

# Parent Handbook

## YWCA Children's Center



### **Downtown Campus**

317 7<sup>th</sup> Avenue South  
Clinton, Iowa 52732

563-244-8340

#### **Hours of Operation:**

6:00 am- 5:30 pm

**Extended Care-** 5:30 pm-12:00 am

### **Lyons Campus**

250 20<sup>th</sup> Avenue North  
Clinton, Iowa 52732

563-242-2190

#### **Hours of Operation:**

6:00 am- 6:00 pm



[childrenscenter@ywcaclinton.org](mailto:childrenscenter@ywcaclinton.org)

Embracing Early  
Childhood....



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**YWCA Children's Center**  
**"Embracing Early Childhood"**

The YWCA Children's Center staff welcomes you, parents and children, to the YWCA family. We look forward to creating a special place where your child can learn, grow, feel safe and have fun! Parents and family are the primary teacher for their children. We are here to help our families in any way we can, providing safe care, information about community resources or just a friendly smile!

**YWCA Preschool Childcare Mission Statement**

We believe all children have the right to receive quality preschool and childcare in a safe and nurturing environment. Here at the YWCA Children's Center of Clinton, we are committed to the social, physical, mental and emotional development of each child. We will help your child:

1. Learn through hands-on play-based activities and environments
2. Acquire desirable habits and attitudes towards self-care and confidence
3. Think constructively, use imagination to develop resourcefulness and originality
4. Develop self-worth and feel secure and loved through positive reinforcement

**Services Offered by the YWCA Children's Center**

**Downtown Campus-following DHS regulation for child-teacher ratios**

- Licensed for 103 children
- Childcare 6:00 am- 5:30 pm- serving children 6-weeks-5 years
- Extended Care- 5:30 pm-12:00 am- serving children 6-weeks- 11 years
- Preschool for children 3-5 years of age

**Downtown Campus Classroom Maximum Student Capacity & Teacher Ratio**

Caterpillar: Infant/Toddlers- 16:4	Ladybug: Toddlers- 8:2	Bumblebee: Two Year-Olds- 18:3
Butterfly: Three-Five Year-Olds- 19 *Three Year-Olds- 19:3 *Four-Five Year-Olds- 19:2	Grasshopper- Three-Five Year-Olds- 17 *Three Year-Olds- 17:3 *Four-Five Year-Olds-17:2	
Dragonfly- Three-Five Year-Olds (Opening Two-Five Year-Olds)- 25 *Two Year-Olds- 25:5 *Three Year-Olds- 25:4 *Four-Five Year-Olds 25:3 *Four Year-Old Preschool- 20:4		

**Lyons Campus following DHS regulation for child-teacher ratios**

- Licensed for 92 children
- Childcare 6:00 am- 6:00 pm- serving children 6-weeks-5 years
- Preschool for children 3-5 years of age

**Lyons Campus Classroom Maximum Student Capacity & Teacher Ratio**

Dragonfly- Three-Five Year-Olds-26 *Three Year-Olds- 26:4 *Four-Five Year-Olds- 26:3	Grasshopper- Three-Five Year-Olds- 20 *Three Year-Olds- 20:3 *Four-Five Year-Olds- 20:2 *Four Year-Old Preschool- 20:4
Ladybug: Toddlers- 16:4	Caterpillar: Infant/Toddlers- 10:3
Bumblebee: Two Year-Olds- 20:4 Opening & Closing Two-Five Year-Olds *Three Year-Old- 20:3 *Four Year-Five Year-Olds- 20:2	

**When the rooms hold multiple ages the ratios will be affected- Ex: Butterflies may have 8-three year-olds for 1 teacher and 11- four to five year-olds for 1 teacher with a total capacity of 19:2**  
**DHS Ratio: 6-weeks to 23 months 1:4, two-year-old 1:6, three-year-old 1:8, 4-5-year-old 1:12, 5 and up 1:15 (school age program is not currently offered at the Lyons Campus)**

**Parent Orientation**

1. Center tour
2. Review parent handbook
3. Review enrollment packet

**\*\*We offer the following accommodations to help our families when needed:**

1. Translations
2. Reading assistance
3. Paperwork assistance

**\*\*For further details on Youth Department Services such as: holiday camps, afterschool care and summer camp please call 563-242-2110 and ask for the Youth Director e-mail [youth@ywcaclinton.org](mailto:youth@ywcaclinton.org)**

## YWCA Children's Center General Information & Policies

We can provide assistance to help you complete our necessary paperwork upon your request. We also have paperwork available in Spanish.

Before your child can be enrolled in the YWCA Children's Center for childcare or preschool, we need:

1. Complete enrollment packet (updated quarterly)
2. Physical exam on Iowa form (physicals cannot be more than one year old and must be updated annually to maintain enrollment)
3. Current/updated- Immunization card on site (updated as required)
4. Childcare and preschool placement is based on age, toilet training and availability of spots
5. Health action plans and medication \*\*\*when applicable

The necessary forms need to be completed and turned in at least 48 hours before the child can attend. All files must be updated by parent/guardian(s) in August, November, February and May to ensure the best care for your child in all situations.

### Hours of Operation, Holidays & Closings

- Downtown Campus- 6:00 am- 12:00 am; Monday-Friday
- Lyons Campus- 6:00 am- 6:00 pm; Monday-Friday

Both centers will be closed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day and possibly the day before or after Christmas (pending census).

### Inclement Weather Closings:

**Preschool Classes-** Follow Clinton Community School District schedule and cancellations. Watch KWQC Channel 6 for complete school delay and closing coverage. Late starts would mean there would be no morning classes held; afternoon classes would still be in session, unless otherwise noted. Early dismissal would mean there would be no afternoon session; morning session would dismiss at the regularly scheduled time.

**Childcare-** On most occasions, the YWCA Children's Center will remain open for childcare services. Please watch KWQC Channel 6 for childcare closings. Please call the center before you leave home if weather conditions are questionable. For early closings, the YWCA Children's Center staff will call to inform you of the closing plans.

### Scheduling Children

It is the parent's/guardian's responsibility to sign-up for the hours childcare is needed at the YWCA Children's Center. **\*\*Do not Facebook Messenger or text individual teachers or office managers.**

- Schedules are due every Thursday by 10:00 am for the upcoming week.
- If you fail to schedule by the time required, we may not be able to accommodate your child/children for the following week.
- Childcare services may be terminated for lack of scheduling.

**Downtown Campus:** Schedules can either be **e-mailed** to [ywca.leisha@gmail.com](mailto:ywca.leisha@gmail.com) , or you may use the **clipboard** provided at the YWCA Children's Center Downtown Campus reception desk.

**Lyons Campus:** Schedules can either be **e-mailed** to [lyonsecead@gmail.com](mailto:lyonsecead@gmail.com) , or you may use the **clipboard** provided at the YWCA Children's Center Lyons Campus reception desk.

### Please Note:

- You will be billed according to your contract, regardless of days called off during the current week.
- If you arrive more than 10 minutes early, you may not enter (without prior approval)
- If you arrive more than 30 minutes late for your scheduled arrival time (without prior approval), you may be turned away.
- Call if you expect to be more than 15 minutes late to avoid late pick up fees.
- In the event of unusual circumstances, arrangements can be made with the YWCA Children's Center Director.
- We reserve the right to turn the parent/child away if your child has not been scheduled in the frame listed above.

## Calling Off /Attendance

It is expected that the parent/guardian will call the center to alert them of all absences. Failing to call in absences repeatedly may result in termination of childcare. Calls are expected by 8:00 am. After three late calls/no shows, you will be required to have a meeting with the Financial Coordinator.

**\*\*\*Parents are required to notify the Office Managers either in person or by phone. Telling classroom teachers is not acceptable.**

**Downtown Campus:** Call 563-244-8340; there is a 24-hour 7 days a week voice mail for reporting absences.

**Lyons Campus:** Call 563-242-2190; there is a 24-hour 7 day a week voice mail for reporting absences.

## Sign-in/Sign-Out

The Department of Human Services requires that an adult (18 years of age) signs your child in upon arrival and signs your child out upon leaving the center. Children may not sign themselves in or out. No child will be allowed to walk to or from the YWCA Children's Center. (No exceptions)

## Release of Child to Adults on the Pick-Up List

The YWCA Children's Center will release a child to individuals specified on the pick-up permission form filled out during registration. Parents must provide written permission in advance. **Phone calls are not accepted from a parent for a "new" pick-up person; it must be in writing.** Parents may modify the list at any time in writing.

The YWCA Children's Center **will not** release a child if:

- The person is not listed on the pick-up permission form
- Advance written notification hasn't been received from the parent to add pick-up persons
- Person has only told staff that the parent will or has called the center
- Person does not have proper photo identification

Staff will not release a child, if the person picking up the child appears to be intoxicated, under the influence of drugs, or is not on the pick-up list. YWCA Children's Center staff will attempt to keep the child in the center if this action does not put the child or staff in danger. When staff believes the child would be in danger, if released to that person, the staff will notify the Police immediately.

## Communication

Check in areas are the desk locations where YWCA Children's Center computers are located. The computers allow parents to:

- Sign their child in and out
- Pay or view their bill
- See notifications regarding their child

### Downtown check in areas:

**Childcare Reception Desk:** located in the new building across from the smoothie bar.

Accommodates: Ladybug (12-23 months) room, Bumblebee (2's) room, Grasshopper (M-W-F Preschool/childcare) room, Dragonfly (4's Preschool/ childcare) room.

**Extended Care Reception Desk:** located in the historical building.

Accommodates: Butterfly (M-W-F Preschool/ childcare/extended care) room & Caterpillar (6 weeks- 23 months) room.

### Lyons check in areas:

**Entry Check-In Desk:** located at the front entrance.

Accommodates: Caterpillar (6 weeks to 23 months) room, Ladybug (12-23 months) room, Bumblebee (2's) room, Dragonfly (M-W-F Preschool/ childcare) room, Grasshopper (4's Preschool/ childcare) room.

\*Each classroom has an information station located at its entry. Each station will contain the room name, lesson plans, classroom notices etc.

### Community Resource Information will be located:

\***Downtown Campus-**Childcare Reception Desk

\***Lyons Campus-** Entry Check-In Desk

We encourage parents to contact the center with any questions or concerns.

## Visitor Access Policy

**Downtown Campus:** To ensure the safety of all, the YWCA Children's Center uses cameras to identify visitors seeking entry. We also have coded doors between the center and the YWCA public areas.

**Lyons Campus:** To ensure the safety of all, the YWCA Children's Center uses cameras to identify visitors seeking entry.

Only staff or volunteers who have passed the record check required by licensing regulations will be permitted to be alone with a child or directly responsible for the care of children. The Director or Director's designee will monitor any visitors who have not undergone the formal record check process. The visitor will be supervised for the entire duration of their stay at the YWCA Children's Center property. The staff member chosen to supervise the visitor may not be a blood relative, related by marriage, or friend of the visitor. This will include but is not limited to parents/guardians, volunteers, maintenance people, observers and prospective clients. The supervising requirement will not apply to a parent/guardian spending time with his/her own child. All visitors will be required to sign a visitor's log when arriving and departing our center.

A sex offender who has been convicted of a sex offense against a minor and is required to register with the Iowa Sex Offender Registry shall not be allowed on the property to the YWCA Children's Center without written permission of the Director. Except for the time reasonably necessary to pick-up and drop-off the offender's own child; during which time, the person will be accompanied to and from the child's room by the Director or designee. The written permission will follow DHS licensing regulations. The DHS licensing consultant must be consulted before written permission is given and the Director is not obligated to provide written permission.

### Parent Contact Information (updated at least quarterly)

- Parents/guardians must ensure that the YWCA Children's Center has updated information at all times. **(Please remember; if we do not have current contact information, we will be unable to contact you in the case of an emergency)**
- Contact information can be updated in person at either site
- Parents/guardians will have unlimited access to his/her child whenever the child is in the care of the provider. Unless parental contact is prohibited by a court order.
- All care providers are available during work hours, by phone or appointment, to talk to a parent/guardian. Unless parental contact is prohibited by a court order.
- Information regarding a child other than to authorized people is confidential.

### Drop-Off Procedure

1. Sign your child into our computer using your access codes (Assigned on your child's first day). You may not sign in more than 10 minutes early.
2. Walk your child into the assigned classroom. For safety reasons we do not allow the children to open or close the doors. We ask that parents open the classroom door and walk the child all the way into the assigned classroom. (We also ask that you do not allow your child to enter classrooms that he/she is not assigned. Please do not allow your child to remove toys or items from classrooms. Our teaching staff and other students count on materials being in their proper place.)
3. Please find the classroom teacher and alert her/him that your child has arrived.
4. Please help your child to complete the arrival routine of putting away his/her belongings and washing his/her hands. (Until your child has learned the arrival routine and can follow the routine independently.)
5. Please be sure to say "Goodbye" to your child so that he/she can have the best start to his/her day. (See Easy Goodbyes on next page)
6. **It is never appropriate to open a door at the main entrance and send your child inside unattended.**

## Easy Goodbyes

Dropping off your child can sometimes be difficult for both of you. Here are a few suggestions to help you ease into the new routine for the first few weeks of school:

1. Talk about school ahead of time. Bring your child in for a tour of our facility before the first day. Your child will be more "ready" when he/she knows what to expect.
2. "Goodbye" rituals- Create a special phrase or series hugs and kisses; this will help signal to your child that is time to go. Many children wave to their parents out a door as they are leaving.
3. Be specific- Tell your child when you are coming back. Give them a time frame they understand, such as after nap or before snack. The child will quickly know what and when to expect of you and other activities during the day.
4. Avoid dragging it out. Although it may be hard when you say goodbye, keep moving. If your child learns that through requesting more hugs or screaming that you will not leave them, they will continue this behavior to keep you here. 95% of the children will stop crying as soon as, if not before, you leave the building.
5. Call- all parents are welcome to call to check on their children. If you have a rough goodbye, call us later. We will be happy to tell you how your child's day has gone.

**Downtown Campus: 563-244-8340**

**Lyons Campus: 563-242-2190**

## Infant/Toddler Care Giver Communication

In our infant care program, for children 6-weeks to 23 months, parent/staff will complete a "daily sheet". Daily sheets are located on the counter outside of the Caterpillar/Ladybug rooms. Please fill out all parent information and place in the envelope on the door or hand it to the infant care staff. The daily sheet will record your child's food intake, napping and diaper needs. Staff will post on daily sheets what supplies (diapers/pull-ups/diaper wipes etc.) your child may need in coming days. Lesson plans will be posted near the entry way to the Caterpillar/Ladybug rooms for you to view every week. Newsletters will be sent home monthly.

**Families are responsible for providing enough diapers and wipes for their child's stay in childcare. If you fail to bring in diapers or wipes; after notification, your child will not be permitted to stay.** We follow ITERS (Infant Toddler Environmental Rating Scale) this means that we are required to use more wipers during the diaper changing process than families would typically use at home. We check and change diapers every two hours; not including when a child has a dirty diaper in between regular diaper checks. We would expect to use approximately 20-25 diapers and an entire container of 70 wipes; weekly.

## 2-5 Year-Old Teacher Communication

We encourage and welcome parents to become actively involved in your child's classroom activities by volunteering your time, special skills or helping with classroom parties and field trips. Parents are encouraged to participate in your child's day. Teachers will make every effort to communicate regularly (verbally or written notes) about your child's progress or concerns that may need to be addressed. We also encourage parents to make time to speak with teachers. Each classroom will have age-appropriate lessons and upcoming events posted for your review and you will receive weekly newsletters. We encourage parents to like our Facebook page.

**YWCA of Clinton Children's Center**  
**@ywcaclintonchildcare**

## Preschool Communication

Preschool teachers will post a lesson plan outside of the classroom each week. Parents will also receive a monthly calendar and weekly newsletters. Each student will have a communication folder for parents and teachers to communicate on a daily basis, as needed. We invite our preschool families to like our YWCA Children's Center Facebook page and to join our preschool closed groups.

- **YWCA Downtown M-W-F Preschool (2017-2018)**
- **YWCA Lyons Dragonfly M-W-F Preschool(2017-2018)**
- **YWCA Downtown Dragonfly 4-Year-Old Preschool (2017-2018)**
- **YWCA Lyons Grasshopper 4-Year-Old Preschool (2017-2018)**

**\*The groups will be shut down in June of each year and the new groups will begin in August of the start of each school year. The names will reflect the current school year.**



## Health Screenings Offered

**Dental Screenings:** I-Smile is a statewide program that helps kids get dental care.

- Providing dental screenings and applying fluoride for children at WIC clinics, Head Start centers, preschools, child care sites, and in schools
- Helping coordinate dental appointments by letting parents know what dentists will see them, helping find payment sources for dental care, setting up transportation
- I-Smile screenings are offered annually at both the Downtown & Lyons Campuses; for children 6 months and older.

**Vision Screenings:**

- Lions KidSight USA Foundation is a nationwide program to safeguard the vision of children aged 6 months through 6 years.
- Lions KidSight eye screenings are offer annually at both the Downtown & Lyons Campuses.

**Hearing Screenings:**

- Mississippi Bend Area Education Agency provides free hearing screens at their location
  - Referrals to: Mississippi Bend Area Education Agency  
563-242-645  
2001 Manufacturing Court, Clinton, IA 52732
- Hearing screens will be offered to students in the Iowa Voluntary Preschool at both the Downtown & Lyons Campuses

## Mandatory Reporters

We realize that all children get bumps, bruises and scrapes. Please inform us of any unusual injuries or conditions which may have occurred. The YWCA Children's Center staff members are mandatory reporters of child abuse. This means that if abuse of a child is suspected, the Law requires staff members to report the information to the Department of Human Services (DHS); the investigators at DHS decide whether or not any abuse has taken place. Reports are made in the best interest of the child and are strictly confidential.

## Clothing/Weather Policy

Children should wear clothing that is comfortable, washable and suitable for all activities, including indoor and outdoor play. Please bring an extra change of clothes for your child in case of accidents. Be sure to put your child's name on all of their clothing including coats and jackets. Place extra clothes in a labeled zippered plastic storage bag.

**Outside Play:** Weather permitting, children are taken outside daily and should be dressed accordingly for all weather types and all seasons of the year. Parents are responsible for ensuring their child has outdoor gear (coats, hats, gloves shoes/boots) to protect them from cold weather, including snowy days.

**Closed Toe shoe Policy:** We require closed toe shoes for the safety of your child. This is a safety standard of best practices. Please be sure to send your child in the appropriate shoe for our group settings. Sandals, backless/open toe shoes and slippery dress shoes are not appropriate for your child's safety in our setting. If you child arrives with open toe or unsafe shoes, we will call and ask that parent/guardian to bring appropriate footwear.

## Participation

Your child will be encouraged to participate in all planned activities, unless a letter is received stating a health/religious concern. Documentation from a health care provider may be required. When documentation is received, staff may provide an alternate activity, temporarily assign your child to another classroom or your child may need to be picked up from the center. See Director for any questions.

### **Swim Days-(Downtown Campus Only)**

- Preschool- Swimming is a regularly scheduled part of our preschool programming. \*If you do not want your child to swim on swim day due to illness or any other reason, please make alternative arrangements for your child on swim days
- Childcare- During summer session, children 3-5 may have swim days
- Extended Care- Throughout the year, children 3-11 may have swim nights
  1. A lifeguard will be on duty at all times when children are present.
  2. YWCA Children's Center staff participates and supervises this wonderful activity.
  3. This is offered at no additional cost.
  4. Please be sure to send
    - a. Swimsuit
    - b. Towel
    - c. Separate bag for wet items
  5. Look for calendars and newsletters for specific dates and times.

### **Swim Lessons**

Children who are toilet trained aged 3-5 and enrolled at the Full Time Weekly rate may be eligible for \$5.00 swim lessons at the YWCA.

- Parents/guardians are responsible for signing up their children.
- Call the YWCA front desk at 563-242-2110 to register.
- Spots are available on a first come/first serve basis.

#### **Downtown Campus:**

- Preschool- Your child will not be removed from his/her preschool session to dress or attend swim lessons. Do not sign your child up for swim lessons during preschool hours.
- Childcare- If lessons are during your child's scheduled day, staff will escort your child to and from his/her swim class.
- During the time your child is at the lesson, the YWCA Children's Center is not responsible for your child. Your child will be in the care of the YWCA swim instructor.
- Parent/guardian is responsible for notifying center about time of swim lesson.
- Your child will not be signed out during lesson time.

#### **Lyons Campus:**

Children must be transported by parent/guardian

### **Field Trip Information/Transportation**

The following will be used for the safety and wellbeing of each child at the YWCA Children's Center:

- Children involved in all offsite activities will be supervised with appropriate numbers of adults always. DHS regulations require a 5:1 student/teacher ratio. Infant/toddler will still use the 4:1 ratio.
- When a field trip consists of leaving the center, we may be using the YWCA van, Municipal Transit Administration (MTA) or Clinton Community School District Transportation Department.
  - In accordance with Iowa State guidelines for childcare centers; all vehicles used for transporting seven or more children will have two adults present.
- Swim day is considered a field trip and the 5:1 ratio will be in effect.
- All field trips, other than class walks, will be posted in advance. As a courtesy, parents/guardians will be notified of the date, time and location of the field trip.
  - If your child arrives late for the field trip, the parent/guardian is responsible for transportation to the field trip or making other childcare arrangements.
  - Parent volunteers are welcome. We ask that no other children are brought along on the field trip.

## **Behavior and Discipline**

The YWCA Children's Center will use guidance policy based on positive reinforcement. We set up an environment to create a sense of safety and security for the entire class by modeling and practicing problem-solving skills for a peaceful resolution. The following steps will be used to implement our guidance policy:

1. Positive reinforcement will be used with all children.
2. Re-direction to the desired behavior will be used.
3. "Time away" will be used if the child continues to have difficulty with re-direction.
4. During "time away" the child will talk with a teacher about the unacceptable behavior. Together; they will come up with a better choice of behavior to choose if the same situation occurs again.
5. Reoccurring behaviors of concern. The teacher will document incidents and confer with the Director. A confidential conference will be scheduled with parent/guardian to work towards a solution.
  - a. When a parent/guardian has been asked to come in for a conference regarding a child's behavior, a signed written report will be placed in the child's file. A copy of the report will be offered to the family.
  - b. Every effort will be made to help families utilize available community resources when needed.
  - c. If the problem cannot be resolved through these methods, the family may be asked to make other childcare arrangements.

\*Upon enrollment, in order to best serve your child, The YWCA Children's Center requests that the family share pertinent information regarding your child's possible special needs including medical, behavioral, and cognitive evaluations. We will make every effort to accommodate your child and work with your family to meet your needs.

## **Biting Policy**

Infants and toddlers may bite for a variety of reasons and biting can be expected at this stage of their development. We recognize how upsetting it is for parents when their child bites or is bitten. We focus on effective techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
  - a. When the skin is broken the parent/guardian of both the child who bit and was bitten will be called. Staff will administer first aid to the child who was bitten. It is recommended that the children be seen by their health care provider.
  - b. When the skin has not been broken, an icepack will be offered as well as comfort from the child's teacher
2. Help the child who bites to develop skills to replace biting as communication
3. Work on determining when and why the biting is occurring through documentation.
  - a. An incident report must be completed and signed for each incident of biting the day of the incident.
  - b. When biting is an ongoing concern, a written plan will be developed with specific strategies and techniques with a time line for addressing the problem. This plan will be shared with all parents with children enrolled in the classroom.
  - c. As with all incident reports, the children's names will be kept confidential.
4. For children who are 3 years and older, biting is unacceptable. After a child has three incidents of biting, a conference with the parents will be arranged. If all positive attempts have been tried and the biting has not improved, the child may be dismissed from the center.

## Infant Sleep Position Policy

Healthy Childcare Iowa states- Infants in childcare should be placed on their backs to sleep, in furniture manufactured for sale in the United States as sleep equipment. It is the YWCA Children's Center policy to place infants to sleep on their backs until they can roll themselves over.

\*Please read the following article regarding sleep safety:



### INFANT SLEEP POSITIONING

Infants in child care should be placed on their backs to sleep, in furniture manufactured for sale in the United States as infant sleep equipment.<sup>1</sup> Studies show that infants sleeping in a semi-seated position, such as in a car seat, swing, bouncy seat, etc., can have their blood oxygen level drop to such a low level that brain cell damage occurs.<sup>2,3,4,5,6</sup> Positional asphyxia is a type of suffocation that occurs when the body is put in a position that restricts airflow. In infants, positional asphyxia can occur when they are placed in a semi-seated position. Positional asphyxia can occur due to the prominence of the occiput (back of the head), as well as the overall lack of neck muscle strength, which forces the head to slouch forward pushing the infant's chin down against his/her chest.<sup>6</sup> This body position causes the windpipe to narrow or close.

The invention of the infant car seat carrier changed the care methods for infants in the United States. Parents and caregivers have adapted this vehicle passenger restraint device into positioning devices for feeding, sleeping, play and as an infant holding device. In addition, manufacturers have created and adapted other equipment such as restaurant high chairs, shopping carts, stroller bases or "travel systems" to accommodate and further propagate the use of infant car seats for purposes other than protecting the infant during a motor vehicle crash. However, the fact remains that infant car seats are passenger restraint devices designed and intended to absorb and distribute crash impact forces over the infant's body while keeping the infant secure in the vehicle during a motor vehicle crash. Passenger restraint devices are essential protection for infants traveling in motor vehicles. Reviews of infant deaths in passenger restraint devices, however, show that the majority of infant deaths in car seats are not occurring when the infant is being transported in a vehicle, but rather when the infant is being cared for indoors.<sup>7,8</sup>

In addition, the federal Consumer Product Safety Commission (CPSC) has issued safety alerts regarding the strangulation hazard for infants and young children in strollers, bouncy seats, and similar equipment when the infant gets caught in the straps or slips into positions that trap him/her against hard parts of these devices.<sup>9,10,11</sup> The CPSC has reports of infant deaths when seating devices have overturned. Infants wiggle, even during sleep, and when left unattended, can overturn a seating device. When the seat turns over, the infant can become pinned under the seat and suffocate. A common misperception among health professionals as well as many caregivers is that sitting up will help reduce an infant's reflux (spitting up). According to Dr. Susan Aronson with the Pennsylvania Chapter of the American Academy of Pediatrics, there is a lack of evidence to support this widely held belief, and a recent study actually showed that sitting in an infant seat is worse for reflux than lying flat.<sup>12</sup>

The bottom line is that car seats, swings, infant seats and similar devices should not be used as sleep equipment. Parents and child care providers should transfer infants who fall asleep in one of these devices to a crib, except when the infant is being transported in a vehicle. In addition, the use of swings and other types of upright seating devices for sleep is strongly discouraged.<sup>6</sup> Infants can suffer serious harm from sleeping in equipment not designed for sleeping. Infants who are awake should be placed in a safe play area on the floor. Infants need this tummy time to develop their muscles. Direct supervision is always required no matter what equipment is used.

## Diapers & Toilet Training

1. Only disposable diapers with absorbent material (e.g. polymers) may be used unless the child has a medical condition that does not permit the use of disposable diapers. When a child cannot use disposable diapers for a **medical reason**, the reason should be **documented by the child's primary care provider**.
2. **Families are responsible for providing enough diapers and wipes for their child's stay in childcare. If you fail to bring in diapers or wipes; after notification, your child will not be permitted to stay.** We follow ITERS (Infant Toddler Environmental Rating Scale) this means that we are required to use more wipes during the diaper changing process than families would typically use at home. We check and change diapers every two hours, not including when a child has a dirty diaper in between regular diaper checks.
3. We would expect to use approximately 20-25 diapers and an entire container of 70+ wipes weekly.
4. Cloth reusable diapers (with a doctor note)
  1. Infants-**single unit reusable diaper systems with an inner cotton lining attached to an outer waterproof covering.**
  2. **No reusable cloth diapers worn without a covering or with pull-on waterproof pants (plastic pants)** are to be used in the infant room. The diaper system must have an attached waterproof covering. (the diapers must be in good repair with no tears or holes)
  3. A clean diaper must be used for every diaper change. Diaper shells may not be reused until they have been laundered.
5. Two-year-old Room-Toilet training: **only disposable pull-ups may be worn during the toilet training process.** When a child cannot use disposable pull ups for a **medical reason**, the reason should be **documented by the child's primary care provider**. When the child has reached **90% reliability for a period of two weeks**, parents may request to go to **under-pants accompanied by plastic pants**. When the child becomes **100% reliable, the plastic pants will no longer be needed. It is at the discretion of the Children's Center Staff when plastic pants can be removed in the center.**
  1. Plastic coverings over underwear (must be in good repair)
  2. Clean plastic outer pants must be used when changing underwear due to an accident. This means for each fresh pair of underwear we would use a fresh pair of plastic pants. (the plastic pants must be in good repair without rips or holes)
6. Children **must be toilet trained by 3 years** of age in order to be moved to a 3-year-old classroom. An exception to this rule may be made if the inability to toilet train a child is due to medical or developmental delay. A conference with the Director will be set up to discuss this type of delay. Documentation from a physician or AEA may be required. We will follow the child's IEP and DHS licensing standards & procedures regarding diapering children
7. Handling of cloth diapers & soiled underwear: (Posted diaper changing procedures will be followed)
  1. If cloth diapers are used, soiled cloth diapers and/or soiled training pants should never be rinsed or carried through the child care area to place the fecal contents in a toilet. If the cloth diaper has an insert, teachers must treat it as part of the diaper and may not remove the insert for separate disposal.
  2. **Reusable diapers should be laundered by a commercial diaper service.**
  3. **Soiled cloth diapers should be stored in a labeled container with a tight-fitting lid provided by an accredited commercial diaper service, or in a sealed plastic bag for removal from the facility by an individual child's family.**
  4. **The sealed plastic bag should be sent home with the child at the end of the day.**
8. Communicable diseases and diaper usage.
  1. When there is a diarrhea-type communicable disease in our center, only single-use disposable diapers will be allowed until it can be determined that the illness is no longer evident in the center.
  2. If you want to continue using reusable cloth diapers during the communicable disease outbreak, you will need to make alternate care arrangements until it can be determined that the illness is no longer evident in the center.

### **Medical & Health Issues/Illness**

The YWCA Children's Center is licensed to provide care for healthy children. The YWCA Children's Center does not have staff available to care for sick children. It is the parent's/guardian's responsibility to keep an ill child at home. Children may not attend the YWCA Children's Center if they exhibit any of the following symptoms:

- A temperature higher than 101 in children older than 2 months (discretion of Director)
- Any temperature in children under 2 months (discretion of Director)
- Vomiting or diarrhea in the past 24 hours
- Redness of throat or eyes
- A persistent cough or excessive sneezing
- Skin rash or irritations
- Any contagious disease

Should a child become ill at the YWCA Children's Center, the parent/guardian will be notified and we expect the parent/guardian to pick up the child promptly. The center shall provide a supervised quiet area for ill or injured child. The parent/guardian or designated emergency pick up person shall be notified of the child's status in the event of an illness or emergency. It is expected that your child will be picked up within 1 hour of notification. If you fail to have your child picked up within the hour, you will incur a late pick up fee.

- \$25.00 for over 1 hour \$25.00 every 15 minutes thereafter

If a child is sent home from the YWCA Children's Center, the child must be free of illness/fever for 24 hours and have a regular temperature of approximately 98.6 degrees F. Children may not attend the center if they had a fever, diarrhea or vomiting within the last 24 hours. The YWCA Children's Center reserves the right to request a written release form from the child's doctor before the child is allowed to return to the center.

### **Medicine and Topical Products**

The child care center will administer medication to children with written approval of the parent and on order from a health provider for a specific child. Because administration of medication poses an extra burden for staff, and having the medication in the facility is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside child care hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. Parents/legal guardians may administer medication to their own child during the child care day. Child care staff will administer medication only if the parent/legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that meets the safety check requirements on the *Monthly Medicine Record*.

1. For prescription medications, parents/legal guardians will provide child care staff with the medication in the original, child-resistant container that is labeled by a pharmacist with:
  - a) The child's first and last names;
  - b) the name and strength of the medication;
  - c) the date the prescription was filled;
  - d) the name of the health care provider who wrote the prescription, the medications expiration date;
  - e) the manufacturer's instructions or prescription label with specific, legible instructions for administration, storage and disposal
2. For nonprescription medications, parents/legal guardians will provide child care staff with the medication in the original, child-resistant container as sold by the manufacturer, that is labeled by the parent with:
  - a) The child's first and last names;
  - b) The manufacturer's instructions
  - c) Date medication received from the parent

The staff cannot distribute improperly labeled medicine. \*\*\*Please note- vials for nebulizer treatments must be in the original box and foil packet labeled with the proper prescription and dosage information. Alternative medications, such as herbal or homeopathic medications, are not tested by the US Food and Drug Administration for safety or effectiveness. Lack of safety information for these medications limits their appropriate use in school and childcare settings. \*\*\*This is from the AAP Policy Statement-Guidance for the Administration of Medication in Schools.

- A medication sheet must be filled out and signed fully the day the medication is brought.
  - Parents must write the dose that matches the age guidelines on the label. We will not give medicine dose if not within age guidelines unless a note is received by the child's doctor.
  - Please have staff check medication sheet so that we have all the information we need.
- YWCA Children's Center staff will administer the exact amount as prescribed by the doctor or the factory label (if age appropriate) and will document on the Monthly Medicine Record.

Medication must also be given to staff to be put in a secure place. Please do not send the medication with the child in his/her backpack/diaper bag.

## Lice

The YWCA Children's Center maintains a "**No Nit Policy**" for cases of head lice in which the following steps must be followed:

1. If YWCA Children's Center staff determines a child has head lice, we will notify the parent/guardian to pick up the child immediately.
2. If the nits are present upon re-screening, the YWCA Children's Center staff will dismiss the child to the parent/guardian for additional treatment.
3. If nits or lice are still present after 21 days of treatment (3 treatment cycles of 7 days each), the YWCA Children's Center will discontinue the child from the program. After the child is completely lice free, you may contact the YWCA Children's Center to discuss re-admittance.

## Cold & Heat

### Outdoor Play Policy

Children shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Outdoor play for infants may include riding in a carriage or stroller; however, infants shall be offered opportunities for gross motor play outdoors, as well.

Weather that poses a significant health risk shall be determined by wind chills and heat indexes as identified by the National Weather Service and Iowa Department of Public Health Child Care Weather Watch.

## Sunscreen

For children six months and older, (SPF 15) sunscreen is required from March 1<sup>st</sup> through September 30<sup>th</sup>, when children are outside from the hours of 10:00 am to 4:00 pm. The YWCA Children's Center will provide SPF 15 sunscreen. If your child needs a brand other than that which the center provides, it will be the parent's responsibility to provide it for the child. The sunscreen permission page must be filled out stating YWCA Children's Center may apply sunscreen. If your child may not wear sunscreen, then we require a doctor's note with an alternative skin protection plan. (For infants younger than six months we will require a doctor's note stating that we may apply sunscreen.) **We do not allow spray sunscreen for safety reasons.**

## Insect Repellant

When public health authorities recommend the use of insect repellant due to a high risk of insect-borne disease:

- Insect repellent requires the written permission of parents/guardians and label instructions must be followed. It does not require written permission from a primary care provider.
- Insect repellents should be EPA-registered and labeled as approved for use in the child's age range.
- Pump sprays must be used over aerosol.

### Repellents containing DEET

Repellents with 10%-30% DEET offer the broadest protection against mosquitoes, ticks, flies, chiggers, and fleas. Caregivers/teachers should read product labels and confirm that the product is

1) safe for children

2) contains no more than 30% DEET.

3) Most product labels for registrations containing DEET recommend consultation with a physician if applying to a child less than six months of age.

- Products with more than 30% DEET should never be used on children.
- Do not use products that combine insect repellent and sunscreen. This is because sunscreen may need to be re-applied more often and in larger amounts than repellent.
- If sunscreen is also used, apply sunscreen FIRST.

### Other Types of Insect Repellents

Picaridin and IR3535 are other products registered at the Environmental Protection Agency (EPA) identified as providing repellent activity sufficient to help people avoid the bites of disease carrying mosquitoes. Para-menthane-diol (PMD) or oil of lemon eucalyptus products, according to their product labels, **should NOT be used on children under three years of age.**

Regardless of the type of spray used, caregivers/teachers should spray the insect repellent into her/his hand and then apply to the child. It is not recommended to directly spray the child with the insect repellent to prevent unintentional injury to eyes and mouth. Preschool children, toddlers, and infants should not apply insect repellent to themselves. Parents/guardians should be notified when insect repellent is applied to their child since it is recommended that treated skin is washed with soap and water.



## Nutrition Policy

Children receive a well-balanced nutritious breakfast, lunch and dinner. Children always wash their hands before and after meals, as well as throughout the day.

### Approximate Meal Times

#### Downtown Campus

Breakfast- 6:30-7:30  
AM Snack- 9:15  
Lunch-11:30 am-Noon  
PM Snack- 2:30

#### Downtown Campus Extended Care

Dinner- 5:30-6:00  
Nighttime Snack- 7:30

#### Lyons Campus

Breakfast- 6:30-7:30  
AM Snack- 9:15  
Lunch-11:30 am-Noon  
PM Snack- 2:30

\*A copy of the weekly menu can be found in several locations at the center:

\*\***Downtown Campus-** Reception Area Parent Board & Extended Care Parent Board

\*\***Lyons Campus-**Entry Parent Board

The YWCA Children's Center participates in the Child and Adult Care Food Program (CACFP). To participate in this program, we are required to keep verification forms of family income. These records are kept confidential. The records will be updated annually in the fall while your child is enrolled in our care.

Meal service:

3 years and older- Meals are self-serve; allowing the child to make choices during mealtime. This also encourages many self-help skills. Mealtime is a great time for conversations and many, many learning opportunities.

- Our center policy prohibits outside food being brought into the center.
- If you are arriving after scheduled mealtimes please ensure that your child has been fed
- Pacifiers and bottles are center approved for use only in the infant room. Due to sanitary and health reasons, children 2 years and older may not bring them into the center.

**Water Availability-** Water is made available for all children as nutritionally appropriate. Each classroom, 2 years and older, has disposable cups and a water dispenser, ensuring availability throughout the day.

**Food Allergies-**Any variation in diet is permitted only in accord with a physician's written order or for religious purposes. Please see the Director for the Food/Allergy Exemption form.

**Nut Free Zone-**Any food brought into the YWCA Children's Center must clearly state the ingredients on the label. No homemade treats will be accepted.

**Infant Meals-** All infants 6 weeks- 12 months of age are eligible for FREE infant CACFP approved formula provided by the YWCA Children's Center. The brand of the formula used by the YWCA Children's Center is Parent's Choice formula with iron from Walmart. In the even that Walmart is out, we will substitute Hy-Vee brand infant formula.

**Breast Feeding-** Families choosing breast milk, please ask for our breast milk handling procedure.

### Nondiscriminatory Act

All meals served to the children under the Child and Adult Food Care Program (CACFP) are served free of discrimination on the basis of: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. There is to be no discrimination in admissions policy, meal service, and complaints of discrimination should be submitted in writing to the Secretary of Agriculture, Washington, DC 20250, or contact the YWCA Executive Director.

### Personal Items from Home

Unless specifically requested by classroom teachers, all toys and personal items need to remain at home or in the car. The YWCA Children's Center is not responsible for any broken, lost or stolen items, including but not limited to toys, books, swimsuits, clothing etc.

- Naptime comfort items that can easily fit into your child's backpack and nap cubby are permissible. These items will only be able to be accessed during your child's naptime.
- No toy weapons of any kind are allowed in the YWCA Children's Center. All toy weapons brought to the center will be removed from your child's possession and held in the office for a period of 24 hours after parent/guardian notification. After the 24-hour period the toys will be permanently removed from the center.

## **Program Activities & Goals**

**Downtown Campus-** 6 weeks- 5 years

**Downtown Campus Extended Care-** 6 weeks – 11 years

**Lyons Campus-** 6 weeks- 5 years

### **Infant/Toddlers – 2-year-olds**

The Creative Curriculum stimulates the beginning stages of hands-on learning. Our primary concern for this age group is to ensure they feel safe, secure, loved and happy in a playgroup situation. The environment encourages the children to explore their world. The caregivers focus on developmentally appropriate activities that help children to develop social/emotional skills, language skills, awareness of the world around them and body awareness.

### **3 to 5-year-olds**

Our classrooms are set up based on The Creative Curriculum's Goals and Objectives for development. Play-based learning centers allow children to explore literacy, math, science, engineering, dramatic play and the arts. Group times encourage discussion, literacy skills, math, music and project planning. Projects are planned by both the children and teachers based on classes interests. Social emotional skills are taught directly to the students using the Second Step social emotional curriculum.

### **Downtown Campus Extended Care for 6 weeks -11-year-olds**

Extended care is offered from the end of the afterschool program at 5:30 pm- 12:00 am. We are the only licensed center in the area open until midnight. School-age children are given time for homework completion as needed and time to relax at the end of the day. The younger children continue to have play-based learning and group times. All the children will begin nightly bedtime routines at 7:30-8:30 pm. The bedtime routine includes bathroom time, bedtime stories, songs, backrubs, and soft music. Parents are welcome to provide pajamas to make the transition from center to home, less disrupted.

### **Youth Department School Age Care**

The YWCA Youth Department provides care for Kindergarten-5<sup>th</sup> grade. Programs include:

- After school care to 5:30 pm
- Early Outs- (based on the Clinton Community School District schedule)
- Wednesday at the YW
- Late Starts (based on the Clinton Community School District schedule)
- Holiday Camps
- Summer Camp

**For more information; contact the YWCA Youth Department Director @ 563-242-2110**

**e-mail [youth@ywcaclinton.org](mailto:youth@ywcaclinton.org)**

### **Parent/Teacher Conferences**

- All teaching staff may meet with parents upon request to discuss progress or concerns
- Infant room teachers will meet with parents to review a CDC developmental assessment checklist. The review will happen during your child's 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, & 18<sup>th</sup> month.
- Annual parent/teacher conferences for non-preschool childcare children aged 2-5 years will be held during the winter months between January and March.
- For parents of Extended Care school age children, conferences are held in January. Please look for the sign-up sheet in January.
- Preschool teachers will hold parent/teacher conferences in November and March of each year. A third conference can be scheduled in May upon parental request.
- Families in Iowa's Voluntary Four-Year-Old program will have a home visit from the preschool staff.

## Preschool Assessment

Preschool teaching staff will be using the Teaching Strategies GOLD Objectives for Development & Learning. (Iowa's Voluntary Four-Year-Old program- assessment is online through the Clinton Community School District and the Iowa Department of Education)

**The assessment cycle is as follows:** \*the cycle continues throughout the school year

### Step 1-Observe & collect facts

Teachers watch and record what the child is learning

### Step 2-Analyze & Respond

Think about what the child is learning & plan new lessons to expand the child's learning

### Step 3- Evaluate

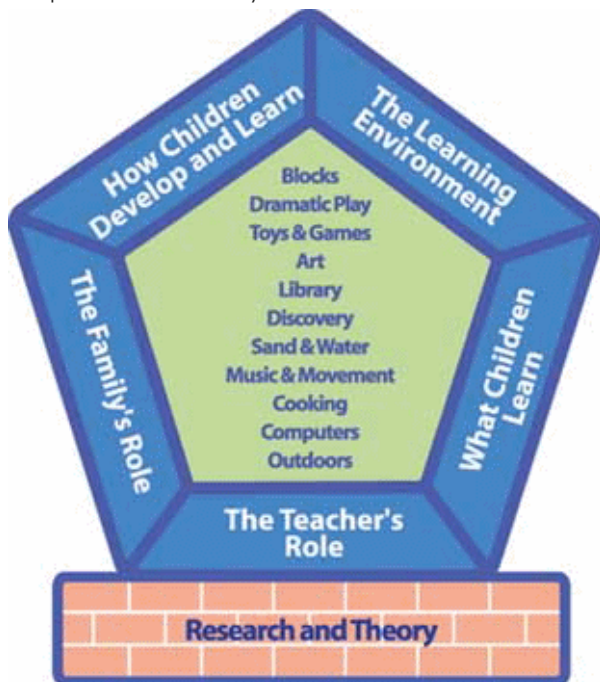
Use the GOLD assessment to record progress. \*Checkpoints share with families

## Referrals to Outside Agencies

If parents and teachers determine a need for outside assistance to maintain a child's development, the YWCA Children's Center staff may help parents in contacting community resources as well as providing information regarding the child's progress.

## Why are we using Teaching Strategies Creative Curriculum in our centers?

The Creative Curriculum is set up to allow teaching staff to implement developmentally appropriate practices in the classroom. Children learn through being actively engaged in their environment, where new and varied hands-on experiences cause them to stop and question what they know.



The Creative Curriculum (4<sup>th</sup> Ed.) (Wolvin, S. Ed.) Washington, DC: Teaching Strategies, Inc.

## What Children Learn:

### Science-

- Physical Science
- Life Science
- Earth & Environment
- S.T.E.A.M.

### Literacy-

- Increased Vocabulary & Language
- Phonological Awareness...Hearing & Identifying Sounds
- Knowledge of Print
- Letters & Words
- Comprehension
- Understanding Books
- Enjoying Literacy

### Math-

- Number Concepts
- Patterns & Relationships
- Geometry & Spatial Awareness
- Measurement
- Data Collection
- Organization & Representation

### Social Studies-

- Spaces & Geography
- People & How They Live
- People & The Environment
- People & The Past

### The Arts-

- Dance
- Music
- Dramatic Play
- Visual Arts

### Technology-

- Awareness of Technology
- Technology Tools
- People & Technology

### Process Skills-

- Observing & Exploring
- Connecting Information
- Problem Solving
- Organizing Information
- Communicating & Representing

## Along with Teaching Strategies Creative Curriculum; we utilize several important learning programs:

- **Read It Again-PreK-** A practitioner-friendly, scientifically based curricular supplement designed to develop and strengthen young children's early foundations in language and literacy. Lessons are organized around adult-child readings of high-quality storybooks and supplement – not replace – an educator's instruction. The curriculum was developed through a two-year collaborative effort in which CCEC researchers worked closely with early childhood educators, state-level policy-makers, and speech-language pathologists.
- **See the Sound Visual Phonics-** See the Sound - Visual Phonics is a system of 46 unique hand cues and symbols that represent the sounds of English without the ambiguity of English orthography. Included are the sounds commonly referred to as vowels, consonants, diphthongs and digraphs. It is somewhat of a simplified, visual, kinesthetic version of the International Phonetic Alphabet (IPA).
- **Handwriting Without Tears-** This program incorporates child-friendly teaching strategies, such as using music and movement to bring lessons to life, and multisensory manipulatives to build fine and gross motor skills. Our readiness and writing lessons teach body awareness, cooperation, taking turns, listening, crayon grip, drawing, building, letter and number recognition, capital letter and number formation.
- **Second Step Social Emotional Curriculum-** Help your littlest learners harness their energy and potential by teaching them to listen, pay attention, control their behavior, and get along with others. When students enter kindergarten with the self-regulation and social-emotional skills taught in the research-based *Second Step* program, they're set up for success.
- **PBIS-** Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success.
- **Inquiry Based Learning/Study Starters-** is a form of active learning that starts by posing questions, problems or scenarios- rather than simply presenting established facts or portraying a smooth path to knowledge. The process is often assisted by a facilitator.

## YWCA Children's Center Preschool Programs

### Preschool fees for children attending childcare:

All 3 to 5-year-olds who are regularly scheduled during M-W-F Preschool hours will receive M-W-F Preschool as part of their weekly tuition.

Enrolled children who qualify for Iowa's Four-Year-Old Voluntary Preschool will be placed in either the morning or afternoon Preschool class, when spots are available. This program is at no cost to eligible children.

\*Non-Iowa resident 4-year-olds- wanting to pay for 5-day preschool

\*Kindergarten eligible children wanting to pay for 5-day preschool and attend childcare another year

### Preschool only student monthly tuition: (Children not enrolled in childcare)

In order to reserve a preschool spot, parents must pay the first month tuition for the class that will be attended. This is non-refundable should you decide not to enroll your child in our program after payment is made.

\*Families receiving scholarships or in the voluntary preschool program will need to fill out all applicable paperwork for classes that will be attended.

3-Year-Old Preschool	M/W/F (150 minutes/session)	\$105.00
4 to 5-Year-Old Preschool	M-F (150 minutes/session)	\$165.00

\*Tuition must be prepaid and is due by the first Friday of each month. A late fee of \$10.00 will accrue for each week of unpaid tuition.

\*In the event you are more than 15 minutes late picking up your child from preschool or the Clinton Community School District bus returns your child to our care, you will accrue a late pick fee

- \$25.00 for more than 15 minutes late and \$25.00 every 15 minutes thereafter.

### Clinton/Jackson Early Childhood Iowa Scholarships for Preschool Only Students:

Clinton/Jackson Early Childhood Iowa Scholarships are available for eligible 3 to 5-year-old students. The scholarship will only pay for days in which your child is in attendance. Parent/guardian will be responsible to pay for any days that are missed on a prorated fee scale.

### Preschool Child Drop Off & Pick Up

We highly recommend that your child be involved in the entire preschool experience, which includes entering and exiting routines. Parents/guardians are always welcome to visit our classrooms, except for dismissal time. **Parent/guardian, please remain in the YWCA lobby area afterschool. The teacher will bring your child to the lobby area once the class has dismissed.**

1. Children will not be allowed to enter sooner than 5 minutes early
2. Children may not be picked up more than 15 minutes late
3. When arriving late, please be sure to bring your child fully in to the assigned classroom; **find the teacher and let her/him know your child has arrived for class.**

### Curbside Services

For convenience, our preschool-only families are offered curbside services.

**Downtown Campus**-Drop-off and pick-up is in the alley-way between the YWCA and the Clinton Public Library.

**Lyons Campus**-Parents enter the parking lot through 21<sup>st</sup> Avenue North and drive South towards the gym building entrance. Drop-off or Pick-up your child, then exit the parking lot onto Pershing Boulevard.

Our staff will stay with the children in the waiting area. Parents/guardians are asked to come to the teacher and drop off or pick up your child. We are unable to buckle or unbuckle your child from car seats.

**If you want curbside service, please request in advance-**

- Teachers will be waiting 5 minutes before
- Teachers will wait until 5 minutes after
- Swim days (Downtown Campus)-all families will need to come into the center to pick-up their children.

**YWCA Children's Center Childcare Services & Fees  
Priority Waiting list**

For us to guarantee the next available full-time slot to your family, a \$50.00 priority fee will be required for each child to be enrolled. All fees are non-refundable and will not be applied to future bills.

**Childcare weekly tuition charges:**

Age of Child:	Weekly Rate:	
Infants 6 weeks-23 months-	\$108.00	Part time weekly rate- (0-25 hours)
	\$168.00	Full time weekly rate- (25.25-45 hours)
	\$200.00	Full time extended weekly rate- (45.25 + hours)
2-year-old children-	\$103.00	Part time weekly rate- (0-25 hours)
	\$154.00	Full time weekly rate- (25.25-45 hours)
	\$192.00	Full time extended weekly rate- (45.25 + hours)
3-year-old children- (who are fully toilet trained)	\$98.00	Part time weekly rate- (0-25 hours)
	\$149.00	Full time weekly rate- (25.25-45 hours)
	\$186.00	Full time extended weekly rate- (45.25 + hours)
4 to 5-year-old children- (who are fully toilet trained)	\$93.00	Part time weekly rate- (0-25 hours)
	\$144.00	Full time weekly rate- (25.25-45 hours)
	\$180.00	Full time extended weekly rate- (45.25 + hours)
School age children- 5:30 pm- 12:00 am <b>(Downtown Campus Only)</b>	\$61.00	Part time weekly rate- (0-25 hours)
	\$125.00	Full time weekly rate- (25.25-45 hours)
	\$175.00	Full time extended weekly rate- (45.25 + hours)

**\*families who go over their contracted hours will be billed according to the higher weekly rate.**

- Childcare tuition and administration charges are non-refundable
- Rates are based on the primary classroom for your child
- Extended care rates are based on the age of the child. **(Downtown Campus Only)**
- You will be charged a minimum of your contracted weekly rate when your child is scheduled to attend.
- All meals are included in your tuition.
- 

**Over schedule late pick-up penalty**

It is important to the daily operation of the center for children to arrive and depart as scheduled.

1. Children will not be allowed to enter sooner than 10 minutes early
2. Children may not be picked up more than 15 minutes late
3. Call if you expect to be late so that you may be able to avoid late pick-up fees.

Example: If your child is scheduled from 8-4, you may expect to drop off your child no earlier than 7:50 am and pick up your child no later than 4:15 pm.

In the occurrence that you are asked to work late, etc., you will need to call the center and ask if we can accommodate your schedule change. We will certainly try to accommodate your family when possible. If we can keep your child past the regularly scheduled time, please note this may alter your contracted rate if you go over your contracted hours.

\*\*\*Families having two occurrences of going over the weekly contract hours in a month will be required to have a meeting with the Financial Coordinator to review the current weekly contract.

If you fail to pick up your child at your scheduled time, you will incur a late pick-up fee.

- \$25.00 for more than 15 minutes late and \$25.00 every 15 minutes thereafter.

In the occurrence that you have been called to pick up your child (illness etc.), your child must be picked up within 1 hour. If you fail to pick your child up within the hour, you will incur a late pick up fee.

- \$25.00 for more than 15 minutes late and \$25.00 every 15 minutes thereafter.

### **Vacation Policy**

Each child enrolled in childcare is eligible for two weeks, without being charged your weekly rate, for vacation purposes. The following rules apply:

- You must notify the office manager prior to the absence by filling out a “**Vacation Notice**” form and giving it to management at least two weeks before the vacation will be taken.
- Your child is absent all 5 days in a single week (Monday-Friday). The child must be absent the entire week in order not to be charged. Discounts are not given on a per day basis.
- Vacation credit cannot be carried over to the next year.
- Accounts must be current and paid in full.
- Your child's vacation weeks may not be used within the two week notice period of your child's disenrollment.

### **Withdrawal charges**

The YWCA Children's Center requires a two-week advance written notice to withdraw a child from our program. If a two-week notice is not given, the parent/guardian is responsible for paying two weeks of tuition based on the last weekly contract prior to the withdrawal.

### **Late payment fees**

- A \$10.00 late fee will be added each week that your bill is not paid in full, according to your payment contract.
- If your account becomes delinquent (according to your chosen contract), your child will not be allowed to return and late fees will accrue until bill is paid in full.
- After all attempts for payments are not fulfilled, charges will be turned over to the YWCA collection agency and you will be charged a turnover fee.

### **Payment Options**

- Tuition Express Online Payments-Additional paperwork is needed. Please ask the front desk for the proper form.
- On-sight Credit/Debit Cards (not American Express)
- We do **NOT** accept **CASH** or **CHECK** payments

### **Right of Refusal**

The YWCA Children's Center reserves the right of refusal for admittance of a child if we believe our program is not suitable for that child.

### **Termination of Child from the YWCA Children's Center**

The YWCA Children's Center reserves the right to immediately terminate a child from the program who displays completely uncontrollable behavior that is severe and/or a danger to him/herself other children, or staff.

1. A child may be terminated from this program based on the following guidelines
  - a. Nonpayment of bill as requested
  - b. Child injurious/violent to self or others
  - c. Failure to adjust
  - d. Program unsuitable for the needs of the child
  - e. Consistent failure to schedule a child (all schedules due by 10:00 am Thursday for the following week)
  - f. Parents refusal to complete required paperwork or forms
  - g. Continually tardy picking up or dropping off your child
  - h. Lack of attendance
2. No Show/No Call- Termination
3. Should your child be terminated from this program, the Director or Site Director will inform you
4. Anytime you may make an appeal to the YWCA Executive Director by calling 563-242-2110

### **Our DHS Licensing Consultant is:**

Heidi Hungate, MSW Child Care Licensing Consultant Iowa Department of Human Services

**Address:** 121 6<sup>th</sup> Avenue South Suite 200 Clinton, Iowa 52732      **Phone:** 563-242-0573 Ext. 418

**This program is partially funded by Clinton/Jackson Early Childhood Iowa & Gateway United Way**

**Thank you for choosing the YWCA Children's Center for your Childcare and/or Preschool needs!  
Welcome to the YWCA family!**

**Revised:7/26/2017**



**Emergency Plan Policy  
Downtown Campus**

Emergency Plans are posted and available for parents to view at the childcare main reception desk and the extended care reception desk for the Downtown campus and at the front desk for the Lyons campus.

	<b>Primary</b>	<b>Alternate</b>
<b>Emergency Contact Person at Program</b>	Becky Atherton	Christina Bell
<b>Phone number of emergency contact</b>	563-244-8340	563-242-2110
<b>Emergency Cell Phone(only active during evacuations)</b>		
In the event the facility must be evacuated because of a confined short-term emergency in our facility, the staff and children will leave the building and re-group at:	The Clinton Public Library	Clinton Public Library: Location during hours-Main Level Location after hours-Basement Level  306 8 <sup>th</sup> Avenue South Clinton, Iowa 52732 Primary Contact: Library Director Alternate Contact:
In Event the facility must be evacuated because of a confined long-term emergency in our facility, the staff and children will leave the Library and walk to our primary reunification location:	Hy-Vee	Hy-Vee: Deli Area  901 S. 4 <sup>th</sup> St. Clinton, Iowa 52732 Primary Contact: -Store Director Alternate Contact: Human Resource Manager
In the event the facility must be evacuated because of an emergency in the immediate area, the children and staff will be transported by MTA or Clinton Community School District buses to our mid-distance relocation site:	City of Clinton Recreation Department (Ericksen Center)	City of Clinton Recreation Department: Lower Gym 1401 11 <sup>th</sup> Street North Clinton, Iowa 52732 Primary Contact: Recreation Director
In the event the facility must be evacuated because of a widespread emergency, the children and staff will be transported by the City of Clinton MTA or Clinton Community School District buses to our distant relocation site:	Northeast Community School District (Goose Lake, Iowa)	Northeast Community School District: High School Gym 1450 370 <sup>th</sup> Avenue P.O. Box 66 Goose Lake, Iowa 52750 Primary Contact: Superintendent

*If we are directed by authorities to Shelter in Place or we need to Lockdown the facility due to a hazardous situation, you will find the doors locked and Shelter in Place or Evacuated signs will be posted on each entrance door to the childcare. After lockdown has been lifted, report to the main reception desk to pick up your child. If we have relocated off-site, please report to the reunification site table and give the Director or designee your child's name. Once you have been identified with a photo I.D., a runner will bring your child to you at the reunification table. Parents/guardians will be asked to sign the pick-up reunification form.*

***If we relocated and cannot reach one of our designated relocation sites or are directed by authorities to a different site and cannot reach you by telephone, we will attempt to notify you by the following methods: Emergency Alert Station (EAS); FM stations: 97.7-X, and 103.7-WLLR; AM stations: 1340-KROS and 1390-KCLN. Watch for updates on local T.V. stations: KWQC-TV-6, WHBF-TV-4, WQAD-TV-8 and FOX-18-KLJB/KGCW***



**Emergency Plan Policy  
Lyons Campus**

Emergency Plans are posted and available for parents to view at the childcare main reception desk and the extended care reception desk for the Downtown campus and at the front desk for the Lyons campus.

	<b>Primary</b>	<b>Alternate</b>
<b>Emergency Contact Person at Program</b>	Amanda Snyder	Becky Atherton
<b>Phone number of emergency contact</b>	563-242-9120	563-244-8340
<b>Emergency Cell Phone(only active during evacuations)</b>		

In the event the facility must be evacuated because of a confined emergency in our facility, the staff and children will leave the building and re-group at:	Lyons Methodist Church	Lyons Methodist Church: Location: Fellowship Hall  2118 North 2 <sup>nd</sup> Street Clinton, Iowa 52732 Primary Contact: Pastor
In the event the facility must be evacuated because of an emergency in the immediate area, the children and staff will be transported by MTA or Clinton Community School District buses to our mid-distance relocation site:	City of Clinton Recreation Department (Ericksen Center)	City of Clinton Recreation Department: Lower Gym 1401 11 <sup>th</sup> Street North Clinton, Iowa 52732 Primary Contact: Recreation Director
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