



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Bloomsburg Preschool Parent Handbook

School Year 2022-2023



A guide for our families

Table of Contents:

The YMCA Mission.....	3
Child Care Program Philosophy.....	4
Welcome page.....	5
General Information.....	6
Enrollment.....	7
Education Goals.....	7
Education Component.....	8
Inclement Weather.....	9
Arrival.....	10
Departure.....	10,11
Attendance.....	11
Illness.....	12,13
Hours.....	13
Toys.....	14
Clothing.....	14
Quiet time.....	15
Birthdays and Celebrations.....	15
Snacks and Lunches.....	16
Expectations and Actions.....	16,17
Outdoor play.....	18
Parent Involvement.....	18,19
Policies and Procedures.....	19,20
Admission Policy.....	21
Rates for Preschool.....	22
Payments Fess.....	22
Cancelations/Changes.....	23
Behavior Policies.....	23,24

The YMCA Mission

Our mission is to strengthen communities through youth development, healthy living, and social responsibility.

Child Care Program Philosophy:

All Bloomsburg Area YMCA Child Care programs provide high-quality, developmentally appropriate activities for children ages 6 weeks to 12 years. Our childcare facilities meet the social, emotional, physical, and cognitive needs of the children in a safe, nurturing environment. At the Bloomsburg Area YMCA, we believe all children are unique and value their individual, family, and cultural differences. Our staff are well-trained and caring childcare professionals.

The philosophy of our center is to provide a safe and loving environment in which children can learn and grow. Children will learn through exploring their environment and through play. Your child's play is his/her most important work! We emphasize caring, safety and fun. We want to offer your child every opportunity to do that through his/her play. Children learn by doing, playing, sharing, observing, and talking. Our program is designed to maintain and deepen your child's natural curiosity and enthusiasm for learning.

Our classroom is set up so children can have the freedom to make their own choices and direct their play. We use a new research-based curriculum program called Creative Curriculum. The program includes a diverse range of open-ended activities so that every child may feel the satisfaction of personal accomplishment and success. The curriculum is

child centered and uses the children's interests to guide the activities and lessons. The staff makes developmental adaptations for children with differing learning styles and abilities. We also value the diversity of our preschool and we encourage our staff and parents to share their cultural backgrounds with us by bringing in family photographs, food, clothes for dramatic play, or anything else they would like to share. Our goal is for our staff, parents, and children to work together to make the center a special place for all.

The Bloomsburg Area YMCA is a Keystone STARS program participant. We believe children learn best through a hands-on, interactive atmosphere. Through play, stories, songs, centers and a wide variety of educational materials, the children are learning by experience which encourages individual growth and independent decision making.



Welcome Page:

The safety of our children, families and staff is always our number one priority. As we reopen our Child Care Programs, we wanted to share our updated procedures to continue to ensure safety and to support a smooth transition to welcome you back. This document is subject to change based on the latest public health data as well as guidance from the Center for Disease Control (CDC), The Department of Health, and the Department of Human Services.

The YMCA understands that we are living in uncertain times and many families are worried how they will balance work while following vital and or normal school curriculum. The Y has been helping families since the beginning of this pandemic by providing childcare services to essential workers so they could continue to work.

We will continue to assist families by providing supervised care for their children while providing a space for their virtual learning requirements if the school goes back to virtual. Students will receive assistance with schoolwork, physical activity, and other enrichment activities as part of their care.

Our goal is to nurture the potential of every child to help them grow and develop into the best person they can be. At our preschool Program, children will experience new activities, develop communication skills and make new friends in a safe, secure environment. Thank you for choosing the Bloomsburg YMCA for your child this school year. We look forward to getting to know you and your child even better and making this school year the best ever!

General Information:

Programs Offered:

The Bloomsburg Area Ymca provides three childcare programs at our facility. One program that we offer is the Before and After School Care program. This program is for school age kids only. In this program, it's for parents and guardians who cannot drop off or pick their kid or kids on time for school or from school. Depending on location we either will walk the kids to the school or walked them down the hall to their classroom.

Another program is the Preschool program. In this program it's for ages 3-5 who are potty-trained. In preschool the kids are taught through creative curriculum, and they can come either three days or five days. The maximum class size is 15 children in our program based upon square footage of the current location. A teaching staff-child ratio of at least 1-10 will be always maintained to encourage adult-child interactions and promote activity among children. Should one of the staff need to leave the room, the teacher will call the YMCA office and the CEO will arrange for coverage of the classroom to maintain the staff-child ratio

Lastly, we offer a Sumer Camp program. During Summer Camp the kids engaged in activities throughout the whole day. Summer Camp are for ages 3 and up. Also, we offer teens to be Counselors in Training.

Enrollment:

Enrollment is open for children ages 3, 4, and 5. Children entering preschool must be fully toilet trained. Children must be three on or before the first day of preschool to be enrolled in the program.

Enrollment is open to families in any community. Parents and guardians interested in enrolling their children should contact the director at 570-784-0188 for a tour. During the tour, questions and concerns can be discussed and answered and this will also be an opportunity to see the classroom and meet the teacher. We also encourage parents to bring their children on the tour: we feel that it's a good way to see how your child may react to the setting. If we do not have any openings, we will place children on our waitlist. When a spot opens, we will call you. If you decide to enroll your child, we require that you fill out paperwork and send in a \$25 deposit.

Education Goals:

Our program is designed to help children have a pleasant experience through developmentally appropriate activities. These activities provide opportunities to develop the following goals:

- Positive self-image and Independence
- Positive communication skills
- Social skills through large and small group activities
- Respect for individual and cultural differences
- Increase fine and gross motor skills

Education Component:

The Creative Curriculum Model is used to assist our teachers in planning a classroom and outdoor environment. A wide variety of learning materials with curriculum goals in mind are provided so that no matter where the children choose to play, they are learning. The materials are all at the children's level in containers or on hooks so children can get at them independently and also are able to put the materials away again.

The environment is organized into a variety of interest areas which might include blocks, house, table toys, art, sand table, library, music/movement outdoors. These areas support children's development.

A daily schedule is planned, and the teacher arranges the day to best meet the needs of that group of children. A large part of the child's day is spent in play. This is because preschool children learn best by exploring, experimenting, and creatively using their imagination. Through play, children also learn to make choices, learn to share, practice language, express emotions and develop muscles and coordination. Other parts of the day will include tooth brushing, group time, music/movement time, story time, outdoor time, breakfast, lunch and snack/quiet time where applicable.

The Creative Curriculum is consistent with the Pennsylvania Learning Performance Standards. These standards provide guidelines for developmentally appropriate practices. The Creative Curriculum is one of the leading curriculum models of the state.

Inclement Weather:

On a two hour delay we will **not** hold care in the morning however for early dismal we will have care. Two hours delays mean preschool doors do not open until 10:30. Only on two-hour delays children cannot come earlier. For snow days, if it's safe to travel in the YMCA will have care **if not** no care will be given . Early Dismals and no school days we will hold an all-day care. The Bloomsburg YMCA Preschool will follow the Bloomsburg Area School District for any school/snow closing. Y-Care will follow its respective school district at the Childcare Director's Discretion. If the BAY Preschool must be closed due to bad weather or emergencies, the following news media will be notified: ABC, NBE, WBRE, and Radio Stations WFFY 103.5, WKAB 103.5, WILQ 105.1, and 930 AM.

Please make specific arrangements for your child and give the teacher specific procedures to follow if you are not home when preschool is dismissed during the regular school day due to an emergency.



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Arrival:

Our center opens at 6:30am. Preschool Starts at 8:30am. Upon arrival you will need to park and bring your child into the building and sign them in. Each parent and or guardian **MUST** sign in their child on the “Attendance Form” with their signature or name and time they arrived. Please notify the staff if an adult other than yourself will be picking up the child that day.

Departure:

The **ADULT** picking up your child is responsible for your child once he/she enters the Center. Each adult or guardian is responsible for completing the “Attendance Form” with their signature and the time that they are picking up.

The Bloomsburg Area Ymca has the right to request identification of an adult picking up a child and reserves the right to request that the adult sign the “Attendance Form” before leaving the Center.

The Bloomsburg Area YMCA **WILL NOT** release a child to any person (parent, guardian, relative, etc.) suspected of being under the influence of alcohol or drugs. Under these circumstances, the staff is required to notify the other parent/guardian or emergency contact person whose responsibility will be to pick-up the child from the child care site. Bloomsburg Area YMCA has the right to contact the authorities in this situation.

For safety purposes, children will not be permitted to leave with anyone except those designated on the emergency contact/parental consent form. Prior written notification must be given to the Director of Youth Development and Family Engagement (Serena Hampton) for exceptions. Only proper identification (driver’s license or state-issued identification card) will be accepted. Once the responsible person arrives at the Y to pick up the child, the child is the responsibility of the adult.

Attendance and or Vacation:

If going on vacation, please notify the teacher AND the childcare director (Serena) so we are aware why the child has stopped coming to our program. If out on Vacation, you WILL

NOT get charged for the missing days. However, if the child is schedule for 3 days and only comes one day that week, you will still get charged the 3-day rate. If out due to Covid must have a negative test result before coming back. Consistent attendance is important for your child to gain the most from our program, to meet his/her educational goals and develop attendance habits that will carry on throughout his/her school years. Supporting a child's daily attendance allows parents to convey a message to their child that they value education and that school is an important priority.

Illness:

Children need to be in good health to get the most out of their day at the site. If a child becomes ill during the course of the day, **they may be asked to get pick up early from child care.** You will be notified immediately if your child becomes ill or injured while at the Site. For the health and safety of all the children, it is important that you pick up your child at the time you are notified. If you cannot be reached at the time you are called, we will call an emergency contact person listed on your enrollment form. If you are unable to pick up the child at the time you are called, you must make arrangements for someone to pick up the child within one hour.

If a child seems tired or is not feeling well, he or she will be guided towards a quiet activity or rest area. If a child becomes ill during the day, the parents or emergency numbers will be called and requested to pick the child up immediately. A sick child will be isolated in the preschool on a comfortable mat and given a place to rest until parents arrive.

Conditions which necessitate parents to pick up an ill child are as follows:

- High temperature (above 100 F)
- Rash, vomiting, diarrhea (more than once).
- Any suspected communicable diseases or discomfort that cannot be resolved in one hour.

Conditions under which a child may return to the program are as follows:

- When illness is no longer communicable.
- Children must be free from symptoms for 24 hours before returning to the program and if on antibiotics, treated with them for at least 24 hours.

Please do not bring your child to the center if they have any of the following conditions (unless a **medical professional** has determined they do not need to be excluded):

- Signs of severe illness
- Fever
- Diarrhea
- Vomiting – more than 2 times in the previous 24 hours
- Abdominal pain – for more than 2 hours

Hours:

Before care doors will open at 6:30-8:30am and after care they will re open up at 3-5:30pm Monday through Friday. On days that the children do not attend school the hours will be from 6:30-5:30pm. All children enrolled in the program must be picked up by 5:30pm each day.

On a two hour delay we will **not** hold care in the morning however for early dismissal we will have care. Two hours delays mean preschool doors do not open until 10:30. Only on two-hour delays children cannot come earlier. For snow days, if it's safe to travel in the YMCA will have care **if not** no care will be given. There will be a late charge of \$5.00 for every 5 minutes after 5:30pm.



Toys from Home:

A small soft toy, doll, or stuffed animal to snuggle with at naptime is always welcome. We prefer that children keep their other toys at home unless it is something special to share or talk about with others. Please keep in mind that if your child does bring a toy from home, it must be small enough to fit in his/her cubby. The toy should not promote violence. We cannot be held responsible for loss or damage of toys.

Clothing:

Washable and durable clothes are appropriate for care. Comfortable clothing allows the child to explore and participate and get the most out of indoor and outdoor

activities. Remember to choose clothing that allows for SPEEDY use of the bathroom. Shoes that are durable and provide comfort MUST be always worn.

Sandals, flip-flops and open-toed shoes are not permitted; sneakers or oxford-type shoes are best for participation in activities. Every child should have, in their cubbies, at least two complete changes of clothing. This includes underwear, socks, pants/shorts, shirt and a pair of shoes if possible. All clothes should be labeled with your child's name. If your child borrows some of our center's extra clothing, please wash and return it as soon as possible.

Quiet Time

Quiet time takes place every day. Children will be provided with their own mats by the center. For comfort, we ask that you send your child in with a sleeping bag and or a blanket and a pillow. We will send these items home weekly to be washed.

Birthdays and Celebrations

The center will celebrate your child's birthday with you at school. If you wish to bring a cake or special snack for your child to share with the class, please let the teachers know in advance.



Snacks and Lunches

The center will provide a morning snack and an afternoon snack, Please let us know if there are any dietary restrictions, and we will post a note to inform our staff of these restrictions. Please send your child's food in a labeled lunch box with an ice pack inside to keep its contents cold. Lunches should follow the USDA Standards as required by the Department of Early Education. The BAY Preschool is a peanut free zone. No peanuts or items containing peanuts are to be brought into the classroom by anyone.



Expectations and Actions:

- The safety and comfort of children are priorities
- Staff will immediately provide the appropriate first aid, which will include washing the wound with soap and water and applying an ice pack to the area where the child was bitten.
- Staff will provide, comfort, concern, and support to the child who was bitten. • The preschool will provide appropriate programming and behavior modification for children to help prevent biting.

- Staff will encourage children who are biting to use words to express feelings and needs rather than biting another child. Staff will address the child that bit someone in a short, simple, and clear manner.

- Staff will assess the quality of relationships between the child and the primary caregivers and the environmental influences on the child's behavior.

- Staff will keep on file current information and resources to share with parents. • The preschool will continue to consult with child care resources to provide information and training for staff to deal appropriately and effectively with biting behavior.

- Staff will explain to parents the specific steps that are being taken to address biting and the rationale for these steps. Some of the positive responses include positive role modeling, re-direction and giving children words to use.

- Staff will keep a biting child's identity confidential to lesson labeling and confrontation that may slow the process of learning not to bite.

If an incidence of biting occurs, a report will be written in accordance with the accident/injury policy. A report to parents will be sent home with the child who bit and a copy will be kept in the child's file. A written report will also notify parents of the child who was bitten.

Names and details of incidents involving biting are considered confidential and will not be released to other participants or outside parties. Only staff will be made aware of the incident.

Outdoor Play:

Outdoor play is encouraged and provided as often as possible. Health care professionals advise that when properly dressed, fresh air, even for an ill child, is revitalizing. Please dress your child in clothing that is appropriate for the season (including boots, mittens, hat, and snow pants) so that he/she may fully participate in outdoor activities. When the temperatures are above 32 degrees, we will still plan on going outside with the kids.

Parent Involvement

The Bloomsburg Area YMCA strives to provide what is best for your child's growth and development. No one is more important to the success of our program than you!

There are many ways for you to be involved so we encourage your involvement in any capacity in which you feel comfortable.

Your rights:

- Assurance that your beliefs, concerns, and values are respected.
- To gain information about all aspects of the program.
- To be informed about all your child's experiences in the program.
- The freedom to visit or observe.

- The freedom to ask the staff questions (at times when staff are able to respond without interrupting the program).
- Complete confidentiality of all matters involving the welfare of your child and family.

Your Responsibilities:

- Knowledge of this handbook and acceptance of its policies and procedures.
- Volunteering current important information (addresses, medical exams, IEP's, etc.) and responding to staff's requests for this information.
- Exchange of essential information about the care of your child with staff.
- Respect for the staff as professionals who work with you to provide quality child care.



Policies and Procedure:

Medication:

Medication is any substance, chemical or treatment that affects health. Some examples of medication are aspirin, ibuprofen, cough drops, medicated Chap Stick, etc.

Please do not send your child to day care with medicines in their possession as he/she will not be permitted to give such medication to himself/herself. We reserve the right to take such medication from the child.

The director will be glad to administer medication to your child as long as the parent has completed a **Medication Log** provided by the director. Parents also have the option to come in at any time during the day to administer medication to their child without following the Center's guidelines:

Over-the-Counter Medicine:

Staff may administer over-the-counter medications **only** if they are accompanied by a doctor's written instructions.

These instructions must state the type of medication, dosage amount, frequency of the dosage, and the timeframe for which the medication is to be given.

Prescription Medicine:

Staff may administer prescription medications that are in the original container with a current prescription label and dosage instructions attached. A separate doctor's note is not necessary.

Medication administration:

Medication is most easily given (including asthma treatments) after lunch and at snack time. However, if your child has an asthma attack and is in need of a breathing treatment we will administer one as needed.

ADMISSION POLICY:

EQUAL OPPORTUNITY PROVIDER- The Bloomsburg Area YMCA is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, color, disability, sexual orientation, political beliefs, family status, or national origin. We celebrate diversity and know that our children benefit through an enriched learning environment.

The preschool program provides for all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns to include children with special needs. Staff is aware of the identified needs of each individual and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

The preschool will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

Rates for preschool:

Preschool Rates	Member	Non- Member
Full day preschool 8:30-3:30pm(M-F)	3 day rate: 115.00 5 day rate: 165.00	3 day rate:130.00 5 day rate: 180.00
Full day preschool and before or After Care (Drop off 6:30am-8:30 and pick up 3:30- 5:30pm)	3 day rate: 140.00 5 day rate:200.00	3 day rate: 155.00 5 day rate: 215.00

Payment/ Fees:

Program fees are **due every Friday**. Most major credit cards (except AMEX), cash, checks and debit are accepted. Failure to make payments will result in the denial of services. Rates are calculated based upon the YMCA providing care during the course of the school year then averaged to determine a flat monthly rate. **If payment dues are late by two weeks or more then you child WILL BE unrolled from the program until the payment is paid and there will be no quarantine the spot will still be open.** If a child is out for a week or two they must contact Serena Hampton to make sure they are not register for those weeks in order not to get charge



This Photo by Unknown Author

Cancellations/Changes:

If you need to cancel or change your enrollment day or even dates please reach out to Serena Hampton at 570-784-0188 or at shampton@bloomsburgy.org Any changes must be discussed/written two weeks prior to the cancellation or change.

BEHAVIOR POLICIES:

CHARACTER DEVELOPMENT:

The YMCA embraces the values of Caring, Honesty, Respect and Responsibility as the basis of all YMCA operations, staff development, and program development. The YMCA is committed to a positive approach to improving our community through its future leaders, our children. Character Development challenges others to accept and demonstrate positive values. Our staff serves as role models as well as teachers that promote good character. The Y-care program follows the same rules and behavior policy that the school does.

ACCEPTABLE BEHAVIOR

- Based on the Golden Rule, “Treat others as you would want others to treat you”.
- Children are guided to respect the rights and feelings of others and avoid disruptive behavior that interferes with program activities.
- **Aggressive behaviors**, such as hitting, kicking, spitting, biting, verbal put-downs and bullying are unacceptable behaviors.
- Children will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.
- Keep your hands and feet to yourself

- Respect all staff and friends
- Do not talk back
- Be kind to everyone
- Clean up any toys that they played with

BEHAVIOR MANAGEMENT PROCEDURES:

When a problem arises that threatens the safety or health of a child, other children or staff, the staff will take immediate action to stop the behavior. Depending upon the **severity of the inappropriate behavior, it may be necessary to temporarily remove the child from the situation.** The Parent/Guardian will be notified and together we will work with the child to correct the behavior. When a child's inappropriate behavior is extremely persistent or the behavior is violent, expelling the camper from the program will be considered. **If behaviors are broken or depending on the severity of the incident suspensions or terminated from the program may be an option.**

