

THE YMCA OF KLAMATH FALLS CHILDCARE PROGRAM



2022-2023 PARENT HANDBOOK

WELCOME TO THE YMCA OF KLAMATHFALLS
2022-2023 PRESCHOOL PROMISE
Y PRESCHOOL AND CHILDCARE PROGRAM

Our School Philosophy

Dear Parents,

Welcome to our school family! Here at the Y we strive for quality education. We are determined to provide a safe and secure environment where all children are valued and respected in an atmosphere conducive to learning and making friends. The YMCA of the USA's values of caring, honesty, respect and responsibility guide and nurture the children in our care. Diversity and inclusion are key components of our strategic plan, through staff development, community engagement and partners.

The childcare programs are designed to promote cognitive, emotional, physical, and social growth for preschoolers and school-age children. We adhere to the concept of developing the whole child with our play-based curriculum that is infused with STEM (science, technology, engineering, and math) music, fine motor skills and physical fitness.

Family is the most important structure in a child's life. The YMCA staff partners with parents and caregivers to support their efforts to nurture the child's development and help them grow up healthy, happy, and strong. We respect and value input from parents and encourage families to share information about their child.

If you have questions, please contact any of the staff listed below:

Amber Singh, Youth Development Director

amber.singh@kfallsymca.org

Lyn Hulsey, Preschool Coordinator

velindy.hulsey@kfallsymca.org

Nancy Riens, Associate Director

Nancy.Riens@kfallsymca.org

Steve Meng, Executive Director

Steve.Meng@kfallsymca.org

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THE YMCA MISSION STATEMENT

The mission of the YMCA is to put Christian principles into practice through programs that build healthy mind, body, and spirit, and promote youth development, health living, and social responsibility.

COVID-19 SAFETY AND PROCEDURES

Rest assured that we are closely monitoring updates and guidance from health agencies, adhering to rigorous sanitization practices, educating our staff on the prevention, and spread of germs.

For your child's safety and per the Oregon Health Authority and Oregon Government guidelines, we will continue to follow the best practice guidance from the Oregon Department of Education's Early Learning Division. For updated info visit <https://oregonearlylearning.com/COVID-19-Resources>.

We take our role in youth development and social responsibility seriously. The Y will continue to be your support for healthy kids and healthy families, even during a pandemic.

PARENT INVOLVEMENT

Parents are welcomed and encouraged to volunteer their time to serve as helpers in our childcare programs. Criminal background checks must be performed for volunteering parents, so if you plan to participate in this way, please contact the Youth Development Director. We encourage our families to share their culture, traditions, beliefs, home language, and interests. Parents are welcome to lead or assist in planning and conducting these special activities.

STAFFING POLICY

We strive to hire quality educators who enjoy being with and hanging out with kids. We believe that every child is unique, talented, and special! All staff are expected to present themselves as role models for the children and families. Background checks through the Oregon Childcare Division are done prior to hire. We have at least one teacher to every 9 students. All teachers are certified in CPR and First Aid and are also trained in Child Abuse Prevention and Reporting.

HEALTH ISSUES

Parents must notify the YMCA Childcare staff immediately if their child is exposed to any communicable disease. Sick children cannot be accepted or remain in care. Do not bring your child to Fairview if they have exhibited any of the following symptoms in the previous 24-hour period.

- Elevated temperature (100.3 degrees or above)
- Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ear
- Profuse nasal discharge
- Diagnosed contagious diseases such as strep throat, chicken pox, etc.



If a child arrives at the childcare site ill, or becomes ill while in attendance, or is found to have head lice, the parent or another authorized individual will be notified immediately to pick up the child within one hour. Children unable to remain at the childcare site for health reasons will be monitored and isolated with supervision, as necessary, until the arrival of the designated pick-up person. The YMCA of Klamath Falls has a no lice/nit policy. All students must be completely free of lice/nits prior to returning to school.

ACCIDENTS & EMERGENCIES

YMCA staff is First Aid and CPR certified and has been trained in emergency procedures. You or your emergency contact person will be notified of minor accidents or injuries. When there is no question that your child must be taken to the doctor or medical facility, we will call you to inform you of our course of action as soon as possible. IT IS VITAL THAT YOU KEEP OUR STAFF INFORMED OF ANY CHANGE IN THE CONTACT PHONE NUMBERS YOU HAVE PROVIDED ON YOUR CHILD'S REGISTRATION FORM. Please note, in the case of accidents and emergencies, one parent/guardian will be called. If contact is made, we will not be calling a second parent/guardian.

MEDICATION

If it is necessary for your child to receive prescription or non-prescription medications during Childcare Program hours, the following procedures will be followed.

1. Parent must complete and sign the Medication Distribution Form.
2. Medications must be delivered by the parent to the Youth Development Director or designated childcare staff. It cannot be brought to the Y by the child. No medications of any kind can be stored in the child's backpack or bag.
3. Prescription medication must be in the original container, labeled with the child's name, dosage, directions for administering, date and physician's name.

4. Non-prescription medication must be in the original container, labeled with the child's name, dosage, and directions for administering.
5. Staff will store medication in a locked container and will document when it is administered.

SUNSCREEN

Sunscreen lotion of either Western Family or Equate Broad Spectrum SPF 30 or 50 are the sunscreen brands currently being used by the YMCA Childcare Program. The teachers administer one of these brands on your child before going to the playground.



If you prefer to supply a different brand of sunscreen for your child, you will need to label the sunscreen container with your child's name (first and last). You will also need to fill out the Medication Distribution Form authorizing YMCA Childcare Program staff to administer it. The completed form must be delivered to Y staff at the same time as the sunscreen.

- **No aerosol sunscreens shall be used because of potential danger to children**

PUBLICITY

When registering a child, parent/guardians can decide if the child may be photographed for publicity or news purposes. Please let us know if you would like your kids not to be involved in the photographs we take and use for this purpose. Y staff adheres strictly to the parent/guardian's wishes in this matter.

SCREEN TIME POLICY

The YMCA eliminates screen time (television, movies, cell phones, video games, computers, and other digital devices) for children under two years old. For children over two years old, we limit screen time to less than 30 minutes per day for half day programs and less than 60 minutes per day for those in full day programs. During screen time, media is free of advertisements and brand placement. The YMCA uses screen time intentionally related to instructional goals that support and extend children's current interests and experiences. The content is appropriate for the ages of our children, nonviolent, and culturally sensitive. Screen time is also used in an interactive way using smart board preschool learning games, move along videos for physical activity, and story book videos. There is at least one alternative activity available while electronic media is used. Teachers are encouraged to model healthy habits and are required to eliminate their use of electronic media for personal use during the school day.

MEDICAL AND DENTAL INSURANCE

Medical, dental or accident insurance for Childcare Program participants is the responsibility of the parent/guardian. The YMCA of Klamath Falls does not provide coverage. Parents assume all risks of physical injury normally inherent to activities.

DISCIPLINE AND BEHAVIOR EXPECTATIONS

It is the goal of The YMCA of Klamath Falls to provide a healthy, safe, and secure environment for all childcare participants, staff, and Y members. The Y staff uses guidance techniques that promote self-control and awareness. We also use cool-downs when necessary. If problems persist, the staff will meet with the child's parents for help in discovering possible causes to the problem and an effective way to deal with the situation. If all efforts fail, the YMCA reserves the right to exclude a child from further participation in our program. Corporal punishment or punishment that is humiliating or frightening to the child will never be used in our Childcare Program.

The following behaviors are difficult to provide for and may result in the requirement of parents to provide a One-on-One childcare professional for a time determined by the Youth Development Director, or until behaviors/safety improve.

- Endangering the health and safety of children and /or staff, YMCA members and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the program site without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity, or obscene language/gestures
- Acting in an inappropriate manner



The Y has a zero-tolerance policy for tobacco, alcohol, illegal drugs, firecrackers, firearms, or anything that may be construed as a weapon or explosives. Immediate expulsion may occur if a childcare participant is found to be in possession of and/or using any of the afore-mentioned items.

SIGN IN/OUT

It is required that every child must be signed in and out of YMCA Childcare Programs. It is important to note that only authorized persons may sign the child/ren in and out of the Childcare Program each day and that they remain with the child at drop-off until the child is accepted by a Y staff member. It is also important that you keep your child's registration form up to date with current authorized individuals. We will ask for a picture ID and check the authorization for the release of your child. If an unauthorized adult attempt to take a child without permission, the parent and potentially the police will be called.

PERSONAL BELONGINGS

It is the intent of the YMCA Childcare Program staff to make children as responsible for their belongings as possible. We believe that a child learning to care for his/her own belongings is an important life skill that we want to foster. You can help by labeling all your child's belongings for easy identification.

WHAT YOUR CHILD SHOULD BRING TO PRESCHOOL:

- Appropriate clothing for weather conditions
- Travel-sized pillow and small blanket are needed for napping if child is enrolled in full-day program.
- Swimsuit and towel for swim days (Monday or Wednesday)
- An extra set of clothing, including underwear in a Ziploc-type bag

WHAT YOUR CHILD SHOULD NOT BRING TO PRESCHOOL:

- Candy or food from home
- Toys from home-except as appropriate for "letter Bag" or "Show-N-Tell" days

MEALS AND SNACKS

In our program we provide breakfast, lunch, and snack. It is the parent's choice to pack their child's lunch, we just ask that you pack your camper a balanced meal (no soda pop). We will provide a meal menu every week posted at the front door - please look at our menu prior to bringing your child in case we are serving something they may be allergic to. If your child is allergic to something on our menu, please pack your child a sack lunch. The YMCA Food Program is regulated by the United States Department of Agriculture (USDA) and the State of Oregon to ensure that nutritious meals and snacks are provided each day.

HEALTHY BIRTHDAYS

To support a healthy learning environment, we are asking that you review the list below before bringing in food items to your children's classroom. Together we can have healthy fun!

- 100% Fruit gummy snacks
- 100% Fruit popsicles
- Yogurt and granola
- Frozen GoGurts
- Pencils
- Crayons
- Crafts
- Fresh fruits and vegetables
- Stickers

Candy, sugar, ice cream, and cupcakes are reserved only for a few holiday parties put on by the school. We appreciate your cooperation in creating a healthy and happy learning environment.

TADPOLES

Our facility uses Tadpoles as an attendance and reporting app. From tadpoles, teachers can send photos and videos to allow you to glimpse into your child's day! Teachers will create a daily report for each child to keep you informed of the daily activities, learning experiences, and care events for your child each day. All photos, videos, and daily reports are emailed to you directly and you can also access them via the free Tadpoles Parent app, available on Apple and Android devices, or online at www.tadpoles.com as well.

Tadpoles will continue to strengthen our home-to-school connection. From your Tadpoles parent account, you will be able to enter in morning drop off notes for your child's teachers, mark your child absent, and/or add any additional notes to be communicated to the school.

We consider all information captured within Tadpoles to be a private communication between our school and out families. No personal information is shared with any external parties and as a parent you will only receive information specifically about your child. The confidentiality of all information is maintained through the security feature on the Tadpoles software.



OUTDOOR RULES

Smoke Regulations:

AQI 0-100	Outside time allowed
AQI 101-151	Limit time to 20 minutes or less
AQI 151+	No outside time

Temperature Regulations:

Temperatures in cold	Temperatures in heat
Over 40°	Under 84°
29°-39°	85°-95°
Under 29°	Over 96°+

EVERYONE IS WELCOME

The YMCA of Klamath Falls is open to all. We welcome all people regardless of ability, age, background, ethnicity/race, faith, gender, gender identity or sexual orientation. At the YMCA we believe that, in a diverse world, we are stronger when we are inclusive, when our doors are open to all and when everyone can learn, grow, and thrive. We recognize our commitment in support of the rights of all individuals can cause some to feel uncomfortable. We will do our best to support each of our members and program participants while maintaining an environment that reflects the inclusive values we share.

USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in



or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form.

MEET THE DIRECTORS



MS. AMBER

Amber has been a part of the YMCA family for the past 8 years as a preschool teacher, after-school teacher, summer camp director and now our Youth Development Director. Her focus is to encourage diversity, inclusion, and open-

mindedness. She is passionate about continuing her education to better guide the youth in our community and the staff in our facility. She enjoys spending time with her family and tries to stay as active as possible.



MS. LYN

Lyn, our preschool coordinator, has been in the field of Early Child Education and Development since 1983 and has her BA in Human Development to guide her in her work. In her spare time, she enjoys gardening, drawing, and being with her grandchildren.

PRESCHOOL PROGRAMS FEE AND SCHOLARSHIP INFORMATION

Auto draft payments will receive a 3% discount.

<p>Program times (Full Day 7:00am-5:30pm) (Half Day 7:00am-12:30pm)</p> <p>\$25 Registration Fee</p> <p>Program options and monthly rates:</p> <p>Y member pricing for a full day Monday-Friday \$700 Monday / Wednesday / Friday \$445 Tuesday / Thursday \$315</p> <p>Non-member pricing Monday-Friday \$770 Monday / Wednesday / Friday \$495 Tuesday / Thursday \$355</p> <p>Y member pricing for a Half Day Monday-Friday \$455 Monday / Wednesday / Friday \$285 Tuesday / Thursday \$200</p> <p>Non-member pricing Monday-Friday \$500 Monday / Wednesday / Friday \$315 Tuesday / Thursday \$225</p>
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The registration fee is non-refundable and non-transferrable. All paperwork must be completed prior to the child's first day in the program.

Payment is due on the first day of the current childcare month. If payment is not received by the 10th of the current childcare month, there will be a \$25 late fee and enrollment may be terminated.

Payments can be mailed or made in person to the Y. We accept cash, checks, and debit/credit cards. Arrangements for auto drafting childcare payments or other billing options must be made with Vickie Walling at 541-887-2512 or at Vickie.Walling@kfallsymca.org. In addition, all third-party eligibility and billing arrangements must be confirmed in advance with Vickie.

There is no reduction in fee for days missed. When you enroll your child, you are reserving time, space, staffing, and provision whether your child attends.

A limited amount of partial scholarship funds are available through a confidential application process. For more information, please contact Vickie Walling.

Note: There is a fee of \$20 per 15 minutes if your child has not been picked up by 5:30pm. If there is an emergency and you are unable to pick up your child, please contact the office 541-887-2512. At 5:30pm staff will start calling the numbers that are on the authorized pick-up. If no one has been reached by 6:00pm, the staff will call the authorities to get further instruction.

The YMCA Childcare Program will not operate on the following holidays in the 2022-2023 school year:

<p>Labor Day Monday, September 5th</p>	<p>New Year's Day (substitute) Monday, January 2nd</p>
<p>Thanksgiving Day & the Day After Thursday, November 24th & Friday, November 25th</p>	<p>Memorial Day Monday, May 29th</p>
<p>Christmas Eve & Day Saturday and Sunday, December 24th & 25th</p>	<p>Independence Day Tuesday, July 4th</p>

MEET OUR TEACHING TEAM

PURPLE ROOM



MS. ASHLEY

Ashley has been working with children for many years. She has an AA in culinary arts, a career pathway in Early Childhood Education, and is currently working on her AA in ECE. She has lived in Klamath her entire life, is married, has a little girl, and enjoys hunting, fishing, and cooking.



MS. ALYSSA

Alyssa is currently enrolled at KCC working towards her Early Childhood Development degree. She is happily married, loves attending church, and working with kids brings her joy.

ORANGE ROOM



MS. SAMMY

Sammy has been teaching preschool for 4 years but has been working with children since she was 12. She has a twin sister, loves llamas, iced coffee, the Jonas Brothers, and even listening to preschool music

WHITE ROOM



MS. CRYSTAL

Crystal has worked for the Y for 6 years. She has two teenage boys she enjoys spending time with. Some of her hobbies are going to my favorite place the beach, taking road trips with family and friends, playing basketball, and hiking



MS. BREEZE

Breeze enjoys doing art projects with the kids and hopes to become a Head Teacher so she can focus on really watching the kids learn and grow. In her free time, she likes to draw and paint.

FLOATERS



MS. EMILY

Emily has been working with kids since she was about nine years old. She is married, and loves spending time with her family, including her ten nieces and nephews. In her free time, she enjoys knitting, crafting, music, and spending time with friends and family.



MS. SARAH

Sarah has been working with kids since she was 14 but has been with the YMCA for 3 years. She is almost done with her bachelor's degree in applied psychology and plans on working with kids after she graduates. Sarah enjoys hiking, playing guitar, singing, and loves the wintertime. She also enjoys spending time with family and her two dogs.