



Parent Handbook

This Handbook has been prepared to inform you about YCCA's policies and procedures applicable to you and your child. We ask that you read this Handbook carefully, and refer to it whenever questions arise. Any questions you may have that are not answered by this Handbook should be directed to the Director.

The information in this Handbook applies to all activities occurring on YCCA grounds, in transportation vehicles, and during any school related activities.

Basic Need-to-Know Information for Parents and Family Members

YCCA is licensed through the Pennsylvania Department of Human Services (“DHS”). We adhere to all regulations set by DHS found in Title 55 Chapter 3270. Annually a representative inspects YCCA thoroughly. We also receive several unannounced visits per year to make sure we are adhering to applicable regulations

All families are required to complete the enrollment packet and have all forms in prior to your child starting. As required by DHS, all Emergency Contact Forms must be updated every 6 months and if any information changes.

Families are welcome to pick up children at any time before their scheduled pick up; however, tuition is based on the hours as agreed upon in the signed Enrollment Agreement. Regular attendance is encouraged; however, if your child will be out please contact YCCA as early as possible. If a child’s absence is not scheduled and there is no communication from parents after 2 days, contact with the parent will be attempted by phone and/or email.

Enrollment is open to children between the ages of 1 - 5 years of age. Children are placed in classrooms based on age and availability at both YCCA locations.

YCCA is a nonsectarian preschool. YCCA admits students of any race, color, gender, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies.

Children under 3 years of age do not have to be potty trained. There is a designated 3 year-old classroom for children not yet potty trained. Once that room is full, we cannot accept children 3 years of age unless they are fully potty trained.

YCCA Preschool will not release a child to any individual not authorized to pick up. Parents/Guardians must complete the “Persons to whom my child may be released” section of the emergency contact form. Individuals picking children up from school may be asked to show photo ID if a staff member is not familiar with them.

Tuition is based on the calendar year and the total annual cost of the program. All holidays, illnesses and cancellations due to emergencies or inclement weather are incorporated into the tuition and no credit will be issued for time missed. Days missed due to student absenteeism, holidays, vacation or inclement weather will not be made up..

Withdrawing your child from the program, whether temporarily or permanently, will not relieve you of your obligation to pay the full amount of the tuition due for the entire term of the agreement.

Tuition is paid on a monthly basis and is due on or before the first day of each month. Payments can be made with check, money order, or cash.

Accounts not paid by the 5th will receive a \$10.00 late fee charge. If YCCA is unable to obtain payment, your child will not be able to return until all payments are made in full.

A \$35.00 fee will be charged for all returned checks. This will be added to your account and you will be expected to write a new check or pay cash depending on the circumstance.

There is a late charge for all children picked up after their scheduled pick up time. A late fee of \$5.00 (per child) every five minutes will be accrued until your child is picked up. All late fees will be placed on your monthly bill and are expected to be paid in full. YCCA may try contacting families or alternative authorized persons to pick- up the child, if we cannot reach the primary caretakers. If a child has not been picked up by 7:00 pm we are obligated to inform local authorities. Consistent lateness can cause a child's dismissal from YCCA.

Adding or Changing Scheduled Hours or Days

Additional days or hours can be added based on availability and staffing. If you are interested in changing your child's schedule you must first obtain approval from the Director.

Basic Wellness Information

Families should contact YCCA if their child is not feeling well. Children attending YCCA should be able to participate in all activities including outside time. If children are not well enough to participate in the program they should not be in attendance. It may be difficult to take time off work when your child is not well. However, it is important all children in attendance are healthy.

If children arrive showing signs of being ill, you will be asked to take the child home. If children become ill while in attendance, you will be notified and asked to pick your child up within an hour of receiving the phone call. In order for a child to return to school they must be free of fever and initial symptoms for 24 hours, in some cases a doctor's note may be required.

If your child contracts a communicable disease we are required to inform other families in YCCA and the DHS.

Examples of Serious Communicable Diseases Reportable to the DHS include:

- Rubella
- Chicken Pox
- Pertussis
- MRSA
- Tuberculosis
- Meningitis
- Shigella

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.

Medication Information

Dispensing of medication is a courtesy and not required by law. We reserve the right to refuse to dispense medication if procedures are not followed. Medication can be administered provided it is in its original container. All medications must be prescribed by a doctor or have a doctor's note verifying the appropriate dosage and type of medication. All medications must be placed in the office and a medication log must be completed by the family.

Medication without proper packaging, prescription, doctor's note that expired cannot be administered. Liquid medications must have a tool to measure the exact amount that needs to be administered; we cannot use spoons. Medications cannot be given "as needed". YCCA will administer medication to children with written approval of the parent and an order from a physician for a specific child. Medication administration will be limited to situations where an agreement to give medicine outside child care hours cannot be made. The first dose of medication should be given at home to see if the child has any type of reaction. Parents or legal guardians may administer medication to their own child during the child care day. A staff member will administer medication only if the parent or legal guardian has provided written consent, and the medication is available in an original labeled prescription or manufacturer's container.

Over the counter diaper creams, powder, sunscreens (etc) must have child's first and last name written on them and given to the teacher for proper storage.

If a child is injured at school an accident report will be completed by the staff member that witnessed the injury or cared for the child. Accident reports should be signed by the individual picking up the child and a copy will be made. A copy of the report is placed in the child's file. More serious injuries will result in families receiving a phone call.

In case of Emergency Care

Children in need emergency medical care will be transported by ambulance to the nearest hospital. A staff member will travel with the child and staff will provide the hospital with the emergency contact application families completed. It is important the emergency contact forms are up to date. Every effort will be made to contact parents, guardians, or authorized family members or friends.

All students are required to have updated physical health forms and immunization records on file. All physical health forms must be submitted within 30 days of enrollment.

As part of the admissions procedure, you authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician if in our judgment

there is insufficient time first to contact your child's physician. You also authorize us to make the decision of when an emergency exists.

Everyday Bumps and Bruises

All staff members are trained in First Aid and Fire Safety procedures. Water Safety and CPR trainings are consistent with the requirements of the DHS. They can take care of everyday bumps and bruises. If a child has an accident or incident during the day, the appropriate form will be filed and sent home for the parent's notice. For any serious accident or incident, we will attempt to notify parents by telephone.

Signs of Illness while in School

Student health is an important factor at YCCA. Observation and supervision of the health of students during school hours is the responsibility of each teacher. We reserve the right to refuse admittance to any student who shows signs of illness. A student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up. A parent must pick up an ill child within one hour of notification.

Snack Time

YCCA provides both morning and afternoon snack. All other meals must be supplied by the family. Children are offered fresh, organic fruits and veggies at each snack. We also offer organic dried snack, such as 'fishy' crackers, rice crackers, rice chips, etc.

Lunch Time

Children will be encouraged to eat a balanced meal during lunch; however, if your child refuses certain items we cannot force them to eat or withhold food. Candy and soda are not allowed at YCCA. We discourage sugary dessert items, too. All food items that are packed are offered to your child at lunch. Lunches should be packed in lunch boxes or lunch bags, clearly marked with your child's name on it. All lunch boxes / bags will be stored in our refrigerator until lunchtime.

Rest/Quiet Time

All children will have a designated rest/quiet time each day. Each child will be given a standard sleep mat. A king size pillow case fits over the mat to act as a sheet. A flat sheet or blanket, depending on the weather, is also needed to cover your child. Please mark all sleep items with your child's name or initials. YCCA is not responsible for unmarked items.

Court Orders Regarding Children

When an enrolled child is the subject of a court order (i.e. custody order, restraining order, etc.), YCCA must be provided a certified copy of the most recent order. The court order will be strictly followed. In the absence of a court order, both parents will have equal access to their child as provided by the law.

Inclement Weather and School Closings

If the Philadelphia School District is closed due to inclement weather, YCCA will also be closed. If YCCA is closed due to inclement weather or emergency an announcement will be posted on our website and we will send out a group email informing parents of the decision to close. Families can also sign up for EZ-Text and receive a text message when YCCA is closed due to inclement weather.

If YCCA closes early, our website will be updated and families will be called by teachers. If weather conditions are bad, parents should check the website regardless if they receive a call. Parents are ultimately responsible for being aware of outside conditions and contacting YCCA for information. Families will be expected to pick up children as soon as possible (generally within the hour). YCCA will provide a time by when all children will have to be picked up. Pick up times during early closings may vary depending on time of day closing takes place.

If the Philadelphia School District has a delayed opening, then YCCA will have the same delayed opening.

YCCA reserves the right to close, regardless of the decision of the Philadelphia School District, because of temporary loss of heat, water, electrical services, or other circumstances affecting our ability to operate. Every effort will be made contact parents through email, text, or phone.

Expected Parent and Family Conduct

Parents are expected to observe a standard of conduct while on YCCA grounds.

- No cursing at or threatening other parents, teachers or family members
- No verbal or physical punishment of your child or another child
- Follow policies put in place for the safety of all children
- No child should be left in a car unsupervised by an adult. – It is YCCA's legal responsibility to contact law enforcement if children are left in cars unattended.
- No playing in or around the tombstones at the cemetery on YCCA's grounds
- Dropping off and picking up are important times to your child, please refrain from using cell phones.

YCCA desires to keep discipline issues to a minimum. Teachers will model appropriate conduct and use positive reinforcement / redirection to guide children's behavior. Teachers will focus on developing relationships in the classrooms and help children communicate in positive ways to express how they feel.

Aggressive behavior towards another child or staff member is unacceptable. If a situation of this nature was to occur the teacher will intervene immediately and handle it accordingly. In some situations families may receive an incident report regarding

behavior and/or a parent conference may be requested. YCCA reserves the right to terminate any child that exhibits behaviors or habits that are harmful to themselves, other children or staff. YCCA offers group care and tries to provide as much individual assistance as possible during small group activities. We are unable to provide one on one support services. The determination of what is harmful and the required care a child needs is at the discretion of the Director.

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with YCCA's overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self- control.

Biting is a normal stage of development during childhood, however it is required by the DHS that YCCA maintain a safe environment for all children in care. Biting can occur for several reasons whether it is teething, a lack of language skills, frustration, attention getting, or simply to get a reaction out of others. YCCA's policy on biting is as follows:

- All biting situations will be managed on an individual basis.
- Each time a child bites, the parents will be notified (usually at pick up time but if necessary by phone).
- If a child bites several times, the parent will be called to pick up their child and the child will be suspended from care for one week.
- If the biting continues after returning from the suspension, then care will be terminated.
- The Director has final say over the specifics of each situation.

Parking

Parking at YCCA: Parents are permitted to use the parking lot for drop off and pick up purpose, only. Parents may not use the parking lot for any other purposes. Everyone using the parking lot is expected to exercise extreme caution and courtesy and must follow the posted signs. Families may not park in any reserved spots for the church including the organist, sexton and reverend spots.

Parking at YCCA on 2: When available, it is best to park in the loading zone directly in front of the building. Parents are expected to make swift drop off and pick up so that others may access the loading zone, too. If the loading zone is unavailable, parents may park in the neighborhood but must follow PPA Law, i.e. never block an intersection or a fire hydrant.

Education, Social, or Developmental Concerns

If parents have any major educational, social, or developmental concerns about their child entering YCCA, parents need to discuss these concerns with the director before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your

child and family, YCCA reserves the right to place children in classes by age, and developmental level. YCCA does not discriminate in administration of its educational and admission policies.

All YCCA teachers meet or exceed the Pennsylvania Department of Education licensing requirements. All of the lead teachers hold a four-year college degree and have completed required basic coursework in early childhood education. Some teachers hold a master's degree. Every year, the director, teachers, and assistant teachers must complete a required number of continued training hours. All of the staff have experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our play-based philosophy.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. YCCA takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. YCCA recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the YCCA community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

Signing in and out

Parents are responsible for transporting their child, escorting them to and from their classroom area and for signing them in and out. Our sign-in and sign-out are legal documents. It is required for our state licensing that you personally sign your child "in" and "out" every day.

During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.

Conferences and Meeting with Teachers

Parent-teacher conferences are held two times per school year. The fall / winter conference is an informal meeting for parents and teachers to have an opportunity to discuss the child. For the spring conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress. We encourage every parent to attend these individual conferences. Parents who do not wish to participate in the parent teacher conference must sign a waiver indicating they have refused the opportunity.

If, at any time, you have special concerns, please feel free to contact your child's teacher.

Use email, send a note, or call the office to leave a message. Typically, during school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call email the office, and we will relay the message. The teacher will respond as soon as possible. If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone. Please do not discuss problems or concerns in the presence of your child or other parents.

Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. YCCA will always respect your privacy.

Volunteer Opportunities

YCCA encourages parents to become involved in the preschool. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the class. YCCA also asks that parents share their talents and time to help make YCCA the special community it is. Here are some ways you can help:

- Fundraising
- Computer (website, assisting staff with database software, etc.)
- School beautification
- Graphic design
- Sewing
- Library support

The continuing viability of YCCA depends on every family giving 10 hours of volunteer time to YCCA during the 10-month school year. Some parents prefer to make a \$250.00 donation to YCCA in lieu of volunteer hours. YCCA is a 501(c)(3) non-profit organization. All donations to YCCA are considered tax-deductible to the extent allowed by law..

Fundraising

YCCA holds fundraising events to earn money for specific improvements or classroom equipment. These fundraisers will be outlined in written communications with you. We request that families participate in these events and, in so doing, promote community spirit and financially support our high-quality program.

Please feel free, in lieu of participating in the fundraising events, to make a one-time donation to YCCA. YCCA is a 501(c)(3) non-profit organization. All donations to YCCA are considered tax-deductible to the extent allowed by law..

Safety and Fire Drills

As requested by law, YCCA will hold regular fire and safety drills. It is expected that all students at YCCA at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children

are properly attired at such times not forgetting the over goal is to evacuate the children as quickly and safely. Should you find yourself at YCCA while a drill is taking place, please participate with your child. Please take time to review and discuss the importance of such drills with your child and to be sure that he or she knows the routines.

Dismissal of Children and Families

On occasion, a program is not an optimal fit for a child or family. YCCA will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in our environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, YCCA reserves the right to dismiss a child from the program.

YCCA may terminate the enrollment of any child for any of the following reasons:

- 1) Nonpayment of fees;
- 2) Failure to comply with State licensing regulations as stated in Pennsylvania Code Title 55. Public Welfare Chapter 3270. Child Day Care Centers, including failure to provide all required paperwork.
- 3) Failure to comply with all YCCA policies in this Parent Handbook;
- 4) Refusal to follow up on a referral for professional services recommended by the Director;
- 5) If YCCA is unable to make reasonable accommodations for the care and education of child;
- 6) Threatening or intimidating any child or any teacher or other staff member associated with YCCA;
- 7) Failure to abide by the confidentiality policy;
- 8) Any other reason constituting good cause as determined in the discretion of the Director.

YCCA, at its option, may amend, delete, suspend or discontinue any part or parts of the policies and procedures in this Handbook at any time without prior notice. We will notify you of any changes. No one other than the Director of YCCA may change any of the policies and procedures in this Handbook.

**YCCA PARENT HANDBOOK
ACKNOWLEDGEMENT FORM**

Student Name (Please Print): _____ Student

SS#

Address:

Phone #: Home _____ Cell

I have received a copy of the YCCA Parent Handbook. I have read and understand the policies and procedures set forth in the Handbook and agree to comply with them.

Please remove this page, sign it, and return it to YCCA. It will be added to your child's permanent record.

Parent/Guardian and Signature Date: _____

Parent/Guardian and Signature Date: _____