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FOR HEALTHY LIVING
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JUMP INTO LEARNING

YMCA Jumpstart



**YMCA Jumpstart Preschool @ Walton
Parent Handbook
Effective 9-1-2019 to 6-30-2020**

Welcome!

The Oneonta Family YMCA is a diverse, cause-driven non-profit organization committed to strengthening our community through youth development, healthy living and social responsibility. Our YMCA preschool programs encompass that mission through a comprehensive philosophy that meets the needs of the whole child.

We believe that children learn best through play. With that in mind, our curriculum combines quality academic programming with joyful movement to keep kids moving and learning in a bright, cheerful, and enriching environment.

We are confident that your child will learn the skills they need to get off to a great start in school!

Our Programs

Our preschool programs include periods of child directed imaginative play as well as activities in reading, science, math, art, and music.

Our classroom is located in the Townsend Elementary School building with facilities that includes a large, well-lit classroom and an engaging and age-appropriate outdoor playground area.

Children in our Jumpstart programs must be independent toileters prior to enrollment. Please refer to the section, "Does my child need to be toilet trained?" for further definitions regarding independent toileting.

Jumpstart Morning and Afternoon Preschool:

Jumpstart Preschool is a combined group of 3-5 year olds in an enriching child-centered program conveniently located in the Townsend Elementary School. Whether your child is just beginning to adjust to a school-based learning environment or is Kindergarten eligible but could use another year of preschool, our Jumpstart teachers deliver a sensory rich program that engages each child's natural learning ability. Lessons based in early childhood development with plenty of structured play and movement that will keep your child brimming with enthusiasm for learning. Children who are enrolled in the morning and afternoon preschool (for a full day of programming) will enjoy a combination of traditional theme-based activities and Montessori inspired workstations to keep them moving and grooving all day long!

Jumpstart Extended Care Programming for 3-5 year olds

Our extended care program is available from 7:45 am to 5:30 pm to families who enroll in our academic preschool program during our academic session. Families choose the extended care times that fit their needs.

Enrollment is on an on-going basis for 3-5 year-olds who have not started elementary school. In certain cases, space may be reserved for a later start date. *Children must be at least 3 years old by December 1, 2018* for our academic year enrollment and must be independent toileters.

Non-Walton UPK Eligible Enrollments				Walton UPK Eligible Enrollments		
<p>YMCA Preschool AM Session</p> <p>7:45am-10:45am</p> <p>\$60/ full week</p>	<p>YMCA Preschool PM Session</p> <p>12:00pm-3:00pm</p> <p>\$60/ full week</p>	<p>YMCA Preschool and Extended Care</p> <p>7:45am-3:00pm</p> <p>\$145/ full week</p>	<p>YMCA Preschool and Extended Care</p> <p>7:45am-5:30pm</p> <p>\$185/ full week</p>	<p>For Walton UPK PM Session:</p> <p>YMCA Preschool and Extended Care</p> <p>7:45am-12:00pm</p> <p>\$85/ full week</p>	<p>For Walton UPK AM Session:</p> <p>YMCA Preschool and Extended Care</p> <p>10:45am-5:30pm</p> <p>\$100/ full week</p>	<p>For Walton UPK AM or PM Session:</p> <p>YMCA Preschool and Extended Care</p> <p>7:45am-5:30pm</p> <p>\$125/ full week</p>

Getting Started...

Each child must have the appropriate paperwork completed and submitted *prior* to participation in any YMCA Jumpstart Programs. The appropriate paperwork includes the following:

- Preschool Registration Packet
- Child Profile and Permissions
- Jumpstart Preschool Billing and Payment Information
- Medical and Authorization Releases (current within one year)

Enrollment in the YMCA Jumpstart Programs requires a payment plan for the full enrollment period. The preferred method of payment is automatic bank draft or credit card payment. Payments made by check must be given to the preschool Director. Checks are to be made payable to the Oneonta Family YMCA and will be EFT. Cash Payments are to be made ONLY to the preschool Director. Failure to make payments as agreed will result in a monthly 2% fee on all outstanding balances over 30 days and the possible suspension of your child's enrollment in programs.

Frequently Asked Questions...

About our staff

Our YMCA Jumpstart Program is fully licensed with the NYS Office of Children and Family Services. Our Jumpstart Staff receive the following training and clearances:

- NYS Fingerprint and background clearance
- TB test and medical health clearance
- NYS mandated training in child abuse identification and prevention
- Ongoing training in child development
- CPR/AED & First Aid Certification
- Medical Administration Training

Do you accept DSS Childcare Subsidy?

The YMCA Childcare Programs are licensed under the auspices of the NYS OCFS. As such, we are approved to accept DSS Childcare Subsidy payments for working families. Contact your local Department of Social Services for information regarding childcare subsidy assistance.

I already have approval for DSS Childcare Subsidy. What do I need to do?

Families receiving DSS assistance must have a letter of acceptance on file and are responsible for all payments to their account prior to approval and for any balance not covered by their subsidy following approval. Families receiving DSS assistance must make assigned Family Share payments in addition to any balance above the maximum \$180 DSS fair market amount. Non-payment of family share fees shall be reported to DSS in addition to suspension of your child's enrollment.

Upon DSS reimbursement, accounts will be adjusted in the amount of reimbursement and families will be notified in writing as to the outstanding balance. Please speak with Lisa Zuend-Misner for additional information.

Does the YMCA offer additional scholarships?

The Oneonta Family YMCA scholarships memberships for qualifying applicants. At this time, the Oneonta Family YMCA does not offer additional scholarships for programming.

Does my child need to be toilet trained?

Children attending the Jumpstart Programs MUST be able to toilet independently. A child who toilets independently is able to complete the following steps involved in toileting with *minimal* assistance:

- a. Fastening and unfastening clothing
- b. Cleaning themselves with toilet paper
- c. Flushing the toilet
- d. Washing their hands

We allow children to use designated bathrooms directly outside our classroom with adult supervision in the bathrooms.

We are happy to verbally remind children to try to use the toilet from to time throughout the day, however, we will not force a child to sit on the toilet for a set period of time. The use of timers and special treats in the toileting process are indications that your child is not able to toilet themselves independently. If your child requires special assistance in order to be independent, please have a conversation with his or her teacher.

Does the program follow the school calendar?

The YMCA Jumpstart Programs will follow the Walton Central School District Calendar.

What if I need to remove my child for an extended period?

Your child's registration is guaranteed and, as such, we cannot refund missed days due to illness or other occasional daily absences. However, we understand that your family's vacation or travel schedule may not follow our scheduled Jumpstart breaks. We ask for prior notice if your child will have a planned absence of one week or more. Tuition refunds will be considered on a case by case basis.

What happens with emergency closings, delays and early dismissals?

All emergency closings and delays shall follow decisions made by the Walton Central School District. All parents will be notified by email and can check local radio stations for news of cancelations and delays. In the case of early dismissal, all families will be contacted. Follow the chart below

1 hour delay	AM Jumpstart will began at 9:00am.
2 hour delay	No AM Jumpstart. Extended care will be open at 10:00am.
3 hour delay	No AM Jumpstart. Extended care will be open at 11:00am.
No school	No Jumpstart program.

Who is authorized to pick up my child?

Only parents and other persons authorized by the registrant, in writing, may pick up a child. From time to time, YMCA Jumpstart Staff may ask you to update your Child Profile to ensure continued accuracy. YMCA Jumpstart Staff may require identification for any person with whom they are not familiar. Anyone without proper authorization and identification will not be allowed to take a child.

If your family has legal paperwork that would affect your child's experience in our programs, please be sure to notify the Director and provide a copy of such documentation for our files.

What if I can't get to the center on time?

All efforts will be made to reach a parent or other person on your contact list. In the event that no one can be reached within 30 minutes, we will notify the local Police Department for further assistance. A \$20.00 fee for late pickup will be assessed to your account.

If you need someone who is not listed on the Child Profile to pick up your child, you must send in a written statement with your child, or call the Director or classroom staff.

May I observe my child while in the program?

Parents (guardians) are welcome and encouraged to observe our program at any time. Please contact your child's teacher to make arrangements.

Do you have a visitor policy?

Visitors to the Jumpstart Programs must sign-in on the Center Information Bulletin board located to the right of the classroom door, as you enter the room. Then visitors will receive a name tag stating their name and the date. Visitors include volunteers, parents, observers, and student participators.

My schedule sometimes varies. How important is it for me to drop my child off at the appointed time?

Our Jumpstart teachers plan a full and enriching schedule of activities for your child. The schedule includes Circle Time, Center Time, Gross and Fine Motor Time, as well as an ample amount of free playtime. Experience shows us that children who arrive late each day feel restless as they miss out on important parts of their day including introduction of themes, choosing their job for the day, interacting with their peers, engaging in the skills they will need as they move up in their educational career, etc.

What happens if my child is ill?

In all programming, a sick child is to be kept home for his/her own sake and that of others. Please call your child's classroom if your child will be absent.

If your child has a *contagious illness*, tell the staff when it first appears. Additionally, children are not permitted to attend if they are exhibiting one or more of the following symptoms:

- Fever of 101.0 or higher
- Vomiting or Diarrhea
- Green or yellow nasal discharge
- Untreated Skin Conditions
- Severe coughing
- Sore throat
- Head lice
- Conjunctivitis (Pink Eye)

How soon can my child return to the program after he or she is sent home with an illness?

If your child is sent home with an illness, we ask that you keep your child home until they are well enough to *participate fully* in our busy, high energy programs.

In the event that your child is sent home after vomiting or exhibiting a fever, he or she must be fever-free (without Tylenol or other fever reducer) and vomit and diarrhea-free (and able to hold down food) for a full 24 hours before returning to program.

If my child is on antibiotics, how soon may he or she return to the program?

If your child is diagnosed with an illness requiring antibiotics, he or she must be *on that antibiotic for 24 hours AND be symptom free* prior to returning to the classroom. At this time, our Jumpstart Preschool staff are not allowed to administer medications.

What happens if my child becomes ill while in the program?

A child's normal temperature can rise and fall throughout the day in the course of their normal daily activities. If your child's behavior changes or if he or she becomes ill while in the program, we will notify you immediately. We ask that your child be picked up within the hour if he or she exhibits a fever of 101.0 degrees or higher. If the parent or guardian is not able to pick up the child, another person may be designated to pick up the child with appropriate identification.

What if my child becomes ill and I cannot be reached?

If parents cannot be reached, the staff will begin calling people on the emergency list provided at registration.

Will I be notified if my child is exposed to a contagious illness while at the Jumpstart Preschool programs?

If your child is exposed to a contagious illness at YMCA programs, we will let you know so that you are aware and can watch for symptoms of illness in your child.

What happens if my child is injured?

If a child is slightly injured while attending the program, a Parent Communication form is filed and parents are notified by phone call or at the end of the school day.

If a child is seriously injured while attending the program, parents are notified immediately and emergency services are called.

If necessary, the child will be transported to the nearest medical facility (Delaware Valley Hospital). The appropriate staff person will accompany your child to the hospital. If we are unable to reach a parent, then we will notify your emergency contacts.

Please keep all phone numbers and addresses on your Emergency Contact Form current.

What should my child bring to program?

In order to ensure your child's success and comfort while in our programs, please bring the following items:

- An extra change of clothing placed in a zip lock bag and labeled with your child's name
- Outdoor clothing appropriate for the weather is needed as we play outside on a daily basis and often take short walks.
- Sunscreen *labeled with your child's name*

Can my child bring a special toy from home?

Our YMCA Jumpstart classrooms have an ample amount of toys for the children in our programs. Mixing toys from home into the classroom selection causes confusion and hurt feelings as children may not feel comfortable sharing toys from home with their peers.

On occasion, it might seem as though the transition from home to school might be easier for your child if they are able to bring in a favorite toy from home. Please check with your child's teacher if you think this might be the case for your child.

In the winter months, will you continue to play outside in very cold weather?

We believe outdoor play is essential to the growing preschooler. We try to play outside every day that we are able. We will play outside when the temperature is 20 degrees or higher.

Please consider leaving the following items in your child's cubby so that they will have it every day:

- Snow pants
- Mittens/ gloves and hat
- Jacket/ winter coat that secures
- Winter boots

Can I bring in a special snack for my child's birthday?

Some (but not all) families choose to provide a special snack on or near the child's birthday. Please talk with your child's teacher about your plans.

We ask that families continue to follow our *YMCA HEPA guidelines* when providing birthday snacks. Parents are encouraged to choose one of the following options:

- Make birthday fruit cups by placing fruit, vegetables, and other healthy snacks in traditional cupcake liners.
- Try your hand at 'food art' and make a birthday cake shaped fruit platter.
- Stay away from the food celebration entirely and make goodie bags with inexpensive fun items (please avoid candy and other similar items).
- Offer to visit the classroom as a guest and read a special story or lead a fun activity with your child.

We ask that you follow the HEPA guidelines for snack outlined below. In the instance that a birthday snack is not HEPA compliant, that birthday snack will not be served in school and will be packaged and sent home with each child.

What are the Oneonta Family YMCA's Healthy Eating and Physical Activity

The Oneonta Family YMCA and the YMCA Jumpstart Programs have joined YMCA of the USA (Y-USA), the Y's national office, to become the healthiest afterschool and early learning provider in the country! By implementing Healthy Eating and Physical Activity (HEPA) standards, we ensure more children have access to healthy food and physical activity in our 10,000 early learning and afterschool programs across the country. You can expect the following from the standards:

- a. To foster children's nutritional well-being, we will offer only healthy options for snacks and encourage families to provide healthy options for meals.
- b. To foster children's physical well-being, we will offer physical activities daily.
- c. To foster children's healthy habits, we will model healthy eating and physical activity.
- d. To foster children's ability to self-regulate, we will provide all snacks family style.
- e. To foster children's imaginations, we will set limits on screen time.
- f. To foster children's health, we will provide purposeful opportunities for engagement.

Will I need to pack a lunch for my child?

Children attending our afternoon preschool session (12:00-3:00pm) will be asked to bring a lunch from home each day.

Please note the following:

- a. In keeping with the YMCA HEPA initiative, we will use our meal periods to teach children how to make healthy eating choices.

- b. We will encourage your child to eat the 'main' course of their lunch before other items. However, your child is free to choose whatever items they may like to eat from the selection you provide.

Do I need to provide a snack for my child?

Teachers will provide a snack calendar at the beginning of each month for those children enrolled in the Morning and/ or Afternoon Preschool classes. Families will need to provide snack for the class one to two times a month. Should you choose not to participate in the monthly snack calendar rotation, simply speak with your child's teacher and your child's name will not appear on the calendar. Children whose names do not appear on the calendar will still participate in the daily snack time as usual.

We ask that you follow the HEPA guidelines for snack which includes providing a fruit or a vegetable for each snack time. HEPA guidelines as well as a suggested snack list will be provided by your child's teacher with their first snack calendar. In the instance that a snack is not HEPA compliant, that snack will not be served and sent back home with that child.

Do I need to send in a water bottle or cup for my child?

We have a Brita located in the classroom for children to have water at any time throughout the day.

Will my child be taking a nap while in program?

Our Jumpstart programs operate under a NYS OCFS license. As per OCFS Regulations, *the YMCA Jumpstart Preschool @ Walton Extended Care daily schedule includes a 30 minute rest period each day.* During the rest period, the following may take place:

- a. Lights are lowered and soothing music may be played
- b. Children may choose to have their back rubbed
- c. Children nap on the floor of the classroom on rest mats or cots provided by our program
- d. Blankets and pillows are provided by the parents/guardians
- e. Children may be given an optional rest time bag of quiet activities to do while on their cot or mat while other children are sleeping.

Napping and non-napping children are supervised by staff in the same ratio of staff to children as designated in the NYS OCFS regulations.

Will my child be taking any field trips?

On occasion, the children in the Jumpstart programs will have an opportunity to participate in walking field trips. Prior to any planned field trip, parents will be informed and may be asked to sign a permission slip (in addition to the walking field trip release included in the registration materials).

Enrollment in Jumpstart Preschool programs is with the understanding that we take field trips that occasionally extend beyond the hours for which you have enrolled your child. All children are welcome to attend scheduled field trips. However, the YMCA will not

provide additional staffing for children whose parents choose not to have their child participate.

May I attend field trips with my child's class?

The YMCA is happy to have parent participation on field trips. Parents who wish to attend field trips must comply with our Jumpstart Preschool Field Trip Policy. The full field trip policy is available from your child's teacher or on the parent information bulletin board located near the front doors.

How can I be involved in my child's classroom?

Involvement of parents in the program is essential. Cooperation with all policies and procedures is basic.

The YMCA Jumpstart Programs include activities with an emphasis on teaching children respect, responsibility, honesty and caring. Teachers will send home a class newsletter or post an activities calendar for the classroom.

It is each parent's responsibility to read communications sent home with their child, as there may be a change of schedule on some days. We encourage parent to take every opportunity to talk with the staff about your child. Ask your child about the program.

Parents are encouraged to volunteer in the programs as they are able. If you would like to share a special hobby or other interest, please speak with your child's teacher to make arrangements.

From time to time, classroom teachers may plan activities that are family oriented on an evening or weekend that may make it easier for working parents to attend. If you are interested in being a part of an event or have ideas for such an event, please speak with your child's teacher.

What is your method of discipline?

The YMCA Jumpstart foundation for discipline is based on helping children to learn the skills needed to be aware of their own behaviors and to be able to make good choices.

Our Jumpstart Staff will help your child to take the time they need to regain their calm and clarify their needs in moments of crisis using one or more of the following methods:

- a. A verbal reminder of the rules and then with a suggestion to choose another activity
- b. Removal from the situation followed by problem solving with the child to get them back into the groove

These methods help children to build the skills they will need later in life. We find that most children do not want to leave the fun that is going on and tend to self-correct with

a gentle reminder. In rare instances, a child may need an individual behavior plan to be successful. Should your child's teacher believe this to be the case, you will be notified and a meeting will take place between the teacher and parent to create a plan for your child. If you have any questions regarding this policy, please do not hesitate to ask.

Will you evaluate my child for special needs or services? Can my child receive those services in their classroom?

Throughout the year, you are likely to see changes in your child's abilities both academically and physically. Our Jumpstart Staff is well versed in the range of developmentally appropriate milestones your child should be working toward and will be doing informal evaluations from time to time.

If you or your child's teacher believes that your child is a candidate for more specific evaluation in regard to his or her mental or physical health, you will receive a recommendation to request an evaluation. Should a determination be made for your child to receive services for special needs, we are happy to have your child's therapist visit our class to provide those services.

Please talk with your child's teacher for more information.

Does the YMCA Jumpstart Preschool celebrate holidays?

The YMCA Jumpstart Preschool does not endorse or promote any particular holiday. However, we will be doing a holiday survey at the beginning of each year to get an idea of what holidays we will be talking about throughout the year. Child initiated conversations, play, and activities related to holidays will be supported by teachers and staff.

Mandated Reporting of Child Abuse and Neglect

All YMCA Jumpstart Program providers and teachers are mandated reporters of suspected child abuse and neglect. The Oneonta Family YMCA will report any reasonable suspicion of abuse or neglect of a child using the policy and procedures that follow:

In accordance with the provisions of sections 413 and 415 of the Social Services Law, child day care center staff must report any suspected incidents of child abuse or maltreatment concerning a child receiving child day care to the Statewide Central Register of Child Abuse and Maltreatment, or cause such a report to be made, when such staff have reasonable cause to suspect that a child coming before them in their capacity as child day care center workers is an abused or maltreated child. The Jumpstart program policy for reporting Child Abuse and/ or Maltreatment takes into account the responsibility/ duty of the Mandated Reporter and provides protection for the child for whom the report is made.

The following procedure has been established regarding the reporting and/or recording of suspected *parental child abuse and/ or neglect*:

- a) Any staff person, who suspects a child has come to school abused or neglected, must report that information to the Director immediately.
- b) It is responsibility of the staff person who suspects and the program Director to contact NYSOCFS (Division of Child Protective Services) and file a report within 48 hours. The call will be made in the Director's office with a minimum of the following support people present: The Director, the employee who suspects the abuse/ maltreatment, the YMCA Executive Director.
- c) Once the call is made, the team members making the call will follow the direction of the CPS as to the responsibilities of the Oneonta YMCA and Jumpstart Preschool Programs.
- d) A YMCA Incident Report Form will be filed with the Executive Director.

The following procedure has been established regarding the reporting and/or recording of suspected *child abuse and/ or neglect by an employee of the YMCA Jumpstart Preschool*:

- a) Whoever has reasonable cause to believe that a staff member may have been abusive or neglectful to a child must report that information to the Director at once. The Director shall inform the Executive Director.
- b) The Director and Executive Director shall prepare a written report of the situation;

including dates, times, names of all parties involved (adults and children), places and description of incident. The report of suspected abuse and/ or neglect will be reported to NYSOCFS (Division of Child Protective Services) within 24 hours.

- c) The suspected or alleged employee shall immediately be removed from working directly with children until a written investigation has been completed by CPS and will only be authorized to return as appropriate.
- d) In meeting his or her responsibilities under this subdivision of this section, the Director may, consistent with any appropriate collective bargaining agreements or applicable provisions of law, take one or more of the following actions with regard to staff of the center relevant to a report of child abuse or maltreatment involving a child while in attendance at the center:
- (1) dismissal, suspension or transfer of any employee, volunteer or other person who is the subject of a child abuse or maltreatment report;
 - (2) increased supervision over a person who is the subject of a report;
 - (3) provision of instruction and/or remedial counseling to a person who is the subject of a report;
 - (4) initiation of appropriate disciplinary action where applicable;
 - (5) provision of appropriate training to and/or increased supervision of staff and/or volunteers pertinent to the prevention and remediation of child abuse and maltreatment.

In all cases, a YMCA Incident Report form will be filed with the Executive Director and complete confidentiality shall be maintained with regard to the incident. This includes uninvolved staff members as well as those outside the program such as other parents and family members of employees.

Child Abuse and Neglect Hotline

1-800-342-3720

Child Care Complaint Line

1-800-732-5207

Lorraine Cummings, Child Care Licensor

(518) 473-8866

Lorraine.Cummings@ocfs.ny.gov

New York State

Office of Children and Family Services

The YMCA Jumpstart programs are registered under the auspices of the New York State Office of Children and Family Services (NYSOCFS).

The agency provides oversight and monitoring of regulated child care (family day care, group family day care, school-age child care and day care centers outside of NYC), legally exempt child care, child care subsidies, child care resource and referrals, and the Advantage After School Program, and also provides services and programs for infants, toddler, preschoolers, and school-age children and their families.

As such, the YMCA Jumpstart programs are mandated to follow guidelines as set forth by NYSOCFS.

The Regulations may be found on the NYSOCFS website and in the Director's area.

<http://ocfs.ny.gov/main/childcare/default.asp>

YMCA Jumpstart Preschool Phone Numbers

Rebecca Banker, Director/Lead Teacher

YMCA Jumpstart Preschool at Walton

607-865-4116 x4141

Lisa Zuend-Misner, Director

YMCA Child Enrichment

607-432-0010 x 260