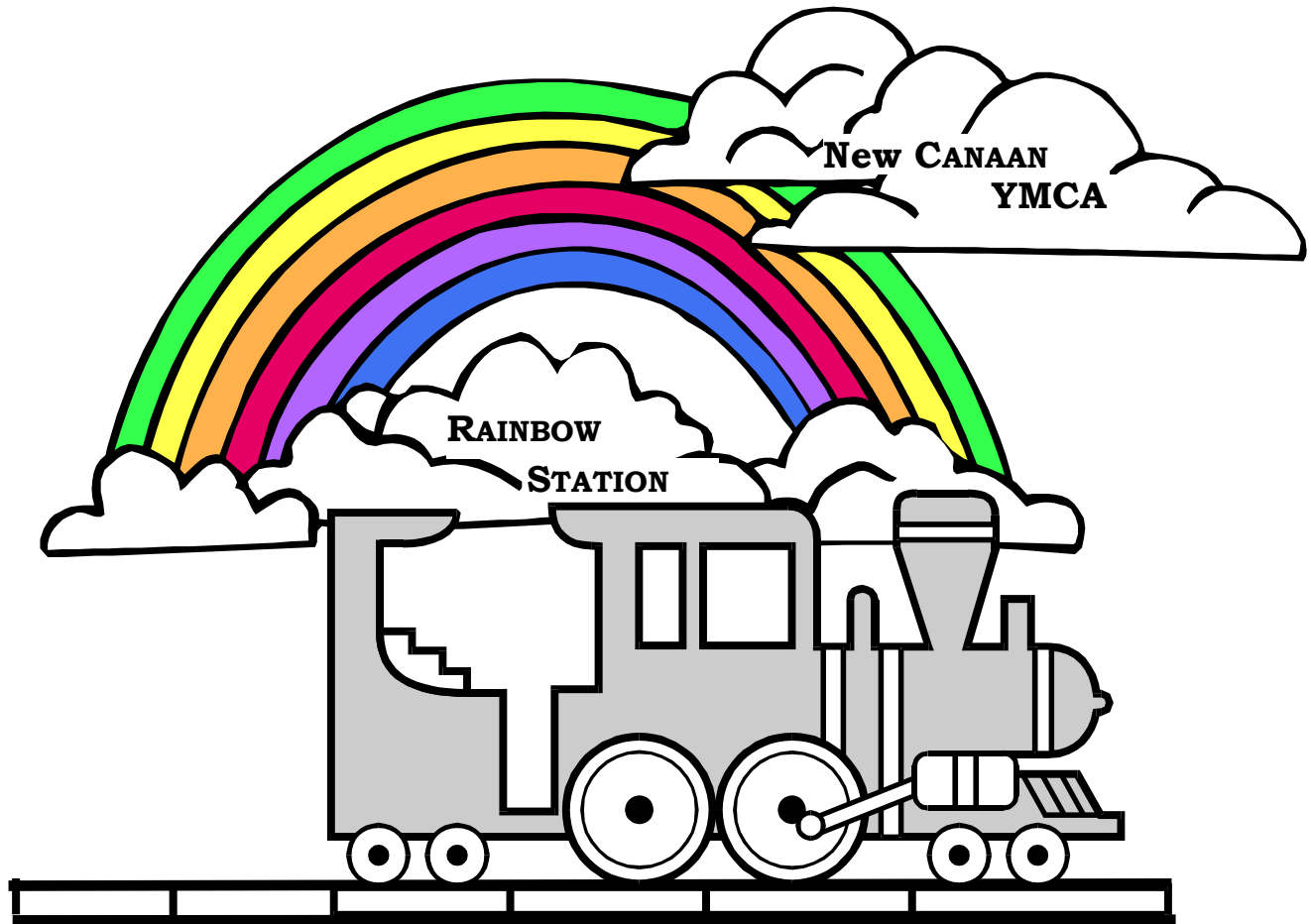


NEW CANAAN COMMUNITY YMCA CHILD DEVELOPMENT CENTER

New Canaan YMCA - Enriching all people in spirit, mind & body ...



RAINBOW STATION INFANT/PRESCHOOL CHILD CARE PARENT HANDBOOK

Accredited by
the NAEYC Academy
for Early Childhood
Program Accreditation



I. STATEMENT OF CENTER PHILOSOPHY

The New Canaan YMCA Child Development Center provides a safe, nurturing environment rich with age appropriate experiences where children can explore their surroundings. Children have the opportunity to develop social, emotional, cognitive, physical and creative skills. These skills are the foundation for all future learning.

In our brand new YMCA facility, we offer children spacious, bright, age appropriate indoor and outdoor space to explore and learn through play based curriculum.

Our staff is dedicated to taking care of the whole child. The staff provides a well-rounded curriculum and offers many different experiences in the classroom. This includes art, science, cooking, dramatic play, outdoor activities and more.

II. PROGRAM GOALS AND OBJECTIVES

- Create an environment where children feel safe, secure and accepted.
- Provide children with opportunities to collaborate with peers and develop meaningful relationships with YMCA teachers and caregivers, in an effort to promote a sense of community within the group.
- Develop each child's awareness of themselves and those around them – focusing on respecting differences, being responsible for their actions, being honest and caring for one another.
- Create an environment and program where the child's natural desire to learn is stimulated through meaningful, appropriate, and playful learning experiences, one that meets the needs of each child as an individual.
- Provide opportunities for children to express thoughts, ideas and feelings; listen to and appreciate other's points of view; and to be an integral part of a group – both as a leader and active member.
- Develop a curriculum and program environment that incorporates each child's natural interests, curiosities, and developmental levels.
- Encourage each child to solve problems independently
- Encourage communication between parents and teachers about each child's overall development.

III. REGISTRATION, TUITION & BILLING

REGISTRATION FEES

Required upon enrollment: \$ 50.00 non-refundable registration fee.
\$150.00 deposit which is applied to the last month's tuition with 30 day advance written notice of withdrawal.

A New Canaan YMCA Preschool or Family membership is required throughout enrollment

TUITION

Tuition is divided into monthly payments for your convenience. Tuition is due and payable monthly on the 15th of each month for the following month. It is your responsibility to pay the tuition on the 15th of the month. After the 25th a finance charge of \$25.00 per month will be charged on past due accounts. If payment is still not received by the first Monday of the following month, the child will not be allowed to attend until payment is made. Tuition assistance may be available. Contact the YMCA for further information.

(Tuition is required, regardless of absence due to illness or vacation, because we are guaranteeing the child's spot in the program.)

Monthly Tuition Rates: \$1,780.00 Infant / Toddler monthly tuition
\$1,280.00 Preschool monthly tuition

LATE FEES

A late pick-up fee will be charged to any parent arriving after 6:00 PM. The fee will be \$5.00 per child, per 5-minute intervals or any part thereof. As a courtesy, please call the center if you anticipate being late on any given day. Parents who are consistently late will be requested to find other care which better meets their schedule.

WITHDRAWAL

30 days written notice of withdrawal must be submitted to the YMCA in order to terminate responsibility for monthly payments, and for tuition deposit to be applied to the child's last month.

MEDICAL INFORMATION

All children must have a current medical form on file at all times. The examination must have been received in the last 12 months for it to be considered current. If your child's medical form is due to expire within the year, please make an appointment with your physician to secure an update. No child will be admitted to the center without the completed medical form.

A written authorization statement must be provided by a physician and the parent, if you wish our staff to administer medication to your child.

IV. HOURS OF OPERATION

HOURS OF CARE:

We are open from 7:30 AM - 6:00 PM, Monday - Friday, year round.

CENTER SCHEDULE CLOSINGS

Saturdays/Sundays	Fourth of July
New Years Day	Labor Day
Good Friday	Thanksgiving Vacation (Thursday/Friday)
Memorial Day	Christmas Vacation

PLAN FOR A LEFT CHILD

The daily closing time for the Rainbow Station Infant/Preschool program is 6:00 pm and all the children must be picked up by that time.

In the event that a child remains at the center past the 6:00 pm closing time, every effort will be made to contact one of the child's parents to come and pick him/her up. The two late teachers will remain at the center with the child. If the parents cannot be reached, one of the three emergency contact persons will be called to come and collect the child. These are names provided by the child's parent, and identification will be requested prior to release of the child.

Families will know that their child has been released to one of the three contacts, if they arrive and find the center closed. If it is past the closing hour and the child has not been retrieved, the late teacher will continue to call the parents or emergency contacts until someone has been reached. If the teacher has not been able to contact anyone to come and collect the child, and the child remains at the center until 8:00 pm, the child will then be considered an abandoned child, and the police will be called.

If this happens, serious withdrawal consideration will be given to the family involved.

Late charges in the amount of \$5.00 for every 5 minutes or part thereof, will apply to any child left at the center past the 6:00 pm closing time.

SNOW DAYS:

Every effort will be made for the program to remain open in the event of snow. In the event of severe weather, families should call the Rainbow Station hotline 966-4528 ext 113 for closing or delay announcement.

V. GENERAL PROCEDURES

NEEDED SUPPLIES

Infants

- feedings (Child's regular daily intake of baby food, cereal, softened fruits, etc.)
- 3 filled bottles daily
- 2 crib sheets
- 2 sleep sacks
- 1 box disposable diapers
- Diaper ointment/powder (if desired)
- 2 complete changes of clothing, including socks
- 1 sweater
- 2 boxes disposable baby wipes per month

Toddlers

- lunch - clearly marked with the child's name in either a lunch box or bag.
- single sheet for cot (crib sheet)
- blanket/stuffed toy for naptime
- 2 complete changes of clothing (seasonally appropriate, including extra socks & underwear in a plastic grocery bag)
- box of diapers (extra training pants, if needed)
- smock (old shirt will do)
- 2 boxes disposable baby wipes per month

Preschool:

- lunch – clearly marked with the child's name in either a lunch box or bag.
- 1 complete change of clothing (seasonally appropriate, including extra socks & underwear in a plastic grocery bag)
- a bathing suit and towel (both labeled) in a plastic bag for swim lesson.
- art smock
- a flat sheet and blanket for naptime
- a sweater to be left at the center for cool days
- any special toy or cuddly item which would help make the child's transition into the program a smooth one

Special Note:

PLEASE LABEL ALL ITEMS, THE CENTER CANNOT BE RESPONSIBLE FOR ANY UNLABELED ARTICLES.

NAPTIME AND SLEEPING PROCEDURES

Each infant will have his/her own crib for sleeping which will be for their exclusive use. Toddlers and Preschoolers will each have their own cot for naptime. Infant parents will provide a light blanket and a warmer blanket for their child's crib. Toddler parents will bring a crib sheet and blanket (pillow if desired) for their child's cot. These can be kept at the center on a weekly basis, and will be sent home on Fridays to

be laundered. Cribs and cots will be labeled with each child's name. Cots will be stored and brought out each day at naptime.

Cribs and cots are disinfected weekly or as needed.

Children who have difficulty sleeping (after being allowed a short period of time to fall asleep on their own) can have their backs rubbed by a staff person to help them relax and fall asleep. Parents can inform the staff about particular sleeping routines, which may help the child relax in the day care environment. Parental input in this area is helpful and requested, to insure continuity for the child.

LUNCH AND EATING PROCEDURES

All food (except morning and afternoon snack) will be provided for the child from home. All food will be refrigerated until it is served. Food will be prepared in the kitchen area using the microwave, etc.

Staff members sit with children, while they are eating and interact with them. Stories can be read at this time, and discussions between staff and children are held.

DIAPERING CHILDREN

Diapers are checked frequently, and children are changed as often as necessary. Changing tables are available for diaper changes. Diapers, wipes, and cream or powder are provided for each child from home. These can be stored in reasonable quantities at the center. Parents also provide two extra sets of clothing for the child, in case of accidents.

Disinfecting and hand washing procedures are used after each diaper change.

TOILETING CHILDREN

Bathroom facilities are located in each classroom and children may use the bathroom whenever they request. In addition, they will be offered the opportunity to use the bathroom every two hours (or more if training). Children will be taught to flush the toilet and wash their hands after using the bathroom.

The center staff will cooperate with the parents in toilet training, when the child shows emotional and physical readiness. Above all, the staff will be positive and pleasant during the child's attempts. Center staff will work hard to maintain close communication with the parents, to insure consistency between the home and child care environments. Parents are requested to bring an ample supply of clothing to the center during the training process, as switching back to diapers can be confusing for the child.

Toileting accidents will be handled calmly and matter-of-factly. The child will be given assistance in changing his/her clothes, and will be thoroughly cleaned. Clothing will be sent home in a sealed plastic bag.

Disinfecting and hand washing procedures will be used by the child and teacher, after each toileting session.

SAFETY PRECAUTIONS

It is the job of the child care teachers to insure the health, safety, well-being, and happiness of the children enrolled. The following are some of the precautions the staff will take to insure the safety of all the children who attend the center.

- Staff will keep one hand on infants and toddlers at all times when on diaper tables.
- High chairs which do not tip are used, and children are strapped into them to secure the child in place.
- Cleaning fluids and supplies are kept out of children's reach.
- Small objects such as buttons, beans, and beads, are kept out of children's reach.
- Children are only allowed to leave the center with the parent or designated person, for whom written permission is on file.

- Children are within eye range of an adult at all times, and are always carefully supervised.
- When children are taken to the bathroom, the door will be left open at all times to allow visual contact for the staff person remaining with them, to another staff person in the center.
- Sick children will be isolated and sent home to avoid the spread of infection. Toys and other classroom equipment will be scrubbed and disinfected on a regular basis to avoid the spread of infection.
- Outdoors, children will be in the fenced-in play area, with the gate securely closed. All outdoor equipment will be checked on a regular basis and repaired immediately.
- All sockets are tamper-resistant or are fitted with tight fitting plug covers.
- When toys are not being played with, they will be picked up and put away so they will not be a navigation hazard for crawling or walking children. Also, all classroom furniture and equipment will be checked on a regular basis and kept in good repair to avoid injury.
- Cleanliness will be ingrained as an integral part of the staff's daily routine. All eating, changing and other important areas of the classrooms will be wiped down and disinfected as needed to prevent the spread of germs and communicable diseases.

DISCIPLINE PROCEDURES

The Discipline Procedure used at the New Canaan YMCA Child Care Programs is based on the teachings of the National Association for the Education of Young Children as outlined in “A Guide to Discipline, Helping Children Learn Self-Control.”

When children exhibit anti-social behavior:

1. They are shown positive alternatives rather than just told "NO".
2. They are shown how their actions affect others and are reminded of the rules.
3. They are encouraged to talk to the other person(s) if others are involved (and if age appropriate).
4. They may choose a “time-out period” (only to last as long as the child feels is needed) in order to calm down before discussing the situation with others. Time-out area is any where they choose as long as they are in sight of teachers.

Good behavior is rewarded constantly during the day with words of praise and occasionally a sticker.

The staff establish fair, simple rules and enforce them consistently. The children (toddler and older) play an active role in the development of program rules.

We feel by using this procedure that the children will feel more in control of their own emotions, will be better able to handle anger, and will learn the benefits of co-operation.

The following are punishment procedures which will never be employed at the New Canaan YMCA Child Care Programs:

1. Staff will not use a harsh or abusive tone of voice or language when dealing with the children enrolled.
2. Staff will not at any time employ any form of physical or corporal punishment when dealing with the children enrolled in the program. Included are the following: spanking, hitting in any fashion, shaking, grabbing, pinching, or any form of physical restraint or punishment which is potentially damaging to the child.
3. Physical restraint will not be used unless it is necessary to protect the health or safety of the child or others.
4. Children will never be deprived of food, and food will not be used as a punishment device.
5. All of the above, and any other form of punishment which could be physically, or emotionally damaging to the child will not be employed at the center.

PROCEDURES FOR HANDLING BITING BEHAVIOR IN YOUNG CHILDREN

1. The child care program will maintain the required ratios (1 to 4) in each classroom, to facilitate adequate supervision in an attempt to prevent biting behavior.
2. Staff will visually observe the children at all times, and will verbally warn and redirect the child who is attempting to bite.
3. If a child is successful in biting another child, he/she will receive a verbal reprimand and will be removed from the situation. The offended child will receive comfort and first aid.
4. A written record will be kept at the center of any biting incidents which occur.
5. The incidents of biting will be reported to the parents of the child that bites and to the parents of the child who receives a bite. The identity of the child that bites will not be revealed.
6. If a child exhibits repeated biting behavior (beyond the ability of the staff to control), a meeting with the parent, teacher and center director will be scheduled. A plan will be devised between the center and home, to attempt to eliminate the undesired behavior.

VI. ILLNESS & MEDICATION PROCEDURES

Sick Policy

The New Canaan YMCA staff strives to maintain a healthy environment for your child. In order to maintain a healthy environment for all the children and the staff, the following policy was established using licensing requirements and by consulting with a pediatrician.

The child will be sent home from the program if he/she shows evidence of any of the following:

- Is unable to participate in usual daily activities
- Excessive crankiness or irritability
- Auxiliary temperature (under the arm) of 100° or more
- Vomiting
- Diarrhea, defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form.
- Persistent cough
- Open sores that cannot be covered
- Any contagious disease or infection including; a rash, drainage from the eye and head lice.

The child may return to the program when:

- Temperature has been normal (child has been fever-free) for 24 hours
- Diarrhea has stopped for 24 hours
- Vomiting has stopped for 24 hours
- Persistent cough has been checked by a pediatrician
- Questionable rash has been checked by a pediatrician
- 24 hours after medication for strep, conjunctivitis & any other infectious disease

- After treatment with a head lice medication and staff has determined that the child is lice and nit free Children with chicken pox may return after their pox have scabbed over and are no longer open sores.
- Upon request, Physician's note submitted to Director

Note: Parents should notify the center when your child will be absent due to illness or vacation.

PROCEDURES FOR CARING FOR A SICK CHILD

When the child becomes ill or develops signs of a communicable condition while at the center, he/she will be moved to the isolation area. The child's parent will be contacted immediately by the director or a classroom teacher, to come to the center and take the child home.

When the child's parents cannot be reached, the emergency contact names will be used to contact someone to come and pick up the child. These names have been provided to the center by the parents, and a signed release permission is on file at the child care program.

The emergency contact person will be asked for identification before the child is released to him/her. The child's primary teacher will remain with the child until someone comes to pick him/her up.

ADMINISTRATION OF MEDICATION AT THE CHILD CARE CENTER

In order for medication to be administered at the center, a signed Administration of Medication form must be filled out and signed by a physician and parent, indicating the dosage, and times the medication is to be administered. Medication must be brought to the center and taken home on a daily basis. Prescribed and over the counter medications must be brought by the parent or guardian only, and handed directly to the program staff.

Administration of Medication forms are available at the center and extras may be requested to keep at home, so they can be taken to the pediatrician when the child has an appointment (at which medication may be prescribed).

VII. GENERAL PROGRAM INFORMATION

RATIO:

The Infant/Toddler Child Care rooms will maintain a 4 to 1 child/teacher ratio.

The Preschool classroom will maintain an 8 to 1 child/teacher ratio.

PARENT INVOLVEMENT:

We welcome and encourage parental involvement. You are free to visit the center at any time, as well as to bring any special skills and talents you have which might enrich our program.

Parents enrolling a child for the first time are encouraged to spend as much time as necessary at the center to make your child's adjustment a smooth one.

CURRICULUM

The child care teachers and the director will organize a curriculum on a weekly basis, with each week being planned around a specific theme. Daily activities will be planned in a variety of curricular areas, each of which concentrates on developing specific skills.

Activities will be planned that are fun, and encourage each child to participate. A minimum of one "special" activity will be planned for each classroom, each day. Parents will be informed of upcoming activities through a curriculum calendar, which will be attached to the monthly newsletter. This will inform the parent of things to be aware of on a specific day. (i.e., On a day when the child will be painting, the child should wear old clothes.)

In addition to the planned curriculum, there will be many opportunities each day for the children to learn and during which staff will further develop the children's growing repertoire of skills. Puzzles, playdough, pegs, and other activities will assist in the development of manipulative and fine motor skills. Drawing, painting, collage, and other art activities will encourage creative expression. Stories and music times will assist in the young child's developing language skills.

MONTHLY NEWSLETTER

Each month, the center director will send home a child care newsletter, to the parents of the children enrolled. This newsletter will inform the parents of upcoming events in the child care program, and will provide articles and information pertinent to the parents of young children, and will act as a communication device between the home and the center.

DAILY REPORTS FOR INFANTS AND TODDLERS

Each teacher will be assigned four children. A daily report will be completed each afternoon by the teacher for each of her four children.

Information on feeding, sleeping, toileting, as well as any developmental milestones observed, will be included. The child's favorite daily activities will also be mentioned.

The daily report is intended to act as a communication device between the day care staff, and the parents of the children enrolled.

OUTDOOR TIME

The child care teachers will insure that the children enrolled have an opportunity to have two outdoor periods per day, weather permitting.

These outdoor times may include a walk around the grounds or surrounding neighborhood, or time spent on the playground. Infants are strapped in double strollers and taken on walks, or spend time outside on a blanket with their teacher.

In the playground, there will be at least one teacher for every four infants/toddlers and one teacher for every eight preschoolers. Teachers will spend the outdoor time interacting with the children as they play on the climbing equipment, in the sandbox, with riding toys, etc. Children on the climbing equipment will have a teacher in close physical proximity at all times.

Children will be taken outdoors if the temperature is over 35 degrees, and there is no precipitation.

FIELD TRIPS

Occasionally field trips will be scheduled away from the YMCA. Parents will be informed of any field trip well in advance, in order to allow the family time to prepare for the event. (i.e., to talk about it at home, or bring any necessary supplies or clothing to the center.)

Each child must have a permission slip, signed by the parent, which will be kept in his/her file, allowing staff to transport him/her on any scheduled field trips. Walking field trips are also planned, and parents will sign a permission slip for this also.

BIRTHDAYS

Parents are welcome to provide a special snack for a party on their child's birthday. Parties will be held after the afternoon nap period. The parent should check with the child's teacher to find out how many children are in the class. Of course parents are welcome and encouraged to come and participate in this special event with their child.

READING AND ARTICLES

Parents are a wonderful resource to the program, both to the staff and other families enrolled. Please feel free to share any book excerpts, articles, etc., with the staff who will pass them on to other families in the program.



“Cherishing Our Young Children”

A Statement of Beliefs by New Canaan’s Preschool Directors and Elementary Principals

Position Paper Number Two



As educators of young children, we value childhood and want to keep it sacred. Too much exposure to television, computer games, and organized activities robs children of their childhood and produces the “hurried child syndrome.” Too much exposure to formal academics too early in a child’s development can cause a child to be resistant to the excitement of learning. Our goal is to allow children to explore, to wonder, to experiment with language and materials, to play and to develop a love for learning.

Early childhood is a time of wonder and discovery. Teachers strive to treasure and protect each child’s journey through childhood in order to ensure that children develop a firm foundation for their later years.

The New Canaan Preschool Directors, Elementary School Principals and Preschool and Kindergarten Teachers endorse and value the following skills as appropriate goals for young children.

Social/Emotional Skills

We believe children’s success in school is in part related to events and experiences that occur prior to a child’s entry into kindergarten. Children’s social skills affect the quality and success of the school experiences. Young children construct understanding by interacting with others and with their environment. Throughout early childhood we emphasize sensitivity to the feelings of others, kindness, patience and cooperation. In early childhood, social/emotional competencies are best achieved through play and play related activities. In order to be successful in a classroom, children need, for example, to be able to exert self-control when frustrated, be polite, listen, follow directions and classroom rules, take turns and read non-verbal language.

Communication Skills

Communication and language skills are critical to children’s social, emotional and cognitive well-being. Throughout early childhood, we encourage children to develop increasingly sophisticated language skills through social interaction, dramatic play and age appropriate activities. In order to communicate effectively, children must be able to use appropriate conversational tone and volume, advocate for him/herself, use appropriate vocabulary to put feelings into words, use language to discuss activities and events and use manners without prompting.

Self-Help Skills

Children gain confidence and self-esteem as they become more independent. Throughout early childhood, we provide opportunities for children to master important self-help skills that include the ability to:

- Recognize teachers and other children by name
- Respect property and materials that belong to others
- Manage one’s own clothing, including buttons, zippers and snaps
- Wash hands and use the bathroom independently
- Manage snack independently
- Tie shoes when developmentally appropriate

Fine and Gross Motor Skills

As teachers, we recognize the impact of fine and gross motor skills on educational progress. The stage is often set with enough rest, proper diet and good physical health. We will encourage opportunities to:

- Develop large muscles, including upper body strength
- Experience skipping, jumping, hopping, climbing and balancing
- Play for exploration and enjoyment
- Develop awareness of personal space while walking, running and playing
- Use proper grip when using crayons, markers and pencils
- Use scissors correctly
- Use a variety of art materials

Readiness Skills

A child's approach to learning is central to his/her success in school. Curiosity and the desire to learn come from positive, age appropriate experiences with story, language and problem solving as well as from exposure to new ideas. Throughout early childhood, students need to develop the ability to listen and comprehend a story being read out loud. Children also need to develop the language and thinking ability to retell and sequence a story. Recognizing and generating rhymes in games and songs and poetry are also appropriate skills for preschool and kindergarten children. Familiarity with lower case letters and an ability to problem solve are also skills young children are ready to learn.

We also believe that, in addition to the above skills, children should be exposed to experiences in the arts and sciences. Children should be taught an appreciation and curiosity for their world; they should develop a sense of beauty and a love for learning. There is so much for a young child to learn about him/herself and the world around him/her. We believe these skills/values must be in place before a child enters kindergarten if the child is to have maximum success. These may seem like pretty simple skills, however, each of these represents a great deal of effort or "work" on the children's part and will help to achieve social competence, comfort and joy during the kindergarten year.

EAST SCHOOL

SOUTH SCHOOL

WEST SCHOOL

BEGINNER'S NATURE PROGRAM

DAY CARE CENTER OF NEW CANAAN

FIRST PRESBYTERIAN NURSERY SCHOOL

NEW CANAAN COMMUNITY NURSERY SCHOOL

NEW CANAAN COUNTRY SCHOOL

OPPORTUNITY CENTER

PLAYLAND NURSERY SCHOOL

ST. MARK'S NURSERY SCHOOL

TODDLER TIME NURSERY SCHOOL, INC.

UNITED METHODIST NURSERY SCHOOL

YMCA CHILD DEVELOPMENT CENTER

RAINBOW STATION INFANT-PRESCHOOL CHILD CARE

Y'S LITTLE OWL NURSERY SCHOOL

