



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# GREATER BURLINGTON Y

# Y Early Childhood Programs

Parent Handbook  
2018-2019

Greater Burlington Y

266 College Street  
Burlington, VT 05401  
[www.gbymca.org](http://www.gbymca.org)

***Our Mission***

*To build a strong community by involving youth, adults, and families in programs and activities that develop spirit, mind and body.*

Y EARLY CHILDHOOD PROGRAMS:

Preschool at the Pomerleau Family Y  
Infant/Toddler at College Street  
Infant/Toddler at St. Paul Street  
UVM Medical Center  
St. Albans

Preschool at Chamberlin, Jericho and Underhill Elementary

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## Y EARLY CHILDHOOD PROGRAMS

### WELCOME

Welcome to the Y Early Childhood Programs. We look forward to having your child in our program. This handbook has been written to explain our program - its philosophy, goals, procedures and policies. Please feel free to ask questions and make suggestions. Our goal is to provide your child with a quality program.

The Greater Burlington YMCA is the largest provider of child care in Vermont. The Y offers child care, early education and school age programs to more than 1,200 Vermont children each week.

The Y's experience in providing quality child care for over 30 years ensures that the care provided is of the highest quality. Accreditation by the National Association for the Education of Young Children (NAEYC) and the VT Stars Quality rating system further validates the high quality of our facilities, staff, and programs.

### THE ORGANIZATION

The mission of the Greater Burlington YMCA is to build a strong community by involving youth, adults and families in programs and activities that develop spirit, mind and body.

The history and origin of the Y was founded on Christian beliefs. Today's Y builds upon that history through the development of values. At the Greater Burlington YMCA, character development is emphasized in all of our programs. The four core values that teachers will discuss and teach are respect, responsibility, honesty and caring.

### PHILOSOPHY AND GOALS

The philosophy of the Y Early Childhood Program is to provide a quality program for children ages 0 to 5 years, fostering social, emotional, physical, cognitive, creative, and healthy development through enriching experiences and positive relationships.

Our goals are...

1. To provide a safe, warm and comfortable environment in which each child can build strong, positive relationships with adults and other children around him/her.
2. To develop positive self-concepts by creating an atmosphere geared to successful experiences.
3. To provide opportunities for each child to develop his/her whole body through small and large muscle activities.
4. To provide a stimulating, creative and rich environment for each child.
5. To promote character development by teaching and demonstrating the values of caring, respect, honesty and responsibility.
6. To respect each child and family as having unique abilities, feelings, needs and wants.
7. To develop relationships with families that encourage reciprocal communication and that foster trust and mutual respect.

### PROGRAM

#### SESSION AND HOURS

Regular sessions are maintained each week, Monday through Friday. Full-day preschool and part-day preschool programs begin the first week of public school. **Full-day preschool is open during the public school February and April vacations and payment is mandatory; part-day programs follow a school year calendar. Please refer to your programs calendar for dates.**

## CLASSES AND AGES

We accept children for our programs ages 0-5 years, according to the program options chart.

Group size and ages are in accordance with recommended ratios outlined by the National Association for the Education of Young Children (NAEYC).

Children will be grouped in accordance with the chart below:

Age	Group Size	Adult/Child Ratio
0-12 months	6	1:3
12-36 months	8-10	1:4 or 1:5
3 - 5 years	14 -16	1:8 or 1:10

\* Group sizes may vary; ratios will always be maintained. Additional staff may include one-on-one aides, student teachers, and volunteers.

## STAFF

The teaching team consists of caring and skilled early childhood professionals. Teachers are qualified by education and experience and model the Y's values of caring, honesty, responsibility and respect. The Y requires on-going staff training and provides quality educational opportunities throughout the year. Regularly scheduled staff members are certified in CPR and first aid.

## CURRICULUM

Our Curriculum is a play-based emergent curriculum. Learning experiences are guided by the teacher based on children's interests, incorporating a multi-sensory and hands-on approach. Children learn by using their five senses to explore the world around them and develop an increased ability to think, reason, question, and experiment. We place an emphasis on building social competency skills in an environment rich in language development.

Our classrooms are set up to provide children with a variety of activity and play centers. These may include art, sand/water play, blocks, dramatic play, manipulatives, science, writing center, and early literacy. Additionally, our curriculum provides opportunities for experiences with music, movement, cooking, math, social studies, field trips and other enrichment opportunities. We follow the guidelines set by the National Association for the Education of Young Children (NAEYC) and the Vermont Early Learning Standards (VELS).

## ANTI-BIAS CLASSROOM

We strive to teach children in an inclusive environment. All classrooms will provide children with non-stereotyped books, posters, and dolls/toys. The equipment and curriculum will offer learning opportunities that reflect and value people of all ages, abilities, and ethnic backgrounds.

## DAILY SCHEDULE

Each day includes many experiences in the activity areas listed in the curriculum segment. Each activity and experience will be offered at the appropriate level of the group, according to interest and attention span. Though there are many variations a typical day may look like this:

- Opening - 9:00 a.m.      Arrival and free classroom exploration. ***(Please wash or help your child wash his/her hands upon arrival)***. The following activities will be available during free exploration: art, dramatic play, block play, manipulative/cognitive area, music, books, and sand/water play.
- 9:00 - 11:45 a.m.      Snack, circle time, centered play, swim\*, gym\*, and large or small group activity time based on children's interests and developmental

11:45 - 12:00 p.m.	focus; outdoor play and field trips may also occur during this time. Clean up/Pick up for morning programs
Full-day Option 12:00 - 3:00 p.m.	Lunch, rest/quiet time (time varies per age group).
3:00 - Closing	Group activity time, free play (activities as listed above) and outdoor play (typically by 3/3:30), games, special events.

**\*If swim and gym are offered in your program.**

We always strive for flexibility in our daily schedule to reflect needs and capabilities of groups and individuals. We request that families make every effort to arrive in the morning no later than 9 am so your child can start the day with their friends. This makes for an easier transition into the routine of the day for everyone.

- ***If you do not wish for your child to participate in any part of the scheduled day, you must make other arrangements during that time.***

**PHYSICAL EDUCATION PROGRAM**

The Y is committed to physical fitness. All groups incorporate gross motor development into their curriculum. Most of our programs serving children ages 2-5 will have access to gym time on a weekly basis. During gym time, a variety of gross motor activities will be provided. Children should wear sneakers on their scheduled gym days.

**AQUATICS PROGRAM**

Most children ages 3-5 will participate in swim lessons depending on location of their center and access to pools. Trained aquatic staff and the classroom teachers swim with the children in addition to a lifeguard on deck. The children are divided into groups according to skill and degree of comfort. The focus is making children feel comfortable in the water, getting their faces wet, introducing skills and water safety. On swim days we appreciate clothes that are easy to put on independently (i.e.: no tights, no high top sneakers). Parents should consult center directors in regard to their child's swim schedule.

**FIELD TRIPS**

Most groups go on 3-4 field trips each year. Some of these are by walking or public transportation, some may include use of a mini bus. **Mini Bus Usage** – After recommendations from the Vermont Governor's Highway Safety Commission, the Y Early Education team has decided to contract with Vermont Educational Consultants for field trip transportation. The minibus is equipped with integrated safety seats and a certified and licensed driver is provided. Please note that for many reasons we are unable to take field trips to individual's private homes. Each mini bus trip will require a permission slip. Impromptu walking trips may occur without prior notice. Parents are responsible to cover field trip costs.

**OUTDOOR SPACE/OUTDOOR PLAY**

Every center has a designated outdoor play area for children. In addition groups often go for walks around the community and to area parks. Children will go outside daily, weather permitting. We will limit our outdoor time in extreme temperatures. Knowing that we go outside most days, please send your child with appropriate outdoor clothing. With warm temperatures, sunscreen will be applied as needed with parent permission.

**SNACK**

Snack time is offered once a day for part day groups and twice a day for full day groups. Snack programs vary from site to site.

## **LUNCH**

(Full-day Programs)

Each day, your child will need to bring a healthy lunch with drinks. We ask that parents reinforce the importance of eating a good lunch and discourage the sharing of food as some children may have dietary restrictions. It may be a good idea to have your child help you choose a healthy option. This way you can be sure that what you pack are things that your child will eat.

## **REST TIME**

(Full-day Programs)

For our preschool groups, rest time is a period of time following lunch. This time period could last up to two hours depending on the ages of children and the needs of the group. We are required by state licensing regulations to provide children with a quiet rest time daily. It is physically and mentally demanding for a child to keep pace with peers all day long. Sleep is a major requirement for good health, and for children to get the recommended amount, some daytime sleep is usually needed. Vital physical and mental development occurs in early childhood, and naps provide much needed downtime for growth and rejuvenation. A child's need to rest at some point during the day is important. It is our philosophy if a child falls asleep on his/her own, we will not wake them until rest time is over. If families have individual requests regarding their child's sleep pattern, we will make all reasonable efforts to come to an agreeably mutual plan. Children who do not sleep will be given time, space, and adequate lighting for quiet play after 30 minutes. Children will rest on washable mats; parents provide a sheet and blanket. Special items such as teddy bears may be brought in for naptime. We ask that all naptime materials (pillow, blanket, stuffed animal) be kept in a special bag (plastic or laundry bag with drawstring or small duffel bag) and washed weekly.

## **PARENTAL INVOLVEMENT**

We feel strongly that parents should be involved in their child's early education experience and would like to offer ways for you to join your child's classroom in a variety of capacities. We value your participation; you are your child's best teacher.

- You are invited to read or tell a story to the class, sing songs, volunteer to help children with a project, chaperone field trips, make classroom games at home or share a skill. We encourage you to volunteer in the classroom as many times as you can. It is really amazing and fun to watch your child and the class change and grow in their social interactions. An added set of hands and eyes are always welcome and give the children more one-on-one time with an adult.
- Parent conferences are held twice a year for all groups. During the fall meeting, parents and teachers have the opportunity to get to know each other, talk about the upcoming school year and to set goals/expectations for your child. In the spring, the teacher will share written information regarding your child's growth and development. Assessment tools vary from site to site but are generally based on observations and data collected on an on-going basis in the classrooms.
- We always are looking to hire qualified substitute teachers and assistants. We compile a substitute list and will call subs as needed throughout the year. If you are interested and if you have experience working with groups of children, please contact your program director.

## **GUIDING BEHAVIORS**

Many behaviors we observe are developmentally appropriate. Our goal is to guide children as they learn to make positive choices about their behavior. At the Y, our focus is on setting clear behavior expectations and creating an environment that facilitates positive behavior. We practice preventative techniques such as informing children of consequences, following

through, consistency, redirection and the use of humor. Children are encouraged to talk through their problems when conflicts arise and to make choices to correct inappropriate behavior, with the teachers acting as mediators rather than problem solvers. It is our philosophy to teach children to take ownership of their behavior and learn to make good choices. We strive to meet the individual needs of every child enrolled in Y early childhood programs. In order to ensure the success of each child, a variety of resources may be explored. Intervention strategies may include: observation and documentation, various behavior modification strategies, environment and expectation adjustments, family involvement and/or community professional resources. When any intervention strategies are used, the rights and privacy of each child and family will be respected. Anyone in need of additional information is welcome to make an appointment with the program's director.

It is our goal that every child be successful in our programs. If we feel we have exhausted all resources and are unable to accommodate the child's needs we may need to adjust their schedule. As a last resort we may determine it is mutually beneficial to remove a child from the program.

### **CELEBRATIONS**

We will acknowledge birthdays and other important events in your child's life. You may wish to provide food for the special occasion. Check with your child's teacher first for ideas and amounts necessary. You are encouraged to join in these celebrations whenever possible. Party favors, special trips or visitors (e.g., clowns, performers...) should not be included as a part of the celebration. Latex balloons and candy are not permitted in any of our programs. If you are planning a party outside of the Y, we ask that you do not use children's cubbies to distribute invitations.

In keeping with the Y philosophy, we have developed the following statement regarding holidays: Using an anti-bias, developmentally appropriate approach, holidays can be explored as a way to enhance children's knowledge of others' traditions and heritage. We wish to be thoughtful in providing diverse exposure to all children in our care. We may at times include holidays of different cultures and their traditions to teach children respect and caring. Celebrations will be a form of honoring and observing various traditions, rather than focusing on parties and commercialism. We may use books, arts and crafts, food, music, games and other age-appropriate materials and activities. We welcome parent and community involvement as well. We will be sensitive to all of our families when planning activities. When celebrating a holiday with children, our programs will take into consideration the families we serve, the other holidays occurring around the same time of year and the appropriateness and value of the activity for the age children in each group.

### **NUTRITION**

Our programs are mandated under licensing to monitor children's nutritional needs, and therefore we ask your cooperation with the following guidelines for the children's food. We ask that you strictly limit the amount of sugar, fat, artificial colors and food dyes, sweeteners, preservatives, and additives in the foods you provide. We do not allow children to have candy, soda or any high fructose beverages. Well-balanced meals incorporating fresh foods from all the food groups, accompanied by milk, water or **unsweetened** fruit juice is strongly encouraged. When planning cooking activities for the children we will work hard to do our part in providing healthy examples. There are many foods that pose a choking risk to children under the age of four. Please check with your child's teacher about food that may be prohibited and see the attached list at the end of the handbook.

### **ALLERGIES/FOOD SENSITIVITIES**

Please list any food allergies or sensitivities that your child has in the appropriate section of the child's application and information form. This information should also be communicated to the program director and your child's teachers before or immediately at the time of



enrollment.

We require that parents of children with allergies provide the program with written documentation from the allergist/pediatrician outlining all allergies and accommodations when a child has been diagnosed. If there are allergies in the classroom, you will be informed by your child's teacher. The safety of every child is first and foremost in every Y program. In the event that a child with a severe allergy is enrolled in the program, it will be necessary to have specific food restrictions in certain areas of the facility. We monitor food labels and will send home foods that pose a threat to other children.

## **HEALTH POLICY**

Based on VT Licensing guidelines our ultimate goal is to provide quality care to a group of healthy children. We ask your cooperation in keeping everyone healthy. Children who become ill will be comforted until picked up by the parent or designee. Children who are ill are must be picked up as soon as possible and no longer than one hour after the call from the Y staff. Children who appear to be ill or who have contagious diseases should not come to the program that day. We ask that you call your child's center if he/she will be absent. In general 24 hours healthy before returning to school helps to keep everyone healthy including staff and children.

We are unable to care for your child if she/he...

- Has a fever of 100 F or greater (axillary temperature under arm).
- Is congested enough to need a vaporizer.
- Is tired enough to require sleep beyond a regular nap.
- Has any eye discharge.
- Has diarrhea (3 times in 24 hours or if it persists for more than 48 hours).
- Has an unidentified rash.
- Has severe coughing.
- Is not able to keep up with the scheduled day (i.e., outside play, field trips).
- Has vomited within the last 12 hours.

Children who have been out with the following illnesses may return to the school according to these guidelines...

- COLD/FEVER - 24 hours after fever gone (without medication).
- CONJUNCTIVITIS - a properly dated medication must have been administered for 24 hours upon doctor's approval.
- CHICKEN POX - when the last sore is scabbed over and there is no oozing.
- HEAD LICE - after using a prescription treatment and all eggs are removed (no nits).
- IMPETIGO - 24 hours after medication has begun.
- MEASLES - 6 days after rash appears, with a signed note from physician.
- MUMPS - 9 days after swelling starts, with a signed note from physician.
- SCABIES - 24 hours after treatment has begun.
- STREP THROAT - 24 hours after medication has begun (4 doses).
- VOMITING - 12 hours after last episode and child is able to tolerate food.
- COXSACKIE - fever must be gone; when sores are not oozing, and child can eat and drink comfortably and upon doctor's approval to return.
- MRSA - when sores are no longer oozing and are scabbed over.

***\*The Y will follow guidelines recommended by the VT Dept. of Health in the event of a pandemic. Parents will be notified if one should occur. Please use your pediatrician's recommendation for any other illness.***

## **MEDICATION POLICY**

In order for your child to be given medication while in our programs YOU MUST COMPLETE AND SIGN a written Medical Authorization form each day your child receives medicine, even

if it is the same medication or prescription. Forms are kept in each classroom. When completed, the forms should be given to the teacher along with the proper medication. **All** medications should be in the original container with proper dosage noted on the label; if it is a prescription medication, the medication must be clearly labeled with the child's name, dosage, schedule and contents, and the date must be current. Medications will be kept in locked medicine boxes; they should not be stored in the child's lunch box, bag or backpack. All staff is trained annually by a licensed health provider on how to properly administer medication. Please note that our staff will not administer medications if they do not conform with written instructions either on the container or from a physician. For example, should a parent request that we dispense an over-the-counter medicine to an infant when the label clearly states that a physician should be consulted before administering the drug to a child under the age of two, we could only administer the medicine with a physician's note outlining the medication and appropriate dosage.

## **EMERGENCY PROCEDURES**

### **INJURIES AND ILLNESS**

If a child is injured or ill, the director or the appointed person in charge will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

- 1) Attempt to contact a parent or guardian\*.
- 2) Attempt to contact a parent through any of the persons listed on the emergency information form.

If we cannot contact a parent/guardian, or the situation warrants, we will do one of the following:

- 1) Call 911.
- 2) Have the child taken to a hospital or doctor's office in the care of the director/acting director.

***\*Please make sure all contact information is accurate and up to date.***

### **FIRE DRILLS AND CENTER EVACUATION**

Every program will conduct monthly fire drills. Center evacuations will vary depending on the location of the program. Please see your program director for more information.

### **SEVERE WEATHER PROCEDURES/SCHOOL CLOSINGS**

In the event that emergency weather conditions or other unforeseen emergencies occur, the center reserves the right to declare an emergency closing for the appropriate time period. Parents can be notified of such closings via radio or television announcements and/or direct contact through our one call now system. Weather related closings will be announced by 7:00 am. Any decisions to adjust our hours of operation due to severe weather (or other emergencies) may be made throughout the day and parents will be informed of such decisions by phone.

### **PICK-UP AUTHORIZATION**

An adult over the age of 18 must accompany the child into and out of the building, and must sign the child in/out with a staff member in charge of the child's group at that time.

Children will be released only to those persons listed on the registration form as authorized persons to pick-up. Any other person coming to pick-up must have prior written permission from the parent. If there is no other written permission separate from this authorization, the Y will release the child to either parent, a legal guardian or any other person designated by either a parent or a legal guardian to receive the child. This written authorization must be

given to the teacher or the program director by the parent; we will not accept a note from the person attempting to pick up a child. Please arrange a time for the staff to meet others who have permission to pick up your child so they will be recognized by staff. The pick up person should also be prepared to show I.D.

By law, children must be released to either parent unless we have court documentation stating otherwise. In the event parents are separated or divorced, we must have on file any paper filed with the court pertaining to parental rights. This will enable us to provide security for the child and respect the legal rights of parents.

#### **LATE PICK-UP POLICY**

In the event of an emergency when you arrive past your programs closing time, you will be charged a late pick up fee. Parents will be charged \$10.00 per family within the first 10 minutes and \$5.00 for every 5 minutes thereafter. Staff will inform the director of any late pick-ups; the fee will be added to your child care account.

#### **BABYSITTING POLICY**

Employees of the Greater Burlington YMCA may not be alone with children of families who are enrolled in any GBYMCA programs when the employees and the children are outside of the Y. This includes employees babysitting for families or having children visit employees' homes. Staff place themselves in a vulnerable situation when they are alone in a home with children. The child care policies of the Y are in place to protect children from abuse and also to protect staff from accusations of abuse. We encourage professionalism in all of our staff and feel that babysitting diminishes that teacher/parent relationship. Professionalism is a part of the evaluation process, and staff members' professional relationships will be considered during evaluations.

#### **SUSPECTED CHILD ABUSE AND NEGLECT**

As professional child care providers, we are mandated by the State of Vermont to report any suspicions of child abuse or neglect immediately to the Department of Children and Families (1-800-649-5285).

#### **PARENTAL FREEDOM OF ACCESS AND COMPLAINT PROCEDURE**

Parents are always welcome and have access to the program anytime during hours of operation. Questions, concerns or complaints may be shared with a child's teacher and/or the director at any time in person or in writing. Every effort will be made to discuss and address areas of concern should they arise.

In the event that any adult behaves in a manner that disrupts the program, intimidates, or promotes fear, that individual will be asked to leave the facility and may be restricted in their access to the program and its premises. All individuals must use respectful behavior and communications at all times at the program.

We ask that you remember to respect the confidentiality of any information you may inadvertently gain about other children and families at the school. Please refrain from passing along any personal information to anyone unauthorized to hear it, both within and outside the center.

#### **INFORMATION PROCUREMENT POLICY**

Maintaining confidentiality is critical. Information about children or families will be kept confidential at all times. Children's files will be kept in a locked cabinet or drawer.

The Greater Burlington Y recognizes that, on occasion, it is called upon by parents or others to provide information, reports, or sometimes even testimony, in legal or related cases. Because this can cause an impact on our other duties and because it is important to be

consistent with our responses to such requests, it is the policy of the Greater Burlington Y to provide information to a parent or third party only upon proper service of a subpoena for the production of such documents or for the testimony of any staff, agent or employee of the Greater Burlington Y. In addition, the Greater Burlington Y believes it is important to observe a level of discretion and confidentiality when it comes to the children and families it serves. This makes the need for a consistent response to requests for information even more important.

#### **PHOTOS AND VIDEOTAPE**

At the Y photographs or videos are occasionally used for program brochures, staff training or other Y related business. If you are concerned about your child being photographed, please notify the director in writing.

Please be aware that Y families may take photographs of their children within our programs for their own private use. If the pictures include any children than your own, all such photos should be for private use only and should not be published or posted on a public media forum such as Facebook, MySpace, YouTube, etc.

#### **ACCEPTANCE ENROLLMENT POLICY**

Enrollment is subject to the constraints of space and staffing. Modifications of the program to accommodate the needs of children with qualified disabilities, including assignment of additional staff, may be made where such modifications are reasonable and necessary, if the modifications do not fundamentally alter the nature of the program and do not result in an undue burden on the Y. Requests for modifications or auxiliary aids should be made as far as possible in advance of a child's attendance in the program. The Y strives to make the program one which provides for the safety, well-being, development, and success of each child enrolled - and seeks to work in partnership with families in best accomplishing that goal.

#### **ENROLLMENT\***

Children will be accepted on the following basis:

- That each child submits a current registration form, child & family information form, EFT (Electronic Funds Transfer) form, copy of VT child care financial assistance form (if applicable), demographic form and a current immunization record or a written statement of exemption by a parent or guardian. **All children must submit a current immunization record annually.** The record(s) cannot be faxed, but you may email them to Kristen.
- That children meet the age requirements for specific programs specified on the charts that accompany the brochure. (Children are enrolled on a first come, first serve basis according to age, not gender).
- Registration is for a full program year. In the event that a schedule change is needed, the Y requires a three-week written notice for withdrawals. **Failure to give a three-week notice will result in tuition responsibility.**

#### **FINANCIAL POLICIES\***

Please note our new payment process. **Payment must be made by credit card or bank draft from a checking or savings account.** You can choose to have your payment processed every Friday for the following week or on the 1<sup>st</sup> business day of the month for the entire month's tuition.

The following restrictions apply for payments:

1. Full tuition is required for partial week closings or for closings due to weather

conditions or other emergency.

2. No charge will be made for scheduled full-week closings for the part-day 9am-12pm preschool programs.

***Please refer to our website for a full explanation of our financial policies and billing information.***

### **TAX INFORMATION\***

At your request, a statement will be sent showing childcare payments made to the Y during the previous calendar year. Per IRS requirements, your requested statements will be mailed no later than January 31<sup>st</sup>. The Y tax identification number is 03-0185-810.

### **SCHOLARSHIPS\***

If you require tuition assistance, applications are available at the Y Business office on online. For more information contact Marsha Faryniarz, VP Child & Youth Services at 862-9622 ext. 140.

***\*Corporate site sponsored programs may have different financial policies. Please refer to your program's addendum.***

### **NOTICE OF NON-DISCRIMINATION**

In accordance with the laws and regulations cited below, the Greater Burlington Y does not discriminate on the basis of race, color, national origin, handicap, age, or sex in admission or access to, or treatment or employment in, its programs or activities.

Title VI of Civil Rights Act of 1964 (42 USC 2000d et seq.); 45 CFR Part 80.

Section 504 of the Rehabilitation Act of 1973, as amended, (29 USC 794); 45 CFR Part 84.

Age Discrimination Act of 1975, as amended (42 USC 6101 et seq.) 45 CFR Part 91.

Title IX of the Education Amendments of 1972 (20 USC 1681) 45 CFR Part 86.

An anti-harassment policy is on file in the office.

The individual cited below has been designated to coordinate our efforts to comply with the U.S. Department of Health and Human Services regulations implementing these Federal laws. You may contact this person for further information about these regulations and our grievance procedure for the resolution of discrimination complaints.

Mary Burns, President/CEO  
Greater Burlington Y  
266 College Street  
Burlington, VT 05401

### **INSURANCE**

The center and its staff are covered by a comprehensive program of insurance issued to the Greater Burlington YMCA.

### **LICENSURE**

The center is fully licensed by the State of Vermont and the Department of Children and Families/ Child Care Division (1-800-649-2642), meeting all health, safety and fire regulations. Regulations may be viewed at <http://www.dcf.state.vt.us/cdd/>

### **QUESTIONS/CONCERNS**

If you have any questions or concerns, please feel free to contact your program Director at

any time.

### **10 TOP CHOKING FOODS FOR CHILDREN UNDER AGE 4**

*(Please note that this is not a comprehensive list. Refer to Infant/Toddler Addendum for more information about foods that we are not able to serve to infants and toddlers).*

The following foods pose a choking hazard to children under age 4. Small, round, firm foods that can slip easily down the throat, those that are stringy or sticky, and those that swell when moist are the most dangerous. You should not serve them to children in this age group unless you're able to prepare them in a way that lessens their potential to cause choking. Some common sense advice:

- |                                          |                                                                                                                                                                                                                                                                                           |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Apples</b>                            | Always chop apples and other firm fruits into manageable, bite-size pieces or thin slices, or cook until soft in texture.                                                                                                                                                                 |
| <b>Carrots</b>                           | Raw carrots should be finely shredded, or cooked thoroughly until mushy to the touch.                                                                                                                                                                                                     |
| <b>Celery</b>                            | Its stringy quality makes celery hard for young children to chew and swallow properly. With a peeler, remove the stringy outside layer of the celery stick, and cut it up before serving.                                                                                                 |
| <b>Grapes</b>                            | Cut grapes in half (if large, cut into fourths) before giving them to your child (remove seeds). Similarly, cherries should be pitted and chopped before serving.                                                                                                                         |
| <b>Hot Dogs</b>                          | One of the most common foods to choke children, hot dogs must be cut up to become safer to eat. Slice length-wise and then chop into irregularly shaped, bite-sized pieces.                                                                                                               |
| <b>Nut Butters,<br/>Sunflower Butter</b> | The safest way to prepare nut butters is to spread a very thin layer on a slice of bread and serve with a beverage. Children under age 4 should never eat large clumps of nut butter from a spoon or finger. <i>(Please note that some of our programs are peanut and tree nut free.)</i> |
| <b>Raisins</b>                           | Don't give raisins to children under age 2. Serve only plump, moist raisins or ones that have been cooked in foods like pudding or bread to children ages 2 - 4.                                                                                                                          |
| <b>Hard Candy</b>                        | Small sucking candies are dangerous because children tend to bite them and may accidentally swallow them whole, blocking their airway.*                                                                                                                                                   |

**Nuts** Peanuts (like hot dogs) are a leading cause of childhood choking. But all nuts pose a threat because of their size and shape and therefore should be avoided.\*

**Popcorn** Its size, shape, and sharp, irregular edges makes popcorn a prime choking food.\*

\*Keep these foods off-limits for children under age 4.

Adapted from Child Magazine.

### **LUNCH AND SNACK IDEAS**

The following is a list of food ideas for preschoolers. Staff was surveyed and lists were collected. These are some of the things we have found young children like to eat. (If you have other suggestions, let us know!)

<b><u>Breads/Starch</u></b>	<b><u>Fruits/Vegetables</u></b>	<b><u>Dairy/Protein</u></b>
spaghetti	fresh fruit (cut or whole)	cheese
pizza	mashed potatoes	yogurt
muffins/quick breads	applesauce	string cheese
waffles	fresh fruit with yogurt	cream cheese & bagels
toast	celery, carrots, broccoli & dip	baked beans
macaroni & cheese	fruit salad	hard boiled eggs
sandwiches	salsa & chips	rolled-up deli meat
graham crackers	vegetable soup	pepperoni
pancakes	100% fruit juice	tofu
garlic bread	peas or green beans	cut-up hot dogs
cereal bars/granola	pickles/olives	chili
pretzels		pudding
raisin bread		cottage cheese
oatmeal		cream soup
bagels		grilled cheese
rice cakes		scrambled eggs
crackers		chicken fingers/nuggets
rice		hamburger
tortillas		stir fry
english muffins		hummus
animal crackers		tuna fish
dry cereal		

