



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NURTURING YOUR CHILD'S POTENTIAL

LEARN – GROW - THRIVE



All Day Daycare Program Parent Handbook

Oahe Family YMCA

900 E. Church St.

Pierre, SD 57501

605.224.1683 www.oaheymca.org

REMIND APP

Dear Parents,

The Oahe Family YMCA of Pierre is extremely pleased to provide a Daycare for 3- to 5-year-olds program, for your child. By selecting the YMCA daycare program, you are giving your child(ren) the opportunity to benefit from a quality program that has a foundation of YMCA traditions and many years of experience in serving children and their families.

We offer a staff of teachers who are trained in effective supervision and a positive approach to promoting the wellbeing of every child physically, emotionally, spiritually, and intellectually. This parent handbook has been designed to answer your questions, promote communication between our staff and your family, and to assist you in understanding our policies and procedures. The policies outlined in this booklet are intended to protect your child(ren) and to ensure that his /her experience at the YMCA daycare is positive and rewarding.

Please read the handbook carefully and refer to it as needed. Feel free to contact me at any time with questions, concerns, or comments.

Sincerely,

Anne Rasmussen
Daycare Coordinator
anne@oaheymca.org

Promises

AS THE PROVIDER, I WILL:

Greeting each child with a smile. Listen and respect each child. Sincerely give each child praise. Discipline calmly and fairly. Notify parents if we are having behavior problems with your child. Have age-appropriate games available for all children. Serve nutritious, well-balanced snacks.

AS THE PARENT, I WILL:

Call 605 224-1683 or message my provider through the Remind app, whenever my child is not going to attend. Pick up my child immediately if he/she is sick. Pick up my child by Monday through Friday by 5:30 PM. Talk to my provider about my concerns for my child. Pay my provider by the 5th of the month. Support and follow through with appropriate discipline we agree upon. Inform my provider of any changes in address or telephone number at home or work.

AS THE CHILD, I WILL:

Follow the rules so that my friends and I are safe. Play fair with everyone. Be responsible for taking care of the games and toys at the program. Be respectful of my friends, teachers, YMCA members, and visitors. Tell the teacher when something is not okay. Be a positive leader and I will also encourage my friends to be positive leaders. Try new things. Have fun!

OUR MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

YMCA POLICY

The YMCA prohibits behavior, which is inappropriate relating to profanity, abusive language/behavior, sexual harassment, or removal of YMCA property.

OUR PHILOSOPHY

We believe in creating an environment for children where they have the freedom to explore experience, inquire, and discover while developing their maximum potential.

OUR GOAL

To provide the widest range of fulfilling programs to serve the changing needs of the community. We strive to help individuals develop intellectually, emotionally, and physically.

ENROLLMENT POLICY

1. Enrollment shall be open to any child aged 3 to 5 years who is potty trained, provided the program can meet the needs of that child. Children who turn 6 during the year can remain in daycare until they enter Kindergarten.
1. Enrollment shall be granted without discrimination regarding race, color, creed, religion, or political beliefs.
2. An application for each child enrolling in daycare, which includes immunization records, must be submitted before beginning the program.
3. Medical, medication, and parental authorization waivers must be signed by at least one of the child's legal guardians prior to the child beginning the daycare program.

TERMINATION POLICY

Program participants may be asked to withdraw from the program for the following reasons:

1. Delinquency in fee payment with no immediate payment forthcoming.
2. The child shows an inability to adjust to the program rules, after all methods-including parent conferences-have been tried to affect a behavior change.
3. Parents are more than 5 minutes late three times a year picking up a child. When parents are late, they will pay \$10.00 for the first 5 minutes and \$1.00 for each additional minute.

ACTIVITIES

1. Staff will encourage each child to participate in all activities; however, no child will be forced to participate in any scheduled activity.
2. Outside play and activities may be limited to short periods due to the weather. We encourage outdoor play for all children, weather permitting.
3. A written schedule of events for each day will be posted on the door to the classroom.

SWIMMING

Children in the program will have the opportunity to swim with their scheduled days. Scheduled days for swimming will be noted on the schedule sheet in the classroom. Children need to bring a suit, towel, and goggles if needed on their assigned swim day. Please label all items. We encourage children to dress themselves, but staff will assist children as needed. The swimming sessions are supervised by a certified YMCA Lifeguard. Teachers from the YMCA will accompany them to and into the swimming pool and keep an eye on the locker rooms. Children will also have the opportunity to attend swimming lessons with a licensed instructor.

SNACKS

We serve nutritional snacks. The kids get their choice of snacks each day. Kids are allowed to bring snacks from home. A menu will be posted each week of the scheduled snacks.

Food Allergy

All staff are required to be trained regarding food intolerance and allergic reactions. If any child has an allergy or intolerance, a plan of action will be completed with parents and staff including what intolerance or allergy is, child's signs and symptoms, instructions on preventing the reaction, and what the staff should do if there is a reaction that occurs. Each staff member working with your child will be provided with an overview of the allergy/intolerance. **It is important to know that the YMCA is not a peanut free facility.**

MEDICATION POLICY

It is our policy for the Daycare program that we DO NOT administer medications to children during the duration of the program. If medications need to be administered, please notify the director, and plan to stop by and administer medications as needed.

RULES AND DISCIPLINE PROCEDURES

ALL PARTICIPANTS WILL BE EXPECTED TO ABIDE BY THE FOLLOWING RULES:

1. Safety first!
2. Follow directions
3. Always listen to your leaders
4. Be respectful of yourself and others' feelings, belongings, and rights
5. Use appropriate language and conduct yourself in an appropriate manner

DISCIPLINE:

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least one of the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time from the group, when appropriate for the child's age and development, which is limited to no more than 5 minutes.
5. Any child who purposely destroys or defaces YMCA equipment or property will be held accountable. Parent/Guardian may be asked to replace or repair any equipment or property that is destroyed or defaced by the child.

Discipline

There will be no harsh, cruel, or unusual treatment of any child; the following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food and quiet time;
3. Pinching, shaking or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language.
8. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

All YMCA staff members will encourage and assist all children in following the discipline rules. All children will be treated with kindness and respect. Each child's comments, suggestions, requests and complaints will be given sincere consideration.

*If a child has a continuing behavior problem, the staff will work with the parents to correct the situation. A warning letter will be sent home informing the parents of what they have been doing. A conference set up with the director to decide if the child will be suspended for a time or dismissed for the rest of the year.

Communication

We value communication within our program and invite parents/guardians to communicate as frequently as desired with our staff to ensure the best possible daycare for your child.

1. Any information regarding the child's health, development, or behavior may be communicated verbally by childcare staff or may be communicated via phone or email by the Daycare Coordinator as needed.
2. The Child Care Coordinator will communicate (as needed) with parents when a significant change in the center's services or policies occurs.
1. Call as soon as possible to notify the childcare staff of a child's absence. No child will be allowed to leave the program unless a parent, guardian, or other designated pick-up contract has signed the child out. A child attempting to leave the program unattended and without authorization will be either temporarily or permanently suspended from the program and the parent will be notified immediately.
2. The Remind App will be used to stay in contact and update parents about the program. We will send out the weekly schedules by texting using Remind. This is our main form of contact; we strongly advise you approve this app when sent to you.
3. If you would like to reach the Childcare Coordinator, you can email at Anne@oaheymca.org or call 605 224-1683.
4. If you would like to contact the Youth Development Director, you can email lisa@oaheymca.org or call (605) 224-1683.

ILLNESS/ACCIDENT POLICY

Illness: We urge you to keep children at home if they are ill. If a child is feeling ill during After school hours for a duration of 20 minutes or longer or if illness includes fever (100 degrees or higher), vomiting, or diarrhea, the Coordinator will contact the parent for immediate pickup. If the child has been exposed to a communicable disease, the Daycare Coordinator should be notified at once.

Accident: If an accident should occur at the daycare program, the Daycare Coordinator will notify the parents at once.

An accident report will be completed by the Coordinator. If emergency treatment is necessary, the Coordinator will immediately notify the parent or guardian, and the child will be transported by ambulance to the hospital.

INCLEMENT WEATHER PLAN

If inclement weather occurs during the Daycare program and puts the children and staff in danger, we will ask that the children be picked up at a designated time.

EVACUATION PLANS

A copy of the fire and tornado drill plans is posted in the classroom and other program spaces. Drills will be conducted periodically to practice what to do in the event of a fire or storm.

OPERATIONAL POLICY

1. The hours of operation: Daycare program will be from opening at 7:30 AM to 5:30 PM.
2. Parents can visit the site anytime during the childcare center's hours of operation to observe the child, the childcare center's operation, and program activities, without having to secure prior approval.
3. Parents can review a copy of the minimum standards and the childcare center's most recent licensing report. This is available on the director's desk and is available upon request or online at the state DSS web site.
4. Parents may contact Licensing representatives with the Department of Social Services at **(605) 773-3612 ext. 225** for any concerns parents might have.
5. Parents will be contacted about significant changes to services and policy. The information will also be posted in the classroom above the check-in station.

MANDATORY REPORTING

State law recognizes all regulated caregivers at a licensed program as mandatory reporters of suspected child abuse and/or neglect. Any staff person who suspects a child has been abused or neglected is required by law to report this to the law enforcement or Child Protection Services.

Any staff member or volunteer named in a suspected case of child abuse or neglect shall be suspended with or without pay, pending the completion of an investigation by the appropriate agency. Pending the results or completion of an investigation, the staff member or volunteer's employment with the YMCA may be terminated upon conclusion of investigation.

Confidentiality

All childcare records, including enrollment records, personal information, etc. will be stored in the Youth Development Director's office and will be always kept confidential. Child records and any information relating to children or families at our facility will not be shared with unauthorized individuals at any time.

PERSONAL BELONGINGS

1. Toys are not allowed to be brought to the daycare unless approved by the Coordinator for special activities.
2. All personal belongings are to be put in the assigned place upon arrival and left until departure. Each child will be responsible for his/her belongings, and the staff will not be accountable for lost articles. Please see that your child's items are marked with their names.
3. No sharp objects or exploding toys will be allowed.

CHECK IN/ SIGN OUT PROCEDURES

Children enrolled in daycare program will enter at the South entrance upon arrival. YMCA staff will check them in as they arrive. You may enter the North doors to pick up your child.

1. Parents are required to enter the facility and sign their children in and out each day on the IPADs in the classroom.
2. Children must be signed out daily with the time of pickup listed. If anyone other than the parent is picking up a child, his/her name must be on the enrollment form.
3. A **24-hour advanced written approval from the parents/guardians** must be submitted to the Daycare Coordinator if someone other than a parent or emergency contact is picking up the child.
4. If a parent calls the site to authorize pick-up of any children to someone not on the enrollment form:

The Coordinator will call that parent to inform them of an unauthorized person attempting to pick up their child. In rare cases of an emergency the parents must contact the Daycare Coordinator using the Remind App, so that we have a permanent record of authorization. The Parent will need to state the first and last name of the person picking up the child. The person picking up will also be required to show a valid ID before the child will be released.

Call or text through the Remind App as soon as possible to let us know if your child will not be attending the program for the day.

CONTACT INFORMATION

If you have any questions regarding our daycare, you may call our YMCA office at the front desk 605 224-1683. If you would like to speak directly with the Coordinator or Director, the front desk will transfer your call.

Please make sure you have the emails address on your safe list of both the Daycare Coordinator Anne@oaheymca.org and the Director lisa@oaheymca.org; if you are not receiving emails please check your junk/spam box and notify us.

Front desk hours- Fall 2024

Monday-Friday 4:30am-9:00pm

Saturday 7:00am -5:00pm

Sunday 10:00am-5:00pm

OAHE YMCA DAYCARE: PROGRAM COST AND BILLING POLICIES

~Members/\$191.00 a week

The following policies are in effect for all YMCA programs:

1. Payments are due on Monday of that week.
2. Late payment arrangements must be approved by Tracy at the main YMCA office. Failure to pay or make arrangements to pay may result in the removal of your child(ren) from our program.
3. Scholarships are available to those families who qualify. The YMCA requires that families apply with the State of South Dakota for Child Care Assistance before receiving a scholarship from the YMCA. Families requesting a scholarship must do so through the CEO, Rachel Williams. For more information, please call 224-1683. You must provide a copy of your income tax refund from previous year or three of your recent check stubs.
4. Dismissal is at 5:30. Parents/Guardians will be notified if their child is here more than 15 min. after the program is dismissed and a \$10 late fee will be charged to their account. Exceptions to the late fee policy will be made only in case of an emergency.
5. The Oahe YMCA requires a two-week notice when withdrawing from daycare. Families withdrawing without two weeks' notice will be charged. We ask that you notify both the front desk and The Youth Development Director when withdrawing your child/children from daycare.

LUNCH

Lunch a menu will be available week to week. If you child prefers you are welcome to bring sack lunch which doesn't require refrigeration.

YMCA Holidays

The YMCA will be closed on the following holidays:

NEW YEARS EVE (HALF DAY MORNING ONLY) *

NEWS YEARS DAY

MLK DAY*

PRESIDENT'S DAY*

MEMORIAL DAY

JUNETEENTH*

INDEPENDENCE DAY

LABOR DAY

NATIVE AMERICAN DAY*

VETERANS' DAY*

THANKSGIVING DAY

DAY AFTER THANKSGIVING*

CHRISTMAS EVE (HALF DAY MORNING ONLY) *

CHRISTMAS DAY

NEW YEARS EVE (HALF DAY MORNING ONLY) *

*Alternative care may be available for an additional fee.

**IF YOU HAVE ANY QUESTIONS REGARDING THESE
POLICIES, PLEASE FEEL FREE TO CALL THE YMCA (605)
224-1683 and visit with Anne.**