

Mt. Madonna YMCA School Age Child Care Parent Handbook



***Mt. Madonna YMCA
171 W. Edmundson Ave.
Morgan Hill, CA 95037
(408) 762-6000***

Mt. Madonna YMCA
YMCA of Silicon Valley

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**Welcome to the YMCA of Silicon Valley
School-Age Child Care Program !**

This handbook serves as part of the admission agreement and is designed to help inform you of admission policies. Please feel free to talk with your center staff regarding any further information you may need regarding our care of your child.

Mission Statement

To strengthen our community by improving the quality of life and inspiring individuals and families to develop their fullest potential in spirit, mind and body.

YMCA of Silicon Valley Child Care Philosophy

The YMCA believes that child care should provide opportunities and experiences that stimulate a child's physical, intellectual, emotional, and social development. The program must meet the developmental needs of particular age groups and, more importantly, the individual needs of each child. The scheduling, pacing, and rhythm of each activity should be consistent with recognized principles of early childhood education, which state that each child develops at his or her own unique rate within the general needs of his or her own age group.

GOAL

The YMCA of Silicon Valley will operate quality child care programs that demonstrate and teach values. Each child will be able to understand and demonstrate the four values of honesty, caring, responsibility and respect.

OPERATING PRINCIPLES

- ❑ The YMCA of Silicon Valley Child Care programs will support and assist the parent, strengthen parent-child relationships, and increase the importance of the family unit.
- ❑ The YMCA of Silicon Valley believes that staff will be able to accept, demonstrate and teach the YMCA Character Development Values of Caring, Honesty, Respect and Responsibility.
- ❑ The YMCA of Silicon Valley believes that it is important to work in collaboration and cooperation with other organizations, such as schools, churches, social service agencies and other non-profits, that are committed to serving the needs of children and families and who have goals similar to those of the YMCA.
- ❑ The YMCA of Silicon Valley will operate quality, accredited child care centers.
- ❑ The YMCA of Silicon Valley believes that the child care curriculum should be based on the needs and interests of children. The centers will be child-focused with an emphasis on fun!

YMCA Child Care Staff

Our YMCA hiring practices meet and exceed licensing requirements. Each staff is individually interviewed and a minimum of three (3) references are checked and documented. All experience working with children is referenced. All staff have fingerprint checks and child abuse index checks through the Department of Justice, as well as a national FBI fingerprint check is conducted.

All staff meet state licensing education requirements for their positions. In addition to their formal education, YMCA child care staff have an additional 60 hours inservice training their first year and 20+ hours each consecutive year. In addition, staff meet licensing requirements for Pediatric First Aid and CPR Certification.

In addition to Child Care Center staff and Branch Child Care staff, the YMCA Silicon Valley employs a nationally recognized Child Care Specialist to consult with and oversee the child care program. The key components to the Child Care Specialist position are:

- Write monthly curriculum
- Provide inservice training
- Conduct Quality Check Visits to each child care program a minimum of three times a year
- Consult with centers on accreditation process
- Serve on boards and committees of local and state child care consortiums and advocacy groups

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YMCA of Silicon Valley Curriculum Philosophy

School-age child care should be safe, fun, and offer interesting, age-appropriate learning activities. The programs exist for the purpose of promoting, nurturing, supporting, and enhancing all areas of children's development. School-age children require space furnished with materials and equipment chosen specifically for their interests and activities designed to meet their developmental needs.

Curriculum should assist children in building bridges from early childhood to adolescence. This is the time when children develop hobbies and interests that often develop into lifetime activities and/or lead to career choices. Therefore, children need many opportunities to make choices concerning their individual activities. The curriculum provides a framework for teachers to work with. Teachers need to communicate, be responsive, and individualize to accommodate the needs of the school-age children in their center. The program should provide a balance of physical, intellectual, emotional, and social opportunities. It should establish partnerships with children's parents, schools, and communities to ensure that the program meets the needs of the whole child.

Curriculum Components

Daily Curriculum:

- Group Assembly Time
- Character Development
- Child Choice Activities
- Homework Support
- Youth Fitness
- Snack Time

Three or more times per week:

- Arts & Crafts
- Group Leadership/Teambuilding Games
- Literacy
- Cultural Diversity

One or more times per week:

- Cooking Project
- Science Activity/Experiment
- Performing Arts activity: music, drama, dance, mime, etc.
- Environmental Awareness

Three times per year:

- Family Night or Family Event
- Program Evaluation surveys

YMCA Membership

The YMCA is a membership based organization dedicated to the development of spirit, mind and body. The goal encourages a lifelong commitment to physical health, supportive family relationships, and personal development. Each participant is required to be at least a program member of the YMCA. For information on upgrading to a Facility membership, please call the Mt. Madonna YMCA branch office at (408) 762-6000.

Parent Volunteer Opportunities

The strength of the YMCA is in people. Volunteerism is the foundation of the YMCA. Volunteers develop policies, assist in programs, and raise funds for financial assistance and program subsidy. We invite you to participate as a volunteer in your child's center as a program volunteer or member of the Parent Advisory Committee. Please see your Center Director for more details.

Other YMCA Information

The Mt. Madonna YMCA has a variety of programs for school-age children and their families. As a member of the YMCA, you are invited to participate in our programs such as: Youth Basketball, Youth Soccer, Youth T-ball, Day Camp, Summer Resident Camp at Camp Campbell, and Kinder Readiness. For more information, please check with your Center Director or call the Mt. Madonna YMCA at (408) 762-6000.

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School -Age Child Care Centers

The Mt. Madonna YMCA offers state-licensed School Age Child Care (SACC) at the following elementary schools:

Barrett Elementary 895 Barrett Ave. Morgan Hill, CA (408) 778-3225 Lic. #434404895	Paradise Valley Elementary 1400 La Crosse Dr. Morgan Hill, CA (408) 778-5711 Lic. #430709349	Luigi Aprea Elementary 9225 Calle Del Rey Gilroy, CA (408) 722-5598 Lic. #434412702	Charter School of MH 9530 Monterey Rd. Morgan Hill, CA (408) 612-9823 Lic. #434412714
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Licensing Regulations

Mt. Madonna YMCA child care programs are licensed by the State of California Department of Social Services, Community Care Licensing Division, and operate according to its procedures and policies. If you have any questions regarding licensing, contact the local Department of Social Services office at:

111 N. Market St., Suite 300
San Jose, CA 95113
(408) 277-1286

Sign-In/Sign-Out Procedure

Parents must sign the child in and out each day, **using a full signature**, or designate a person 18 years of age or older to do so for you. If your child is to be picked up by a minor, you must sign the Walk Home Permission Slip. A person designated to sign in/out your child must be listed, in advance, on the emergency release form.

Parents often desire that their children participate in clubs or school activities after school. These programs are separate from YMCA activities. Please provide a schedule of extra-curricular activities to the child care staff so they will know when to anticipate your child at the center. If the activity is directly afterschool, your child will be expected in the child care center after the activity is over. If the activity is later in the afternoon, your child will be expected to sign in at the center for the time preceding the activity. Child care staff will sign out your child to the activity at the appropriate time. Please ask the program staff of the extra-curricular activity to pick-up and/or return your kindergarten or 1st grade student to the child care center.

Optional Services

At times, the YMCA will provide optional services to the children of the child care centers. These services may take the form of a food program, youth sports league, enrichment course, etc. These services are strictly optional and information about fees and schedules is available on each service on a separate form or flyer.

Consulting Services Statement

The YMCA of Silicon Valley does not use or provide ongoing consulting services (i.e. access to a therapist, psychologist, etc). Our YMCA also does not provide 1-1 instructional aides for students with special needs at this time. However, our program can accommodate outside agency representatives provided by the enrolled parents.

Rights of Licensing Authority

The Department of Social Services (DSS) and Community Care Licensing (CCL) have the right to perform the duties listed below (Child Day Care Licensing Requirements Regulations 101200):

“DSS or CCL shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The YMCA SACC program shall make provisions for private interview with any child(ren), or any staff member; and for the examination of all records relating to the operation of the YMCA SACC. DSS or CCL shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).”

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Administration and Staff

The YMCA SACC program is administered by the Mt. Madonna Branch of the YMCA of Silicon Valley. The YMCA leases space from the school district; the YMCA owns the portable units in which the child care program is operated. When questions or concerns arise, which can not be addressed at your center, or you require additional information, please feel free to contact the staff at the YMCA office at:

Robert Hamilton	Program Director	408-762-6017 or rhamilton@ymcasv.org
Chris Ghione	Executive Director	408-762-6013 or cghione@ymcasv.org
Jane Lhermine	Administrative Manager	408-762-6014 or jlhermine@ymcasv.org

The child care program is staffed by trained, qualified personnel who meet YMCA and Community Care Licensing standards. We hire staff through careful selection and do our best to maintain staff stability, minimizing transition as much as possible. The child care teachers plan a regular daily routine of activities to provide the security of a predictable day. Our staff help children to grow physically, intellectually, socially, and emotionally. All staff attend child abuse prevention training as well as ongoing training sessions that focus on group building, creative programming, character development, communication, positive discipline techniques, crafts, games and other leadership activities. Staff are also CPR and First Aid certified. Staff ratios required by Licensing are 1:14. The Mt. Madonna YMCA strives to meet a ratio of 1:10 for Kinder-time and 1:12 for before and after school.

Program Hours

Our hours of operation are from 6:30am to 8:30am and 11:30pm to 6:15pm, Monday through Friday on days that school is in session. On minimum days, teacher in-service days, summer, spring, and winter vacation days, the program is available for an extra fee.

YMCA child care centers are closed in observance of the following holidays:

Labor Day	Thanksgiving (Thursday and Friday)	Christmas Day
News Years Day	Martin Luther King Jr. Day	Memorial Day

Enrollment

All children must be registered before they attend the YMCA's SACC program. Applications for enrollment are accepted without regard to race, religion, sex or national origin.

Special Needs

The fundamental precept of the YMCA child care program is based on group work and group interaction. The YMCA child care program operates with ratios of 1:12. Children with special needs will be considered for admission on a case by case basis. Staff will meet with parents prior to enrollment to determine if the center is the right environment for the child. Reasonable accommodation will be made to include the child in the program. Upon enrollment into the program, staff and parents will continue to meet regularly to monitor the child's progress.

Registration

Registration packets can be picked up at the child care center, or the Mt. Madonna YMCA branch office at the Centennial Recreation Center. All registration fees must be turned into the Mt. Madonna YMCA branch office. Money cannot be accepted at the center. Registration priority is given to current participants and siblings and is then taken on a first come, first served basis. Priority will also be given to full-time enrollees. The registration packet (completed in full) along with a registration fee and first month's payment is required to complete enrollment. A current YMCA Program Membership or Centennial Recreation Center Facility Membership is also necessary to enroll for any YMCA program.

It is EXTREMELY important to your child's safety and well-being that your Center Director is informed of changes in your address or phone number. We must be notified within 24 hours of any changes. In an emergency, it is vital that we are able to reach you. The YMCA assumes that addresses and phone numbers are correct as given on your registration form unless notified in writing and assumes no responsibility from problems or hardships arising from missed communication due to incorrect or non-current addresses or phone numbers.

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The parent signing the admission agreement (contracting parent) is responsible for all paperwork. The contracting parent is the only person that can make changes on the enrollment forms, emergency form, and child release authorization. For dual custody situations, a separate registration form may be required.

Family Orientations

Upon initial enrollment, it is recommended that each family attend an orientation. Families can attend a group orientation or meet individually with the center director or program director. The orientations are designed to familiarize the families with the YMCA, center, staff, policies and procedures.

Fee Policies

The Mt. Madonna YMCA SACC program is a fee-based program. Each component (K, AM, PM) of the fees are listed on the fee contract and rate sheet. We charge monthly by component. It should be noted that each center must meet a minimum enrollment during each component in order to stay open.

Refunds

All fees are charged on the basis of enrollment, not attendance. Refunds/prorates cannot be granted for absences due to illness or vacation. When you enroll, you are reserving time, space, staffing, and provisions, whether or not your child attends. Refunds will be given for overpayment of fees, or any paid time after a two week program cancellation notice. Refunds will not be given if your child is suspended or terminated from the program.

Terms of Agreement

You are bound to the terms of the admissions agreement until we receive in our main branch office (Mt. Madonna YMCA, 171 W. Edmundson Ave., Morgan Hill, CA, 95037) a dated, written notification of any scheduling changes, including withdrawal from the program. This written notice must be received a minimum of 2 weeks in advance of the desired change. The Center Directors will have change and cancellation forms available for your use.

Regular School Day

Registration can be on a full-time or part-time basis. Attendance must be specified on the fee contract.

Teacher In-Service/Minimum Days

On days when school is not in session (other than holidays), these days are included in your plan. If your child regularly attends on days when minimum days are scheduled, the earlier care is included in your fees.

Winter/Spring Recess

Enrollment will be opened to YMCA SACC students prior to the rest of the school district. After this time, because of limited space, we cannot guarantee a place in our program. Unless you are on the Plan B payment schedule, these programs are not part of the regular school – you must register and pay in full prior to participation.

Summer Vacation

The summer program is not part of the regular school year program; you must register and pay prior to participation.

Payment Policies

There is a \$100 registration fee and a \$25 annual Program Membership (waived for members of the Centennial Recreation Center) required for each child enrolling in the program. Both of these fees are *nonrefundable*. The \$100 deposit pays for the pro-rated child care in August and June.

Child Care fees via EFT may be automatically drafted from your bank account (checking, savings, credit union) on the 1st day of the month of service or you may elect credit card draft on the 20th of the month prior to service. If your credit card is declined or bank draft is rejected, a \$20 service charge will be applied to your account. If you elect not to use EFT, your payments must be made either to the local branch office or mailed to the Business Resource Center, YMCA of Silicon Valley, 1922 The Alameda, 3rd Floor, San Jose, CA 95126. We do not accept payment at the child care centers. Your bill must be paid by the 20th of the previous month. Please make checks payable to the "YMCA", and note on the check your child's name, if different from your own. A \$20 bank service charge will be assessed for returned checks. Late payments will be charged \$35.00 if fees are not paid by the 1st of the month.

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Listed below is the payment structure:

20th	Payment due date (check or EFT credit card) (i.e. Aug. 20 for September)
1st	EFT Bank Draft (i.e. Sept. 1 for September)
1st	\$35 late fee added to monthly payment (if not received)
5th	Child no longer accepted in program. Enrollment is terminated immediately.
	Child will need to be re-enrolled with full month payment and registration fee.

Fee Changes

The YMCA will provide a 30-day, written notice in advance of any fee changes.

Late Pick-up Charges

All children must be picked up by closing time. YMCA staff are required to remain with the children until they are picked up by a designated adult. Parents will be charged \$1 per minute per child past closing time (\$60/hour).

If there is a problem and you know you will be late, please try to make arrangements for someone else to pick up your child, then call the center staff to inform them. Consistently being late is grounds for termination from the child care program.

If your child remains at the center past 7:00 pm:

If a parent or guardian has not contacted the YMCA staff to notify them of an unavoidable delay, and after all attempts are made to contact the parent and authorized adults, the Sheriff's Department and Child Protective Services will be contacted. Further appropriate action will be taken.

Financial Assistance

Annually, during the YMCA Community Support Campaign, the Mt. Madonna YMCA raises funds for Financial Assistance and Scholarship support. These funds are used to assist families that demonstrate a financial need. Contact the Mt. Madonna YMCA or your Center Director for more information. We encourage you to apply for all sources of aid available in addition to applying for YMCA funds. Financial assistance will be granted for child care only during the hours that the parent is in school or working.

Arrival and Check In

Before school care:

Parents must escort their child to the YMCA and sign them in.

After School Dismissal:

Your child should go directly to the YMCA Center. Kindergartners will be picked up by YMCA staff at their classroom. Staff will take roll and sign-in children within 5 minutes after school dismissal. Please notify staff if your child will not be attending child care for that day.

"Missing Child" Procedures:

1. YMCA staff will take roll 5 minutes after school dismissal.
2. If a child is not at the center by the time roll is completed, program staff will contact the office to confirm school attendance.
3. If the child was at school, staff will contact the child's teacher and search the school grounds.
4. If the child is not located on the search, staff will call parents. If the parents expected the child to be in child care, staff will call the police to initiate a neighborhood and community search.

Picking your child up

Parents must sign their child out each day. The sign out sheet is a record of your child's attendance. For safety of your child, only you or the person you designate in writing on the Child Release Authorization form may pick up your child from YMCA School-Age Child Care. All persons that are unknown to the YMCA staff will be asked to present picture id. YMCA staff will deny access to those that are not on the Child Release Authorization forms. If you wish another adult to pick your child up from the center, please notify the center staff in writing.

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Divorce/Separation

If the contracting parent wishes a divorced/separated spouse to pick up their child, the contracting parent must list that person on the Child Release Authorization form. If the contracting parent chooses not to list the divorced/separated parent, pursuant to licensing regulations, we cannot release the child to the parent. However, without a court-signed order, the YMCA staff cannot deny access to a biological parent. If the non-custodial, biological parent arrives to pick up their child, and they are not listed on the Child Authorization Release form, and there is not a court order in the file, the YMCA staff will do the following:

1. Call the contracting parent.
2. Explain to the non-custodial, biological parent that we can not release the child to them. Staff will explain the release procedure to the non-custodial parent.
3. Staff will call the police to release the child to the police. The police will then confirm the identity of the non-custodial parent. In all probability, the police will then release the child to the non-custodial parent.

This scenario places all parties in a very difficult situation. The person that will have the most difficult time is the child. Please discuss the implications with the non-custodial parent so that they will not show up at the center without prior arrangements.

Concerns for Safety

The YMCA is concerned about the safety of every child in the program. If the YMCA staff has reason for concern regarding the safety of a child's release to a parent or other adult, the staff may call the police. Cause for this course of action includes:

1. Parent/Adult suspected "under the influence"
2. Parent/Adult is abusive or threatening to child or staff

Transportation

Transportation is the responsibility of the parent. Field trip transportation is arranged by our staff and will be provided to and from the child care center by chartered bus. Each child care center will notify parents of field trips in advance. Pursuant to the YMCA of Silicon Valley Transportation Policy, staff are not allowed to transport children in their personal vehicles.

Field Trips

The YMCA regularly schedules field trips during holiday care. The staff to child ratio on field trips is 1:8. Please send your child with a lunch (unless otherwise notified), jacket (as necessary) and spending money (optional, depending on location). Children are responsible for their own possessions, including their money.

Illness and Injury

Parents are responsible for calling the center or the YMCA branch office to notify the staff if their child is ill and will be absent. Each center is equipped with voicemail for this purpose. Children who become ill during regular school hours are not the responsibility of the YMCA. Sick children may not be brought to the center for care. Should your child become ill at the center, you will be called to make arrangements to pick up your child. Pick-up should occur within one hour of notice.

1. *Communicable Diseases:* Childhood diseases and illnesses are part of growing up. In the instance of a communicable disease affecting the other children in our center, you will be notified and encouraged to consult your family physician. We report major outbreaks of such disease to the local health authorities. Children absent due to contagious disease may return to the YMCA with a signed statement from a physician indicating the child is no longer contagious and is ready to return to center activities. When your child is absent due to illness, please notify the center.
2. *Medicine Policy:* We realize there are times when your child may need medication during the day. With your child's health and safety in mind, YMCA staff will administer only dated, labeled, prescribed medication in the original bottle. We ask that you complete a "Medication Release Form" whenever your child is to receive medication. Please give the form and the medication to the center director or your child's teacher. No child shall bring or administer their own medication (Title 22 section 101326 [e]).

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3. *Accidents:* The YMCA works very hard to ensure a safe environment for your child, however, accidents may happen. Should an accident occur, appropriate first aid will be given immediately. There is a First Aid and CPR certified YMCA staff person on duty at all times. If it is determined that a physician's care is needed, the parent will be notified immediately. If parents or other designated persons listed on the emergency card are unavailable and the injury is deemed serious enough to warrant treatment by a physician, the child will be taken to the nearest hospital for treatment via an emergency vehicle.
4. *Lice:* We have a "nit free" policy. All nits must be gone before your child can return to the center.

Child Abuse Prevention

All YMCA staff are considered mandated reporters of child abuse by the State of California, and have been trained in the YMCA Child Abuse Prevention standards. Please understand that we are mandated to report all reasonable suspicion of child abuse to Child Protective Services.

Disaster Plan

Each center has a well-defined plan for both earthquake and fire evacuation. Drills are conducted each month. Should an emergency arise at the center, the relocation area will be posted at the center.

Pursuant to licensing regulations, the child care center has an operating phone. The phones are for center business and emergency use.

Emergency Closing Procedures

Due to a severe act of nature or other unforeseeable emergency, the YMCA child care center may need to close. Unforeseeable circumstances include:

- Loss of power affecting lights and heat/air:
 - No lights after dark (during the winter)
 - Temperature below 68 degrees
- No running water
- Earthquake
- Fire
- Bomb Threat

If the school is closed in the morning due to any of the above (but not limited to) and the same conditions exist at the YMCA child care center, the YMCA child care will be closed. If the school closes during the day, early pick-up from the child care center may be required for the safety of the children.

The YMCA reserves the right to close centers based on a concern for the safety of the children.

Parent Involvement

YMCA Child Care Programs have an open door policy. Parents are invited and encouraged to visit the centers at any time. We ask that you are respectful of the children's routines and programmed activities, as well as the staff's need to be with the children. We encourage you to schedule time with the center director to discuss your child's progress and address any other concerns.

Parent Advisory Committee: This committee includes representatives from each child care center. This committee's purpose is to support the YMCA SACC program. Branch-wide SACC representatives, meeting times, and monthly meeting minutes will be posted at each center.

Parent Volunteers are always welcome. Parents support their SACC site through special projects such as sharing talents or hobbies, helping on field trips, painting, cleaning, and fundraising. Please let your center director know how you can help. Long-term volunteers will need to be screened through our volunteer background process.

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Parent Center is an area used for announcements such as field trips, snack menus, program schedules, open houses, and meetings. Be sure to check daily for important notices. This is the area where you will find the Sign-In/Sign Out book. Also located in this area will be your individual parent folder and our suggestion box.

Newsletters are printed monthly, providing you with detailed information on the events and activities at your center and at the Mt. Madonna YMCA.

Parent Feedback: Each center provides an evaluation tool for you to assess our program performance. We encourage you to complete the evaluation twice a year.

Discipline

Included in your registration packet, for you and your child to sign, is the YMCA of Silicon Valley Student Behavior Management Procedures. Although it is our intent to follow these guidelines as closely as possible, some situations may dictate that we act in a manner that is beneficial to others in the program. If you need another copy, please ask your center director or call the YMCA.

Staff will provide clear, reasonable limits for children's behavior and maintain them. Positive behaviors will be reinforced and negative behaviors identified and redirected. Children will be helped to recognize and identify their feelings as valid and acceptable. Staff members will intercede if a child's behavior is harmful to him/herself or to others. Written notifications to parents and/or removal from an activity will be issued if negative behavior persists.

The SACC program is a quality experience for most children; however, it is not the best child care experience for every child, or for the same child at different stages of development. Every effort will be made to communicate and solve individual behavior challenges; however, we reserve the right to ask any child to leave the program for his/her betterment or the welfare of the group.

Food

Menus are prepared by the YMCA and posted at the center. *Snacks* contain food from two food groups and quantities appropriate for each age group. Parents with children who have food allergies or special nutritional needs should see the director.

Breakfast: Before school children who wish to do so may bring breakfast from home to eat at the center prior to school's start. The YMCA does not provide breakfast.

Lunch: Kindergarten children may either bring a lunch from home or buy a hot lunch from the school cafeteria. Hot lunches, if desired and available, must be purchased through the school. The YMCA does not provide lunch.

On minimum days or holidays, all children need to bring a lunch. Please avoid foods that need refrigeration or are low in nutritional value, as well as those that have excess sugar and fat.

Quiet Time

Kindergarten children who attend school in the morning are encouraged to have a quiet time each day after lunch. Sleep is not mandatory, but children do have an opportunity to rest if desired. Children may sleep, rest, read, color, or participate in other quiet activities during this time period. Older children may also rest after school if needed.

Homework

Each center provides a quiet area in which children can choose to do their homework. While we encourage children to do their homework, it is not mandatory at the center. Staff will be available to help them - we do not provide extensive tutoring. Staff will provide the opportunity for the children to choose to do their homework; it is up to the parent to encourage them or impress upon them that it must get done.

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Toys From Home

Please do not allow your child to bring toys from home on a day that it is not scheduled. The YMCA will schedule specific days for the children to bring toys if they choose to. The toys will be collected and kept in a safe area until it is time to share. After the sharing time, the toys will be put away until it is time to go home. The children will be responsible for their toys during sharing time. As always, please send a toy that you would not mind losing or getting broken. Sharing days will be announced ahead of time and published in the parent's calendar. All toys or items that resemble any weapon or explosive device of any kind are prohibited at all YMCA child care facilities per licensing regulations. Types of items include, but are not limited to, sling shots, plastic pellet shooters, rubber band shooters, foam shooters, any water toy that propels water under pressure, or suction target shooters.

Other Information:

Wheels Days

In some centers, it is possible for the child care center to schedule a "wheels day" activity. On these days, children may bring bicycles, skates, skateboards, etc. to the center. The days will be structured. Signed permission slips by the parents will be required before the child can participate. HELMETS are required for all wheels. Wrist, elbow and knee pads are required for skates and skateboards. The children may only use the wheels that they brought from home.

Movies in the Center

The YMCA believes that good programming does NOT include TV shows and movies. Documentary videos may be used in support of curriculum with advance approval of the Child Care Program Director. Computer "screen time" will also be limited.

Involvement with others

Children enrolled in YMCA School Age Child Care may only play with other children enrolled in the specific program component during program operating hours due to the safety of all involved.

The Child Care Staff are not allowed to baby-sit program participants during non-program hours according to the YMCA Child Abuse Prevention Policy.

Expectations

When a child arrives at their SACC center, it is expected that s/he will be rested, clean, and appropriately dressed for the weather and daily activities. Sandals should be strap-on, with rubber soles. Closed toed shoes are strongly encouraged – flip flops are unsafe for YMCA activities.

Every child is a part of the SACC program: the room, games, books, toys, etc., belong to all. Clean-up is a part of our programming. The success in this is consistency and cooperation. We need your support. When picking up your child, please urge them to clean up, put things away, and return toys, supplies, and equipment before leaving. Responsible use of equipment and supplies is expected of all participants. Those willfully damaging equipment or property will be held responsible for replacement.

If you or your child does anything that would give us cause to call the police, it is grounds for immediate termination from the child care program.

The following conditions must be met by all families participating in YMCA Child Care:

- * Prompt payment of fees
- * Notification of absences
- * Appropriate behavior by the child and parent
- * Pick up on time

Failure to meet these conditions may result in termination of care.

**We look forward to providing you and your child with quality care this year
and thank you for choosing the Mt. Madonna YMCA.**

Mt. Madonna YMCA
YMCA of Silicon Valley

Mt. Madonna YMCA
Licensed School-Age Child Care Locations

Barrett Elementary
895 Barrett Ave.
Morgan Hill, CA
(408) 778-3225
Lic. #434404895

Paradise Valley Elementary
1400 La Crosse Dr.
Morgan Hill, CA 95037
(408) 778-5711
Lic. #430709349

Luigi Aprea Elementary
9225 Calle Del Rey
Gilroy, CA 95020
(408) 722-5598
Lic. #434412702

Charter School of MH
9530 Monterey Rd.
Morgan Hill, CA 95037
(408) 612-9823
Lic. #434412714

Mt. Madonna YMCA Branch Office

171 W. Edmundson Avenue
Morgan Hill, CA 95037
(408) 762-6000
(408) 779-5040 Fax



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY