



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



LEARN GROW THRIVE

CARLISLE FAMILY YMCA
Child Development Center Parent Handbook



WELCOME!

Welcome to the Carlisle Family YMCA Child Development Center. I hope you find our center to be welcoming, nurturing and caring. Our goal is to provide fun, comfortable and safe surroundings for your child so you can have peace of mind while at work. Our curriculum is full of activities that will help your child grow and learn the Y core values of caring, honesty, respect and responsibility.

Once you have read our handbook, you will be asked to sign an acknowledgment form. This means you will be responsible for following the guidelines set forth in this booklet.

Thank you for letting us be a vital part of your child's growth and development.

Brittany Kemp, Child Care Director

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Revised 1/5/2024



CARLISLE FAMILY YMCA CHILD DEVELOPMENT CENTER

Helping children **LEARN, GROW**
and **THRIVE** since 1989



Our Mission Statement

We believe all children are unique and have the capacity to learn through a wide variety of experiences. Learning is most productive when activities are designed to fully engage children in a hands-on, fun experience.

We believe providing a safe, welcoming environment helps children feel confident in their surroundings and gives them the framework of support that is necessary for success. This support framework will extend to include families, all staff at the center and other individuals caring for each child.

Children will learn and experience the Y core character values of caring, honesty, respect and responsibility as staff guide and model positive interactions. This foundation will strengthen the minds, bodies and souls of the children in our care.



Availability

Placement of all children in our Child Development Center is based on availability of space in the age-appropriate classroom. The number of available spaces per classroom is determined by our licensing representative through The Department of Human Services.

Enrollment will be on a full year (52-week) basis.

Center Tours

A family tour of the center is highly encouraged before enrolling a child. This is the perfect opportunity to ask any questions, meet the staff who will be involved with your child's care and assess the environment to see if it is a good fit for your family. If you decide to enroll we will schedule another appointment to meet with just the parents and complete the necessary paperwork. These appointments are usually 30-60 minutes long.





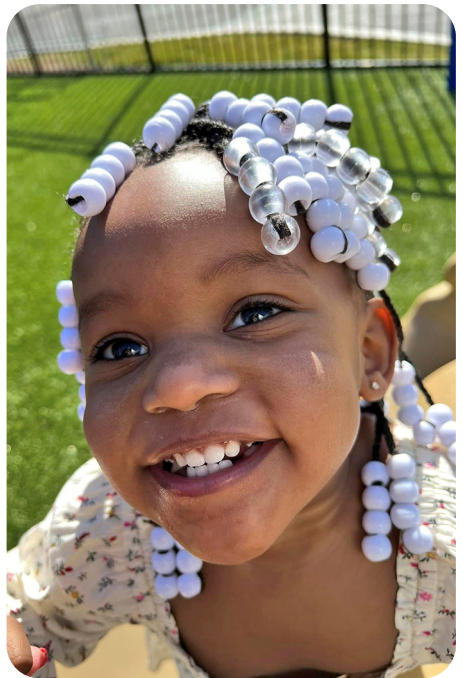
BENEFITS OF THE Y CHILD DEVELOPMENT CENTER

General Program Overview

Children are natural learners. We provide a healthy and safe environment facilitated by loving, caring staff. This gives the children opportunities to develop a positive image through hands-on experiences. Every child has the opportunity to participate in a combination of structured and unstructured activities. Our curriculum focuses on the development of the Y character values of caring, honesty, respect and responsibility as well as early literacy, math and pro-social skills.

Observation of your child's growth and development is important. Our staff conducts both formal and informal observations throughout the year. Parent/Teacher conferences are offered in the fall and spring for you to discuss your child's development.

The center utilizes the Creative Curriculum as a springboard for its curriculum planning and implementation. We also use the Pennsylvania Department of Education Learning Standards as a guideline in our classrooms.





Program Objectives

- Provide a safe and healthy environment for the children
- Create a warm, caring and stimulating environment for the children
- Teach the Y character values: caring, honesty, respect and responsibility
- Promote and build healthy, positive self-concepts
- Encourage positive growth experiences
- Guide children in learning basic life skills
- Help children learn to share and effectively communicate

Children learn from the moment they are born. Language skills, cognitive learning, creativity and social skills are picked up from both the environment and the individuals who interact within that environment. Each child learns in his/her own unique way and we provide a variety of activities and programs that are easily adapted to meet the needs of each child in our program.

PATHS – An Emotional / Social Curriculum

PATHS is a curriculum designed specifically for teaching preschool-age children the social and emotional skills they need to succeed at learning. The curriculum is integrated throughout all of the learning your child does each day, and we have a focused lesson on Monday of each week to discuss emotions and what are the appropriate ways to express them. Throughout the year you will receive parent memos that explain what skills your child is working on at the time.

Our staff in each classroom also weave social skills into the fabric of each day. Many teachable moments are used to promote and encourage growth and confidence in self-help skills, problem solving and critical thinking. We also focus on helping the children gain a measure of self-regulation as they interact and play with their friends. These vital skills will make the transition to kindergarten so much easier for our children when that time comes.



Early Literacy

Reading aloud to your child assists him or her to learn proper speech patterns and tone emphasis on words that will carry over into their speech and will assist them in adding words to their vocabulary. Reading quality books to children opens their minds to possibilities and creativity. We spend a substantial portion of our day reading in group and individual settings and encourage the older children to create their own stories and illustrations. We welcome parent/grandparent special readers. If you would like to spend some time reading to our children, please contact the classroom teacher or Child Care Director to set up a time.

Creativity

Creativity is important for the development of a child's self concept and confidence. This is the chance for your child to freely express him/herself! We provide free art experiences as well as more structured projects that help to develop problem-solving and help your child learn how to follow instructions. If you are ever unsure of what your child has created, ask. Your child takes great delight in explaining how his/her masterpiece was put together and it gives you the perfect opportunity to encourage your child's efforts.

Cognitive Learning

Children are tactile learners and we provide many hands-on experiences that give a solid base to learning. We include basic cognitive skill sets in our curriculum so your child is learning a wide variety of concepts while having fun. If you are interested in viewing our monthly skill curriculum please contact the Child Care Director.



Special Activities

Our classes have a scheduled time for recreation in our gym (located on the second floor) every week from September through May. We utilize a number of gross motor toys that encourage and foster exercise and teamwork.

Preschool children who attend our program receive swim lessons with our certified instructors in the Y's Indoor Pool. Children participating in our swimming program must be potty-trained.

Guidance and Discipline

Our staff uses a positive approach to guidance and modifying behavior of the children. Positive behavior is reinforced with verbal praise; negative behavior is redirected whenever possible.

If a child should harm another child or staff member, he/she may be removed from the group and asked to take some time to cool down away from the group. The teacher and child review the classroom respect and responsibility rules and agree on what changes need to be made for acceptable behavior before returning to the group. It is our goal to both model and teach appropriate methods of behavior.

If your child attends our center, you have already signed our Mutual Respect and Responsibility Agreement, stating that you agree to follow the regulations and policies of our center in regard to your child's behavior. The agreement states, in part:

We expect the children and parents/guardians within our center to support us in teaching and developing these [YMCA core] values [of caring, honesty, respect and responsibility]. Specific behaviors from children or parents/guardians will not be acceptable in our center. These behaviors include, but are not limited to, the following:



Pinching, biting, swearing, kicking, refusal to follow directions, lack of compliance to regulations and policies, running out of classrooms, not staying in designated areas, verbal and physical abuse and threats to staff, other children, personal belongings and their lives. **We reserve the right to dismiss and terminate enrollment immediately from the center, based on need.**

If any of the above behaviors or other negative behaviors are exhibited toward any staff, administration or children, the following will take place:

1. A verbal and written warning
2. Suspension from the Child Development Center for 1 to 3 days. Tuition is still expected for these days.
3. Dismissal from the center.

Please direct all questions regarding this policy to the Child Care Director.



Suspension and Expulsion

A suspension or expulsion (removal) from a childcare center is a decision that greatly impacts the child and the child's family. Therefore, we will make every effort to work together with children and families to create a great and supportive relationship and to allow children to remain a part of our early learning community.

If your child is displaying unsafe and/or concerning behaviors, there are many things we can do collaboratively in an attempt to have them safely remain at the center. The following are examples of supports that may be put into place:

- Education, training and technical assistance for teachers
- Setting goals and tracking data/behaviors
- Complete child assessments (Ages and Stages, Ages and Stages SE, Teaching Strategies GOLD)
- Parent/teacher conferences (in-person and/or over the phone)
- Provide community resources for additional support (Early Intervention, therapies, etc.)
- Contact Infant-Early Childhood Mental Health (IECMH) for guidance and support
- Have the child evaluated through Early Intervention

Parent involvement and participation is required in order to create a healthy, supportive and collaborative relationship to help the child be successful.

In some severe cases after exhausting several options, suspension or expulsion still may be necessary to ensure the safety of peers and teachers. In some cases, center-based care may not be the best fit for every child. Options, concerns and decisions will be discussed with parents during conferences or via email.



Inclusion

We believe inclusive practices are beneficial to all enrolled students. Therefore, we strive to include young children with identified disabilities or behavior concerns in all daily routines and activities. Staff at the center complete inclusion based trainings and many community resources are available to us for guidance in continuing and strengthening our inclusion practices.

Non-Violence

We have great concern about the increase of violence in the lives of our young children. The things we view and the items we have or are exposed to influence what we do and how we respond to situations. Therefore, we do not allow any real or play weapons in our center. If your child chooses to bring a toy to our center please be certain that there are no weapons included. Such toys will not be permitted in our classrooms and will be moved to the office for the parent to pick up at the end of the day.

Staff

Our staff members are at various stages of their professional development. Some have earned a high school diploma and have specific experience in the child care field, while others have earned or are pursuing advanced college degrees. Check the staff bios outside each classroom to learn more about our staff members.

All staff members are required to obtain training in Pediatric First Aid and Rescue Breathing, Observation, Fire Safety, Water Safety and Emergency Preparedness. All staff members complete annual training hours on various Pennsylvania-approved child development topics. Staff meet together on a monthly basis and attend an annual staff development day.



CONTINUING QUALITY IMPROVEMENT

Child Care Information

A record is kept in the office for each child in our center. These files include enrollment information, health assessments, letters written to parents/guardians, observation documentation, educational recommendations, behavioral recommendations, incident and accident reports.

Parents/guardians may request a copy of their child's information at any time. All requests need to be in writing, dated and signed by the person requesting a copy. The office will forward the information as soon as possible.

When a student leaves the Carlisle Family YMCA Child Development Center, the parent/guardian is given the option of taking their child's student file with them. Parents/guardians must submit a written request for the information in the same way described above.

Parent-Teacher Conferences

Parents/guardians are given the opportunity to meet with teachers to discuss their child's progress throughout the year. We offer 2 specific times for conferences, usually in the Fall and Spring, that include our formal assessment tool. You may choose to have a face-to-face conference or a phone conference, depending on your schedule, or you may choose not to have a conference. We provide a form for you to indicate your preference that must be signed and returned to the office. Other meetings can be scheduled as needed by either the parent/guardian or the teachers.



Communication

From time to time enrolling persons will be required to read and sign various forms. These forms are designed to keep parents/guardians informed, assist us in cooperating with each other when situations arise and assist us in keeping our records current as per the Department of Human Services regulations.

Based on observations and assessments, we may need to refer children to an outside agency for additional testing or screening. When situations like this arise, we will work together with parents/guardians to best meet the needs of each individual child. If your child has an IEP or IFSP plan in effect, the center will request the most recent copy of it so we can provide the specialized care in order for your child to respond and grow well.

We view child development as a positive, joint venture between the parent/guardian and the Child Development Center staff and administration. Our goal is to nurture and guide children in a physically and emotionally secure environment. Our children and staff all need to feel safe at our center. We strive to model the Carlisle Family YMCA core values of caring, respect, honesty and responsibility at all times.

Classroom Information

Each of our classrooms is designed specifically for a certain age group. Some of our classroom guidelines are center-wide, such as the importance of labeling every item that your child brings with them. Other guidelines will differ, depending on the developmental needs of the children in those rooms. Please read all newsletters and forms your child's teachers send home for you. Open communication with our staff is one of the keys to ensuring your child has the best possible experience at our center. Please do not hesitate to talk with your child's teachers or schedule a time to meet outside the classroom.

Parent Participation

We welcome and encourage all parents / guardians to participate in our classroom events and day-to-day schedules as regularly as possible. Please inform the staff of any planned visits so they can be sure to give you any



possible changes in the schedule for that particular day. If you have a talent that you would like to share within our program please contact the director so we can schedule a special day for you to visit.

Some events are planned throughout the year for our families to enjoy together outside the classroom. You are more than welcome to help plan these events. Watch for updates in our monthly newsletters.

Each classroom has a bulletin board near the classroom cubbies. This bulletin board will share important memos, dates and reminders for families. This board also displays the weekly lesson plans.



PARENT EXPECTATIONS

Hours of Operation

Monday thru Friday
7am to 5:30pm
excluding holidays listed

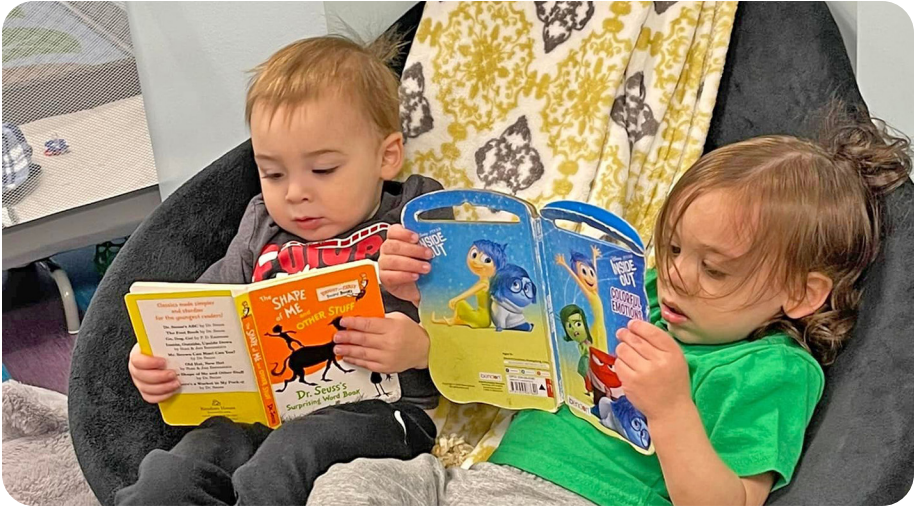
While the center is open for 10.5 hours each day, you may only utilize 10 hours within that time frame for your child's care.

Parents must establish a 10-hour window in which the enrolled child will be in attendance. We firmly believe spending time as a family is a significant part of every child's

life and should be protected from distractions. Please make every effort to spend time with your child doing positive activities that will encourage them to grow, be confident and develop a sense of security in his/her identity.

The center will not open for parents prior to 7am and will not accept children until then. Staff are usually here before 7am to get our rooms ready for the day and are not able to take children early.





Arrival

Five-minute parking spaces are located at the entrance to the Carlisle Family YMCA building for parent use. The handicapped parking spaces may only be used by persons with a handicap permit. Once you enter the lobby area proceed to the child care wing with your child. Children must be accompanied into the classroom by an adult and placed in the direct supervision of a staff member. **Never leave your car running or a child unattended by an adult.**

You must remain with your child at all times until you have placed them in the direct care of the classroom teacher. For the safety of the children, we ask that you do not allow them to operate the elevator or open the gates to the play yards.



Departure

ANY PERSON AUTHORIZED TO PICK UP YOUR CHILD MUST BE AT LEAST 18 YEARS OF AGE AND ABLE TO FURNISH A LEGAL PICTURE ID.

Each person picking up your child must be listed on the Emergency Contact Form. Copies of the form are in each classroom and the office, and the original is on file. The staff has been directed to check the photo ID of each person with whom they are unfamiliar and compare it with the emergency contact list.

If you anticipate being later than usual to pick up your child, please call us so we can plan our staffing around this change.

If an emergency situation arises and you need to send an unauthorized person to pick up your child, we require that you phone us in advance. You will be required to give a description of the person and what they are wearing over the phone.

Once your child has been picked up, he/she cannot be left alone on our premises for any reason.

Drop-in Visits

Our center has an open-door policy. Parents are free to stop by the office or classroom at any time. We are here for you. An appointment may be scheduled if you have a major concern that needs to be addressed.



Early Closing

If the center needs to close early for any reason, the staff will contact you by phone and/or email. It is important for all parents to constantly update their Emergency Contact Form information in case an emergency arises. When a staff member contacts you for an early dismissal day, please make every effort to have your child picked up by the designated time. If you cannot pick up your child at the designated time, it is your responsibility to make arrangements for someone else on your list to pick up your child. Parents who do not pick up their child on time during early closing days will be charged a double late fee, which is approximately \$10 for every 5 minutes.

The Carlisle Family YMCA reserves the right to terminate child care services for a parent or guardian who refuses to pick up his/her child when the center closes or closes early.

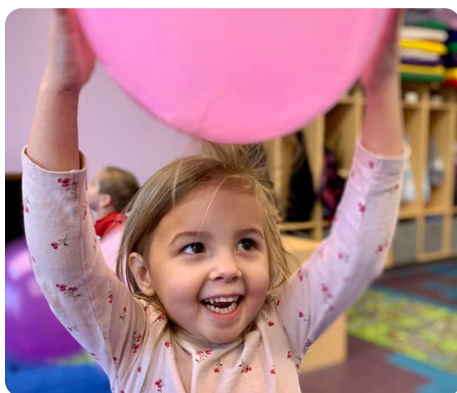
Inclement Weather

All closures and delays will be posted on the Childcare center's private Facebook group. As a rule of thumb, we follow the decisions of Carlisle Area School District (CASD) as a guideline. At the time of a CASD decision, we will review current weather and upcoming forecasts and make a decision for the center. **Please note:** this is for inclement weather schedules only. We will not follow the same holiday and in-service closures.



Courtesy Calls

Our staff start the structured part of our daily schedule at 9am. If you are planning to drop your child off after this time, please call either the classroom extension or the office to let us know so we can include them in our ratios for the day. Our lunchtime starts between 11:30am and 12pm, depending on the age of the children, and can be the most hectic time of our daily schedule.



Please have your child here before that time so they can adjust to his/her day without the added rush of lunch preparation.

If your child will be absent, please inform the director. When you call please state your name, your child's name and the reason for absence.

Sometimes during the day it may be necessary to call you for clarification on a specific question that cannot wait until the end of the day. Please make sure you have all the current information on your child's emergency contact form so there is no delay or inability to contact you.

Late Pick Up

Our center closes each day at 5:30pm. If you are late picking up your child it causes our staff members to stay beyond the posted center hours and incurs additional expense. Any person who picks up a child after 6pm will be required to sign a late payment form upon arrival as an acknowledgment of being late. A late fee of \$1 per minute will be assessed to your account. Refusal to pay a late fee is not an option. Special circumstances will be reviewed by the director and a determination made on fees.



Holiday and In-Service Days

The Child Development Center is closed for 8 holidays and 2 in-service days.

PUBLIC HOLIDAYS

- Easter Monday — the Monday following Easter Sunday
- Independence Day — July 4th
- Labor Day — 1st Monday in September
- Thanksgiving — 4th Thursday in November
- Christmas Eve — December 24th
- Christmas — December 25th
- New Year's Day — January 1st
- Memorial Day — last Monday in May

STAFF PLANNING AND IN-SERVICE DAYS

- Friday after Thanksgiving
- Good Friday

Our Child Development Center operates year round, unlike public schools. The expectations of staff members, however, are the same. Staff members must:

- Observe, assess, discuss and evaluate students as a team
- Prepare and update the classroom environment to enhance the curriculum
- Plan and conduct parent/teacher conferences
- Attend professional development courses and staff meetings

In order to accomplish this and give your child the focused attention he/she deserves, we provide planning time for our staff each week. Individual staff get 30 minutes each week and each team gets another 30 minutes each week for this purpose. We also plan 2 whole days of in-service time, one at the center and one for the staff to use outside the classroom. For this reason, your child's tuition must be paid for holidays and in-service days.



Family Structure

In today's society family make-up and structure has a wide range of possibilities. We serve two-parent and single parent families, families with shared custody and families with guardianship positions with equal regard and expectations.

In situations where divorce and/or shared custody impact the emergency contact information and tuition payment scheduling, it is the responsibility of the parents to jointly determine who will be included in the contact/pick up list and to work out a schedule for tuition payments.

Legal Responsibility

It is the legal responsibility of the parent/guardian to provide any necessary court documentation regarding any custody issues involving the other parent or person, especially in regard to whom to release the child. **Without a court ordered document on file, staff are required to release the child to the parent arriving with picture identification and proof of parenthood.**

Please respect the position of our Child Development Center. We are specifically here to provide care for your child while you are at work. We do not involve ourselves with custody disputes and will not allow a disagreement between family members to take place within our facility and/or in the presence of the children in our care.

Medication

We do not administer prescription or over-the-counter medication to the children in our center and do not keep any medications on site. The only exception to this policy is in the case of inhalers/nebulizers for the treatment of asthma and Epi pens for severe allergic reactions. These medications are necessary for the ongoing health and safety of certain children. These types of medication need to be in their original containers with the prescription attached, kept in a locked area of the classroom and documented on a medication form.



Parents must check diaper bags, children's coats and back packs to be sure no medication is stored there each day. If any medication is found it will be placed in the office and you will receive a call from the director.

Parents may not include medication in a child's drink, lunch box, back pack or clothing. Your child's drink cannot contain cough syrup, liquid Tylenol or any other medication. If the staff believes medication is in your child's drink, it will not be given to your child and he/she will receive water to drink instead.

Please inform your physician of this policy before he writes a prescription for your child so he can prescribe one that is administered once or twice daily when your child is at home.



Injuries, First Aid and Emergency Treatment

Our center maintains an Emergency Contact Form for each enrolled child. These forms contain phone numbers of parents, places of business, the family physician and the designated emergency contact persons you have authorized to pick up your child. **It is the responsibility of the enrolling parent/guardian to keep this information current and updated. Any time your information changes you are required to complete a new form. Forms are located at our parent board in the hallway and in the office.** Forms are reviewed at the 6-month point and a new one completed each year, or when information needs updated.

If a minor injury occurs during the day, a staff person will administer first aid and the parent/guardian will be contacted with regard to the extent of the injury. An accident report will be completed on site and the parent/guardian will be asked to sign the report. You have the option of receiving a copy of the accident report once it is processed.

In the event of a serious injury, paramedics will be called immediately to assess the injury and make a determination on the next steps. Parents/guardians will be notified directly after the paramedics have been called. If it is determined that a medical professional needs to treat the injury, a staff person will inform the parent/guardian and accompany the child to the emergency room.



Illness

One of our goals is to maintain a healthy and safe environment for your children, the staff and families. Health care and disease prevention are a priority to our staff. We educate ourselves, use techniques that prevent or greatly decrease the spread of germs and model/teach good personal hygiene to children. Despite these precautions illness can occur.

In an effort to keep children and staff as healthy as possible, we have developed the following child health policy using guidance from the Caring For Our Children Health and Safety Standards; A joint collaborative project of the American Academy of Pediatrics, American Public Health Association and the National Resource Center of Health and Safety in Child Care.

If a child displays signs and/or symptoms of an illness that prevents them from participating in daily activities, the parents or guardians will be required to pick up their child.

Conditions and/or symptoms that would require the parents or guardians to pick their child up and keep their child out of the center are:

- a fever of 101° F or higher
- diarrhea
- vomiting
- an undetermined rash
- a contagious/infectious disease that is active and transmittable
- congestion, coughing, wheezing and other respiratory concerns

It is the responsibility of the parent/guardian to inform the center office of children diagnosed with an infectious/contagious illness. The information then will be given to the appropriate classroom staff and a notice will be posted to inform other parents of the signs and symptoms for which to be watching, as per our Department of Human Services regulations.



Your physician may choose to impose more stringent conditions for your child. For the safety of the children and staff we adhere to the recommendations of the American Academy of Pediatrics.

We understand it is not always convenient for parents/guardians or others to leave their place of employment when a child is ill. Please do not be upset with our staff members if they call to report an illness. Every family is required to have an alternate individual listed on the Emergency Contact Form who would be available to pick up your child within 1 hour of a phone call. All parents must make sure either they are available or someone on their list is available daily who can take care of their child in case of illness. Failure to arrive within an hour of the notice of illness may result in being charged the \$1 per minute late fee and/or a phone call to someone else listed on the emergency contact form.

If your child is sent home with any symptoms of illness, he or she must remain home for at least 24 hours before returning to the center. Your child MUST be symptom-free and medication-free in order to return.

A child placed on antibiotics must remain home for 24 hours after the initial dose of the antibiotic before returning to the center.

A doctor's note is required for a child to return to the center following recovery from any contagious disease, including the specific reason for the absence and the date the child may return to the center. When your child returns to the center you will need to spend a few minutes with the staff so they may evaluate your child to see if he/she is able to stay at the center.



General Contact Information

Call the Carlisle Family YMCA directly at 717-243-2525 and then choose the appropriate extension from the list below:

Director	ext 202
Toddler 1	ext 215
Toddler 2	ext 213
Preschool	ext 214

Remember that center staff members have the direct care of your child as their first priority. They may provide brief answers to your questions or ask to return your call at a more convenient time. You also may call the Child Development Center office to check on your child; they will relay any message to the appropriate staff members. Questions and concerns which cannot be satisfied through direct communication with your child's teachers may be directed to the Child Care Director, Brittany Kemp. You also can contact the director via email at bkemp@carlislefamilyymca.org.

Contacting the Center in an Emergency

If you have an emergency and you reach a voice mailbox instead of a person, dial ext 200 for the Welcome Center and tell them you have an emergency and need to speak with someone in Child Care right away.



FOOD

Snack

Snacks are offered to our children in the Toddler 2 and Preschool classes in the morning and afternoon. Please note that this is not substantial enough to count as breakfast. You may donate a healthy snack for your class or the whole center if you wish.



Lunch

Parents/guardians are to send a packed lunch with your child each day they are here at the center. We have refrigerators in each room to keep any perishable items cold and microwaves to reheat food. **We must limit the heating time to 90 seconds for each child's lunch. Please do not send any food items that need extensive heating or are frozen.** Parents must label lunch boxes and packaged items sent in each day.

Fridays are preschool swim days at our center. We ask that all packed lunches on this day include only cold lunch items.

Classrooms with children who have food allergies may have additional restrictions on what can be packed in lunches. Please read any teacher notes and newsletters to make sure you are up to date on any changes.



Celebrations and Snack

Our center celebrates many special days that usually include a community snack for which parents/guardians sign up. On these days we include treats that are not served on a regular basis, like cupcakes, rice krispie treats, etc. We still serve the children juice, water or milk with this snack. If the children are given candy during a special event during our day, it will be placed in your child's cubby to go home and enjoy there.

Your child's birthday is a special day for celebrating and you may choose to bring in a special snack for the class. Cupcakes, fruit, finger jello, ice cream, juice or milk are all acceptable choices. Please talk with your teachers at least 1 week before the day you are bringing in the snack so they are prepared.

Choking Hazards

Choking hazards for young children can include:

- whole grapes (you must cut grapes in smaller pieces if sending in with lunch)
- whole hot dogs (same as grapes)
- popcorn
- peanuts
- cough drops and hard candy

Please do not send any of these items with your child.



CLOTHING AND SUPPLIES

It is best for your child to arrive in comfortable clothing that is easy for both your child and our staff to manage. Activities in all classrooms can become messy, so wearing play clothes is your best option. We use smocks and other coverings for messy projects and meals, but these do not provide 100 percent protection.

Changes of Clothing

Parents/guardians need to keep at least 2 complete changes of clothing in your child's bin at all times in case of accidents. To ensure that the clothing you bring in is used only for your child you must label each article with your child's initials.



Be sure to check your child's clothing supply often. Remember that if your child has a different set of clothing on when you come to pick up you will need to replace those items the next day. As seasons change, be sure to replace the clothing with seasonally appropriate changes for your child's comfort.

For sanitation and safety reasons, children must wear closed-toe shoes at all times.



Diapers and Toilet Training

It is the responsibility of the parents/guardians to keep an on-going supply of diapers, wipes and over-the-counter ointment at our center for your child's comfort. As per our state regulations powder may not be used while diapering children.

Our daily sheets are designed to keep you up to date on everything that happens on a daily basis for your child and to inform you of any items that need to be replenished. If the supply is fully depleted before you have brought in new items, you will be required to go and get a new supply before your child can be admitted into the room. We do not share diapers and wipes between children.

When your child is ready for toilet training our staff will make sure they work with you. Be prepared for a few accidents, this is very normal and the staff are accustomed to it. Your child's training will be as individual as he/she is. With encouragement from staff and parents and developmentally appropriate practice you will soon see your little one in "big boy" or "big girl" pants.

Once your child is 100 percent toilet trained, is 3 years old and developmentally ready for our preschool class, he/she will be able to participate in our weekly swim lessons.

Toys from Home

The center provides toys, activities and games for your child during the day. Children are asked to leave all toys at home except on his/her "share day" or if requested by your child's teachers. The center is not responsible for items brought from home. If you choose to allow your child to participate in share day please make sure to label all items. Blankets, stuffed animals and other comfort items for nap time are encouraged and may be brought in daily. These items need to be labeled and will be kept in your child's personal hall space until rest time.



PAYMENT POLICIES

Transition Procedures

Classroom transitions (moving up from one age group to the next) will occur the first Monday in September each year. Classroom transitions no longer occur on a child's birthdate. Doing our transitions this way will mimic a typical "school year" and will allow the children to transition together in small groups of friends/peers with whom they are comfortable.

Children set to transition will visit the next classroom in increasing intervals throughout the month of August before the official transition.

Children that transition will be determined by reviewing a combination of birthdate and readiness (based on state-approved assessments and questionnaires). Children moving from the Older Toddler classroom to the Preschool classroom are strongly encouraged to be potty trained. Priority for transitioning into the Preschool classroom will be given to those that meet the age requirements, are developmentally ready and are fully potty trained.

Children who have had a birthday since the last transition AND children that have an upcoming birthday shortly after the transition date will be considered.

If there is an opening in a classroom at any time throughout the year (including a time other than the center-wide transition), the director will review the birthdates and assessments of the children and determine if a transition at that time would benefit a particular child's growth and development. If so, the director will contact the family and begin the transition process.



An example may include a child having a birthday in December and missing the transition period but being developmentally ready to move up. A child in the next age group moves out of the area in February and creates an opening. The director transitions the child into the opening immediately rather than waiting until September to aid the child's development.

Tuition rates are determined by the child's age, not by the classroom in which they are enrolled. The new tuition rate will go into effect the first Monday of the month following the birthdate. For example, a mid-January birthdate would move to the new tuition rate on the first Monday of February, regardless of which classroom they are enrolled in.

Tuition fees change according to the age of your child, not the particular classroom in which your child is enrolled. Please contact the office to sign a new agreement form each time your child celebrates his/her birthday. Tuition rates are subject to increase each year. You will receive at least 30 days written notice prior to having any adjustment to your automatic weekly payment amount.

CLASSROOM	AGES	TUITION
Young Toddler	1-2 years	\$249 / week
Older Toddler	2-3 years	\$234 / week
Preschool	3-5 years	\$205 / week

If you have any questions regarding billing, please contact the Child Care Director at 717-243-2525 ext 202.



Withdrawal Policy

We require a 2-week written notice to be given to the child care office when removing your child from our program. This gives us time to fill the space your child will be vacating. To ensure you do not incur additional fees a dated and written notice to the office is necessary. Without proper notification of withdrawal additional tuition will continue to be charged.

Enrollment Fee

The Carlisle Family YMCA Child Development Center charges a \$30 non-refundable enrollment fee for children enrolling in the center for the first time. If you withdraw your child and then re-enroll, you will be charged a \$50 re-enrollment fee.

Tuition Payments

All tuition payments are scheduled through an Electronics Funds Transfer, or EFT. These payments may be scheduled in one of the following ways:

- **Weekly** – A 1-week payment is pulled 7 days before the week of care
- **Bi-Weekly** – A 2-week payment is pulled 2 full weeks before the first week of care
- **Monthly** – The full month's payment is pulled 7 days before the beginning of the month

You may use either your credit card account or checking account for the EFT. You will enter your preference and the necessary account information as directed on the EFT form. Any parent who is interested in receiving a printed receipt of payments will need to inform the director.



Financial Assistance

Persons enrolling using a form of financial assistance are expected to follow all guidelines set by the cooperating agency in coordination with the Carlisle Family YMCA. Failure to report necessary information accurately to meet paperwork deadlines and/or to make payments will result in termination of child care services.

Once the amount of financial assistance and parent co-pay has been determined by the cooperating agency, parents will be required to pay any remaining balance of the weekly fee. If you are unable to pay the remaining balance in full, a meeting with our business office personnel will be necessary to arrange other payment options.

When financial assistance is no longer available, private fee rates immediately go into effect.

Insufficient Funds

A \$35 service charge applied by the Carlisle Family YMCA will be added to your account in the case of an insufficient funds return. This is in addition to any service fee charged by your financial institution. This \$35 charge plus the tuition payment must be paid within 5 days in order for your child to continue attending the center. We reserve the right to fill your child's space if the account is not settled within the 5-day time frame.



CARLISLE FAMILY YMCA

311 S. West St., Carlisle PA

717-243-2525

carlislefamilyymca.org

Non-Discrimination Services

Admissions, services and referrals shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual who believes they have been discriminated against may file a complaint of discrimination with:

Carlisle Family YMCA Child Development Center

Child Care Office
Carlisle Family YMCA
311 S. West Street
Carlisle, PA 17013

U.S. Department of Health & Human Services

Office for Civil Rights
Suit 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

Department of Human Services

Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission

Harrisburg Regional Office
333 Market St. 8th Floor
Harrisburg, PA 17101

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