



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Tot Lot Preschool Parent Handbook

Streator Family YMCA

The Tot Lot Staff would like to welcome everyone to a great year. We are excited to be able to provide an enriching, safe, and fun environment for your child to experience. Our mature and experienced staff will focus on incorporating the Y's core values of Caring, Honesty, Respect, and Responsibility into this program. The Tot Lot Program will provide a structured and nurturing environment for young minds to grow and meet new friends. This program is designed to provide a safe, nurturing and fun atmosphere that allows children to develop social skills as well as a positive self-image.

About the YMCA

Streator Family YMCA

The Streator Family YMCA is an independent YMCA association and serves the Streatorland area. The YMCA is a non-for-profit agency supported by our membership, program participants, and donor contributions.

The Y associates people of all ages, ethnic backgrounds, and religious affiliation into a worldwide fellowship. We strive to be the leading provider of affordable activities that promote healthy spirits, minds, and bodies for individuals and families in the Streatorland area.

The Y is the nation's leading nonprofit committed to strengthening communities through Youth Development, Healthy Living, and Social Responsibility.

The YMCA Mission Statement

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

Character Development

Y's throughout the USA strive to implement our character development program exemplifying our core values of: CARING, HONESTY, RESPECT, and RESPONSIBILITY

These core values provide a foundation that guide all Y programs, staff trainings, and operations. It is our job to give youth and adults experiences that help them develop a set of positive values, morals, and ethics to live by. The Tot Lot Staff strives to provide an environment focused on these Y core values. Students will be taught these core values on a consistent basis. Teaching the core values will allow students in our care to form a foundation that will provide a stable, secure base on which to build their lives.

Staff Qualifications

The quality and effectiveness of Y services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training, and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children's programs

The Streator Family YMCA Tot Lot Staff members are CPR and First Aid Certified and have completed a criminal background and sexual offender's background check. We take pride in our staff and provide training.

Equal Access

The Streator Family YMCA encourages and supports the participation of all children in YMCA programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity, or disability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.



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Preschool Program Information

YMCA Tot Lot Program Goals

Provide an environment of safety, support, and care

Focus on instilling the four core values of each student

Develop interpersonal skills of each student

Provide an environment that increases the self-confidence and the feeling of self-worth of each student

Focus on teaching each student how to be effective members of a group

Support a child's education

Class Admittance

Parents must register in house at the Streator Family YMCA for the program and turn in immunization records to be eligible to register for the program. It is also our policy that every child be fully toilet trained and capable of using the facilities without assistance. We understand that accidents can occur, in which case, we would require that parents pick up their children immediately or provide clean attire. Due to staffing policies and training, if accidents begin to occur on a regular basis, the child may need to wait until the following school year to attend the program.

Special Needs

At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring, and educational environment. Generally, the Y is unable to meet the needs of a child who requires a greater ratio than one staff to seven students. These needs include social, emotional, cognitive, language, and/or motor development growth. Decisions are made on per case basis. Upon inquiry, the Y can direct you to a professional resource in the community.

School Calendar

This program runs from September 4th, 2018 through May 17th, 2018 and follows the SES District #44 calendar for scheduled days out of school, delays/cancellations and holiday breaks.

On scheduled days out of school the Tot Lot Program will not be in session.

Bad Weather/Snow Closures

If Streator Elementary Schools close or delay due to inclement weather, the Streator Family YMCA Tot Lot Program will not be in session.

Newsletter

At the beginning of each month, you will receive a newsletter that will review important information about your child's Y program. Please read the newsletter carefully. This newsletter will be sent home with student, as well as, sent to the e-mail address you have on file.

Activities

Each day the class will have story time, student helpers, and discussion about the weather, calendar, and world around us. Other activities include special theme days, field trips, and holiday parties. Occasionally, the class may go outside or have a gym day. Please make sure your child is dressed appropriately.

Swimming

Swim lessons are given each day with exceptions of Fridays and special event days. It is requested that students arrive at Tot Lot with their swimsuit under their clothing. Children must bring a towel and goggles each day there will be a swim lesson. A swim cap or pulled back hair is required for children with longer than shoulder length hair.



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YMCA swim instructors will work with your child on an individual basis. Tot Lot Staff will remain on deck in the pool area during the duration of each swim lesson.

Parents are welcome to watch their child's swim lesson from the lobby window. It is asked that parents do not enter the locker room or pool area during dressing or swim times.

Attendance and Drop Off/Pick Up

Children should arrive no earlier than 10 minutes before class. If a child is going to be absent, please inform the YMCA Welcome Desk at 815.672.2148.

All children must be signed out of program by a parent/guardian or an authorized adult (at least 18 years old). No child will be released from the program without an adult's signature. All adults picking up children must be prepared to show I.D. so staff can verify their identity. For your child's protection, anyone without proper I.D. will be stopped from taking a child from the program and a parent/guardian will be contacted immediately.

Late Pick-Up

The YMCA Tot Lot Program ends at 12pm and our staff is scheduled to leave. If you are running late, please notify the YMCA by calling 815.672.2148. Children need to be picked up no later than 10 minutes after scheduled class dismissal. There will be a Late Pick Up Fee of \$1.00 per child per minute if picked up after this time.

Parents who have not notified the Tot Lot Staff they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as Y staff members.

- 12:10pm: Program closes. Staff member in charge will begin calling parent's primary number to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called.
- 12:45pm: If there is no contact from the parent and no other safe option, the child will be turned over to the city police department.

You risk dismissal from the program if:

- You fail to pay the late fee
- You are late picking up your child three times within a 30-day period, (repeat offenders will be assessed individually)

Parents must keep the YMCA notified of phone number changes for work, home and emergency contacts at all times.

Medication During Program

- Be accompanied by "Permission to Medicate" form that is signed by a physician (available upon request)
- Be brought directly to Tot Lot Staff in its original container with the child's name, physician's name, and drug name on the container
- Have specific doctor instruction for dosage, times, etc. The Y can only administer medication according to original instructions on label. If direction from parent is different, the parent must provide a physician's written change.
- No over-the-counter medication, including aspirin, cough medicine etc. will be given without a doctor's written consent.
- Staff cannot administer amounts other than specified on bottle or split pills
- Medication will not be administered past the expiration date.



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Child Illness

For the sake of your child and others, if a child has a temperature of over 100 degrees, is vomiting, or shows other signs of illness, parents are asked to keep the participant at home. Participants must be symptom free for at least 24 hours before returning to the childcare program. Parents must notify the Y of the absence and the nature of the illness.

Illness/Injury Occurring During Program Hours

The Y does not aim to exclude children from the program unnecessarily. The Y's illness/injury policies are based on the following criteria:

- Preventable public health practices
- The comfort and safety of the sick child
- The staff's ability to accommodate or care for a sick child
- The protection of the other students, staff and parents from communicable disease conditions

If your child becomes ill/injured, they will be isolated from the other children and you will be contacted to pick him or her up within one hour of notification (depending on the severity of the injury or illness). The YMCA is not equipped to handle ill/injured children beyond securing their immediate comfort. If you cannot be reached, we will contact someone you've authorized from your emergency contact list for immediate pick up. Please be sure to keep the YMCA Tot Lot Staff informed of any changes in your work or emergency phone numbers. In an emergency, medical aid will be sought immediately.

Communicable Disease

Communicable diseases are diseases that are transmitted from one individual to another and easily spread among children. Common communicable diseases among children are head lice, pink eye, ringworm, and chickenpox. The following policies have been created to reduce the spread of communicable diseases.

Head Lice

- The Y reserves the right to inspect your child's head in the event lice is suspected in order to protect all of the other students, staff, and parents.
- In the event of nits/head lice are found on your child, a parent/guardian must pick up the child within one hour of the notification.
- The Y will notify all parents of all head lice/nits cases when found or reported.
- If nits/head lice are found outside of Y care, parents/guardians must contact Tot Lot Staff immediately so proper notification can be made to other parents.
- Students with nits/head lice must not return to Y care until 24 hours after first treatment is complete

Same policies apply to all other communicable diseases

Confidentiality

Student's records are kept within groups, as staff needs to access them regularly. Any information in a child's record that is sensitive will be kept in a secure place.

Snacks

Nutritional snacks will be served each day. Staff may ask for children to bring in a snack for the class and ask that there is an effort to keep snacks reasonably healthy. A snack calendar will be distributed each month. Please refrain from bringing in anything with nuts.



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Volunteers

Parent involvement is an important asset to our program and we occasionally ask for volunteers to assist in a project or party.

Youth Membership

All Tot Lot students are eligible for a YMCA Youth Membership during the length of the school year (Sept-May). Students must be a continuous student throughout the year and up to date on class payments to remain eligible.

Program Fees

All participants must register for the program prior to participation, which can be completed at the YMCA Welcome Desk. A \$20 registration fee per child must be paid. A copy of immunization records must be on file for each child enrolling for the program. Unpaid balances may result in dismissal from the program.

Childcare programs operate on a monthly payment basis. Payment is due by the 10th of each month. Class fees may be paid at the YMCA Welcome Desk or online at www.streatorymca.org. Please see the Welcome Desk if you have any questions setting up your online payment account. There will be NO refunds for any fees.

Late Payment Fees

After the 10th fees will increase \$10 and after the 20th fees will increase another \$10. If fees are not paid by the end of the current month, your child may not attend class until fees are fully paid.

Financial Assistance

We believe that no one should be turned away due to inability to pay. The Streator Family YMCA is a non-profit organization committed to strengthening the foundations of our community, one child at a time. Our annual campaign is a Y initiative that provides financial assistance for programs and membership to children and families in need. Those families unable to pay the full cost of participation are encouraged to apply for YMCA Financial Assistance at our Welcome Desk, application forms can also be found on our website: www.streatorymca.org

How to cancel your program enrollment

Once a child pays the registration fee, a spot is held for them until school starts unless formally cancelled via a written letter/email. You must cancel your registration in writing. The YMCA asks for a 2 week notice for any cancellation or major schedule changes.

Parent Questions

Staff is always available to answer any questions that may arise. Please feel free to ask at any time. Staff is typically available 15 minutes before and after class to answer any questions. Staff is also available by phone at 815.672.2148 and email at childcare@streatorymca.org