



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ENSURE A BRIGHTER FUTURE

Parent Policy Book, 2024-2025

YMCA Preschool / Early Childhood Education
KENOSHA YMCA



Dear Parents,

Thank you for your interest in the Kenosha YMCA Early Childhood Programs for ages 2 years – 5 years! We are an inclusive, state-licensed child care program that focuses around YMCA Character Development Values: honesty, respect, responsibility, and caring. Our mission comes to life through the emphasis of these values.

We have a fantastic year planned. You'll feel secure knowing your child is in a positive and nurturing environment while your child learns:

- Socialization skills that teach how to problem solve and work with others;
- Kindergarten readiness skills such as letter, shape, and number recognition so each child enters kindergarten right on target;
- To appreciate diversity through multi-cultural activities and foreign language lessons;
- To participate in a wide variety of activities including: group games, creative expression, cooking, language arts, large and fine motor activities.

At the Kenosha YMCA, we are committed to serving families and providing the highest quality care possible to allow development to occur.

We look forward to serving your family!

Sincerely,

Keeliah Hampton
Youth & Family Director

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Program Overview

Mission	To put Christian principals into practice through programs that build a healthy spirit, mind, and body for all.
Philosophy	The Youth and Family Department is an advocate for youth and families. We support our mission by offering programs that will nurture and encourage children while teaching character values of honesty, responsibility, caring and respect.
Location	Callahan Family Branch 7101 53 rd Street Kenosha, WI 53144
Program Hours	Monday – Friday; 9:00 a.m. – 4:00 p.m. Early drop off from 6:30 am to 9:0am and late pickup from 4:00 pm to 6:00 pm, at no additional charge. Children should not be in our program longer than 10 hours per day. Please provide documentation if employment and distance to employment require your child to be in our program beyond 10 hours.
Program Dates	Our programs go year-round. We have a 12-month curriculum that begins on the first day of KUSD instruction. Our program is divided into the school year and summer.
Program Closed	We close on Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, July 4 th , and Labor Day. Additional days in June and August for staff training.
State Licensing	The Kenosha YMCA Early Childhood Program is a Wisconsin State Licensed program. We invite parents to review the State Licensing Policy book located with the Parent Board.
Group Size	Our programs will follow state-licensed ratios or lower: 1:6 ratio 2 years 1:10 ratio 3 years 1:13 ratio 4-5 years
Staff	The Kenosha YMCA takes pride in the staff we hire. We look for people with a strong character, motivation to learn new things, and a love of kids. All of our staff are fully trained to deal with all aspects of childcare including being CPR and First Aid certified.

Parent Invitation	We invite parents to visit our programs at any time. Each site has a parent board with an itinerary and weekly activities posted. Feel free to join in the fun or ask questions about our programming.
Scholarships	Scholarships are available for families with low income that have been declined from the Kenosha County Job Center's Wisconsin Shares Program. Parents will be asked to submit two income verification statements and the letter verifying the Wisconsin Shares Program declined services with the scholarship application. Scholarships are processed in 1-2 weeks by the Youth and Family Assistant Director.
Programming	Children will enjoy specialty days that bring focus to activities like cooking projects, arts and crafts, and large motor activities.
Specialties	<p>Children will enjoy specialty activities like Spanish, swim lessons, group games and sports. Your child will want to come every day! Look for these:</p> <ul style="list-style-type: none"> • <u>Core Value</u> Honesty, Responsibility, Caring and Respect activities will get kids involved in what it means to make good decisions and how our actions affect others. • <u>Nutrition and Health</u> Children will explore sports, exercise, yoga, martial arts as well as projects that teach about making healthy food choices. • <u>Swim Lessons (3-5 year olds only)</u> Kids splash into the new aquatic center pool and get a 30-minute swim lesson with certified swim instructors. Afterwards, children will be able to play in the water with their teachers. • <u>Literacy</u> Children will use their imagination and cognitive development to explore their views and thoughts through journal writing. Teachers will assist children as they develop their vocabulary and a love of reading!
Additional Classes	<p>Parents have the opportunity to sign their child up for additional Kenosha YMCA programs while attending the Callahan Family Branch during program hours: instructional basketball, youth aerobics, dance classes, rock climbing classes, sport leagues, etc.</p> <p>Please see staff for more information. We'll be happy to walk them to and from the program area.</p>
Required Supplies	<p>On the first day of attendance your child will need: (If applicable)</p> <ul style="list-style-type: none"> • 1-2 changes of clothes; shirt, bottoms, underwear, socks, shoes • Diapers/ Pull ups • Wipes • Sleeping Bag/ Blanket

Toys from Home

Please do not bring anything of value including sentimental items. All toys from home will need to stay in your child's backpack.
The Kenosha YMCA is not responsible for lost or stolen items.

Christianity in Programs

The YMCA has a foundation in Christian beliefs. Although the Kenosha YMCA does not directly teach Christianity, there may be occasions where Bible verses may appear on artwork and posters throughout our facilities.

Grievances

We invite parents to offer suggestions, questions, or concerns. First contact your teacher on-site. If that does not meet your needs, contact the Youth and Family Director.

Contact**Keeliah Hampton****Youth and Family Director x207**

khampton@kenoshaymca.org

Oversees all youth development and childcare programs.

Lisa Eckardt**Youth and Family Assistant Director x236**

leckardt@kenoshaymca.org

Oversees billing/payments/W2 and Scholarships

Early Childhood Program Information

Site	Address	Phone Number	Hours of Operation
Callahan Family Branch	7101 53 rd Street	654-9622 Ext 215	6:30am to 6:00pm
2-3 1/2 Year Old Fees			
(*10% Sibling Discount – First child full tuition; siblings 10% discount)			
Options	Hours	Member	General Public
Half Day Rate	7:00am to 12:00pm	\$34.00	\$39.00
Full Day Rate	9:00am to 4:00pm (Extended Care 6:30am - 9:00am & 4:00pm-6:00 pm)	\$46.00	\$51.00
3 1/2 to 5 Year Old Fees			
(*10% Sibling Discount – First child full tuition; siblings 10% discount)			
Options	Hours	Member	General Public
Half Day Rate	7:00am to 12:00pm 11:30am-4:30pm (4K students only)	\$31.00	\$36.00
Full Day Rate	9:00am to 4:00pm (Extended Care 6:30am - 9:00am & 4:00pm-6:00 pm)	\$43.00	\$48.00
Full Day Summer Camp 4-5 yr olds	9:00 am to 4:00 pm (Extended Care 6:30am - 9:00am & 4:00pm-6:00 pm)	\$50	\$50

Curriculum

Children learn at an incredible rate. Especially during the first five years. It is the goal of the YMCA Early Childhood program to create an environment in which children can explore, discover, and learn about themselves and others. The Creative Curriculum utilized by the program in the Tykes and Tots classroom and Starfall Curriculum is used in that of the Preschool as a basic foundation. The curriculum is built around the individualized needs of the students. The Wisconsin model Early learning Standards (WMELS) provide the guidelines to ensure that the curriculum meets the child's developmental areas. These include 5 domain areas:

1. Health and Physical Development
2. Social and Emotional
3. Language and Communication
4. Approaches to Learning (i.e. Curiosity, Creativity, Imagination, Diversity)
5. Cognition and General Knowledge (Exploration, Discovery, Problem Solving, Mathematical and Scientific Thinking)

Daily lesson plans, centers, and learning experiences reflect these five domains. Through intentional planning, teachers determine the needs of the child and develop appropriate learning experiences to help guide them in their growth. Teachers observe and record the development of each child through on-going assessments. A portfolio is created for each child to document how they are progressing over time in each of the given areas. These portfolios are shared with the parents during conference time which takes place in the fall and again in the spring. Information included in the portfolios includes:

- ✓What the child has learned and how the child's development process.
- ✓How the child thinks, questions, analyzes, synthesizes, produces, creates...
- ✓How the child interacts - intellectually, emotionally, and socially - with others.
- ✓Goals for the individual child
- ✓Samples of the child's work

During the course of each day, children are given the opportunity to use and develop language, use large and small muscles, use materials and take part in activities that encourage creativity, learn new ideas and skills, participate in imaginative play, be exposed to a variety of cultures, and develop literacy skills. Emphasis is placed on establishing good health habits by scheduling at least 30 minutes of upbeat activity (i.e. cardio/aerobic games) in the morning and again in the afternoon in addition to the "free play time" that allows for the opportunity to run around. At least once a week a YMCA Sports Instructor facilitates "playtime" in the gymnasium helping them develop "pre sports" skills....running, throwing, jumping, eye-hand coordination, etc... Children participate in swim lessons once a week during the school year and "free play" swim time in the summer. Other health related fun such as Yoga, Zumbatomic (Zumba for kids), dance, and drama are incorporated into the week. Field trips to the library, local businesses, and parks are enjoyed throughout the month.

Typical Week for 2 & 3 year olds

TIME	MON	TUE	WED	THU	FRI
6:30-8:15 AM	Arrival of Children / Free Choice (Social Emotional Development; Language Skills)				
8:15 AM	Clean Up and Diaper Check/Bathroom Break and Wash Hands				
8:30 AM	Breakfast				
9:00 AM	Welcome and Circle Time				
9:30 AM	Story Time				
9:45 AM	Large Motor Activity (Physical Health)				
10:15 AM	Diaper Check and Bathroom Break				
10:30 AM	Art / Music / Fine Motor Activity				
11:00 AM	Books and Puzzles				
11:15 AM	Clean Up and Story Time				
11:30 AM	Lunch				
12:00 PM	Clean Up and Outdoor/Indoor Large Motor Activity				
12:30 PM	Diaper Check / Bathroom Break and Wash Hands				
12:30-2:00 PM	Nap / Rest time				
2:00 PM	Diaper Check / Bathroom Break and Wash Hands				
2:15 PM	Afternoon Snack				
2:45-4:00 PM	Large Motor Indoor/Outdoor / Free Choice				
4:00 PM	Diaper Check / Bathroom Break and Wash Hands				
4:15 PM	Fine Motor Activities				
4:45- 6:00 PM	Large Motor Indoor/Outdoor / Free Choice / General Clean Up and Departure of Children				

NOTE: Not all programs start and end times are the same time as the schedule.
Please see your Teacher to confirm exact times.

*Circle Time includes the following but is not limited to....
 Language & Literacy Development – Language Experience Stories, Reading Calendar Labels
 Mathematical Concepts – Calendar Activities
 Science Concepts – Weather
 Social/Emotional – Birthdays, Current Events
 Physical Health – Action Stories and Songs; Exercises

Typical Week for 3 1/2 - 5 year olds

TIME	MON	TUE	WED	THU	FRI
6:30 AM	<u>Centers:</u> Science, Dramatic Play, Reading Corner, Creative Expression, Language Arts, Manipulatives				
8:15 AM	Clean Up / Wash Hands				
8:30 AM	Breakfast				
9:00-10:00 AM	Free Choice Opportunities (Individualized Attention to Develop Relationships & Skill/Concepts) <u>Centers:</u> Science, Dramatic Play, Reading Corner, Creative Expression, Language Arts, Manipulatives				
10:00 AM	Practicing Letters & Numbers				
10:30AM	Washroom Break				
10:45 AM	Outside Time Books and Puzzles			Gym Class	Free Swim (9:30-10:00)
11:15 AM	(Mathematical Skills and Concepts; Language & Literacy)				
11:30 AM	Clean up, Wash Hands and Bathroom	Math	Social Studies	Practice Writing Names	Music and Movement
11:45 AM	Lunch				
12:30 PM	Clean Up and Nap Time at 12:30-2:00 PM				
2:00 PM	Bathroom Break and Wash Hands				
2:15 PM	PM Snack				
3:00 PM	Circle Time or Enrichment Activity				
4:00 PM	Large Motor Activity (Physical Health)				
4:15 PM	General Clean Up / Bathroom Break and Wash Hands for Second PM Snack and Prepare for departure of children				
4:45-6:00 PM	<u>Centers:</u> Science, Dramatic Play, Reading Corner, Creative Expression, Language Arts, Manipulatives				

NOTE: Not all programs start and end times are the same time as the schedule.
Please see your Teacher to confirm exact times.

*Circle Time includes the following, but is not limited to....

- Language & Literacy Development – Language Experience Stories, Reading Calendar Labels
- Mathematical Concepts – Calendar Activities
- Science Concepts – Weather
- Social/Emotional – Birthdays, Current Events
- Physical Health – Action Stories and Songs; Exercises

Registration & Payments

Overview	Early Childhood programming is a first come, first served program. All paperwork must be complete and submitted before registering. When the completed paperwork is turned in, the child can begin in the program when the online scheduling is complete and on the first day that was selected online. We assume all parents have had a chance to read the parent policy book and by enrolling in the program, agree to follow all policies and procedures.
Admission	The YMCA does not discriminate enrollment based on race, color, gender, creed, national origin, ancestry or ability to pay. We follow our Wisconsin state license meeting capacity, age and hours of operation requirements. We strive to meet every child's needs; however, all children must be able to work in our ratios of teachers to kids. Past due balances and discipline issues will require a conference before registration.
Payment Policy	The Youth and Family Department requires a pre-payment of services before services are rendered.
Enrollment Fee	A non-refundable enrollment fee of \$30 is due at the time of registration. For our 4-5 yr old summer camp a non-refundable enrollment fee of \$25 is due.
Payment Due Date	Weekly payments will be automatic per your payment plan and method of payment used at time of registration.
Payment Accepted	We accept Visa, MasterCard and Discover credit cards. Cash payments must be made at the Membership Desk.
Payment Locations	YMCA building located at 7101 – 53 rd Street, Kenosha.
W-2 Payments	We accept all Wisconsin Works (W-2) payments for child care. A verbal authorization is required from a Kenosha County Childcare Case Worker to our Youth and Family Office Assistant prior to registration. Parents that receive W-2 assistance are responsible for payment if W-2 payments are denied.

Process *(As sited from the WI Shares Policies)

There are 2 steps to receive WI Shares payments to help pay for child care costs.

Step 1 is to be determined *eligible*. This is completed by contacting the W2 office located in the Kenosha County Job Center and filling out the initial paperwork. W2 will then contact you to communicate the decision as to whether or not one qualifies for assistance.

Step 2 is to receive *authorization whereby reimbursement will begin*. Parents/guardians to contact the W2 office within a given amount of time to request an authorization. *It is possible to be determined eligible and to be notified of such eligibility, but NOT receive the assistance because one has not contacted the W2 office requesting authorization. Should such an event occur where the parents/guardians have not called the W2 office to make such a request, the Child Care Manual states, *“if a family that has been determined eligible for child care assistance does not request an authorization for child care reimbursement (request for authorization) until several months from the time that initial eligibility has been determined, the authorization may be backdated to only the first of the month of the request for authorization.”*

Parent/Guardians who intend to pay for child care utilizing W2 assistance must have received not only eligibility, but authorization *prior* to the attendance of the child(ren).

Co-Payments

If the W-2 program does not cover all charges, each parent will be responsible for a co-payment. Weekly co-payments are due every Friday. Child care will be declined the following Monday without payment. Late fees apply.

Credits

Credits will only be issued if a parent overpays their balance.

Refunds

Refunds are generally not available. The exception is with written cancellation and a 2 week notice of cancellation. It takes 1-2 weeks to process refund requests.

Fees

\$5.00 late payment fee per child
\$30.00 fee for all returned checks
\$5.00 weekly fee for late attendance agreement
\$10.00 fee not adhering to Absence Policy
\$1.00 per minute fee for pick-up after 6:00 p.m.

Enrollment Packet Enrollment packets can be downloaded from the website or picked up from the Membership Service Desk on-site. The required forms include:

- **Enrollment Form-**
- **Health History Form**
 - The Child Health Report must be submitted within 30 days of your child's first day of attendance.
 - Physical exams given to children 2 - 12 years may not be more than 12 months old.
 - Subsequent physical exams are required every year for children over 24 months.
- **Immunization Record-** Required upon registration with updates of immunizations as required by immunization schedule.
- **Attendance Agreement or Annual Contract**
- **Media Release**
- **CACFP (Child and Adult Food Program) Forms**
Household Income Statement

Taxes

Fein #39-0826296.

Tax Receipts are not mailed, however, you have access to the tax receipts on your YMCA account under the Payment and Order Management section.

Attendance

Overview

Each parent is responsible for turning in the appropriate paperwork on time which notifies the program of their child's attendance.

Attendance

Parents can choose between an Attendance Contract for the year without the hassle of monthly agreements and receive sick/vacation days **OR** choose a monthly Attendance Agreement that allows for schedule flexibility. A minimum sign up of 2 days a week is required for both. Accommodating schedule changes will be based on space availability.

Annual Contract

If your schedule and childcare needs do not change, fill out an Attendance Contract. Simply mark the days of the week your child will be using the program for the year and sign the contract. No other attendance form is required during the year. You will be responsible for notifying the site for any schedule changes. If continual changes to the schedule are made, parents will be asked to use Monthly Payment Schedule instead and forfeit sick/vacation days. After the first month of attendance, 5 flex days will be available to parents that use the Annual Attendance Contract. Given a 2 week notice for all planned days off otherwise a credit will be issued for the next month. Sick/Vacation days may not be transferred from year to year.

Drop Off Procedure	Parents are responsible for walking their child into the program area, signing in using their Brightwheel App and scanning the QR Code located at the entrance of the classroom. A signature is also required on the App.
Parent Pick Up	When departing, the pick-up person will need to be prepared to show a <u>picture I.D.</u> each day, corresponding with the authorized names listed on each enrollment form, before a child can be released. Parents can add people to their pick-up list on their Brightwheel Account. Anyone added to the Brightwheel account must download the app to use the same way as the parent by scanning the QR Code.
Absence Policy	Please contact the site directly if your child will be absent from a scheduled day. Fees apply.
Late Policy	Our Wisconsin State License requires all children to be picked up by 6:00 p.m. In an emergency, please contact the site before 6:00 p.m. to make other arrangements. Late fees apply. If parents and emergency contacts do not respond to communication attempts at the time of late pick up by 6:15 p.m. the decision may be made to contact the: Kenosha Human Development Services, 5407 8 th Avenue, Kenosha. 262.657.7188.
Communication	Staff communicate through the Brightwheel App. You will download the App through an emailed invitation to be connected to your child's program at the YMCA.
Under the Influence Policy	The Kenosha YMCA has a No Tolerance policy in regard to drugs or alcohol on-site or individuals that are inebriated on-site. Police will be notified if staff suspects anyone is under the influence including parents, family, etc. picking children up.

Health & Safety

Participation	All children and staff in Kenosha YMCA programs will be free of illness and able to participate in all activities.
Ill Child	Any ill child will be isolated from healthy participants and provided with a sleeping bag or mat while a parent is contacted to pick up their child. Parents are responsible for picking up any sick child from the program immediately. Children must be 24 hours free of diarrhea, vomiting and fever with no medication before returning to the program.
It is at the Director's discretion to ask for a doctor's note for a child to return to the program.	
Communicable Disease	Any child with a communicable disease such as, but not limited to whooping cough, diphtheria, meningitis, chicken pox, will be reported to

the local public health officer by the Youth and Family Director as the state requires.

Parents will be notified of possible exposure through a letter in their Brightwheel app.

Head Lice

We adhere to a 'no nit' (eggs) policy. If a child is sent home with lice, the child must be rechecked upon re-entry into program by Youth and Family staff.

Medication

Parents who would like their child to have prescription medication must:

1. Fill out a Medication Authorization form. (See Staff)
2. Provide medication in its original container with clear instructions.
3. Give medication to Youth and Family staff to put out of reach of children. (Inhalers can be kept with child with physician permission).

Injuries

Parents will be notified of all injuries via Brightwheel. Any injury to head or face will be notified by phone call as well. More serious injuries will require parent signature of an Accident Report at the end of the day, verifying notification. Staff will keep a First aid kit with them and wear gloves to treat injuries.

Emergency Care

In the event that 911 is called for an injured child, parents will be contacted immediately. Staff will accompany the child in the ambulance and meet the parents at the hospital if ratios allow. The enrollment form gives authorization for emergency care.

Safety Drills

All programs will do monthly fire and safety drills. Tornado drills will be conducted during tornado season. Our parent board shows a written record of drills, exit plans and a designated safe location. Flashlights and radios are on-site for such emergencies.

In the event of a fire, the children will exit the building through the nearest exit and meet together in field furthest from the building. In the event of a tornado, children proceed to the nearest restroom area.

Mandatory Reporter

The Kenosha YMCA is an advocate for children. Wisconsin State Licensing require that staff contact social services if there is any suspicion of child abuse, which includes physical or sexual abuse and/or neglect.

Nutrition

Food Service /Preparation We provide a healthy and delicious breakfast, lunch, and an afternoon snack to children in our program following Wisconsin State Licensing guidelines. Our menu is posted on the Parent Board. Although we try to follow the menu, due to circumstances beyond our control, we may need to make daily changes to it. If this occurs, the actual serving will be listed on the menu. All food is stored and prepared according to State Licensing guidelines.

Staff in charge of the preparation of meals are trained under the guidelines of the CACFP program and the National YMCA Healthy Eating and Physical Activity standards.

Special Dietary Needs

If a parent provides a documented disability by the child's doctor stating

a required change in diet we are more than happy to make the necessary accommodations.

Lunch

Lunch is provided following Wisconsin State Licensing guidelines and those of the YMCA Nutrition Campaign that goes beyond the state licensing. It abides by the healthy habits of increasing fruits and vegetables, 100% whole grains, and water as beverage of choice, etc....

Wisconsin State Licensing Requires:

Breakfast

1 from Grain and Fruit/Vegetable Group

A.M & P.M. Snacks

2 choices from food groups

Lunch

1 choice from each food group and 2nd fruit or vegetable

*1% Milk is served with every meal

Food Group Options

Grain	Meat/Meat Alternative	Milk	Fruit/Vegetable
Whole Grain Bread, Whole Grain Bagel, Crackers, Cereal, Granola Bar	Peanut Butter (or Soy Butter alternative), Ham, Turkey, Beans, Egg, Yogurt, String Cheese, Sliced Cheese	1% or Skim	Apple, Bananas, Grapes, Carrots, Celery, Tomatoes

For example

Breakfast:

100% whole grain bagel, fresh seasonal fruit, Soy butter, milk

Lunch:

Chef Salad, 100% whole grain crackers or roll, fresh fruit & yogurt; Chicken Wrap, potato salad, orange slices w/ cinnamon, milk

Afternoon Snack:

Apple slices, string cheese, low-fat granola Bar; or veggies with hummus & pita bread, milk

Family Style Dining

Our children enjoy meals as a “family” along with the staff. Sitting together at the table, serving themselves and helping others by passing the bowls and platters of food to their friends. Children help to set the table and clean up after themselves.

Special Treats/Holidays

We love to celebrate! Birthdays, anniversaries, special events, holidays...and we understand and can relate to the role that food plays in such activities. Families are more than welcome, and encouraged, to send in “treats” for their children to share. We ask though that the treats follow our healthy eating guidelines. Please reach out to your teacher or other YMCA staff working on behalf of your children for ideas and suggestions of healthy foods and recipes.

Caffeine

We ask that parents refrain from sending their child to the program with soda, energy drinks, coffee and other products that contain caffeine. Any caffeine products will be stored in the child’s backpack.

Vending Machines

Children will not have access to vending machines.

Cleanliness

Children and staff are required to wash their hands before and after mealtimes and after using the restroom.

Discipline

Overview The Youth and Family Department believes children act out and misbehave as a way to communicate a need that is not being met. Our goal is to keep all children safe and understand what each child's needs are to prevent misbehavior while teaching communication skills so children can find other ways to express their needs.

Children's Needs

Our programs are created to meet primary and secondary needs. We ask for parents support by providing these needs at home too.

Primary Needs

Primary needs are the absolute essential needs each person has:

- Food and Drink for snacks and mealtimes
- Sleep; 9-12 hours a night
- Health Care for when children are sick or hurt
- A loving relationship

Secondary Needs

Secondary needs are psychological and learned.

- A sense of belonging and to feel part of a group
- To know what's going to happen next
- To feel success
- To assert oneself, have status, and make decisions

The early years are a time for children to learn about not only their world, but themselves. Each day brings with it new experiences and with each new experience an emotional response. It is a given that there will be times of sadness, anger, frustration, and fear among all the joys, excitement, and fun. It is the goal of our staff to create an environment whereby the children not only know but believe that they are accepted and loved regardless of how they may be feeling or behaving. Children will be treated with love and respect as teachers seek to meet their emotional needs. When the tears come, words and actions of comfort, kindness, and understanding will be there to wipe them away. Individual attention is given; but particularly so when a child is hurt and upset. Respect for their needs will be shown as the child is given what they need; whether that is time alone, time with the teacher, redirection, sharing about the challenges, object from home that gives a sense of security, time of rest, etc...

Communication

Our staff will always treat children with respect while communicating any concerns about behavior. We will also give children an opportunity to explain their behavior as we work to resolve the situation. Parents will be made aware of general behavior issues at the end of the program; however, a phone call will be made for any immediate concerns.

Behavior Guidelines

We use our YMCA character values for behavior expectations. At each location, children and staff will define these values. We expect:

- Responsibility
- Respect
- Caring
- Honesty

Consequences

Most situations can be resolved by taking the child out of the disrupting situation and redirecting them to another activity. This is our primary form of discipline for children 2 years of age. However, if consequences are applied, we believe consequences for behavior should directly relate to the misbehavior to teach appropriate behavior. This is applied for ages 3 – 5 years.

For example: If a child says unkind words to another child, they will have the option to write or draw an apology letter, write, or draw what would happen if everyone behaved that way etc.

Children may be asked to cool down in a quiet area if needed.

Violence

Any acts or threats of violence and/or death can result in an immediate 1-3 day suspension from the program, particularly when a use of weapon is named. A parent conference will be scheduled to discuss further action such as termination from the program. It is at the discretion of the Youth and Family Director whether the child can return.

Preschool children at times have a challenge with biting. There are varied explanations from psychologists and medical doctors as to the reasoning, but nevertheless it is an unpleasant action/stage for all those involved. We see it as a way of trying to communicate and as such then teach the children to use positive alternatives while also protecting the other children from the biter. Please know that we want and will work with you, the parents, to get through this challenging time. Should a child not show progress in being able to refrain from biting, then the child will need to be suspended until an effective plan is developed. This is for the protection of the child as well as the other children.

Termination

Children can be terminated from the program based on the child or parent's behavior. A timed notice will be given to determine whether the YMCA is able to meet the needs of the child while at the same time being able to effectively meet the needs of the other children in the program. If it is found that needs are not being met, a consultation with the parent(s) will take place to decide the time frame whereby the child will not later attend the program. Because all cases are different and YMCA upholds the value of respect, the decision for disenrollment will be determined based on the given situation and needs. This could be anywhere from 24 hours up to 2 weeks.

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all 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.

This institution is an equal opportunity provider.

Child's Name: _____ DOB: _____

RECEIPT of ACKNOWLEDGMENT

I have read, understand, and have had an opportunity to ask questions regarding the policies and procedures within the Kenosha YMCA Summer Camp Parent Policy Book.

Date: _____

Name(s) (Print): _____

By checking this box and typing my name below, I am electronically signing this Receipt of Acknowledgment

Signature(s): _____