



LEARN. GROW. THRIVE.

YMCA CHILD DEVELOPMENT CENTER



CHILD DEVELOPMENT CENTER HANDBOOK

Updated 01/06/2026

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INTRODUCTION:

The Southern Boone Area YMCA is thrilled to introduce our new Child Development Center to the community! At the YMCA, we believe in building strong kids, strong families, and strong communities by providing a nurturing and enriching environment for children to learn, grow, and thrive. Our program is designed to support every child's unique needs while fostering confidence, creativity, and a love of learning. As a not-for-profit organization, we are committed to offering high-quality childcare that strengthens families and serves our entire community.

OUR PHILOSOPHY:

At YMCA we follow the learning philosophy of Creative Curriculum, a nationally recognized early childhood curriculum. The philosophy behind this curriculum is that young children learn best by "doing". Learning is not just repeating what someone else says but it requires active thinking and hands on experiences to see how things work and to learn firsthand about the world around us. In the early years, children explore the world around them by using their senses, their means of exploration. In using real materials such as blocks, dolls, etc, they are trying out their ideas about relationships between objects around them. In time, children learn to use objects to stand for one another. This is the foundation for symbolic thinking.

Play provides the foundation for academic learning. It is the preparation children need before they learn about highly abstract symbols such as letters and numbers. Play enables a child to achieve the goals of any early childhood curriculum. Play is the "work" of a young child. Play encourages socialization skills, which gives children the foundation for successful learning.

STUDY VALIDATES EFFECTIVENESS OF THE CREATIVE CURRICULUM:

The U.S. Department of Defense Education (DoDEA) commissioned the study of Quality Assist, Inc to evaluate the Sure Start program for preschoolers. Sure start implements the CREATIVE CURRICULUM in all of its classrooms and serves children who are considered to be at risk for later school failure. The study conducted in ten randomly selected classrooms during the 2000 school year included the Peabody Vocabulary test, Language Assessment Scale, and the Metropolitan Early Childhood Assessment Program. Study results indicate that:

Children in the sample made significant gains on measures of receptive vocabulary, mathematical problem solving, oral language production, awareness of print concepts, and classroom social skills.

Classroom quality was strong across the learning environment, scheduling practices, curriculum, interactions and individualizing procedures as measured by the Assessment Profile for Early Childhood Programs: Research Edition II.

Parents reported that they are highly involved in their children's home learning experience and are highly satisfied with the Creative Curriculum Program.

The activities that are planned help develop the environment, schedule, and individual needs that enable each child to accomplish the goals of the curriculum with success.

If you would like to learn more about Creative Curriculum you can visit their website at www.teachingstrategies.com.

CREATIVE CURRICULUM FOR PRESCHOOL:

It is a goal for each classroom to work with the family unit as a whole. Unique to our curriculum, our assessment forms pinpoint specific goals for working with children and their families. This enables the center to form working relationships with parents. Daily routines are opportunities to learn about each child and build a relationship. Routines are developed for each child in the classroom. The activities children select from give them opportunities to discover their world and learn from these experiences. Activities include dramatic play, manipulatives, reading, arts and crafts, science and exploration, fine and gross motor activities and more. A balance of activities for small group, large group, individual, quiet, active and educational activities are introduced daily into the classrooms. The daily schedule is posted for each classroom on the parent board.

CURRICULUM ASSESSMENT:

The Creative Curriculum includes a checklist, which covers each area of importance to early childhood education: social/emotional, cognitive, and physical development. The checklist coordinates with the goals and objectives of the curriculum to enable teachers the ability to assess children within the context of what they are learning. All teachers complete these checklists by observing the children in their classroom over a period of time. This provides an accurate representation of each child's individual progress. In addition to the checklist, teachers collect portfolios of children's work, which is concrete and shows growth over time. Teachers have a clear understanding of each child's overall profiles and can then communicate this with each parent more effectively.

GOALS:

The most important goal of the Child Development Center through its early childhood curriculum is to help children become enthusiastic learners. This is done by encouraging children to be active, creative explorers and not to be afraid of trying out new ideas. Our goal is to help children become independent, self-confident, active learners. We are teaching children how to learn not just in preschool but also the rest of their lives. We want all children to learn at their own pace in the early childhood setting. This allows children to develop positive attitudes towards learning and gives them a sense of strong self-concept in learning.

The philosophy of the center is based upon accepted theories of child development and the latest brain research. The early years of education are the most crucial for building a strong foundation for future learning.

Child Development Center identifies the following areas as objectives for all children: **SOCIAL:** to help children feel comfortable, trust their environment, make friends, and feel a part of a group.

EMOTIONAL: to help children experience pride and self-confidence, develop independence, and self-control & have a positive attitude.

COGNITIVE: to help children become confident learners by creating opportunities to try out their own ideas and experience success, while helping them acquire learning skills such as the ability to solve problems, ask questions and use words to describe ideas and feelings.

PHYSICAL: to help children increase their large gross and fine motor skills, while developing strength and control in these areas.

ABOUT CDC STAFF

The teachers at CDC are qualified and well suited to care for and educate your child. Our staff is caring and expected to deliver the highest expectations for your child. We understand there are many choices for early childhood education and appreciate the opportunity you have given us to be a part of your child's education. Teachers must also participate in 12 additional training hours in child related subjects each year. The staff at CDC are also required to obtain a CPR and First Aid certificate.

MANAGEMENT TEAM:

Kip Batye	Branch Director kbatye@jcymca.org	573-657-9622 ext. 707
Nabrina Keltner	Child Care Director nabrinas@jcymca.org	573-657-9622 ext. 808
Elsie Heimericks	CDC Director ehemericks@jcymca.org	573-657-9622 ext. 909
Jenny Bradford	CDC Assistant Director jbradford@jcymca.org	573-657-9622 ext. 909
Faryn Riley	Membership Director friley@jcymca.org	573-761-9504

FINANCIAL ASPECTS OF CDC

CHILD CARE FEES AND PAYMENTS:

Child Care Payments are due monthly. All payments must be made by automatic draft of a bank account or credit card. The monthly bank draft will take place on the 1st of the month. Monthly fees will be given with enrollment packet. The center is open from 7:00 am –5:30 pm. Parents pay for holidays and vacations. The center will be closed for Holidays, building maintenance, and for teacher trainings. The days are listed below:

- New Year's Day
- MLK Day
- Good Friday
- 4th Tuesday in February (Maintenance and Cleaning)
- Memorial Day
- Independence Day

- Labor Day
- 4th Tuesday in September (Maintenance and Cleaning)
- Thanksgiving
- Black Friday
- Christmas Eve
- Christmas
- Day after Christmas

If you have cafeteria plan forms that need to be signed for your dependent care reimbursement, we will be happy to sign them for you at the front desk.

Our Tax ID # is 43-0953286

- CDC requires patrons to sign up for EFT (Electronic Fund Transfer) services. Any credit card or bank account will suffice.
- The PRIMARY PARENT (first parent listed on the registration form) is responsible for all tuition/fees.
- Accounts are drafted by the YMCA on the 1st of every month of service. We cannot draft on any other day. Insufficient drafts will be assessed additional fees.
- Any delinquency in payments (payment not received on the 1st) may result in removal from program.

FORMS BELOW MUST BE TURNED IN BEFORE ATTENDING:

- Enrollment Forms-Completed
- Medical Forms-signed by physician along with current shot record and physical.
- Payment Information/FSD or Outreach Information

MONTHLY FEES ARE AS FOLLOWS:

\$695 Y-Member	\$780 Non-Member
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REGISTRATION FEE/WITHDRAWAL POLICY/LATE PAYMENT:

- \$50.00 Registration fee is non-refundable.
- If you choose to WITHDRAW from CDC, you must state your intent **in writing** no less than **10** business days before the next month of service.
- Please turn this intent into the **Southern Boone Area YMCA** or email to nabrinas@jcymca.org
- Families who withdraw mid-year and then return to CDC during that same school year must pay the registration fee again.
- Any delinquency in payments (payment not received on the 1st) may result in removal from the program.

OUTREACH:

Outreach assistance is occasionally available for patrons who qualify. For information about Outreach, please call Membership Director, Faryn Riley at 573.761.9504

FAMILY SERVICE DIVISION:

The YMCA has an active contract with the Family Service Division. If you qualify for child care assistance, you are eligible for a sliding scale rate on your monthly payment. To be eligible, you must provide proof of authorization prior to the first day of attendance. Sliding scale fees apply for all FSD clients so please be advised a payment will be charged for the remaining balance FSD does not cover. As a full-time center your child is to be in attendance full-time, a minimum of 5 hours per day. FSD will not pay for days a child is absent, so a child may not miss more than 5 days in a month. Any additional absences, half day attendance (3 hours) or part day attendance (2 hours) during the month will be the parent's responsibility. An additional charge will go in the following month to compensate for the child's missing full-day attendance. It is the parent's responsibility to report any changes in sliding scale fees or status. Parents are responsible to renew FSD in a timely manner, so there are no lapses in coverages or services. Any fee changes to sliding scale will reflect on the next month of service. With the new electronic system any missed sign-in/out that are not corrected will be an additional charge for the families. Failure to sign and date the ending of the month may result in additional fees as well.

WAITING LIST PREFERENCE:

Preference for the waiting list is given to children of currently enrolled families at the center, YMCA members, and then the general public. Waiting list openings are given on a first come first serve basis.

PATRON ACCEPTANCE OF COST:

Seriously delinquent accounts will be subject to collection activity. If such occurs, the patron agrees that he/she shall be responsible for any and all of the Southern Boone City Area YMCA's expenses, including but not limited to collection costs, and attorney fees whether or not litigation is commenced. Three insufficient bank drafts may result in removal from YMCA programs.

SUMMER VACATION POLICY/INTERRUPTION IN SERVICES:

Parents enrolled at the center are responsible for paying for 12 months of the year, regardless of individual attendance. Parents who chose to pause a child's enrollment for a period of time such as summer or a vacation exceeding a one-month period will continue to be charged the full tuition amount.

HELPFUL PARENT INFORMATION:**CHILD ABUSE AND NEGLECT:**

All employees are mandated reporters of child abuse and neglect. When a child care worker "has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions

of section 210.109 - 210.183.” Suspicion of any type of abuse requires employees to call the child abuse and neglect hotline immediately at 1-800-392-3738.

OUTSIDE CONTACT POLICY:

It is the policy of the Southern Boone Area YMCA, no employee engages in activities outside of the work environment with any participants and or their families. Therefore, employees are not permitted to participate with children outside of the childcare facility, this includes babysitting. This pertains to the teacher of the child in the classroom. In addition, we do not do home visits unless there is a special circumstance that a family would like to have a home visit done. In this situation, the Director would contact Executive Director of the YMCA to approve. Most visits are encouraged at the center, since this is the atmosphere the child will be in with the teachers.

SPECIAL EVENTS/PARENT INVOLEMENT:

We encourage and support all parent involvement at the center. The center has an open door policy so parents are welcome at any time. If you would like to celebrate your child’s birthday with their class, feel free to bring in special treats. The treats need to be store bought. Licensing does not allow homemade items to be served at our center

PARENT RESOURCES:

We have resources for parents located outside of the Director’s office. There is information regarding Parent’s As Teacher’s program, Creative Curriculum, the MO Pre-K standards, pamphlets on biting, and other child concerns. We want to be a resource for you. If you have questions and/or concerns and need help finding the right resources, please let us know.

PARENT ACCESS TO INFORMATION:

The center is licensed under the Missouri Department of Health Bureau of Child Care. A copy of the rules and regulations set by Department of Health and Senior Services is available for all parents to view upon request. Periodically, monitoring visits are made by the DHSS facility specialist to ensure the center is operating under compliance. Please ask the Director if you would like to view the center’s copy of the licensing guidelines. Visits are also made to observe the center’s compliance with the accreditation standards.

All employees of the center are screened by the Family Care Safety Registry (FCSR). This registry identifies any allegations of child abuse/neglect and also performs a criminal history report on the employee based on the social security number provided. The Missouri Department of Health and Senior Services keeps records of all individuals who register with the FCSR. The public is allowed access to this information by calling the DHSS and asking for information on a registered childcare provider. A full name must be given. If you have any questions about the FCSR, please do not hesitate to ask or contact their office at Mo Department of Health and Senior Services.

APPROPRIATE CLOTHING:

Please bring your child to the center daily in clothes they can have fun and get messy in. Children are hands on learners, which sometimes makes for a spill here and there. We use washable paint however, please be prepared that clothing may get dirty. Please bring in an extra change of clothing for your child. No matter what their age, accidents and messes do happen that make it necessary for the teachers to change your child's clothes. Parents will be receive a phone call to bring in extra clothing, if an extra set is not available. Please refrain from sending your child in "flip flops". These types of shoes make it difficult for a child to fully participate in gross motor activities and are also easy to get little toes stepped on and injured.

PARENT COMMUNICATION:

Each parent is required to sign up for the GroupMe App. The Director will send out important updates through this app. Parents are also welcome to call or email the Director with any concerns.

CHANGES IN ADDRESS, PHONE NUMBER, ETC

It is your responsibility to notify the center of changes of job, address, phone number, authorized pick-up, etc. The center must remain current on all information that will assist us in our efforts to provide the best we can for your child. Files will be updated often, but will need parent signatures yearly.

PROCEDURE FOR ACCOUNTABILITY OF CHILDREN:

Staff must take role multiple times throughout the day. They will always take role before going outside, while outside, before coming back inside, and when the class returns to the room. To maintain a smooth-running day for the staff and the children, please inform the center by 10am if your child will be absent due to illness or vacation. All children must be in attendance by 10am for the day or will not be permitted that day, unless prior notice was given.

SIGN IN AND OUT SHEETS:

Parents are **required** to sign in and out each day. This is a state licensing regulation. If you are on state assistance and the days are not corrected, you will be responsible for childcare tuition the days you missed sign in or sign outs. Attendance will need to be signed and dated at the end of the month.

DROP OFF AND PICK-UP

Each child must be escorted by a parent/guardian in the morning. Likewise, parents should escort their child in the evenings. In our attempt to keep all children healthy, please do not send your child to the center with a severe cold, sore throat, fever, undiagnosed rash, diarrhea, vomiting, lice, or other contagious illness (please refer to the illness policies). Please sign your child in and out daily. Do not send children into the building alone. Do not allow your child to leave the building without you.

LATE PICK-UP POLICY

There will be a \$1.00 per minute charge, if your child is not picked up by 5:30 pm. Late fees must be paid prior to returning to our center the next day.

LATE PICK UP WITH NO PARENT CONTACT

5:30 pm: staff will attempt to contact parents.

5:40 pm Emergency contacts called.

6:00 pm IF NO CONTACT HAS BEEN MADE: The Director will be notified and call DIVISION OF FAMILY SERVICES CHILD ABUSE AND NEGLECT HOTLINE. The Child will be transferred to the care of proper authorities until parent is available.

EXCEPTIONS TO LATE PICK-UP:

In the case of inclement weather, parents will be given an appropriate amount of time to safely pick up their child. In the case of auto accidents or major traffic tie-ups, staff will also show some leniency. PLEASE CALL STAFF if you know you are in one of these situations.

ILLNESS:

Illness policies are set by the Department of Health Licensing Guidelines, by recommendations from the Boone County Health Department.

If your child is experiencing **any** of the following symptoms, please keep them home for the minimum of 48 hours and must be symptom free for 24 hours:

- | | |
|--|------------------------|
| • Vomiting | Thrush |
| • Chronic Cough | Hand Foot Mouth |
| • Diarrhea | Lice |
| • Excessive green drainage from the nostrils | Chicken Pox |
| • Shortness of breath | Rash/open/oozing sores |
| • Is lethargic, loss of appetite | Pink eye |

Your child will be sent home, if any of these symptoms occur at the center. If a child has an auxiliary (under the arm) temperature of 99.0-99.9, a call will be placed to see if you would like to administer fever reducing medicine. One half hour later we will recheck temperature. If a temperature of 99 or higher remains your child will be sent home. If a temperature of 99.0 is accompanied by any other symptom they will be sent home.

- Children with a temperature of 100 or above need to be symptom free **(without fever reducing medicines)** for 24 hours and may return to the center if accompanied by a doctor's note with a diagnosis **not** related to a respiratory illness, virus, influenza or COVID-19. (Such as pink eye, strep throat, ear infection etc.).
- If your child is diagnosed with a respiratory illness, virus, influenza or COVID, your child needs to be fever free (without fever reducing medicines) for 24 hours and symptoms improving to participate in regular school day schedule.
- We do have the right to send a child home, if we feel they are not well enough to participate in their regular routine.

NOTE FROM DOCTOR:

A note from the doctor is valid for one week. A doctor's note is required for return to the center for a contagious illness, rash or lice. Even with doctor's note we do have the right to send a child home, if we feel they are not well enough to participate in their regular routine.

INDIVIDUALIZED CARE PLAN:

If your child has a special medical condition or behavior disorder, please see the office to obtain a special care plan form. This will help us be educated on all aspects of your child's health and development. Special Care Plan forms must be signed off by the doctor(s) or other professional services agency.

MEDICATION

We encourage all medication to be given to children at the home. However, we understand there are circumstances medication must be given at the center. If medication is needed, parents must use the following procedures:

1. Fill out medication form complete with the amount and frequency of dosage.
2. Medication must be in original container and marked with pharmacist's label including prescription number, date, child's name and physician's name.
3. At the end of any medication period or end of the week, parents should take the unused medication home.
4. Only diaper creams, gas drops, inhalers, EPI pens, chap stick, lotion or sunscreen may remain at the center. **No Tylenol/Advil or other medicine may be left at the center with an as needed note.**
5. Teachers will need to sign off on the medication after it is administered.
6. Any medication that will be ongoing will need to be updated monthly.

SPECIAL NEEDS:

Any child in the center who has been identified with a special need will be given the opportunity to have staff trained and educated based on their needs. By finding community resources we hope to become better educated on helping your child succeed at our center. The Director or child care manager will set up training for the staff through qualified agencies that help establish trainings such as child care connection, the Health Dept., or Office of Childhood.

HEALTH FORMS/SHOT RECORDS:

Prior to the first day, you will need to furnish the center with a current physical and a copy of your child's immunizations. This is a state law and this information must be in your child's file. Any time your child receives immunizations, you will need to furnish the center with a current copy of the immunizations received. The center is required by law to submit yearly updated immunization reports on all children at the center; therefore, it is important you keep the center current on all medical information including immunizations.

NOTICE TO PARENTS REGARDING IMMUNIZATIONS:

In accordance with Section 210.003.7, RSMo the parents or guardians of each child enrolled in or attending the YMCA Child Development Center may request notice of whether there are children currently enrolled or attending the facility of whom an immunization exemption has been filed. If you would like to request information, please contact the YMCA Child Development center and the information will be provided to you. Please note, the name or names of the individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

OUTSIDE PLAY POLICY:

Outside time is vital for early childhood development. It allows your child time to exercise and build gross motor skills. Outside play is required by state licensing and is planned into the center's daily activities. If the temperature is above 32 degrees or the heat index is not over 95, we will allow the children to have time outside. Times may be shorter or longer depending on the weather. Please make sure your child has a hat, gloves and warm coat during the wintertime and sunscreen in the summer months.

Monitoring and Supervising Playground Time

- Children are supervised at all times while outdoors. Staff maintain required ratios and position themselves so all areas of the playground are visible.
- Teachers actively engage with children during play, providing guidance, modeling safe play, and intervening when necessary.
- Head counts are completed before going outside, during outdoor play, and upon returning indoors.
- Weather conditions are monitored closely; outdoor time may be adjusted or moved indoors for safety.

BEHAVIOR:

The Child Development Center will strive to make every experience a positive learning experience. We will use positive discipline strategies, when dealing with challenging behavior. It is our intent to establish rules that will help keep the children and staff safe throughout the day. These rules will be set by each classroom school family. Our guidelines are as follows:

- Establish simple, understandable rules for children's behavior and explain the expectations to the children, so they are aware of how to be safe at our school.
- Classroom behavior expectations will be developmentally appropriate.
- Unacceptable behaviors will be discouraged through reminders of acceptable behavior and children will be redirected.
- If positive redirection is ineffective in helping with the challenging behavior, the child may be directed to a safe spot in the room. This will give the child a chance to calm their bodies down, work with their teacher on identifying what may be wrong and reminding the child of expectations so they can rejoin the group.

If behavior continues to be an issue in the classroom or creates an unsafe environment, the Director or Assistant Director will determine if behavior warrants the child being sent home for the day. Removing the child from the facility for the day ensures that our school family is safe. The Director and/or Assistant Director will discuss strategies with the parents and teacher to ensure the child is able to return the next day ready to be safe.

REPEATED ACTS OF AGGRESSION:

A child who intentionally causes bodily harm leaving a mark on another friend will result in the following:

1st time- the incident will be documented on a behavior report and the parent will be called to see how else we can help the child.

2nd time- the child will be sent home for the remainder of the day. When the child returns, should the behavior continue, staff and parents will meet together and create a plan of action for the child to continue the program. If the plan is not successful and behavior continues, the child will be suspended for 3 days. Future acts of aggression will result in the child's termination from the program.

A child will be sent home immediately for inappropriate behavior of a sexual nature (touching others genitals, exposing one's body parts)

When a parent is notified to pick their child up from the center, a period of no more than sixty minutes is allowed for child to leave the center.

All children who are enrolled are accepted on a two-week trial basis.

The center reserves the right to dismiss any child who demonstrates the inability to benefit from the care offered at our center or for inappropriate behavior of a sexual nature or violent behavior.

If a child is suspended from the center, childcare tuition will still be owed. If the child is terminated from the program due to behavior, tuition will not be refunded.

BITING:

We recognize that biting is a developmentally appropriate behavior for children from infancy up to three years of age. Parents with children in these age ranges should expect that their child may bite or be bitten by another child.

The staff understands that parents are concerned and can be upset, when their child is involved in a biting incident. Remember this is a developmentally appropriate behavior for this age group. Biting does seem to dissipate between the ages of 2-3 years of age, as children become more verbal and begin to show impulse control. Should a child older than this be involved in a biting incident, the center will follow the procedures listed on the previous page, under Repeated Acts of Aggression.

Staff will do their best to shadow a child and try to prevent bites before they occur. Our staff will work to identify stressors for the child that may have provoked or elicited this behavior, so it can be prevented in the future. Staff will also work with the families to gain insight on how to best help the child.

If a bite occurs the following will happen:

- The child who was bitten will be comforted and cared for.
- The child who bit will be removed from the situation, comforted and redirected.
- Parents will be notified by incident/accident report that a biting incident has occurred during the course of the day.
- The staff may not discuss with either parent the identity of either child involved in the incident.

If the staff is unable to redirect the child and biting incidents continue to occur, they may be sent home for the day to maintain safety and calm in the classrooms. Should biting continue to be an issue in the classroom, the staff and family will meet together to form an action plan for the child. If we are unsuccessful in helping eliminate or recognizing stressors and biting is a concern for classroom safety, childcare services will be discontinued

INCIDENT/ACCIDENT FORMS:

Accident forms are filled out any time your child has an injury while at the center. With a head injury, parents will be immediately notified. If your child has been injured, please make sure you sign the accident form at the time of pick up to indicate you have been made aware of the accident. Accidents that do not involve the head or require first aid will be notified at the time of pick up. Incident forms will be filled out for behavior issues displayed while at the center. This includes but is not limited to, destruction of property, sexual behaviors, biting, inappropriate language, harming another child/teacher, or intimidating others.

PARENT CODE OF CONDUCT:

The YMCA promotes the four core values of Respect, Responsibility, Honesty and Caring. The CDC expects all parents in our programs to model appropriate behavior for the children we serve. As a result, parents who act in the following manners will be removed from the Child Development Center:

- Use of profanity
- Behavior consistent with alcohol/drug use
- Physically threatening/harming staff, children, self or other families
- Emotionally harming/intimidating staff, children or other families
- Attempting to confront/discipline a child other than their own.

CONFIDENTIALITY:

The Child Development Center staff will not discuss children's behavior or behavior consequences with anyone other than that child's parent(s)/guardian(s). All children and families have a right to privacy and the CDC will not violate that right, regardless of the situation.

MEALS:

It is the parents responsibility to provide a nutritious packed lunch for their child each day. It is important that the parent follows the nutritional foundation that is based on the requirements of the Child and Adult Care Food Program and the USDA. It is also encouraged when packing your child's lunch you offer proportions that are adequate for their age level. As children get older, the proportions of food will increase, as do their nutritional needs. The center will offer milk at lunch time. Staff is also encouraged to sit down with the children and eat lunch with their class to model manners and healthy eating habits.

USDA Recommendation -

- ✓ Milk
- ✓ Fruit/Protein
- ✓ Grains/Protein

At lunch :

- ✓ Protein/Meats
- ✓ Fruits
- ✓ Vegetables
- ✓ Grains
- ✓ Milk

If there are any food allergies or food restrictions, please make sure this is communicated on your child's enrollment form and verbally to your child's teacher.

INCLEMENT WEATHER

In the event of inclement weather, please check your GroupMe notifications or the YMCA website for late openings, closings or early closings.

TOILET TRAINING REQUIREMENT

We are excited to partner with you in your child's early learning journey! To ensure a smooth and successful experience in our program, all children must be fully potty trained prior to enrollment. This helps promote independence and allows our staff to focus on providing the best learning environment for all children. We appreciate your support and understanding!

Monitoring Diapering, Toileting, and Personal Care Assistance

- All diapering and toileting is supervised by trained staff following health and safety guidelines.
- Diapering areas are sanitized after each use, and staff wash hands (and assist children in handwashing) after each change.
- Toileting assistance is provided respectfully, supporting each child's independence while maintaining safety and hygiene.
- Staff maintain appropriate supervision at all times, never leaving children unattended in restrooms.
- Personal care needs (such as clothing changes or accidents) are handled discreetly to protect each child's privacy and dignity.
- Teachers communicate with families regarding any concerns or patterns observed in a child's toileting or personal care.

By maintaining consistent supervision and care practices, the Southern Boone Area YMCA Child Development Center ensures that children are safe, respected, and supported in every part of their daily routine.

Additional YMCA Policies

Supervision and Care Practices

At the Southern Boone Area YMCA Child Development Center, the safety, supervision, and personal care of children is our highest priority. Staff follow practices that ensure children are nurtured, safe, and supported throughout their day, both in the classroom and during all routines.

Quiet and Nap Time Procedures

- Each classroom provides a daily rest period in alignment with licensing guidelines and child development best practices.
 - Children are offered their own cot or mat, with individual bedding provided by families.
 - Staff remain in the classroom during nap time, ensuring children are supervised at all times.
 - Teachers create a calm, quiet environment with dimmed lights and soft music to encourage rest.
 - Children who do not sleep are encouraged to rest quietly with a book or quiet activity.
- ensures that children are safe, respected, and supported in every part of their daily routine.