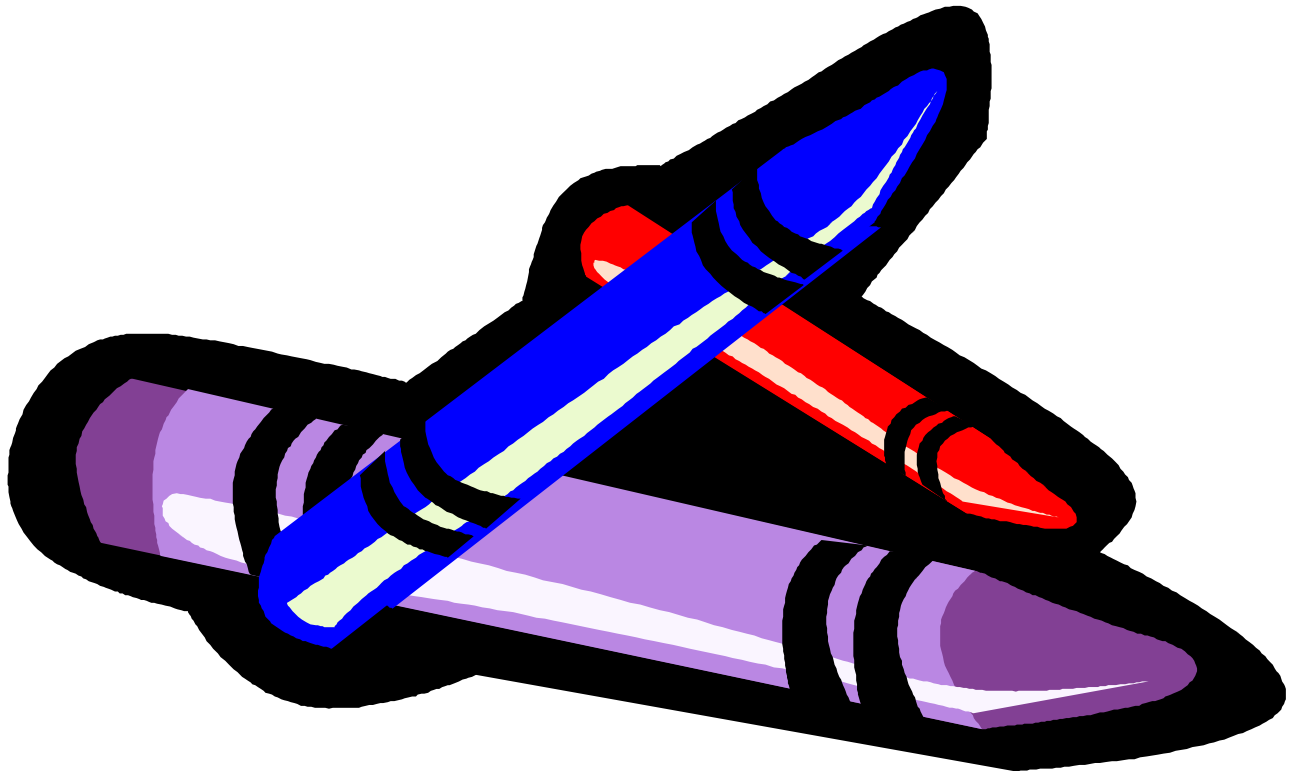


The Frankfort YMCA Crayon Club Parent Handbook



142 Laneview Drive
Industrial Park #3
Frankfort, KY 40601
(502) 695-8810
www.frankfortymca.org

Philosophy

The Frankfort YMCA Crayon Club is designed to help children grow physically, emotionally, socially, and intellectually through active participation in variety of enrichment activities.

Our Mission

- To put Christian principles into practice through programs that build healthy body, mind, and spirit for all.
- A place where the safety and well-being of all children and adults is maintained at the highest possible level.
- Operated so that all are treated with dignity and respect.
- A place where there is a sense of belonging and everyone can succeed.

Objectives

The YMCA Crayon Club has the following objectives:

- Provide a safe, well-supervised child care program for families.
- Offer quality enrichment activities for the children.
- Provide a mix of large and small motor, as well as quiet activities from which the children can choose.
- Employ a well-trained, professional staff who can relate to children.

Registration

A completed registration packet, a \$35.00 registration fee, and a current immunization certificate must be turned in for a child to participate in the child care program. Registration fills up quickly and your child will not be added to our roster until all of the above items are turned in. These forms must be kept up to date for the safety of the child. Should any information on your child's form change, the YMCA must be notified immediately.

Hours of Operation

The Frankfort YMCA Crayon Club's hours of operation are Monday - Friday, from 6:30 a.m. until 5:30 p.m.

Drop-off/Pick-up

An adult (a person over the age of 16 years) is required to sign the child in and out of the center each day, including the time in/out and a signature. Only authorized persons with picture identification will be allowed to pick up your child. Authorized people are the people listed by the parent or guardian on the authorized pickup list.

Payment

Payment is due each Monday with a check or money order. Make your check payable to the YMCA. *Please write your child's name and the dates for which you are paying in the memo section of your check.* Place your check in the black payment box located on the counter in the front lobby.

Bank Draft

There is also a bank draft option for payment. We can draft from a checking account or a credit card. **This is the preferred method of billing.** We can set this up to correspond to your payday. Please fill out the bank draft form if this is the method you prefer. Full payment is required each week.

Absences

Please notify the center by 9:00 am if your child will be absent for the day. There is no reduction of fees due to child's absences; this includes vacations and holidays. **If you are a participant of the Child Care Assistance program your child cannot be absent for more than 5 days a month. If your child is absent more than 5 days a month unless you have doctor's excuses you will be responsible for payment of those missed days.**

Late Pick-up

Pick-up time is 5:30 pm. Emergency contacts will be notified beginning at 5:45 pm. Should a child remain at the program one hour past closing, our only remaining alternative will be to contact the legal authorities. Anyone arriving after 5:35 pm for pick-up will be charged \$10.00, after 5:45 pm will be charged \$15.00. Parents consistently picking up their children late will be asked to find alternative care.

Program withdraw

If you are going to withdraw your child from the program a written two week notice and payment for the two weeks is required.

Open Door Policy

Parents are free to visit the child care program at any time during hours of operation. Parents are welcome to volunteer their time or just observe their child's activities at the center.

Meals and Snacks

Your child's nutrition is very important to us. That is why we serve two nutritionally balanced meals and one healthy snack per day. These meet USDA regulations. Breakfast is between 8:00 am and 8:30 am. Lunch is served between 11:30 am and 12:00 pm. Afternoon snack is served between 2:30 and 3:00 pm. No outside food is allowed except for the infants or on special days such as birthdays and class parties.

In order for your child to be included in our lunchtime count he/she will need to be here by 9:30 am. If you are bringing your child in after that time, please call and let us know so we can include them in the lunch count. Children must eat what is provided by the center.

Personal Belongings

Please label all of your child's personal belongings. The YMCA does not allow children to bring toys/games from home except on specified days.

Because children learn through touch and taste they will get messy at times. They will be doing activities that include paint, markers, glue, sand, dirt and other materials. Please dress children appropriately and always have an extra set of clothes (relating to the season) in their classroom.

Discipline

The YMCA's goal is to help children learn to live comfortably with themselves and others. In order to achieve this, individuals need to be responsible for their own actions. The YMCA wants to assist children in recognizing alternatives and consequences, which will help guide them to more mature and appropriate behavior.

Our first efforts will be towards preventative discipline by:

- Planning the program to meet the needs of children.
- Clearly defining limits.
- Being consistent.
- Offer problem solving assistance.
- Stating directions in a positive way.
- Encouraging feelings of confidence.
- Re-directing the children.

Immediate action will be taken when behavior gets out of bounds:

- Discuss the wrong behavior with the child.
- Child will be redirected to another activity.

- Child will be placed in a "time out" if the unacceptable behavior continues.
- Parents will be kept updated on the child's behavior.
- We will work with parents to solve conflicts.

The YMCA expects all children to show respect for others and their property. Should a child become a constant disruption or a danger to him/herself or others, the YMCA may ask that the child be suspended or expelled from the program.

Medication

State regulations require that medication only be administered with written orders from a physician or daily written instruction from a parent. The medication must be in its original container and the label must contain the child's name and name of medication. A medication form must be completed for everyday the child receives medication. The forms are available in the childcare office. Medication will not be administered unless the form is dated, indicates dosage, time to be administered, and is signed by the parent. If your child needs a medication that states on the label "ask physician" if under a certain age, a doctor's note stating dosage and reason for the medication to be given must be given to us with the medication form.

Illness

If a child exhibits any of the following signs or symptoms of illness his/her parent may be called to pick the child up immediately:

- Vomiting- 1 or more times
- Temperature of 101 degrees or more
- Symptoms of Conjunctivitis (Pink Eye)
- Evidence of lice, scabies, ringworm, or other parasitic infection
- Unidentified Rash
- Excessive coughing, sneezing or difficulty breathing
- Diarrhea- 2 or more times
-

Communicable Diseases

Parents must report communicable diseases to the center immediately. Exposure to communicable diseases will be reported to the parents. The following communicable diseases will be handled in this manner.

Strep Throat - The child may return 24 hours after the fever has broken and after 48 hours of receiving antibiotic.

Fever - The child may return 24 hours after the fever has broken. If the child leaves the center with a fever, he/she cannot attend the next day.

Ringworm - The child must not return to the center until the infected area has disappeared.

Scabies - The child should not return to the center until 5 days after the second treatment. A doctor's note is required to return.

Chicken Pox - The child should not return for 5 days or until the crusts are dried.

Pinworms - The child needs a doctor's release to return.

Head Lice - The child may not return until the egg pockets are cleared completely.

Pink Eye - The child may not return until the eyes are clear and there is no discharge at the corners.

Emergency

A teacher is always on duty that is trained in First Aid and CPR. In the event of an emergency, parents will be contacted immediately. If we feel it is necessary we will contact Emergency Medical Service to assist us in first aid procedures or transport the child to the hospital. Should a child be transported to the hospital a teacher will accompany the child. It is very important to keep your registration form up to date, as this is where we will get the information in an emergency. In the case of an extreme emergency a teacher trained in first aid may administer medication, without written permission from the parent, upon verbal instructions from the Kentucky Regional Poison Center or licensed physician.

The YMCA is required by law to immediately notify the local children's protection agency if there is suspicion of child abuse or neglect.

Supplies

The parents are responsible for supplying diapers, diaper cream, jar baby food (infant room) and prepared bottles for feeding. Please label all items with your child's name. The center will supply wipes for diapering and toilet training.

Toilet Training

Toilet training will begin in the 2 year old class. This will be a cooperative effort between the parents and the center. We will not force the issue on the children and will begin training when they start showing signs of wanting to go on their own and we have discussed it with the parents. When the process of training has begun we prefer to use either the training underwear or regular underwear with the plastic training pants. Pull-ups will only be used at nap time. Please send in 5 pair of underwear, 5 pair of pants, 3 pair of socks and an extra pair of shoes. These can be left in the cubby and we will send home soiled items in a plastic bag daily. Please replenish clothing items each day. The child will not be permitted to move to the 3 year old class until fully toilet trained. Once toilet training has started please make every effort at home to assist in this process.

Nap and Rest Time

All children will have a quiet rest time, our children are not required to go to sleep, but they are required to have the rest time. It would be helpful for you to remind your child of this rule so rest time will run smoothly. Most children function better if given the opportunity to rest during the day.

Holidays

Because fees are calculated based on weekly attendance, there is no discount when we are closed for a holiday. The center will closed on the following days:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day

Inclement Weather

When conditions are hazardous for driving there may be a possibility that we will delay opening the center. This will be decided before opening time and will be announced on the local radio stations (103.7 and 104.9 fm) and on the Lexington television stations (channels 18, 27, and 36).

Center Contact Information

Center Director: Emily Paul
Address: 142 Laneview Drive
Frankfort, Ky. 40601
Phone: (502) 695-8810
Fax Number: (502) 695-8874
Email: emily.paul@frankfortymca.org
Website: www.frankfortymca.org