



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA CHILDCARE



## Building Strong Bright Futures

### 2024/2025 Handbook

If you are interested in or have any questions about the Child Care Department,  
please call Stacey Hanson at (541) 440-9622 ext. 230



**FOR YOUTH DEVELOPMENT®**  
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## **I. THE MISSION**

The mission of the YMCA of Douglas County is to build strong kids, strong families, and strong communities. The YMCA is a charitable, community-based membership organization which charges monthly dues and fees to cover the costs of providing personal growth through fitness, sports, and child care programs for all families and individuals.

## **II. WELCOME & INTRODUCTION**

Dear Families,

Thank you for choosing to enroll your children in the YMCA of Douglas County Child Care Program. This will prove to be an exciting time in your child's life. It is a time to meet new friends, learn new skills, and build self-confidence. Your child's safety and well-being is our primary concern.

### **GOALS AND PURPOSE OF CHILD CARE**

1. Help children achieve their potential through lessons which include:

- Self-awareness, confidence and feelings of self-worth
- Interpersonal relationships
- Values development
- Academic achievement
- Physical skills
- Health and nutrition

2. Support and strengthen the family unit:

- Improve communication among family members
- Increase family ability to work and play together
- Help families share their values
- Increase "sense of community" with other families

3. Deliver child care programs for children in a positive YMCA environment:

- Safety, support, care and fun for children
- Operate within YMCA principles and philosophy, and build youth assets

Please review all of this handbook's information so that you and your child will be prepared for your first day of care. If you have any questions, please contact the Child Care Office. We are excited about having your child in our program. All of us in the YMCA of Douglas County Child Care Department look forward to meeting your family.

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## **IV. ENROLLMENT**

### **FINANCIAL ASSISTANCE**

Financial assistance is available for membership and in all program areas for those who can demonstrate financial need and as funding is available.

### **NON-DISCRIMINATION POLICY**

The YMCA of Douglas County is an equal opportunity employer. With regard to Child Care, the YMCA does not discriminate against any child on the basis of race, religion, color, gender, age, national origin, or disability in accordance with Federal and State laws and regulations.

### **CHILDREN WITH SPECIAL NEEDS**

The YMCA complies with the Americans with Disabilities Act and applicable federal, state or local law in providing services to children with special needs or disabilities. Our goals are to meet the individual needs of each child within the structure of our program, while maintaining a safe & healthy environment for all children and staff.

### **MILITARY RESPITE CARE**

U.S. Military will offset up to 16 hours, no more than \$40 per month for childcare for active duty military personnel.

### **PAYMENT POLICY**

\$50.00 non-refundable enrollment fee is due upon registration/renewal.

Payment/co-pay is due on the first of each month. Bills will be emailed on the 20th of the previous month.

Late payments/co-pays will be assessed a \$35.00 late fee per family on the 9th of the current month, and your child will not be admitted for care until payment is made.

Unpaid accounts will be sent to collections promptly on the 15th unless special arrangements are made and adhered to diligently.

The parent's portion of a DHS contract is subject to the same payment policies stated above. In addition, parents with DHS contracts are responsible for all fees outside the scope of their DHS contract such as late pick-up fees, registration fees, fees associated with contract non-compliance and others.

There will be a late pick-up fee of \$10.00 per child for the first 15 minutes, or portion thereof, if children are picked up after the center's closing time of 6:00 p.m. In addition, \$2.00 per minute after 6:15 p.m. will be assessed per child.

Cancellation of your contract requires a written notice 2 weeks in advance. Prepared forms are available in the Child Care Office.

Please make other arrangements for care if your child is ill. Children who are ill or have infectious or communicable diseases, according to Oregon Child Care Division Standards (listed later in this Parent Handbook), may not be admitted for care or may be sent home early and fees will still apply. If your child is sent home for an illness/fever they will not be welcome back for 24 hours. **We do not refund for absences due to illness.**

## V. PROGRAM PRACTICES

### PROGRAM HOURS

1. The Preschool, Childcare, and Summer Programs for 2½ to 5 year olds and 6 to 12-year olds run from 6:30 am until 6:00 pm, Monday through Friday. Children may not be dropped off prior to 6:30 am. Children must be at least 2½ years of age and fully potty trained.
2. The “Before and/or After School” program is for children in Kindergarten–Grade 5 and operates from 6:30 am until school starts or the children are picked up by bus and from the time the bus drops off (usually 3:50 pm; 2:50 pm on early release days) until 6:00 pm. Children may not be dropped off prior to 6:30 am and must be picked up by 6:00 pm.

### WITHDRAWAL FROM THE PROGRAM

Withdrawal from the program requires written notice given two weeks in advance to the Child Care Director. If the withdrawal period falls into the next month, the final bill will be prorated. The parent, guardian and/or third party payer is responsible for full payment on contract. In order to receive an adjustment on your billing for a planned absence, we must receive two weeks advance notice. These adjustments will be made only for absences of one week or more. Forms are available in the Child Care Office.

### HOLIDAYS

Child care will not be provided on: Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve & Christmas Day, New Year’s Eve & New Year’s Day, Memorial Day, 4th of July, and Labor Day. Childcare services will be available on all other holidays unless otherwise notified. We will close early on Christmas Eve Day and New Year’s Eve Day when they fall on a weekday.

### CLOSURES

Power outages and inclement weather happen on occasion. We will make every effort to remain open. Our goal is to make sound decisions based on the safety of families and staff, while still meeting families’ needs for child care. In the event that we need to close or delay opening, we will notify you by phone or text as soon as we can. These days will not be prorated out of your bill.

### ABSENCES

Oregon Child Care Division requirements mandate that we engage staff based on the number of children enrolled, we cannot give tuition refunds for the contracted days your child is absent. **We do not refund for absences due to illness or short periodic absences.** For planned absences 1 week or longer please see “withdrawal from the program”. We will require at least a 2 week notice and a limit of 2 weeks prorated per contract period. Your child may make up a day that they were sick **within the same week** staff ratios allow. Make up days may not carry over to the next week. Availability will depend on enrollment.

### LATE PICK-UPS

A late pick-up fee of \$10.00 per child for the first 15 minutes or portion thereof will be assessed if your child is picked up past center closing time of 6:00 p.m. In addition, \$2.00 per minute after 6:15 p.m. will be assessed per child. Consistent pick up tardiness may result in suspension or expulsion from the program at the sole discretion of the YMCA. Late fees will be included in the next child care billing.

## ARRIVAL & DEPARTURE PROCEDURES

Upon arrival, all children must go to the bathroom and wash their hands. We ask that parents assist us in doing this. All parents will sign in their children and walk them to their classroom. Once there, they will be acknowledged by staff before leaving. All children will be signed out only by those people listed on their authorization form. If a teacher does not recognize the person picking up your child, the teacher will require that person to show his/her ID, and the teacher will confirm that the person is authorized to pick up on child's information sheet.

If a parent cannot come in and drop off or pickup, they may sign a form specifying when the teacher should expect the child and who to call if he/she does not arrive on time, by bus or by foot.

## PARENT PARTICIPATION

Please check the parent bulletin board for family functions, announcements, etc. Please take time to talk with team teachers about your child's daily activities. Your participation is always welcome, and encourage you to visit the site during any part of our program. We do ask that if you stay more than just to sign your children in/out that you assist us in following our licensure guidelines and sign in at the childcare office. If you would like to share a particular talent with the children, please see the head teacher.

## NAP TIME

Our Preschool programs schedule children to take a daily nap or rest period after lunchtime. A cot is provided for each child. **Please bring in a small pillow and throw blanket (NO Sleeping bags.) for your child to use at naptime. Pillows and blankets must be taken home each week and washed to prevent spread of illness.** Children may bring "special" blankets or soft "stuffie" for nap if they like. After 20-45 minutes if your child has not fallen asleep, his/her teacher will provide a quiet alternative activity.

## CLOTHING

We participate in a wide range of activities provided, it is recommended that children be dressed in washable, comfortable clothing that allows for the creativity of children. For your child's safety, we ask that they wear enclosed rubber-soled shoes (no shoes without back straps). Dress your child appropriately for indoor and outdoor play. \*In addition we ask that you don't bring your child to preschool wearing makeup. Water activities, play and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center. All clothing should be marked with the child's name. Please provide a jacket or sweater year round.

## SWIMMING

As part of our curriculum, we offer a water safety program Thursday 10-11am and Friday 9-10am. School Age children swim after school on Wednesdays. **Please provide a swimsuit only; we provide the towels.**

## PERSONAL BELONGINGS

Please mark all belongings and do not send money, valuables, electronics or toys with your child. The YMCA cannot be held responsible for lost or stolen items. There is a Lost and Found Box at the Welcome desk.

Please remind your child to take everything home at the end of every day!

## TRANSPORTATION/FIELD TRIPS

All parents will be notified in advance as to when and where the field trips will be. **A permission slip will be sent home the week of the trip that must be signed and returned.** While on field trips, all emergency forms and bags are carried by teachers. Staff ratios are maintained, bathroom visits are chaperoned, and

children are supervised according to Oregon Child Care Division rules. We have qualified drivers who are licensed and insured who follow all DMV requirements. **PARENTS MAY NOT DROP OFF OR PICK UP FROM A FIELD TRIP unless it is an emergency. All children must leave the YMCA and return together.**

## **MEALS, SNACKS & SPECIAL OCCASIONS**

The YMCA of Douglas County asks that the parent's pack a healthy, well-rounded lunch. The Y provides snacks in accordance with USDA standards, CACFP/ODE guidelines and YMCA Healthy Eating & Physical Activity standards.

The YMCA offers a four week rotating meal plan. The current week's menu is posted on the kitchen door and the parent bulletin board. Any questions about our food program may be directed to Stacey Hanson, Childcare Director.

Any food allergies or sensitivities should be noted on the Child Information form at time of registration. Our kitchen can usually make minor substitutions.

Parents are welcome to send bakery items to share with their child's classroom on birthdays and special occasions. We encourage parents to bring healthy items and, if possible, small portions of sweets. Please let the teachers know in advance that you will be bringing a treat. We cannot accept home baked goods as items must be made in a licensed kitchen. Any other items that you bring must be cleared with staff.

Teachers will help students learn proper table manners and usage of utensils. Teachers will also engage students in discussions about the foods being served, healthy eating, etc. Children are encouraged to participate in clean-up after each meal/snack.

## **HOMEWORK**

There is space at the site for school age children to work on homework and study. Staff will be available for assistance.

## **SHOW 'N TELL**

Preschool sharing day is Wednesday. Children are encouraged to bring items that can be shared with the group. **Toys and other items will be permitted on this day only!** Items will be placed in the child's cubby/locker for retrieval at the end of their day. Children are held responsible for toys and shared items. Absolutely no guns, knives, or toy weapons will be permitted.

## **PHOTOGRAPHS**

Periodically, pictures are taken of classroom activities or playground fun for the purpose of publication in brochures or newspaper, yearbook and bulletin boards. If you do not want photos taken of your child, please let us know.

## **SCHOOL AGE WRITTEN BATHROOM PLAN**

When a child needs to go to the bathroom, he/she informs a staff person in the classroom that he/she is going to the bathroom. A teacher will position himself/herself in the hallway near the bathroom door for the child's protection. If on a field trip, staff will post themselves outside. If a child does not come out in 3 minutes, staff will intervene.

**S.M.A.R.T (Start Making A Reader Today) READING PROGRAM** (October-May; summer dates vary). Pre-School and Pre-Kindergarten children will have the S.M.A.R.T Program as part of their regular Monday & Tuesday programs. If you do not want your child to participate in this program, please let us know. Volunteers read to the children. They choose a new book to take home once a month

## **VI. CHILD ABUSE POLICY**

The YMCA staff will protect children in care from child abuse, neglect, or exploitation, as required by law. A copy of the YMCA of Douglas County's Child Abuse Policy is available in the Child Care Office.

YMCA employees are mandatory reporters under the Child Abuse Reporting Law in the State of Oregon. Certain persons or groups of persons having frequent contact with children are required by Oregon state law to report suspected cases of child abuse and neglect to the local Department of Human Services (DHS) or law enforcement agency. These designated persons are in a position to identify children who are at risk from abuse and neglect. Consequently, they are required to report such cases.

The Child Abuse Reporting Law (ORS 419B.005 to 419B.045) was enacted in 1971. The intent of the law is to identify children who are victims of abuse or neglect and to provide services needed to assist caretakers in resolving problems of underlying child mistreatment. The term "child abuse and neglect" includes the physical or mental injury, sexual abuse or exploitation, negligent treatment or mistreatment of a child.

State laws require that you have reasonable suspicion that abuse is occurring. That means you do not need proof to make a good faith report. A report is not due to making accusations but asking for a professional service to be done to investigate further in regards to a serious concern of a child's safety.



## YMCA of Douglas County Takes Action to Protect Children as a Darkness to Light



### YMCA Child Care Staff Members Trained in Award-Winning Stewards of Children® Program for Child Sexual Abuse Prevention

The YMCA of Douglas County has achieved Partner in Prevention status, a designation awarded by the nonprofit Darkness to Light to organizations which take extra steps to protect the children they serve by training staff to understand the issue of child sexual abuse, identify unsafe situations and practices, and react responsibly in the best interest of the children they serve.

One in 10 children will be sexually abused before the age of 18. The YMCA of Douglas County earned the Partner in Prevention designation by providing Stewards of Children® training to over 90% of its management, staff, and volunteers. This evidence-informed program is scientifically proven to help participants prevent and respond to child sexual abuse. Partner in Prevention was created as a national standard to help parents and caregivers recognize organizations that take child protection seriously by implementing policy and training staff to prevent child sexual abuse.

Stewards of Children® workshops feature videos of real people and real stories to show you how to protect children. You'll meet survivors who lived through child sexual abuse, experienced its immediate and long-term effects, and ultimately were able to find healing. You'll meet experts who work with children and families, and confront abuse on a daily basis. Many of these survivors and experts are also parents themselves. The program is available in English and Spanish.

"Stewards of Children® training for parents and those who work with children is so important that we require it of all staff members," said Marisa Fink, YMCA Executive Director. "We are so very grateful to The Ford Family Foundation for funding this critical initiative throughout Oregon and Northern California." In addition to the 139 YMCA staff members, over 800 adults have been trained by the Y's Darkness to Light program in the Roseburg area since 2015. The goal is to reach 5% of the adult population.

To learn more about child sexual abuse prevention training or to enroll in a 2½ -hour Darkness to Light training, provided at no cost to participants, please contact Stacey Hanson, Darkness to Light Coordinator at 541-440-9622, ext. 230.

## **VII. SAFETY/EMERGENCY/ACCIDENT/ILLNESS**

### **SAFETY**

YMCA safety policies are followed in all of our programs. Our facilities and equipment are checked regularly to ensure every child's safety. Each staff member is First Aid and CPR certified. Parents will be notified immediately in case of an accident.

### **EMERGENCY PROCEDURES**

Parents of children in all of our programs are required to give the YMCA permission to seek medical attention for their child in event of an emergency. Parents are required to update the YMCA of any changes in home, work, or emergency contact numbers. In the event of an emergency requiring evacuation, the YMCA Childcare Department will:

1. Relocate to the tennis courts adjacent to the YMCA if the entire building must be evacuated or to the skating rink if only the original YMCA building must be evacuated.
2. Notify the parent/guardian or emergency contact.
3. Parents/guardians will be informed where their children are located as soon as possible. Your child's safety is our primary concern. If time permits, we will leave signs and notify the front desk.
4. All staff will carry an emergency bag and contact numbers when taking the children out of the YMCA. In addition, all personnel remaining in the office will have access to copies of emergency contact numbers.
5. In event of lock down or earthquake the youth gym will be the designated gathering site.
6. If required, we will relocate to Stewart Park or the basketball court next to the tennis courts.

### **WRITTEN ACCIDENT PROCEDURE FOR THE YMCA**

When a child has a minor accident, the staff member or teacher on duty will render any first aid needed, followed by proper clean up and disposal of hazardous materials.

The staff member or teacher on duty will document the incident by writing up an accident report.

For more serious accidents needing more than one staff member, a staff member will alert 911 and the parent, if necessary, and the other staff member will stay with the child/children involved.

If a head injury or facial/mouth injury occurs, the parent will be contacted. Also, if the injury appears more serious than those needing only a Band-Aid or ice pack or if a bee sting, then notification is also made.

The child will be checked for serious bleeding, loose teeth, excessive pain, or anything out of the ordinary.

1. A member of the staff will carry out immediate first aid.
2. A member of the staff will contact parents to come and take the child if medical care is necessary.
3. In the event of an emergency and the parent or designated person cannot be reached, the staff member in charge will contact the designated physician and/or local emergency unit for treatment and/or transportation. A staff member will accompany your child and remain with him/her until parent(s) arrive.
4. Major incidents will have a detailed written report that a parent will have access to upon completion.

## **SCHOOL OR HOME SPECIAL CIRCUMSTANCES**

Some family situations may affect your child's behavior during the Child Care Program. Please keep us informed of such events so that we may be sensitive to your child's needs. We would like to work as a team with school and family to provide the best environment for your child's growth and development.

## **PRACTICES CONCERNING AN ILL CHILD**

Health and safety standards are maintained at all YMCA Childcare programs to minimize disease (in accordance with Oregon Child Care Division Standards). A Sick Child Policy has been established to avoid spreading disease throughout the center. In addition, notification will be posted on the Parent Bulletin Board in the event of an infectious or communicable disease. If your child is sent home for an illness/fever they will not be welcome back for 24 hours.

We ask that you do not bring your child if he/she has one of the following symptoms or combination of symptoms:

- Fever over 100 degrees
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing or wheezing
- Complaints of severe pain.
- Lice: Lice or nits in hair

You will be notified if your child displays any of the above symptoms. If you cannot be reached, your designated emergency contact will be called. Until someone arrives, a cot and blanket will be provided and your child will be separated from other children. Your child will remain within sight and hearing of a staff member. If neither you nor your designated contact can be reached or you are seriously delayed in picking up your child, a staff member will continue to monitor the child. If the staff determines that the child's condition warrants medical attention, the designated source of health care will be notified.

## **MEDICATION MANAGEMENT**

Any medications (prescription or OTC) are kept in a locked box in the kitchen. All prescription medications must be in the original containers with the child's name on them. The parent must fill out and sign a medical release form stating when the medication is to be given and the dosage. The teacher administering the medicine documents each dosage on the form that is kept with the medicine. **Please notify us of any medication given before arrival at the YMCA so we do not overmedicate.**

## **NOTIFICATION OF INFECTIOUS OR COMMUNICABLE DISEASES**

The guidelines by which a child will be readmitted to the Childcare programs for various conditions are as follows:

### **Chicken Pox**

- Generalized red blisters that open and then crust over, sore throat, fever, cough

**Policy:** Return to school 6 days after first appearance of last crop of lesions, or after blisters have crusted and dried, whichever is longer.

### **Common Cold**

- Inflammation of the mucous membranes, runny nose, sneezing

**Policy:** Return to school after symptoms are gone and child is feeling better.

### **Diarrhea**

- Very loose or watery stool

**Policy:** Return to school when child goes 24 hours without diarrhea.

### **Campylobacter**

- Severe Diarrhea

**Policy:** Return after treatment and diarrhea is gone.

### **E. coli**

- Bloody Diarrhea

**Policy:** Return with physician's release.

### **Giardia**

- Explosive diarrhea, bloating, and gas

**Policy:** Return after treatment and diarrhea is gone.

### **Salmonella**

- Severe headache, cramps, diarrhea, nausea, vomiting, low-grade fever, and muscle aches

**Policy:** Return when 2 stool cultures are negative for Salmonella.

### **Fifth's Disease/"Slap Face"**

Very red cheeks and may have rash on arms

**Policy:** May come to school if feeling okay.

### **Flu**

- Runny nose, fever, weakness, headache, body aches, muscle aches, nausea, back pain

**Policy:** Return to school after symptoms are gone.

### **German Measles (Rubella)**

- Starts with an upper respiratory infection that evolves into a generalized rash

**Policy:** Return to school 5 days after rash first appears and fever is gone.

### **Pinworm**

- Anal itching that worsens at night; white threadlike worms may be visible at anal opening or in stool

**Policy:** Return if under medical treatment.

### **Pink Eye/Conjunctivitis**

- Red, irritated eye(s); burning or scratching feeling in eye(s) with pus or mucous present

**Policy:** Return to school 24 hours after treatment has begun or physician's release.

### **Ringworm**

Scaly, red, ring-shaped area on skin

**Policy:** Return to school if under medical treatment and no evidence of new lesions.

### **Scabies**

- Rash that is raised and itchy on the wrists and between fingers and/or toes. May also be under arms and in diaper area

**Policy:** Return to school after medical treatment is complete.

### **Strep Throat/Scarlet Fever**

- Sore throat, vomiting, headache, swollen red tongue, chills, peeling of fingertips, toes and groin

**Policy:** Return to school after 24 hours of medical treatment and temperature is normal.

### **Whooping Cough/Pertussis**

- Runny nose, low grade fever, conjunctivitis, and a cough with a definite whooping sound

**Policy:** Return to school with medical release.

### **Head Lice**

- Itching, eggs visible on hair shaft, lice on hair, scalp, or clothing

**Policy:** Return to school after treatment and no nits(eggs) are present. Parent must transport child to class to be checked by staff person before returning.

### **Impetigo/Staph Infection**

- Blisters that may burst, ooze fluid, and develop a honey colored crust usually around nose and mouth, but may be on other parts of body.

**Policy:** Return to school after 24 hours treatment and lesions are healing (dried up rather than crusty).

### **Infectious Hepatitis "C"**

- Flu like symptoms, but skin and eyes may become yellow.

**Policy:** Return to school with physician's written release or okay by Health Department.

### **Measles (Rubella)**

- Low grade fever, dry cough, pink eye, cold symptoms, white spots on inside of cheeks and a red rash that starts on the face and spreads to rest of body

**Policy:** Return to school 7 days after rash first appears.

### **Mumps**

- Weakness, fever, sore throat, puffiness of cheeks and/or neck

**Policy:** Return to school 9 days after symptoms first appear or until all swelling and fever is gone, whichever is longer.

Specific recommendations for readmission are based on physician's or health department's advice.

## **INSURANCE**

It is the responsibility of every individual, his/her parent or legal guardian to provide for their own accident and health coverage while participating in all YMCA activities. The YMCA does not carry accident insurance.

## **LIABILITY WAIVER INFORMATION**

This release from liability is included here for informational purposes and on the last page of this handbook which will be signed and given to the Child Care Director as part of our registration process.

1. In consideration of the right to participate in this YMCA of Douglas County (later referred to as the YMCA) program, I waive the right to any and all claims against the YMCA for damages, losses, or injuries suffered by my participating minor child or by me as a participant that arise from this program. I, on behalf of myself, my spouse, my heirs, executors, or assigns, hereby agree to assume those risks associated with participating in this program and to hold harmless the YMCA and/or its agents for damages suffered by me or my minor child. I also agree to indemnify the YMCA for any claim of damages, injury, or death arising from myself or my minor child's participation in this program, including defense costs or other expenses.
2. I hereby certify that the above named participant is in normal health and capable of participation

in the Child Care Program. I assume all risks incidental to participation in this program and for transportation to and from the program. I hereby authorize the YMCA to obtain medical treatment for the participant in the event that the adult participant is incapacitated or that the parent/guardian or emergency contact cannot be reached.

3. I understand that the YMCA does not carry accident insurance on its members or participants. All expenses incurred in the treatment of injuries due to accident will be the responsibility of the minor participant's parents/guardians.

## VIII. BEHAVIOR POLICY

### BEHAVIOR MANAGEMENT [Bullying is Not tolerated.]

The goal of the YMCA is to provide a healthy, safe and secure environment for all participants. The children who attend and the staff who are employed are expected to follow behavior guidelines:

- |                  |  |
|------------------|--|
| ✓ CARING         | We will love ourselves and those around us.              |
| ✓ RESPECT        | We will respect each other and our environment.          |
| ✓ HONESTY        | Will be the basis of all relationships and interactions. |
| ✓ RESPONSIBILITY | For our own actions.                                     |
| ✓ SERVICE        | Committed to serving those who may need an extra hand.   |

### CODE OF CONDUCT FOR CHILDCARE

Please read to your child his or her responsibilities and note that behavior problems are documented in writing and maintained in each child's personal file. It is anticipated that parents will reinforce the following guidelines:

- a) Treat others and their property with respect.
- b) Respect the YMCA, school site, and adult authority.
- c) Use appropriate language and voices (inside and outside).
- d) Remain with a staff member at all times.
- e) Follow directions, and work and play in the classroom cooperatively.
- f) Follow playground rules, such as: sit on bottom on swings and slides, keep sand on the ground.
- g) Finish activities, help clean up afterwards, and return supplies to the proper place.

### CONSEQUENCES OF BEHAVIOR

Poor behavior will result in warnings and eventual time outs or loss of privileges. Severe cases of poor behavior will result in a conference with the Child Care Director. If severe behavior continues to the point where our students are not safe or our staff is unable to do their job, the YMCA reserves the right to expel a child from care.

Behavioral reports are written to document and report unacceptable behavior.

### GUIDANCE STATEMENT

We strive to use positive methods of behavior management. Our goal is to establish consistent, age appropriate limits to help children function in their world. Our programs are designed to develop in children a sense of independence and responsibility. We desire to strengthen each child's own cultural identity, while instilling a respect for others who are different.

Our goal is to develop a child's positive self-image. The child must feel good about himself/herself for

any real learning to take place. He/she must feel self-confident, capable, loved, and a valued member of the group.

We seek to provide the child with many choices and opportunities to make his/her own decisions during the day. All of this provides children with opportunities to grow in independence and make choices with confidence and skill.

\* Our staff will respond quickly and appropriately to children's needs, desires and messages and adapt their responses to children's styles, abilities, and life. Children's behavior takes on many different forms. When an inappropriate behavior takes place, the teachers may respond by redirecting, using natural consequences, or by ignoring the behavior.

\* The role of the teacher is to encourage pro-social behaviors among children such as cooperation, helping, taking turns, and talking together to resolve problems. The teachers foster this behavior through modeling, coaching and encouragement. Our goal is to provide the skills for the child to control his/her own behavior.

### **Your YMCA Child Care Department Supports Developmental Asset Building**

The Search Institute has found that there are 40 factors essential to a young person's success. These 40 factors are called developmental assets. Regardless of gender, ethnic heritage, economic situation or geographic location, these assets promote both positive behaviors and attitudes and help to protect young people from many different problem behaviors and attitudes. They are opportunities, skills, relationships, values and self-perceptions that all young people need in their lives. Your YMCA Child Care Department is committed to seeing all young people reach their highest potential. We'll be sharing articles and information about asset building and how we can promote them in our programs.

## **IX. STATEMENT OF PARENTS' RIGHTS**

Custodial parents/guardians, upon presentation of appropriate identification, have the right to enter and inspect the childcare facility in which their child or children are enrolled. Such entry and inspection may occur without advance notice to the YMCA provided entry and inspection are limited to the normal operating hours during which children are enrolled in the YMCA Child Care program.

The YMCA prohibits discrimination or retaliation against any child, parent or guardian who exercises his/her rights to inspect or enter the individual YMCA site.

If a parent/guardian is behaving in a way which poses or may pose a risk to any child or person or is acting in a manner which is inconsistent with the YMCA Code of Conduct, that parent/guardian may be asked to leave the premises. This is left to the sole discretion of each YMCA facility.

Our Child Care center will release a child only to a parent or another person named and identified by the parent(s). The teacher shall verify the identification of any person, other than the parent, who picks up a child.

## **X. USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative

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

(800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **XI. CERTIFICATION DECLARATION**

Please note: In accordance with ORS 414-300-030:

1. All inspection reports regarding all facilities housing a state certified YMCA Childcare Program and the Childcare Division Rules are available for inspection.
2. All YMCA Childcare Programs are open to all custodial parents during all hours of operation.
3. To register a complaint:
  - A. Please discuss your concern with your child's teacher.
  - B. If the problem is not resolved, contact the Child Care Director.
4. If you continue to have problems, do not feel your concerns are being addressed, or you are uncomfortable discussing issues with the center staff, contact the state certifier: Renee Breznay, at (541) 776-6298.

## **XII. CHILDCARE PROGRAMS**

In addition to Pre School, Pre-Kindergarten, Kindergarten and School Age Care, we have the following seasonal programs:

SEASONAL PROGRAMS  
Licensed School-Age Care- Fun Days  
Thanksgiving Break Care  
Winter Break Care  
Spring Break Care  
Summer Licensed Child Care

Please contact Stacey Hanson, Childcare Director @ 541-440-9622 ext. 230 with any questions. Billing questions may be directed to Lisa Bradley (Billing Coordinator) @ 541-440-9622 ext. 211.

The YMCA Welcome Center has flyers on upcoming events in Childcare and other childrens' programs. Please check out our website @ [www.ymcaofdouglascounty.org](http://www.ymcaofdouglascounty.org) for more information.



### XIII. PARENT HANDBOOK ACKNOWLEDGEMENT

This certifies that I have received a copy of the YMCA Child Development Handbook. I have reviewed this handbook and retained a copy for further reference.

I understand that the policies can be changed at any time, with or without notice. Any changes in policy regarding a particular matter will supersede any prior policies. Any reissues of this handbook will supersede this issue.

If I need clarification regarding the content of this booklet, I will contact the Child Care Director for further information.

**Print** parent/legal guardian name legibly: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Child (ren): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### RELEASE FROM LIABILITY

1. In consideration of the right to participate in this YMCA OF DOUGLAS COUNTY (later referred to as the YMCA) program, I waive the right to any and all claims against the YMCA for damages, losses, or injuries suffered by my participating minor child or by me as a participant that arise from this program. I, on behalf of myself, my spouse, my heirs, executors, or assigns, hereby agree to assume those risks associated with participating in this program and to hold harmless the YMCA and/or its agents for damages suffered by me or my minor child. I also agree to indemnify the YMCA for any claim of damages, injury, or death arising from myself or my minor child's participation in this program, including defense costs or other expenses.

2. I hereby certify that the above named participant is capable of participation in the child care program. I assume all risks incidental to participation in this program and for transportation to and from the program. I hereby authorize the YMCA to obtain medical treatment for the participant in the event that the adult participant is incapacitated or that the parent/guardian or emergency contact cannot be reached.

3. I understand that the YMCA does not carry accident insurance on its members or participants. All expenses incurred in the treatment of injuries due to accident will be the responsibility of the adult participant or the minor participant's parents/guardians.

4. I am a legally competent adult (18 years or older) who is responsible for the above named participant.

5. I have read and agree with statements 1 thru 4 above.

Signature of Legally Responsible Adult: \_\_\_\_\_ Date: \_\_\_\_\_