



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Valley Points Family YMCA EARLY LEARNING CENTER 2025 Handbook



JANUARY 10, 2025

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Welcome to YMCA Early Learning Center!

Welcome to the Valley Points Family YMCA Early Learning Center. We are happy that you have chosen us to meet your Early Learning needs. Your child will have many new experiences and opportunities as the early learning program helps him or her to grow into a happy, secure, and well adjusted child. We, the staff of the Valley Points Family YMCA encourage you to take an active role in your child's development and we invite your family to become members of the Valley Points Family YMCA.

This handbook has been designed to inform you of our policies and procedures. If you have any additional questions or concerns, please feel free to contact the Youth Development Business Office at 724-335-9191 ext. 106 or childcare@vpfymca.org.

Please call the center if you will be late in picking up your child or if you have any questions or problems. You may call the New Kensington Early Learning Center at 724-339-6180.

The Valley Points Family YMCA is a non-profit, charitable organization open to all people regardless of age, race, religion, ability, or income.

OUR MISSION:

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

OUR VISION:

To be dedicated to Youth Development, Healthy Living, & Social Responsibility.

OUR PHILOSOPHY:

The Valley Points Family YMCA has designed the Child Enrichment Programs according to the YMCA's philosophy of the development of spirit, mind, and body. Each site has a well-balanced program that fits the needs of children according to their age as well as their physical, educational, emotional, and social growth. Children are natural learners. Their requirements for optimum growth are: a good self-image, a stimulating environment, direct experiences with objects and people, the opportunity to make changes, and loving, caring caregivers. The Valley Points Family YMCA provides all these things plus much more.

Every child participates in a combination of teacher-directed and child-choice activity time. An integrated curriculum including art, science, math, language, and physical fitness will best promote the child's intellectual, physical, social, and emotional development. The YMCA Early Learning Program helps children grow personally, clarify values, improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills, and have fun!

General Information

STUDENT AGE:

6 weeks through 6 years (prior to entering Kindergarten)

Hours: 6am - 6pm

Monday through Friday

HOLIDAYS:

The YMCA Early Learning Center will be closed: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and 4th of July.

SCHOOL DELAYS & CLOSURES:

In the event of a 2-hour delay, or closure, the site may delay opening 2 hours. Should other situations preclude the opening of any of our centers, every effort will be made to contact parents prior to school hours.

Admission

There is a \$30 non-refundable registration fee for all students. This registration fee covers administrative time and paperwork for new / returning enrollees.



FORMS NEEDED FOR ENROLLMENT

(and every six (6) or twelve (12) months thereafter):

- ✓ Emergency Contact
- ✓ Agreement
- ✓ Handbook Acknowledgement
- ✓ Food Application 1 (if necessary)
- ✓ Food Application 2 (if necessary)
- ✓ Bank Draft Information
- ✓ Getting To Know You Page
- ✓ Health Assessment (within 60 days)
- ✓ Electronic Waiver
- ✓ Sunscreen / Hygiene Form
- ✓ Funding Paperwork, if applicable (scholarship application or ELRC confirmation)

Please see your child(ren)'s Site Director should a change need to be made outside of review time.

Financial aid

Financial assistance is available for those families who qualify. The application is available online at www.vpfymca.org. Please contact childcare@vpfymca.org for additional information.

Our Annual Campaign enables the Valley Points Family YMCA to provide programs and services to everyone, regardless of their ability to pay. This assistance is possible thanks to Valley Points Family YMCA contributors.

Families may also contact their county Early Learning Resource Center (ELRC) office for financial assistance:

Allegheny County 1-888-340-3572
Armstrong / Butler County 1-888-864-1654
Westmoreland County..... 1-800-548-2741

Parents receiving financial assistance through ELRC must abide by the payment schedule set forth by the governing agency. These agreements supercede YMCA policies.

OR APPLY
ONLINE:

<https://www.dhs.pa.gov/Services/Children/Pages/Child-Care-Works-Program.aspx>

TAX STATEMENTS

If you would like a yearly tax statement, you can request one by emailing childcare@vpfymca.org.

Please allow five (5) business days for processing.

Payment Information

AGREEMENTS:

Per Department of Human Services (D.H.S.) regulations, each parent must sign an Agreement indicating the number of days/week their child is enrolled and the fee associated with that amount.

Weekly payment is based on the Agreement, not on the number of days your child attends that particular week.

PAYMENTS:

1. All Child Enrichment fees are due in ADVANCE of Services.
2. Fees will be collected by bank draft out of a checking account, savings account, or by credit card.
3. The automatic withdrawal is a continuous payment plan and will be adjusted based on the child's signed Agreement.
4. Written, five (5) business day notice, must be given to the Youth Development Business Office Manager for any changes regarding bank draft information.
5. Written notice must be sent to childcare@vpfymca.org for any changes to your child's attendance schedule.
6. An adjusted payment schedule will be provided by the Youth Development Business Office Manager ONLY if there is a change to the co-pay or regular weekly attendance.
7. If a payment is returned due to insufficient funds, or any other reason, a \$30 NSF fee will be added to the balance due on the account.

8. Payment will be considered past due if not received as arranged. If payment has not been received for two (2) weeks, you may be asked to withdraw your child until balance has been paid in full.
9. The following steps will be taken in the event the account becomes delinquent:
 - a. Written notice immediately sent informing parent of past due balance.
 - b. Second written notice sent at the end of the week in arrears.
 - c. If no response is received in three days, services will be suspended and your child will not be accepted into the center until account is up-to-date.
 - d. Habitual or extended offenses could result in permanent termination from the program.

LATE PICK-UP FEES:

The childcare sites close at 6pm. There is a late pick-up fee of \$15.00/child for each 15 minutes the parent is late. For example: child is picked up at 6:15pm, the overtime charge for one child is \$15; two children would be \$30. This fee will be added on to the next scheduled draft.

Any child not picked up within one (1) hour of closure will be considered abandoned and the police will be notified.

Habitual or extended offenses could result in permanent termination from the program.

VACATION / SICK DAY POLICY

Children are enrolled in Early Learning programs on a per week basis at the time of registration. Please be advised that payment is required for the days that your child(ren) are enrolled. Therefore, payment is expected for the days that your child(ren) are registered for, regardless of actual attendance. Absences due to illness, unforeseen circumstances, or vacation will not be credited.

Health Insurance

All uninsured children under 19 years of age living in Western Pennsylvania ineligible for Medical Assistance – no matter what their family’s income – are eligible for free, low-cost, or direct-pay health insurance. Apply online at www.pennsylvaniahealthcoverage.org or 877-395-8930.

Health Information

Each child enrolled must have an age-appropriate Health Appraisal form on record with the Valley Points Family YMCA within sixty (60) days of enrollment. Each child must have a thorough examination by a licensed physician. If there are any special considerations – health, behavior, or other needs, please inform us as early as possible in order to ensure proper arrangements are made for your child.

Ultimately, Early Learning providers must decide when an acutely ill child meets the exclusion criteria and cannot be in Early Learning. Criteria for excluding an ill or infected child from a childcare program:

Chicken Pox (Varicella)—until 6 days after onset of rash or until all lesions have dried and crusted.

Diarrhea—defined as an increased number of stools compared with the child’s normal pattern, with increased stool water and / or decreased form that is not contained by the diaper or toilet use or more than 5 bowel movements in a day.

Fever—defined by the child’s age as follows: until medical evaluation indicates inclusion
Infants younger than 4 months of age: (100° F. auxiliary) (in the armpit)
Children 4 to 24 months (101o F. auxiliary)
Children older than 24 months (102° F. auxiliary).

Hand-Foot-and-Mouth Disease (Enterovirus)—with drooling unless the child’s physician or local health department authority states the child is non-infectious.

Hepatitis A—virus infection, until 1 week after onset of illness or until after immune serum

globulin has been given to appropriate children and staff in the program, as directed by the responsible health department.

Impetigo—until 24 hours after treatment was begun.

Infestation (e.g., scabies, head lice)—until child has been treated, nits removed, you have cleaned or stored personal items and child has been checked.

Measles—until fifth day after the rash appears.

Mumps—until 9 days after onset of parotid gland swelling.

Pink Eye (Conjunctivitis)—red eyes along with green or yellow eye discharge, often with matted eyelids after sleep, and including a child with eye pain.

Rash—with fever or behavior change until a physician has determined the illness not to be a communicable disease.

Ringworm (Tinea)—until 24 hours after treatment was begun.

Rubella (German Measles)—until 7 days after rash appears.

Signs of possible severe illness—including unusual lethargy, irritability, persistent crying, difficult breathing.

Strep Throat and Scarlet Fever—until 24 hours after treatment has been initiated, and until the child has been without a fever.

Tuberculosis (TB)—until the child’s physician or local health department authority states the child is noninfectious.

Vomiting—with fever or behavior change, 24 hours.

Whooping Cough (Pertussis)—which is laboratory confirmed, or suspected based on symptoms of the illness, or suspected because of cough onset within 14 days after having face-to-face contact with a laboratory-confirmed case of pertussis in a household or classroom, until 5 days of appropriate drug treatment has been completed.

EARLY LEARNING LICE PROCEDURE

1st Infraction

If staff discovers that a child has lice, the parents will be called immediately and the child will be sent home. Before leaving the center, parents will be required to watch a short informational video and receive an educational packet. This is considered the first day. The child must remain absent the following (or second) day and may return on the third day provided that the staff checks the child before entering. The hair must be clean and free of any oil or hair products with no nits visible. Parents must wait outside of the area where the child is being checked.

2nd Infraction

If the second infraction occurs within fourteen days of the first infraction, the first day the child will again be sent home. The child must remain out for 10 days and may return on day twelve. The child must be rechecked by the staff as noted above.

3rd Infraction

If the third infraction occurs within fourteen days of the child's return, the child will be terminated from the program.

MEDICATION (Prescription and over the counter)

All medication, prescription and over the counter, will need a physician's note.

According to Department of Human Services (DHS) Regulations:

- All medication must be in the original container
- All medication shall only be given to the child named on the label (Siblings may not share)
- All medication shall have a written parental consent for administration
- All medication is stored out of reach of children

Please do not leave any form of medication in your child's book/swim bag or lunch box.

Nutrition

All families must complete a food program application upon enrollment. The Valley Points Family YMCA participates in the Child and Adult Care Food Program. Breakfast and afternoon snacks are provided to children under this program and are served at no additional charge to every child.

USDA Nondiscrimination Statement 2015 FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay

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Nutrition

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Service at 800.877.8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: 202.690.7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

ALLERGIES AND/OR SPECIAL DIETS

Allergies and/or Special Diets are to be treated as a medical concern and should be listed on the child's registration form and their health assessment form. Please see the Child Care Director for a form listing acceptable substitutes that must be completed by your physician.

Breakfast will consist of an assortment of cereals, 1% milk and an assortment of 100% juice.

Lunch menus will be available on a monthly basis.

Snack will consist of two components of the food pyramid (grain/dairy, dairy/fruit, fruit/grain)

Birthdays & Parties

We will celebrate birthdays during snack. Parents may send in birthday treats (that are healthy and nutritious). Please notify the site director of your plans. We will make it a very special day for your child.

We also have 4 holiday parties per school year: Halloween, Christmas, Valentine's Day, and Easter.

If you would like to send in treats for the children, you may do so. Treats are always appreciated, but completely optional.

School Dress

Your child will be encouraged to participate in a wide variety of activities. Please dress him or her in **comfortable play clothes** which are washable, offer freedom of movement, and foster independence and self confidence with respect to self-help skills (i.e., elastic waistbands and easy fasteners).

Sturdy foot coverings are a must. No sandals, slides, or "croc's", please. Sandals, slides and "croc's" are a hazard to your child's playtime. If your child wears sandals, they will not be permitted to play in the gym, or go on walks. These activities are a vital part of your child's learning experience.

Please label all clothing and belongings, including shirt, pants, socks, underwear, jackets, hats, gloves, mittens, blankets, sheets, pillows, sippee / straw cups, bottles, and bibs.

Please send a change of clothes incase your child has an accident. Even though they may be "potty" trained, you never know when their milk is going to spill or their playtime is going to be messy.



Daily Information

All parents should be checking the classroom bulletin boards for daily group information. Toddler and Preschool parents should be checking their child's folder a minimum of once a week. Infant and Toddler parents will receive a written individualized daily care sheet. This sheet will tell you when your child ate, when your child slept, when your child was changed, and other things your child did that day.

Arrival and Departure

DROP OFF AND PICK UP

When dropping off and picking up your child(ren), please pull up to the curb with the passenger side on the curb side, in the designated parking zone (yellow lines) in front of the Early Learning facility. The ignition of all cars must be turned OFF, flashers turned ON, and the keys removed from the ignition. **NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE. All children under eight (8) years of age or eighty (80) pounds must be in an appropriate car seat or booster seat and seat belted in the back seat of the vehicle.**

Upon entering the center, remember to sign your child in. **Children must be accompanied into the classroom and you must verify that a teacher is available to receive you child.** Children (including other siblings not enrolled in the program) may not be anywhere in the facility without a parent or a staff member.



When picking up your child, please remember to sign your child out. Only persons listed on the Emergency Contact form will be permitted to pick up your child. A photo ID is required of anyone (including parents) at the time of pick up. Though this is a minor inconvenience, it is for the safety of your child.

A court order must be on file with the center if a parent is not permitted to pick up your child.

The Valley Points Family YMCA discourages any child or relative under the age of 16 from picking up a child from the program. If this is necessary, we require a signed release from the parent releasing the Valley Points Family YMCA from any and all liability that may incur while in the care of this minor once they leave our facility.

Program Rules

1. Interact with the values of Caring, Honesty, Respect, & Responsibility.
2. Make "good friend" choices. Treat others the way you would want to be treated.
3. Stay within the designated areas both inside and outside the building.
4. Wash hands after toileting and before eating, as well as other necessary times.
5. Sit at the table while eating meals or snacks. Talk quietly to your table-mates.
6. Clean up after yourself; mealtime, art time, play time, ALL the time.
7. Keep your hands and feet and mouth to yourself.
8. Equipment shall be taken care of and returned to its proper place.
9. While inside, please use quiet voices and walking feet.
10. Tell a staff member if someone or something is bothering you.
11. Ask before leaving the space, even for the restroom. All children must be supervised.
12. Do not show disrespect to staff and other students at any time.



TOYS FROM HOME

Due to safety concerns, toys from home should not be brought to school. This is for the safety of all of our children. Toys that you may think are appropriate at home for one child are not necessarily appropriate for other children. Please make every effort to check your child's pockets and hands before bringing them into school for the day. Not only could another child get hurt, your child's toy could get broken.

Parent/Teacher Conferences

Throughout the year, your child will be observed in the learning environment. During the first thirty days of your child's enrollment, the month of April, and the month of October, your child's teacher will complete an assessment. You will be offered a chance to participate in a parent / teacher conference to review that assessment and to address any concerns that you may have. Should you need a conference at any other time of the year, please do not hesitate to stop by the office and schedule one.

Inclusion / Referral / Transfer Plan

The Valley Points Family YMCA also believes in the importance of parent involvement & coordination with service agencies that are committed to servicing the needs of children and families whose goals are similar to those of the Valley Points Family YMCA.

All parents/guardians are asked to complete a Getting to Know You form upon enrollment. All children are assessed within forty-five (45) days of enrollment, as well as every Fall and Spring, depending on the age of the child. These assessments will be shared with the parent / guardian during conferences, where applicable.

Based on the core values of caring, honesty, respect, and responsibility, the Valley Points Family YMCA makes every reasonable accommodation to integrate all children in all activities unless a medical contradiction exists.

At any time a concern for a child is brought to the attention of the Site Director, the following steps will be taken:

The Site Director will review staff observation notes and child assessments. If a concern is detected, the Site Director will set up a conference with the parent/guardian of said child. TOGETHER, the parent/guardian and the Site Director will determine the next steps.

Those steps could include contacting Early Intervention, the Intermediate Unit, Child Protective Services, Wesley Family Services, Family Behavioral Resources, Salvation Army, Red Cross, or any other human resource agency deemed necessary.

NOTE: All YMCA Staff are Mandated Reporters & must report any concerns of abuse directly to ChildLine. This report can be made without parental consent or knowledge.

Should an IEP or 504 be deemed necessary, the staff involved in direct care will make every effort to participate in IEP/504 meetings, as well as implement the parts of the plan that pertain to the Child Enrichment environment.

The Valley Points Family YMCA will transfer any child's records to any human service agency or educational setting at the parent/guardian's written request.

For more information on how to help your child make a smooth transition from classroom to classroom, classroom to school, or school to home, please talk to your child's Site Director.

Parent Visitation

We welcome parents to visit our center anytime and observe their children in the classroom environment. Parent conferences with the teachers will be held in late fall and early spring to discuss your child's progress including accomplishments and areas to work on with your child.

The Valley Points Family YMCA Early Learning Center hopes to maintain a close positive relationship with the parents of the children in our program. We always appreciate our parent volunteers who help us with numerous activities throughout the year. If you would like to volunteer to help out in any way, please see the Child Care Director. We encourage parents to volunteer time in the classrooms. While we recognize that this may be impossible for some parents, we appreciate any time that you can spend with us. You may be able to share lunch with your child, help out on a special project, plan a room party or even a family fun night event.

Preschool Room

Preschoolers are between the ages of three and six. They too, will have numerous experiences. Preschoolers participate in a daily circle time, a daily project / activity and daily gym time. Preschoolers who are going to Kindergarten in the fall, will be eligible to participate in our spring Preschool graduation.

Preschool room parents must supply the following:

- Crib Sheet and Blanket
- Change of Seasonal Clothes (including socks)
- Pull-Ups (if needed)

Toddler Room

Toddlers are between the ages of one and three. They too, will have numerous experiences. Toddlers participate in a daily circle time, a daily project / activity and daily gym time. They may go on walks, weather permitting. Once a toddler turns two, we introduce the concept of "potty" training.

Toddler room parents must supply the following:

- Sippee / Straw Cups
- Diapers / Pull-Ups and Wipes
- Crib Sheet and Blanket
- Change of Seasonal Clothes (including socks)

Moving from Toddlers to Preschoolers children develop at different rates. Just because a child turns three does not mean he or she is ready to move on. When your child turns three, his or her rate will automatically drop to the lower Preschool rate. However, many factors will determine if they are ready to move including but not limited to: toilet training, speech development, social development, and motor skill development. The decision to move from Toddlers to Preschoolers will be made by the Child Care Director.



Infant Room

Infants may enroll when they are 6 weeks old. The Valley Points Family YMCA Early Learning Center provides "Parent's Choice" Formula with Iron. If parents wish to use another brand, parents must provide it. When your child is ready to start solid foods, please meet with the Early Learning Director to arrange a plan that will satisfy your child's nutritional needs.

Infant room parents must supply the following:

- Bottles and/or Sippy Cups
- Diapers and Wipes
- Crib Sheet and Blanket
- Change of Seasonal Clothes (including socks)
- Baby Food (if desired)
- Formula or Breast Milk (if desired)

Your infant will be introduced to numerous new things and concepts as they grow and get ready for the Toddler room. Moving from infants to toddlers, children develop at different rates. Just because a child turns one, does not mean he or she is ready to move on. When your child turns one, his or her rate will automatically drop to the lower Toddler rate. However, many factors will determine if they are ready to move including but not limited to: walking, napping schedule and feeding schedule. The decision to move from Infants to Toddlers will be made by the Child Care Director.

Nap Time

Nap time is important to the physical and emotional development of our children. Children who are excessively tired cannot function adequately and are not happy. We help each child to relax and rest each day after lunch. Each child is permitted to bring a blanket no larger than 48" x 52" and one stuffed animal for nap time. In addition, blankets must be taken home each Friday for laundering and should be returned the following Monday. This is a Department of Human Services regulation and must be adhered to.

Also, we would greatly appreciate that all children arrive before 11am or after 2pm. All of our children deserve some quiet time to be able to rest and nap. Arriving before 11am allows your child to become adjusted for the day before nap time and arriving after 2pm allows those children who wish to nap, enough quiet time to do so.

Goals and Objectives for Infants/Toddlers/Preschoolers

The world is filled with wonder for children! Each new experience brings exciting avenues to explore and the thrill of discovery. It is our primary goal to preserve and fuel this delight in learning and to nurture the uniqueness of each child. We will work to accomplish the following goals:

1. Provide a rich assortment of activities and experiences for the children to sample and upon which future learning can be solidly based.
2. Provide a safe, loving, accepting environment where each child will feel free to experiment, create, and pursue learning.
3. Provide many opportunities for the children to make their own choices during the day. This allows them to master tools, processes, and their own impulses, and to practice what it means to succeed.
4. Remember that for children the PROCESS is usually more interesting than the product!
5. Enforce loving limits necessary for each child's growth, self-confidence, and self control.
6. Promote social skills appropriate to the age: sharing, listening, talking, getting along with others in a group situation, enjoying friends, gaining respect for others, and beginning responsibility.
7. Accept and respect each child and the trust each places in us.
8. Have Fun!!

Discipline Policy

It is the goal of the Valley Points Family YMCA to develop the values of caring, honesty, respect, and responsibility in the children enrolled in the program through positive, non-threatening teaching techniques. There will be NO harsh, cruel, or unusual punishments. Explanation and re-direction is the standard method of discipline. Our goal is to work with parents to create acceptable behavior plans, to help children grow socially. Our discipline policy will be implemented with all children enrolled. Special needs such as an IEP or 504 will be accounted for.

Discipline for the Child – A system of direct and indirect guidance will be used, along with suggestions from parents on what they have discovered works well at home. Direct guidance involves physical and verbal actions. Included may be facial gestures such as eye contact, a smile, or even a surprised look. Body gestures are another type of direct guidance. Techniques for effective guidance include: redirecting, praising, suggesting, prompting, persuading, modeling, warning, and ignoring.

DIRECT GUIDANCE PRINCIPLES INCLUDE:

- Use simple language
- Speak in a relaxed voice
- Be positive
- Offer choices with care
- Be firm
- Be consistent
- Provide time for change
- Consider feelings
- Intervene when necessary
- Encourage independence and cooperation

Yelling at the children at any time will not be tolerated. Harsh and demeaning language is a violation of state regulations. The only exception to this rule is if there is imminent danger to a child.

It is our goal to reduce the number of suspensions or expulsions of our children. To reach this goal our center will implement the following practices:

1. Families may share 504's or IEPs with staff.
2. Create behavioral plans with parents, staff, and community resources.
3. Provide resources for families.
4. Communicate success and challenges with families.

Children displaying chronic disruptive behavior which is upsetting to the physical or emotional wellbeing of the classroom environment may require the following actions:

1. Parents will be notified the day of the behavior.
2. Staff will give 2 weeks of observations of disruptive or aggressive behaviors (unless immediate danger was observed).
3. Prior to a conference staff and directors will develop a classroom management plan and parents will be provided resources for services.
4. Families, staff, and the Directors will attend a conference to develop a next step action plan.
5. This plan will be implemented the following day and observed for 2 weeks.
6. A follow up conference will be scheduled for the end of the 2 week period to discuss and guide parents seeking services.
7. In some cases where the plan of action fails, intervention services may be required. Parents will sign consent forms for the center to help seek services. Directors reserve the right to refer and reach out to community service to help children with developmental or mental health delays. For example the Intermediate Unit, Early Intervention, or Early Childhood Mental Health Consultation Program.

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Discipline Policy

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8. Parents will have 30 days to secure services if it is deemed necessary by the center.
9. If after 30 days the behaviors are still present and the family has not secured services the child maybe be suspended or expelled.

Parents are contacted when serious discipline problems occur with their child. Children could receive an immediate 3-day suspension from the program, determined by the Child Care Director and YMCA Staff, for the violation of any one of the following serious discipline problems:

- **Intentional violence / physical harm resulting in injury**
- **Extreme verbal abuse towards staff or other program participants, including swearing directed at another person by child or parent**
- **Leaving the space as licensed by the Department of Human Services**
- **Malicious and willful destruction of personal, school, or YMCA property**
- **Possession of weapons, firearms, ammunition, and/or explosives**
- **Possession of drugs, tobacco products, and/or alcohol**
- **The child is a safety threat to themselves, other children, or the staff**

In the event of a second infraction of the above serious discipline problems, the child will be immediately terminated from the program. In addition, the Valley Points Family YMCA reserves the right to remove a child from the program for a first infraction of the above incidents if the seriousness of the incident so warrants. The Valley Points Family YMCA also

reserves the right to remove a child from the program for any one of the following reasons:

- **Failure to submit a physical as mandated by law (3270.131)**
- **Failure of a parent or guardian to maintain payment schedule**
- **Failure of successful behavioral intervention**

KEY TERMS OF DISCIPLINE

Aggressive behavior—Any behavior that puts a person at physical or mental risk

Destructive Behavior—Any behavior that causes damage to YMCA property and its affiliates or participants belongings

Disruptive Behavior—Repeatedly displays behaviors that hamper the ability of staff to teach or engage children in activities

Suspend (OCDEL)—an action that is administered because of a child’s developmentally inappropriate behavior and requires that a child not be present in the classroom or program for a specific amount of time

Expulsion (OCDEL)—the complete and permanent removal of a child from an early learning program because of challenging behaviors or non-infectious health condition

It is the intent of the Valley Points Family YMCA to work together with the parents or guardians for the best care of each child. Working together as a team is a necessary step to correct repeated inappropriate behavior. Re-enrollment may occur after one (1) year of absence from the program and after consideration by a staff review. Your patience, support, and follow-through are not only appreciated, but necessary.

Waiting List Policy

When a waiting list is established, the following procedure will be followed:

- The order of acceptance will be on a first-come, first-served basis.
- Full-time enrollment will take priority over part-time enrollment.

Withdrawal from Program

To withdraw your child from the Valley Points Family YMCA program, two weeks prior notice must be given in writing, or two weeks tuition will be charged. Refunds of any kind are not given unless an extreme circumstance occurs. If you wish, you may re-enroll your child at a later date, providing there is a slot available for your child. You will need to pay the registration fee again at this time.

Any child(ren)'s belongings left on site beyond thirty (30) days will be discarded or donated.

Stakeholders

The following is a list of stakeholders in which we collaborate with to ensure a smooth and easy transition into the public school systems:

Allegheny Valley School District

Behavior Management Services

Burrell School District

Department of Human Services

Early Learning Resource Centers

Family Resources of Western PA

Kiski Area School District

Freeport Area School District

New Kensington/ Arnold School District

People's Public Library

TryLife

United Way of Westmoreland County

Women Infants Children

Westmoreland Intermediate Unit

Westmoreland County Community College

Should you know of another community service organization not mentioned above, please contact the Youth Development Business Office at childcare@vpfymca.org.



SUMMARY

All staff hold the appropriate educational qualifications as per DHS Regulations. All sites are licensed by the Department of Human Services. All sites are involved in the Keystone STARS Quality Rating System.

You can contact the Western Region Office of Child Development and Early Learning Bureau of Certification at 1-800-222-2149

CHILD CARE CENTER REGULATIONS

The Department of Human Services (DHS) regulations for operating a child care facility are available on the Internet. The regulations on the Internet are the most up-to-date versions of the regulations. Listed below is the regulation that pertains to operation of a child care center facility, a brief description of the regulation and the hyperlink to the regulation on the Internet:

SCAN ME



55 Pa. Code, Chapter 3270, Child Care Centers – This regulation provides the rules regarding operation of a child care center.

A child care center is a facility in which seven or more children unrelated to the operator receive child care services.

A child care center must have a certificate of compliance (license) from DHS in order to operate.

Hyperlink: 55 Pa. Code Chapter 3270. Child Care Centers (pacodeandbulletin.gov)

Web:<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html&d=reduce>

We encourage you to contact our staff and administrators with questions, comments, concerns, or praise about your child or our program. Our number one priority is a happy, enjoyable, learning experience for your child.

YOUTH DEVELOPMENT BUSINESS OFFICE

childcare@vpfymca.org724-335-9191 ext 106

VALLEY POINTS FAMILY YMCA

www.vpfymca.org admin@vpfymca.org724-335-9191

Keeping your child safe in our care

The following information is important for the safety and protection of your child. Please read the information, sign this form, and return it to the Valley Points Family YMCA or to childcare@vpfymca.org. This copy will be filed with your child's record.

1. I understand that Valley Points Family YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program.
2. I understand that I am not to leave my child or children at the Valley Points Family YMCA program site unless a Valley Points Family YMCA staff or volunteer is there to receive and supervise my child.
3. I understand children should not receive excessive gifts (e.g., TV, video games, jewelry) from Valley Points Family YMCA staff or volunteers and that I should report this to a supervisor if they do.
4. I understand that my child will not be allowed to leave the program with an unauthorized person.
5. I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff will have no recourse but to contact the police.
6. I understand that I can help ensure my child's safety by taking an active interest in his or her Valley Points Family YMCA experience. I will monitor volunteer and staff interactions with my child and ask my child specific questions about the program activities and volunteer or staff relations with my child.
7. I understand that the Valley Points Family YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
8. I understand that the Valley Points Family YMCA may take photographs of my child for promotional use. Should I not want my child to be photographed, I will submit my request in writing to the YMCA Youth Development Department.

I have read the Valley Points Family YMCA Early Learning Center handbook. I understand the policies within and I am willing to enroll my child and abide by the policies of the program.

(Parent/guardian name-print)

(Date)

(Parent/guardian signature)