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WEST SUBURBAN YMCA & SCHOOL DISTRICT OF ELM BROOK
YMCA 4K WRAP CARE PROGRAM
2021-2022 PARENT HANDBOOK



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YMCA 4K WRAP CARE PROGRAM & THE SCHOOL DISTRICT OF ELM BROOK

We are proud to support and collaborate with the School District of Elmbrook to provide 4K Wrap Care to students and their families.

Each of our 4K Wrap Care classrooms are run by well-trained, dedicated teachers with Early Education backgrounds. Our teaching staff are passionate educators who support children developmentally by preparing them for their futures in the school setting.

Our 4K Wrap Care program integrates math, science, physical development, early literacy, creative exploration, and social and emotional development through small group and guided learning. Our program also focuses on learning through play. Our time is split between structured free time and whole-group activities, including circle time, story time, gross motor practice, and art projects.

OUR MISSION

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

PROGRAM OBJECTIVE

We strive to educate children in a hands-on, curriculum rich, and safe learning environment with a focus on healthy lifestyle choices.

PROGRAM GOALS

- Learn an appreciation of others through the YMCA's core values of caring, honesty, respect, and responsibility.
- Build relationships with teaching staff in a state-licensed childcare setting.
- Form a sense of community among program participants and the School District of Elmbrook.
- Create and implement programming that complements the School District's 4K Program as well as schedules for parents and caregivers.

PROGRAM PHILOSOPHY

Each child will be guided to develop at their own unique rate by encouraging skill development through play-based learning. Both individual and group-centered play are crucial for creativity, independence, and social-emotional learning. Our 4K Wrap Care program time will be split between structured free choice time and group activities, including gross motor practice and art projects.

CHILD PHILOSOPHY

- Parents are the most pervasive and influential teachers of their children.
- Curriculum is everything that a child experiences, from the time they get up in the morning until the time they go to bed in the evening.
- Each child's uniqueness must be respected and fostered.
- Children grow and develop at individual rates that are often unique and unrelated to their calendar age.
- Children need an individualized curriculum that begins with what they already know and moves slowly from the concrete to the abstract.
- Children learn best through direct involvement with their environment.
- Play enables children to make sense of their environment and is essential to learning.

ENROLLMENT

ATTENDANCE

- Any child enrolled in the School District of Elmbrook's 4K program, who is at least 4 years old and potty-trained may attend.
- Program availability is limited by the licensed capacity of the space.

FORMS

All submitted registration information will be kept confidential and will only be shared with necessary Y Staff. When necessary, Y Staff will be informed and updated on each child's special health needs; all information will be shared in a private setting. Actions required for enrollment:

- Completed registration and payment authorization forms
- Immunization record
- Dates of requested programming
- Registration deposit
- Parent handbook acknowledgment

REGISTRATION

- \$25 deposit fee per child to reserve a spot for the upcoming school year.
- All required forms must be fully completed and turned in at the time of registration.
- Parents should keep these forms updated by notifying the Business Services department of any changes.

TUITION

- Payment must be made in full no later than the date listed on the Tuition Sheet, prior to service.
- Convenient bi-weekly bank or credit card draft will be set up upon enrollment.
- A \$10 late fee will be assessed for all late payments.
- Returned checks and returned drafts will result in a \$10 charge.
- No refunds are given.
- There are no multiple child discounts or referral bonuses.
- Supplementary fees may be added to your regular payment upon request.

FINANCIAL ASSISTANCE

Individuals and families may apply for financial assistance for membership or School Age programs, such as Warp Care. Assistance is based on several factors, including total household income and number of dependents. The process is confidential and application forms/brochures about the program are available at each YMCA of Greater Waukesha County location or online at gwcymca.org.

WISCONSIN SHARES CHILD CARE ASSISTANCE

Families in the School District of Elmbrook are able to apply for Wisconsin Shares Child Care Assistance through the Department of Children and Families. Contact your Wisconsin Shares office for approval, as you must have authorization before we can register your child for YMCA Programs.

Milwaukee and Waukesha County Contacts: 1-888-947-6583

YMCA of Greater Waukesha County Provider Number: 4000558914

Location Numbers | Elmbrook Schools

Brookfield Elementary 017

Burleigh Elementary 016

Dixon Elementary 020

Swanson Elementary 019

Tonawanda Elementary 018

PROGRAM DATES

Our school year programs are in session for the duration of the school year and coincide with the School District of Elmbrook's calendar. School's Out Fun Day programming will be offered on School District off-days and during inclement weather.

HOURS

4K Wrap Care is available from the beginning of the school day (8:50 AM) to the beginning of the afternoon 4K class, and from the end of the morning class to the end of the school day (3:40 PM). If care is needed outside of these hours, please see information on our Y BASE (Before & After School Engagement) program.

A TYPICAL DAY

Each 4K Wrap Care program is unique in its structure and organization. The following sample schedule is intended to provide you with a basic idea of the many parts of a 4K Wrap Care student's day. Please contact your YMCA's Child Care Director for a site-specific schedule.

MORNING 4K WRAP CARE | SAMPLE SCHEDULE

8:50 AM	Arrival & Structured Play Time
9:30 AM	Circle Time
9:50 AM	Art
10:15 AM	Bathroom/Wash Hands/Snack
10:45 AM	Group Gross Motor
11:15 AM	Quiet Time (Resting or Reading Books)
11:35 AM	Bathroom/Wash Hands/Lunch/Recess
12:50 PM	Pack Up & Transition to School

AFTERNOON 4K WRAP CARE | SAMPLE SCHEDULE

11:35 AM	Arrival
11:45 AM	Bathroom/Wash Hands/Lunch/Recess
12:50 PM	Quiet Time (Resting or Reading Books)
1:15 PM	Circle Time
1:45 PM	Art
2:00 PM	Bathroom/Wash Hands/Snack
2:30 PM	Structured Play Time
3:40 PM	Pick Up or Transition to Y BASE

CIRCLE TIME is a fun way for students to start or end each day. It provides consistency and encourages independence in students. Some circle time activities may include exposure to calendar counting, days of the week, seasons, singing songs and talking about the day's weather. Theme related books and stories and thought provoking class discussions may also be incorporated.

CHILD GUIDANCE

The goal of the YMCA is to guide children in becoming cooperative, happy, and responsible participants through positive, non-threatening teaching techniques.

MODELING BY Y STAFF Demonstrate calm demeanor, politeness and gentleness through actions and tone of voice.

CLASSROOM ENVIRONMENT Provide optimal space for children to become involved in both group and solitary play. Rooms will be arranged into specific areas, each with set limits and will be visually accessible to Y Staff.

PLANNED ACTIVITIES Provide optimal amount of activities to keep each child involved at his/her developmental level. Schedules will be followed to provide consistency and to help children thrive and trust their leaders.

ONGOING SCHEDULED EVALUATIONS Examine daily routine and evaluate transitional activities with to better accommodate all children.

REDIRECTION RATHER THAN TIMEOUTS Be informed of family situations and conscious of classroom climate. Give choices and encourage communication and negotiation skills between children. Time outs will not be used.

SETTING CLEAR LIMITS Discussion with children on what is expected and what is considered appropriate behavior. Safety and respect for others are the main concern.

DEVELOPMENT OF CHILD'S SELF IMAGE In order to make guidance a learning experience and enhance the child's self-esteem, the Y Staff will:

- Utilize positive guidance to appropriately manage children who are crying, fussing or distraught.
- Allow children to express their feelings by providing acceptable avenues: physical activities, discussion, group activities and communication.
- Allow children to express their feelings by learning words to identify feelings, increasing their vocabulary and showing that all people have emotions and must use self-control.

CLASSROOM GUIDELINES

CHARACTER COUNTS

At the YMCA, we believe that character counts in everything we say and do. We emphasize four core values through our program. We hope that all of our staff, children and parents will join us in teaching each other about what it means to be a person of character. The four core values are:

HONESTY Being honest, dependable, and loyal

RESPECT Showing courtesy and manners

CARING Being kind, compassionate and understanding, showing love and charity to others

RESPONSIBILITY Being accountable, doing your best

CHILD TRACKING

Y Staff are responsible for monitoring and engaging students enrolled in the before and after school program. Y Staff will know the whereabouts of children they are responsible for at all times. Each site will have a child tracking procedure in place that will let staff know which children are in the program that day. Y Staff will possess all pertinent information to the child's safety including name and phone number.

If the event that an additional adult is needed, each site will reach out to a School District staff member to act as support staff. This staff should be able to respond within 5 minutes of being called.

PROGRAM PROCEDURES

ARRIVAL

- All children must be signed in and out by an adult who is on their authorized to pick up list. We will not release children to anyone who is not authorized, so please make sure this form is updated regularly.
- For your child's protection, only authorized persons may sign a child out of the program. Anyone unfamiliar to Y Staff will be asked for photo identification. There are no exceptions.
- Children must be escorted by an adult to their YMCA program location.
- Children may only attend days for which they are registered. We are unable to accommodate last minute schedule changes.
- To best serve your child's needs, please communicate any necessary, daily information about your child to the Y Staff.
- If there is a custody agreement, the YMCA is legally bound to respect the wishes of the parent with the legal custody. The Camp & School Age Director may ask for a certified copy of the most recent court order. If there is no court order, the YMCA will not accept responsibility for deciding which parent has legal custody.

DEPARTURE

- All children must be signed in and out by an adult who is on their authorized to pick up list. We will not release children to anyone who is not authorized, so please make sure this form is updated regularly.
- For your child's protection, only authorized persons may sign a child out of the program. Anyone unfamiliar to Y Staff will be asked for photo identification. There are no exceptions.
- No child will be released to the care of anyone less than 16 years of age.
- If you are running late, please call us so we can plan appropriate staffing and reassure your child.
- A fee of \$1 will be charged for every minute after your program end time that your child is not picked up.
- Chronic late pickups will be grounds for dismissal.
- If your child has not been picked up by 30 minutes after the program he/she is in ends, the local authorities will be called.

ABSENCE POLICY

- Please notify us if your child will not be attending on a normally scheduled date. Please be sure to state your full name, your child's full name, and their school on the message.
- Due to the varied arrival schedule for our morning programming, Y Staff will give a list of absent students to each school's administration by 9:00 AM. From that point, it will be determined which party follows up with the absent students.
- For afternoon programming, each school's administration will share with Y programming the list of absent students. Both the school and Y programming will make every effort to know the whereabouts of children enrolled in that day's programming.
- Credits/refunds will not be given for an absence.

IMPAIRED PICK UP

In the event that the authorized pick up appears to be impaired, Y Staff will ask the adult to make an alternative arrangement. If the adult is unwilling to do so, the matter will be referred to local authorities. The Y recognizes that this is a stringent policy, but we are morally and legally responsible if we release a child to an impaired adult.

SCHEDULE CHANGES

- If you wish to make a change to your child's schedule, two weeks written notice is required.
- You may need to complete additional paperwork.
- No refunds or credits will be issued for days not attended.

PROGRAM WITHDRAWAL

The YMCA reserves the right to withdraw a child from the program if, at the Y's discretion, the enrollment of the child negatively affects the integrity of the program and/or the Y's legal obligations through and under the Department of Children and Families.

At Parent's Request

- Two-week notice of withdrawal is required in writing to the Registrar. Verbal notice is not acceptable.
- No refunds or credits will be issued.
- Your signature on the registration form verifies your agreement and understanding of this policy.

At the Y's Request

- Notification period prior to withdrawal is not required if the withdrawal is requested by the Y program. Withdrawal will be in writing.
- The Y reserves the option to withdraw a child for any of the following reasons:
 - Non-payment of fees as agreed upon.
 - Repeated failure of parents to pick child up on time.
 - Failure to provide program with forms or current medication information as stipulated by state licensing and this handbook.
 - Hostility by parents towards Y Staff/Volunteers.
 - Chronic disruptive behavior by the child (see Child Guidance section).

ILLNESSES

The Y does not provide sick care. Please do not bring a child who is ill to the program. Upon arrival at the program, each child will be observed for symptoms of illness which include, but are not limited to:

- A fever 100° F or above
- Congestion, nasal discharge or coughing serious enough to hinder the child from participating in normal routines
- Any rash or sore throat that is undiagnosed
- Eye inflammation
- Uncontrollable, inconsolable crying or lethargy
- Suspected lice or ringworm
- Stomach flu, vomiting, or diarrhea
- Any other suspicious signs which might indicate the beginning of illness

If a child is prescribed antibiotics, they cannot return to the program for at least 24 hours without a health professional's authorization. If a child has a fever, they cannot return to the program until they have a fever less than 100° F for 24 hours, uncontrolled.

ILLNESS ONSET DURING PROGRAMMING

If your child becomes ill while in the program, the child will be kept isolated, within sight and sound of an adult, and we will notify you and/or the emergency contact. Because we are not licensed to provide sick care, a parent or authorized pick up must pick up the child within one hour of being contacted. To ensure proper staff/child ratio, ill children may not stay inside during outdoor play time. If your child leaves school early and they are enrolled in our after school programming, please follow our absent child policy.

PERSONAL ITEMS

- Please do not bring any personal items of yours from home, outside of lunch and rest time materials. Personal electronics may not be brought to any of our programming.
- Please label your child's items (jacket, backpack, lunch box, boots, snow pants, etc.). If your child has lost an item, please ask the Y Staff to look for the item. Unclaimed items left for more than 30 days will be given to charitable organizations.

SCHOOL CLOSURES & EMERGENCY CLOSINGS

SCHOOL'S OUT FUN DAYS

We offer School's Out Fun Days on most of the days that your child's school is closed. Parents will be notified of these programs in advance and allowed to enroll for an additional fee. This program is separate from our regular before and after school program. Children must bring a healthy bag lunch and a backpack along with a change of clothes, water bottle, swimsuit, towel, and appropriate outdoor attire. The Y will provide two healthy snacks.

EMERGENCY SCHOOL CLOSINGS

YMCA 4K Wrap Care will close when your child's school closes due to inclement weather. School's Out Fun Days may be offered, but only at the YMCA. If your child was scheduled for care on that day, you will be given a \$15 credit towards the cost of a School's Out Fun Day.

If the School District of Elmbrook has an early closure or after school activities are canceled, we will operate an after school (PM) program at the discretion of the YMCA and the School District. We ask that parents pick up their children as soon as possible due to deteriorating weather.

SAFETY PROCEDURES

UNIVERSAL PRECAUTIONS

- Y Staff will use posted emergency procedure plans. These plans address overall precautions when exposed to blood and blood-containing body fluids, as well as procedures for wearing gloves, hand washing and dealing with body secretion.
- Everyone exposed to blood or body fluids containing blood will wash their hands immediately with soap and warm running water.
- Disposable gloves will be worn if there is contact with blood or body fluids or tissue containing blood. Gloves will be disposed of after one use into plastic bags and hands will be washed with soap and warm running water after removal of gloves.
- For vomit, urine, feces, blood or other body fluid spills, staff will clean and disinfect the area affected.

SANITATION

All cleaning chemicals and supplies will be kept out of the reach of children in a locked area. Bathroom areas and common school areas will be kept in good, clean condition in conjunction with the School District. Y furnishings, toys, etc. will be washed and cleaned at least weekly or whenever they become soiled.

LICENSING REPORTS

The Y will comply with and submit all required reports listed in state licensing code DCF 251.04(3). Reports will be filed in writing within 5 business days.

HEALTH PROCEDURES

EMERGENCY MEDICAL TREATMENT

The YMCA has complete first aid kits in each program area. All Y Staff at licensed locations are trained in CPR, AED, and First Aid procedures. A daily record of all injuries will be kept in the Medical/Injury Logbook, which is located in each classroom. Accident reports will be filled out, and reviewed by the Camp and School Age Director, and a copy will be placed in the child's file. The child's file will be reviewed by the Camp and School Age Director every 6 months, at minimum. Any injury to a child or evidence of unusual bruises, contusions, lacerations or burns, in or out of our care, shall be recorded in the Medical/Injury Log Book and reported immediately to the Camp and School Age Director; this includes serious injuries as well as any injury that leaves a mark on the skin. The following procedures will be utilized for on-site and any off-site injuries.

MINOR INJURY

If your child suffers a minor injury, such as a scratch, bump or bite, our first step is to administer first aid if necessary. Superficial wounds shall be cleaned with soap and water only and protected with adhesive bandages and ice packs for comfort. Parents will be informed of injury when they arrive.

SERIOUS INJURY

Serious injury is defined as one that requires professional medical treatment such as, but not limited to, burns, concussions, wounds, poison, and broken bones. In case of serious injury, the staff person in charge shall make an immediate assessment of the condition of the child and the decision for treatment. If paramedics are to be called, a parent/guardian will be notified and a staff member will ride in the ambulance to the hospital and stay with the injured child until the parent/guardian arrives.

If a child needs immediate professional medical assistance, we will transport the child to the nearest hospital. Any injuries resulting in hospital care will be reported to our state licensor.

ACCIDENT/INCIDENT FORM

Any time your child is involved in an incident or accident while at the YMCA, our staff will inform you at the close of the day. If staff will not see you, they will complete a form to give to you.

MEDICATION ADMINISTRATION

Y Staff will give prescription or non-prescription medications to a child only when there is signed written authorization that includes:

- Child's name and birth date
- Name of medication
- Administration instructions
- Medication intervals
- Dates for beginning and end of authorization

All medication must be in the original container. Staff may only administer medication as directed by the parent, not to exceed labeled information. Authorization to Administer Medication forms can be picked up at your site or on our website.

Upon administering medication, staff will record in the medication log the child's name, type of medication given, dosage, time, date, and initial.

Missed medicine dosages or other problems related to medication will be communicated to the parents immediately. Medication is kept in a labeled lock box on-site. No medication will be kept in the lock box without current medication authorization. All medication information will be kept confidential. Y Staff do not have access to medications kept in the school office.

COMMUNICABLE DISEASES

In the event a communicable disease breaks out, we will post notifications providing the necessary information for the situation. All necessary communicable diseases will be reported to the Health Department and state licensing officials.

CHILD SAFETY

NON-DISCRIMINATION

The YMCA is committed to providing equal opportunities and does not discriminate by race, color, sex, age, national origin, religion, creed, or special needs.

CHILD CARE INCLUSION STATEMENT

The YMCA welcomes all children. It is the policy of the YMCA to provide a safe environment for all children. The YMCA has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. To the extent it is reasonably able to do so, the YMCA will provide accommodations to children with varying abilities in the same manner as services are provided for other children of comparable age.

CONFIDENTIALITY POLICY

All children's records will be maintained by Y Staff to insure confidentiality of all personal information. Parents, or persons authorized in writing by parents, may access children's records and reports upon request. Only agencies with legally authorized access will be able to review records. Staff and volunteers will maintain all information in a confidential manner. In addition, information regarding a child's needs will only be shared with staff that is responsible for the individual.

CHILD ABUSE PREVENTION

The health and well-being of your child is essential to the Y. The Y has developed a policy on Child Abuse Prevention that includes the following provisions:

- Parents will be informed about their child's program participation.
- As Mandated Reporters, staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the Camp and School Age Director will be notified immediately and a report will be made.
- The Y will offer and post information on Child Abuse, including resources.
- Y Staff will not release a child to anyone other than those listed on the authorization form.
- Children will never be alone without staff supervision, observation, and interaction.
- Y Staff will not discipline children by use of physical punishment or by failing to provide the necessities of care such as food or shelter.
- Y Staff will register with the state fingerprinting database prior to employment. Receipt of this will be documented and filed.
- Training on Abusive Head Trauma will be provided to all staff that provide care to children under the age of 5.
- Y Staff will receive a bi-annual training on child abuse and neglect.

Under no circumstances should a staff/volunteer member interrogate the child or cause them to feel responsible for the abuse/neglect. The staff/volunteer person's responsibility is to report and cooperate with the investigation. Confidentiality is of utmost importance. Details of the situation will only be discussed with necessary personnel.

AMERICANS WITH DISABILITIES ACT

The Y complies with all aspects of the Americans with Disabilities Act and state handicap laws, and will afford any reasonable accommodations to children with known disabilities, unless such accommodations would cause an undue hardship to the Y. Staff will meet individually with parents to develop a program that works for the child and the program. If we cannot meet a child's special need, the Camp and School Age Director will help families find another source.

NUTRITION POLICY

HEPA

The YMCA HEPA standards teach children how to make healthy food choices and to enjoy physical activity, contributing to their social and physical development.

CLEANLINESS

- Children and Y Staff will wash their hands with soap and running water before and after eating, preparing food and toileting.
- Cups and eating utensils will not be shared and will be sanitized.
- Eating surfaces will be sanitized before and after each use.

SNACKS

- Water is always available. To ensure your child stays well hydrated, please provide a water bottle they can fill (labeled with their name).
- If parents wish to provide snacks for their child or bring in treats, they must comply with state guidelines. In addition, all treats given to the group must be store bought and packaged (no homemade snacks are allowed).
- Snack will be offered to all children in both the before and after school programs.
- No child will go without nourishment for longer than 3 hours.
- Foods will be stored at temperatures which protect against spoilage. Food will be stored in a clean area on shelves that are at least 8 inches above the ground. All opened foods will be kept in air-tight containers or zip-closure bags and will be labeled and dated.

NUTRITION & FOOD ALLERGIES

- The YMCA will adhere to all nutrition requirements for snacks/supplements outlined in DCF 251.
- All staff having direct contact with children will be informed of food and other allergies of the children. Allergies must be communicated on the child's enrollment form and updated at least annually. We are not able to accommodate special diets. Snacks are peanut-free and are labeled with ingredients to ensure safety for our participants with food allergies.
- Snacks may include whole grain crackers, fresh fruit and vegetables, string cheese, whole grain cereal or popcorn, and a beverage of 1% milk or cold ice water. The schedule will be posted.
- Children are encouraged to assist in snack preparations, clean up and to engage in organic socialization. Staff will sit with the children during snack to model behavior. Food will not be used as a reward or punishment.
- We will follow a similar routine each snack time to create a familiar environment for all students. This may look like: hand-washing, preparing food, passing food – family style, clean up, and hand-washing.

BEHAVIOR MODIFICATION PROGRAM

Among other behavioral issues, this program may be used to control unwanted behaviors such as biting. Depending on the severity of the behavior, the Camp and School Age Director may advance to higher steps as they deem necessary.

First Violation: A Y Staff member will address and document the issue directly with the child. The child may be removed from part of a whole activity in order to discuss the incident. Parents will be contacted during the day or at pick up depending on the incident.

Second Violation: A Y Staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour. The child will not be allowed to attend 4K Wrap Care the next day that he/she is registered.

Third Violation: A Y Staff member will address and document the issue directly with the child. Parents will be contacted immediately to pick up their child from 4K Wrap Care. A conference will be scheduled with the Camp and School Age Director and the parent(s) to discuss a plan of action regarding the poor behavior. The child may be suspended from 4K Wrap Care for up to a week. A behavior plan will be made with the family before the child can return to the program.

Fourth Violation: Child will be dismissed from the 4K Wrap Care Program for the remainder of the school year. During this entire process our staff will work with families through:

- Observation and documentation of behavioral problems.
- Parent/staff conferences to identify possible solutions.
- Referrals to outside resources such as doctors or counselors.
- Withdrawal from the program (see discharge policy).

PARENT INVOLVEMENT

- Program newsletters, special events, and family nights will be regularly communicated.
- On-site staff are available daily to discuss any parent concerns. The site-specific delegation of administrative authority can be found on your school's Parent Communication Board.
- We celebrate many holidays throughout the school year. We follow an anti-bias curriculum and wish to include many cultural and holiday celebrations. We will notify families of such events and about opportunities to contribute.
- Parents wishing to observe their child's program will need approval from the Camp and School Age Director. Parents cannot show up unannounced to visit the program for observation.
- All adults wishing to volunteer must have a completed volunteer application on file.
- All required state licensing materials, emergency numbers, and parent information will be posted at each site. Ask your specific site for its Parent Communication Board location.

DONATIONS

We are always very appreciative of any donations received. Most useful items are books, blocks, hot wheels, board games, puzzles, etc. We are always appreciative of items such as disinfecting wipes, paper towels, and teacher supplies. All donations are tax deductible. Donations of recyclable/reusable items such as toilet paper rolls, paper towel rolls, plastic containers, and other unique items for the children to create with are always appreciated.