



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Child Care



## Parent Handbook 2011 - 2012



# CONEJO VALLEY YMCA

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Dear Parent,

Welcome to the Conejo Valley YMCA. By enrolling your child in the school-age Child Care program, you have joined a movement whose legacy is more than 150 years deep. Today the YMCA is the largest provider of licensed Child Care in North America. We hope that your affiliation with our YMCA is a lasting one and that you and your entire family come to appreciate the proud heritage we share. The purpose of our YMCA is to put Judeo-Christian principles into practice through programs that develop healthy spirit, mind, and body for all. That purpose should guide all of us, (members, staff, and volunteers), in **everything we do. Remember, when you signed up you didn't simply purchase a service;** rather, you became a part of the YMCA family. Please take advantage of the many opportunities you will have to participate in the YMCA and contribute to your community.

We know that, by enrolling your child with us, you have entrusted us with the most precious person in your life. You have high hopes and dreams for your child and so do we. Our goals are to:

- Build self-esteem and an appreciation of his or her self worth.
- Help develop behavior based on Judeo-Christian values.
- Help your child to grow as a responsible member of your family and our community.
- Help to promote a desire for a healthy spirit, mind, and body.
- Develop an appreciation for the importance and beauty of living in a culturally diverse society.
- Help your child develop life-long leadership skills.

As the year goes on, we hope to have the opportunity to meet you personally. If, in the meantime, you have any questions, concerns, or suggestions please do not hesitate to give us a call.

**Jennifer Silveria**

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# General Information

## Locations for After School Child Care Sites

Child Care Site:	Phone Number:	Address & Directions:
MATES	805.230.1333	2000 La Granada Drive
Mountain Meadows	805.532.9200	4200 Mountain Meadow Drive
Peach Hill	805.529.6177	13400 Christian Barrett Drive

## Locations for Before School Child Care Sites

Children Who Attend:	Morning Care Site:
Peach Hill	Peach Hill
Mountain Meadows	Peach Hill
MATES	MATES
Flory	Peach Hill
Arroyo West	Peach Hill
Chaparral Middle School	Peach Hill
Mesa Verde Middle School	Peach Hill
Campus Canyon	Peach Hill
Walnut Canyon	Peach Hill

## Locations for After School Child Care Sites

Children Who Attend:	Morning Care Site:
Peach Hill	Peach Hill
Mountain Meadows	Mountain Meadows
MATES	MATES
Flory	Peach Hill
Arroyo West	Mountain Meadows
Chaparral Middle School	Peach Hill
Mesa Verde Middle School	Peach Hill
Campus Canyon	Peach Hill
Walnut Canyon	Peach Hill

\*Locations may change in order to accommodate as many families as possible.

**Parent's may enroll their child if Transportation space is available.**



# Purpose and Goals

The purpose of the Conejo Valley YMCA Child Care program is to assist children and families in strengthening positive values and developing a balance of physical, mental, and spiritual health. To achieve this purpose the program volunteers and staff have adopted the following goals:

- ◆ Develop facilities and staff that ensure a safe, supportive, and caring environment
- ◆ Create an organized curriculum that addresses the physical, mental, spiritual, and social development of each child in a balanced, age-appropriate format
- ◆ Involve families in the planning and evaluation of program activities

# Non-Discrimination

Our Child Care program, like all YMCA programs, is open to everyone without regard to sex, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability. We also welcome the enrollment of children with disabilities and other special needs. Our board has further adopted a policy that no one will be denied access to any YMCA program strictly on the basis of their inability to pay the program fees. For that reason, our board annually raises thousands of dollars of community contributions to provide financial assistance to families who need financial help.

# No Religious Instruction

The YMCA refrains from religious instruction and worship in our Child Care program in accordance with State Law regarding funding terms and conditions for private non-profit agencies contracting with the California State Department of Education, Child Development Division.

# Facilities

All YMCA Child Care sites are housed in modular classroom buildings.

- ◆ All buildings were constructed to meet the requirements of the state architect and the state fire marshal
- ◆ Each building is licensed by the state to provide childcare for a limited number of children
- ◆ All buildings have both heating and air conditioning
- ◆ Existing school restroom facilities are used by children in our program by arrangement with the school district

# Equipment

Equipment for the program is provided by a variety of sources:

- ◆ Budgeted funds from the YMCA general fund
- ◆ Service clubs or other local organizations
- ◆ YMCA members



# Staff of the Y

## Qualifications

Our program is licensed by the State Department of Social Services, Community Care Licensing Division and is partially funded by the State Department of Education, Child Development Division. The program positions and their requirements are listed below.

Program Director	<ul style="list-style-type: none"> <li>◆ Educational background in Child/Human Development</li> <li>◆ YMCA Professional Director Certification</li> </ul>
Site Director	<ul style="list-style-type: none"> <li>◆ 15 Units of Post-secondary education in early childhood development</li> <li>◆ 3 Units of childcare administration</li> <li>◆ At Least 2 Years Experience</li> </ul>
Assistant Director	<ul style="list-style-type: none"> <li>◆ 12 Units of Post-secondary education in early childhood development</li> <li>◆ 3 Units of childcare administration in progress</li> </ul>
Senior Teacher	<ul style="list-style-type: none"> <li>◆ 12 Units of Post-secondary education in early childhood development</li> <li>◆ 1 Year Experience</li> <li>◆ At Least 20 Years of Age</li> </ul>
Teacher 2	<ul style="list-style-type: none"> <li>◆ 12 Units of Post-secondary education in early childhood development</li> <li>◆ 6 Months of Experience</li> <li>◆ At Least 19 Years of Age</li> </ul>
Teacher 1	<ul style="list-style-type: none"> <li>◆ 6 Units of Post-secondary education in early childhood development</li> <li>◆ 6 Units in progress</li> <li>◆ At Least 18 years of age</li> </ul>
Program Aide	<ul style="list-style-type: none"> <li>◆ Completion of a YMCA child care training module</li> <li>◆ At Least 18 years of age</li> </ul>



## Staff to Child Ratio

Each site in our program is staffed at a ratio of one program leader or aide for each twelve children in attendance, and no more than one aide for each teacher.

In addition to the education requirements of the state, each staff person attends a basic pre-employment training module and regular in-service training events that cover the following topics:

- ◆ Curriculum planning
- ◆ Administrative procedures
- ◆ New resources
- ◆ First aid and emergency procedures
- ◆ Behavior management



# Curriculum Design

## Program Components

The daily program plan calls for five areas to be addressed:

- ◆ Academics
- ◆ Nutrition and hygiene
- ◆ Snack & Lunch
- ◆ Physical education
- ◆ Cultural awareness
- ◆ Enrichments
- ◆ Values



## Academics / Homework

Your child's school teacher will probably assign homework on a regular basis. Our program plan provides:

- ◆ An appropriate supervised setting
- ◆ Staff to assist your child with questions
- ◆ A specific time scheduled for homework or quiet reading

The YMCA provides time, space, and qualified staff to assist with homework. We will **announce when homework time will begin. It is your child's responsibility to know when they have homework and that it should be done.** In order for everyone to have a quiet study environment, noise and talking are not allowed.

## Nutrition & Hygiene

Each day a snack is provided for your child and we have an opportunity to

- ◆ Show by example the foods that are more nutritious for snacking
- ◆ Discuss the basic food groups and their place in our diet
- ◆ Teach children the importance of washing their hands, dishes, and utensils
- ◆ Involve children in cleaning their area



## Snack / Lunch

The YMCA provides snack on all school days. The snack calendar will be posted a week prior to the day it will be served. Please check the calendar for food preferences. If your child does not like the snack that is provided, please make arrangements to provide your child with alternative options. Modifications to the snack will be made **ONLY** for allergy related purposes.

- ◆ The YMCA promotes healthy food choices so we ask that children leave all candy, sodas, and junk food at home. Children are encouraged to bring healthy, nutritious snacks such as fruits and vegetables.
- ◆ On non-school days, children will need to bring a lunch and two snacks to the YMCA.

# Physical Education

We plan daily activities that include:

- ◆ Various group games and contests that turn vigorous physical activity into fun
- ◆ Encouragement to develop teamwork and to take as much pride in our efforts as in our accomplishments
- ◆ Introduction to the rules and fundamentals of many popular sports and new games

# Cultural Awareness

We believe that every child should develop avenues to express their own culture and learn to appreciate others as well. While this component can cover a wide range of activities, we try to address at least the following:

- ◆ Regular art and craft projects
- ◆ Production of short group skits
- ◆ Twice-a-year parent programs
- ◆ Regular discussions about the similarities and differences between various cultural backgrounds
- ◆ Field trips

# Values of the YMCA

The YMCA movement is deeply rooted in Judeo-Christian values. We do not teach any specific religion but we do emphasize the following values:

- ◆ Everyone should develop their own faith to sustain them in life
- ◆ Everyone is worthy of respect
- ◆ We should treat everyone as we would like to be treated ourselves

Just as you frequently teach values at home during times of discipline or conflict resolution, we often find unique opportunities to individually discuss values with each child. We also plan regular values education through stories, games, and small group discussions.



# Program Structure

## Basics of Program Structure

The children attending any site vary in age, grade, and family background. This means that a great deal of organization and planning are required to achieve the program goals, keep the children interested, and maintain order. Program structure generally follows this pattern:

- Children of approximately the same age or grade are grouped together with one program leader at a ratio of about ten to one
- The program leader plans some components each day that the group will work on apart from the rest of the site
- The site supervisor and program leaders plan some activities that the whole site can participate in together
- Groups are periodically reassigned to give the staff and children an opportunity to get to know more children better

## Morning Care Program

The morning program is designed to meet the unique needs of children whose parents must leave for work very early. Components of the morning program are:

- Quiet talk, sharing, and quiet play
- Breakfast (for those children who arrive before 7:20 a.m.)
- Wake-up activities, group songs, and games

## Daily Sample Schedule

A Typical Day Schedule might look like this:

A TYPICAL DAY	
2:35	K-5 sign in / wash hands
2:45	Snack
3:00-4:00	Homework Time and help
4:15	Enrichment Activity / Outdoor Play
5:00	Indoor Centers
6:00	Clean Up



# Kindergartners

A staff member or teacher will pick up or drop off kindergartners from their classroom each day. Every child needs to bring a lunch from home or make arrangements with their school for bought lunches. **The YMCA does not provide a lunch.**

## Toys, Electronics, & Phones from Home

The YMCA provides games, toys and plans a variety of daily activities as part of our child care curriculum. Therefore toys from home and **cell phones** are not permitted at the YMCA as they disrupt our scheduled program. **The YMCA is not responsible for any lost, stolen, or damaged personal belongings.**

## All Day Camps

The YMCA is open for local holidays and staff development days. Some sites may be **combining for these "all day camps."** **A list of combining sites will be posted at the site or you can check with the director to see which site your child will attend for "all day camp."** In addition children need to bring a lunch and two snacks on all day camps. **The YMCA does not provide lunch on all day camps.**

Site Locations for All Day Camp:

MATES	<i>goes to ---&gt;</i>	MATES
Mountain Meadows	<i>goes to ---&gt;</i>	Peach Hill
Peach Hill	<i>goes to ---&gt;</i>	Peach Hill

## Hours the YMCA is Open

Our childcare program is open during these hours:

Regular and Minimum School Days	6:30 A.M. to 8:30 A.M. & Afterschool to 6:00 P.M.
Local Holidays*	6:30 A.M. to 6:00 P.M.
Camp Days	7:00 A.M. to 6:00 P.M.

\*You must be enrolled for the day that the holiday is on in order to attend.

## Late Pick-Up

If we must keep a site opened after 6:00 P.M. for your child, we will:

1. Add a late pick-up fee of \$10.00 **per child** for each 15-minute increment used after your enrollment time
2. Ask the local Police Department to watch your child if we haven't heard from you by 7:00 P.M.
3. Discuss Alternative Child Care arrangements if there are more than 3 late pick-ups.



# Child Care Days

## From Start to Finish

Our Child Care program operates Monday through Friday from August 23, 2011 through June 12, 2012. We are open on school days and local holidays and operate day camps during Winter break and Spring break. We close for traditional holidays.

### Local Holidays & Minimum Days Mountain Meadows & Peach Hill

We will operate full day programs on the following local holidays:

Local Holiday (Rosh Hashanah)	Thursday, Sept. 29
<b>Veteran's Day</b>	Friday, Nov. 11
Thanksgiving Camp	Nov. 21 - Nov. 23
Martin Luther King Jr.	Monday, Jan. 16
Recess Day	Friday, April 6
Recess Day	Monday, April 9



### Local Holidays & Minimum Days MATES

We will operate full day programs on the following local holidays:

Local Holiday (Rosh Hashanah)	Thursday, Sept. 29
Staff Development	Tuesday, Nov. 1
<b>Veteran's Day</b>	Friday, Nov. 11
Local Holiday	Wednesday, Nov. 23
Staff Development	Tuesday, Jan. 3
Martin Luther King Jr.	Monday, Jan. 16
<b>Lincoln's Birthday</b>	Friday, Feb. 17
Recess Day	Friday, April 6
Recess Day	Monday, April 9

Each school separately schedules eleven minimum school days during the year for parent conferencing and open house nights. We will operate for extended hours on those days, at no additional charge, for all children enrolled.

### Holidays the YMCA is Closed Mountain Meadows & Peach Hill

The YMCA will be closed for the following holidays:

Labor Day	Monday, Sept. 5
Thanksgiving	Thursday, Nov. 24
Day After Thanksgiving	Friday, Nov. 25
Winter Break*	Dec. 19 - Dec. 30
New Years Day	Monday, Jan 2
Presidents Day	Monday, Feb. 20
Spring Break*	Mar. 19 - Mar. 23
Memorial Day	Monday, May 28



### Holidays the YMCA is Closed MATES

The YMCA will be closed for the following holidays:

Labor Day	Monday, Sept. 5
Thanksgiving	Thursday, Nov. 24
Day After Thanksgiving	Friday, Nov. 25
Winter Break*	Dec. 19 - Dec. 30
New Years Day	Monday, Jan 2
Presidents Day	Monday, Feb. 20
Spring Break*	Mar. 19 - Mar. 23
Memorial Day	Monday, May 28

\*We will operate day camps during Winter Break and Spring Break. An additional fee will be charged unless your child is enrolled under the extended coverage plan, plan B (see *Fee Options-Page 13*). If you are not enrolled in plan B you must add the holiday camps no later than 10 days prior to start of camp.

# Transportation

## Transportation Equipment

The YMCA owns vans used to transport children to and from non-site schools and YMCA childcare sites. Drivers are required to check for the following standards each day:

- ◆ All belts and hoses must be free of visible wear as confirmed by a daily inspection
- ◆ All fluids, including coolant, lubricants, hydraulics, and fuel, must be at proper levels
- ◆ Lights and signals must work properly
- ◆ Brakes cannot be excessively worn, must not show signs of fluid leaking, and must function properly
- ◆ The engine and vehicle accessories, including seat belts, must be in working order
- ◆ A first aid kit and fire extinguisher must be onboard the vehicle
- ◆ The vehicle must have received regular service within the scheduled mileage limits

Any vehicle problems must be reported on the daily vehicle check-sheet and reported to a site director.

## YMCA Van Riders

The YMCA will transport children who attend a school that is designated as a YMCA pick-up site, and those who attend a morning program away from their home school.



## Pick-Up Points

On the first day of school, children who will be picked up by the YMCA should meet the driver in front of the school office. The driver will show the children the regular pick-up point. Once the regular pick-up point has been established:

- ◆ Make sure you instruct your child to go directly to the pick up point when class is dismissed and wait there until the driver arrives
- ◆ Make sure that your child's teacher is aware that the YMCA picks up your child and that special arrangements need to be made if your child will be delayed after school
- ◆ Make sure that if your child is not going to the YMCA as usual that you contact the **main office or Jennifer Silveria the day of the child's absence.**
- ◆ **Reporting your child's absence is critical if they are scheduled to be transported.** Not doing so may cause other children to have to wait unnecessarily while the driver looks for your child.

# Attendance & Enrollment Changes

## Absences

- ♦ If your child will be absent, please call the site directly on or before the day your child is absent. For your convenience, we have an automated voice mail system on which you may leave messages.
- ♦ If you expect your child to be out for a week or more, please tell us as soon as you can, and also call us to confirm his or her day of return to the program.
- ♦ If you need to temporarily withdraw your child from the program, we request at least one day's notice. If we receive that notice, we will credit your account for the unused days beginning with the day after notice is received.

## Unreported Absences

If your child fails to arrive at the YMCA site or transportation point we will do the following:

1. The site supervisor or driver will check with the school office to determine whether the child was in school. If the child was in school, the school office will be notified that the child is unaccounted for.
  2. If the child attends a non-site school, the driver will call the YMCA main office and staff will attempt to contact you or, if unable, one of your emergency contacts to confirm that the child should have come to the YMCA that day. If your child attends a school with a YMCA Child Care site, the site supervisor will make the calls.
  3. If we find out that the parent simply forgot to call us, we note the no-call on the child's record and inform the site supervisor not to worry.
- ♦ If you fail to notify us of your child's absence three times, we will send you a letter reminding you how important this notice is. If the problem persists, we will begin charging a \$5.00 service fee for each no-call.

## Credit for Absences

A maximum vacation of two weeks per school year will be allowed provided the following steps are made. Vacations must be requested at the main office in writing before the beginning of the service period that the vacation will occur (see service periods p.11).

**Vacation requests will not be approved after absences.** Vacation leaves must be taken in weeklong increments or both weeks consecutively.

## Changing Enrollment

If your circumstances change during the year, you may need to adjust your child's enrollment accordingly. The best time to do this is a few weeks before the first day of the service period in which the change will occur.

- ♦ To change your enrollment, please call the YMCA main office as far in advance of the change as possible and notify us of your new needs.
- ♦ If your child is enrolled less than five days per week and is adding a day, or permanently changing from one weekday to another, a director must confirm that there is space available for your child on that day at the site your child attends before the change can be processed. Temporarily switching from one day to another is not permitted but you may add a day if necessary. Enrollment changes more than a few times a year will require the Program Director's approval.

**ALL FEE ADJUSTMENTS WILL BE REFLECTED IN YOUR NEXT MONTH'S AUTOMATIC DRAFT BILL.**

## Service Periods & Rate Factor Mountain Meadows & Peach Hill

Months	Service Periods (Number of Days Served)	Due Date
Month 1	8/23 - 9/20 (20 Days)	9/1/11
Month 2	9/21 - 10/19 (21 Days)	10/1/11
Month 3	10/20 - 11/16 (20 Days)	11/1/11
Month 4	11/17 - 12/16 (20 Days)	12/1/11
Month 5	1/3 - 1/31 (21 Days)	1/1/12
Month 6	2/1 - 2/29 (20 Days)	2/1/12
Month 7	3/1 - 4/5 (21 Days)	3/1/12
Month 8	4/6 - 5/3 (20 Days)	4/1/12
Month 9	5/4 - 6/1 (20 Days)	5/1/12

Please note that Winter & Spring Break and Holidays that the Y is Closed are not included in the number of days.

## Service Periods & Rate Factor MATES

Months	Service Periods (Number of Days Served)	Due Date
Month 1	8/24 - 9/20 (19 Days)	9/1/11
Month 2	9/21 - 10/17 (19 Days)	10/1/11
Month 3	10/18 - 11/11 (19 Days)	11/1/11
Month 4	11/14 - 12/12 (19 Days)	12/1/11
Month 5	12/13 - 1/23 (19 Days)	1/1/12
Month 6	1/24 - 2/17 (19 Days)	2/1/12
Month 7	2/21 - 3/16 (19 Days)	3/1/12
Month 8	3/26 - 4/19 (19 Days)	4/1/12
Month 9	4/20 - 5/16 (19 Days)	5/1/12
Month 10	5/17 - 6/12 (18 Days)	6/1/12

Please note that Winter & Spring Break and Holidays that the Y is Closed are not included in the number of days.

The above charts show the approximately equal sessions that relate to the monthly fee payments. Your enrollment will continue with each payment received on time.

Category	Rate Factor
AM Care Before School Care	\$8.00 per school day
PM Care	\$18.30 per school day
All Day Camp	\$29.00 per school day
Camp Day	\$32.50 per school day

Category	Rate Factor
AM Care Before School Care	\$8.00 per school day
PM Care	\$18.30 per school day
All Day Camp	\$29.00 per school day
Camp Day	\$32.50 per school day

## Temporary Extra Days

Occasionally parents whose children are enrolled for less than five days a week find that a temporary change in schedule or emergency creates a need for an extra day of enrollment. Although we do not allow switching days within the week, you may add days of enrollment provided:

- ◆ You request the one time change from the YMCA main office
- ◆ You receive confirmation that there is space available for your child on the days requested
- ◆ You have a sufficient balance on deposit to cover the additional day and have paid for any previously added days promptly
- ◆ You pay the additional fees with your next regular payment (calculated by multiplying the additional days by the appropriate daily billing factor)

# Program Fees

## Basis for Program Fees

The YMCA is a private non-profit organization made up of members who support our mission and goals. A volunteer board of managers determines those goals and the programs they generate. The board establishes policies for each program, which include the individual budgets for those programs and allocation of funds to pay program costs.

## Fee Options

In an effort to distribute program fees among participants, we have arranged two payment schedules. **All plans have equal monthly fees regardless of how many days of in each session.** Each option is explained below:

### Plan A: Full Coverage (School Days + Local Holidays, see p.9)

Enrollment for a fixed number of days per week, including all local holidays except Winter Break and Spring Break

### Plan B: Extended Coverage (School Days + Local Holidays + Holiday Recesses)

Enrollment for a fixed number of days per week, including all local holidays and two weeks of Winter break and one week of Spring break (This plan is only available to sign-up for and make changes through 09-30-2011). All Children enrolled in Plan B will automatically be enrolled in the camp associated with their age and grade. Any student not enrolled for Plan B must register for Winter and Spring Camp no later than 10 days prior to start of camp. Payment in full will be due upon registration.

## Credit / Charge Calculations

Credits for enrollment changes will be calculated in the following way:

1. Determine the total number of school days and holidays in which your child was registered prior to the notification of the disenrollment.
2. Multiply the number of days registered by the appropriate rate factor in the schedule below.

Adjustments in enrollment that results in an additional charge are calculated the same as credit adjustments, except that the adjustment fee is added to the total charge rather than subtracted.



## Plan A Fee Schedule

### Mountain Meadows & Peach Hill

Category	Full Time (4 - 5 Days)	Part Time (1 - 3 Days)
PM Care Only	\$348.00 / month	\$290.00 / month
AM Care	\$167.00 / month	\$167.00 / month
AM Care Add On	\$100.00 / month	\$100.00 / month
Plan B Add On	\$56.00 / month	



## Plan A Fee Schedule

### MATES

Category	Full Time (4 - 5 Days)	Part Time (1 - 3 Days)
PM Care	\$348.00 / month	\$290.00 / month
PM Care (K) 1:20-2:45 P.M.	\$135.00 / month	
PM Care (K) 1:20-4:00 P.M.	\$274.00 / month	
PM Care (K) 1:20-6:00 P.M.	\$430.00 / month	\$274.00 / month
AM Care	\$167.00 / month	\$167.00 / month
AM Care Add On	\$100.00 / month	\$100.00 / month
Plan B Add On	\$56.00 / month	



The schedule of monthly fees for Plan A is based on the total number of school days and local holidays that fall on the day of the week for which a child is enrolled. This plan does not include Winter and Spring Camp (Plan B).

## Payment of Fees

All program fees are due in the YMCA office by the 1st day of each month. Payments must be made to the YMCA by EFT or **Credit Card Draft**. We accept MasterCard, VISA, Discover, or JCB.

If you would like to make alternate arrangements, please contact Jennifer Silveria the Community Program Director at 805.523.7613 ext. 208. All alternate arrangements are subject to approval.

# Late Payments

Late payments create serious problems in terms of our ability to meet the obligations we incur on your child's behalf. They also create additional costs in following up. If your payment arrives in the YMCA office later than the 1st day of the month, we will:

1. Charge a \$20.00 late fee if beyond the 5<sup>th</sup>
2. Discontinue enrollment of your child if fees are still not received by the 10th of the month and you have not contacted the YMCA office to make special arrangements, request financial assistance, or dispute your balance.
3. Send a reminder letter if payments have been late twice
4. Discuss alternatives if late payments persist

# Returned Checks

Returned Checks will be treated as follows:

1. We will collect a \$20.00 processing fee when the check is redeemed.
2. After the receipt of two or more bad checks in one year from one individual, or if a bad check has not been redeemed within 30 days of issuance, we will only accept cash, a cashier's check, a money order, or credit card.
3. We rely on the District Attorney for recovery and prosecution when bad checks are not redeemed after 30 days notice.



# Enrollment

## How To Enroll

You can enroll your child in the program at the YMCA office at 4031 N. Moorpark Road between the hours of 6:00 A.M. and 9:00 P.M. Monday through Friday, Saturday 7:00 A.M. to 5:30 P.M., and Sunday 10:00 A.M. to 4:00 P.M.

- ◆ Enrollment forms have a 24 hour (business days only) processing time.
- ◆ Enrollments taken over the weekend will be effective on Tuesday. Enrollments taken on Friday (must be turned in before 4:00 pm on Friday) will be effective on Monday.
- ◆ Enrollment forms may only be held for 5 business days prior to start date. We do not save spaces for longer than 5 business days.

## Completing Enrollment

In order to complete enrollment:

- ◆ Your child must be enrolled in a school in a Moorpark Elementary School or MATES
- ◆ You must complete and return the enrollment form, including information pages, health history, emergency information, and medical and transportation releases
- ◆ You must complete and return all forms required by the State Department of Social Services, Community Care Licensing Division
- ◆ Your child must be a YMCA Program Member (\$40.00/year) or Full Member
- ◆ 1/2 a months deposit to save your spot for the 2011-2012 school year. Deposit will be applied towards your September 2011 payment (only required if enrolling before the school year begins)
- ◆ You must pay any outstanding fees in advance

## Registration Dates (Priority)

The Conejo Valley YMCA offers priority registration to currently enrolled families.

Registration Groups	Enrollment Dates
Current Families Enrolled Through June 2012	Tuesday, May 1 <sup>st</sup> 2012
Community Enrollment	Friday, June 1 <sup>st</sup> 2012

Usually we experience space shortages at some sites by mid-summer. When this happens we will:

1. Begin a waiting list for the site, time block, or van route that is full.
2. Re-assign children from non-site schools where practical.
3. Reroute transportation where possible.
4. Begin enrolling from the top of the waiting list.

## Financial Assistance

A variety of funding, through the financial assistance policy, is available upon demonstration of need. If you would like assistance, please contact the YMCA main office for more information. Any Financial Assistance that is given will be granted for one year. In order to continue receiving Financial Assistance you will need to reapply annually.

- ◆ Documents needed to apply:
  - ◆ *Financial Assistance Application (pick up at the YMCA)*
  - ◆ *2 most recent pay stubs and/or proof of public assistance.*
  - ◆ *The most recent year's federal income tax form.*
  - ◆ *A brief letter stating why participating in YMCA activities would benefit you.*

# Signing Children In & Out

## State Law Requirements

The YMCA operates licensed childcare programs in accordance with Title 22- California Health and Welfare Regulations and Title 5 California Code of Regulation. Both regulations require that accurate records be kept of children attending the program each day. The State further requires that:

- The parent or authorized persons dropping off or picking up a child sign their **full legal signature** on an attendance roster every day the child is in attendance
- The person signing a child into or out of a licensed Child Care center be at least 18 years of age, and, if not the parent or legal guardian of the child, be authorized by the parent or guardian, in writing, to pick up the child
- If a child is coming or going directly between school and the Child Care center, a person employed by the center must sign the child in or out
- The **correct time** of drop-off or pick-up must be entered by the person signing a child into or out of a Child Care center

## Who May Pick Up Your Child

When you enroll your child in the Child Care program, we request that you list those people whom you authorize to pick up your children. Initially you and anyone you have authorized to pick up your child should be prepared to show picture identification to the staff before signing out your child. We will ask for identification until the staff becomes familiar with you.

Anyone attempting to pick up your child, who is not on record as authorized to do so, will be refused. Please ensure that persons you ask to pick up your child are on the authorized list at the site *before* you ask them to do so. **Siblings under 18 years of age may not sign your child out, even with your written authorization.**

\* If you need to add someone to your authorized pick-up list you must notify the YMCA main office in writing. It must include the first and last name of the person you intend to add, **contact information for the added person, and the child's name and site.** You cannot add people to the authorized pick-up list at the sites.



# More Important Child Care Information

## Insurance

The YMCA participates in a cooperative insurance company. We carry \$1,000,000 single-limit liability coverage. We also maintain a supplemental accident policy that will reimburse you for medical costs beyond your private insurance if your child is injured while participating in a YMCA-sponsored program or event.

## Assistance with Medication

If your child needs to take medication while attending the YMCA please do the following:

- Bring the medication to the YMCA site and give it to a staff member. **Do not send medication to the YMCA with your child.**
- Make sure the medication is in the original container, and if a prescription, has the prescription label affixed
- Fill out the necessary assistance with medication forms. You can pick these up from the Site Director. Also include directions for administering the medicine, the time or times it should be administered, how the medicine should be stored, your permission to administer, and your signature

## Bathroom Accidents

All children in our program must be toilet trained. However, we understand that there may be an occasional accident. If this occurs with your child we will do the following:

- You will be called to bring in a change of clothes
- You or your child may change the clothes and return to the site
- If your child already has a change of clothes they may clean themselves up and change clothes

Our staff may not assist in changing soiled or wet clothes.



## Injuries

Safety is extremely important at the YMCA. Injuries are usually minor and often the result of children not following direction from their counselor. If your child is injured we will:

- Administer Band-Aids and comfort in large doses for small hurts (minor cuts, scrapes, and bumps).
- Contact you or your emergency contact if an injury, including bee stings, moderate cuts, and sprains or possible fractures, may require medical attention. You may then decide what course of action should be taken.
- In the event you cannot be reached or the nature of the injury warrants fast action, we will secure medical treatment immediately.

## Illness

If your child becomes ill while at the YMCA we will call you or your emergency contact if you cannot be reached. We cannot allow your child to remain in the program while ill. Please arrange to pick up your child within an hour of notification of illness.

If your child becomes ill while at school, do not request that he or she be sent to the YMCA. We will not accept children who are ill into our program; this creates a danger of infecting other children and staff.

If your child is absent from school, or goes home early from school for any reason they may not attend the YMCA that afternoon.

# Lice While in Child Care

The children in our program are in close contact with one other during activities, circle time and throughout our program day. This close proximity can result in lice being quickly and easily spread from child to child. In order to ensure that lice are not spread during an outbreak we separate any child who has lice from the rest of the children. Parents are required to pick-up their child within an hour of being notified. **The child may not return to the site until all nits and louse have been removed from the hair and head.** The YMCA will notify the school if a child has lice and the school nurse must clear the child before they may **return to school. In addition, the YMCA will continue to check the child's hair to ensure that** the hair is nit and louse free. Please contact the YMCA immediately if your child contracts lice in order to decrease the chance of spreading.

To avoid the spread of lice we ask that children do refrain from sharing, hats, combs or brushes, and clothes.

The YMCA ensures health and safety regulations are being met at all times. The YMCA **decreases the spread of lice by periodically checking all children's heads for lice and cleaning** daily, including, vacuuming all carpets and rugs.

# Disaster Plan

The YMCA participates in the Cities of Thousand Oaks & Moorpark Emergency Operations Plan. In the event of a major emergency, such as an earthquake, chemical spill, or fire, the following procedures apply:

- ◆ Children will remain at the sites until directed to move or evacuate
- ◆ During, immediately before, and immediately after school hours, the principal of each school, under the direction of the Emergency Operations Coordinator, is in charge
- ◆ After school hours and on holidays, the YMCA comes under the direction of the Child Care Director, who is aware of the location and enrollment of our sites at all times
- ◆ If an evacuation of any site occurs, the school district will provide bus transportation, the Red Cross will set up a shelter, and YMCA staff on duty will assist at the shelter.



# Discipline

The YMCA board, staff, volunteers, and members are all committed to basic shared values of honesty, caring, respect, and responsibility. We believe that these values are essential to the **guidance of your child's behavior. From the first day of the program, teachers and directors** work with the children to set their own site rules.

We don't believe that punishment is the best way to help children learn good behavior in a group setting. Instead, we use the following graduated approach when a child's behavior is outside the group's rules or otherwise inappropriate:

1. Reason with the child in a teachable moment.
2. Ask the child to sit a small distance away from the group and take time to calm down, and then talk about their behavior choices with a teacher. These time-outs last for a maximum of fifteen minutes.
3. Have the site director talk with the child and agree on a positive behavior modification plan.
4. Include the parents, child, and site director in a conference to identify additional strategies to correct problem behavior and clarify consequences of continued misbehaviors.
5. In extreme or recurring cases, have a program director or administrator review the situation and past responses, and determine an appropriate resolution, which usually involves temporary or permanent removal from the program. Children who demonstrate that they are a threat to themselves or others at a site must be temporarily removed from the program, even if steps 1 – 4 **haven't yet been** implemented, until we determine the threat no longer exists.

# For Your Taxes

When you file your Federal and State Income Taxes, you are required to provide the Taxpayer I.D. Number of the childcare provider to get the childcare credit. Our **Taxpayer I.D. Number is #95-2305501**. The legal name of our YMCA is the **Southeast Ventura County YMCA, Inc., Conejo Valley YMCA Branch**.



**CONEJO VALLEY YMCA**  
Copy of Parent Agreement

I, the parent of \_\_\_\_\_, have received a copy of the YMCA Child Care handbook. I understand it is my responsibility to read the handbook, become familiar with its contents, and abide by the program requirements and parent responsibilities outlined in it. I further acknowledge that I may pick up my child at any time during program hours. As a parent of a child enrolled in the Conejo Valley YMCA School Age Child Care Program I understand and agree to the following:

**(please initial)**

\_\_\_\_ I agree to pay my fees on or before the 1<sup>st</sup> of every month. I understand the methods of payment available, and that I must retain my own receipts because printed tax statements will not be provided.

\_\_\_\_ I agree to pick up my child before 6:00 p.m.

\_\_\_\_ I understand the signing in and out procedures and agree to comply.

\_\_\_\_ I understand the vacation and absence policies.

\_\_\_\_ I understand the assistance with medication requirements.

\_\_\_\_ I agree to pick up my child in the event of an illness, injury or severe behavior issue within 60 minutes.

\_\_\_\_ I agree to comply with the homework policy.

\_\_\_\_ I understand that only I (the enrolling parent) can make changes to the enrollment or **have access to the child's records (except for state mandated inspection).**

\_\_\_\_ I agree to notify the YMCA office when my child will be absent.

The parent handbook, along with this acknowledgement, constitutes an agreement between you and the Conejo Valley YMCA. If you don't understand any part of the handbook, please contact a YMCA staff member so that we can assist you in clearing up any confusion.

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Keep For Your Records**