



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JUMP INTO LEARNING



Oneonta Family YMCA Jumpstart

**YMCA Jumpstart Preschool @ Center Street
Parent Handbook
Effective 7-1-2019 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 including swimming, gymnastics, dance, and more 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 classrooms are located in the former Center Street Elementary School building with facilities that include four large, well-lit classrooms, a full gymnasium, and an engaging and age-appropriate outdoor playground area.

Each classroom schedule includes time at the YMCA to participate in preschool water safety classes and YMCA Gym Time where your child will learn the basics to continue in our YMCA Gymnastics and Aquatics Instructional Programs.

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.

Not Your Average Daycare... Extended Care Programming For 3 and 4 year olds

Operating on a two session schedule year-round Monday through Friday, our extended care program is available from 7:00 am to 5:30 pm to families who enroll in our academic preschool programs including Jumpstart Preschool, Jumpstart Early Learners, and Jumpstart UPK during our academic session. For the summer session our extended care program is available to families who enroll in the Summer Fit n Funtastic Camp. 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, 2019* for our academic year enrollment and must be independent toileters. Please see Jumpstart Summer Fit n Funtastic for our summer age requirements.

Jumpstart Pre-Kindergarten: Full week programming for your 4 year old...

Perhaps you are looking for a pre-Kindergarten program for your 4 year old but you reside outside the Oneonta City School District or maybe you would like to give your Kindergarten eligible child another year of preschool.

Working in tandem with our Universal Pre-K teachers, children in this class will enjoy an academic program that will get them ready for 'big kid school'. With themes that will pique your child's interest as well as lots of movement and experiential learning, your child will be brimming with enthusiasm for learning!

Participants in the Jumpstart program participate in YMCA Water Safety Classes as well as YMCA Gym Time.

Jumpstart Preschool: 5 great days of programming for your 3 or 4 year-old...

Jumpstart Preschool is a combined group of 3 and 4 year olds in an enriching child-centered program.

Our teachers keep the Jumpstart action going with theme-based activities and child centered Montessori inspired work stations to keep your preschooler stimulated and moving. At these work stations children are working on individualized trays learning process; start and finish a task then make that work station ready for the next friend.

Participants in the Jumpstart program participate in YMCA Water Safety Classes as well as YMCA Gym Time.

Jumpstart Early Learners Preschool Just for 3 year-olds...

Our Early Learners teachers will help your child begin to adjust to a structured learning environment through lessons based in the sensory and experiential play that is so important! This sensory-rich program will encourage your child's natural learning ability through structured play and movement that will keep your child engaged and ready for more.

Families who are looking for a first step into school for their young three year old may choose a *two day* enrollment (M/W or Tu/Th). Two day enrollments do not include YMCA Gym Time and YMCA Water Safety Classes. Families who choose a *three day* enrollment (M/W/F or Tu/Th/F) or a *five day* enrollment in the Early Learners program participate in YMCA Gym Time and YMCA Water Safety Classes.

Children must be 3 years old by December 1, 2019 and be independent toileters. Enrollment is on an on-going basis as space allows.

For 4 year-olds...
Oneonta City School District Universal Pre-Kindergarten

This M-F program *specifically tailored 4 year-olds in the Oneonta City School District and who are in their Pre-Kindergarten year* focuses on the academic and social skills your child will need to start their Kindergarten year on the right track.

With two sessions to choose from, AM Pre-K (9:00– 11:30) or PM Pre-K (1:00– 3:30), we are sure to have a class to fit your needs!

Participants in the Pre-Kindergarten and Universal Pre-K program participate in YMCA Water Safety Classes and YMCA Gym Time.

All participants *must* turn 4 by December 1, 2019 and must reside in the Oneonta City School District. Jumpstart Pre-K operates in partnership with OCSD to provide Universal Pre-K for eligible children. For other questions regarding UPK eligibility, visit: <http://oneontacsd.org> .



Jumpstart Preschool Summer

Fit n Funtastic Preschool Camp!

Choose from one (or more) of six weekly preschool camp experiences designed to give your 3-5 year old some summer fun tailored to their interests and needs. *Participants must be 3 by July 1, 2019* and fully toilet trained.

This Monday through Friday program includes themes and activities to keep your preschooler engaged and moving from 9 am to 12 pm.

Keep the fun going over the summer! Each day, children will get to experience something new and different. Campers will be kept moving with swimming at the Oneonta Family YMCA, a weekly locate bus trip and end with week with Miss Katherine from the library for a story time right at the YMCA Jumpstart Preschool. A weekly schedule of events will be provided to each family enrolled; drop off and pick up for this program will be at the YMCA Jumpstart Preschool.

This year's Fit n Funtastic schedule is:

July 1-5: Island Explorer / Space is the Place**
July 8-12: Pirates / Wizards
July 15-19: Getting Dirty / Splish Splash
July 22-26: Mad Science / Construction
July 29-August 2: Rainforest Adventure / Safari
August 5-9: Exploration / Creative Campers
August 12-16: Rock Stars / Super Heroes

Summer Extended Care Program!

Offered to families in conjunction with our Fit n Funtastic Camp.

Early Morning Care: 7:00-7:30
Morning Extended Care: 7:30-9:00
Afternoon Extended Care: 12:00-5:00
Late Afternoon Care: 5:00-5:30

**No Camp or Extended Care July 4th

Program Fees September 2019– June 2020

Jumpstart Early Learners for 3 year olds

- **No residency requirement and turn 3 by December 1, 2019**
 - **2 or 3 day options**
 - M W F (9:00–11:30) \$48/ week
 - Tu Th F (9:00–11:30) \$48/ week
 - M W (9:00–11:30) \$32/ week
 - Tu Th (9:00–11:30) \$32/ week
 - No Extended Care available*
 - **5 day option**
 - M -F (9:00–11:30) \$75/ week
- For Additional Extended Care, please see below*

Jumpstart Morning Pre-Kindergarten or Preschool (Monday-Friday)

- **No residency requirement and turn 4 by December 1, 2019**
 - AM Pre-K (9:00–11:30) \$75/ week
- For Additional Extended Care, please see below*

Jumpstart/ OCSD Universal Pre-K (Monday-Friday)

- **Must reside in the Oneonta City School District and turn 4 by Dec 1, 2019**
 - **No fee**
- AM OCSD UPK (9:00– 11:30) *For Additional Extended Care, please see below*
PM OCSD UPK (1:00–3:30) *For Additional Extended Care, please see below*

Jumpstart Afternoon Pre-Kindergarten or Preschool (Monday - Friday)

- **No residency requirement and must be at least 3 by December 1, 2019**
 - PM Preschool (1:00–3:30) \$70/ week
- For Additional Extended Care, please see below*

Jumpstart Additional Extended Care (Monday – Friday)

- **Must be enrolled in qualifying preschool program *See above***
 - Early Mornings (7:00–7:30) \$10/ week
 - Morning Extended Care (7:30–9:00) \$35/ week
 - Lunch/Rest Extended Care (11:30–1:00) \$35/ week
 - Afternoon Extended Care (3:30–5:00) \$35/ week
 - Late Afternoons (5:00–5:30) \$10/ week

Children enrolled from 7:30–5:00 and not receiving UPK funding will receive a 10% discount.

Jumpstart Summer

- Fit n Funtastic Preschool Camp (10 am–2 pm) \$90/ week
- Early Morning Care (7:00–7:30) \$10/ week
- Morning Extended Care (7:30–9:00) \$35/ week
- Afternoon Extended Care (12:00–5:00) \$10/ week
- Late Afternoon Care (5:00–5:30) \$35/ week

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)
- Blue Emergency Card (for each classroom enrollment)

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 may be placed in the locking Jumpstart payment mailbox located in the hallway by the Apple Tree Classroom. Checks are to be made payable to the Oneonta Family YMCA and will be EFT. Cash Payments are to be made ONLY at the Front Desk at the Oneonta Family YMCA. 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.

If you are interested in a YMCA scholarship for membership, please contact Lisa Zuend-Misner at 432-0010 x 260.

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 bathrooms located within our classrooms without direct adult supervision when the rest of the group is in the classroom. Classrooms without a bathroom located within the classroom will use the designated bathrooms in the adjoining classroom with adult supervision outside the bathroom.

We are happy to verbally remind children to try to use the toilet from time 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 Oneonta City School District Calendar. Please refer to the appropriate YMCA Jumpstart Preschool Calendar for more information regarding specific programs.

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 shall follow decisions made by the Oneonta School District. Please see the following table for specific instructions regarding emergency delays:

Jumpstart Program	OCSD Snow Day	1 Hour Delay	2 Hour Delay
Jumpstart Extended Care	No Program	7:30 am	9:30 am
Jumpstart Early Learners	No Program	10:00 am	No Program
Jumpstart AM Pre-K	No Program	10:00 am	No Program
Jumpstart PM Preschool	No Program	No change	No change
Jumpstart AM UPK	No Program	10:00 am	No Program
Jumpstart PM UPK	No Program	No change	No change

In the case of early dismissal all Jumpstart programs will remain open, unless doing so would put children in danger. Should the program close, all families will be contacted.

All 2 hour delays and closures for the Jumpstart Extended Care Program will be made up during the designated Spring Recess as indicated on the Jumpstart Extended Care Calendar.

In the case of OCSD Snow Days, Jumpstart Preschool will close for that day. Any snow days will be made up during the designated Spring Recess free of charge for any family enrolled in the Extended Care 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 outside of the Apple Tree and Willow Tree rooms. Then visitors will receive a name tag stating their name, the class they are visiting, 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, YMCA Gym Time, and Swim Classes, as well as an ample amount of free play time.

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. If the child is to receive antibiotics during the hours that he or she is in our care, MAT certified YMCA Jumpstart Staff will be authorized to administer the appropriate medications under the following conditions:

- a. Medication must be in the original container and appropriately labeled with the child's name and dosage instructions.
- b. An updated Written Medication Consent Form is on file (signed by the child's physician and parent).

Medication may not be transported or stored in a child's backpack or cubby and should be given to the child's teacher for storage each day.

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 the YMCA, 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 (Fox 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 the short walk to the YMCA.
- Sunscreen *labeled with your child's name*
- Swim suits and goggles (as appropriate).
- Children attending *full day programs* will need to bring a lunch each day.

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.

How will I know when my child needs his or her bathing suit and towel?

Please refer to the YMCA Jumpstart Academic Year Swim and Gym Calendar (available from your child's teacher) for the specific schedule your child's class will follow.

Your child's teacher may ask that you bring your child with their swimsuit under their clothes. If that is the case, be sure to send appropriate underclothes for your child to wear after swimming.

We have ample space for drying bathing suits and towels between swimming sessions. Please consider leaving an extra suit and towel for your child's use in our Jumpstart swim programs. We will be sure to send these items home on a regular basis for occasional laundering.

Do you walk to the YMCA in the colder winter months or when it is raining?

In the winter, we will take the short walk to the YMCA when the temperature is slightly below 20 degrees.

In light rainy weather, we will still walk to the YMCA. Please send your child with a rain coat. We find that umbrellas are difficult for the children to manage on the walk.

What happens when the weather makes it impossible to walk to the YMCA?

When we are not able to walk to the YMCA due to inclement weather, we will make every attempts to offer another suitable activity in place of the missed activity.

What if my child is well enough to come to school, but is not well enough to swim?

If you would prefer that your child take a temporary break from swimming, we will make accommodations for another classroom experience for your child. Our staffing is usually such that we are able to allow a child to join another class on a temporary basis from time to time.

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

In the summer months, will you continue to play outside in very hot weather?

In the summer months, we will play outside in the cooler hours of the day or choose activities that allow the children to play in shady areas.

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

- Hat
- Light jacket (for cooler days)
- Sturdy shoes that secure (no flip-flops)

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.

What are the Oneonta Family YMCA's Healthy Eating and Physical Activity (HEPA) Standards for Child Enrichment Programs?

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 extended care program will need to bring a lunch 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. With this in mind, we encourage parents to provide healthy options for their child to choose from.
- c. Small round items such as grapes, cherry tomatoes and hotdogs have been known to be choking hazards for small children. Precautions should be taken to cut these items in half for safety.

Do I need to provide a snack for my child?

If your child is enrolled in the Morning UPK, Pre-K or Early Learners class, you will need to plan on bringing snack in for the entire class one to two times a month. Teachers will provide a snack calendar at the beginning of each month.

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 send back home with that child.

If your child is enrolled in the Afternoon Preschool, you will need to plan on sending in an afternoon snack each day for your child alone.

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

Each of the classrooms at the YMCA Jumpstart Preschool is equipped with a drinking fountain and child have access to drinking water for the entire time while at our preschool. There is no need to provide a water bottle while children are at our center.

During our Fit n Funtastic program a water bottle maybe sent in for our time at the park. Water bottles must be labelled with the child's first and last name as well as the child's birthdate. If water bottles are not labeled at drop off teacher's will do so. We ask that water bottles only contain water so that we can stay complaint with the HEPA standards.

Will my child be taking a nap while in program?

Our Jumpstart programs operate under a NYS OCFS license. As per OCFS Regulations, *the Jumpstart Extended Care daily schedule includes a rest period each day.*

Children enrolled in our full-day program are required to take a 20-30 minute *rest period*. 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 provided by our program Blankets and pillows are provided by the parents/guardians
- d. Lights are turned on and children are awakened gently by 1:15 PM.

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

What if my child does not nap or I do not want my child to nap?

After the designated rest period children who are not sleeping (or whose parents choose not to have them nap) will be given a quiet time rest bag that has some quiet activities that children can do while other sleep. Children may also be brought to another room to play quietly.

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. We also benefit from our proximity to the Oneonta Public Transport bus routes in that we are able to use the system to assist us in transport for trips that are too far to walk.

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 parents know what is going on or be helpful in our preschool programming?

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 often 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 with the Division for Children with Special Needs.

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 surveys all families at enrollment to gain knowledge of the different holiday's celebrated throughout the preschool. Celebrations are dependent on each classroom and teacher. When a celebration occurs all food items must adhere to HEPA standards. Any items not adhering to HEPA standards will be sent home.



**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

Heather Conklin, Coordinator
YMCA Child Enrichment
Jumpstart Preschool Director
607-353-7074
hconklin@oneontaymca.org

Lisa Zuend-Misner, Director
YMCA Child Enrichment
607-432-0010 x 260

Apple Tree/Cherry Tree Classroom
607-353-7079

Willow Tree/Birch Tree Classroom
607-441-3044

YMCA Welcome Front Desk
607-432-0010