



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2018-2019 Child Care Handbook



School Age Child Care (SACC)

Serving the Boone County Schools of:
Burlington, Camp Ernst, NEW Florence, Goodridge, IHM,
Longbranch, Stephens, Thornwilde & North Pointe

Extended Kindergarten (Ext K)

Serving the Boone County Schools of:
Burlington, Goodridge, Longbranch,
Stephens, Thornwilde & North Pointe

Preschool

Serving the Boone County Schools of:
Burlington, Goodridge, Longbranch,
Stephens & North Pointe

R.C. Durr YMCA

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859-534-5777 (Fax)
www.myy.org

Updated: August 2018

**All information contained in this
Handbook is subject to change!**

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Our Programs - General Overview

YMCA of Greater Cincinnati Mission Statement

The mission of the YMCA of Greater Cincinnati is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. The Y is about...

- **Youth Development:** Children need caring adults to provide support, guidance and encouragement as they grow. All kids deserve the opportunity to discover who they are and what they can achieve.
- **Healthy Living:** Wellness in spirit, mind, and body strengthens our very being and enhances our interactions with others.
- **Social Responsibility:** We truly are in this together and together we can harness our individual strengths and bring about positive change around us. The Y is dedicated to building healthy, confident, secure, and connected children, families, and communities.

State Licensed Programs

Our Preschool, Extended Kindergarten and SACC programs are **fully licensed by the State of Kentucky**, meeting all health, safety and fire regulations.

Staff to Participant Ratios

A staff to child ratio during Preschool, Ext. K, and SACC programming differs depending on age of the child. Preschool 2-year old has a 1:10 ratio with a maximum group size of 20. Preschool 3-year old has a 1:12 ratio with a maximum group size of 24. Preschool 4-year old has a 1:14 ratio with a maximum group size of 28. Ext. K 5 to 6-year old has a 1:15 ratio with a maximum group size of 30. SACC 7-year old and above has a 1:25 ratio with a maximum group size of 30.

During any scheduled swimming activity, a certified lifeguard or water instructor will be on duty at all times. Please note: A child staff ratio maximum of 1:10 for preschool children will be maintained at all times in the pool.

Staff Communication with Parents/Guardians

Any concerns of parents/guardians will be addressed with care and concern from our staff. If a parent/guardian would like to meet with any Site Coordinator or Director, they can call to schedule time with the appropriate person. Our program has an "Open Door Policy." The YMCA will also provide evaluations of our program for parents to complete throughout the school year. We are committed to creating partnerships with parents.

The YMCA believes that communicating with parents about children's development is an important aspect of our programs. It is imperative that we form a partnership between the school, the student, the parents, and the YMCA. We believe it takes a collective effort to maintain an enriching program! Staff will use notices, bulletin boards, e-mail and newsletters to inform parents of program happenings.

Information will be emailed to the address provided on the *Registration Packet*. Staff will also share with parents their children's accomplishments and difficulties through daily conversations, phone calls and conferences. These methods are great ways to keep parents informed of what and how children are doing during the program!



Please keep the program staff informed of any changes during the school year so we can keep your records updated and provide better care to your child! These changes may include, but are not limited to, sharing news from home about illness, family changes, alteration in routine that impact your child, changes in medical history, address, phone, payment methods, email address, etc.

Parental Involvement

Parental involvement and input is essential to our program! We appreciate any suggestions or concerns that families may have. In providing an open relationship with parents, we believe that we provide better care for their children. We encourage parents to visit our program at any time, as we have an open door policy. Any family member with a special interest or skill to share should notify the program staff. Parents are welcome to volunteer time and talents.

Our Programs - General Overview

Sensitive Issues

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support. Any problems your child may be having at home may affect their behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. Regular, open communication between parents and staff is vital.

All court orders concerning special restrictions will be respected and followed by the program staff.

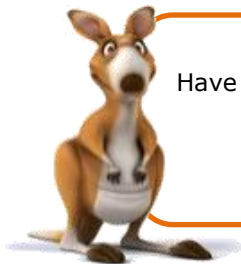
Please note that it is the Parents/Guardians responsibility to provide legal documents concerning any custody agreements/ arrangements made within the court system regarding who can or cannot pick up the child/children. In the absence of a court order to the contrary, we cannot keep access to information or the student from a parent.

Children with Special Needs

At the Y, we strive to be inclusive and to provide programs for all kids. Our programs provide child care in a large group setting, which can be an adjustment to children who are used to small classes with low student-teacher ratios. Our staff will make reasonable accommodations to meet the needs of individual children. Please request a meeting with a Director to share information such as your child's IEP or 504 plan with our staff. Your cooperation and communication with staff is essential to your child's success in our program.

Y Employee Babysitting Policy

YMCA policy prohibits staff members from babysitting children met through any YMCA programs. Our staff members cannot care for your child outside of the program center.



G'Day Mates!

Have you thought about registering your child for the R.C. Durr YMCA Summer Camp Program? It would be a great way for your child to spend their summer! Registration Kickoff is always the first Saturday of March. Spots fill quickly!

YMCA Child Care Staff

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as skills to promote children's learning and development in all areas. We plan age appropriate activities for school aged children in a structured and safe environment.

Prior to hiring, each staff member completes a personal interview session, criminal background check, child abuse and neglect check and personal and professional reference checks. All Y child care staff members receive CPR, First Aid, and Child Protection training as part of employment. In addition, SACC staff members are required by state law to have 15 training hours each year. This helps to ensure that staff is continually developing their skills and practices.

Each individual program site has a Site Coordinator or Director who is responsible for program plans and staff supervision. In addition, there is a Family Life Director. All levels of these supervisors can assist parents with questions or concerns about the program. The Family Life Director directly supervises and manages all Child Care programming.

Your child's Site Coordinator or Director and their contact information can be found on the last page of this handbook.

Family Life Director	Email	Phone
Tami Chapman, Senior Program Director of Family Life	tchapman@myy.org	859-334-6522

Registration Policies

Registration Policies & Process

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin. The YMCA programs are not drop-in programs and registration must be completed in advance. Program sessions have limited enrollment and registration is on a first-come, first-served basis. Registration can be completed in three easy steps!

- 1 Families may reserve a spot in a child care program by completing a *Registration Packet* for each child **and** submitting the registration fee associated with the program. Please note that the registration fee is non-refundable and non-transferable.

The *Registration Packet* must be completed **in full** upon registration. The packet requests pertinent information such as programs and sites registered for, billing information, contact information, medical history, individual concerns, parent authorizations, permission for emergency transportation, etc.

- 2 As part of the Registration process, a family must also submit their credit/debit card information to secure future weekly/monthly payments. Please review the payment schedule outlined later in this handbook for more detailed information about the billing cycle and process.

- 3 Also included in the registration process is to provide an up-to-date *Kentucky Immunization Certificate*. Though it is optimal to turn in these records at the same time as your *Registration Packet*, we will accept forms prior to the start of your child's first day.

Please note: **Shot records are not accepted, nor are out of state certificates, or certificates without an expiration date clearly noted.**

A student may NOT attend the program without a 100% completed file. ***ALL Registration paperwork and payments must be completed and paid in full BEFORE your child is permitted to attend any Y program.***

Permanent Withdrawals / Change in Program

Parents/Guardians will be held financially responsible for all programs registered for. **If your child's schedule changes or you withdraw from the program you must turn in the *Change of Program Form* to your Site Coordinator or Director within the below designated timeline! No verbal or over the phone withdrawals will be accepted.**

WITHDRAWING from the program: A *Change of Program* form is due to your **Site Coordinator or Director** a minimum of **2 weeks prior** to the last day your child will attend. Families will be responsible for all tuition charges for two weeks after we receive notice, no matter if the child attends the program or not.

CHANGES to your child's registration: Family needs for child care change. If you need to switch/change from your original registration, you must fill out a *Change of Program* form a minimum of **one week prior** to the needed change. You will then be contacted as to how the change impacts your account and how payment/credit will need to be secured.

Withdrawal Due to Suspension/Expulsion: The YMCA reserves the right to permanently withdraw a program participant at anytime. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions with a participant, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant, etc.

Your **Site Coordinator or Director** and/or the Family Life Director will make the determination if suspension/expulsion is warranted based on the student Code of Conduct. The Y also reserves the right to deny or terminate enrollment of any child if the **Site Coordinator or Director** and/or Family Life Director determines it is in the best interest of the program to do so.

Payment Information

Registration Fees

A completed *Registration Packet* (including credit/debit card information) reserves a spot for your child. **The Registration fee will be charged to your credit/debit card upon receipt** from the billing department. The registration fee is **not subject to any discounts** and is due **even if scholarship or state assistance is applied**.

The *Registration Packet* may be submitted to the R.C. Durr Y Member Services front desk or to your Site Coordinator or Director.

Program Tuition Fees & Payment Procedures

Families of students in a Y Child Care program have the option of monthly or weekly billing. Tuition is charged to the credit/debit card on file for that school year. We offer weekly or monthly payment options. If a family chooses to be billed monthly, it will automatically be charged on the first of every month (unless otherwise noted). If a family chooses to be charged weekly, it will be automatically be billed on the Friday prior to the week attending.



It is imperative that you communicate to your Site Coordinator or Director or contact the Billing Department if you have updates/changes to your credit/debit card or wish to adjust if you pay by the month or the week.

Program Tuition Fees & Payment Procedures

We do **NOT** prorate or provide credit due to absences, vacations, unforeseen school closings, snow days, etc. for any of our Child Care programs. We will however determine a prorated tuition amount in the case of a student registering for a program after the first of the month/after the start of a week.

Please note the following Tuition Fee information for the specific program you are registered:

- **Full Day Preschoolers** follow the R.C. Durr program calendar. **Billing is a flat rate each month/week, except for August.** Full tuition for the month/week is due, even if your child does not attend the program.
- **Half Day Preschoolers** follow the Boone County School's calendar. Families will be charged a reduced rate during the below specified months/weeks impacted by the Boone County School's calendar. Also note, if Boone County schools are closed for any reason, and a Y program is available – Half Day Preschoolers must purchase a program to attend Preschool.
- **Ext. K and SACC students** also follow the Boone County calendar. Families will be charged a reduced rate during the below specified months/weeks impacted by the Boone County School's calendar.



IHM FAMILIES: The IHM school calendar does **NOT** always match up with the Boone County school calendar. In cases where the two schedules do not match up, **YOU WILL NEED TO SECURE ALTERNATIVE CARE.** Again, our Y programs follow the Boone County School's schedule.

PRORATED BILLING SCHEDULES

(School Days Out programs/tuition rates would apply if SDO program available for purchase. See SDO sections in this handbook for more information on dates and rates.)

Full Day Preschool:

- **FULL DAY** Preschool students will be prorated the month of August to reflect the August 15, 2018 start date of the program. Families who are billed weekly, will be charged a prorated weekly rate for the week of August 13-17.
- August is the **ONLY** instance where prorated month/week rates will be applied.

August:

- The first day for Boone County Schools and all Y Child Care programming is Wednesday, August 15.
- Tuition payments will be charged on Friday, August 10.
- Families who are billed monthly, will be charged a prorated monthly rate for August.
- Families who are billed weekly, will be charged a prorated weekly rate for the week of August 13-17.

December (Winter Break):

- Boone County Schools will be on Winter Break from December 20 – January 2.
- Families who are billed monthly, will be charged a prorated monthly rate for December.
- Families who are billed weekly, will be charged a prorated weekly rate for the weeks of December 17-20 and December 31-January 4. You will not be charged for the week of December 24-28.

April (Spring Break):

- Boone County Schools will be on Spring Break from April 8-12.
- Families who are billed monthly, will be charged a prorated monthly rate for April.
- Families who are billed weekly, will not be charged for the week of April 8-12.



Payment Information

Late/Declined Payment Policy and Fees

If your credit/debit card payment is unable to be processed, you will be notified and full payment for the upcoming week/month is expected prior to your child attending the program. Parents should be in the habit of checking their email or phone messages for failure to pay notifications on payment days. Please note that ongoing payment issues could result in your child being withdrawn from the program.

If payment is more than 3 business days late, an additional \$25.00 late fee to that payment is added to your weekly/monthly fee and your child will be removed from the program until the payment is made. Please note this could result in your child's space being given to another child on the waiting list. **There is a \$25 penalty fee for returned checks.** After one returned check, only money orders will be accepted, made payable to YMCA.

Late Pick-up Fees

A late fee of \$1.00 per minute per child will be charged if the child/children are not picked up on time. The individual picking up the child will be asked to sign a late fee slip to acknowledge charges and the parent's credit/debit card on file will be charged. Please note that ongoing payment issues could result in your child being withdrawn.

Multiple Child Family Discounts

We provide a multiple child discount, which allows families to save 10% for each additional child registered. Parents/Guardians pay full price for one child, and a 10% discount will be subtracted for each additional child's weekly/monthly fee. Discounts **cannot** be applied to registration fees or any add-on programming. Discounts do **not** apply to any families receiving state or scholarship assistance.

Financial Assistance



The YMCA believes that no child should be excluded from an activity due to the inability to pay. Some families can receive assistance through the *Commonwealth of Kentucky's Childcare Assistance* program. To determine if your family is eligible or to apply, contact **benefind** at: 1-855-306-8959 or www.benefitfind.ky.gov

If you are not eligible for state child care assistance, payment assistance may be available to your family through the *YMCA's Annual Support Campaign Fund*. A *Membership for All Program Application* (MFA) is available at the Member Services Welcome Center at the R.C. Durr Y or through the billing department. All applications must be submitted to the Y Child Care/Camp Billing Department for review. Please note, on average it takes two weeks to review/approve applications after all documentation has been received.

Apply early for State Child Care or YMCA Scholarship assistance! Funds are limited.

Tax Information – Our YMCA Tax I.D. is: #31-0537178

A tax statement for each child will be mailed out by January 31. If you have a change of address, please contact the billing department to update your information.

If more than one party is sharing program payment responsibilities for child/children and, for tax purposes, you need the tax statement to reflect separate payments made by each party, you must communicate this in advance. Separate billing accounts can be set up upon registration. We cannot separate accounts to reflect payments made by different parties for a child/family after your child starts the program.

Payment Receipts and Billing Accounts

To request copies of your child care receipts throughout the school year, you must notify the billing department in advance. If you need to request a receipt for a specific payment, we will be happy to print you one, however you must allow up to **three business days** from your request to process.

Did you know you can also view your account, print receipts, pull your tax statements, and so much more online?

Visit www.myyonline.org or sign in on the link found on www.myy.org.

From there you can visit your online account. You will need to enter your last name, birth date and zip code. It's as easy as following the prompts provided! You will need to create a password to log in to your online account. It is important that you use the email we have on file to receive your information. Be sure to contact the billing department if you need to update your contact information!

Financial Assistance or Billing Questions?

Contact: R.C. Durr Y Child Care/Camp Billing Department
Kate Tyree kytree@myy.org 859-334-6513

Attendance, Arrival & Departure

Absences

We cannot deduct missed/absent days from your monthly/weekly fee. Tuition fees pay for direct operating costs, staff, and materials. All of these things must be available for each child. When a child is enrolled, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends.

In cases of hospitalization or extended illness verified by a physician, a credit may be issued after discussing the situation with your Site Coordinator or Director and obtaining approval from the Family Life Director.

Verifying Absences

When a child will be absent from the program, parents are required to notify program staff - in advance if at all possible. In the event of an illness or last minute change in schedule, parents must contact their Site Coordinator or Director or leave a message for them by contacting their program phone line.

- **Staff members must verify their attendance rosters daily!** It is extremely helpful when **parents take the initial step in communicating** their child's absences, instead of staff concentrating their efforts on placing phone calls to follow up with families.
- If your student attends a program located in an elementary school, please **communicate to the school's office personnel (either by phone or in a parent note) that your child also attends the Y program.** School staff does not automatically communicate this information to the Y staff!

Arrival/Departure

Children **must be signed in and out of the program** each day with a noted time for each child's arrival and departure into the program. **This is a state law and must be without exception!** The YMCA does not assume responsibility for children until they are signed into the program.

Upon arrival, parents will escort children into the program area, notify staff of their presence, and then sign the appropriate form using their **full name and noting the time.** (If your child is arriving to the program by bus, a staff member will sign your child in and note the time.) Children will then directly go to wash their hands.

When **departing the program** at the end of the child's day, all students must be signed out. Parents must check out with a staff member using the code word system, sign the appropriate form using their **full name and noting the time** before removing the child. (If your child is departing the program to get on the school bus to get home or go to school, a staff member will sign your child out of the program and note the time.)

Individuals receiving financial scholarship or state assistance are required to participate in additional reporting and documentation.

Student Pick-up Authorization Policy

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file with the Director, which may include a custody agreement. Please make sure we are fully informed of all issues of child custody that may affect the child and his/her pick-up arrangements. We will need copies of any legal documentation affecting restricted pick-up.

A child will be released from a program to individuals able to provide the specific code words designated by a parent on the child's *Registration Packet*. **Be sure not to share your codes with your children and keep them secure to only those individuals you wish to have access to your child. Individuals signing out a student from the program must be an adult (18 years of age or older).** YMCA staff members reserve the right to verify the identity of anyone picking up a child by requesting photo identification before releasing a child, even if the person knows the appropriate code words or the child seems to know the adult. Anyone picking up a child should always bring a photo I.D. with them just in case.

It is our recommendation that you provide your program Coordinator/Director, written notification when changes occur to your normal pick-up routine. It is always better to communicate changes to staff in advance.

Early Pick-up / Late Drop-off Policy

If arriving or departing the program other than the scheduled times, staff must be **notified in advance**, preferably in writing. Parents are responsible for communicating this information in advance so that staff can ensure the student(s) are ready and waiting at the appointed time and designated location.

Attendance, Arrival & Departure

Late Pick-up Policy

If you are more than 10 minutes late picking up your child, we will attempt to contact the parent/guardian or emergency contacts. If pick-up is more than one hour late, and we are unable to contact a parent/guardian or emergency contact, Child Protective Services will be contacted to care for the child until the parents can be contacted.

Please refer to page 7 for details on the Late Pick-up fee (\$1 per minute, per child) that is also accessed when late picking up your child(ren).

Transportation Services

Transportation services are made available through the Boone County School's Transportation Department for our programs in the schools that we service. It is a partnership between the school, Boone County Transportation, and the Y that helps ensure your child gets where they need to be! There are a number of policies, procedures and protocols that must be adhered to. Please note the following:

- **Parents must set up bus services to/from any Y program.** Families do this during the enrollment process **at their school**. The Y does not contact BC Transportation on the behalf of any families needing to make changes to their assigned bus.
- Boone County Transportation policies do state that **students can only be assigned ONE bus TO school and ONE bus FROM school** and cannot be dropped off/picked up from multiple locations on different days of the week. This will have to be managed by families who have students who do not attend five days a week. For example:
 - A child could **not** get dropped off at a Y program three days a week and dropped off at home the other two!
 - An afternoon kindergartner who attends the Y program three days a week could not arrange being picked up three mornings to come to the Y and on the other two days be picked up in the afternoon to come to school.
- Families should contact their child's school or the BC Bus Garage with their questions and requests concerning transportation! However, it will be important to keep our Y staff informed on your designated transportation needs to/from our program.

The arrival and departure of our Y students from incoming and outgoing busses needs to be carefully managed! Communication is key!

If we are expecting your child on a bus or in the program, and they are not there – we worry! If something changes on any given day concerning your child's transportation or attendance, we ask that you please communicate that to a Y staff member!

NPE, TES, & Florence Elementary Families: Please note that contacting your child's school, does not guarantee that information will be passed onto the Y program! You must specifically request that the information also be shared with our staff.

Transportation Schedules

Be sure to communicate to your child's teacher what their transportation schedules are! It is important to keep everyone in the know! If you are going to have a change for the day on your normal pick-up schedule, attending the Y program, etc., be sure to contact the school **AND** the Y program!

Code of Conduct

Discipline

In youth programs, we strive to meet the needs of all children without ignoring the demands of any individual. It is necessary in organizing and maintaining a large group of children to set limits and guidelines. When those limits and guidelines are broken, it is essential to enforce established disciplinary actions.

The YMCA Discipline Policy

Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, appropriate to the situation, and to each child's individual development. Verbalization of feelings, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior. Below are other discipline guidelines we follow:

- No cruel, harsh, corporal or unusual punishment (including, but not limited to, punching, pinching, shaking, spanking, or biting) is ever permitted. Physical exercise is never used as a punishment or discipline method.
- No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
- In case of physical fighting among children, restraint by the staff may be used for the safety of the children involved, but no form of physical restraint is ever used as a punishment.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, drink, rest, or bathroom breaks ever withheld as a means of discipline.
- No child is ever humiliated, subjected to profane language or other verbal abuse, neglected, or abused while in the care of the Y. No child is ever shamed, humiliated, or frightened by any form of discipline.
- Children are never permitted to discipline one another.
- An entire group will not be disciplined due to the unacceptable behavior of an individual.
- "No" is used only if followed by an explanation. We utilize redirection and time-out as methods of dealing with negative behaviors.

Time-Out Procedures

We use the *Q-1-2 Time Out Method* in our programs. We review with children what behaviors will lead to time-out as part of the program. These behaviors are also posted. The time-out area is away from others where a child can sit quietly and think about the consequences of their behavior and still be monitored. A teacher will remind the child that as soon as he/she is calm, the timing will begin. Time-out will not begin until the behavior ceases. Alternative behavior will be reinforced so that undesired behavior will not reappear.

Q

1

2

Question: The child will be questioned once about a behavior and will be reminded that it is the child's choice to discontinue the behavior. Staff will engage children with conversation and questions to help them understand how their behavior impacts the program and others.

Warning: After the initial questioning, a child will be given one warning. They will also be given the corrective actions to be taken to fix the behavior or concerns.

Time Out: After the question and warning about the behavior, the next step is a time-out based on the child's age. When being placed in time-out and removed from time-out, the child will be reminded why they were disciplined and the implications of continued misbehavior.

Cell Phone Policy

Cell phones are not encouraged; however, we understand that some families are more comfortable in the knowledge that their child has access to their cell phone. However, **cell phones must be kept in the student's backpack at all times during the program.** If a staff member sees the phone, it will be confiscated.

No texting, phone calls, face-time, photographing, or posting to social media sites, by students or staff or concerning students/staff is allowed.



Code of Conduct

Student Code of Conduct Policies

It is our intent that each child enjoys the activities planned by understanding that he or she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, children are made aware of how to exercise self-discipline and that we are here to help them. We want them to succeed. Children need to understand the importance of listening to staff in group settings and one on one. This is important to each child's personal enjoyment and personal safety.

Code of Conduct: Basic Rules of Safety & Good Conduct

Staff will review with students specific examples of our basic rules of safety and good conduct associated with a student's Code of Conduct that are listed below.

- Keep your hands to yourself
- Keep toys, games, money, cell phones and all electronics in your backpack or at home
- Listen to and respect others – staff and fellow students
- Use appropriate language
- Follow basic rules of safety
- Follow directions
- Stay with the group/class
- Do not go into unauthorized areas
- Follow all building rules
- Follow all program rules
- Do not deface or steal any property – YMCA, other students, staff members, etc.
- Running is limited to recreational/outdoor times
- Follow the Y's Core Values: Caring, Honesty, Respect, and Responsibility
- Do not use abusive behavior or language
 - No derogatory remarks
 - No profanity
 - No threats
 - No verbal abuse
 - No physical abuse



The YMCA's Core Values

The four core values play an intricate part of our curriculum programming and our success!

Caring: To demonstrate a sincere concern for others, for their needs and well-being. Related values: compassion, forgiveness, generosity, and kindness.

Honesty: To tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.

Respect: To treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.

Responsibility: To do what is right - what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service and citizenship.

Code of Conduct

Violating Student Code of Conduct Policies

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in the program.

In accordance with the severity of the infraction and the number of times the infraction occurs, a child may:

- (A) Lose the privilege of participation in a specific activity,
- (B) Be suspended from the program, or
- (C) Be terminated from the program.

Examples of inappropriate behaviors that are grounds for the consequences noted above include, but are not limited to:

- Intentionally going to unauthorized areas or leaving the premises without staff permission.
- Repeatedly using foul language and/or being repeatedly rude and discourteous to staff and peers.
- Consistently disregarding the rules and authority of the staff.
- Verbal or physical aggression or incidents toward staff or other children.
- Exhibiting behavior that endangers the safety of oneself, other children, or staff.
- Racism and/or any type of discrimination.
- Defacing YMCA or other children's property.
- Stealing YMCA or other children's property.
- Repeatedly refusing to follow basic rules of safety while at the program sites.
- Possession or pretending to possess weapons of any kind or verbally threatening staff/peers.
- Cell phone usage.

Please Note: It is helpful for staff to also be aware of any behavioral, processing, or sensory concerns, so that they may better address your child. Please be sure to indicate these concerns on your child's *Registration Packet* and/or speak with your Site Coordinator / Director.

Suspension/Expulsion Policies

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, inappropriate behaviors may continue. When this happens, the YMCA supervisors can exercise the option to suspend a child from the program. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

It is helpful for staff to also be aware of any behavioral, processing, or sensory concerns, so that they may better work with your child. Please be sure to indicate these concerns on your child's *Registration Packet* and/or speak with your Site Coordinator or Director.

If a child engages in the types of behaviors, the parent will be notified prior to any action taken by the staff. As stated in our program goals, our program promotes "opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting the rights and property of others." We strive to help each child reach his or her full potential as a productive, responsible human being.

Please note that even if a child is on suspension from the program, all fees are still due and no refunds/credits will be issued.

Program Policies

Appropriate Dress

A child will actively participate in many activities. It is important that a child is dressed in a manner that is comfortable and allows the freedom to experiment and enjoy the many opportunities for learning and play. We also ask that a child dress in clothing that he/she can fasten and unfasten by themselves as this encourages independence and fine motor skill development when using the restroom. Comfortable, sturdy shoes will make active play much safer and more enjoyable. There will be occasions when clothing will become soiled.

We ask that parents reinforce with their child the importance of appropriate outerwear when going to school. Outdoor play is an important component of our program, and it is important that students are dressed appropriately!

Items to Leave at Home

Some items from home can be lost or cause friction among children or be a disruption. Children should keep the following items at home or should be kept in their backpack. These items include, but are not limited to:

- Electronic Devices (Handheld gaming systems, CD players, DS systems, video watches, etc.)
- Money
- Cameras
- Playing/Trading Cards
- Games
- Toys
- Stuffed or Living Animals
- Gum or Candy
- Jewelry
- Beauty Products (Lipstick, Nail Polish, etc.)

Cell phones are also not permitted in the program. See page 10 of this handbook for more details on this policy.

Lost and Found

It is important to label each child's possessions. All campers' possessions should be labeled with their last name. (Sharpies® work great!) This vastly improves the chance that the items will be returned if they are misplaced.

The YMCA is not responsible for lost, damaged or stolen items brought to the program. Some children are more prone to leaving things behind and many younger children do not remember what their possessions look like! The YMCA staff will do their best to remind students to pick up their items daily – but it is the student's responsibility to manage their possessions.

Lost and found items will be kept for the week; all unclaimed items will be donated to Goodwill®.

Emergency & Illness Policies

Procedures for Emergencies or Accidents

All efforts to ensure safety are made at all times. Although all children will be supervised at all times by staff, an emergency incident/accident may occur. The following general policies are in place to help ensure safety of all program participants.

- The Site Coordinators and Directors for each location have a telephone available – not only for communication with parents, but for emergencies. Contact information for each site can be found on the last page of this handbook.
- If you are unable to contact anyone or leave a message at your child's program site, the R.C. Durr YMCA Welcome Center number is 859-534-5700. If your child attends a program that is held on site at a school, you also have the option of contacting the school's office staff. In either case, the staff will locate someone to assist in the communication process.
- An emergency plan is posted in the program room which explains the responsibilities for staff and actions to be taken in case of a fire, lock-down and weather alerts. Fire, tornado, and earthquake drills are practiced monthly.
- A First Aid Kit is located in the program area's supply cabinet. Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization section of the Registration Packet*.
- Children's information concerning medical records, health records, and emergency transportation authorization (filed alphabetically) are kept in the program room.
- Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization* section of the *Registration Packet*.
- YMCA personnel will NOT transport children in their personal vehicles, even in emergency situations.

Emergency Transportation Authorization

We are unable to accept enrollment for families who refuse to grant permission for their child(ren) to be transported for emergency medical or dental treatment. Your *Registration Packet* requests important information that must be completed and kept on file, including documentation of your *Emergency Transportation Authorization*.

In the Case of Child Abuse or Neglect

Staff members are trained to observe children on a daily basis for a variety of signs of child abuse and/or neglect. The YMCA and the Child Care program itself have several policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The Site Coordinator and/or Director and each employee of the program are **required by law** to report any suspicion of child abuse or neglect to Child Protection Services.

In the Case of a General Emergency

The staff will follow the procedures of the YMCA of Greater Cincinnati Association in regards to general emergencies and/or Boone County School's policies if the program is on location of an elementary school.

General emergencies include: threats to the safety of children due to environmental situations or threats of violence, natural disasters, fire, tornado, flood, and loss of power, heat or water.

In any event where there would be loss of power or water, we would contact parents to notify them that their children are to be picked up and removed from the program. In the event of a fire, earth quake, tornado or flood, we would follow our procedures outlined in our emergency action plan. In the event of a threat of violence, the program immediately goes on lock-down, which includes relocating the children to a designated space in the building depending upon the threat/emergency.

If a child care program has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will alert parents of their whereabouts and the emergency situation at hand. Staff will be with the children at all times and no one will be left unsupervised.

Emergency & Illness Policies

In the Case of an Emergency or Accident

In the case of **minor accidents** such as cuts, bruises, scrapes, bumps to the head, etc., the child will be treated by a qualified staff member.

In the case of **serious accidents**, the Site Coordinator or Director will attend to the child as other staff members keep the area clear and supervise other participants. If a child is injured the parents/guardians will be contacted first. If the situation requires transportation to a hospital or practitioner, the staff will call 911, and an emergency squad will transport the child to the appropriate facility.

Emergencies and accidents will be handled as indicated on the *Emergency Medical Authorization* section of the *Registration Packet*. A staff member will accompany the child until a parent/guardian arrives. The staff member will take a copy of the signed *Emergency Medical Authorization*, as well as any other vital medical information in the child's file with them if transportation is necessary.

Management of Illness

For the safety of all children in the program, **we cannot allow ill children to attend**. Even "mildly ill" children should not be in attendance. A mildly ill child is defined for example, as someone who is experiencing minor cold symptoms. Note that our employees will also abide by the same communicable disease policies as the children. This means that no employee shall be permitted to work if they display any symptoms listed in our illness policy.

If a child is ill, he/she should remain at home. A child who becomes ill during the day will need to be picked up. An ill child will be discharged to the care of his or her parent/guardian as promptly as possible. If the parent or guardian is unable to pick up the child, the staff will discharge the ill child to the person who has been designated by the parent. The Y should be informed of the nature of any illness your child may contract.

In the case of exposure to a communicable disease, parents will be notified by email or newsletter.

Illness Policies

All staff members are trained to recognize the signs of communicable diseases and other illnesses. A trained staff member will observe each child as he or she enters the program. **All children will be required to wash their hands upon entering the program area and prior to eating and/or after using the restroom.**

Any child who develops the following symptoms while in our program will be isolated in the designated first aid area until discharged to his/her parent or guardian. They may only return with a doctor's note stating a return date or verifying the child's condition is not contagious. The symptoms include:

- Temperature of at least 100°F when in combination with any other sign or symptom of illness.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching of the eyes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Vomiting more than once or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and may be readmitted to the program after he/she is **free from all symptoms for 24 hours**. These symptoms include:

- Diarrhea (three or more abnormally loose stools within a 24 hour period).
- Evidence of untreated lice, scabies or other parasitic infestations.
- Untreated infected skin patches, unusual spots or rashes.
- Sore throat or difficulty in swallowing.

Emergency & Illness Policies

Isolation Precautions

A child isolated due to a suspected communicable disease (or symptoms listed under the Illness Policy of this handbook) shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room or portion of a room - away from other children.
- Made comfortable in a designated area. The area will be disinfected with a germicide, or if soiled with blood, feces, vomit or other body fluids, the area shall be cleaned with soap and water and then disinfected.

In the Case of Lice

It is our policy that if your child is found with lice **or** nits/eggs, the child **may not attend the child care program**. This is a different policy than followed by the Boone County School system. If we find nits/lice while the child is attending the program, you will be contacted and your child will need to be picked up immediately. Children will not be able to return to the program until they have been checked and cleared by the Site Coordinator or Director.

In the Case of Behavioral, Processing or Sensory Concerns

It is helpful for staff to also be aware of any behavioral, processing, or sensory concerns, associated with your child. This will help to ensure that the staff can better address and meet your child's needs.

Please be sure to indicate these concerns on your child's *Registration Packet* and speak with your Site Coordinator or Director **on an ongoing basis** to keep them updated.

Hand Washing

It is Kentucky law and good practice for students to wash their hands upon entering the program. Hand washing is encouraged after using the bathroom; wiping the nose; changing clothes after a toileting accident; before eating, serving or preparing food; and whenever a person has been sneezed or coughed upon. Children's hand washing is supervised by staff.

Accident Reports

If a child is involved in an accident during program hours, the staff will complete an *Accident Report*.

Incidents or injuries that require an *Accident Report* include but are not limited to: accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff, etc.

One copy of the report will be given to the Y's Association Office and one copy will be retained on file. This is an internal document and we cannot provide families with a copy of this report; however, a *Parent Communication Form* documenting the accident can be requested by a parent.

Medication Policies

Medications

Administration of medication (over the counter and/or prescribed – **including cough drops, medicated lip balm, ointments,** etc.) or special diets will only be undertaken by the program after receipt of a completed, *Request for the Administration of Medication Form*, signed by a parent/guardian. This form can be obtained from your Site Coordinator or Director. This is above and beyond any paperwork you would have on file with the school.

This request must be filled out annually for each program. Sorry, we cannot use a form from last year's child care program or from another program, such as camp. **No verbal or over the phone medication requests will be accepted.** Each new medication needs its own form.



It is imperative that parents clearly note provide information regarding any special medical issues, special needs, behavioral or sensory consideration, allergies, etc. for their child on the *Health History* section of your child's *Registration Packet*.

Noting the severity of a possible reaction to bee stings, peanuts, food allergies, etc., is vital to proper care. In addition, please speak with your Site Coordinator or Director to advise them of your child's needs or any concerns that you have.

Inhalers and Other Emergency/Non-Emergency Medications

Parents need to provide any emergency medications (i.e.: bee sting kits, Epi pens, inhalers, etc.) for their child. All inhalers and other emergency medications are kept in a locked medication box – but are readily available to program staff members who are working with your child that may need such items.

A child who is in need of an inhaler may be allowed to carry the inhaler if a *Request for the Administration of Medication* form is on file. However, families would still have to provide the Site Coordinator or Director an inhaler as well to keep in the lock box. **Note that if your child attends a child care program that is on site at a school, we do not have access to emergency medication that you have left with a school nurse.**

Parents will be notified if emergency medications are used. The Site Coordinator or Director (in a confidential log) will document all administrations of medications.



Additional Medication Policies

- All medications must be received in their original container/packaging.
- All medications must be properly labeled with information such as child's name, address, dosage, method of administration, etc.;
- All medications must be placed in a Ziploc freezer bag to help protect original labeling!
- Check all expiration dates on medications. We will NOT administer expired medications.

Snow Day Programs

Snow Day Programs

Let it snow, let it snow, let it snow! We do offer a Snow Day Program! **If school is not in session due to a snow day or other unforeseen closure, we offer a Snow Day program at the R.C. Durr Y location.** (There are no snow day programs that are held on site in a Boone County school building.) Snow Day programs are different than SDO (School Days Out) programming. For SDO information, refer to page 19.

Please note that under Snow Day circumstances, **the parent/guardian is responsible for transporting their child to and from the program.** Students will also need to be supplied with a nutritional **packed lunch and refillable water bottle on snow days!** Because some staff have other employment and school commitments, our normal 1:12 ratio may default to the state ratio during these days.

Our Snow Day program is comprised of two options:

1. **Snow Day Insurance**
2. **Snow Day Daily Service**



Snow Day Insurance

This "insurance policy" will hold a guaranteed spot for your child whenever there is a snow day and school is not in session. Your child cannot be turned away – we will hold a spot open for them! It's a great way to take the worry out of what to do about childcare if old man winter strikes! Please note that **even though you purchase insurance, families still have to pay the daily Snow Day rate when a child attends the program.**



Why Purchase Insurance? Beyond having the peace of mind that your child has child care secured for the day, another benefit to purchasing insurance is that you only need to fill out Snow Day paperwork once, not **every time** you utilize the Snow Day service.

Your completed paperwork for Snow Day Insurance will act as your registration paperwork on any given snow day that your child attends. That makes snow days quick and painless during check-in!

Snow Day Insurance is \$15.00. This is a one-time, non-refundable / non-transferable registration fee.

Snow Day - Daily Services

We will offer Snow Day services at our R.C. Durr Y facility, unless unsafe weather conditions or other unforeseen emergencies occur. Be advised, the R.C. Durr Y Management team reserves the right to declare an emergency closing of the building and suspend/delay programming for an appropriate time period. **Our Snow Day program typically runs from 6:30 a.m. to 6:00 p.m.**

Students attending the program on any given snow day, must pay the daily snow day rate. This is true even if you have purchase Snow Day Insurance. Rates are per day, per child and are due at the time of services. **Specific rates for our Snow Day program can be found in the SACC, Preschool, and Extended Kindergarten sections of this handbook.**

Unless you have purchased Snow Day Insurance, Snow Day Registration paperwork must be filled out EVERY DAY that the service is used!

Snow Day – Space is Limited

Space is limited at our R.C. Durr Y facility on snow days. We also often fill up and have to close our Snow Day Insurance registration at some point during the school year. Because we hold a spot for your child in the program, **it is imperative that families call in to let us know if they are NOT going to use the daily snow day service when they have purchased insurance.** We end up turning families away that we could otherwise provide child care to when we are left unaware that families will not utilize the program on any given snow day.

We ask that families call in no later than 8:30 a.m. to cancel Snow Day services – the earlier the better!

Program Calendar

The 2018–2019 School Year

Registration for Y Child Care programs begin in the spring as early as March for the upcoming school year and remain open throughout the school year (space allowing). The ❶ *Registration Packet* with attached ❷ *credit/debit card information* and up-to-date ❸ *KY Immunization certificate* are due before a child can be permitted to attend.

Our first day for all YMCA Child Care programming is scheduled for: **Wednesday, August 15, 2018.**

Program Closings & School Days Out (SDO)

With the exception of students attending FULL DAY Preschool (which follows its own school calendar), all other child care programs (HALF Day Preschool, Ext. K, and SACC) follow the calendar of the Boone County public school system. Meaning, if Boone County Schools have a scheduled day off (ie: professional day, holiday, etc.) the following programs are also closed for the day:

- Half Day Preschool
- Ext. K (Extended Kindergarten)
- SACC (School Age Child Care)

However, when available, the above students can register for an SDO program for a small program fee. Full Day Preschool does **not** apply to the SDO program schedule – it follows its own calendar. The SDO program is first come, first serve. Registration is required in advance and space is limited. Registration forms are made available approximately two weeks prior to the SDO date.



IHM Families: Please note that because we follow the Boone County school calendar, **we may or may not offer a SACC program or SDO program on days that your child does/does not have school!** Check with your Site Coordinator or Director for information on specific days!

Specific rates for the SDO program can be found in the SACC, Preschool, and Extended Kindergarten sections of this handbook.



North Pointe, Thornwilde & Florence Locations:

If school is closed for the day, we cannot be in the school buildings! All SDO programs are held at our R.C. Durr Y facility. Our North Pointe, Thornwilde, and Florence Elementary students are welcomed to register and attend these programs.

This policy also impacts our Full Day Preschoolers of North Pointe. These students are welcome to attend the Full Day Preschool program at our R.C. Durr facility for the impacted day. Though there is no charge for Full Day preschoolers to attend, registration is required in advance.

2018-2019 Program Closings & Available SDO Programming Schedule

The following calendar is subject to change.

Program Closings: All programs will be closed on the below dates so that our staff can celebrate and enjoy time off with their family and friends! Families will need to secure alternative sources for child care on these dates:

September 3	(Labor Day)
November 22 & 23	(Thanksgiving)
December 24, 25 & 26	(Christmas)
December 31 & January 1	(New Year's)




SDO Dates Available: For an additional fee, families may enroll their child in the Schools Days Out program held at our R.C. Durr Y facility for the below listed dates:

October 5 & 8	January 21
November 6	February 18
November 21	March 15
December 20, 21, 27, 28, & January 2 (Winter Break)	April 8-12 (Spring Break)

SACC Program Information

Site Locations:

We operate four SACC locations:

- ① **Thornwilde Elementary**
- ② **North Pointe Elementary**
-  ③ **Florence Elementary ***
- ④ **R.C. Durr YMCA**
 - The R.C. Durr Y location serves Burlington, Florence*, Goodridge, Longbranch, Stephens, IHM*, and Camp Ernst Middle* Schools.

A "*" indicates that **only** After School services are available at these locations.

Program Philosophy - SACC Programs

The Boone County Schools and the R.C. Durr YMCA branch recognize the need for quality child care services for children with working parents. With this in mind, a partnership has been formed to enable children from working families to participate in a variety of physical, cultural, intellectual, and social activities while serving family needs for quality care before and after school hours.

The SACC (School Age Child Care) program is designed to meet the developmental needs of school-aged students and to support, motivate, and nurture children so that they may achieve their fullest potential all the while keeping them safe! The program focuses on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, challenging children to grow in imagination, creativity, self-directed initiative and leadership, all under the guidance of nurturing and caring staff. We also believe in building positive self-esteem and strong character development in children by focusing on the 40 Developmental Assets.

Our goal is to compliment the school (not duplicate it) and to emulate a warm home setting with intellectual stimulation, supportive of the school age child's emotional, social, cognitive, and physical developmental needs.

- **The SACC program at R.C. Durr Y is open to students grades K - 8.**
- **The SACC programs at our off-site locations (Thornwilde, North Pointe, and Florence Elementary) are open to students grades K-5.**

Our Curriculum Includes:

We take pride in offering a well-balanced program for children. Our program includes the following:

Before School Care:

- Small Group & Individual Activities
- Gym time/Physical Activity
- Breakfast

After School Care:

- Snack
- Homework Assistance
- Structured Group Activity - KY Core Content, STARS, STEAM
STEAM = Science, Technology, Engineering, Art & Music
- Free Choice Activity – Arts & Crafts, Enrichment Classes, Individual & Group Games, Board Games, Additional Study Time, Dramatic Play and Science
- Physical Activity - CATCH®
CATCH® = Coordinate Approach to Child Health

Add-on Enrichment Programming (R.C. Durr Y Location ONLY):

- Additional programming such as dance, gymnastics, tumbling, cheer and swimming
- Program offerings change monthly
- Small additional fee and registration required

SACC Program Information

Breakfast & Snack Time

Daily nutrition plays a vital role in a child's day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. A child's daily nutritional needs are met through planned, balanced meals and snacks that follow USDA guidelines. Menus are posted monthly. Parents are asked to inform staff of any special dietary needs or food allergies. **Please note that no outside food is to be brought into the program for breakfast or snack! Both are provided as part of the program!**

Breakfast is served during the **Before School SACC** program for 30 minutes beginning at 7:00 a.m. **Breakfast will end promptly at 7:30 a.m.** Children arriving after 7:25 a.m. should be fed a nutritious breakfast prior to their arrival to the program. Breakfast is one of the most important meals of the day! Ensure your child has had a nutritious breakfast to fuel up right!



North Pointe & Thornwilde Locations:

The Y offers breakfast as part of their Before School services. Both North Pointe and Thornwilde also offer breakfast for purchase to their students. These breakfast programs are not one in the same! Your child will eat with the Y and not go through the school's breakfast line! A YMCA breakfast is included in your fees!

If your child participates in our **After School SACC program**, snack time is offered once they arrive and get settled! Please note that the program stocks Chex-Mix as the alternative snack to the item scheduled on the Snack Calendar.

Note: Breakfast is provided as part of the **School Days Out program**. However, your child will need to **pack a nutritious lunch and snack for the day if participating in the SDO program**.

Staff Structure

Below is an outline of the staff structure for our SACC programs. We encourage families to speak to their on-site staff members with concerns and questions they may have about the program or their child. We whole heartedly embrace our *Open Door policy* and welcome feedback from our families!

A staff outline with contact information for each of our locations can be found on the last page of this handbook.



SACC Support Staff

SACC Site Coordinator (NPE & TES Only)

Site Director

Above this line are all on-site

Senior Program Director of Family Life

Associate Executive Director

Executive Director

SACC Program Hours

SACC Program Options	Time of Program
Before School	6:30 a.m. – Start of school
After School	Dismissal of school – 6:00 p.m.
Before & After School	6:30 a.m. – 6:00 p.m. (<i>minus school day</i>)

SACC Program Information

SDO & Snow Day Rates for SACC Students

The SDO program is different than the Snow Day program! School Days Out (SDO) is child care you purchase due to scheduled days off based on the School District's calendar. Snow Day can be purchased for any unforeseen school closings. Both of these programs are optional!

All fees are per child, per day. Registration is required in advance!

SDO & SNOW Program	Daily Rate, Per Child
SACC Participant	\$25
Non Program Participant	\$35

SACC Program Closings/Delays Due to Inclement Weather or Other Unforeseen Event

We follow the Boone County school system for school closings. Monitor your local television or radio station for announcements regarding school closings, delayed starts or early release. Or you can call your Site Coordinator or Director to determine if the program is in session or not.

In the event of poor weather conditions or other unforeseen event/emergency, the program sites reserve the right to declare an emergency closing/delay for an appropriate time period.

In the event school is **CLOSED**:

- When Boone County schools are **closed** due to inclement weather or other unforeseen events, **all SACC programs will also be closed.** (Remember families have a **Snow Day** option!)
- If schools **dismiss early** due to inclement weather or other emergency, the **R.C. Durr Y's After School programs still operate on their normal schedule, however our onsite Boone County school locations (TES, NPE, and Florence) will close!**

In the event school is operating on a **DELAY**:

- If your child is registered for After School Care ONLY - they may **NOT** attend the morning program due to a delay! You will need to find alternative care.
- **R.C. Durr Y Before School programs still operate on normal schedule.**
- **All Before School Y programs operating onsite of a Boone County school (Thornwilde & North Pointe) will also operate on a 1 or 2 hour delay!** (For example, if school is on an hour delay - the program that normally opens at 6:30 a.m. cannot open until 7:30 a.m. or if we are on a 2 hour delay, we cannot open the program until 8:30 a.m.)

In the event school goes from a **DELAY TO CLOSE**:

- **Child care programs held onsite of a Boone County school (TES, NPE, and Florence) will also change to a closed status if the school closes.** Parents will be contacted to pick up their child and a staff member will stay with the child until they can be picked up. However, please note staff members cannot stay in a school building if school is closing! You will need to promptly pick up your child.
- As part of the SACC program operating at the **R.C. Durr Y facility**, if schools go from a delay to closed, **you will be contacted to pick up your child UNLESS** you have purchased Snow Day Insurance and have a guaranteed spot in a Snow Day program.
- **If we go from a delay to close and your child participates in the Snow Day program, you will be asked to secure a lunch for your child!**

SACC Program Information

SACC Program Sample Schedule

Below is a sample schedule. **Though each of our programs offers the same basic services, each location is slightly different in timing and activities.** Your Site Coordinator or Director will have a *Daily Program Outline* specific to your child's basic day that they will make available to families upon request!

The program schedule is subject to change!

SACC Program	Time	Activities Description
Before School	6:30 a.m. - Start of School	Small group and individual activities will be in a quiet, unhurried atmosphere. Children will also enjoy gym time as well. Breakfast is served 7:00 - 7:30 a.m.
After School	Dismissal of School - 6:00 p.m.	After School Program is divided up into four types of activities and timelines.
1	Arrival - 4:15 p.m. Arrival & Snack	Children will arrive at the program site after they have been dismissed from school and be welcomed by the staff. During this time interaction with peers is encouraged and time is made for staff to listen and forge mentoring relationships. Children must wash their hands and are then provided a healthy snack at this time.
2	4:15 - 5:00 p.m. Homework	Time for homework! Time and space for quiet is provided. Homework assistance is available.
3	5:00 - 5:45 p.m. Structured Group Activity and/or Free Choice Activities	During this time children will either be engaged in a structured group activity such as a science project, arts & crafts, motor skill projects, group games, etc. or will have a free choice activity to choose from. Free choice activities include a variety of: <ul style="list-style-type: none"> • Creative arts and crafts • Enrichment classes • Individual and group games • STARS activity tubs • Additional study and homework time • Dramatic play • Physical activity (30 min.)
4	5:45 - 6:00 p.m. Clean Up & Pickup	The last fifteen minutes is spent on clean up. Maintenance of our environment is viewed as an integral part of the total program. Children and staff will share in maintaining the SACC areas used each day. All children must be picked up by 6:00 pm.

Sample Schedule ONLY

Preschool & Ext. K Program Information

Site Locations:

We operate three Early Education locations:

- ❶ **Thornwilde Elementary** (*Extended Kindergarten Only! No Preschool Services*)
- ❷ **North Pointe Elementary**
- ❸ **R.C. Durr YMCA**

Program Philosophy – Early Education Programs

The YMCA's Early Childhood programs include both Preschool and Extended Kindergarten programs. They are both licensed through the state of Kentucky. We are proud to offer programs designed to meet the developmental needs of children and to serve family needs for quality learning and care.

- **Our R.C. Durr Preschool programs are designed for children 2-5 years of age.**
- **The Preschool program at North Pointe is only open to potty-trained students ages 3-5.**
- **The Preschool program at R.C. Durr is open to students who are not potty-trained.** (See below)
- **Our Extended Kindergarten Services is designed for students attending kindergarten.**
 - The R.C. Durr Y locations serves Burlington, Goodridge, Longbranch, and Stephens.
 - We offer Ext. K services onsite at Thornwilde and North Pointe.



The R.C. Durr Y Preschool does accept children as young as 2, even if they are not yet potty-trained. With cooperation from the parents, our program will accept and help train children in this endeavor. When the parents and staff agree that the child is ready for toilet training, they will discuss training methods that should be consistent between both at home and during child care times. This will enable your child to transition into potty-training and have a successful outcome.

★ **This service is only available at the R.C. Durr location only!**

Preschoolers attending an onsite location at a Boone County school and all Extended K students MUST be potty-trained!

We offer a well-rounded curriculum encouraging the development of children to their fullest potential. Our program is approximately 40% academic and 60% developmental. We offer appropriate hands-on activities that provide many opportunities for learning and growth. We also provide a safe, nurturing environment that encourages independence, confidence and positive self-esteem in children. We encourage critical thinking and conflict resolution skills. We promote opportunities for a child to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting the rights and property of others, etc.

We strive to help each child reach his or her full potential as a productive, responsible human being. We believe in helping to facilitate a child's sense of industry, creating an environment conducive to positive peer interaction, encouraging initiative, supporting the growth of self-direction and free choice, all under the guidance of nurturing and caring staff. We also believe in building positive self-esteem and strong character development in children by focusing on the 40 Developmental Assets.

Our Early Childhood Program Curriculum

We take pride in offering a well-balanced program for children. Our program includes the following

- | | |
|----------------------------------|-------------------------------|
| ○ Arts & Humanities | ○ Literacy |
| ○ Character Development | ○ Math Readiness |
| ○ Cognitive Development | ○ Music & Movement |
| ○ Conflict Resolution | ○ Science / Technology |
| ○ Dramatic Play | ○ Sensory Awareness |
| ○ Environmental Awareness | ○ Service Learning Activities |
| ○ Healthy Lifestyles | ○ Social Development |
| ○ Language Development | ○ Spanish Lessons |
| ○ Large & Fine Motor Development | ○ Youth Fitness |

Preschool & Ext. K Program Information

Early Education Programs – Classroom Structure

Below is information concerning the classroom structure for our three Early Education program locations.

R.C. Durr Y: Our Preschool and Ext. K programs are located in the lower level of the R.C. Durr Y facility. Students are placed in either the 2 year old room, a 3 year old room, a 3 to 4 year old combo room*, 4 year old room, or the 5 year ** old room. Students are placed with these rooms/teachers not only based on actual age – but on the developmental stage that is most appropriate for that specific child.

* *The 3-4 "combo room" is a combination of older three year old and younger 4 year old students.*

** *The 5 year old room is the Ext. K room.*

North Pointe: Our Preschool and Ext. K programs are located on-site at the school. We have two classrooms, one designated for Preschool and one designated for Kindergarten!

Thornwilde: Our Ext. K program is located in a classroom on-site at the school.

Student Evaluations

Children are evaluated at least twice a year. This provides an informational tool to parents/guardians on how your child is progressing. We strongly emphasize that the evaluations are an added tool to learn your child's strengths and areas where they may need extra assistance at home. Conferences will also be made available upon request to discuss the results.

Preschool 2 Year Old Program at R.C. Durr Y / Potty-Training Information

Parents need to consider the following when deciding if their non potty-trained child is ready for Preschool. The Preschool staff at the R.C. Durr Y location welcomes the opportunity to work with you and your child on their endeavor of potty-training! **It is a partnership** – but one that can be met with great successes!

- **Verbal Skills:** Your child is showing signs that they are ready to potty-train with they can feel and communicate to their teacher they need to use the bathroom. Parents and teachers alike need to work with the student on the skill of being able to communicate "when you need to go!"
- **Clothing:** Toddlers don't have the ability to hold their bladder for long. Students must be dressed appropriately for childcare – Quick and easy to get down! Elastic waist bands are best, no buttons or tight clothing is recommended.
- **Supplies:** A extra outfit is a necessity! For health policy reasons, we do **not** wash soiled clothing. However, it is important to get your child quickly out of soiled clothes! Students must have extra clothes on site at all times – including under garments! Soiled clothes are bagged up and sent home each day. (If clothes are sent home – replacement clothes are expected the next day when the child returns back!) **Your student's change of clothes must be placed in a Ziploc® bag and clearly marked with your child's name.** Parents are also asked to **supply wipes, diapers and/or pull-ups for their child.** Parents will receive a 2-day notice when these supplies are low for their child.
- **Time:** Children on average train between the ages of 2-3. Girls typically train 6 months earlier than boys. Parents should note, it is not unusual for a child to regress when entering child care for the first time! Patience is key!

Shhhhh! It's Quiet Time – Preschool Programs

We are required by the state licensing guidelines to provide children with the opportunity for quiet time. It is physically and mentally demanding for a child to keep pace with peers all day long and taking the opportunity for a nap or participating in a quiet activity in the middle of their day **is** important! **Our quiet time period is from 12:30 – 2:00 p.m.** During this time children will have the choice of resting or joining in a quiet activity. If you as a parent/guardian have a preference, please speak directly with the staff or your Site Coordinator or Director.

Children will rest on nap cots. **Parents are asked to provide a crib sheet and crib sized blanket** if you wish for your child to take a nap. **(No large fleece blankets or pillows will be permitted.)** The special "comfort" item your child may have brought to school would be available to him or her at naptime. **We ask that all naptime materials (crib sheet, crib sized blanket, stuffed animal, etc.) be clearly labeled and easily fit it into a grocery sized bag.** Sheets and blankets will be sent home weekly on Friday to be washed. Please bring them back the next time your child attends school.

Preschool & Ext. K Program Information

Staff Structure

Below is an outline of the staff structure for our Early Education programs. We encourage families to speak to their on-site staff members with concerns and questions they may have about the program or their child. We whole heartedly embrace our *Open Door Policy* and welcome feedback from our families!

A staff outline with contact information for each of our locations can be found on the last page of this handbook.



Preschool & Ext. K Teachers

Early Education Site Coordinator(s)

Site Director (NPE & TES only)

Above this line are all on-site

Senior Program Director of Family Life

Associate Executive Director

Executive Director

Preschool & Extended Kindergarten Program Hours

Early Education Program Options	Time of Program
Preschool - Half Day	8:30 a.m. – 12:00 p.m.
Preschool – Full Day	6:30 a.m. – 6:00 p.m.
Before School Extended K	6:30 a.m. – 4:00 p.m. (Minus school day)
After School Extended K	8:55 a.m. – 6:00 p.m. (Minus school day) <i>Thornwilde's Ext. K program starts @ 8:40 a.m.</i>
Before & After Extended K	6:30 a.m. – 6:00 p.m. (Minus school day)
Extended K ONLY	8:55 a.m. – 3:40 p.m. (Minus Kindergarten day) <i>Thornwilde's Ext. K program starts @ 8:40 a.m.</i>

Preschool Program Options:

Part time and full time options are available for both Extended Kindergarten and Preschool services. However, the **part time option for Half Day Preschoolers** is divided up in this manner:

2 Day/Half Day Option: Students attend on Tuesday and Thursday.

3 Day/Half Day Option: Students attend on Monday, Wednesday, and Friday

For staffing and spacing considerations there are no exceptions to this policy!

All Preschoolers must be signed into the program by 8:55 a.m. Preschoolers arriving later than this will be considered tardy!

North Pointe & Thornwilde Ext. K Program Options:

The Y's Extended K portion of the day follows the school's schedule. Extended K classroom time runs from the start of the school day, until 3:40 p.m. – minus a student's Kindergarten classroom time.

Students needing care prior to this (6:30 a.m. – 8:55 a.m.) attend the Before School SACC program and those needing care after (3:40 - 6:00 p.m.) attend the After School SACC program.

Good news? **There is NO separate Registration form or payment needed for an Ext. K student to attend the SACC portion of the day!**

Preschool & Ext. K Program Information

Parent & Teacher Partnership

We believe that communication is essential, and encourage every family to speak directly to the on-site staff if a question/problem arises or something occurs in the child's life that may be significant.

During arrival and departure, staff will briefly inform you about your child's day. However, this can be a busy time, and one that must be closely managed for the safety of all students. If you or the staff feels that an extended conference is needed, we would be happy to set up a convenient time outside of program hours with the teacher and/or the Site Coordinator or Director for a brief Parent/Teacher conference.

Emotional Adjustment

We realize that many children – and/or parents - experience separation anxiety in the first days of school. This can be an emotional time! The staff will consult with you as a parent/guardian and the child to assist with the adjustment.

Meeting the Early Childhood Education Staff

Finding out who your teacher is and where your classroom is located is always an exciting part of the start of the school year! It is no different for students who attend our Y Early Education programs! Families are asked to attend the Preschool/Extended Kindergarten **Open House**. This session will give you and your child time to meet his/her teachers and ask questions before the start of school. **We will also provide you with your security code to access the lower level at this time.**

Program / Location	Open House Schedules
R.C. Durr Y Preschool & Ext. K	Sunday, August 12 3:00 – 5:00 p.m.
North Pointe – Y Preschool & Ext. K	Monday, August 13 5:30 – 7:30 p.m. <i>This is during the school's Back-to-School Night!</i>
Thornwilde – Y Ext. K	Monday, August 13 5:30 – 7:00 p.m. <i>This is during the school's Back-to-School Fest!</i>

These are "Open House" style events and can be attended any time in between the hours listed. Families do not need to stay for the entire time! Be sure to bring your Preschooler or Kindergartner!

Birthday Celebrations / Invitations

You may celebrate your child's birthday in class by making **advance arrangements** with your child's teachers. We ask that celebrations be kept simple. You may wish to provide food for the special occasion. Check with your child's teacher first for ideas, amounts, policies, and student allergies.

R.C. Durr Y Location: Students are welcomed to hand out birthday party invitations **only** if **all** children in your child's class will receive one.

Thornwilde and North Pointe Families: Students who attend these sites **must** abide by their school's policy concerning classroom birthday celebrations, food, and party invitations.

Access to Early Education Rooms (R.C. Durr YMCA ONLY)

The Preschool and Ext. K programs at our R.C. Durr Y location are housed in the lower level of the building. As part of our commitment to safety and security, you must enter a security code into a keypad to gain access downstairs. This is true for both the stairwell and to ride the elevator down to the lower level. Each family has their own unique code.

The keypads are found by the stairwell door leading to downstairs and in the inside of the elevator. You will need to enter your assigned security code and then press the "#" sign. Access will remain open for 8 seconds. To help maintain security, do not allow others to enter downstairs with you. Do NOT share your code with your child. If you do not know the security code or forget it, you will need to stop at the front desk with Member Services to gain access.

Security Code (R.C. Durr Preschool & Ext. K ONLY)

Security codes will be provided at the *Early Education Open House Event* at the beginning of the school year.

If your child starts the program after the start of the school year, you will receive your security code within 3 to 4 business days of registration. If your child's first day of attendance is prior to receiving your code, families can gain access to the lower level through a Member Services Representative at the front desk.



Preschool & Ext. K Program Information

Preschool & Ext. K Supply List

Students are not asked to purchase any traditional school supplies, as they are part of your program fees. However, there are items that each child must have! **Please label all belongings with your child's name.** Each child will be provided an area for storing personal items. Be sure your child is prepared for school by ensuring they have the items listed below. All items should easily fit into a grocery sized bag.

Program	Needed Supply Items
ALL Students	<input type="checkbox"/> A complete change of clothes labeled and kept at school <input type="checkbox"/> A family photo for our display (labeled on back) <input type="checkbox"/> School backpack (labeled) <input type="checkbox"/> Jacket, sweater, or coat that is weather appropriate (labeled)
Preschool Students	<input type="checkbox"/> Crib sheet and small blanket (labeled)
Preschool: 2 Year Room	<input type="checkbox"/> Diapers and/or Pull-Ups <input type="checkbox"/> Wipes

Parents will receive a 2-day notice when supplies are low. Crib sheet and blanket will be sent home each Friday for laundering and will need to be returned the first day the student is back.

It's Time to Eat!

Daily nutrition plays a vital role in a child's day. **Breakfast and lunch are included in the Preschool and Ext. K program fees, no matter the location your child attends!** If your child also attends later in the day, a snack is also provided.

Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. A child's daily nutritional needs are met through planned, balanced meals and snacks that follow USDA guidelines.

Parents are asked to inform staff of any special dietary needs or food allergies. Menus are posted monthly and are available upon request.

Breakfast

Breakfast is one of the most important meals of the day! Parents will need to be sure that their child is fed a nutritious breakfast prior to their arrival to school if they are late for the breakfast time outlined for your location.

R.C. Durr Y: Breakfast is served for 60 minutes beginning at 7:00 a.m.; Breakfast will end promptly at 8:00 a.m.

North Pointe & Thornwilde: Breakfast is served for 30 minutes each morning beginning at 7:00 a.m. and ending at 7:30 a.m.



North Pointe & Thornwilde Locations:

As stated above, a Y breakfast is included with the program. However, if your child would like to decline the Y breakfast and have the breakfast offered by the school, this is a different account!

You would have to set up an account in order to purchase breakfast through the school.

Lunch & Snack

A hot lunch program offers parents an easy and convenient method of ensuring their child has a warm nutritious meal during lunchtime.

R.C. Durr Y: Our hot lunch program is served family style. Each child will learn about making healthy choices and serving themselves! Lunch is served approximately at 11:00 a.m. There will also be a designated snack time.

North Pointe & Thornwilde: It's exciting for our Y Child Care students to be able to eat at school in the school cafeteria! Each student will be assigned a Y lunch code and get to go through the lunch line! Please see your student's teacher to determine your child's lunch time! There will also be a designated snack time.

Preschool & Ext. K Program Information

SDO & Snow Day Rates for Half Day Preschool and Ext. K Students

The SDO program is different than the Snow Day program! School Days Out (SDO) is child care you purchase due to scheduled days off of the School District's calendar. Snow Day can be purchased for any unforeseen school closings. Both of these programs are optional!

All fees are per child, per day. Registration is required in advance!

SDO & SNOW Program	Daily Rate, Per Child
Half Day Preschool and Ext. K Participant	\$25
Full Day Preschool Participant	\$0
Non Program Participant	\$35

Half Day Preschool Cancellation

If Boone County Schools are closed for the day or operating on a 2-hour delay, there is NO Preschool Program for our Half Day students.

Still need services? **Half Day Preschool students must register for SDO or Snow Day if you need child care!** Both SDO and Snow Day programming are open to all Boone County students who meet age requirements to be in the program!

Early Education Program Closings/Delays Due to Inclement Weather or Other Unforeseen Event

The **Half Day Preschool and all Ext. K programs follow the Boone County school system** for school closings. The **Full Day Preschool program will determine its own closers and delays.**

Monitor your local television or radio station for announcements regarding school closings, delayed starts or early release. Or you can call your Site Coordinator or Director to determine if the program is in session or not.

In the event of poor weather conditions or other unforeseen event/emergency, the program sites reserve the right to declare an emergency closing or delay for an appropriate time period.

Please review policies for program closings, delays, and early dismissal based on your child's location found below and on the following page:

In the event of a school CLOSINGS:

- If the child attends **Full Day Preschool at R.C. Durr**, we will make every effort to have the program **available for the full day.**
- **Preschool at our NPE location is contingent on if the building is open or not!** If school is closed – so is the Y Preschool at North Pointe.
 - **Full Day Preschoolers** at our NPE location can attend the Preschool program at the R.C. Durr Y location for no additional charge.
 - **Half Day Preschoolers** could also attend at R.C. Durr but would have to pay the daily Snow Day rate.
- When the Boone County Public Schools are **closed** due to inclement weather, the **Half Day Preschool & ALL Extended Kindergarten** programs **will also be closed.** Don't forget we will offer a SNOW DAY program at our R.C. Durr Y location!

Preschool & Ext. K Program Information

In the event of a school DELAY:

- **R.C. Durr Location:** If the Boone County schools are **delayed** (1 to 2 hour) because of bad weather, the **Preschool for Full Day students and all Ext. K programs at our R.C. Durr Y facility** still operate on normal schedule. Please speak to a Director if your child is enrolled in the **Half Day Preschool** program to determine child care options.
- **Thornwilde & North Pointe Locations:** We have a few **program policies that have been updated for this school year.** Be sure to speak with your Site Director if you have any questions.



Preschool at NPE:

- If on a delay, the **Full Day Preschool** program must also operate on a delay. For instance, instead of our Preschool opening at 6:30 a.m., it would open at 7:30 a.m. (1 hr.) or 8:30 a.m. (2 hr.) in the morning!
- If on a 1-hour delay, the **Half Day Preschool** program will not open until 9:30 a.m.
- If on a 2-hour delay, the **Half Day Preschool** program is cancelled.

Ext. K ONLY Students at NPE or TES:

If your Ext. K student is not registered in the Before School SACC program, they are categorized as an *Ext. K ONLY* student. If the school is on a delay, you will need to note the following:

- 1-hour delay: A.M. Ext. K students cannot arrive before 9:30 a.m.
- 1-hour delay: P.M. Ext. K students cannot arrive before 11:45 a.m.
- 2-hour delay: A.M. Ext. K program is cancelled.
- 2-hour delay: P.M. Ext. K students cannot arrive before 11:45 a.m.

Before School SACC + Ext. K Students at NPE or TES:

If your Ext. K student is registered in the Before School SACC program, you will have the added benefit of your child being able to receive their Ext. K services, no matter the type of delay.

- If the Boone County schools are **delayed** (1 to 2 hour) and your child attends the **Before School SACC program onsite – the program is also running on a one or two-hour delay.**
 - For instance, instead of our Before school program opening at 6:30 a.m., it would open at 7:30 a.m. (1 hr.) or 8:30 a.m. (2 hr.) in the morning!
- **NEW THIS YEAR FOR NPE & TES:** If your child is **registered in the Before School program** and Boone County is operating on a delay – we will **not** cancel A.M. or P.M. Ext. K services for your child! Simply drop them off to school following the above noted delay schedule (7:30 or 8:30 a.m.) and we'll take it from there!



In the event of an EARLY DISMISSAL:

- **R.C. Durr Location:** If the public schools have **early dismissal**, your kindergarten child will be bussed to the R.C. Durr Y program **if** you have indicated that in your *Early Dismissal paperwork* with your child's school. Please note that the YMCA will closely monitor weather and road conditions and make a determination based on the safety of students, families and staff on whether to close the program or operate on a normal schedule.
- **Thornwilde & North Pointe Locations:** Preschool and Ext. K programs cannot operate if the school building is closed.

In the case of an **early dismissal**, parents of students in the **Preschool** program will be called to pick up their child.

Ext. K students will either be put on a bus home or parents will be called to pick up their child. This is determined by the *Early Dismissal paperwork* that is on file at the school your child attends. Parents must be sure to document this information with both the school **and** the Y program staff!

Preschool & Ext. K Program Information

Preschool Program Sample Schedule

Below is a sample schedule. **Though each of our programs offers the same basic services, each location is slightly different in timing and activities.** Your Site Coordinator or Director will have a *Daily Program Outline* specific to your child's basic day that they will make available to families.

Program schedule is subject to change.

Time	Activities Description	
6:30 – 8:30 a.m.	Opening Activities	
	7:00 – 8:00 a.m.	Breakfast
	7:30 – 8:30 a.m.	Free Play / Structured Centers
8:30 – 9:00 a.m.	Check In & Center Play All Preschool Students should be checked in by 8:55 a.m.	
9:00 – 9:15 a.m.	Table Time with the Teacher - Literacy	
9:15 – 9:35 a.m.	Circle Time	
9:35 – 10:30 a.m.	Learning Stations with the Teacher - Art Enrichment	
10:30 – 10:50 a.m.	Large Motor Activities	
10:50 – 11:30 a.m.	Lunch (This includes clean up first and a restroom break)	
11:30 – 11:45 a.m.	Academic Activity (Includes coloring sheet, handwriting practice, etc.)	
11:45 – 12:00 p.m.	Closing Circle	
12:00 – 12:30 p.m.	Sign Out (This also includes preparing for quiet time)	
12:30 – 2:00 p.m.	Quiet Time (This is either nap time or a quiet activity in the Awake Room)	
2:00 – 2:45 p.m.	Special Activity Time (This can include outdoor time, math, games, phonics, etc.)	
2:45 – 3:15 p.m.	Snack Time (This includes a restroom break and hand washing)	
3:15 – 4:00 p.m.	Themed Activity (This can include arts & crafts, literacy, science exploration, etc.)	
4:00 – 5:00 p.m.	Organized Group Game	
5:00 – 5:30 p.m.	Free Play	
5:30 – 6:00 p.m.	Closing Activities	

Please note that a lot of things that we do in Preschool may appear to be “just” play. However, careful consideration is placed upon all of our activities that promote cognitive skills, large and small motor skills, social skills, imagination, independence and a successful transition for our students to successfully move onto the next grade level.

Sample Schedule ONLY

Preschool & Ext. K Program Information

Extended Kindergarten Program Sample Schedule

Below is a sample schedule. **Though each of our programs offers the same basic services, each location is slightly different in timing and activities.** We structure our programs to meet KY Curriculum guidelines. Your Site Coordinator/Director will have a *Daily Program Outline* specific to your child's basic day available.

Program schedule is subject to change.

Time	Activities Description
8:30 - 9:00 a.m.	Welcome/Table work (30)
9:00 - 9:30 a.m.	Free Choice Centers (30)
9:30 - 9:40 a.m.	Restroom Break (10)
9:40 - 9:55 a.m.	Morning Meeting (15)
9:55 - 10:05 a.m.	Snack & Story (10)
10:05 - 10:15 a.m.	ELA/Math Lesson (10)
10:15 - 10:30 a.m.	Math/ELA Activity (15)
10:30 - 11:10 a.m.	Large Motor Activity / Free Choice Activity (40)
11:10 - 11:45 a.m.	Free Choice Centers (35)
11:45 - 12:05 p.m.	Pack-up & Chapter Reading Includes Coloring in Behavior Chart/Agenda Book Updates (20)
12:05 - 12:35 p.m.	Restroom Break/Wash Hands & Lunch (30) / School's AM K Students Enter
12:35 - 12:40 p.m.	PM Kindergarten Students Transition to their Classroom
12:40 - 1:10 p.m.	Table Work (30)
1:10 - 1:30 p.m.	Free Choice (20)
1:30 - 1:50 p.m.	Circle Time (20)
1:50 - 2:10 p.m.	ELA/Math Lesson (20) (ELA = English Language Arts /Reading, Writing, Word Work)
2:10 - 2:30 p.m.	Math/ELA Activity (15) (ELA = English Language Arts /Reading, Writing, Word Work)
2:30 - 2:45 p.m.	Large Motor/ Free Choice Activities (15)
2:45 - 3:30 p.m.	Free Choice / Story Time (15)
3:30 - 3:40 p.m.	Pack-up & Chapter Reading Includes Coloring in Behavior Chart/Agenda Book Updates (10)

Sample
Schedule
ONLY

Thornwilde & North Pointe Participants:

An added bonus for our TES and NPE families is that we closely work with your child's Kindergarten teachers to be able to customize our weekly lesson plans to extend your child's daily Kindergarten curriculum.

Thornwilde & North Pointe Participants: Adding Before & After School Care

If your child also attends the Before School program (6:30 – 8:30 a.m.) and/or the After School program (3:40 – 6:00 p.m.) in addition to the Ext. K program, please refer to the SACC section of this handbook for an Activity Schedule specific to that part of the day.

Thornwilde:

AM Ext. K is from 8:30 a.m. – 12:20 p.m. ☆

PM Ext. K is from 11:45 – 3:40 p.m. ☆

North Pointe:

AM Ext. K is from 8:30 a.m. – 12:30 p.m. ☆

PM Ext. K is from 12:00 – 3:40 p.m. ☆

☆ Prior to or after these times, students attend the SACC Child Care services in the cafeteria!



Child Care Contact Information



Y Child Care Staff & Contact Information

Below is an outline of staff members and contact information. Whether you have program questions, need to call in an absence, have an emergency, need to contact someone in billing, are running late to pick up your child, or have feedback or concerns to share – knowing who to contact is an important part of our “Open Door” policy and productive communication.

Please note: Site staff do not often check email during program hours when students are with them. If you need to contact a staff member about something specific about your child for the day, **the best method is often through the phone!** Be sure to have the below contact numbers programmed into your contact list!

R.C. Durr YMCA Location:

Program	Contact	Email	Y Phone
SACC Program	Jared Kennedy, Family Life Site Director	jkennedy@myy.org	859-815-9179
Early Ed. Programs: (Preschool & Ext. K)	Angie Hornsby, Site Coordinator	ahornsby@myy.org	859-912-0078

Florence Location:

Program	Contact	Email	Y Phone
SACC Program ☆	TBA, Site Coordinator	TBA	TBA
☆ This location has an off-site Director who supervises the SACC child care programming at Florence Elementary. Jared Kennedy, Family Life Director can be contacted at jkennedy@myy.org			

North Pointe Location:

Program	Contact	Email	Y Phone
SACC Program	Katie Markowich, Site Coordinator	kmarkowich@myy.org	859-638-3255
Preschool Program	Katie Ifcic, Site Coordinator	kifcic@myy.org	859-334-7000 ext. 203
Ext. K Program	Barbel Kyser, Site Director ☆	bkyser@myy.org	859-334-7000 ext. 202
☆ This location has an onsite Director who also supervises <u>all</u> child care programming at NPE.			

Thornwilde Location:

Program	Contact	Email	Y Phone
SACC Program	Logan Purnell, Site Coordinator	lpurnell@myy.org	859-414-4376
Ext. K Program	Mary O’Connor, Site Director ☆	moconnor@myy.org	859-586-3900 ext. 112
☆ This location has an onsite Director who also supervises <u>all</u> child care programming at TES.			

Child Care Administration: (Offices are located at the R.C. Durr Y facility)

Contacts	Email	Phone
Tami Chapman, Senior Program Director of Family Life (Supervises all Boone County Child Care programming)	tchapman@myy.org	859-334-6522
Kate Tyree, Billing Department (Manages all Child Care/Camp billing and accounts)	ktyree@myy.org	859-334-6513



Like us (R.C. Durr Y) on Facebook! We are continually posting updates on the fun that our students are having, important events, weather information and more! Remember, parents always have the option of indicating on their registration form that they do not wish to have their student photographed.