



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



YMCA Preschool / Early Childhood Education
PARENT POLICY BOOK
2026-2027

KENOSHA YMCA

Ensure a Brighter Future



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Parents,

Thank you for your interest in the Kenosha YMCA Early Childhood Programs for children ages 2 to 5! We're excited to welcome you to a place where learning, growth, and fun come together in a safe, nurturing environment.

As a state-licensed and inclusive program, we're guided by the YMCA's core values - honesty, respect, responsibility, and caring - which are woven into everything we do. These values help shape not just a strong foundation for learning, but for life.

We have a gentle year of learning ahead, and we look forward to sharing it with you and your child. Here is a snapshot of what you can expect:

- Social-emotional learning that helps children build friendships, solve problems, use language to express wants and needs, and work together in a community.
- Developmentally appropriate Kindergarten readiness skills that are governed by state recommendations and best science.
- Music, rhythm, and instrument explorations with KinderMusik—swimming with our YMCA educators every week!
- Nutritious food cooked by the skilled hands of our on-site chef.
- Exposure to diversity and cultures through multicultural activities and foreign language fun!
- A well-rounded, daily routine with creative expression, group games, cooking, language arts, and both fine and gross motor activities.

Our Kenosha YMCA preschool programming is a community and ecology dedicated to helping your child grow, explore, and thrive.

We look forward to sharing this marvelous journey with you and your little one!

Fondly,

Amy Marie Ewaldt, MAT
Youth & Family Childcare Director

aewaldt@kenoshaymca.org

(262) 654-9622 Ext. 207

Lisa Eckardt
Youth & Family Assistant Director

leckardt@kenoshaymca.org

TABLE OF CONTENTS

PROGRAM OVERVIEW	3	ATTENDANCE	10
Mission	3	Overview	10
Philosophy	3	Attendance	10
Location	3	Annual Attendance Contract	10
Program Hours	3	Flexible Scheduling Contract	11
Program Dates	3	Drop Off Procedure	11
Program Closed	3	Pick Up Procedure	11
State Licensing	3	Absence Policy	11
Group Size	3	Late Policy	11
Staff	3	Communication	11
Parent Invitation	3	Under The Influence Policy	11
Financial Assistance – John & Judy Wavro			
Scholarships	4	HEALTH & SAFETY	11
Programming	4	Participation	11
Specialties	4	Unwellness / Ill Child	12
Additional Classes	4	Communicable Disease	12
Required Supplies	4	Head Lice	12
Toys From Home	4	Medication	12
Christianity In Programs	4	Injuries	12
Grievances	5	Emergency Care	12
Contacts	5	Safety Drills	12
EARLY CHILDHOOD PROGRAM RATES	5	Mandatory Reporter	12
2's & 3's Rates	5	Food Service/Preparation	13
4's & 5's Rates	5	Special Dietary Needs	13
Curriculum	5	Lunch	13
Typical Week For 2 & 3 Year Olds	6	Wisconsin State Licensing Requirements	13
Typical Week For 4 & 5 Year Olds	7	Example Meals	13
REGISTRATION & PAYMENTS	8	Family Style Dining	14
Overview	8	Nut Free Facility / Special Treats / Holidays	14
Admission	8	Caffeine	14
Payment Policy	8	Vending Machines	14
Enrollment Fee	8	Cleanliness	14
Payment Due Date	8	GUIDANCE AND DISCIPLINE	14
Payment Accepted	9	Overview	14
Payment Locations	9	Children's Needs	14
W-2 Payments	9	Communication	15
Co-Payments	9	Behavior Guidelines	15
Credits	9	Consequences	15
Unexpected Emergency Situation	9	Violence	15
Refunds	10	Biting Policy	15
Fees	10	Termination	16
Enrollment Packet	10	Final Words	16
Taxes	10		

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 our core values of honesty, responsibility, caring and respect.

LOCATION

Kenosha YMCA
7101 53rd Street
Kenosha, WI 53144

PROGRAM HOURS

Monday – Friday; 9:00 a.m. – 4:00 p.m.

Early drop off from 6:30 a.m. to 9:00 a.m. and late pickup from 4:00 p.m. to 6:00 p.m.

Best Practices state, "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 run year-round. We have a 12-month curriculum that begins on the first day of KUSD (Kenosha Unified School District) instruction; 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 4th, and Labor Day. Additional days TBA in June and August for staff training events.

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 our Parent Board in the preschool.

GROUP SIZE

Our programs 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 educators with a strong character, motivation to learn new things, and a love of children. Our educators are trained to deal with all aspects of childcare including Pediatric CPR and First Aid certification.

PARENT INVITATION

We invite parents and legal guardians to visit our programs at any time. Each site has a "parent board" with an itinerary / weekly activities posted. Join in the fun or ask questions—we welcome you!

FINANCIAL ASSISTANCE – JOHN & JUDY WAVRO SCHOLARSHIPS

The John & Judy Wavro Scholarships are available for families with low income who have been declined from the Kenosha County Job Center's Wisconsin Works (W-2) Program. Parents will be asked to submit two income verification statements and a letter verifying the W-2 Program declined services with the scholarship application. Scholarships are processed within 1–2 weeks by the Youth & Family Office.

PROGRAMMING

Children will enjoy specialty days that bring focus to activities like cooking projects, fine and performing arts, and large motor activities.

SPECIALTIES

Children will enjoy specialty activities like Spanish, swim lessons, group games and sports. Look for these:

- **Core Values**
Honesty, Responsibility, Caring and Respect activities will get children involved in what it means to make good decisions and how our actions affect others.
- **Nutrition, Health, and Wellness**
- Children will explore sports, exercise, yoga, martial arts as well as projects that teach about making healthy food choices.
- **Swim Lessons (3–5 year olds only)**
Children splash into the 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.
- **Literacy**
- Children will use their imagination and cognitive development to explore their views and thoughts in print with educators. Educators guide children as they develop vocabulary, reading routines, and a love of print

ADDITIONAL CLASSES

Parents can register their child for additional Kenosha YMCA programs while attending the Kenosha YMCA site during program hours: dance instruction, youth sports, etc. Please see staff for more information. We'll be happy to walk them to and from the program area.

REQUIRED SUPPLIES

On the first day of attendance your child will need (if applicable):

- 1–2 full changes of clothes; shirt, bottoms, underwear, socks, shoes
- Diapers / Pull ups
- Skin sensitive wipes
- Sleeping Bag/ Blanket
- Crib Sheet

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.

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 are a kind and respectful community of learners, working in concert for your child. We invite parents to share suggestions, questions, or concerns with your teachers on-site. If there is a grievance or situation that cannot be resolved or requires discretion, please contact the Youth & Family Childcare Director, Amy Marie Ewaldt, MAT to discuss next steps. With regard to financial concerns, contact Assistant Director, Lisa Eckardt.

CONTACTS

Amy Marie Ewaldt, MAT
Youth & Family Childcare Director
aewaldt@kenoshaymca.org
(262) 654-9622 Ext. 207
Oversees all youth development and childcare programs.

Lisa Eckardt
Youth & Family Assistant Director
leckardt@kenoshaymca.org
(262) 654-9622 Ext. 236
Oversees Registration/Enrollments, Billing & Payments/W2 and Scholarships

EARLY CHILDHOOD PROGRAM RATES

2's & 3's RATES

Options	Hours	Member Rate	General Public Rate
Half Day	7:00am to 12:00pm	\$41.00	\$46.00
Full Day	9:00am to 4:00pm (Extended Care 6:30am - 9:00am & 4:00pm-6:00 pm)	\$53.00	\$58.00

4's & 5's RATES

Options	Hours	Member Rate	General Public Rate
Morning Only	7:00am to 12:00pm	\$41.00	\$46.00
Full Day	7:00am to 12:00pm 11:30am-4:30pm (4K students only)	\$38.00	\$43.00
Full Day Summer Camp	9:00 am to 4:00 pm (Extended Care 6:30am - 9:00am & 4:00pm-6:00 pm)	3-4 days per week TBD 5 days per week - TBD	3-4 days per week TBD 5 days per week - TBD

*Sibling Discount – First child full tuition; siblings 10% off

**Fees should not prevent families from being able to utilize the program. We will work with families to set up payment arrangements, offer the John and Judy Wavro Scholarship, and discuss other possibilities to enable care to take place.

CURRICULUM

We know from best practices and current research that children learn at an incredible rate and that our window for **optimal cognitive and physiological development** (including interventions / therapies) is **from birth to age 8**. It is the goal of the YMCA Early Childhood programs to create an environment in which children can explore, discover, and

learn about themselves and others. The Experience Learning Curriculum is used in our 2s & 3s classroom and Starfall Curriculum serves as the foundational program in the Preschool 4s & 5s classroom. Each curriculum is built around the individualized needs of the students. The Wisconsin Model Early Learning Standards (WMELS) provide guidelines to ensure that the curriculum meets or exceeds 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 **Parent + Teacher Conference** times which take place in the autumn and again in the spring. Information included in the portfolios includes:

- The thoughts and words of your child.
- The developmental processes of your child over time.
- How your child thinks, questions, analyzes, synthesizes, produces, creates.
- How your child interacts - intellectually, emotionally, and socially - with others.
- Goals for your child
- Samples of your child's work (both spontaneous and teacher directed artifacts)

During the course of each day, children are given the opportunity to use and develop language, use large and small muscles (gross and fine motor), 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 fast-paced activity (i.e. cardio/aerobic games) in the morning and again in the afternoon in addition to the "playful learning" or "self-directed play" that allows for unrestricted and big body movements.

A YMCA Sports Instructor facilitates a weekly "playtime" in the gymnasium helping children 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 children), dance, and drama are incorporated into the week. Field trips to the library, local businesses, and parks are enjoyed throughout the month as we embrace our community connections.

TYPICAL WEEK FOR 2 & 3 YEAR OLDS

TIME	MON	TUE	WED	THU	FRI
6:30-8:15 AM	Early Arrival & 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	Gross 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 Gross Motor Activity
12:30 PM	Diaper Check / Bathroom Break and Wash Hands
12:30-2:00 PM	Nap / Rest time
2:15 PM	Afternoon Snack
2:45-4:00 PM	Gross Motor Indoor/Outdoor / "Playful Learning"
4:00 PM	Diaper Check / Bathroom Break and Wash Hands
4:15 PM	Fine Motor Activities / Closure / Pick Ups
4:45-6:00PM	Gross Motor Indoor/Outdoor / Self-directed time / General Clean Up / Late Pick Ups

NOTE: Not all program 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 & Earth Sciences
- Social/Emotional – Birthdays, Current Events
- Physical Health – action stories and songs; exercises, finger plays

TYPICAL WEEK FOR 4 & 5 YEAR OLDS

TIME	MON	TUE	WED	THU	FRI
6:30 AM	Early Arrival & Arrival of Children Centers: 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	Self-directed Learning Opportunities (Individualized Attention to Develop Relationships & Skill/Concepts) Centers: Science, Dramatic Play, Reading Corner, Creative Expression, Language Arts, Manipulatives				
10:00 AM	Practicing Letters & Numbers / Preliteracy and mathematics building				
10:30AM	Washroom Break				
10:45-11:15 AM	Outside Time; Books and Puzzles, Math, Social Studies, Writing & Name Work, Music and Movement, Gym, Free Swim				
11:30 AM	Clean up, Wash Hands and Bathroom				
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	Gross Motor Activity (Physical Health & Wellness)
4:15 PM	General Clean Up / Bathroom Break and Wash Hands for Second PM Snack Closure / Pick-Ups
4:45-6:00 PM	<u>Centers:</u> Science, Dramatic Play, Reading Corner, Creative Expression, Language Arts, Manipulatives, Late Pick-Ups

NOTE: Not all program 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 & Earth Sciences
- Social/Emotional – Birthdays, Current Events
- Physical Health – action stories and songs; exercises, finger plays

REGISTRATION & PAYMENTS

OVERVIEW

Early Childhood programming is a first come, first served program. We offer rolling admission until all placements are full.

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 expect all parents and legal guardians to carefully read the Parent Policy Handbook; by enrolling in our programs, families agree to follow all policies and procedures.**

ADMISSION

The YMCA does not discriminate against enrollments based on race, color, gender, creed, national origin, ancestry or ability to pay. We follow our Wisconsin state license to meet capacity, age and hours of operation requirements. Past due balances and prior discipline / behavioral action issues will require a conference before registration.

Kindly note: The Kenosha YMCA Early Childhood programs are not a therapeutic day school; if your child is falling outside of what are considered “typical developmental norms”, we will work with you to find the best fit for your child’s needs. Every child deserves the most supportive environment for their developmental needs. Please discuss with our Director if you have questions or concerns.

PAYMENT POLICY

The Youth & Family Department requires a pre-payment of services before services are rendered.

ENROLLMENT FEE

A non-refundable deposit of \$30 is due at the time of registration for each child enrolled.

PAYMENT DUE DATE

Weekly payments will be automatic per your payment plan and method of payment used at time of registration.

PAYMENT ACCEPTED

Weekly payments will be automatic per your payment plan and method of payment used at time of registration. Consideration is given for unusual and extenuating circumstances. The Youth and Family Assistant Director and Youth and Family Director work with families to help them meet their responsibilities of paying for services.

PAYMENT LOCATIONS

Online, or at the Kenosha YMCA building located at 7101 – 53rd Street, Kenosha.

W-2 PAYMENTS

We accept all Wisconsin Works (W-2) payments for childcare. An authorization is required from a Kenosha County Childcare Case Worker to our Youth and Family Assistant Director prior to registration. Parents that receive W-2 assistance are responsible for payment if W-2 payments are denied.

Process* (As sited from the W2 Policies)

There are 2 steps to receive WI Shares payments to help pay for childcare 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 childcare utilizing W2 assistance must have received not only eligibility, but authorization. Parent/Guardians are responsible for all fees not covered by subsidies.

CO-PAYMENTS

If the W-2 program does not cover all charges, each parent will be responsible for the co-payments. Fees must be kept current for a child(ren) to continue to attend. Discontinuation of care and late fees may apply when there are past due balances that have not been addressed.

CREDITS

Credits are issued under the following circumstances:

UNEXPECTED EMERGENCY SITUATION

The YMCA cares about you and your family. We want to be there to support and encourage you and your family. One of the ways in which we can live out the core values is to care for you by offering credits in times of trouble. When life events occur such as an unexpected death, illness, job loss, etc., please know that we are here to work with you. Please let either your Teacher, the Youth & Family Department Director, and/or the Youth & Family Assistant Director know of your situation in print so that we can discuss a plan that will help ease the burden during the time of challenge.

REFUNDS

Refunds are generally not available. The exception is with written medical support stating why the child must be withdrawn from the program and a written notice of cancellation. It takes 2 weeks to process refund requests.

FEES

\$10.00 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 PM

ENROLLMENT PACKET

Enrollment packets can be accessed from the Kenosha YMCA website. 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
- Liability Waiver

TAXES

Tax Receipts are not mailed; however, you have access to the tax receipts on your YMCA account under the Payment and Order Management section. The Kenosha YMCA FEIN is #39-0826296.

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 Annual Attendance Contract for the year or Flexible Scheduling.

ANNUAL ATTENDANCE CONTRACT

If your schedule and childcare needs do not change, fill out an Annual 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. Your child's placement is secured. You will be responsible for notifying the site for any schedule changes. If continual changes are made to the schedule, parents will be asked to use the Flexible Schedule instead.

FLEXIBLE SCHEDULING CONTRACT

If schedule of childcare needs fluctuations, then Flexible Scheduling is your best option. This allows you to indicate your scheduling needs a week, two weeks, or month at a time. Flexible scheduling is due two weeks prior to service. **Flexible scheduling is based on availability, and you can schedule online as soon as you know your needs.**

DROP OFF PROCEDURE

Parents or Legal Guardians are responsible for walking their children into the program area, signing in using their mandatory **Brightwheel App** and scanning the QR Code located at the entrance of the classroom. A signature is required on the Brightwheel app.

PICK UP PROCEDURE

When departing, the pick-up adult will need to be prepared to show a photo I.D. each day, corresponding with the authorized names listed on each enrollment form, before a child can be released. This is the law! Parents or Legal Guardians can add others to their authorized for pick-up list on Brightwheel. **Anyone added to the Brightwheel account must download the app to use the same way as the parent by scanning the QR Code—they must also provide photo I.D. on arrival.**

ABSENCE POLICY

Please message on Brightwheel if your child will be absent from a scheduled day. Fees apply if the Site Director is not notified of the absence. If a child is absent for two consecutive weeks without communication from a parent or guardian, they will automatically be dis-enrolled.

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. There is a \$1.00 per minute fee for pick-up after 6:00 PM.

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 8th 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. It is imperative that you use Brightwheel.

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.

UNWELLNESS / ILL CHILD

Any unwell / ill child will be isolated from healthy participants and provided with a sleeping bag or mat while a parent / legal guardian is contacted to pick up their child. Parents / legal guardians 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.

All families will be notified of possible exposure through a letter in their Brightwheel app. Other communicable diseases that may be communicated through Brightwheel include lice, impetigo, ringworm, Hand, Foot, and Mouth disease, conjunctivitis (pink eye), strep, etc. Check the Center for Disease Control website if you are not certain if your child's illness is considered "communicable" or not—or just ask us!

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 written 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 the field furthest from the building. In the event of a tornado, children proceed to the nearest designated restroom area.

MANDATORY REPORTER

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

NUTRITIONAL INFORMATION

FOOD SERVICE/PREPARATION

We provide a healthy and delicious breakfast, lunch, and 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.

Chef and 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 special dietary need 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 REQUIREMENTS

- 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	Soy Butter, Ham, Turkey, Beans, Egg Yogurt, String Cheese, Sliced Cheese	1% or Skim	Apple, Bananas, Grapes, Carrots, Celery, Tomatoes, Broccoli

EXAMPLE MEALS

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

FAMILY STYLE DINING

Our children enjoy meals as a “family” along with their educators. We learn and practice sitting together at the table, serving ourselves, and helping others by passing the bowls and platters of food. Children help to set the table and clean up after themselves. We practice kind words that show care and take turns, enjoying this special time of connection.

NUT FREE FACILITY / SPECIAL TREATS / HOLIDAYS

We love to celebrate! Birthdays, special events, holidays, etc. We understand and can relate to the role that food plays in such activities. Families are more than welcome, and encouraged, to send in individually wrapped, “**nut free treats**” for their children to share, however, we ask 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.

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 mealtime and after using the restroom.

GUIDANCE AND DISCIPLINE

OVERVIEW

The Youth and Family Department believes behavior is communication. Our goal is to keep all children safe and understand what each child’s developmental rights and 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 parent / legal guardian / caregiver 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 every night for children
- Health Care for when children are sick or hurt
- A loving relationship

Secondary Needs

A sense of belonging and to feel part of a group

- The right to know what’s going to happen next
- The right to feel success
- The right to assert one’s preferences, enjoy human rights as citizens, and to make some decisions as are appropriate to age

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 team 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. Individual attention is given but particularly so when a child is hurt or upset. Respect will be shown as the child is given what they need; cozy corner / time alone to decompress, time with the teacher, redirection, sharing about the challenges, object from home that gives a sense of security, physical input like gross motor movement breaks, 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 or atypical concerns.

BEHAVIOR GUIDELINES

We use our YMCA core values for behavior expectations. At each location, children and staff will define these core 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: Child A has a toy that Child B wants. Child B uses sounds and hands to try to take the toy from Child A. Child A begins to cry as Child B yanks the toy from them. A teacher will intervene and explain that words must be used so we can express to others our wants and needs. We can take a turn and then share – a timer may be used to help the children begin to practice turn taking. Child B will be coached by the educator, “You can say Are you done with this? I would like a turn, please?” If the friend says no, you can say One minute or two minutes? The friend will pick a time (with adult help) and a facilitation will be made to help the sharing, relationship, verbal strengthening, and reinforcement of kindness and caring.

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.

BITING POLICY

Preschool children at times have a challenge with biting. There are varied explanations from psychologists and medical doctors as to the reasoning; 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. Please know that we want and will work with you, the parents, to get through this challenging time. Should a child not show progress through

daily data tracking over the course of five consecutive days, then the child may need to be suspended from care until an effective plan is developed.

TERMINATION

Children can be terminated from the program based on the child, parent, or legal guardian's behavior. Children can be terminated and bridged to a new program based on a child's developmental needs / if our environment is not the most supportive environment for the child's special rights.

A timed notice will be given to determine whether the YMCA is able to meet the rights/needs of the child while at the same time being able to effectively meet the rights/needs of the other children in our programs. If it is found that needs are not being met, a consultation with the parent(s) or legal guardian(s) will take place to decide the time frame for program enrollment closure, transitions, and exit. **Because all cases are different and YMCA upholds the value of respect, the decision for dis-enrollment / enrollment termination / enrollment bridging will be determined based on the given situation and needs, anywhere from 24 hours up to 2 weeks.**

FINAL WORDS

In the words of Reggio Emilia Approach founder, Loris Malaguzzi, "What the child doesn't want is an observation from the adult who isn't really there, who is distracted. The child wants to know that she is observed, carefully, with full attention. The child wants to be observed in action. She wants the teacher to see the process of her work, rather than the product.

The teacher asks the child to take a bucket of water from one place to the other. It's not important to the child that the teacher only sees him arrive with the bucket of water at the end. What is important to the child is that the teacher sees the child while the child is working, while the child is putting out the effort to accomplish the task — the processes are important, how much the child is putting into the effort, how heroic the child is doing this work. What children want is to be observed while engaged, they do not want the focus of the observation to be on the final product. When we as adults are able to see the children in the process, it's as if we are opening a window and getting a fresh view of things."

From Your Image of the Child: Where Teaching Begins

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(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 Preschool / Early Childhood Education 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): _____