



DISCOVERY THROUGH PLAY

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Early Learning Centers GREATER WICHITA YMCA

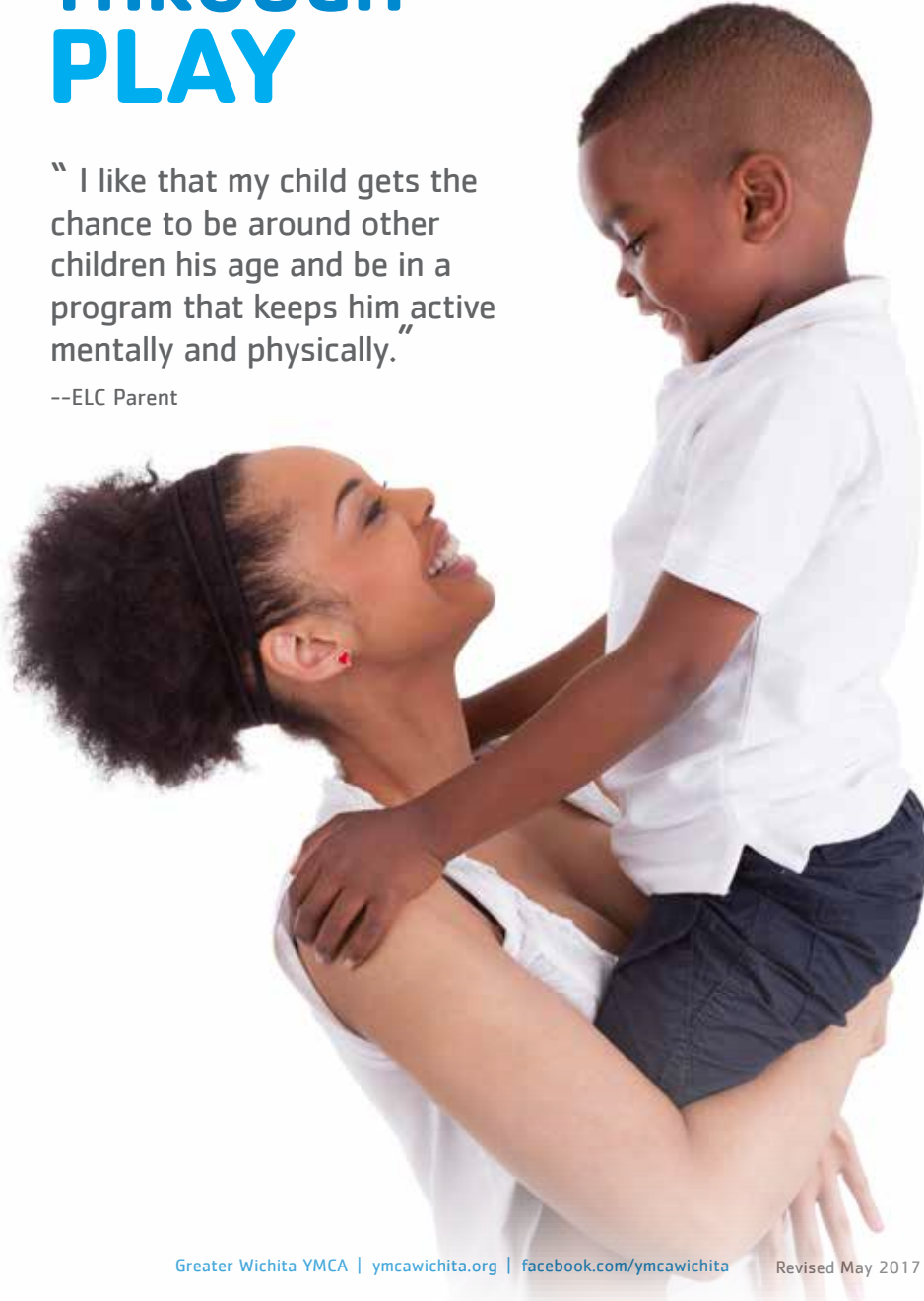
- Meal/snack program with daily fresh fruits or veggies and whole grains
- Developmental activities with daily progress reports
- Core values implemented
- NAEYC accredited, KDHE licensed, DCF contracted

Income-Based Financial Assistance Available
ymcawichita.org | facebook.com/ymcawichita

DISCOVERY THROUGH PLAY

“ I like that my child gets the chance to be around other children his age and be in a program that keeps him active mentally and physically.”

--ELC Parent



ELC families are...

- ✓ **CONFIDENT**, because of the positive & safe environment that is provided.
- ✓ **HAPPY**, because of the friendships that are developed.
- ✓ **RESPECTFUL**, because of the values that are taught.
- ✓ **ENGAGED**, because exploration & discovering new skills is fun for everyone.

PHILOSOPHY

The goal of each Greater Wichita YMCA ELC is to create a learning environment for children, a warm “extended” family atmosphere in which children feel secure, comfortable, and important. The educational and recreational activities, the nurturing staff, and the belief that play is an important way of learning for a young child are all part of insuring your child’s success.

- Parents are the first and most important teachers in a child’s life.
- Families require a safe, pleasant, and dependable early learning center as parents/adults pursue work and personal responsibilities.
- Development follows a universal pattern, yet each child is a unique person growing at his or her own pace and style.
- Children are holistic learners, innately curious and constantly constructing knowledge about the world around them through play.
- Trust, respect, and sensitivity for self, others and nature are crucial elements for the productive relationships and positive growth in this increasingly complex society.



EXTRACURRICULAR ACTIVITIES

The YMCA understands the busy lives of working parents and to support you we provide our ELC participants the opportunity to enroll in YMCA classes during the day! Options vary by location but typically include swimming, dance and gymnastics programs. Children are escorted to and from lessons by YMCA staff to ensure the highest level of supervision at all times. Enroll for these programs through the YMCA branch, additional fees apply. See your ELC program director for more information.

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ELC HOURS OF OPERATION

- Unless otherwise posted, ELC hours are Monday thru Friday from 6:30 a.m. until 6:00 p.m. Children’s daily attendance may not exceed ten hours.
- Children must be signed in and out daily using parent’s/guardian’s full signatures at the end of the week to verify attendance. Parents/guardians are responsible for coming into the ELC to drop-off/pick-up children.
- Parents/guardians are responsible for notifying the ELC by 8:30 a.m. if their child will not be attending or of any schedule changes for the day. If a child is not in attendance by 9:00 a.m., the child will be assumed absent for the day.
- Only authorized adults will be permitted to pick up children from the ELC. Parents/guardians are required to provide written authorization, in advance, for any adult that is not listed on the enrollment form as an authorized pick up person. ALL adults (including parent/guardian not known by the staff member supervising the child at the time of pick up) will be asked to provide a photo ID. We ask that whenever possible you notify the classroom teacher and/or program director when there will be a change in who is regularly picking up for the day.
- Emergency contact information for parents/guardians and alternate contacts should be kept current at all times. If the primary contact will not be available, please notify the classroom teacher/program director before leaving the child and let us know who should be contacted in case of an

emergency. Updated information or changes in contact information should be provided in writing to the program director as needed.

LATE PICK UP

ELCs close promptly at 6:00 pm daily. Please contact the program immediately if you are going to be late. All attempts will be made by staff to contact the parent/guardian and emergency contacts when a child is not picked up by 6:00 pm.

- A minimum fee of \$10.00 will be charged for each child picked up after 6:00 pm
- An additional fee of \$1.00 per minute is charged each minute after 6:10 pm
- A late pick-up fee will also be applied to any child’s account for days the child is in attendance over 10 hours. (i.e. if a child is signed in at 6:30 am, the minimum late fee of \$10 will be charged at 4:41 and so forth)
- Late pick-up fees must be paid before the child(ren) can return to program
- Chronic late pick up may result in termination of services
- YMCA staff are required to notify their direct supervisor and call 911 if any child is left at the ELC after 7:00 pm

PROGRAM CLOSURES

In observance of the following holidays, the ELC will be CLOSED:

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day (July 4th)

- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Day

To maintain a high quality program, meet KDHE training requirements, and support the professional development of our staff, the ELC’s will close four (4) days each year for in-service. Parents will receive a minimum of 30 days notice prior to closure days.

WEATHER / EMERGENCY CLOSURES

It is the goal of the YMCA to ensure uninterrupted service to all families. In the rare instance that the YMCA Branch closes due to weather or other circumstances beyond our control (such as power or water outages), the ELC will also be closed. These closures will be announced via local radio and television stations. If program is already in session parents/guardians will be notified immediately and expected to pick up or make arrangements for an authorized adult to pick up children.

Weekly fees remain the same during program closures, planned and unplanned.

ENROLLMENT/ADMISSION REQUIREMENTS

Program enrollment is dependent upon space availability. Enrollment for the ELC programs cannot be completed online or at the membership desk. Please contact the program directly to determine availability and begin the enrollment process.

Prior to participation families must complete all KDHE and program enrollment forms, pay a non-refundable enrollment fee and the first week of tuition. The enrollment fee is due annually and required for continued enrollment in the ELC program.

WITHDRAWAL/DISMISSAL GUIDELINES

Two weeks written notice is required for withdrawal.

The YMCA ELC reserves the right to ask a family to withdraw a child from the ELC for, but not limited to, the following reasons:

- When the program cannot meet the needs of the child or when the child cannot adapt or adjust to the group setting.
- Chronic behavior problems or acts of aggression.
- Non-payment of tuition according to the payment policies.
- Lack of cooperation by the parent/guardians with regard to YMCA policies and/or KDHE regulations as outlined for licensed childcare facilities.
- A child’s absence, with no notice to the ELC, for one week.

Be assured that prior to dismissal actions being taken, the staff will work closely with families, making every effort to resolve problems.

CHILDREN WITH SPECIAL NEEDS

Our goal is to meet the individual needs of each child within the structure of our program, while maintaining a safe and healthy environment for the children and staff. Children with needs will be accepted if the program is determined to be in the child’s best interest.

Families of children with special needs must schedule an interview with the YMCA Child Care and Camp Branch Director prior to enrolling.

PAYMENT POLICY

Upon enrollment, and every August thereafter, an annual enrollment fee is due. The amount will be indicated on your parent/guardian agreement along with your child's weekly tuition rate. Families shall be notified a minimum of 30 days in advance of any changes to center fees. Tuition is due regardless of attendance, and payment is required in advance.

- Weekly fees are due in advance, **on Monday of each week**
- Parents are required to complete a payment agreement upon enrollment and any time in which enrollment or weekly fees change
- Late payments will result in a late fee of \$10.00 (Fees paid after Monday)
- A \$10.00 return item fee, plus applicable late fees, will be charged for all returned drafts/checks. Payment by money order or credit card will be required for accounts with multiple returns.
- Services will be suspended when:
 - Accounts past due
 - Late pick up fees are not paid
 - Children are not in attendance for one or more weeks without notice from the parent

Fees continue to accrue during periods of suspension

- Payment options include:
 - Bankdraft
 - Check or money order mailed to Child Care Accounts, 402 N Market, Wichita KS 67202
 - Payment at any YMCA front desk
 - Online at ymcawichita.org
- DCF payments must be made through the EBT call in system. On-line and on-site processing is not available for YMCA participants. Payment coupons can be obtained at any branch and/or from your ELC Program Director.

Payments can be made weekly or monthly. Monthly payments must be received no later than the 5th of the month. To calculate your fees for the month simply count Monday's in the month and multiply times the YMCA fee listed on your payment agreement.

Parent/guardians are responsible for any fees not covered by DCF. These out of pocket expenses can be paid throughout the month, please ensure your payment schedule does not allow the account to become delinquent as late fees apply to ALL accounts including DCF funded participants and failure to pay weekly fees on time may result in suspension of services

- For families with other 3rd party financial assistance, please review carefully your approved plan as the agreement is with you and the agency, not the agency and the YMCA. You will be responsible for all required documents and policies of the 3rd party agency. As with all accounts the parent/guardian is responsible for all

weekly fees not covered by their 3rd party provider.

- Parent/guardians are responsible for keeping receipts and or documentation of payments made online or at a YMCA branch, and may be required to provide such documentation to the program director.
- The child care accounting office provides annual payment records for tax purposes online. Please log in to your YMCA account to access this information. (tax ID #48055-4440)
- For details regarding your child care account please contact the accounting office at childcare@ymcawichita.org.

FINANCIAL ASSISTANCE

Scholarships are available for those who qualify. Approval for assistance does not guarantee enrollment or placement.

- Child Care and Membership require separate applications for assistance.
- Applications are available online and at any YMCA location.
- Incomplete applications cannot be processed.
- Completed applications can be turned in at your YMCA location or mailed to the Child Care and Camp administrative offices at: Greater Wichita YMCA Child Care and Camp 402 N Market Wichita, Kansas 67202
- Fees not covered by financial assistance are the responsibility of the parent/guardian.
- Please allow 10 business days for processing.
- Questions about financial assistance can be directed to childcarescholarship@ymcawichita.org.

CONFIDENTIALITY

All family records are confidential. Only authorized ELC staff has access to files. Regulatory agencies such as DCF or KDHE have legal access to class lists and files in the course of duties involving licensing, supervision, or special services.

- No information will be released to any other person or agency without parent's written permission.
- Each family's name, address, telephone number and child's birth date are included on a class list that may be distributed only to other enrolled families and staff. If you want your address and/or phone number deleted from the list, you must notify the ELC in writing within one week of enrollment.
- Center staff routinely use photographs and videos of the children as part of the curriculum. In addition, children's pictures or videos may be used for marketing. If you object to your child's picture or video being used for marketing, you must notify the ELC within one week of enrollment.

HEALTH POLICY

Children that display signs of illness shall be excluded from the program until they are symptom free for 24 hours. If your child is sent home with a temperature, diarrhea and/or vomiting, he or she may not return to school until the child's symptoms are normal without medication. A doctor's notice may be required prior to the child's return.



The parent, legal guardian, or other person authorized by the parent will be contacted immediately when a child has a sign or symptom requiring exclusion from the facility. Children must be picked up within thirty-minutes of notification.

Signs of illness include but are not limited to:

- Auxiliary temperature of 100°F or greater
- Unusual lethargy
- Uncontrolled coughing
- Irritability
- Persistent crying
- Difficulty breathing or wheezing
- Uncontrolled diarrhea
- Vomiting
- Unidentified rash
- Head lice, or scabies
- Any known contagious diseases

Parents/guardians are required to report all communicable diseases to the ELC, and provide a notice from the physician as to the date the child is able to return to care.

Communicable disease notices will be posted in the program and sent home to notify families of exposures. To ensure confidentiality, children's names will not be included.

In case of emergencies be assured all YMCA ELC staff are trained in pediatric CPR/AED and First Aid. Following the YMCA emergency procedures, staff will contact emergency services (911) if warranted. Parents/guardians will be notified immediately of any significant incident, illness, or injury and an incident report will be completed to document the incident for the program and families. All children are required to have a current Authorization for Emergency Medical Care form on file at all times. Please notify the program director if your insurance, hospital, or emergency contact information changes.

MEDICATION POLICY

KDHE licensing regulations do not permit childcare agencies to administer prescription or nonprescription medication to children without the authorization of a physician and/or the written authorization of parent/guardians. Request to administer medication forms are available at the ELC.

- Nonprescription medications such as Tylenol, cough medicine, etc. may be given if guardian completes a medication form. This policy includes all **medications**, including nonprescription items for diaper rash, etc.
- Aspirin cannot be administered without a physician's written authorization.**
- All medication to be administered must be **given directly to the ELC staff in its original container and clearly marked with the child's first and last names.**
- Prescription medication must contain written instructions as to quantity, time for administering, name and telephone number of the physician and any other pertinent information.
- A doctor's note regarding dosage for prescription and nonprescription medicine is required for children under two years of age
- YMCA personnel will not be responsible for administering injectable medication (except epipens).



DAILY OUTDOOR ACTIVITY POLICY

In accordance with KDHE regulations and the YMCA Healthy Eating and Physical Activity standards, all children will participate in outdoor play daily.

KDHE requires a minimum of 1 hour per day, which can include both quiet and active play. This hour may be one or two longer periods or several short periods based on weather conditions. Children will participate in outdoor play unless "extreme weather" conditions prevail and/or there is an active weather warning in the program area.

Please ensure that your child is dressed for outdoor play daily and understand that if they are not well enough to participate in outdoor play they are not well enough to attend program for the day.

GUIDANCE AND DISCIPLINE POLICY

We believe that the purpose of discipline is to guide children as they develop problem-solving skills, learn to get their needs met in a positive way, and appropriately stand up for their rights and the rights of others. Techniques are selected based on children's age and developmental competencies.

The YMCA follows KDHE suggested guidance techniques. These techniques include:

INFANT/TODDLER

- Teachers will use the distraction technique, otherwise known as redirection. The infant/toddler will be taken away from the activity and given another choice, one that is positive.
- Teachers will use the word "NO" sparingly. "NO" should only be used in situations where the child could be harmed.

PRESCHOOL

- Preschool children will be allowed to make acceptable choices and let the natural consequence of the decision be the teacher.
- The teachers will help the children to solve problems while offering suggestions to resolve the issue.
- Classroom rules will be the foundation within the preschool curriculum.

A copy of all recommended techniques will be provided upon enrollment, found posted in the child care center, and is included in all staff new hire orientation.

YMCA DISCIPLINARY PROCEDURES

- Minor behavioral issues will be shared as needed with families verbally and/or in writing.
- When a child's behavior becomes challenging and disruptive and can no longer be maintained through common behavior management techniques or threatens the safety of the child, other children, and/or YMCA staff, the parent/guardian will be contacted to pick up the child and a conference to discuss the behavior will be scheduled.
- The purpose of a conference is to discuss the specific behavior and share concerns, develop an action plan, and behavioral supports/resources that may be accessible to the staff and family.
- Chronic behavioral issues or behaviors that are re-occurring without resolution may result in termination of services.
- It is the goal of the YMCA to make all reasonable accommodations for children with social and emotional challenges.

ABUSE/NEGLECT POLICY

As mandated reporters, our staff is required by law to report any suspicion of child abuse and/or neglect to child protective services. Staff is not permitted to discuss their concerns with family members prior to reporting. All staff receives KDHE approved child abuse and neglect training that includes prevention, reporting, and recognizing signs and symptoms of abuse and neglect.

CONSCIOUS DISCIPLINE®

The YMCA Early Learning Centers utilize the research based approach; Conscious Discipline® to help school staff, teachers, and students create an environment where everyone can develop in a way best for them. Students learn to:

- Set and achieve goals together... despite obstacles
- Manage emotions, instead of acting out
- Set personal boundaries to encourage mutual respect
- Resolve conflict in a way that creates closer relationships

Created by Dr. Becky Bailey, an internationally renowned expert in child developmental psychology, Conscious Discipline® is built on the premise of developing discipline within children rather than applying discipline to them. Through this program children learn to turn daily conflict into opportunities to learn critical life skills.



Meal/Snack Program:
Fresh Fruits or Veggies and Whole Grains served daily



FOOD SERVICE

The ELC features nutrition education and healthy eating through USDA's Child and Adult Care Food Program (CACFP)*.

- Menus and meal service schedules are posted.
- Breakfast, lunch, and one afternoon snack are served daily to all children.
- Infant bottles and Tippy cups must be labeled with the child's name. All bottles are required to have a fitted lid. Bottles and cups will be rinsed and returned to parents daily. Parents are responsible for returning enough clean and sanitized bottles/cups for each day's use.
- An adequate amount of food will be served to meet nutrition requirements for children.
- Outside food is not allowed in the ELC.
- Meals are planned as relaxed, social experiences, and are served family-style so that children develop self-help skills. Although never forced to eat, children are encouraged to sample small portions of each item. Teachers are seated at the table with children and are models of appropriate behavior and promote healthy eating.
- Children MUST arrive at the posted meal time in order to participate.

* In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

BIRTHDAYS

Birthdays are a special time. We enjoy celebrating them together to affirm each child's significance as a person. Classes will develop their own simple ceremonies based on the developmental stages of the group. You are welcome to take part by joining your child's class for all or part of the day.

- If you would like to bring a special snack, we ask that you plan healthy, peanut-free edibles within our nutritional guidelines. Staff is happy to offer recipes and ideas.
- For safety reasons, balloons are not permitted for younger children. There is a danger of children chewing and swallowing them.

CLOTHING AND SUPPLIES

Children should be simply and comfortably dressed in clothes for play and participation in ELC activities (KDHE 28-4-438b), as well as that day’s weather.

As required by KDHE regulation, all children **MUST HAVE** (no exceptions):

- Two complete changes of clothing, permanently labeled with child’s name (underwear, socks, shirts, and pants/ dresses) to be left at the ELC.
- A daily supply of diapers or training pants for infants and toddlers (at least one diaper or pair of training pants per hour of care).
- A new toothbrush and tube of toothpaste every January and June for preschoolers and toddlers to be used only in the ELC.
- A blanket or towel for use at naptime (will be sent home on Fridays to be laundered and must be returned on Monday).

Children are required to leave all personal items and valuables (i.e. toys, money) at home with the exception of quiet time items.

DIVORCED/SEPARATED PARENTS

If divorced or separated parents share custody, every effort will be made to see that both parents receive communications from the ELC. If one of the parents has restricted access for custody or visitation and that restriction will effect ELC arrangements, please furnish the center office with a certified copy of the custody/visitation arrangements.

The YMCA does not become involved in custody or payment term disputes. Please do not ask staff or the director to document and/or discuss any actions or behavior of another parent.

PARENT/GUARDIAN’S ROLE

Parent/guardians are the first teachers of their children and are an important part of the ELC. Their active role enhances their children’s experiences and allows them the opportunity to participate in shaping their child’s care and education. Our goal is to provide a warm, welcoming atmosphere where parents/guardians and staff work together as partners to promote continuity, support, and respect for families and their cultures.

COMMUNICATION

The policies and procedures outlined in this handbook have been developed in order to help define the dynamic relationship that exists between children, parent/guardians, and early childhood professionals as we work together for the benefit of families.

Effective communication between parent/guardians and teachers is the key to a child’s comfort and success at the ELC.

Classroom teachers will schedule a progress conference with each child’s family at least two times a year. Other conferences requested by the parent/guardians or teachers may be held at a time mutually agreed to.

Staff will respond professionally to concerns and questions. We ask that you speak to staff at times when they are not responsible for supervising children.

You’re always welcome to spend time with your child at the center. If you have any special skill or talent, we invite you to share it with your child’s class.

Please feel free to eat lunch, read stories, join a field trip, or enjoy outdoor activities with your child.

Informal conversation between parent/guardians and teachers happens daily. In addition, parents are offered other means of communication:

- Bulletin boards at the entrance to the ELC and throughout the center describe daily activities and announce special events.
- Periodic notes, daily charts, a monthly newsletter, and calendar are distributed.

HOLIDAYS

Traditional holidays are recognized in a simple, yet meaningful way at the ELC.

Holiday observances vary greatly from family to family. If your family has special traditions that you would like to share with the other children, please make arrangements with the classroom teacher. We encourage activities that develop awareness and respect for all cultures and heritages.



GROWING LEADERS

Before and After School GREATER WICHITA YMCA

If you are in need of programs for children who have entered school, YMCA still has a lot to offer.

YMCA School Age Child Care (SACC) services include before & after school programs, school day out Fun Clubs and winter/spring break camps (K-age 12).

These programs offer daily homework assistance, healthy snacks, recreation and more. Your child will thrive in a safe and supervised environment that teaches the Y’s core values of caring, honesty, respect and responsibility.

ENROLLMENT BEGINS EACH JULY

Programs are available in select schools through the Andover, Augusta, Circle, El Dorado, Goddard, Maize, Renwick, Valley Center and Wichita Public School Districts.

SACC is a good place for children to learn and grow. SACC programs:

- challenge children to accept and demonstrate the positive values of caring, honesty, respect and responsibility.
- offer a balance of activities including daily recreation, educational enrichment and more.
- include nutritious meals and snacks
- are KDHE licensed, third-party contracted with YMCA income-based pricing also available.

Enrollment handbooks for SACC programs are available online at ymcawichita.org. They may also be picked up at any Greater Wichita YMCA location.

YMCA ELC PROGRAMS

ELIGIBILITY

- Infants - 2 wks to 12 mos
- Toddlers - 12 mos, walking independently to 2 ½ years
- Preschoolers - 2 ½ years to kindergarten eligibility

Eligibility is considered upon completion of the application forms and receipt of the enrollment fee.

Children are placed in classrooms based on age and developmental readiness. Fees are charged based on the child's assigned classroom.

An ongoing waiting list is maintained at each ELC site.

LOCATIONS

EAST YMCA	SOUTH YMCA	ANDOVER YMCA
9333 E Douglas	3405 S Meridian	1115 E US Hwy 54
316.685.2059	316.942.9782	316.448.1060



YMCA, 402 N. MARKET
WICHITA, KS 67202



YMCA MISSION

To put Christian principles into practice through programs that promote healthy lifestyles, strong families, and positive youth development to build healthy spirit, mind, and body for all, regardless of ability to pay.

In collaboration with:



Children's
Cabinet Fund



Kansas Children's
Service League



United
Way
Funded Partner