



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

THE THOMAS HARGROVE & ANITA GROVER, M.D. CHILD DEVELOPMENT CENTER

RAINBOW STATION INFANT-PRESCHOOL DAYCARE

PARENT HANDBOOK AND POLICIES 2021-2022

NEW CANAAN YMCA

564 South Avenue, New Canaan, CT 06840

203-966-4528

www.newcanaanymca.org

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Welcome to the New Canaan YMCA Tom Hargrove and Anita Grover, M.D. Child Development Center!

Thank you for allowing us to serve your child in our program. We look forward to the year ahead and hope this information answers many of your questions. If you need further assistance or wish to talk to me, my contact information is below. As always, we appreciate your feedback and look forward to getting to know you and your family!

New Canaan YMCA Focus

Enriching all people in spirit, mind, and body... The New Canaan YMCA is committed to providing programs and services that promote the health and well-being of our members and our community. We are founded on Christian principles and are guided by our core values of caring, honesty, respect, and responsibility.

YMCA Focus

The Y is a cause-driven organization that is for youth development, for healthy living, and for social responsibility. That is because a strong community can only be achieved when we invest in our children, our health, and our neighbors.

Our three areas of focus:

- Youth Development: Nurturing the potential of every child and teen.
- Healthy Living: Improving the community's health and well-being.
- Social Responsibility: Giving back and providing support to our neighbors.

Philosophy Statement

The New Canaan YMCA Child Development Program operates on the premise that children's natural curiosity and desire to make sense of their world are used to motivate them to become involved in learning activities. A child's personal motivation is increased through self-esteem when they experience success, encouragement, challenges, no social barriers, and freedom of creativity. In such an environment, learning is enhanced and the foundation for all future learning is developed.

We offer children spacious, bright, age-appropriate indoor and outdoor space to explore and learn through play-based curriculum. Our goal is to create a stimulating environment, with continuous opportunities and learning experiences for the social, emotional, physical, and cognitive development of the preschool child.

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.

Program Objectives

- Encourage communication between parents and teachers about each child's overall development.
- 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, 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 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.

Program Activities and Curriculum

The child development staff organizes a curriculum on a weekly basis with each week being planned around a specific theme. Daily plans are designed in a variety of curricular areas, each of which concentrates on developing specific skills.

Throughout the day, the children participate in various types of activities, including the following: large group activity, small group activity, and self-exploration and discovery through guided free-play activity. Teachers prepare the environment for children to learn through active exploration and interaction with adults, other children, and materials.

Large group activities, such as gym games and outdoor play, are planned daily, so children can develop gross motor skills, learn about outdoor environments, and express themselves loudly and freely.

The children work in small groups with the teacher on daily projects and learning activities from among a variety of learning areas the teachers prepare. Children are provided concrete learning activities with materials and people relevant to their own life experiences. Areas may include blocks, books, dress-up, games and puzzles, housekeeping, music, etc. These activities provide

the children with opportunities to develop important social skills, such as cooperating, helping, negotiating, and problem solving.

Teachers move among the areas to facilitate children's involvement with materials, activities, and others, by asking questions, offering suggestions, or adding more complex materials or ideas to a situation.

A typical day could include Bouncing Bears (gymnastics), swimming lessons (4 year olds only), circle time, art, science and nature, health and nutrition, music, as well as free play and snack time.

Our child development program encourages young children to be:

- Explorers
- Communicators
- Thinkers
- Interactive
- Creators
- Problem Solvers
- Responders
- Socializers

Program Classrooms

Every age and stage of development is exciting and new. We embrace all milestones with you and have your child's positive development at the forefront of everything we do. Brief descriptions of the developmental objectives in each classroom are below:

Choo Choo Room (Infants)

The first year of life is a critical time of exploring and understanding a new world of sights, sounds, feelings and thoughts. Supportive, responsive, and knowledgeable staff members guide the children through these new explorations while supporting their physical and emotional needs. Each infant follows their own schedule based on their personal needs, which are coordinated closely with parents. Parents are highly encouraged to visit their children throughout the day for feeding or just to play.

Infant Room Email: RSInfants@newcananymac.org

Little Engine Room (Early Toddlers)

Transitioning from a developmental stage of being totally dependent on caregivers, our young toddlers are developing an increasing independence and need for social interaction. However, newly independent young toddlers still require lots of comfort and attention to physical needs. Our young toddlers nap just once during the middle of the day which we recognize can be difficult for some of the little ones. Teachers are constantly interacting with the children to encourage gentle and appropriate behavior between peers. Frequent outdoor time, singing, and rotating new and exciting toys are just some of the ways we adjust the environment to meet the developmental needs of our young toddlers.

Little Engine Room Email: LittleEngineRoom@newcanaanymca.org

Circus Car Room (Toddlers)

Our toddler room focuses on encouraging the children to engage in group activities. They are introduced to stories, songs and games through activities like circle time. Older toddlers are encouraged to practice their newly acquired language skills in working together on solving problems. Early concepts such as shapes and colors are introduced, as well as continuing to evolve self-help skills, social skill building, large and fine motor skills, and early literacy and counting experiences. Many children will be able to identify their name by the time they finish the school year. Teachers embrace the learning differences that come about with this age group and work to best prepare each child for success when they arrive in preschool the following year.

Toilet training is emphasized in this classroom, as it is necessary for children to be out of diapers and toilet-trained before they transition into our 3's class.

Circus Car Email: CircusCar@newcanaanymca.org

Hopper Car (Threes)

Building upon their language, social, and logical thinking skills, preschool children are presented with a wealth of opportunities to cultivate their growing sense of independence. Preschool children are exposed to more classroom activities involving arts, music, cooking, science, pre-literacy, math, and fine motor skills in a play-based format. Large motor skill building highlighted in during outdoor time in the morning and afternoon, as well as in physical education class, music and movement, and bouncing bears and swim lessons.

Social development is also highly emphasized, and children are encouraged to make good choices, learning from their mistakes as they mature in their friendships with peers. Children are learning how to problem solve throughout the day in almost everything that they do. This provides a play-based learning experience that is age appropriate and practical for three year old children.

We require all children entering the 3's class are out of diapers and are completely toilet trained (i.e., they can independently use the toilet, wipe, and flush). We understand toilet training is still a work in progress; therefore, the teachers will work with the children in a supportive manner with a positive approach. However, more than 2 accidents every day, for 3 consecutive days, will allow us to make the conclusion the child is not toilet trained and you will be asked to remove your child until they are toilet trained to our standards.

Hopper Car Email: HopperCar@newcanaanymca.org

Caboose Room (Fours)

The most important thing we want to teach children is the love of learning and self-confidence goes hand-in-hand with this. To build a child's confidence in oneself is our number one goal before each child graduates from our program. A confident child who finds learning fun will enter kindergarten prepared and excited for that next step in their education.

Our 4-year-old classroom builds upon each child's previous learning experiences, bringing skills and concepts together into a program that highlights a kindergarten readiness curriculum in a play-based and appropriate manner.

Using various methods of instruction while still emphasizing the importance of play, our preschool children participate in early literacy activities, as well as early mathematics, science, music and arts, and fine and large motor skill building activities. Each activity involving kindergarten prep is paired with opportunities for building social skills and character values.

Children are required to be fully potty trained in our 4s classroom.

The curriculum in our 4s class is enhanced with "special visitors" and/or field trips. Parents will be made aware of these opportunities in advance.

[Caboose Room Email: CabooseRoom@newcanaanyymca.org](mailto:CabooseRoom@newcanaanyymca.org)

Weekly Specials:

Music

We know children enjoy movement and singing as well as instruments and props, which in turn promote individual creativity and enhance fine, gross motor and beat-sense skills. By learning about many types of music and instruments, we hope to stimulate each child's love for music.

Bouncing Bears (3s and 4s)

Bouncing Bears, our movement education program, provides participants with a safe, fun, child-oriented environment, full of challenges for growing muscles and minds. Gross motor skills are enhanced as participants experience a variety of bouncing, tumbling, swinging, balancing, rhythm, and body awareness activities, with gymnastics skills developed along the way. The curriculum for this all-around coordination program combines the imagination of creative weekly themes with age-appropriate activities that will enhance strength, balance, body movement and control. Social and emotional growth, direction following, and fair play are also developed. Through this program, it is our goal to increase each child's physical and creative confidence. Though this program is on hold due to COVID-19, we are looking forward to starting when it is safe to do so.

Swim Lessons / Free Swim (3s and 4s)

Under the direction of our trained and certified YMCA aquatic staff, our preschoolers work to become confident and comfortable in the water; ready to make advancements to learn to swim independently. They learn swimming basics, stroke development, and water safety in a fun, safe, and instructive environment, providing them with a foundation for great swimming/water safety.

*** It is a Rainbow Station and Aquatics policy that if a child has a bowel movement accident, the day before swimming, they will not be allowed to swim the next day.**

Why our Y?

Throughout your child's experience in the Y's Child Development program, he or she will interact with many people at the New Canaan YMCA. Our programs are unique because of the rich diversity of our YMCA facility, members, staff, and the programs to which your child will be exposed. We believe these opportunities and special offerings enhance each child's school/program experience.

At the YMCA, we are more than just a preschool!

The Y is a place for the whole family! Stop by the Y Front Desk for a tour of our entire facility at any time. You can also visit our website at <http://www.newcanaanymca.org> to learn about the many things we offer for families and people of all ages.

Parent Communication and Involvement

Communication

To provide the most beneficial program for everyone – children, parents, and teachers – it is important that we work together and have open, effective communication. Understanding that everyone communicates differently, we do our best to share information in a variety of different ways. Our main form of communication will be done via email. Each classroom has an email address, as well as a laptop to access emails frequently. Each email is listed below with the respective class' name. Please let us know right away if you are not receiving communication in a way that you feel is beneficial. That way, we can work together to find a way that works for all parties. We strive to treat each child and family as individuals, and we work with each family to implement a plan that meets everyone's needs.

Each classroom has a bulletin board for parents and distributes a weekly and/or monthly newsletter to help keep you informed of classroom activities, Y and community events, as well as articles and information pertinent to parenting. They will serve as one communication tool between the program and the home throughout the year.

Parent/Teacher conferences are held by request. Teachers are always happy to schedule informal conferences and meetings throughout the year. If you feel at any time that a conference is needed or desired, please contact the Director to make arrangements.

Please let us know about problems or concerns right away. Of course, positive feedback is always appreciated as well.

Classroom Emails:

Infant Room: RSInfants@newcanaanymca.org

Early Toddlers: LittleEngineRoom@newcanaanymca.org

Toddlers: CircusCar@newcanaanymca.org

Three's: HopperCar@newcanaanymca.org

Four's: CabooseRoom@newcanaanyymca.org

Involvement

Parents are welcomed and encouraged to participate. Feel free to visit at any time. Volunteers are the heart of the YMCA and enrich all our programs. Volunteering in your child's classroom and/or at the YMCA is a wonderful way to get to know the YMCA and our creative and enthusiastic staff and volunteers. As a volunteer, you will play an active part in your child's early education, enrich our program, and provide extra time for the teachers to work with the children individually. Please let us know if you have any special skills, talents, family traditions/heritage that you would like to share. We understand that by working together, we can best meet the needs of your child and your family.

Dress Your Child For Play

Children should be dressed for active play in washable and comfortable clothes. Daily activities may include messy arts and crafts, cooking, gym, swim, and outdoor activities. Clothing should be appropriate for the weather, so that outdoor play can be enjoyed year-round. **Sneakers are required for walking children.** Children must wear sneakers to play on the Toddler and Preschool playgrounds and Preschool children must have sneakers to participate in gym activities.

Gym Days

Sneakers are a must. Boys and girls should be dressed in comfortable pants or sweatpants so that they can climb, swing, roll, crawl and jump easily. A t-shirt (layered with a sweatshirt or sweater in colder months) is recommended, as the children can get very warm in the gym.

Swim Days

Please help your child (and his or her teacher) by sending them in easy-to-manage clothes on swim days. Pull-on tops and bottoms are best. Shirts with lots of buttons, overalls, and tights are very difficult for the children. We want to encourage independence, a feeling of accomplishment, and self-confidence; easy-to-manage clothing helps us do so. One piece bathing suits are highly recommended for the children to independently take on and off.

General Policy Information

All these policies have been carefully written to ensure that each child is safe, healthy, and happy in YMCA programs. We are proud of our high standard of care, our enriching programs, our dedicated staff and our attention to each child and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. If you should have any questions regarding our policies, please contact the Director of the program in which your child is enrolled at the Y. While we have tried to list our most important policies and procedures, please note that the YMCA reserves the right to make decisions not covered in this handbook as

deemed necessary for the safety and welfare of all children and the program. It is our expectation that these policies and procedures will be followed by all families enrolled, and if not, may be grounds for dismissal from any of our Y programs.

Y Membership

Participants of Rainbow Station must have a current YMCA Youth membership or be part of a Family Membership. Membership must be paid prior to the start of the program and remain active throughout the child's time at Rainbow Station.

Days/Hours of Operation

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

Parking

For the safety of the children during drop-off and pick-up times, there are designated areas for Rainbow Station families to park. Directly in front of the preschool classrooms' windows and in the side parking lot there are signs that explicitly state that parking is reserved childcare families. The parking spots are for temporary parking and should only be used for pick-up and drop off. The spots should not be used for long-term parking.

Rainbow Station Program Closings/Early Release

- Labor Day: September 6, 2021
- Thanksgiving break: November 25-26, 2021
- Christmas Eve: December 24, 2021
- Early Release at 3pm New Year's Eve: December 31, 2021
- Good Friday: April 15, 2022
- Memorial Day: May 30, 2022
- Independence Day: July 4, 2022
- Shutdown Week: August 24-26, 2022
- First day of school: August 29, 2022

Food and Celebrations

Peanut/Tree-nut Free

Rainbow Station is a peanut and tree-nut free program. Breakfasts, snacks, lunches, and drinks must be completely free of these allergens. This includes all nuts: peanuts, Almonds, cashews, Brazil nuts, chestnuts, hazelnuts (Nutella), Hickory nuts, Macadamia nuts, and Pecans. This policy is to protect and keep children with allergies safe.

Snacks

Children need to eat well-balanced meals to meet his or her daily energy needs and to help them build a strong and healthy body and mind. We strive to provide all participants with a nutritious and healthy snack once per day. The snack calendar varies from week to week to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat.

Birthdays

Birthdays are very important times for children, and we like to help them celebrate with their classmates, the Center will provide a special snack for birthdays. **NO FOOD FROM HOME WILL BE ALLOWED.** The birthday boy or girl will be the snack helper for the day and popsicles will be the special afternoon treat to celebrate. Special paper products may be brought in if you like.

Field Trips and Special Visitors

To supplement the learning experiences of our curriculum themes, field trips may be scheduled and/or special visitors may be invited into our classrooms. Parents will be notified in advance, in writing, of all field trips. Permission slips signed by the parent/guardian must be on file for participation in each field trip. *These permission slips are included in the child's information paperwork.*

Waitlist Policy, Registration, Tuition & Billing

Waitlist

- Due to the limited amount of space, every age group/classroom has a waitlist; therefore, families should notify the Child Development Director as soon as they know they will need a spot. All families (current or new) will be added to the waitlist at no cost.
 - Siblings of current Rainbow Station or Kids Unlimited participants and YMCA Staff are given preference and moved to the top of the waitlist.
- Enrollment can happen at any time; depending on if there is availability in that specific classroom/age group families are looking for at the time of inquiry.

Registration Fees (As of 8/2021)

- If a spot is offered to a new family, a \$500.00 non-refundable deposit is required to hold the place. Current Rainbow Station families do not pay a deposit.

Monthly Tuition (As of 8/2021)

- \$2,302.00 Infant / Toddler monthly tuition
- \$1,820.00 Preschool monthly tuition

Tuition

- Families are responsible for paying for the spot when the spot becomes available
- If **NEW** families accept the spot but choose to not start on the day it is available, the family will be required to pay the full tuition (effective from the day the spot is available) to guarantee their child's place.
 - i.e., if a spot is available for a September start but a family does not want the spot until December that family will be required to pay the full tuition starting in August (for September services).
- If families of current Rainbow Station/KU participants accept the open spot for the *new* child, the family will be charged 50% tuition starting the day the spot becomes available, through three (3) months. After three months, the family will be charged 100% tuition until the child begins. This only applies to a new child, not a currently enrolled one.
- Tuition is required, regardless of absence due to illness, vacation, or time-off because we are guaranteeing the child's spot in the program.
- Tuition increases every August for the new school year. This tuition increase happens once a year and the increases are between 1-3%

Billing

- Tuition is divided into monthly payments for your convenience.
- Tuition is due and charged monthly 15 days prior to the first of the month for the following month (i.e., we will charge in August for September, September for October, etc.).
- It is your responsibility to pay the tuition, in full, when it is due.
 - Credit cards are preferred since we have an automatic billing system.
- 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.

Withdrawal Policy

- 45-day written notice (email is preferred) of withdrawal must be submitted to the Child Development Director to terminate responsibility for monthly payments.
- Payments will not be prorated

Medical Paperwork

State law requires that your child's current health form be always on file prior to the first day of attendance and thereafter. 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. It is the parents' responsibility to make sure that all medical paperwork is up to date. **If a physical expires the child MUST have a new physical on file by the end of the month in which the current physical expired. If this does not**

occur, that child will not be allowed at daycare and no refund will be given for days missed due to this oversight.

Medication Administration

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. Prescribed and over the counter medications must be brought by the parent or guardian only and handed directly to the program staff.

Administrations of Medication forms are available through the director 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).

Toileting and Diapering Policy

Diapering

Diapers are checked frequently, and children are changed as often as necessary. Changing tables are available for diaper changes. Diapers, wipes, and cream 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

Bathroom facilities are 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 childcare 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.

Pick-Up Procedure

Participants of Rainbow Station must be picked up by the end of the program day (6:00 PM) by an authorized person from the "Pick Up/Emergency Contacts Form" which was filled out and

submitted prior to starting the program. Authorized persons will be asked to show photo identification before a child is released to him or her.

Plan for a Left Child

The daily closing time for the center is 6:00 PM. All participants must be picked up by that time. If a child remains at the center past closing time, every effort will be made to contact one of the child's parents to come and pick him/her up. At least two Rainbow Station staff (of at least 18yrs of age) 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 indicated on the child's "Pick-Up/Emergency Contact" form. Photo identification will be required prior to release of the child.

Families will be informed via email, voicemail, or text message that their child has been released to one of the three contacts. A note will also be posted on the door if a parent arrives and find the center closed.

The teacher will continue to call the parents or emergency contacts until someone has been reached.

If it is two hours past the closing hour *and* we cannot get in touch with the parent(s) and emergency contacts *and* the child has still not been retrieved, 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.

If an emergency contact picks up a child, or if police involvement is necessitated, an email, voicemail, or text message to the parent and/or a note will be left on the YMCA entrance door indicating the location of the child.

Late Pick Up Policy

A late pick-up fee will be charged to any parent/guardian arriving after the end of the program day. The late fee will be \$35.00 per child after 6:05pm. After the first charge of \$35.00, \$1.00 will be charged per 1 minute interval or any part thereof. If possible, as a courtesy, please call and let the teachers know if you anticipate being late on any given day. Parents/guardians who are consistently late may be requested to find another program which better meets their schedule needs.

Behavior Management and Discipline Policy

Behavior

The safety and well-being of each child in our care is our number one priority. When behavior expectations are not met, YMCA staff will implement our behavior management

policy to help correct the undesired behavior. Listed below are the steps utilized by our staff:

1. Verbal warning given: explain why behavior is inappropriate and shown positive alternatives rather than being told "no".
 2. They are shown how their actions affect others and reminded of the rules.
 3. They are encouraged to talk to the other person(s) about the situation.
 4. Time to refocus and redirect.
 5. Verbal communication between parent and director.
 6. Parent conference with director.
 7. If inappropriate behavior continues, child may be suspended from program for up to one week.
 8. Prolonged disruptive and inappropriate behavior will result in dismissal from the Rainbow Station 5's Pre-K Program
- Extreme Behavior Issues: In extreme cases, a child's behavior may warrant immediate suspension or expulsion from the program. Such cases include the use of profane or abusive language, any aggressive behavior which threatens or causes physical harm to other participants or staff, or elopement (running away).

Discipline

The Discipline Procedures used at the Anita and G. Thomas Hargrove Child Development Centers: Rainbow Station 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 is appropriate).
4. They may choose a "break" period, only to last as long as the child feels is needed to calm down before discussing the situation. Breaks can be taken anywhere in the classroom as long as they are in sight of teachers. Children will, majority of the time, be directed to the reading center where it is quiet.

Good behavior is constantly rewarded during the day with words of praise and an occasional sticker. The staff will establish fair, simple rules and enforce them consistently. The children (toddlers and older) play an active role in the development of classroom rules.

We feel by using this procedure that they children will feel more in control of their own emotions and will be better able to handle their anger.

The following are punishment behaviors that will never be employed at the New Canaan YMCA Thomas Hargrove and Anita Grover, M.D Child Development Center:

Staff will never use hard or abusive tone of voice or language towards children.

1. Staff will never employ any form of physical or corporal punishment, including the following: spanking, hitting, shaking, grabbing, punching, or any form of physical restraint.
2. Physical restraint will not be used unless it is necessary to protect the health or safety of the child or others.
3. Children will never be deprived of food, and food will never be used as a punishment device.
4. All the above and any other form of punishment which could be physically or emotionally damaging to a child will never be employed at this center.

Illness Policy

The New Canaan YMCA staff strives to maintain a healthy environment for your child. 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. Children should be picked up within an hour of a phone call going home regarding illness.

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 (must be able to go outside and engage in all activities)
- Excessive crankiness or irritability
- Auxiliary temperature (under the arm) of 100.0 degrees 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 48 hours, two full days, (without the assistance of medication, (i.e.: Motrin, Tylenol, Advil, etc.)
- Diarrhea has stopped for 48 hours (two full days)
- Vomiting has stopped for 48 hours (two full days)
- 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.

If a child contracts a communicable disease the parent must immediately report this information to the Director. A doctor's note is necessary for the child to return to the center, stating that the child is no longer contagious. This includes COVID-19.

Note: Please let the teachers know when your child will be absent due to illness or vacation. Each classroom has a phone and email address, or you may leave a message with the Director.

Illness Examples

Fever

For purposes of childcare, a fever is

- 100.0 degrees axillary (armpit)
- 101 degrees orally

Reason for taking a temperature

- Child exhibits outward signs of illness
- Child is flushed, has chills, or feels warmer than usual
- Child is irritable or lethargic for a length of time

Because a fever may indicate other health concerns a child must be fever-free, without the use of fever-reducing medicine, for 48 hours (two full days) before returning to childcare. Upon return, child must be able to participate in all classroom activities including outdoor play. 48 hours (two full days) policy is based on fever as described above.

***The child care teacher will determine if a child has a fever and must leave child care.**

Vomiting

Child will be sent home if he/she vomits. Child may return to childcare the following morning if he/she has not vomited in the previous 48 hours (two full days).

If there appears to be blood present in the vomited content, immediate medical attention is necessary.

Cough

Child should be referred for evaluation if he/she has a frequent cough which prevents eating, sleeping, playing or which is or is not accompanied by other illness symptoms. The teacher and/or childcare director has the right to ask for a doctor's note before the child can return to school, in this situation.

Rash

Child with an undiagnosed rash will be sent home for any of the following reasons:

- Rash is spreading over a period of time
- Rash is widespread
- Rash appears to cause discomfort and/or is accompanied by fever
- Rash persists for more than two days
- Rash contains or consists of blisters
- Rash looks like bleeding under the skin
- If symptoms do not improve or worsen, re-valuation may be required

Child will be excluded from childcare until a note is received from his/her healthcare provider stating the diagnosis or that he/she is not contagious.

Mouth Sores

A child unable to control his/her saliva or unable to eat or drink due to mouth sores may be excluded from childcare unless a healthcare provider states that the child does not have Coxsackie virus or some other contagious illness. (See Coxsackie virus under Contagious Illnesses.)

Concussions

Head injuries are taken very seriously. A concussion can affect a child in many ways: cognitively, physically, emotionally, and by can disrupt their sleep. The signs and symptoms of a concussion can how up right after an injury or may not appear/be noticed until hours or days after. If a child begins to shows symptoms of a concussion at Rainbow Station the parent(s) will immediately be notified to pick the child up and he/she will not be permitted back into Rainbow Station without a note from a doctor clearly stating the child is healthy to return to school with **NO** accommodations.

Contagious Illnesses

Diarrhea

Child will be sent home for diarrhea that occurs three or more times per day for infants that is not contained by diapers and two or more times per day for toddlers and preschool children that is not contained by diapers or toilet use.

Child may return to childcare when diarrhea (as described above) has not occurred in 48 hours. On the day the child returns, if one such stool occurs, he/she will be sent home.

If there appears to be blood present in the stool, immediate medical attention is necessary.

Diarrhea of two weeks' duration is an indication for medical evaluation, and a note from a healthcare provider will be required for continued attendance.

***All diarrheas are a health concern in the classroom.**

Cold

Child may be sent home with any of the following symptoms or complaints:

- Nasal congestion/runny nose
- Chills
- Postnasal drip/sore throat
- Red, watery eyes
- Neck, head, muscle aches
- Sneezing
- Cough/hoarseness
- Breathing difficulty
- Listlessness/loss of appetite
- Fever
- Profuse or yellow-green nasal discharge
- Ear drainage

Coxsackie virus/ Hand Foot and Mouth Disease

Although there is debate surrounding this issue, a diagnosis of Coxsackie virus by the child's healthcare provider requires exclusion from childcare until mouth lesions and sores on the hands, feet, and/or body are dried up and no longer contain any fluid. The child is only permitted back into childcare if he or she can eat and drink, has been fever free for 72 hours (three full days) (without the use of fever reducing medication) and the lesions/blisters have dried up.

Herpes Virus

A diagnosis of herpes requires exclusion from childcare until lesions appear dried and no longer active (indicating they are non-contagious) or can be covered by a bandage. The recurrent nature of herpes makes it necessary for the childcare centers to follow these guidelines with each successive episode.

Impetigo

Child may return following 72 hours (three full days) of treatment (may include topical or oral) and with a doctor's note stating treatment has taken place. Draining lesions should be covered with a bandage (i.e., Band-Aid). Children will be excluded from swimming until they no longer have signs of Impetigo.

Molluscum Contagiosum

Child must get a letter stating if the bumps/rash they have are in fact Molluscum. Once confirmed by a doctor's note, children must have all bumps covered by a watertight bandage. Children will be excluded from swimming until all bumps are dried up and do not contain fluid.

Pink Eye (Conjunctivitis)

Child will be sent home if either eye is draining cloudy or has colored discharge.

Child may return to childcare when:

- He/she has been on antibiotics for 24 hours (1 full days)
- He/she is accompanied by a doctor's note stating that the drainage is caused by a non-contagious condition (such as a blocked tear duct).

If the child returns to childcare and symptoms do not improve or should worsen, reevaluation may be required.

Ringworm/Tinea

Child may return to childcare after one treatment as long as lesions can be kept covered by clothing or bandage and with a doctor's note confirming treatment has started. Children will be excluded from swimming until they no longer have signs of ringworm.

Roseola

Child may return to childcare when it has been 48 hours (two full days), and the fever is gone. The family must provide a doctor's note stating that he/she has resolving roseola and is not contagious.

Strep Throat

Child must be on an antibiotic for 48 hours (two full days) before returning to childcare. Child must feel well enough to eat, drink, and participate in all classroom activities.

Thrush

Child may return to childcare after 48 hours (two full days), one treatment, and with a doctor's note confirming treatment, as long as the child is able to eat, drink, and participate in all classroom activities.

Chicken Pox

Child may return to childcare after seven days from the onset of the rash or when all lesions are crusted over. A doctor's note is required.

Lice

Child may return to childcare when nits (eggs) can no longer be found on the child by the childcare staff. Also, a doctor's note will also be required before returning to school.

"Out-of-Sorts" Children

Child will be sent home for a change in behavior that severely limits the attention that other children could and should be receiving, i.e., requires constant holding and attention, inconsolable

crying for a long period of time, etc. Child should feel well enough to participate in all classroom activities, including outdoor play.

Administration of Medicine

- Fever-reducing and anti-diarrhea medicines will not be administered by parents or teachers while children are in childcare.
- Teachers can administer prescription drugs with proper CT State Form.
 - Prescription drugs must remain in their original container and be accompanied by the required and correct paperwork per the State of Connecticut Office of Early Childhood.
- Teachers must administer the medication as stated on the container.
- Parents will be required to send a proper measuring utensil with the child's medicine.

Procedures For Caring for A Sick Child

When a child becomes ill or develops signs of a communicable condition while at the program, he/she will be moved to an isolation area. The child's parent will be contacted by the director or classroom teacher to come to the center to take the child home. A staff person will be with the child until he/she is picked up by the authorized person.

The child MUST be picked up no later than an hour after the parent was first contacted by the teacher and/or director

If 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 form is on file at the YMCA Child Development Program. The emergency contact person will be asked for photo identification before the child is released to him/her.

It is the parent's responsibility to be sure phone numbers of emergency contacts, authorized pick-up persons and physicians are kept up to date. This is of the utmost importance in case of an emergency.

Inclement Weather Procedures

Rainbow Station will adhere to the building's decisions; therefore:

- If the YMCA is closed, Rainbow Station will be closed.
- If the YMCA is opening at regular hours, Rainbow Station will open at regular hours.
- If the building opens at 8am, 9am, 10am, 11am, or 12pm, Rainbow Station will open when the building opens and be open until our regular 6:00pm pick up time.
- If the building opens after 1pm, Rainbow Station will be CLOSED.
- If the YMCA closes early, due to weather or loss of power, Rainbow Station will close at the same time

If we have to close early, parents will be notified via email (power permitting) and a phone call from a staff member. *We do not follow the New Canaan Public Schools.*

The child MUST be picked up no later than an hour after the parent was first contacted by the teacher and/or director

Naptime and Sleeping Procedures

Infant/Toddlers

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 crib sheets and sleep sacks. Toddler and preschool 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 daily.

Preschool children

Rest/nap time is from 1:00pm to 3:00pm. During this time, the children will be allowed to rest on their cot with a book or a coloring book from 1:00-1:30/45pm. However, if your child elects to sleep versus color/read, he or she will be permitted to do so. After 1:30/1:45, the children who do not want to sleep will be able to go to designated areas in the room where they can partake in quiet activities. Activities will include books on tape, puzzles, sensory experiences such as playdough, sand, colored rice, etc., and art projects separate from their lesson plans. The objective is to keep the room quiet and dark, so those who need to nap can, but also provide those children who do not need to nap with activities to keep them stimulated and engaged. Each child will have the opportunity to make their way around to each of the activities, and at 3:00 pm, the rest period will be over. The lights will remain off the entire time. If a child does not wake up at 1:30/45 the teachers will allow them to sleep until either: a) the child wakes up on their own, b) they have an extracurricular class to attend, or c) rest period is over.

Lunch and Eating Procedures

All food (except morning and afternoon snack) will be provided for the child from home. Apart from children in the Infant Room, every Early Toddler, Toddler, and Preschool child's lunch box must have an ice pack. This is a state requirement. In the preschool classrooms, food that is placed in the correct designated refrigerator (on specific days) will be heated up using the microwave. However, we strongly encourage thermoses and containers that the children can open themselves to practice independence and self-help skills.

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.

Daily Reports for Infants and Toddlers

A daily report will be completed each afternoon. 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 child development staff, and the parents of the children enrolled.

Outdoor Time

The child development teachers will ensure 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 always have a teacher in close physical proximity.

Children will be taken outdoors if the temperature is over 32 degrees, and there is no precipitation.

YMCA Preschool Sports & Bouncing Bears Classes

Rainbow Station preschoolers (children enrolled in either the 3-year-old or 4-year-old class) may participate in Preschool Sports and Bouncing Bears & Beyond preschool classes offered by the Y. These extracurricular classes are not affiliated with Rainbow Station, and the children are not supervised by Rainbow Station staff. The classes are not included in the tuition for Rainbow Station and prices per class vary. Registration is done through the front desk, and you can find the schedules/prices of the classes and any additional information in a copy of the most recent New Canaan YMCA Activity Brochure.

Rainbow Station staff will bring your child to and from their class as long as they are between the hours of 1:00 pm and 3:15 pm. The parent must arrange pick up for any class that finishes after 3:15 pm. Confirmation of enrollment in the activity (a receipt of the purchase of the class) must be given to your child's teacher so they can ensure your child gets to his or her class.

Child's Name _____ Date _____

Policies and Procedures Agreement

I have received, discussed, read, and understand the Thomas Hargrove and Anita Grover, M.D Child Development Centers: Rainbow Station Parent Handbook and *fully* understand the program philosophy, polices, and procedures. **By signing below, I agree to follow through with all policies of the Thomas Hargrove and Anita Grover, M.D Child Development Centers: Rainbow Station Parent Handbook.**

Parent Signature

Date

Peanut and Tree-nut Free Policy

I have received, discussed, read, and understand the Peanut and Tree-nut Free Policy.

Parent Signature

Date

Birthday Celebration Policy

I have received, discussed, read, and understand the Birthday Celebration Policy.

Parent Signature

Date

Late Pick up Policy

I have received, discussed, read, and understand the Late Pick up Policy.

Parent Signature

Date

Sick Policy

I have received, discussed, read, and understand the Sick Policy. I will follow this policy for the safety and well-being of all children in the childcare program.

Parent Signature

Date

Child's Name _____ Date _____

Inclement Weather Policy

I have received, discussed, read, and understand Inclement Weather section of the handbook.

Parent Signature

Date

Waitlist, Registration, Tuition, Billing & Withdraw Policy

I have received, discussed, read, and understand Waitlist, Registration, Tuition, Billing & Withdraw Policy section of the handbook.

Parent Signature

Date

Behavior Management and Discipline Policy

Behavior

The safety and well-being of each child in our care is our number one priority. When behavior expectations are not met, YMCA staff will implement our behavior management policy to help correct the undesired behavior. Listed below are the steps utilized by our staff:

1. Verbal warning given: explain why behavior is inappropriate and shown positive alternatives rather than being told "no".
 2. They are shown how their actions affect others and reminded of the rules.
 3. They are encouraged to talk to the other person(s) about the situation.
 4. Time to refocus and redirect.
 5. Verbal communication between parent and director.
 6. Parent conference with director.
 7. If inappropriate behavior continues, child may be suspended from program for up to one week.
 8. Prolonged disruptive and inappropriate behavior will result in dismissal from the Rainbow Station
- Extreme Behavior Issues: In extreme cases, a child's behavior may warrant immediate suspension or expulsion from the program. Such cases include the use of profane or abusive language, any aggressive behavior which threatens or causes physical harm to other participants or staff, or elopement (running away).

Discipline

The Discipline Procedures used at the Anita and G. Thomas Hargrove Child Development Centers: Rainbow Station 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 is appropriate).
4. They may choose a "break" period, only to last as long as the child feels is needed to calm down before discussing the situation. Breaks can be taken anywhere in the classroom as long as they are in sight of teachers. Children will, majority of the time, be directed to the reading center where it is quiet.

Good behavior is constantly rewarded during the day with words of praise and an occasional sticker. The staff will establish fair, simple rules and enforce them consistently. The children (toddlers and older) play an active role in the development of classroom rules.

We feel by using this procedure that they children will feel more in control of their own emotions and will be better able to handle their anger.

The following are punishment behaviors that will never be employed at the New Canaan YMCA Thomas Hargrove and Anita Grover, M.D Child Development Center:

Staff will never use hard or abusive tone of voice or language towards children.

1. Staff will never employ any form of physical or corporal punishment, including the following: spanking, hitting, shaking, grabbing, punching, or any form of physical restraint.
2. Physical restraint will not be used unless it is necessary to protect the health or safety of the child or others.
3. Children will never be deprived of food, and food will never be used as a punishment device.
4. All the above and any other form of punishment which could be physically or emotionally damaging to a child will never be employed at this center.

I have discussed, read, and understand the above Discipline and Behavior Policies and Procedures/

Parent Signature

Date

Child's Name _____ Date _____

Procedures for Handling Biting Behavior in Young Children

1. The childcare program will maintain the required ratios (1-4 infants & toddlers; 1-8 preschool), 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 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.
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 the bites. The identity of the child that bites will not be revealed.
6. If a child exhibits repeated biting behavior (beyond the ability of staff to control), a meeting with the parent, teachers, and center director will be scheduled. A plan will be devised between the center and home to attempt to eliminate the undesired behavior.

I have discussed, read and understand the above Procedures for Handling Biting Behavior in Young Children.

Parent Signature

Date