



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Y Early Learning Center Parent/Guardian Guide



**YMCA of Warren, PA
AGES 24 months – 10 years**

**YMCA of Warren, PA
212 Lexington Avenue
Warren, PA 16365
www.warrenymca.org**

The YMCA of Warren has been providing childcare services since 1972. Our staff is made up of people of all ages and from every walk of life, working side by side to strengthen our community. We work collectively to ensure everyone, regardless of gender, income, faith, sexual orientation or cultural background has the opportunity to live life to its fullest. Financial assistance is available.

The Y character values - **Caring, Honesty, Respect, Responsibility** and now **Inclusion** has been added to help children - even our youngest will discover who they are and what they can achieve.

WHO WE ARE

At the **Y Early Learning Center**, we are committed to nurturing the potential of every child, promoting healthy living and fostering a sense of social responsibility.

INCLUSION STATEMENT

The **Y Early Learning Center** welcomes all children. Programs will be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods. We are here to work through options with you. Healthy snacks are served at no extra charge in the mornings and again in the afternoons.

OUR MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

OUR FOCUS

Youth Development, Healthy Living and Social Responsibility

OUR CAUSE

At the **Y Early Learning Center**, strengthening community is our cause.

The Y EARLY LEARNING CENTER PROGRAMS & OBJECTIVES

Our classrooms are provided healthy snacks at no additional charge in the mornings and afternoons
Large open gym space is available with equipment to develop gross motor skills and 2 fenced-in outside play areas

- 1st one is small grass covered area with toddler sized play items (for children under age 3)
- 2nd one is a larger area with blacktop, grass and a larger playground with a poured rubber base

Large indoor swimming pool with certified instructors and lifeguards

Age appropriate classrooms with various toys and activities

Indoor playground area for ages 3 to 8

PreK-1 (24 months – 36 months)

Introduces social experiences with peers through role play, teacher led play and discovery play

Builds on cognitive, fine motor and gross motor skills with fun-learning activities

Introduces and expands self-help skills

Preschool (3 years – 5 years)

Introduces and expands learning environment through age appropriate activities

Follows teaching curriculum that helps to prepare children for Kindergarten

Works closely with the Warren County School District and other local private schools to align applications to help create successful students

Expands social and emotional development and peer skills

Offers swim and physical education enrichment as part of the weekly schedule

School Age Care (Kindergarten – 4th grade)

Before/After school care with social and emotional focus

Offer homework assistance when possible

Structured and fun activities are offered for children to learn cooperative and leadership skills

Availability to participate in other Y programs and activities

2-hour delay, Weather Cancellation Day and No School Day care is available for those enrolled

Summer Day Care (3 years – 10 years)

Activities based on age of children

Swimming in the Y pool, municipal outdoor pool, Kinzua Beach and Chapman State Park as scheduled

Partnerships with community agencies to offer in-house presentations

Fun and educational opportunities as well as field trips

Staff Qualifications

Clearances: FBI fingerprinting, Child Abuse History, PA Criminal History, NSOR (National Sex Offender Registry)

Health Assessment every 2 years (initially TB tested)

2500+ experience hours working with children (Aides build on experience)

High percentage of staff are enrolled in or graduated with a degree in Human Services, Special Education, Early Childhood or Elementary Education

State Mandated trainings

ECE Continued education to meet 12 credits annually

Child Abuse training

Blood Borne Pathogen training

Fire Safety and Water Safety annual training

Pediatric 1st Aid/CPR certified

Lifeguard on staff during Summer/Field Trips involving swimming/water activity

The **Y Early Learning Center** operates from 6:00 am to 5:00 pm. **Due to staffing shortages, it is preferred parents arrive before 5:15pm**

ADMISSION CRITERIA

As positions become available

ENROLLMENT

Registration forms are to be filled out completely each year and updated information provided whenever any changes may happen.

ARRIVAL AND DEPARTURE PROCEDURES

Parents/Guardians MUST sign their child in and out daily. Persons authorized to pick up your child must be at least 18 years old, must show a valid ID and must be listed on the Emergency Contact Form or a confirmed Verbal Release Form on file or the child will not be released to that person. Children are not permitted to leave the premises without a parent/guardian or any other unauthorized individual.

Late pick-up of your child constitutes a **\$5.00 fee per child per minute after 5:15 pm for daily care/11:30 am for 3 Year Old Preschool/12pm for 4 Year Old Preschool** designated on the enrollment packet agreement and will be charged immediately. Childcare may be terminated if excessive lateness becomes an issue.

CUSTODY ISSUES

It is the Y Early Learning Center's intent to meet the needs of children especially when the parents may be experiencing difficult situations such as divorce, separation or remarriage.

However, the Y Early Learning Center **CANNOT LEGALLY RESTRICT** the non-custodial parent from visiting the child, reviewing the child's records or picking up the child unless furnished with current legal documents. Copies of these court documents must be kept in the child's file.

TUITION INFORMATION

Payments are drafted on the FRIDAY prior to attendance for weekly care & the 28th of the month prior to Preschool attendance.

***All fees are non-refundable and non-transferrable.**

Please note: If you receive subsidized child care monies from ELRC, you will be required to pay the difference in what the ELRC provides and what is charged in addition to your weekly co-pay.

FINANCIAL ASSISTANCE

If you are experiencing financial difficulties, please contact Jennifer Pojar at 814-726-0110. The Y does have Financial Assistance available.

A complete financial assistance application with additional documents attached must be completed 2 weeks **PRIOR** to the first day of attendance of child enrolled.

PARENT AND CHILD RIGHTS QUESTIONS

Questions/concerns about the policies and procedures of the Y Early Learning Center should be directed to the Childcare Director/Coordinator.

You will be answered effectively and in a reasonably timely manner.

PARENT/GUARDIAN VISITATION/PARTICIPATION

Parents/guardians are required to have volunteer clearances before participating in classroom activities.

The law authorizes the person in charge of the childcare facility to deny access to a parent/guardian under the following circumstances:

- Parent/guardian is behaving in a way that poses a risk to children in the facility.
- The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parents. Court documents must be on file as well.

CHILD'S PERSONAL RIGHTS

Each participant receiving services from a childcare facility shall have rights, which include but are not limited to the following:

- To be treated with dignity in his/her personal relationship with staff and other persons.
- To be accorded safety, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threats, mental abuse or other actions of a punitive nature including but not limited to interference with the daily living functions; such as eating, sleeping, toileting or withholding of shelter, clothing, food or medication.
- Under no circumstances should a parent/guardian approach any child other than their own. When in the Y Early Learning Center or on the property, parents are expected to act appropriately by speaking in an appropriate tone and by using appropriate language at all times. Any parent who behaves inappropriately will be asked to leave the facility and their child's space at the facility will be forfeited.

MEDICAL/EMERGENCY/DISCIPLINE

Illness and Exclusion

If a child cannot participate in the program due to illness, the child needs to remain at home. Children may not attend the program if they are not feeling well. Please refer to the **Illness Chart** attached.

Should a child miss 3 consecutive days, a doctor's excuse for safe return to care is required.

PARENT NOTIFICATION

Parents will be notified in person, in writing or by phone of any discipline problems with their child.

****PLEASE refer to DISCIPLINE POLICY & SUSPENSION/EXPULSION POLICY****

If there are any life-threatening emergencies, parents will be notified after emergency care has been called or provided. Parents are only notified for true emergencies or discipline problems.

DISPENSING MEDICATION

This facility will not administer any medication unless the parent or guardian completes a medication form and the medication is in its **ORIGINAL** container. Medication not in its original container will not be accepted. The container should include the child's name, the type of prescription and the dosage. Any prescription or over the counter medication that the doctor has prescribed, a prescription must accompany it. **(FAX# 726-7124)**

TOPICAL OINTMENTS (Chapstick, Sunblock, etc.)

Lip balm, lotions and deodorants are not allowed in a child's possession. Failure to adhere to this rule can result in termination of services. A Medication log will be required if a child requires topical ointment applications.

A permission form for sunscreen/bug spray application is provided.

MEDICAL EMERGENCIES

If your child becomes injured or ill (vomiting or a fever of 100.4 degrees or higher) while in the facility care, staff will do the following:

- ✓ In extreme emergencies, 911 will be called and first aid and/or CPR will be administered.
- ✓ Contact the parent/guardian
- ✓ Contact Childcare Director/Coordinator
- ✓ If necessary, have the child transported to the nearest medical facility
- ✓ Fill out necessary paperwork as required by PA childcare licensing certification and facility policy.

FIRE/EMERGENCY DRILLS

We do conduct fire emergency evacuation drills, lost child and lock down drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the success for fire and emergency/evacuation plans.

During a fire/emergency drill, parents may not sign children in/out of the center but must wait until the drill is complete and children have returned to the building.

Parents can wait with their children until the drill is over and can sign them out afterwards.

DISCIPLINE WHILE IN CARE

Praise and positive reinforcement are effective methods of behavior management of children. When a child

receives positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Based on this belief of how children learn and develop values, this facility will practice and follow the Discipline Policy provided in enrollment packet.

Children are expected to adhere to all facility expectations and rules.

****REFER to DISCIPLINE POLICY****

DISRUPTIVE BEHAVIOR

Children are entitled to a pleasant environment at the facility; therefore, the facility cannot serve children who display chronic disruptive behavior. Such behavior is defined as "verbal or physical activity that may involve, but not limited to bullying behavior or behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or disobeys the rules that guide behavior." Based on afore mentioned this facility will practice and follow the Suspension/Expulsion Policy as provided in enrollment packet.

****REFER to SUSPENSION/EXPULSION POLICY****

TERMINATION OF SERVICES

The Y Early Learning C Care services can be terminated for the following but not limited to:

- Consistent late pick-ups
- Request for special accommodations that center staff cannot meet
- Failure to pay fees in a timely manner
- Failure to comply with Y Early Learning Center policies concerning ill children
- Being unreachable and out of touch by phone
- Failure to provide documentation requested by staff and/or required paperwork
- Failure to provide emergency contact updates
- Extreme behavior that prevents the child from participating safely with peers

Special Health Needs: Children with diabetes, severe allergies, and other health concerns are required to have a **Care Plan** form completed by a physician (form provided in initial enrollment packets). Care Plans are to be updated annually (or when changes in the care needs occur) and included in the child's classroom file, main file, and in the evacuation binder. All staff responsible for caring for the child are required to review the Care Plan and follow the instructions provided in the plan.

STAFF/PROGRAM COMPONENTS

STAFF HIRING

All staff are screened and trained through the following process:

- ✓ Selected candidates are interviewed one on one by the Childcare Director/Coordinator.
- ✓ Candidates are selected based on their childcare experience, attitude, references and display of facility values.
- ✓ 2 written references are required
- ✓ 3 called references are made

- ✓ A completed Child Abuse Clearance, Criminal History Clearance, FBI fingerprinting and NSOR (National Sex Offender Registry clearance).

STAFF TRAINING

Extensive orientation that addresses policies and procedures of the facility childcare; the training covers the facility code of conduct, child abuse and neglect and facility Human Resource policies. Staff also receives First Aid/CPR training, Blood Borne Pathogen Training, Fire Safety and Water Safety Training.

MEAL AND FOOD SERVICE

Only snacks will be provided for all children. Every Child must bring a **"Nut-Free"** completely disposable lunch and a refillable sturdy water bottle.

SWIMMING

Swimming will be offered twice a week during summer care. Please check with the staff to determine what days your child would be swimming. Girls must wear a one-piece swim suit. Boys must wear swim trunks. Swimming is a privilege at the Y Early Learning Center.

ANIMALS

Animals other than fish, hamsters or guinea pigs are not a regular part of the summer day care program. If there is an occasion for animals to be present at the program, parents will be given written notification at least 48 hours in advance.

CLOSURES

Refer to the 2024-2025 Calendar at the end of this Guide

QUESTIONS

If you have any questions about the Y Early Learning Center please contact the Childcare Director/Coordinator at 814-726-0110 ext# 123.

I NEED TO STAY HOME IF....

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, Itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit

I am ready to return to activities when I am... **

Released by a doctor, have faxed my excuse that includes a diagnosis to 726-7124 and contacted by the Y Early Learning Center with confirmation that I may return.

****Every Health and Safety precaution will be taken during COVID-19 Pandemic**

If your child has any type of bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and a health-care provider has given written permission to return to school/activity. We encourage you to seek medical attention when your child is sick and to follow the health-care provider's recommendations about returning to activities.

Y Early Learning Center

2024-2025

August 19	Last day of summer camp
August 12-23	Post- Camp
August 16	No Care- closed for in-service
August 26	No post-camp care available for school-aged or children entering kindergarten
August 27	SAC care reopens
Sept 2	No Care- closed for Labor Day
Sept 3	Preschool Begins
Oct 14	SAC care all day
Nov 11	SAC care all day
Nov 27	No Care- closed for parent/teacher conferences
Nov 28-29	No Care- closed for Thanksgiving holiday
Dec 2	SAC care all day
Dec 23	SAC and Yer's care all day, No preschool
Dec 24-25	No Care- closed for Christmas holiday
Dec 26-27	SAC and Yer's care all day, No preschool
Dec 30	SAC and Yer's care all day, No preschool
Dec 31	No Care- closed for New Year's Eve
Jan 1	No Care- closed for New Year holiday
Jan 17	SAC care all day
Jan 20	SAC care all day
Feb 14	SAC care all day
Feb 17	SAC care all day

Return this page signed to Childcare Office:

**I HAVE READ THIS PARENT GUIDE OVER WITH MY CHILD AND UNDERSTAND THE Y EARLY
LEARNING CENTER'S INFORMATION.**

Date

Child's Name

Parent/Guardian (PRINT)

Parent/Guardian (SIGNATURE)

March 10	SAC care all day
March 17	SAC care all day
April 17	SAC care all day
April 18 Friday	No Care - closed for Good
April 21	SAC care all day
May 2	SAC care all day
May 8	Last Day of 3 year old
preschool	
May 9	Last Day of 4 year old
preschool- Graduation TBA	
May 23	No Care - closed for in-
service	
May 26	No Care - closed for
Memorial Day	
June 9	First Day of Summer
Camp	
July 4	No Care - closed for
Independence Day	
Aug 8	Last Day of Summer
Camp	
Aug 11-22	Post-Camp