

WE BELIEVE IN KIDS

Creemos en
todos los niños

WALLA WALLA and
MILTON-FREEWATER
YMCA Child Development
PARENT GUIDE



INSIDE

Pick Up and Drop-off

Health Policies

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WELCOME

TO THE WALLA WALLA and MILTON-FREEWATER YMCA LEARNING CENTERS

We are pleased to provide you a tour of our YMCA (Y's) Pre-school and Afterschool Programs offered in our Learning Center facilities in both Walla Walla and Milton-Freewater (MF). Please take the time to review this Parent Handbook which provides additional information regarding registration, Center policies and services. Your questions are always welcome. Nuestro personal habla español y está feliz de ayuda. (Our staff speaks Spanish and is happy to help).

Philosophy and Purpose

YMCA's MISSION

Our mission is to help strengthen communities where all people and especially the young are able to develop to their full potential in mind, body and spirit. We are for youth development, healthy living and social responsibility. YMCA Child Care programs will stimulate a child's physical, social, intellectual and emotional development. We use small group experiences that are developmentally appropriate. In YMCA Child Care programs your child will:

- Develop physically, emotionally and socially through a variety of safe, developmentally appropriate and challenging experiences
- Support school learning objectives and partner in academic achievement
- Expand awareness and appreciation for the natural world
- Learn and display the four core values of the YMCA: Honesty, Respect, Responsibility and Caring
- Increase appreciation for their own family, friends and surrounding community

Our Commitment to Quality Care

The YMCA emphasizes core values in its programs. These values are caring, honesty, respect and responsibility. We encourage children and families to use these core values. We love to hear about children using the core values at home so feel free to communicate about this with us at any time.

Y Pre-school and Afterschool Programs foster each child's cognitive, social-emotional, and physical development through opportunities and experiences which focus on achievement, relationships, and belonging. Each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development. Each child is encouraged to develop at his or her own pace by encouraging skill development and frequent leadership opportunities.

The Center ensures that the required staff:child ratios are maintained in the classroom, learning center, during outdoor activities and on YMCA-provided buses in accordance with the Washington Administrative Code (WAC 110-300-00355-0357) and Oregon Office of Child Care.

Parents and guardians are encouraged to ask questions as you become familiar with the Center's programs, policies and procedures. For ease of reference you may find the following information outlined below:

CENTER INFORMATION	LOCATION
Health Policy	License Binder – Center Director’s Office
Staff Policies	License Binder – Center Director’s Office
Consistent Care Policy	Parent Handbook
Liability Insurance	License Binder – Center Director’s Office
Inspection reports and notices of enforcement actions if applicable	License Binder – Center Director’s Office & Bulletin Board
Other relevant program policies	Parent Handbook and Forms
Monthly Letter, Calendar, Snack Calendar	Parent Bulletin Board

Each Center has an onsite kitchen in which children are not allowed. The kitchen has been designed with child safety in mind.

Each Center’s comprehensive learning programs include indoor and outdoor activities. The outdoor play field encourages each child’s coordination, active play and physical, mental, emotional and social development based on age. The outdoor play area is part of the Center campus.

Parents and families are vital partners in a child’s development. We look forward to building positive relationships in order to best support each child and family unit.

EVERYONE IS WELCOME

The Walla Walla YMCA is the parent organization under which the Centers operate. The Y is an organization that embraces nondiscrimination, diversity, and inclusion. We welcome all people regardless of ability, age, income, ethnicity, race, faith, gender, or sexual orientation.

Nondiscrimination Statement

All people are welcome at the YMCA regardless of race, sex, sexual orientation, national origin, religion, or abilities. Children and parents who have limited English language ability may be assisted with the translation of written information or with an interpreter. Contact the Program Supervisor to make necessary arrangements. In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. YMCA child care will reflect and respect the diversity in our community.

The Walla Walla YMCA is committed to providing developmentally and culturally appropriate programming that respects, reflects, and supports children and families; cultivates an understanding among children and staff and incorporates an anti-bias approach to curriculum.



Americans with Disabilities Act Notice

To the extent that it is reasonably able to do so, the Center will provide services to children with disabilities in the same manner as services are provided for other children of comparable age. Parents or guardians are obligated to disclose medical, physical, or behavioral issues at the time of the child's enrollment and share updates on an ongoing basis. Parents or guardians will further need to fill out an individual plan of care and/or plan of success. Due to the large group format of our programs, the Center is unable to provide one-on-one care for any child, with the exception of injuries, immediate disciplinary issues, and certain personal care needs.

OVERVIEW OF OUR PROGRAMS

Our child development programs focus on manners, taking turns, socializing, playing, working as a team and putting the Y's core values into practice.

The Pre-school Program serves children 3 years-5 turning 6 years old.

The Afterschool Program serves children Kindergarten through Fifth Grade.

In our care, your child will receive:

- Daily opportunity for physical activity (30-60 minutes)
- Healthy snacks
- Academic support
- Leadership and youth development
- Care from certified staff
- Science, Technology, Art, Engineering, and Math (STEAM) activities

Additional program-specific information is found in this Handbook and also please see the Pre-school or Afterschool forms.

Hours of Operation

PROGRAM	WALLA WALLA CENTER	MILTON-FREEWATER CENTER
PRE-SCHOOL	M-F* 7:45 – 11:30 a.m.	M-F 8:00 a.m. – 12: p.m.
	M-F* 7:45 a.m. – 5:30 p.m. *Partial weeks available; Hours remain the same.	M-F 8:00 a.m. – 2:30 p.m. M/W/F 7:30 a.m. – 12:00 p.m.
AFTERSCHOOL	M-F 2:45 – 5:30 p.m.	M-F 2:30 – 5:30 p.m.

General Requirements for Pre-School

- Your child must be 3 to 5 (turning 6) years old;
- Your child must be fully potty trained;
- You must complete all of the registration forms and return these to the Center;
- You must sign up for scheduled payments – see payment information below;
- Children and parents/guardians must adhere to the Pre-School policies; and
- You must give 30-days' written notice if you wish to remove your child from the Pre-School Program

General Requirements for Afterschool

- Your child must be in Kindergarten–5th Grade;
- You must complete all of the registration forms and return these to the Center;
- You must sign up for scheduled payments – see payment information below;
- Children and parents/guardians must adhere to the Afterschool policies; and
- You must give 30-days’ written notice if you wish to remove your child from the Afterschool Program.

Schedules

Pre–School and Afterschool Sessions

The Pre–School and Afterschool Programs run alongside the school district’s schedule in the community where the Center is based.

General Reminders

- Label ALL of your child’s items with their full name.
- You **MUST** sign your child in and out every day.
- On the registration form please make sure that you clearly state who can drop off/pick up your child.
- Please read calendars and letters
- Please check the parent bulletin board daily for notices and reminders.
- If your child will NOT be at school please contact the Center through our Remind system (Walla Walla only; see below).
- Please take swim suit and towel home after each free swim (Walla Walla Afterschool Program only).
- Please take home water bottle every week; wash it and return the following week (Pre-school Program only).



If there are any changes at home please let us know as this may affect a child’s behavior. Communication is important between parents and teachers and we value your input.

Remind.com

The Walla Walla Center uses a program called Remind.com to allow us to communicate with you instantly through email/text with information and reminders. Sign up today and join us on Remind (see Registration paperwork). There is no cost to you for use of this system. In Milton–Freewater we post updates to families by text or on the Y’s Childcare Facebook page.

ABOUT OUR PRE-SCHOOL AND AFTERSCHOOL PROGRAMS

Our Programs provide a balanced combination of academic assistance, enrichment programming, physical activity and leadership development. Media use (i.e., movies, television, computers, and music) will be limited in daily programs.

Academic Assistance (Afterschool Only):

During this time, the expectation is that children sit and engage in a quiet academic activity for 30 minutes. Our staff frequently connect with teachers and parents to learn how to best support your child. If a child does not have homework, alternate educational activities will be offered, such as reading, math games, etc.

Physical Activity: Sports and organized games help develop participants' sense of fair play, teamwork, and large motor skills.

Enrichment: We work with community partners to provide STEAM-enrichment activities. Arts, crafts, songs, and music encourage children to explore and be creative. We strive to be responsive to the diversity of program participants, their families and community by incorporating cultural awareness activities.

Youth Development: Activities such as recitals, team games and group activities are designed to promote organizational skills, problem solving, and a sense of cooperation.

Pick Up and Drop-Off

The child's legal parent/guardian must sign their child in/out daily. If a child is dropped off or left unattended prior to the start of the program, the staff is required to file a report with Child Protective Services. If staff cannot reach the parent/guardian and the child is not picked up within 45 minutes after the close of a program, authorities will be called for assistance.

Late Pickups: Parents/guardians will be charged for late pickups. Late fees will be added to your monthly fees. If late fees are not paid, participation in the Center program will be suspended. Accounts set up for automatic fee payment will have the late fee added to the next payment due date. Repeated late pickups may include a review of program participation. Please see the Payments section.

Signing Children In-and-Out

Parents/guardians are responsible for checking children into care by signing in and out using the system provided by the Center. No child is allowed in or out of the scheduled program until the form has been signed daily.

Once children are checked into a Center program they are not permitted to leave the site without written authorization.

Children are not permitted to remain at the Center site once they are signed out. If a child's name is not listed on the roster they will not be permitted to stay at the Center.

Parent Access During Center Hours

Throughout the school year Center staff encourage parents and guardians to participate in progress reviews of their child's performance in the program. All parents and guardians are invited to present their profession, favorite hobby or read to the Pre-School and/or Afterschool children. In addition, the Pre-School Program may invite families to attend field trips and recitals. Parents/guardians may have access to their children and all areas of the Center to which their

children have access at all times that the Center is open, though parents must check in first with the Center Director. In the event of a health care alert the Center will follow local, state and federal guidance and inform parents as to procedures to be followed.

Mixed Age Groups

Generally, children are assigned to classes specific to their appropriate age groups such as pre-school and afterschool care. On occasion the children may be in a mixed age group for a limited period of time.

Photo ID Required

Staff will conduct parent/guardian identification checks as needed, so please carry photo identification at all times. Anyone picking up a child other than a parent or legal guardian must be on the authorized list, provide photo identification, and be at least 18 years of age. Under no circumstances will a child be allowed to leave the site with an unauthorized person. Authorized contacts include emergency contacts and parents may add or remove contacts from authorized pick up list by communicating with the Center Director.

The YMCA is not responsible for a child's safety and supervision once the child has signed out and left the Center's site. Employees are not allowed to transport children in their personal vehicles or to be an emergency contact unless there is a family relationship.

Rosters are legal documents. Requests for attendance history or other documentation specific to the child's participation in the Center's programs are only granted by a court order.

Parental Custody

If both parents are listed on the registration form, both parents are able to pick up the child. The YMCA is not in the position to regulate parenting plans or custody agreements. We do honor restraining, anti-harassment, and other court orders related to the protection of the child. Please provide a copy to the Center staff. Any disagreements must be addressed by the parents away from the site.

Personal Belongings

Please allow children to bring only what is necessary to Center programs. Toys, electronic games, personal sports equipment, or other personal items are not permitted. Children are not allowed to use cell phones during program hours. Pets are not allowed at any time. The YMCA is not responsible for any lost, broken, or stolen items. Please label all personal items with your child's full name.

Nutritious Snacks

All children in the Pre-School Program are offered daily, nutritional, morning and afternoon snacks. Children in the Afterschool Program are provided an afternoon snack. All snacks provided meet the state childcare, USDA, and Healthy Eating Physical Activity (HEPA) guidelines. Candy and soda products are not provided.

Dental Hygiene

At least once per day, Walla Walla Center staff are required to offer children who attend full day, an opportunity for developmentally appropriate tooth brushing. Parents or guardians of a child may opt out of the daily tooth brushing activities by signing a written form. Please see toothbrush form.

Hygiene Practices

- Children and staff wash hands often with soap and water for at least 20 seconds. Children and adults wash hands when they enter the program space, before meals or snacks, after outside time, after going to the bathroom, after diapering or helping children with toileting, after nose blowing or sneezing, and before leaving to go home. Staff help young children wash their hands correctly.
- All programs are in areas that have adequate handwashing facilities on site.
- Not typical but the program may use an alcohol-based hand gel with at least 60% alcohol when soap and water are not readily available. Alcohol-based hand gel is not a substitute for handwashing when hands are dirty, after diapering or toileting, or before eating. Staff and children will wash hands with soap and water as soon as possible.
- Children, families, and staff should not touch their eyes, nose, and mouth with unwashed hands.
- All children and staff cover coughs or sneezes with a tissue, then throw the tissue in the trash. Clean hands with soap and water, or hand gel.

Children will be directed or assisted in washing hands:

- upon entering the Center
- after toileting
- after contact with bodily fluids (feces, urine, blood, mucus, drool, etc.)
- before eating
- after playing outside
- as needed

In addition, staff also hand wash:

- after attending an ill child
- before and after food preparation
- before and after giving medication
- as needed

Cleaning and Sanitation

In the Walla Walla Center, we follow cleaning and sanitation procedures as outlined in the Washington Administrative Code (WAC) as outlined in WAC 170-297-3850 through 170-297-3925. You can find the WAC at: apps.leg.wa.gov/wac. The Milton Freewater Childcare Center follows OHA (Oregon Health Authority) and Oregon Office of Childcare guidelines.

First Aid

The Centers each maintain first aid supplies on site in areas that are safely removed from the children. First aid supplies include:

- A portable supply that can be taken on walks and field trips
- A kit on each mini-bus
- In the Center kitchen (Walla Walla) or office area (MF)

Photo Release

Use of pictures, video or other media with children will be subject to a written release form included in the registration packet. No media will be used for any purpose without written consent from a parent/ guardian. In some cases, media, such as the YMCA's Facebook page, may be used for marketing and promotion purposes but no names are provided in such general images.

Social Media

Please follow our Facebook and Instagram pages by searching for the "Walla Walla YMCA" or "@wwymca". Don't miss out on cute photos of your children or live streams of holiday performances! Please note- if you sign the Walla Walla YMCA waiver form you authorize the Y's use of your child's photo to appear on social media. Children's names are never released.



SERVING YOUR CHILD

Your Child's Records

It is imperative that parents and guardians inform Center staff of any changes to their child's records. This includes but is not limited to:

- Changes in the parent/guardian address, phone or email.
- Written updates to a child's medical records, medications and immunizations.
- Written updates to authorize individual for drop off/pick up.
- Any other information pertinent to the child's success and participation in the program.

Health History

Parents/guardians are asked to provide a current health history for their child. Important information for the Center to know about your child includes:

- Allergies; expected symptoms.
- Any life-threatening condition that requires an individual health plan.
- List of current medications.
- Name, address, phone for the child's current health provider and dentist.
- Date of last physical and dental examination.
- Facility parent/guardian would prefer for treatment.
- Certificate of immunizations, requires a state-specific form. See Registration packet for further information.

Absences

It is the parent's/guardian's responsibility to notify Center staff when a child will be absent from program participation due to illness, vacation, or for personal reasons. If an absence is not communicated, staff will contact the parent/guardian in order to verify the child's absence. In the event that a parent/guardian cannot be reached, staff will call the designated emergency contact and will continue trying to contact the parent/guardian until the location of the child is verified.

Illnesses

For the health and safety of all Center participants, please keep your child at home if he or she:

- Has a fever of 100 degrees Fahrenheit or higher.
- Requires medication to keep their fever down.
- Has been vomiting or had diarrhea within the last 24 hours.
- Is not well enough (i.e., cold, cough, excessive mucus, needs one-on-one attention).
- Has open or oozing sores.
 - For suspected contagious skin infections like impetigo or scabies, the child may return 24 hours after starting antibiotic treatment.
 - The child may not return to school for 24 hours from the last sickness incident and/or fever.

If your child arrives and does not look well they will be sent home.

If your child gets sick during our program we will contact you for pick up.

If your child has a medical reason that requires them to not swim they should not be at school (Afterschool program only).

If your child is unable to attend school they should not be brought to Afterschool.

In the event that children are exposed to a communicable disease while at the YMCA or in the Center, staff will promptly post a notice to all participant families. Staff will also communicate to parents the need for immediate pick-up of a child for the following scenarios:

- Child is feeling ill during program hours for 20 minutes or longer.
- Child has a fever of 101° or higher.
- Child is vomiting, has diarrhea, a consistent cough, watery or inflamed eyes, acute skin rash or sore throat.
- Child has head lice.

Please see the Center's health care plan in the Licensing Binder or posted signs and information. In Walla Walla, any conditions of public health safety will be reported to the Department of Children, Youth, and Families and the Walla Walla Community health department. In MF we inform the Oregon Department of Education Early Learning Division and Umatilla county health department.

Medications

We cannot give medications to your child unless they have a condition protected by the Americans with Disabilities Act and a Medical Authorization form has been provided to the Center that allows the staff to administer the medication. Please talk with us about your child's needs and if they have known allergies.

A Medical Authorization form must be completed to identify specific instructions for medication use (talk to Center staff about filling out this form).

If a child requires any self-administered prescription medication, parents are required to bring the medication directly to the Center staff in the original prescription container labeled with the child's name, date, directions, and physician's name. Generally:

- If your child requires medication you may come to the Center and administer it yourself.
- If your child needs cough drops/lip balm you must let a teacher know and hand it directly to them.
- If your child has an inhaler or Epi-pen please give an extra one to a teacher in case of an emergency.
- Sharing of medications is not permitted.

Emergency medications such as Epi-Pens, inhalers, specific allergies i.e., Dietary restrictions such as dairy intolerance, gluten free diet, must be accompanied by an individual health care plan form, which can be found in the parent packet.

Non-Medical Items Form: Parent and guardians are encouraged to complete the non-medical items authorization form. This will allow your child to use items such as sunscreen, hand sanitizer and hand lotion.

Supervision and One-on-One Care

The Y welcomes all individuals to participate in its programs. While each Center strives to provide

adequate care for every child, it is not able to provide specialized one-on-one attention for any participant.

Parents/guardians of children who need substantial one-on-one attention due to behavioral or other circumstances are encouraged to work with the YMCA to find an alternative program that fits their specific needs.

The Y's Center endeavors to assign one or more staff to be with a group of children for much of the day to ensure consistent care with goal of promoting long-term trusting relationships.

Plan for Success

A "plan for success" is a communication tool used to establish a mutual understanding between the child, parent/guardian, and staff to identify the best way to support your child. The goal is to clarify how we may best specifically meet your child's needs to ensure success in our program. If your child has behavioral, emotional, psychological, or physical needs or considerations (as noted in your child's registration paperwork), staff will follow-up with parents to create a plan of success within the first week of starting care.

Behavior

The philosophy of the program is based largely on the concept of positive behavior guidance. Children are taught to consider the effect their actions may have on others, which promotes cooperation and responsibility. Staff reinforce values of caring, honesty, respect, and responsibility, engage youth in the eight points of leadership, and are intentional about using specific action compliments and proximity praise.

We are here to teach your child and give them encouragement and support. We use the YMCA's core values to help children learn to interact with others and play safely. Our top priority is making sure your child is happy, learning and staying safe while at the YMCA.

If there are any behavior issues, where your child is requiring one-on-one attention or is continuously sitting in re-starts (see below), we will contact you directly. If the issue continues and is disrupting the program and/or your child is being unsafe we will set up a meeting and work together on a plan to help your child. If there is still no improvement then we will discuss further options, one of which may be withdrawing your child from the program.

If at any time you are not satisfied or feel that your child is struggling in our program please do not hesitate to talk to the Center Director. We also expect parents and families to treat children and staff with respect and courtesy. If there are any issues with this the Center Director will contact you directly. Please remember, parents and the Center staff are a team! Communication and working together will help your child succeed!

Re-Start

A re-start is a positive re-enforcement approach we use for behavior issues. Sometimes we do a re-start as a group and other times one-on-one with a child.

Group re-starts: If the children in a class are having a difficult day, have extra energy, or are being unsafe, the Center staff will say "freeze." The staff member will then talk to the group about the issue we are having. Together the staff member and children will then bow their heads and take a moment of silence. Then the staff member will count 1,2,3 and together we will say "re-start." With that, we have re-started and feel ready to continue with our day and try again.

Individual re-starts: If a child is struggling or just needs a moment to themselves a staff member will sit them off to one side in a chair. They will give them a moment to calm their body. Sometimes we use an egg timer, so children have a visual. Once the 1-2-minute egg timer runs out a staff member will approach the child. They will talk to the child and encourage them to think of what they could do differently to help prevent the behavior/situation next time. Then the staff member will count 1,2,3 and together they will say "re-start." The child has re-started and is ready to try again.

This system works very well. If you have any further questions please do not hesitate to contact us directly.

Behavioral Issues

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. The primary goal of staff is to provide supervision and positive support for every child. Our goal is to see staff, children, and parents work together to create a safe and nurturing environment. The YMCA Center expressly prohibits any practices that are physically or psychologically damaging, such as:

- Corporal Punishment
- Withholding nutrition or hydration
- Inflicting physical or psychological pain
- Demeaning, shaming, or degrading language or activities
- Forced physical exercise to correct behaviors
- Punitive work assignments
- Punishment by peers
- Group punishment or discipline for individual behavior

When misconduct occurs, each situation is approached with the goal of setting the child up for success. When warranted, a child plan of success (a parent/staff meeting to create written goals for the child) will be established to reduce or redirect misconduct.

Each behavior incident will be documented and if the behavior continues, it may result in disenrollment, expulsion or termination (see below).

If misconduct occurs, we will use the following sequential procedures:

- The child will be encouraged to use his/her words to try to solve the situation peacefully.
- The child will be redirected to a new activity.
- The child will be removed from the situation until he/she is able to rejoin the group.
- Parent/Guardian is alerted and encouraged to share ideas.
- Parent/Guardian will be called for immediate pick up and the child will remain in supervised suspension until the parent arrives.
- A conference between parent/guardian and YMCA staff is required to create a plan for the child's success.

Physical Restraint

In Washington, WAC 110-300-0335 requires that the Center address the need for potential physical restraint when a child's safety or the safety of others is threatened. The Center ensures that restraint is:

- Limited to holding a child as gently as possible to accomplish restraint

- Limited to the minimum amount of time necessary to control the situation
- Developmentally appropriate
- Fair, consistent and positive
- Only performed by early learning providers trained in a restraint technique

Center staff must remove themselves from a situation if they sense a loss of their own self-control and concern for the child when using a restraining technique if another early learning provider is present. Any use of restraint will be appropriately documented and reported in accordance with the Center's staff policies.

Involuntary Disenrollment

The YMCA emphasizes the importance of parent and child adherence to the Y's core values. The Center reserves the right to remove any child from care if they do not follow policies, procedures, and guidelines.

The removal of children from the program is enforced only to ensure overall safety for all involved. We are committed to working with you in the best interest of your child and the rest of the children in our care.

Examples of behavior that could lead to disenrollment of a child from the program include but are not limited to:

- Use of profanity, obscene language, "put downs," or cultural or racial slurs
- Theft, attempts to steal, or property damage
- Verbal abuse or bullying of any kind
- Physical aggression, verbal threats of severe harm, or death threats
- Disruptive, defiant or blatant disrespect of staff or participants
- Intimidation, gestures, or verbal abuse including sarcasm, name calling, shaming, humiliation, teasing, derogatory remarks about a child or the child's family
- Infliction of emotional abuse including victimizing, bullying, rejecting, terrorizing, extensive ignoring, or corrupting a child
- Inappropriate touching

Expulsion

The YMCA endeavors to work with children and parents toward each child's success in the program. There may be instances, however, that require expulsion of a child from the program. If the steps outlined above have been tried, or based on the circumstances are not applicable, the Center will expel a child only if:

- The child exhibits behavior that presents a serious safety concern for that child or others.
- The program is not able to reduce or eliminate the safety concern through reasonable modifications such as temporarily removing the child from the classroom or outdoor environment or, if feasible, assigning other staff to work with the child.

The Y will work with the parent or guardian to address the issue(s) leading to expulsion. The Center staff will provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion. The record will include the date, time and Center staff involved, and the details of each incident that led to the expulsion. The Center staff will also seek to identify community resources that may be available to aid in the child's development.

Termination of Services Policy

The Y may terminate a child's participation in the program due to the child's parent or guardian's inability to meet the expectations and requirements of the Center. Expectations and requirements of the program may include unpaid bills, leaving the child care site without an authorized escort, continual late arrivals, failure to comply with Center policies, or a parent, guardian or family member's inappropriate or unsafe behavior in or near the early learning program space.

ENSURING A SECURE AND HEALTHY ENVIRONMENT

No Smoking Policy

The YMCA is committed to modeling healthy living. In conjunction with state laws, smoking and vaping is prohibited on YMCA premises and in all YMCA programs.

Prohibited Substances and Weapons

No illegal or prohibited substances or weapons are allowed anywhere on YMCA premises. Any person with prohibited substances, weapons, or found to be trespassing will be asked to leave the premises immediately. If a child has possession of any illegal or prohibited substance or weapon, a parent will be called for immediate pick up and the child may be suspended from care.

Reporting Child Abuse

Parent/guardian(s) should not hesitate to report actions of Center staff that may be perceived as inappropriate directly to the YMCA's CEO. All concerns are thoroughly investigated. Child Protective Service or the Department of Early Learning are contacted if warranted. The Y takes incidents of reported child abuse seriously.

Center staff are required by state law to report any suspected cases of child abuse or neglect to the appropriate authorities. Child Protective Services must be notified within 48 hours.

Please be mindful that a parent's verbal and/or physical punishment towards a child could be misinterpreted by Center staff and participants.

It is important for parents to discuss with children how important it is to communicate situations that make them feel uncomfortable or unsafe. To make sure your child remains safe outside of the YMCA's supervision and to protect our staff members, we request that you do not ask a YMCA staff member to baby-sit, host sleep-overs, or spend one-on-one time with your child outside of YMCA programs.

Right to Privacy

To provide a safe environment for all families, neither the Y nor the Center will not share parent or child personal information without prior written consent, including information regarding enrollment, behavior, medical issues or payment arrangements for every child.

Records for all children will be stored in a confidential manner at the Center and at long term storage maintained at the Walla Walla YMCA. Parents and guardians are allowed to view their child's Center registration forms at any time.

EMERGENCY PROCEDURES

Accidents

If a non-life-threatening accident occurs in our care, staff will communicate with the parent/guardian at the time of pick up. Staff caring for the child will complete a written report of any accident, detailing the first aid provided. If the accident involves a head injury, the parent/guardian will be notified as soon as possible.

If emergency treatment is warranted, the staff will immediately notify the parent/guardian and the child will be transported by ambulance along with a staff member to the nearest medical facility specified by the parent in the child's file.

Emergency Plan

All Center staff are trained to follow emergency procedures in the event of severe weather, fire, or other conditions that require shelter in space, building evacuation or other immediate safety measures. The YMCA maintains a disaster emergency plan; please ask your Center staff if you would like to review it in the Center's License Binder.

School Closures and Delays

Center programs run in conjunction with the school districts' calendar year. Please refer to the school calendar. If a school is closed or delayed for inclement weather days, Y programs will also be closed/delayed. We will communicate via our Remind.com system in Walla Walla or via text and Facebook in MF.



PRE-SCHOOL PROGRAM – ADDITIONAL INFORMATION

Additional Pick Up and Drop-Off Information

PROGRAM	WALLA WALLA CENTER	MILTON-FREEWATER CENTER
PRE-SCHOOL	M-F* 7:45 – 11.30 a.m.	M-F 8:00 a.m. – 12: p.m.
	M-F* 7:45 a.m. – 5:30 p.m. *Partial weeks available; Hours remain the same.	M-F 8:00 a.m. – 2:30 p.m. M/W/F 7:30 a.m. – 12:00 p.m.
AFTERSCHOOL	M-F 2:45 – 5:30 p.m.	M-F 2:30 – 5:30 p.m.

Children must be picked by 5:30 to avoid late fees. There is a \$10 charge for each late pick up.

Classroom Base

When your child registers for our Pre-School program they will be assigned to a classroom. You will drop off your child in this classroom. You will sign your child in and out of this classroom. Your child will have a cubby to store all their belongings while they are at school. Our classroom is a blend of children ages 3-5.

Pre-School Environment

At our Pre-School we create a 'family' environment. We spend part of our time as a big group. We spend the other part of the day split into groups for learning time. This helps all the children and teachers get to know each other.

Our Pre-School Program is designed to help your child prepare for Kindergarten and we work to ensure that the curriculum and activities are age appropriate.

We spend a certain amount of time each day on a STEAM-based activity. Your child should master a combination of basic skills (i.e., social/emotional, fine motor, Letter, number and shape recognition, Math and science concepts). There are certain standards children are now required to meet before entering Kindergarten and we are here to help them learn and have fun!

We also emphasize activities that teach young children to master basic social and emotional skills: manners, socializing, taking turns, being kind, sharing, etc.

Y's Afternoon Childcare Program-Nap/Quiet Time

All children rest on nap mats at schedule times. We have 2 options for nap time, at the parent/guardian discretion. In Walla Walla, please refer to our nap/quiet time form where your child may bring a stuffed animal marked with the child's name. In MF we are not able to allow children to bring their own stuffed animal. We provide a blanket for your child. Please do not send pillows or blankets.

Classrooms During Nap/Quiet Time (WW)

Green Classroom: If you circle "I would like my child to nap from 1:30-3 PM" your child will be placed in the green classroom for nap/quiet time.

Blue Classroom: If you circle "If my child is awake at 2 PM they can join non-nap activities" your child will be placed in the blue classroom for nap/quiet time. If your child has fallen asleep, we will NOT wake them. However, if they wake before 3 PM they can join non-nap activities.

Please note:

- If your child attends the afternoon program and you wish to collect your child early please arrive before quiet/nap time, OR after nap/quiet time clean up.
- Please be respectful and adhere to the above time slots. It is difficult for the children during nap/quiet time if there are disruptions.
- ALL full day children must be collected at 5:30 p.m. to avoid late fees. Price for full day is the same no matter what time you collect your child.
- You will still sign your child out from their classroom and collect their belongings. However, your child may NOT be in classroom when you arrive to collect them.
- Contact the Center with any questions.

Communication

Communication between families, staff members and the Center's Director is vital for your child's success at our preschool. In our classrooms we keep daily logs. This is a way of us communicating between teachers and the director of child development. If there is a message to pass on to a parent, a teacher will write it on the log so whichever teacher is there at pick up time can then communicate directly with the parent.

The daily logs also help us document any behavioral or emotional issues with children. A teacher or the Center's Director will communicate with a parent when needed.

Nothing you tell us is too small! A slight change in a child's routine or home life can affect a child's emotional or physical state. Please tell us what is happening in your child's life!

Dropping Your Child Off Late/Picking Them Up Early

Please arrive by the scheduled start time.

Please let a staff member know if you will be late dropping off/early picking up. You can also communicate directly with the Center's Director.

At the beginning of each session you will be given a schedule with times and activities we will be doing weekly and our schedules are also posted in the Center. Please try and check our schedule before you pick up your child. It can be difficult if you want to pick your child up early and all the children are napping or we are in the middle of a curriculum activity.

Conferences

We offer conferences for or Pre-School families. They take place in March and November and information will be sent out in advance. If your child is not going to kindergarten and you would like a conference then please let a staff member know. This is for the staff member and parents/guardians only. Please do not bring your child to the conference unless requested. This gives us a chance to talk about how your child is doing and any questions or concerns you may have. If your child is going to Kindergarten we will also discuss what we will be working on and things you can help your child do at home to prepare.

Field Trips

In October we go to the Pumpkin Patch. Parents are welcome to meet us at our field trip destination. If it is not your child's regular day you may choose to pay a daily fee or meet us there!

In the Spring in MF we take the Pre-School children to Gib Olinger Elementary. They experience a

morning in kindergarten. We transport the children in the YMCA bus. There are at least two adults on each bus. You must bring your child's car seat and clearly label it with your child's name. Due to lifting car seats on and off the bus we would appreciate a light weight car seat.

Lunch, Snacks & Supplies

We provide nutritious snacks as part of each program. We offer fruits, vegetables, yogurt, cheese, crackers etc. We will send out a general snack menu at the beginning of the month.



Extra Clothes System

Inside this packet you will find an "extra clothes" note. Please follow the directions. As per our policy your child is required to be fully potty trained before starting in the Pre-school Program. However, young children may still have an occasional accident.

If your child has an accident we will use clothes needed from their extra clothes bag. We will then put the wet clothes in a plastic bag and staple a note to the bag. On the note there will be items circled to let you know what we require to be returned the next day your child is at Pre-school. Please hand the returned clothes to a teacher and they will complete the 'accident log' and put the clothes in your child's extra clothes bag. If your child has to borrow YMCA clothes (due to extra clothes not being returned) you must return the YMCA clothes and your child's extra clothes the next day.

Footwear

- No flip flops or open toed shoes.
- Please send your child in footwear that is easy to get on and off.
 - If they are laced shoes, please make sure your child practices tying them at home.

Birthdays

We will celebrate all children's birthdays (even if they do not occur on a school day). We celebrate birthdays at lunchtime (around 11:45 AM) in the Pre-school Program. If you would like to bring something for the class please check with us so that we can give you the number of children we will have that day. Please send the items with your child to school that morning. Feel free to join us for the celebration. Please bear in mind that some of our children stay for the afternoon program, therefore smaller birthday treats are greatly appreciated. Ideas: Mini cupcakes, small cookies, fruit treats etc.

Sunscreen

Our outside play area is partly shaded which helps keep the children protected from the sun. Parents are encouraged to apply sunscreen before the child arrives. We provide child-friendly sunscreen. If your child has a skin allergy and requires a specific sunscreen you must bring it to Pre-school. Spray on sunscreen is greatly appreciated and easiest to apply. In order for a staff member to re-apply sunscreen to your child a non-medical authorization form must be completed.

Additional Pre-school Class Activities

Swim lessons (WW)

When you register for our Preschool program you will receive two free swim lessons. These are each a weeklong session. These will be added to your account at no cost. Please see our Membership Services department to use the lessons. They will be valid until the end of the school year.



Rock Wall & Action Zone (WW)

In the Pre-school Program, we occasionally visit the WW YMCA's on-site rock-climbing wall. This is a great place for your child to build confidence and learn how to climb safely. While your child waits their turn to climb they get to play and enjoy our YMCA Action Zone! Your child must be in appropriate clothing and footwear if they would like to climb.

The Library (WW/MF)

During the morning preschool program, we occasionally walk to the Public Library. Storytime at the library is always a fun morning. Not only do we get to enjoy the library but we learn about staying safe near the road, crossing the correct way and being aware of cars and people around us. The library staff also come to visit us from time to time.

Seasonal Programs (WW/MF)

Throughout the year the preschoolers perform at family-invited programs. These are usually related to upcoming holidays. Additional information is sent out in advance and family attendance is welcome. This helps build your child's confidence and they love to perform for their friends and families!

Gym Play

We sometimes visit the Gym for games and playtime. If we leave the Center the teachers will leave a note on the Pre-School bulletin board. You can go directly to the Gym to collect your child.

Visitors

Throughout the year we have scheduled visitors present to the preschoolers. Visitors are community members, educators, local businesses, parents and other staff. We encourage families to sign up for a scheduled visit and share their talent, profession or read a story to the preschoolers. If you are interested then please contact the Center Director.

AFTERSCHOOL PROGRAM – ADDITIONAL INFORMATION

Schools We Serve

For Walla Walla Families

Walla Walla Route Limited Transportation:

- Sharpstein, Edison, Prospect Point, Berney, Green Park, Blue Ridge

College Place Route Limited Transportation:

- Davis, Liberty, Assumption

For Milton–Freewater Families

- Gib Olinger Elementary
- Ferndale

What Our Program Includes

- A YMCA Youth Membership for your child
- Limited transportation from school to the Y
- Themed months
- Nutritious snack
- Homework/Reading Time
- Gym Games & Play
- Kids Choice Outdoor & Free Play activities
- Swimming (WW)
- Arts & Crafts
- Rock Climbing (WW)
- STEAM activities
- Special visitors



Swimming (when available)

In WW we schedule time at the pool. Swimming will last 30 minutes. On swim days please send your child with an additional bag with their suit and towel. Every child will go to the pool. If they do not wish to swim they can sit with a book on the side of the pool. The Afterschool children will be tested before they swim. All children must obey the rules and regulations set by the YMCA's Aquatics Director. All children will be supervised during swim and changing time. For the safety of your child and our Y staff members your child must be able to undress and dress independently.

General Schedule

Please see the schedule provided earlier in the Handbook.

How Does Y Transportation Work?

In Walla Walla the Y provides transportation on the Y mini-buses (14 passenger only) as follows:

- Every week the Afterschool Program Supervisor will send an email with a list of the kids that will be picked up from school
- The secretary for each school is included in these emails. The secretary then communicates this with teachers/staff so your child gets put with the 'YMCA bus' pick up group. They are then escorted by school teachers/staff to the Y bus.

At this point if your child WILL NOT be at school or picked up by the Y bus you must email or

send a message to the Center, so your child can be removed from the pick-up list. Your child will automatically be added to the pickup list if we do not hear from you.

There is one driver and staff member per bus. Our trained bus drivers and staff members arrive at schools promptly. Children are escorted to the Y bus by a school teacher/staff member. Our counselor checks your child in on the Y bus.

- If your child is not at the school and we were expecting them, we will call you.
- If we cannot get reach you we will try the second number on your registration form.
- If we still cannot reach a parent/guardian we will leave the school.
- If your child is at the school and you had communicated that they will NOT be attending Afterschool we WILL NOT take your child. The child will go with the school teacher/staff member to the school office.
- Unless your child is checked in with a Center staff member at the bus, your child is still the school's responsibility.
- Once the children are checked in and buckled up the Y bus will then head to the next school or straight to the Y (depending on the route your child is on).

The YMCA keeps a bus log reporting all incidents and/or behavioral issues. If a child is having trouble following these rules they will be seated with a counselor. If your child continues to have issues on the bus the Afterschool Program Supervisor will talk with the parent. If issues continue your child may not be able to ride the Y bus.

Bus Rules

- Check in with the Center staff member (do not get on the Y bus until instructed)
- Stay in your seat, feet on the floor
- Do not block the center isle of the bus with legs, arms, or personal items
- Keep your hands and feet to yourself
- Windows may not be opened by students
- No eating or drinking on the bus
- Keep voices down so that the volume is manageable for the bus driver
- If you cannot keep these rules you may not be allowed to ride the bus.

In MF the school district provides transportation for afterschool students from their school the Y's Center. There are occasions where a Y bus may be used for a field trip. At such time the Bus rules above are followed.

Snacks & Supplies

We provide an afternoon snack for the Afterschool Program. We offer fruits, vegetables, yogurt, cheese, crackers and similar snacks. We will send out a general snack/supply list at the beginning of the school year. We invite each family to purchase one thing a month from our snack/supply list for the Center's use.

Birthdays

If you would like to bring something to our Afterschool Program on your child's birthday please contact the Afterschool Program Supervisor. Ideas: Mini cupcakes, small cookies, fruit treats.

LICENSING AND CERTIFICATIONS

In Washington, we endeavor to ensure that our program meets the state's Foundational Quality Standards for Early Learning (WAC 110-300) and the guidance of the Washington State Department of Children, Youth, and Families. We also participate in Early Achievers and ChildCare Aware.

To view the Center's staff training compliance, in accordance with the Department of Children, Youth, and Families standards, check the Center's Licensing Binder.

In Oregon, we adhere to the Oregon Department of Education's Child Care and Early Learning Division (ODE ELD) staffing guidance. We participate in the SPARK Quality standard program. To view the Center's staff training compliance, in accordance with the ODE ELD check the Center's Licensing Binder.

Because our Centers are licensed we are able to accept state subsidy payments for qualified parents. For information about the state's childcare payment support programs please speak with the Center Director.

Staff Professional Development

The Walla Walla and Milton-Freewater Center Staff are qualified and work to remain compliant with state licensing requirements. Staff professional development may be verified in MERIT (educational database for the Department of Children, Youth, and Families) for Washington and the Oregon Registry Online for Oregon.

Depending on the Center staff person's responsibilities further education beyond the basic training may be required. Please ask the Center Director for further information.

Basic required training for licensed child care staff include:

In Walla Walla

- ✓ Initial 30 hours of STARS (child care basics) training (WW)
- ✓ 10 hours of continuing STARS education annually
- ✓ CPR/First Aid Certification
- ✓ Blood-borne Pathogens/HIV/AIDS Training
- ✓ Child Abuse Prevention Trainings
- ✓ Tuberculosis Test
- ✓ Measles, Mumps, Rubella (MMR) Vaccine or record
- ✓ Food Handler's Permit

In Milton-Freewater

- ✓ CPR/First Aid Certification
- ✓ Blood-borne Pathogens/HIV/AIDS Training
- ✓ Child Abuse Prevention Trainings
- ✓ Tuberculosis Test
- ✓ Measles, Mumps, Rubella (MMR) Vaccine or record
- ✓ Food Handler's Permit
- ✓ Continued education (8 hours)
- ✓ Introduction to Childcare Health and Safety (ICHHS)

PAYMENT INFORMATION

The Center accepts various forms of payments. Payees should inform the Center Director or Administrator if any updates or changes to payment arise. Payments and late fees are accepted at the Walla Walla YMCA in the form of cash, check, credit/debit card, or automatic bank transfer.

- Payments must be scheduled on the 1st or 15th of each month
- Please return the attached "autopay" form to have payments scheduled and help avoid late fees
- Any bounce back payments or late payments will be charged a late fee of \$25.00
- If this occurs more than once you will be required to pay a month ahead
- If you are late for pick up, there will be a fee of \$10 fee per late day added to your monthly payment.
- New rate sheets are sent out each year in the Spring. The rates apply for the school year (if you require a new rate sheet please let us know)
- Please view our membership page online or inquire at Membership Services. YMCA members receive a discount.

If account holders participate in a flexible benefit plan, provided by an employer and a receipt is not accepted for reimbursement, please provide the required form for signature at the time of registration.

Financial Assistance Scholarships

The YMCA strives to ensure that no child is turned away from any of its programs due to financial circumstances. Please ask the Center staff about financial assistance scholarships.

Requests for Account and Payment History

Due to right of privacy, regardless of who makes the request, personal information and method of payment will not appear on the account history. If a parent would like access to account history:

- A written request must be received by the Walla Walla YMCA Center.
- Requests will be processed within two weeks, depending on document availability.
- Document will be mailed to address provided or be picked up at the Walla Walla YMCA Center with photo identification.
- The person requesting the information must be listed on the account, the registration paperwork, or have a letter of release from the primary account holder.
- Requests for attendance history and other details regarding a child's participation in the Center programs are only granted by a court order.

Third Party Assistance Tax Expense Reporting

Assistance from DSHS (WA), DHS (OR), Child Care Aware or another third-party provider are presently available through the Center, please ask the director for information on the proper steps for application.

The tax ID number for the YMCA is 91-0580856.

THANK YOU

FOR CHOOSING THE YMCA AS YOUR CHILD CARE PROVIDER!

Kim Huling
Director, Childcare Center
Milton Freewater
khuling@wwymca.org
509-301-1716

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Freewater School
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DSHS Number: 272597



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



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