

CHILD DEVELOPMENT CENTER

CDC PROGRAM POLICIES AND PARENT INFORMATION



USD 259 POLICY STATEMENT

Board of Education Policy 1352 states that: Child Development Centers shall be operated at selected attendance centers. The centers will serve as childcare facilities for the children of enrolled pupils and district employees, as training laboratories for vocational students enrolled in occupational classes, and as observational experiences for high school students enrolled in parenting and child development classes. The centers will provide childcare to the children of enrolled USD 259 pupils first; secondly, to the children of district employees; and if any spaces remain, to children from the general community. Services in each center shall be available for infants, toddlers, and preschool children in ratios, which will allow each center to maximize service to the children of pupils in pursuing their educational objectives.

CHILD DEVELOPMENT CENTER (CDC) PHILOSOPHY

CDCs foster a warm “extended” family atmosphere in which children feel secure, comfortable, and important. Children are engaged in a mixture of education and recreational activities that holistically approach education, build confidence, and ensure future success.

We believe:

- Parents are the first and most important teachers in a child’s life.
- Families benefit when parents and adults pursue work and personal responsibilities – which requires a safe, pleasant, and dependable place to entrust children.
- Development is patterned, but each child is unique – growing at their own pace and style.
- Children are innately curious. They constantly gather knowledge of the world through education and other experiences including play.
- Trust, respect, and emotional awareness of self, others, and nature are crucial elements for positive self-growth and productive in our increasingly complex society.

1. HOURS OF OPERATION POLICIES

Unless otherwise posted (see “Program Closure Policies” below) the CDC will be open from 7AM–5PM, Monday through Friday, following the Wichita Public Schools’ (USD259) calendar.

- Parents/guardians are responsible for informing the CDC (by 8:30AM) when children will be late or not attending for the day. Children that have not arrived by 9:00AM, with no notice of late arrival will be counted as absent for the day. Staffing may be adjusted at that time and care may not be available should you arrive after 9:00AM
- Children must be signed in and out daily using the parent’s, or guardian’s, full signatures at the end of the week to verify attendance. Parent/guardians are responsible for coming into the CDC to drop-off and pick-up children.

- Only authorized adults will be permitted to pick up children from the CDC. Parents/Guardians are required to provide written authorization, in advance, for any adult that is not listed on the enrollment form as an authorized pick up person. All adults (including parents/guardians not known by the staff) will be asked to provide a photo ID.
- All parents must complete a schedule of hours for each child’s attendance. Changes in usage, and increase or decrease in hours, must be communicated to your site director a minimum of two days prior to change.
- Emergency contact information for parents/guardians and alternate contacts should be kept current at all times. If the primary contact will not be available, please notify the classroom teacher/program director before leaving the child and let us know who should be contacted in case of an emergency.

2. LATE PICK-UP POLICIES

CDCs close promptly at 5PM daily. Please contact the program site immediately if you are going to be late. All attempts will be made by staff to contact the parent/ guardian and emergency contacts when a child is not picked up by 5PM.

Please note the following information:

- An automatic fee of \$10 will be charged for each child not picked up by 5:00PM
- An additional fee of \$1 per minute/child will be charged starting at 5:10PM until the child(ren) is/are picked up.
- Greater Wichita YMCA staff must notify their supervisor and law enforcement if a child is still at the CDC at 6:00PM.
- All late pick-up fees must be paid in full before a child(ren) can return to CDC
- Chronic late pick-up may result in termination of service

3. PROGRAM CLOSURE POLICIES

- CDC’s will close at noon on Non-Teaching Duty days, late pick up fees will apply after noon. YMCA staff will utilize this time for quarterly child assessments, progress monitoring reports and professional development. Fees for the day will remain the same regardless of attendance. Programs will remain open regular hours for all district-in services day. Preregistration is not required and fees for these days will not be prorated. We ask that you notify the Site Director in advance anytime your child will not be in attendance or their arrival and departure will vary from the normal schedule.
- CDC’s will be closed on Conference Release Days, Fall Recess, Winter Recess, Spring Recess and all holidays indicated on the district calendar as closure days . Weeks in which these fall will be prorated accordingly, programs and facilities will be closed.
- CDCs will close at noon twice during the school year (the Friday leading in to Spring Break and the final Friday of the

school year) for staff training and site shutdown. These scheduled closures will be posted in the CDC a minimum of 14 days in advance.

- CDCs are required to close when USD 259 closes for weather-related, unforeseen, and uncontrollable reasons. Parents should monitor USD 259 social media and communications or local media outlets for announcements. CDC weekly rates will not be prorated for these mandated, unscheduled closures.

4. ENROLLMENT POLICIES

Children can enter the program anytime during the year based on available space for their age group. Each CDC program maintains an independent wait list. Please contact the program directly to determine availability and begin the enrollment process.

Please note the following enrollment considerations:

- CDC enrollment is not available online nor at any Greater Wichita YMCA location. It is only available through CDC staff at our administrative office or at a Wichita Public Schools (USD259) school site.
- Applications, required forms and entrance fees must be provided for eligibility to be considered.
- CDC documentation – including applications and KDHE paperwork can only be obtained from the CDC program staff or the Child Care and Camp administrative offices.
- Financial assistance application and CDC Program Policies and Parent Information – can be found and downloaded at ymcawichita.org/cdc.
- Children are placed in classrooms based on developmental readiness, licensing guidelines, and other factors. Wait lists are maintained by age group.
- Priority for Child Development Center (CDC) enrollment is given:
 - First, to children of USD259 high school students.
 - Second to USD 259 employees and Greater Wichita YMCA employees.
 - Third, to children from the general public.
- Per the USD 259/YMCA partnership agreements USD 259 staff and community participants may be required to forfeit their space if there is a USD 259 student with a child in need of care. These families will be provided opportunities for care at other locations and will be given a minimum of 45 day notice to find alternate care.
- Documentation of current physical exam and immunizations and a signed form verifying review of and intention to comply with CDC Program Policies and Parent Information are required prior to enrollment and attendance.

5. SPECIAL NEEDS POLICIES

CDCs strive to meet the individual needs of each child within the structure of our program, while maintaining a safe and healthy environment for all of the children and staff.

- Families with special needs children must schedule an appointment with the Early Learning Senior Program Director and/or Branch Director prior to enrollment. The YMCA will make all reasonable accommodations.
- Children with special needs are accepted for participation once the program has been determined to be in the best interest of the child.

6. FEE AND PAYMENT POLICIES

Fees and payment policies for CDC children are designed to

ensure clear expectations. They are applied without exception.

Please note the following information:

- Parents must review and sign a payment agreement upon enrollment and any time fees (enrollment or weekly) change while a child is in CDC care.
- Upon enrollment, and every August thereafter, an annual enrollment fee of \$25/child is due.
- Weekly tuition rates, to be indicated in your parent/guardian payment agreement, are set based on the class your child is enrolled.
- Part-time enrollment is available (space permitting) for children needing 25-hours, or less, of services weekly. Standard weekly rates will be prorated to reflect anticipated usage.
- Weekly fees are due in advance, on the Monday of the week prior. (One full week in advance). Families may opt to pay for services on a weekly, bi-weekly, or monthly basis but advanced payment is required. Please contact childcare@ymcawichita.org for timing considerations. Fees will not be credited or refunded for unscheduled closures as required by USD259 or due to facility issues beyond our control.
- Payments are not accepted at CDC sites. Parents or guardians may make payments by:
 - **AutoDraft** – Direct charge to checking or savings account or credit or debit card
 - **Web Payment** – At ymcawichita.org/cdc.
 - **Mail** – Send check, cashier's check, or money order (do NOT send cash) to Greater Wichita YMCA Child Care Accounts, 402 N. Market, Wichita, KS 67202
 - **In-Person** – Visit any Greater Wichita YMCA branch location with Cash, check, cashier's check, or money order
- DCF payments must be made through the EBT call-in or online system. DCF payments cannot be processed at our program locations. Verification of DCF funds transfer is required for CDC services.
 - The Greater Wichita YMCA cannot credit Child Care accounts without proper verification and late fees apply when payment cannot be verified by the due date
 - The parent/guardian is responsible for any fees not covered by DCF
 - Families receiving funding from other third parties should carefully review approved plan funding and note that payment agreements and funding are made between the funder and the family and not with the Greater Wichita YMCA. Parents will maintain responsibility for ensuring timely payment of fees.
- A late fee of \$10/child will be assessed for any payment received after due date without exception.
- There is a fee of \$20/returned item plus all applicable bank/financial institution fees for the return of checks or failed AutoDrafts due to non-sufficient funds (NSF).
- Families that incur multiple and/or repeated return fees may be required to pay by money order or credit card.
- We reserve the right to suspend CDC services to families with past due accounts, unpaid late fees, unexcused absences of one week or more.
- Greater Wichita YMCA will notify parents a minimum of 30 days in advance of any changes to CDC fees (enrollment or weekly).

- Annual Child Care payment records (for taxes or record keeping) are available in the online user account section of ymcawichita.org or by contacting Greater Wichita YMCA Child Care Accounts. Use reference/Tax ID #48055-4440.
- For information or support with any of the fee and payment policies, contact Greater Wichita YMCA Child Care Accounts at 316.776.8842 or childcare@ymcawichita.org

7. WITHDRAWAL AND DISMISSAL POLICIES

While we anticipate children will be with us for the entirety of a USD 259 academic year, we have the following policies in place for departure through withdrawal or dismissal:

- Two weeks written notice is required to withdrawal without exception. Families are responsible for all fees incurred for two weeks after notice is received even if the child is no longer receiving CDC services.
- The Greater Wichita YMCA reserves the right to dismiss a child from the CDC program for reasons including, but not limited to; inability to meet child needs, inability for children to adapt or adjust to CDC settings and policies, chronic behavior problems, incident or acts of aggression, non-payment or violation of above-described payment policies, lack of cooperation between parents / guardians and CDC staff and/or Greater Wichita YMCA / USD 259 policies and/or current KDHE regulations (subject to change without notice) as outlined for licenses child care facilities, ongoing absenteeism (one-week-or-more) from CDC without appropriate notice, and other, as required, reasons.

8. FINANCIAL ASSISTANCE POLICIES

Scholarships and financial support, through various sources including the Greater Wichita YMCA's Strong Community Fund are available for those who qualify.

Please note the following information:

- Income-based financial assistance for Greater Wichita YMCA Child Care is independent of considerations for Greater Wichita YMCA membership. The application for Child Care financial assistance is available at any Greater Wichita YMCA branch location or at ymcawichita.org/cdc. Only fully completed applications – returned to branch locations or mailed to Greater Wichita YMCA Child Care and Camp, 402 N. Market Street, 2nd Floor, Wichita, KS 67202 – will be considered. Child Care Accounts staff will notify you, approximately ten business days after receipt, regarding approval and funding levels. Questions regarding applications, status of applications, or funding policies can be directed to childcarescholarships@ymcawichita.org.

9. ATTIRE AND SUPPLY POLICIES

- Children will participate in active physical play and fun messy activities each day at the CDC. Children should always arrive dressed for play. Daily activities are held inside and outside and may include messy play. Smocks and/or an oversized t-shirt will be used to minimize paint and other play materials getting on children's clothing.
- For your child's safety shoes must allow children to run and participate in active play, indoors and out. Closed toe shoes or sneakers are recommended daily. Flip flops and any

shoe that poses a trip hazard will not be permitted. KDHE regulations dictate each child must have two complete changes of seasonally appropriate clothing available at all times. Parents are responsible for providing additional clothing items that are clearly labeled with the child's first and last names.

- Parents/guardians should provide a sufficient supply of diapers and wipes and/or pull-ups for infants and toddlers. CDC Staff checks and/or changes infants and toddlers hourly, unless they are asleep, the daily requirement is one diaper/pull-up for each hour the child is in CDC care. Wipes, marked with the child's name, should be provided in packaging. Parents/guardians are responsible for ensuring ample supply.
- With the exception of a quiet item for nap time children are not permitted to bring toys or other personal items to school. The Greater Wichita YMCA and/or CDC staff is not responsible for damaged, broken, lost, or stolen items.

10. STUDENT-PARENT POLICIES

Our CDC services prioritize enrollment for the children of students enrolled in USD 259 high schools. That said, we have specific policies for those parents including:

- Student-parents of CDC enrollees must be full-time USD 259 high school students attending all classes and progressing toward completion of a specific academic program and must fully comply with all USD 259 and CDC policies at all times.
- Student-parents are required to provide a school schedule to CDC staff and to inform their site Staff Director of any changes to class or school schedules.
- CDC services will only be provided to children while student-parents are in class and/or attending approved school-related activities and while staffing ratios are maintained.
- Once signed-in, CDC children are under CDC staff care until the parent signs their child out to leave the school premises for the day.
- If not previously enrolled, student-parents may participate in Parenting, Child Development or World of Children classes and are urged to regularly attend student-parent meetings at CDC sites.
- Student-parents are urged to spend their lunch time with their children in the CDC. See staff for details.

11. HEALTH POLICIES

The YMCA follows KDHE guidelines for exclusion of children who are ill and/or show one or more sign or symptom of illness. While fever alone does not always indicate a serious condition, it is unreasonable and inappropriate for child care staff to determine this for participating children. This will be the responsibility of the child's legal guardian, with the help of the child's health care provider. Parents/guardians will be notified anytime a child has a fever with or without additional symptoms.

Children will be excluded from the program when:

- Illness prevents the child from participating comfortably in facility activities.
- Greater care of an illness is required than the child care setting can provide without compromising the health and safety of other children.

- The child exhibits signs or symptoms of illness including but not limited to:
 - Fever temperature above 100°F or higher, taken auxiliary (armpit), and behavior change or other signs/symptoms (e.g., sore throat, rash, vomiting, diarrhea).
 - An acute change in behavior including lethargy, irritability and/or persistent crying
 - Uncontrolled coughing, rash, diarrhea, vomiting abdominal pain, mouth sores, pink or red eyes
 - Untreated head lice, scabies, or other infestations
 - Known or suspected contagious diseases while in a communicable stage
- Unimmunized children will be excluded during outbreaks of vaccine preventable illness or until age appropriate immunizations have been completed.
- In accordance with state regulation 28-4-430, exceptions to health assessments and immunizations shall be permitted if one of the following is obtained:
 - Certification from a licensed physician stating that the physical condition of the child is such that immunization would endanger the child's health
 - A written statement signed by a parent or guardian that the parent or guardian is an adherent of a religious denomination whose teachings are opposed to health assessment or immunizations

Please note the following information:

- Children excluded for illness must be symptom and fever-free, without fever-reducing medication, for 24 hours prior to return.
- Ill children will be monitored and isolated with necessary supervision, until a parent, guardian, or authorized adult can pick up the child.
- Parent/guardians should make arrangements to ensure prompt pick up within an hour of notification.
- Parents/guardians are required to notify the program when a child is diagnosed with a communicable disease. A doctor's release may be required to return to the program.
- All families will be notified if a participant or staff has a confirmed communicable disease while maintaining confidentiality and not revealing the individual's name.

12. MEDICATION POLICIES

KDHE licensing regulations do not permit childcare agencies to administer prescription or nonprescription medication to children without the authorization of a physician and/or the written authorization of parent/guardians.

- Request to administer medication forms are available at the CDC.
- Nonprescription medications such as Tylenol, cough medicine, etc. may be given if guardian completes a medication form. This policy includes all medications, including nonprescription items for diaper rash, etc.
- Aspirin cannot be administered without a physician's written authorization.
- All medication to be administered must be given directly to the CDC staff in its original container and clearly marked with the child's first and last names.
- Prescription medication must contain written instructions as to quantity, time for administering, name and telephone number of the physician and any other pertinent information.
- A doctor's note regarding dosage for prescription and nonprescription medicine is required for children under two years of age.
- Greater Wichita YMCA/CDC personnel will not be responsible for administering injectable medication (except epipens).

13. IMMUNIZATION POLICIES

State licensing regulations require child care center's to maintain a copy of all service recipient's immunizations on site. In addition, immunizations must be current for child participation in KDHE-licensed programs, including CDC. Full immunization regulation can be found at www.kdheks.org.

14. DAILY OUTDOOR ACTIVITY POLICY

In accordance with KDHE regulations and the YMCA Healthy Eating and Physical Activity standards, all children will participate in outdoor play daily.

- KDHE requires a minimum of one hour per day of outdoor activities, which can include both quiet and active play.
- This hour may be one or two longer periods or several short periods, based on weather conditions.
- Children will participate in outdoor play unless "extreme weather" conditions prevail and/or there is an active weather warning in the program area.
- Outdoor time may be limited, moved earlier/later in the day, or-in rare cases-canceled due to extreme weather. This is especially true for our young infants. Please see the posted "Weather Chart" for specific guidelines.

Please ensure that your child is appropriately dressed for outdoor play daily and understand that if they are not well enough to participate in outdoor play, they are not well enough to attend program for the day.

15. GUIDANCE AND DISCIPLINE POLICIES

We believe that the purpose of discipline is to guide children as they develop problem-solving skills, learn to get their needs met in a positive way, and appropriately stand up for their rights and the rights of others. Techniques are selected based on children's age and developmental competencies. The Greater Wichita YMCA follows KDHE suggested guidance techniques.

These techniques include:

INFANT/TODDLER

Teachers will use the distraction technique, otherwise known as redirection. The infant/ toddler will be taken away from the activity and given another choice, one that is positive.

- Teachers will use the word "NO" sparingly.
- "NO" should only be used in situations where the child could be harmed.

PRESCHOOL

Preschool children will be allowed to make acceptable choices and let the natural consequence of the decision be the teacher.

- The teachers will help the children to solve problems while offering suggestions to resolve the issue.
- Classroom rules will be the foundation within the preschool curriculum.

CONSCIOUS DISCIPLINE®

Greater Wichita YMCA CDC staff utilizes the research based approach; Conscious Discipline® to help school staff, teachers, and students create an environment where everyone can develop in a way best for them. Created by Dr. Becky Bailey, an internationally renowned expert in child developmental psychology, Conscious Discipline® is built on the premise of developing discipline within children rather than applying discipline to them. Through this program children learn to turn daily conflict into opportunities to learn critical life skills.

Students learn to:

- Set and achieve goals together despite obstacles, set personal boundaries to encourage mutual respect
- Manage emotions, instead of acting out, resolve conflict in a way that creates closer relationships

YMCA DISCIPLINARY PROCEDURES

- Minor behavioral issues will be shared as needed with families verbally and/or in writing.
- When a child's behavior becomes challenging and disruptive and can no longer be maintained through common behavior management techniques or threatens the safety of the child, other children, and/or CDC staff, the parent/guardian will be contacted to pick up the child and a conference to discuss the behavior will be scheduled.
- The purpose of a conference is to discuss the specific behavior and share concerns, develop an action plan, and identify behavioral supports/resources that may be accessible to the staff and family.
- Chronic behavioral issues or behaviors that are reoccurring without resolution may result in termination of services.
- It is the goal of the Greater Wichita YMCA to make all reasonable accommodations for children with social and emotional challenges.

16. ABUSE/NEGLECT POLICY

As mandated reporters, our staff is required by law to report any suspicion of child abuse and/or neglect to child protective services. Staff is not permitted to discuss their concerns with family members prior to reporting. All staff receives KDHE approved child abuse and neglect training that includes prevention, reporting, and recognition/signs and symptoms of abuse and neglect.

17. FOOD SERVICE POLICIES

Wichita Public Schools/USD 259 participates in the Child and Adult Care Food Program (CACFP) sponsored by the USDA* and complies with its rules and regulations.

- Breakfast, lunch and one afternoon snack are served daily to all children.
- Menus and meal service schedules are posted.
- Children are asked to arrive at the posted time of service to participate in meals.
- Infant bottles and toddler cups must be labeled with the child's name. All bottles are required to have a fitted. Bottles and cups will be rinsed and returned to parents daily. Parents are responsible for returning enough clean and sanitized bottles/cups for each day's use.

- An adequate amount of food will be served to meet the nutrition requirements established by CACFP on a schedule developed by the CACFP administrator.
- Infants must be provided at least the minimum amounts of breast milk/formula, cereal, and other food components as required by the CACFP guidelines.
- Family that cannot or choose not to follow the guidelines may be required to provide all food items and will not be included in the CACFP food service program.
- Nutrition information is available.
- Meals are planned as relaxed, social experiences, served family style where children develop self-help skills.
- Although never forced to eat, children are encouraged to sample small portions of each item. Teachers are seated at the table with children and model appropriate behavior. They are sensitive to individual eating patterns.
- Outside food and/or drink is not allowed in the CDC. This applies to children, students and parents.

18. PRIVACY AND CONFIDENTIALITY POLICIES

All family records are confidential. Only authorized CDC staff has access to files. Regulatory agencies such as DCF or KDHE have legal access to class lists and files in the course of duties involving licensing, supervision, or special services.

- Each family's name, address, telephone number and child's birth date are included on a class list that may be distributed only to other enrolled families and staff. If you want your address and/or phone number deleted from the list, you must notify the CDC in writing within one week of enrollment.
- All child records the property of the Greater Wichita YMCA.
- A written request by the legal parent or guardian is required to obtain a copy of your child's YMCA file, attendance records or other documentation. Please send your request to Child Care Accounts at childcare@ymcawichita.org in some cases a court subpoena may be required.
- Please NOTE: Regulatory agencies such as DCF and KDHE have legal access to class and child records in the course of duties involving licensing supervision and other investigations. Greater Wichita YMCA staff is required to provide authorized representatives immediate access to these records.

18. SEPARATED AND DIVORCED PARENTS

- If divorced or separated parents share custody, every effort will be made to see that both parents receive communications from the CDC.
- If one of the parents has restricted access for custody or visitation and that restriction will effect ELC arrangements, please furnish the center office with a certified copy of the custody/visitation arrangements.
- NOTE - The Greater Wichita YMCA nor CDC (including staff) does not become involved in custody or payment term disputes. Please do not ask staff, or the director, to document and/or discuss any actions or behavior of another parent.

19. PARENTS/GUARDIANS ROLES

Parent/guardians are the first teachers of their children and are an important part of the ELC. Their active role enhances

their children's experiences and allows them the opportunity to participate in shaping their child's care and education. Our goal is to provide a warm, welcoming atmosphere where parents/guardians and staff work together as partners to promote continuity, support, and respect for families and their cultures.

20. COMMUNICATION POLICIES

The policies and procedures outlined in this handbook have been developed in order to help define the dynamic relationship that exists between children, parent/guardians, and early childhood professionals as we work together for the benefit of families. Effective communication between parent/guardians and teachers is the key to a child's comfort and success at the CDC.

- Classroom teachers will schedule a progress conference with each child's family at least two times a year. Other conferences requested by the parent/guardians or teachers may be held at a time mutually agreed to.
- Staff will respond professionally to concerns and questions.
- We ask that you speak to staff at times when they are not responsible for supervising children.
- You're always welcome to spend time with your child at the center.
- If you have any special skill or talent, we invite you to share it with your child's class.
- Please feel free to eat lunch, read stories, join a field trip, or enjoy outdoor activities with your child.
- Informal conversation between parent/guardians and teachers happens daily.

21. HOLIDAYS AND TRADITIONS

Traditional holidays are recognized in a simple, yet meaningful way at the CDC. Holiday observances vary greatly from family to family. If your family has special traditions that you would like to share with the other children, please make arrangements with the classroom teacher. We encourage activities that develop awareness and respect for all cultures and heritages.

*The USDA/CACFP is an equal opportunity provider and employer. If you believe you have been discriminated against because of race, color, national origin, age, sex, handicap or religion, contact the Wichita Public Schools ADA and Section 504 district coordinator, 201 N. Water, Wichita, KS 67202, 973-4631, or write to the Secretary of Agriculture, Washington, D.C. 20250.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREATER WICHITA YMCA
CHILD CARE AND CAMP ADMINISTRATIVE OFFICES
402 N. MARKET STREET, 2ND FLOOR
WICHITA, KS 67202

Branch Director: Andrea Eliot | 316.776.8241
Senior Program Director: Debbie Ogle | 316.776.8242
Program Director: Lisa Whalen | 316.776.8256
Child Care Accounts and Records:
316.776.8842 | childcare@ymcawichita.org

GREATER WICHITA YMCA MISSION

To put Christian principles into practice through programs that promote healthy lifestyles, strong families, and positive youth development to build healthy spirit, mind and body for all, regardless of the ability to pay.

Learn more at ymcawichita.org/mission.

USD 259 MISSION STATEMENT

The work of Wichita Public Schools is to empower all students with 21st century skills and knowledge necessary for success by providing a coherent, rigorous, safe and nurturing, culturally responsive, and inclusive learning community.