The Y Child Development Center
Parent Handbook

To put Christian principals into practice through programs that build healthy spirit, mind and body for all.
Dear Parents,

Welcome to the Family YMCA of Greater Laurens Child Development Center (Y CDC). We are excited you have chosen us to entrust the care of your child with us. We hope this handbook will help introduce you to our program and answer many of your questions.

Our program is founded on Christian values and principles and is committed to meeting the individual needs of children through a challenging and nurturing environment. We provide a safe and healthy atmosphere for children to grow socially, emotionally, physically, cognitively and creatively. By using an interactive Montessori based curriculum, children will learn, primarily through play, with their interests being the motivating factor for the learning that takes place. In small groups the children will participate in activities that reinforce what they are learning or going to learn in school. Afterschool participants will receive help with their homework, engage in activities that build team work, and participate in what educators tell us children need most after a long day at school – a chance to run, jump and play. Our after school program is intended to serve as a “bridge” between school and home.

At the Y CDC, we understand the value of a highly trained, professional staff. Our staff of warm, caring, professional childcare teachers maintain a positive and stimulating atmosphere where your child is cared for and respected. Each of our teachers is certified in CPR, First Aid, and Blood Borne Pathogens. Additionally, our teachers receive a minimum of 15 hours of professional development training annually. This training is approved by DSS, SCCCD, First Steps and Redwoods. All this training is directly related to the care of young children. You are an important part of our Y CDC family and we would like to take this opportunity to thank you for sharing your precious children with us.

Sincerely,

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Mission of the Family YMCA of Greater Laurens

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

Mission of the Family YMCA Child Development Center (Y CDC)

To keep the Family YMCA mission at the center of all Y CDC program activities. We strive to assist the physical, cognitive, social and emotional development of each child. Our primary goal is to provide a safe, supportive and nurturing atmosphere to the children and families of the greater Laurens area.

Y CDC Vision

Our Y CDC provides the highest quality care by:

- Obtaining and maintaining a licensed center approved by the South Carolina Department of Social Services (DSS), the Department of Health and Environmental Control (DHEC), the ABC Quality Program and the South Carolina First Steps to School Readiness Program
- Aligning our standards of care with those of the National YMCA of the USA
- Embracing the Code of Conduct for treatment of children with that of the National Association of Education for Young Children (NAEYC)
- Assisting the children on their journey through exploration and play by providing both child directed and teacher directed activities
- Offering a variety of enrichment programs: Devotions, Montessori lessons, physical fitness, nutrition and health education, music and movement, art, etc.
- Continually assessing our program and making improvements based on results
- Creating a stronger sense of community by collaborating with other local businesses and organizations

Y CDC Locations

- **The Y CDC at First Baptist Church (Y CDC at FBC) (6 weeks – 3 years)**
  300 West Main Street, Laurens, SC 29360, 864-681-0203 (Year round)
- **Laurens Elementary CDC (LECDC) (Preschool 3-4 years; 4K; After School – 11 years)**
  301 Henry Street, Laurens, SC 29360, 864-681-0203 (Year Round)
- **EB Morse After School 4K– 11 years**
  200 Parkview Drive, Laurens, SC 29360, 864-984-7777 (August – June)
- **YMCA Member’s Nursery (6 weeks – 8 years)**
  410 Anderson Drive, Laurens, SC 29360, 864-984-2626 (Year round)
Policy No. 1: Days and Times of Operation

1.1 Our Centers operate year round with the exception of EB CDC which is open from August – June (during the months EB CDC is closed these participants will have the option to relocate to one of our other CDCs until the EB CDC reopens). The Y CDC follows the schedule of Laurens District 55 with hours of operation Monday – Friday from 7am – 5:45 pm. After 5:45 pm, parents will be charged a late fee of $5.00 for the first minute and $1.00 per minute thereafter.

1.2 Full Day Camps for afterschool participants will be held at the YMCA during the Christmas holiday and Spring Break only. These Full Day Camps are offered for an extra charge of $15 per day. This charge applies to all after school participants; however, there is no extra charge for preschoolers who already pay the weekly fee. The Full Day Camps are for children 5 – 11 years of age. Parents should call the Y CDC for confirmation of dates and times.

1.3 Our Y CDC will be closed in observance of the following holidays (subject to change):

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Independence Day</td>
<td>July 4th</td>
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<tr>
<td>Labor Day</td>
<td>1st Monday in September</td>
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<tr>
<td>Thanksgiving</td>
<td>3rd Thursday in November</td>
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<tr>
<td>Thanksgiving – Day After</td>
<td>3rd Friday in November</td>
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<tr>
<td>Christmas Eve</td>
<td>December 24th</td>
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<td>Christmas Day</td>
<td>December 25th</td>
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<td>New Year’s Eve</td>
<td>December 31st</td>
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<td>New Year’s Day</td>
<td>January 1st</td>
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<td>Good Friday</td>
<td>The Friday before Easter</td>
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<tr>
<td>Memorial Day</td>
<td>The last Monday in May</td>
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Policy No. 2: Enrollment

2.1 Enrollment at the Y CDC is open to children from six weeks to age eleven. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, or disability.

2.2 Participants will be accepted in order of registration and on a space available basis. Parents can apply for enrollment by completing the Registration Form and paying a $50.00 non-refundable registration fee. This is an annual fee due August of each year. Initial enrollment is contingent upon receipt of the completed Registration Form, payment of the registration fee, and signed Parent Handbook. Immunization records and health assessment must be received within the first 10 days from the child’s start date in order to continue in the program. South Carolina State Law requires all children enrolled in a childcare facility to provide a valid Certificate of Immunization (DHEC-2740A dated Feb 2013) in order to attend. This certificate is available from your private healthcare provider, your local health department, or your child’s school.

2.3 Continued enrollment is contingent upon an annual review by the parent of their emergency contact list for their child, updating the list as necessary, the child’s adherence to our program policies and procedures as outlined in this handbook, and timely payment of all fees and tuition.

2.4 Waiting List Fees: All waiting list fees are non-refundable.

- **Infant Room:** $100 monthly, due at the beginning of the month beginning at registration. Once the infant reaches six weeks of age and a space is available, the infant must start participating in our program or the parent becomes responsible for paying the weekly fee in order to continue to hold the space.

- **All other rooms:** $50 monthly, due at the beginning of the month beginning at registration. The child must enter the program at the first opening. Failure to enroll your child at the first opening will result in relinquishing the space unless the parent agrees to begin paying the weekly fee in order to continue holding the space.

Policy No. 3: Tuition

3.1 Cash, check, money order, debit or credit card may be used to pay tuition. An invoice receipt will be provided for tuition payments. There will be a $35.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent’s check, all future tuition payments must be made by money order, certified check or credit card.
3.2 All tuition payments are due on Friday prior to the week of attendance. A charge of $15.00 will be added to your account if not received by 9 am the following Monday. If payment is not received by Tuesday, your child will not be able to continue in the program. There is no credit given for scheduled holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. There are no pro-rated weeks. If your child is absent for an entire week due to illness, you may be granted one free week per year, if you provide the Childcare Director a signed doctor’s excuse.

3.3 Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment; however, if you anticipate difficulty due to an emergency, please discuss the matter with the Childcare Director immediately. If alternative arrangements for payment are approved you will be notified by the Childcare Director.

3.4 The Y CDC offers a multiple child discount for siblings enrolled during the same school year. Tuition rates are discounted $5.00 for the second child. There is also a 5 percent discount offered to all members of the First Baptist Church of Laurens. The discount will begin after (1) verification of new membership in The Tie; or (2) official notification/letter from the First Baptist Church.

3.5 A scholarship program is available to families who qualify. A copy of the scholarship application and guidelines can be obtained from the Membership Service Desk representative at the Y. The application will be reviewed by the Y CEO in accordance with the National Y guidelines for scholarships to determine eligibility. You will be notified of the final decision in writing. If your child starts in our program prior to scholarship approval you will be responsible for paying the regular rate until approval is received. There will be no retroactive adjustments for any weeks prior to approval.

3.6 The Y CDC does accept child care subsidies in the form of ABC vouchers. Parents of a subsidized child must complete all required paperwork through DSS and be approved with documentation prior to enrollment in our program. If there is a co-pay associated with the ABC voucher, parents are under the same obligation for meeting tuition payments discussed previously.

Policy No. 4: Arrival and Departure Procedures

4.1 All children must arrive prior to 9:00 am unless they have a doctor’s statement. Upon arrival the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in the child’s classroom. Children are required to be escorted by their parent or the adult dropping them off. The Y CDC is required by law to ensure children are supervised at all times while in the childcare facility. Children participating in our program will only be released to the parents or individuals listed on the child’s Registration Form under emergency contacts. Any individual not familiar to teachers and/or staff will be required to show a picture ID prior to the child being released into their custody.

4.2 After school participants are to report to the Y CDC after school room when the school office announces over the intercom “Y participants should report to their after school room”. An exception is made for kindergartner participants. A Y employee will pick them up from their classroom and escort them to the after school classroom. With the exception of kindergarten participants the Y CDC will not assume responsibility for any child until they have reported to the appropriate area.

4.3 It is the policy of the Y CDC that no child may be permitted to walk home and no child will be released to a parent who is obviously impaired (due to drugs or alcohol). The child will not be allowed to leave the Y CDC with the parent unless another adult who is not impaired accompanies them.

4.4 In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) the Y CDC must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with the Y CDC, both parents will be afforded equal access to their child as stipulated by law.

Policy No. 5: Discipline

5.1 At the Y CDC, we believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child’s ability to become self-disciplined, which is our ultimate goal. We encourage staff to try to ignore negative behavior and reinforce appropriate behavior. When these methods do not work, your child will be spoken to and removed from the situation as a first step. By teaching the child that each choice they make has a direct consequence, they will begin to learn to be responsible for their own actions. The Y CDC prohibits corporal punishment. In extreme cases,
we will call you. The Y CDC reserves the right to dismiss any child from our program if deemed necessary, examples of inappropriate behavior that could result in immediate suspension and/or dismissal from the Y CDC program could include, but are not limited to, causing harm to another child, teacher, or any other person, bullying, cursing, harassment, fighting, etc.

5.2 Normal Discipline Procedures:
1st Infraction: Teacher and child will have one-on-one conference to discuss the problem.
2nd Infraction: Child will be required to sit out of the activity (amount of time based on age of the child). Once the time out is complete the teacher will discuss the behavior with the child along with ways to improve their behavior. Parents will be notified.
3rd Infraction: Director notifies parent/guardian.
4th Infraction: Director will have a conference with parent/guardian, with or without child, to discuss the inappropriate behavior and the corrective actions to be taken.

Policy No. 6: Health and Safety

6.1 The Y CDC is not able to provide care for sick children. If your child becomes sick while at the Y CDC you will be called to pick them up within 45 minutes of notification. If a parent is reached, but cannot pick their child up, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact list. If a parent cannot be reached, the staff will begin to call the people listed on the child’s emergency contact list until arrangements can be made for pick-up. A child cannot attend our program if they have a fever in excess of 100 degrees, vomiting, diarrhea (3 times in one day) or determined to have a contagious disease (DHEC Childcare Exclusion List – www.scdhec.gov). A child must be fever, vomiting, diarrhea or other contagious symptoms free for 24 hours before they will be allowed to return to the program. A physician’s statement may be required in some cases.

6.2 In accordance with DSS policy the Y CDC will only dispense prescription medication that is in its original, labeled container, and is accompanied by a doctor’s note with explicit dosage and administration instructions. Parents are required to complete a Medication Form authorizing the Y CDC to administer the medication.

6.3 Children in the two year old room are required to have a rest mat, labeled with the child’s name for their own use. This mat will transition with the child when they move to the preschool room. In accordance with DSS regulations the mat shall be made of easily cleanable material that can be sanitized daily.

6.4 Biting is a normal behavior in the infant through 2½ year old classroom. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. We understand that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the teachers are working to identify solutions which will curtail this behavior. As a first course of action we will redirect the child; if this is not effective we will shadow the child. Parents are asked to work with the Y CDC teachers to identify methods and strategies to curb this behavior. Parents will be notified at the end of the day if a biting incident has occurred. The teachers may not discuss with either parent the identity of the other child involved in the incident.

Policy No. 7: Transitions

7.1 Transitions are done taking into consideration the child’s birthday, maturity level and space availability. Where it is the intention of the Y CDC to transition each child based on their age it cannot be guaranteed that space will be available. It is the policy of the Y CDC that in order for a child to transition to the one year old room that they be walking (cruising), eating finger foods, and no longer taking a bottle. In order to transition to the preschool room (3 years old) they must be toilet trained.

Policy No. 8: Incident/Accident Reports

8.1 Should your child be involved in an incident/accident during the course of the school day, a teacher or staff member trained in first aid will provide care and will complete an Incident/Accident Report. If further medical attention is required, the Director will contact the parent or guardian immediately. If we are unable to contact you or any other responsible adult on your child’s emergency contact list the Director will call an ambulance or paramedic. All incident/accident reports will be kept on file at the Y CDC.

Policy No. 9: Inclement Weather Information and Emergency Closing

9.1 The Y CDC follows the schedule of School District 55. School closings due to inclement weather will be based on local school and business closings and/or the judgment of the Childcare Director. Please listen to the local news broadcast (WYFF 4) or radio station (WLBG 860AM) for up-to-date information. If there is a delay we will open 30 minutes prior to the delayed opening. In the event that schools close early because of snow or other inclement
weather our centers will follow the school schedule and parents will be notified to pick-up their children. Should the staff be unable to reach the parents, the persons listed on the child’s Registration Form under emergency contacts will be called until pick-up arrangements can be made.

9.2 The Y CDC has a written Emergency Management Plan at each center posted in each room as required by DSS. Should the Y CDC need to evacuate for any emergency, a sign will be posted notifying parents of the location where children can be picked up. Parents will be called once the children are at the safe location.

Policy No. 10: Confidentiality

10.1 Within the Y CDC, confidential and sensitive information will only be shared with employees of the Y CDC who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as the Y CDC strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, or health related information of anyone associated with the Y CDC.

Policy No. 11: Fire/Emergency Drills

11.1 The Y CDC at FBC in conjunction with EB Morse Elementary School and Laurens Elementary School conducts monthly fire and emergency/evacuation drills in compliance with DHEC regulations. During these drills, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have been returned to the building and their respective classrooms.

Policy No. 12: Clothing

12.1 Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably, comfortable clothing with appropriate footwear. The best type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. Children 2 through 4 are required to have one seasonably and size appropriate change of clothing at the Y CDC at all times. All clothing must be clearly labeled with the child’s name.

Policy No. 13: IRS Tax Information

13.1 A summary of childcare fees paid the previous year will be provided to parents during January. Please contact the Y CDC if you are not receiving your weekly invoices. The tax ID number for the Y is 57 0517776. The address for tax purposes is: The Family YMCA of Greater Laurens, 410 Anderson Drive, Laurens, SC 29360.

Policy No. 14: Staff Employment by Client

14.1 The teachers and staff of the Y CDC are prohibited from being employed by any client. Parents are prohibited from soliciting any teacher/staff for the purpose of employment. Teachers/staff who become employed by clients will have their employment terminated. Employment refers to such things as baby-sitting, house-sitting, mother’s helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Policy No. 15: Withdrawal

15.1 A one week written notice is required when withdrawing a child for any reason. If the required notice is not given, parents will be charged tuition for one additional week.

Policy No. 16: Mandated Reporting of Suspected Child Abuse and/or Neglect

16.1 In accordance with DSS regulations and under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of the Y CDC are considered mandated reporters, under the law. Employees are not required to discuss their suspicions with parents and failure to report suspected abuse or neglect can result in the employee being held criminally responsible.

Policy No. 17: Use of Videotape, audio or photograph Materials

17.1 The Family YMCA of Greater Laurens is authorized to utilize videotape, audio or photograph materials of myself or dependent children, for the purpose of promotional materials for YMCA programs and services. This includes any printed material, broadcast and print advertising, promotional videos and the YMCA Web site which are produced or published by the YMCA. I also permit the YMCA and/or the media to use images of my child in broadcast and print media news coverage of the YMCA. It is the YMCA policy that no child’s name will be published.
Policy No. 18: Parent Participation/Volunteers

18.1 Parents are invited and encouraged to be involved in their child’s school activities. There are many different ways in which parents can participate and volunteer at the Y CDC. Parents may volunteer by reading in the classroom, assisting teachers, talking to the children about a talent or your profession. Parents who may not be able to volunteer directly in your child’s classroom may donate items. See your child’s teacher for a list of items.

I have read and understand the policies outlined in the Y CDC Parent Handbook.

__________________________________________
Parent Name/First and Last (please print)

__________________________________________
Parent Signature/Date