@ymcasjc.org. We would love to talk with you.



**YMCA of San Joaquin County
Lion's Pride or Little Rascals Preschool Daycare/Preschool Fees and Rates Admission Agreement**

Registration Fee: There is an annual registration fee of \$125.00 per family. This is non-refundable. The fee is payable at the time of registration, regardless of the date of program registration; it will not be pro-rated if a child enrolls during the school year.

Payments: Monthly program fee payments are due on the first day of each month. Payment will be considered late after the 3rd day. A fee of \$10.00 per day will be assessed starting on the 4th day. After seven (7) days the child may be terminated from the program, unless other arrangements have been made.

Please check desired location:

Lion's Pride Preschool _____
Little Rascals Preschool _____

Please check a plan:

Full Daycare is 7:00am to 5:30pm

Full Daycare (5 days) _____ \$678.00 per month
Full Daycare (4 days) _____ \$555.00 per month
Full Daycare (3 days) _____ \$460.00 per month
Full Daycare (2 days) _____ \$360.00 per month

Preschool is 8:00am to 11:00am

Preschool (5 days) _____ \$462.00 per month
Preschool (4 days) _____ \$360.00 per month
Preschool (3 days) _____ \$334.00 per month
Preschool (2 days) _____ \$285.00 per month

Late Pick-up Fees will be charged if your child is picked up after their specified time. That fee is \$1.00 for every minute late.

Priority will be given to 5 day programs.

2 day programs and their availability are based on enrollment.

I have read and understand the terms and conditions related to the YMCA Lion's Pride or Little Rascals Preschool Parent Manual and the Child Abuse and Neglect Reporting Policies. I agree to abide by the rules, terms and conditions stated in this Parent Manual, including the refund policy and policy handbook changes. I also understand that my child's immunizations need to be current and that the Physician's Report is due prior to my child's first day along with all other forms included in the Parent Manual. I will update any emergency information as soon as possible. Parents will be given a 30 day notice of any changes or modifications to the Parent Manual and a new admissions agreement will be required.

Child's Name: _____
Signature of Parent/Guardian: _____
Signature of Preschool Director: _____

HEALTH HISTORY FORM

We welcome you to our YMCA programs. In order to provide the best possible program experience for everyone, there are certain policies that have been established for the health and safety of all involved. We ask parents and participants to indicate their understanding of these guidelines by signing where indicated on this form.

Health History and Examination Form (To be completed by parent)

Immunization History

| Vaccines | Date of Basic Immunization/ Booster |
|---------------------|-------------------------------------|
| DPT/ Tetanus | |
| Polio | |
| Measles (Hard, Red) | |
| German measles | |
| Mumps | |

Health History: (Check – giving approximate dates)

Allergies
Diseases

Frequent Ear Infections _____ Hay Fever ___ Chicken Pox _____

Heart Defect/ Disease ___ Ivy Poisoning ___ Etc. ___ Measles _____

Contact Lenses _____ Insect Stings _____ German Measles _____

Contusions _____ Penicillin _____ Mumps _____

Diabetes _____ Other Drugs _____ Asthma _____

Epilepsy _____ Tetanus Shots & Dates _____

Bleeding/ Clotting Disorder _____

Other diseases or Comments _____

Operations or recurring illness _____

Chronic or recurring illness _____

Special diet (Food Allergies) _____

Current medications _____ is parent sending? _____

***All lines must be filled out**

PERSONAL RIGHTS Child Care Facilities

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Facilities. Each child receiving services from a child care facility shall have rights which include, but a not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/ her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coerced threat, mental abuse, or other actions of a punitive nature, including but not limited to: Interference with daily living functions, including eating, sleeping, or toileting ; or withholding of shelter, clothing, medication or aids physical functioning.
 - (4) To be informed, and to have his/ her authorized representative , if any, informed by the licensee of provisions of law regarding complaints including, but not limited to, the address and telephone number of complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities o f his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a complete voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by agency

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE ROGHT TO BE INFORMED OF THE APPROPRED LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Name Department of Social Services – Community Care Licensing-River City
Address 2525 Natomas Park Drive
City/state/ zip Sacramento, CA 95826
Phone (916) 263-5744

DETACH HERE

TO: PARENT/GUARDIAN/ CHILD OR AUTHORIZED REPRESENTATIVE:

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/ We have been personally advised of, and have received a copy of the personal rights contained within the California Code of Regulations, Title 22, at the time of admission to:

| | |
|---|--|
| (Print the name of the facility) | YMCA of San Joaquin County |
| (Print the Address of the facility) | 2105 W March Lane Suite 1 Stockton, CA 95207 |
| (Print the Name of the Child) | |
| (Signature of the representative/ Parent/ Guardian) | |
| (Title of the representative/Parent/ Guardian) | |
| (Date) | |

**FAMILY CHILD CARE HOMES AND CHILD CARE CENTERS
ADDENDUM TO NOTIFICATION OF PARENTS' RIGHTS
(CRIMINAL RECORD EXEMPTIONS)**

Instructions: The bottom portion of this form, with the original signature of the parent/ authorized representative, must be kept in the child's file. The top portion of the form must be given to the parent/ authorized representative.

California State law requires the licensee to notify you that the person(s) whose name(s) appears below has been granted a criminal record exemption to work or live in a child care facility.

Name(s)

Parents or authorized representatives may review the public licensing documents located at the facility or at the local licensing office. You should know that many documents, including specific criminal record information, are protected by confidentiality laws and will not be available for review.

Licensing Office Name:

California Department of Social Services -Community Care Licensing.

Address: 2525 Natomas Park Drive, Sacramento, CA 95826

Area code/ Telephone (916) 263-5744

Name and Address of This Facility

Facility Name: YMCA of San Joaquin County

Facility Address: 2105 W March Lane Suite 1

City/State/ Zip: Stockton, CA 95207

DETACH HERE

(This portion must be maintained in child's file)

**ACKNOWLEDGMENT OF ADDENDUM TO NOTIFICATION OF PARENTS' RIGHTS
(CRIMINAL RECORD EXEMPTION)**

This will acknowledge that I, the parent/ authorized representative of _____ have received a copy of the "ADDENDUM TO NOTIFICATION OF PARENTS' RIGHTS (CRIMINAL RECORD EXEMPTIONS)" from the licensee or designated representative, regarding exemptions for the following employee(s):

(Parent/ Authorized Representative signature is required)

Signature: _____ Date: _____

YMCA of San Joaquin County

The YMCA School-Age Child Care program Parent Handbook serves as part of this admission agreement. Please understand that it is your responsibility to read and understand the policies set forth in the parent handbook.

School-age Child Care Parent Statements of Understanding Admission Agreement

The Following information is important for the safety and protection of your child,

(Child's Name)

Please read the information, sign and return to the YMCA.

I understand that YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff & volunteers if a violation is discovered.

I understand that I am not to leave my child at a YMCA program site unless a YMCA staff or volunteer is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick-up my child must either be listed with the YMCA or other arrangements must be made in writing with the YMCA office to inform them of a change.

The YMCA will not use corporal punishment / violation of personal rights.

YMCA school –age child care is a licensed school-age care program for children in grades K-8th. As hours of care vary between centers; please check your center's Schedule. Our fees are based on monthly attendance not on daily attendance. There will be an extra charge for holidays and school breaks. We will be open based on how many children sign-up for holidays and school breaks, and is dependent upon school schedule.

For each child enrolled in the program, a parent must pay prior to the start of the program.

All fees are due monthly and in advance of service. Scholarships and third- party payments arrangements must be made and confirmed prior to attending the program. Payment must be received by the 1st of each month.

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Returned checks will be charged a return fee of 25.00 per check. Late payments will be assessed a late fee of 10.00 a day. Failure to make payments as agreed upon may result in termination of this agreement.

The YMCA will provide a refund to program participants as long as they follow the established procedure:

When terminating child care, parents must provide YMCA with a two week written notice. Tuition refund will be pro- rated according to the two-week notice.

Please understand that we are mandated by the state of California to report any suspected form of child abuse.

Please understand that by signing this agreement you authorize your child's participation in any swimming or field trip that we plan as part of in- service or regular program. We will continue to notify you in advance of these plans.

Periodically, we take pictures of participants in different YMCA activities. Please understand that these pictures may be displayed in a presentation, or used in fliers, brochures, video, or other publications concerning YMCA programs. If you prefer that your child's picture not be used in any or all YMCA future publications, please inform the YMCA Child Care Director in writing.

Please understand that fees are based in enrollment, not attendance, and that there are NO ADJUSTMENTS FOR NON- ATTENDANCE.

The state of California General Licensing Requirements, section 101195 states: The Department of Licensing agency shall have the authority to interview children and or staff. To inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff members; and for examinations of all records relating to the operation of the facility. The department of licensing agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional examine the child (ren).

The YMCA may terminate this agreement if the program does not meet the needs of the child/ or if, the child does not follow the YMCA behavior standards. A failure to make payment as agreed upon may terminate this agreement also.

MEMO OF UNDERSTANDING

To be read, understood, and signed by Parent/ Guardian

1. Participant agrees to abide by the rules and regulations set by the program for the health, safety and welfare of the participants.
1. All Medications will be kept under the control of program supervisor.
2. Willful destruction of property will be the responsibility of the participant's parent/ guardian.
3. Participants must remain within established boundaries wherever the program occurs on and off YMCA property.
4. Participants are not allowed to use tobacco, alcohol, illegal drugs, or possess firecrackers, firearms, or explosives.
5. The YMCA is not responsible for lost or damaged personal belongings.
6. Continued inappropriate behavior, (i.e. threatening, swearing, not following directions, teasing, sexual harassment/intimidation, and improper behavior in vehicles.) May result an immediate dismissal from any YMCA program with no refund.

We reserve the right to dismiss anyone from the program at parent/ guardian expense and liability for violating any of the above. It will be the responsibility of the parent/ guardian to pick up or arrange transportation home for the participant. The Program Administrator reserves the right to determine what constitutes a violation of these rules and will enforce them as necessary.

I have read, understand, and will abide by the rules as stated above throughout my participation in YMCA programs.

Parent/ Guardian Signature _____ Date _____

**PARENT'S AUTHORIZATION: Consent for emergency
medical treatment**

Childs Name: _____

The health history is correct so far as I know, and the person herein has permission to engage in all prescribed program activities as noted by me and the examining physician. I hereby give permission to the physician selected by the YMCA to order X-rays, routine tests and treatment for the health of my child in the event I cannot be reached in an emergency. I hereby give permission to the physician selected by the YMCA to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and /or surgery for my child as named above.

We recognize that the participant must follow safety instructions, remain in areas designated by staff and refrain from behavior that is harmful to one or others. Failure to adhere to program policies will be cause for participant's dismissal without refund of program fees. I understand my child will not be released from the program site unless the signature below matches written permission from the parent/ guardian or the person picking up my child is named on the child release authorization form. Recognizing that the YMCA will do its best to ensure a safe experience. I understand that certain dangers or accidents may occur. I hereby release the YMCA of San Joaquin County from any and all responsibility and liability of any nature, including claims for injury, illness, death, loss or damage resulting from my child's participation in any program activities. All photos that are taken of my child may be used for promotional purposes. This form may be photocopied for use away from the main program site.

I Authorize the YMCA Staff to apply sunscreen lotion, (which I will send with my child) to the exposed skin areas of my child on an as needed basis.

Yes No

I have read, or have had read to me, and I understand and agree to the policies and statements above.

Parent's Signature _____ Date _____

INSURANCE RELEASE

It is the responsibility of every individual, parent or guardian to provide for their own accident and health coverage while participating in all YMCA activities. The YMCA of San Joaquin County does not provide any accident or health coverage for its participants.

We have read and understand this policy and agree to abide by it.

Participants Name _____

** Parent(s) Guardian(s) Signature _____

Date _____

MEDIA RELEASE

Please sign **one of the following statements.*

1) I, parent/guardian of _____, understand that from time to time media personnel may desire to use my above-named child's picture or quotes in their media stories. I also understand that the YMCA may desire to use the same items in its marketing pieces. I **DO** give my permission for these items to be utilized in this way.

Parent/Guardian's Name (print)_____

Parent/Guardian's Signature_____

Date_____

.....

2) I, parent/guardian of _____, **DO NOT** want the YMCA or media personnel to utilize my above-named child's picture or quotes in their media stories or marketing pieces.

Parent/Guardian's Name (print)_____

Parent/Guardian's Signature_____

Date_____